

Jeppesen Distribution Manager Pro User Guide

Version 2.0



Jeppesen Distribution Manager Pro User Guide

Jeppesen

55 Inverness Drive East
Englewood, Colorado 80112-5498

This document supports version 2.0 of Jeppesen Distribution Manager Pro.

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Introduction

This Help provides detailed instructions for using Jeppesen Distribution Manager Pro (JDM Pro). It includes initial setup instructions, information about the various parts of the application, and steps to complete common tasks.

Intended Audience

The primary audience for this document is administrators who use JDM Pro to ensure that assigned content is made available to the mobile devices in their fleet.

JDM Pro features two user roles: Application Administrators and System Administrators. This Help is intended for Application Administrators. For information about System Administrator tasks, see the *JDM Pro Administrator Guide*.

References

The following reference materials provide more information about JDM Pro and products related to JDM Pro:

- *JDM Pro Release Notes*
- *JDM Pro Dashboard Status at a Glance Infographic*
- *CDAD for JDM Pro User Guide*
- *Trip Kit On Demand User Guide*
- *Integrated Aviator Administrator Guide*

Product Support

Jeppesen provides technical support 24 hours a day, 7 days a week.

North America Toll-Free: 800-537-7225

United States Direct: 303-328-4170

United Kingdom: 44-1293-842407

Australia: 61-73105-9450

All Other International: 49-6102-507004

Email: navsupport@jeppesen.com

Overview

JDM Pro is a web-based application that administrators use to distribute data to mobile devices that run Jeppesen and Boeing applications, such as FliteDeck Pro. Administrators log in to the application to manage their fleets.

JDM Pro is provided as Application Service Provider (ASP) software, where Jeppesen hosts and maintains the application.

JDM Pro is one application in a suite of applications that administrators use to ensure that the pilots in their fleet have the appropriate data on their mobile devices. See [Understanding Customer-Inserted Charts](#) for more information about how JDM Pro works with the other applications.

JDM Pro Levels

Depending on how your company set up JDM Pro with Jeppesen, the functionality and user interface might differ from what is presented in this user guide.

Jeppesen provides JDM Pro with the following functionality types:

| | |
|------------------------------|---|
| Premium Functionality | Premium functionality includes all options available within JDM Pro, including roles (system administrator and application administrator), the JDM Pro Dashboard, and Trip Kit On Demand. |
| Basic Functionality | Basic functionality provides the same functionality as the Premium version. However, it does not include some special features, such as roles, the JDM Pro Dashboard, and the Activity Log. |

Boeing Distribution Manager (BDM) provides the same features as you would find in JDM Pro. For information about BDM, see [Boeing Distribution Manager](#).

JDM Pro Roles

JDM Pro features user roles that provide access to specific functionality based on the role a user is assigned:

Application Administrator The day-to-day user of JDM Pro. The application manager can view the JDM Pro Dashboard and perform such tasks as creating recipients, updating distribution groups, and importing content.

System Administrator Manages the companies, applications, and content sources associated with your JDM Pro system. The system administrator does not have access to the day-to-day JDM Pro functionality.

For information about System Administrator tasks, see the *JDM Pro Administrator Guide*.

NOTE: Both roles also have a Read-Only version.

System Requirements

JDM Pro is a web-based application. Therefore, the system requirements for JDM Pro are the same as the requirements for your choice of the following web browsers:

- Internet Explorer, desktop only (versions 10 and 11)
- Chrome, mobile and desktop (most recent version and one prior)
- Firefox, desktop only (most recent version and one prior)
- Safari, mobile and desktop (most recent version and one prior)

In addition to the browser requirements, the minimum screen resolution required to view JDM Pro is 1024×768.

TIP: If you use the minimum screen resolution, you can improve your experience by minimizing the number of toolbars visible in your browser.

TIP: JDM Pro uses responsive web design to provide optimal viewing experiences across a wide range of devices. However, if you are using a mobile device to view JDM Pro, Jeppesen recommends that you use landscape mode for an improved interaction experience.

JDM Pro Security Information

JDM Pro uses standard security measures to protect all data during the data delivery process. These security measures include:

- The server and recipient (the mobile device) are mutually authenticated using X.509 digital certificates with a key length of 2048 bits.
- The recipient automatically provisions all certificates using the Simple Certificate JDM Pro Enrollment Protocol.

- All communication between the JDM Pro server and the recipient is protected by protected by mutual authentication with 128-bit encryption.
- Each recipient has a unique digital fingerprint that ensures the identity of that recipient during the data delivery process.
- After the recipient is notified that data is available for download, the recipient performs an integrity test on the data using cryptographic strength digest verification.

JDM Pro validates all data that is uploaded into the system. See [Understanding the Validation Process](#) for more information about data validation. In addition to these security protocols, JDM Pro uses a password management system to enhance security. See [Managing Your JDM Pro Password](#) for information about password management.

JDM Pro Data Delivery Process

During the data delivery process, the recipient communicates regularly with JDM Pro to determine if new content is available for download. The recipient downloads the content from Amazon S3.

The following process flow describes the major steps in the data delivery process:

1. The recipient sends its real configuration to JDM Pro. The real configuration is a list of all content that is loaded on the device.
2. JDM Pro returns the recipient's expected configuration. The expected configuration is a list of all content that is assigned to and available to the recipient.
3. By comparing the real configuration to the expected configuration, the recipient determines if new content is available to download.
4. If content is available to download, the recipient obtains the secure URL for each content item.
5. The recipient uses the URL to retrieve the content.
6. The recipient verifies the content.
7. The recipient downloads the content. The content might be the full content item or a delta set. If the recipient downloads a delta set, the recipient creates the new version of the file by combining the existing version with the delta set.

Getting Started

Before you use JDM Pro, familiarize yourself with the user interface. This chapter explains how to log in to and out of JDM Pro, how to use the dashboard to understand the status of your fleet, and how to perform some of the most common tasks associated with JDM Pro.

Logging in to JDM Pro

To log in to JDM Pro, you need a user name and password. If you do not have a user name or password, contact your Jeppesen representative or [Product Support](#).

NOTE: To recover a forgotten password, click **Manage Password** on the JDM Pro login page. See [Managing Your JDM Pro Password](#) for more information on password management.

► To log in to JDM Pro

1. Open your web browser and navigate to <https://JDMP.Jeppesen.com>.

The URL opens the JDM Pro login page, as shown in [Figure 1](#).

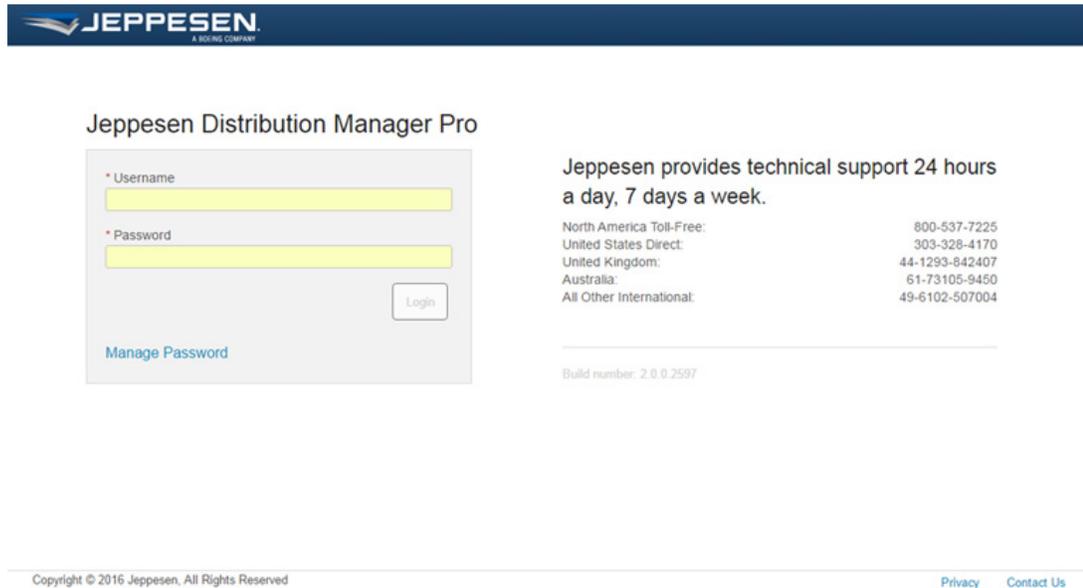


FIGURE 1: The JDM Pro login page

2. Enter your JDM Pro user name and password.
3. Click **Login**.

JDM Pro displays the dashboard for your fleet.

NOTE: Your JDM Pro session expires after six hours, or after you are inactive for 30 minutes.

Managing Your JDM Pro Password

JDM Pro features a password management system that enhances security, simplifies changing your password, and notifies you when your password is scheduled to expire.

Security Questions

When you log in to JDM Pro for the first time, the password manager prompts you to select three security questions and to provide an answer for each question. Your responses are not case-sensitive and cannot exceed 156 characters each.

After you have created your security questions, whenever you attempt to recover or change your password, JDM Pro prompts you to select one of the security questions and enter your response. After you correctly respond to the question, you can update your password.

You can update your security questions and answers by clicking **Manage Password** on the JDM Pro login page.

Password Recovery

The password manager aids in password recovery. If you forget your password, JDM Pro steps you through the process of creating a password.

► To create a password

1. On the JDM Pro login page, click **Manage Password**.
2. Click **Forgot Password**.
3. Enter your user name.
4. Click **Continue**.
5. Select a security question, and then enter your response.
6. Click **OK**.
7. Enter your new password. Password manager requires the password to contain:
 - 8-15 characters
 - At least one numeric character
 - At least one capital letter
 - At least one of the following special characters: ! . & ^ | + ? - \$ @ # % , ; ; _
8. Click **OK**.

Password Expiration

Your JDM Pro password expires every 180 days. JDM Pro displays notifications at 14 days, 7 days, and 1 day before expiration. Each notification includes an option to change your password.

If your password expires and you attempt to log in, JDM Pro prompts you to change your password.

Navigating the JDM Pro Dashboard

When you log in, JDM Pro displays the Dashboard for your fleet, as shown in [Figure 2](#). The color-coded bars and graphs on the Dashboard provide a visual representation of the status of the recipients, content, and distribution groups in your fleet.



FIGURE 2: The JDM Pro Dashboard

You can click any section of any bar or graph to open the associated page, filtered by the item you selected. For example, if you click the Out of Date section of the Overall Health segmented bar, JDM Pro displays the Recipients page filtered to show recipients that are out of date.

The JDM Pro Dashboard features five panes:

- [Summary Items](#)
- [Overall Health Bar](#)
- [Last Updated Graph](#)
- [Published Content Versions Graph](#)
- [Distribution Groups List](#)

Summary Items

The Summary Items pane, shown in [Figure 3](#), is at the top left of the JDM Pro Dashboard.



FIGURE 3: The Summary Items pane of the JDM Pro Dashboard

The Summary Items pane displays the following information:

| | |
|----------------------------|---|
| Total Recipients | The total number of recipients in your fleet. To open the Recipients page, click the number, title, or icon. |
| Content Items | The total number of content items currently in JDM Pro. content items to which your company subscribes. To open the Content page, click the number, title, or icon. |
| Distribution Groups | The total number of distribution groups in your fleet. To open the Distribution Groups page, click the number, title, or icon. |

Overall Health Bar

At the top center of the JDM Pro Dashboard is the Overall Health bar, as shown in [Figure 4](#).

