



AircraftPortal User Manual

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merlot.aero
smart airline solutions | future ready technology

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DISCLAIMER:

This user guide is for training purposes only. The information contained in this user guide is current at the time of publication. It can be used to reference and may be subject to change.

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What are merlot's applications?

The Merlot suite is a complete organizational management solution offering all aspects of airline resource planning and control to ensure the safety, efficiency and quality of your crew and operational environment.

Merlot is a comprehensive suite of applications covering all aspects of your airline needs. It has been developed with the entire business process in mind, including the customer process from the moment ticket sales are planned until the point the passenger reaches their destination.

For your convenience, Merlot applications are divided into two main categories:

- Aircraft Applications
- Crew Applications

There are several applications under these two main categories.

Aircraft applications include:

- AircraftSchedule
- AircraftFollow
- AircraftPortal
- AircraftMobile

Crew applications include:

- CrewPlan
- CrewBuild
- CrewRoster
- CrewPortal
- CrewMonitor
- CrewFollow
- CrewPayroll

Introduction

What is AircraftPortal?

AircraftPortal captures aircraft operations data to provide ground services with up-to-date information. Aircraft data is captured via standard Internet browsers for distribution to other merlot systems. AircraftPortal is designed for light, read-only interaction. There are some instances where airline designated users may have permission to update actual arrival and departure times and delay information.

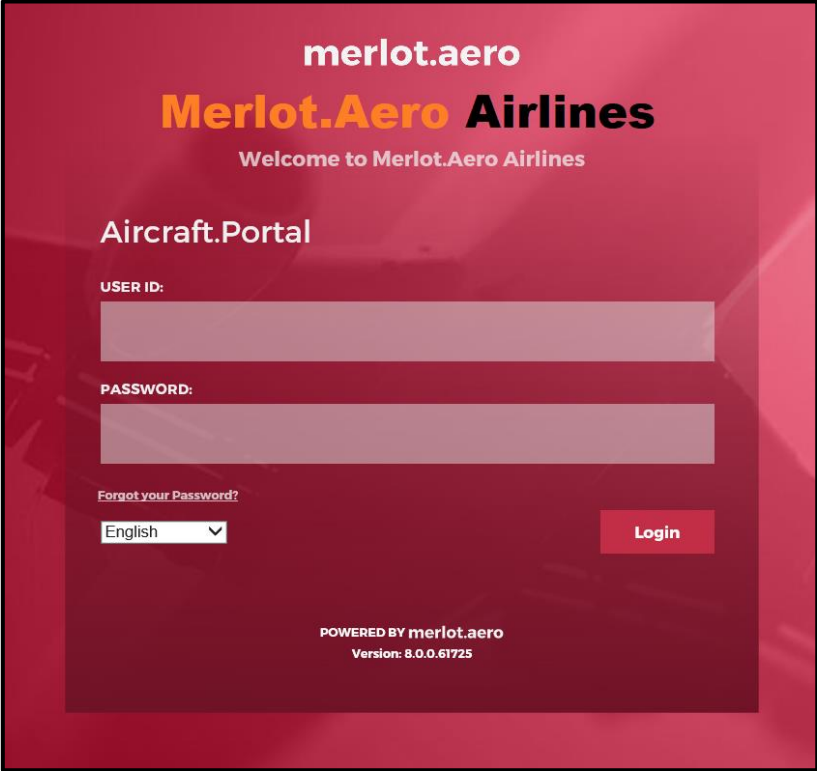
What is the difference between AircraftPortal and AircraftFollow?

AircraftFollow provides a real-time graphical representation of your airline's live status for the day. It reports on disruptions, such as late running aircraft, and provides accurate and timely information to improve the decision support process. AircraftFollow also includes comprehensive Minimum Equipment List (MEL) and Maintenance planning management data. AircraftFollow is designed for interaction in the airline's Operations Control Centre (OCC).

AircraftPortal is designed for light access and read-only interaction for ground services.

Logging In

The *Login* section details AircraftPortal login for first time users and existing users.



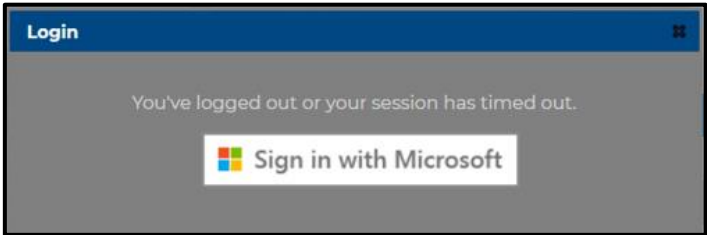
Single Sign On via Microsoft Azure Active Directory (AD)

All merlot.aero applications can be accessed through a user's Microsoft account. Customers with multiple operators have the option to use either a merlot.aero account or a Microsoft account for logging in.

Once Azure AD is set up, the administrator must configure all user and employee accounts. Every user and employee has an Azure AD Login and SSO Only option. If they are required to login via SSO only, the checkbox must be selected, and their login ID must be placed in the Azure AD Login field. These options are available for new and existing users and employees.

When the user or employee's login is authenticated, the home page will display immediately.

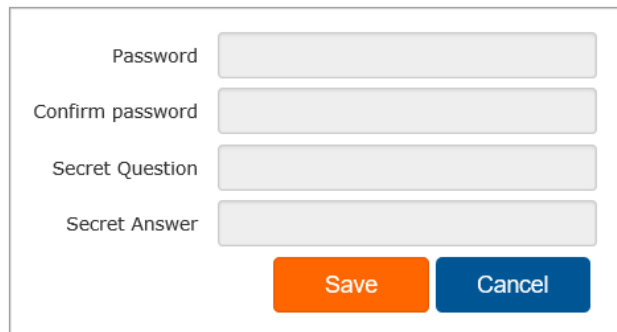
The login prompt below is displayed whenever an active session times out.



If a user's account is not associated with an Azure AD Login, an error message will be displayed.

First Time User

To login to AircraftPortal for the first-time and without using a Microsoft account, access the website link provided by merlot.aero or your administrator. You can click on the web link provided and enter, or you can copy and paste the web address into your browser and login to AircraftPortal.



Form fields and buttons:

- Password
- Confirm password
- Secret Question
- Secret Answer
- Save
- Cancel

To login for the first time are as follows:

1. Enter your employee ID in the **User ID** field.
2. As a first-time user, leave the **Password** field blank
3. Click on the **Login** button to continue.
4. Enter a password in the **Password** field and re-enter the password in the **Confirm Password** field.
5. Enter a secret question and answer in the **Secret Question** and **Secret Answer** fields.

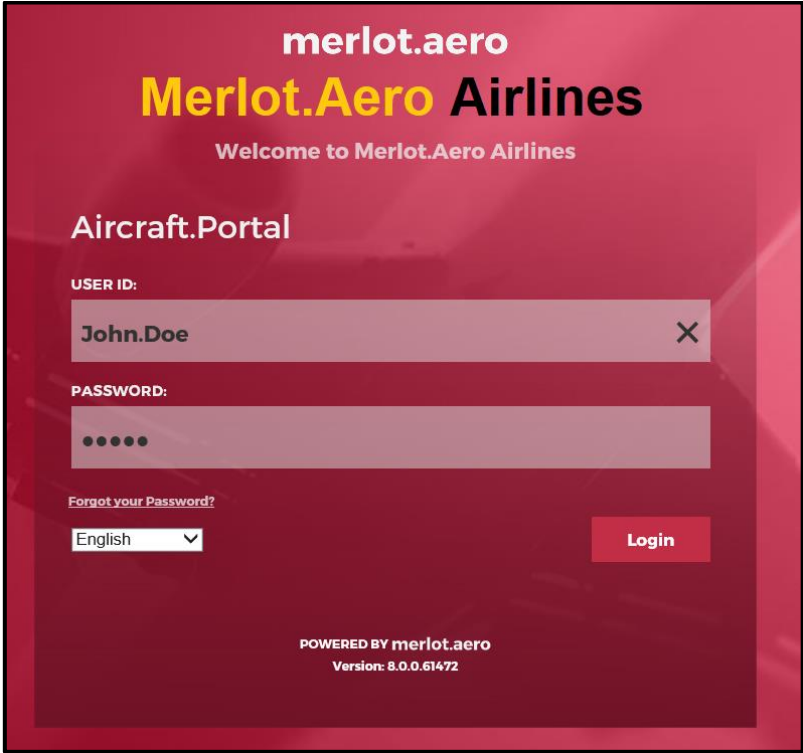
The answer to the secret question will allow you to use the Forgot your Password functionality to reset your password if you ever forget it.

6. Click **Save** to save the information or click **Cancel** to close the form without generating action.

Now that you have followed these simple steps you have successfully completed the process for first-time login. You can now enter AircraftPortal as an existing user.

Existing User

Access your airline's AircraftPortal website through the link provided by merlot aero or your administrator. Use your login credentials to login to AircraftPortal.



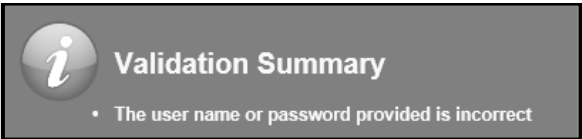
To access AircraftPortal enter the following information:

1. Enter your User Id.
2. Enter your Password.
3. Click on the **Login** button.

Once logged in, you are directed to the AircraftPortal Home page.

Incorrect Username or Password

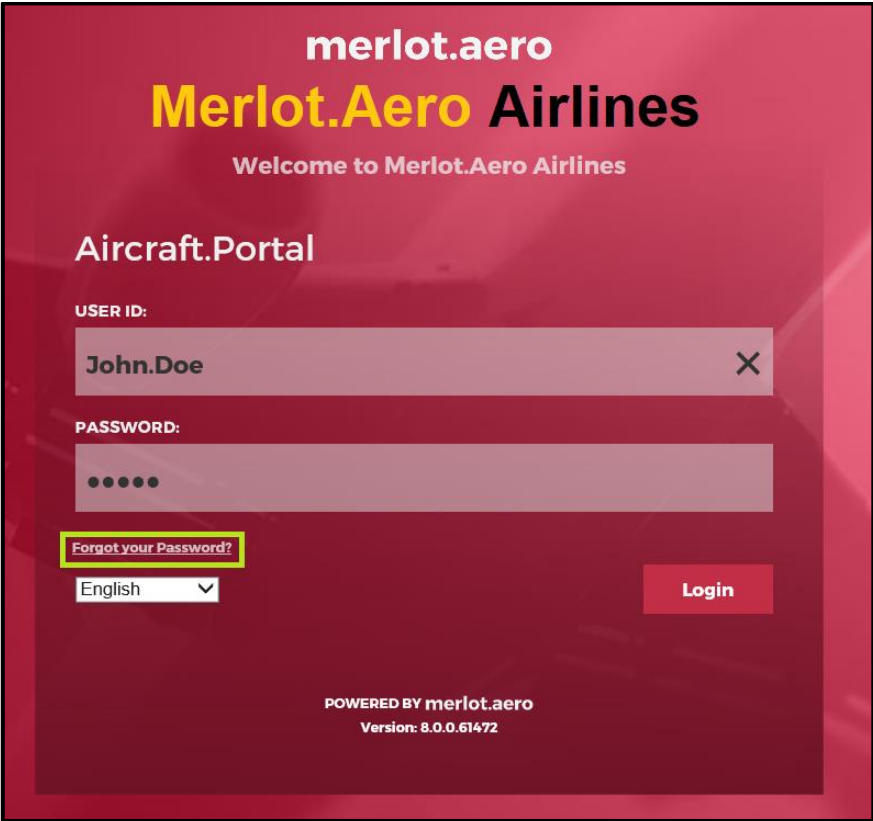
If the user name or password entered is incorrect, the following **Validation Summary** will display.



Enter the correct username and password to access the application.

Forget your password?

If you have forgotten your password and want to recover it, click on the **Forgot your password?** link.



To recover your password, you will be asked to enter the answer to the secret question that you set up initially.

Localisation

The language selection menu in the *Login* screen allows you to display application content in your preferred language.



Translation is not provided for the following:

- Gantt and map controls
- Reports
- Crew data such i.e. port, rank and equipment group names
- Error messages, e.g. rules engine validation results
- Custom display text
- User-generated content, e.g. messages sent by users, swap title and descriptions entered by users

The Graphical User Interface (GUI)

The merlot.aero suite of applications eliminates the use of text commands by employing a Graphical User Interface (GUI). Let's explore the AircraftPortal Home page.

Merlot.Aero Airlines
 YYZ - TORONTO PEARSON INTERNATIONAL AIRPORT VIEW

MOVEMENTS

Next Flight (7664 to EWR) departs in: 03:55:21
Est. - Oper. - Arrive - Depart

Current time: L:25/04/2018 02:34, Z:25/04/2018 06:34

Operator: **AB**

Show **10** entries Search Flights

| Rego | Designator | Flight | From | To | Departure Time | Arrival Time | |
|------|------------|--------|------|-----|----------------|--------------|-------------------------|
| ZK | 7567 | | YYZ | YYZ | 06:00 (LBT) | 06:45 (LBT) | Details |
| ZK | 7568 | | YYZ | YYZ | 06:30 (LBT) | 06:55 (LBT) | Details |
| ZK | 7609 | | YYZ | YYZ | 06:00 (LBT) | 07:30 (LBT) | Details |
| ZK | 7649 | | YYZ | YYZ | 06:00 (LBT) | 07:32 (LBT) | Details |
| ZK | 7677 | | YYZ | YYZ | 06:00 (LBT) | 07:45 (LBT) | Details |
| ZK | 7533 | | YYZ | YYZ | 06:15 (LBT) | 07:47 (LBT) | Details |
| ZK | 7622 | | | BOS | 06:30 (LBT) | 08:01 (LBT) | Details |
| ZK | 7644 | | YYZ | TWR | 06:30 (LBT) | 07:59 (LBT) | Details |
| ZK | 7543 | | ATL | YYZ | 06:45 (LBT) | 08:59 (LBT) | Details |
| ZK | 7662 | | DFW | YYZ | 06:15 (LBT) | 10:10 (LBT) | Details |

Showing 1 to 10 of 62 entries

[map](#)

Powered by merlot.aero
 Time Display Mode: Local time
 Version: 1.0.0.0000
 L:25/04/2018 02:34, Z:25/04/2018 06:34

The AircraftPortal Home page is divided into the following sections:

1. **Airport Information Bar** - Displays airport information including airport name, terminal, gate, turnaround information and curfews through a series of tabs. The airports displayed here reflects the [airport associated with the user's account](#).
2. **Main Display Area** - Displays AircraftPortal tabular information. The default display is the **Movements** Tab.
3. **AircraftPortal Tabs (Navigational links)** - Functional tabs such as **Movements, Departures, Arrivals, Turnaround, OTP, Messages, Gantt, Search, Slots, Bay View, Documents** and **Reports** as well as other [tabs can be displayed](#), based on your application setting.
4. **Widgets** - Customised functional widgets designed to meet airline requirements. [Widgets displayed](#) here include the **Weather, Twitter, Calendar** (i.e., clock) and **Currency Conversion**.
5. **AircraftPortal Login Center** - The AircraftPortal Login Center contains links to logout, help resources, application version information, a reconfiguration refresh button and a link to the Home page.
6. **Set Machine Port** - Set machine port for the user location. It also contains setup for an authentication token and smart card.

