



Intelex User Instructions

Intelex Registration and Login

Any Questions?

Contact information is located at the
end of this presentation.



Intelex User Instructions

Intelex: Create Password



Inbox x



noreply@intelex.com

to me

11:02 AM (6 minutes ago) ☆



Congratulations, your Intelex account has been created. Please use the system with the following account:

client name : AviationSuppliersTest

username xxxxxxxxx@gmail.com

You must click on the link below within 30 days of receipt of this message to set your password:

<https://clients.intelex.com/Login3/CreatePassword/ResetPassword.aspx?h=+X0TfzOEeNdwJwr5iWtgeSbmoW75vHUiutz1tTH1vGBEsNR+TZyzR3ekacfjk35&wrealm=https%3a%2f%2fclients.intelex.com%2fLogin3%2fAviationSuppliersTest>

You may also copy and paste the URL into your browser address line to go directly to the web page.

Once your password is set you can start using the system via this URL:

<https://clients.intelex.com/Login3/AviationSuppliersTest>

Thank you,
The System Administrator

You will receive an email like the one
pictured above.



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Congratulations, your Intelex account has been created. Please use the system with the following account:

client name : AviationSuppliersTest

username : ~~sepradon@gmail.com~~

You must click on the link below within 30 days of receipt of this message to set your password:

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Thank you,
The System Administrator

Click on or copy/paste this link to set up your password.



Intelex User Instructions

ASA

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Create a new password.

Please enter a new password below, then click the 'Reset Password' button to change your password.

Please enter your new password:

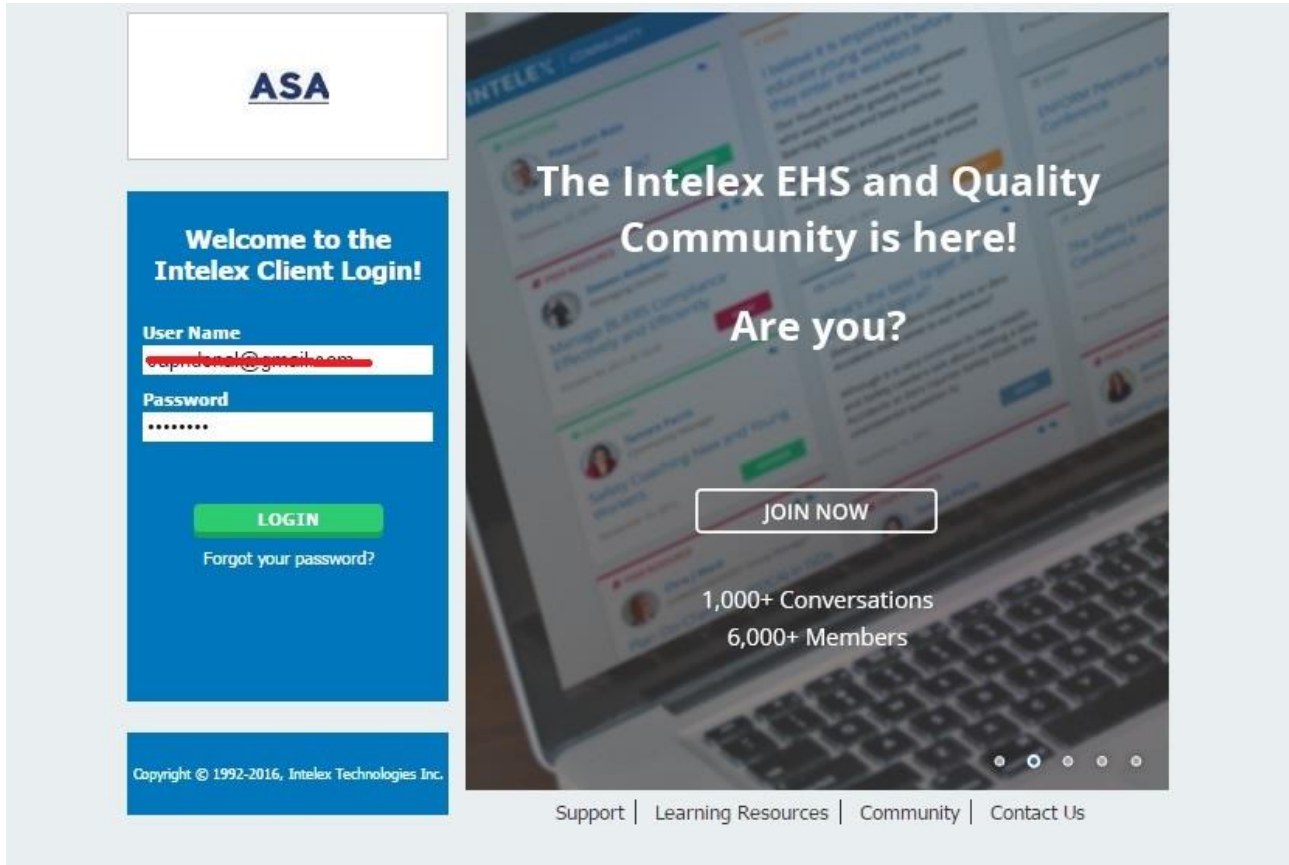
Confirm by re-entering your new password:

RESET PASSWORD

[Support](#) | [Learning Resources](#) | [Community](#) | [Contact Us](#)

Enter and confirm whatever you would like as a password.

Intelex User Instructions



The image shows a composite of two screenshots from the Intelex website. The left screenshot is the login page, featuring the ASA logo at the top, a blue header with the text "Welcome to the Intelex Client Login!", and two input fields for "User Name" (containing a redacted email address) and "Password" (with masked characters). A green "LOGIN" button and a "Forgot your password?" link are also visible. The right screenshot shows a community overview with the text "The Intelex EHS and Quality Community is here! Are you?" and a "JOIN NOW" button. Below this, it states "1,000+ Conversations" and "6,000+ Members". At the bottom of the right screenshot, there are navigation links: "Support | Learning Resources | Community | Contact Us".

Login with your username (email address) and new password.



Intelex User Instructions

The screenshot displays the ASA Intelex user interface. At the top, there is a navigation bar with links for 'NOTIFICATIONS', 'HELP', 'MARKETPLACE', and 'COMMUNITY'. The user's name, 'Anthony Brigham', is visible in the top right corner. Below this is a dark blue header with the ASA logo and a menu icon, followed by navigation options: 'HOME', 'MY TASKS', 'CALENDAR', 'DASHBOARD VIEWER', 'REPORTS', and 'MY EMAIL'. The main content area is titled 'Audits' and includes a dropdown menu for 'Test Aviation'. There are four tabs: 'Client Profiles', 'Open Audits (Client View)' (which is circled in red), 'Completed Audits (Client...', and 'Nonconformances'. The 'Open Audits (Client View)' tab is active, showing a breadcrumb trail 'Home > Open Audits (Client View)' and a 'Custom Inventory' dropdown. Below this are options for 'List All', 'Advanced Search', and 'Actions'. A status bar indicates 'Selected View: Kenrick Test' and 'Selected Filter: Audits Due within Last 3 Months (clear)'. A table of audit records is shown with columns for Client Contact, Project Number, Auditor Checklist, Due Date, Audit Type, Status, Person Responsible, and Date Created. One record is visible for 'Intelex Support' with project 'TSTA-001' and a due date of '7/19/2015'. The interface also shows 'Viewing 1 - 1 of 1 Records' and 'Items Displayed 20'.

Select your upcoming audit from the list. Make sure you are in the Open Audits (Client View) tab. You will only see your company's audits.



Intelex User Instructions

NOTIFICATIONS HELP MARKETPLACE COMMUNITY Testing Testing

ASA MY TASKS MY STAFF'S TASKS MY LOCATION'S TASKS MY CALENDAR MY STAFF'S CALENDAR MY LOCATION'S CALENDAR

Audits Brigham Aviation Technologies

Client Profiles Open Audits (Auditor Vi... Completed Audits (Aud... Open Audits (Client View) More

Home > Open Audits (Client View) Custom Inventory

List All Advanced Search Actions

Date Created	Client Contact	Project Number	Audit Type	Person Responsible	Due Date	Status	Auditor Checklist
1/30/2017 10:38 AM	Testing Testing	BRAT-002	ASA-100	Testing Testing [BRAT-AB01]	2/1/2017	Client Confirmation	ASA-100 Auditor Checklist

Viewing 1 - 1 of 1 Records Items Displayed 20

Select your audit by clicking on the Project Number



Intelex User Instructions

ASA is here to support you!

If you have any questions,
contact us by email at
auditservices@aviationsuppliers.org