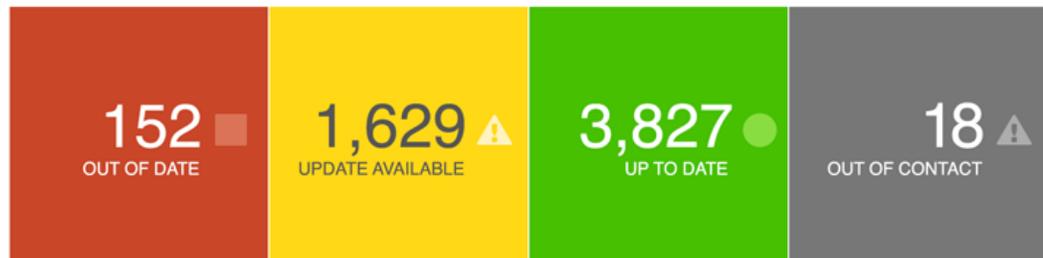


FIGURE 4: The Overall Health bar

This bar indicates four types of recipient status:

| | |
|-------------------------|---|
| Out of Date | The content assigned to these recipients in the red section is either expired or missing. Click this section to open the Recipients page filtered to show only those recipients that are out of date. |
| Update Available | The recipients in the yellow section have new content available for download. Click this section to open the Recipients page filtered to show only those recipients with updates available. |

Up to Date The recipients in the green section have content versions that match what JDM Pro has assigned to them. Click this section to open the Recipients page filtered to show only those recipients that are up to date.

Out of Contact The recipients in the gray section have not contacted JDM Pro in the last 30 days. Click this section to display the Recipients page filtered to show only those recipients that are out of contact.

Last Updated Graph

The Last Updated graph, as shown in [Figure 5](#), is found in the bottom left corner of the JDM Pro Dashboard.

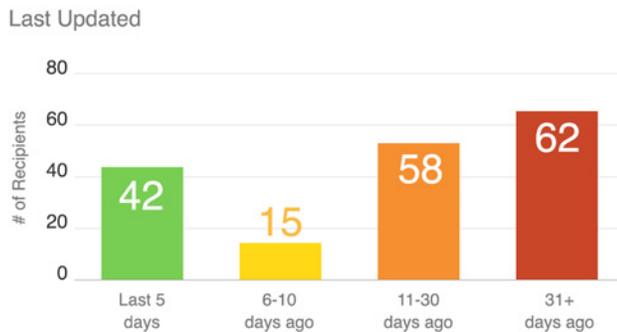


FIGURE 5: Last Updated graph

This graph shows the number of recipients based on when they last communicated a change of state. The bars in the graph are:

- Last 5 Days** The green bar indicates the number of recipients that contacted JDM Pro within the last five days.
- 6–10 Days Ago** The yellow bar indicates the number of recipients that contacted JDM Pro 6–10 days ago.
- 11–30 Days Ago** The orange bar indicates the number of recipients that contacted JDM Pro 11–30 days ago.
- 31+ Days Ago** The red bar indicates the number of recipients that have not contacted JDM Pro in more than 30 days.

Published Content Versions Graph

In the lower middle pane of the JDM Pro Dashboard is the Published Content Versions graph, as shown in [Figure 6](#).

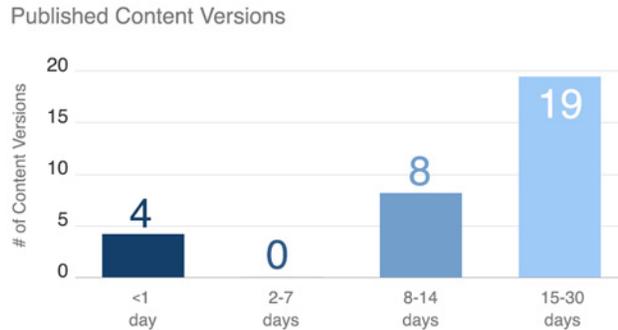


FIGURE 6: Published Content Versions graph.

This graph shows the number of content versions based on when they were published. The bars in the graph are:

- < 1 Day** The number of content versions published within the last 24 hours.
- 1–7 Days** The number of content versions published 1–7 days ago.
- 8–14 Days** The number of content versions published 8–14 days ago.
- 15–30 Days** The number of content versions published 15–30 days ago.

NOTE: When you select one of the bars in the graph, JDM Pro displays the Content page filtered by published date. To see specific version history, select a content item and then select **View Version History**.

Distribution Groups List

On the right side of the JDM Pro Dashboard is the Distribution Groups list, as shown in [Figure 7](#).

| Distribution Groups | |
|--------------------------------|-----------------|
| Group Name | # of Recipients |
| All Recipients | 5,626 |
| GEN General | 4,282 |
| North America | 3,221 |
| B737 Pilots | 1,743 |
| B747 Pilots | 934 |
| Asia Pacific | 884 |

FIGURE 7: Distribution Groups list

The list is organized in descending order; the group with the most recipients is first. Next to the distribution group name is the number of recipients assigned to that group. To switch between descending and ascending order, click the column title at the top of the list.

NOTE: When you select one of the groups in the Distribution Groups list, JDM Pro displays the Distribution Groups page filtered to display that group.

Viewing Items in Lists

When you access a list within JDM Pro, the default sort order is based on the name or title of the information being presented. For example, the default sort order of the Recipients list is Recipient Name in ascending order (alphabetical).

You can sort any list by clicking the column headers. A small arrow next to a column header indicates which column is being sorted:

- An arrow pointing up indicates an ascending sort order.
- An arrow pointing down indicates a descending sort order.

You can also filter the Recipients list and the Contents list to narrow the information that JDM Pro displays. For more information on filtering, see [Filtering the Recipients List](#) and [Filtering the Content List](#).

NOTE: Selecting a new filter or clicking the Refresh button does not change the sort order.

Exporting Lists

You can export the Recipients list and the Content list to a comma-separated value (CSV) file for reporting and auditing purposes. JDM Pro exports all items displayed in the list, including any items that are not visible without scrolling. The file also includes the registration URL.

You can use any program capable of opening a CSV file to view the data, such as Microsoft Excel, Google Spreadsheets, and OpenOffice CALC.

When you export a list of recipients, the CSV file includes the registration URL for each recipient.

► To export the Recipients or Content list

1. Click **Import/Export** at the top of the screen, and then select **Export**.
2. Depending on your browser, the file is either saved automatically or you need to name and save the file.

JDM Pro saves the file to the location you selected.

Refreshing Lists

You can refresh the items in any list to see the latest information based on your selected filter. If you refresh the list with text in the search field, JDM Pro reloads the page and displays the list with the default filters and sort order.

► To refresh a list

1. Click the **Refresh** icon at the top of the screen .

JDM Pro refreshes the list.

NOTE: You can reload the page by pressing F5 on your keyboard. When you reload the page, JDM Pro displays the page using the default sort order and filters.

Using the JDM Pro Menu

The JDM Pro menu is available from any page within JDM Pro. Use the menu to access the following pages:

| | |
|----------------------------|---|
| Dashboard | The Dashboard is the home page for your fleet. For more information about using the Dashboard, see Navigating the JDM Pro Dashboard . |
| Recipients | The Recipients page displays a list of recipients in your fleet. For more information about the Recipients page, see Managing Recipients . |
| Content | The Content page displays a list of content that your organization subscribes to. For more information about the Contents page, see Managing Content . |
| Distribution Groups | The Distribution Groups page displays a list of distribution groups in your fleet. For more information about the Distribution Groups page, see Managing Distribution Groups . |
| Trip Kit On Demand | Select Trip Kit On Demand if FliteDeck Pro becomes non-responsive. You can create a link for your pilots to access an online back-up system called the Trip Kit On Demand. For more information about Trip Kit On Demand, see Creating a Trip Kit On Demand URL . When you have an active Trip Kit On Demand URL, JDM Pro displays a green check mark on the Trip Kit On Demand menu option. |
| Help | The Help file is an online version of the JDM Pro User Guide. When you select Help , the information appears in a new tab. |
| Activity Log | The Activity Log is an updated list of recent import activity within JDM Pro. For more information about the Activity Log, see Viewing the Activity Log . |
| System Info | The System Info box displays information about the version of JDM Pro that you are using. This information is important for when you call Jeppesen Product Support . For information about system information, see Viewing System Information . |

- Recipient Trash** The Recipient Trash page displays a list of recipients that you have deleted. You can reinstate the recipients listed in the Trash, or you can permanently delete them. For more information about permanently deleting and restoring items in the Trash, see [Using the Recipient and Content Trash Pages](#).
- Content Trash** The Content Trash page displays a list of content versions that you have deleted. You can reinstate the content version listed in the Trash, or you can permanently delete them. For more information about permanently deleting and restoring items in the Trash, see [Using the Recipient and Content Trash Pages](#).

► **To use the JDM Pro menu**

1. Click or hover your mouse over the **JDM Pro menu** icon, as shown in [Figure 8](#).

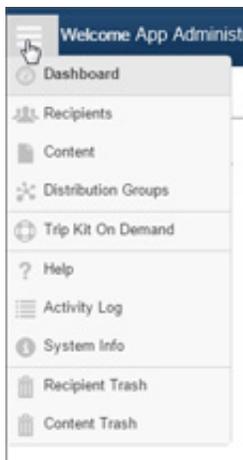


FIGURE 8: JDM Pro menu

2. Select the appropriate option from the drop-down menu.
JDM Pro displays the page or information that you selected.

Viewing the Activity Log

JDM Pro records the status of all recipient imports and manually uploaded content in the Activity Log, including information about imports that are currently active. The information remains in the Activity Log for 90 days.

► **To view the list of recent activity**

1. Access the JDM Pro menu and select **Activity Log**.
JDM Pro displays the Activity Log with the most recent item first, as shown in [Figure 9](#).

| Date of Last Update(UTC) | User Name | Status | Description | Type |
|--------------------------|---------------|-----------------|--|------------------|
| 14-Apr-2016 22:11:09 | Administrator | Failed | The file "Jb000-FJT1-4201.zip" has failed the data integrity verification. | Uploaded Content |
| 14-Apr-2016 22:02:18 | Administrator | Success | The package "J02x-ETXT-5603.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 22:01:30 | Administrator | Success | The package "Jb201-C2EN-2801.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:58:15 | Administrator | Canceled | User requested to cancel the activity. | Uploaded Content |
| 14-Apr-2016 21:53:06 | Administrator | Success | The package "J02x-ETXT-5601.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:48:29 | Administrator | Success | The package "Jb000-FJT1-3303.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:47:08 | Administrator | Success | The package "Jb000-FJT1-3302.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:38:08 | Administrator | Success | The package "Jb000-FJT1-3301.zip" has successfully processed. | Uploaded Content |
| 15-Feb-2016 13:38:12 | Administrator | Partial Success | { "totalLines": 10, "currentLine": 10, "totalSuccess": 9, "totalFailures": 1 } View Failures | Recipients |

FIGURE 9: The Activity Log

The Activity Log includes the following information for each attempted import:

- The date the import took place.
- The name of the person who attempted the import.
- The status of the import.
- A brief description of the import.

NOTE: For failed content imports, the description includes a reason for import failure. For failed recipient imports, the description includes a link to view the failures.

- The type of import, either Recipient or Content.

Working with Recipient Import Failures

If a failure occurs during a recipient import, you can view a list of failures with an explanation of why the failures occurred. You can also export the list of failures to a CSV file.

Viewing an Explanation for Recipient Import Failures

From the Activity Log, you can view the recipient import failures to get a better understanding of why the failure occurred.

► To see a list of failures

1. From the Activity Log, click **View Failures** next to the item's description, as shown in [Figure 10](#).

JDM Pro displays the Failures box, which lists the failed items and the reason for the failure.

| Date of Last Update(UTC) | User Name | Status | Description | Type |
|--------------------------|---------------|-----------------|--|------------------|
| 14-Apr-2016 22:11:09 | Administrator | Failed | The file "Jb000-FJT1-4201.zip" has failed the data integrity verification. | Uploaded Content |
| 14-Apr-2016 22:02:18 | Administrator | Success | The package "J02x-EXT-5603.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 22:01:30 | Administrator | Success | The package "Jb201-C2EN-2801.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:58:15 | Administrator | Canceled | User requested to cancel the activity. | Uploaded Content |
| 14-Apr-2016 21:53:06 | Administrator | Success | The package "J02x-EXT-5601.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:48:29 | Administrator | Success | The package "Jb000-FJT1-3303.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:47:08 | Administrator | Success | The package "Jb000-FJT1-3302.zip" has successfully processed. | Uploaded Content |
| 14-Apr-2016 21:38:08 | Administrator | Success | The package "Jb000-FJT1-3301.zip" has successfully processed. | Uploaded Content |
| 15-Feb-2016 13:38:12 | Administrator | Partial Success | { "totalLines": 10, "currentLine": 10, "totalSuccess": 9, "totalFailures": 1 } | Recipients |

[View Failures](#)

View Failures Link

FIGURE 10: View Failures link

Exporting a List of Failed Recipients

You can export a list of failed recipients to a CSV file, which you can then modify to fix the errors and attempt to import again.

