



# EASA Airworthiness Directives publishing tool

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Airworthiness Directives



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Keyword:

[advanced search](#)

List of ADs  
Displaying records 1 to 10 out of a total of 1724 ADs

AD number	Issue date	Subject	Approval Holder / Type Designation	Effective date	Attachment
<a href="#">2007-0201</a>	2007-08-01	Engine – HP/IP Turbine Bearing Oil Vent Tubes – Inspection / Cleaning / Replacement	ROLLS-ROYCE PLC → RB211 TRENT 700	2007-08-15	<a href="#">32 kb</a> <a href="#">51 kb</a>
<a href="#">2007-0202</a>	2007-08-01	Engine – HP/IP Turbine Bearing Oil Vent Tube Restrictor – Inspection / Cleaning / Replacement	ROLLS-ROYCE PLC → RB211 TRENT 700	2007-08-15	<a href="#">27 kb</a> <a href="#">50 kb</a>
<a href="#">2007-0179</a>	2007-07-31	Ice- Rain Protection - Pitot Probe Resistance Low Current Sensor - Inspection / Replacement	ATR → ATR42 → ATR72	2007-08-14	<a href="#">28 kb</a> <a href="#">57 kb</a>
<a href="#">2007-0194-E</a>	2007-07-30	Fuselage, Wing Stabilisers Structure - Inspection / Repair	GROB → G103 <input type="checkbox"/> TWIN ASTIR <input type="checkbox"/> TWIN ASTIR TRAINER <input type="checkbox"/> TWIN II → G103A <input type="checkbox"/> TWIN II ACRO → G103C <input type="checkbox"/> TWIN III <input type="checkbox"/> TWIN III ACRO <input type="checkbox"/> TWIN III SL	2007-08-01	<a href="#">27 kb</a>
<a href="#">2007-0200-E</a>	2007-07-30	Introduction of new Airworthiness- and Operating Limitations	MORAVAN AVIATION s.r.o → Z 42 series <input type="checkbox"/> Z 42 <input type="checkbox"/> Z 42M <input type="checkbox"/> Z 42MU <input type="checkbox"/> Z 142 <input type="checkbox"/> Z 142C <input type="checkbox"/> Z 242 L	2007-08-01	<a href="#">80 kb</a>
<a href="#">2007-0171</a>	2007-07-27	[Corrected] Landing Gear - NLG Oleo Outer Cylinder- Inspection/Repair	APEX → DR 300 → DR 400 → HR 100 → R 1180	2007-08-01	<a href="#">39 kb</a> <a href="#">116 kb</a>
<a href="#">2007-0199</a>	2007-07-26	[Corrected] Placards Markings - DO NOT TOUCH HANDLE DURING FLIGHT - Installation; and Doors - Passenger Door Hinge Supports - Modification	328 Support Services GmbH → 328-100 → 328-300	2007-08-08	<a href="#">30 kb</a> <a href="#">54 kb</a>
<a href="#">2006-0340R1</a>	2007-07-26	Equipment and Furnishings - Seal of the Jettisonable Window Panel - Inspection / Rework	EUROCOPTER → EC225 → AS 332	2006-11-23	<a href="#">27 kb</a> <a href="#">42 kb</a>
<a href="#">2006-0325R1</a>	2007-07-26	[Corrected] Fuel System - Prevention against Explosion Risks - Fuel Tank Electrical Bonding - Inspection/Modification	AIRBUS → A300 → A310	2006-11-06	<a href="#">28 kb</a> <a href="#">244 kb</a>
<a href="#">07-128</a>	2007-07-25	Fuel System - Prevention against Explosion Risks - Fuel Tank Electrical Bonding - Inspection/Modification <a href="#">send comment</a>	AIRBUS → A300-600		<a href="#">28 kb</a>

1 2 3 4 5 6 7 8 9 ...173 Next

For help on using this tool, please refer to [the help section](#)  
For any inquiry regarding ADs, please contact [the EASA AD team](#)  
To report any bug, broken link or problem with this application, please contact the [webmaster](#)



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# 1 Introduction

## 1.1 Welcome

Welcome to the **Airworthiness Directives publishing tool User's Guide**.

The [EASA](#) Airworthiness Directives publishing tool ([AWD](#)) is a web-based application developed to provide a searchable, printable list of Airworthiness Directives (ADs) and Safety Information Bulletins (SIBs) published or endorsed by EASA and allow subscribed users to be automatically notified of new/amended publications.

### NEW Functionalities Available as of 15th September 2008!

- **Safety Information Bulletins (SIB)**
- **Foreign Safety Information endorsed by EASA**
- **Foreign Airworthiness Directives adopted by EASA under the provisions of EASA Decision 02/2003 of 14 October 2003**
- **Emergency Conformity Information (ECI)**

issued/endorsed/adopted on or after 15th September are now published within the EASA AD Tool.

### 1.1.1 NEW: Safety Information Bulletin

#### Safety Information Bulletins

As a [user](#) of our AD notification service, you will automatically [receive notifications](#) of [all](#) SIBs that are being published, unless you reset or refine your filter [criteria](#).

