



Configure User Manual

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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


Framework Applications


The merlot.aero suite of applications eliminates the use of text commands by employing a Graphical User Interface (GUI). You are presented with the following options available in all applications across the merlot.aero suite.



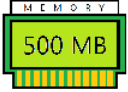
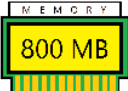
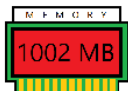
These are Framework Applications that will follow you throughout the merlot suite.

This icon is the Job Engine . If red, this means the job engine has stopped. If green, the job engine is running.

This icon  is the signal strength of your connection to the Internet.

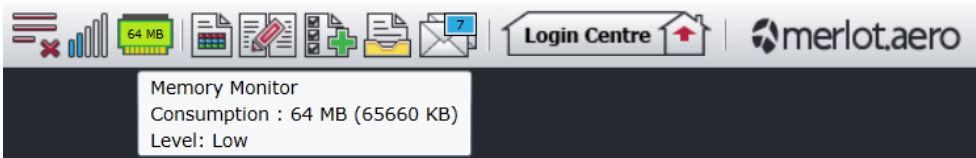
The Memory Monitoring tool  displays memory utilization for merlot applications in real time.

Memory utilization is displayed in three different levels:

Icon	Level	Range
	Low (Green)	0MB-700MB
	Moderate (Yellow)	701MB - 1000MB
	High (Red)	1001MB and above

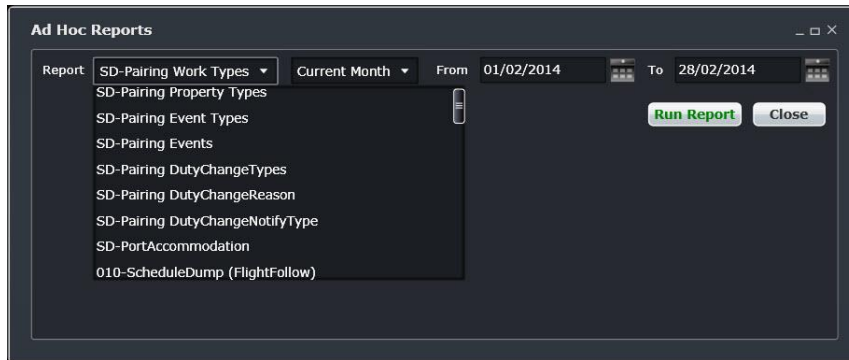
Hovering the mouse over the tool icon displays the following information:

- Icon label - Memory Monitor
- Memory consumption in MB with KB conversion e.g. 64 MB (65660 KB)
- Level of memory consumption e.g. Low

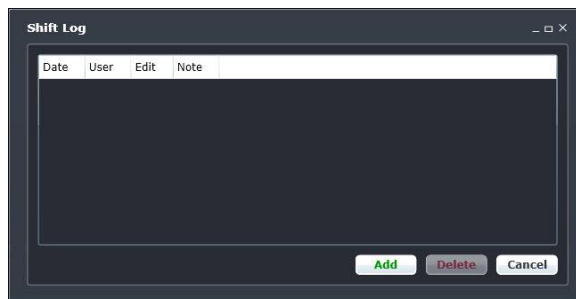




This icon is Ad Hoc Reports. Ad hoc reports are available in all the applications and modules across the merlot.aero suite while specific application reports are available in the Reports dropdown menu.



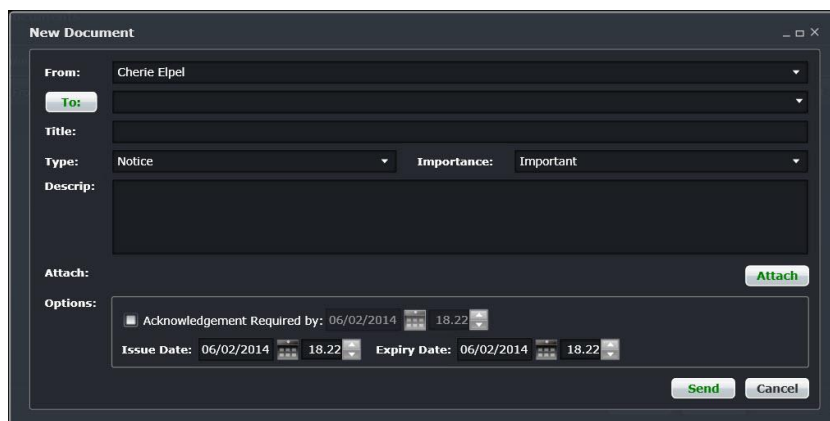
This icon is the Shift Log. You can add notes to the Shift Log for any system user to view.



This icon is to Add Task. Set a daily or one-time reminder for everyday activities (i.e.: Accommodation Check).

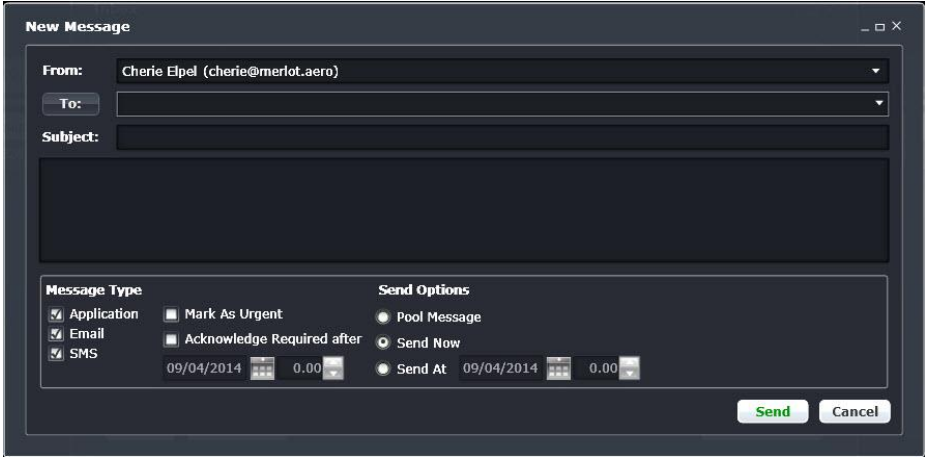


This is the send documents icon. Send a document to a crew member or to a fellow merlot.aero user.





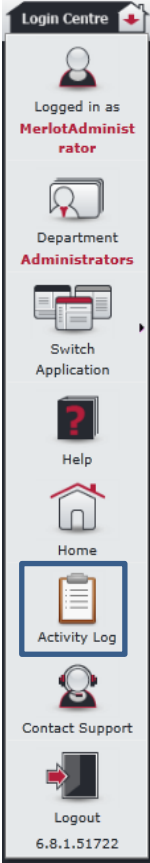
This is the mail icon. Send messages to crew or co-workers via SMS, email or directly within the merlot.aero suite.



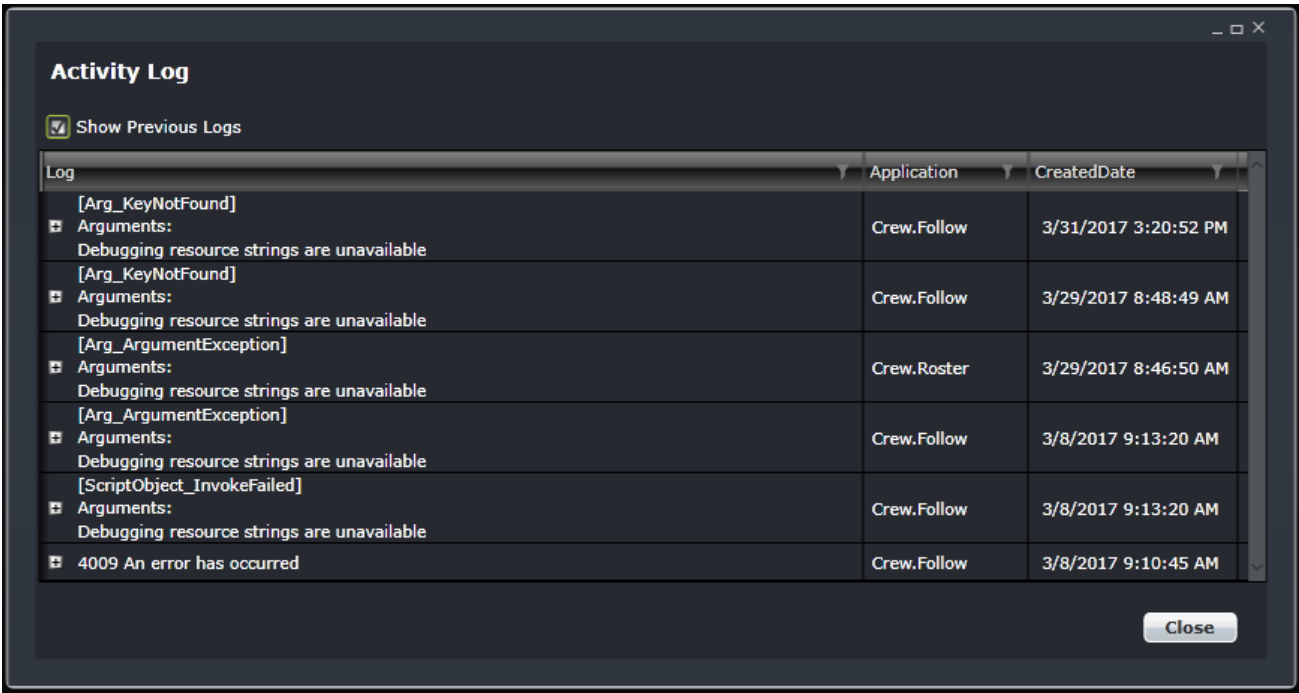
This icon allows you to navigate through the entire merlot.aero suite.



When the application setting *UseUIDebug* is set to True, the New Activity Log menu will be visible under the **Login Centre** and available for use. All incoming Merlot UI Error Logs will not be displayed in the existing error log in the application nor trigger the alert unless the error is related to *Insert/ Add/ Delete rows*.

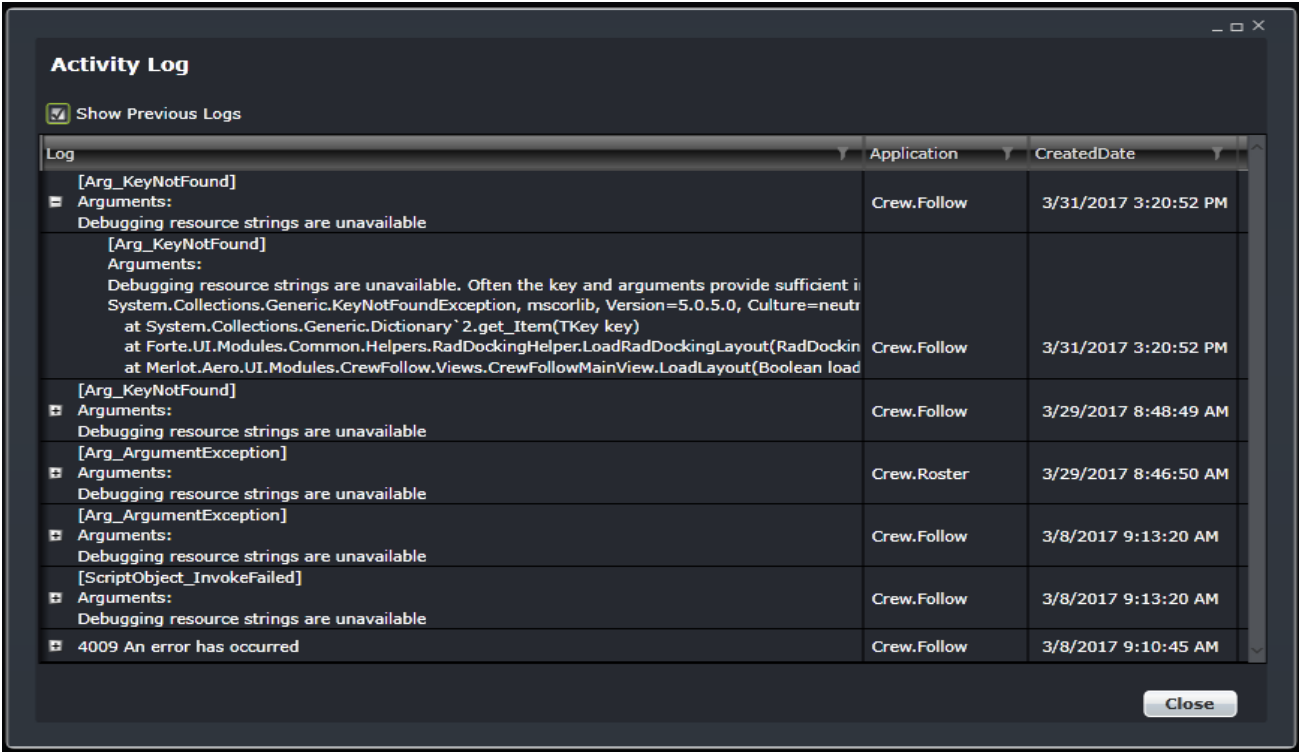


Example of a collapsed Activity Log form:



When a user expands the log value, the complete details of the selected UI error log will be displayed.

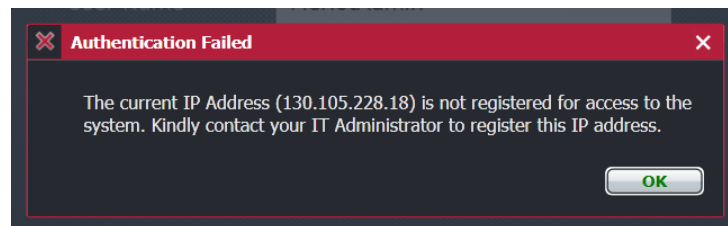
Example of an expanded Activity Log form:



Setting Up User Access Control

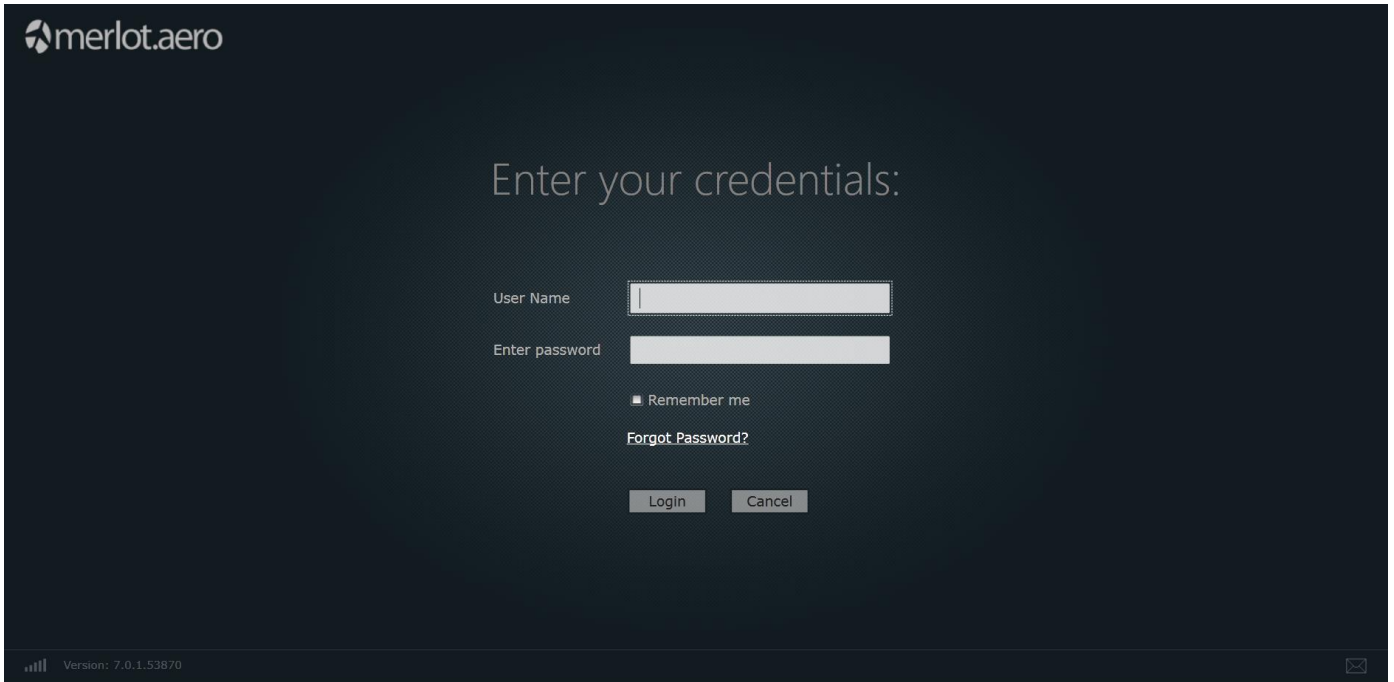
To setup user access control, use the following user preferences:

- A. *AllowedIPAddressesWCF* – Change the default value 127.0.0.1,0.0.0.0-255.255.255.255,0:0:0:0:ffff:0:0:0:0:0:0:0:0:ffff:ffff:ffff to the IP address range that can access Merlot's core applications.
- B. *IPAddressValidationFailureMessage* – Change the default message The current IP address {0} is not registered to access the system. Kindly contact ICT to register this IP address. in User > User Preferences.



Login to Applications

To access the merlot suite of applications, including Configure, it is necessary to utilize the airline specific merlot web address (URL) and to login using your merlot credentials.



To login to merlot applications:

1. Open your browser and enter the merlot.aero provided web address (URL).

For example: <https://zz.merlot.aero/>

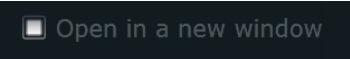
merlot Uniform Resource Locators (URLs) generally include a test environment (UAT) as well as a URL for working in production (i.e., live) mode. Be sure to utilize the test environment, recognizable by the UAT in the web address, when practicing in Configure or other merlot applications. As a time saving measure, add the URL address as a Favourite in your browser window.

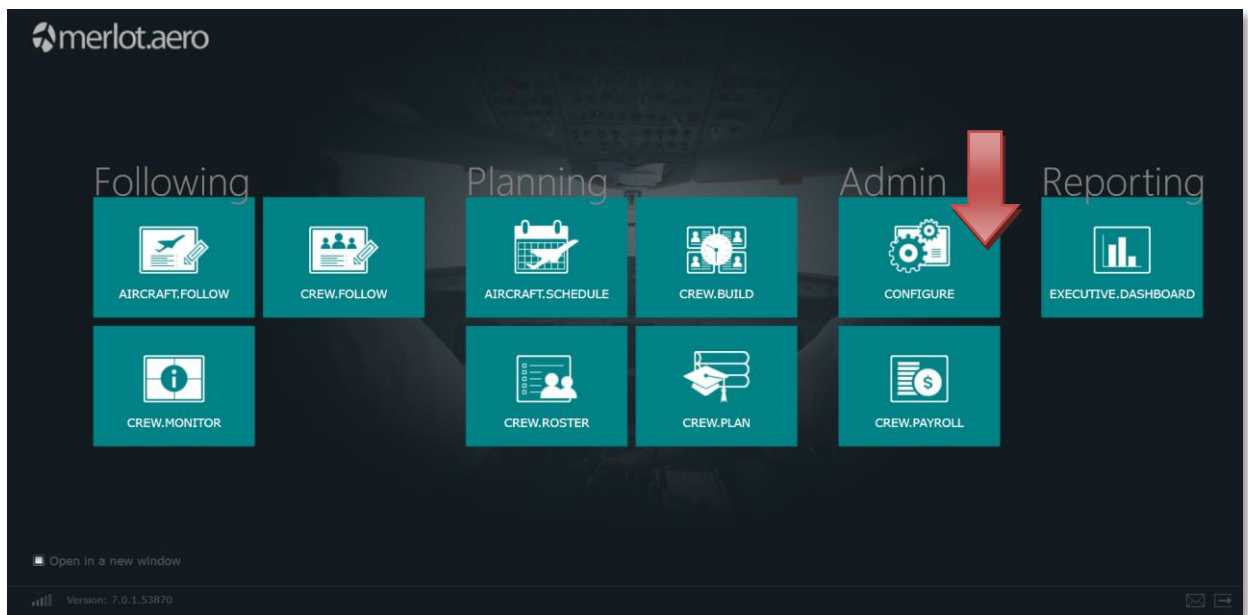
2. Complete the following fields:

Field	Description
<i>User Name</i>	Enter your User Name. Your merlot administrator will provide you with a user name.
<i>Password</i>	Enter your password. Your merlot administrator will provide you will an initial password, which may be changed.
<i>Remember me</i>	(Optional) Select the Remember me checkbox, to auto-populate User Name the next time you log in.
<i>Forgot Password</i>	Forgot password generates a request for a new password. Administrators will handle these requests from their systems users.
<i>Register</i>	Register generates a request to merlot to request a new login. Administrators will handle these requests from their systems users.
<i>Login</i>	Click Login to access merlot applications.
<i>Cancel</i>	Click Cancel to clear the user name and password information from the login screen.

<i>Mail icon</i>	The Mail icon in the lower right-hand corner links to merlot support. This feature is part of future development in Configure.
<i>Version</i>	The version of the merlot application currently running.

When login is successful, the merlot dashboard displays.

To open an application in a new window, select  at the bottom left of the dashboard. Select Configure to access the Configure application.



To contact merlot support, click  in the bottom right of the dashboard.

To logout of merlot from the dashboard, click , also located in the bottom right of the dashboard.

What is Configure?

Configure is part of the merlot suite of administration applications. The Configure application is a central place where all crew and aircraft configuration information can be accessed. The Configure application defines the core set of configuration requirements that are the building blocks needed to allow the merlot applications to be used in the way required by your airline.

Configure Audience

CrewPortal system users are system administrators, supervisors/managers or operational leads in flight planning and crew scheduling departments at scheduled airlines.

Configure Prerequisites

Configure is the initial application in the merlot suite of products, so familiarization with other merlot applications is not a prerequisite for using Configure. However, the Configure application has a select audience due to the nature of the application with respect to granting users system access and configuring the foundational pieces which impact the entire suite of applications for a given airline.

For this reason, it is suggested (not mandatory) that Administrators have the following airline industry experience:

- Basic knowledge of flight planning and/or crew scheduling processes in an airline environment
- Authorized to designate flight planning/crew permissions
- Day-to-day management responsibilities to update user permissions
- Oversight of merlot applications in an airline environment
- Authorized to customize Configure for airline environment including equipment, routes etc
- Interface with internal IT department regarding network and security topics related to merlot application(s)

Airline customers determine the selection of personnel with access to the Configure application and configuration related tasks. We recommend that access to Configure is limited.

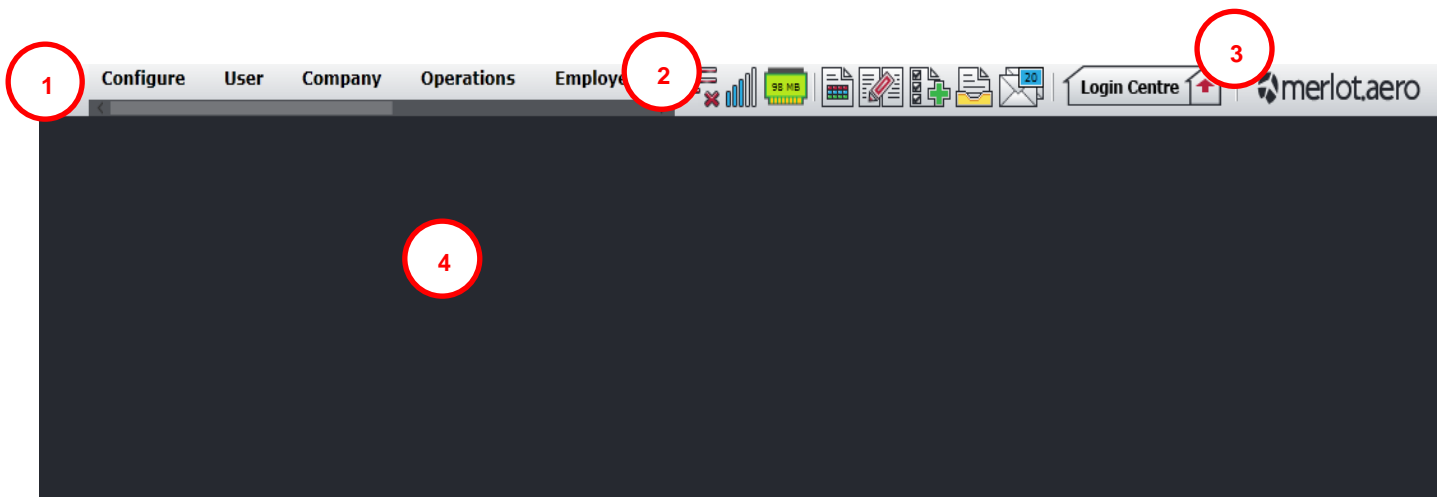
Getting Started

This manual will cover administrative functionality in Configure. The Configure application is a central place where all crew and aircraft configuration information can be accessed. It defines the core set of configuration requirements that are the building blocks needed to allow the merlot applications to be used in the way required by your airline.

Users can reference aircraft and crew user manuals for information about specific applications. Aircraft application manuals include AircraftSchedule, AircraftFollow and AircraftPortal. The crew applications manuals are CrewBuild, CrewPlan, CrewRoster, CrewFollow, CrewMonitor, CrewPortal and CrewPayroll. User manuals are also available in conjunction with mobile applications including AircraftMobile and CrewMobile.

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 Configure GUI:



1. **Menu Bar** - Contains commands under the respective tabs for carrying out functions within the application.
2. **Quick Links** - This common mini bar provided links for important actions across merlot applications.
3. **Login Centre** - Provides commands such as switch applications; online help link and a logout link.
4. **Display Panel** - Display area for selected menu option.

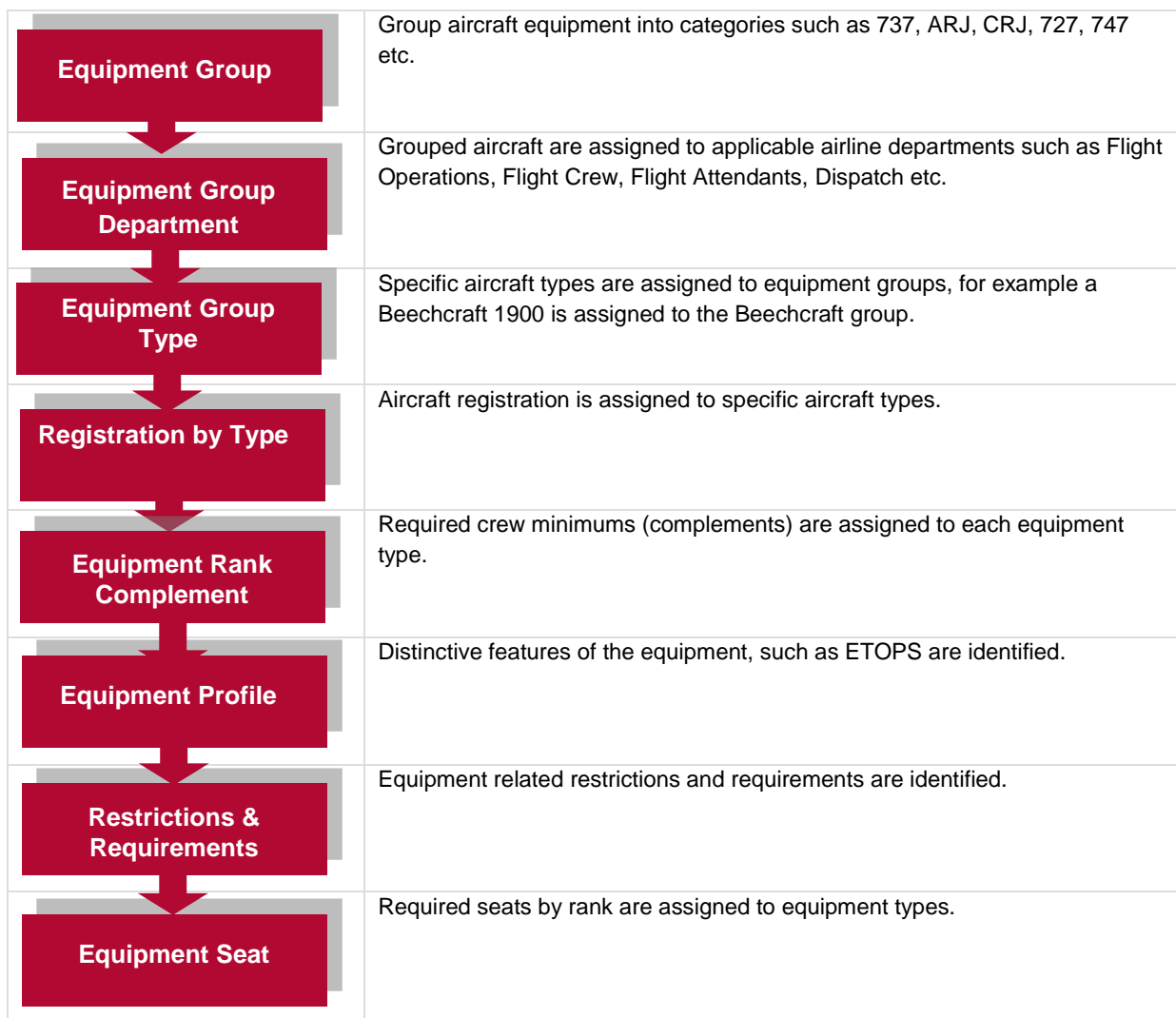
Note: *The Quick Links and Login Centre make-up the Framework Applications.*

Configure Hierarchy

There is a classification system in Configure whereby subsets of information are constructed according to a rank order to build a functional platform for the crew and aircraft applications. This hierarchal platform of data provides administrators with the opportunity to enter airline specific information under each menu feature to complete the hierarchy and to facilitate application functionality.

The features at the top of each menu are broad categories or groups, which when defined provide the basis of the rest of menu items all the down to very specific subsets of information.

The Equipment menu is shown as an example starting with the grouping of aircraft and ending with seats being assigned to specific aircraft types. This is a partial example only.

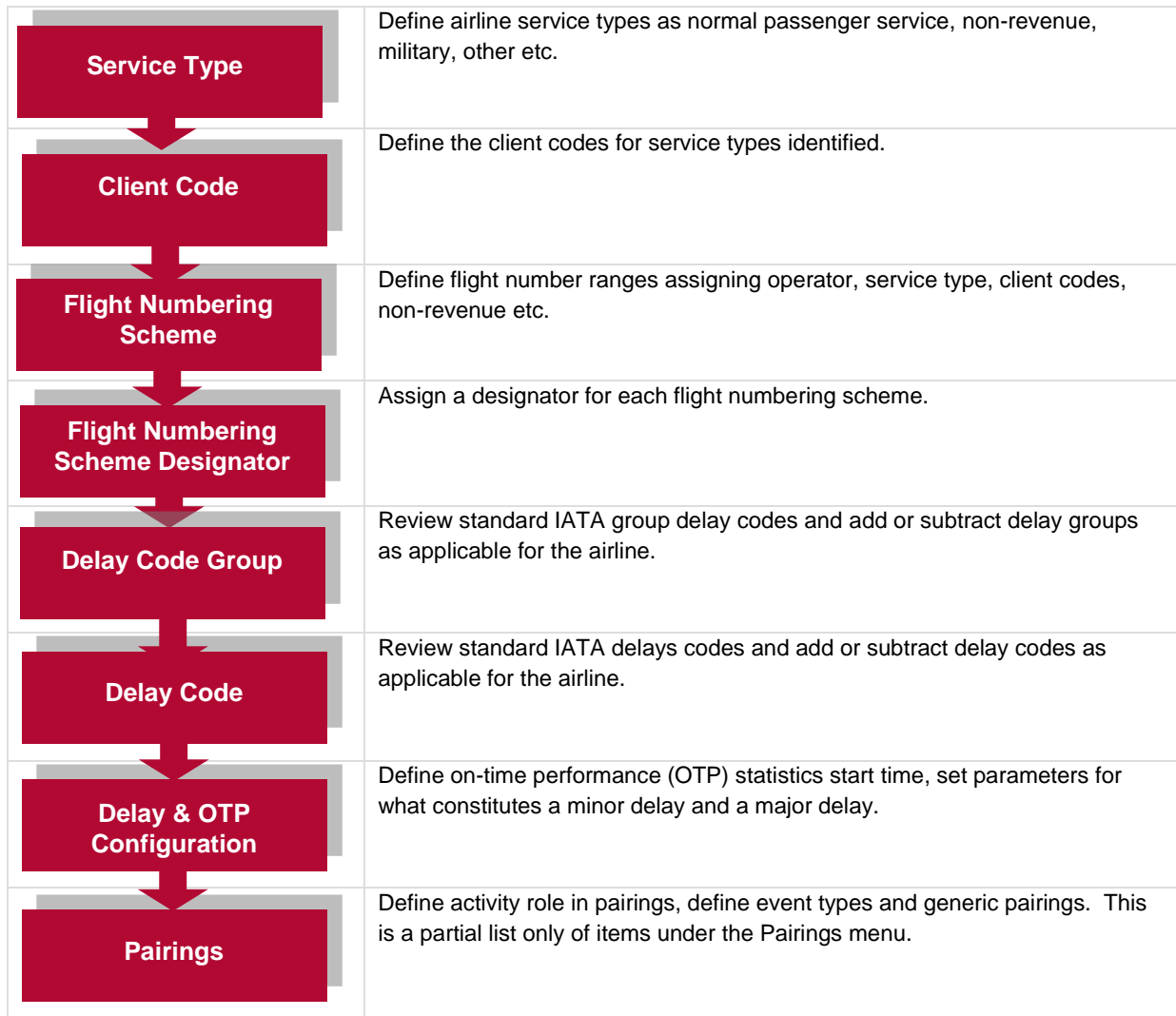


An understanding of hierarchal principles can assist the user in completing various menu fields and facilitate the process of maintaining up-to-date information.

While the content differs from menu to menu within Configure, the structure is similar. In the next example, the hierarchy of the Operations menu is discussed.

The Operations menu is an example of a hierarchy that starts with defining general operational information according to the operational needs of individual airlines. Through the Operations menu aircraft service types are defined, flight number schemes set-up, delay codes are solidified and on-time performance (OTP) statistic parameters are put in place. Additionally, pairings, units of work and non-work, are set-up according to airline preferences.

The flow diagram is a partial example only for illustrative purposes.



To start working in Configure you must first choose the appropriate menu command under the appropriate menu item. These menu commands are described in detail in the next sections.

The next section covers User menu functionality.



Configure Administrator Task Checklist

The following administrator task checklist is to assist with initial set-up in Configure.

Configure Administrator Initial Task Checklist			
Menu	Feature	Description	✓
User	<i>User Group</i>	Check that all user groups are set-up.	<input checked="" type="checkbox"/>
	<i>User Group</i>	Check that user groups are assigned to the correct departments.	<input type="checkbox"/>
	<i>User Group</i>	Check that all active user groups are required. User groups dictate user permissions.	<input type="checkbox"/>
	<i>User Group Membership</i>	Review each user group and assign or remove users as needed and make sure that users are in the proper groups. Ensure there are no users in the administrator group that do not belong in the administrator group.	<input type="checkbox"/>
	<i>User Security</i>	Review each user group and assign the permissions and functions that each group can access.	<input type="checkbox"/>
	<i>Add Users</i>	Add users if there are any users that were not pre-loaded by merlot.	<input type="checkbox"/>
	<i>Password Policy</i>	If default settings are not acceptable, change are made here.	<input type="checkbox"/>
Company	<i>Supplier</i>	Enter your fuel suppliers and vendors.	<input type="checkbox"/>
Operations	<i>Service Type</i>	Activate the other service types you need, for example charters. Make sure the service types are set to active.	<input type="checkbox"/>
	<i>Flight Numbering Scheme</i>	Enter all the flight numbers you will be using and make sure the IATA designator and operator are included as well as the default service types. Include the non-revenue and charter flight numbers also.	<input type="checkbox"/>
		Flight numbering schemes serves as the basis for setting up on-time performance (OTP) parameters.	
	<i>Delay Code Group</i>	If the airline is using a different set of delay code groups other than the standard IATA delay code groups, change are made here.	<input type="checkbox"/>
<i>Delay Codes</i>	If the airline is using different delay codes other than the standard IATA delay codes, changes are made here.	<input type="checkbox"/>	
	<i>Flight - Delay and OTP Configuration</i>	<p>Settings from the flight numbering scheme are copied here. Administrator's set-up OTP parameters, including the start of OTP statistics, what is and is not included in OTP calculations and major and minor delay parameters.</p> <p>Most airlines do not include cancelled flights in the OTP calculation.</p> <p>Make sure rescue flights, non-revenue and charter flights are not included in OTP statistics.</p> <p>Consequential delay settings, if applicable needs to be checked.</p> <p>Default delay removal preference, if applicable will remove delay reasons such as the oldest delay.</p> <p>Ground return or air return, the number of minutes assumed for the flight to return to the gate.</p>	<input type="checkbox"/>

	<i>Flight - Counter Group</i>	Determine what needs to be counted. Deactivate cargo; freight and mail counter groups, if not applicable.	<input type="checkbox"/>
	<i>Flight - Counter</i>	Review each counter group and add/remove any items that do not need to be counted.	<input type="checkbox"/>
	<i>Flight - Time Code</i>	Check the time code settings, if the airline does not use the Out, Off, On and In default codes, the codes will need to be changed or added as applicable. Indicate if taxi is mandatory or not. If taxi is set to mandatory, it will affect the flight logs.	<input type="checkbox"/>
	<i>Flight - Flight Log Flying Type</i>	These settings define the columns in the flight logs. Deactivate any default items that you do not need to track in your flight logs. Add any of the items that you need to track in your flight logs that are not on the list. Set the currency period, if required.	<input type="checkbox"/>
	<i>Flight - Flight Log Approach Type</i>	These settings define the columns in the flight logs. Deactivate any default items that you do not need to track in your flight logs. Add any items that you need to track in your flight logs that are not on the list. Set the currency period, if required.	<input type="checkbox"/>
	<i>Pairing - Generic Pairings</i>	Review the list and add any generic pairing items that you need and deactivate items not needed.	<input type="checkbox"/>
	<i>Pairing</i>	Note: All other pairing options will require the assistance of the merlot ABS.	<input type="checkbox"/>
Employee	<i>Employee</i>	Ensure all crew are listed here with correct details. Before adding a new crew member in the system, search by surname or employee ID and uncheck Show Active. This will avoid duplicate records for the same crew member.	<input type="checkbox"/>
	<i>Rank</i>	Deactivate ranks that are not needed. All of the ranks (line check airman, check airman etc.) will be monitored as employee groups and attributes. Retaining these ranks means that you will be monitoring their records in the system as well.	<input type="checkbox"/>
	<i>Employee Group</i>	Make sure the employee groups are set up prior to setting up rosters in the system to avoid possible rule violations. The group or profile is the group that the crew belongs to such as over 60, Check Airman etc.	<input type="checkbox"/>
	<i>Employee Attribute</i>	This is a skill that only some crew have. For example, a foreign language, chief pilot etc. Don't forget to assign these attributes to the correct crew.	<input type="checkbox"/>
	<i>Employee Restrictions/ Requirements</i>	After setting the profiles and attributes, combine them together into restrictions as required. For example, IOE must operate with Check Airman.	<input type="checkbox"/>
	<i>Employee Status</i>	Deactivate those items that are not needed.	<input type="checkbox"/>
	<i>Employee Roster – Roster Period Definition</i>	Roster period definition is required for creating a roster for the first time. Suggest setting up roster periods for the remainder of the year. Do not forget to click on the rank link for each roster period and to add the corresponding rank. Click on Generate Roster Period so the roster gets distributed to all crew. Roster period definition is a requirement for crew to be able to view their rosters in CrewPortal.	<input type="checkbox"/>
Equipment	<i>Equipment Seat/ Equipment Seat Role</i>	Set up jump seat and right-hand seat. Anything you put here can be assigned to crew if they are supposed to be on a different seat for a particular flight.	<input type="checkbox"/>
Port/Route	<i>Port - Port</i>	If there are ports that you need to go to, look for the IATA code and uncheck Show Active. When you find the port, set it to Active.	<input type="checkbox"/>

		For all your active ports, click on the plus sign (+) to the left to expand the details. Go through each tab and add information that you need such as terminals and hotels etc.	
	<i>Route – Route</i>	Review all the routes under Route Type. Click on the plus sign (+) to the left to expand the details. Go through each tab and add information to complete the tabs. Make sure the Route Time is correct. Add your alternate routes for diversions so you don't have to do it later.	<input type="checkbox"/>
	<i>Port and Route Restrictions/ Requirements</i>	This is where you set the restrictions for crew going to a particular destination. For example, flights to Japan must operate with a minimum of one Japanese speaking cabin crew.	<input type="checkbox"/>
Rules	<i>Employee Report / Release Rules</i>	Fill out the Standard Report Rule tab with the number of minutes crew must report before the first flight and the Standard Release Rule tab the number of minutes after the last flight that crew can be released.	<input type="checkbox"/>
	<i>Portal Authentication Rules</i>	Complete the Portal Authentication Rules tab to define how sign-on crew, and to allow mobile devices to be used for a particular group of crew. This function is used in conjunction with CrewPortal and CrewMobile.	<input type="checkbox"/>

Note: There may be other Configure related checklist items to add to the list for your operation.

Configure Administrator Ongoing Task Checklist			
Menu	Feature		✓
User	<i>Add User</i>	When a new user needs to be set-up in the system.	<input type="checkbox"/>
	<i>User Group Membership</i>	Add the user to a group. User groups dictate user permissions.	<input type="checkbox"/>
	<i>Edit User</i>	When users resign, uncheck active to deactivate them in the system.	<input type="checkbox"/>
Company	<i>Supplier</i>	If you get a new supplier, add the supplier information here.	<input type="checkbox"/>
Operations	<i>N/A</i>	<i>N/A</i>	<input type="checkbox"/>
Employee	<i>Add Employee</i>	Add employee when crew is hired and fill-out employee details.	<input type="checkbox"/>
		Note: May need to add employee group or employee attribute and set-up employee restrictions/requirements.	<input type="checkbox"/>
	<i>Employee Roster – Roster Period Definition</i>	If roster period definitions are not created and generated for the year, the roster periods will have to be set-up every roster period.	<input type="checkbox"/>
	<i>Employee Requests</i>	If the airline is already bidding and needs to set up employee requests, they may need this option periodically.	<input type="checkbox"/>
Equipment	<i>Equipment Registration</i>	If new equipment is acquired, equipment registration is added here.	<input type="checkbox"/>
	<i>Equipment Group or Equipment Type</i>	If a new fleet type is added than an equipment group and or type may need to be added, if not already listed.	<input type="checkbox"/>
Port/Route	<i>Port and Route</i>	If a new destination is added, the port and route features need to be updated.	<input type="checkbox"/>
	<i>Country</i>	May need to add country and region depending on the new destination.	<input type="checkbox"/>
Rules	<i>Portal Authentication Rules</i>	If authentication methods need to be updated for crew at various ports such as swipe card, username and password and mobile device, the updates are done in the Portal Authentication Rules feature.	<input type="checkbox"/>
Mobile	<i>Training Evaluation</i>	If new crew assessments for mobile delivery are needed, they are developed in the Training Evaluation feature.	<input type="checkbox"/>
Systems		No ongoing maintenance expected.	<input type="checkbox"/>

Note: There may be other Configure related checklist items to add to the list for your operation.

Common Buttons



The following four buttons are common across any form or screen in Configure:

Button	Function
<i>Add</i>	The Add button is used to add a new record. If the Add button is not enabled, then you may not have the privilege to add a new record.
<i>Delete</i>	The Delete button is used to delete an existing record. If the Delete button is not enabled, then you may not have the privileges to delete the record.
<i>Save</i>	The Save button is used to save all the data entered into the tables/forms so that recently made changes can be stored permanently.
<i>Cancel</i>	Users can click the Cancel button at any time to undo recently made changes. The Cancel button will undo any modifications to the data since the last save (or when the screen was opened).

Note: Most of the configuration screens in merlot.aero allow the user to organize their desired functionality according to the needs of their airline.

Sample Screen – Grid View

Equipment Type Units Of Measure | Equipment Group

Show Active

Code*	Name*	EquipGroup*	EquipRestFacility	ICAO	IATA	Calibration UOM	CruiseSpeed	CruiseSpeed UOM	SeatingCapa
319	Airbus A319	Airbus A320	<none>	A319	319				0
31B	31B	Airbus A320	<none>	31B	31B				0
320	Airbus A320-100/200	Airbus A320	<none>	A320	320	Kilograms			0
32A	32A	Boeing 757	<none>	32A	32A				0
752	Boeing 757-200	Boeing 757	Class 3	B752	752				0
757	757	Boeing 757	Class 3	757	757				0
DC9	Douglas DC-9 all pax models	Douglas DC-9	<none>	DC9	DC9				0
M82	McDonnell Douglas MD82	McDonnell Douglas MD80	<none>	MD82	M82				0
M83	McDonnell Douglas MD83	McDonnell Douglas MD80	<none>	MD83	M83				0
M86	M86	McDonnell Douglas MD80	<none>	M86	M86				0
M87	McDonnell Douglas MD87	McDonnell Douglas MD80	<none>	MD87	M87				0
M88	McDonnell Douglas MD88	McDonnell Douglas MD80	<none>	MD88	M88				0
			<none>						

Add
Delete
Save
Cancel

These screens are comprised of a tabular grid, which includes columns and rows to enter data, along with the four common buttons mentioned above.

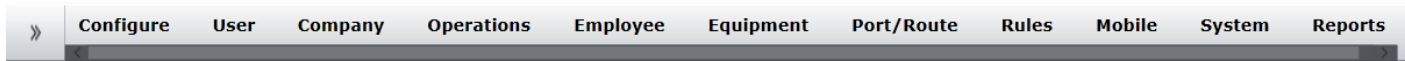
In the upper right-hand corner of a form there may be red links, which link to related features in Configure. Click on the links to quickly navigate to the designated feature.

The asterisk (*) located in a field within a form in Configure generally means that a field is a required field. The user will get an error when attempting to save the form without completing all required fields.

Prior to adding any data in Configure, it is suggested that the user uncheck the *Show Active* checkbox to see if an inactive record already exists. This will avoid duplicate fields in the system.

The Configure Menu

The heart of Configure lies in the commands in the menu bar. The core functionality of Configure is divided into these tabs.



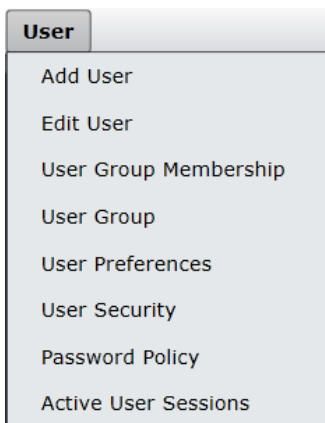
This section provides the user with a description of the core functionality tabs including the following:

- User
- Company
- Operations
- Employee
- Equipment
- Port/Route
- Rules
- Mobile
- Systems
- Reports

It is suggested that Administrators become familiar with all the tabs and menu options listed above. Keep in mind that individual airline requirements will determine actual administrator tasks within the Configure application.

User

A user is a person using merlot system applications, also referred to as a system user. Configure users have administrative rights to define permissions for other merlot users. For new customers, one of the initial tasks is to add users, such as crew schedulers, flight planners and dispatchers who will be using merlot crew and aircraft applications, and to define their group membership and system privileges.



User group membership includes the assignment of users to a department such as dispatch, flight operations, training etc. System privileges, which are defined in user security, grant users access to applicable merlot crew and aircraft applications.

Administrators also set up initial passwords for system users, define password renewal requirements and review all the User menu items. It is up to the Administrators to manage users on an ongoing basis. Administrators will edit users and user privileges as users change positions, resign and add users as needed.

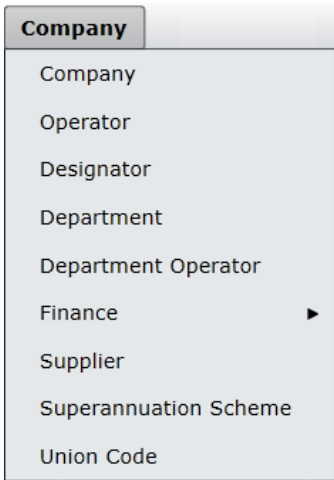
User defined information in Configure is the basis of user functionality in merlot. User security privileges must be defined properly so that system users can access appropriate work-related applications.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual.

User menu features are detailed in the User Menu Functionality section of this manual.

Company

The Company tab details core airline company information such as the company name, International Air Transport Association (IATA) code, call sign, main port and designator which is useful for airline operators with more than one carrier.



Airline departments and departmental locations are categorized along with associated active to/from dates.

Airline finance details are defined including the unit of currency, the exchange rate, and the financial period. Additionally, profit and cost items are detailed such as engineering costs, cabin crew, fuel, landing charges etc.

Administrators should review all of the Company menu items. Administrators will update airline Suppliers such as fuel suppliers under the Supplier feature.

