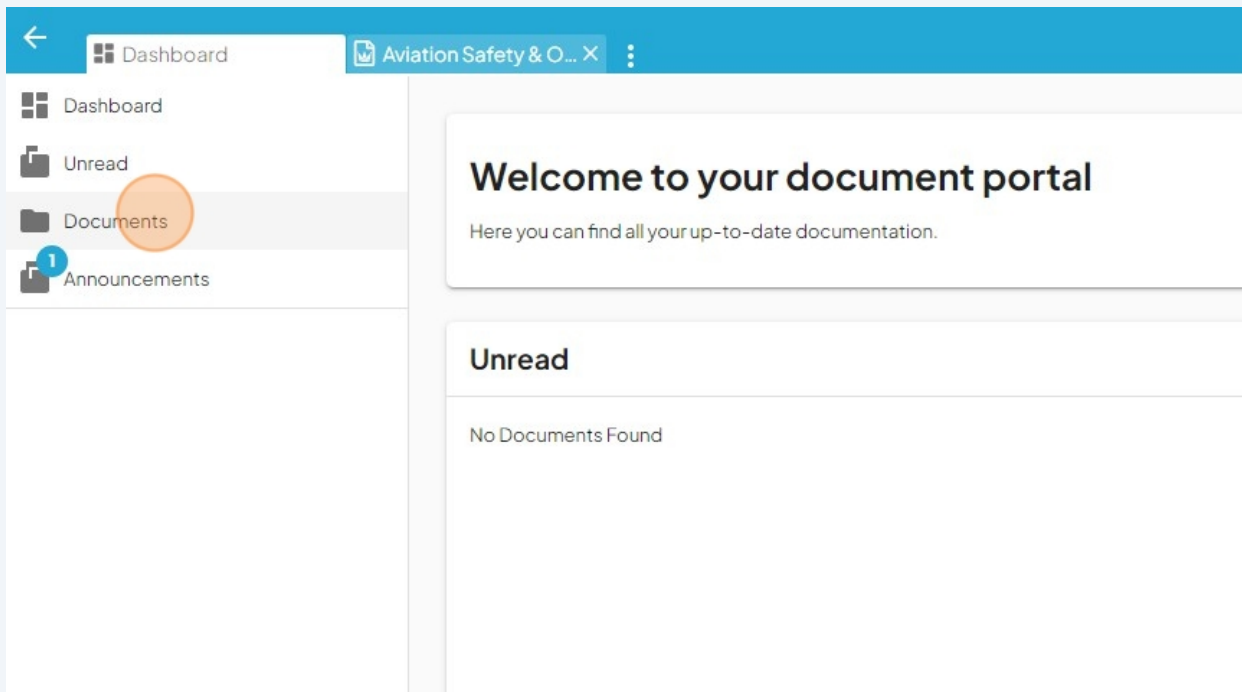


# Opening, reading, and navigating a document in Web Manuals

1 Navigate to <https://dbq.webmanuals.aero/dashboard>

2 Click "Documents"-where all documents relevant to your training are located



3

If you want to keep the document more "readily available" .... click "Add to My Documents"

The screenshot shows a document management interface with a table of documents. At the top, there is a search bar labeled "Filter" and several icons: a folder, a clock, a star, a refresh icon, and a close icon. The table has columns for "Revision" and "Date".

	Revision	Date	
ise Manual.pdf	Rev 0	2022-06-01	⋮
s Manual	Original	2024-08-27	⋮
.pdf	Rev 0	2024-06-01	⋮

A context menu is open over the second row, showing two options: "Add to My Documents" (highlighted with an orange circle) and "Open PDF".

On the right side of the interface, there is a vertical sidebar with a "Help" button and a "Show all" button at the bottom.