#### **How to...**

##### **Stop receiving SIB notification**

In case you would like to stop receiving notification e-mails of new SIBs, edit your existing filter by simply unticking the box titled SIB.

##### **Refine the filter for the SIB notification**

By default you will receive all Safety Information that is published within the tool.

You can refine your filter by using the SIB general product categories. These can be found within the taxonomy under [S](#)afety Information Bulletins.

Hint: SIBs are not linked to actual TC-Holders/Types/Models and any search/filter based on those criteria will return no result.

To add the selected Safety Information Bulletin Category, double-click on it or drag'n'drop it to your selected filter as usual. You will see a small exclamation mark over the icon of the filter, indicating that you have made a change which is not saved yet. To apply your changes, just click on the **"Save"** button again. If the update was successful, you will receive a confirmation message

## 1.1.2 NEW: Foreign ADs

### Non-EU Member States Airworthiness Directives

All Foreign Airworthiness Directives adopted by EASA after the 15th of September 2008 under the provisions of EASA Decision 02/2003 of 14 October 2003 are now published within the EASA AD tool and will be notified to the subscribed users. These notifications of Foreign ADs will be made in accordance with your filter settings same as for the receipt of EASA ADs.

## 1.2 Acronyms

These terms are used throughout this guide and in the AWD application:

Acronym	Definition
AD	<b>A</b> irworthiness <b>D</b> irective, an AD which becomes effective 14 days after the date of issue
<b>E</b> AD	<b>E</b> mergency <b>A</b> irworthiness <b>D</b> irective, an AD which becomes effective two days after the date of issue
<b>S</b> IB	<b>S</b> afety <b>I</b> nformation <b>B</b> ulletin
<b>P</b> AD	<b>P</b> roposed <b>A</b> irworthiness <b>D</b> irective
<b>E</b> CI	<b>E</b> mergency <b>C</b> onformity <b>I</b> nspection
TC	<b>T</b> ype <b>C</b> ertificate

ADFP Airworthiness Directives Focal Point, the EASA staff member(s) in charge of publishing ADs

## 2 How to...

### 2.1 Register

In order to [define multiple filters](#) and specify that you want to [receive notifications](#) for your filters, you need to [login](#) as a registered user.

To register for the AWD application, you need to point your web browser to the following URL:

<http://hub.easa.europa.eu/security/?app=awd&act=register>

You will be presented with a form which you are required to fill in. Some fields will have a question mark icon next to them. Moving your mouse over that icon will display a brief explanation for that field.

Please fill in the form below. Mandatory fields are **emphasized**.

<b>USER ID (e-mail)</b>	<input type="text" value="john.doe@easa.europa.eu"/>	?
<b>Repeat USER ID (e-mail)</b>	<input type="text" value="john.doe@easa.europa.eu"/>	
<b>Password</b>	<input type="password" value="*****"/>	
<b>Repeat Password</b>	<input type="password" value="*****"/>	
<b>First Name</b>	<input type="text" value="John"/>	
<b>Surname</b>	<input type="text" value="Doe"/>	
User description	<input type="text" value="Aviation expert"/>	?
Organisation	<input type="text" value="EASA"/>	?
Phone number	<input type="text" value="+49-221-1234567"/>	
<b>Get notification emails</b>	Yes <input type="radio"/> No <input checked="" type="radio"/>	?
<b>Verification</b>	Please read the <b>5 characters</b> within <b>0..9</b> and <b>A..F</b> that you see in this image and type them in the text box to the right.	
		<input type="text" value="dd306"/>
	<input type="button" value="Register"/>	

**Specify whether you want to receive notification emails**

**Please check the e-mail address you entered for typos before you submit the form.**  
Upon clicking the Register button, a verification e-mail will be sent to the e-mail address you specified.  
If you do not receive a verification e-mail within a reasonable time, please first make sure that no spam filter on your part has intercepted the message, and then contact us.

At the bottom of the form, you are presented with a random image, displaying 5 characters, digits or letters and you are required to enter these characters in the text box below, as a security measure. You can read more about why we do this on this URL: <http://en.wikipedia.org/wiki/Captcha>.

Once you click on the Register button, if all fields were filled in correctly, a verification e-mail will be sent to the e-mail you provided as your User ID. It is therefore important to use a valid e-mail address. This verification e-mail will contain a link on which you have to click to activate your account. If the process is completed successfully you will again be notified by e-mail.

You are now ready to login!

**Warning:** Please make sure you provide a correct e-mail address. If you provide an invalid e-mail address or make a typo while entering it (that's why we ask you to enter it twice), you will not get the verification e-mail and thus will not be able to login and place comments.

**Hint:** If you are already registered in another EASA web-based application, you will be prompted to enter your existing password and submit only the application-specific required information. You can use the same credentials across all EASA web-based applications.

**Hint:** Several users can be logged in from different workstations with the same User ID simultaneously. This way all

users from one organisation can see what comments their colleagues have entered.