It should be noted that AircraftPortal features are customised to meet airline requirements, so the number of AircraftPortal tabs and tab functionality may vary from airline to airline.

The features of the AircraftPortal Home page are covered in the AircraftPortal Feature Familiarity section. The tab features are discussed in the applicable how-to sections.

AircraftPortal Feature Familiarity

The features of the AircraftPortal Homepage are detailed in this section including the Airport Information Bar, the main display area, the Aircraft Portal functional tabs, widgets and the Login Center. Refer to the AircraftPortal Home page for an overview of the graphical user interface (GUI).

Airport Information Bar



Click the **View** link in the Airport Information Bar to access airport specific information based on the location where the user is currently associated with . There are read-only tabs as well as tabs with editable fields. Each tab will be discussed below.

| Port | Terminal | Gate | Turnarounds | Curfews | Profiles | Accom | Frequencies | G.Handler | G.Transport | Doc.requirements |
|-----------|---|------|-------------|---------|----------|-------|-------------|-----------|-------------|------------------|
| Name | Toronto Pearson International Airport | | | | | | | | | |
| City | | | | | | | | | | |
| Code | YYZ | | | | | | | | | |
| Icao | CYYZ | | | | | | | | | |
| Longitude | 0 | | | | | | | | | |
| Latitude | 0 | | | | | | | | | |
| Notam | <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <div style="text-align: center; margin-top: 5px;">Save Notam</div> | | | | | | | | | |

The **View** tab allows users to view port details as follows:

- Port
- Terminal
- Gate
- Turnarounds
- Curfews
- Profiles
- Accom
- Frequencies
- G. Handler
- G. Transport
- Doc Requirements

Note: For security permissions and privileges, contact your administrator.

Port

The **Port** tab displays basic port information.

The Port field descriptions are as follows:

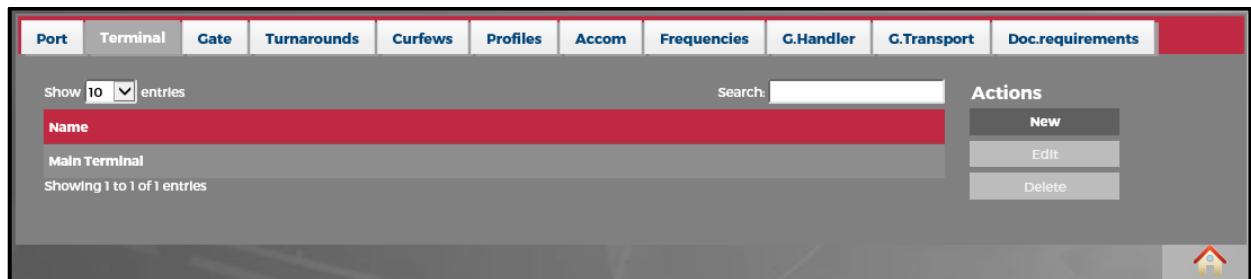
| Field | Description |
|-----------|---|
| Name | Full name of airport. |
| City | City where airport is located. |
| Code | International Air Transport Association code, YYZ displayed above. |
| Icao | International Civil Aviation Organization code, CYYZ displayed above. |
| Longitude | Airport longitude, if supplied |
| Latitude | Airport Latitude, if supplied |
| Notam | View and add a Notam for the port. Notice to Airman (Notam) are written notices issued to pilots prior to flight regarding potential hazards. |

To add or edit information in the Port tab, enter information in the applicable fields and click **Save Notam**. A **Validation Summary** pop-up window will indicate that information has been updated.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Terminal

The **Terminal** tab lists airport terminal information.



The following navigational aids are available:

| Field | Description |
|---------------------|---|
| <i>Show entries</i> | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| <i>Search</i> | The search option available at the top of the grid can be used to locate a specific entry. |
| <i>Sort</i> | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

To add a terminal:

1. Click **New** from the *Actions* menu.
2. Select the applicable terminal from the **Terminal** drop-down menu.
3. Click on the **Insert** button to insert the terminal.

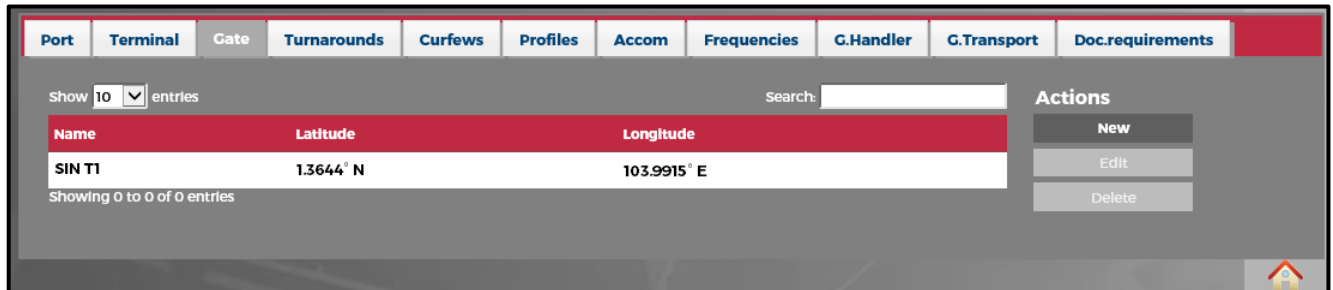
To edit or delete existing terminal information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits using the drop-down terminal menu and click on **Save**.
- To delete existing terminal data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked, "This item will be permanently deleted and cannot be recovered. Are you sure?" Click on **Delete** to permanently delete the data or **Cancel** to close the dialogue box.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Gate

The **Gate** tab lists airport gate information.



The following navigational aids are available:

| Field | Description |
|--------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

To add a gate:

1. Click on the **New** link from the *Actions* menu.
2. Select the applicable gate from the **Gate** drop-down menu.
3. Enter gate latitude and longitude information.
4. Click on the **Insert** button to insert gate information.

To edit or delete existing terminal information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits using the drop-down terminal menu and click on **Save**.
- To delete existing terminal data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked "This item will be permanently deleted and cannot be recovered. Are you sure?" Click on **Delete** to permanently delete the data or **Cancel** to close the dialog box.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Turnarounds

The **Turnarounds** tab is a read-only table of scheduled turnaround times for available equipment types.

| Port | Terminal | Gate | Turnarounds | Curfews | Profiles | Accom | Frequencies | G.Handler | G.Transport | Doc.requirements |
|--|---------------------|---------------------|-------------|-------------|-------------|-----------|-------------|-----------|-------------|------------------|
| Show 10 entries Search: <input type="text"/> | | | | | | | | | | |
| Equipment Type | Previous Route Type | Route Type | Scheduled | Operational | Active From | Active To | | | | |
| E75 | | Domestic Route | 00:35 | 00:35 | | | | | | |
| E75 | | International Route | 00:35 | 00:35 | | | | | | |
| E75 | | Charter | 00:35 | 00:35 | | | | | | |
| E75 | | Extra Flight | 00:35 | 00:35 | | | | | | |
| E75 | | Positioning Flight | 00:35 | 00:35 | | | | | | |
| Showing 1 to 5 of 5 entries | | | | | | | | | | |

The following navigational aids are available:

| Field | Description |
|---------------------|---|
| <i>Show entries</i> | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| <i>Search</i> | The search option available at the top of the grid can be used to locate a specific entry. |
| <i>Sort</i> | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

The Turnaround Tab fields are as follows:

| Field | Description |
|----------------------------|--|
| <i>Equipment Type</i> | Aircraft equipment type, for example A320, A330 or Boeing 737-300. |
| <i>Previous Route Type</i> | Inbound route type domestic, International or default. |
| <i>Route Type</i> | Outbound route type domestic, International or default. |
| <i>Scheduled</i> | Scheduled turnaround time. |
| <i>Operational</i> | Operational turnaround time. |
| <i>Active From/To</i> | A record of the time incurred during turnaround activities. |

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Curfews

The **Curfews** tab is a read-only table of curfews per equipment type for the specified airport.

The following navigational aids are available:

| Field | Description |
|---------------------|---|
| <i>Show entries</i> | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| <i>Search</i> | The search option available at the top of the grid can be used to locate a specific entry. |
| <i>Sort</i> | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

The Curfews Tab fields are as follows:

| Field | Description |
|-----------------------------|---|
| <i>Equipment Type</i> | Aircraft type. |
| <i>Departure Start Time</i> | Start time when aircraft can depart the airport. |
| <i>Departure End Time</i> | End time when aircraft can depart the airport. |
| <i>Arrival Start Time</i> | Start time for arrivals into the airport. |
| <i>Arrival End Time</i> | The end time for arrivals into the airport. |
| <i>Rule level</i> | Allow override, critical or critical planning. See definitions below. |
| <i>Service Type</i> | Domestic, International or default. |
| <i>Active From/To</i> | Active from/to curfew dates. |

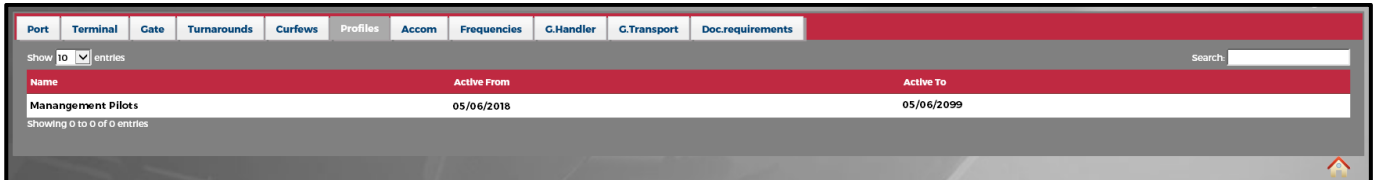
Rule Level Definitions

| Rule Level | Definitions |
|----------------------------|---|
| <i>Allow Override</i> | A user may have the authority to override a warning or violation. |
| <i>Critical</i> | Cannot be overridden or go past the values safely |
| <i>Critical - Planning</i> | Same as critical, however, occurs during the planning stage only. |

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Profiles

The **Profiles** tab is a read-only table of profiles.



The following navigational aids are available:

| Field | Description |
|---------------------|---|
| <i>Show entries</i> | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| <i>Search</i> | The search option available at the top of the grid can be used to locate a specific entry. |
| <i>Sort</i> | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

The Profiles tab fields consist of the following:

| Field | Description |
|--------------------|-----------------------------------|
| <i>Name</i> | The assigned name of the profile. |
| <i>Active From</i> | Profile active from date. |
| <i>Active To</i> | Profile active to date. |

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Accom

The **Accom** tab is a display of crew accommodations for the specified airport location. Accommodation information can be added, edited, deleted and viewed in detail.

| Name | Address | Contact Name | Email | Phone | Fax | Rate | Primary |
|--|-----------------------|--------------|-------|----------------|----------------|-------|---------|
| Best Western Premier- BWP | 135 Carlington Drive | | | 1-877-660-8550 | | 60.00 | False |
| Extended Stay Deluxe Hotel-Q400 Training | 3600 Steeles Ave west | | | (905) 856-9600 | 1-800-561-9946 | 0.00 | False |
| Crowne Plaza | 33 Carlson Court | | | (416)675-1235 | | 0.00 | True |

The following navigational aids are available:

| Field | Description |
|---------------------|---|
| <i>Show entries</i> | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| <i>Search</i> | The search option available at the top of the grid can be used to locate a specific entry. |
| <i>Sort</i> | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

To view existing accommodation information, select the applicable row in the grid and click on the **Details** link from the *Actions* menu.

Accommodation details
✕

Accom

| | |
|----------------------------|---|
| Name: Crowne Plaza | Active From: 01/10/2014 |
| Address1: 33 Carlson Court | Active To: 31/12/9999 |
| Address2: Toronto | Distance from Airport: 0 |
| Address3: | Time From Airport: |
| Address4: | Rate: 0.00000 |
| State: ON | Contract Effective From: |
| Zip: M9W 6H5 | Contract Effective To: |
| Contact Name: | Contract Min Room Nights: 0 |
| Email: | Contract Max Room Nights: 0 |
| Phone: (416)675-1235 | Country: Canada |
| Fax: | Primary G. Transport: YYZ Hotel Shuttle |
| Rank Code: | Secondary G. Transport: |
| Rank Code Group: | Primary: True |

The contracted rate, hotel address, rate information and ground transportation details are included.

To add a new accommodation:

1. Click on the **New** link from the *Actions* menu.
2. Complete the following fields:

| Field | Description |
|----------------------------------|---|
| <i>Name</i> | Hotel property name |
| <i>Address</i> | Hotel address |
| <i>State</i> | Hotel state |
| <i>Zip</i> | Hotel zip |
| <i>Email</i> | Hotel email contact |
| <i>Phone</i> | Hotel phone contact |
| <i>Fax</i> | Hotel fax number |
| <i>Rank</i> | Employee rank who can stay at the property, if applicable |
| <i>Active From/To</i> | Start and end dates of the hotel contract. |
| <i>Distance from the Airport</i> | Distance from airport to hotel. |
| <i>Time from Airport</i> | Travel time from airport to hotel |
| <i>Rate</i> | Contracted hotel rate, if applicable |

| | |
|---------------------------------|---|
| <i>Contract Effective From</i> | Start date of hotel contract. |
| <i>Contract Effective To</i> | End date of hotel contract |
| <i>Contract Min Room Nights</i> | Minimum stay requirements |
| <i>Contract Max Room Nights</i> | Maximum stay requirements. |
| <i>Country</i> | Country where property is located. |
| <i>Primary G. Transport</i> | Primary ground transportation |
| <i>Secondary G. Transport</i> | Secondary ground transportation |
| <i>Primary</i> | Check if this is the primary hotel property at the destination. |

3. Click on the **Insert** button to insert the hotel.

To edit or delete existing terminal information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits using the drop-down terminal menu and click on **Save**.
- To delete existing terminal data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked "*This item will be permanently deleted and cannot be recovered. Are you sure?*" Click on **Delete** to permanently delete the data or **Cancel** to close the dialog box.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Frequencies

The **Frequencies** Tab is a read-only table of radio frequencies at the port.