► To export a list of recipient import failures

1. From the Activity Log, click **View Failures** next to the appropriate item.

JDM Pro displays the Failures box.

2. Click **Export CSV**.

3. Depending on your browser, the file is either saved automatically or you need to name and save the file.

JDM Pro saves the file to the location you specified.

NOTE: You cannot export a list of failures if you are accessing JDM Pro on an iPad unless you have a file management application installed on the device.

Viewing System Information

When you select **System Info** from the JDM Pro menu, JDM Pro displays the System Info box, as shown in Figure 11.

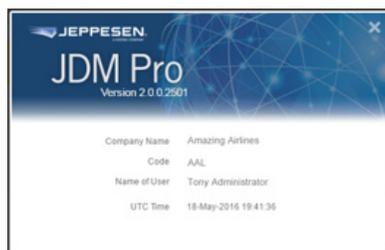


FIGURE 11: The JDM Pro System Info box

The information in the System Info box is important for when you call Jeppesen Product Support. This information includes:

- Your company name

- Your company code
- The name of the JDM Pro user
- The UTC time

Using the Recipient and Content Trash Pages

When you delete a recipient from the Recipients page, the recipient is moved to the Recipient Trash. If you delete a content version from the View History box, the deleted information is moved to the Content Trash. From the Trash, you can permanently delete the information or reinstate it.

For information about deleting recipients and moving them to the Trash, see [Deleting Recipients](#). For information about deleting content, see [Deleting a Content Version](#).

Permanently Deleting Recipients

When a recipient is in the Trash, it is no longer listed within JDM Pro. However, JDM Pro retains the details for each recipient in the Trash, including registration credentials and distribution group information, until you permanently delete the recipient.

NOTE: You cannot reuse the name of a recipient that is in the Trash until you permanently delete the recipient. After you delete the recipient permanently, the former recipient name can be reused.

► To delete a recipient permanently

1. Access the JDM Pro menu and select **Recipient Trash**.

JDM Pro displays the Recipient Trash page, as shown in [Figure 12](#).



| Recipient Name | User's Name | Reason for Deletion | Date Deleted | Deleted By | |
|----------------|---------------|---------------------|----------------------|--------------------|--------------------------|
| DCOOK | Cook, Darwyn | Expired | 16-Feb-2016 17:04:58 | Tony Administrator | <input type="checkbox"/> |
| JBUSCEMA | Buscema, John | Expired | 04-Jan-2016 18:09:43 | Tony Administrator | <input type="checkbox"/> |
| FMILLER | Miller, Frank | Expired | 02-Sep-2015 13:08:00 | Tony Administrator | <input type="checkbox"/> |

FIGURE 12: The Recipient Trash page

2. Select the check box on the far right of the recipient you want to delete permanently.
3. Click the **Action** menu, and select **Delete Selected**.

JDM Pro displays the Delete Recipients box.

4. Click **Yes**.

JDM Pro permanently deletes the recipient that you selected.

Permanently Deleting Content

Content that you moved to the Trash remains there until you delete it permanently or restore it. Content that is in the Trash cannot be sent to recipients.

► To delete content permanently

1. Access the JDM Pro menu and select **Content Trash**.

JDM Pro displays the Content Trash page, as shown in [Figure 13](#).

| Content Title | Content Type | Content Description | Version | Reason for Deletion | Date Deleted | Deleted By |
|---------------|-----------------|------------------------|---------|---------------------|----------------------|--------------------|
| CULT_FR | jSecultural | Cultural Data | 1.0.143 | Expired | 16-Feb-2016 17:04:58 | Tony Administrator |
| ECNPDF | ECNPDF | Enroute Change Notices | 2.2 | Expired | 04-Jan-2016 18:09:43 | Tony Administrator |
| EUAL01 | Terminal Charts | Terminal Charts | 1.0 | Expired | 02-Sep-2015 13:08:00 | Tony Administrator |

FIGURE 13: The Content Trash page

2. Select the check box on the far right of each content version that you want to delete permanently.
3. Click the **Action** menu, and select **Delete Selected**.

JDM Pro displays the Delete Content box.

4. Click **Yes**.

JDM Pro permanently deletes the content version that you selected.

Reinstating Recipients

In addition to permanently deleting recipients that were moved to the Trash, you can also reinstate them. When you reinstate a recipient, the recipient is assigned to the same distribution group it was assigned to before deletion.

► To reinstate one or more recipients

1. Access the JDM Pro menu and select **Recipient Trash**.
2. Select the check box next to each recipient that you want to restore.
3. Click the **Action** menu, and select **Reinstate Selected**.

JDM Pro activates the recipient and adds the recipient back to its distribution group.

NOTE: After you reinstate the recipient, you do not need to re-register the recipient.

Reinstating a Content Version

You can reinstate a content version that was moved to the Trash. If you reinstate a content version and a newer version is not available, the content returns in the same state it was in when you moved it to the Trash. For example, if you deleted the current version of the content, it becomes authorized when you restore it. If a newer version of the content exists in JDM Pro, the content is restored to the deauthorized state.

► **To reinstate content**

1. Access the JDM Pro menu and select **Content Trash**.
2. Select the check box next to each content item that you want to reinstate.
3. Click the **Action** menu, and select **Reinstate Selected**.

JDM Pro restores the content.

Searching JDM Pro

Use the search bar at the top of each page within JDM Pro to search for specific information. What information you can search for depends on which type of search you select:

| Type of Search | Searchable Fields |
|---------------------|---|
| Recipients | <ul style="list-style-type: none"> • User's first name • User's last name • Recipient name |
| Contents | <ul style="list-style-type: none"> • Title • Type of content |
| Distribution Groups | <ul style="list-style-type: none"> • Distribution group name |

The more specific you make your search, the fewer matches JDM Pro displays. Searches are not case-sensitive.

► **To perform a search**

1. Click the **Search** icon at the top of the screen .
2. From the Search menu, select the type of search that you want to perform:
 - Recipients
 - Content
 - Distribution Groups
3. Enter the search criteria.
4. Press Enter on your keyboard.

JDM Pro displays the appropriate page based on your search criteria.

Creating a Trip Kit On Demand URL

If FliteDeck Pro becomes non-responsive, you can create a link for company personnel to access an online back-up system called Trip Kit On Demand. You use JDM Pro to create a URL that company personnel use to access Trip Kit On Demand. With Trip Kit On Demand, pilots and dispatchers can create a PDF of their route.

Trip Kit On Demand is available as long as there is internet connectivity.

When you create a link to the back-up, JDM Pro displays a URL that you can make available to your pilots and dispatchers. For example, you might copy the URL to an intranet site.

When you activate a backup trip kit URL, it is active for 180 days. When the active URL is nearing expiration, you can create another URL.

You can have two active URLs at one time.

► To create a Trip Kit On Demand URL

1. Access the JDM Pro menu and select **Trip Kit On Demand**.

JDM Pro displays the Trip Kit On Demand page.

2. Click **Activate**.

JDM Pro creates and displays a URL, as shown in [Figure 14](#). Copy the URL and distribute it to your pilots and dispatchers so that they can access Trip Kit On Demand.



FIGURE 14: Trip Kit On Demand page

Using the Trip Kit On Demand Application

After you have notified personnel of the Trip Kit On Demand URL, pilots and dispatchers click the link to access the application. From within the Trip Kit On Demand application, users enter the ICAO code for the point of departure and for the point of arrival, or they can enter a full route string. When users submit an entry, Trip Kit On Demand validates the entries and displays an online PDF for the route.

For more information about Trip Kit On Demand, see the *Trip Kit On Demand User Guide*.

Deactivating a Trip Kit On Demand URL

You can deactivate the Trip Kit On Demand URL at anytime. The URL deactivates automatically after 180 days.

► To deactivate the Trip Kit On Demand URL

1. Access the Trip Kit On Demand page within JDM Pro.
2. Do one of the following:
 - To deactivate one Trip Kit On Demand URL, click **Deactivate** next to the appropriate URL.
 - To deactivate all active Trip Kit On Demand URLs, click **Deactivate All**.

JDM Pro displays the Connection URL warning box.

3. Click **Deactivate**.

JDM Pro deactivates the URL and displays the Deactivate URL confirmation box.

4. Click **Close**.

Logging Out of JDM Pro

Logging out of JDM Pro returns you to the JDM Pro login page.

► To log out of JDM Pro

1. Click **Logout** in the upper left of the application.

JDM Pro logs you out of the system and returns to the login page.

Managing Recipients

Recipients represent the mobile devices that receive the data that JDM Pro makes available. When you first set up JDM Pro with Jeppesen, you create an initial list of recipients. As you work with the application, you can add, edit, or delete recipients to correspond to the mobile devices in your fleet.

Viewing the Recipients List

The Recipients page displays a list of recipients in your fleet, as shown in Figure 15.

| Recipient Name | Status | User's Name | Distribution Group | Last Updated (UTC) | Last Contacted (UTC) | Platform |
|----------------|----------------|-----------------|--------------------|----------------------|----------------------|-----------|
| BILLFINGER | Created | Finger, Bill | 737 | - | - | Apple iOS |
| BOBKANE | Created | Kane, Bob | 777 | - | - | Apple iOS |
| DCOOKE | Created | Cooke, Danwyn | 777 | - | - | Apple iOS |
| EBRUBAKER | Out of Contact | Brubaker, Ed | (None) | 21-Dec-2015 23:46:45 | 21-Dec-2015 23:34:15 | Apple iOS |
| FMILLER | Out of Date | Miller, Frank | 737 | 02-May-2016 21:46:46 | 07-May-2016 03:34:23 | Apple iOS |
| JBUSCEMA | Out of Date | Buscema, John | 777 | - | - | Apple iOS |
| JKIRBY | Out of Date | Kirby, Jack | 737 | 25-Aug-2014 11:58:22 | 25-Aug-2014 11:58:22 | Windows |
| JROMITA | Created | Romita, John | 777 | - | - | Apple iOS |
| GENNIS | Created | Ennis, Garth | 787 | - | - | Windows |
| MGRELL | Out of Contact | Greil, Mike | 777 | 18-Apr-2016 15:07:09 | 18-Apr-2016 15:12:48 | Apple iOS |
| RTHOMAS | Created | Thomas, Roy | (None) | - | - | Apple iOS |
| SDITKO | Created | Ditko, Steve | (None) | - | - | Apple iOS |
| SLEE | Out of Date | Lee, Stan | 787 | 26-Mar-2014 10:47:04 | 08-Apr-2014 09:23:31 | Apple iOS |
| TMCFARLANE | Created | McFarlane, Todd | 737 | - | - | Apple iOS |

FIGURE 15: The Recipients page

► To access the Recipients page from anywhere within JDM Pro

1. Access the JDM Pro menu and select **Recipients**.

NOTE: You can also access the Recipients page from the JDM Pro dashboard. See [Navigating the JDM Pro Dashboard](#) for more information.