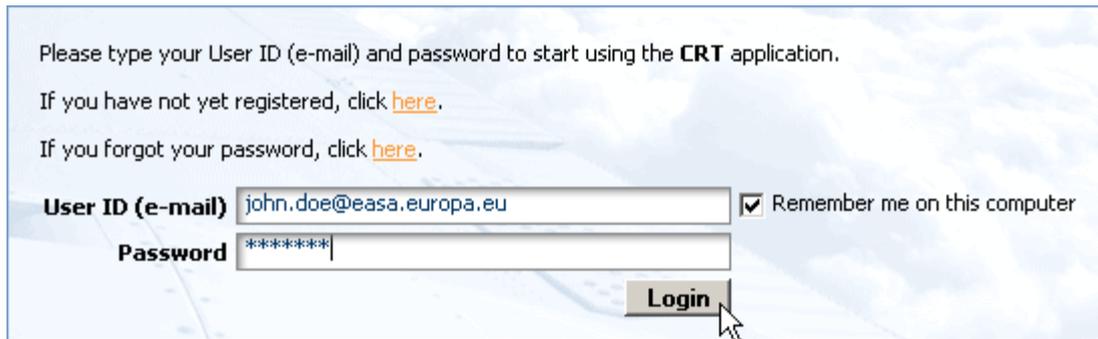
## 2.2 Login

To login to the AWD application, you need to point your web browser to the following URL:

<http://hub.easa.europa.eu/security/?app=awd&act=login>

Alternatively, you can point your web browser to the main AWD application URL (<http://ad.easa.europa.eu>) and click on the Login button.

You will then be presented with the following screen, where you can enter the credentials you specified when you registered.



Please type your User ID (e-mail) and password to start using the **CRT** application.

If you have not yet registered, click [here](#).

If you forgot your password, click [here](#).

User ID (e-mail)   Remember me on this computer

Password

If you check the "Remember me on this computer" option, next time you go to the login page you will not have to type your e-mail again, only your password.

**Hint:** If you forgot your password, you can click on the related link shown above, and you will have an automatically generated password sent to your e-mail address.

## 2.3 View ADs

The main page of the AWD application is where you can see the list of ADs, sorted by issue date in descending order. The most recent ADs are displayed at the top of the list. This list displays all EASA ADs, EADs and PADs, as well as EASA endorsed ADs and EADs issued by Foreign State of Design Authorities.



**Airworthiness Directives**


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information hub

Show all ADs
Show all SIBs
Advanced search
Biweekly reports
Export list as...
User guide
Register
Login

Keyword:   
[advanced search](#)

**List of ADs**  
 Displaying records 1 to 10 out of a total of 1479 documents.

Number	Issued by	Issue date	Subject	Approval Holder / Type Designation	Effective date	Attachment
<a href="#">2007-0287</a>		2007-11-15	Flight Controls - Horizontal Stabilizer Control Unit Dog-Link Attachment - Inspection / Modification	FOKKER F28 MARK0100	2007-11-29	<a href="#">25 kb</a>
<a href="#">2007-0288-E</a>		2007-11-15	<b>AD</b> Main Rotor Drive - Main Gearbox (MGB) Planet Gear Carrier - Inspection/Replacement	EUROCOPTER AS 365 N2 N3 EC 155 B B1 SA 360C SA 365 C C1 C2 C3 N N1 SA 366	2007-11-19	<a href="#">32 kb</a>
<a href="#">2007-0279</a>		2007-11-05	Fuel – Outer to Inner Tank Transfer – Operational Check	AIRBUS A340 541 542 642 643	2007-11-19	<a href="#">37 kb</a> <a href="#">62 kb</a>
<a href="#">2007-0278</a>		2007-11-05	Fuel - Fuel tanks – Prevention against Fuel Explosion Risks – Modification / Installation	AIRBUS A330 A340 211 212 213 311 312 313	2007-11-19	<a href="#">35 kb</a> <a href="#">57 kb</a>
<a href="#">07-196</a>		2007-11-02	<b>AD</b> Wings - Wing Shroud Box Bottom Panel – Modification <a href="#">send comment</a>	AIRBUS A330 A340		<a href="#">29 kb</a>
<a href="#">07-195</a>		2007-10-31	<b>AD</b> Landing Gear – Center Landing Gear (CLG) – Bogie Pivot Pin and Torque Link Apex Pin - Replacement <a href="#">send comment</a>	AIRBUS A340 541 542		<a href="#">30 kb</a>
<a href="#">07-194</a>		2007-10-30	<b>AD</b> Airborne Auxiliary Power - APU Turbine Wheel Life Limit - Reduction <a href="#">send comment</a>	MICROTURBO SAPHIR 20		<a href="#">25 kb</a>
<a href="#">07-191</a>		2007-10-29	<b>AD</b> Windows – Cockpit Doors, Windows and Sealing – Inspection / Repair / Replacement / Modification <a href="#">send comment</a>	AGUSTA AB 139 AW 139		<a href="#">28 kb</a>
<a href="#">2007-0276</a>		2007-10-26	Equipment / Furnishing – 80VU Rack Attachments – Inspection / Repair / Replacement	AIRBUS A318 A319 A320 A321	2007-11-09	<a href="#">38 kb</a> <a href="#">95 kb</a>

1 2 3 4 5 6 7 8 9 ...148 Next

On the top of this page you can see a toolbar which allows you to perform various actions: [View all ADs](#), [View all Safety Information Bulletins](#), [perform an advanced search](#), [view past biweekly reports](#), [export the current list of SIBs](#), read the online version of the user guide, [register](#) and [login](#). Depending on the page you are currently in, some of these actions may not be available.