If applicable, employee retirement also known as the Superannuation Scheme and union codes can be defined for payroll/work rule purposes.

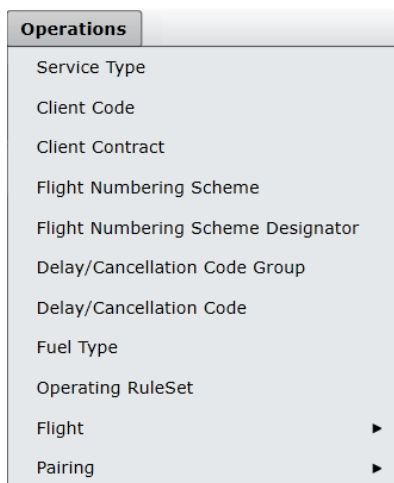
Information input into Company menu items are reflected in all merlot crew and aircraft applications, especially operator and designator information.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual.

Company menu features are detailed in the Company Menu Functionality section of this manual.

Operations

The Operations tab details flight planning related tasks in Configure. Information input into Operations menu items effects aircraft applications including AircraftSchedule, AircraftFollow and AircraftPortal. Additionally, and of importance is the impact that operations configurations have on airline on-time performance (OTP) and delay statistics. The OTP and delay parameters are set in this menu. Furthermore, airline determined flight log flying types and approaches populate the flight logs in AircraftFollow.



Administrators define service types such as passenger, non-revenue and military flights and assign client codes such as (DOD) for Department of Defense. Flight numbering schemes are defined by assigning a range of flight numbers, as well as the IATA designator, operator and type of service such as passenger or non-revenue service.

Administrators can add delay code groups or deactivate IATA designated groups per airline specifications through the Delay Code Group feature. Additionally, individual delay codes can be added or deactivated through the Delay Code feature.

The delay and on-time performance (OTP) settings are defined in the Flight, Delay and OTP Configuration feature. In this feature, administrators define how OTP is calculated as well as what constitutes a reportable delay, based on the requirements of the airline.

There are other noteworthy Flight features such as the Timecode, Status and Counter Group features. The timecodes determine the display of flight information including

Out, Off, On, In and Taxi time. Administrators can add and deactivate flight status codes which are used to communicate flight status to operations as well as passengers, as needed. Administrators can add and delete counter groups such as baggage,

cargo, passenger and mail and set units of measurement in the Counter Group feature. This enables system users to input counts associated with the defined counter groups.

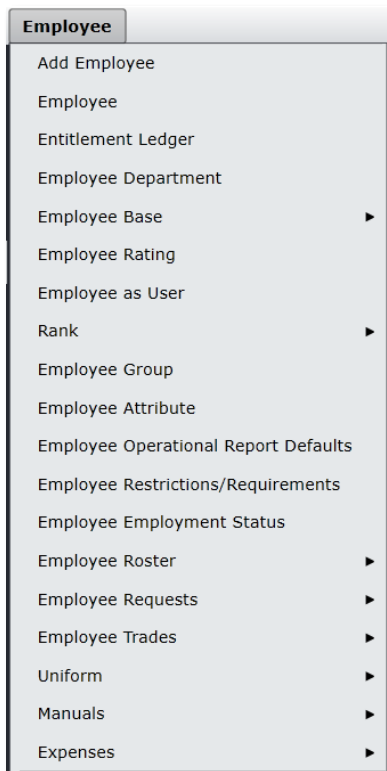
Administrators can define, customize and manage activity roles, event types, duty attributes and generic pairings within the Pairing menu.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual.

Operations menu features are detailed in the Operations Menu Functionality section of this manual.

Employee

The Employee tab features relate to documentation of employee information in a manner that facilitates crew scheduling in crew applications. Employee is the generic term for people who are trained to perform specific tasks or activities. Within Flight Operations the personnel are generally referred to as crew.



Initially, merlot imports an airline provided employee manifest into the merlot database. Administrators then add employee data as needed to meet the functionality requirements of the airline.

Employee information in Configure is the basis of crew work assignments in crew applications. If crew members are not added and active in the system, they will not show available for work assignments.

The Employee tab serves another important function impacting crew applications, specifically CrewFollow, CrewPortal and CrewRoster. The Roster Period Definition feature enables administrators to define the roster period. Roster period definition is the first step in the crew scheduling process.

Administrators should review all Employee menu items. It is up to Administrators to manage employees on an ongoing basis. Administrators add and edit employees and privileges as employees change positions, go on leave, resign etc. Administrators also edit ranks, as ranks change and edit base locations as employees relocate from one base to another.

A brief overview of the key features of the Employee tab is provided below.

The Add Employee feature enables administrators to add employee personal details, contact information, next of kin information and payroll data as well as other employee-related detail. Successive Employee Department, Employee Base and Employee Rating tabs provide templates for entering departmental, base and rating per

equipment type.

The Rank and Employee Group features enable categorization of crew pertaining to rank, such as Captain (CPT), Flight Attendant (FA), First Officer (FO), and In-Flight Director (IFD) and into more general groupings such as Flight Crew and Cabin Crew. Additionally, key attributes such as language abilities can be captured in the Employee Attribute feature.

The Employee Restrictions/Requirements feature sets-up parameters, as determined by the airline, pertaining to employees who must operate together and employees who are not to operate together, such as married couples or green pilots. Employee Employment Status feature codes are input to reflect employee status such as permanent, part-time, leave of absence, maternity leave etc.

The Employee Roster features define the roster period, set roster targets and provide for the documentation of public holidays. The Employee Request features define the rules for handling employee requests and request allocations in keeping with individual airline guidelines.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual. Employee menu features are detailed in the Employee Menu Functionality section of this manual.

Equipment

The Equipment tab catalogues aircraft equipment into groups and aircraft types and houses aircraft registration numbers so that aircraft can be put into service in aircraft applications such as AircraftSchedule. This tab also impacts crew assignments, for example, equipment groups are a part of crew ratings that define the aircraft that crew can operate. The Equipment tab also impacts the crew applications including CrewBuild and CrewPlan.

Equipment	
Equipment Group	▶
Equipment Type	▶
Equipment Registration	▶
Weight and Balance	▶
Equipment Rank Complement	
Equipment Profile	
Equipment Restrictions/Requirements	
Equipment Seat	
Equipment Seat Role	
Seat Position Default Mapping	

Administrators should review all of the features in the Equipment tab. Administrators may be involved in adding or deleting registration numbers, or editing equipment rank complements, for example. An administrator may also be required to edit equipment restrictions and/or requirements.

Rank complements, or the standard number of flight crew by rank required per aircraft type are recorded along with any aircraft restrictions/requirements.

The Equipment Seat features allow users to add and/or delete seat types for specified aircraft, for example a jump seat (JS), or to block seats. The Edit Seat Role feature enables users to choose a seat type, for example the jump seat and edit the required and allowed personnel for this seat.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual.

Equipment menu features are detailed in the Equipment Menu Functionality section of this manual.

Port/Route

The Port/Route tab contains information pertaining to airline ports and routes. A port refers to the departure or destination airport. A route is a course between two points such as Los Angeles (LAX) to Honolulu (HNL). Port/Route menu functions impact aircraft applications such as AircraftSchedule, AircraftFollow and AircraftPortal. It should be noted that Port/Route information can also be updated in AircraftFollow.

Port/Route	
Region	
Country	▶
Port	▶
Route	▶
Timezone	▶
Port and Route Restrictions/Requirements	

Administrators are responsible for keeping port and route information up to date.

The Region feature is a list of world regions. Countries and country group membership and languages are catalogued in the Country features.

The Port features enable administrators to add, edit or delete ports and port groups, to manage port currency and port curfew information as well as to input port terminals and port attribute codes as needed such as GPU, Customs, etc.

The port and route currency requirements are very important. Rules are written based on port and route currency requirements of the operator. The merlot Rules Engine will return relevant violations to the user based on port and route currency breaches at the planning and production stages.

The Route feature enables administrators to add and delete routes as necessary, to input route times such as block time and air time, to classify route types as domestic, international, short-haul or long-haul as needed. Equipment requirements for specific routes can be designated as well as the route equipment complements. All of these features and more are addressed in the Route features component of the Port/Route menu.

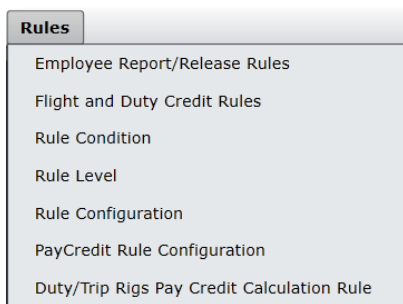
Administrators will set-up and apply time zones by defining a core time zone and equivalent Zulu time with Daylight Savings components, if applicable, under the Timezone feature.

Port and Route Restrictions and Requirements define restrictions and requirements for airports/routes. Rule violations occur in merlot applications in instances where airline defined port and route restrictions/requirements are not adhered to.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual. Port/Route menu features are detailed in the Port/Route Menu Functionality section of this manual.

Rules

The Rules tab is the area where some rules are defined and configured per airline requirements.



Administrators should review all the Rules menu options. Administrators may be tasked with entering rule data in accordance with the requirements of the airline. For instance, administrators may update employee report and release times for domestic and International flights in the Employee Report/Release Rules form.

Port and route features in aircraft applications contain rule conditions which are defined under Rule Condition. Examples of rule conditions are must have, must not have or no condition.

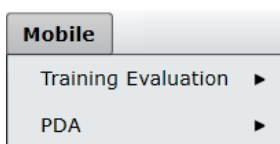
Rule levels such as critical, critical planning or allow overrides are defined in the Rule Level feature. You will find these rules levels in aircraft applications, for example, included in the add maintenance equipment list (MEL) feature in AircraftFollow.

The Rule Configuration feature enables the configuration of rules regarding crew, aircraft, pay and allowance and restrictions in merlot applications. And, rules pertaining to PayCredit are configured in the PayCredit Rule Configuration feature.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual. Rules menu features are detailed in the Rules Menu Functionality section of this manual.

Mobile

The Mobile tab defines training evaluation criteria related to assessments for flight crew, as required by the airlines, FAA etc. Crew assessment administrators can create customized crew assessment forms which are then administered by airline examiners using the merlot CrewAssessment Mobile App. Personal Digital Assistant (PDA) addresses can be entered, so that assessment scores are transmitted via mobile devices into the merlot system.



This feature is part of future development in conjunction with mobile applications that are currently being developed by merlot.

Administrators will be advised of administrator tasks relative to the Mobile tab when mobile features are available.

An initial task checklist for Administrators is included in the Administrator Task Checklist section of this manual.

System

The System tab defines system related settings that are reflected in crew and aircraft applications. It is suggested that Administrators review the System menu options.



System related features include language settings, unit of currency displays, exchange rate settings and units of measurement such as gallons, pounds or litres. Time displays can also be customized.

Task related settings are defined in templates; including task codes, task names, completion dates, task departments and task groups so that tasks can be assigned to crew.

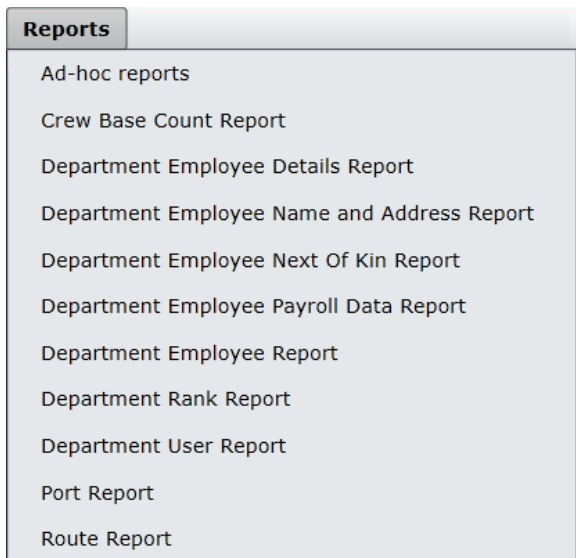
Job Configuration settings are set-up to run underlying processes or jobs in the crew and aircraft applications. Information pertaining to job configuration is covered in a separate Job Configuration resource.

An initial task checklist for Administrators is included at the end of this section.

System menu features are detailed in the System Menu Functionality section of this manual.

Reports

The Reports tab features Configure reports relating to content in core menu items. For instance, in the Reports menu shown below there are number of employee-related reports from the Employee menu.



It is suggested that Administrators review reports in the Reports tab. Configure reports can assist administrators to ensure that information, such as employee information, in Configure is accurate and up-to-date.

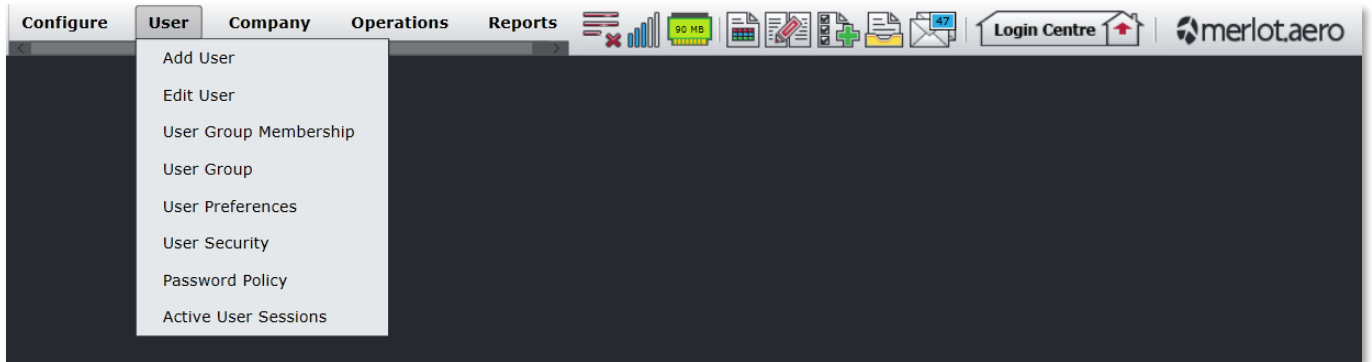
Reports can also be customized to meet airline requirements.

Refer to the Reports section of this manual for more detailed information about reports available in the Configure application.

See also the *Appendix* section of this manual for a list of Ad-hoc reports available through-out merlot applications.

User Menu Functionality

To access the User menu, select the User tab and click an option from the drop-down menu.



The User menu options include:

- Add User
- Edit User
- User Group Membership
- User Group
- User Preferences
- User Security
- Password Policy
- Active User Sessions

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.
- To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

User Menu Hierarchy

The User menu enables Administrators to set-up merlot system users with appropriate levels of access to the system. System users range from crew schedulers, flight planners, dispatchers and crew end-users that will be using merlot crew and aircraft applications.

From an overall perspective, the hierarchy of the User Menu defines individual system users and then branches into more general categories including assignment of group membership, user groups, user experience preferences, security privileges and password policy guidelines. Finally, the Active User Sessions feature enables airlines to track system usage by user.

The outcome of using commands in the User Menu is to cultivate a group of airline designated system users in the merlot system that are assigned appropriate memberships and security privileges in order to access and perform respective job functions using applicable crew and aircraft applications.

<p>Add User</p>	<p>Add employees such as crew schedulers, flight planners and dispatchers into the merlot system, so that the users can access and use merlot applications.</p>
<p>Edit User</p>	<p>Edit system user profiles and set-up a new password for the user if necessary.</p>
<p>User Group Membership</p>	<p>Establish group membership which is a prerequisite to access crew and/or aircraft applications. It determines what user rights will be assigned.</p>
<p>User Group</p>	<p>Set-up a group of users that share the same configuration in terms of access and functional restrictions.</p>
<p>User Preferences</p>	<p>Enables customized user experience within merlot applications at the user and departmental level.</p>
<p>User Security</p>	<p>Set-up and modify the security permissions and privileges of users within merlot applications.</p>
<p>Password Policy</p>	<p>Set-up password policy requirements for merlot system users.</p>
<p>Active User Sessions</p>	<p>View user names, active status and contact information for users currently logged into the merlot system.</p>

The features of the User Menu are covered next.

Add User

This feature is used to add employees such as crew schedulers and flight planners into Configure as system users for them to access merlot applications and execute aircraft planning and crew scheduling tasks.

The Add a New User feature can be used in two ways. First, to add users who already exist in the Employee menu such as a crew member, or to add brand new users. Both scenarios, adding the existing employee and the brand-new user, are detailed below.

To add a new user in Configure, click **Add User** in the User menu.

Required fields are marked with an asterisk.

Add a New User Employee

Login Id*:

Password:

Retype Password:

Employee: Secondary Admin

Name*: Secondary Admin

Address*: Main Office

Phone: +64 9 123 4567

Phone for txt: +64 3 345 6789

Email: SecondaryAdmin@merlot.aero

Active:

Azure AD Login: SecondaryAdmin@merlot.aero

SSO Only

Add User Form – Existing User

To complete the Add User form for an employee who has an account in the Employee menu:

1. Select an employee from the drop-down menu, in the Employee row. The employee name, address, phone/text contacts and email address will auto-populate.
2. **(Optional)** Click **Browse** to locate and import the employee picture, .jpg and .png are supported file types.
3. Enter Login Id. A maximum of 50 alphanumeric characters and symbols i.e. at sign and period are accepted.
4. Enter the Password twice, according to password guidelines configured in the Password Policy section of the User menu. The employee will be able to change the password after initial login.
5. Check the *Active* checkbox.
6. **(For users utilizing Microsoft Azure Active Directory's (AD) Single Sign On)** Enter username or email address for the user's Azure login in the *Azure AD Login* field.

Note: The Azure AD Login field is only displayed when logged in using a Microsoft account.

7. **(For users utilizing Microsoft Azure Active Directory's (AD) Single Sign On)** Check the SSO Only checkbox. When this option is selected, a user is only allowed to login from the Azure Active Directory.

Note: The SSO only checkbox is displayed when logged in using a Microsoft account.

8. 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.

Add User Form – New User

To complete the Add User form for a new user:

The screenshot shows a dark-themed form titled "Add a New User" with a red "Employee" label in the top right corner. The form contains the following fields and controls:

- Login Id*: MerlotSecondaryAdmin
- Password: [masked]
- Retype Password: [masked]
- Employee: <<Not Selected>>, with a "Browse" button to the right.
- Name*: Secondary Admin
- Address*: Main Office
- Phone: [empty]
- Phone for txt: [empty]
- Email: SecondaryAdmin@merlot.aero
- Active:
- Azure AD Login: SecondaryAdmin@merlot.aero
- SSO Only:
- Buttons: "Save" and "Cancel" at the bottom right.

1. Enter Login Id.
2. Enter the Password twice, according to password guidelines configured in the Password Policy section of the User menu. The employee will be able to change the password after initial login.
3. **(Optional)** Click the Browse button to locate and import the employee picture. Picture files types accepted include .jpg and .png.
4. Enter the name of the employee, last name, first name in the Name field.
5. Enter the address of the employee in the Address field. Include city and state, not shown here.
6. Enter the employee's phone number.
7. Enter the text number in the Phone for txt field.
8. Enter the email address in the Email field.

9. **(For users utilizing Microsoft Azure Active Directory's (AD) Single Sign On)** Enter username or email address for the user's Azure login in the *Azure AD Login* field.

Note: The *Azure AD Login* field is only displayed when logged in using a Microsoft account.

10. **(For users utilizing Microsoft Azure Active Directory's (AD) Single Sign On)** Check the *SSO Only* checkbox. When this option is selected, a user is only allowed to login from the Azure Active Directory.

Note: The *SSO only* checkbox is displayed when logged in using a Microsoft account.

11. Check the *Active* checkbox to show the new user as active.
12. 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.

Edit User

This feature has two tabs, **Edit Profile** and **Change Password**. The Edit Profile feature enables administrators to edit system user profiles and the Change Password feature enables administrators to set up a new password for users, if needed.

The asterisk indicates that the user is no longer an active user. Deactivate users, for example who leave the company.

To edit a user in Configure, click **Edit User** in the User menu.

The screenshot shows a dark-themed 'Edit Profile' form. At the top, there is a 'Login ID' dropdown menu set to 'MerlotAdmin'. Below this are two tabs: 'Change Password' and 'Edit Profile', with 'Edit Profile' being the active tab. The form contains several input fields: 'Name*' with the value 'MerlotAdministrator', 'Address*' with 'c/- Merlot Aero Limited', 'P O Box 46-321, Herne Bay', and 'Auckland, New Zealand', 'Phone' with '+64 9 361 2400', 'Phone for TXT' (empty), 'Email' with 'MerlotAdmin@merlot.aero', and 'Azure AD Login' with 'MerlotAdmin@merlot.aero'. There is also an 'SSO Only' checkbox which is checked. To the right of the form is a profile picture placeholder with a 'Browse' button. At the bottom left, there is a note '* - Inactive Users'. At the bottom right, there are 'Save' and 'Cancel' buttons.

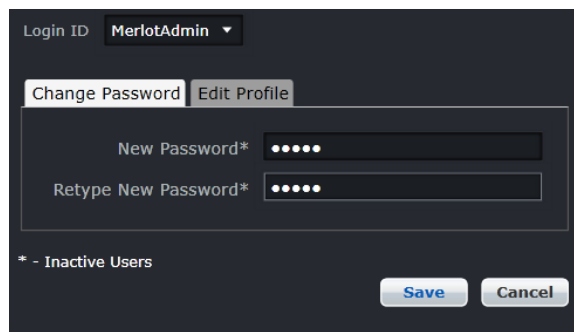
To edit an existing user profile, follow these steps:

1. Select the Login ID from the drop-down menu in the Login ID field.
2. Click on the Edit Profile tab to modify employee details like name, address, phone etc.
3. **(For users utilizing Microsoft Azure Active Directory's (AD) Single Sign On)** Check the *SSO Only* checkbox. When this option is selected, a user is only allowed to login from the Azure Active Directory.

Note: The *SSO only* checkbox is displayed when logged in using a Microsoft account.

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.

To change a password:



1. Select Login ID from the drop-down menu in the Login ID field.
2. Select the Change Password tab to change the password.
3. Enter the new password twice, using the guidelines from the Password Policy in the User menu.
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.

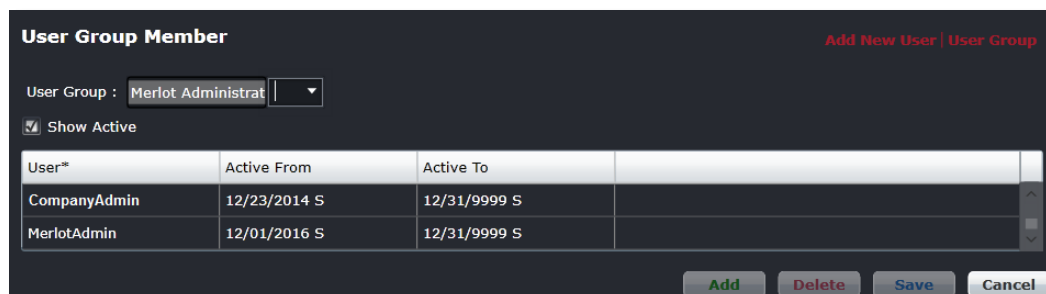
Note: For SSO accounts, passwords are managed by the Azure Active Directory.

User Group Membership

This feature is used to establish user group membership in Configure. A user must be part of a user group to access crew and/or aircraft applications. A date range established in the User Group Member form specifies the period that a user is part of the group membership. The group membership provides the association between the user group and the users. This feature determines what user rights will be assigned.

Administrators may add, delete and edit user group members.

To setup user group membership in Configure, click **User Group Membership**.



User*	Active From	Active To
CompanyAdmin	12/23/2014 S	12/31/9999 S
MerlotAdmin	12/01/2016 S	12/31/9999 S

To add a new user group member:

1. Select a User Group from the drop-down menu to add a member to the group (Administrators shown).
2. Click **Add**.
3. Select the user name from the User drop-down menu.
4. Set Active From/To dates as needed.

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.

Click [here](#) to edit and delete.

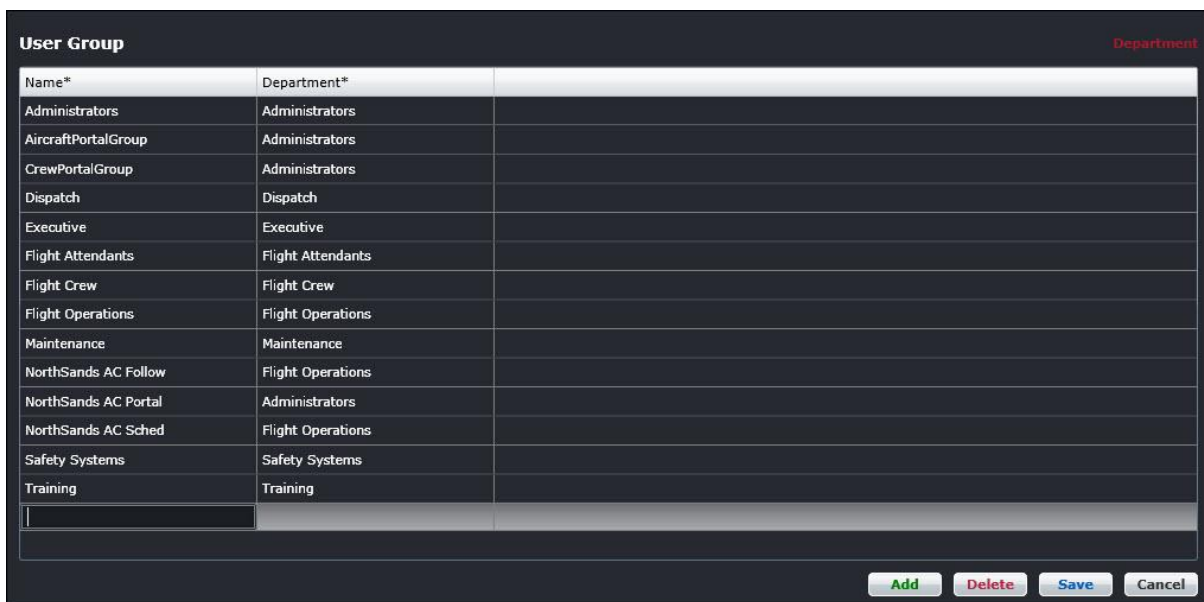
Caution: *If you delete a user from a user group, make sure to re-assign them to the appropriate user group. An orphan user, one that is not assigned to a user group, will not be allowed to open any application following login.*

User Group

A user group is a set of users that will share the same configuration in terms of access and functional restrictions. A user can be associated with an unlimited number of user groups within their department. However, if the user is part of multiple user groups the privileges that apply depend on the user group that is selected at login. For example, a user with Flight Operations and Administrator access, who selects administrator access, will have total access to everything in the applications.

Administrators may add, delete and edit user group members, depending on administrator permissions.

To add a user group in Configure, click **User Group** in the User menu.



Name*	Department*	
Administrators	Administrators	
AircraftPortalGroup	Administrators	
CrewPortalGroup	Administrators	
Dispatch	Dispatch	
Executive	Executive	
Flight Attendants	Flight Attendants	
Flight Crew	Flight Crew	
Flight Operations	Flight Operations	
Maintenance	Maintenance	
NorthSands AC Follow	Flight Operations	
NorthSands AC Portal	Administrators	
NorthSands AC Sched	Flight Operations	
Safety Systems	Safety Systems	
Training	Training	

[Add](#) [Delete](#) [Save](#) [Cancel](#)

To add a new user group:

1. Click **Add**.
2. Enter a user group name and department.
3. Click on the **Save** button to save the changes or the Cancel button to close the form without generating action.
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.

Click [here](#) to edit and delete.

User Preferences

To access user preferences in Configure, click **User Preferences** in the User menu.

To allow a powerful and customized user experience within merlot, there are user preferences and configuration settings that can be modified and saved at a user level. However, to provide a meaningful starting point, a set of default values for these settings are defined in the form of templates in Configure.

The User Preference Master Template provides the mechanism for defining and storing the defaults. There is a default set of values populated by the merlot team; however, there will also be a user interface so that customer super users can tailor the standard defaults to be applicable to their operation.

Master Template

User Preferences

Master Template Department:

Department Template Id:

User Name:

Application	Preference Group	Preference	Value*		Description
Aircraft.Follow	Date	Date	MM/dd/yyyy		Date Format
Aircraft.Follow	DelayColouringGroup	CancelledOrDeletedFlights	#FF3F3F	<input type="color"/>	
Aircraft.Follow	DelayColouringGroup	MinorDelayedColour	#FFFC00	<input type="color"/>	
Aircraft.Follow	DelayColouringGroup	EstimatedDelayColour	#FFE4C0	<input type="color"/>	
Aircraft.Follow	DelayColouringGroup	FutureColour	#FFFFFF	<input type="color"/>	
Aircraft.Follow	DelayColouringGroup	OnTimeColour	#FF0000	<input type="color"/>	
Aircraft.Follow	Deleted and Cancelled Flights	Display	One		On / Off
Aircraft.Follow	Deleted and Cancelled Flights	Location	T		"B"-Bottom, "T"-Top
Aircraft.Schedule	FieldPosition	EquipTypePosition	1		
Aircraft.Schedule	FieldPosition	FlightPosition	2		
Aircraft.Schedule	Grouping	GroupByDesignator	TRUE		
Aircraft.Schedule	Maintenance	DisplayMaintenance	TRUE		

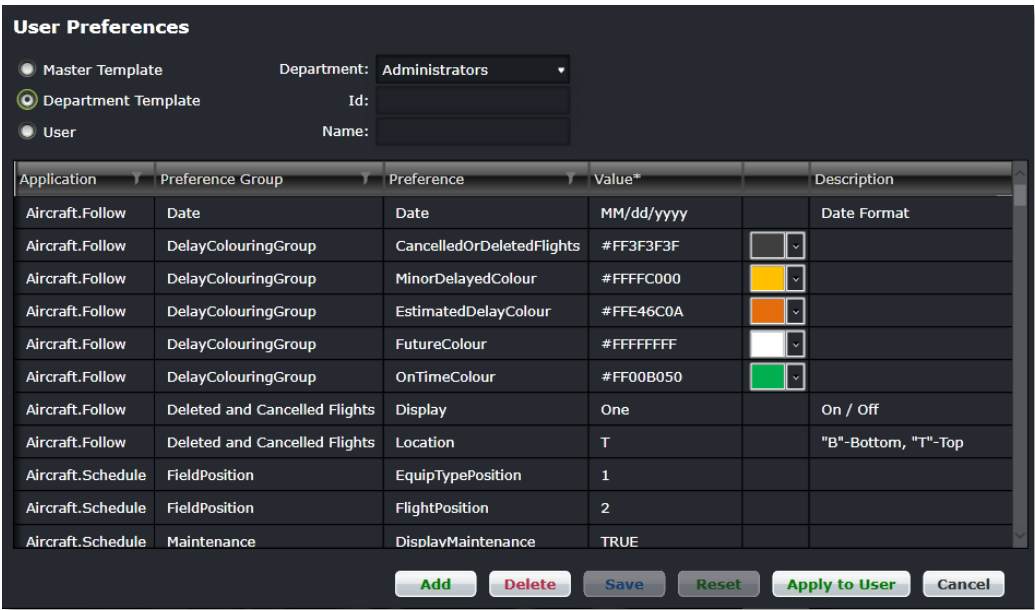
To allow ease of definition and working with these settings, the defaults are defined by application, preference group and, finally, the preference itself and its value.

In addition, these default settings are used as the default for all users across all departments unless a value is recorded in the User Preference Department Template or the User Preference Template defined below.

Department Template

The Department Template defines the template values to allow a specific department to have a different look and feel from the other departments using merlot. The values entered in this template take precedence and override the values defined in the User Preferences Master Template defined above.

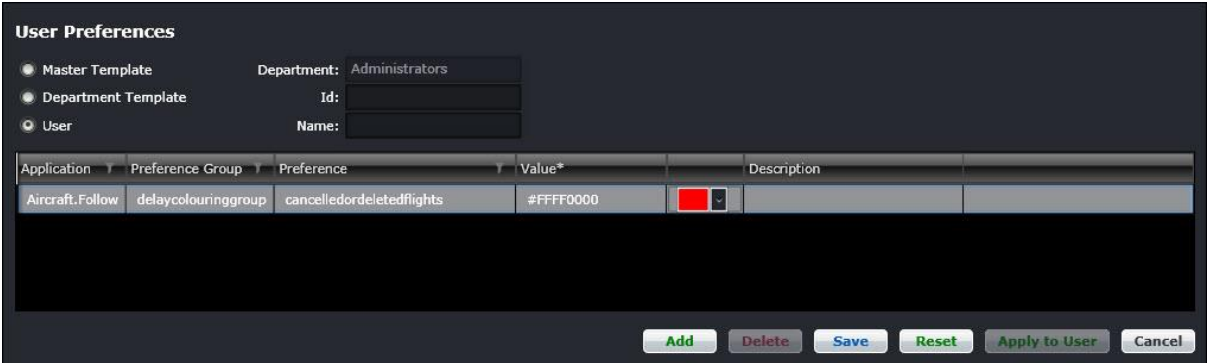
Any value in the User Preference Department Template for a setting defines the template value to be used in that department only. This value is used within the department in preference to the default value in the User Preference Template. A value is recorded in the User Preferences Department Template by a super user manually setting a specific template value for the department.



User Template

The User template defines the setting values that take precedence and override the values defined in the User Preferences Master Template and User Preferences Department template detailed above.

A value will be recorded in the User Preferences table either by the user modifying one of the setting values in their session or a super user manually setting a non-standard value for that user.



An example of allocating port authentication using the User Template is shown next.

Allocate 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	

Add **Delete** **Save** **Reset** **Apply to User** **Cancel**

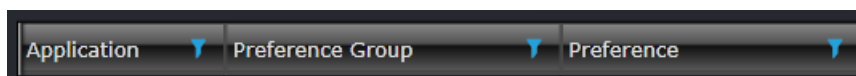
To allocate port authentication:

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.

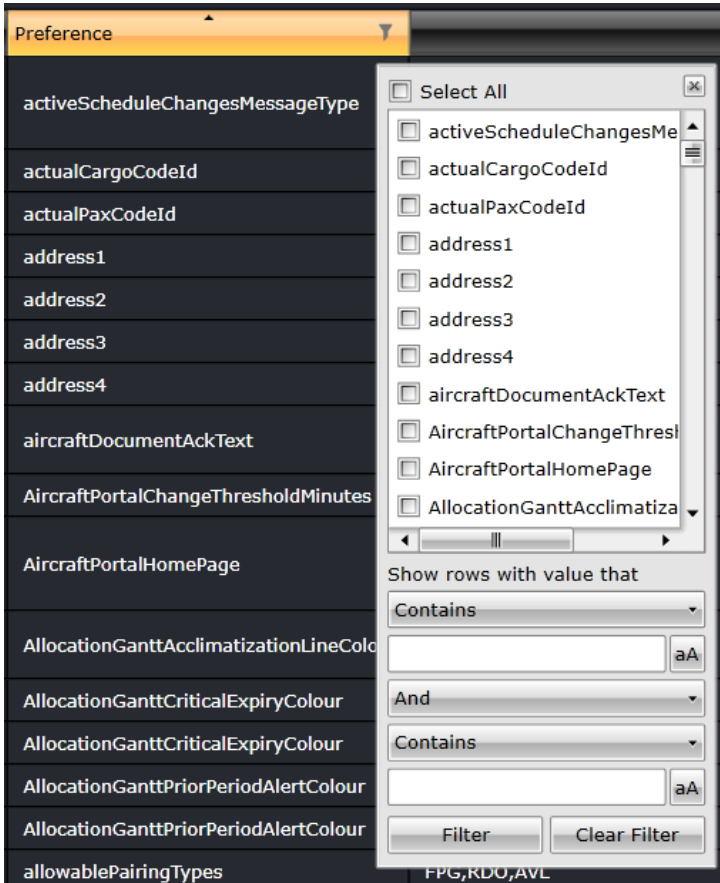
Note: Users are limited to port authentication for one port only, because the AircraftPortal application is designed for ground handlers and/or out stations that monitor and update inbound/outbound flights from their post.

Search Filter Feature

There are filters in select column headers to assist users in locating templates and template values quickly and easily.



Search Filter



Check the **Select All** checkbox or enter a specific value and click **Filter**.

To clear the filter and initiate a new search, click **Clear Filter**.

User Preference Buttons

In addition to the common buttons previously mentioned, **Reset** and **Apply to User** are also available in the User Preference forms.



Reset resets the value to the table's original values and the **Apply to User** button allows you to apply the change to a user.

Changing Flight Colors for Delayed Flights in AircraftFollow - A Task Process

Coloring groups can be selected on Master, Department and User levels to allow greater customization.

User Preferences

Master Template Department:

Department Template Id:

User Name:

Application	Preference Group	Preference	Value*	Description
Aircraft.Follow	DelayColouringGroup	EstimatedDelayColour	#FFE46C0A <input type="color" value="#FFE46C0A"/>	

To change flight colors for delayed flights:

1. Select **User**.
2. Select Ground Operations from the drop-down menu.
3. Click filter in the *Preference* column and filter for *EstimatedDelayColour*.
4. Click on the color swatch and select the desired color.
5. Alternatively, enter the colour value in the Value column.
6. Click **Save**.
7. The new colour selection will be reflected in the AircraftFollow display for estimated flight delays.

Note: Users can filter for AircraftFollow first, before Preference column filtering; however, the selection of the Ground Operations Department narrows the application results.

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.

Application	Name	Area	Type	X	V	A	M	D
[-] Aircraft.Follow				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	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.

Password Policy

This form enables Administrators to set password requirements within company IT guidelines for system users of merlot applications.

To set the password policy in Configure, click **Password Policy** in the User menu.

Password Policy

Min Length of Password : 6

Min Age of Password(In days) : 1

Max Age of Password(In days) : 0

Enforce Password History : 1

Enforce Complex Password :

Save **Cancel**

Complete the following fields to setup password requirements in the merlot system:

Field	Description
<i>Min Length of Password</i>	Set the minimum length of the password, by using the up/down arrows to select numbers ranging from 0 to 14.
<i>Min Age of Password (In days)</i>	Use the up/down arrows to select numbers representing the minimum number of days before a password can be changed.
<i>Max Age of Password (In days)</i>	Use the up/down arrows to select numbers representing the maximum number of days before a password must be changed.
<i>Enforce Password History</i>	Enforce password history by using the up/down arrows to select a number for storing previous passwords.
<i>Enforce Complex Password</i>	Select the Enforce Complex Password checkbox to mandate that passwords must contain at least 1 number, 1 uppercase character and one symbol such as an exclamation point or asterisk.

Click **Save** to store password policy requirements or **Cancel** to proceed without saving changes.

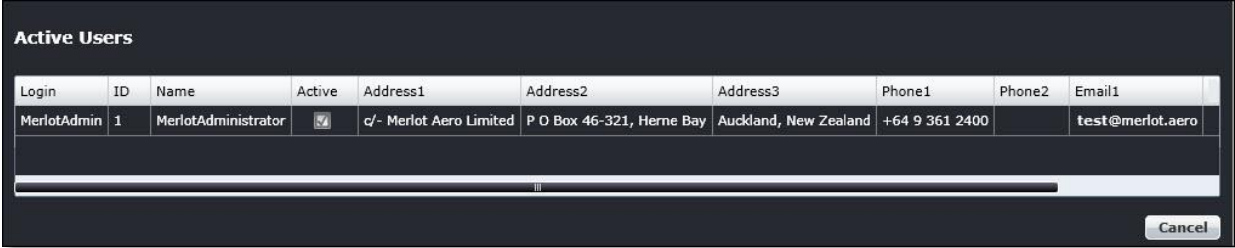
Once password parameters are established here, passwords can be set-up in *Edit User > Change Password*. There is a default setting for password policy, so whatever password is added is validated against this.

It is recommended that Administrators advise users to keep passwords confidential and to logout of merlot applications when stepping away from the computer.

Active User Sessions

This form enables administrators to view the login, name, active status and contact information for online system users at a glance. Active sessions capture system user application usage and user contact details for those users currently logged into the system.

To view active users in the system, click **Active User Sessions** in the User menu.

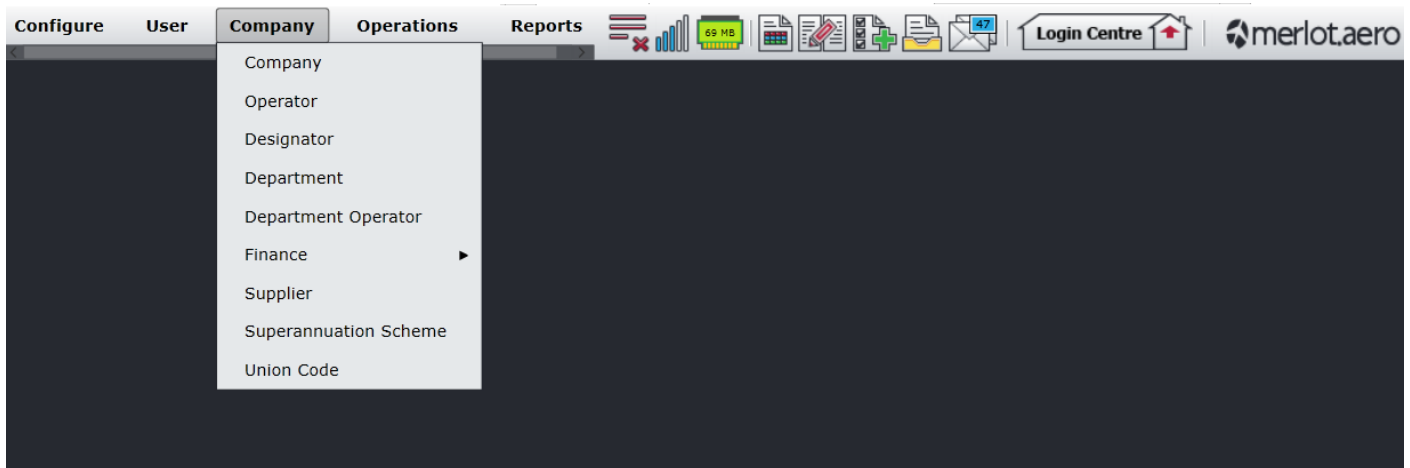


Login	ID	Name	Active	Address1	Address2	Address3	Phone1	Phone2	Email1
MerlotAdmin	1	MerlotAdministrator	<input checked="" type="checkbox"/>	c/- Merlot Aero Limited	P O Box 46-321, Herne Bay	Auckland, New Zealand	+64 9 361 2400		test@merlot.aero

Click **Cancel** to close the form.

Company Menu Functionality

To use the Company menu, select the **Company** tab and click on an option from the drop-down menu.



The Company menu options include:

- Company
- Operator
- Designator
- Department
- Department Operator
- Finance
 - Unit of Currency
 - Foreign Exchange
 - Financial Period
 - Profitability Cost
- Supplier
- Superannuation Scheme
- Union Code

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

Company Menu Hierarchy

The Company menu enables Administrators to view basic company information and to update select Company menu fields as needed. Fuel supplier information is the feature that tends to require the most regular updates, whenever fuel suppliers are added or changed.

From an overall perspective, the hierarchy of the Company menu reflects broad core company information at the base and more detailed aspects of the operation in the operator, designator, department, finance and supplier features, in addition to carrier specific retirement and union programmes.

Company menu content is reflected in all merlot crew and aircraft applications, especially the operator and designator information.

Company	View company information including company name, IATA and ICAO sign, call sign and main port.
Operator	A list of active operators. Carriers with multiple Air Operator Certificates (AOCs) list the operators here.
Designator	A list of airline designators; the two-character alphanumeric codes given to differentiate each airline.
Department	A list of airline divisions which handle specific aspects of the airline business.
Department Operator	Departmental information is differentiated per operator in cases where airlines have multiple operators.
Finance	Catalogues the unit of currency for the airline, foreign exchange rate data, financial periods for reporting purposes and profitability cost items that can be added as port costs in order to get expected costs.
Supplier	Fuel supplier information.
Superannuation Scheme/Union Code	Retirement plan type which populates the payroll section of employee details information. The Union Code, a separate feature from the retirement plan, defines union associated codes and also populates employee details information.

Company menu features are detailed next.

Company

This feature enables administrators to view company information. Unless there is a significant airline change, such as an airline merger or change of primary port location, administrators should not be required to edit information here.

To access company information in Configure, click **Company** in the Company menu.

Company Information Port

Company Name*

IATA

ICAO

CallSign

Main Port*

The Company Information form includes the following fields:

Field	Description
<i>Company Name</i>	Name of your airline.
<i>IATA</i>	The IATA code of your airline.
<i>ICAO</i>	The ICAO code of your airline.
<i>CallSign</i>	Generally, an ICAO or FAA-registered designation for a transmitting station.
<i>Main Port</i>	Where the airline is based, may also be a central departure and/or destination port.
<i>Save</i>	Click Save to save company information.
<i>Cancel</i>	Click Cancel to close the form without saving.

The fields marked with an asterisk are required fields.

Operator

Active operators will display, providing the Show Active checkbox is selected. If a carrier has multiple Air Operator Certificates (AOCs), the operators are listed here.

This feature enables Administrators to add and edit operator information.

To access operator information in Configure, click on **Operator** in the Company menu.

Operator Name	Designator	Main Port	Logo	IATA	ICAO	Call Sign	Flight Log Block Time	Unit of Currency	GenDec	Active From	Active To	Active
Fare Air	<input checked="" type="checkbox"/>	McAllen-Miller International Airport		F1	AAF	Allied	12:00	United States Dollar		01/01/2012	12/31/9999	<input checked="" type="checkbox"/>

To add an operator:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Operator Name</i>	The airline carrier.
<i>Designator</i>	Select the Designator checkbox to indicate if the operator code will be used in the designator information.
<i>Main Port</i>	Select the central departure or destination airport of operations for the airline from the drop-down menu.
<i>Logo</i>	Symbol or other design adopted by an airline to identify its products. Use the Browse Logo feature to select and upload the logo.
<i>IATA</i>	Enter the applicable International Air Transport Association (IATA) code for this airline operator carrier (AOC).
<i>ICAO</i>	Enter the applicable International Civil Aviation Organization (ICAO) code for this AOC.
<i>Call Sign</i>	Enter the airline call sign.
<i>Flight Log Block Time</i>	This field is not currently being used.
<i>Unit of Currency</i>	Select the applicable unit of currency from the drop-down menu. For example, the Canadian or U.S. dollar.
<i>General Declaration Stamp</i>	A view of the digital General Declaration Stamp logo for use in system-generated General Declaration forms.
<i>Active From</i>	Date operator as active from.
<i>Active To</i>	Date operator as active to, can be set out indefinitely such as 31/12/9999.
<i>Browse Logo</i>	Link that enables the user to browse and upload operator logo images.
<i>Browse General</i>	Link that enables the user to browse and upload the General Declaration Stamp.

3. 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.

To edit an existing operator, double-click inside of the desired row, make changes as required and then click **Save**.

To deactivate an existing operator, click the Active checkbox so it is unchecked and click on the **Save** button. The operator is now deactivated.

Note: It is suggested that operators be deactivated, instead of deleted, in order to preserve the operator associated crew and flight data.

Designator

A designator is defined as the two-character code given to differentiate each airline or operations within an airline. This feature enables administrators to add and edit designator information.

To access designator information in Configure, click **Designator** in the Company menu.

Designator

Show Active

Name*	IATA*	ICAO	Primary	Company*	Operator*	Active
ANT	ANT	ANT	<input type="checkbox"/>			<input checked="" type="checkbox"/>
ENJ	ENJ	ENJ	<input type="checkbox"/>			<input checked="" type="checkbox"/>
FAB	FAB	FAB	<input type="checkbox"/>			<input checked="" type="checkbox"/>
FLE	FLE	FLE	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
LEJ	LEJ	LEJ	<input type="checkbox"/>			<input checked="" type="checkbox"/>
MPE	MPE	MPE	<input type="checkbox"/>			<input checked="" type="checkbox"/>
NCB	NCB	NCB	<input type="checkbox"/>			<input checked="" type="checkbox"/>
NRL	NRL	NRL	<input type="checkbox"/>			<input checked="" type="checkbox"/>
TS	TS	TS	<input type="checkbox"/>			<input checked="" type="checkbox"/>

To add a designator:

1. Click on the **Add** button at the bottom of the form.
2. Enter the designator in the Name column, for instance F8, NC or R1 as shown above.
3. Select the checkbox in the Primary column, only if the designator is the primary airline.
4. Select the Active checkbox in the Active column to show the designator as active.
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.

Refer to the instructions outlined at the beginning of the Company menu section on how to edit and delete.

Note: *It is suggested that designators be deactivated, instead of deleted, in order to preserve associated crew and flight data.*

Department

Departments are airline divisions which handle specific aspects of the business such as Administration, Flight Operations, Maintenance etc. Once the departments are defined, it is possible for example to assign employees to departments within the Employee tab.

This feature enables administrators to add and edit department information.

To access departments in Configure, click **Department** in the Company menu.

Active departments is displayed when the *Show Active* checkbox is selected. Required fields are marked with an asterisk.