The Recipients list features the following columns:

| | |
|-----------------------|---|
| Recipient Name | A unique name for the recipient. The recipient name can contain up to 64 characters. |
| Status | The recipient status reported by the recipient each time it contacts JDM Pro. For example, Registered, Up to Date, and Update Available. See Understanding Recipient Status for more information. |
| User's Name | The first and last name associated with the recipient, in last name, first name format. |

| | |
|-----------------------------|--|
| Distribution Group | The distribution group that the recipient is assigned to. |
| Last Updated (UTC) | The date and time, in UTC format, when the recipient last communicated a change in state. For example, when JDM Pro last successfully delivered content to the recipient, which updated the status from Out of Date to Up to Date. |
| Last Contacted (UTC) | The date and time, in UTC format, when the recipient last communicated with JDM Pro. |
| Platform | The mobile device platform associated with the recipient. Options are: Apple iOS and Windows. The default is Apple iOS. |

Filtering the Recipients List

Use the Filters menus at the top of the Recipients page to select filtering options. The Recipients page features the following filters:

| | |
|------------------|---|
| Status | <p>Displays recipients based on their status. Options are Created, Registered, Up to Date, Out of Contact, Out of Date, and Update Available.</p> <p>You can filter the Out of Date list even further with these additional options:</p> <ul style="list-style-type: none"> • Expired content • Missing content |
| Groups | Displays recipients based on the groups that they are assigned to. Options are All Groups, Unassigned, and any specific distribution groups that have been created for your fleet. |
| Updates | Displays recipients based on the last time they were updated. Options are All Updates, Last 1–5 days, Last 6–10 days, Last 11–30 days, and Last 31+ days. |
| Platforms | Displays recipients based on their platform. Options are Apple iOS and Windows. |

If you access the Recipients page from the JDM Pro menu, JDM Pro displays the list of recipients using the default filters: All Groups, All Statuses, All Updates, and All Platforms.

If you access the Recipients page from the JDM Pro Dashboard, JDM Pro displays the list of recipients filtered to show the items that you clicked on the dashboard.

► To filter the Recipients list

1. Access one of the **Filters** menus and select the appropriate filter.

JDM Pro filters the list to display only those recipients that meet the criteria you selected.

JDM Pro further filters the list with each filter option you select. For example, if you filter the list to show recipients with a status of Out of Date, and then also filter the list to show only iOS recipients, JDM Pro displays a list of only those iOS recipients that are Out of Date.

Understanding Recipient Properties

When creating or modifying a recipient, you can define the following properties:

| | |
|-----------------------|--|
| Recipient Name | A unique name for the recipient, up to 64 characters. You can enter alphanumeric characters, spaces, underscores, apostrophes, single quotes, and hyphens. If your organization registers users when they log into the application for the first time, the recipient name must match the credentials the user enters when signing into the application. See Registering Recipients for more information. |
| First Name | The first name of the user assigned to the mobile device. You can enter up to 64 characters. You can use alphanumeric characters, spaces, underscores, apostrophes, single quotes, periods, and hyphens. |
| Last Name | The last name of the user assigned to the mobile device. You can enter up to 64 characters. You can use alphanumeric characters, spaces, underscores, apostrophes, single quotes, periods, and hyphens. |
| Email Address | <p>The email address configured for the mobile device. The email address must be formatted as Local@DomainName.DomainType. For example, JohnDoe@Airline.com.</p> <p>The character restrictions of the email address vary depending on the part of the email address:</p> <ul style="list-style-type: none">• Local—For the Local portion of the email address (for example, Local@DomainName.DomainType) you can enter alphanumeric characters and special characters except for the following:<ul style="list-style-type: none">• Space• At symbol (@)• Comma• Semi-colon• Colon• Slashes• Parentheses• Angle brackets• Square brackets• DomainName—For the DomainName portion of the email address (for example, Local@DomainName.DomainType) you can enter only alphanumeric characters.• DomainType—For the DomainType portion of the email address (for example, Local@DomainName.DomainType) you can enter alphanumeric characters and hyphens |
| Platform | The recipient's mobile device platform. For example, if the recipient is an iPad, enter Apple iOS in the Platform field. Options are: Apple iOS and Windows. If the Platform field is left blank, JDM Pro enters Apple iOS in the Platform field for that recipient. |

| | |
|---------------------------|---|
| Serial Number | An optional property that is the mobile device's 12-character serial number. This field does not need to be a serial number and can be used for customer-specific values. You can enter only alphanumeric characters. |
| Asset Tag # | An optional property that is designed for asset tags, if your company assigns them to its mobile devices. This field does not need to be an asset tag number and can be used for customer-specific values, up to 12 characters. You can enter alphanumeric characters, hyphens, and spaces. |
| Distribution Group | The distribution group that the recipient is assigned to. |

Creating Recipients

Create a recipient record in JDM Pro for each mobile device in your fleet and assign it to a distribution group. To receive content, a recipient must be a member of a distribution group, even if it is the only member.

After you create a recipient record, the user must register the mobile device. Depending on how your organization configures JDM Pro, the user either registers when opening an application on the mobile device for the first time, or the user receives an email with registration information. See [Registering Recipients](#) for more information about registering recipients.

JDM Pro provides the following methods for creating recipients:

| | |
|--|--|
| Creating recipients manually | Use this method to create one recipient at a time by entering its properties in JDM Pro. For more information about creating recipients manually, see Creating Recipients Manually . |
| Creating recipients by importing a CSV file | Use this method to upload a comma-separated value (CSV) file, which contains a list of recipients and recipient information. For more information about creating recipients by importing a CSV file, see Creating Recipients by Importing a CSV File . |

Creating Recipients Manually

Use the steps in this section to create a recipient manually using the JDM Pro user interface.

IMPORTANT: Your organization might be set up so that a user registers when accessing an application on a mobile device for the first time. In this case, the recipient name that you enter must be identical to the one that the user enters when signing into the application. See [Registering Recipients](#) for more information.

► To create a recipient manually

1. On the Recipients page, click **Add Recipient**.

JDM Pro displays the New Recipient box, as shown in [Figure 16](#).



FIGURE 16: The New Recipient box

2. Enter the following required information:
 - Recipient Name
 - First Name
 - Last Name
 - Email Address
3. Enter information in the following optional boxes:
 - Platform
 - Serial Number
 - Asset Tag #

NOTE: If you do not set the Platform type for a particular recipient, JDM Pro enters the default, Apple iOS.

TIP: For more information about the required and optional recipient properties, see [Understanding Recipient Properties](#).

4. Select the **Distribution Group** menu, and select a distribution group to which you want to assign the recipient.

TIP: If you do not assign the recipient to a distribution group, you can find it later by filtering the Recipient list by the Unassigned filter.

Creating Recipients by Importing a CSV File

To create multiple recipients at the same time, enter a list of recipients into a comma-separated value (CSV) file and import that file into JDM Pro. For the import to work correctly, set up the recipient CSV file as described in [Setting Up a CSV File](#).

When you upload a recipient CSV file, JDM Pro scans the file for viruses, and then creates the recipients described in the file.

IMPORTANT: Your organization might be set up so that a user registers when accessing an application on a mobile device for the first time. In this case, the recipient name

that you enter must be identical to the one that the user enters when signing into the application. See [Registering Recipients](#) for more information.

NOTE: The CSV file cannot exceed 20,000 recipients.

NOTE: If you are accessing JDM Pro on an iPad, you cannot import a recipient CSV file unless you have a file management application installed on your device.

► **To import a recipient CSV file**

1. On the Recipients page, click the **Import/Export** menu and select **Import**.
JDM Pro displays the Import Recipients box, as shown in [Figure 17](#).

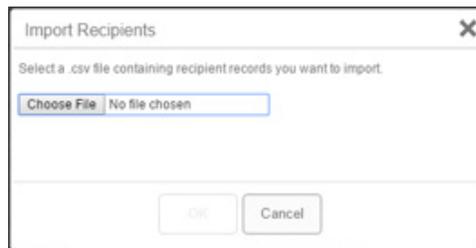


FIGURE 17: The Import Recipients box

2. Click **Choose File**.
3. Navigate to the recipient CSV file that you created, select it, and click **Open**.
4. Click **OK**.

JDM Pro begins to import the recipients. When completed, JDM Pro displays a status box that indicates the number of successful and failed imports.

NOTE: If you click **Cancel** during an import, all successfully imported records remain in the system.

5. Click **OK** on the confirmation message.

NOTE: If you close the Import Recipients box while the import is active, JDM Pro continues to import the recipients. You can view the status of the import in the Activity Log. For more information, see [Viewing the Activity Log](#).

Working With CSV Import Failures

When an import is complete, JDM Pro displays a status box that indicates the number of successful and failed imports.

► **To view a list of recipient failures**

1. From the Import Status box, click **View Failures**.

If JDM Pro fails to import a recipient record, it might be due to one of the following conditions:

- The recipient name exists within JDM Pro.
- The recipient CSV file contains duplicate rows with the same recipient name.
- A required value is missing, such as the Recipient Name, First Name, Last Name, or Email Address.

- A value exceeds the limits of the property or is formatted incorrectly. For example, a Recipient Name is longer than 64 characters or contains invalid special characters. For more information about character limits and formatting rules for each recipient property, see [Understanding Recipient Properties](#).

You can export the list of failed records to a CSV file, which you can modify to fix the errors and then attempt to import the corrected recipients.

► **To export the failed recipient list to a CSV file**

1. Click **Export CSV**.
2. Depending on your browser, you might need to click **Save**.

NOTE: You can also use the Activity Log to view import failures and export the failed recipient list. For more information about the Activity Log, see [Viewing the Activity Log](#).

Setting Up a CSV File

Use a recipient CSV file to import multiple recipients into JDM Pro. You can use many common spreadsheet programs, such as Microsoft Excel, OpenOffice CALC, or Google Spreadsheets, to create the recipient CSV file.

The information you enter into the columns for each recipient must be in a specific order, as shown in [Figure 18](#). Do not include a header row in your spreadsheet.

| | A | B | C | D | E | F | G | H |
|---|----------------|------------|-----------|---------------|-------------|---------------|----------|--------------------|
| 1 | Recipient Name | First Name | Last Name | Email Address | Asset Tag # | Serial Number | Platform | Distribution Group |
| 2 | Recipient Name | First Name | Last Name | Email Address | Asset Tag # | Serial Number | Platform | Distribution Group |
| 3 | Recipient Name | First Name | Last Name | Email Address | Asset Tag # | Serial Number | Platform | Distribution Group |
| 4 | | | | | | | | |

FIGURE 18: The CSV file columns

The first four columns are required. You do not need to enter values for the optional recipient properties: Asset Tag #, Serial Number, Platform, or Distribution Group. For information about the allowable values in each cell, see [Understanding Recipient Properties](#).

► **To create a recipient CSV file**

1. For each recipient, create a row in the spreadsheet and enter the following required values in order from left to right.
 - Recipient Name
 - First Name
 - Last Name
 - Email Address
2. Enter the following optional values in order from left to right after the Email Address column:
 - Asset Tag #
 - Serial Number
 - Platform
 - Distribution Group

- After entering all of your recipients, save the document as a .csv file. If prompted to verify your selection, click **Yes** or **OK**.

NOTE: If the Platform field is left empty, JDM Pro enters the default, Apple iOS, as the recipient's platform.

NOTE: If the Distribution Group field is left empty or if the distribution group that you enter for the recipient does not exist, JDM Pro creates the recipient as unassigned. To see a list of unassigned recipients, use the Groups filter and select **Unassigned**.

Figure 19 shows an example of a recipient CSV file.

| | A | B | C | D | E | F | G | H |
|---|------------------|--------|------------|--|-------|--------|---------|------------------|
| 1 | DarrelShultz | Darrel | Schultz | darrel.schultz@airline.com | E1234 | 128718 | iOS | Boeing 737-800 |
| 2 | JustinDeJarnette | Justin | DeJarnette | justin.dejarnette@airline.com | W9876 | 119472 | iOS | Boeing 737-800 |
| 3 | JamesPowell | James | Powell | james.powell@airline.com | W8833 | 109934 | Windows | Boeing 737-900ER |
| 4 | TrevorMackie | Trevor | Mackie | trevor.mackie@airline.com | M0003 | 149710 | iOS | Airbus A320-200 |
| 5 | AmberMayse | Amber | Mayse | amber.mayse@airline.com | D7341 | 107743 | Windows | Airbus A319-100 |
| 6 | | | | | | | | |

FIGURE 19: An example of a recipient CSV file

Editing Recipients

You can edit all of the properties of a recipient except for the recipient name. To modify a recipient name, delete the existing recipient and then create a new one. For more information about deleting a recipient, see [Deleting Recipients](#).