To the left, you can specify a keyword to search for in the title or any field of the ADs.

From left to right, the table of ADs contains the EASA AD number, the issuing country/entity, the date the AD was issued by EASA, the subject of the AD, the list of Approval Holders and Types affected by the AD, the date the AD becomes effective, and the actual documents of the AD in PDF format (or ZIP archives containing multiple associated PDF files).

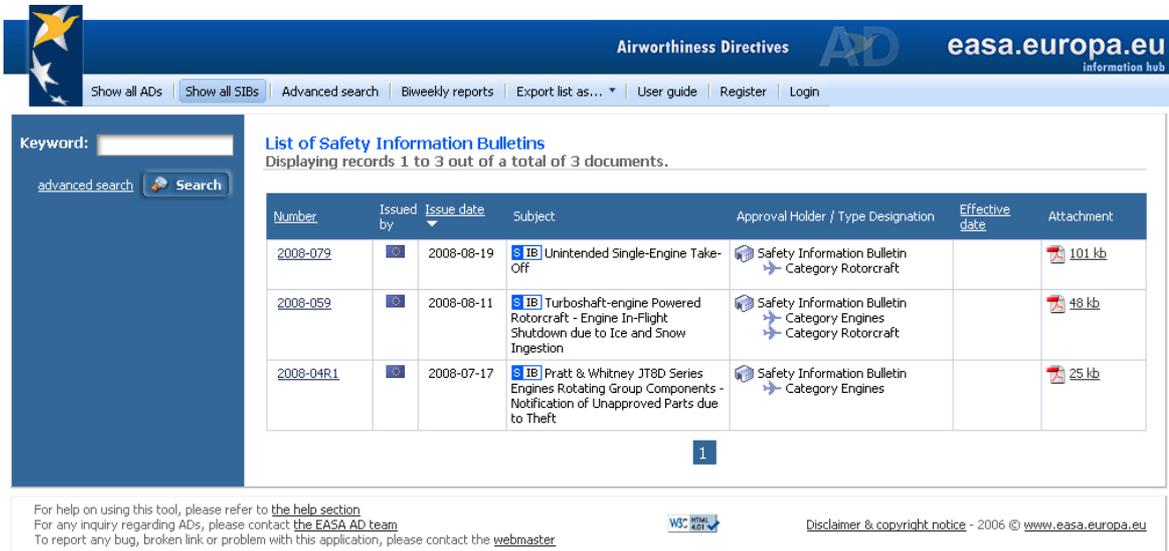
The list of ADs is limited to 10 ADs per page. Depending on the filter defined by the user, the list may extend to more than one page. To navigate between these pages, use the buttons at the bottom of the page.

You can change the field to sort on, by clicking on any of the underlined column headers. The arrow next to the header indicates the sorting order (ascending/descending).

Clicking on an underlined AD number will take you to a page with more [details about this AD](#).

## 2.4 View SIBs

If you click on the menu point **"Safety Information Bulletin"** you can see the list of all SIBs published within the AD Tool, sorted by issue date in descending order. The most recent SIBs are displayed at the top of the list.



The screenshot shows the EASA Airworthiness Directives publishing tool interface. At the top, there is a navigation bar with the EASA logo and the text "Airworthiness Directives" and "easa.europa.eu information hub". Below the navigation bar, there are several links: "Show all ADs", "Show all SIBs", "Advanced search", "Biweekly reports", "Export list as...", "User guide", "Register", and "Login".

On the left side, there is a search bar with the text "Keyword:" and a "Search" button. Below the search bar, there are links for "advanced search" and "Search".

The main content area is titled "List of Safety Information Bulletins" and displays "Displaying records 1 to 3 out of a total of 3 documents." Below this, there is a table with the following columns: "Number", "Issued by", "Issue date", "Subject", "Approval Holder / Type Designation", "Effective date", and "Attachment".

Number	Issued by	Issue date	Subject	Approval Holder / Type Designation	Effective date	Attachment
<a href="#">2008-079</a>	EU	2008-08-19	<a href="#">SIB</a> Unintended Single-Engine Take-Off	Safety Information Bulletin → Category Rotorcraft		<a href="#">101 kb</a>
<a href="#">2008-059</a>	EU	2008-08-11	<a href="#">SIB</a> Turboshaft-engine Powered Rotorcraft - Engine In-Flight Shutdown due to Ice and Snow Ingestion	Safety Information Bulletin → Category Engines → Category Rotorcraft		<a href="#">48 kb</a>
<a href="#">2008-04R1</a>	EU	2008-07-17	<a href="#">SIB</a> Pratt & Whitney JT8D Series Engines Rotating Group Components - Notification of Unapproved Parts due to Theft	Safety Information Bulletin → Category Engines		<a href="#">25 kb</a>

At the bottom of the table, there is a page number "1".

