

SOP-OPS-EA-26**Accessing and Completing Read & Signs****PURPOSE**

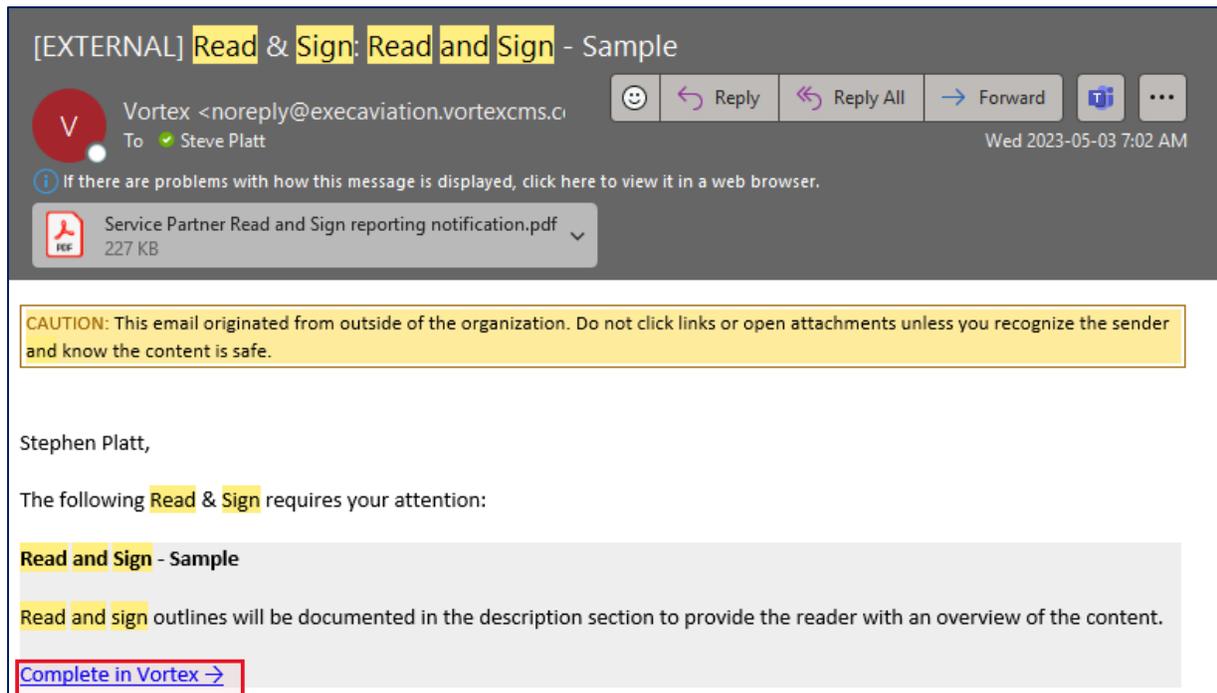
This SOP has been developed to provide guidance to Team Members on how to view and action Read & Signs in Vortex.

SITUATION AND ASSUMPTIONS

All Read and Signs will be posted to the Training module in Vortex. Team Members will receive e-mail notifications to their corporate e-mail alerting them to new Read & Signs requiring their attention. It is each Team Member's responsibility to check Vortex frequently for new Read & Signs.

CONCEPT OF OPERATIONS**Email Notification of a new Read & Sign**

Team Members will receive Read & Sign notifications to their corporate email. Although the Read & Sign is attached to the email, **Team Members must follow the link to complete the Read & Sign process.**



[EXTERNAL] Read & Sign: Read and Sign - Sample

Vortex <noreply@execaviation.vortexcms.c...>
To: Steve Platt

Wed 2023-05-03 7:02 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

Service Partner Read and Sign reporting notification.pdf
227 KB

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Stephen Platt,

The following Read & Sign requires your attention:

Read and Sign - Sample

Read and sign outlines will be documented in the description section to provide the reader with an overview of the content.

[Complete in Vortex →](#)

SOP-OPS-EA-26**Accessing and Completing Read & Signs****Accessing & Actioning Read & Signs in Vortex**

1. Read & Signs requiring attention will appear on the Vortex Dashboard along with any training that is due.
2. If you have a Read & Sign due, simply click "View" which will take you to your Training Due page which shows you your Read & Signs along with training items.