► To edit a recipient

- Select the recipient that you want to modify.

JDM Pro displays the Edit Recipient Details box, as shown in [Figure 20](#).

FIGURE 20: Edit Recipient Details box

- Modify the details, as necessary.

3. Click **OK**.

JDM Pro saves the changes you made to the recipient record.

Registering Recipients

After you create a recipient, the mobile device user must register the device before working with a mobile app that receives data from JDM Pro. Depending on how your organization configures JDM Pro, the user can register in one of two ways:

- The user registers when opening an app on the mobile device for the first time. For more information, see [Registering a Recipient From a Mobile Application](#).
- The user receives an email with registration information. For more information, see [Registering a Recipient From an Email Link](#).

TIP: To avoid confusion, tell your pilots which registration process they are expected to follow.

Registering a Recipient From a Mobile Application

Your organization can configure JDM Pro so that registration occurs when the user accesses an application on the mobile device for the first time. This Single Sign-On capability is provided by the Security Assertion Markup Language (SAML) OASIS standard and initiates a secure and reliable device registration process.

NOTE: If you are interested in registering recipients when they first use a mobile device, please contact your Jeppesen account manager.

With this configuration, JDM Pro does not send a registration email to the pilot. Instead, when the pilot uses the mobile device to open a Jeppesen or Boeing application (such as FliteDeck Pro) for the first time, the user is required to enter the appropriate credentials, including recipient name and company name. After those credentials are verified, the application is activated and the mobile device is registered.

IMPORTANT: The recipient name that the user enters when logging in to the app must be identical to the credentials that you enter when creating the recipient. If the recipient name is not found in the SAML service database for that user, registration fails.

NOTE: If a pilot reregisters for any reason, such as after receiving a new mobile device, the pilot must enter the appropriate registration credentials when opening an application on the new mobile device.

Registering a Recipient From an Email Link

If your organization is set up to use the email registration method, after you create a recipient, JDM Pro sends a registration link to the email address that you entered. The user can register the mobile device from the automated email that JDM Pro sends. The user taps the link in the email from a mobile device with an app that is able to receive data from JDM Pro.

NOTE: For a user to register a mobile device using the automated email that JDM Pro sends, the email address must be configured in the Mail application that is on the mobile device.

NOTE: Some mobile applications display a confirmation message, while other applications do not.

Resending the Automated Email

You might find it necessary to send another registration email to a recipient.



1. Select the recipient for which you want to send another email.
JDM Pro opens the Edit Recipient Record box.
2. Click **Send Registration Email**.

Deleting Recipients

When you delete a recipient, the recipient is moved to the Trash, where you can restore it or permanently delete it.

When a recipient is in the Trash, it no longer appears in its assigned distribution group. However, JDM Pro retains the details for all recipients in the Trash, including registration credentials and distribution group information, until you permanently delete the record. For more information about permanently deleting and restoring recipients, see [Using the Recipient and Content Trash Pages](#).

Deleting a recipient removes the association with the mobile device from JDM Pro. After you delete a recipient in JDM Pro, the mobile device can no longer communicate with JDM Pro. However, you cannot use the same recipient name until you permanently delete it from the Trash. After you delete the recipient permanently, the recipient name can be reused.

To send data to the same mobile device again, create a new recipient.

Recipients in the trash cannot be registered, cannot receive content, and are not listed in any list filters.

► To delete a recipient

1. From the Recipients list, select the check box on the far right of the screen for the recipient that you want to delete.
2. Select the **Action** menu and select **Delete Selected**.
JDM Pro displays the Delete Recipient(s) box.
3. Enter a reason for the deletion.
4. Click **Yes**.
JDM Pro moves the recipient to the Trash.

Understanding Recipient Status

After a recipient communicates with JDM Pro, the recipient status updates to reflect information that the mobile device reports when it connects to JDM Pro. You can see the recipient status in the Status column of the Recipients list.

Recipients can appear in one of the following recipient statuses:

| | |
|-------------------------|---|
| Created | The recipient has been created in JDM Pro, but has not yet registered. |
| Registered | The recipient has registered with JDM Pro, but has not yet reported its configuration. If the user manually unregisters a recipient, the state reverts to Created. |
| Up to Date | The recipient has content versions that match what JDM Pro has assigned to that recipient. |
| Out of Contact | The recipient has not contacted JDM Pro in the last 30 days. |
| Update Available | The content version reported by the recipient does not match the content version JDM Pro has assigned to that recipient. This indicates that new content is available to the recipient for download. The reported content version might be newer or older than the authorized version. If the recipient does not contact JDM Pro within 30 days, JDM Pro changes the state to Out of Contact. |
| Out of Date | The content or an application assigned to the recipient is not current. For each recipient that is Out of Date, JDM Pro provides one of the following reasons: Expired Content or Missing Content. |
| Delete Pending | The recipient has been moved to the Trash. |

The Out of Date status can be further detailed by the following reasons why a recipient might be Out of Date:

| | |
|------------------------|--|
| Expired Content | Recipient reported that all content versions for at least one application in the recipient's real configuration have expired based on the content version's Expiration Date. |
| Missing Content | The recipient does not have any version of a content item that JDM Pro expects that recipient to have. |

Understanding the Recipient Color Indicators

The Recipient list includes color indicators next to the recipient status that are designed to help you navigate your fleet and gather information at a glance.

- Gray** Indicates that a recipient has been created or registered.
- Yellow** Indicates that a recipient has been out of contact for more than 30 days or that an update is available.
- Red** Indicates that the recipient has expired content or is missing content.

Determining Why a Recipient is Out of Date

If a recipient is Out of Date, you can quickly determine what content is causing the out-of-date status.

► **To determine why a recipient is out of date**

1. Select **Out of Date** next to the color indicator for the appropriate recipient.

JDM Pro displays the Out of Date box, as shown in [Figure 21](#). The Out of Date box displays a list of Expired Content and Missing Content that have caused the recipient to become out of date.



FIGURE 21: The Out of Date box

Assigning Recipients to a Distribution Group

You can assign a recipient to a distribution group when you create or edit the recipient. You can also add one or more recipients to a distribution group from the Recipients list.

► **To assign recipients to a distribution group from the Recipients list**

1. On the Recipients page, select the check box next to the Platform column for one or more recipients.
2. Select the **Action** menu, and select **Add Selected Group**.
JDM Pro displays the Distribution Group Assignment box.
3. Select a distribution group from the list.
4. Click **Assign**.
JDM Pro assigns the recipients to the distribution groups that you selected.

Managing Distribution Groups

You use distribution groups to organize your fleet. Each distribution group includes those recipients that you assign to the group. You can assign content to a specific distribution group, thus ensuring that all recipients in that group receive the same content updates. For example, you might assign all pilots in a specific region to the same distribution group. If these pilots are in the same group, they receive the same content when JDM Pro makes updates available.

Viewing Distribution Groups

The Distribution Groups page lists the distribution groups in your fleet, as shown in [Figure 22](#).

| Group Name | # of Recipients | # of Content Items | Last Updated (UTC) | Creation Date (UTC) |
|------------|-----------------|--------------------|----------------------|----------------------|
| 737 | 1 | 9 | 07-Jul-2014 14:28:47 | 07-Jul-2014 14:28:47 |
| 747 | 0 | 9 | 10-Mar-2014 14:51:30 | 10-Mar-2014 14:51:30 |
| 777 | 1 | 10 | 10-Mar-2014 14:44:53 | 10-Mar-2014 14:44:53 |
| 787 | 0 | 7 | 10-Mar-2014 14:51:25 | 10-Mar-2014 14:51:25 |
| Group 1 | 3 | 4 | 21-Dec-2015 13:06:21 | 21-Dec-2015 13:06:21 |
| Group 2 | 1 | 7 | 18-Apr-2016 12:05:59 | 18-Apr-2016 12:05:59 |
| Group 3 | 1 | 6 | 14-May-2014 16:46:46 | 14-May-2014 16:46:45 |
| Group 4 | 1 | 1 | 14-Apr-2016 16:24:56 | 14-Apr-2016 16:24:56 |
| Group 5 | 1 | 6 | 27-Feb-2014 09:22:30 | 27-Feb-2014 09:22:30 |
| Group 6 | 6 | 1 | 13-Jun-2014 15:02:34 | 13-Jun-2014 15:02:34 |
| Group 7 | 0 | 1 | 16-Jun-2014 16:30:29 | 16-Jun-2014 16:30:29 |
| Group 8 | 0 | 1 | 07-Oct-2015 16:40:21 | 07-Oct-2015 16:40:21 |

FIGURE 22: The Distribution Groups page

► **To access the Distribution Groups page from anywhere within JDM Pro**

1. Access the JDM Pro menu and select **Distribution Groups**.

NOTE: You can also access the Distribution Groups page from the JDM Pro Dashboard. For more information, see [Navigating the JDM Pro Dashboard](#).

The Distribution Groups list includes the following columns:

| | |
|----------------------------|---|
| Group Name | The name of the distribution group. Click the name to edit the group name. |
| # of Recipients | The number of recipients assigned to the distribution group. Click the number to access the Recipients page filtered to show only the recipients associated with the distribution group. |
| # of Content Items | The number of content items associated with the distribution group. Click the number to access the Content page filtered to show only the content associated with the distribution group. |
| Date of Last Update | The date and time when the distribution group was last modified. |
| Creation Date | The date and time the distribution group was created. |

Creating Distribution Groups

You create distribution groups to represent each list of recipients in your fleet. You assign content to distribution groups. Recipients cannot receive content unless they are assigned to a distribution group.

► **To create a distribution group**

1. Click **Add Distribution Group** at the top of the page.

JDM Pro displays the Add New Distribution Group box, as shown in [Figure 23](#).

FIGURE 23: The Add New Distribution Group box

2. Enter the name of the distribution group.

The name of the distribution group can be up to 64 characters and must be unique to the group. The name can include only alphanumeric characters, spaces, underscores, hyphens, and parentheses. Distribution group names are case sensitive.

3. Click **OK**.

JDM Pro adds the new distribution group to the distribution group list.

Editing Distribution Group Names

You can edit the name of any distribution group.

► **To edit the name of a distribution group**

1. Click the Group Name for the distribution group that you want to edit.

JDM Pro displays the Edit Existing Distribution Group box, as shown in [Figure 24](#).

FIGURE 24: The Edit Existing Distribution Group box

2. Enter the new name of the distribution group.

The name of the distribution group can be up to 64 characters. The name can include only alphanumeric characters, spaces, underscores, hyphens, and parentheses.

3. Click **OK**.

JDM Pro changes the name of the distribution group and refreshes the list sort order.

Adding Recipients to Distribution Groups

You can manage the recipients in a distribution group by adding or removing them as needed. You can assign a recipient to only one distribution group. If you add a recipient that belongs to another distribution group, JDM Pro removes the recipient from the existing group and adds it to the new group.

► To add a recipient to a distribution group

1. Access the Recipients page.
2. Click the name of the recipient.

JDM Pro displays the Edit Recipient Details box.

3. From the Distribution Group menu, select the appropriate distribution group.
4. Click **OK**.

JDM Pro adds the recipient to the distribution group that you selected.

NOTE: You can also assign one or more recipients to distribution groups from the Recipients list. For more information, see [Assigning Recipients to a Distribution Group](#).

Removing Recipients from Distribution Groups

You can remove a recipient from a distribution group. When you remove a recipient from a distribution group, you can leave the recipient unassigned or assign it to a different group.

► To remove recipients from a distribution group

1. From the Distribution Groups page, click the number in the # of Recipients column.
JDM Pro displays the list of recipients assigned to the distribution group.
2. Click the name of the recipient that you want to remove from the distribution group.

JDM Pro displays the Edit Recipient Details box, as shown in [Figure 25](#).