4

Click on the document you want to read

The screenshot shows a document management interface with a sidebar on the left and a main content area. The sidebar has a dropdown menu labeled "Documents" and a list of categories with counts in circles:

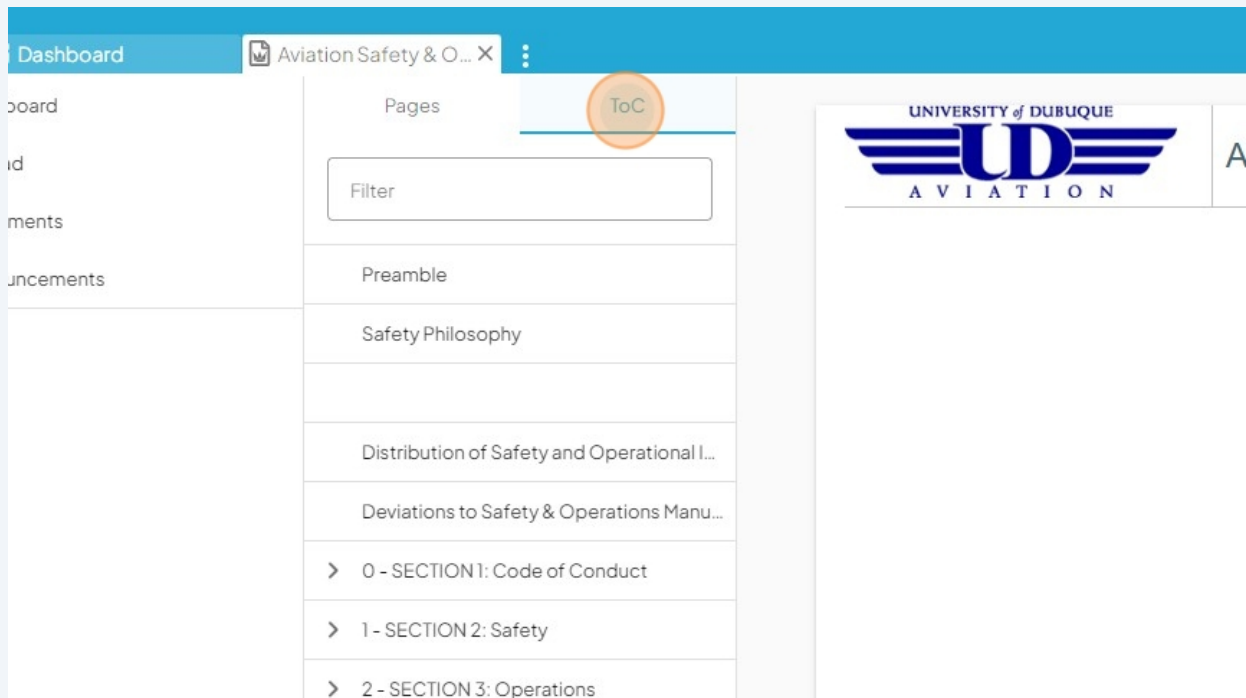
- ing
- hecklists FW (6)
- hecklists RW (1)
- light Plan Forms and ocuments FW (6)
- light Plan Forms and ocuments RW (2)
- andbooks (3)
- lanuals FW (4)
- OP FW (5)
- OP RW (2)
- COs FW (5)
- COs RW (4)

The main content area has a search bar labeled "Filter" and a table titled "Handbooks".

