

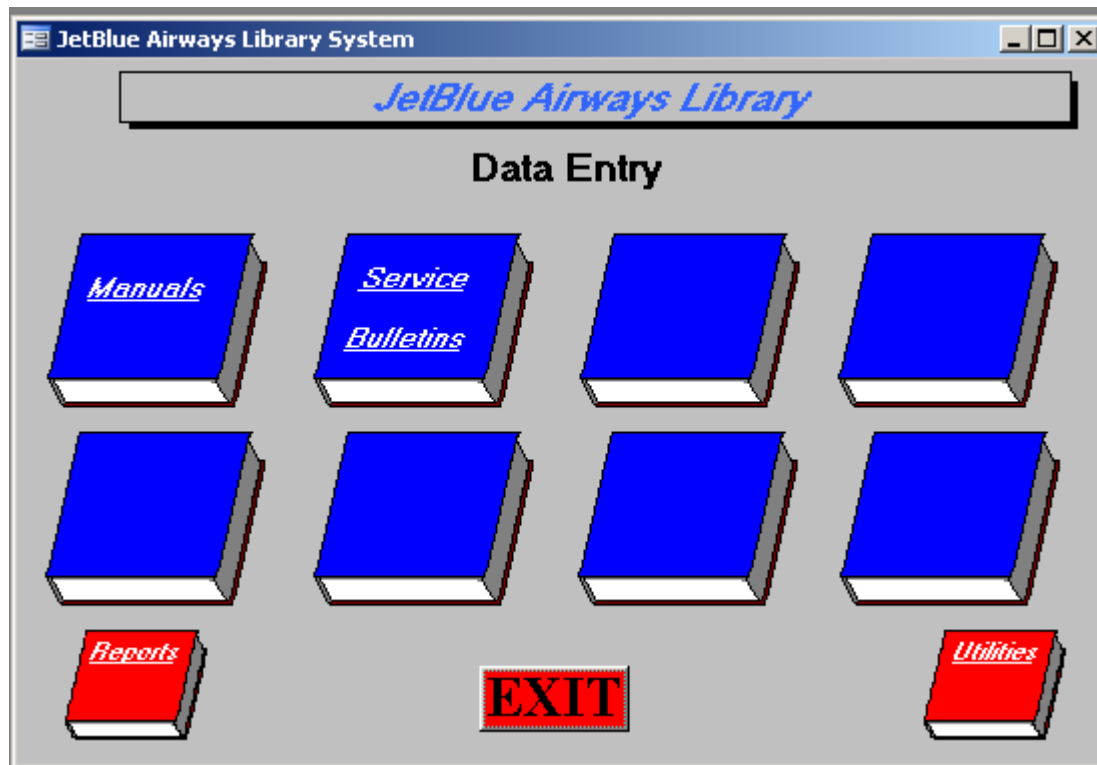


Library Database Quick Reference Guide

March 2007

<p>JetBlue Airways 118-29 Queens Blvd., Forest Hills, New York 11375 jetblue.com 1-800-JETBLUE</p>
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MAIN MENU



Introduction

The JetBlue Library is a Microsoft Access-based database that manages all Business Partner Manuals received by Technical Publications. The Manuals are cataloged in the Library and placed on BPDOCS (Business Partner Documents) server for use by JetBlue Engineers and Technicians.

Manuals

The Manuals section is the entry point to add, delete or revise Business Partner Manual data.

Service Bulletins

Not used by JetBlue Airways.

Reports

Not used by JetBlue Airways.

Utilities

Not used by JetBlue Airways.

Exit

To Exit the Library, select the Exit Button. This will entirely close the Library and Access.

MANUAL LIBRARY

Library

Document Number: 170-84100 Series Abbrev. Title: Title: Forward Service Door Box Mechanism

Revision	Date of Revision	Date Received	Comments
03	7/27/2006	8/10/2006	W/ IPC

Document Media: Electronic - File Revision Cycle: Number of Volumes:

Document Type: ATA: 23 30 42

Owner of Document:

Publisher: LATECOERE

Controlled Document: ☐

FAA Approved Document: ☐

FAA Approval Req'd for Revisions: ☐

Distribution

Distributed Document: ☐ Total Number of Controlled Copies:

Department	Station	Station Location	Copy Number	Recipient
TECH PUBS	FSC	Library	N/A	P. Vallone
*				

Record: 1 of 1976

Library Field

Directions

Document Number	Enter the Manual Document or Part Number located on the Title Page.
Abbreviated Title	Select the Manual Title type. See the list of Abbreviated Titles.
Title	Enter the Manual Title located on the Title Page.
Revision	Enter the Manual Revision No. located on the Record of Revision Page.
Date of Revision	Enter the Revision Date from the Record of Revision Page.
Date Received	Enter the date the Manual is received in Technical Publications.
Comments	Enter additional comments (i.e., additional Document No.).
Document Media	Select the Manual Document Media type. See list of Document Media types.
Revision Cycle	Select the Revision Cycle. See Revision Cycle list.
Number of Volumes	Enter the Number of Volumes received for the Manual.
Document Type	Select the Document Type. See Document Type list.
ATA	Enter the Manual ATA Number.
Owner of Document	Enter the Owner of the Document – if applicable.
Publisher	Enter the Manual Business Partner name.
Controlled Document	Check if the Manual is a Controlled Document.
FAA Approved Document	Check if the Manual is FAA Approved.
FAA Approved Required for Revisions	Check if the Manual requires FAA Approval for Revisions.

MANUAL DISTRIBUTION

Library

Document Number: 170-84100 Series Abbrev. Title: Title: Forward Service Door Box Mechanism

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Record: 1 of 1976

Distribution Field

Directions

Distributed Document	Check if the Manual is Distributed within JetBlue or externally.
Total No. of Controlled Copies	Enter the Total No of Controlled Copies circulating.
Department	Enter the Department where the Manual is located.
Station	Enter the Station Facility Code.
Station Location	Enter the Station Location where the Manual is located.
Copy Number	Enter the Manual Copy Number – if applicable.
Recipient	Enter the Manual Recipient Name.

Record Navigation

Record: 1 of 1976

Advance to the beginning of the Library

Advance to the next Manual in the Library

Advance to the end of the Library

Add new Manual

REFERENCE

Abbreviated Title

AMM – Aircraft Maintenance Manual
ASM – Aircraft Schematic Manual
AWL – Aircraft Wiring List
AWM – Aircraft Wiring Manual
CMM – Component Maintenance Manual
EMM – Engine Maintenance Manual
SRM – Structural Repair Manual
WBM – Weight and Balance Manual
WDM – Wiring Diagram Manual
WSM – Wiring Schematic Manual

Document Type

Aircraft Maintenance
Engineering
Flight Operations
Ground Operations
Training

Document Media

Electronic – CD
Electronic – Diskette
Electronic – File
Hard Copy – Binder
Hard Copy – Bound
Microfiche
Microfilm
SGML – Tape

Revision Cycle

A/R – As Revised