At the bottom of the page, there is a footer with the following text: "For help on using this tool, please refer to the [help section](#). For any inquiry regarding ADs, please contact the [EASA AD team](#). To report any bug, broken link or problem with this application, please contact the [webmaster](#)." There is also a "WS" logo and a "Disclaimer & copyright notice - 2006 © www.easa.europa.eu".

On the top of this page you can see a toolbar which allows you to perform various actions: [View all ADs](#), [View all SIBs](#), [perform an advanced search](#), [view past biweekly reports](#), [export the current list of SIBs](#), read the online version of the user guide, [register](#) and [login](#). Depending on the page you are currently in, some of these actions may not be available.

To the left, you can specify a keyword to search for in the title or any field of the publications.

From left to right, the table of SIBs contains the EASA SIB number, the issuing country/entity, the date the SIB was issued by EASA, the subject of the SIB, the product category affected by this SIB and the actual documents of the SIB in PDF format (or ZIP archives containing multiple associated PDF files).

The list of SIBs is limited to 10 SIBs per page. Depending on the filter defined by the user, the list may extend to more than one page. To navigate between these pages, use the buttons at the bottom of the page.

You can change the field to sort on, by clicking on any of the underlined column headers. The arrow next to the header indicates the sorting order (ascending/descending).

Clicking on an underlined SIB number will take you to a page with more [details about this SIB](#).

## 2.5 View detailed AD information

When you click on any AD number in the list of ADs, you can see more details about this AD.

 **AD** 2007-0194-E : Fuselage, Wing Stabilisers Structure - Inspection / Repair

 Back
  Print
  Download

<b>AD number</b>	2007-0194-E
<b>Issue date</b>	2007-07-30
<b>Effective date</b>	2007-08-01
<b>EASA approval number</b>	
<b>Contributor</b>	LBA Germany
<b>ATA Chapter</b>	53, 55, 57
<b>Approval Holder / Type Designation</b>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"></div> <div> <p>GROB</p> <ul style="list-style-type: none"> <li>→ G103               <ul style="list-style-type: none"> <li><input type="checkbox"/> TWIN ASTIR</li> <li><input type="checkbox"/> TWIN ASTIR TRAINER</li> <li><input type="checkbox"/> TWIN II</li> </ul> </li> <li>→ G103A               <ul style="list-style-type: none"> <li><input type="checkbox"/> TWIN II ACRO</li> </ul> </li> <li>→ G103C               <ul style="list-style-type: none"> <li><input type="checkbox"/> TWIN III</li> <li><input type="checkbox"/> TWIN III ACRO</li> <li><input type="checkbox"/> TWIN III SL</li> </ul> </li> </ul> </div> </div>
<b>Revision</b>	N/A
<b>Correction</b>	N/A
<b>Supersedure</b>	N/A
<b>Related information</b>	Grob Aerospace Service Bulletin No. MSB 315-74/1, MSB 869-25/1 (same document) dated 30 July 2007.
<b>Remarks</b>	Comments regarding this AD should be referred to EASA's AD Focal Point, Certification Directorate E-mail: <a href="mailto:ADs@easa.europa.eu">ADs@easa.europa.eu</a>

**Download attachments:**


easa\_ad\_2007\_0194E.pdf (27 kb)

You can also click on the Print button to print this information for reference.

## 2.6 View detailed SIB information

When you click on any SIB number in the list of SIBs, you can see more details about this SIB.

**SIB** 2008-059 : Turboshaft-engine Powered Rotorcraft - Engine In-Flight Shutdown due to Ice and Snow Ingestion

 Back  Print  Download

Number	2008-059
Issued by	 Europe
Issue date	2008-08-11
Effective date	
EASA approval number	
Contributor	
ATA Chapter	
Approval Holder / Type Designation	 Safety Information Bulletin  Category Engines  Category Rotorcraft
Revision	Not applicable
Correction	Not applicable
Supersedure	Not applicable
Related information	Federal Aviation Administration (FAA) Special Airworthiness Information Bulletin (SAIB) SW-08-03 dated 8 November 2007.
Remarks	Comments regarding this AD should be referred to EASA's AD Focal Point, Certification Directorate E-mail: <a href="mailto:ADs[at]easa.europa[dot]eu">ADs [at] easa.europa [dot] eu</a>

### Download attachments:

 [SIB2020085920Turboshaft20Powered20Rotorcraft.pdf \(48 kb\)](#)

You can also click on the Print button to print this information for reference.

## 2.7 Perform an advanced search

To perform an advanced search on the complete list of ADs, click on the **"Advanced Search"** button.

The screenshot displays the advanced search interface. On the left is a blue search criteria panel with the following fields:

- Keyword:** [Empty text box]
- Show me:**  AD  EAD  PAD
- Filter By date:**
  - From:** 2006-10-01
  - To:** [Empty text box]
- Search:** [Search button]
- Filter description:**

Return all ADs, EADs, PADs since 2006-10-01 concerning the type A119 from TC holder AGUSTA.

