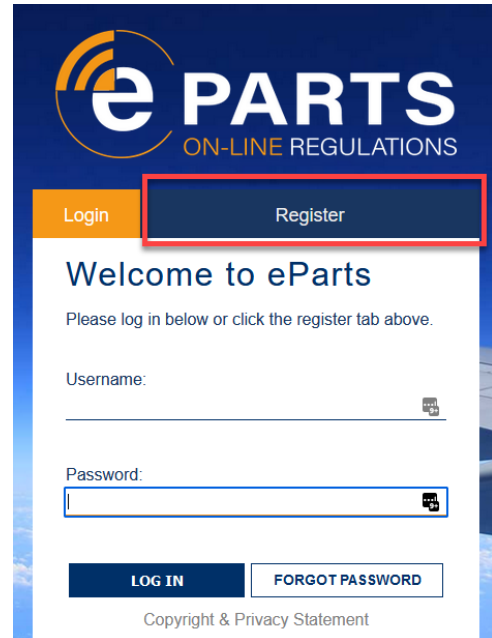# WELCOME TO EPARTS ONLINE.

REGISTRATION AND ACTIVATION OF YOUR ACCOUNT

Once you have received your book codes, you are almost ready to access the ePARTS online database. But first you need to register and activate your account. To do so take the following steps:
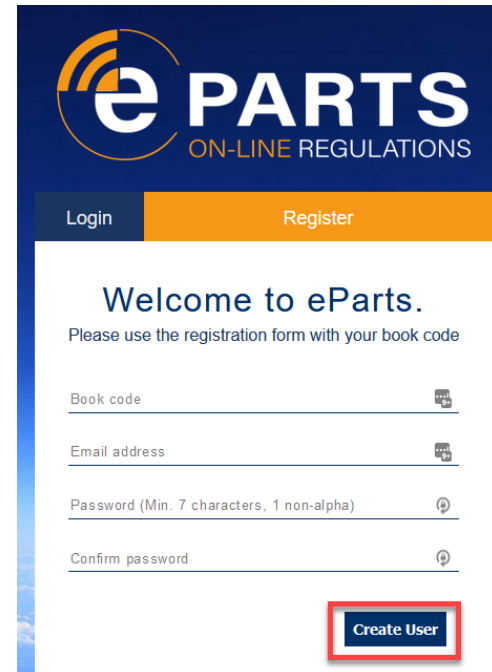
1) In your browser, go to **https://eparts.online** or directly to **eparts.online**. You are directed to the login and registration page. (save this link to your favourites or place a shortcut on your desktop). If you have not yet registered, select the <Register> tab. If you have already registered, simply enter your username and password on the <Login> tab

2) To register, enter the book code you received, your company e-mail address and select and confirm a password. The **password must be at least 7 characters including at least 1 non-alphanumeric character ($#&@ etc).** Click <Create user>.

Please make sure that you provide a valid company email address. This email address is used as your user name and to send you update notifications.
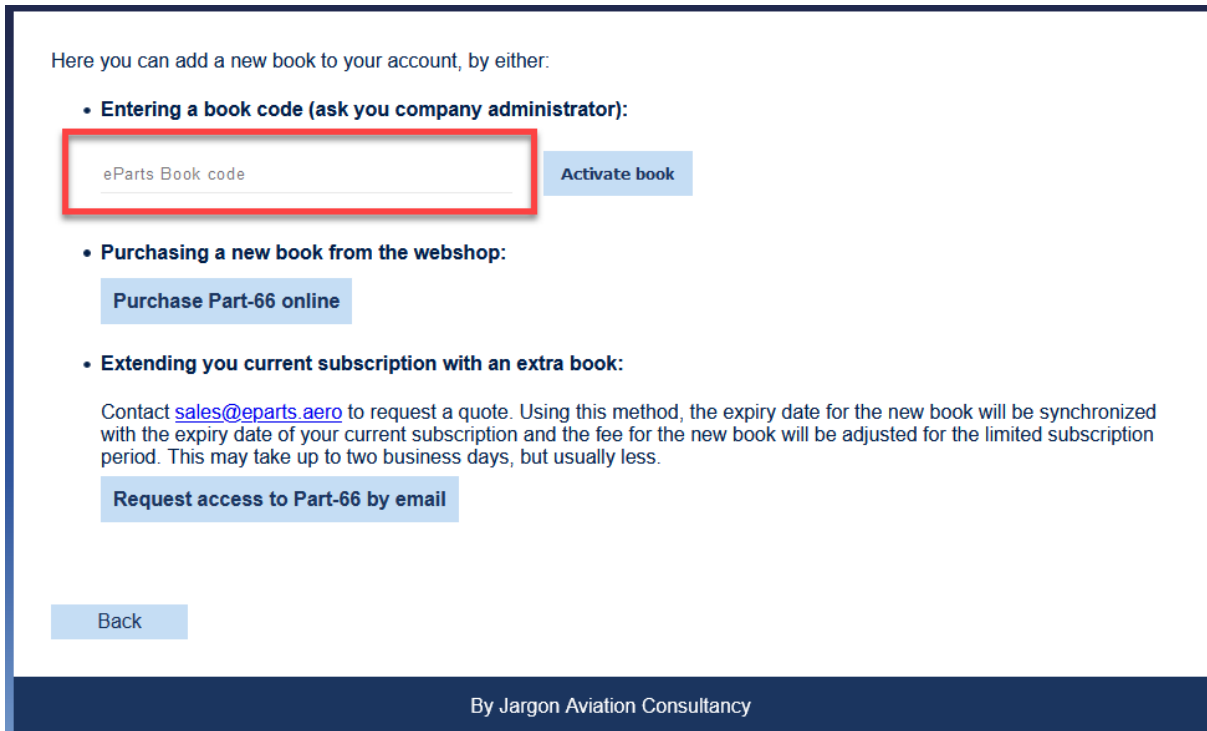
User instructions