The screenshot shows a web interface for managing departments. At the top, there is a checkbox labeled "Show Active" which is checked. Below it is a table with the following columns: Name*, Description*, Port*, Active From, Active To, and Active. The table contains ten rows of department data. At the bottom right of the table, there are four buttons: Add, Delete, Save, and Cancel.

Name*	Description*	Port*	Active From	Active To	Active
Administration	Admin & Accounting		01/01/2009		<input checked="" type="checkbox"/>
Administrators	Administrators		01/01/2009		<input checked="" type="checkbox"/>
Commercial	Commercial		01/01/2009		<input checked="" type="checkbox"/>
Dispatch	Dispatch		01/01/2009		<input checked="" type="checkbox"/>
Flight Attendants	Flight Attendants		01/01/2009		<input checked="" type="checkbox"/>
Flight Crew	Flight Crew		01/01/2009		<input checked="" type="checkbox"/>
Flight Operations	Flight Operations Administration		01/01/2009		<input checked="" type="checkbox"/>
Maintenance	Maintenance		01/01/2009		<input checked="" type="checkbox"/>
Safety Systems	Safety Systems		01/01/2009		<input checked="" type="checkbox"/>
Training	Training		01/01/2009		<input checked="" type="checkbox"/>

To add a department:

1. Click **Add**.
2. Enter the department in the Name column.
3. Enter the department description in the Description column.
4. Select the department port from the drop-down menu.
5. Modify the auto-populated Active To/From dates, if necessary, by clicking the date and choosing an alternative date from the drop-down calendar.
6. Select the Active checkbox in the Active column to show the department as active.
7. 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.

Click [here](#) to edit and delete.

Department Operator

If there are multiple operators under an airline, then the departmental information needs to be distinguished per operator. Each operator will then have an Administrative Department, a Flight Operations Department etc.

This feature enables administrators to add and edit department operator information.

To access department operator information in Configure, click on **Department Operator** in the Company menu.

Operator*	Active From	Active To
AirFare	01/01/2017	31/12/9999

To add a department operator:

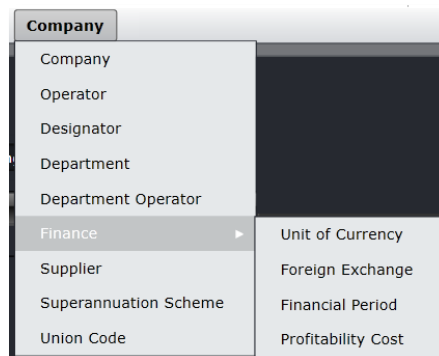
1. Select a department from the drop-down menu in the Department field (Admin & Accounting shown).
2. Click **Add**.
3. Select an operator from the drop-down menu in the Operator column.
4. Modify the auto-populated Active From/To dates, if necessary, by clicking the date and choosing an alternative date from the drop-down calendar.
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.

Click [here](#) to edit and delete.

Finance

The Company > Finance feature has four options which are covered including *Unit of Currency*, *Foreign Exchange*, *Financial Period* and *Profitability Cost*.

To access the unit of currency feature in Configure, select Finance and click on **Unit of Currency** in the Company menu.



Unit of Currency

This feature enables administrators to add and edit currency information. Units of currency will display, providing the Show Active checkbox is selected.

Unit of Currency

Show Active

Code*	Description*	Symbol*	EntryMask*	Active
USD	United States Dollar	\$		<input checked="" type="checkbox"/>
CAD	Canadian dollar	\$		<input checked="" type="checkbox"/>
Credit	Unit Credit			<input checked="" type="checkbox"/>
Hour	Unit Hour			<input checked="" type="checkbox"/>
Day	Unit Day			<input checked="" type="checkbox"/>

To add a unit of currency:

1. Click **Add**.
2. Enter the currency code in the Code column.
3. Enter the currency description in the Description column.
4. **(Optional)** Enter a currency symbol.
5. Leave the *EntryMask* column blank, this field enables user to enter data in a designated format.
6. Select the Active checkbox in the Active column to show the unit of currency as active.
7. 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.

Click [here](#) to edit and delete.

Foreign Exchange

This feature enables Administrators to add and edit foreign exchange rate information.

To access the foreign exchange feature in Configure, select Finance and click on **Foreign Exchange** in the Company menu.

Units of currency will display, with the rate of exchange and active from and to dates.

Unit Of Currency	Rate*	Active From Date	Active To Date
United States Dollar	0.90000	01/01/2010	
	0.80000	01/01/2010	
	1.00000	01/01/2010	

To add a rate of exchange:

1. Click **Add**.
2. Select the unit of currency from the Unit of Currency drop-down menu.
3. Enter the exchange rate in the Rate column.
4. Select the Active from Date/Active To Date column and change dates as needed by clicking the date field and using the calendar to select new dates.
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.

Click [here](#) to edit and delete.

Financial Period

The Financial Period feature applies to financial reports found under Ad Hoc reports and this feature can be customized for different operators. This feature enables administrators to set-up financial periods in Configure.

To access the financial period feature in Configure, select Finance and click on **Financial Period** in the Company menu.

Code*	Description*	Rate	Active From Date	Active To Date
		0		

The process to add, edit or delete information in the Financial Period form is the same process as outlined in other Company features covered in this section.

Profitability Cost

Multiple profitability cost items can be added as port costs to get the expected costs for reporting purposes. The Profitability Cost feature enables administrators to enter costs such as landing and fuel charges and revenue generating items such as commissions into Configure.

To access the profitability cost feature in Configure, select Finance and click on **Profitability Cost** in the Company menu.

Profitability Cost Item							Unit Of Currency
Category: ShortTermVariable							
Code	Description	Default Rate	Unit Of Currency	Rate Unit	Active From	Active To	
Eng	Engineering	408	USDUSD\$	Hours	01/01/2010		
CabinFA	Cabin Crew	133	USDUSD\$	Hours	01/01/2010		
Tech	Cabin Crew	408	USDUSD\$	Hours	01/01/2010		
ANC	ANC	246	USDUSD\$	Sectors	01/01/2010		
ERC	ERC	209	USDUSD\$	Sectors	01/01/2010		
Fuel	Fuel	1000	USDUSD\$	Sectors	01/01/2010		
HDLG	Handling	345	USDUSD\$	Sectors	01/01/2010		
LDG	Landing Charge	103	USDUSD\$	Sectors	01/01/2010		
CTR	Catering	10	USDUSD\$	Pax	01/01/2010		
PAXLVY	Passenger Levy	0	USDUSD\$	Pax	01/01/2010		
RES	Reservations	5	USDUSD\$	Pax	01/01/2010		
COM	Commission	0	USDUSD\$	Revenue	01/01/2010		

To add items to the profitability cost item list:

1. Select the appropriate Category, from the drop-down menu in the Category field.
2. Click **Add**.
3. Enter the profit, cost code for the item being added in the Code column.
4. Enter a description of the item in the Description field.
5. Enter the default rate of the item, using the up/down arrows to display the rate.

A default rate can be saved against a profitability cost item. While adding port cost, if the value of Rate column against the profitability cost item is left 0 then the default value will be taken from Profitability Cost Item Table.

6. Select the Active from Date which is the date the cost will be activated from, from the drop-down calendar.
7. Select the Active To Date column which is the date the cost will be valid until, from the drop-down calendar.
8. Select a Rate unit from the drop-down menu.

The following rate units have different impacts when port cost calculations are done:

<i>Sectors</i>	If sector is selected as a rate unit for the Profitability Cost Item, then the rate will be applied to both takeoff and landing ports.
<i>Takeoff</i>	If takeoff is selected as a rate unit for Profitability Cost Item, then the rate will be applied to the takeoff port only.

<i>Landing</i>	If landing is selected as a rate unit for Profitability Cost Item, then the rate will be applied to the landing port only.
----------------	--

9. 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.

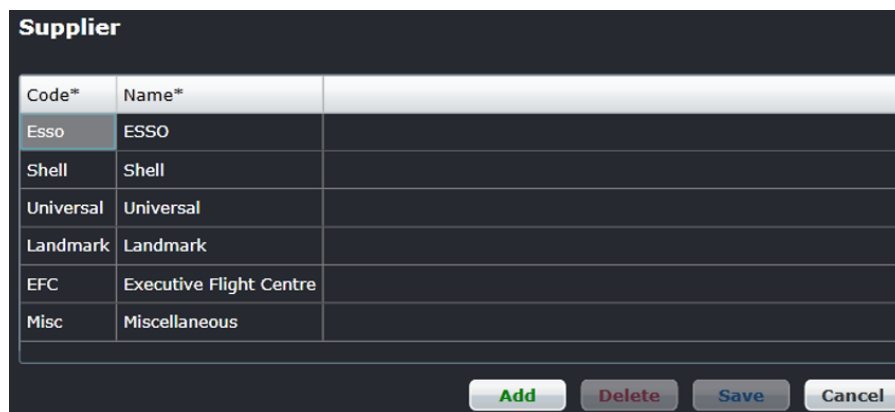
Click [here](#) to edit and delete.

Supplier

This form consists of fuel suppliers and should be updated as new suppliers are added, or changed. The information from this form populates the Flight, in the Fuel tab. Reports related to fuel cost also reflect information from the Supplier feature.

To view supplier information in Configure, click on **Supplier** in Logs the Company menu.

Step flow instructions are included to assist administrators to add and delete supplier information.



Code*	Name*
Esso	ESSO
Shell	Shell
Universal	Universal
Landmark	Landmark
EFC	Executive Flight Centre
Misc	Miscellaneous

Add **Delete** **Save** **Cancel**

To add a supplier:

1. Click **Add**.
2. Enter the supplier code in the Code column.
3. Enter the supplier name in the Name column.
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.

Click [here](#) to edit and delete.

Superannuation Scheme

A Superannuation Scheme is a retirement plan; the amount deducted regularly from employees' incomes in a contributory pension scheme. This information populates the Payroll section under Employee Details in the Add Employee feature of the Employee menu.

Click on **Superannuation Scheme** in the Company tab to access the Superannuation Scheme Type feature.

Code*	Description*	Active
NONE	None	<input checked="" type="checkbox"/>

The process to add, edit or delete information in the Superannuation Scheme type is the same process as outlined in other Company forms covered in this section.

Union Code

This feature defines union associated codes. Union code information in this form populates the Personal Details section of Employee Details in the Add Employee feature of the Employee menu.

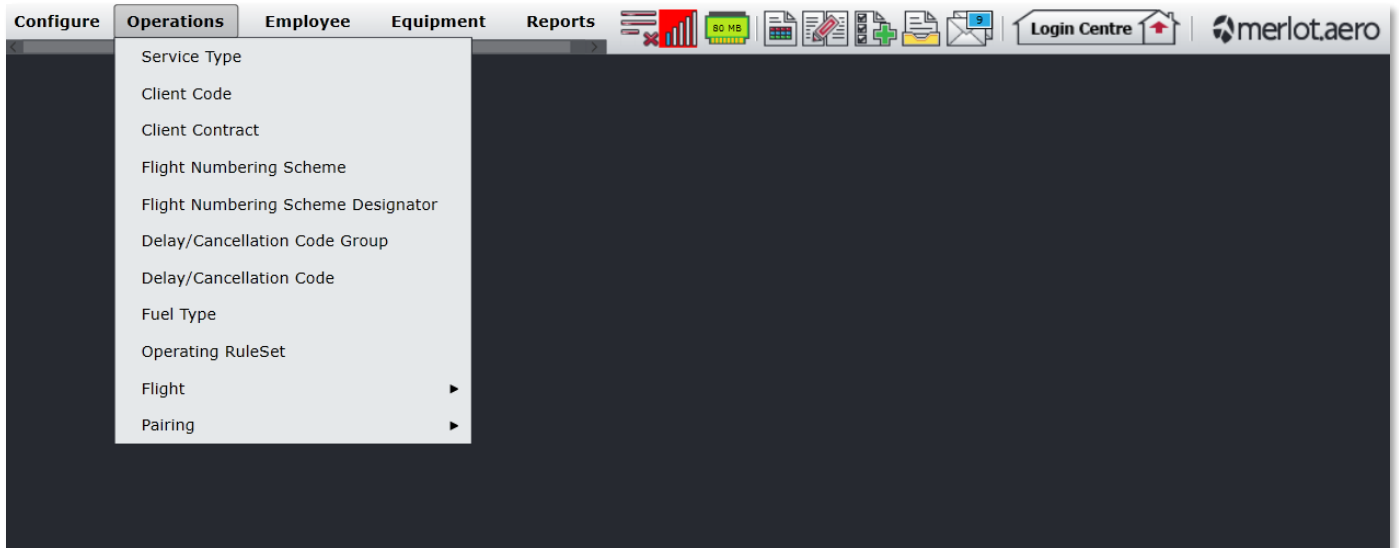
Click on **Union Code** in the Company tab to access the Union Code feature.

Code*	Description*	Active
PMP	Ground Staff	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

The process to add, edit or delete information in the Union Code form is the same process as outlined in other Company forms covered in this section.

Operations Menu Functionality

To use the Operations menu, select the Operations tab and click on an option from the drop-down menu.



Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

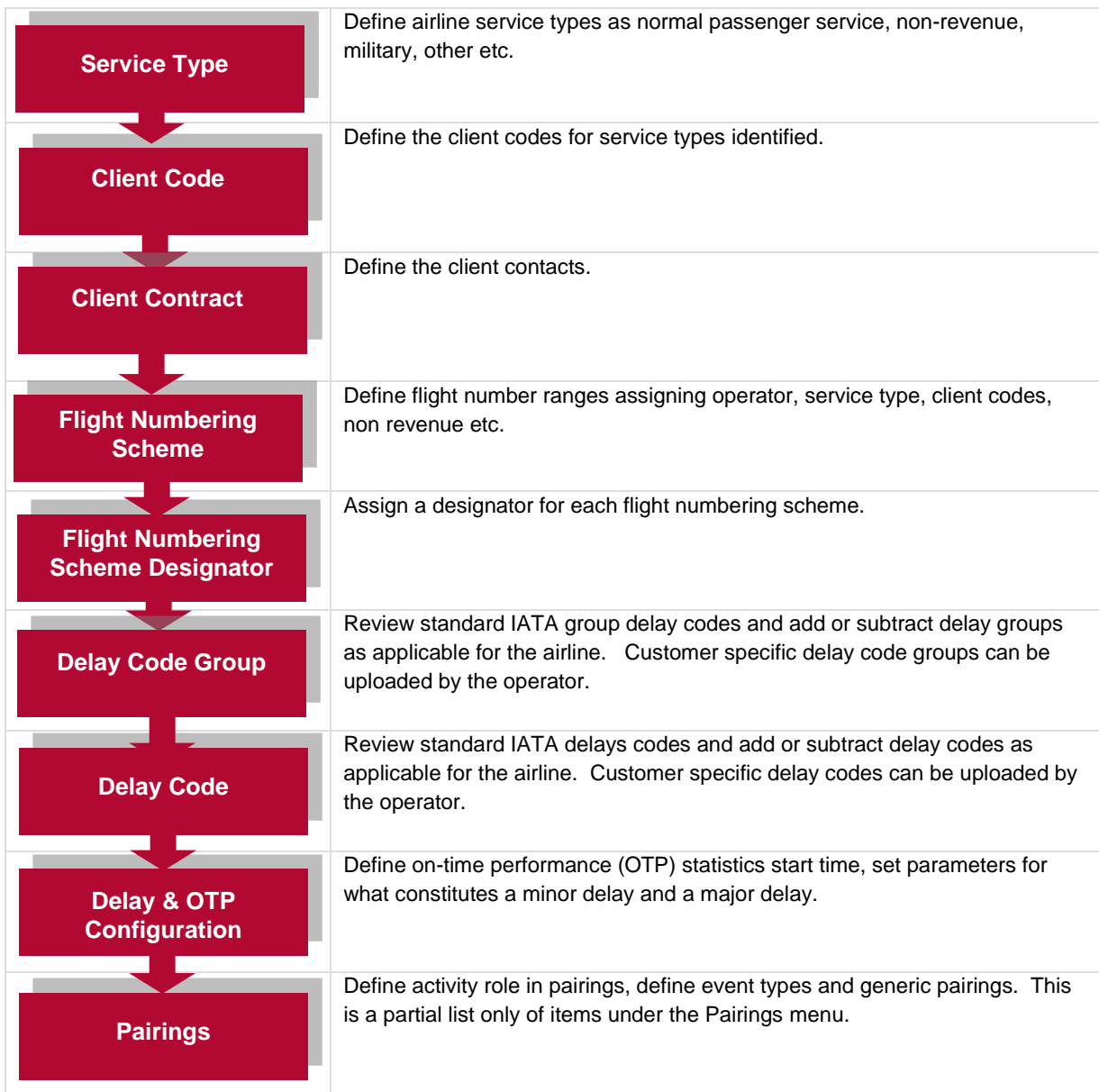
- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

Operations Menu Hierarchy

The Operations Menu is an example of a hierarchy that starts with defining general operational information according to the operational needs of individual airlines. Through the Operations menu aircraft service types are defined, flight number schemes set-up, delay codes are solidified and on-time performance (OTP) statistic parameters are put in place. Additionally, pairings, units of work and non-work, are set-up according to airline preferences. Pairings are used as the basis of crew work assignments in crew applications.

By using the commands in the Operations menu, administrators prepare the way for usage of merlot aircraft and crew applications from an operational standpoint, accordingly to airline specifications. Additionally, the configuration of features such as Delay and On-time Performance enables reporting capabilities that capture operational data according to airline preferences.



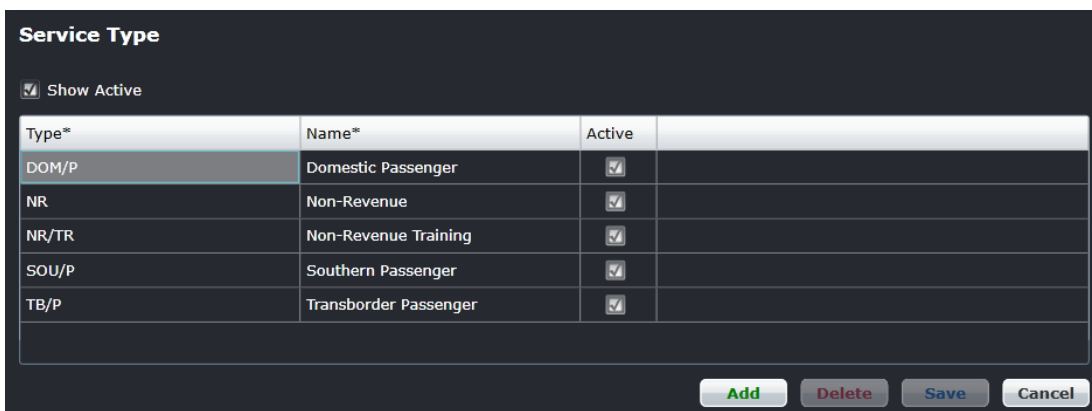
The features of the Operations menu are discussed on the following pages.

Service Type

The Service Type feature is used to add or edit service type codes and corresponding descriptions such as passenger service, training, non-revenue or military flights in Configure. Once these service type codes are set-up, they are available for selection in the Flight Numbering Scheme feature. Service type codes are then assigned to flights in designated flight ranges as determined by the airline.

The service types show up in aircraft applications such as AircraftSchedule and AircraftFollow, for example in the Flight Information Windows. Required fields are marked with an asterisk.

To add a service type code in Configure, click on **Service Type** in the Operations menu.



Type*	Name*	Active	
DOM/P	Domestic Passenger	<input checked="" type="checkbox"/>	
NR	Non-Revenue	<input checked="" type="checkbox"/>	
NR/TR	Non-Revenue Training	<input checked="" type="checkbox"/>	
SOU/P	Southern Passenger	<input checked="" type="checkbox"/>	
TB/P	Transborder Passenger	<input checked="" type="checkbox"/>	

To add a service type:

1. Click **Add**.
2. Enter the type code in the Type column.
3. Enter the name associated with the type code in the Name column.
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.

Click [here](#) to edit or delete.

Client Code

The Client Code feature is used to add or edit client codes and associated descriptions in Configure. Once the client codes are set-up, they are available for selection in the Flight Numbering Scheme feature. Clients are then assigned to flights in designated flight ranges as determined by the airline. Some airlines use default, as the primary client code rather than specifying actual client codes.

To view existing client codes or to add a client code in Configure, click on **Client Code** in the Operations menu.

Code*	Name*	Active*
DD	DoD	<input checked="" type="checkbox"/>
Default	Default	<input checked="" type="checkbox"/>
MPE	Canadian North	<input checked="" type="checkbox"/>
SHELL	Shell	<input checked="" type="checkbox"/>
ABC	Test Code	<input checked="" type="checkbox"/>

Show Active

To add a client code:

1. Click **Add**.
2. Enter the client code in the Code column.
3. Enter the name associated with the client code in the Name column.
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.

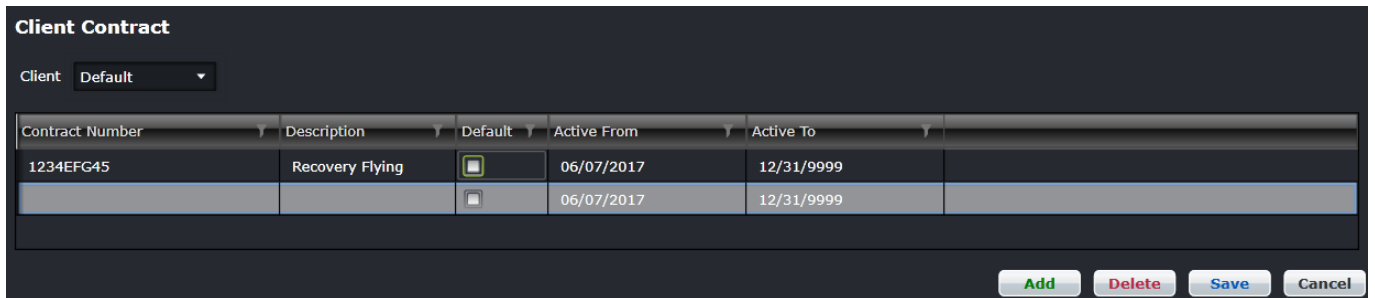
Click [here](#) to edit or delete.

Client Contract

The Client Contract feature is used to add or edit client contracts and associated descriptions in Configure.

To view existing client codes or to add a client code in Configure, click on **Client Contract** in the Operations menu.

To set-up client contracts in Configure, click on **Client Contract** in the Operations menu.



Client Contract

Client: Default

Contract Number	Description	Default	Active From	Active To
1234EFG45	Recovery Flying	<input checked="" type="checkbox"/>	06/07/2017	12/31/9999
		<input type="checkbox"/>	06/07/2017	12/31/9999

To add a client contact:

1. Click **Add**.
2. Enter the client contract number in the Contract Number column.
3. Enter a description for the Client Contract in the Description column.
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.

Click [here](#) to edit or delete.

Flight Numbering Scheme

The Flight Numbering Scheme feature is used to define the range of flight numbers by IATA Designator and service type and to indicate if the flight is a non-revenue generating flight. Once the range of flight numbers are shown as active, flight instances can be created in AircraftSchedule.

After the initial flight numbering scheme is set-up, Administrators will update this form as required.

To set-up the flight numbering scheme in Configure, click on **Flight Numbering Scheme** in the Operations menu.

Start Range*	End Range*	Designator*	Operator*	Default Service Type*	Default Client Code	Operating RuleSet	Non Revenue	Active
1	99999	AAF	AirFare	Domestic Passenger	Air Charter Services		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add a flight numbering scheme:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Start Range</i>	Enter start of flight numbering range.
<i>End Range</i>	Enter end of flight number range.
<i>IATA Designator</i>	Select designator from the drop-down menu. The designator is the Alpha / numeric IATA code given to differentiate each airline, or operator within an airline.
<i>Operator</i>	Select airline operator from the drop-down menu.
<i>Default Service Type</i>	Select the default service type from the drop-down menu, such as Passenger – Normal Service or Other – Non-revenue.
<i>Default Client Code</i>	Select the default client code, from the drop-down menu, such as Department of Defense (Dod) or a private client name, or default.
<i>Non-Revenue</i>	Select the Non-Revenue checkbox, if flight range consists of non-revenue flights.
<i>Active</i>	Select the Active checkbox, to designate the flight range as active.

3. 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.

Click [here](#) to edit or delete.

Flight Numbering Scheme Designator

The Flight Numbering Scheme Designator is used to define the Designator by flight range and to set the designator as the default designator, if applicable. To define the flight numbering scheme designators, click on **Flight Numbering Scheme Designator** in the Operations menu.

If the airline designator is defined as the default designator, the designator will auto-populate in AircraftSchedule when flight instances within the flight range are utilized. Otherwise, system users will choose the applicable designator from a list of designators in AircraftSchedule.

Administrators will update this form when new designators are added to the airline.

Designator	Default
AAF	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

To add a flight numbering scheme designator:

1. Click **Add**.
2. Select a Designator from the list of designators in the drop-down menu.
3. Select the Default checkbox if the designator is the default designator, otherwise leave blank.
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.

Click [here](#) to edit and delete.

Delay / Cancellation Code Group

The Delay / Cancellation Code Group form displays categories of delay codes and corresponding descriptions as specified by the International Air Transport Association (IATA). For example, Operations and Crew Delays are code 60 delays.

Administrators can add delay code groups, based on the requirements of the airline. Administrators can also deactivate delay code groups that are not applicable for the airline.

To define delay / cancellation code groups, click on **Delay / Cancellation Code Group** in the Operations menu.

Delay/Cancellation Code Group

Show Active

Code*	Description*	Passenger Info*	Active
0	Internal Airline Purposes	See Ticketing	<input checked="" type="checkbox"/>
10	Passenger and Baggage Handling Delays	See Ticketing	<input checked="" type="checkbox"/>
20	Cargo and Mail Handling Delays	See Ticketing	<input checked="" type="checkbox"/>
30	Aircraft and Ramp Handling Delays	See Ticketing	<input checked="" type="checkbox"/>
40	Technical Delays	See Ticketing	<input checked="" type="checkbox"/>
50	Damage to Aircraft and Automated Equipment Failure Delays	See Ticketing	<input checked="" type="checkbox"/>
60	Operations and Crew Delays	See Ticketing	<input checked="" type="checkbox"/>
70	Weather Delays	See Ticketing	<input checked="" type="checkbox"/>
80	ATC and Authorities Delays	See Ticketing	<input checked="" type="checkbox"/>
90	Reactionary or Miscellaneous Delays	See Ticketing	<input checked="" type="checkbox"/>

To add a delay code group:

1. Click **Add**.
2. Enter a new delay code group number in the Code column.
3. Enter a delay code group description in the Description field.
4. Enter See Ticketing, the Passenger Info column communicates the reason for the delay to customers.
5. Select the Active checkbox to indicate the newly added delay code group as active.
6. 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.

Click [here](#) to edit or delete.

Note: It is suggested that delay code groups be deactivated, rather than deleted, by unselecting the checkbox in the Active field. Check for inactive codes, before adding new codes. Be sure to advise system user staff, when new delay codes are added.

Delay / Cancellation Code

The Delay / Cancellation Code feature enables administrators to add and edit specific delay codes within a delay code group.

Click on **Delay Code** from the Operations menu to access the delay code feature.

Delay/Cancellation Code Delay Code Group

Delay/Cancellation Code Group : Aircraft and Ramp Handling Delays ▼

Show Active

Code*	IATA Code	Description*	Passenger Info*	Cancellation Code	Active
31		Aircraft documentation late or inaccurate, weight and balance (Loadsheet), general declara		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
32		Loading, Unloading, bulky/special load, cabin load, lack of loading staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
33		Loading Equipment, lack of or breakdown, e.g. container pallet loader, lack of staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
34		Servicing Equipment, lack of or breakdown, lack of staff, e.g. steps		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
35		Aircraft Cleaning		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
36		Fuelling, Defuelling, fuel supplier		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
37		Catering, late delivery or loading		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
38		ULD, Containers, pallets, lack of or breakdown		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
39		Technical equipment, lack of or breakdown, lack of staff, e.g. pushback		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add
Delete
Save
Cancel

To add a delay code:

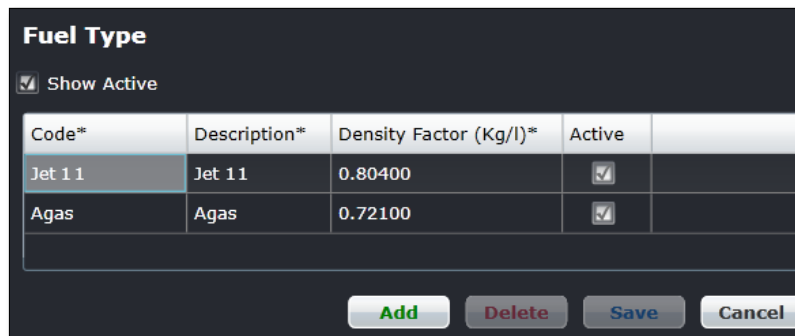
1. Select the appropriate Delay Code Group from the drop-down menu at the top of the form.
2. Select the Show Active checkbox.
3. Click **Add**.
4. Enter the delay code number and tab to the delay code Description and Passenger Information fields to enter text, then select the Active checkbox.
5. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

Fuel Type

The Fuel Type feature is an informational item only which is used in fuel reports.

To access the Fuel Type feature, click on **Fuel Type** in the Operations menu.



Code*	Description*	Density Factor (Kg/l)*	Active
Jet 11	Jet 11	0.80400	<input checked="" type="checkbox"/>
Agas	Agas	0.72100	<input checked="" type="checkbox"/>

Add **Delete** **Save** **Cancel**

To add a fuel type information:

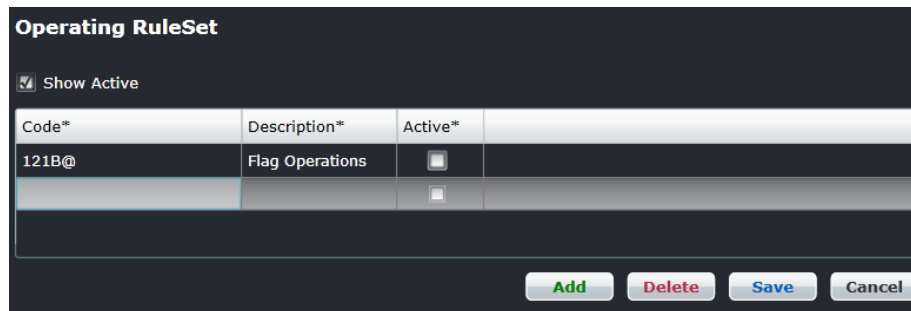
1. Click **Add**.
2. Enter a code for the fuel type in the Code column.
3. Enter a fuel type description in the Description field.
4. Enter the fuel density factor numerically in the Density Factor column.
5. Select the Active checkbox to indicate the newly added fuel type as active.
6. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

Operating Ruleset

Operating rulesets aid system users to set the rulesets to apply for a flight.

To setup operating rulesets, click on **Operating Ruleset** in the Operations menu.



Operating RuleSet

Show Active

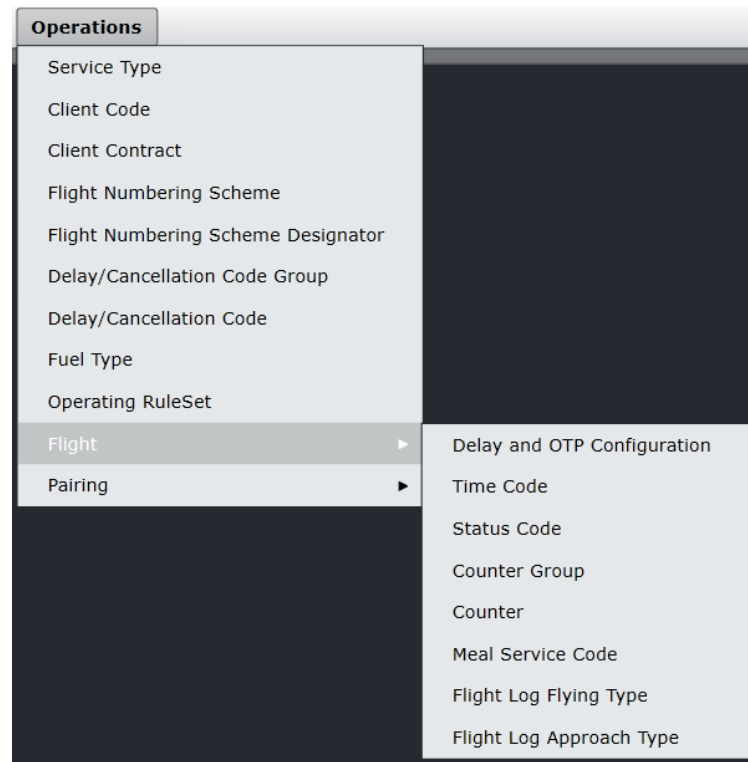
Code*	Description*	Active*
121B@	Flag Operations	<input type="checkbox"/>
		<input type="checkbox"/>

To add an operating ruleset:

1. Click **Add**.
2. Enter the ruleset code in the Code column.
3. Enter a description for the ruleset in the Description column.
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.

Flight

The Operations > Flight feature has eight options which will be covered in this section.



The Flight options include:

- Delay and OTP Configuration
- Time Code
- Status Code
- Counter Group
- Counter
- Meal Service Code
- Flight Log Flying Type
- Flight Log Approach Type

Delay and OTP Configuration

The OTP and delay settings are important, as they impact airline performance ratings. Airline on time performance and causes of delays greater than 15 minutes are reported to the U.S. to the Department of Transportation (DOT) in the U.S. All airlines have requirements, and they may differ from airline to airline, for what constitutes a minor or major delay.

Administrators define delay and on-time performance (OTP) settings by clicking on **Delay and OTP Configuration** under Flight in the Operations tab. Once delay and on-time performance settings are defined, merlot applications such as AircraftFollow and AircraftPortal respond accordingly during real-time operations to reflect delays and on time performance. In addition, merlot reporting capabilities capture operational performance statistics.

Administrators should revisit these settings should there be a change in reporting requirements involving delays.

There are three sections in the Delays and OTP form, the *Delays and On-time Performance Settings* section and *Consequential Delay Settings* and the *Other Settings* section. Each section will be discussed in detail.

The screenshot shows the 'Flight Follow Configuration' form. It is divided into three main sections: 'Delays and On-time Performance Settings', 'Consequential Delay Settings', and 'Other Settings'. The 'Delays and On-time Performance Settings' section contains a table with columns for Flight Range, Client Reference, Non Revenue, Start OTP Stats From, Include, Cancelled Flights, Enforce after, Active, IgnoreDelayLessThan, and Major Delay Greater Than. The 'Consequential Delay Settings' section includes a checkbox for 'Use Consequential Delays' and a dropdown for 'Default delay removal preference' set to 'SmallestDelay'. The 'Other Settings' section includes 'Air return default' and 'Ground Return Default' both set to 0.

Flight Range	Client Reference	Non Revenue	Start OTP Stats From	Include	Cancelled Flights	Enforce after*	Active	IgnoreDelayLessThan	Major Delay Greater Than
1 - 99999		<input type="checkbox"/>	Out from Gate	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	5	15

Consequential Delay Settings

Use Consequential Delays Default delay removal preference: SmallestDelay

Other Settings

Air return default: 0 Ground Return Default: 0

Buttons: Save, Cancel

The Delays and On-time Performance Settings section includes flight range and client reference data that will auto-populate in Flight Follow Configuration from other Configure defined settings, previously covered. To update this section of the form, select the applicable checkboxes and enter numeric delay values for each range of flights, row by row, according to airline guidelines. Save the settings to apply set guidelines to real-time operations as reflected in merlot aircraft applications including AircraftFollow and AircraftPortal.

A useful organizational feature of the Flight Follow Configuration form is the capacity to filter column data by clicking column headers to sort data in alphabetical or numerical order.

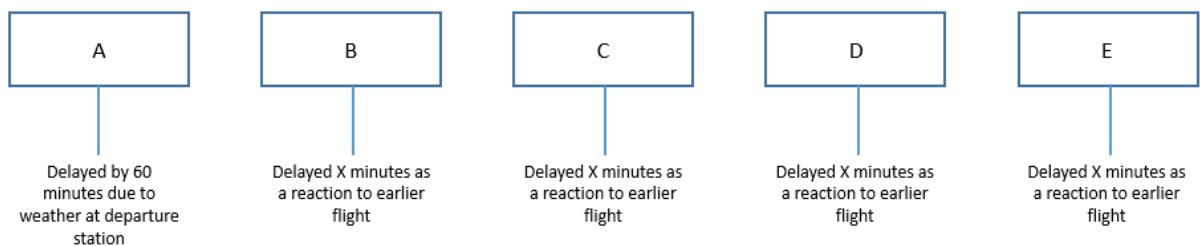
A description of the Delays and OTP fields includes the following:

Field	Description
<i>Flight Range</i>	Range of flight numbers auto-populated as configured in Flight Numbering Scheme.
<i>Client Reference</i>	Client name auto-populated as configured in Client Code.
<i>Non-Revenue</i>	Select the checkbox in the non-revenue column, if the flight number range is made up of non-revenue generating flights.
<i>Start OTP Stats From</i>	Start of on time performance statistics, choices include: Select Out from Gate, In to Gate, Wheels Up, Wheels Done, Taxi as defined in Flight Follow Time Code in Configure.
<i>Include</i>	Select the checkbox in the Include column to include the range of flights in a row in on time performance statistics.
<i>Cancelled Flights</i>	Select the checkbox to include cancelled flights in OTP statistics.
<i>Enforce after</i>	The Enforce after column will prompt users to enter delay information after the number of minutes added here.
<i>Active</i>	Select the Active checkbox to make active the designated range of flights in delay and on time performance.
<i>Ignore Delay Less Than</i>	Select the numeric value using up/down arrows to set the less than delay value. Delays less than the set numeric value are ignored.
<i>Major Delay Greater Than</i>	Select the numeric value using up/down arrows to set the major delay greater than value. Delays greater than the set numeric value will be reported as major delays.

Consequential Delay Settings

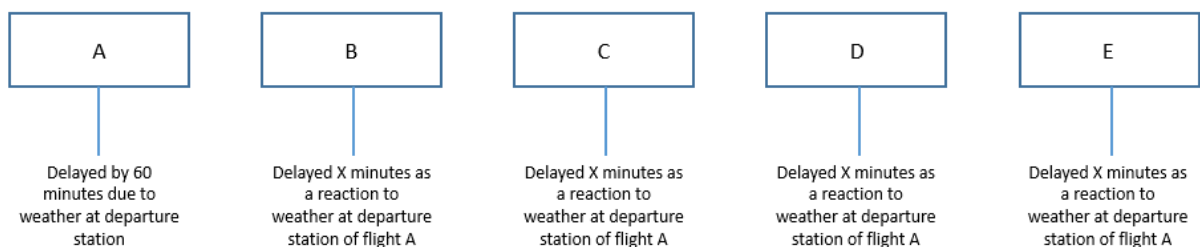
When one flight is delayed, the rest of the flights for that aircraft are delayed consequently. Most airlines attribute the delay for the rest of the flights to a reactionary delay code. The reactionary code does not specify which flight caused the delay, however that information can be noted in the comments area.

Consequential Delay Ramifications



Flight Delay Responsibility

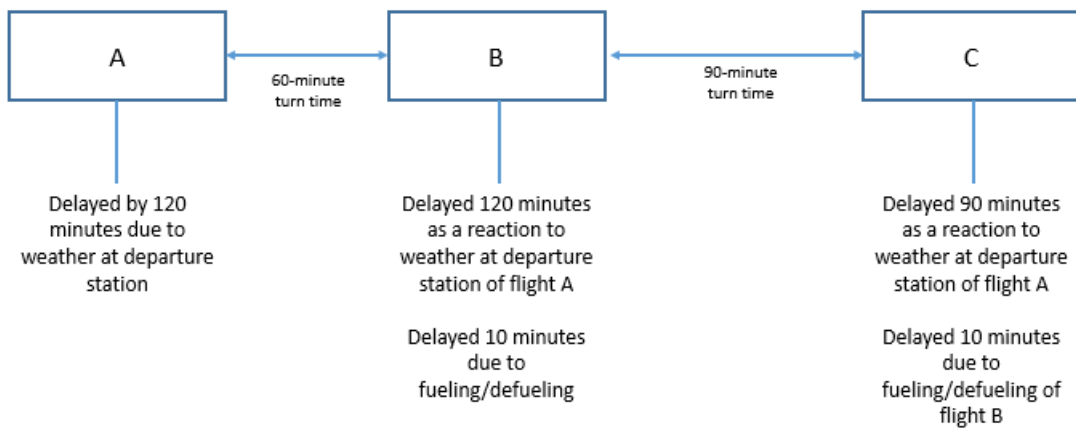
Consequential delays allow airlines to attribute the delay for the rest of the flights to the actual delay reason of flight A. The number of delay minutes for flights B, C, D and E can vary depending on how much the impact of flight A's delay is on subsequent flights.



Default Delay Removal

The default delay removal preference specifies which delay code to remove first as the delay minutes for that code dwindle down to zero. In the example below, flight A was delayed 120 minutes and effected flights B and C. Flight B was delayed another 10 minutes and slightly effected flight C. Flight C carries delays caused by flights A and B.

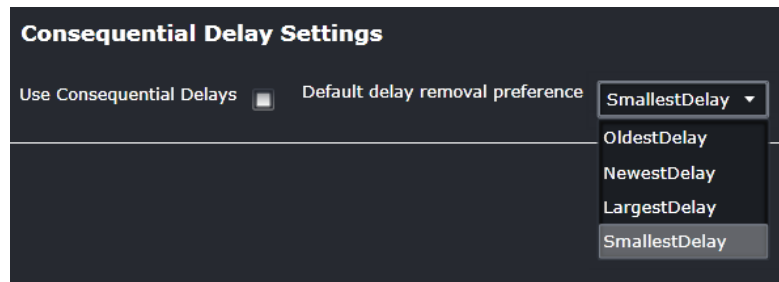
Since there was a longer turnaround time between flights B and C, some of the delay minutes will decrease. The Default Delay Removal Preference will determine which of the delay minutes will be decreased first. Eventually, as the aircraft continues its way, one of the delay reasons will no longer apply to one of the later flights.



The Consequential Delay field's descriptions are as follows:

Field	Description
<i>Use Consequential Delays</i>	Select the Use Consequential Delays checkbox to enable consequential displays.
<i>Default delay removal preference</i>	Select from the drop-down menu, the applicable delay removal preference, options shown below.

Default Delay Removal Preferences:



Field	Description
<i>Oldest Delay</i>	The earliest created delay will decrease first.
<i>Newest Delay</i>	The last created delay will decrease first.
<i>Largest Delay</i>	The delay with the largest number of minutes will decrease first.
<i>Smallest Delay</i>	The delay with the smallest number of minutes will decrease first.

Other Settings



The screenshot shows a dark-themed dialog box titled "Other Settings". It contains two spinners: "Air return default" with a value of 20 and "Ground Return Default" with a value of 15. At the bottom right, there are two buttons: "Save" and "Cancel".

The Other Settings consist of Air Return Default and Ground Return Default.

This feature enables system administrators to change the default settings.

Field	Description
<i>Air return default</i>	Use the up/down arrows to select a numeric value for Air return default.
<i>Ground Return Default</i>	Use the up/down arrows to select a numeric value for Ground Return Default.
<i>Save</i>	Click Save to save defined settings in the Delay and OTP Configuration form.
<i>Cancel</i>	Click Cancel to close the form without saving.

Time Code

Administrators define time code settings by clicking on **Time Code** under Flight in the Operations tab.

The Flight Follow Time Code feature enables administrators to add and delete codes for tracking flight times such as *In to Gate*, *Wheels Up*, *Wheels Down*, *Out from Gate* and *Taxi*. Airlines can customize the codes accordingly. System users will be able to add times to these fields in the Flight Follow Time feature in AircraftFollow. These time code fields populate the *FlightInfo* section of the Flight Logs in AircraftFollow.

Code*	Name*	Mandatory	EntryMask	Display Order	Time Sequence	Valid From	Valid To	Grid Order	Active
OUT	Out from Gate	<input checked="" type="checkbox"/>	hh:mm	2	2	06/01/2010	12/31/9999	<None>	<input checked="" type="checkbox"/>
OFF	Wheels Up	<input checked="" type="checkbox"/>	hh:mm	4	4	06/01/2010	12/31/9999	<None>	<input checked="" type="checkbox"/>
ON	Wheels Down	<input checked="" type="checkbox"/>	hh:mm	5	5	06/01/2010	12/31/9999	<None>	<input checked="" type="checkbox"/>
IN	In to Gate	<input checked="" type="checkbox"/>	hh:mm	6	6	06/01/2010	12/31/9999	<None>	<input checked="" type="checkbox"/>
TAXI	Taxi	<input checked="" type="checkbox"/>	hh:mm	3	3	06/01/2010	12/31/9999	<None>	<input checked="" type="checkbox"/>

To add a time code:

1. Click **Add**.
2. Enter the following fields:

Field	Description
<i>Code</i>	Enter new code.
<i>Name</i>	Enter code description.
<i>Mandatory</i>	Select the checkbox, if it is mandatory to enter time code information for item.
<i>EntryMask</i>	Time code format in the hour and minute (hh:mm) format.
<i>Valid From</i>	Code is valid from date.
<i>Valid To</i>	Code is valid to date.
<i>Active</i>	Select the checkbox, if this is an active code.

3. 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.

Click [here](#) to edit or delete.

Status Code

The Flight Follow Status Code enables users to communicate flight status to designated parties.

Administrators define flight status codes by clicking on **Status Code** under Flight in the Operations tab.

Code*	Name*	Pax Message	Ops Message	Email	TXT	Active
DEL	Deleted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CXL	Cancelled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REI	Reinstated	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DIV	Diverted	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GND	Ground Return	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AIR	Air Return	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DLY	Delayed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REG	Aircraft Registration Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EQP	Equipment Type Change	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADD	Flight Added	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GTG	Go to Gate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BDG	Boarding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DPT	Departing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DPD	Departed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ARR	Arrived	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PRO	Processing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MVT	MVT Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LDM	LDM Message	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The Flight Follow Status Code form transmits flight status information, using standardized codes into messages for select audiences, which may include passengers and operations in the form of FIDS, email messages and text messages.

System users can add or delete status code fields in the form to meet operational needs.

To add a status code:

1. Click **Add**.
2. Enter the following fields:

Field	Description
Code	Enter new status code.
Name	Enter status code description.
Pax Message	Select the checkbox, to update time status in FIDS screens for passengers.
Ops Message	Select the checkbox, to update time status in flight operations.
Email	Select the checkbox, if an email should be generated to passengers or the ops team.
Text	Select the checkbox, if a text should be generated to passengers or the ops team.
Active	Select the checkbox, if this is an active status code.

3. 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.

Click [here](#) to edit or delete.

Note: It is recommended that administrators deactivate status codes, rather than delete them. To deactivate a status code, uncheck the Active checkbox in the Flight Follow Status Code form.

Counter Group

The Counter Group feature enables administrators to add and edit counter groups such as baggage, cargo, freight, mail, other and passengers, by defining the groups and units of measurement here.

This feature will enable system users to enter passenger, baggage, mail, and cargo counts into the Flight Follow Counter Code form and have the data transmitted to load control, if desired, for weight and balance purposes.

To access Counter Groups, clicking on **Counter Group** under Flight in the Operations tab.

Code*	Description*	Unit Of Measure*	Active	
BAG	Baggage	Kgs	<input checked="" type="checkbox"/>	
CGO	Cargo	Kgs	<input checked="" type="checkbox"/>	
FRE	Freight	Kgs	<input checked="" type="checkbox"/>	
MAIL	Mail	No	<input checked="" type="checkbox"/>	
OTH	Other	Kgs	<input checked="" type="checkbox"/>	
PAX	Passengers	No	<input checked="" type="checkbox"/>	

The existing counter groups, shown above, are editable and new groups can be created based on station requirements.

To add a counter group:

1. Click **Add**.
2. Enter the following fields:
3. 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.

Click [here](#) to edit or delete.

Counter

The Flight Follow Counter Code form enables administrators to add and delete codes for counter groups such as baggage, cargo, freight, mail, other and passengers. System users can then enter passenger, baggage, mail, and cargo counts into the Flight Follow Counter Code form and have the data transmitted to load control, if desired, for weight and balance purposes.

Code*	Name*	Use In WB Payload	WB Payload Display Order	Use In WB Pax	WB Pax Display Order	Active
B	Baggage	<input type="checkbox"/>	201	<input type="checkbox"/>	201	<input checked="" type="checkbox"/>

The existing counter code fields, shown on the above inset, are editable and new codes can be created based on station requirements.

