This course has been designed to give the participant a full and comprehensive overview of the Publication Management program, exploring its use and its connection with the different applications that are part of the modification control module and/or that allow import/review of OEM aircraft manuals.

**Course Objectives**

Upon completion of this course, you will be able to:

- Define company specific basic data to configure Publication Management.
- Control the handout, lend and return of manuals and documents.
- Define Publication distribution lists.
- Enter and revise a document in Publication Management.
- Learn about the connection between Publication Management and other AMOS programs.
- Acknowledge the receipt of a Publication within AMOS.
- Extract various publication related reports.
- Contact publication authors and ensure publications (like CMM) are at the latest revision.
- Perform an assessment for a selected document
- Manage approval requests for documents and publications

**Course Topics**

- Publication Management configuration and related main tasks (APN 566 and 565)
- Publications Acknowledgment (APN 685)
- Publication revisions control (APN 683)
- Publication Management Reports (APN 565, 681, 807)
- OEM documents (e.g. AMM, MEL) import and management (APN 1524, 1525)
- Approval control for publications (APN 2110, 2111)

**Who should attend**

Everybody working with publications and/or dealing with library duties in AMOS.

**Prerequisite**

AMOS Basic Training

**Skill**

Advanced
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