After successful registration, click <Continue>. This will take you to the opening page

3) If you have subscribed to more than one ePart and you have the corresponding book code, you can add the other parts to your account by clicking the 🞢 icon before the Part name (do not click the Part name). This will take you to the Add Product page shown below.

Enter your book code (or the code of the bundle that includes the book) here and click the <Activate book> button. The book (or bundle) is now added to your account.

Repeat this step for other books (or bundles) in your subscription.

USING EPARTS ONLINE

1) Select the Part

Once all your Parts have been added to your account, they are available in the opening

page. This is illustrated by the icon. The icon indicates Parts that are not yet available in ePARTS online (but are under development).
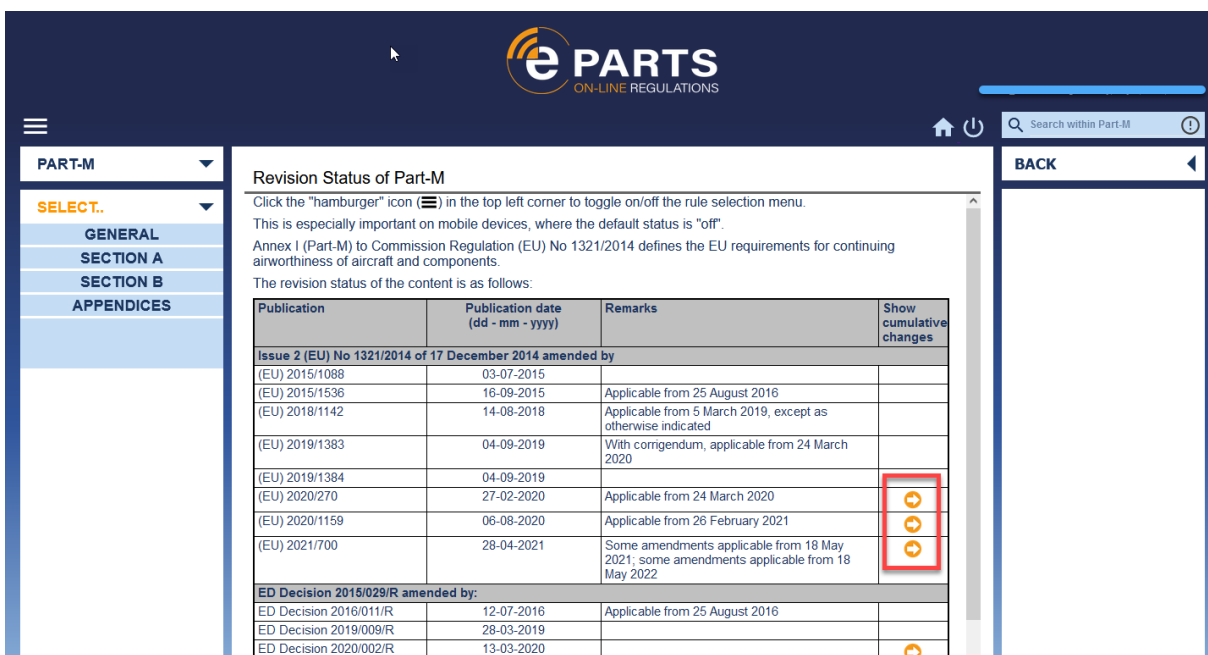
Click the icon or the name of the Part that you want to access. The Basic Regulation or Implementing or Delegated Acts (Cover Regulations) can be accessed by clicking the name of these Regulations.

You are now in the Part or Regulation that you selected.