To add a counter code:

1. Select the applicable Flight Follow Counter Code group from the drop-down menu (Baggage shown).
2. Click **Add**.
3. Enter the following fields:

Field	Description
<i>Code</i>	Enter new code.
<i>Name</i>	Enter code name.
<i>Use in WB Payload</i>	(Optional) Select the checkbox, if the counter code should be used in weight and balance payload calculations.
<i>WB Payload Display Order</i>	(Optional) Select the checkbox, if the counter code should be displayed on the weight and balance display order.
<i>Use in WB Pax</i>	(Optional) Select the checkbox, if the counter codes for baggage weights should be used for weight and balance (copy from WB payload).
<i>WB Pax Display Order</i>	(Optional) Select the checkbox, if the counter codes for baggage weights should be used for on the weight and balance display order.
<i>Active</i>	Select the checkbox, if the code is an active counter code.

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.

Click [here](#) to edit or delete.

Meal Service Code

Administrators can add or edit meal service codes using the Meal Service Code form.

To define meal service codes, click on **Meal Service Code** under Flight in the Operations tab.

Code*	Name*	Active
B	Breakfast	<input checked="" type="checkbox"/>
D	Dinner	<input checked="" type="checkbox"/>
L	Lunch	<input checked="" type="checkbox"/>
S	Snack or Brunch	<input checked="" type="checkbox"/>

To add a meal service code:

1. Click **Add**.
2. Enter a code to represent the newly added meal service.
3. Enter a Name for the newly added meal service.
4. Select the Active checkbox, to show the meal service code as active.
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.

Click [here](#) to edit or delete.

Flight Log Flying Type

Pilots have currency requirements that must be met for them to be legal to operate. Administrators add and edit flying types which comprise the currency requirements.

Flight events defined in this form populate the Tech Crew tab in the Flight Logs in the AircraftFollow application. This form needs to be updated when flying types are added by the airline.

To access the Flight Log Flying Type feature, click on the **Flight Log Flying Type** under Flight in the Operations menu.

Code	Name	Entry Mask	Valid From	Valid To	Active	Number Required In Currency Period	Currency Period
AI	AICUS	hh:mm	06/01/2010	12/31/9999	<input checked="" type="checkbox"/>	0	0
INST	Instrument Hours	hh:mm	06/01/2010	12/31/9999	<input checked="" type="checkbox"/>	0	0
LD	Landings	nn	01/01/2013	12/31/9999	<input checked="" type="checkbox"/>	3	90
NH	Night Hours	hh:mm	06/01/2010	12/31/9999	<input checked="" type="checkbox"/>	0	0
NL	Night Landings	nn	06/01/2010	12/31/9999	<input checked="" type="checkbox"/>	0	0
NT	Night Takeoffs	nn	06/01/2010	12/31/9999	<input checked="" type="checkbox"/>	0	0
TO	Take Offs	nn	01/01/2913	12/31/9999	<input checked="" type="checkbox"/>	3	90

Buttons: Add, Delete, Save, Cancel

To add a flying type:

1. Ensure the Show Active checkbox is selected to view existing flying types.
2. Click **Add**.
3. Enter the following fields:

Field	Description
<i>Code</i>	Enter flying type code.
<i>Name</i>	Enter the name for the flying type code.
<i>Entry Mask</i>	Enter numeric values in defined mask format.
<i>Valid From</i>	Date from which the flying type starts and flying type statistics start.
<i>Valid To</i>	Date to which the flying type is valid, after this date the type is no longer valid and statistics are no longer recorded for the flying type.
<i>Active</i>	Select the checkbox to indicate the flying type as active.
<i>Number Required in Currency Period</i>	Use the up/down arrows to choose the numeric value which represents the currency requirements for each particular flying type as required by the airline.
<i>Currency Period</i>	Use the up/down arrows to choose the numeric value which represents the currency period such as 60 or 90 days etc. as required by the airline.

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.

Click [here](#) to edit or delete.

Flight Log Approach Type

Flight approaches defined in this form populate the Tech Crew tab in the Flight Logs in the AircraftFollow application. This form needs to be updated when flying approach types are added by the airline.

To access the Flight Log Approach Type feature, click on **Flight Log Approach Type** under Flight in the Operations menu.

Flight Log Approach Type							
<input checked="" type="checkbox"/> Show Active							
Code	Name	Entry Mask	Valid From	Valid To	Currency Period	Active	
DGA	DGA	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
GNSS	GNSS	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
GPS	GPS	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
ILS	ILS	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
LLZ	LLZ	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
MIL	MIL	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
MLS	MLS	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
ND	NDB/DMEGPS	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
NDB	NDB	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
PRA	PRA	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
TC	TACAN	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
VA	VOR ARC	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
VD	VOR DME	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
VN	VOR NDB	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	
VOR	VOR	nn	06/01/2010	12/31/9999	90	<input checked="" type="checkbox"/>	

To add an approach type:

1. Ensure the Show Active checkbox is selected to view existing approach types.
2. Click **Add**.
3. Enter the following fields:

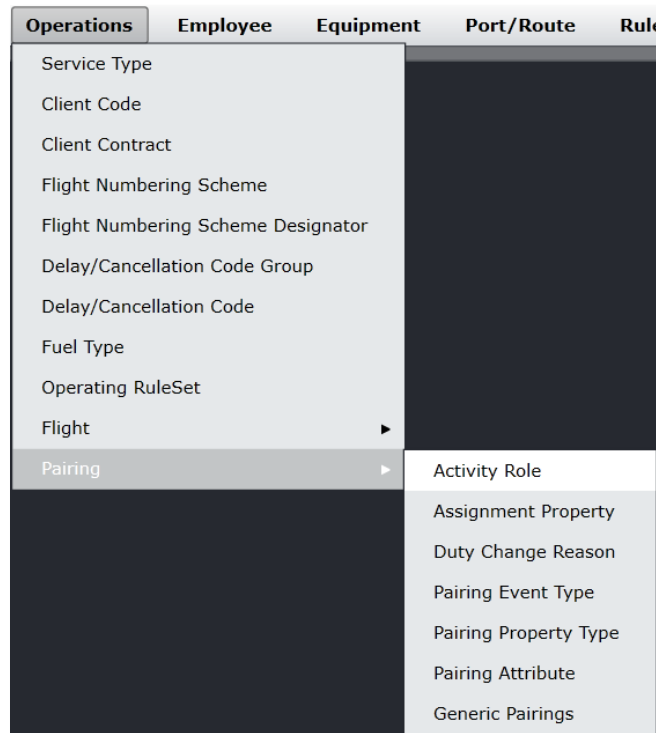
Field	Description
<i>Code</i>	Enter approach code.
<i>Name</i>	Enter the name of the approach.
<i>Entry Mask</i>	Enter numeric values in defined mask format, for instance nn.
<i>Valid From</i>	Date from which the approach type starts, also when recording of approach data starts.
<i>Valid To</i>	Date to which the approach type is valid, after this date the approach is no longer valid and recording of approach data stops.
<i>Currency Period</i>	Use the up/down arrows to choose the numeric value which represents the currency period such as 60 or 90 days etc. as required by the regulator or similar depending on what country you are in.
<i>Active</i>	Select the checkbox to indicate the approach type as active.

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.

Click [here](#) to edit or delete.

Pairing

The Pairing feature in the Operations tab has six options which are discussed in this section.



The Pairing options include:

- Activity Role
- Assignment Property
- Duty Change Reason
- Pairing Event Type
- Pairing Property Type
- Pairing Attribute
- Generic Pairings

Activity Role

Activity roles are defined and edited in this feature. Employees allocated to the same pairing may perform different roles on the activities that comprise the duties of the pairing. The activity role of the employee as it relates to activities within the pairing may need to be specified once the pairing is allocated. Activity roles that are defined here are available in the Allocation Gantt in CrewFollow, CrewRoster and CrewPlan through the Edit Roles function.

To access the activity role feature, click on **Activity Role** under Pairings in the Operations menu.

Description*	Code*	
Operating	OP	
Non-operating	DH	
Instructor	INS	
Student	STU	
Observer	OBS	
Pilot in Command	PIC	
Safety Pilot	SFO	
Relief Pilot	PIC	
Support Crew	SUP	

Add **Delete** **Save** **Cancel**

To add an activity role:

1. Click **Add**.
2. Enter a description for the activity role in the Description column.
3. Enter a code for the activity role description.
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.

Click [here](#) to edit or delete.

Assignment Property

Assignment Properties are added on the pairing level as well as when duty changes occur. This may affect crew pay rules and can be reported on and used for key performance indicators (KPIs). Administrators may add and delete assignment properties.

Click on **Assignment Property** in the Pairing menu to access the assignment property feature.

Make sure the Show Active checkbox is selected to view existing assignment property values.

Assignment Property									
<input checked="" type="checkbox"/> Show Active									
Code*	Description*	Colour	Add Role	Remove Role	Show in Right Click Menu	Show in Aircraft Gantt	Show in Crew Gantt	Active	Protected
PP	Preplanned		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TT	Personal Swap		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MM	Mission Mode		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PF	Priority Flight		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EC	Equipment Change		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AOT	Assign from Open Time		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TR	Training		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AT	Sick Call / NS / Late		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MG	Management Pull		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LG	Pulled for Legality		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RDT	Random Drug Test		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MP	Modified Pairing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OS	Hold Original Show Time		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RC	OTP Recrew		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JA	Junior Assignment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ROEX	ROE Day to X		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDX	ADD Day to X		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RX	Next Day Reschedule		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To add an assignment property:

1. Click **Add**.
2. Enter a code for the assignment property in the Code column.
3. Enter a description for the assignment property in the Description column.
4. Select the Active checkbox to show the assignment property as active.
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.

Click [here](#) to edit or delete.

Duty Change Reason

Duty change reasons are used in CrewFollow when notifications are sent to the crew for changes in their published rosters. The selected reason for any duty change can have an effect on payroll and compliance.

To access the Duty Change Reason page, click on **Duty Change Reason** under Pairings in the Operations menu.

Name*	Default	Active	Assignment Property
Schedule Change	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Personal Swap	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operational	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sickness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Ex-reserve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Casual Day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Open Time Pick-up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Open Time Drop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SAP Personal Swap	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SAP Open Time Pick-up	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SAP Open Time Drop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SAP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

These are the elements found in the page:

Field	Description
<i>Show Active</i>	A checkbox that determines if active or inactive records will be filtered. Active records are displayed by default.
<i>Name</i>	The duty change reason
<i>Default</i>	Indicates which of the items is the default. Only one record can be set as the default.
<i>Active</i>	Indicates if the record is active (in use) or inactive (deprecated).
<i>Assignment Property</i>	Select one or more assignment properties that should be added when the reason is selected. This is optional.

To add a duty change reason:

1. Click **Add**.
2. Enter the name in the first column.
3. Select the **Active** checkbox.
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.

Click [here](#) to edit or delete.

Note: A duty change reason can only be deleted if it is not used by any duty change.

Pairing Event Type

Administrators can add and edit pairing event types using the Pairing Event Type form. These pairing event types will populate as timed and non-timed events in the Events tab of the Activity Panel in CrewFollow, CrewRoster, CrewPlan and CrewBuild and will be assigned to crew members accordingly.

To access the Pairing Event Type feature, click on **Pairing Event Type** under Pairings in the Operations menu.

Description*	Is Timed	
Meeting	<input checked="" type="checkbox"/>	
Deadhead Other	<input checked="" type="checkbox"/>	
Simulator	<input checked="" type="checkbox"/>	
Ground Transport	<input checked="" type="checkbox"/>	
Office Duties	<input checked="" type="checkbox"/>	
Meal	<input type="checkbox"/>	
Break	<input type="checkbox"/>	
Accommodation	<input type="checkbox"/>	
Positioning	<input checked="" type="checkbox"/>	
Reserve	<input checked="" type="checkbox"/>	
Miscellaneous	<input type="checkbox"/>	
Ground Duties	<input checked="" type="checkbox"/>	
Training	<input checked="" type="checkbox"/>	
Sickness	<input type="checkbox"/>	
Flying	<input type="checkbox"/>	
None	<input type="checkbox"/>	
Training Non-timed	<input type="checkbox"/>	
Manual Pay Credit	<input type="checkbox"/>	
Instruction Meeting	<input type="checkbox"/>	
Out of Base	<input type="checkbox"/>	

To add a pairing event type:

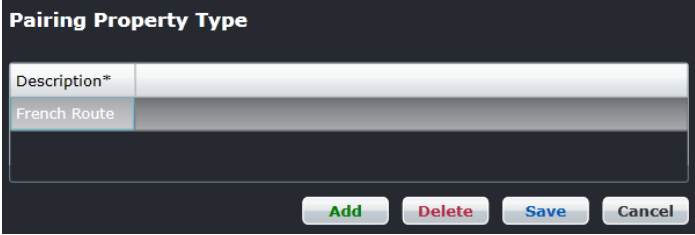
1. Click **Add**.
2. Enter a description for the pairing event type in the Description column.
3. Select Is Timed checkbox if the pairing event type is a timed event, if not leave unchecked.
4. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit or delete.

Pairing Property Type

Administrators can add and edit pairing property types using the Pairing Property Type form. Pairing Property Types are associated with flights and allow for reporting on certain properties, if required.

To access the Pairing Property Type feature, click on **Pairing Property Type** under Pairings in the Operations menu.



Description*
French Route

To add a pairing property type:

1. Click **Add**.
2. Enter a description for the pairing property type in the Description column.
3. 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.

Click [here](#) to edit or delete.

Pairing Attribute

Administrators can add and edit pairing attributes to meet airline requirements. These attributes populate the Attributes tab of the Pairing Details Panel and can be assigned to pairings accordingly.

To access the Pairing Duty Attribute feature, click on **Pairing Attribute** under Pairings in the Operations menu.

Pairing Duty Attributes							
<input checked="" type="checkbox"/> Show Active							
Code*	ShortCode*	Description*	Rank	Active	Type	Object Type	Object
COS	C	Called Off Standby (Calculated)		<input checked="" type="checkbox"/>			ALL
DR	D	Delayed Report (Calculated/Manual)		<input checked="" type="checkbox"/>			ALL
3P	3	3-Pilot (Default/Manual)		<input checked="" type="checkbox"/>			ALL
4P	4	4-Pilot (Default/Manual)		<input checked="" type="checkbox"/>			ALL
PSIFR	P	Passenger Seat In Flight Rest (Manual)		<input checked="" type="checkbox"/>			ALL
BIFR	B	Suitable 'bunk' In Flight Rest (Manual)		<input checked="" type="checkbox"/>			ALL
SD	S	Split Duty (Calculated)		<input checked="" type="checkbox"/>			ALL
CD	C	Captains Discretion (Manual)		<input checked="" type="checkbox"/>			ALL
LH	L	Long Haul Flight (Calculated)		<input checked="" type="checkbox"/>			ALL
ACC	A	Acclimatised (Calculated)		<input checked="" type="checkbox"/>			ALL
EASY	E	Easy		<input checked="" type="checkbox"/>	Manual		ALL
HARD	H	Hard		<input checked="" type="checkbox"/>	Manual		ALL
DOM	D	Domestic		<input checked="" type="checkbox"/>	Manual		ALL
INT	I	International		<input checked="" type="checkbox"/>	Manual		ALL
COK-FO (ODD)	C	Held back for COK-FO (Odd Months)	FO ^x	<input checked="" type="checkbox"/>	Manual		ALL
COK-CA (EVEN)	C	Held back for COK-CA (Even Months)	CA ^x	<input checked="" type="checkbox"/>	Manual		ALL
COK-FO (EVEN)	C	Held back for COK-FO (Even Months)	FO ^x	<input checked="" type="checkbox"/>	Manual		ALL

To add a pairing duty attribute:

1. Ensure the *Show Active* checkbox is selected to view existing pairing duty attributes.
2. Click **Add** at the bottom of the Pairing Duty Attribute form.
3. Enter the following fields:

Field	Description
<i>Code</i>	Enter pairing duty attribute code.
<i>Description</i>	Enter a description of the pairing duty attribute code.
<i>Active</i>	Select the Active checkbox to indicate that the pairing duty attribute as active.
<i>Type</i>	Select the Type of duty attribute from the drop-down menu, including default, manual and calculated.
<i>Object Type</i>	Select Object Type from the drop-down menu, for example Equipment Type.
<i>Object</i>	Select the Object from the drop-down menu, for example the equipment type such as a 733, 747, 727 etc.

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.

Click [here](#) to edit or delete.

Generic Pairings

Administrators can add and delete generic pairings to meet airline requirements. The generic pairings are non-date confined and they are frequently used for days off, reserve, administration etc.

These generic pairings populate the Standard Pairing tab of the Activity Panel and allow system users to quickly and easily assign non-flight pairings in crew applications such as CrewPlan, CrewBuild, CrewRoster and CrewFollow.

To access the generic pairings feature, click on **Generic Pairings** under Pairings in the Operations menu.

Label	Pairing Type	Pairing Description	All Day	Start Time	End Time	Time Mode
NON CNTBL	UVL		<input checked="" type="checkbox"/>	00:00	23:59	Lock To Local
NOSHOW	ADM		<input checked="" type="checkbox"/>	00:00	23:59	Lock To Local
OCF	CFP		<input checked="" type="checkbox"/>	00:00	23:59	Lock To Local
OFFICE	ADM		<input type="checkbox"/>	09:00	17:00	Lock To Local
OPD	OPD		<input checked="" type="checkbox"/>	00:00	23:59	Lock To Local
RDO	RDO		<input type="checkbox"/>	00:00	23:58	Lock To Local
RES A	RES		<input type="checkbox"/>	06:00	18:00	Lock To Local
RES B	RES		<input type="checkbox"/>	04:00	14:00	Lock To Local
SDO	RDO		<input type="checkbox"/>	00:00	23:58	Lock To Local
SICK	SLV		<input type="checkbox"/>	00:00	23:58	Lock To Local
SIM TRAIN	SIM		<input type="checkbox"/>	09:00	17:00	Lock To Local
TRAINING	TRN		<input checked="" type="checkbox"/>	00:00	23:59	Lock To Local

Buttons: Add, Delete, Save, Cancel

To add a generic pairing using the Manage Generic Pairings form:

1. Click **Add**.
2. Enter the following fields:

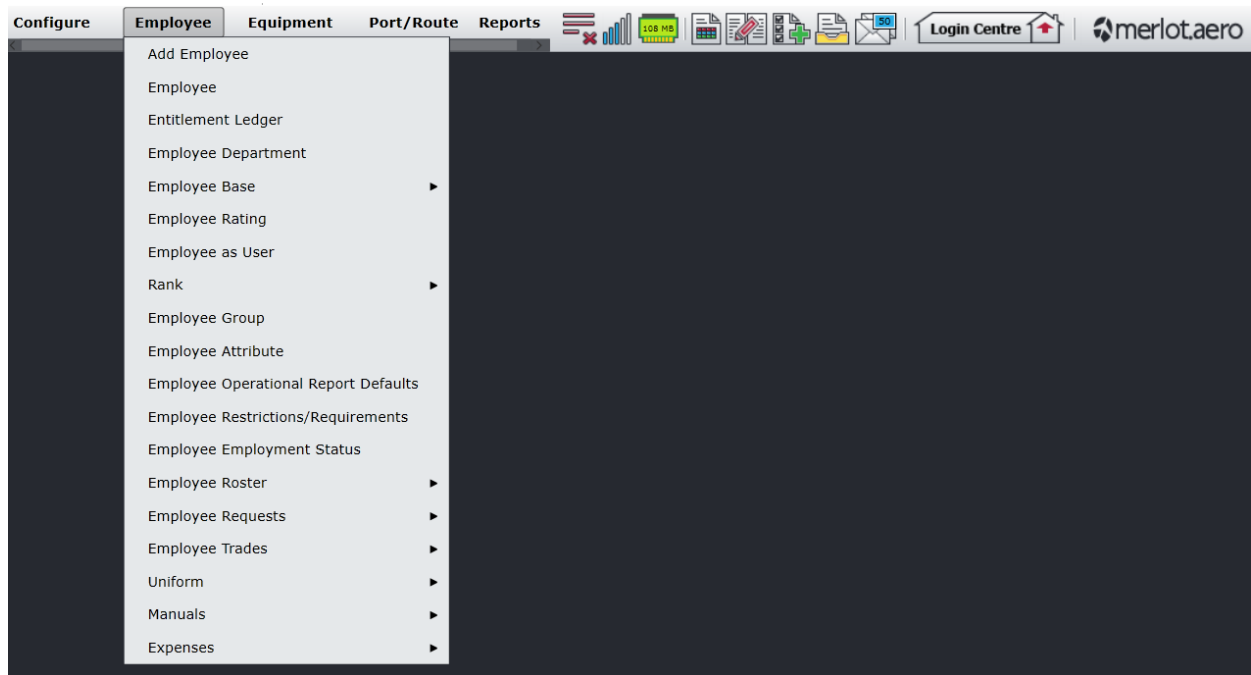
Field	Description
Label	Enter the label for the generic pairing. To access the filter in the Label column, click the down and enter search values to identify the label of choice.
Pairing Type	Select a Pairing Type from the drop-down menu. Note: Pairing types effect a range of applications, crew pay rules and restrictions and requirements.
All Day	Select the All-Day checkbox if the generic pairing is a full day duty. The filter in the All-Day column enables administrators to filter, using true or false values, for the generic pairings designated as full day pairings.

<i>Start Time</i>	Using the up/down arrows select the start time of the generic pairing using the 24-hour clock. Actual start times can be adjusted in the Course Panel in CrewPlan for training courses, as an example.
<i>End Time</i>	Using the up/down arrows select the end time of the generic pairing using the 24-hour clock. Actual end times can be adjusted in the Course Panel in CrewPlan for training courses, as an example.
<i>Lock to Local</i>	Select the Lock to Local checkbox to retain local time zone. The filter in the Lock to Local column enables administrators to filter, using a true value, the generic pairings in local time.

3. 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.

Employee Menu Functionality

To use the Employee menu, select the Employee tab and click on an option from the drop-down menu.



The Employee menu options include:

- Add Employee
- Employee
- Employee Department
- Employee Base
 - By Employee
 - By Base
- Employee Rating
- Employee as User
- Rank
 - Rank Group
 - Rank
 - Rank Group Department
- Employee Group
- Employee Attribute
- Employee Operational Report Defaults
- Employee Restrictions/Requirements
- Employee Employment Status
- Employee Roster
 - Roster Period Definition
 - Roster Targets
 - Public Holiday
- Employee Requests
 - Department Employee Request
 - Employee Request Profile
 - Request Allocation Profile
 - Peak Request Periods
 - Request Points Ledger

- Request Periods
- Request Status
- Employee Points System
- Uniform
 - Uniform
 - Uniform Issue Type
 - Store Location
- Manuals
 - Manuals
 - Manual Location
 - Manual Revision
- Expenses
 - Expense Type

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

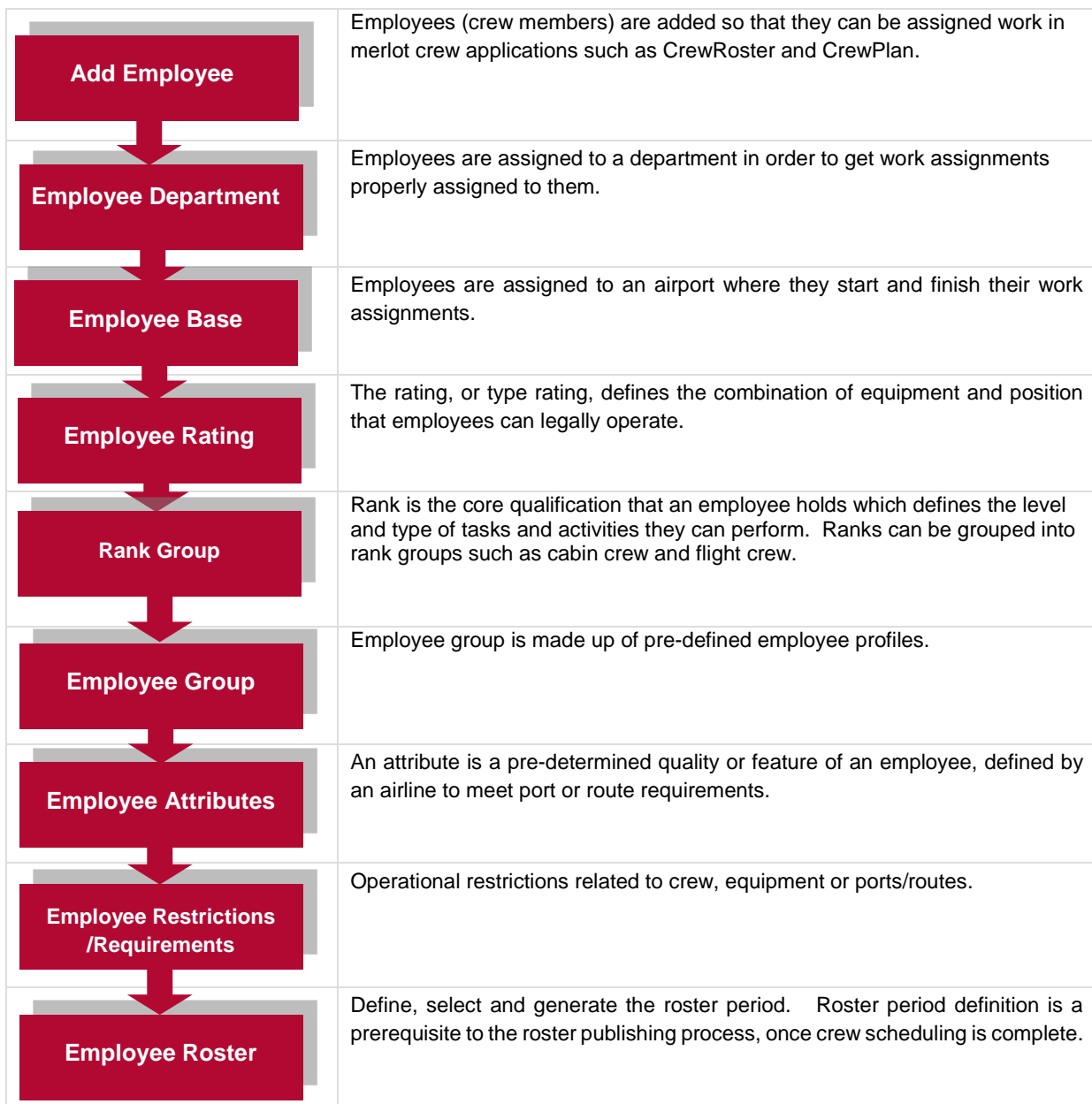
To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

Employee Menu Hierarchy

From an overall perspective, the hierarchy of the Employee Menu catalogues employee details and then assigns employees into categories including departments and base locations so that employees can receive work assignments. The rating, rank group, employee group, attributes and employee restrictions/requirements features help to ensure that employees are assigned work assignments in line with their qualifications. The Employee Roster related features set up the employee roster period, assign applicable rank groups and generate the roster period for the upcoming publication of crew rosters.

A partial sampling only of Employee Menu options is outlined on the flow diagram for illustrative purposes.

The outcome of using the commands in the Employee Menu is to prepare employees in the merlot system to be assigned applicable work assignments in crew applications.



Features of the Employee Menu are discussed next.

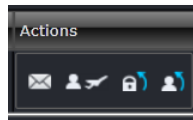
Add Employee

The Add Employee feature enables administrators to add and edit employee information, so that employees can be assigned work in merlot crew applications such as CrewRoster and CrewPlan.





There are two sections in the Add Employee form, a filter section at the top of the form to locate employees and a tabular grid where employee data is viewed. Administrators add and edit applicable employee data into the expandable fields highlighted below, including *Employee Details, Rating, Schedule, Groupings, Records, Other, Log Book* and *Expiries*.

To add employee information, click on **Add Employee** in the Employee menu.

Actions



The action icons are as follows:

Actions	Definitions
Send Message 	Send message to crew.
Open Pairing 	Displays the crew member's current pairing assignment.
Set Password 	Use to reset the password, only if the employee cannot use self-service options to reset the password.
Reset Account 	Use to reset the account or password, only if the employee cannot use self-service options to reset the account or password. First time login will be required by the crew members in CrewPortal.

To modify an employee record, double-click inside the desired row, make changes as required then click **Save**.

To deactivate an existing employee, uncheck the Active checkbox in the Active column, and click **Save**.

Caution: To deactivate an employee is to take them off the crew roster; removing all assigned flights to them.

Employee Details

Personal Details

The Personal Details section allows users to add, modify and delete crew personal information.

To add personal details:

1. Click **Add**.
2. Complete the following Personal Details fields:

Field	Description
<i>Photo</i>	(Optional) Browse to locate employee photo, click on the image to upload it. Note: <i>Flight crew can upload their photos in CrewPortal.</i>
<i>Name 1 2 3 4</i>	Enter employee first name in Name 1 and surname in Name 4. It is not necessary to populate the 2 nd and 3 rd name field.
<i>License Number</i>	Enter employee driver's license number.
<i>Seniority</i>	Enter the employee batch no. or sequence number when employee joined the company.
<i>Nationality</i>	Enter nationality.
<i>Birth City</i>	Enter city of birth.
<i>Birth State</i>	Enter state where born.
<i>Birth Country</i>	Enter country where born.
<i>Nationality Country</i>	Select nationality country from drop-down menu.
<i>Qualified Until</i>	This field auto-populates according to latest course validity for the crew member.
<i>Date of Birth</i>	Select crew member date of birth, using the drop-down calendar.
<i>Position Code</i>	(Optional) Enter numeric position code.
<i>Employee Status</i>	Select Employee Status from drop-down menu including Casual, Leave of Absence, Maternity Leave, Permanent Part Time or Permanent Full Time.
<i>Doctor</i>	Enter name of employee's doctor.
<i>Concession Card Number</i>	Add employee concession card if applicable, if airlines provide this card.
<i>Union Code</i>	Enter union code, if applicable.
<i>Marital Status</i>	Enter marital Status – single, married, divorced, separated etc.
<i>Partner Name</i>	Enter partner name.
<i>Sex</i>	Enter male or female.
<i>User Can Peak Preference</i>	If your airline uses Crew Bidding or Annual Leave functionality, select the checkbox to indicate the employee will use the selected peak preference bidding profile.
<i>Date of Joining</i>	Select date of joining the company from the drop-down calendar.
<i>Position Date</i>	Select position date, using the drop-down calendar The position date is the date the employee started in current position.
<i>Medical Extension</i>	Select the Medical Extension checkbox if a crew member has received an extension to operate. Used in cases where crew over 60 years of age have received an extension and are able to operate.
<i>ID Card Number</i>	Enter ID card number.
<i>Loss of License</i>	Select the Loss of License checkbox if employee driver's license has been revoked.
<i>CrewPortal – User ID</i>	Set-up CrewPortal User ID for employee. By default, when employees are added to the system, the system prompts to use their employee ID as the CrewPortal ID.
<i>CrewPortal – Show Details</i>	Select the Show Details checkbox to show employee details in CrewPortal.
<i>CrewPortal – Secret Q</i>	This field will auto-populate once Employees set-up their initial login to CrewPortal.
<i>CrewPortal – Secret A</i>	This field will auto-populate once Employees set-up their initial login to CrewPortal.
<i>Peak Request Preference</i>	Select applicable peak preference request profile from the drop-down menu. This is applicable only if airlines use Crew Bidding or Annual Leave. This can also be selected by the crew member in CrewPortal.
<i>SSO Only</i>	(For users utilizing Microsoft Azure Active Directory's (AD) Single Sign On) Check the <i>SSO Only</i> checkbox to allow users with Microsoft account to login from the Azure Active Directory.

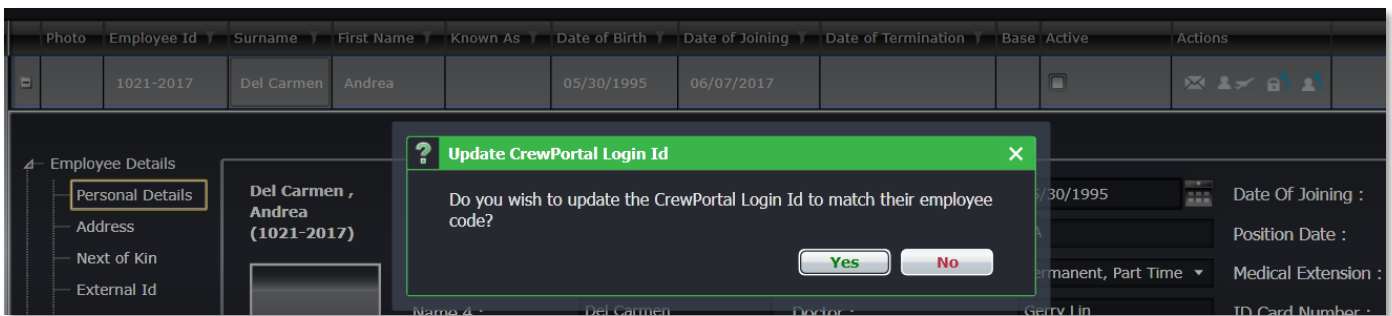
Note: The SSO only checkbox is displayed when logged in using a Microsoft account.

3. 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.

An error message generates if required fields are incomplete. Complete the fields and click **Save** again.

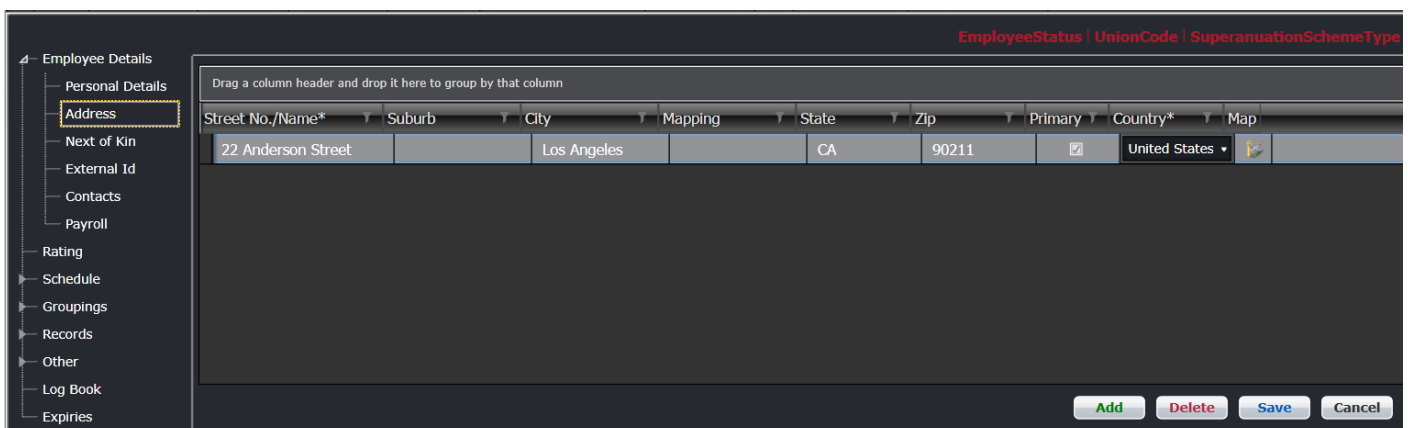
Add Employee - Update CrewPortal Login Id Feature

When an employee is added for the first time and the primary line is visible as shown below, add the employee Id, then press Tab. The Update CrewPortal Login Id pop-up screen will display asking if you want to update the CrewPortal Login ID to match the employee code.



If you click **Yes**, the system will use the crew member ID as their username for login to CrewPortal. Click **No** and the CrewPortal – User ID field is left blank and will need to be manually added at a later time.

Address



To add a new address:

1. Select Address from the Employee Details menu.
2. Click Add.
3. Complete the following address fields:

Field	Description
Street No./Name	Enter street address.
Suburb	Enter name of suburb, if applicable.
City	Enter name of city.
Mapping	(Optional)
State	Enter name of state.
Zip	Enter zip code.
Primary	Select Primary checkbox, if this is the primary address.
Country	Enter name of country.
Map	Click the icon to set exact address.

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.

Note: Administrators can direct the employees to enter their own address information through CrewPortal.

Next of Kin

The screenshot shows the 'Employee Details' form with the 'Next of Kin' section highlighted. The table below represents the data shown in the screenshot:

Name*	Relationship	Address1*	Address2	State	Zip	Country*	Phone Number	Primary
Arthur Del Carmen	Father	22 Anderson Stree	Los Angeles	CA	90211	United States	10635973	<input checked="" type="checkbox"/>

To add a new next of kin:

1. Select **Next of Kin** link.
2. Click **Add**.
3. Complete the following Next of Kin fields:

Field	Description
Name	Enter the name of person to be contacted in an emergency.
Relationship	Enter relationship of person named with respect to employee.
Address 1,2,3,4	Enter address field, at least one address is required.
State	Enter name of state.
Zip	Enter zip code.
Country	Enter name of country.
Primary	Select Primary checkbox if the next of kin entered is the primary contact.

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.

Note: Administrators can direct the employees to enter next of kin information through CrewPortal.

External Id

The External Id form allows users to link an external Id to a crew member.

To add a new external Id:

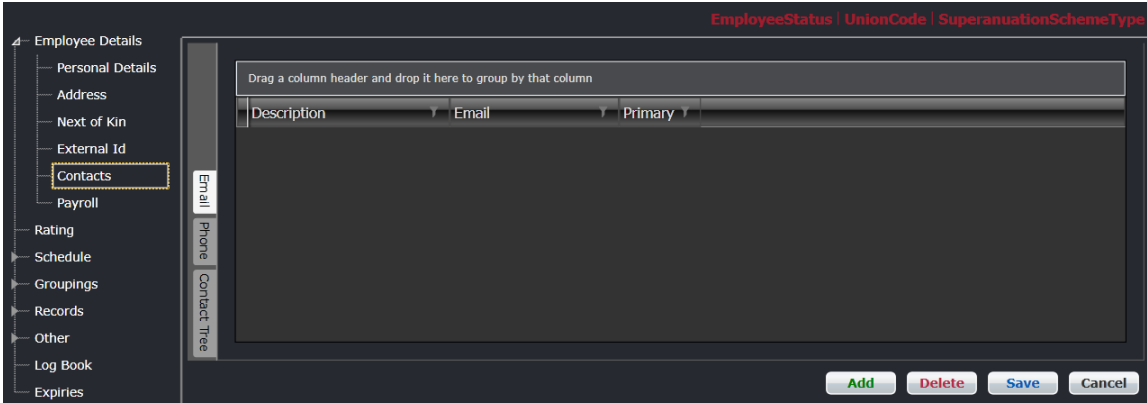
1. Select **External Id** link.
2. Click **Add**.
3. Complete the following Next of Kin fields:

Field	Description
<i>External System</i>	Enter the external system you want to link to an employee.
<i>Employee External Id</i>	Enter the external Id number you want to link to an employee.

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.

Contacts

There are three tabs in Employee Details > Contacts link. These are *email*, *phone* and *contact tree*.



To add a new contact detail:

1. Select **Contacts** link.
2. Click **Add**.
3. Complete the following fields for each tab:

Field	Description
Email:	
<i>Description</i>	Enter description of contact information.
<i>Email</i>	Enter email address.
<i>Primary</i>	Select the Primary checkbox, if this email is the primary email address.
Phone:	
<i>Description</i>	Enter description of contact information.
<i>Number</i>	Enter phone number.
<i>Primary</i>	Select the Primary checkbox, if this phone is the primary phone number.
<i>Use for Txt</i>	Select the checkbox if the phone number is to be used for text messages.
Contact Tree	The contact tree is uploaded to the system. The contact tree is a list of contacts, contact numbers and who the company should contact first.

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.

Note: Administrators can direct the employees to enter contact information through CrewPortal.

Payroll

The payroll form is where employee payroll data such as salary, retirement and bank account information is entered.

Field	Description
<i>Tax Number</i>	Enter employee tax number.
<i>Bank Account Number</i>	Enter employee bank account number.
<i>Super Ann Scheme No</i>	Enter retirement account number.
<i>Super Ann Scheme Type</i>	Select the type of retirement account from the drop-down menu.
<i>Salary</i>	Enter salary.
<i>Daily Rate</i>	Enter daily rate.
<i>Comment 1 2</i>	Enter free text comment, where applicable.
<i>External Code</i>	Select pre-populated code, if applicable.
<i>Start Date/End Date</i>	Information coming soon on this feature.

Rating

There are four sections in the rating form. These are *Rating*, *Employee Base Information*, *Offline Information* and *Department*. These information impacts work assigned to employees.

Rank*	Equipment Group*	Equipment Type*	Trainee	Is Primary	Active From	Active To
Captain	Airbus A320	Airbus A320-100/200	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/14/2017	06/14/2017

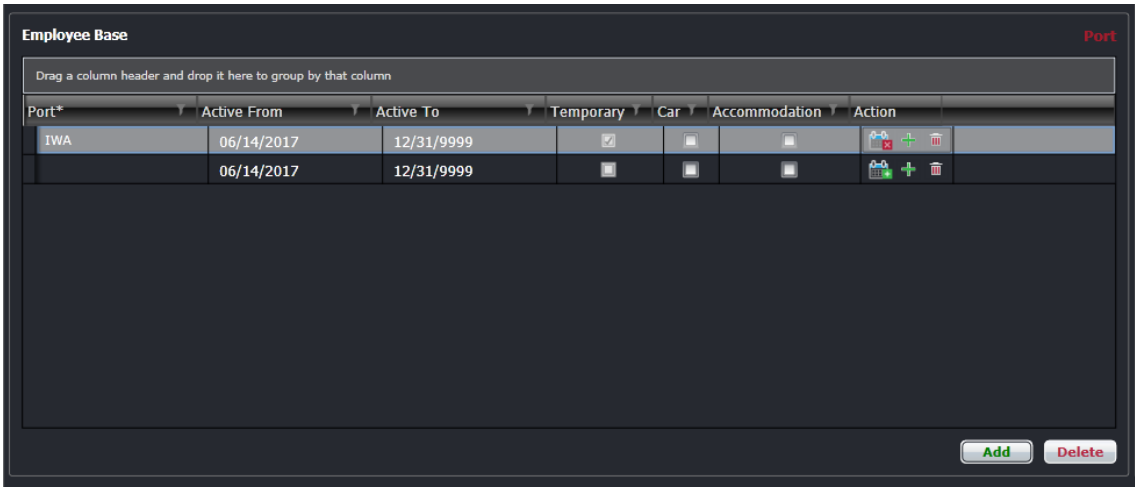
To add rating information:

1. Click **Add**.
2. Complete the following Rating fields:

Field	Description
<i>Rank</i>	Select the employee rank from the drop-down menu, for instance Captain (CPT), First Officer (FO), Flight Attendant (FA) etc.
<i>Equipment Group</i>	Select the equipment group, the employee is qualified for such as Airbus 318-321, Airbus 330, Airbus 340 from the drop-down menu.
<i>Equipment Type</i>	Select the subset of the equipment group identified above, such as Airbus 330-200 or 330-300. Note: Either select the Equipment Group or the Equipment Type, but not both on the same row.
<i>Trainee</i>	Select the Trainee checkbox, if the employee qualifies as a trainee.
<i>Active From/Active To</i>	Select the Active From/To dates of the qualification using the drop-down calendar.

3. 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.

Employee Base



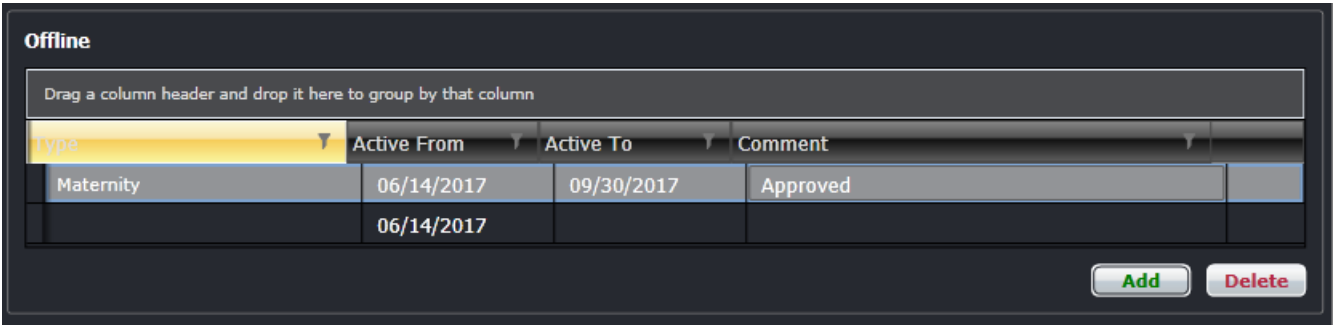
To add a new base information:

1. Click **Add**.
2. Complete the following Employee Base fields:

Field	Description
Port	Select the employee base from the port drop-down menu.
Active From/Active To	Select the Active From/To dates of the employee base, using the drop-down calendars.
Temporary	Select the checkbox if the base is a temporary base.
Car	Select the checkbox if the employee has a car or needs car service.
Accommodation	Select the checkbox if the employee requires accommodation.
Action	There are three action icons to assist system users, start temporary base assignment, add new employee base and delete employee base.

3. 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.

Offline



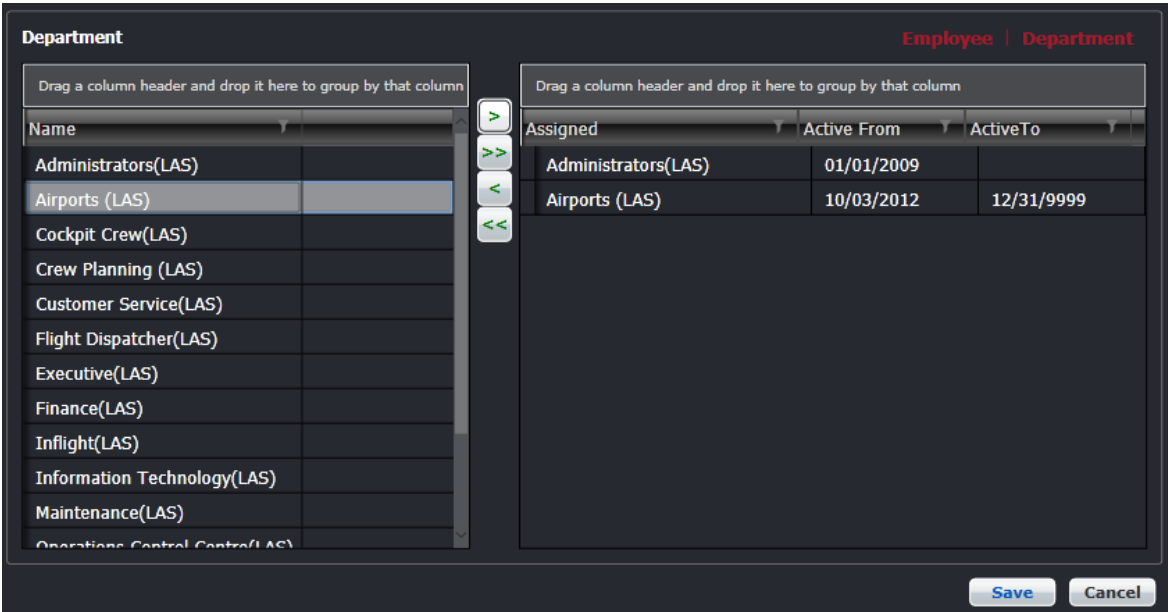
To add offline information:

1. Click **Add**.
2. Complete the following Employee Base fields:

Field	Description
Type	Select maternity or sickness as applicable.
Active From/Active To	Select the Active From/To dates of the offline event, using the drop-down calendars.
Comment	Enter applicable comments related to the offline event.

- 3. 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.

Department



In this rating feature, departments are selected using the arrow keys (> >>) and Active To/From dates selected from the drop-down calendars.

To deselect a department, click on the reverse arrow keys (< <<).

Schedule

The next category of employee-related input pertains to the schedule. There are four features related to schedule including *rosters*, *roster request*, *sickness* and *leave*. All the sections will auto-populate when users have their roster request submitted, roster published, sick or leave request submitted.

Rosters

This is a view-only feature which shows roster periods and the status of the roster periods.

Roster Period Definition	Roster Status	Active From	Active To
FEB Roster FD	Submitted	02-01-2017	02-28-2017
MAR Roster FD 757	Active	03-01-2017	03-31-2017
MAR Roster FD 747	Submitted	03-01-2017	03-31-2017
APR Roster FD 747	Active	04-01-2017	04-30-2017
MAY Roster FD 747	Submitted	05-01-2017	05-31-2017
JUNE Roster FD 747	Active	06-01-2017	06-30-2017
JULY Roster FD 747	Active	07-01-2017	07-31-2017
AUGUST Roster FD 747	Active	08-01-2017	08-31-2017
SEPTEMBER Roster FD 747	Active	09-01-2017	09-30-2017
OCTOBER Roster FD 747	Submitted	10-01-2017	10-31-2017
NOVEMBER Roster 747	Submitted	11-01-2017	11-30-2017
DECEMBER Roster 747	Submitted	12-01-2017	12-31-2017

Roster Request

Once the roster request period is set and employees submit their leave requests, the information will auto-populate here.