In the center is the **Taxonomy** panel, a tree view listing various categories:

- AEROSPATIALE
- AEROSPORT
- AEROSTAR
- AEROSTAR INTERNATIONAL
- AEROTECH
- AEROTECHNIC Vertriebs- u. Service
- AESL
- AETNA
- AGUSTA
  - A109
  - A119** (highlighted)
  - AB 139
  - AB 205A1
  - AB 206
  - AB 212
  - AB 412
  - AB102
  - AS61
  - AW 139
  - EH101
- AGUSTA BELL
- AIR AND SPACE

On the right is the **Your filters** panel, showing a tree view:

- (current)
  - AGUSTA
    - A119

At the bottom right of the filter panel is a trash bin icon. Below the panels is a blue instruction bar: "Double-click on a TC holder/Type/Model in the Taxonomy panel or drag'n'drop them onto the current filter to narrow down your search."

To the left, inside the blue panel, you can specify a keyword to search for, whether to return normal ADs, Emergency ADs, Proposed ADs, ECIs and/or SIBs and a starting and ending issue date. Underneath the form fields you will see a textual description of your filter for your convenience.

The taxonomy panel allows you to select TC holders, types and/or models that you are interested in. TC holders are organized alphabetically. Clicking on any letter will return the corresponding list of TC holders, clicking on any TC holder will return the list of type certificates maintained by that TC holder, and so on. To add any level of the taxonomy to your filter, you can either double-click on it or drag-n-drop it to the current filter panel on the right. To remove a TC holder, type or model from the filter, you can click on it to select it, and then click on the trash bin icon to the bottom right.

Some TC holders, types, or models will have an icon with an orange outline. This means that there are currently no publications associated with them. However, please bear in mind that a publication may apply to a particular type or model, but not the TC holder or the type as a whole. In this case, the icon of the TC holder or the type will be an orange outline, but there may be types or models underneath which have publications associated with them.

In order to search for SIB which are linked to general product categories rather than real TC holders and Types, select "TC holder" "Safety Information Bulletin" and you will find a list of applicable product categories to choose from.

Hint: Please keep in mind, that SIB are only linked to the Safety Information Bulletin Categories. Any search for SIB for a specific aircraft type/model will return no result.

When you are done defining your filter, click on the **"Search"** button to get the list of ADs which match your criteria.

## 2.8 View past biweekly reports

EASA publishes a biweekly report of ADs and ECI every second Wednesday. This report contains ADs and ECI issued or adopted by EASA from Monday 2 weeks ago up until the Sunday right before Wednesday. For example, the biweekly report published on Wednesday, the 24th of October 2007, will contain all Publications from Monday the 8th to Sunday the 21st (2007/10/8 - 2007-10-21).

You can access the list of all biweekly reports by clicking on the **"Biweekly reports"** button on the top toolbar.

Biweekly	From	To	CSV	HTML	PDF
01	2007-01-01	2007-01-14			28 kb
02	2007-01-15	2007-01-28			24 kb
03	2007-01-29	2007-02-11			24 kb

Biweekly reports are organized by year and are sequentially numbered starting from 1 up to 26. You can view the reports for one year by click on the corresponding tab on the left blue bar.

You can download a biweekly report in the CSV (Comma Separated Values), HTML, or PDF format, but biweekly reports published before 15/11/2007 (before biweekly number 23-2007) can only be downloaded in the PDF format.

**Warning:** Please note that these CSV files use the semicolon (;) as a value delimiter. Microsoft Excel decides which symbol to use as a value delimiter when opening CSV files, based on the symbol used for decimals in your locale. If the symbol used for decimals is the comma (,) as in Europe, then the semicolon is used as a value delimiter. If the decimal symbol is the dot (.) as in the USA, the comma is used as a value delimiter and if you try to open one of these CSV files, every row will only consist of one cell. To get around this, first download the CSV report file, create an empty spreadsheet in Excel, and go to the menu Data->Import External Data->Import Data and browse to the saved CSV file. A dialog will popup which allows you to select the semicolon as a value delimiter.

## 2.9 Export the list of Publications

If you want to export the list of publications returned by your search to a file that you can print or import to your preferred application, you can click on the "**Export list as...**" button in the top toolbar.

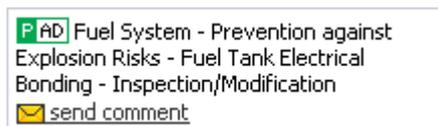


You can export the list as a CSV (Comma Separated Values) file, using either the comma or the semicolon as a value separator, a PDF or an XML file.

**Hint:** In the CSV format, the Approval Holder/Type Designation information is contained in multi-line indented text fields. To view these fields correctly, you may need to select these cells and make your spreadsheet application (e.g. Excel) expand these cells to fit their content.

## 2.10 Make comments on a PAD

You can make comments on Proposed ADs. At the bottom of the "Subject" field there is a link which allows you to send your comments by e-mail.



Click on the "**send comment**" link and your default mail client will pop up with a window to write your comments in.