Upon opening the main screen, it shows the revision status of the selected Part. ePARTS are updated automatically as new or amended Rules or associated AMC/GM are published. Users will receive update notifications when Rules in their subscription have been updated.
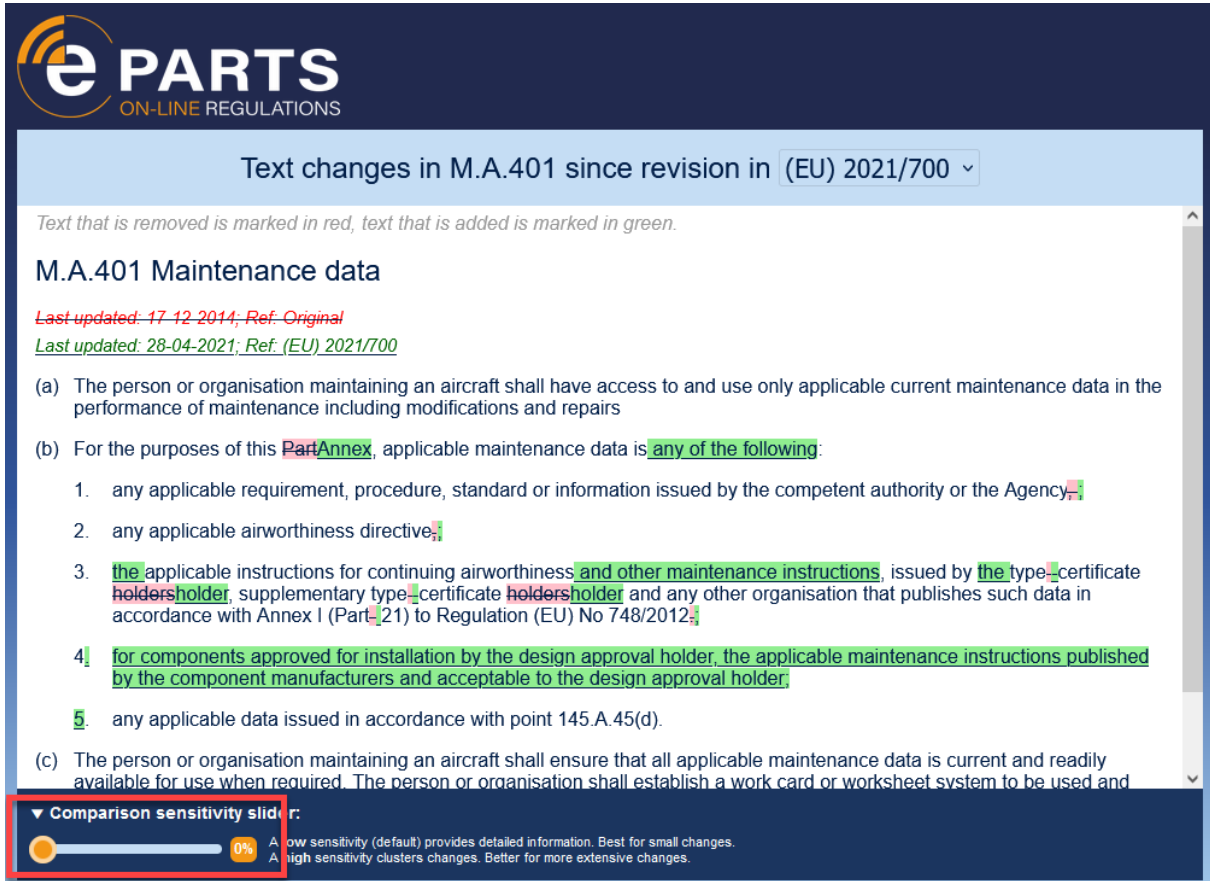
By clicking the icon, you get a list of all changes in the last revision or cumulated changes in several revisions (when not clicking the last revision).

Clicking an Article in this list of changed items will take you to a new window showing all amendments in that revision:

The slider at the bottom allows you to change the sensitivity for marking changes. For small changes, a high sensitivity (left) is best , for large, complex changes, a lower sensitivity (move to right) might be better. Move the slider so that it best suits your needs.

2) Select the (Sub-) Article

In the left-hand side of the main screen you will find the Navigation Menu.

Note: You can toggle on/off this Navigation Menu by clicking on the "hamburger" icon ☰ in the top left corner. This is particularly important when using ePARTS online on a smartphone or tablet where the Navigation Menu is "off" by default.

In the Navigation Menu you can:

1. Select a different Part with in your subscription (drop-down at the top). The tick box allows you to limit the listed parts to your subscription only.