Roster Request Status

Drag a column header and drop it here to group by that column

Roster Period*	Request Type*	Roster Request Status*	From*	To*	RosterRequest Status
June2017 - CP:June-2017	Leave	Successful	06/15/2017	06/15/2017	🗨️

To add a new roster request:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Roster Period</i>	Select the applicable roster period, from the drop-down menu.
<i>Request Type</i>	Select the request type from the drop-down menu, including Annual Leave, Day Off or Flying.
<i>Roster Request Status</i>	Select the roster request status from the drop-down menu, including Submitted, Failed, Pending, or Successful.
<i>Active From/To Dates</i>	Select the Active From and To dates using the drop-down calendar. The dates must correspond with roster period.
<i>Roster Request Status</i>	Click on the blue comment bubble to read the employee roster request.

3. 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.

Entitlements

The Entitlement Ledger enables users to view, add and modify crew annual leave entitlements.

Entries for annual leave Credit, Debit and Balance can have a value up to 3 decimal places. This is useful when crew take half a day (0.5) leave instead of 1.

Operator	Base	Rank	Entitlement Type	Date	Pairing	Credit	Debit	Balance	Expiration	Comment	Updated By	Updated Date
			Annual Leave			60.000	14.000	46.000				
MA	ICN	BA	Annual Leave	27/07/2017		60.000	0.000				MerlotSystemUser	03/08/2017 08:53 Z
MA	ICN	BA	Annual Leave	15/11/2017		0.000	1.000				MerlotSystemUser	03/08/2017 09:05 Z
MA	ICN	BA	Annual Leave	16/11/2017		0.000	1.000				MerlotSystemUser	03/08/2017 09:05 Z
MA	ICN	BA	Annual Leave	17/11/2017		0.000	1.000				MerlotSystemUser	03/08/2017 09:05 Z
MA	ICN	BA	Annual Leave	19/12/2017		0.000	1.000				MerlotSystemUser	27/07/2017 23:11 Z
MA	ICN	BA	Annual Leave	20/12/2017		0.000	1.000				MerlotSystemUser	27/07/2017 23:11 Z
MA	ICN	BA	Annual Leave	21/12/2017		0.000	1.000				MerlotSystemUser	27/07/2017 23:11 Z
MA	ICN	BA	Annual Leave	22/12/2017		0.000	1.000				MerlotSystemUser	27/07/2017 23:11 Z

Groupings

The following are the two features in the Groupings category:

Attributes

The Attributes feature enables you to add group members that meet a specific attribute. For example, a crew member who speaks French would have the attribute of speaking French. You can use the attributes in filters and in requirements and restrictions.

Profiles

Profiles allow individuals to be grouped together. An example is a group of pilots over sixty years of age or check pilots or management pilots. The profiles are used in filters, qualifications, restrictions and requirements. Another example might be a green pilot. You can set up a rule that no flight should have two people from the green pilot group.

Profile*	Active From	Active To
Green on Green Pairing	06/15/2017	12/31/2999

Buttons: Add, Delete, Save, Cancel

To add a new profile:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Profile</i>	Select a profile from the drop-down menu such as Captain, Dispatch, First Officer or Aircraft Maintenance Engineer, or as in the example shown Inexperienced flight crew.
<i>Active From/To Dates</i>	Select the Active From and To dates using the drop-down calendar. Suggest setting the Active To date out to 01/01/2999 or similar long-range date.

3. 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.

Click [here](#) to edit and delete.

Records

The following are two options in the Records category:

Dates and Notes

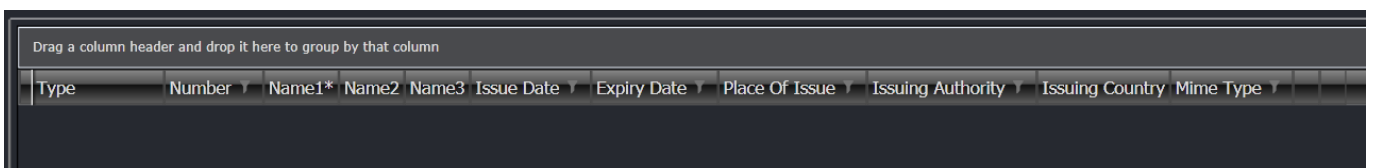
Dates can be used by the user or crew member via CrewPortal to add something that is needed. This area can be used for disciplinary notations. Notes can be hidden from a crew member.

Documents

Under Documents there are two options, including personal documents and company documents.

Personal Documents

Personal documents such as employee passport numbers, pilot medical and/or license data can be stored here.



To add a new personal document:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Type</i>	Select the type of document such as a passport, pilot medical, pilot license from the drop-down menu.
<i>Number</i>	Enter the number of the document.
<i>Name 1 2 3</i>	Enter the full name on the document.
<i>Issue Date</i>	Select the issue date of the document from the drop-down menu.
<i>Expiry Date</i>	Select the expiry date of the document from the drop-down menu.
<i>Place of Issue</i>	Enter the place of issue of the document.
<i>Issuing Authority</i>	Enter the name of the issuing authority.
<i>Issuing Country</i>	Select the Issuing Country from the drop-down menu.
<i>Mime Type</i>	Multipurpose Internet Mail Extension.

<i>View</i>	Click View link to view the document.
<i>Upload</i>	Click the Upload link to upload a copy of the personal document.

3. 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: When adding a passport, the GenDec will use this name as the official crew member's name.

Refer to the beginning of the Employee Menu section for instructions on how to edit or delete information.

Company Documents

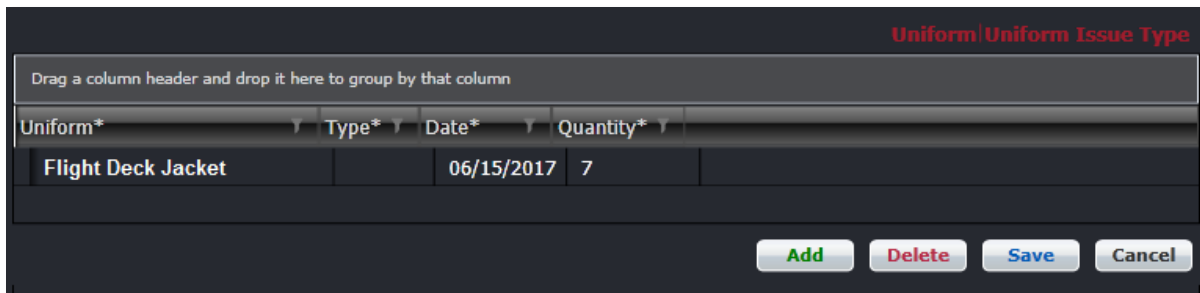
Company issued documents can be stored here.

Other

The Other section contains uniforms and manuals.

Uniform

The uniform feature enables administrators to record uniform pieces for employees.



To add a uniform record:

1. Click **Add**.
2. Complete the following fields:

Field	Description
Uniform	Select the uniform piece from the drop-down menu.
Type	Select the uniform piece type, for instance jacket, from the drop-down menu.
Date	Select the issue date, from the drop-down calendar.
Quantity	Select the number of uniform pieces being distributed.

3. 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.

Click [here](#) to edit and delete.

Manuals

The following are two options in the Manuals category:

Log Book

This is a view-only information coming from the data entered in the Flight Logs.

Expiries

This feature consists of an employee qualification summary with expiration dates. This view-only feature auto-populates once the user associates courses and expiries to an employee. It serves as a summary of qualifications, certifications and restrictions for crew members and operational currency.

Qualification Summary

Employee name (Employee ID) Current Position Validity: 08-31-2017

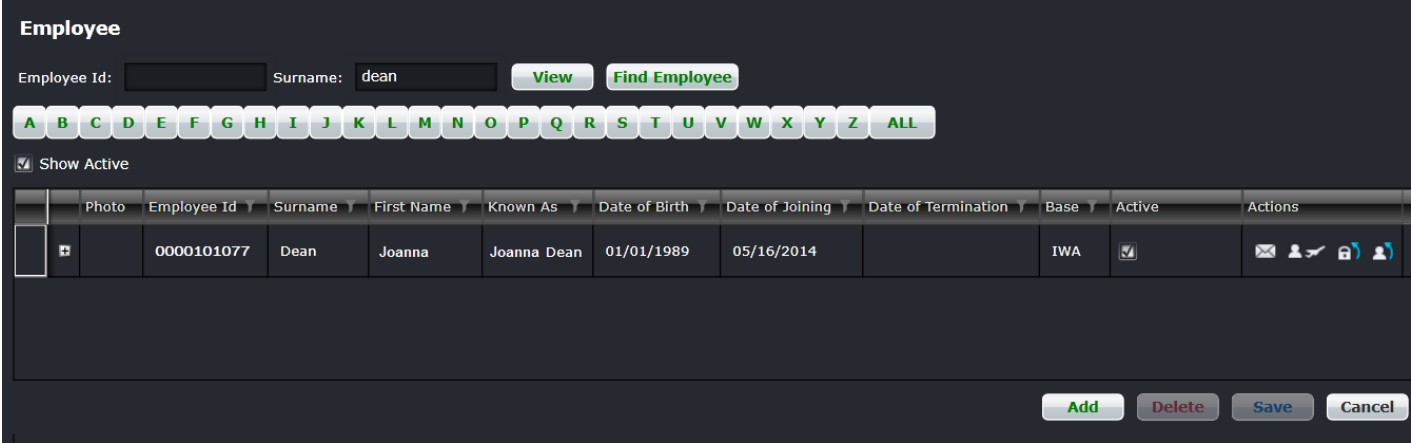
Qualifications Restrictions Currency

Active

Type	Name	Course Code	Expiry	Next Planned	Status	Validation Type	Rule Level
Course	757 Differences LC	DLC	08-31-2113	2017	Passed		
Course	757 Line Check	LC5	06-30-2017		Passed	Positive	CRITICAL
Course	757 Proficiency Check	PC5	08-31-2017	08-28-2018	Expired	Positive	CRITICAL
Course	757 Proficiency Training	PT5	02-28-2017		Passed	Positive	CRITICAL
Course	757 Recurrent Ground School	RGS5	08-31-2017	09-25-2018	Expired	Positive	CRITICAL
Course	757 Systems	SY5	08-31-2017		Expired	Positive	CRITICAL
Course	AeroData	ADA	07-31-2017		Passed		
Course	Appendix H	APP	12-31-2017		Passed	Positive	CRITICAL

Employee

From the Employee menu, select **Employee** to search for an existing employee. The *Show Active* checkbox should be selected to view active employees. Search results are displayed in the grid.



The filter in the Employee form has the following search fields:

Field	Description
<i>Surname</i>	Select the Surname radio button, to search for employee by last name.
<i>Employee ID</i>	Select the Employee Id radio button, to search for employee by employee id number

Click **View** to view search results in the grid.

Find Employee

This button provides quick and easy way to locate employees.

Click **Find Employee** to launch the Find Employee form.

Select the employee name and/or employee number from the respective drop-down menus and click on the **Quick Open** Button.

Alternatively, select the desired filter criteria from the choices in the center of the form then click **Filter**. The results will be displayed at the bottom of the form. More information about an employee can be viewed by selecting the checkbox in the left-hand column corresponding with the employee, then click **Open**.

The screenshot shows a 'Find Employee' window with the following elements:

- Date From:** 06/15/2017, **Date To:** 06/15/2017, **Append**
- Emp Name:** Dean, Joanna
- Emp Code:** (empty)
- Flight:** (empty)
- Advanced Filters:** (collapsed)
- Filter** button
- Table Headers:** EmpCode, Name, Department, Base | Rank, Pairing, Phone, Phone 2, Email, Actions
- Buttons:** Open, Cancel

Entitlement Ledger

The Entitlement Ledger enables users to view, add and modify crew annual leave entitlements.

Entries for annual leave Credit, Debit and Balance can have a value up to 3 decimal places. This is useful when crew take half a day (0.5) leave instead of 1.

Entitlement Ledger

Date From : 01/12/2017 Date To : 31/12/2017 Entitlement: Annual Leave^x

Operator: MA^x Department: Select All^x Rank: Select All^x

Equipment: Select All^x Base: Select All^x Group: Select All^x

Active ExpandAll

EmpCode	Name	Operator	Base	Rank	Entitlement Type	Date	Pairing	Credit	Debit	Balance	Expiration	Comment	Updated By	Updated Date
001	Moore, Andrea				GOLD Day			20.500	0.000	20.500				
					Annual Leave	08/12/2017		20.500	0.000		08/12/2018		MerlotAdmin	08/12/2017 06:20 Z
					GOLD Day	08/12/2017		0.000	0.000		08/12/2018		MerlotAdmin	08/12/2017 06:20 Z
002	Michaels, Cris				GOLD Day			0.000	0.000	0.000				

Employee Department

To assign an employee to a department, click on **Employee Department** in the Employee menu.

Employee Department Employee | Department

Employee: Dean, Joanna

Name	Assigned	Active From	Active To
Administrators(LAS)	>	Inflight(LAS)	05/12/2014 12/31/9999
Airports (LAS)	>>	Administrators(LAS)	01/01/2009
Cockpit Crew(LAS)	<		
Crew Planning (LAS)	<<		
Customer Service(LAS)			
Flight Dispatcher(LAS)			
Executive(LAS)			

Employees must be assigned to a department to get work assignments properly assigned to them. Users can also access this form from the rating section of the Employee Details form.

To assign an employee to a department:

1. Select the employee name from the Employee drop-down menu.
2. Select the applicable department name.
3. Click the arrow (> >>) to move a department to the assigned area of the grid.
4. Enter an Active To date in the *ActiveTo* column. It is suggested that administrators use a long-range date such as 01/01/2999 or similar.
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: Employees can be assigned to multiple departments.

Employee Base

By Employee

To add or edit a base for an employee, click **By Employee** from Employee > Employee Base.

The employees of an airline are assigned to an airport where they start and finish their work assignments. The assigned airport of an employee is referred to as their base. Employees also move between bases over time but can only be associated with a single base at one time.

The information in this form can also be completed in the rating section of the Employee Details form.

Employee Base Port

Employee Dean, Joanna

Drag a column header and drop it here to group by that column

Port*	Active From	Active To	Temporary	Car	Accommodation	Action
PIE	07/18/2014	12/31/9999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PIE	06/11/2014	07/16/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SFB	07/17/2014	07/18/2014	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add
Delete
Save
Cancel

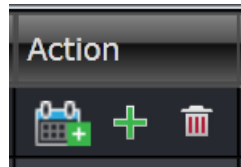
To add an employee base:

1. Select employee name from the Employee drop-down menu.
2. Click **Add**.
3. Select the applicable port from the Port drop-down menu.
4. Enter the Active From date.
5. Enter an active to date in the Active To column, suggest a 01/01/2099 date or similar long-range date.
6. Select the temporary checkbox, if the base is a temporary assignment.
7. Select the Car or Accommodation checkbox if the employee requires a company provided car or accommodations.
8. 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.

Click [here](#) to edit and delete.

Action

The action icons in the Employee Base section are described as follows:



Icon	Action
<i>Calendar with Plus Sign</i>	Start temporary base assignment. If you start the temporary assignment a new line appears. In the new line, the icon is now red and it is to stop temporary base allocation.
<i>Plus Sign</i>	Add new employee base.
<i>Trash can</i>	Delete this employee base.

By Base

To add or edit an employee to or from a base, click **By Base** from Employee > Employee Base.

The employees of an airline are assigned to an airport where they start and finish their duties. The assigned airport of an employee is referred to as their base.

Employee*	Active From	Active To	Temporary	Car	Accommodation
Anthony, Chase	02/05/2016	12/31/9999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ash, Justin	02/05/2016	12/31/9999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atelier, Monica	02/19/2016	12/31/9999	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To add an employee to a base:

1. Select base from the *Base* drop-down menu.
2. Click **Add**.
3. Enter employee name in the *Employee* column.
4. The Active From date will auto-populate based on today's date. Users can adjust to actual date, if required.
5. Enter an active to date in the *ActiveTo* column, the system will automatically suggest a 01/01/2099 date or similar long-range date.
6. Select the *Temporary* checkbox, if the base is a temporary assignment.
7. Select the *Car* or *Accommodation* checkboxes if the employee requires a company provided car or accommodations.
8. 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.

The steps to edit or delete information are detailed at the beginning of the Employee Menu section.

Employee Rating

Rating, or type rating, defines the combination of equipment and position that a crew can legally operate. In merlot.aero the characteristics that define a rating are rank and equipment group. The set of allowable tasks / activities may be further restricted for an employee due to factors like training etc.

Employee Rating Rank | Equipment Group | Equipment Type

Employee Dean, Joanna ▼

Drag a column header and drop it here to group by that column

Rank*	Equipment Group*	Equipment Type*	Trainee	Active From	Active To
Flight Attendant	Airbus A320		<input type="checkbox"/>	06/11/2014	12/31/9999
Flight Attendant	Boeing 757		<input type="checkbox"/>	06/11/2014	12/31/9999
Flight Attendant	McDonnell Douglas MD80		<input type="checkbox"/>	06/11/2014	12/31/9999

Add
Delete
Save
Cancel

To add an employee rating:

1. Select the employee name from the Employee drop-down menu.
2. Click **Add**.
3. Select the applicable employee rank.
4. Select the Equipment Group.
5. Select the Equipment Type.

Note: Select either an Equipment Group or Equipment Type, not both items.

6. **(Optional)** Select the *Trainee* checkbox.
7. Select an Active From/To date using the drop-down calendars.
8. 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.

Click [here](#) to edit and delete.

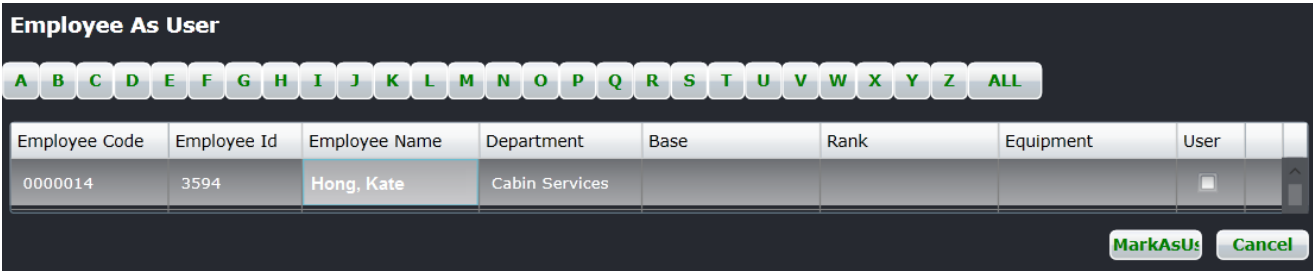
Employee as User

To access the Employee as User feature, click on **Employee as User** in the Employee menu.

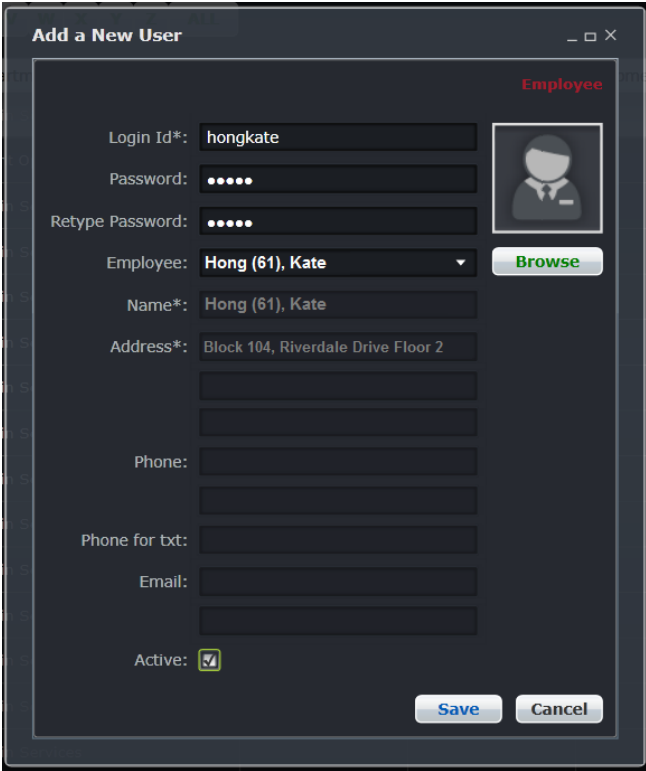
If the employee is also a merlot system user, the administrator can mark them as a user in this feature.

To mark an employee as a system user:

1. Highlight the employee name, the **Mark as User** button will be turned on. Click **Mark as User**.



The Add a New User form displays:



2. Complete the following fields:

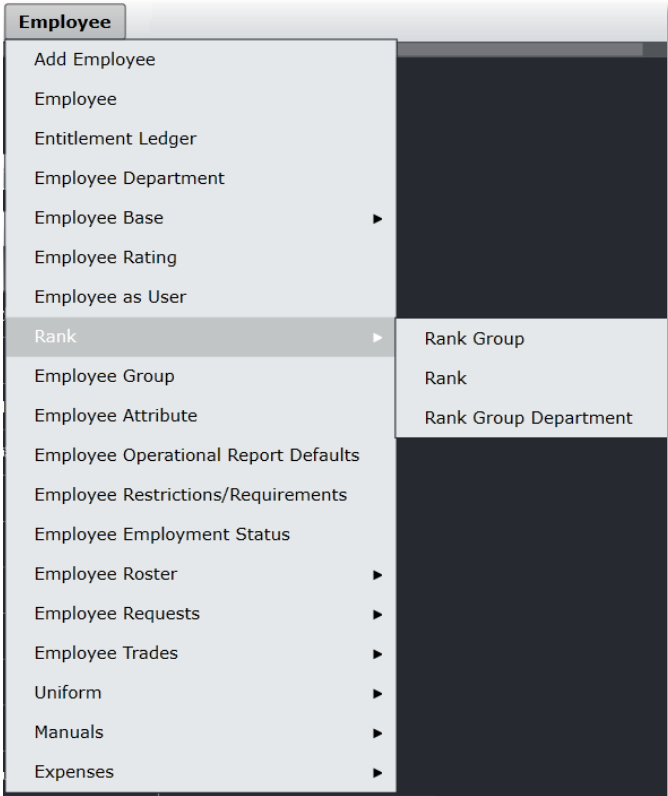
Field	Description
<i>Login Id*</i>	Type login Id.
<i>Password</i>	Type default user password.
<i>Retype Password</i>	Re-type user password.
<i>Employee</i>	This will auto-populate with the employee name.

<i>Name*</i>	This will auto-populate with the employee name.
<i>Address*</i>	This will auto-populate from Address in employee details.
<i>Phone</i>	This will auto-populate from employee details.
<i>Phone for txt</i>	As above.
<i>Email</i>	As above.
<i>Active</i>	Check to show the user as active.

Once finished, click **Save**. If in the future the user resigns from the company, uncheck the *Active* checkbox.

Rank

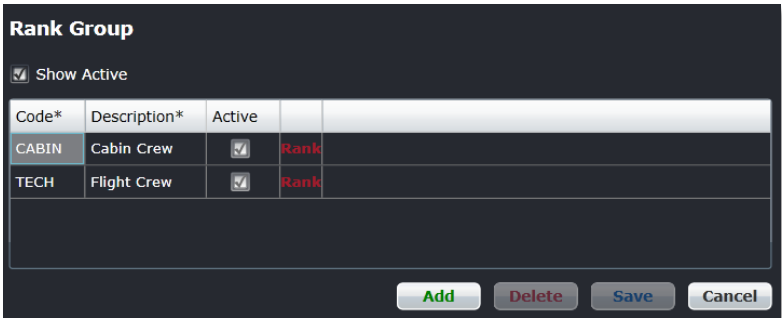
The three options shown below are available in the Rank feature and will be discussed in this section.



Rank Group

To access the rank group, select Rank and click on **Rank Group** from the Employee menu.

A rank is the core qualification that an employee holds which defines the level and type of tasks and activities they can perform. For example, captain, flight attendant, engineer, first officer etc. These ranks can be grouped into rank groups, for example cabin crew and flight crew. In this feature rank groups are defined as shown below.



To add a new rank group:

- 1. Click **Add**.
- 2. Enter the code for the new rank group.

3. Enter a description for the rank group code.
4. Select the *Active* checkbox, to indicate the rank group as active.
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.

Click [here](#) to edit and delete.

Rank

To access rank, select Rank and click on **Rank** from the Employee menu.

A rank is the core qualification that an employee holds which defines the level and type of tasks and activities they can perform, for example captain, flight attendant, engineer, first officer etc. In this feature, employee ranks are defined, assigned to group ranks and activated so that employees are assigned to correct work assignments based on their qualifications.

Rank

Show Active Rank Group

Code*	Name*	Rank Group*	SortOrder*	Active
PIC	Pilot in Command	Flight Crew	1	<input checked="" type="checkbox"/>
CPT	Captain	Flight Crew	2	<input checked="" type="checkbox"/>
FO	First Officer	Flight Crew	3	<input checked="" type="checkbox"/>
SO	Second Officer	Flight Crew	4	<input checked="" type="checkbox"/>
CIC	Cabin Crew Incharge	Cabin Crew	5	<input checked="" type="checkbox"/>
CL	Complex Leader	Cabin Crew	6	<input checked="" type="checkbox"/>
CC	Cabin Crew	Cabin Crew	7	<input checked="" type="checkbox"/>
SNY	Supernumerary	Cabin Crew	8	<input checked="" type="checkbox"/>
OBC	Observer	Cabin Crew	9	<input checked="" type="checkbox"/>
OBS	Observer Pilot	Flight Crew	10	<input checked="" type="checkbox"/>
EOB	Engineer	Flight Crew	11	<input checked="" type="checkbox"/>

Add
Delete
Save
Cancel

To add a new rank:

1. Click **Add**.
2. Enter the code for the new rank.
3. Enter the name of the rank.
4. Select a rank group from the *Rank Group* drop-down menu.
5. Set the sort order, using the up/down arrows.

Note: The sort order is the order in which the ranks are displayed in the General Declaration form and in other reports.

6. 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.

The Rank Group link in the right corner of the form links to the Rank Group form where rank groups are formed.

See the instructions at the beginning of the Employee User Menu section on how to edit and delete information.

Rank Group Department

To access rank group department, select Rank and click on **Rank Group Department** from the Employee menu.

In this feature, rank groups are assigned to relevant departments.

Rank Group Department RankGroup | Department

Rank Group **Cabin Crew** ▼

Name	Assigned	Active From	ActiveTo
Cabin Services(SIN)	Cabin Services(SIN)	01/10/2014	01/01/2099
Commercial(SIN)	Cabin Services(DMK)	01/10/2014	01/01/2099
Engineering(SIN)			
Finance and HR(SIN)			
Flight Ops(SIN)			
Ground Ops(SIN)			
Administrator(SIN)			
SATSOCC(SIN)			
Cabin Services(DMK)			
Commercial(DMK)			
Flight Ops(DMK)			
OCC(DMK)			

Save **Cancel**

To assign a new rank group department:

1. Select a rank group from the *Rank Group* drop-down menu.
2. Select the name of a department in the *Name* column.
3. Assign the department to a rank group, by using the arrows (> >>) to move the selected department to the Assigned column.
4. The Active From column date is the date the department was set-up.

Note: *Departments may be associated with different rank groups at different times. This feature allows for multiple associations.*

5. Select the Active To dates, using the drop-down calendar; the system automatically suggests setting the date to a future date such as 01/01/2999.
6. 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.

The Rank Group link, links to the Rank Group and Department.

Employee Group

To access employee groups, click on **Employee Group** from the Employee menu.

The Employee Profile lists the pre-defined employee profile/group name with the description that can be set to active and added later to an employee.

Employee Profile					
<input checked="" type="checkbox"/> Show Active					
Name*	Description*	Active	Is Language	Use In Optimizer	Use in Employee Roster Report
TL	TEAM LEADER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TREE	TRAINEE CABIN CREW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CHK	CABIN CREW CHECKER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FL	FREELANCE CABIN CREW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
INTN	INTERNS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CICTM	CIC TEAM MANAGEMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
RT	RANK TRAINER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UM	UNION MEMBERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OBS	OBSERVER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIP	LINE INSTRUCTOR PILOT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FI	FLYING INSTRUCTOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AFE	AUTHORISED FLIGHT EXAMINER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SAP	SAFETY PILOT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GREEN	LOW EXPERIENCE TECH CREW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NOOPT	NO OPTIMISED ROSTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GSCS	GROUND STAFF - CABIN SERVICES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPT	OPTIMISED ROSTER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LOWEXPCC	LOW EXPERIENCE CABIN CREW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
787SBY	787 Standby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
777SBY	777 Standby	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SI	SIM INSTRUCTOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O60	AGE OVER 60 EMPLOYEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NON-LVO	Non LVO Membership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To add a new employee group:

1. Click **Add**.
2. Enter a code for the new group in the *Name* column.
3. Enter a description of the group in the *Description* column.
4. Select the *Active* checkbox, to indicate the group as active.
5. Select the *Use in Optimizer* checkbox, if the optimizer service is selected by the operator.
6. Select *Use in Employee Roster Report* checkbox to include an active profile in the Employee Roster Report.
7. 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.

Click [here](#) to edit and delete.

Employee Attribute

To access the employee attribute feature, click on **Employee Attribute** in the Employee menu.

An attribute is a pre-determined quality or feature of an employee, defined by an airline to meet port or route requirements. Once attributes have been defined, crew schedulers are able to assign crew with the proper attributes as port/route requirements dictate. Check the *Show Active* checkbox to view active employee attributes.

Employee Attribute					
<input checked="" type="checkbox"/> Show Active					
Code*	Description*	Active	Use In Optimizer	Show in Briefing Report	
777SBY	777Standby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
787SBY	787Standby	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
BSP	BAHASA SPEAKERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B41	Batch 41	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BUNK	Bunk Trained	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CHI	CHINESE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
FOREIGNER	FOREIGNER CREW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
GSCS	GROUND STAFF - CABIN SERVICES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ITN	INTERN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
JAP	JAPANESE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
JSP	JAPANESE SPEAKERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
KOR	KOREAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
KSP	KOREAN SPEAKERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MALE	MALE CREW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MPA	MANDARIN PA (Other nationalities)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
MSP	MANDARIN SPEAKERS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TRAINING FLT	MUST HAVE A SAFETY PILOT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LINE CHECK	MUST HAVE A SAFETY PILOT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TWN	TAIWANESE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

To add a new employee attribute:

1. Click **Add**.
2. Enter a code for the new attribute.
3. Enter a description of the attribute.
4. Select the *Active* checkbox, to indicate the attribute as active.
5. Select the *Use in Optimizer* checkbox, if the optimizer service is selected by the operator.
6. 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.

Click [here](#) to edit and delete.

Employee Operational Report Defaults

To access Configure Report Defaults, click on **Employee Operational Report Defaults** in the Employee menu.

This feature defines all reporting requirements for crew, by operator, rank and equipment based on whether crew members are serving in an operational or non-operational (i.e., deadheading) capacity. Crew members can determine at a glance which reports are required per flight.

Examples of operational reports include the General Declaration, Voyage and Briefing reports.

The Configure Report Defaults, once defined, display in AircraftFollow Crew Assignments as reporting requirements.

Configure Report Defaults						
Drag a column header and drop it here to group by that column						
	Operator	Rank	Equipment	Report	Operating	Non-operating
	<All> ^x	<All> ^x	<All> ^x	General Declaration Report (ICAC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add **Delete** **Save** **Cancel**

To add a report:

1. Click **Add**.
2. Select applicable Operator, Rank and Equipment Group from the respective drop-down menus.
3. Enter the name of the report.
4. Select the Operating checkbox, to indicate report is required by crew operating the flight.
5. Select the Non-operating checkbox, to indicate report is required by non-operating (deadhead) crew.
6. 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.

Click [here](#) to edit and delete.

Employee Restrictions/Requirements

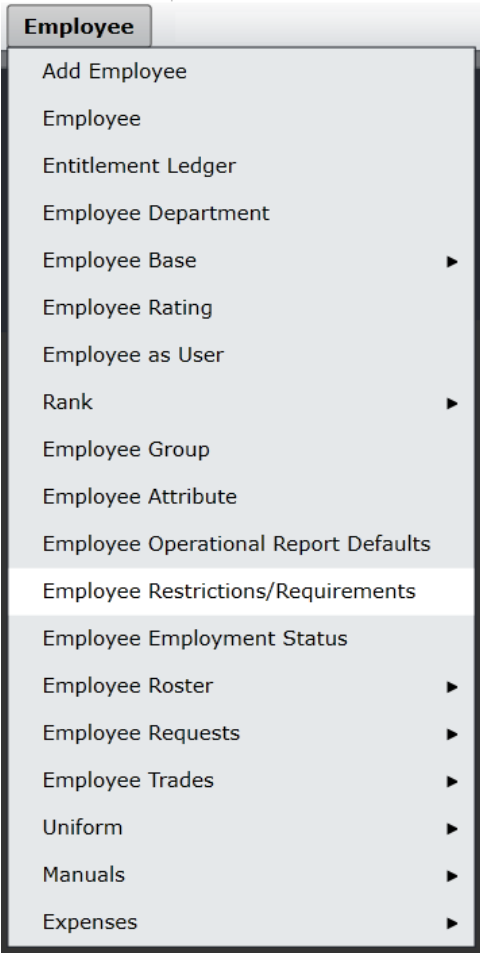
Most airlines have operational restrictions related to crew, equipment and ports/routes.

A restriction is defined as the state of being limited or constricted. Can't have and must have are merlot restrictions that can apply to crew, equipment and/or ports and routes. A requirement is defined as a necessary condition, which can apply to crew, equipment and/or ports and routes.

Once the restrictions are set-up in Configure, the merlot Rules Engine will render a violation if restrictions are breached.

As mentioned above, the restrictions apply to crew, equipment and ports/routes, so the functionality to set-up the restrictions are in the Employee, Equipment and Port/Route menus respectively. The features of the restrictions/requirements forms are detailed in this section, along with the instructions on how to add crew, equipment and port/route restrictions.

To access employee restrictions and requirements, click on the **Employee Restrictions/Requirements** feature from the Employee drop-down menu.



A crew restriction may be used to prevent individual employees or a group of employees with specific attributes from working together, or alternatively the restriction may mandate that employees work together.

A crew restriction for example, may specify that an inexperienced green pilot cannot fly with another inexperienced green pilot.

These crew restrictions and requirements ensure that company and operational rules are enforced.

Configure administrator's set-up employee restrictions and requirements according to airline restrictions and requirements.

The process to put a crew restriction in place is covered next.

Set-Up Restrictions

There are two sections in the Employee Restrictions/Requirements form, a filter section and a tabular grid with column headers containing funnel filters to assist in the set-up of restrictions/requirements. Each section is discussed in detail.

Operator	Rank	Equipment	Crew Object Type	Crew Object	Rule Type	Operator	Rank	Equipment	Object Type
AirAsia-X	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-X	Tech Crew	ALL	Employee
AirAsia-Thailand	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-Thailand	Tech Crew	ALL	Employee
AirAsia-Japan	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-Japan	Tech Crew	ALL	Employee
AirAsia-Indonesia	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-Indonesia	Tech Crew	ALL	Employee
AirAsia-Malaysia	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-Malaysia	Tech Crew	ALL	Employee
ALL	ALL	ALL	Employee Attribute	> 60	Cannot Operat	ALL	ALL	ALL	Employee

Employee Restrictions/Requirements Filter

The Employee Restrictions/Requirements filter enables administrators to find existing instances of restrictions/requirements to edit. The *Show Active* checkbox should be selected to view active restrictions and requirements. Search results display in the grid.

The filter in the Employee Restrictions/Requirements form contains the following fields:

Field	Description
<i>Employee Attribute</i>	Select an employee attribute, a designated quality or feature, from the list of defined employee attributes in the drop-down menu. For instance, employees who speak Korean or Japanese. Employee attributes are defined in the Employee Attribute feature of the Employee menu.
<i>Employee Certification</i>	Select employee certification type from the Employee Certification drop-down menu. For instance, Airline Transport Pilot License, CAT 1 Medical, passport, work permit etc.
<i>Employee Group</i>	Select employee group from the list of employee groups in the Employee Group drop-down menu. For instance, IOE instructors, No passport etc.
<i>Employee Qualification</i>	Select employee qualification from the list of Employee qualifications in the drop-down menu. For instance, Annual Ground Refresher, Pilot Initial, Full Flight Simulator etc.
<i>Show Active</i>	Select the Show Active checkbox to display active restrictions and requirements.

Click **Find** to display filter data in the grid.

In the example shown above, the designated employee attribute consists of pilots over 60 years of age, with the resulting restriction and requirement data shown in the grid. In this example, pilots over 60 years of age may not fly with other pilots over age 60 per airline rules. If pilots are assigned to fly together in crew applications, the merlot Rules Engine will trigger a violation, in this case a critical violation that must be fixed as soon as possible.

For clarification, a crew member on their own recognisance gets a certification like a passport or medical which has an expiration date. An employee qualification is a check or course requirement, many of which are required in order for a crew member to be legal to operate. Qualifications generally require revalidation on a regular basis.

An employee attribute is a designated quality or feature which has been identified as noteworthy.

Employee Restrictions/Requirements Grid View

The results of the search display in the tabular grid, as shown below.

Operator	Rank	Equipment	Crew Object Type	Crew Object	Rule Type	Operator	Rank	Equipment	Object Type
AirAsia-X	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-X	Tech Crew	ALL	Employee
AirAsia-Thailand	Tech Crew	ALL	Employee Attribute	> 60	Cannot Operat	AirAsia-Thailand	Tech Crew	ALL	Employee
ALL	ALL	ALL	Employee Attribute	> 60	Cannot Operat	ALL	ALL	ALL	Employee

The columns in the Employee Restrictions/Requirements form consist of the following fields:

Field	Description
<i>Operator</i>	The airline operator selected from the drop-down menu.
<i>Rank</i>	The rank selected from the drop-down menu.
<i>Equipment</i>	The type of equipment selected from the drop-down menu.
<i>Crew Object Type</i>	Crew Object Type selected from the drop-down menu. The crew object type is a select employee group or type for example, Employee, Employee Attribute, Employee Certification, Employee Group or Employee Qualification.
<i>Crew Object</i>	Specific data from the crew object identified in the Crew Object Type column.
<i>Rule Type</i>	Rule type, for instance cannot operate with or must operate with.
<i>Operator</i>	Airline operator selected from the drop-down menu.
<i>Rank</i>	Rank selected from the drop-down menu.
<i>Equipment</i>	Equipment type selected from the drop-down menu.

Object Type	Object	Mutual	Ignore With Object	Ignore With Object	Error Level	Active From	Active To	Active
Employee Attribute	> 60	<input checked="" type="checkbox"/>			Critical	18/01/2012		<input checked="" type="checkbox"/>
Employee Attribute	> 60	<input checked="" type="checkbox"/>			Critical	01/01/2012		<input checked="" type="checkbox"/>
Employee Attribute	> 60	<input checked="" type="checkbox"/>			Critical	07/11/2012		<input checked="" type="checkbox"/>

A continuation of column field descriptions:

Field	Description
<i>Object Type</i>	A select group from which the data will be pulled, such as the employee groups mentioned above, or equipment groups (profile, registration, registration attributes), or country, port (attributes, group).
<i>Object</i>	The data from the specific object type identified in the Object Type column.
<i>Mutual</i>	If the Mutual checkbox is selected, the restriction rule is processed in both directions.
<i>Ignore with Object</i>	The object type if selected from the drop-down menu, allows the restriction/requirement to be ignored if certain criteria are met.
<i>Ignore with Object</i>	A further subset drop-down menu that allows you to choose the crew member, attribute, certification etc., in order to complete the Ignore with Object set-up.
<i>Error Level</i>	Critical or non-critical can be selected from the drop-down menu
<i>Active From</i>	The start date is selected from the Active From drop-down calendar.
<i>Active To</i>	The end date is selected from the Active To drop-down calendar.
<i>Active</i>	Select the Active checkbox to indicate that the restriction/requirement as active.

There are two sets of nearly identical columns in the restrictions/requirements form because restrictions are set up between employees or employee groups so the detail regarding the employees or the groups needs to be established for both sets.

Adding an Employee Restrictions/Requirement

Administrators can add or delete employee restrictions and requirements.

To add an employee restriction/requirement:

1. Click **Add**.
The operator, rank and equipment values display ALL as the default setting. This default setting may be changed by clicking on the drop-down menu in the newly added row.
2. Select applicable values for all of the columns detailed above, the descriptions are shown on the previous page.
3. 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.

The column header in the grid view contains a funnel filter to search for column-related values.

To delete an existing restriction, select the desired row and then click **Delete**. You will be asked “Are you sure you want to delete the restriction?” Click **Yes** to permanently delete the restriction.

Employee Employment Status

To access Employee Employment Status, click on **Employee Employment Status** in the Employee menu.

This feature defines employment status codes for employees. This information populates the *Employee Status* drop-down menu in Employee Details and it is also seen in the CrewPayroll application.

Code*	Description*	Active
CAS	Casual	<input checked="" type="checkbox"/>
CON	Contractor	<input checked="" type="checkbox"/>
MAT	Maternity Leave	<input checked="" type="checkbox"/>
PART	Permanent, Part Time	<input checked="" type="checkbox"/>
PERM	Permanent, Full Time	<input checked="" type="checkbox"/>
TRM	Terminated	<input checked="" type="checkbox"/>

Show Active

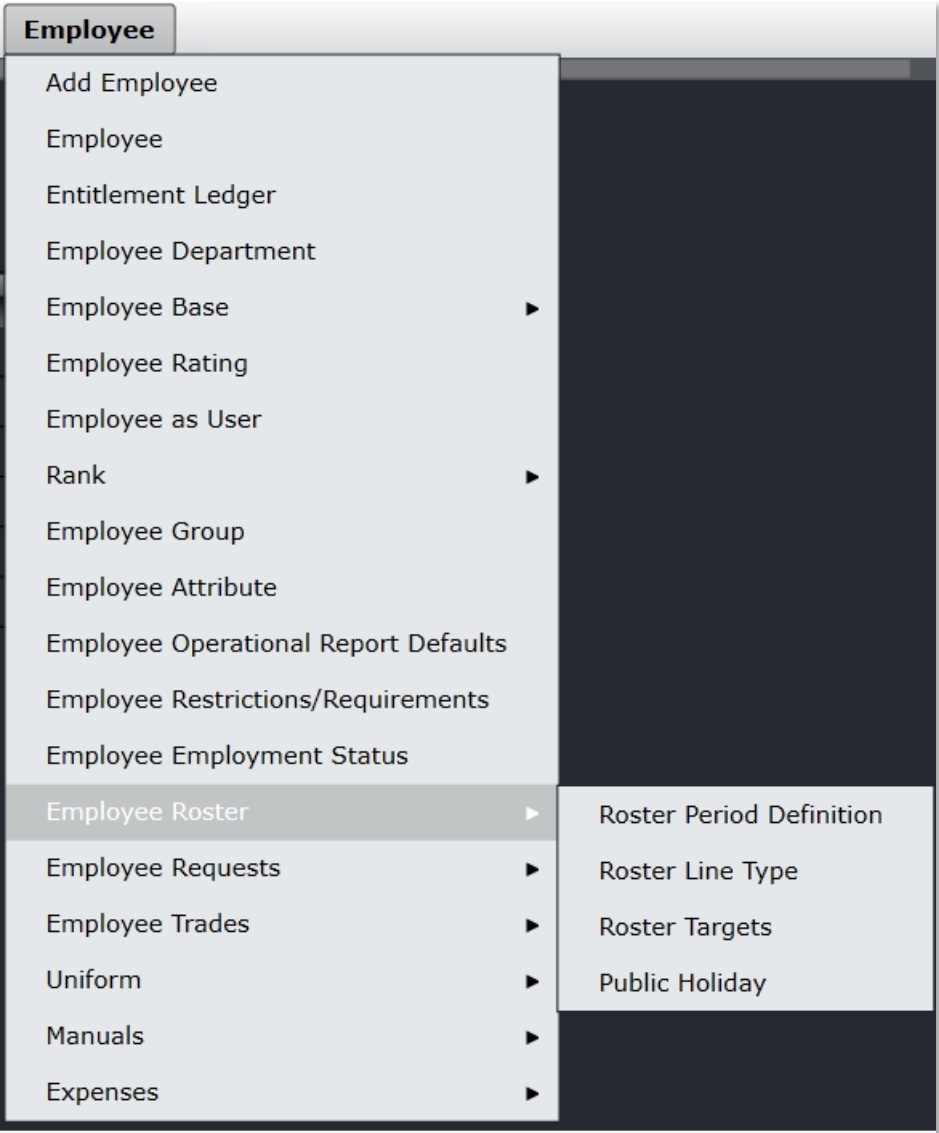
To add an employment status code:

1. Click **Add**.
2. Enter an employment status code.
3. Enter a description for the employment status code.
4. Select the *Active* checkbox to indicate the employment status code as active.
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.

Click [here](#) to edit and delete.

Employee Roster

The three options shown below are available in the Employee Roster feature and will be discussed in this section.



Roster Period Definition - A Process Flow

Select Employee Roster from the Employee menu, click on **Roster Period Definition** to access the Roster Period Definition feature. The crew rostering process starts by defining the crew roster period. After the crew roster period has been defined, crew schedulers can publish crew rosters in CrewRoster once crew scheduling is complete.

It is suggested that you establish a naming convention for your roster periods, for instance, R1-2017 for the first roster in the year 2017. Rosters can be named according to company requirements, as it is a free text entry.

Instructions for adding roster period definition and generating the roster period are detailed below.

Name	Duration Type	Duration Value	Active From	Active To	Department		
2017-feb	CalendarMonth	1.00	02/01/2017	02/28/2017	Cockpit Crew	Selection	
2017 FEB CC	CalendarMonth	1.00	02/01/2017	02/28/2017	Inflight	Selection	
2017 March	Custom	1.00	03/02/2017	03/31/2017	Cockpit Crew	Selection	
APR2017 CP	CalendarMonth	1.00	04/01/2017	04/30/2017	Inflight	Selection	
APR2017 CC	CalendarMonth	1.00	04/01/2017	04/30/2017	Cockpit Crew	Selection	
2017 March IF	Custom	1.00	03/01/2017	03/31/2017	Inflight	Selection	
May 2017	CalendarMonth	1.00	05/01/2017	05/31/2017	Cockpit Crew	Selection	
May 2017 IF	CalendarMonth	1.00	05/01/2017	05/31/2017	Inflight	Selection	
June2017 - CP	CalendarMonth	1.00	06/01/2017	06/30/2017	Cockpit Crew	Selection	
June2017 - IF	CalendarMonth	1.00	06/01/2017	06/30/2017	Inflight	Selection	

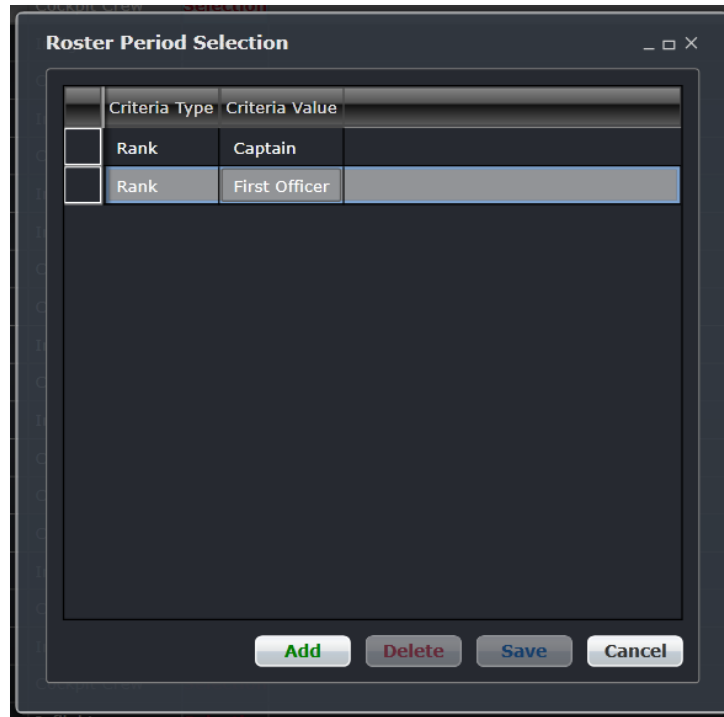
To define a roster period:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Name</i>	Enter the roster period name; this is a free text field.
<i>Duration Type</i>	Select from the drop-down menu, the length of the roster by calendar month, weeks or custom.
<i>Duration Value</i>	Select the length of the roster using up/down arrows to set the number of days or weeks as designated in duration type.
<i>Active From</i>	Defines the start date of the roster period, using the drop-down calendar. This must be in alignment with number of days defined in the duration type and length.
<i>Active To</i>	Defines the end date of the roster period, using the drop-down calendar. This must be in alignment with the number of days defined in the duration type and length.
<i>Department</i>	Select a department from the drop-down menu that represents the intended audience of your roster. For instance, cabin crew or flight crew.