3. Click on the Read & Sign title to be taken to a summary box that gives you basic details of the Read & Sign along with a link to the document in PDF format.

SOP-OPS-EA-26 Accessing and Completing Read & Signs

4. Read The Description.
5. Click on the Read & Sign link to view the PDF document (It will open in a new browser tab)
 - a. When you have finished the Read & Sign and understand it fully, close the browser tab with the document to return to the main Read & Sign page
6. On the Read & Sign Summary box, click the “I have read and understood this training” box
7. Click “Save”

Read & Sign

Read and Sign - Sample	
Category	Administration: Executive Aviation: Airport (Admin)
4 Description	Read and sign outlines will be documented in the description section to provide the reader with an overview of the content.
5 Documents	Service Partner Read and Sign reporting notification.pdf

6 I have read and understood this training.

7 ✔ Save ✘ Close

To access your complete and due Read & Signs directly from Vortex:

<ol style="list-style-type: none"> 1. Go to your Vortex Dashboard and click on Training 	<div style="border: 1px solid black; padding: 10px;"> <h3>Dashboard</h3> <p>You have 57 training items due. View</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Help </div> <div style="text-align: center;"> Portal </div> <div style="text-align: center;"> 1 Training </div> </div> </div>
<ol style="list-style-type: none"> 2. For completed Read & Signs click on “View Training Records 3. For Read & Signs that you have not yet completed click on “View Your Training Due”. From the list you will be able to identify Read & Sign items by the title which will always start with “READ & SIGN” 	<div style="border: 1px solid black; padding: 10px;"> <h3>★ Training</h3> <p>You have 57 training items due. View</p> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Actions Records </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> 2 View Training Records </div> <div style="text-align: center;"> 3 View Your Training Due </div> </div> </div>

SOP-OPS-EA-26 Accessing and Completing Read & Signs

To review Read & Signs you have already completed:

<p>1. Go to your Vortex Dashboard and click on Training</p>	<p>Dashboard</p> <p>You have 57 training items due. View</p> <p> Help  Portal 1  Training</p>						
<p>2. Click on "Records"</p>	<p>★ Training</p> <p>You have 95 training items due including 21 F</p> <p>Actions Records 2</p> <p> View Training Records  View Your Training Due</p>						
<p>3. Select the Read & Sign you wish to Review</p>	<p>★ Training</p> <p>You have 95 training items due including 21 READ & SIGN. View</p> <p>Actions Records</p> <p>All Dates Read & Sign Completed</p> <p>Training Record Search (1 - 1 of 1)</p> <table border="1"><thead><tr><th>ID</th><th>Date</th><th>Training</th></tr></thead><tbody><tr><td>2023-18870</td><td>2023-Jun-19</td><td>Read & Sign: Porter: AOB 23-001 New Weight and Balance Load Form</td></tr></tbody></table>	ID	Date	Training	2023-18870	2023-Jun-19	Read & Sign: Porter: AOB 23-001 New Weight and Balance Load Form
ID	Date	Training					
2023-18870	2023-Jun-19	Read & Sign: Porter: AOB 23-001 New Weight and Balance Load Form					

SOP-OPS-EA-26

Accessing and Completing Read & Signs

4. Click on the document PDF to view the completed Read & Sign

Training Record Information	
ID	2023-18870
Status	Completed
Completion Date	2023-Jun-19
Employee	EA Sample (YAM Terminal)
Training	Read & Sign: Porter: AOB 23-001 New Weight and Balance Load Form AOB 23-001 New Weight and Balance Load Form SUBJECT: New Weight and Balance Load Form 4 ↪ AOB23-001 New Weight and Balance Load Form 1.pdf

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This SOP applies to all Team Members.

SPECIAL CONSIDERATIONS

N/A

RESOURCES AND LOGISTICS

N/A

PROCEDURE DEVELOPMENT AND MAINTENANCE

This procedure will be owned by Director – Brand Experience and will be reviewed annually.

RELATED DOCUMENTS

N/A



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