The following navigational aids are available:

| Field | Description |
|--------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

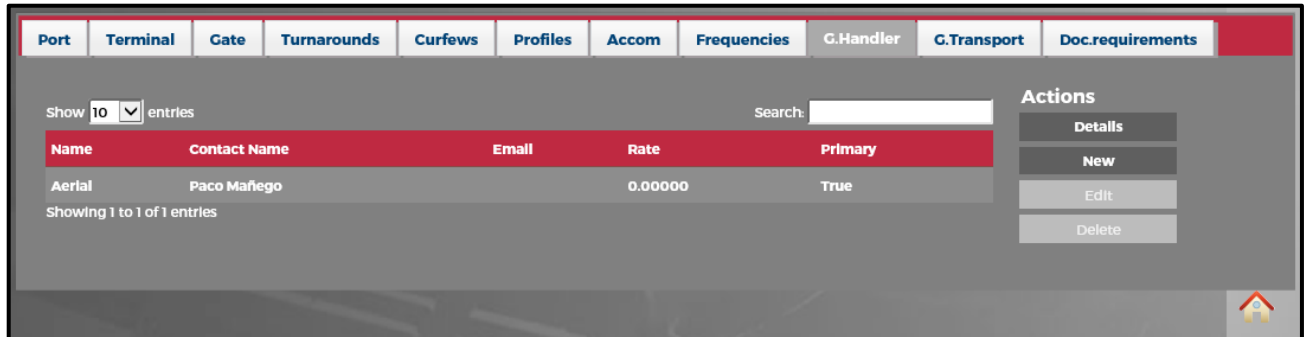
The Frequencies tab fields consist of the following:

| Field | Description |
|----------------|---|
| Name | Name assigned to a frequency. |
| Frequency | Radio frequency assignment. |
| Active From/To | Active from and to dates of the frequencies. |
| Primary | Primary, if the radio frequency is the primary frequency. |

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

G.Handler

The **Ground Handler** Tab is a display of ground handling companies or personnel for the specified airport location. Ground handlers can be added, edited, deleted and viewed in detail.



The following navigational aids are available:

| Field | Description |
|--------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

To view existing ground handler information, select the ground handler company in the grid and click on the **Details** button from the **Actions** menu.

To add a new ground transportation company:

1. Click on the **New** link in the Actions menu.
2. Complete the following fields:

| Field | Description |
|---------|---|
| Name | Ground handler name. |
| Contact | Ground handler local address. |
| Email | Ground handler email address. |
| Rate | Contracted ground handling rate. |
| Primary | Select the Primary check box, if this provider is the primary ground handler. |

3. Click on the **Insert** button to insert the ground handler.

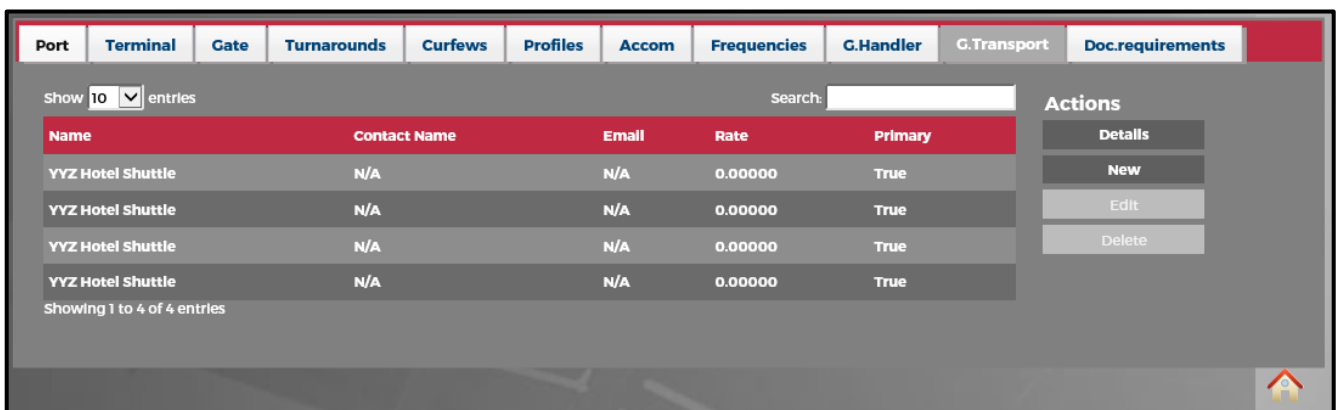
To edit or delete existing terminal information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits using the drop-down terminal menu and click on **Save**.
- To delete existing terminal data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked "This item will be permanently deleted and cannot be recovered. Are you sure?" Click on **Delete** to permanently delete the data or **Cancel** to close the dialog box.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

G.Transport

The **Ground Transport** tab is a display of ground transportation companies for the specified airport location. Ground transportation companies can be added, edited, deleted and viewed in detail.



The following navigational aids are available:

| Field | Description |
|--------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

To view existing ground transportation information, select the ground transportation company in the grid and click on the **Details** link in the *Actions* menu.

To add a new ground transportation company:

1. Click on the **New** link in the *Actions* menu.
2. Complete the following fields:

| Field | Description |
|-------|-------------------------------------|
| Name | Ground transportation company name. |

| | |
|------------------|---|
| <i>Contact</i> | Ground transportation company contact name. |
| <i>Address</i> | Ground transportation company address. |
| <i>Email</i> | Ground transportation email address. |
| <i>Country</i> | Country name. |
| <i>Fax/Phone</i> | Fax/Phone number of ground transportation. |
| <i>Rate</i> | Contracted rate. |
| <i>Primary</i> | Select the Primary check box, if this provider is the primary Ground transportation company. |

3. Click on the **Insert** button to insert the ground transportation company.

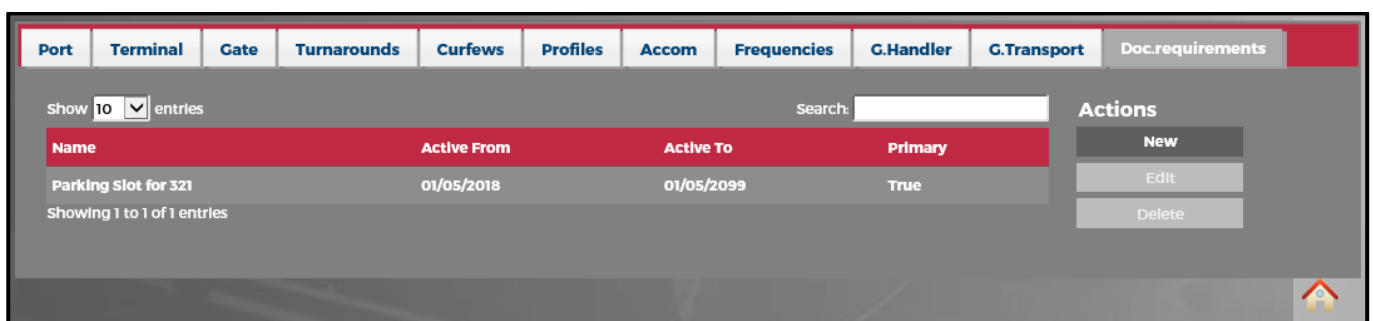
To edit or delete existing terminal information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits using the drop-down terminal menu and click on **Save**.
- To delete existing terminal data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked "This item will be permanently deleted and cannot be recovered. Are you sure?" Click on **Delete** to permanently delete the data or **Cancel** to close the dialog box.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Doc.requirements

The **Doc.requirements** tab is a display of document requirements for the specified airport location. Document requirements can be added, edited and deleted.



The following navigational aids are available:

| Field | Description |
|---------------------|---|
| <i>Show entries</i> | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| <i>Search</i> | The search option available at the top of the grid can be used to locate a specific entry. |

| | |
|-------------|---|
| <i>Sort</i> | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
|-------------|---|

To add a new document requirement:

1. Click on the **New** link in the *Actions* menu.
2. Complete the following fields:

| Field | Description |
|------------------------------|--|
| <i>Name</i> | Document name. |
| <i>Active From/Active To</i> | Active to and from dates for the document requirements. |
| <i>Primary</i> | Select the Primary check box, if the document requirement is the primary document requirement. If primary, the Primary column displays True . |

3. Click on the **Insert** button to insert the document requirement.

To edit or delete existing terminal information:

- Select the row in the grid for editing. Click on the **Edit** link in the *Actions* menu. Make the necessary edits using the drop-down terminal menu and click on **Save**.
- To delete existing terminal data, select the desired row and then click on the **Delete** link from the *Actions* menu. You will be asked "*This item will be permanently deleted and cannot be recovered. Are you sure?*" Click on **Delete** to permanently delete the data or **Cancel** to close the dialog box.

Click on the **Home** icon in the bottom right corner of the form to return to the AircraftPortal Home page.

Main Display Area

The **Main Display Area** shows information based on the tab clicked in the *AircraftPortal Tabs* area. The core functionality of AircraftPortal is divided throughout these tabs or navigational links.

The default display is the aircraft movement information from the **Movements** tab.

MOVEMENTS

Next flight (9003 to YTZ) departs in: 0 Days 4 Hours 1 Minute 12 Seconds

Current time: L-28/05/2018 21:58, Z-29/05/2018 01:58

Operator: All

Show 10 entries

Search Flights:

| Rego | Designator | Flight | From | to | Departure Time | Arrival Time | |
|------|------------|--------|------|-----|----------------|---------------|-------------------------|
| 380 | ZX | 10 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 380 | ZX | 11 | ATL | YYZ | +1 13:10 L(A) | +1 15:35 L(A) | Details |
| 382 | ZX | 12 | YYZ | BOS | +1 08:00 L(A) | +1 09:45 L(A) | Details |
| 382 | ZX | 13 | BOS | YYZ | +1 10:31 L(A) | +1 12:25 L(A) | Details |
| 383 | RS | 100 | YYZ | ATL | +1 05:00 L(E) | +1 07:10 L(E) | Details |
| 383 | RS | 101 | ATL | YYZ | +1 07:10 L(E) | +1 09:24 L(E) | Details |
| 381 | ZX | 150 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 381 | ZX | 151 | ATL | YYZ | +1 13:00 L(A) | +1 15:45 L(A) | Details |
| 385 | ZX | 160 | YYZ | BOS | +1 10:00 L(E) | +1 11:31 L(E) | Details |
| 385 | ZX | 161 | BOS | YYZ | +1 12:15 L(A) | +1 14:10 L(A) | Details |

Showing 1 to 10 of 38 entries

[map](#)

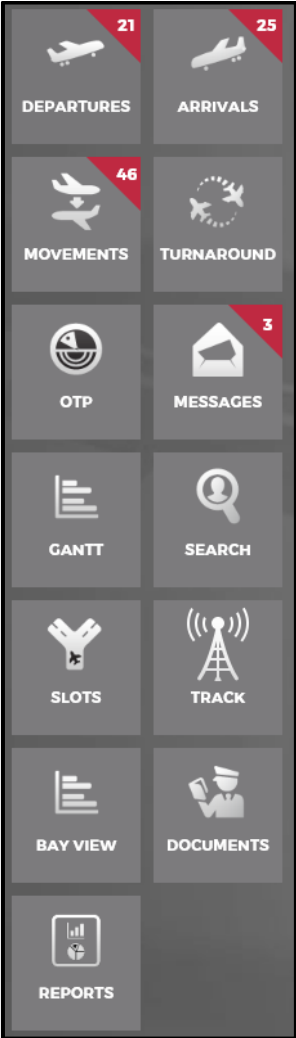
The following navigational aids are available:

| Field | Description |
|--------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search | The search option available at the top of the grid can be used to locate a flight quickly. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |

Movement specific fields are discussed in the [Movements](#) section.

AircraftPortal Tabs Area

The **AircraftPortal Tabs** area contains functional tabs that display on the Home page such as *Movements, Departures, Arrivals, Turnaround, OTP, Messages, Gantt, Search, Slots, Bay View, Documents* and *Reports*.



The number of AircraftPortal tabs and tab functionality may vary for each airline.

The highlighted number is the number of outstanding items awaiting your attention. These are items that need to be viewed to stay up-to-date with operational events.

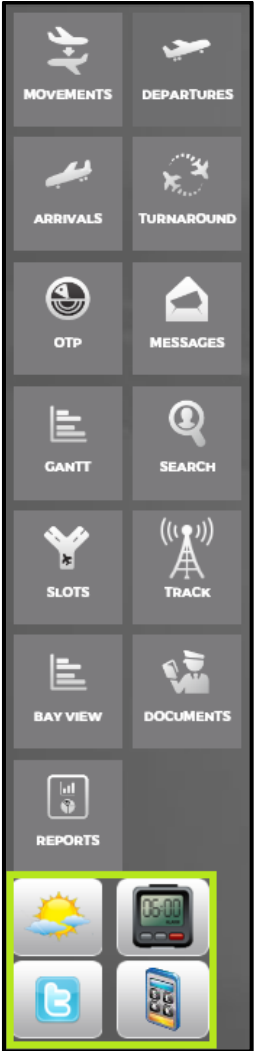


Individual tab features are discussed in detail in the applicable how-to sections of the manual.

Widgets

Widgets are components embedded in the GUI of merlot's mobile applications which enable a user to perform a specific function or access a relevant software service.

The widgets are located at the bottom left corner of the screen and under the main navigational tabs. [Widgets can be customised by administrators to meet airline requirements.](#)



The **Weather** widget provides a forecast for four cities that pertain to your location and airline. The current temperature, conditions, high/low projected temperatures and wind direction/speed are included.



The **Calendar** widget provides the current time for four cities or countries relevant to you and your airline.



The **Currency Converter** widget is displayed here.

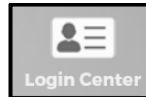
Enter the amount for conversion in the Amount field, click on the **Convert** button and the conversion rate displays in the **Price** column.

A screenshot of a web widget titled "Currency Converter Widget" with a red header and a close button (X). Below the title is a sub-header "Currency converter" with an upward arrow. The form contains an "Amount:" label followed by a text input field containing "25.50". Below that are two dropdown menus: "From:" set to "US Dollar" and "To:" set to "Euro (€)". A "Convert!" button is positioned below the dropdowns. At the bottom of the widget, the label "Price:" is visible, followed by a downward arrow.

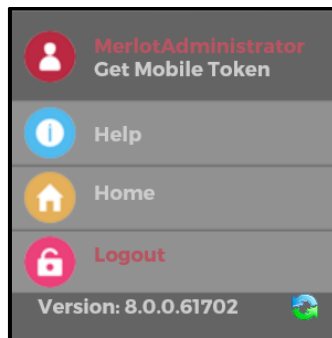
The **Twitter** feature is available upon request.

AircraftPortal Login Center

The **AircraftPortal Login Center** contains a link to log out, a help information resource link and a link to the Home page. The current version of the AircraftPortal application is also listed here with a reconfiguration icon for reloading the AircraftPortal configuration.



To access the **Login Center**, click on the Login Center icon located in the top right corner of the AircraftPortal GUI.

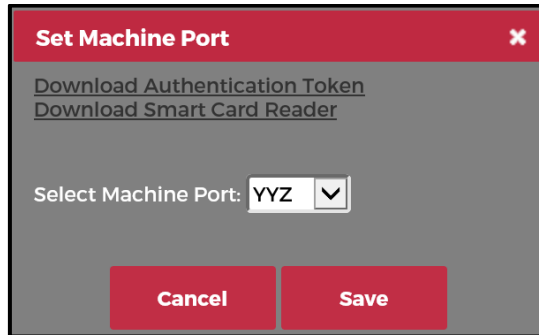


The following icons are available in the Login Center:

| Icon | Description |
|-------------------------|---|
| <i>Name</i> | The name of person currently logged in. |
| <i>Get Mobile Token</i> | Provides information related to your assigned mobile token which is needed for logging into AircraftMobile and CrewMobile. |
| <i>Help</i> | The Help link connects you to available help resources for using AircraftPortal. This feature is currently under development. |
| <i>Home</i> | The Home link takes you to the Home page/GUI of AircraftPortal. |
| <i>Logout</i> | A link to log out. |
| <i>Version</i> | Version information reflects the version of the AircraftPortal application that you are using, such as version <u>8.0.0.61702</u> displayed here. |
| <i>Reconfiguration</i> | The Reconfiguration icon reloads AircraftPortal configuration. This is useful whenever there are changes in setup that should be reloaded without requiring the user to logout and login again. |

Set Machine Port

Click on the **Set Machine Port** link  to open the **Set Machine Port dialog** box.