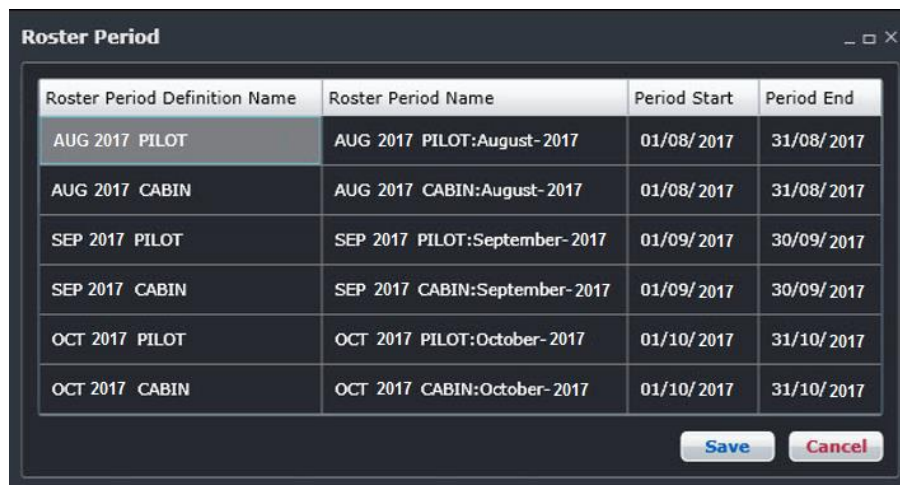
3. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.
4. Click the red *Selection* link in the Roster Period Definition form to open the Roster Period Selection window.

Roster Period Selection



1. Click **Add** to insert a row and then select your Criteria Type rank from the drop-down menu.
2. Select the Criteria Value, in this case the specific rank from the drop-down menu.
3. Click **Save** then click **Cancel** to close the Roster Period Selection window.
4. Click on the **Generate Roster Period** button (shown at the bottom of the Roster Period Definition form).

This will open a new window where any newly set up roster periods can be finalized.



5. Select a roster and click **Save** to finalize the roster, or click **Cancel** to close the form without generating action.

Roster periods are now finalized and all required crew will now be associated with the roster periods.

Roster Targets

Select Employee Roster from the Employee menu, click on **Roster Targets** to access the Daily Roster Target Limits feature.

The Daily Roster Target Limits feature specifies duty requirements per rank, base and equipment for any given day of the week, so that time-off or training requirements do not exceed the targeted number of days. This feature ensures that operational coverage will be sufficient to meet the needs of the airline.

Tab Name	Tab Description
<i>Workgroup</i>	Defines daily target limits by base, rank, equipment.
<i>Sub-categories</i>	Defines daily target limits by employee attribute.
<i>PairingWorkType Mapping</i>	Defines daily target limits by type of pairing.

To add a daily roster target limit for a workgroup, follow the process outlined below.

To define a daily roster target limit:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Base</i>	Select the employee base from the drop-down menu.
<i>Rank</i>	Select the rank, from the drop-down menu.
<i>Equipment</i>	Select the equipment group, from the drop-down menu.
<i>Annual Leave</i>	Enter the maximum number of days allocated to annual leave.
<i>Days Off</i>	Enter the maximum number of days allocated for days off.
<i>Training</i>	Enter the maximum number of days allotted for training.
<i>Reserve</i>	Enter the maximum number of reserves.

<i>M T W T F S S</i>	Select checkboxes corresponding to the days of the week that roster targets apply to.
<i>Active From</i>	Select the Active From start date for the daily roster target, from the drop-down menu.
<i>Active To</i>	Select the Active To end date for the daily roster target, from the drop-down menu.

3. 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.

To add a daily roster target limit for a sub-category, select the Sub-categories tab, follow the workgroup instructions and select a qualification type and specific qualification.

Daily Roster Target Limits

Operator: Allair Airways

Workgroup Sub-categories PairingWorkType Mapping

Drag a column header and drop it here to group by that column

Work Group	Qualification Type	Qualification	Annual Leave	Day Off	Training	Reserves	M	T	W	T	F
DMK SFA 32S	Attribute	CH SPEAKER	1	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DMK FA 32S	Attribute	CH SPEAKER	3	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HKT SFA 32S	Attribute	CH SPEAKER	1	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HKT FA 32S	Attribute	CH SPEAKER	3	0	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Delete Save Cancel

In this example, the qualification type is Attribute and the attribute is a Chinese speaking senior flight attendant.

The *PairingWorkType* Mapping tab, includes a column for designating the category of pairing, the pairing work type and generic pairings as applicable.

Daily Roster Target Limits

Operator: Allair Airways

Workgroup Sub-categories PairingWorkType Mapping

Drag a column header and drop it here to group by that column

Base	Rank	Equipment	TotalType	Category	PairingWorkType	GenericPairings
LAS ^x	CA ^x	M80 ^x	Period and Daily	Reserves	RES ^x	

Add Delete Save Cancel

Click [here](#) to edit and delete.

Public Holiday

Select Employee Roster from the Employee menu, click on **Public Holiday** to access the Public Holiday feature.

The Public Holiday feature enables administrators to add public holidays. This information is used in CrewPayroll and payroll rules.

Name *	Actual Date	Date Observed	Country*	Port Group*	Port*	Active
Christmas Day	12/25/2017	12/15/9999	United States		Las Vegas Training	<input checked="" type="checkbox"/>

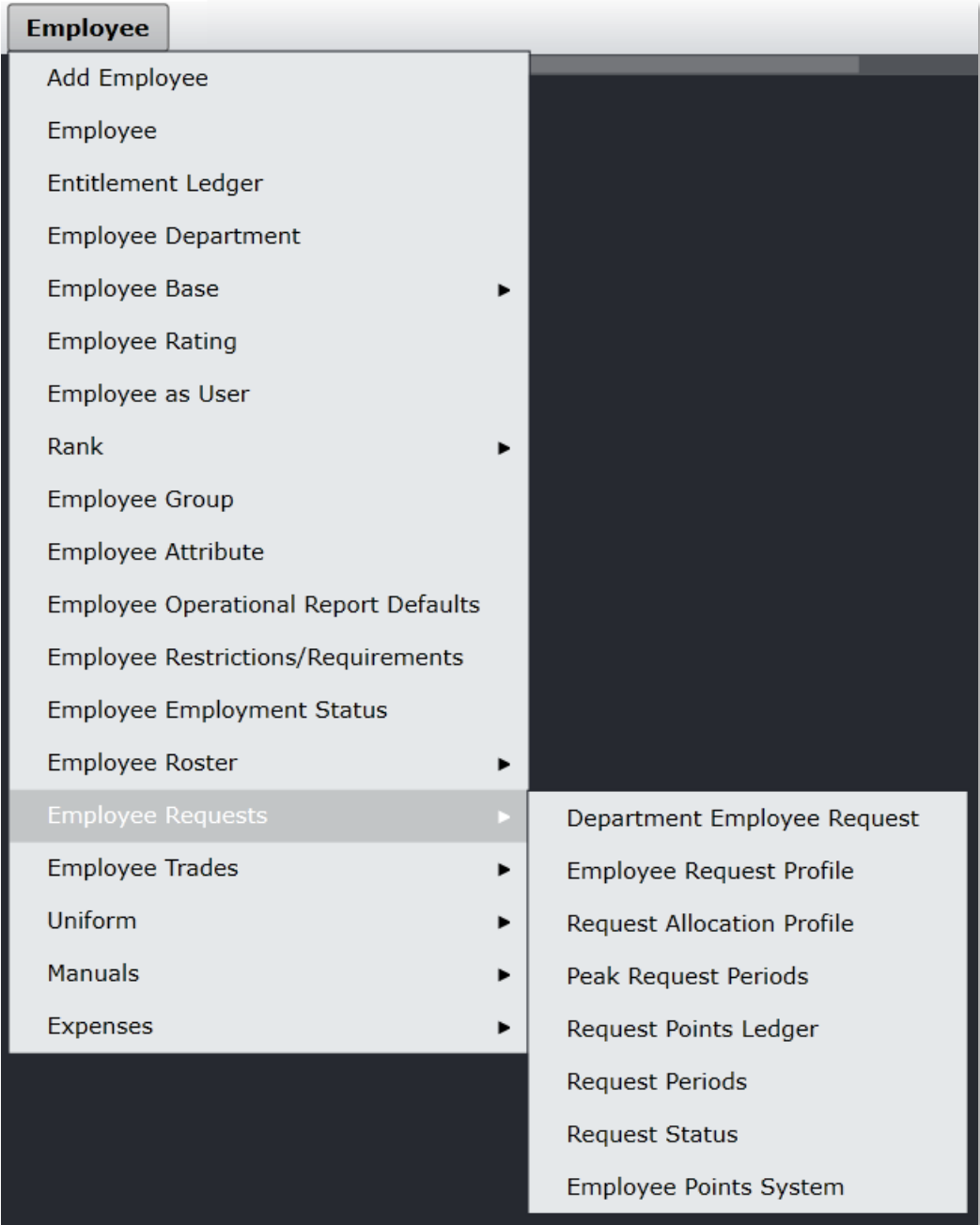
To add a public holiday:

1. Click **Add**.
2. Enter a holiday name in the Name field.
3. Enter the actual date of the holiday; use the drop-down calendar to select the date.
4. Enter the date the holiday is observed; use the drop-down calendar to select the date.
5. Select the Country where the holiday is observed, from the drop-down calendar.
6. **(Optional)** Select the Port Group.
7. Select the name of the port, from the drop-down Port menu that observes the holiday.
8. Select the *Active* checkbox, to show the holiday as an active holiday.
9. 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.

Click [here](#) to edit and delete.

Employee Requests

There are multiple menu options available under Employee Requests in the Employee menu. All of these options define the process for handling employee requests and for allocating these requests.



See Annual Leave Technical User Guide for additional information about annual leave requests and Preferred Bidding Technical User Guide for additional information about work requests.

Department Employee Request

Click on **Department Employee Request** under Employee Requests in the Employee menu.

This feature enables administrators to assign employee request profiles to the relevant department.

Department Employee Requests

Department:

Peak Request Period Profile:

Show Active

Drag a column header and drop it here to group by that column

Employee Request Profile	Request Allocation Profile	Peak Period Request Allocation Profile	Request Ledger Profile	Line Type	Active
All Crew Pref Bid Profile	DefaultBlank	DefaultBlank	<None>		<input checked="" type="checkbox"/>

To add a department employee request:

1. Select a department from the *Department* drop-down menu.
2. Select a Peak Request Period Profile from the drop-down menu.
3. Click **Add**.
4. Complete the following fields:

Field	Description
<i>Employee Request Profile</i>	Select the Employee Request Profile as configured.
<i>Request Allocation Profile</i>	Select the Request Allocation Profile.
<i>Peak Period Request Allocation Profile</i>	Select the Peak Period Request Allocation Profile.
<i>Request Ledger Profile</i>	Select the Request Ledger Profile, if applicable
<i>Active</i>	Select the Active checkbox, to show the department employee request as active.

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.

See also the Annual Leave Technical User Guide for additional information on annual leave requests and the Preferred Bidding Technical User Guide for additional information on work requests.

Employee Request Profile

Click on **Employee Request Profile** under Employee Requests in the Employee menu.

This feature enables administrators to maintain the configuration settings required for preferential bidding, including activating request types, defining request periods for each request type, specifying what requests are allowed and request parameters within airline guidelines.

These configurations determine what can be done and cannot be done in terms of requests submitted through CrewPortal > Request tab. Request types fall under the category of leave, day off or work requests.

An example of configuring work requests is shown below; **please consult with merlot support before starting this process.** Refer to the *Annual Leave Technical User Guide* for information on configuring Annual Leave Requests.

To add work request parameters:

1. Enter a name for the new request profile in the *Edit Profile Name* field.
2. Select the Work radio button under *Request Type*.
3. Complete the following fields under the General tab:

Field	Description
<i>Request Options</i>	Select the applicable checkboxes: Allow Backup Requests Allow Flexible Dates Allow Requests during peak request periods
<i>Request Periods</i>	Select one of the following radio buttons: Use Request Periods Use Roster Periods If Requests Periods is selected, than select a Request Period Profile from the drop-down menu. If Roster Periods is selected, enter the number of days before the start of the request period.
<i>Request Period Limits</i>	Select the applicable checkboxes and enter applicable text in the text field. Apply Max Number of Requests Apply Max Total Request Days Apply Max days per request Apply Min days between requests Apply Max total request days on Sat/Sun Restrict Request to Ledger Balance as of date, select date of request or current request from drop-down menu.
<i>Display Options</i>	Select the applicable checkboxes: Display Daily Totals in Portal Display Pre-assignments in Portal Display Pre-assignment details in Portal These items determine the display options in CrewPortal.

4. Select *Work Subtypes* tab.

Employee Request Profiles

Employee Request Profile: All Crew Pref Bid Profile

Edit Profile Name: All Crew Pref Bid Profile

Request Type

Leave Day Off Work Time Off Management

General | Leave / Day off | Work subtypes | **Work** | Time Off Management

Subtype	Rename	All dates	Specific dates	Day of week	Allow negative	Match pairings	Active	Enforce limits
Day off	Day Off	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weekend	Weekend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start before	Start Before	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific Dates ^x Day Of Week ^x	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Start after	Start After	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific Dates ^x Day Of Week ^x	<input checked="" type="checkbox"/>	<input type="checkbox"/>
End before	End Before	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific Dates ^x Day Of Week ^x	<input checked="" type="checkbox"/>	<input type="checkbox"/>
End after	End After	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific Dates ^x Day Of Week ^x	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reserve	Reserve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day Of Week ^x	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pairing	Trip Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific Dates ^x Day Of Week ^x	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click **Add**.

6. Complete the following fields:

Field	Description
<i>Subtype</i>	Add applicable work request subtypes such as Pairing, Reserve, Layover etc.
<i>Rename</i>	An alternative name for the subtype which will appear in all user interfaces.
<i>All dates</i>	Select the checkbox if the subtype can be requested on all dates within the request period and/or
<i>Specific dates</i>	Select the checkbox if the subtype can be requested on specific dates within the request period and/or
<i>Day of week</i>	Select the checkbox if the subtype can be requested on a day of the week.
<i>Allow Negative</i>	Select the checkbox if the subtype can include a negative preference in the request.
<i>Match Pairings</i>	Select from the Match Pairings drop-down menu if matching should be applied to all requests of this type regardless of time period, specific dates or day of the week, if allowed.
<i>Active</i>	Select the checkbox to activate the subtype.
<i>Enforce Limits</i>	Select the checkbox to enforce the limits identified.

7. Select Work tab.

The screenshot shows the 'Employee Request Profiles' configuration page for the 'All Crew Pref Bid Profile'. The 'Request Type' is set to 'Work'. The 'Work' tab is selected, showing various configuration options:

- Qualifications (all work requests):** Includes radio buttons for 'Match pairings to request / allow pairings to be requested if crew' with options: 'holds and is current on all required qualifications', 'holds all required qualifications (even if not current up to pairing date)', and 'holds or doesn't hold qualifications (disable checking)'. There are also checkboxes for 'Buddy requests' (Base, Equip, Rank) and 'Layover requests' (Allow a generic layover request).
- Request pairings from another base:** Includes a text field for 'Enter additional port string' with an example: 'For example, JFK=LGA;JFK=EWR; means that crew based at JFK will be able to select pairings from JFK, LGA & EWR.'
- Pre-defined start time requests:** A table with columns: Description, Earliest start, Latest start.

Description	Earliest start	Latest start
AM (before 12:00)	00:00	11:59
PM (12:00 or later)	12:00	23:59
- Pre-defined length requests:** A table with columns: Description, Min length, Max length.

Description	Min length	Max length
Single day	1	1
Multi day	2	99
- Red eye requests:** Includes a 'Red eye period from:' field set to '01:00' and a 'to:' field set to '05:00 (Inclusive)'.

Buttons for 'Add' and 'Delete' are present for the pre-defined tables. At the bottom right, there are 'Delete', 'Save', and 'Cancel' buttons.

Matching the pairing includes not just matching the pairing to the request but also making sure that the crew member is qualified to be assigned the pairing. See the qualifications field descriptions for more details.

8. Complete the following fields:

Field	Description
<i>Qualifications</i>	Select the applicable radio button to match pairings to request/allow pairings to be requested by crew: Holds and is current on all required qualifications. Holds all required qualifications (even if not current up to pairing date) Holds or doesn't hold qualifications (disable checking)
<i>Buddy Requests</i>	The user can determine which other crew can be selected in a buddy request. The options include base, equipment and rank.

<i>Layover requests</i>	The administrator can decide whether to allow crew members to request a layover without specifying a layover port. This means that they would like (or would not like) to operate a pairing that involves a pairing at any port.
<i>Pairing requests</i>	Crew members can place a request for any reserve pairing by using the reserve subtype. However, should they wish to request a specific reserve pairing, the administrator will need to be enable this in the configuration. Otherwise, they will only be able to request flying pairings that do not include reserve duties.
<i>Red eye requests</i>	Red eye pairings are those that contain any duties that span the red eye period. The administrator must specify the start and end time of the red eye period so the system can determine which pairings are red eye pairings.
<i>Request pairings from another base</i>	Enter the port string if employees at one base are allowed to utilize pairings from another base. For instance, JFK=LGA, JFK=EWR, so that JFK based employees will be able to select pairings from LGA and EWR as well.
<i>Pre-defined start time requests</i>	This request type is similar to a Start before / after request, however the time intervals are predefined within this table by an administrator. This allows different shifts to be categorised by their start time, simplifying the request process. The pre-defined request intervals will be converted to Start before / after request based on the settings in this table before being exported.
<i>Pre-defined length requests</i>	This request type is similar to a length request however the various lengths are grouped within this table by an administrator, simplifying the request process. The pre-defined request options will be converted to standard length requests based on the settings in this table before being exported.

Note: Configuration options for a subtype must be disabled if the request subtype has not been included in the work subtypes list.

9. 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.

10. Go to Department Employee Requests which was previously detailed in this section to assign the new employee request profile to the relevant department.

Time Off Management

Time Off Management tab is used to define different Day Off options for employees. When enabled, this will launch a new grid to set standard pairings that can be converted to different pairing labels.

Employee Request Profiles

Employee Request Profile: <<Add new>>

Edit Profile Name:

Request Type

Leave Day Off Work Time Off Management

General | Leave / Day off | Work subtypes | Work | **Time Off Management**

Request Options

Allow Backup Requests Allow Requests during peak request periods

Allow Flexible Dates Allow Requests during Non-peak request periods

Request Period Limits

Apply Max Number Of Requests

Apply Max Total Request days

Apply Max days per Request

Apply Min Days between requests

Apply Max Total Request days on Sat & Sun

Restrict Requests to Ledger Balance as at Date

Request Periods

Use Request Periods Use Roster Periods

Request Periods

Request Period Profile

Roster Periods

Open Request Period days before start of request period

Close Request Period days before start of request period

Display Options

Display Daily Totals in Portal

Display Pre-Assignments in Portal

Display Pre-Assignments Details in Portal

To set-up a new request allocation profile:

1. Enter a new profile name in *Edit Profile Name* field.
2. Select **Time Off Management** option in *Request Type*.
The Time Off Management tab will be displayed.

Employee Request Profiles

Employee Request Profile: <<Add new>>

Edit Profile Name:

Request Type

Leave Day Off Work Time Off Management

General | Leave / Day off | Work subtypes | Work | **Time Off Management**

Pairing Type	Standard Pairing	Convert To	Valid Pairing Labels To Be Retrieved	Valid Assigned Pairing Types	Disclaimer Message	Display disclaimer	Minutes	Active

Field	Description
<i>Pairing Type</i>	A drop-down field that displays the kinds of pairings to be displayed.
<i>Standard Pairing</i>	A drop-down list of standard pairings based on the selected Pairing Type.
<i>Convert To</i>	A blank field for Pairing Label Type Description.
<i>Valid Pairing Labels To Be Retrieved</i>	Multiple select checkboxes of standard pairings based on the value of Pairing Type column. Only unique lists of standard pairings are allowed.
<i>Valid Assigned Pairing Types</i>	Multiple select checkboxes of Pairing Work Types.
<i>Allow Swap</i>	When selected, swaps are allowed for Time Off Management.
<i>Assignment Property</i>	Multiple select checkboxes of available Pairing Assignment Property. Only unique lists of Pairing Assignment Property are allowed.
<i>Entitlement Type</i>	Drop down list of available Entitlement Types. Personal Time Off conversion does not require entitlement types.
<i>Entitlement</i>	A blank field for Entitlement Type Name.
<i>Disclaimer Message</i>	A blank field for Disclaimer Message.
<i>Display Disclaimer</i>	When selected, the Disclaimer Message is displayed for conversion.
<i>Minutes</i>	A blank field for Time Off Management minutes.
<i>Active</i>	Activates Time Off Management when selected.

3. Click **Add**.
4. Select RDO for *Pairing Type*.
5. Select SICK for *Standard Pairing*.
6. Enter Personal Time OFF in the Convert To field.
7. Select X for *Valid Pairing Labels To Be Retrieved*.
8. Select **FPG** and **RES** for *Valid Assigned Pairing Types*.
9. **(Optional)** Select *Allow Swap* to enable conversion for Swaps.
10. Set the following to blank:
 - a. *Assignment Property*;
 - b. *Entitlement Type*;
 - c. *Entitlement*;
 - d. *Disclaimer Message*;
11. Enter 1440 for *Minutes*.
12. Select **Active** to enable conversion.
13. Click **Save**.

Request Allocation Profile

Click on **Request Allocation Profile** under Employee Requests in the Employee menu.

The Request Allocation Profile enables administrators to configure the parameters that control how employee requests are allocated by the system. Allocation profiles can be added or edited here.

1. Select <<Add new>> from the *Request Period Profile* drop-down menu.
2. Enter a profile name in the *Edit Profile Name* box.
3. Select Requests to Ledger Balance as at date checkbox.

The Employee Allocation Priority defines allocation priority from employees who have submitted a request.

The system will use a point system to compare employee requests and create a prioritization sequence. Employees with low points will be at the top of the list and employees with high points will be at the bottom. The only difference between the different allocation methods will be in how the points are calculated.

4. Select a Primary Employee Points Profile from the drop-down menu.
5. **(Optional)** Select a Secondary Employee Points Profile from the drop-down menu, which is helpful in tie breaker situations.
6. Select the Recalculate Priority after every allocation radio button.
7. Select the Restrict Requests to Ledger Balance as of Date checkbox to prevent the system from allocating beyond the employee's request balance as of a given date. This applies if a

request profile has been created with a ledger and the ledger is configured with a balance accrual method.

8. Select the Notify automatically on roster publish radio button to notify an employee in CrewPortal of request status when the roster is published. Alternatively, select Notify on allocation to update request status in CrewPortal upon successful allocation.
9. Click **Save**.

Additional information about this topic can be found in the Annual Leave Technical User Guide.

Peak Request Periods

Click on **Peak Request Periods** under Employee Requests in the Employee menu.

The peak request period profile defines all high demand request periods. Peak periods are used to limit allocations in periods where crew members normally request for leave. Religious periods and high season allocations have set limits, for example Christmas, Easter and Chinese New Year.

Administrators can add or edit peak request periods.

Peak Request Periods

Peak Request Profile: India Embargo Days

New Profile: India Embargo Days

Show Active

Drag a column header and drop it here to group by that column

Period Name	Active				
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">+</div> <div>Christmas Day</div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>12/20/2017</td> <td>6/28/2017</td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> Add Delete </div> </div>	Start Date	End Date	12/20/2017	6/28/2017	<input checked="" type="checkbox"/>
Start Date	End Date				
12/20/2017	6/28/2017				

Add
Delete
Save
Cancel

To set-up a peak request period:

1. Select <<Add new>> from the *Request Period Profile* drop-down menu.
2. Enter a profile name in the *Edit Profile Name* box.
3. Click **Add**.
4. Enter a name for the peak request period.
5. Select the *Active* checkbox.
6. Click on the Plus (+) sign to expand the row.
7. Click **Add**.
8. Select Start and End dates using the drop-down calendars.
9. Click **Save**.

Once defined and assigned to an employee department, each employee can select or be assigned one peak period as special priority request day for the year.

Refer to the beginning of the Employee Menu for instructions on how to edit and delete information.

Additional information about this topic can be found in the Annual Leave Technical User Guide. See the Preferred Bidding Technical User Guide for additional information pertaining to work requests.

Request Points Ledger

Click on **Peak Request Periods** under Employee Requests in the Employee menu.

For every employee request profile assigned, the user may also assign a Request Ledger profile. The Employee Request ledger profile allows the system to keep a record of the requests received and earned. The Request Debits section enables the user to define what constitutes a debit against the employee's request ledger.

Select the applicable ledger profile from the drop-down menu or create a new ledger profile.

Request Points Ledger Profile

Ledger Profile: PTO request points ledger

Edit Profile Name: PTO request points ledger

Request Debits

Successful requests only

All allocations of standard pairings

Entitlement Type:

Drag a column header and drop it here to group by that column

Pairing Type	Standard Pairing
RDO	PTO-doff

Add
Delete

Request Credits

Apply Balance Accrual to Ledger

Delete
Save
Cancel

To set-up a new ledger profile:

1. Select <<Add new>> from the *Request Period Profile* drop-down menu.
2. Enter a profile name in the *Edit Profile Name* box.
3. Select the *Successful requests only* radio button to indicate ledger debts are based on whether the employee has successfully obtained a bid or not. Alternatively, select *All allocations of standard pairings* to debit any allocation of a certain request type, whether the employee requests it or not.
4. Select the Entitlement Type from the drop-down menu.
5. Add or delete pairing types as needed from the *Pairing Type* column.
6. Click **Save**.

Note: Request credits allow the user to define if a ledger balance can accrue or earn credits, such as leave entitlements.

Additional information about this topic can be found in the Annual Leave Technical User Guide.

Request Periods

Click on **Request Periods** under Employee Requests in the Employee menu.

This form allows Administrators to define employee request periods. System administrators can set-up request period profiles for an entire year or for an indefinite period.

Request / Trade Period Profiles

Request / Trade Period Profile: REGULAR TRADE FLIGHT ATTE ▾

Edit Profile Name: REGULAR TRADE FLIGHT ATTEND,

Start Date	End Date	Open Date	Close Date
12/07/2016 00:00	12/31/2016 23:59	12/07/2016 00:00	12/31/2016 23:59
01/01/2017 00:00	01/31/2017 23:59	12/16/2016 17:00	01/31/2017 23:59
02/01/2017 00:00	02/28/2017 23:59	01/13/2017 17:00	02/28/2017 23:59
03/01/2017 00:00	03/31/2017 23:59	02/17/2017 17:00	03/31/3000 23:59
04/01/2017 00:00	04/30/2017 23:59	03/17/2017 17:00	04/30/2017 23:59
05/01/2017 00:00	05/31/2017 23:59	04/14/2017 17:00	05/31/2017 23:59
06/01/2017 00:00	06/30/2017 23:59	05/12/2017 17:00	06/30/2017 23:59
07/01/2017 00:00	07/31/2017 23:59	06/16/2017 17:00	07/31/2017 23:59
08/01/2017 00:00	08/31/2017 23:59	07/14/2017 17:00	08/31/2017 23:59
09/01/2017 00:00	09/30/2017 23:59	08/11/2017 17:00	09/30/2017 23:59
10/01/2017 00:00	10/31/2017 23:59	09/15/2017 17:00	10/31/2017 23:59
11/01/2017 00:00	11/30/2017 23:59	10/13/2017 17:00	11/30/2017 23:59
12/01/2017 00:00	12/31/2017 23:59	11/17/2017 17:00	12/31/2017 23:59
01/01/2018 00:00	01/31/2018 23:59	12/15/2017 17:00	01/31/2018 23:59

Add
Delete

Save
Cancel

To set-up a new request period profile:

1. Select <<Add new>> from the *Request Period Profile* drop-down menu.
2. Enter a profile name in the *Edit Profile Name* box.
3. Click **Add**.
4. Enter the Start Date when the request period opens using the drop-down calendar.
5. Enter the End Date when the request period ends using the drop-down calendar.
6. Enter the Open Date which is the date the crew can start requesting for the period. Use the drop-down calendar, a time can be selected also.

7. Enter the Close Date which is the date the request period closes. Use the drop-down calendar, a time can be selected also.
8. Click **Save**.

Click [here](#) to edit and delete.

Additional information about this topic can be found in the Annual Leave Technical User Guide. See the Preferred Bidding Technical User Guide for additional information pertaining to work requests.

Request Status

Click on **Request Status** under Employee Requests in the Employee menu.

Roster request status is set up so that request status displays in CrewPortal once requests have been submitted and are in pending, successful and or failed states.

Name	Active
Submitted	<input checked="" type="checkbox"/>
Pending	<input checked="" type="checkbox"/>
Successful	<input checked="" type="checkbox"/>
Failed	<input checked="" type="checkbox"/>

Make sure the *Show Active* checkbox is selected. Click **Add** and enter status names and select the *Active* checkbox. Be sure to click on **Save**, to save the request status names.

Click [here](#) to edit and delete.

Employee Points System

Click on **Request Points Ledger Profile** under Employee Requests in the Employee menu. The points criteria enable the user to define what criteria will add points to the employee.

The Historical Allocation Method parameters allow the user to define how an employee's allocation points are calculated according to their historical success on obtaining successful requests.

Request Points Ledger Profile

Assessment Profile: FA Request Point Ledger

Edit Profile Name: FA Request Point Ledger

Points Criteria

Drag a column header and drop it here to group by that column

Pairing Type	Standard Pairing
AVL	<< ALL >>

Historic Points Modifiers

Use Additional Modifiers

Drag a column header and drop it here to group by that column

Previous Months	Points Multiplier
No Limit	1

Other Points Modifiers

Pro-rata rate for new employees 5.5 per month.

To add a point criteria:

1. Click **Add**.
2. Select a Pairing Type from the drop-down menu, for example, ADM, RES, FPG, AVL or All. Currently this selection is limited to standard pairings.
3. 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: Additional information to follow on the use of Historic Point Modifiers and Other Points Modifiers.

See also the Annual Leave Technical User Guide for more information.

Employee Trades

Click on **Employee Trades**, in the Employee menu to access this feature.

Employee Trade Period

This form allows Administrators to define employee request periods. System administrators can set-up request period profiles for an entire year or for an indefinite period.

Request / Trade Period Profiles

Request / Trade Period Profile:

Edit Profile Name:

Start Date	End Date	Open Date	Close Date
12/07/2016 00:00	12/31/2016 23:59	12/07/2016 00:00	12/31/2016 23:59
01/01/2017 00:00	01/31/2017 23:59	12/16/2016 17:00	01/31/2017 23:59
02/01/2017 00:00	02/28/2017 23:59	01/13/2017 17:00	02/28/2017 23:59
03/01/2017 00:00	03/31/2017 23:59	02/17/2017 17:00	03/31/3000 23:59
04/01/2017 00:00	04/30/2017 23:59	03/17/2017 17:00	04/30/2017 23:59
05/01/2017 00:00	05/31/2017 23:59	04/14/2017 17:00	05/31/2017 23:59
06/01/2017 00:00	06/30/2017 23:59	05/12/2017 17:00	06/30/2017 23:59
07/01/2017 00:00	07/31/2017 23:59	06/16/2017 17:00	07/31/2017 23:59
08/01/2017 00:00	08/31/2017 23:59	07/14/2017 17:00	08/31/2017 23:59
09/01/2017 00:00	09/30/2017 23:59	08/11/2017 17:00	09/30/2017 23:59
10/01/2017 00:00	10/31/2017 23:59	09/15/2017 17:00	10/31/2017 23:59
11/01/2017 00:00	11/30/2017 23:59	10/13/2017 17:00	11/30/2017 23:59
12/01/2017 00:00	12/31/2017 23:59	11/17/2017 17:00	12/31/2017 23:59
01/01/2018 00:00	01/31/2018 23:59	12/15/2017 17:00	01/31/2018 23:59

To set-up a new request period profile:

- 1. Select <<Add new>> from the *Request Period Profile* drop-down menu.
- 2. Enter a profile name in the *Edit Profile Name* box.
- 3. Click **Add**.

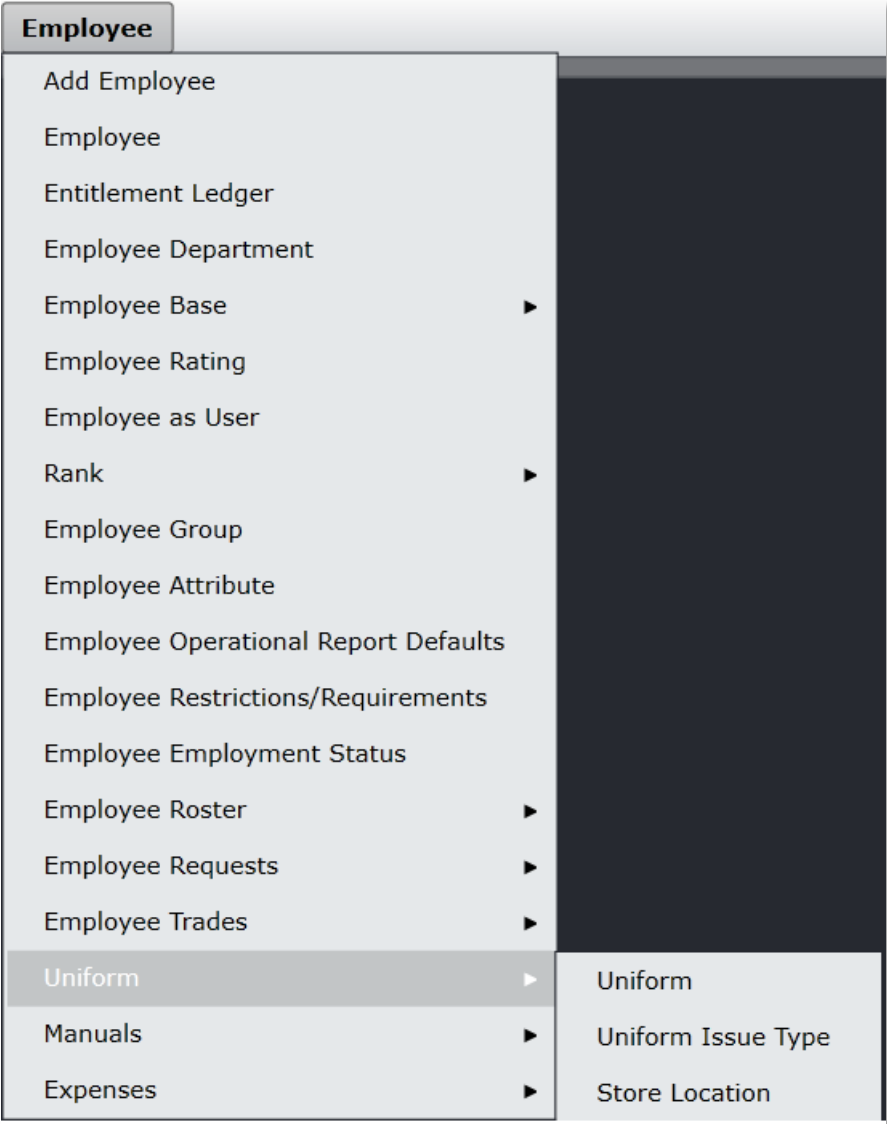
4. Enter the Start Date when the request period opens using the drop-down calendar.
5. Enter the End Date when the request period ends using the drop-down calendar.
6. Enter the Open Date which is the date the crew can start requesting for the period. Use the drop-down calendar, a time can be selected also.
7. Enter the Close Date which is the date the request period closes. Use the drop-down calendar, a time can be selected also.
8. Click **Save**.

Click [here](#) to edit and delete.

Additional information about this topic can be found in the Annual Leave Technical User Guide. See the Preferred Bidding Technical User Guide for additional information pertaining to work requests.

Uniforms

There are several options available under Uniform in the Employee menu.



Uniform

Click on **Uniform**, in the Employee menu, under Uniform to access this feature.

This feature is designed as an inventory tool for airlines to track uniform pieces and location. Make sure the *Show Active* checkbox is selected, prior to adding uniform pieces.

Uniform

Show Active Store Location

Code*	Name*	Store Location	Row	Shelf	Bin	Stock On Hand	Minimum Stock	Re Order Quantity	Active	
JCK	Flight Deck Jacket								<input checked="" type="checkbox"/>	

To add uniform information:

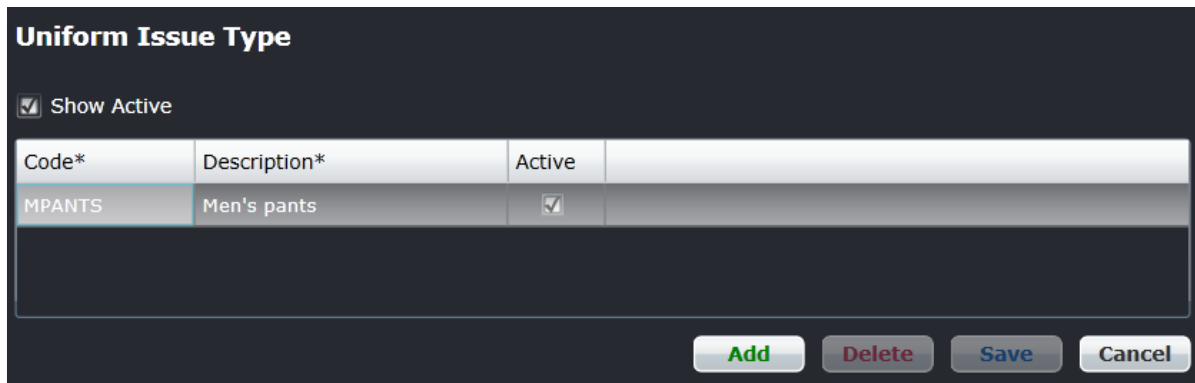
1. Click **Add**.
2. Enter a code for the uniform piece.
3. Enter a name of the uniform piece.
4. Enter the store location of the uniform piece.
5. Enter the row, shelf and bin location.
6. Select the stock on hand, minimum stock and re-order quantity numeric values using the up/down arrows.
7. Select the *Active* checkbox to show the uniform piece is part of an active inventory.
8. 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.

Click [here](#) to edit and delete.

Uniform Issue Type

Click on **Uniform Issue Type**, in the Employee menu, under Uniform to access this feature.

This feature is designed as a tool to catalog uniform piece types, assign them a code and make them active for use in other uniform features.



Code*	Description*	Active
MPANTS	Men's pants	<input checked="" type="checkbox"/>

To add a uniform type:

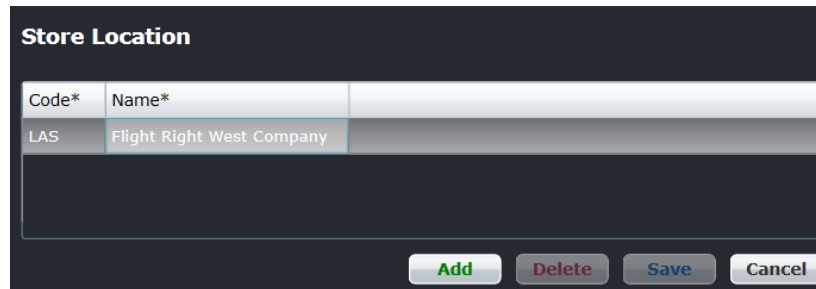
1. Click **Add**.
2. Enter a code for the uniform piece.
3. Enter a name (description) of the uniform piece.
4. Select the *Active* checkbox to show the uniform piece as active.
5. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

Store Location

Click on **Store Location**, in the Employee menu, under Uniform to access this feature.

This feature is designed to record the store locations where uniform pieces are housed. This information will populate in the Uniform feature.



Code*	Name*
LAS	Flight Right West Company

Add **Delete** **Save** **Cancel**

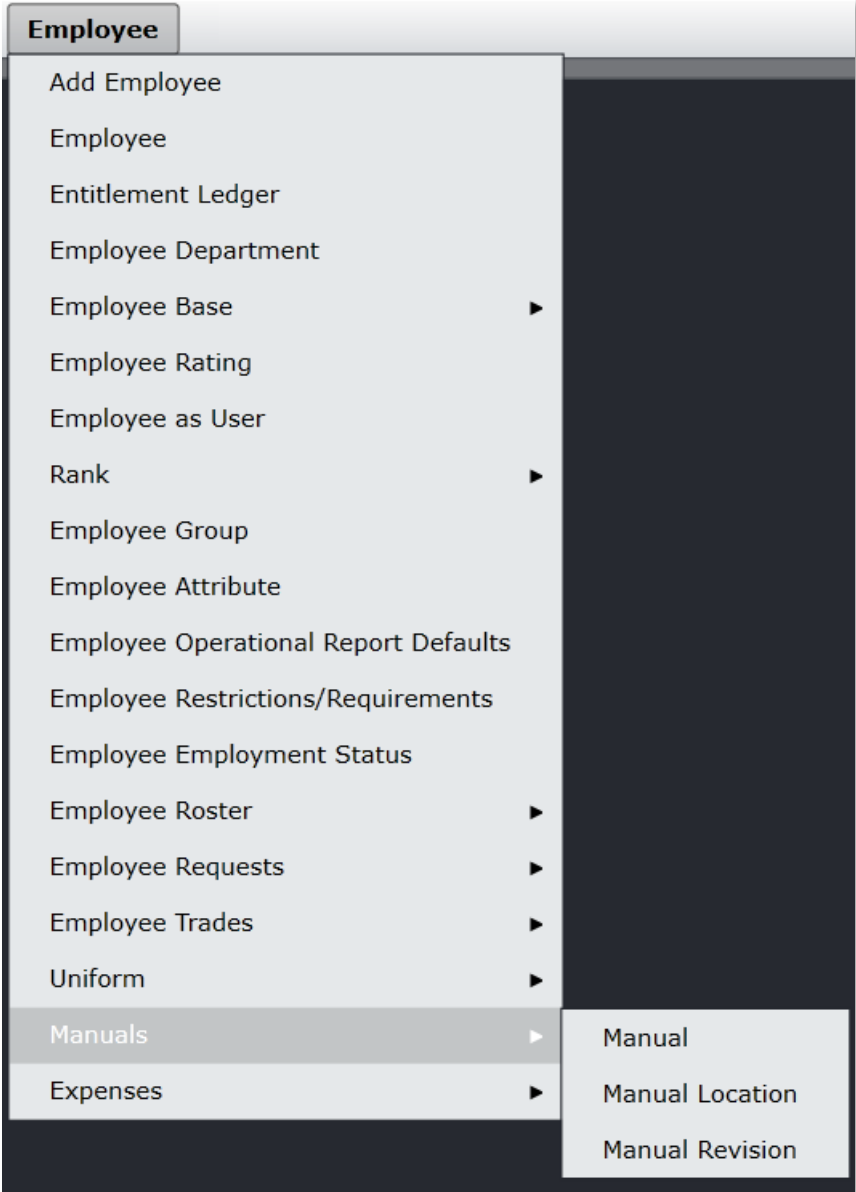
To add a store location:

1. Click **Add**.
2. Enter a code for the store location.
3. Enter the name of the store location.
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.

Click [here](#) to edit and delete.

Manuals

The manuals feature includes several options, accessible under Manuals in the Employee menu.



Manual

Click on **Manual** under Manuals in the Employee menu to access this feature.

This feature catalogs manuals for system users, where the manuals are located and tracks manual revisions.

To add a manual:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Operator</i>	Enter the operator name that the manual applies to from the drop-down menu.
<i>Code</i>	Enter the code for the manual.
<i>Description</i>	Enter a description of the manual.
<i>Issue Date</i>	Enter the initial issue date of the manual, use the drop-down calendar.
<i>Expiry Date</i>	Enter the date the manual expires, if applicable; use the drop-down calendar.
<i>Issuing Authority</i>	Enter the name of the issuing authority; this may be a department such as Flight Operations.
<i>Equipment Group</i>	Select the radio button in the row prior and select the equipment group that the manual applies to from the drop-down menu.
<i>Equipment Type</i>	Select the radio button in the row prior and select the equipment type that the manual applies to from the drop-down menu.
<i>Equipment Rego</i>	Select the radio button in the row prior and select the equipment registration that the manual applies to from the drop-down menu.
<i>Comments</i>	Enter any comments about the manual.
<i>Active</i>	Select the Active checkbox to show the manual as active.

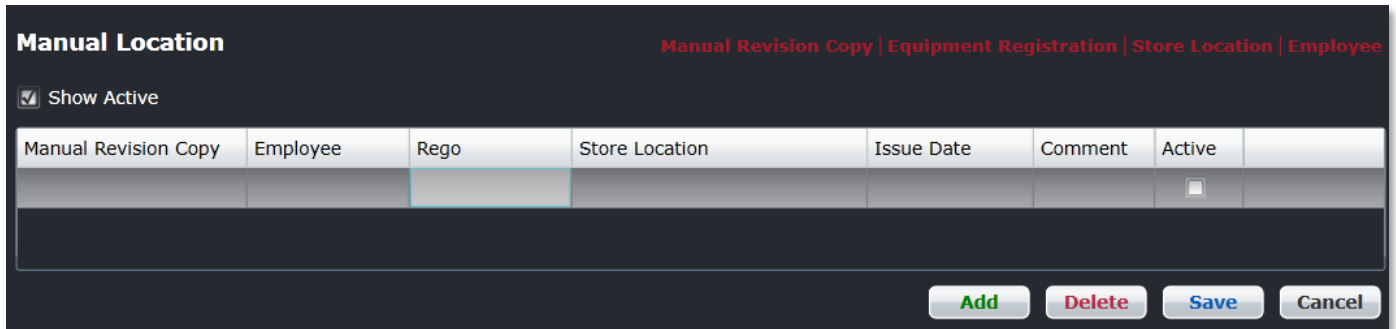
3. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

Manual Location

Click on **Manual Location** under Manuals in the Employee menu to access this feature.

This feature functions records the version of the printed manual issued to an employee from a store location with an issue date. Select the *Show Active* checkbox to view the location of existing manuals.



To show a manual location:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Manual Revision Copy</i>	Select the manual version that is being distributed, from the drop-down menu.
<i>Employee</i>	Select the employee name that the manual is issued to.
<i>Rego</i>	Select the registration, if the manual is specific to a particular registration.
<i>Store Location</i>	Select the store location that is distributing the manual, using the drop-down menu.
<i>Issue Date</i>	Enter the date the manual is issued to the employee; use the drop-down calendar to select the date.
<i>Comment</i>	Enter any comments pertaining to manual issuance.
<i>Active</i>	Select the Active checkbox to show manual issuance as active.

3. 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.

Click [here](#) to edit and delete.

Manual Revision

Click on **Manual Revision** under Manuals in the Employee menu to access this feature.

This feature records manual revisions in cases where manuals require revisions. The feature is active when there is a manual loaded in the system.

The screenshot shows a dark-themed form titled "Manual Revision". At the top left, there is a dropdown menu labeled "Manual Revision". Below this is a table with four columns: "Revision", "Issue Date", "Expiry Date", and "Active". The table is currently empty. At the bottom right of the form, there are four buttons: "Add" (green), "Delete" (red), "Save" (blue), and "Cancel" (grey).

To add a manual revision:

- 1. Select a manual revision from the Manual Revision drop-down menu.
- 2. Click **Add**.
- 3. Complete the following fields:

Field	Description
<i>Revision</i>	Enter a revision number.
<i>Issue Date</i>	Enter the date of the revision; use the drop-down calendar to select the date.
<i>Expiry Date</i>	Enter the date the manual expires; use the drop-down calendar to select the date.
<i>Active</i>	Select the Active checkbox to show manual revision as active.

- 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.

Click [here](#) to edit and delete.

Expenses

To access expenses, click on **Expenses** from the Employee menu.

Expense Type

Click on **Expense Type** under Expenses in the Employee menu to access this feature.

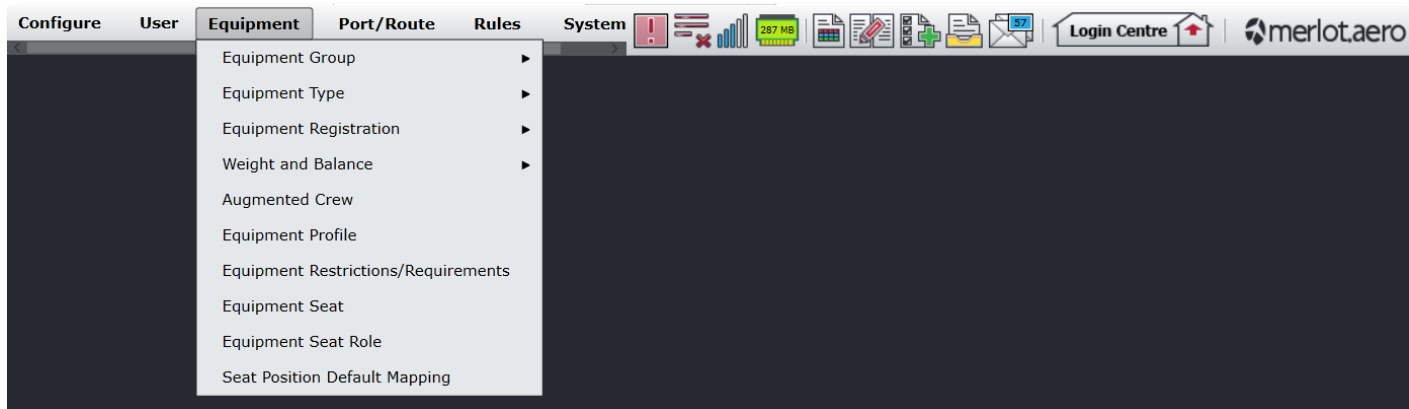
Expense types are catalogued in this feature such as air travel, ground transportation, parking, medical costs, meals etc.