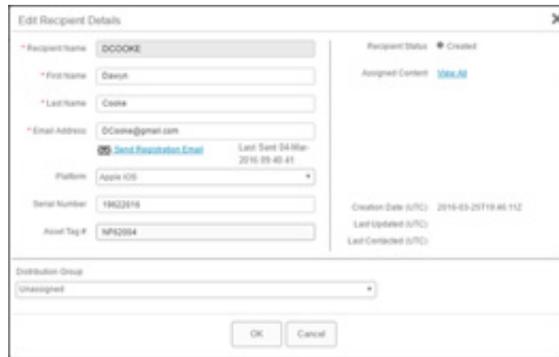


FIGURE 25: The Edit Recipient Details box

3. From the Distribution Group menu, select **Unassigned** to remove the recipient from all distribution groups, or select another distribution group.
4. Click **OK**.

JDM Pro removes the recipient from the original distribution group and adds the recipient to the distribution group that you selected.

Assigning and Removing Content to Distribution Groups

To deliver content to all recipients in a distribution group, you assign that content to the appropriate distribution group. You can assign the same content to more than one distribution group. For information about assigning content to a group, see [Assigning Content to Distribution Groups](#).

If you no longer want to deliver certain content to a distribution group, you can remove it from the group. For information about removing content from distribution groups, see [Removing Content from Distribution Groups](#).

Deleting Distribution Groups

You can delete distribution groups at any time. Deleting a distribution group does not delete the recipients in the group nor the content associated with it.

Because recipients can only be in one group, when you delete a distribution group, the recipients of that group become unassigned. The recipients then cannot receive content until they are added to another distribution group. To view these recipients after you delete the distribution group, use the Unassigned filter on the Recipients page.

Content can be assigned to multiple groups. When you delete a distribution group and specific content is assigned only to it, you can reassign that content to another distribution group.

► To delete a distribution group

1. Select the check box associated with the distribution groups that you want to delete.
2. Select the **Action** menu, and select **Delete Group**.

JDM Pro deletes the selected distribution groups.

Managing Content

Jeppesen delivers content to JDM Pro to be distributed to the recipients in your fleet based on distribution groups that you assign the content to. If your organization creates its own content, you can upload that content into JDM Pro and deliver it to recipients along with Jeppesen content.

Viewing Content

The Content page displays a list of content items available to your fleet, as shown in [Figure 26](#).

| Content Title | Content Type | Content Description | Associated Applications | File Size | Assigned Distribution Groups | Last Version Published (UTC) |
|---------------------------------|-----------------|---------------------|--|-----------|--|------------------------------|
| 19_777-300ER GE90-115BL_OPT AA | perf_airport | perf_airport | OPT | 5.3MB | (None) | 23-Jun-2014 14:19:18 |
| 19_777-300ER GE90-115BL_OPT AIF | perf_airport | perf_airport | OPT | 5.3MB | 777 | 23-Jun-2014 14:19:33 |
| 19_777-300ER GE90-115BL_OPT AIF | perf_airport | perf_airport | OPT | 5.3MB | 777 | 23-Jun-2014 11:04:37 |
| CULTURAL | j3scultural | Cultural Data | Mobile Flite Deck | 211.99ME | Group7 TestGroupM3 and 2 more... | 04-Feb-2014 15:40:32 |
| CULT_IFR | j3scultural | Cultural Data | Mobile Flite Deck | 211.99ME | TestGroupM3 747 and 8 more... | 23-Jul-2014 15:01:44 |
| CULT_IFRa053d9660x | j3scultural | Cultural Data | Mobile Flite Deck | 211.99ME | Group7 TestGroupM3 | 02-Mar-2016 18:23:26 |
| CULT_IFR90E15 | Terminal Charts | Terminal Charts | Mobile Flite Deck TerminalChartsPro | 1.31MB | (None) | 10-Feb-2014 17:08:42 |
| E2E Test PDF | Other | | ArchiveDevice | 996.56KE | (None) | 11-Mar-2014 10:13:09 |
| EAAL99 | Terminal Charts | Terminal Charts | Mobile Flite Deck TerminalChartsPro | 335.61ME | (None) | 04-Feb-2014 15:29:40 |
| EAMX01 | Terminal Charts | Terminal Charts | Mobile Flite Deck TerminalChartsPro | 105.15ME | (None) | 28-Mar-2014 09:36:39 |
| EASA01 | Terminal Charts | Terminal Charts | Mobile Flite Deck TerminalChartsPro | 161.04ME | (None) | 12-Mar-2014 14:46:44 |
| EASA01a001 | Terminal Charts | Terminal Charts | Mobile Flite Deck TerminalChartsPro | 161.04ME | TestGroupM3 | 23-Jun-2014 10:46:13 |

FIGURE 26: The Content page

► To access the Content page from anywhere within JDM Pro

1. Access the JDM Pro menu and select **Content**.

NOTE: You can also access the Content page from the JDM Pro Dashboard. See [Navigating the JDM Pro Dashboard](#) for more information.

The Content list features the following columns:

Content Title The name of the content item. For versioned content, the title along with type of content and version number uniquely identify the content. Click the title to view information about the content, including the version history.

| | |
|--|---|
| Content Type | The type of data contained in the content item. For versioned content, the type of content along with title and version number uniquely identify the content. |
| Content Description | A brief description of the content. |
| Associated Applications | The name of the application the content is intended to be used in. |
| File Size | The size of the latest version of the content item. |
| Assigned Distribution Groups | The names of the distribution groups that are assigned the content item. |
| Date Last Version Published (UTC) | The date and time, in UTC format, when the most recent version of the content was published to JDM Pro. |

Filtering the Content List

Use the Filters menus at the top of the Content page to select filtering options. The Content page features the following filters:

| | |
|-------------------------|---|
| Types of Content | Displays a list of content based on content type. |
| Groups | Displays content based on the groups it is assigned to. Options are All Groups, Unassigned, and any specific distribution group that has been created for your fleet. |
| Last Updated | Displays a list of content based on the last time it was updated. |

If you access the Content page using the JDM Pro menu, JDM Pro displays the list of content using the default filters: All Types, All Groups, and All Updates.

If you access the Content page using the dashboard, JDM Pro displays the list of content filtered according to the number of days that you selected on the JDM Pro Dashboard.

Viewing Version History

The Content Item Versions History box features historical information for a particular content item.

► To view version history

1. From the Content list, click the Content Title.

JDM Pro displays the Content Detail box, as shown in [Figure 27](#).

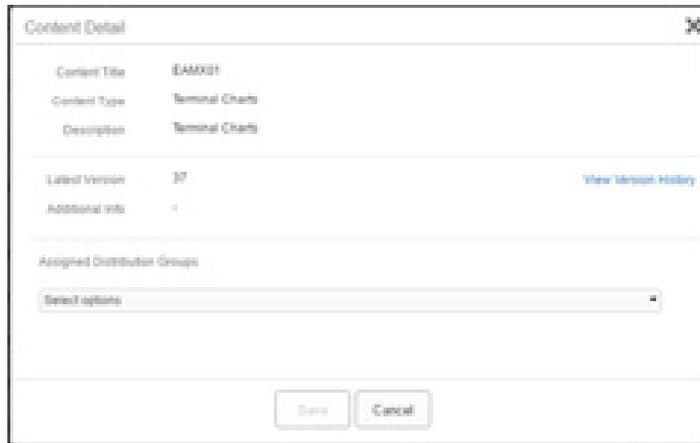


FIGURE 27: The Content Detail box

2. Click **View Version History**.

JDM Pro displays the Version History for the content.

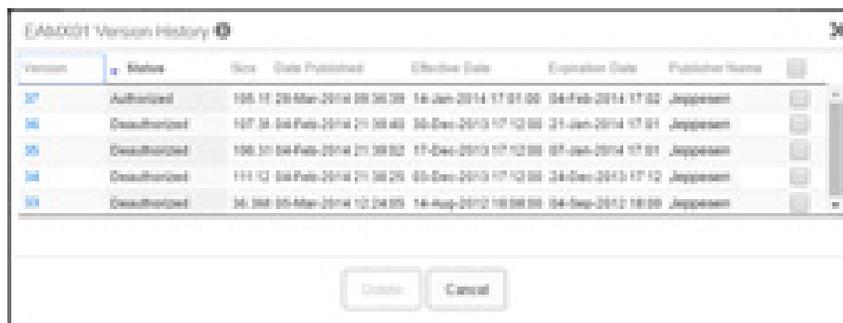


FIGURE 28: The Version History box

For each version of content, the Version History box includes the following information:

| | |
|------------------------|--|
| Version | The version number of the selected content. |
| Status | The state of the particular version of the content, which can be Created, Approved, Authorized, Invalidated, or Deauthorized. |
| Size | The size of the content version file. |
| Date Published | The date and time, in UTC format, when the specific version of the content was published to JDM Pro. |
| Effective Date | The date and time, in UTC format, that the content version becomes effective. |
| Expiration Date | The date and time, in UTC format, that the content version expires. |
| Publisher Name | The name of the publisher that created the content. The Publisher Name is Jeppesen, Boeing, or the name of your organization if you uploaded your own content. |

Assigning Content to Distribution Groups

To deliver content to all recipients in a distribution group, assign the content to the appropriate groups. You can assign the same content to more than one distribution group.

You can assign content to distribution groups from the Content list, or from the Content Details box for an individual content item.

► To assign content to a distribution group from the Content List

1. From the Content page, select the check box for each content item that you want to assign to the same distribution group.
2. Select the **Action** menu, and select **Add Selected to Group**.
3. Select one or more distribution groups.
4. Click **OK**.

JDM Pro displays the Distribution Groups Assignment box.

JDM Pro assigns the content to the distribution groups that you selected.

► To assign content to a distribution group from the Content Details box

1. From the Content page, click the name of the content item that you want to assign to the distribution group.
2. From the Assigned Distribution Groups list, select one or more distribution groups.
3. Click **Save**.

JDM Pro displays the Content Details box.

JDM Pro assigns the content to the distribution groups that you selected.

Removing Content from Distribution Groups

If you no longer want to deliver certain content to recipients in a distribution group, you can remove it from the group.

If content is assigned to more than one distribution group and you remove it from one group, the content remains associated with the other groups. If the content was only assigned to the distribution group from which you removed it, the content cannot be delivered to any recipients until you assign the content to another distribution group.

► To remove content from a distribution group

1. From the Content page, select the name of the content item that you want to remove from the distribution group.
2. From the Assigned Distribution Groups list, select one or more distribution groups.
3. Click **Save**.

JDM Pro displays the Content Details box.

JDM Pro removes the content from the distribution groups that you selected.

Uploading Content

You can upload content to be distributed to recipients. Before you can upload content, package the content so that JDM Pro recognizes it. JDM Pro only recognizes .zip files with valid metadata. If the .zip file that you want to import does not have the appropriate metadata, JDM Pro guides you through the process of creating it.

The content file can be any content that has a corresponding content type configured in JDM Pro for one of the Jeppesen or Boeing applications.

During the upload process, JDM Pro ensures that the content meets the necessary criteria. See [Understanding the Validation Process](#) for information about how JDM Pro validates content.

See [Understanding Customer-Inserted Charts](#) for more information about the tools and processes necessary for distributing content to recipients.

NOTE: You can create an iOS or Windows configuration file and upload it to JDM Pro. For more information on creating a configuration file, see the Administrator Guide for the application for which you need the configuration file.

NOTE: If you are accessing JDM Pro on an iPad, you cannot import content unless you have a file management application installed on the device.

Uploading Content into JDM Pro

After you have created and packaged the content, you can upload it to JDM Pro. If you are creating metadata for the content, make sure that it follows the standards discussed in [Manually Creating the JDM Pro Metadata](#).

IMPORTANT: Jeppesen recommends that you use a browser that supports HTML 5, such as Firefox, Chrome, or IE 10 or higher. If you are using a browser that does not support HTML 5, JDM Pro cannot compute the MD5 digest value for the file that you are uploading. In this instance, enter an appropriate MD5 value for the file during the upload process and create the ADEL metadata file.