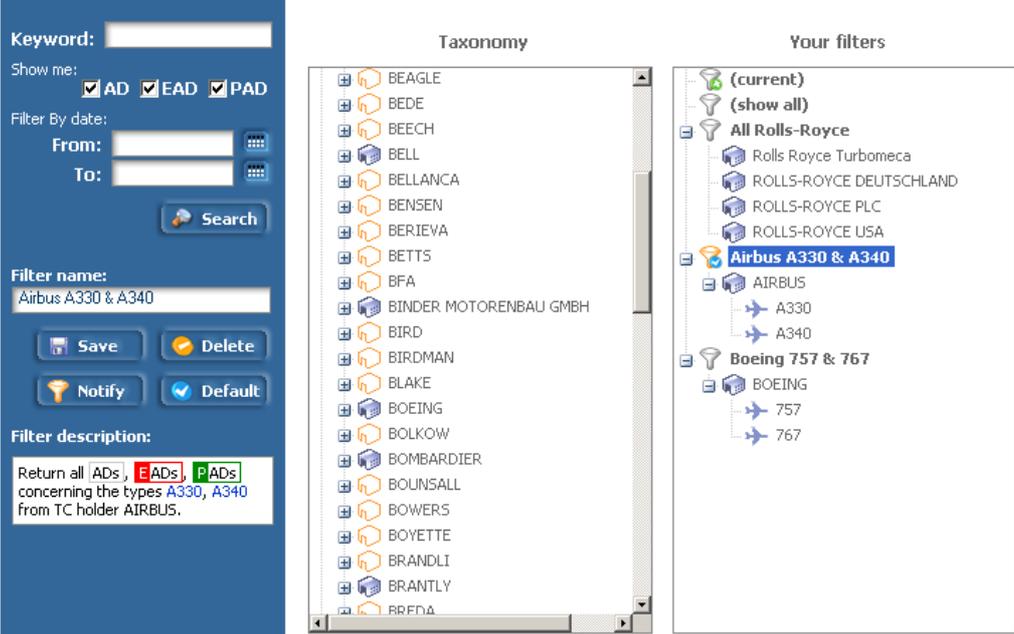
## 2.11 Work with filters

If you are a [registered](#) user, you can have a list of filters which you can use for searching in the list of ADs and [get e-mail notifications](#) when new ADs which match your filters are published. Filters make it convenient for you to search the ADs without having to specify the search criteria each time from scratch.

A filter is a combination of the form fields you will find in the [advanced search](#) page. It includes keywords, Publication types, starting and ending issue dates and the related TC holders/type designation.

## 2.11.1 The filters page

When you are logged in, you can access the filters page either by clicking on the **"Edit filter"** button in the main ADs list page, or in the **"Advanced search"** button on the top toolbar.



Double-click on a TC holder/Type/Model in the Taxonomy panel or drag'n'drop them onto a filter to narrow down your search.

The filters page provides additional functionality to the [advanced search](#) page. Underneath the search form fields, you will now see a set of buttons related to filter management and on the filters panel you can see the complete list of filters you have created. Your filters are saved with your profile so that they are always available when you login to the application.

There is always a filter named **(current)** and a **(show all)** filter. The **(current)** filter is the one you will work with temporarily. It is retained throughout your session (i.e. until you close your browser), but it will not be there next time you login. The **(show all)** filter is used to show all ADs, EADs, PADs, ECIs and SIBs in the system, regardless of TC holder/type designation or issue dates. The first time you login to the application, this is also the [default filter](#) applied to the list of publications.

To perform a search based on any of your filters, just click on the filter in the filters panel and then click on the **"Search"** button. When you select a filter, the criteria for that filter are automatically applied to your search and the filter description is updated to reflect the selected criteria.

## 2.11.2 Define a new filter

To define a new filter, first make sure that the current filter is selected in your list of filters. If you haven't clicked on another filter, then the current filter is considered selected by default.

The screenshot displays the filter definition interface. On the left, a blue panel contains the following fields and buttons:

- Keyword:** [Empty text box]
- Show me:**  AD  EAD  PAD
- Filter By date:** **From:** [Empty text box] **To:** [Empty text box]
- Search** button
- Filter name:** Fokker F27 & F28
- Save** button (highlighted by a mouse cursor), **Delete** button, and **Notify** button (with a sub-label **Save current filter**)
- Filter description:** Return all ADs, EADs, PADs concerning the types F27, F28 from TC holder FOKKER SERVICES.

The main area is divided into two panels:

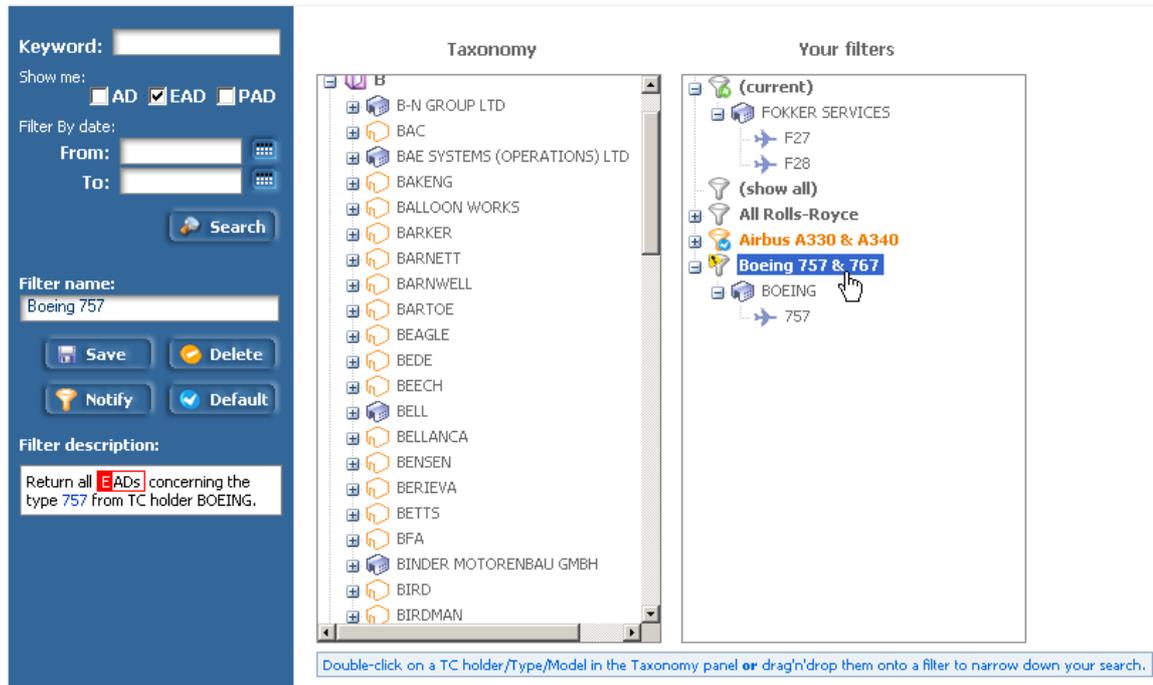
- Taxonomy:** A hierarchical tree view of aircraft types and manufacturers. The 'F28' node under 'FOKKER SERVICES' is highlighted in blue.
- Your filters:** A list of existing filters. The '(current)' filter is selected and highlighted in blue. Other filters include 'All Rolls-Royce', 'Airbus A330 & A340', and 'Boeing 757 & 767'.

A blue tooltip at the bottom of the interface reads: "Double-click on a TC holder/Type/Model in the Taxonomy panel or drag'n'drop them onto a filter to narrow down your search."

Double-click on any node in the Taxonomy panel to add it to the current filter, just like you would do in the [advanced search](#) page. You can define any additional criteria like a keyword, publication class, starting and ending issue dates. When you are satisfied with your criteria, you have to specify a name in the "**Filter name**" field and click on the "**Save**" button inside the blue panel on the left. If everything is ok, you will get a notification message that your filter has been successfully saved and you will now be able to see it in the list of filters.

### 2.11.3 Edit a filter

To edit an existing filter, you have to first select it by clicking on it.



To add another TC holder/type/model, double-click on it or drag'n/drop it to your selected filter as usual.

**Hint: Please keep in mind, that SIBs are only linked to the Safety Information Bulletin general product categories. Any attempt to filter SIBs for a specific aircraft type/model will return no result.**

If you delete or add a new TC holder/type/model, or change any other parameter of the filter, you will see a small exclamation mark over the icon of the filter, indicating that you have made a change which is not saved yet. To apply your changes, just click on the **"Save"** button again. If the update was successful, you will receive a confirmation message.

### 2.11.4 Delete a filter

To delete an existing filter, you have to first select it by clicking on it. Then click on the **"Delete"** button inside the blue panel on the left. If the operation was successful, you will receive a confirmation message.

Please bear in mind that you cannot delete the **(current)** and **(show all)** filters.

### 2.11.5 Receive e-mail notifications for a filter

To specify that you would like to receive an e-mail notification whenever publication which matches one of your filters is published, you have to first select it by clicking on it. Then click on the **"Notify"** button inside the blue panel on the left. If the operation was successful, you will receive a confirmation message.

Filters which are "active" for notifications are marked with an orange color. You can have multiple filters marked as active for notifications at the same time.

To specify that you would like to stop receiving notifications for a particular filter, select the filter and click on the **"Notify"** button again. If the operation was successful, you will receive a confirmation message.

If you would like to stop receiving any notifications from the AWD application in general, instead of marking all your filters as inactive, you can click on the **"My details"** button on the top toolbar and set the global setting **"receive notifications"**

" to "no".

**Warning:** If you create a filter which contains an ending issue date in the past, you will not receive notifications for this filter.

**Warning:** The global setting "receive notifications" that you specified when you registered for the application, overrides the preferences that you specify in the filters page. If that setting is set to "no", you will not receive any notification. To check or change this setting, please click on the "**My details**" button on the top toolbar.

### 2.11.6 Set the default filter

The default filter is the filter which is automatically applied to the list of ADs when you login to the application. Normally the default filter is the "**show all**" filter, which lists all ADs, EADs, PADs, ECIs and SIBs in the system. The default filter is marked in your list of filters with a small blue check mark.

To set one of your filters as the default, you have to first select it by clicking on it. Then click on the "**Default**" button inside the blue panel on the left. If the operation was successful, you will receive a confirmation message.

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