2. Select the Section, Subpart or Appendix you want to access (buttons below the top). The selection is shown in orange.
3. Select the Subpart, Section, Article or Sub-article you want to access (buttons next to or below the buttons). The selection is shown in orange.

Note that the titles of the subparts and articles are shown in the area above the selection buttons to facilitate navigation (even on a mouse-over).

The ◀ and ▶ icons allow you to quickly step through the previous and next Articles or Sub-articles.
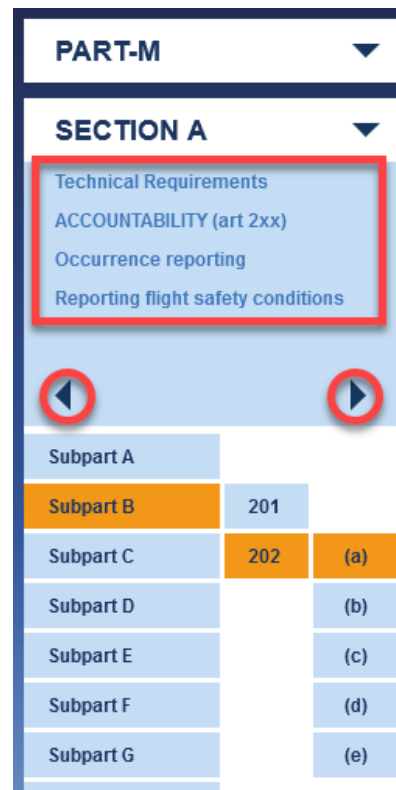
3) View the (Sub-) Article

If you click the Article or Sub-article button in the Navigation Menu, the main screen shows the text of the selected Article or Sub-article. Hyperlinks in the text take you to the referenced Part, Subpart, Article or Sub-article
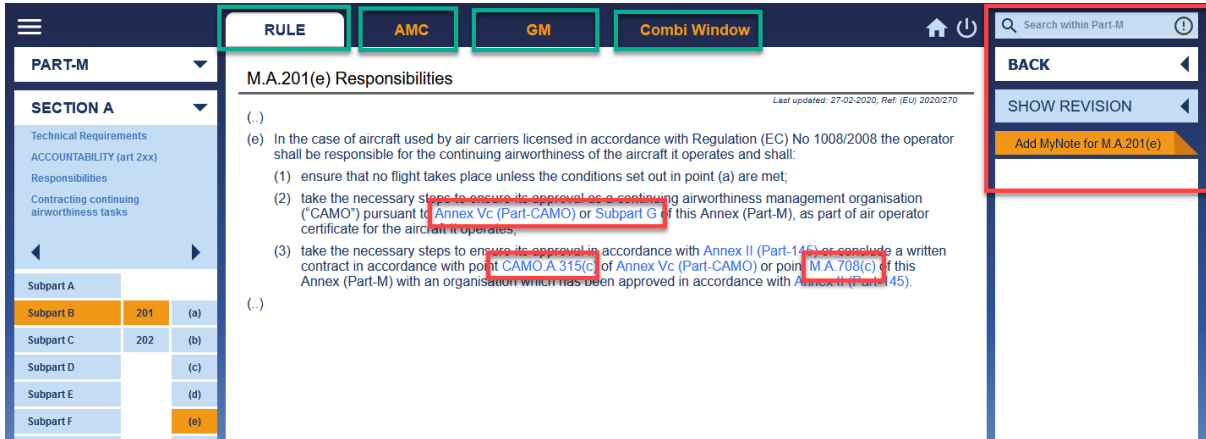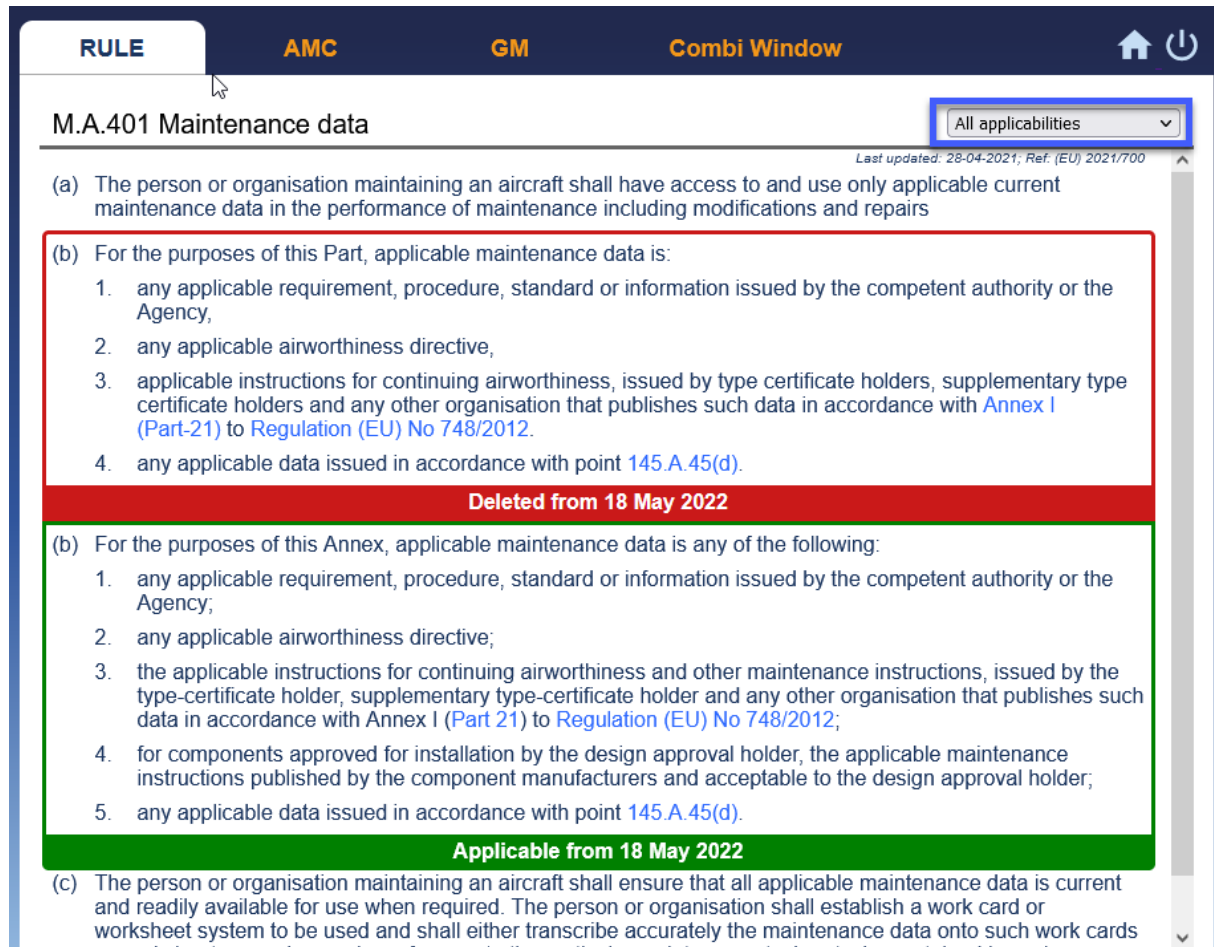
The main screen has several features:

- It can show the text of the Rule when the <Rule> tab is selected
- It can show the text of the AMC when the <AMC> tab is selected (yellow background)
- It can show the text of the GM when the <GM> tab is selected (light blue background)
- It can show the text of the Rule, the AMC and GM in one screen with different sub screens when the <Combi Window> tab has been selected. In the combi window, the text can be scrolled independently in the different sub screens. The heights of the sub screens can be changed by dragging the handles in the middle of the sub screen separators (This feature is not available on a smartphone).
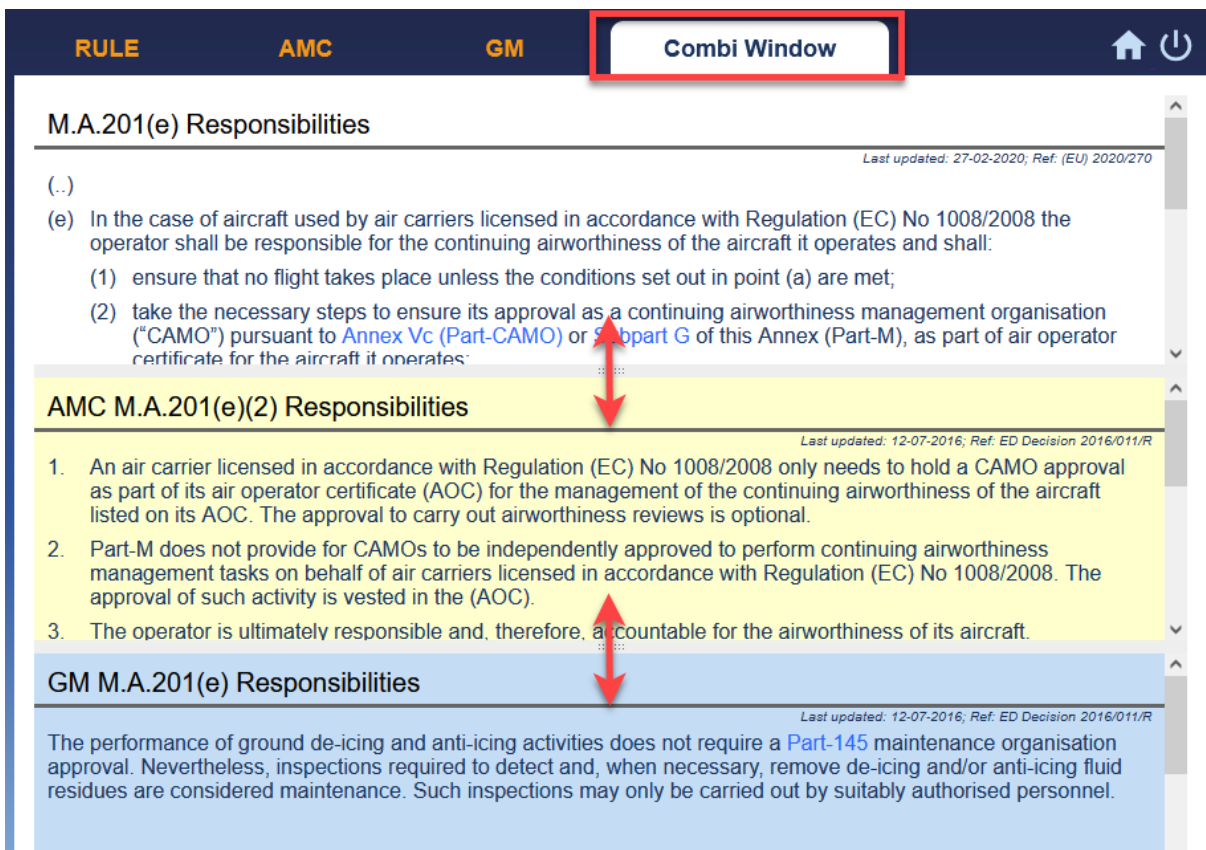
Regulatory text that becomes applicable in the future is shown in green frames indicating the applicability date. Text that will be deleted in the future is shown in red frames, indicating the deletion date (see below).