Expense Type					
Name	Description	ActiveFrom	ActiveTo	Currency	
Air Travel	Air Travel	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Ground Transport	Ground Transport	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Parking	Parking	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Medical Costs	Medical Costs	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Licensing Costs	Licensing Costs	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Meals	Meals	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Miscellaneous	Miscellaneous	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Laundry	Laundry	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Uniforms	Uniforms	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Internet/Telephone	Internet/Telephone	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Car Rental	Car Rental	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		
Accommodation	Accommodation	1/1/2009 12:00:00 AM Z	12/31/2999 11:59:00 PM Z		

Follow the same process for adding, editing and deleting expense types as outlined in other features in this section.

Equipment Menu Functionality

To use the Equipment menu, select the Equipment tab and click on an option from the drop-down menu.



The Equipment menu options include:

- Equipment Group
 - Equipment Group
 - Equipment Group Department
- Equipment Type
 - Equipment Type
 - Profile
 - Weight
 - Balance
 - Seat Zone
 - Load Zone
 - Fuel
 - Trim
 - Index
 - Gravity Limit
- Equipment Registration
 - Equipment registration
 - Equipment registration pda
 - Equipment Registration Operator
 - Profile
 - Weight
 - Balance
 - Seat Row
 - Seat Zone
 - Passenger Count
 - Load Zone
 - Load Exception
 - Load Counter
 - Fuel
 - Attribute
 - Ideal Trim/Flap Settings
- Weight and Balance
 - Standard Configuration
 - Standard Index Group
 - Standard Measure
 - Standard Centre of Gravity

- Fuel Item
- Non-standard Configuration
- Passenger Zone
- Payload Area
- Passenger Zone Registration
- Payload Area Registration
- Equipment Type Weight Code
- Equipment Type Balance Code
- Equipment Rank Complement
- Equipment Profile
- Equipment Restrictions/Requirements
- Equipment Seat
- Equipment Seat Role
- Seat Position Default Mapping

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

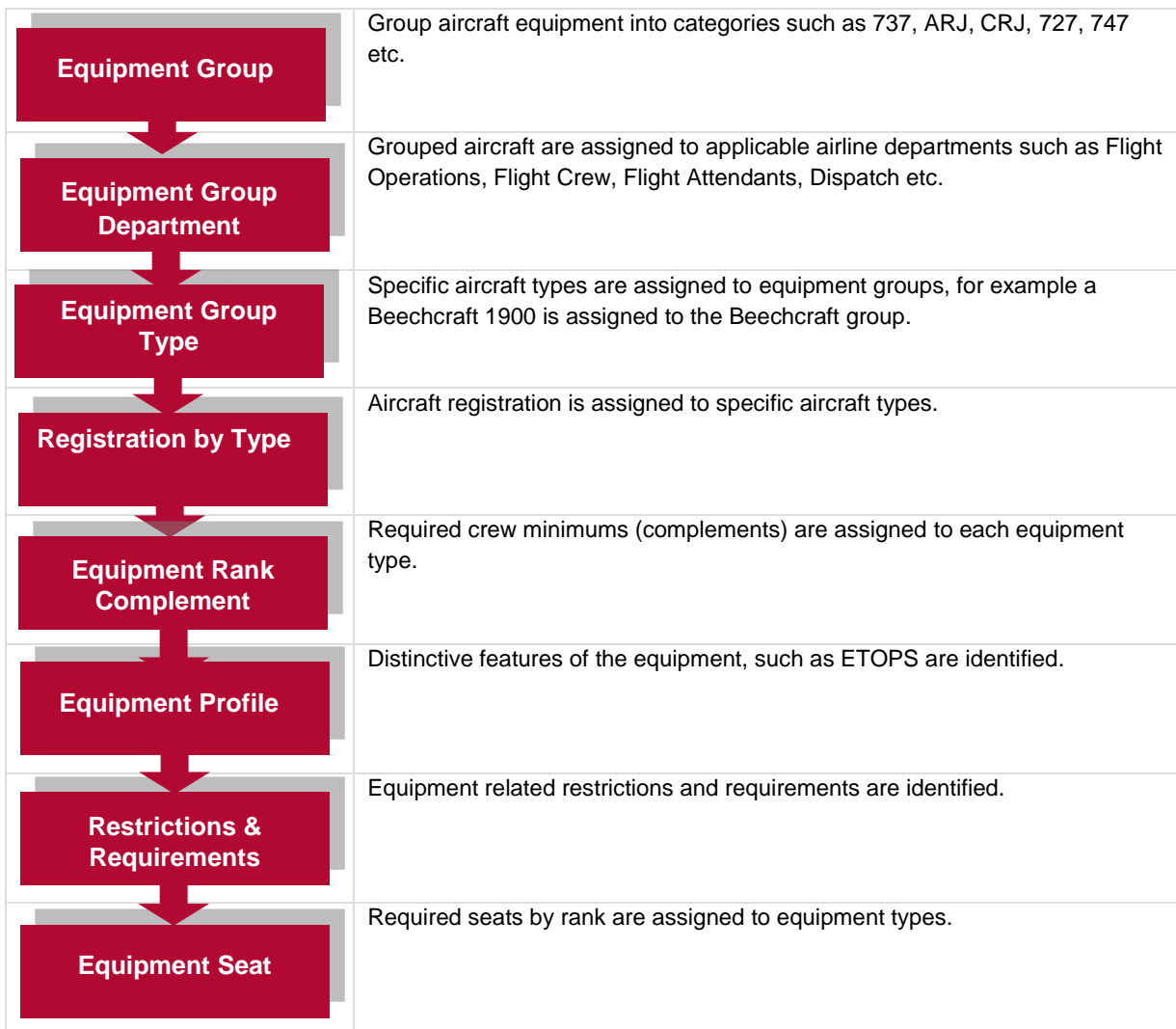
To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

Equipment Menu Hierarchy

From an overall perspective, the hierarchy of the Equipment Menu categorizes aircraft into general categories first and assigns the equipment to airline departments before moving into more specialized categorization involving equipment group types and registration by type. Minimum crew requirements or complements by rank are assigned to designated equipment types and distinguishing equipment features identified as part of equipment profiles. Any airline equipment restrictions and requirements are set-up and required seats by rank are assigned to equipment types.

The equipment hierarchy below is not inclusive of all the features; however, it is indicative of the flow of the Equipment menu.

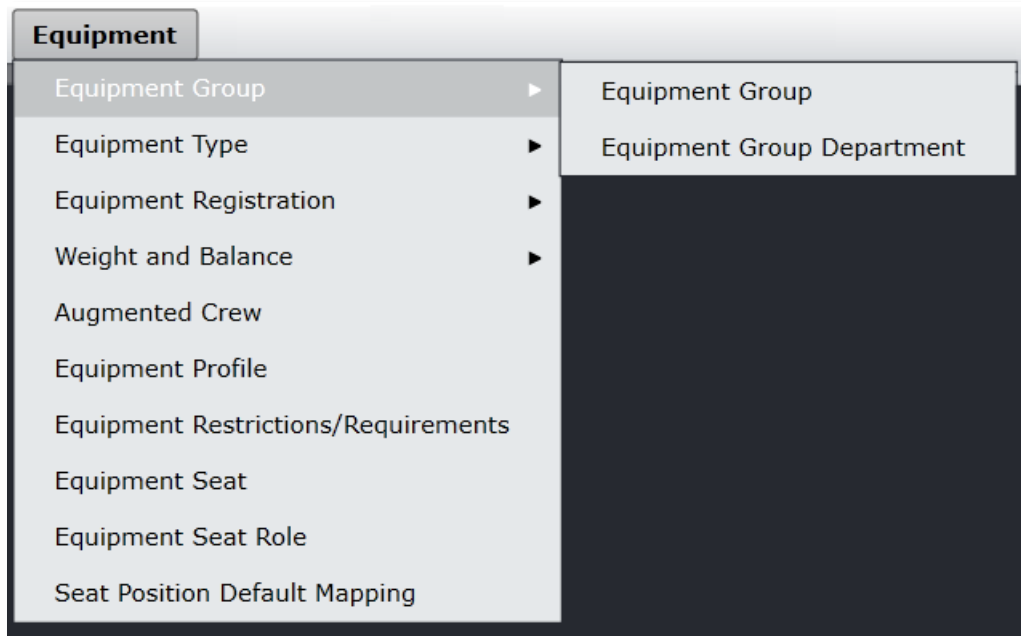
The outcome of using the commands in the Equipment Menu is equipment preparedness for the next steps which include aircraft scheduling in the AircraftSchedule application. These preparatory steps also help ensure that crew work assignments are allocated correctly in crew applications, based on the equipment rank complements and equipment seat designations set up in this feature.



Equipment menu features are detailed next.

Equipment Group

There are two options available under Equipment Group in the Equipment menu.



Equipment Group

To access the equipment group feature, click on **Equipment Group** in the Equipment Group menu.

The equipment group defines a group of similar equipment types. These equipment groups are part of crew ratings which define the aircraft they can operate. In general, the avionics on an equipment group are the same, even though passenger capacity may vary.

Administrators add equipment groups when new equipment is added to the fleet and edit when equipment groups are retired. All aircraft groups are part of the original provisioning included when merlot releases the application to the customer. Customers will rarely if ever need to add an aircraft group.

Check the *Show Active* checkbox to view active equipment groups.

Code*	Description*	Active	
320	Airbus A320	<input checked="" type="checkbox"/>	
757	Boeing 757	<input checked="" type="checkbox"/>	
DC9	Douglas DC-9	<input checked="" type="checkbox"/>	
M80	McDonnell Douglas MD80	<input checked="" type="checkbox"/>	
TRM	Terminated	<input checked="" type="checkbox"/>	

Show Active

To add a new equipment group:

1. Click **Add**.
2. Enter a code for the new equipment group, for example 737, CRJ, EMJ, and DHS.

The equipment group code is a short code that identifies the equipment group. The equipment group code provides the ability to define which group an equipment type belongs so that it can be used in the crew applications to restrict which flights can be allocated to personnel.

3. Enter a description of the equipment group.
4. Select the *Active* checkbox, to indicate the equipment group as active.
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.

Click [here](#) to edit and delete.

Equipment Group Department

To access the equipment group department feature, click on **Equipment Group Department** in the Equipment Group menu.

Each equipment group is allocated to a department so that these can be managed separately. For instance, the Boeing 737 equipment group is managed via the Flight Operations Department. Equipment groups may be managed by multiple departments.

Administrators assign equipment groups to departments when new equipment is added to the fleet.

Equipment Group Department
EquipmentGroup | Department

Equipment Group Airbus A320

Name	>	Assigned	Active From	ActiveTo
Administrators(LAS)	>	Administrators(LAS)	01/01/2009	
Airports (LAS)	>>	Airports (LAS)	10/03/2012	12/31/9999
Cockpit Crew(LAS)	<	Cockpit Crew(LAS)	10/03/2012	12/31/9999
Crew Planning (LAS)	<<			
Customer Service(LAS)				
Flight Dispatcher(LAS)				
Executive(LAS)				
Finance(LAS)				
Inflight(LAS)				
Information Technology(LAS)				
Maintenance(LAS)				
Operations Control Centre(LAS)				
People Services(LAS)				
Stations(LAS)				
Finance(LAS)				

Save
Cancel

To assign an equipment group to a department:

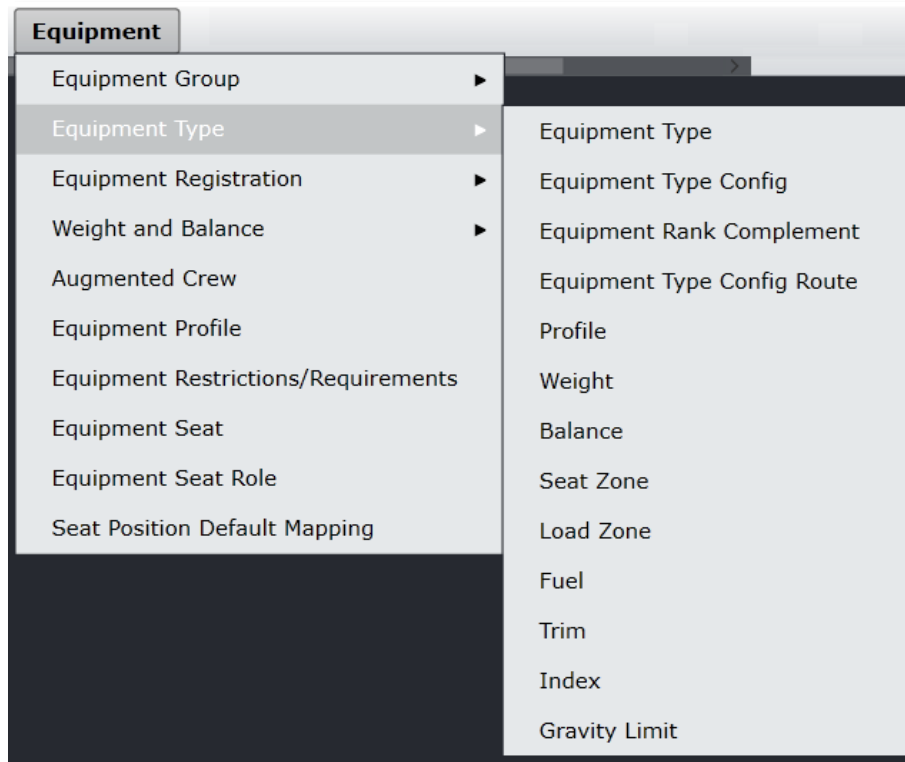
1. Select the Equipment Group from the drop-down menu.
2. Select a department or departments from the *Name* column.
3. Use the arrows (> >>) to move the department to the *Assigned* column.
4. Select the Active From date from the drop-down calendar.
5. Select the active to date in the *ActiveTo* column using the drop-down calendar, set a long-range date such as 31/12/2999.
6. 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.

Department - Areas within an airline or company that are tasked with providing particular services of a similar type. For example, Flight Operations (i.e. the managing and operating of aircraft), Maintenance (ensure the aircraft were able to operate safely) and Ramp (the parking and coordination of aircraft resupply between flights).

Refer to the instructions at the beginning of the Equipment Menu on how to edit and delete information.

Equipment Type

There are multiple options available under Equipment Type in the Equipment Type menu.



Equipment Type

To access equipment types, click on **Equipment Type** in the Equipment Type menu.

The equipment type refers to the type or model of an aircraft such as a Boeing or Airbus. It is a specific type of aircraft with distinct characteristics such as a 733, 737-300 or 734, 737-400. It is also referred to as aircraft type.

This feature is used to add or edit equipment type codes and associated descriptions for each equipment type. The equipment types show up in aircraft applications such as AircraftSchedule and AircraftFollow. Make sure the *Show Active* checkbox is selected to view active equipment types.

Equipment Type										
<input checked="" type="checkbox"/> Show Active										
Code*	Name*	EquipGroup*	EquipRestFacility ▲	ICAO	IATA	Calibration UOM	Max. Range	Range UOM	Max. Flight Hours	CruiseSpeed
319	Airbus A319	Airbus A320	<none>	A319	319					
31B	31B	Airbus A320	<none>	31B	31B					
320	Airbus A320-100/200	Airbus A320	<none>	A320	320	Kilograms		Nautical Miles		
32A	32A	Boeing 757	<none>	32A	32A					
DC9	Douglas DC-9 all pax models	Douglas DC-9	<none>	DC9	DC9					
M82	McDonnell Douglas MD82	McDonnell Douglas MD80	<none>	MD82	M82					
M83	McDonnell Douglas MD83	McDonnell Douglas MD80	<none>	MD83	M83					
M86	M86	McDonnell Douglas MD80	<none>	M86	M86					
M87	McDonnell Douglas MD87	McDonnell Douglas MD80	<none>	MD87	M87					
M88	McDonnell Douglas MD88	McDonnell Douglas MD80	<none>	MD88	M88					
752	Boeing 757-200	Boeing 757	Class 3	B752	752					
757	757	Boeing 757	Class 3	757	757					

To add an equipment type:













1. Click **Add**.
2. Complete these fields

Field	Description
<i>Type</i>	Enter the type code in the Type column.
<i>Name</i>	Enter the name associated with the type code in the Name column.
<i>Equipment Group</i>	Select the equipment group from the drop-down menu.
<i>EquipRestFacility</i>	Select the type of equipment rest facility, including none, Class 1, Class 2, Class 3 from the drop-down menu. Class referring to location of rest facility on board.
<i>ICAO</i>	Enter the International Civil Aviation Organization (ICAO) code for the equipment type
<i>IATA</i>	Enter the International Air Transport Association (IATA) code for the equipment type.
<i>Calibration UOM</i>	Select the calibration units of measure (UOM) from the drop-down menu, choices include kilograms, gallons, imperial gallons, inches, kilometers, litres etc.
<i>Max Range</i>	Enter the maximum range of the aircraft type.
<i>Range UOM</i>	Select the range units of measure (UOM) from the drop-down menu.
<i>Max Flight Hours</i>	Maximum flight hours as decided by the customer.
<i>Cruise Speed</i>	Enter cruise speed for the aircraft type.

Equipment Type - Field Description Continued

CruiseSpeed UOM	SeatingCapacity	Default SeatConfig	RestFacility ▲	BlockFuelBurn	BlockOperatingCost	FuelType	Max. Fuel Weight	Fuel Weight UOM	MinFuelBurn/hour (kg)
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			<none>						
0			Class 3						
0			Class 3						

Field	Description
<i>CruiseSpeed UOM</i>	Select the cruise speed units of measure (UOM) from the drop-down menu.
<i>Default SeatConfig</i>	Enter the default seat configuration for the aircraft type.
<i>RestFacility</i>	Select the type of rest facility, including none, Class 1, Class 2, Class 3 from the drop-down menu.
<i>BlockFuelBurn</i>	Enter block fuel burn.
<i>BlockOperatingCost</i>	Enter block operating cost.
<i>FuelType</i>	Select the fuel type from the drop-down menu.
<i>Max. Fuel Weight</i>	Enter maximum fuel weight, if applicable.
<i>Fuel Weight UOM</i>	Select the fuel weight unit of measure including Kgs and Lbs from the drop-down menu, if applicable.
<i>MinFuel Burn/hour (kg)</i>	Enter the minimum fuel burn per hour in kilograms, if applicable.

Units Of Measure Equipment Group				
MaxFuelBurn/hour (kg)	Display Colour	Pairing Identifier	Active	
		3	<input checked="" type="checkbox"/>	Equipment Registration
		31	<input checked="" type="checkbox"/>	Equipment Registration
		3	<input checked="" type="checkbox"/>	Equipment Registration
		32	<input checked="" type="checkbox"/>	Equipment Registration
		DC	<input checked="" type="checkbox"/>	Equipment Registration
		8	<input checked="" type="checkbox"/>	Equipment Registration
		8	<input checked="" type="checkbox"/>	Equipment Registration
		M8	<input checked="" type="checkbox"/>	Equipment Registration
		8	<input checked="" type="checkbox"/>	Equipment Registration
		8	<input checked="" type="checkbox"/>	Equipment Registration
		7	<input checked="" type="checkbox"/>	Equipment Registration
		75	<input checked="" type="checkbox"/>	Equipment Registration

Field	Description
<i>MaxFuel Burn/hour (kg)</i>	Enter maximum fuel burn per hour in kilograms.
<i>Display Colour</i>	Select a display color from the color palette. The equipment type color will display in the Gantt view of aircraft and crew applications.
<i>Pairing Identifier</i>	Enter the pairing identifier.
<i>Active</i>	Select the <i>Active</i> checkbox to show equipment type as active.
<i>Equipment Registration</i>	Click on the red Equipment Registration link to register the equipment type. This is a quick link to the Equipment Registration Menu.

3. 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.

Click [here](#) to edit and delete.

Equipment Type Config

To add an equipment type configuration, click on **Equipment Type Config** in the Equipment Type menu.

Equipment Type																	
Code*	Name*	EquipGroup*	Equip	ICAO	IATA	Calibration UOM	Max	Range UOM	Max	CruiseSpeed	CruiseSpeed UOM	SeatingCapacity	Default SeatConfig	RestFacility	BlockFuelBurn	BlockOperatingCost	FuelType
737-400	Boeing 737-400	Boeing 737 Classic	<none>	B734	734	Nautical Miles		Nautical Miles		380	Nautical Miles	156	156	<none>			Jet A1

FuelType	Max. Fuel Weight	Fuel Weight UOM	MinFuelBurn/hour (kg)	MaxFuelBurn/hour (kg)	Display Colour	Pairing Identifier	Active	
Jet A1		Kgs			■	B7	<input checked="" type="checkbox"/>	Equipment Registration
					■		<input type="checkbox"/>	Equipment Registration

To add an equipment type config:

1. Click **Add**.
2. Complete these fields:

Field	Description
<i>Code*</i>	Enter equipment type code.
<i>Name*</i>	Enter equipment type name.
<i>EquipGroup</i>	Select an equipment group for the equipment type.
<i>Equip</i>	Select the equipment for the equipment type.
<i>ICAO</i>	Enter ICAO code for the equipment type.
<i>IATA</i>	Enter IATA code for the equipment type.
<i>Calibration UOM</i>	Select calibration unit of measure value for the equipment type.
<i>Max</i>	Enter maximum value for the equipment type.
<i>Range UOM</i>	Select range unit of measure value for the equipment type.
<i>CruiseSpeed</i>	Enter cruise speed value for the equipment type.
<i>CruiseSpeed UOM</i>	Select cruise speed unit of measure value for the equipment type.
<i>SeatingCapacity</i>	Enter seating capacity value for the equipment type.
<i>Default SeatConfig</i>	Enter default seat configuration value for the equipment type.
<i>RestFacility</i>	Select rest facility value for the equipment type.
<i>BlockFuelBurn</i>	Enter block fuel burn value for the equipment type.
<i>BlockOperatingCost</i>	Enter block operating cost value for the equipment type.
<i>FuelType</i>	Select fuel type value for the equipment type.
<i>Max. Fuel Weight</i>	Enter maximum fuel weight value for the equipment type.
<i>Fuel Weight UOM</i>	Select the fuel weight unit of measure including kgs and lbs from the drop-down menu, if applicable.
<i>MinFuelBurn/hour (kg)</i>	Enter minimum fuel burn per hour value for the equipment type.
<i>MaxFuelBurn/hour (kg)</i>	Enter maximum fuel burn per hour value for the equipment type.
<i>Display Colour</i>	Select display color for the equipment type.
<i>Pairing Identifier</i>	Enter pairing identifier value for the equipment type.

Active	Select <i>Active</i> checkbox.
--------	--------------------------------

3. 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.

Click [here](#) to edit and delete.

Equipment Rank Complement

To add an equipment rank complement, click on **Equipment Rank Complement** in the Equipment Type menu.

To add a standard equipment rank complement:

1. Select Equipment Type.
2. Select *Show Active* checkbox.
3. Click **Add**.
4. Complete these fields:

Field	Description
<i>Rank*</i>	Enter rank.
<i>Complement*</i>	Enter complement value.
<i>Active</i>	Select <i>Active</i> checkbox.

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.

Click [here](#) to edit and delete.

To add an equipment rank complement for augmented crew:

1. Select Equipment Type.
2. Select *Show Active* checkbox.
3. Select *Augmented Crew* tab.
4. Complete these fields:

Field	Description
<i>Rank</i>	Enter rank.
<i>Augmented Crew</i>	Enter augmented crew value.
<i>Complement</i>	Enter complement value.
<i>Active</i>	Select <i>Active</i> checkbox.

5. Proceed by doing either of the following:
 - c. Click **Save** to save the information; or
 - d. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

To add an equipment rank complement for an equipment config:

1. Select Equipment Type.
2. Select *Show Active* checkbox.
3. Select *Equipment Config* tab.
4. Complete these fields:

Field	Description
<i>Rank</i>	Enter rank.
<i>Equipment Config</i>	Enter equipment configuration value.
<i>Complement</i>	Enter complement value.

Active	Select Active checkbox.
--------	-------------------------

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.

Click [here](#) to edit and delete.

Equipment Type Config Route

To add an equipment type config route, click on **Equipment Type Config Route** in the Equipment Type menu.

Equipment Type Config Route

Route Type: Domestic Route Route: 1

Drag a column header and drop it here to group by that column

Equipment Type	EquipmentType Config	Active From	Active To	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
737-400	2FA	06/10/2017	31/12/9999	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To add an equipment type config route:

1. Select Route Type.
2. Select Route.
3. Click **Add**.
4. Select Equipment Type.
5. Select EquipmentType Config.
6. Set Active From and To dates.
7. Select the days of the week for the equipment type config route to apply.

Click [here](#) to edit and delete.

Profile

To add an equipment type profile, click on **Profile** in the Equipment Type menu.

Equipment type profiling gives users a way to profile certain equipment used for grouping, filtering and sorting. This also allows for creating restrictions and requirements for specific aircraft types.

Equipment Type Profile

Equipment Type | Equipment Profile

Equipment Type*	Equipment Profile*	Active From Date	Active To Date
Airbus A319	ETOPS Aircraft	15/05/2014	31/12/9999

Add
Delete
Save
Cancel

To add an equipment type profile:

1. Click **Add**.

2. Select the aircraft equipment type from the drop-down menu.
3. Select the equipment profile from the *Equipment Profile* drop-down menu.
4. Select the Active From/To Dates using the drop-down calendars; suggest setting the Active To Date to a future date such as 31/12/9999.
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.

Click [here](#) to edit and delete.

Weight

To add or edit equipment type weight in Configure, click on **Weight** in the Equipment Type menu.

Equipment type weight per aircraft configuration is entered here. This feature is discussed in detail in the *Weight and Balance Manual*.

Equipment Type Weight Unit Of Measure

Equipment Type: Airbus A319 ▼

Show Active

Code*	Name*	Order*	Unit Of Measure*	Use For Load Fuel	Active
ACT TOW	ACT TOW	3	Kgs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OFP AB +200	OFP AB +200	10	Kgs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OFP BLOCK	OFP BLOCK	1	Kgs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PLAN TOW	PLAN TOW	2	Kgs	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Add
Delete
Save
Cancel

To add equipment type weight in this form:

1. Select the type of equipment from the *Equipment Type* drop-down menu.
2. Select the *Show Active* checkbox.
3. Click **Add**.
4. Enter the equipment type weight code from the drop-down menu.
5. Enter a name of the equipment type weight code.
6. Enter an order number in the order column.
7. Select the Unit of Measure from the drop-down menu.
8. Select the *Use for Load Fuel* checkbox.
9. Select the Active checkbox to show the equipment type weight active in the system.
10. 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.

Click [here](#) to edit and delete.

Balance

To add equipment type balance in Configure, click on **Balance** in the Equipment Type menu.

Additional information about this feature is located in the Weight and Balance User Manual.

Equipment Type Balance Unit Of Measure

Equipment Type:

Show Active

Code*	Name*	Unit Of Measure*	Active
	319-Balance	Kgs	<input type="checkbox"/>

To add an equipment type balance:

1. Select the type of equipment from the *Equipment Type* drop-down menu.
2. Select the *Show Active* checkbox to display active equipment type balance.
3. Click **Add**.
4. Enter the aircraft equipment balance code.
5. Enter a name for the equipment balance code in the *Name* column.
6. Select the unit of measure (Kgs, Lbs, Ltr etc.).
7. Select the *Active* checkbox to show the equipment type balance active.
8. 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.

Click [here](#) to edit and delete.

Seat Zone

To add an equipment type seat zone in Configure, click on **Seat Zone** in the Equipment Type menu.

Additional information about this feature is in the *Weight and Balance User Manual*.

The screenshot shows a dark-themed window titled "Equipment Type Seat Zone". At the top, there is a dropdown menu for "Equipment Type" set to "Airbus A319". Below it is a checked checkbox labeled "Show Active". A table with four columns is displayed: "Code*", "Order*", "Active", and an empty column. The first row contains the values "319-FORWARD", "1", and a checked checkbox. At the bottom right, there are four buttons: "Add" (green), "Delete" (red), "Save" (blue), and "Cancel" (grey).

Code*	Order*	Active	
319-FORWARD	1	<input checked="" type="checkbox"/>	

To add an equipment type seat zone:

1. Select the equipment type from the Equipment Type drop-down menu.
2. Select the Show Active checkbox to view active equipment type seat zones.
3. Click **Add**.
4. Enter a code for the seat zone in the *Code* column.
5. Enter an order in the *Order* column.
6. Select *Active* checkbox to show the equipment type seat zone as active.
7. 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.

Click [here](#) to edit and delete.

Equipment Type Load Zone

To add or edit equipment type load zone in Configure, click on **Load Zone** in the Equipment Type menu.

Additional information about this feature is located in the *Weight and Balance User Manual*.

The screenshot shows a dark-themed window titled "Equipment Type Load Zone". At the top, there is a dropdown menu for "Equipment Type" set to "Airbus A319". Below it is a checked checkbox labeled "Show Active". A table with four columns is displayed: "Code*", "Name*", "Order*", and "Active". The first row contains the values "A3191", "Airbus", "1", and a checked checkbox. At the bottom right, there are four buttons: "Add" (green), "Delete" (red), "Save" (blue), and "Cancel" (grey).

Code*	Name*	Order*	Active
A3191	Airbus	1	<input checked="" type="checkbox"/>

The instructions for adding and editing the equipment type load zone are the same as the seat zone on the previous page, with the exception of the *Name* column, which is a description of the load zone code.

Click [here](#) to edit and delete.

Fuel

To add equipment type fuel in Configure, click on **Fuel** in the Equipment Type menu.

Additional information is located in the *Weight and Balance User Manual*.

Equipment Type Fuel Unit Of Measure

Equipment Type: Airbus A319 ▼

Show Active

Code*	Name*	Max Weight	Loading Priority*	Fuel Density*	Unit Of Measure	Active
A3191	Fuel319	30	1	35	USGAL	<input checked="" type="checkbox"/>

Add
Delete
Save
Cancel

To add an equipment type fuel to this form:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Select the *Show Active* checkbox.
3. Click **Add**.
4. Complete the following fields:

Field	Description
<i>Code</i>	Enter the code for the fuel in the Code column.
<i>Name</i>	Enter a name for the code previously entered.
<i>Max Weight</i>	Enter the maximum fuel weight.
<i>Loading Priority</i>	Enter the fuel loading priority.
<i>Fuel Density</i>	Enter the fuel density.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu.
<i>Active</i>	Select the Active checkbox to show the equipment type fuel as active.

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.

Click [here](#) to edit and delete.

Trim

To add an equipment type ideal trim in Configure, click on **Trim** in the Equipment Type menu.

Additional information about this feature is located in the *Weight and Balance User Manual*.

To add an equipment type ideal trim to this form:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>ZF Weight</i>	Enter zero fuel (ZF) weight.
<i>Index</i>	Enter an index for the ideal trim.
<i>Arm</i>	Enter the Arm or the distance from the center of gravity to some point.
<i>%MAC</i>	Enter the percentage mean aerodynamic chord (MAC).
<i>Ideal Range</i>	Enter the ideal range.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu.

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.

Click [here](#) to edit and delete.

Index

To add an equipment type index in Configure, click on **Index** in the Equipment Type menu.

Additional information can be found in the *Weight and Balance User Manual*.

To add an equipment type index:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Weight and Balance Standard Index Group</i>	Select the Weight and Balance Standard Index Group from the drop-down menu.
<i>Code</i>	Enter a code for the index.
<i>Name</i>	Enter a name expressed numerically.
<i>Index</i>	Enter the index expressed numerically.
<i>Arm</i>	Enter the Arm or the distance from the center of gravity to some point.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu.

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.

Click [here](#) to edit and delete.

Gravity Limit

To add an equipment type gravity limit in Configure, click on **Gravity Limit** in the Equipment Type menu.

Additional information can be found in the *Weight and Balance User Manual*.

WeightAndBalance Standard Center Of Gravity*	Location*	Weight*	Index*	Arm*	Unit Of Measure*
Airbus319	A	111	111	111	Kgs

To add an equipment type gravity limit:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Weight and Balance Standard Center of Gravity</i>	Select the Weight and Balance Standard Center Of Gravity from the drop-down menu.
<i>Location</i>	Enter the location of the center of gravity.
<i>Weight</i>	Enter the weight expressed numerically.
<i>Index</i>	Enter the index expressed numerically.
<i>Arm</i>	Enter the Arm expressed numerically.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu.

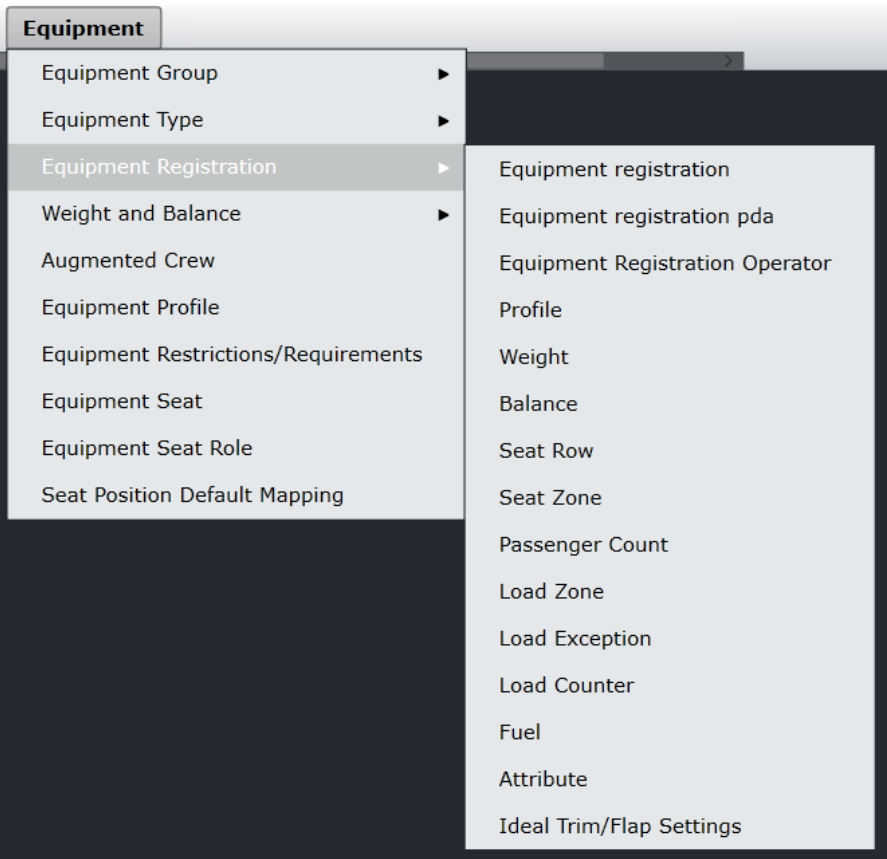
4. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or

- b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

Equipment Registration

There are multiple options available under Equipment Registration in the Equipment Registration menu.



Equipment Registration

To add an equipment registration in Configure, click on **Equipment Registration** in the Equipment Registration menu.

Registration is a unique aircraft identifier and the individual alpha/numeric code given to differentiate each individual aircraft. It is the tail number of an aircraft assigned to operate a flight. Each aircraft has its own registration which is typically a designator for the country, e.g. 'G'; for the United Kingdom, followed by up to a four-letter aircraft code such as G-BCAL. The USA uses 'N' followed by a combination of numbers and letters such as N101AA etc.

The screenshot shows a web interface for equipment registration. At the top, there is a dropdown menu for 'Equipment Type' set to 'B777-200'. Below it is a checkbox for 'Show Active'. A table displays a list of aircraft registrations with columns for Tail Number, Registration, Name, Variant, MSN, SeatingCapacity, Seat Config, Engines, RestFacility, Total Hours, Total Landings, WeightCategory, SELCAL, Comment, Calibration UOM, Max. Range, and Range. Three rows are visible, each with a checkbox on the left. At the bottom right, there are buttons for 'Add', 'Delete', 'Save', and 'Cancel'.

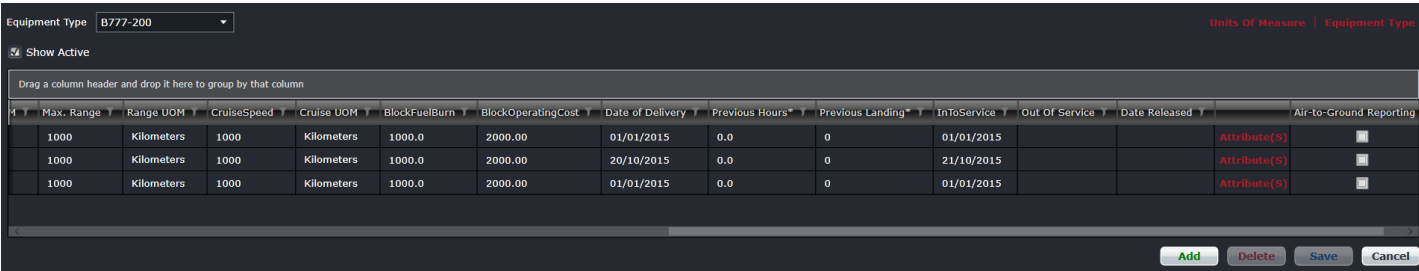
Tail Number*	Registration*	Name*	Variant	MSN	SeatingCapacity	Seat Config*	Engines	RestFacility	Total Hours*	Total Landings*	WeightCategory	SELCAL	Comment	Calibration UOM	Max. Range	Range
<input type="checkbox"/> HS-XBA	HS-XBA	HS-XBA	Variant	MSN-28521	415	J/24 Y/391	TRENT 884	Class 1	0.0	0	M		Proud	Kilometers	1000	Kilo
<input type="checkbox"/> HS-XBB	HS-XBB	HS-XBB	Variant	MSN-28522	415	J/24 Y/391	TRENT 884	Class 1	0.0	0	M		Waew Wow	Kilometers	1000	Kilo
<input type="checkbox"/> HS-XBC	HS-XBC	HS-XBC	Variant	MSN-30866	415	J/24 Y/391	TRENT 884	Class 1	0.0	0	M		Plai Fah	Kilometers	1000	Kilo

To add an equipment registration:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Select the *Show Active* checkbox to view active registrations per aircraft type.
3. Click **Add**.
4. Complete the following fields:

Field	Description
<i>Tail Number</i>	Enter the aircraft tail number.
<i>Registration</i>	Enter the aircraft registration.
<i>Name</i>	Enter the registration name.
<i>Variant</i>	Aircraft Variant display, i.e. 320 NEO variant.
<i>MSN</i>	Enter the Manufacturer's Serial Number (MSN).
<i>Seat Config</i>	Enter the seat configuration on the aircraft.
<i>Engines</i>	Enter the engine name and type.
<i>RestFacility</i>	Select the rest facility from the drop-down menu, including none, Class 1, Class 2, Class 3.
<i>Total Hours</i>	Enter total hours flown, expressed numerically, calculated via flight log entries.
<i>Total Landings</i>	Enter total landings, expressed numerically, calculated via flight log entries.
<i>Weight Category</i>	Enter weight category, Light (L), medium (M), Heavy (H), Super Heavy (SH).
<i>SELCAL</i>	Enter Selective-Calling Radio System (SELCAL) code, expressed as four letters.
<i>Comment</i>	Enter comments in the free text field.
<i>Calibration UOM</i>	Select calibration unit of measure (UOM) from the drop-down menu.
<i>Max Range</i>	Enter maximum range of aircraft.

Equipment Registration – Field Descriptions Continued



Field	Description
<i>Range UOM</i>	Select the range unit of measure from the drop-down menu.
<i>CruiseSpeed</i>	Enter cruise speed.
<i>Cruise UOM</i>	Select cruise unit of measure (UOM) from the drop-down menu, for instance knots, nautical miles etc.
<i>BlockFuelBurn</i>	Enter block fuel burn.
<i>BlockOperatingCost</i>	Enter block operating cost.
<i>Date of Delivery</i>	Select the date of delivery using the drop-down calendar.
<i>Previous Hours</i>	Enter previous hours before using merlot's software or company usage, expressed numerically.
<i>Previous Landing</i>	Enter previous landings before using merlot's software or company usage, expressed numerically.
<i>InToService</i>	Enter the date the aircraft was put into service, using the drop-down calendar.
<i>Out of Service</i>	Enter the date the aircraft was out of service, using the drop-down calendar.
<i>Date Released</i>	Enter the date the aircraft was sold and/or decommissioned, using the drop-down calendar.
<i>Attribute(s) Link</i>	Quick links to Equipment Registration Attribute form.
<i>Air-to-Ground Reporting</i>	Select the Air-to-Ground Report checkbox, if the aircraft has this capability.
<i>Active</i>	Select the Active checkbox to show this registration active in the system.

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.

Click [here](#) to edit and delete.

Equipment Registration pda

To add an equipment registration pda in Configure, click on **Equipment Registration pda** in the Equipment Registration menu.

Please see your account manager for additional configuration.

Equipment Type **B777-200** Units Of Measure

Show Active

Drag a column header and drop it here to group by that column

Delete **Save** **Cancel**

Select an equipment type from the drop-down menu and select the *Show Active* checkbox to view active equipment registration pda information per aircraft type.

Refer to the instructions at the beginning of the Equipment Menu on how to delete information.

Equipment Registration Operator

To add a new equipment registration operator in Configure, click on **Equipment Registration Operator** in the Equipment Registration menu.

Operators are assigned to aircraft registrations in this feature. This enables schedulers to set-up flight schedules per airline operator quickly and easily.

Equipment Registration Operator

Equipment Registration **9V-OFD**

Operator*	Active From	Active To
Scout Pte Ltd	18/12/2015	31/12/9999

Add **Delete** **Save** **Cancel**

To add an equipment operator:

1. Select the equipment registration alpha/numeric number from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Select the airline operator from the *Operator* drop-down menu.
4. Select the Active From/Active To date from the drop-down calendars. Set the Active To date out to a long-range date such as 01/01/2999.
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.

Click [here](#) to edit and delete.

Profile

To add a new equipment registration profile in Configure, click on **Profile** in the Equipment Registration menu.

Equipment registration profiles are assigned to aircraft registration numbers in this feature. This enables aircraft with specific profiles to be assigned to ports and routes with specific requirements or restrictions.

Equipment Type*	Equipment Profile*	Active From Date	Active To Date
B777-200	Aircrafts with Thailand Radio Button	27/06/2017	31/12/9999

To add an equipment registration profile:

1. Click **Add**.
2. Select the equipment registration alpha/numeric number from the *Equipment Type* drop-down menu.
3. Select the equipment profile from the *Equipment Profile* drop-down menu.
4. Select the Active From/Active To date from the drop-down calendars. Set the Active To date out to a long-range date such as 01/01/2999
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.

Click [here](#) to edit and delete.

Weight

To add a new equipment registration weight in Configure, click on **Weight** in the Equipment Registration menu.

Equipment registration weights are assigned to aircraft registration numbers in this feature. This enables aircraft to be assigned to applicable ports and routes based on weight requirements. This feature is helpful for calculating weight for weight and balance purposes. Additional information can be found in the *Weight and Balance User Manual*.

Code*	Name*	Order*	Unit Of Measure*	Use For Load Fuel	Active
B777-200W	Boeing 777-200 Weight	1	kgs	<input type="checkbox"/>	<input type="checkbox"/>

To add an equipment registration weight:

1. Select the registration number from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Enter a code for the equipment type weight.

4. Enter a name for the equipment type weight Enter number. Additional information to follow regarding the Number column.
5. Enter an order for the equipment type weight.
6. Select the unit of measurement.
7. Select *Active* button.
8. 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.

Click [here](#) to edit and delete.

Balance

To add a new equipment registration balance in Configure, click on **Balance** in the Equipment Registration menu.

Equipment registration balance is assigned to aircraft registration numbers in this feature. This feature is also helpful in terms of calculating balance for weight and balance purposes. Additional information can be found in the *Weight and Balance User Manual*.

Equipment Type Balance Unit Of Measure

Equipment Type: B777-200 ▼

Show Active

Code*	Name*	Unit Of Measure*	Active	
B777-200B	Boeing 777-200 Bal	Kgs	<input checked="" type="checkbox"/>	

Add
Delete
Save
Cancel

Click [here](#) to edit and delete.

Seat Row

To add a new equipment registration seat row in Configure, click on **Seat Row** in the Equipment Registration menu.

Equipment type seat zones are assigned to aircraft registrations in this feature. Additional information can be found in the *Weight and Balance User Manual*.

Equipment Registration Seat Row Equipment Type Seat Zone | Unit Of Measure

Equipment Registration: 9V-OFA ▼

Equipment Type Seat Zone*	Deck*	Row*	Number Of Seats*	Seat Identifier	Seat Identifier*	Index*	Arm*	Unit Of Measure
9V-OFA Zone C	Lower	3	24		Clow	0	0	

Add
Delete
Save
Cancel

To add an equipment registration seat row:

1. Select the aircraft registration from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Equipment Type Seat Zone</i>	Select the equipment type seat zone from the Equipment Type Seat Zone drop-down menu.
<i>Deck</i>	Enter the deck.
<i>Row</i>	Enter the row.
<i>Number of Seats</i>	Enter the number of seats.
<i>Seat Identifier</i>	Enter the seat identifier.
<i>Seat Identifier</i>	Enter the seat identifier.
<i>Index</i>	Enter the index, expressed as a numeric value.
<i>Arm</i>	Enter the Arm, expressed as a numeric value.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu, for example, Kgs, Lbs, IMPGal.

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.

Click [here](#) to edit and delete.

Seat Zone

To add a new equipment registration seat zone in Configure, click on **Seat Zone** in the Equipment Registration menu.

Equipment type seat zones are assigned to aircraft registration numbers in this feature. Additional information on this feature can be found in the *Weight and Balance User Manual*.

Equipment Type Seat Zone

Equipment Type: B777-200

Show Active

Code*	Order*	Active
777 Zone C	3	<input checked="" type="checkbox"/>

Add Delete Save Cancel

To add an equipment registration seat zone:

1. Select the registration number from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Enter a code for the equipment type seat zone.
4. Enter an order for the equipment type seat zone.
5. Select *Active* button.
6. 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.

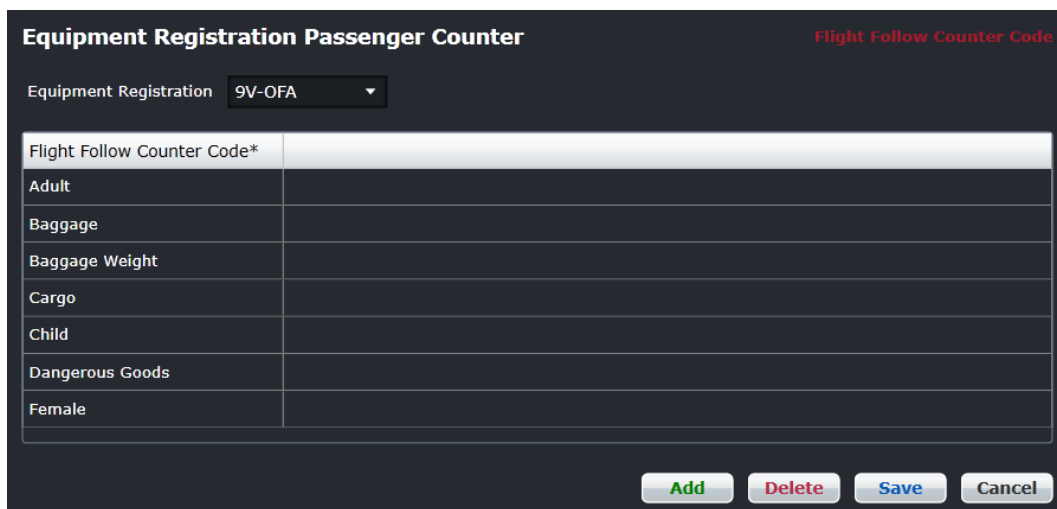
Click [here](#) to edit and delete.

Passenger Count

To add an equipment registration passenger counter in Configure, click on **Passenger Count** in the Equipment Registration menu.

Counter codes are assigned to aircraft registration numbers in this feature. This feature defines the passenger count codes so that operations employees can enter the number of passengers per passenger type including adults, children and infants. This information is helpful for weight and balance purposes.

Additional information can be found in the Weight and Balance User Manual.



Flight Follow Counter Code*	
Adult	
Baggage	
Baggage Weight	
Cargo	
Child	
Dangerous Goods	
Female	

To add a passenger counter:

1. Select the registration number from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Select a Flight Follow Counter Code from the drop-down menu, see the above example.
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.

Click [here](#) to edit and delete.

Load Zone

To add an equipment registration load zone in Configure, click on **Load Zone** in the Equipment Registration menu.

Equipment registration load zones are assigned to aircraft registration numbers in this feature. This enables aircraft planners to identify aircraft load zones per aircraft type. This feature assists with load planning and is helpful for weight and balance purposes.

Additional information can be found in the *Weight and Balance User Manual*.