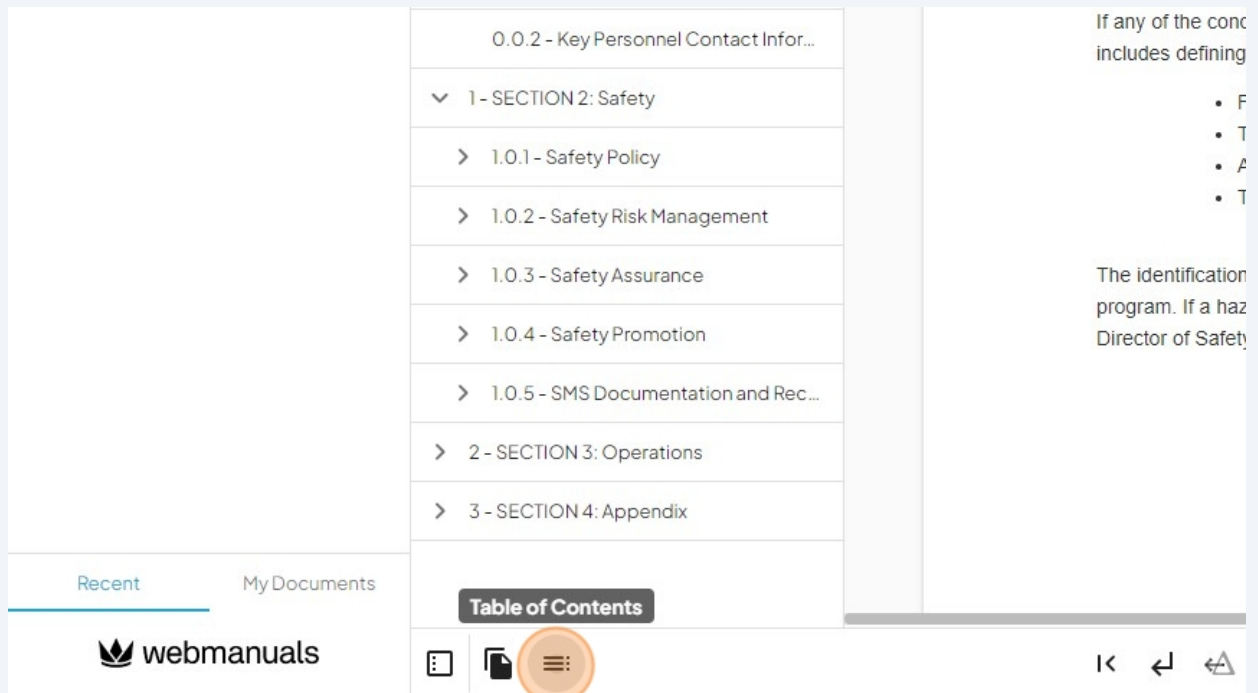
Name	Revision	Date
Aviation Emergency Response Manual.pdf	Rev 0	2022-06-01
Aviation Safety & Operations Manual	Original	2024-08-27
Aviation Student Handbook.pdf	Rev 0	2024-06-01

The "Aviation Safety & Operations Manual" row is highlighted with a grey background and has an orange circle over it.

5 You can navigate through the document by clicking on Table of Contents or "ToC"



6 There is also a Table of Contents icon below



7

You can make comments or give feedback on the document

The screenshot displays a document viewer interface. At the top, there is a blue header bar with icons for help, search, and user profile. Below the header, the document content is shown. On the left, the logo for 'IBUQUE' is visible. The main title of the document is '1 SECTION 2: Safety'. To the right of the title, there are fields for 'Page:', 'Date:', and 'Rev:'. A 'Comments' button is highlighted, showing a date of '2024-08-27' and the status 'Original'. A vertical sidebar on the right contains icons for comments, refresh, and star. The document content includes a section titled 'Safety Risk Management' with a sub-section 'Applicability'. The text under 'Applicability' states: 'Safety risk management process must be applied to:' followed by a bulleted list: 'Implementation of new systems.', 'Revision of existing systems.', 'Development of operation procedures.', and 'Identification of hazards or ineffective risk controls through the safety assurance processes.' Below this, there is a section titled 'System Analysis and Hazard Identification' with the text: 'If the conditions in 1.0.2.1 are met, the safety risk management process will be triggered. This process'. A 'help' button is located at the bottom right of the document content area.

8

You can request changes

The screenshot displays a document viewer interface, similar to the one above. The document content is the same, including the 'Safety Risk Management' section and the 'Applicability' sub-section. However, the 'Change requests' button is highlighted in the sidebar, and the 'Comments' button is now disabled. The 'Page:' field now shows '1-7'. The 'Date:' field shows '2024-08-27'. The 'Rev:' field is partially visible. The 'help' button is still present at the bottom right of the document content area.

9

Click here.

The screenshot shows a document viewer interface. At the top left, there is a logo for 'AVIATION'. The main content area displays a document structure with sections: 'SECTION 2: Safety', '1.0.2 Safety Risk Management', and '1.0.2.1 Applicability'. Below these sections, there is text: 'The safety risk management process must be applied to:' followed by a bulleted list starting with 'Implementation of new systems'. A 'Change request' dialog box is overlaid on the document. The dialog box has a title bar with 'Change request' and a close button (X). Inside the dialog, there is a text input field with the placeholder text 'Change request\*'. Below the input field, there is a small icon of a lightbulb and a speech bubble. At the bottom of the dialog, there is a note: 'This will send a change request to the owner of the document'. The background document is partially obscured by the dialog box.