Using the applicability drop down list (see blue box above)you can select to only show text that is applicable now or text that will be applicable at a future date.

4) Use options in the right-hand panel

The right-hand-panel provides several more options:

THE SEARCH FUNCTION

At the top of the right-hand panel is the search function.

This finds the specified text in the current Part and generates a list of all its occurrences |the search is NOT case sensitive.

Clicking an item in the list which takes you to the particular text with the search highlighted in the text.
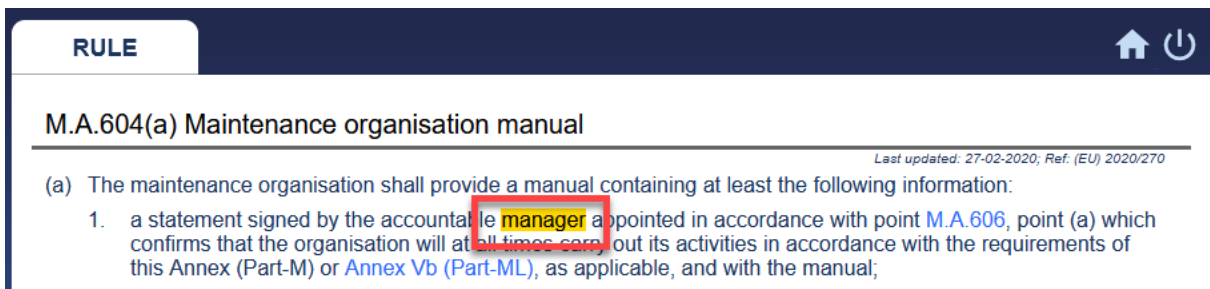
With the <Back> button in the right-hand panel you can return to the search results list.

Use "and" (without quotes) to search for (Sub-)Articles that include all search terms or "or" to search for any of the terms. "and is the default value. Enclose your search term in double quotes (") to search for an exact match (including the upper/lower cases used).

THE BACK BUTTON

The right-hand panel has a <Back> button to return to the previous screen (e.g. before a link was clicked). Use of this <Back> button is recommended over the use of the <Back> function of your browser.

RELATED DOCUMENTS

This right-hand panel can also have green or orange buttons to documents like EASA opinions that are related to the selected Article or Sub-article (green) or other relevant documents like EASA ED's (orange).

THE MYNOTE SUBSCREEN

At the bottom of the right-hand panel is an orange <Add MyNote> link.