► To upload content

1. From the Content page, click **Add Content**.

JDM Pro displays the Select a File box.

2. Click **Browse**.
3. Navigate to the content .zip file that you want to import, select it, and click **Open**.
4. Click **OK**.

JDM Pro runs a virus check on the content, and then displays the Content Metadata box, as shown in [Figure 29](#).

Content Metadata

Please verify content metadata below.

* Content Type: CICCHARTS

* Title: TestDataAddi_d110x

* Version: 1101

Effective Date: 09/18/2014

Expiration Date: 05/21/2020

Deliver Immediately

Additional Info

| Content Uploaded File Name | Size |
|----------------------------|---------|
| J00x-ETXT-1101.zip | 579 B |
| ADEL_Metadata.xml | 26.8 KB |
| USConstitution1.txt | 26.8 KB |

Continue Cancel

FIGURE 29: The Content Metadata box

5. Add metadata information or modify the information that appears in each field:
 - For fields that already contain metadata, verify that the information is correct. Change any information, if necessary.
 - For fields that do not contain metadata, enter the appropriate information in each field. A red asterisk indicates a required field. For more information on metadata values, see [Table 1](#).
6. If you want recipients to be able to download the data immediately after it becomes available, select the **Deliver Immediately** check box.

NOTE: FliteDeck Pro for iOS indicates that updates are available to the user only when the current content expires or is nearing expiration. If you select **Deliver Immediately**, JDM Pro overrides these conditions so that FliteDeck Pro notifies the user when this new content is available. FliteDeck Pro for Windows always downloads new content as soon as it becomes available and immediately notifies the user of the update.

7. Click **Continue**.
JDM Pro uploads the file.

Manually Creating the JDM Pro Metadata

JDM Pro metadata is contained in the ADEL metadata XML file. This section describes the information found in that metadata file. Use this section to create metadata for your content instead of using JDM Pro to do so.

The following metadata information is an example of what your metadata file might look like:

```
<ADEL_Metadata
  title="[---CUSTOMER-DEFINED TITLE---]"
  description="[---CUSTOMER-DEFINED DESCRIPTION---]"
  version="[---CUSTOMER-INCREMENTED INTEGER---]"
  typeOfContent="[---JDM PRO CONTENT-TYPE---]"
  adelEligible="true"
  nomenclature="[---CUSTOMER-DEFINED LABEL---]"
  logicalName="[---INTENTIONALLY LEFT EMPTY---]"
  deltaAlgorithm="xdelta"
  loadOnEffectivity="false"
>
  <FilesManifest>
<ComponentFile>
<FilePath>./[---CONTENT FILE NAME---]</FilePath>
<FileVersion/>
<Digest>
<DigestValue>[---CALCULATED BY CUSTOMER---]</DigestValue>
<DigestAlgorithm>SHA1</DigestAlgorithm>
</Digest>
</ComponentFile>
</FilesManifest>
</ADEL_Metadata>
```

To create valid metadata, replace the values listed in [Table 1](#) in their entirety. Leave all other aspects of the metadata unchanged.

TABLE 1: Metadata Values

| Template Value | Description |
|--------------------------------|---|
| [---CUSTOMER-DEFINED TITLE---] | The title you give the content. Used to distinguish it from other content of the same type. The title must be 1–100 alphanumeric characters, spaces, periods, single quotes, dashes, and underscores. |

TABLE 1: Metadata Values

| Template Value | Description |
|--------------------------------------|---|
| [---CUSTOMER-DEFINED DESCRIPTION---] | <p>The description of the content. The descriptions must be limited to 256 alphanumeric characters, spaces, and punctuation characters.</p> <p>NOTE: Information that you enter here is displayed in the Additional Info field of the Content Detail box.</p> |
| [---CUSTOMER-INCREMENTED INTEGER---] | <p>The version number of the content. The version number can have up to four levels, each separated by a period. You are limited to 18 characters in each of the four levels. However, there is a limit of 50 total characters, including the periods that separate each level.</p> |
| [---JDM PRO CONTENT-TYPE---] | <p>The JDM Pro-defined content type assigned to the content. The content type is limited to 1–100 alpha characters and spaces.</p> |
| [---CUSTOMER-DEFINED LABEL---] | <p>A label for the content for display. The label must be limited to 24 alphanumeric or underscore characters.</p> |
| [---INTENTIONALLY LEFT EMPTY---] | <p>The logicalName attribute is intentionally left empty; do not enter information in this line.</p> |
| [---CONTENT FILE NAME---] | <p>The name of the content file.</p> |
| [---CALCULATED BY CUSTOMER---] | <p>The MD5 hash calculated for the content file.</p> |

Understanding the Validation Process

During the upload process, JDM Pro attempts to validate the content. To validate a package, JDM Pro downloads it to a temporary directory and performs a set of validations described in [Table 2](#). If the package validation fails for any reason, JDM Pro displays a dialog box that describes the failure.

TABLE 2: Content validation tests

| Validation | Result |
|----------------------|---|
| Digest validation | <p>Digest Value and Digest Type are optional parameters that might be part of the web service call. If the call has these parameters, JDM Pro compares the digest of the package that is downloaded to the digest passed into the service. If this validation fails, JDM Pro rejects the package.</p> |
| Virus scan | <p>The virus scan is a check that ensures that the package does not contain any computer viruses. If this validation fails, JDM Pro rejects the packages.</p> |
| Package content type | <p>This check verifies that the type of content in the package is also configured in JDM Pro. If the content type is unrecognizable, JDM Pro uploads the content; however, the content cannot be delivered to recipients.</p> |

TABLE 2: Content validation tests

| Validation | Result |
|--------------------|--|
| ADEL metadata test | The component manifest, found in the ADEL metadata, is a listing of all files and the digest values that belong to the package. The list of files and their digests must match exactly; no missing or extra files are allowed. With this test, JDM Pro ensures that the metadata file exists, that it is formatted correctly, and that the digests match. If this validation fails, JDM Pro rejects the package. |
| Company code | JDM Pro verifies that the company code in the package is a valid code. If this validation fails, JDM Pro rejects the package. |

Deleting a Content Version

You can delete any content version that you import into JDM Pro. When you first delete content, the content is moved to the Trash, where you can permanently delete it or restore it. See [Using the Recipient and Content Trash Pages](#) for more information about permanently deleting and restoring content.

If a content version is in the Trash, its corresponding content item remains in the JDM Pro Content lists. When all versions of a content item have been permanently deleted, JDM Pro removes the content item from the Content UI.

NOTE: By default, Jeppesen and Boeing content is set to delete permanently 60 days after it is deauthorized.

► To delete a specific version of content

1. From the Content list, select the name of the content item.

JDM Pro displays the Content Detail box, as shown in [Figure 30](#).



FIGURE 30: The Content Detail box

2. Click **View Version History**.

JDM Pro displays the Version History box for the content, as shown in [Figure 31](#).



FIGURE 31: The Content Version History box

3. Select the check box for the version of content that you want to delete.
4. Click **Delete**.
JDM Pro displays the Delete Versions Confirmation box.
5. Enter a reason for the deletion.
6. Click **Yes**.
JDM Pro moves the content item to the Trash.
7. To exit the Version History box, click **Cancel**.
8. To exit the Content Detail box, click **Cancel**.

Invalidating a Specific Content Version

You can invalidate content versions, regardless of publisher. You might invalidate a content version if the content has bad data or is corrupt. Invalidating the content version prevents the bad content from being delivered to recipients.

After you invalidate a content version, the content can no longer be used or reauthorized. The invalidated content is deleted automatically after 90 days.

► To invalidate a specific content version

1. From the Content list, select the name of the content item.
JDM Pro displays the Content Detail box.
2. Click **View Version History**.
JDM Pro displays the Version History box for the content, as shown in [Figure 32](#).

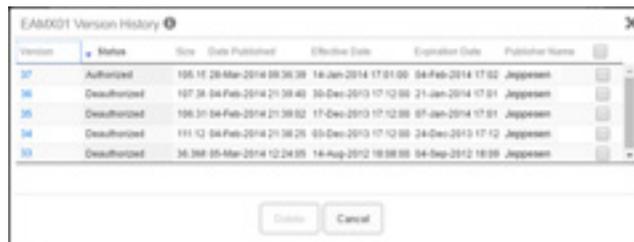


FIGURE 32: The Content Version History box

3. Click the version number of the appropriate content.
JDM Pro displays the Version Details box, as shown in [Figure 33](#).

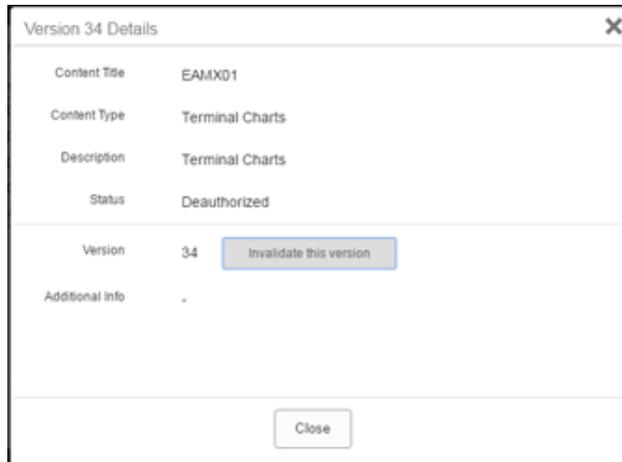


FIGURE 33: The Version Details box

4. Click *Invalidate This Version*.

JDM Pro displays the Confirm Invalidating Content box, as shown in [Figure 34](#).



FIGURE 34: The Confirm Invalidating Content box

- 5.** Enter a reason for the invalidation.
- 6.** Type **invalidate** into the Confirmation field.
- 7.** Click **Continue**.

JDM Pro marks the content as Invalidated. The content version is no longer available to be distributed.

- 8.** To exit the Version History box, click **Cancel**.
- 9.** To exit the Content Detail box, click **Cancel**.

Appendix A: Boeing Distribution Manager

Boeing Distribution Manager (BDM) provides many of the same features as you would find in JDM Pro. However, BDM is a Boeing-branded application that only supports Boeing applications. BDM does not support Jeppesen applications, such as FliteDeck Pro.

Logging in to BDM

You can log in to BDM using the direct access URL or through your My Boeing Fleet account. My Boeing Fleet and BDM require separate user names and passwords.

NOTE: If you do not have your BDM username or password, click **Manage Passwords** on the Distribution Manager login page, contact your Boeing representative, or contact [Product Support](#).

► To log in to BDM using the direct access URL

1. Open your web browser and navigate to <https://jdmp.jeppesen.com/ui/BdmAccessPoint/>. The URL opens the BDM login page, as shown in [Figure 35](#).

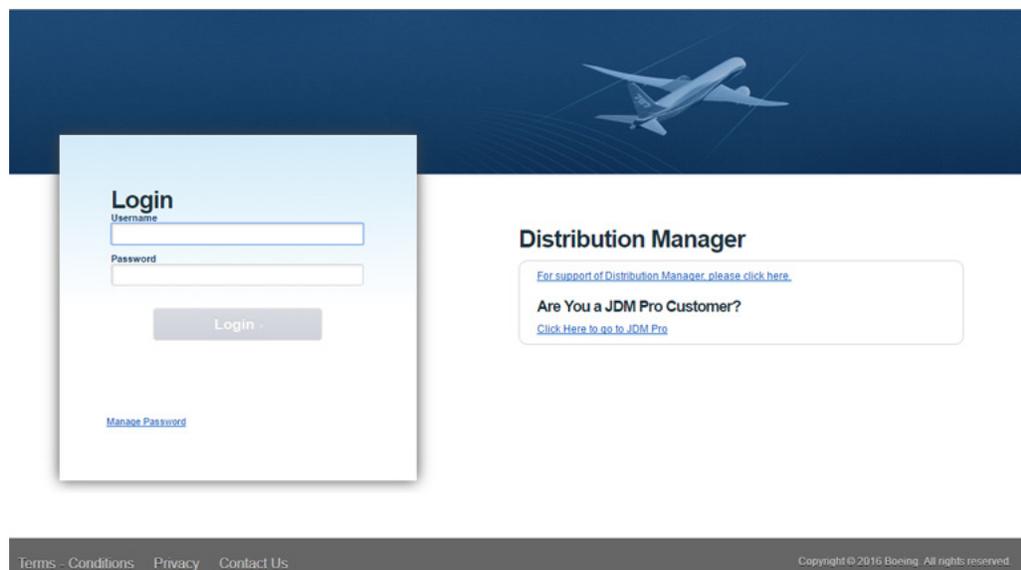


FIGURE 35: BDM login page

2. Enter your BDM user name and password.
3. Click **Login**.

BDM displays the recipients page for your fleet, as shown in [Figure 36](#).