This feature is used to set the machine port at the port location of the user. This process is needed in setting up a sign on machine for crew via CrewPortal. Links to **Download Authentication Token** and **Download Smart Card Reader** are available.

Select the Machine Port from the drop-down **Select Machine Port** menu and click **Save** after verifying the Select Machine Port location is correct.

Departures

AircraftPortal enables you to view flight departures from your designated port.



To view flight departures, click on the **Departures** tab in the *AircraftPortal Tab* area on the Home page. Flight departures will display only from the airport designated for the user.

The screenshot shows the DEPARTURES page with the following elements:

- Next flight (100 to ATL) departs in:** 0 Days, 1 Hour, 50 Minutes, 44 Seconds
- Current time:** L-31/05/2018 03:09, Z-31/05/2018 07:09
- Operator:** All
- Show:** 10 entries
- Search Flights:** [input field]
- Table:**

| Terminal Gate | Rego | Designator | Flight | to | Departure Time | Code/Delay Minutes | Details |
|---------------|------|------------|--------|-----|----------------|--------------------|-------------------------|
| 1/42 | 382 | ZX | 10 | ATL | 10:00 L(A) | | Details |
| 41 | 381 | ZX | 12 | BOS | 08:00 L(E) | | Details |
| 33 | 384 | RS | 100 | ATL | 05:00 L(A) | | Details |
| 1 | 382 | ZX | 150 | ATL | 10:00 L(A) | | Details |
| 111 | 383 | ZX | 160 | BOS | 10:00 L(A) | | Details |
| 1/5 | 383 | RS | 200 | BOS | 09:30 L(A) | | Details |
| | 380 | RS | 300 | AUS | 12:54 L(E) | | Details |
| | 384 | ZX | 800 | MSP | 19:14 L(E) | | Details |
| | 380 | ZX | 811 | BOS | 08:00 L(E) | | Details |
| | | ZX | 813 | ATL | 10:00 L(E) | | Details |
- Showing 1 to 10 of 20 entries**
- map** button

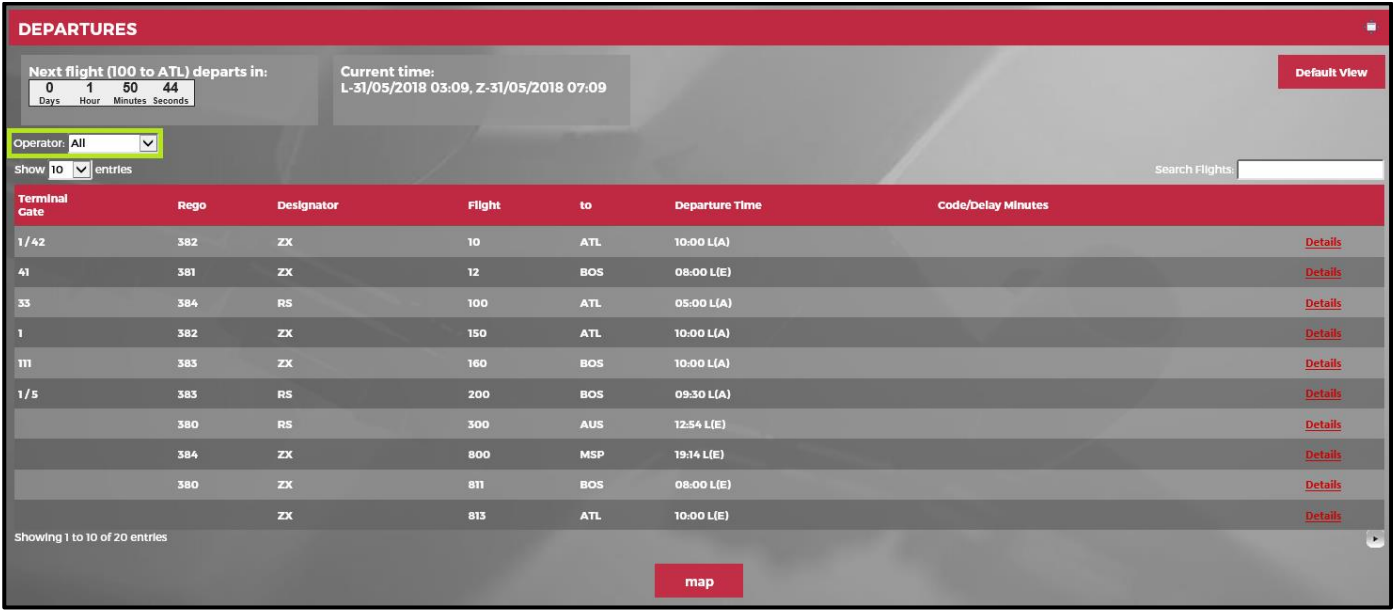
The features at the top of the Departures display are as follows:

The close-up screenshot shows the top header area with the following elements:


- DEPARTURES** title
- Next flight (7644 to EWR) departs in:** 0 Days, 0 Hours, 21 Minutes, 42 Seconds
- Current time:** L-26/04/2018 06:08, Z-26/04/2018 10:08
- Default View** button

Next Flight departs in: Displays flight number, destination/arrival port, and countdown timer to the departure time.
Current time: Displays date and time in local time and Zulu time.

The **Operator** drop-down menu enables users to filter departure flights by operator.



The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search Flights | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
| Expand Window | Click on the Expand Window button  in the upper right-hand corner of the form to expand the size of the window to full screen, click again to return the window to the original size. |

The columns displayed in the Departures grid are detailed here:

| Icon | Description |
|----------------------|---|
| <i>Terminal Gate</i> | The location at the airport where passengers embark and disembark. |
| <i>Rego</i> | Registration is the unique identifier given to differentiate each aircraft from all others worldwide. |
| <i>Designator</i> | The two or three letter code given to differentiate each airline or operations within an airline and from all others worldwide, <u>ZX</u> displayed here. |
| <i>Flight</i> | This is the specific flight that an aircraft is operating at a specific time. |
| <i>to</i> | The arrival airport. |

| | |
|---------------------------|--|
| <i>Departure Time</i> | The scheduled or estimated off chocks time when a flight will push back from the departure gate. The minus sign indicates a flight with a delay. |
| <i>Code/Delay Minutes</i> | Delay code and total delay in minutes. |
| <i>Details</i> | Click on the Details links to access the Flight Information Window. |

Map



Click the **Map** button at the bottom of the screen and the system identifies the graphical position of flights in and out of the specified port.

The screenshot displays the Merlot.aero interface. On the left, a map of Cambodia is shown with a red line indicating a flight route from Phnom Penh to Kampong Spean. A tooltip for 'Flight: 044' is visible over the route, showing the following details:

| | |
|----------------|-------|
| Departure Time | 13:00 |
| Arrival Time | 14:00 |
| From | BKK |
| To | KXC |
| Next Flight | 045 |

On the right, a 'Details' panel is open, showing 'Flight Information' for Flight 044. The information is organized into several sections:

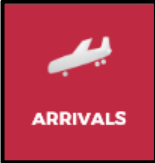
- Equipment Information:** Equipment Type: 325, Flight: 044, Equipment Rego: TXT - KHON.
- Flight Details:** Date: 01/06/2018, Route Type: Domestic Route, Route: BKKKCC, Designator: WE, STA: 01/06/2018 14:00 L, Total Delay: 0, ETA: 01/06/2018 14:00 L, Onward Flight: 045, ATA: ATA, Seat Config: Equipment Configuration.
- Terminal and Gate Information:** Arrival Terminal, Arrival Gate, Arrival Bay, Departure Terminal, Departure Gate, Departure Bay, Terminal, Non Revenue: false, Service Type: J.
- Client Reference:** Default.

At the bottom of the interface, there are navigation buttons: 'prev', 'next', 'update', 'map', and 'cancel'. A 'map' button is also visible at the bottom left of the map area.

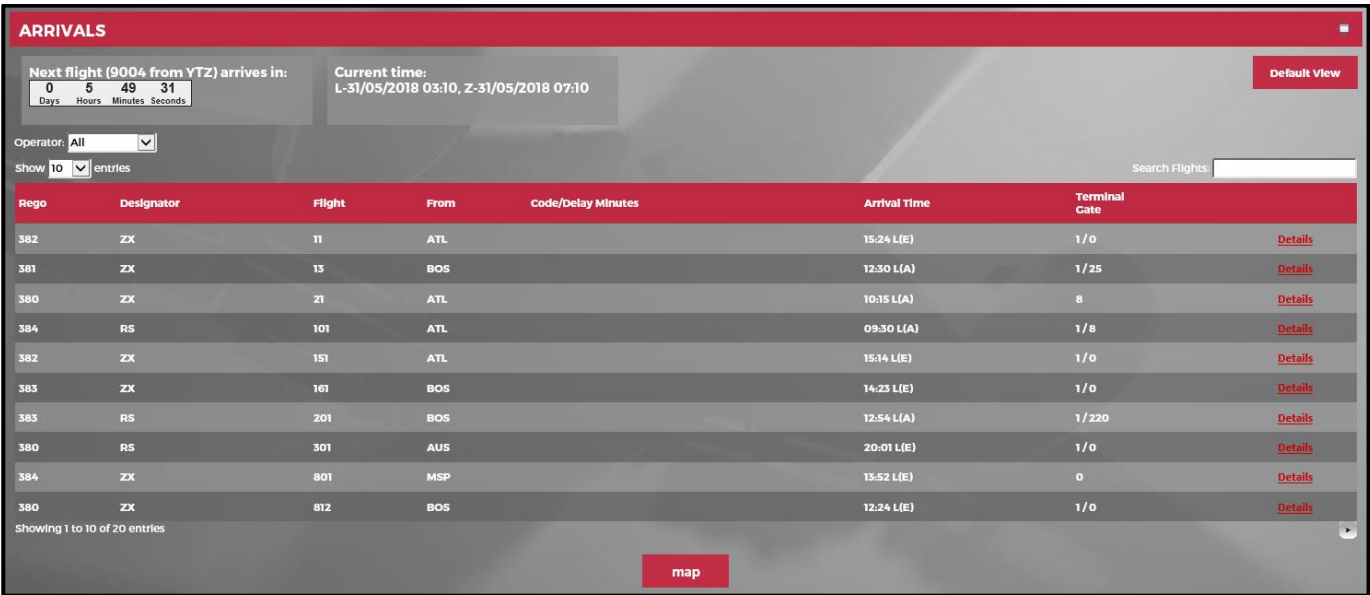
Hover the mouse pointer over the pin to show the appropriate flight information for each route displayed.

Arrivals

The **Arrivals** feature displays flights that arrive at your designated port.



To access the arrivals feature, click on the **Arrivals** tab in the AircraftPortal Tab area. Flight arrivals will display only from the airport designated for the user.



ARRIVALS

Next flight (9004 from YTZ) arrives in: 0 Days 6 Hours 49 Minutes 31 Seconds

Current time: L-31/05/2018 03:10, Z-31/05/2018 07:10

Operator: All

Show 10 entries

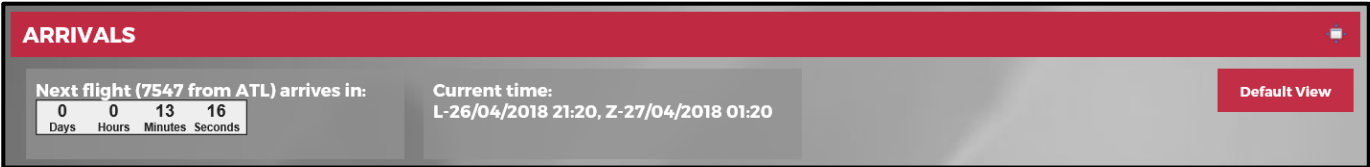
Search Flights: [input]

| Rego | Designator | Flight | From | Code/Delay Minutes | Arrival Time | Terminal Gate | |
|------|------------|--------|------|--------------------|--------------|---------------|-------------------------|
| 382 | ZX | 11 | ATL | | 15:24 L(E) | 1/0 | Details |
| 381 | ZX | 13 | BOS | | 12:50 L(A) | 1/25 | Details |
| 380 | ZX | 21 | ATL | | 10:15 L(A) | 8 | Details |
| 384 | RS | 101 | ATL | | 09:30 L(A) | 1/8 | Details |
| 382 | ZX | 151 | ATL | | 15:14 L(E) | 1/0 | Details |
| 383 | ZX | 161 | BOS | | 14:23 L(E) | 1/0 | Details |
| 385 | RS | 201 | BOS | | 12:54 L(A) | 1/220 | Details |
| 380 | RS | 301 | AUS | | 20:01 L(E) | 1/0 | Details |
| 384 | ZX | 801 | MSP | | 13:52 L(E) | 0 | Details |
| 380 | ZX | 812 | BOS | | 12:24 L(E) | 1/0 | Details |

Showing 1 to 10 of 20 entries

map

The features at the top of the Arrivals display are as follows:



ARRIVALS

Next flight (7547 from ATL) arrives in: 0 Days 0 Hours 13 Minutes 16 Seconds

Current time: L-26/04/2018 21:20, Z-27/04/2018 01:20


Default View

Next Flight arrives in: Displays the flight number and departure port with a countdown timer to the next arrival flight into the user’s designated port.

Current time: Displays date and time in local time and Zulu time.

The **Operator** drop-down menu enables users to filter arrival flights by operator.

