

## Manually Adding a New AD to An Existing AD Compliance Report

The July 2008 Toolbox Tip describes how to Review, Select, and Import new ADs using the New ADs file.

But if you have already done all your research, and want to just quickly add one (or more) AD(s) to an existing report, you can do so manually:

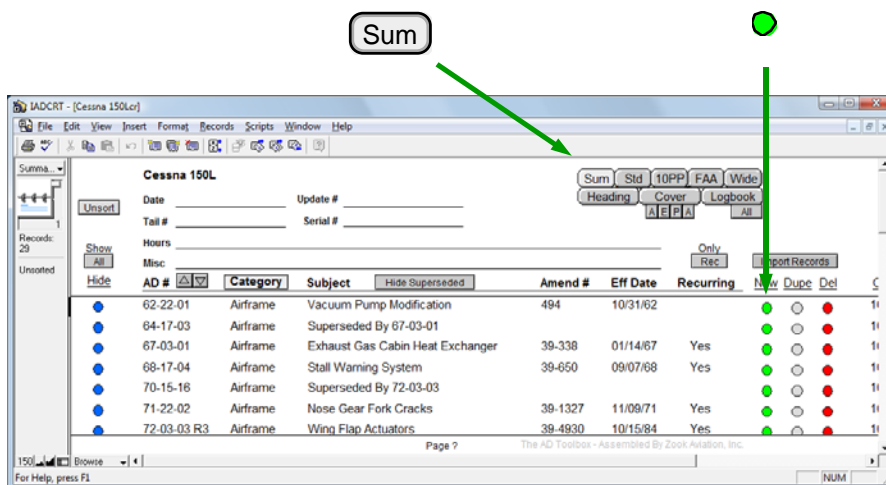
Doing so is as easy as 1-2-3:

### Step 1.

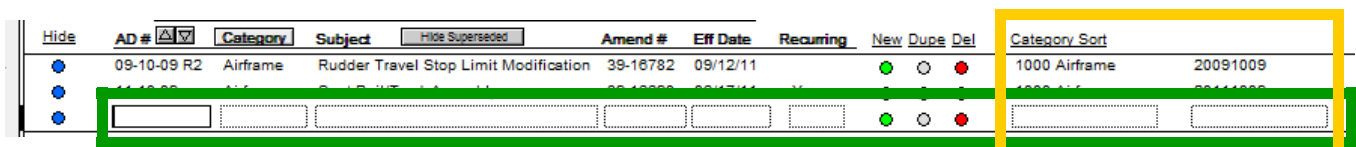
Choose the **Summary Layout** of your report.

### Step 2.

Click any **Green Button** in the "New" column



After clicking the Green Button, a **new empty line (AD Record)** will appear at the bottom of your report for you to type the New AD information into.



### Step 3.

**Type all pertinent information** into each of the blank fields, for AD#, Category, Subject, etc.



Be sure to fill in the 2 fields on the far right  
 - Category Sort (*ex: "1000 Airframe"*)  
 - 8-digit AD Number Sort  
 (*ex: AD# 11-03-04 = "20110304"*)  
 so your AD Compliance report can be sorted multiple ways, if you so choose.

Toolbox Tips and Instructional Videos are available on the DVD disc in the **"Support Center & General Help"** drawer, and on our website (zookaviation.com) by clicking on the "Support" tab.



For further assistance, contact us any time by calling (803) 696-1041 or by email at help@zookaviation.com.