► **To log in to BDM from your My Boeing Fleet account**

1. Open your web browser and navigate to <https://www.myboeingfleet.com/>.
2. Enter your My Boeing Fleet user ID and password.
3. Click **Login**.
4. On the My Boeing Fleet home page, click the **Mobile Gallery** link.
5. On the Mobile Gallery page, click the **Distribution Manager** link.
6. Enter your Distribution Manager user name and password.
7. Click **Login**.

BDM displays the Recipients page, as shown in [Figure 36](#).

The screenshot shows the 'Recipients' page in the BDM interface. At the top, there is a navigation bar with 'Welcome Administrator' and 'Logout'. Below this, the page title is 'Recipients' with a sub-header '1-150 of 4,008 total entries'. There are buttons for '+ Add Recipient', 'Import/Export', and 'Action'. Below these are filter dropdowns for 'All Statuses', 'All Groups', and 'All Updates', along with a 'Clear Filters' link. The main content is a table with the following columns: Recipient Name, Status, User's Name, Distribution Group, Last Updated (UTC), and Last Contacted (UTC). The table contains 20 rows of data, each with a small icon in the final column. At the bottom of the table, there is a pagination control showing '1 2 3 4 5 ... 27'. Below the table, there is a copyright notice 'Copyright © 2016 Boeing. All Rights Reserved' and a 'Contact Us' link.

| Recipient Name | Status | User's Name | Distribution Group | Last Updated (UTC) | Last Contacted (UTC) | |
|----------------|------------|---------------------|--------------------|----------------------|----------------------|--|
| 00DI72GWN | Up to Date | Donald, GD06YSMHWO | DF_Group_1 | 22-Feb-2014 12:08:59 | 24-Feb-2014 11:07:49 | |
| 00NOZ0Q9U5 | Up to Date | Donald, DKVTOM1MFI | jmetergroup_NJL | 17-Apr-2014 16:50:57 | 17-Apr-2014 16:50:57 | |
| 0120PKV3TW | Up to Date | Jeff, KBPE31OJFQ | DF7_Group_2 | 22-Feb-2014 12:09:15 | 24-Feb-2014 11:08:05 | |
| 01F61QRUVA | Up to Date | Donald, OCEY9GL2FP | DF7_Group_2 | 22-Feb-2014 12:09:51 | 24-Feb-2014 11:08:41 | |
| 01RRCJJJYN | Up to Date | David, 5RCKJOF5MJ | DF7_Group_5 | 01-Mar-2014 10:37:36 | 01-Mar-2014 10:37:36 | |
| 01RY05O9ML | Up to Date | John, CKYD9137HD | DF7_Group_6 | 01-Mar-2014 10:43:37 | 01-Mar-2014 10:43:37 | |
| 024QJROC4 | Up to Date | John, 5NQTMVX83S | DF7_Group_5 | 01-Mar-2014 10:29:03 | 01-Mar-2014 10:29:03 | |
| 02OS6CYAWR | Up to Date | Mark, 4AAJ5TK6AX | DF7_Group_6 | 01-Mar-2014 10:55:27 | 01-Mar-2014 10:55:27 | |
| 0308GAQPMO | Up to Date | Richard, NIMV24ZVIE | jmetergroup_NJL | 17-Apr-2014 16:53:04 | 17-Apr-2014 16:53:04 | |
| 03MPJ78NCD | Up to Date | Elvis, 6BMSC6F1NH | DF7_Group_4 | 01-Mar-2014 10:21:45 | 01-Mar-2014 10:21:45 | |
| 03QR3QUAHG | Up to Date | Elvis, C6NGFY90LL | DF7_Group_5 | 01-Mar-2014 10:40:10 | 01-Mar-2014 10:40:10 | |
| 03WIKPM3MZ | Up to Date | Donald, JE4NU3U19R | jmetergroup_NJL | 17-Apr-2014 16:25:06 | 17-Apr-2014 16:25:06 | |
| 03ZZ21VXMT | Up to Date | Donald, O6JUEVOMWO | DF7_Group_2 | 22-Feb-2014 12:09:11 | 24-Feb-2014 11:08:00 | |
| 048K0QBODU | Up to Date | Jeff, 6KVT9VNPZH | DF7_Group_4 | 01-Mar-2014 10:13:57 | 01-Mar-2014 10:13:57 | |
| 04B57QOEIF | Up to Date | Mark, 6UX4P6JPIZ | DF7_Group_6 | 01-Mar-2014 10:54:29 | 01-Mar-2014 10:54:29 | |
| 04GFSMFNHD | Up to Date | Richard, 3EXJWD06FA | DF7_Group_3 | 01-Mar-2014 10:02:23 | 01-Mar-2014 10:02:23 | |
| 04Y1QYGYSB | Up to Date | David, 107EA5GGHM | DF7_Group_5 | 01-Mar-2014 10:38:47 | 01-Mar-2014 10:38:47 | |

FIGURE 36: BDM Recipients page

Using the BDM Menu

The BDM menu is available from any page within BDM. Use the menu to access the following pages:

| | |
|----------------------------|---|
| Recipients | The Recipients page displays a list of recipients in your fleet. For more information about the Recipients page, see Managing Recipients . |
| Content | The Content page displays a list of content that your organization subscribes to. For more information about the Contents page, see Managing Content . |
| Distribution Groups | The Distribution Groups page displays a list of distribution groups in your fleet. For more information about the Distribution Groups page, see Managing Distribution Groups . |
| Help | The Help file is an online version of the JDM Pro User Guide. When you select Help , the information appears in a new tab. |
| System Info | The System Info box displays information about the version of JDM Pro that you are using. This information is important for when you call Jeppesen Product Support . For information about system information, see Viewing System Information . |

► To use the BDM menu

1. Click or hover your mouse over the **BDM menu** icon in the upper left corner of any page, as shown in [Figure 37](#).

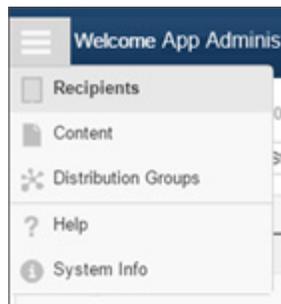


FIGURE 37: BDM Menu

2. Select the appropriate option from the drop-down menu.
JDM Pro displays the page or information that you selected.

Appendix B: Understanding Customer-Inserted Charts

The phrase *Customer-Inserted Charts (CIC)* refers to charts that your organization import into JDM Pro and distribute to recipients for use in FliteDeck Pro. Members of your organization might create these charts, but that is not always the case.

For pilots to access your company charts on their devices, you use three tools and follow a specific workflow to package, import, and distribute the charts.

The CIC Tools

Use the following Jeppesen applications to package and distribute your Customer-Inserted Charts to the registered mobile devices in your fleet:

| | |
|--|--|
| Content Delivery Agent for the Desktop (CDAD) for JDM Pro | A Windows-based application that connects to JDM Pro and continuously polls JDM Pro for new content. When new content is available, CDAD for JDM Pro downloads the content. The connection to JDM Pro ensures that any packages created by EFB Content Packager are synchronized with the current terminal charts dataset installed on deployed devices. |
| EFB Content Packager | A Windows-based application that the EFB Administrator uses to convert company chart files into a proprietary format that can be displayed in FliteDeck Pro. Use EFB Content Packager to assign metadata to company charts and then package the charts into a zip file that can be uploaded into JDM Pro. |
| JDM Pro | A web-based application that distributes data to FliteDeck Pro. You can upload customer-inserted chart packages into JDM Pro so that you can distribute company data. |

The CIC Workflow for Delivery to FliteDeck Pro

After your charts have been created, the workflow for getting the charts to appear in FliteDeck Pro consists of three phases, as shown in Figure 38.

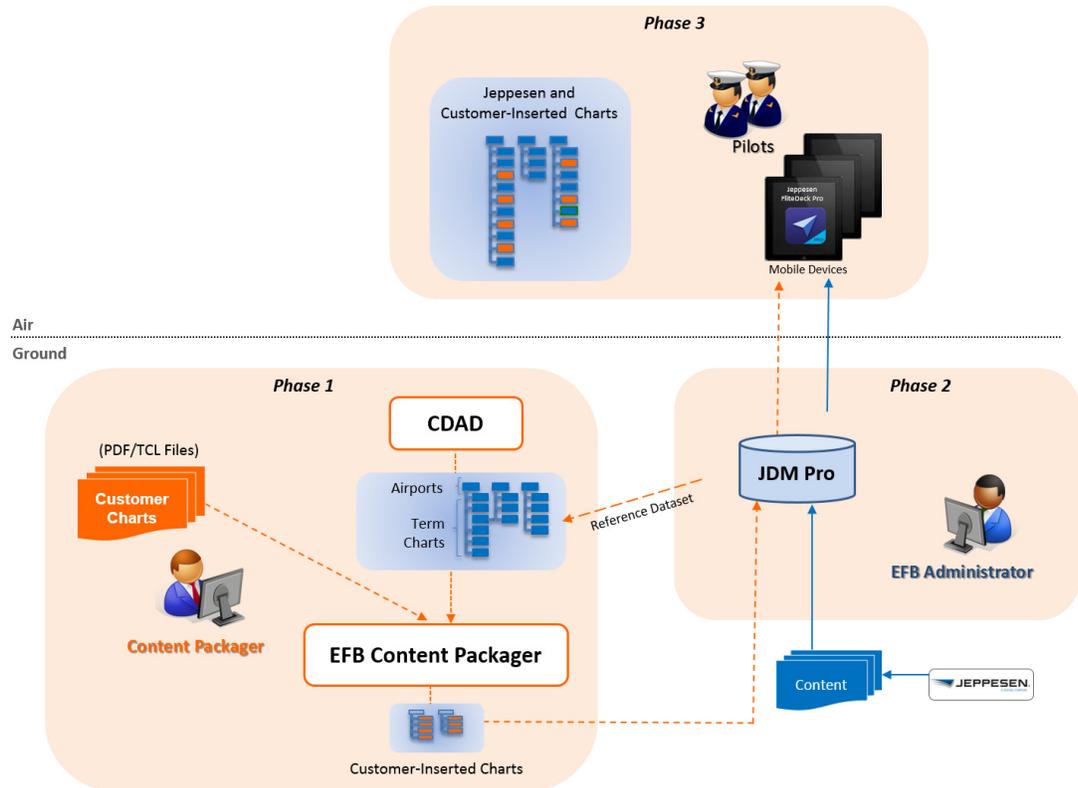


FIGURE 38: CIC workflow for delivery to FliteDeck Pro

Phase 1 — Assign Metadata and Package the Charts

Using Content Packager, assign metadata to your charts and create the package. You might also perform PDF to TCL conversion of your charts during this phase. Assigning metadata to your charts ensures that FliteDeck Pro displays your charts correctly alongside the Jeppesen-provided charts.

See the *Content Packager User Guide* for more information.

Phase 2 — Distribute the Charts

Using JDM Pro, upload your charts into JDM Pro and assign the charts to registered recipients in your fleet.

Phase 3 — Perform the Update

FliteDeck Pro indicates that an update is available for download. After the pilot completes the update on the mobile device, the pilot can view the charts using FliteDeck Pro.

See the appropriate FliteDeck Pro user guide for information about updating the device.