The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search Flights | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
| Expand Window | Click on the Expand Window button  in the upper right-hand corner of the form to expand the size of the window to full screen, click again to return the window to the original size. |

The columns in the Arrivals tab consist of the following:

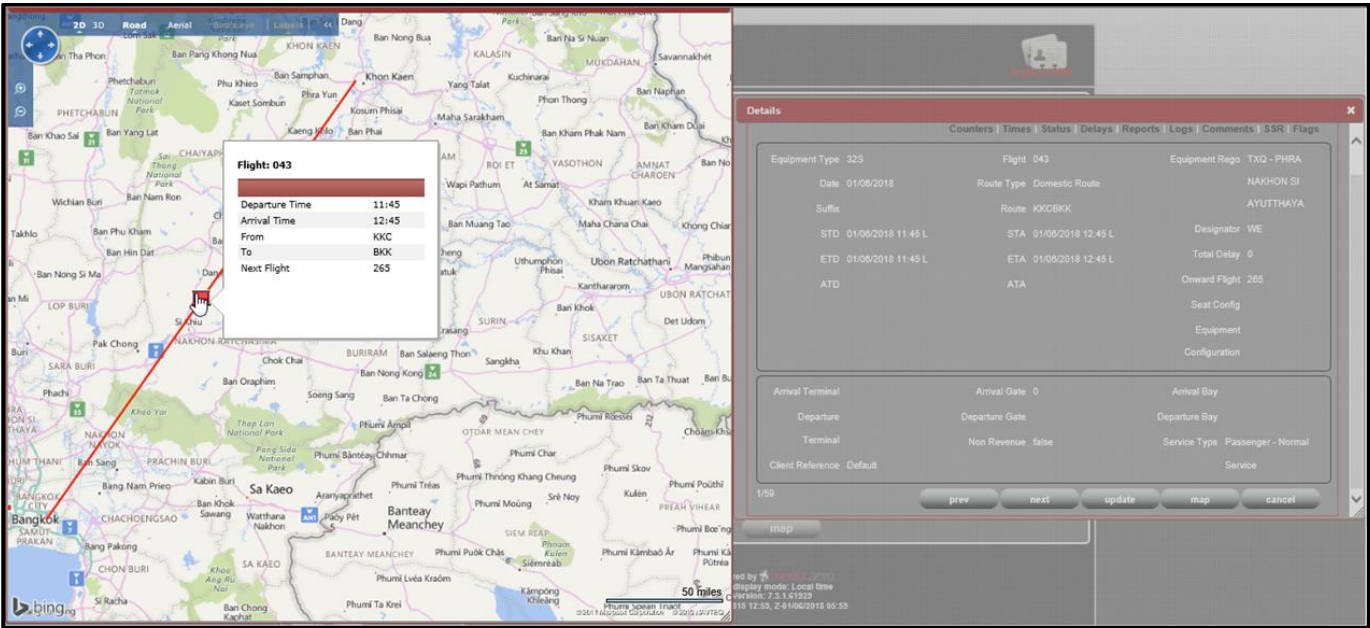
| Icon | Description |
|---------------------------|---|
| <i>Rego</i> | Registration is the unique identifier given to differentiate each aircraft from all others worldwide. |
| <i>Designator</i> | The two or three letter code given to differentiate each airline or operations within an airline and from all others worldwide, <u>ZX</u> displayed here. |
| <i>Flight</i> | This is the specific flight that an aircraft is operating at a specific time. |
| <i>From</i> | The name of the departure airport for the flight. |
| <i>Code Delay Minutes</i> | The number of minutes for the delay. |

| | |
|-------------------------|--|
| Arrival Time | The scheduled or estimated on chocks time at the parking place of the flight after landing. |
| Terminal or Gate | The arrival flight terminal or gate. |
| Details | Click the Details link to access the Flight Information window for more information about the flight. |

Map



Click the **Map** button at the bottom of the screen and the system identifies the graphical position of flights in and out of the specified port.



Hover the mouse pointer over the pin to show the appropriate flight information for each route displayed.

Movements

The **Movements** tab displays in grid format all flight movements arriving to and departing from the designated airport for the user.



To access Movements information, click on the **Movements** tab. The highlighted number is the number of operational movements at a station for a certain time, depending on your airline setting .

The screenshot shows the 'MOVEMENTS' interface. At the top left, there is a 'Next flight (9003 to YTZ) departs in:' section with a countdown timer showing 0 Days, 4 Hours, 1 Minute, and 12 Seconds. To its right is the 'Current time:' section showing 'L-28/05/2018 21:58, Z-29/05/2018 01:58'. A 'Default View' button is in the top right. Below these are filters for 'Operator: All' and 'Show 10 entries'. A search bar labeled 'Search Flights:' is on the right. The main area is a table with columns: Rego, Designator, Flight, From, to, Departure Time, and Arrival Time. The table lists 10 flight entries with details like flight numbers (e.g., 10, 11, 12), routes (e.g., YYZ to ATL), and times. Each row has a 'Details' link. At the bottom left, it says 'Showing 1 to 10 of 38 entries'. A 'map' button is at the bottom center.

| Rego | Designator | Flight | From | to | Departure Time | Arrival Time | |
|------|------------|--------|------|-----|----------------|---------------|-------------------------|
| 380 | ZX | 10 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 380 | ZX | 11 | ATL | YYZ | +1 13:10 L(A) | +1 15:35 L(A) | Details |
| 382 | ZX | 12 | YYZ | BOS | +1 08:00 L(A) | +1 09:45 L(A) | Details |
| 382 | ZX | 13 | BOS | YYZ | +1 10:31 L(A) | +1 12:25 L(A) | Details |
| 383 | RS | 100 | YYZ | ATL | +1 05:00 L(E) | +1 07:10 L(E) | Details |
| 383 | RS | 101 | ATL | YYZ | +1 07:10 L(E) | +1 09:24 L(E) | Details |
| 381 | ZX | 150 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 381 | ZX | 151 | ATL | YYZ | +1 13:00 L(A) | +1 15:45 L(A) | Details |
| 385 | ZX | 160 | YYZ | BOS | +1 10:00 L(E) | +1 11:31 L(E) | Details |
| 385 | ZX | 161 | BOS | YYZ | +1 12:15 L(A) | +1 14:10 L(A) | Details |

The features displayed at the top of the Movements are the following:

This screenshot shows the top portion of the 'MOVEMENTS' interface, including the 'Next flight (9003 to YTZ) departs in:' section with a countdown timer (0 Days, 4 Hours, 1 Minute, 12 Seconds), the 'Current time:' section (L-28/05/2018 21:58, Z-29/05/2018 01:58), and the 'Default View' button.

Next Flight arrives in: Displays flight number and countdown timer to next arrival to or departure from port.
Current time: Displays date and time in local time and Zulu time.

The **Operator** drop-down menu enables users to filter departure/arrival flights by operator.

MOVEMENTS

Next flight (9003 to YTZ) departs in: 0 Days 4 Hours 1 Minute 12 Seconds

Current time: L-28/05/2018 21:58, Z-29/05/2018 01:58

Operator: All

Show 10 entries


Search Flights:

| Rego | Designator | Flight | From | to | Departure Time | Arrival Time | Details |
|------|------------|--------|------|-----|----------------|---------------|-------------------------|
| 380 | ZX | 10 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 380 | ZX | 11 | ATL | YYZ | +1 13:10 L(A) | +1 15:35 L(A) | Details |
| 382 | ZX | 12 | YYZ | BOS | +1 08:00 L(A) | +1 09:45 L(A) | Details |
| 382 | ZX | 13 | BOS | YYZ | +1 10:31 L(A) | +1 12:25 L(A) | Details |
| 383 | RS | 100 | YYZ | ATL | +1 05:00 L(E) | +1 07:10 L(E) | Details |
| 383 | RS | 101 | ATL | YYZ | +1 07:10 L(E) | +1 09:24 L(E) | Details |
| 381 | ZX | 150 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 381 | ZX | 151 | ATL | YYZ | +1 13:00 L(A) | +1 15:45 L(A) | Details |
| 385 | ZX | 160 | YYZ | BOS | +1 10:00 L(E) | +1 11:31 L(E) | Details |
| 385 | ZX | 161 | BOS | YYZ | +1 12:15 L(A) | +1 14:10 L(A) | Details |

Showing 1 to 10 of 38 entries

map

The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search Flights | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
| Expand Window | Click on the Expand Window button  in the upper right-hand corner of the form to expand the size of the window to full screen, click again to return the window to the original size. |

The fields in the Movements tab consist of the following:

| Column Name | Description |
|-----------------------|---|
| <i>Rego</i> | Registration is the unique identifier given to differentiate each aircraft from all others worldwide. |
| <i>Designator</i> | The two- or three-letter code given to differentiate each airline or operators within an airline and from all others worldwide. <u>ZX</u> displayed here. |
| <i>Flight</i> | This is the specific flight that an aircraft is operating at a specific time. |
| <i>From</i> | The departure airport for the flight. |
| <i>To</i> | The arrival airport for the flight. |
| <i>Departure Time</i> | The scheduled or estimated off chocks time when a flight will push back from the departure gate. The minus sign indicates a flight with a delay. |

| | |
|--------------|---|
| Arrival Time | The scheduled or estimated on chocks time at the parking place of the flight after landing. |
| Details | Click the Details link to access the <i>Flight Information</i> window for more information about the flight. |

Map



Click the **Map** button at the bottom of the screen and the system identifies the graphical position of flights in and out of the specified port.

The screenshot displays a map of Thailand with a red line indicating a flight route from Bangkok to Kanchanaburi. A pop-up window titled 'Flight: 168' provides the following information:

| | |
|----------------|-------|
| Departure Time | 07:00 |
| Arrival Time | 08:20 |
| From | BKK |
| To | CNX |
| Next Flight | 171 |

The 'Details' window on the right shows the following flight information:

| | | |
|-------------------------|----------------------------|----------------------------|
| Equipment Type: 325 | Flight: 168 | Equipment Rego: TXK-RANONG |
| Date: 01/06/2018 | Route Type: Domestic Route | Designator: WE |
| Suffix: | Route: BKKCNX | Total Delay: 0 |
| STD: 01/06/2018 07:00 L | STA: 01/06/2018 08:20 L | Onward Flight: 171 |
| ETD: 01/06/2018 07:00 L | ETA: 01/06/2018 08:20 L | Seat Config: |
| ATD: 01/06/2018 06:59 L | ATA: 01/06/2018 08:11 L | Equipment Configuration: |

Additional details in the window include: Arrival Terminal, Arrival Gate: 0, Arrival Bay, Departure Terminal, Departure Gate, Departure Bay, Client Reference: Default, and Service Type: J. Navigation buttons (prev, next, update, map, cancel) and a 'View View' link are also visible.

Hover the mouse pointer over the pin to show the appropriate flight information for each route displayed.

Details - Flight Information

Next flight (9003 to YTZ) departs in:

| | | | |
|------|-------|--------|---------|
| 0 | 4 | 1 | 12 |
| Days | Hours | Minute | Seconds |

Current time:

L-28/05/2018 21:58, Z-29/05/2018 01:58

Default View

Operator: All

Show 10 entries

Search Flights:

| Rego | Designator | Flight | From | to | Departure Time | Arrival Time | Details |
|------|------------|--------|------|-----|----------------|---------------|---------|
| 380 | ZX | 10 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 380 | ZX | 11 | ATL | YYZ | +1 13:10 L(A) | +1 15:35 L(A) | Details |
| 382 | ZX | 12 | YYZ | BOS | +1 08:00 L(A) | +1 09:45 L(A) | Details |
| 382 | ZX | 13 | BOS | YYZ | +1 10:31 L(A) | +1 12:25 L(A) | Details |
| 383 | RS | 100 | YYZ | ATL | +1 05:00 L(E) | +1 07:10 L(E) | Details |
| 383 | RS | 101 | ATL | YYZ | +1 07:10 L(E) | +1 09:24 L(E) | Details |
| 381 | ZX | 150 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 381 | ZX | 151 | ATL | YYZ | +1 13:00 L(A) | +1 15:45 L(A) | Details |
| 385 | ZX | 160 | YYZ | BOS | +1 10:00 L(E) | +1 11:51 L(E) | Details |
| 385 | ZX | 161 | BOS | YYZ | +1 12:15 L(A) | +1 14:10 L(A) | Details |

Showing 1 to 10 of 38 entries

map

Click the **Details** link to view the [Departure](#) and [Arrival](#) flight details in the *Flight Information* window.

Next flight (9003 to YTZ) departs in:

| | | | |
|------|-------|---------|---------|
| 0 | 3 | 46 | 47 |
| Days | Hours | Minutes | Seconds |

Current time:

L-28/05/2018 21:58, Z-29/05/2018 01:58

Default View

Operator: All

Show 10 entries

Search Flights:

| Rego | Designator | Flight | From | to | Departure Time | Arrival Time | Details |
|------|------------|--------|------|-----|----------------|---------------|---------|
| 380 | ZX | 10 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 380 | ZX | 11 | ATL | YYZ | +1 13:10 L(A) | +1 15:35 L(A) | Details |
| 382 | ZX | 12 | YYZ | BOS | +1 08:00 L(A) | +1 09:45 L(A) | Details |
| 382 | ZX | 13 | BOS | YYZ | +1 10:31 L(A) | +1 12:25 L(A) | Details |
| 383 | RS | 100 | YYZ | ATL | +1 05:00 L(E) | +1 07:10 L(E) | Details |
| 383 | RS | 101 | ATL | YYZ | +1 07:10 L(E) | +1 09:24 L(E) | Details |
| 381 | ZX | 150 | YYZ | ATL | +1 10:00 L(A) | +1 12:10 L(A) | Details |
| 381 | ZX | 151 | ATL | YYZ | +1 13:00 L(A) | +1 15:45 L(A) | Details |
| 385 | ZX | 160 | YYZ | BOS | +1 10:00 L(E) | +1 11:51 L(E) | Details |
| 385 | ZX | 161 | BOS | YYZ | +1 12:15 L(A) | +1 14:10 L(A) | Details |

Showing 1 to 10 of 38 entries

map

Details

✕

Flight Information

Counters | Times | Status | Delays | Reports | Logs | Comments | SSR | Flags

| | | |
|---------------------------|----------------------------|--------------------------|
| Equipment Type: E75 | Flight: 10 | Equipment Rego: 380 |
| Date: 29/05/2018 | Route Type: Domestic Route | Designator: ZX |
| Suffix: | Route: YYZATL | Total Delay: 0 |
| STD: 29/05/2018 10:00 L | STA: 29/05/2018 12:10 L | Onward Flight: 11 |
| ETD: 29/05/2018 10:00 L | ETA: 29/05/2018 12:10 L | Seat Config: |
| ATD: 29/05/2018 10:00 L | ATA: 29/05/2018 12:10 L | Equipment Configuration: |
| Arrival Terminal: | Arrival Gate: 0 | Arrival Bay: |
| Departure Terminal: | Departure Gate: | Departure Bay: |
| Client Reference: Default | Non Revenue: false | Service Type: J |

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prev
next
update
map
cancel

The links at the top of the *Flight Information* window enable users to take the following actions:

Details

✕

Flight Information

Counters | Times | Status | Delays | Reports | Logs | Comments | SSR | Flags

| Column Name | Description |
|-----------------|--|
| <i>Counters</i> | Allows users to add and delete default counter groups i.e. baggage, cargo, freight, mail, other and passengers for a flight. |
| <i>Times</i> | <p>Enables users to add and delete aircraft times i.e. Doors Closed, Out from Gate, Wheels Up, and In to Gate. The OOOI times seen in the Grid have corresponding fields in this form.</p> <p>Flight times added in the Flight Follow Time form will update actual arrival and departure times in the main line.</p> |
| <i>Status</i> | Allows users to track the status of the flight from a passenger perspective. Values entered into this form can be transferred to flight information display systems (FIDS) via the merlot.aero web service. |
| <i>Delays</i> | Lets users track and edit the delays incurred by a flight. This form can be set to automatically display when a departure or arrival time is entered and a delay is detected. |
| <i>Reports</i> | View document reports which include the type of document, the issue date and expiry date. |
| <i>Logs</i> | Allows users to update flight logs associated to a flight. |
| <i>Comments</i> | Lets users view, edit or add flight related comments. |
| <i>SSR</i> | Enables users to view, edit or add Special Service Requests (SSR) for a flight. |
| <i>Flags</i> | Allows users to add an informational flag against a flight. For instance, a flight may be flagged to show that there is a VIP on board. |

For more information about the links in the *Flight Information* window, refer to the [AircraftFollow User Manual](#).

