

AvrefWeb Help

About User Id's and Logins:

To prevent unauthorized access to the AvrefWeb system, your computer's Internet IP address will be recorded and monitored.

Each subscription includes access for two (2) login ID's at the same physical location. It is important to note that the login ID is tied to the Internet IP address of the computer that you first use to access the AvrefWeb system. In effect, you are limited to access from two computers only. However, if you have a static IP address at your business, your login ID can be used at any of the computers on the network, but you cannot be logged in at more than one computer at any given time with the same login ID.

You can use the same login ID on a second computer (i.e. your home computer), but you will need to contact RDS and request activation on this computer. If you do this, you will have used both of your login/computer licenses.

Once you have logged into the system, a cookie will be placed on your computer. The cookie is used to verify that this particular computer was granted access to the system. This is useful if your IP address should happen change, as it will allow you to access the system without contacting RDS. If you are using a laptop computer, having a cookie set on the machine will allow you to utilize the computer from various locations when traveling.

If you need to access the AvrefWeb system from more than two computers at your facility, you will need to purchase additional licenses.

If you need access to the AvrefWeb system from additional locations, you will need to purchase an additional facility license for each one.

Search Menu:

Avref Search: This search is equivalent to the standard Avref database search function. The standard Avref database is comprised of pricing and cross-reference information from various aviation industry sources (such as airframe and component manufacturers, PMA manufacturers, etc). If you do not have access to the government information your searches will be limited to part number or manufacturer name. If you have access to the government information, you can also search by CAGE code or national stock number.

Note: Clicking on a hyperlinked part number, CAGE code, or national stock number from any screen will take you to additional information depending upon your level of system access.

When you search for a part number or national stock number, a list of possible matches is returned. When you select the desired choice from the list, the search detail screen appears. Once at the search detail screen, you can click 'User Notes' to enter notes or view notes that have been stored on this part number. You can click on 'Discount Information' to see the discount information that has been set for this part or edit the discount

percentage. To see the information on any possible supersedures or alternate part numbers, simply select a part number from the 'Supersedure or Alternate Part #' window.

Note: Print functionality is present on all pages and you can export to a .CSV format file from the search results screens. Microsoft Excel can read this CSV file.

Pay close attention to the 'Record Source' field in the top right corner of the data screen to determine whether the information displayed is manufacturer supplied or gov't supplied!!

Part Number Batch Search: This search allows for the entry of multiple part numbers, all of which will be returned in one display.

NSN Batch Search: This search allows for the entry of multiple national stock numbers, all of which will be returned in one display. You must have access to the government info to utilize this search.

Selecting either 'Part Number Batch Search' or 'NSN Batch Search' brings you to a screen where you can enter an unlimited number of part numbers or national stock numbers to be searched. Simply click on the 'add' button to create or add to your search list. Enter your part number or nsn and any other options such as CAGE code or exact match (if desired) and press 'Add'. You may edit or delete numbers from your list at any time. If you enter a part number and leave the CAGE code field empty, the search will look for ALL part numbers that match the criteria you entered in the part number field including the 'fuzzy' part numbers. If you enter a part number AND a CAGE code, only those records that meet both criteria will be presented. Specifying 'Exact' match will further limit the search to the exact part number you entered. Click on the 'search button' after creating your list. A window showing the results will now be presented. You now have the choice of reviewing the results on the screen, printing the results, or exporting the results to a .CSV file, which can be read by Microsoft Excel.

Search Menu (cont'd):

Enhanced Gov't Info Search: The search provides detailed information on items purchased by the U.S. government. This information consists of CAGE Data, Master Cross-Reference Listing, Management Data, Characteristics Data, and Contract (procurement) History. You must have access to the government info to utilize this search.

You can search the enhanced government information by national stock number, part number, or CAGE code. Searching with any of these parameters will return a search results screen where you can select the particular record you desire. There are hyperlinks from the stock number and CAGE code that will take you to more detailed information on that particular record. Clicking on a hyperlinked stock number will take you to a detail screen where you will find pertinent information from the MCRL, characteristics data, management data, and contract history files (when it exists). Clicking on the hyperlinked CAGE code will take you to the CAGE code detail screen.

For a good example of the available information in the enhanced government section, do a search on national stock number 3110-00-540-9891 and click on one of the nsn hyperlinks in the search results list.

Note: Print functionality is present on all pages and you can export to a .CSV format file from the search results screens. Microsoft Excel can read this CSV file.

Contract History Search: This search can be used to view contract history without going through the enhanced data detail screen. It also provides additional contract history information that *may* not appear when using the enhanced gov't search. You must have access to the government info to utilize this search.

PDF Directory: A listing of various application guides and illustrated parts breakdowns available.

The Avref program contains many manufacturer application guides and illustrated parts breakdowns in Adobe PDF format. There are two basic ways to gain access to these:

- 1) When a part number you select has an application chart or parts breakdown associated with the manufacturer or vendor who supplied that record information, a 'PDF' icon will appear on the part detail screen and a list of available PDF files will appear. Click on the desired PDF file to open it.
- 2) Alternatively, you can access a complete list of all available documents by clicking on 'PDF Directory' from the 'Search' menu the AvrefWeb screen. The documents are arranged alphabetically by manufacturer name. Simply click on the document that you wish to view.

Note: Adobe Acrobat Reader must be present on your system. If it is not, you will need to install the reader prior to utilizing the documents. The reader can be downloaded free here:

http://www.adobe.com/products/acrobat/readstep2.html?ogn=EN_US-gntray_dl_get_reader

For a good example of how this PDF information is displayed on the details screen do an Avref search on part number RFS-151. Click on the part number hyperlinking the search results list to go to the detail page where you can see the available documents associated with Rapco.

Note: Clicking on a hyperlinked part number, CAGE code, or national stock number from any screen will take you to additional information depending upon your level of system access.

Manage Menu:

Discounts: This function allows you to enter a percentage as it relates to a given manufacturer discount code. This information is used to compute the 'Discounted Price' that appears on the part number search detail screen. Click 'Edit' to enter or change a percentage, followed by 'Update' to apply the change.

User Preferences: You have the option of setting certain program operating preferences. These settings are *defaulted to standard US settings* of currency, date format, etc. and normally will not need to be changed by US based clients. When you select this, you will see a dialog box in which you can make changes to the currency type, exchange rate, date format, and default report paper size. The 'Alert If Part Data Is Aged' section controls the function that highlights the 'File Updated' field on the main data screen when a given part number's 'Record Updated' date exceeds a preset number of months (shown in the 'Age Breakpoint' window). It also controls the 'check date' message that is displayed below the price field if the date shown exceeds the number of months set in the 'Age Breakpoint' window. This function is included to bring attention to any record having a date that exceeds the number of months shown in the 'Age Breakpoint' window. You can also adjust the 'Max Search Size' settings to limit the number of records returned for a given search. The maximum number of returned records is 10,000. Click on 'Save Changes' to apply your settings.

Upload Notes/Discounts: This function allows you to upload discounts and notes that you may have entered while using the stand-alone Avref products. Selecting this will take you to a browse window where you can locate the discounts or notes on your computer and upload them to the AvrefWeb system.