FleetDoc Metis Ultra user guide

Setup and everyday use for maintainers

This guide explains how to install Ultra, add your reference documents, investigate a discrepancy, and review the results. It covers the October 15 2026 update, including batch squawks, case chat, and the optional Coast Guard appearance.

What Ultra does

Ultra searches the reference library you provide and uses a local AI model to draft an assessment, possible causes, next steps, and source references. It can process a squawk sheet as a batch or answer a question in an individual case. Aircraft assignments help keep references and cases organized.

Ultra does not arrive with your aircraft manuals. Add the appropriate documents before asking it to troubleshoot. Its suggestions are unverified research assistance; open the cited source and check applicability before using an answer. An answer can be incomplete or unsupported even when it sounds confident.

Before installation

Use 64-bit Intel or AMD Windows 10 or 11. The installer includes the local AI runtime and both models; a separate Python or model download is not required. Speed depends on the computer's memory and graphics hardware. Performance on your particular computer must be checked.

Allow at least 35 GB for the installed application, plus space for manuals and indexes. The download is about 29 GB. Keeping a downloaded ZIP, its extracted installer, and the installed application can require roughly 95 GB before manuals are added.

For a company computer, confirm that your IT team permits this application and the download method. The installer is not digitally signed. Follow your organization's installation process rather than bypassing its controls.

Files you should receive

The sharing folder contains FleetDoc Ultra Complete Setup.zip and setup directions. The ZIP includes the current application, installer support files, and this guide. Manuals and personal aircraft records are separate from this software package.

Install and add your manuals

Install the current application

1. Open the OneDrive link and download FleetDoc Ultra Complete Setup.zip. Wait for the download to finish; it is about 29 GB.

2. Open Downloads in File Explorer. Right-click FleetDoc Ultra Complete Setup.zip, choose Extract All, and then Extract. Wait for the extracted folder to open.

3. In the extracted folder, double-click Install FleetDoc Ultra (the application). Follow the installer and click Finish. Leave its support files together in that folder. Do not run it from inside the ZIP.

4. Open FleetDoc Metis Ultra from the desktop shortcut. Today's updates are already included; no separate update is needed. If Windows or company policy blocks installation, ask your IT team to approve it.

First time setup

1. Choose Help / Take a tour for the guided setup walkthrough.

2. Open Aircraft. Add the tail number, manufacturer, model, and serial number, then choose Save and use aircraft. Confirm the correct aircraft is shown in the sidebar.

3. Place your authorized manuals and reference documents in a stable local folder. If they are on an external drive, keep that drive connected while using Ultra.

4. Open Manuals, choose Choose folder, and select that folder. Choose Update library and allow indexing to finish.

5. Choose Assign manuals. Review the files, select the Use column for the documents appropriate to the aircraft, and choose Save assignments. Check model, serial applicability, equipment, and revision rather than relying on a filename suggestion.

6. Search for a familiar term in Manuals and open a source page to check that the library is usable. A folder being selected does not by itself mean the documents have been indexed and assigned.

Appearance

In Settings, choose Light, Dark, System, or Coast Guard under Appearance. Text size is also adjustable. These choices save on this computer.

Work with an individual case

Start with a clear question

1. Confirm the active aircraft and choose + New case. Describe the symptom, when it occurs, and any observations or tests already completed.

2. Choose Ask Metis. Allow the search and analysis to finish. Initial model loading can take longer than later requests.

3. Read the assessment and next steps. Use Latest assessment to return to the start of the latest answer. Open the reference links or Manual references to inspect the source pages.

4. Ask a follow-up in the chat box. Include new information rather than assuming the program has seen a test result that was never entered. Record test result and Record what you found provide structured ways to capture findings.

Examples of useful questions

“The reported indication is intermittent. It occurs after startup. No fault code has been recorded. Which applicable manual sections should I review?”

“Explain how this system normally operates and show the source pages.”

“The previous answer did not address the reported symptom. Reassess it using the applicable troubleshooting section and identify what information is missing.”

Understand what the result means

Possible causes are hypotheses, not confirmed failures. Explore system opens a separate explanation case where available. A reference link shows where to check the source; it does not prove that every statement in the answer is supported.