Flight Information Window

Details
✕

Flight Information

Counters | Times | Status | Delays | Reports | Logs | Comments | SSR | Flags

| | | |
|-------------------------------|----------------------------------|---------------------------|
| Equipment Type E75 | Flight 10 | Equipment Rego 380 |
| Date 29/05/2018 | Route Type Domestic Route | Designator ZX |
| Suffix | Route YYZATL | Total Delay 0 |
| STD 29/05/2018 10:00 L | STA 29/05/2018 12:10 L | Onward Flight 11 |
| ETD 29/05/2018 10:00 L | ETA 29/05/2018 12:10 L | Seat Config |
| ATD 29/05/2018 10:00 L | ATA 29/05/2018 12:10 L | Equipment Configuration |

| | | |
|---------------------------------|--------------------------|-----------------------|
| Arrival Terminal | Arrival Gate 0 | Arrival Bay |
| Departure | Departure Gate | Departure Bay |
| Terminal | Non Revenue false | Service Type J |
| Client Reference Default | | |

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prev
next
update
map
Cancel

The main area of the Flight Information window displays the following flight-specific information:

| Field | Description |
|-----------------------|--|
| <i>Equipment Type</i> | Aircraft model |
| <i>Flight</i> | Flight number |
| <i>Equipment Rego</i> | Aircraft registration or tail number |
| <i>Date</i> | Date of flight |
| <i>Route Type</i> | Domestic, International, or default route |
| <i>Designator</i> | Airline IATA code |
| <i>Suffix</i> | N/A |
| <i>Route</i> | A way or course between two ports |
| <i>Total Delay</i> | Total delay minutes |
| <i>STD/STA</i> | Scheduled Time of Departure (STD), Scheduled Time of Arrival (STA) |
| <i>Onward Flight</i> | The next flight in the flight sequence. |

| | |
|--------------------------------------|--|
| <i>ETD/ETA</i> | Estimated Time of Departure (ETD), Estimated Time of Arrival (ETA) |
| <i>Seat Config</i> | The number of seats in first class, business class and coach class, as applicable. |
| <i>Operator</i> | Airline carrier |
| <i>ADT/ATA</i> | Actual Time of Departure (ATD), Actual Time of Arrival (ATA) |
| <i>Equipment Configuration</i> | Equipment type confirmation. |
| <i>Arrival Terminal, Gate, Bay</i> | Arrival terminal, gate or bay number |
| <i>Departure Terminal, Gate, Bay</i> | Departure terminal, gate or bay number. |
| <i>Client Reference</i> | Reference to client name, used mainly for charter flights. |
| <i>Non-Revenue</i> | Indicates a non-revenue generating flight such as a ferry flight or deadheading flight. |
| <i>Service Type</i> | IATA service type based on flight number. Examples include: Passenger normal service, military, training, non-revenue. |

Flight Information Button Functionality



| Button | Function |
|---------------|--|
| <i>prev</i> | View the details of the previous flight |
| <i>next</i> | View the details of the next flight |
| <i>update</i> | Update flight information |
| <i>map</i> | View a map of the route |
| <i>Cancel</i> | Close the window without generating action |

To update flight information, click on the **Update** button.

Details

Flight Information

| | | | | | |
|----------------|-----------------------|------------|-----------------------|----------------|------|
| Equipment Type | E75 | Flight | 7567 | Equipment Rego | |
| Date | 26/04/2018 | Route Type | Domestic Route | Designator | ZX |
| Suffix | | Route | YQYYZ | Total Delay | 0 |
| STD | 26/04/2018 05:00 L | STA | 26/04/2018 06:45 L | Onward Flight | 7516 |
| ETD | 26/04/2018 05:00 L | ETA | 26/04/2018 06:45 L | Seat Config | |
| ATD | | ATA | | | |

| | | | | | |
|--------------------|---------|----------------|--------------------------|---------------|---|
| Arrival Terminal | M | Arrival Gate | 0 | Arrival Bay | |
| Departure Terminal | M | Departure Gate | | Departure Bay | |
| Terminal | | Non Revenue | <input type="checkbox"/> | Service Type | J |
| Client Reference | Default | | | | |

Save **Cancel**

The following information can be updated:

- ETD, ATD and Onward Flight if applicable.
- ETA, ATA
- Arrival Terminal, Arrival Gate
- Departure Terminal, Departure Gate

If a delay is incurred, then the **Delay** pop-up window displays. Enter flight arrival or departure information in the applicable fields, then click on the **Save** button to save the updated information or click the **Cancel** button to cancel without generating action.

Flight Information Window - Flight Map

To view flight data on the map, click in the **map** button. If there is map data, the map with designated route will display. Float over the pin to view flight information. If no data exists, then you will see the message "Alert: the map can't be shown because there are no routes."

Details ✕

Flight Information

Counters | Times | Status | Delays | Reports | Logs | Comments | SSR | Flags

| | | | | | |
|----------------|--------------------|------------|--------------------|-------------------------|------|
| Equipment Type | E75 | Flight | 7567 | Equipment Rego | |
| Date | 26/04/2018 | Route Type | Domestic Route | Designator | ZX |
| Suffix | | Route | YQYYZ | Total Delay | 0 |
| STD | 26/04/2018 05:00 L | STA | 26/04/2018 06:45 L | Onward Flight | 7516 |
| ETD | 26/04/2018 05:00 L | ETA | 26/04/2018 06:45 L | Seat Config | |
| ATD | | ATA | | Equipment Configuration | |

| | | | | | |
|------------------|---------|----------------|-------|---------------|---|
| Arrival Terminal | | Arrival Gate | 0 | Arrival Bay | |
| Departure | | Departure Gate | | Departure Bay | |
| Terminal | | Non Revenue | false | Service Type | J |
| Client Reference | Default | | | | |

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prev next update map Cancel

Turnaround

The turnaround time is the time it takes after an aircraft arrives at the gate before it is ready depart the gate again.



To access Turnaround information, click on the **Turnaround** tab

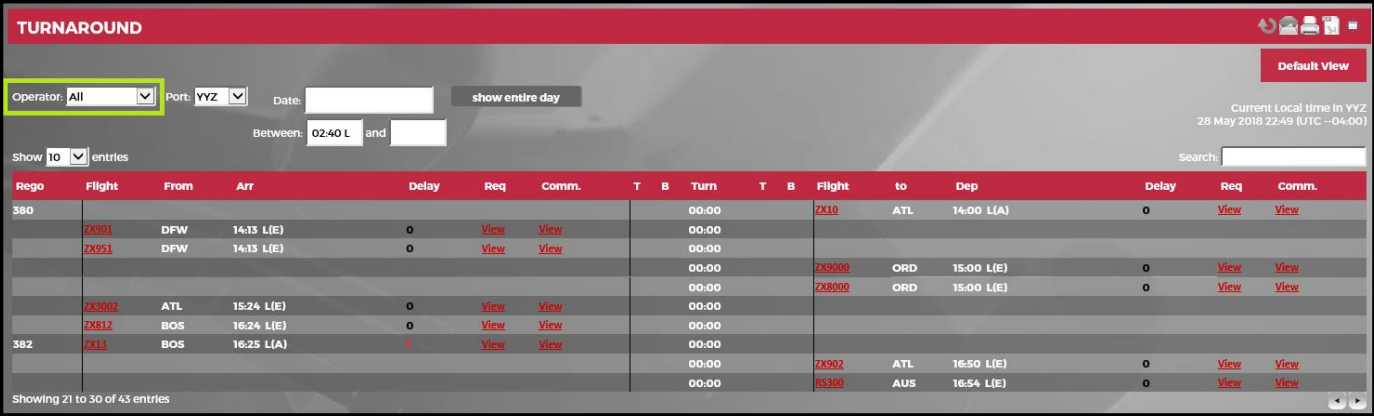
The Turnaround tab displays arrival aircraft on the left and departure flights on the right. The times are all estimated times until actual times are entered. When actual times are entered, the screen is updated accordingly. Updates are also reflected in all applications that display flight details.

| TURNAROUND | | | | | | | | | | | | | | | | | |
|------------|--------|------|------------|-------|------|-------|---|---|-------|---|---|--------|-----|------------|-------|------|-------|
| Rego | Flight | From | Arr | Delay | Req | Comm. | T | B | Turn | T | B | Flight | to | Dep | Delay | Req | Comm. |
| 380 | ZK901 | DFW | 14:33 L(E) | 0 | View | View | | | 00:00 | | | ZK10 | ATL | 14:00 L(A) | 0 | View | View |
| | ZK951 | DFW | 14:33 L(E) | 0 | View | View | | | 00:00 | | | | | | | | |
| | ZK300 | | | | | | | | 00:00 | | | ZK900 | ORD | 15:00 L(E) | 0 | View | View |
| | ZK302 | ATL | 15:24 L(E) | 0 | View | View | | | 00:00 | | | ZK800 | ORD | 15:00 L(E) | 0 | View | View |
| | ZK812 | BOS | 16:24 L(E) | 0 | View | View | | | 00:00 | | | | | | | | |
| 382 | ZK11 | BOS | 16:25 L(A) | 1 | View | View | | | 00:00 | | | | | | | | |
| | | | | | | | | | 00:00 | | | ZK902 | ATL | 16:50 L(E) | 0 | View | View |
| | | | | | | | | | 00:00 | | | BS300 | AUS | 16:54 L(E) | 0 | View | View |

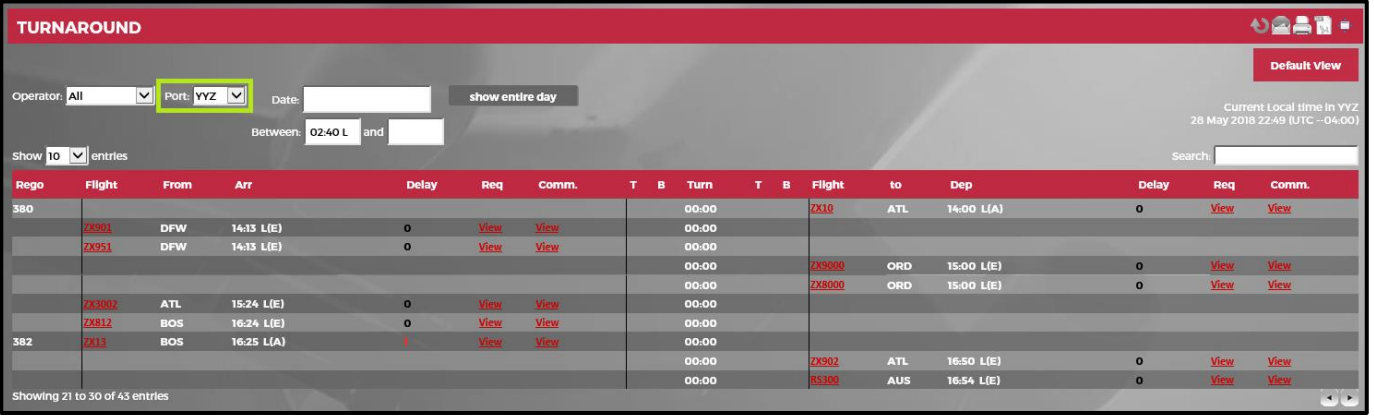
The following icons are available:

| Icon | Description |
|------|---|
| | Click the Refresh icon to refresh the current display. |
| | Click the Email icon to send the current display via email. |
| | Click on the Print icon to print information in the display. |
| | Save the current display in Excel format. |
| | Click on the Expand Window icon in the upper right-hand corner of the form to expand the size of the window to full screen. Click again to return the window to the original size. |

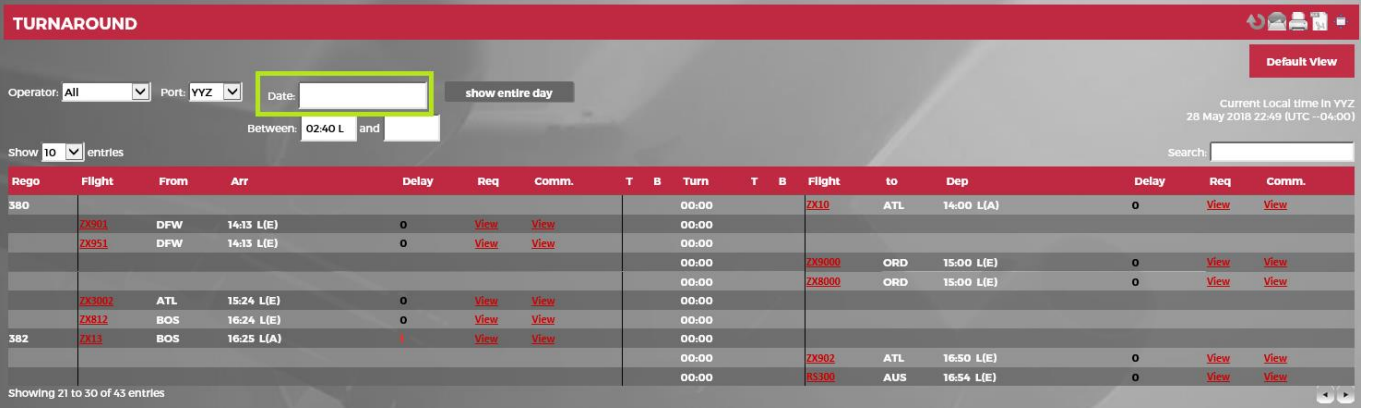
The **Operator** drop-down at the top of the Turnaround display enables users to filter grid results by operator.



The **Port** drop-down list allows users to select a port for an operator.




The **Date** field enables users to view flight departure information by date and to select the time frame using the *Between* fields.



The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search Flights | The search option available at the top of the grid can be used to locate a specific entry. |

| | |
|---------------|---|
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
| Expand Window | Click on the Expand Window button  in the upper right-hand corner of the form to expand the size of the window to full screen, click again to return the window to the original size. |

The columns displayed in above grid are described here:

| Icon | Description |
|------------------|--|
| <i>Rego</i> | Displays the active aircraft registration(s) or tail numbers. |
| <i>Flight</i> | Arrival flight number. Click on the flight number link to view additional flight details in the Flight Display Window. |
| <i>From</i> | The departure airport for the flight. |
| <i>Arr</i> | The estimated time of arrival for a specific flight. |
| <i>Delay</i> | The total arrival delay in minutes that a flight has incurred. |
| <i>Req</i> | Displays any Special Service Remarks (SSR) data associated for a flight. |
| <i>Comm</i> | Displays flight associated comments. |
| <i>G</i> | Gate assignment for a flight. |
| <i>B</i> | Bay assignment for a flight. |
| <i>Turn</i> | Turnaround time. The time interval between the arriving and corresponding departing flight. |
| <i>Flight</i> | Departure flight number. Click on the flight number link to view the Flight Information Window for additional flight detail. |
| <i>To</i> | The destination airport. |
| <i>Dep</i> | The estimated time of departure for a specific flight. |
| <i>Delay</i> | The total departure delay in minutes that a flight has incurred. |
| <i>Req/ Comm</i> | Any Special Service Remarks (SSR) or comments associated with the departure flight. |

OTP

The **On-Time Performance (OTP)** tab displays on-time performance and on-time turnaround (OTT) data for the user's designated station.