This opens a MyNote sub screen. Using the edit function, this sub screen can be used to make personal notes about the corresponding Article or Sub-article. You may include remarks like:

- Compliance status
- Reference to your exposition, manual or handbook
- Your interpretation of this Article
- Your authority's interpretation
- Anything else worth noting
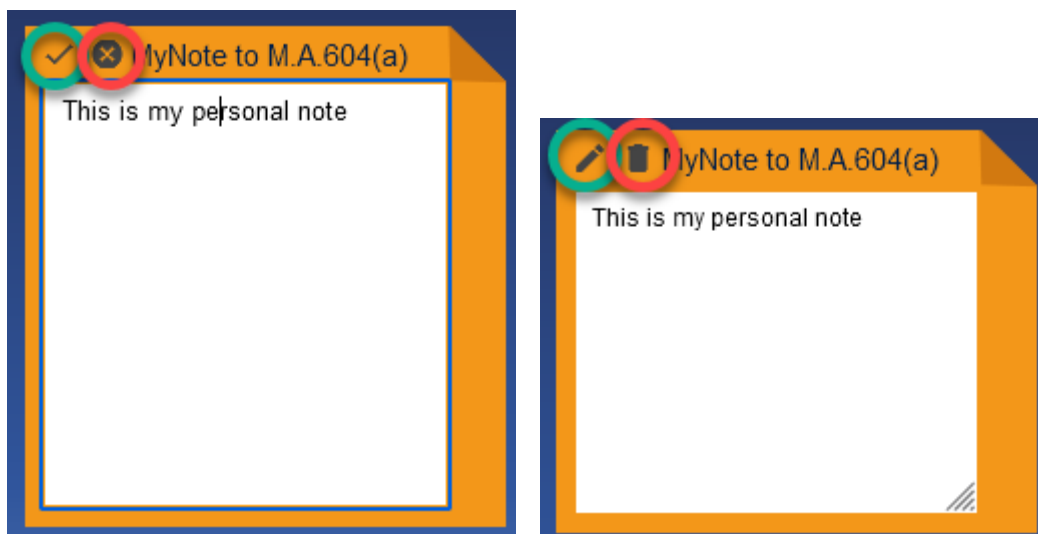
Save your note using the ✓ icon or delete it using the ✕ icon.

After the note has been saved, you can open is and edit or delete it using the ✏ or 🗑 icons

Such notes are **private** and not visible to other users. They remain available even when an Article or Sub-article has changed.

5) Use other functions

The top-right of the main screen has two more icons:

Use the close icon and the home icon for logging out or returning to the opening page.

The bottom of the main screen shows six other icons:

By Jargon Aviation Consultancy

The and icons allow you to page to the next or previous Articles or Sub-articles, in the same way as the arrow icons under the left-hand Navigation Menu.

The text size icon allows you to change the text size, which is particularly useful on small screens, like smartphones. The text can be set from 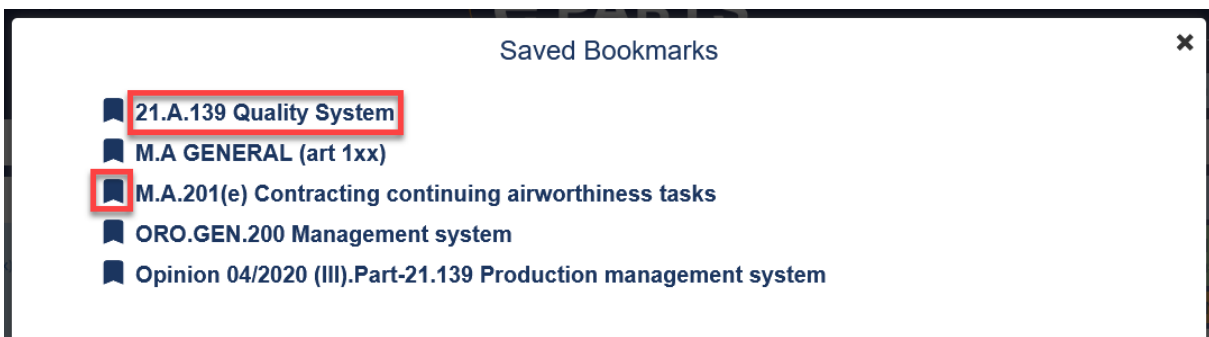"very small" to "very big". The text will be reformatted and wrapped to ensure that the text fits the width of the screen and horizontal scrolling is not necessary.

The print icon activates the print function which allows you to print the current Article, AMC, GM or combi window to a pdf-file that can subsequently be printed on a connected printer.

The bookmark icon may be used to save the current Rule or (Sub-) Article to your preferences. Clicking the icon again removes the saved Rule or (Sub-) Article from the preferences list.

Clicking the bookmark list icon shows all saved preferences. This icon is also available on the opening page.

Saved Bookmarks ✖

📑 **21.A.139 Quality System**
📑 **M.A GENERAL (art 1xx)**
📑 **M.A.201(e) Contracting continuing airworthiness tasks**
📑 **ORO.GEN.200 Management system**
📑 **Opinion 04/2020 (III).Part-21.139 Production management system**

Clicking the title redirects the user to the saved Rule or (Sub-) Article.

