CASORT Software Features

CASORT was designed with user experience in mind from its origination. The concept was to build it in a manner that would make it easy for users to move from one type of record to another, according to their job functions and the needs of the CAA program. The result is that CASORT allows a CAA to easily work with a large number of records of different types after learning just the basics of the system.

All personnel who will use CASORT are first trained on CAA Actions and then, depending on their job functions, to other types of records.

Among the software features that make this possible are:

- ✓ The **permissions** feature to ensure that employees are only allowed view and/or edit access to the portions of the CASORT for which they have responsibility.

- ✓ The **instant-save** feature that saves the field data as the CAA user moves from one field to another, preventing loss of data due to momentary disruptions of the electrical grid.

- ✓ The **auto-assignment** of record control numbers to preserve, by unique number, the records associated with a specific safety oversight action.

- ✓ The **auto-suggest** feature that anticipates the possible entry the user may desire as data is being entered.

- ✓ The **field default** features that auto-default the information that is normally inserted in the database for a specific field (such as the user making the entry)

- ✓ The **fixed table** features where the user may only select from a table provided by management to ensure standardized entries in critical fields.

- ✓ The **common table** feature where table information required in one database is also available in the same manner as necessary in the other databases.

- ✓ The **search** feature that allows the CAA drill-down to specific records in specific fields in the database.

- ✓ The **connecting records** feature that allow the programmed consolidation of related records for review and reporting.

- ✓ The **record upload** feature that provides for the planning and "gang-loading" of future work assignments using Excel templates to ensure that minimum requirements of safety oversight are accomplished.

- ✓ The **notification reminder** feature to ensure that employees accomplish assigned key events in a timely manner.

- ✓ The **standard reports** feature that provides for the CAA to quickly develop reports to ascertain the events that have been accomplished and planned events that have not yet been accomplished.

- ✓ The **document extract** feature that allows the CAA to extract data from out of the database to issue certificates and licenses.

- ✓ The **job aid checklist** feature that allows the building of and access to checklists to ensure the proper accomplishment of critical functions.

- ✓ The **edit tracking** feature that displays the date and person that edited a record (which can be adjusted to display additional historical editing).

- ✓ The **record lock** feature that allows the CAA management to lock records that are critical evidence of safety oversight (*a time-specific auto-lock feature is under development*).

- ✓ The **internal archiving** feature that provides for the archiving of superseded approvals in the Personnel Licensing, Aircraft Approvals and Organization Approvals databases.

- ✓ The **external archiving** feature (*under development*) to move records from the active database to a searchable archive when they are 24 months old (or a different time specified by the CAA).