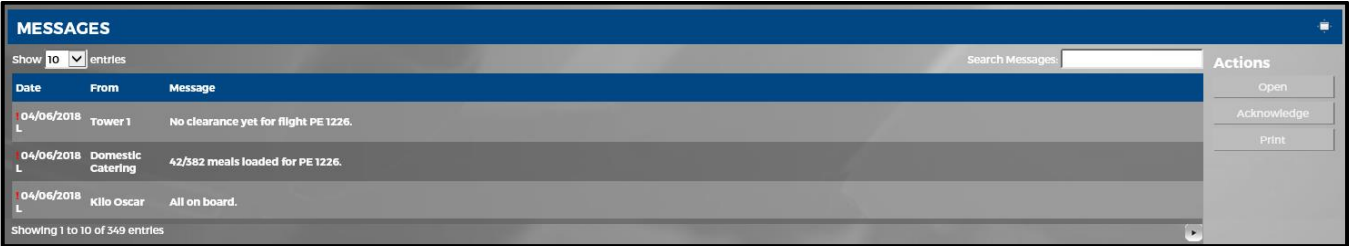
Note: *This feature is currently not available.*

Messages

The **Messages** tab displays all messages that a user has received from Operations and the JobEngine.

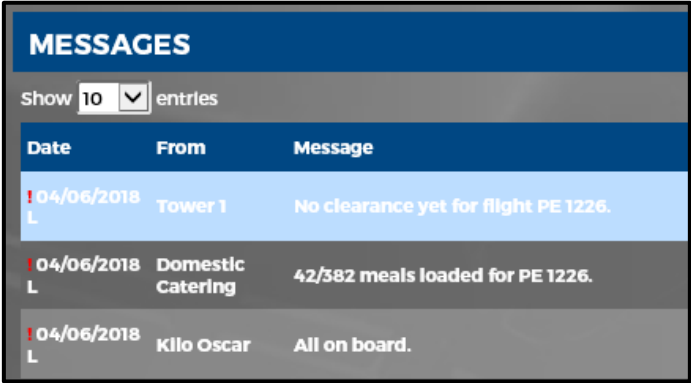


To access messages, click on the **Messages** tab. The highlighted number, displayed at the corner, is the number of outstanding incoming messages awaiting your attention.



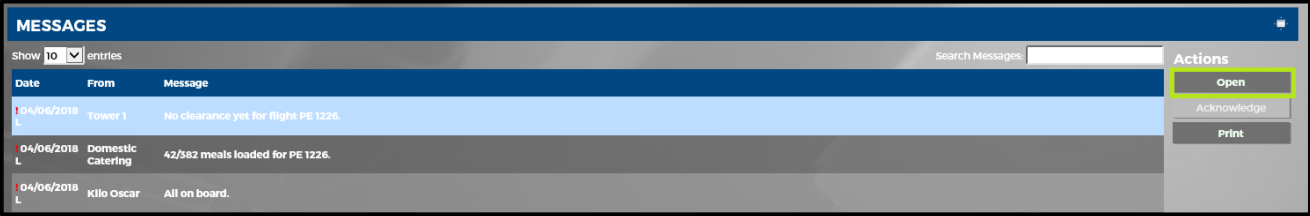
View Messages

Messages in the grid show the date of the message, the sender of the message and the content of the message. You can also perform quick actions on any selected message using the *Actions* menu on the right to open, acknowledge or print a message.

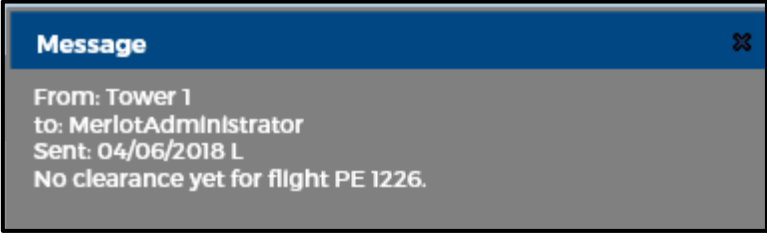


Open a Message

To see the details of a message, select a message row and then click on the **Open** link from the *Actions* menu.

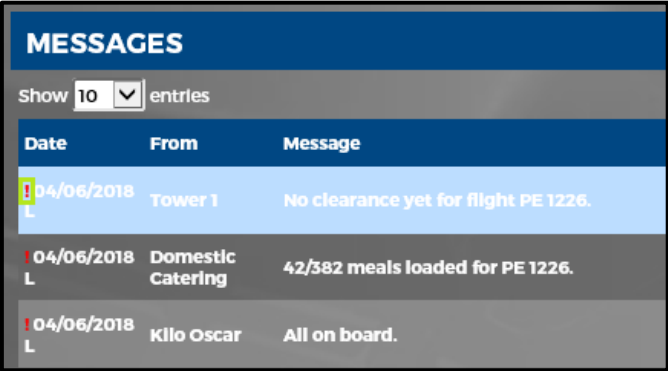


This will display a window with a detailed view of your message. You can read the actual text of the selected message.

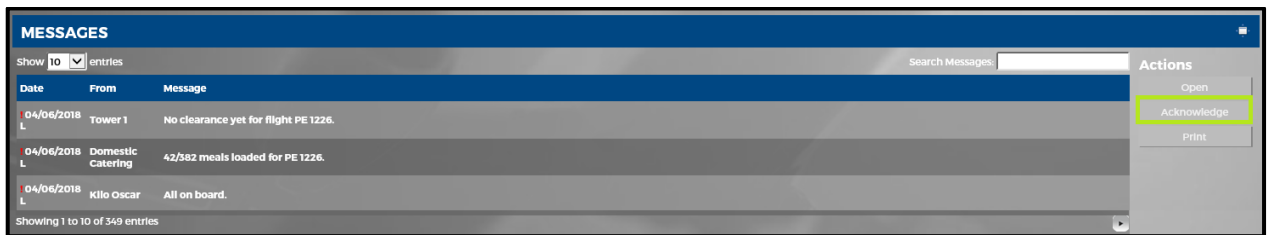


Acknowledge a Message

Some messages may be critical in nature and require your acknowledgement. A message that requires acknowledgment has an exclamation point on the left side of the message.



To acknowledge receipt of a message, select the desired message row and click on the **Acknowledge** link in the *Actions* menu.



A confirmation message box will be displayed. Confirm that you are acknowledging the duty change by clicking on the **Yes** button.

Print

Select a message and click on **Print** in the *Actions* menu to print a copy of the message.



Gantt

The **Gantt** chart view illustrates flights in relationship to one another using Gantt bars.

Note: *This feature is currently not available.*

Search

The AircraftPortal **Search** feature enables users to locate flights quickly and efficiently.



To access the Search feature, click on the **Search** tab

SEARCH

Flight Dep Date: Flight Arr Date: Flight Number: Actual From Port:

Actual To Port: Arrival Terminal: Arrival Gate: Departure Terminal:

Departure Gate:

Search

The top section of the Search feature is the filter section. It allows flight searches by date, flight number, ports and arrival and departure terminals and gates.

The search filter criteria at the top of the Search feature include the following:

| Field | Description |
|---------------------------|--|
| <i>Flight Dep Date</i> | Select the flight departure date from the drop-down calendar window. |
| <i>Flight Arr Date</i> | Select the flight arrival date from the drop-down calendar window. |
| <i>Flight Number</i> | Enter the flight number. |
| <i>Actual From Port</i> | Enter the port where the flight departed. |
| <i>Actual To Port</i> | Enter the port where the flight arrived. |
| <i>Arrival Terminal</i> | Enter the arrival terminal. |
| <i>Arrival Gate</i> | Enter the arrival gate. |
| <i>Departure Terminal</i> | Enter the departure terminal. |
| <i>Departure Gate</i> | Enter the departure gate number. |

Enter a value or select a value from a field then click **Search** to generate search.

SEARCH

Flight Dep Date: Flight Arr Date: Flight Number: Actual From Port:

Actual To Port: Arrival Terminal: Arrival Gate: Departure Terminal:

Departure Gate:

Search

The results of the search are displayed in the grid at the bottom of the feature.

SEARCH

Flight Dep Date: Flight Arr Date: Flight Number: Actual From Port:

Actual To Port: Arrival Terminal: Arrival Gate: Departure Terminal:


Departure Gate:

Show entries Search Flights:

| Rego | Flight | Arrival Time | Route | Departure Time | Delay | |
|------|--------|---------------|--------|----------------|-------|-------------------------|
| | 7516 | +1 10:20 L(E) | YYZYYG | +1 07:20 L(E) | 0 | Details |
| | 7519 | +1 12:20 L(E) | YGYYZ | +1 10:55 L(E) | 0 | Details |
| | 7526 | +1 12:36 L(E) | YULYYT | +1 08:40 L(E) | 0 | Details |
| | 7527 | +1 06:21 L(E) | YYTVUL | +1 05:05 L(E) | 0 | Details |
| | 7529 | +1 14:46 L(E) | YYTVUL | +1 13:30 L(E) | 0 | Details |
| | 7530 | +2 00:06 L(E) | YULYYT | +1 20:10 L(E) | 0 | Details |
| | 7532 | +1 09:57 L(E) | YYZPHL | +1 08:30 L(E) | 0 | Details |
| | 7533 | +1 07:47 L(E) | PHLYYZ | +1 06:15 L(E) | 0 | Details |
| | 7534 | +1 15:27 L(E) | YYZPHL | +1 14:00 L(E) | 0 | Details |
| | 7535 | +1 12:07 L(E) | PHLYYZ | +1 10:35 L(E) | 0 | Details |

Showing 1 to 10 of 133 entries

The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search Flights | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
| Expand Window | Click on the Expand Window button  in the upper right-hand corner of the form to expand the size of the window to full screen, click again to return the window to the original size. |

The grid columns in the Search feature include the following:

| Field | Description |
|---------------------|---|
| <i>Rego</i> | Registration is the unique identifier given to differentiate each aircraft from all others worldwide. |
| <i>Flight</i> | This is the specific flight that an aircraft is operating at a specific time. |
| <i>Arrival Time</i> | The scheduled or estimated on chocks on time at the parking place of the flight after landing. |
| <i>Route</i> | A course between two ports, for example, YYZ to YYG. |

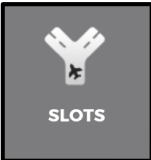
| | |
|-----------------------|---|
| <i>Departure Time</i> | The date and estimated time of departure. |
| <i>Delay</i> | The total amount of the departure delay in minutes that the flight will incur or has incurred |
| <i>Details</i> | Click on the Details links to access the Flight Information Window. |

Slots

The **Slots** feature enables users to search for available aircraft outside of the regular scheduled flights, for use in other venues such as charter flight operations.

Slots are used to determine when an aircraft is available. You can make complex searches to find the gaps in the schedule using this tool. For example, if you want a charter flight that runs on Monday, Wednesday and Friday you use the recurrence feature. Most of the time, aircraft have a buffer period of time between services. The buffer can serve as the slot for the charter flight.

AircraftPortal takes care of the calculations for you. A reserve link is available, for users to make a reservation for the flight.



To access the Slots feature, click on the **Slots** tab in the AircraftPortal Tab area.

SLOTS

FindCharterSlots

Date From: Date To:

Required From: to: Equipment: Port:

Show entries Search:

| Date From | Date To | Equipment | Last Flight | Next Flight | Cycle | Duration | Status | Actions |
|--------------|--------------|-----------|---------------------------------------|---------------------------------------|-------|----------|-----------|-------------------------|
| 01/05/2018 L | 03/05/2018 L | BEH | | | | 48:59 | Available | Reserve |
| 01/05/2018 L | 03/05/2018 L | BEH | ZX7262 - YYZSYR 01/05/2018 13:42 L | ZX7250 - YZRYYZ 03/05/2018 06:20 L | 22 | 40:38 | Available | Reserve |
| 01/05/2018 L | 03/05/2018 L | BEH | ZX7276 - YYZMDT 01/05/2018 16:41 L | ZX7241 - YYZYZR 03/05/2018 07:45 L | 25 | 39:04 | Available | Reserve |
| 01/05/2018 L | 03/05/2018 L | BEH | ZX7223 - YYCYXC 01/05/2018 14:15 L | ZX7221 - YYCYQL 03/05/2018 01:45 L | 27 | 35:30 | Available | Reserve |
| 01/05/2018 L | 03/05/2018 L | BEH | ZX7214 - YQLYYC 01/05/2018 12:56 L | ZX7200 - YYCYQF 03/05/2018 11:30 L | 30 | 46:34 | Available | Reserve |
| 01/05/2018 L | 03/05/2018 L | CRJ | | | | 48:59 | Available | Reserve |

Showing 1 to 6 of 6 entries

A filter is located at the top of the Slots feature. The slot search criteria include the following:

| Field | Description |
|----------------------|--|
| <i>Date From/To</i> | Select the date range from the drop-down calendars. |
| <i>Required From</i> | Enter the time range in the Required From field using the 24-hour clock. |
| <i>Equipment</i> | Select All equipment or select an equipment type 737, 727, 733 etc. |
| <i>Port</i> | Select a port from the drop-down list. |

Enter a value or select a value from a field then click **Search** to find charter slots.

Click on the **Search** button to initiate the search.

The example above shows that between the 00:00 - 23:59 time slot. There are four lines of flights where the aircraft can be used.

The column descriptions in the Slots grid consist of the following:

| Field | Description |
|------------------------------|---|
| <i>Date From and Date To</i> | Represents the date interval of the slot, usually only one day. |
| <i>Equip</i> | Equipment available during the time slot with a link to additional detail regarding equipment availability. |
| <i>Last Flight</i> | The last flight arrival before the time interval, the flight number, route and arrival time is displayed. |
| <i>Next Flight</i> | The next flight that will operate after the time interval, the flight number, route and departure time is displayed. |
| <i>Cycle</i> | The cycle number that represents the line of flight. |
| <i>Duration</i> | The difference between the last flight and next flight times. If there is no last and next flight the duration is the difference between the hours during which you are searching for the slot. |
| <i>Status</i> | Available or tentative. |
| <i>Actions</i> | Click on the Reserve link to make a reservation. |

Note: This feature is not fully functional.

Track

The Track tab gives users real-time information of aircraft location and flight path through an integration with FlightAware.

Note: *This feature is currently not available.*

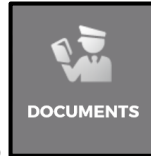
Bay View

The **Bay View** is a graphical representation of where aircrafts are parked at a station. This feature will be activated per customer request through the airline representative to merlot.aero.

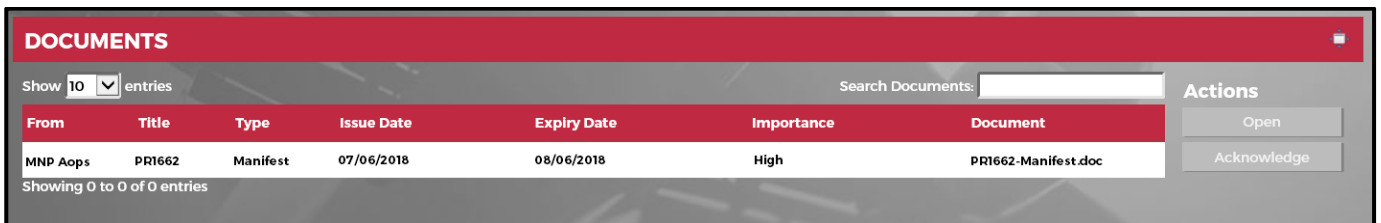
Note: *This feature is currently not available.*

Documents

The **Documents** feature in AircraftPortal enables crew members to open, read and acknowledge documents.