The bookmark icon before the title allows the link to be deleted from the list.

USE OF ePARTS ONLINE ON SMARTPHONES

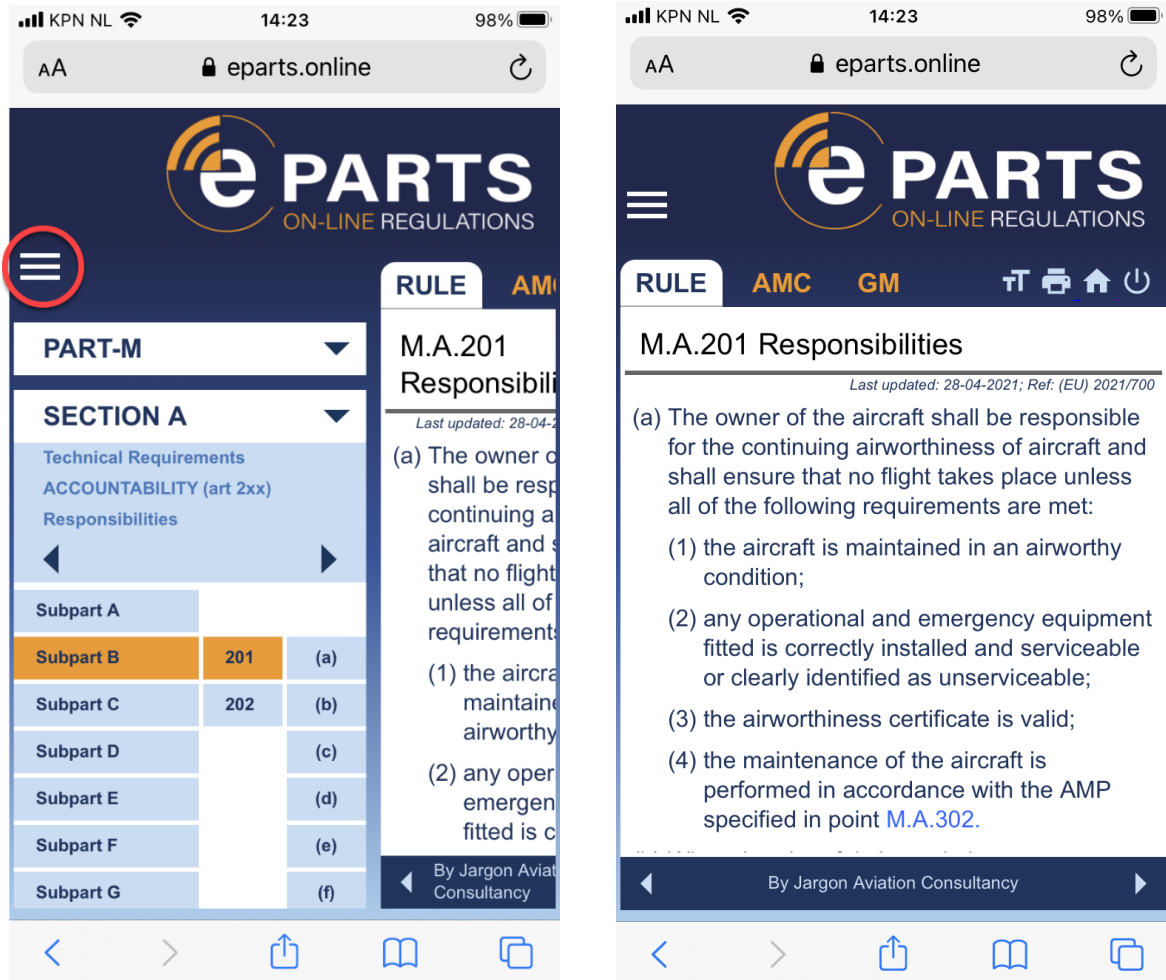One of the great features of ePARTS online is the fact that it is "responsive". The lay-out adapts to the size of the screen or window, amending the text flow and text wrapping to the available width. This means that ePARTS online works perfectly on a smartphone or tablet.

Due to the limited screen size, there are some limitations on a smartphone:

- The Navigation Menu is toggled "off" by default, so use the hamburger icon in the top left of the screen to toggle it on for selecting the Article and toggle it off when the Article is found.
- The combi window is not available in the main screen
- The panel on the right of the main screen is not available, use your browser's back button to go back to the previous view.

Using the share icon on the bottom of the screen on your smartphone and selecting the "Add to home screen" option, enables you to create a **shortcut** to eparts.online on your smartphone's opening screen. This allows you to access ePARTS online by simply tapping this shortcut.