

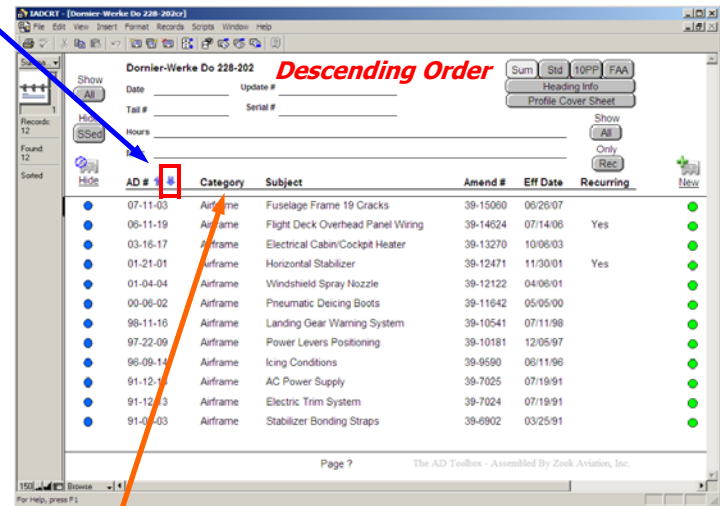
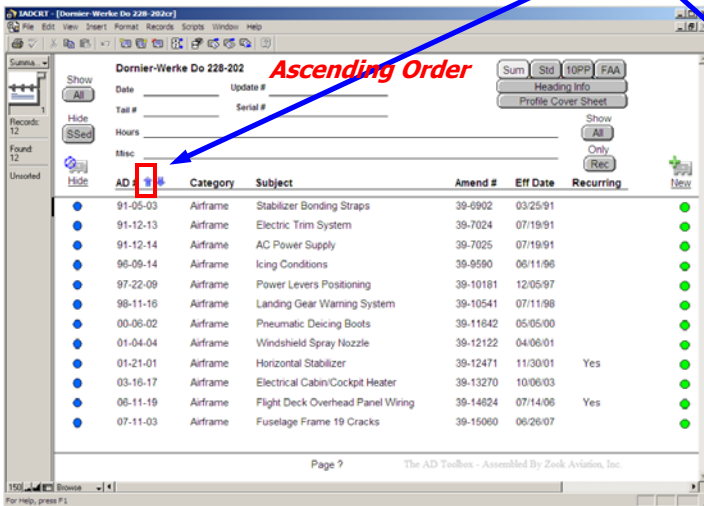


# The Interactive A.D. Compliance Report Tool or IADCRT (pronounced Eyed-Cert)



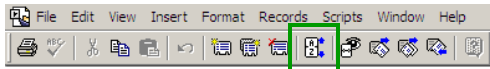
**New Feature: Sort AD Number by Ascending and Descending Order**

Thanks to user suggestions, you can now **sort your ADs in both Ascending and Descending order** with one-click (in the IADCRT). To sort by AD number, simply click on the **blue up and down arrows** located next to the AD column heading.

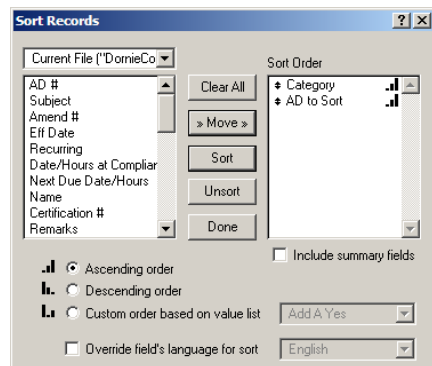
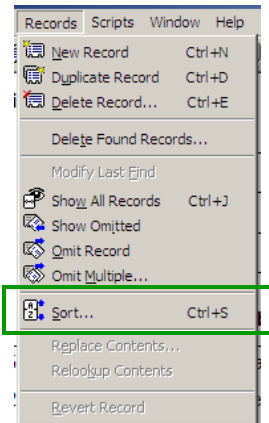


A **one-click sort by Category** option is also available by clicking directly on the **Category** column heading label.

You can also sort by using the **Sort Tool** which can be accessed in **three different ways**:



- (1) Among the **shortcut icons** at the top of your screen (seen left),
- (2) Under the **Records drop-down menu** (seen right), or
- (3) By using the **keyboard shortcut** "Ctrl + S".



A "Sorts Records" dialog box will appear (seen left) where you have the **option of sorting by a variety of fields**: AD to Sort, Category, and more! This is extremely helpful when you have combined your airframe, engine, propeller and appliance reports together.

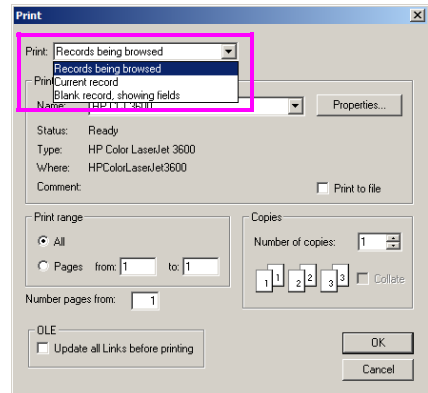
Click once on an item in the left column and then click the **>>Move>>** button in the center column. Choose one or multiple items to sort by. Once you've finished selecting your criteria, click **Sort**. In the example to the left, we've selected our criteria so our ADs are first arranged by **"Category"** and then by **"AD to Sort"**. NOTE: Do not use AD# as your criteria.

To unsort your report, **re-open the Sort Tool** and **click the Unsort button** in the center column.

## QUICK IADCRT PRINT TIPS

• When printing a **compliance report**, you will need to have the layout style that you would like to print on your screen. Then chose Print from the File drop-down menu. From the print dialog box, remember to **select "Records being Browsed"**.

• When printing a **Profile Cover Sheet (PCS)**, you will need to have your completed PCS on the screen in front of you. Then chose Print from the File drop-down menu. From the print dialog box, remember to **select "Current Record"**.



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