To access the Documents tab, click on the **Documents** tab



Documents for review are listed in the grid. Ground personnel use the **Open** and **Acknowledge** links in the *Actions* menu to open and acknowledge documents as required.

The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 flights at a time. |
| Search Flights | The search option available at the top of the grid can be used to locate a specific entry. |
| Sort | You can sort entries of any column in ascending or descending order. To sort entries in a column, simply click on the header of that column. In addition, next to the name of each column header there is a tab with up/down arrows to sort column entries. |
| Expand Window | Click on the Expand Window button  in the upper right-hand corner of the form to expand the size of the window to full screen, click again to return the window to the original size. |

The fields in the Documents tab consist of:

| Field | Description |
|--------------------|--|
| <i>From</i> | The person or office that sent the document. |
| <i>Title</i> | Document title |
| <i>Type</i> | Type of document. |
| <i>Issue Date</i> | Document issue date. |
| <i>Expiry date</i> | Document expiration date. |
| <i>Importance</i> | Level of document importance. |

| | |
|-----------------|-----------------------|
| <i>Document</i> | Link to the document. |
|-----------------|-----------------------|

Reports

The **Reports** feature in AircraftPortal enables employees to view reports.

Report types may include (this is a partial sample list):

- Executive OTP Summary Report
- OTT Report



To access the Reports tab, click on the **Reports** tab

The screenshot shows the 'REPORTS' section of the interface. At the top, there is a header 'REPORTS' in a red bar. Below it, there is a 'Show 10 entries' dropdown menu and a 'Search Reports:' search box. The main content is a table with two columns: 'Report' and 'Action'. The table lists four report types: 'Voyage Report', 'General Declaration Report (ICAO)', 'Exec OTP Summary Report', and 'OTT Report'. Each report type has a 'View' link in the 'Action' column. At the bottom of the table, it says 'Showing 1 to 4 of 4 entries'.

The following navigational aids are available:

| Field | Description |
|----------------|---|
| Show entries | The Show entries drop-down menu can be used to view 10, 25, 50 or 100 reports at a time. |
| Search Reports | The search option available at the top of the grid can be used to locate a particular report quickly. |
| Sort | You can sort entries of any particular column in ascending or descending order. To sort entries in a column, simply click on the header of that column. |

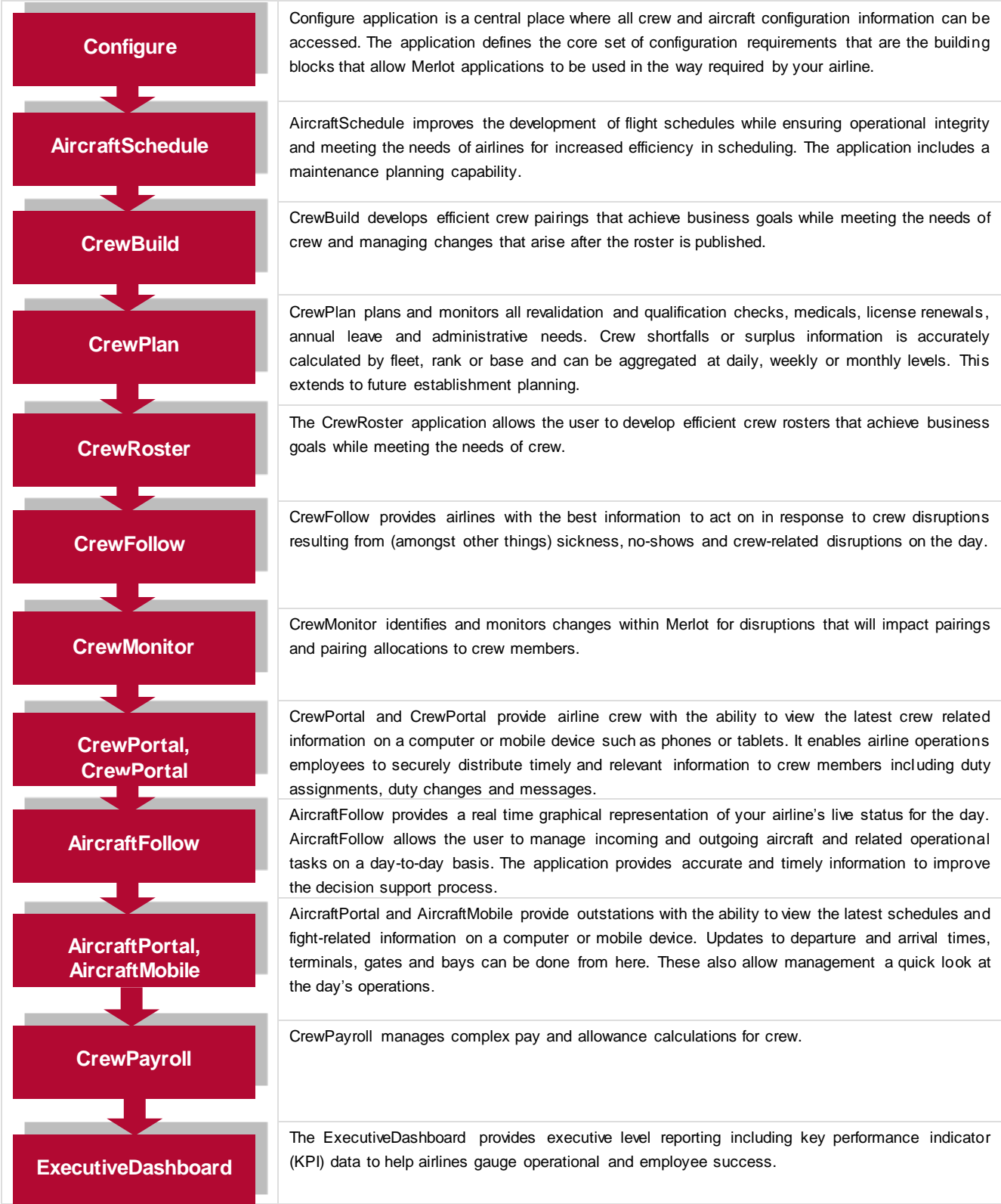
In the reports table, click on the **View** link to view the report of interest.

This screenshot is identical to the one above, but with a yellow rectangular box highlighting the 'View' links in the 'Action' column of the table. The 'View' links are underlined and red text.

The fields in the Reports tab consist of:

| Field | Description |
|---------------|---|
| <i>Report</i> | The name of the report. |
| <i>Action</i> | Click on the View link to view the report. |

Application Flow Diagram



Setup

This section is for airline administrators. The following settings affect functionalities discussed in the earlier parts of this document.

Port Authentication

Port authentication enables a system user to login at the port designated in the **Value** field of the *AuthenticatedPort* feature in User Preferences.

User Preferences

Master Template Department: Administrators
 Department Template Id: andykhan@merlot.aero
 User Name: Andy Khan

| Application | Preference Group | Preference | Value* | Description |
|-----------------|------------------|-------------------|--------|-------------|
| Aircraft.Portal | Config | AuthenticatedPort | PIE | |

Buttons: Add, Delete, Save, Reset, Apply to User, Cancel

To allocate port authentication:

1. Enter the user Id in the Id field.
2. Select AircraftPortal then click **Filter**.
3. Select *AuthenticatedPort* then **Filter**.
4. Enter the three-letter port code in the **Value** column
5. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Note: Users are limited to port authentication for one port only, because the AircraftPortal application is designed for ground handlers and/or out stations that monitor and update inbound/outbound flights from their post.

Navigational Links

Functional tabs such as **Movements, Departures, Arrivals, Turnaround, OTP, Messages, Gantt, Search, Slots, Bay View, Documents** and **Reports** as well as other tabs can be displayed, based on your application setting.

User Preferences

Master Template Department: TR Ground Staff
 Department Template Id:
 User Name:

| Application | Preference Group | Preference | Value* | Description |
|-----------------|------------------|--------------------------------|-----------|--|
| Aircraft.Portal | Config | priorMinutesArrivalMissingData | 720 | Prior minutes arrival missing data |
| Aircraft.Portal | Config | AircraftPortalHomePage | Movements | Possible values: Movements,Turnaround,Departures,Arrivals,Otp,Weather,Msgs,Gantt |

To setup tabs in the Home page:

1. Select AircraftPortal then click **Filter**.

2. Select *AircraftPortalHome* page then **Filter**.
3. Enter the name of the tabs you want to display in your Home page in the **Value** column.
 - Movements
 - Departures
 - Arrivals
 - Turnaround
 - OTP
 - Messages
 - Gantt
 - Search
 - Slots
 - Bay View
 - Documents
 - Reports
4. Proceed by doing either of the following:
 - Click **Save** to save the information; or
 - Click **Cancel** to close the form without generating action.

Widgets

Customised functional widgets include **Weather**, **Twitter**, **Calendar** (i.e., clock) and **Currency Conversion**.

The screenshot shows the 'User Preferences' form. It has three radio buttons: 'Master Template', 'Department Template', and 'User'. The 'Department' dropdown is set to 'TR_Ground_Staff'. Below the form is a table with the following data:

| Application | Preference Group | Preference | Value* | Description |
|-----------------|------------------|----------------------|--------|-------------|
| Aircraft.Portal | Config | isVisibleWgtWeather | true | |
| Aircraft.Portal | Config | isVisibleWgtCalendar | true | |
| Aircraft.Portal | Config | isVisibleWgtCurrency | true | |
| Aircraft.Portal | Config | isVisibleWgtTwitter | false | |
| Aircraft.Portal | Config | isVisibleWgtWeather | false | |

To display widgets:

1. Select AircraftPortal then click **Filter**.
2. Select the following user preferences then click **Filter**.
 - isVisibleWgtCalendar
 - isVisibleWgtCurrency
 - isVisibleWgtTwitter
 - isVisibleWgtWeather
3. Enter **true** in the **Value** column.
4. Proceed by doing either of the following:
 - Click **Save** to save the information; or
 - Click **Cancel** to close the form without generating action.

User Security

This form enables administrators to modify security permissions and privileges of the users within merlot applications. Administrators generally have access to all merlot applications, providing permissions are setup accordingly.

To setup user group security in Configure, click **User Security** in the User menu.

User Security

User Group : Merlot Administrators

| Application | Name | Area | Type | X | V | A | M | D |
|---------------------|----------------------------------|-----------------|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| [-] Aircraft.Follow | | | | X | V | A | M | D |
| | ManageFlights | Aircraft.Follow | User | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | ManageFlightLogs | Aircraft.Follow | User | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | ManageSimulatorLogs | Aircraft.Follow | User | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | GenerateUNEDIFACT_AircraftFollow | Aircraft.Follow | Menu | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | FlightLogs_AircraftFollow | Aircraft.Follow | Menu | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Options_AircraftFollow | Aircraft.Follow | Menu | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | AddCycle_AircraftFollow | Aircraft.Follow | Toolbar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | AddFlight_AircraftFollow | Aircraft.Follow | Toolbar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | DeleteFlight_AircraftFollow | Aircraft.Follow | Toolbar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | CancelFlight_AircraftFollow | Aircraft.Follow | Toolbar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

The following User Security actions are discussed below:

| Action Type | Description |
|-------------|---|
| X | User group able to open the specified application. |
| V | User group view only privileges in specified application. |
| A | User group add privileges in specified application. |
| M | User group modify privileges in specified application. |
| D | User group delete privileges in specified application. |

To modify security permissions:

1. Select a User Group from the drop-down menu in the User Group field.
2. Expand an application to display the functions that have security features.
3. Modify the security permissions and privileges of the users within merlot by selecting the checkbox(s) to enable permission or deselect the checkbox(s) to deny permission.
4. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

If all functions in a column are desired, select the checkbox in the desired action column header or alternatively, hand select functions as needed.

Note: If the user has at least one of the add, modify, or delete privileges of the associated User Security function then the grid, plus the Save button will be enabled. If they do not then the grid will be disabled, so that the data cannot be modified but is still scrollable to see previously existing data. In this case, the Save button is disabled.

AircraftPortal Glossary

It is suggested that users review the AircraftPortal Glossary of terms prior to undertaking tasks in AircraftPortal.

| Field | Description |
|--|---|
| <i>Route</i> | A course between two ports, for example BNE to SYD. |
| <i>Gantt</i> | A Gantt chart is one of the optional displays of the GUI throughout the Merlot applications. It shows the activities assigned to aircraft and crewmembers with the latest start and finish, STD/ETD and STA/ETA times for each event. |
| <i>User</i> | A person who is a user of the merlot system. |
| <i>Widget</i> | A widget is a component embedded in the graphical user interface of Merlot's applications that enables a user to perform a specific function or to access a relevant software service. |
| <i>GUI</i> | Graphical User Interface of Merlot's applications. |
| <i>OTP</i> | On Time Performance (OTP). A measure of how well the airline is performing. |
| <i>Port</i> | Port is an airport anywhere on the airline's network. Port is often referred to as station. |
| <i>Rego.</i> | Registration is the unique identifier given to differentiate each individual aircraft. |
| <i>STA</i> <i>ETA</i> <i>ATA</i> | Scheduled Time of Arrival (STA) Estimated Time of Arrival (ETA) Actual Time of Arrival (ATA) |
| <i>STD</i> <i>ETD</i> <i>ATD</i> | Scheduled Time of Departure (STD) Estimated Time of Departure (ETD) Actual Time of Departure (ATD) |
| <i>Route</i> | A course between two ports, for example BNE to SYD. |
| <i>Terminal</i> | The airport building where the aircraft comes to a complete stop with chocks on and engines off after flight arrival. |
| <i>Arrival Time</i> | The estimated landing time of flight. |
| <i>Gate</i> | The location at the terminal where passengers embark and disembark. |
| <i>Departure Time</i> | The off chocks time when a flight is ready to push back from the gate. |
| <i>Base</i> | The port to which a personnel member has been assigned to commence and finish their tasks / activities for a specific time range. |
| <i>Designator</i> | The two or more alpha/numeric code given to differentiate each airline or operations within an airline. |
| <i>Flight</i> | This is the specific flight that an aircraft is operating at a specific time. |
| <i>GMT Time</i> | This refers to the time at a location at which the pairing or event is occurring converted to the GMT time value. |

| | |
|----------------------|--|
| <i>Company Time</i> | This refers to the time at the location at which the pairing or event is occurring converted to the local time zone of the company's base or headquarters location. |
| <i>Local Time</i> | This refers to the time in local time at the location at which the pairing or event is occurring. If the location is the same as, or in the same time zone as, the company's base or headquarters location this time will be the same as company time. |
| <i>Delay</i> | When a flight departs or arrives after the schedule time. |
| <i>Flight status</i> | Where in the sequence a flight currently is, for example Go to Gate, Boarding, Departed, On time, Arrived, Delayed or Cancelled. |
| <i>Company Time</i> | This refers to the time at the location at which the pairing or event is occurring converted to the local time zone of the company's base or headquarters location. |