If the answer says the source material is insufficient, check aircraft assignments, document coverage, and the actual retrieved pages. Add the relevant document, update the library, review assignments, and ask again. Existing saved answers do not automatically change when the library changes.

The program can use dates and applicability information in supplied documents, but it does not automatically obtain new ADs or guarantee document currency. Do not treat a later date alone as proof that one document replaces another; inspect the actual applicable requirement and its scope.

Review manuals while work continues

The Manuals dropdown can be opened while troubleshooting runs. During active troubleshooting, a batch, or indexing, choosing another item leaves the current scope unchanged. Finish the current request and pause the batch before changing that scope.

Import and troubleshoot a squawk sheet

Review once and process the remaining list

1. Open Squawks and choose Import sheet. Supported choices include Word DOCX, PDF, text, and common image files. Check the selected aircraft and compare extracted entries with the original sheet.

2. Review the numbered list. Ultra initially shows entries it identifies as troubleshooting discrepancies. Routine tasks and other entries may be hidden. Use Show other entries to check omissions and Include selected when an entry should be investigated.

3. Select an unwanted entry and choose Remove selected. Undo removal restores it. Use Add entry if something was missed. Check wording before starting; extraction and filtering can make mistakes.

4. Choose Troubleshoot remaining squawks. Ultra processes the remaining list as a batch. You do not need to submit each item individually. Watch progress and review the resulting cases.

Read and ask questions during a batch

You can browse saved cases while another discrepancy is being analyzed. The review screen includes a question box, and drafts stay with their case.

To ask a follow-up, type your question and choose Pause batch to chat. Let the current request finish, then choose Ask Metis. The batch remains paused. Return to Squawks and choose Resume worklist when ready.

Pause lets the current answer finish. Stop in the active case cancels its current request. A stopped or failed worklist item may need to be retried. There is no fixed generation time limit; duration depends on the computer, sources, and model.

Know which clear command you need

Clear entire list in Squawks clears the import list so you can start a fresh import, including the same sheet. It does not clear the already created cases. Removing an import entry also leaves existing cases alone.

Clear cases in the sidebar moves cases for the active aircraft to Deleted cases after confirmation. It stops batch work as needed. Other aircraft and manuals remain; the imported list remains separate. Deleted cases can be restored.

If something does not work

Missing installer data: make sure the download finished and use Extract All again. Open the fully extracted folder and run Install FleetDoc Ultra there. Leave all support files in place; do not open or rename them.

No useful sources: check the folder, indexing status, aircraft assignment, and source coverage. Slow answer: allow the current request time; use Standard under Case actions then Manuals & analysis for the faster model. Report the exact message and the action that led to it if a problem persists.

Share and preserve your work

Keep software separate from company information

The prepared sharing package contains the complete current installer and directions. It does not include your manual library, squawk sheets, or saved case profile. Share company documents and aircraft records only through approved channels.

Confirm your company's software installation and file-sharing rules before distributing it at work. The maintainer's own manuals must be available on their computer or accessible drive, and they must set up their own aircraft assignments.

Using your download link

Open the OneDrive link supplied by the sender. If access is restricted to your work email, sign in with that address or complete the verification requested by OneDrive. Download FleetDoc Ultra Complete Setup.zip and use Extract All in File Explorer. Do not run setup from a browser or ZIP preview.

For sharing, upload the complete ZIP and wait for the upload to finish. Provide the recipient with access to that file and START HERE.txt. The recipient installs the current application directly; there is no separate update step.

The download is large because both local AI models are included. Allow time for downloading and extraction before starting the installer.

Where records are kept

Cases, settings, and related application data are stored separately under %LOCALAPPDATA%\FleetDoc Metis Ultra for the signed-in Windows user. Installing on another computer does not automatically transfer that profile. Manual source files remain in the folder you selected.

For a profile backup, close Ultra first and copy that profile folder to an approved backup location. Back up the manual library separately. Avoid overwriting a destination profile without preserving it first.

Before your first real use

Confirm the correct aircraft, assigned manuals, and source access. Try a familiar research question and inspect the cited pages. Import a small practice sheet and check the extracted entries. Make sure you can ask a follow-up, pause and resume a batch, and recover a deleted practice case.

This guide describes the verified interface and packaging workflow. It does not certify troubleshooting answers, source completeness, document currency, or performance on every recipient computer.