Equipment Registration Load Zone

Equipment Type Load Zone | Unit Of Measure

Equipment Registration 9V-OFA

Equipment Type Load Zone*	Max Weight*	Max Volume*	Index*	Arm*	Unit Of Measure*
9V-OFA Rear	1000	500	12	1	Kgs

Add
Delete
Save
Cancel

To add an equipment registration load zone:

1. Select the registration number from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Max Weight</i>	Enter the maximum weight, expressed numerically, in the load zone.
<i>Max Volume</i>	Enter the maximum volume, expressed numerically.
<i>Index</i>	Enter the index, expressed numerically.
<i>Arm</i>	Enter the Arm.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu, for instance, Kgs, Lbs, IMPGal.

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.

Click [here](#) to edit and delete.

Load Exception

To add an equipment registration load exception in Configure, click on **Load Exception** in the Equipment Registration menu. Load exceptions are assigned to aircraft registration numbers in this feature.

Additional information can be found in the *Weight and Balance User Manual*.

Equipment Registration Load Exception

Unit Of Measure

Equipment Registration 9V-OFA

Description*	Weight*	Minimum*	Maximum*	Index*	Arm*	Unit Of Measure*
9V-OFA Load Exception	0			0	0	

Add
Delete
Save
Cancel

To add an equipment registration load exception:

1. Select the registration number from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Description</i>	Enter a description for the load exception.

<i>Weight</i>	Enter the weight, expressed numerically.
<i>Minimum</i>	Enter the minimum, expressed numerically.
<i>Maximum</i>	Enter the maximum, expressed numerically.
<i>Index</i>	Enter the index, expressed numerically.
<i>Arm</i>	Enter the Arm.
<i>Unit of Measure</i>	Select the unit of measure from the drop-down menu, for instance, Kgs, Lbs, IMPGal.

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.

Click [here](#) to edit and delete.

Load Counter

To add a load counter in Configure, click on **Load Counter** in the Equipment Registration menu.

Equipment registration load counts are assigned to aircraft registration numbers in this feature. This enables aircraft planners to plan bin location and distribution for the aircraft type. It enables operations employees to enter the load consisting of cargo, dangerous goods, freight, mail, baggage etc. Overall, this information is helpful for weight and balance purposes.

Additional information can be found in the *Weight and Balance User Manual*.

To add a load counter:

1. Select the aircraft registration number from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Select a Flight Follow Counter Code from the drop-down menu.
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.

Click [here](#) to edit and delete.

Fuel

To assign equipment type fuel to specific aircraft in Configure, click on **Fuel** in the Equipment Registration menu.

Equipment type fuel is assigned to aircraft registration numbers in this feature. Additional information can be found in the *Weight and Balance User Manual*.

To assign equipment type fuel:

1. Select the equipment registration number from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Equipment Type Fuel</i>	Select equipment type fuel from the Equipment Type Fuel drop-down menu.
<i>Max Weight</i>	Enter the maximum weight, expressed numerically.
<i>Index</i>	Enter the index, expressed numerically.
<i>Arm</i>	Enter the Arm.

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.

Click [here](#) to edit and delete.

Attribute

To add an equipment registration attribute in Configure, click on **Attribute** in the Equipment Registration menu.

Equipment registration attributes are defined in this feature. This feature enables aircraft schedulers to assign aircraft types with the applicable attributes to routes and ports with specific requirements. Examples of equipment attributes are shown in the Equipment Registration Attribute form below.

To add an equipment registration attribute:

1. Select the *Show Active* checkbox to display the existing active attributes.
2. Click **Add** button.
3. Enter an equipment attribute code in the *Code* column.
4. Enter a description of the code.
5. Select the *Active* checkbox to make the attribute active.
6. Click **Save**.

Click [here](#) to edit and delete.

Ideal Trim/Flap Settings

To add equipment registration ideal trim/flap settings in Configure, click on **Ideal Trim/Flap** in the Equipment Registration menu.

Equipment registration ideal trim/flaps settings are assigned to aircraft registrations in this feature.

Additional information can be found in the Weight and Balance User Manual.

To add ideal trim/flap settings to aircraft registrations:

1. Select the equipment registration from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Complete the following fields:

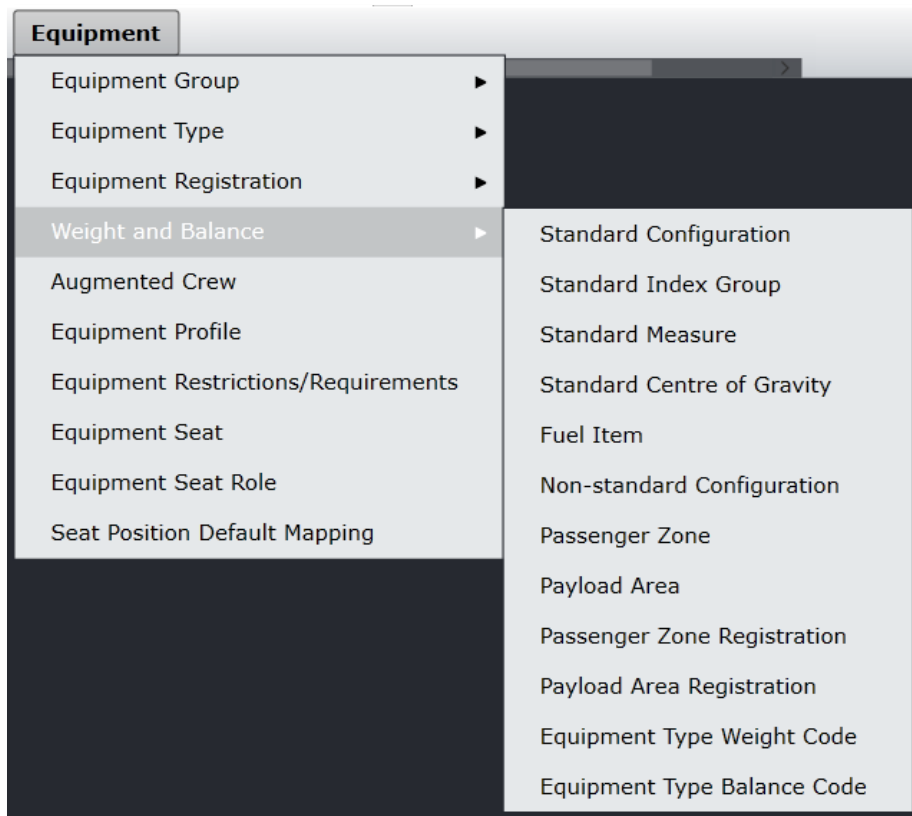
Field	Description
<i>Equipment Type Ideal Trim</i>	Select the Equipment Type Idea Trim from the drop-down menu.
<i>Flap Setting</i>	Enter the flap setting.
<i>Active</i>	Select the Active checkbox, to indicate the ideal trim/flap setting as active.

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.

Click [here](#) to edit and delete.

Weight and Balance

There are multiple options available under Weight and Balance in the Equipment menu.



Standard Configuration

To add weight and balance configuration in Configure, click on **Standard Configuration** in the Weight and Balance menu of the Equipment tab.

Weight and balance standard configuration is set-up here. Additional information can be found in the *Weight and Balance User Manual*.

Name	Active
A330-200 WB	<input checked="" type="checkbox"/>

To add the standard weight and balance configuration:

1. Select the *Show Active* checkbox to view existing weight and balance configurations.
2. Click **Add**.
3. Enter a name for the weight and balance standard configuration.
4. Select the *Active* checkbox, to show that this configuration as active.
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.

Click [here](#) to edit and delete.

Standard Index Group

To add a weight and balance standard index group in Configure, click on **Standard Index Group** in the Weight and Balance menu of the Equipment tab.

Additional information can be found in the *Weight and Balance User Manual*.

Code*	Name*	Active
1	A330-200 SIG	<input checked="" type="checkbox"/>

To add a weight and balance standard index group:

1. Select the *Show Active* checkbox to view existing standard index groups.
2. Click **Add**.
3. Enter a code for the standard index group.
4. Enter a name for the code.

5. Select the *Active* checkbox, to show that the standard index group as active.
6. 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.

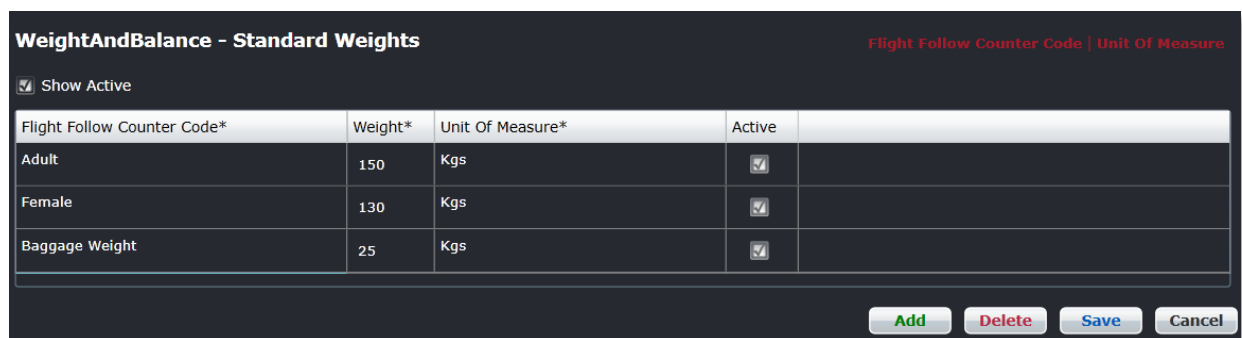
Click [here](#) to edit and delete.

Standard Measure

To add standard weights in Configure, click on **Standard Measure** in the Weight and Balance menu of the Equipment tab.

The weight and balance standard measure feature enables Administrators to add standard weights for passenger, baggage, freight, mail and other categories in the Flight Follow Counter Code group per airline guidelines. This feature facilitates the weight and balance process.

Additional information about this feature can be found in the *Weight and Balance User Manual*.



Flight Follow Counter Code*	Weight*	Unit Of Measure*	Active
Adult	150	Kgs	<input checked="" type="checkbox"/>
Female	130	Kgs	<input checked="" type="checkbox"/>
Baggage Weight	25	Kgs	<input checked="" type="checkbox"/>

To add standard weights:

1. Select the *Show Active* checkbox to view existing standard weight information.
2. Click **Add**.
3. Select a category from the *Flight Follow Counter Code* drop-down menu.
4. Enter a standard weight, expressed as a numeric value based on your airline requirements.
5. Select the applicable unit of measure from the drop-down menu.
6. Select the *Active* checkbox, to show that the standard weight as active.
7. 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.

Repeat the process to add standard weights for the rest of the categories, as applicable, in the Flight Follow Counter Group.

Click [here](#) to edit and delete.

Standard Centre of Gravity

To add the weight and balance standard center of gravity in Configure, click on **Standard Centre of Gravity** in the Weight and Balance menu of the Equipment tab.

Additional information can be found in the *Weight and Balance User Manual*.

Code*	Name*	Order*	Active
1	Sample Standard Centre of Gravity	134	<input checked="" type="checkbox"/>

To add a standard weight and balance standard centre of gravity:

1. Select the *Show Active* checkbox to view existing information.
2. Click **Add**.
3. Enter a code for the standard centre of gravity.
4. Enter a name for the code.
5. Enter the display order.
6. Select the *Active* checkbox, to show that the standard centre of gravity as active.
7. 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.

Click [here](#) to edit and delete.

Fuel Item

To add a weight and balance fuel item in Configure, click on **Fuel Item** in the Weight and Balance menu in the Equipment tab.

Additional information can be found in the *Weight and Balance User Manual*.

Code*	Name*	Unit Of Measure*	Order	Active
12F	Sample Fuel Item	Ltr		<input checked="" type="checkbox"/>

To add a standard weight and balance fuel item:

1. Select the *Show Active* checkbox to view existing fuel item information.
2. Click **Add**.
3. Enter a code for the fuel item.
4. Enter a name for the fuel item.
5. Select a unit of measure from the drop-down menu, such as Ltr, Lbs, IMPGal, Kgs etc.
6. Enter the display order.
7. Select the *Active* checkbox, to show that the fuel item as active.
8. 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.

Click [here](#) to edit and delete.

Non-standard Configuration

To add a weight and balance non-standard configuration item in Configure, click on **Non-Standard Configuration** in the Weight and Balance menu of the Equipment tab.

Additional information on this feature can be found in the *Weight and Balance User Manual*.

Name	Default Weight	Default Index	Active
Sample Non Standard Configuration Item	150	12	<input checked="" type="checkbox"/>

The non-standard configuration set-up process duplicates the standard configuration process. Please refer to the standard configuration for step flow.

Passenger Zone

To add a weight and balance passenger zone in Configure, click on **Passenger Zone** in the Weight and Balance menu of the Equipment tab.

Additional information on this feature can be found in the *Weight and Balance User Manual*.

Code*	Order*	Active
Sample Pax Zone	12	<input checked="" type="checkbox"/>

To add a weight and balance passenger zone:

1. Select the *Show Active* checkbox to view existing information.
2. Click **Add**.
3. Enter a code for the passenger zone.
4. Enter the display order.
5. Select the *Active* checkbox, to show that the passenger zone as active.
6. 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.

Click [here](#) to edit and delete.

Payload Area

To add a weight and balance payload area in Configure, click on **Payload Area** in the Weight and Balance menu of the Equipment tab.

Additional information can be found in the *Weight and Balance User Manual*.

The screenshot shows a web interface titled "WeightAndBalance - Payload Area". It features a "Show Active" checkbox which is checked. Below this is a table with the following data:

Code*	Name*	Order*	Active
Payload A	Payload Area A	14	<input checked="" type="checkbox"/>

At the bottom right of the form are four buttons: "Add", "Delete", "Save", and "Cancel".

See the step flow instructions for *Weight and Balance Passenger Zone* on the previous page to complete this form. The *Name* field is the name of payload area code.

Click [here](#) to edit and delete.

Passenger Zone Registration

To add a weight and balance passenger zone registration in Configure, click on **Passenger Zone Registration** in the Weight and Balance menu of the Equipment tab.

Additional information can be found in the *Weight and Balance User Manual*.

The screenshot shows a web interface titled "WeightAndBalance Passenger Zone Rego". At the top right, it says "WeightAndBalance Passenger Zone". Below the title is a dropdown menu for "Equipment Registration" with "9V-OFA" selected. The main part of the form is a table with the following data:

WeightAndBalance Passenger Zone*	Max*	Index*
Sample Pax Zone Rego	1300	0

At the bottom right of the form are four buttons: "Add", "Delete", "Save", and "Cancel".

To add a standard weight and balance passenger zone registration:

1. Select the aircraft registration from the *Equipment Registration* drop-down menu.
2. Click **Add**.
3. Select *WeightAndBalance Passenger Zone* from the drop-down menu.
4. Enter maximum value.
5. Enter the index.
6. 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.

Click [here](#) to edit and delete.

Payload Area Registration

To add a weight and balance payload area registration in Configure, click on **Payload Area Registration** in the Weight and Balance menu of the Equipment tab.

Additional information on this feature can be found in the *Weight and Balance User Manual*.

WeightAndBalance Payload Area*	Max	Index*
Sample Payload Area Rego	1030	12

Refer to the step instructions on the previous page to complete this form.

Click [here](#) to edit and delete.

Equipment Type Weight Code and Equipment Type Balance Code

To add an equipment type weight code or balance code in Configure, click on **Equipment Type Weight Code** or the **Equipment Type Balance Code** respectively in the Weight and Balance menu of the Equipment tab.

Additional information on these features can be found in the Weight and Balance User Manual.

Equipment Type Weight Code

Code	Active
Sample Equipment Type Weight Code	<input checked="" type="checkbox"/>

Equipment Type Balance Code

Code	Active
Sample Equipment Type Balance Code	<input checked="" type="checkbox"/>

1. Select the *Show Active* checkbox to show existing information
2. Click **Add**.
3. Enter a Weight or Balance code, depending on the feature you are working on.

4. Select the *Active* checkbox to show the weight and/or balance code as active.
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.

Click [here](#) to edit and delete.

Augmented Crew

Code	Description	Active
		<input checked="" type="checkbox"/>

To add an augmented crew:

1. Select *Show Active* checkbox.
2. Click **Add**.
3. Enter code for the augmented crew.
4. Enter a description for the augmented crew.
5. Select *Active* checkbox.
6. 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.

Click [here](#) to edit and delete.

Equipment Profile

To add an equipment rank profile in Configure, click on **Equipment Profile** in the Equipment tab.

The equipment profile gives users a way to profile certain equipment used for grouping, filtering and sorting. This feature enables aircraft schedulers to pull an equipment profile that meets the port and/or route restrictions and assign the equipment accordingly.

Name*	Description*	Active
China Ops Spec	Aircraft with China Ops Spec	<input checked="" type="checkbox"/>
ETOPS Aircraft	ETOPS Certified Aircraft	<input checked="" type="checkbox"/>
India Ops Spec	Aircraft with India Ops Spec	<input checked="" type="checkbox"/>
Thailand Radio Certificate	Aircraft with Thailand Radio Certificate	<input checked="" type="checkbox"/>

To add a new equipment profile in the system:

1. Select the *Show Active* checkbox, to display active equipment profiles.
2. Click **Add**.
3. Enter a name for the equipment profile.
4. Enter a description for the equipment profile.
5. Select the *Active* checkbox to make active the equipment profile.
1. 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.

Click [here](#) to edit and delete.

Equipment Restrictions/Requirements

Refer to the *Set-Up Restrictions* section of this manual for detailed instruction related to equipment restrictions and requirements.

Equipment Seat

To add an equipment seat in Configure, click on **Equipment Seat** in the Equipment tab.

The equipment seat feature enables administrators to add seats to an equipment type such as a jump seat, a left-hand seat (LHS) or right-hand seat (RHS) or to block a seat. This feature designates seats for crew use on designated aircraft types.

Seat Code	Seat Name	Type	No	Req	Team
JS	Jumpseat	JS	1	0	FlightOps
LHS	Left Hand Seat	LHS	1	1	FlightOps
PAX	Block a Seat	PAX	1	0	FlightOps
RHS	Right Hand Seat	RHS	1	1	FlightOps

To add a new equipment seat for an equipment type in the system:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Enter a seat code.
4. Enter the name of the seat.
5. Enter the seat type.
6. Enter the number of these seats on the designated equipment type.
7. Enter the required number of seats.
8. Enter team information.
2. 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.

Click [here](#) to edit and delete.

Equipment Seat Role

To edit equipment seat roles in Configure, click on **Equipment Seat Role** in the Equipment tab.

The equipment seat role feature enables administrators to edit a seat for an equipment type. It configures the required role when occupying a specified seat; it specifies what roles are allowed and the default role.

Role	Required	Allowed	Default
Operating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deadhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Line Instructor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Command Upgrade	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Observer+Bag	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety Pilot	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

To edit a seat:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Select the seat from the *Seat* drop-down menu.
3. To edit existing equipment seat roles, double-click inside the desired row, then make changes as required.
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.

Seat Position Default Mapping

To add new seat position default mapping in Configure, click on **Seat Position Default Mapping** in the Equipment tab.

The seat position default mapping enables administrators to block seats for crew members.

Block From	Block To	Rank	No	Seat Code
NoLimit	NoLimit	CPT	1	Left Hand Seat
NoLimit	NoLimit	FO	1	Right Hand Seat

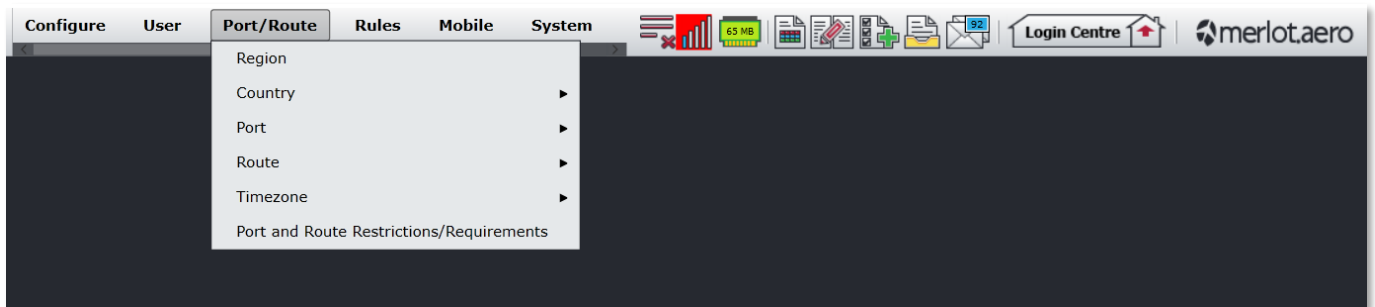
To add new Seat Position Default Mapping in the system:

1. Select the equipment type from the *Equipment Type* drop-down menu.
2. Click **Add**.
3. Select the Block From/Block To times using the up/down arrows, in 24-hour clock time.
4. Select the Rank from the drop-down menu.
5. Enter the number of seats to be blocked.
6. Enter the seat code.
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.

Click [here](#) to edit and delete.

Port/Route Menu Functionality

To use the Port/Route menu, select the Port/Route tab and click on an option from the drop-down menu.



The Port/Route menu options include:

- Region
- Country
- Port
- Route
- Timezone
- Port and Route Restrictions/Requirements

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.







To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

Port/Route Menu Hierarchy

From an overall perspective, the hierarchy of the Port/Route Menu is made-up of the individual components of an airline route structure as well as equipment requirements, attributes and airline restrictions and requirements.

The outcome of using the commands in the Port/Route Menu is that airline routes are prepared for next stage development in aircraft scheduling. The port/route menu also impacts crew scheduling in terms of port and route currency requirements.

A partial list of Port/Route menu features are mentioned below for an overall perspective of the organization of this menu.

 <p>Region</p>	Regions are defined based on the scope of the airline operation.
 <p>Country</p>	Country codes are set-up, country groups and group memberships are established and country language is identified here.
 <p>Port</p>	Ports are added and edited as airline service changes occur, port detail information is updated including port currency, port time zone, port curfews and port turnaround times. Port requirement equipment and port attributes are detailed.
 <p>Route</p>	Routes are defined and route information updated. Route details are added including route distance, route currency period, route time, route requirements, route attributes, route type and route equipment requirements.
 <p>Time Zone</p>	Time zones are set-up here as well as the Daylight savings components which are re-visited annually. Time zone information is applied to ports here in the port/route menu.
 <p>Restrictions & Requirements</p>	Port and route restrictions and requirements are set-up.

Port/Route menu features are detailed next.

Region

To access the Region feature, click on **Region** in the Port/Route menu.

Region definition is the first step in the process of configuring systemwide ports and routes. Airlines define regions based on the scope of their operations. World regions are defined, followed by country definition and then ports and routes. Check the *Show Active* checkbox to view active regions.

Region

Show Active

Description*	Active	
A - Western South Pacific	<input checked="" type="checkbox"/>	Country
C - Canada	<input checked="" type="checkbox"/>	Country
E - Northern Europe	<input checked="" type="checkbox"/>	Country
F - Southern Africa	<input checked="" type="checkbox"/>	Country
G - Northwestern Africa	<input checked="" type="checkbox"/>	Country
H - Northeastern Africa	<input checked="" type="checkbox"/>	Country
K - USA	<input checked="" type="checkbox"/>	Country
L - Southern Europe, Israel and Turkey	<input checked="" type="checkbox"/>	Country
M - Central America and Mexico	<input checked="" type="checkbox"/>	Country
N - South Pacific	<input checked="" type="checkbox"/>	Country
O - Southwest Asia Afghanistan and Pakistan	<input checked="" type="checkbox"/>	Country
R - Western North Pacific	<input checked="" type="checkbox"/>	Country
S - South America	<input checked="" type="checkbox"/>	Country
U - Russia and former Soviet States	<input checked="" type="checkbox"/>	Country
V - South Asia and mainland Southeast Asia	<input checked="" type="checkbox"/>	Country
W - Maritime Southeast Asia (except the Philip)	<input checked="" type="checkbox"/>	Country
Y - Australia	<input checked="" type="checkbox"/>	Country
Z - China, Mongolia and North Korea	<input checked="" type="checkbox"/>	Country

Add
Save
Cancel

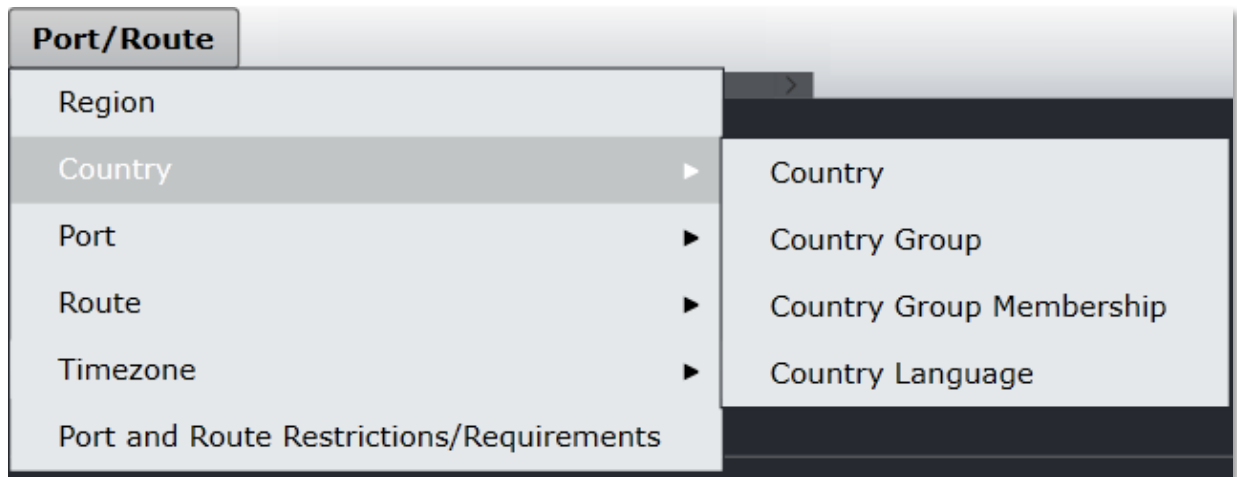
To add a new region:

1. Click **Add**.
2. Enter a description for the new region, for example, S – South America, N – South Pacific.
3. Select the *Active* checkbox, to indicate the region as active.
4. **(Optional)** Click on the red *Country* quick link to define country information.
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.

Click [here](#) to edit and delete.

Country

There are multiple features available under Country in the Port/Route menu.



The following Country features will be discussed:

- Country
- Country Group
- Country Group Membership
- Country Language

Country

To access the Country feature, click on **Country** in the Country menu of the Port/Route tab.

Country codes are set-up, defined and made active so that port and route definition can take place.

Check the *Show Active* checkbox to view active countries.

Country Region

Region : A - Western South Pacific ▾

Show Active

Code	Country*	Active	ISO	Fuel Unit Of Measure	Unit Of Currency	Comments	Port
PG	Papua New Guinea	<input checked="" type="checkbox"/>	PNG				Port

To add a new country:

1. Select a region from the Region drop-down menu.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Code</i>	Enter the two-letter country code, for example AW.
<i>Country</i>	Enter the name of the country, for example Aruba.
<i>Active</i>	Select the Active checkbox, to indicate the country as active.
<i>ISO</i>	Enter International Organization for Standardization (ISO) defined country code.
<i>Fuel Unit of Measure</i>	(Optional) The standard unit of measurement for fuel requirements in the country, for example litres, gallons etc.
<i>Unit of Currency</i>	(Optional) The standard unit of currency for the country.
<i>Comments</i>	Free text field.
<i>Port</i>	(Optional) Active link to Port form for adding ports.

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.

Click [here](#) to edit and delete.

Country Group

To access the Country Group feature, click on **Country Group** in the Country menu of the Port/Route tab.

The country group defines a group of similar countries. These country groups are then used in rule restrictions and requirements as needed.

Check the *Show Active* checkbox to view active countries.

Code*	Description*	Active
CHN PORTS	All China Ports	<input checked="" type="checkbox"/>

To add a new country group, follow these steps:

1. Click **Add**.
2. Enter a code for the new country group.
3. Enter a description of the country group.
4. Select the *Active* checkbox to make the country group active.
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.

Click [here](#) to edit and delete.

Country Group Membership

To access the Country Group Membership feature, click on **Country Group Membership** in the Country menu of the Port/Route tab.

Country group membership is established and made active here. Check the *Show Active* checkbox to view active country membership.

Country Group	Active From	Active To
All China Ports	27/04/2015	01/04/2099

To add a new country group member:

1. Select the country from the *Country* drop-down menu.

2. Click **Add**.
3. Select a country group from the drop-down menu.
4. Select the Active From/To dates using the drop-down calendars, set the Active To date to a future date such as 01/01/2999.
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.

Click [here](#) to edit and delete.

Country Language

To access the Country Language feature, click on **Country Language** in the Country menu of the Port/Route tab.

Country language is defined in this feature. Check the *Show Active* checkbox to view active countries with language defined.

Country*	Language*	Active
China	Chinese (Traditional)	<input checked="" type="checkbox"/>

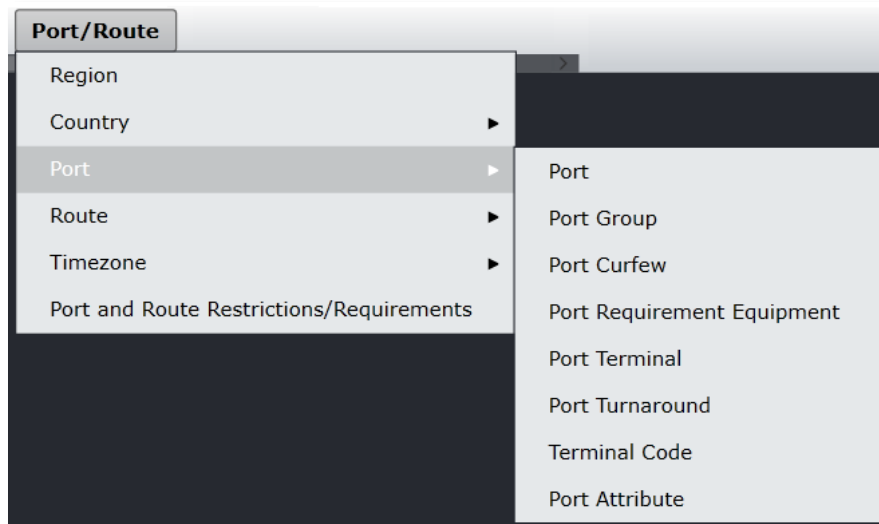
To add a new country language:

1. Click **Add**.
2. Select a country from the *Country* drop-down menu.
3. Select the predominant language spoken in the country from the drop-down menu.
4. Select the *Active* checkbox to make the language associated with the country active.
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.

Click [here](#) to edit and delete.

Port

There are multiple features available under Port in the Port/Route menu.



The following Port features will be discussed:

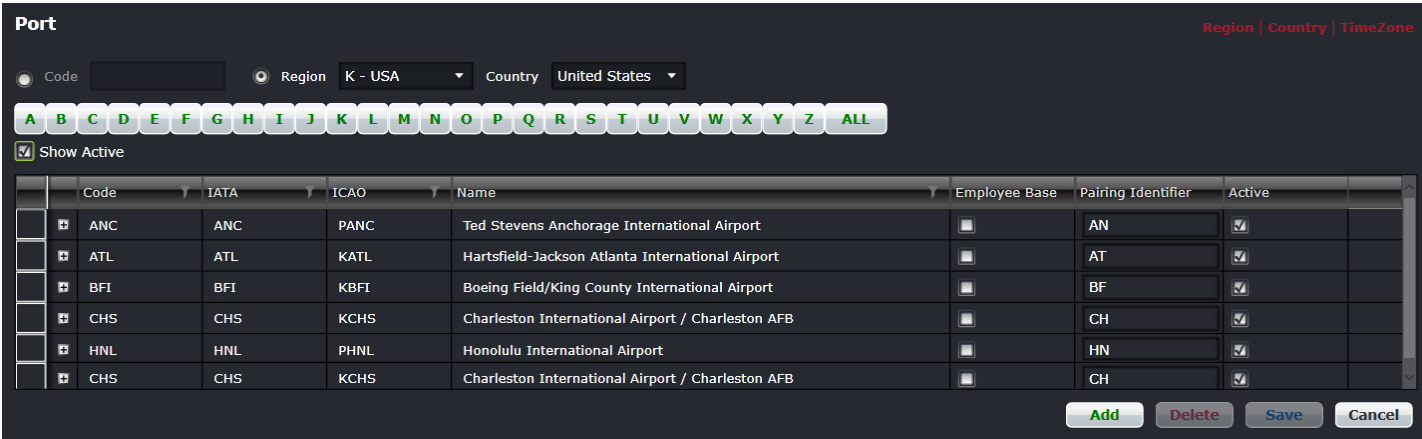
- Port
- Port Group
- Port Curfew
- Port Requirement Equipment
- Port Terminal
- Port Turnaround
- Terminal Code
- Port Attribute

Port

To access the Port feature, click on **Port** in the Port menu of the Port/Route tab.

The Port feature has a filter for locating existing ports in the upper portion of the form, as well as the functionality to add and edit ports using the buttons at the bottom of the form. A port is a departure or destination airport.

To locate an existing port, follow the instructions below.



The Port filter enables administrators to find existing ports.

Select the search criteria by selecting the corresponding radio button from the following options:

Field	Description
<i>IATA Code</i>	Enter the three-letter International Airport Transport Association (IATA) code for airport location, press the Enter key.
<i>Region</i>	Select the region from the drop-down menu; the country field updates accordingly.
<i>Country</i>	Select the country from the drop-down menu, this field is activated when the region radio button is selected.
<i>Alphabet A-Z</i>	Narrow search results by clicking on a letter of the alphabet, for example for Honolulu click on the letter H , or alternatively click ALL for an alphabetized list of all cities.
<i>Show Active</i>	Select the Show Active checkbox to view active ports.

Search results are displayed in the tabular grid. Expand the row to view details about the port.

To add or edit a port follow the step flow on the next page.

Add a Port

Administrators will add and edit ports as necessary so that all the airports that are serviced by the airline are included here.

To add a new port:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>IATA</i>	Enter the three-letter IATA code, for example JFK.
<i>ICAO</i>	Enter the four-character alphanumeric International Civil Aviation Organization (ICAO) code for the airport.
<i>Name</i>	Enter the actual name of the airport.
<i>Employee Base</i>	Select the Employee Base checkbox, if the port serves as an employee base.
<i>Pairing Identifier</i>	Enter the two-letter pairing identifier for the port.
<i>Active</i>	Select the Active checkbox to make the port active in the system.

3. 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.

Click [here](#) to edit and delete.

Refer to the next page for instructions to complete the port details portion of the port form.

Port Details

To display port details, expand the row to view the details about a given port.

The following tabs display:

The screenshot shows a web interface for port details. At the top, there is a horizontal menu with the following tabs: Locale, Time Zone, Terminal(s), Curfews, Turnarounds, Requirements, Flight Planning, Handler, Freq, Immigration, Doc Rqmnts, Transport, Hotel, Member(s), PortCost, Attribute(s), and Fuel Supplier(s). The 'Locale' tab is currently selected. Below the tabs, the form contains several input fields and dropdown menus:

- Region: K - USA (dropdown)
- Country: United States (dropdown)
- City: (text input)
- Location: (text input)
- ISO: (text input)
- Latitude: (text input)
- Longitude: (text input)
- Map 1: (map icon)
- Map (LAT/LONG): (map icon)
- CurrencyPeriod: 0 (dropdown)
- Minimum Connection Time Passengers: 0 (dropdown)
- Minimum Connection Time Crew: 0 (dropdown)
- Comment1: (text input)
- Comment2: (text input)

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

Brief descriptions of the tabs in the Port feature are covered below, starting with the Locale tab.

Locale

While all of the fields in the *Locale* tab are important, the port currency information is particularly important as it relates to crew currency requirements. The fields of the Locale tab store information related to the physical location of port as well as the minimum connecting time for passengers and crew between flights at the airport.

The minimum connecting time for passengers entered here is reflected in the schedule, so that passengers have adequate time to transition from terminal-to-terminal and/or gate-to-gate at a specified port to make it to their connecting flights on time. Generally, airlines have a standard minimum connecting time for domestic flights and a longer minimum connecting time for International flights at port locations.

The fields of the Locale tab are outlined below, followed by more indepth information related to port currency.

This screenshot shows the same Port Details form as above, but with the 'Locale' tab selected and several fields populated:

- Region: K - USA (dropdown)
- Country: United States (dropdown)
- City: Seattle (text input)
- Location: Seattle, Washington (text input)
- ISO: (text input)
- Latitude: (text input)
- Longitude: (text input)
- Map 1: (map icon)
- Map (LAT/LONG): (map icon)
- CurrencyPeriod: 0 (dropdown)
- Minimum Connection Time Passengers: 2 (dropdown)
- Minimum Connection Time Crew: 0 (dropdown)
- Comment1: (text input)
- Comment2: (text input)

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

Complete the fields as follows:

Field	Description
<i>Region</i>	The region the port belongs to, this field is auto-populated.
<i>Country</i>	The country the port belongs to, this field is auto-populated.
<i>City</i>	Enter the city of the airport in the City field.
<i>Location</i>	The port location, this field is auto-populated.
<i>ISO</i>	Enter the International Organization for Standardization (ISO) country code, for example US.

<i>Minimum Connecting Time Passengers</i>	The minimum connecting time between connecting flights for passengers at the specified port, use the up/down arrows to specify connecting time.
<i>Comment1</i>	Free text field for comments.
<i>Longitude</i>	Enter port longitude.
<i>Latitude</i>	Enter port latitude.
<i>Map 1</i>	Click on the Map 1 icon to display the location of the port on the map. Special permission may be required to use this feature.
<i>Map Long/Lat</i>	Click on the Map Long/Lat icon to display the location of the port on map using longitude/latitude. Special permission may be required to use this feature.
<i>Currency Period</i>	Select the currency period, use the up/down arrows to specify the currency period in days. More information to follow on this topic.
<i>Minimum Connecting Time Crew</i>	Minimum connecting time between connecting flights for crew at the specified port, use the up/down arrows to specify the correct connecting time.
<i>Comment2</i>	Free text field for comments.

To save information, click **Save** or click **Cancel** to cancel the form without generating action.

Map 1 Icon



Click on the **Map 1** icon to display the port on a map.

Map Long/Lat Icon



Click on the **Map Long/Lat** icon to display a map based on longitude/latitude coordinates.

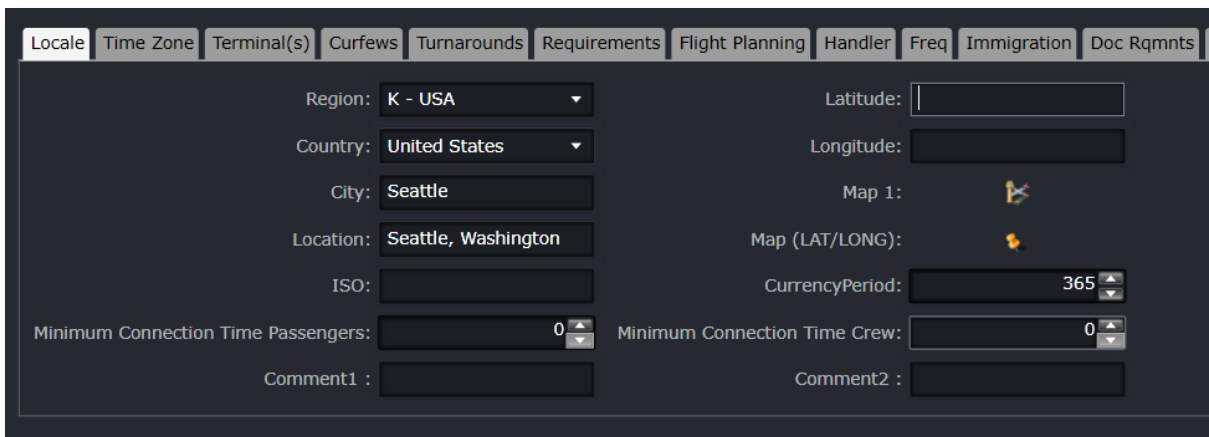
Port Currency

Pilots have various currency requirements that must be met for them to be legal to operate. A port may need to be operated into and/or out of a certain number of times in a certain period in order for the pilot to remain current.

Rules are written that are appropriate for the operator, so that the merlot Rules Engine will return relevant violations to the user regarding port currency breaches, both at the planning and production stages so that these breaches can be addressed prior to the day of operation.

Any crew member allocated to a pairing where they are expired on port will have a violation shown in both the Pairing Violations tab and in the Monitor Panel of CrewRoster and CrewFollow. The rules engine assesses pairings for violations upon allocation and during any subsequent changes to a pairing.

The currency period is specified in the *CurrencyPeriod* field, as shown below.



The screenshot shows a dark-themed web interface with several tabs at the top: 'Locale', 'Time Zone', 'Terminal(s)', 'Curfews', 'Turnarounds', 'Requirements', 'Flight Planning', 'Handler', 'Freq', 'Immigration', and 'Doc Rqmnts'. The 'Requirements' tab is active. The form contains the following fields:

- Region: K - USA (dropdown)
- Country: United States (dropdown)
- City: Seattle (text input)
- Location: Seattle, Washington (text input)
- ISO: (text input)
- Latitude: (text input)
- Longitude: (text input)
- Map 1: (map icon)
- Map (LAT/LONG): (map icon)
- CurrencyPeriod: 365 (spinners)
- Minimum Connection Time Passengers: 0 (spinners)
- Minimum Connection Time Crew: 0 (spinners)
- Comment1: (text input)
- Comment2: (text input)

Use the up/down arrows in the *CurrencyPeriod* field to specify the correct number of days required to maintain port currency.

Time Zone

In this feature, time zones previously defined in the Timezone feature are applied to individual ports.

Select the *Time Zone* tab and select the correct time zone for the specified port. Select the *Daylight Savings* checkbox, if the port subscribes to Daylight Savings time.



The screenshot shows the 'Time Zone' tab selected in the interface. The form contains the following fields:

- Time Zone: Pacific Standard Time (dropdown)
- Daylight Savings: (checkbox)

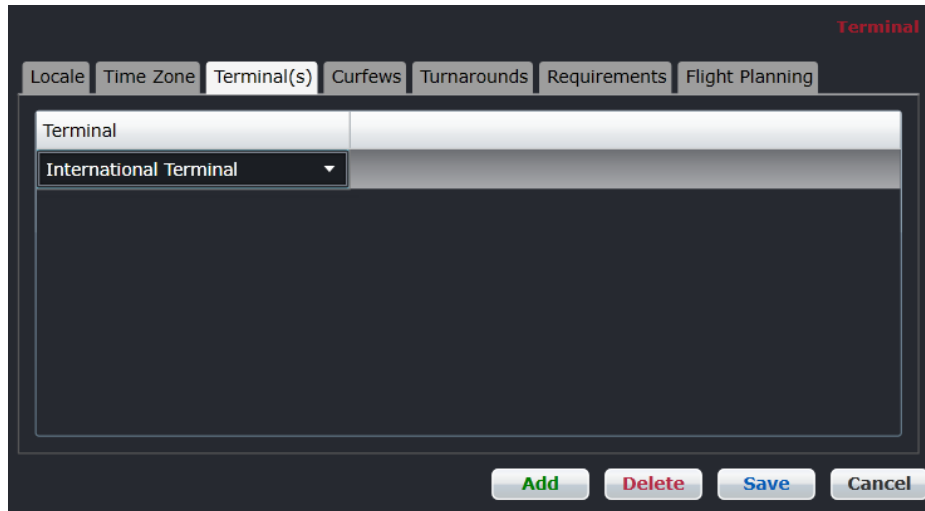
To save information, click **Save** or click **Cancel** to cancel the form without generating action.

Note: Some ports are in a time zone and the time zone has generic Daylight Savings but the specific port does not recognize Daylight Savings time.

See also the Timezone feature.

Terminal

Select the *Terminal* tab and existing terminal assignments display for the port.



To add a terminal, **Add** to insert a new row. Select a terminal from the drop-down menu in the *Terminal* column and click **Save** to save the terminal data for the specified port.

- To delete an existing terminal, select the desired row and then click **Delete**. You will be asked “Are you sure you want to delete the specified item?” Select the Yes button to permanently delete the record. Please note that if the **Delete** button is not enabled you may not have the privileges to delete the record.

See also the Port Terminals feature in this manual.

Curfews

Select the *Curfews* tab and existing curfews display for the port. Arrival and departure curfews are in place at select ports, generally in response to noise abatement policies. The departure and arrival time parameters are established within port guidelines with associated rule levels as determined by the airline. Administrators can add and delete port curfew information in this tab.

Equipment Type	Departure Start Time	Departure End Time	Arrival Start Time	Arrival End Time	Rule Level	Service Type	Active From	Active To
B777-200	04:00	23:00	00:00	00:00	ALLOW OVERRIDE	Passenger - Normal Service	09/07/2017	31/12/9999

See the Port Curfew feature for instructions on how to complete the Curfews tab.

Turnarounds

Select the *Turnarounds* tab and existing turnaround information displays for the port. Turnaround is the time it takes after an aircraft arrives at the gate before it is ready to depart the gate again. The port turnaround feature defines the port turnaround time based on equipment and route type. The turnaround time is reflected in AircraftSchedule and AircraftFollow applications.

Administrators can add and delete port turnaround information in this tab.

Equipment Type	Previous Route Type	Route Type	Scheduled	Operational	Active From	Active To	Minimum Connect Passenger	Minimum Connect Crew	Min Connect Crew A/C Change
B777-200	Domestic Route	International Route	04:30	10:30	09/07/2017	31/12/9999	45	2	2

See the Port Turnaround feature for instructions on how to complete the Turnarounds tab.

Requirements

Select the *Requirements* tab and existing equipment requirement information displays for the port. The Requirements tab defines the equipment requirements for a given port and the associated condition and rule level.

If there are must have conditions which are critical, the equipment requirements must be in place at the port location. Administrators can add and delete port equipment requirement information in this tab.

Condition	Equipment profile	Active From	Rule Level	Comment	Active
MUST HAVE	ETOPS Aircraft	09/07/2017	ALLOW OVERRIDE		<input checked="" type="checkbox"/>

See the Port Requirement Equipment feature for instructions on how to complete the Requirements tab.

Flight Planning

Select the *Flight Planning* tab to enter alternative airport information in case of flight diversions and/or emergencies.

Administrators can enter flight planning information in this tab.

Complete the following fields:

Field	Description
<i>1st IATA Alternative</i>	Enter the IATA code, for the first alternative airport.
<i>2nd IATA Alternative</i>	Enter the IATA code, for the second alternative airport.
<i>Airport Category</i>	Enter the airport category such as CAT3.
<i>Precision/non-precision approach equipt</i>	Precision approaches utilize both lateral localizer and vertical glidescope information. Non-precision approaches provide lateral course information only. For example, ILS is considered a precision approach.
<i>MDA</i>	Enter the Minimum Descent Altitude (MDA) numerically, using the up/down arrows.
<i>SLAM</i>	A final approach where upon the airplane intercepts the ILS glideslope from above. The entry is expressed numerically.

To save information, click **Save** or click **Cancel** to cancel the form without generating action.

Handler

Select the *Handler* tab to view ground handler information for a specific port. Airlines contract out ground handling services at many airports. The ground handler name and contact information is stored under this tab.

Administrators can add and edit ground handling contact information.

Ground Handler Name	Address1	Address2	Address3	Address4	State	Country	Zip	ContactName	Email	Phone	Fax	Rate	Sita	VHF	ServicesProvided	Active From	Active To	Primary
MIAA	Los Angeles Airport				California	United States		Mike Andrews				x0.00		0		09/07/2017	31/12/9999	<input checked="" type="checkbox"/>

To add a ground handler:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Ground Handler Name</i>	Enter the name of the ground handling company.
<i>Address 1, 2, 3, 4</i>	Enter the ground handler company address.
<i>State, Country, Zip</i>	Enter the ground handler company address.
<i>Contact Name</i>	Enter the ground handler contact name.
<i>Email</i>	Enter the ground handler contact email.
<i>Phone/Fax</i>	Enter the ground handler contact phone/fax.
<i>Rate</i>	(Optional) Enter ground handler rates, using the up/down arrows.
<i>Sita</i>	Enter SITA telex address.
<i>VHF</i>	Enter Very High Frequency (VHF) channel.
<i>Services Provided</i>	Click on the blue comment bubble to enter data in the Services Provided pop-up window. This is in free text format. Click Save and close the pop-up window.
<i>Active From/To</i>	Enter Active From and To dates for the ground handling services, using the drop-down calendars.
<i>Primary</i>	Select the <i>Primary</i> checkbox, if the ground handler is the primary provider.

3. 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.

Click [here](#) to edit and delete.

Freq

Select the *Freq* tab to view frequency channels that flight crews use for this port. These channels may contain information pertaining to traffic control, and weather as well as traffic advisory frequencies.

Frequencies such as the Automatic Terminal Information Service (ATIS) broadcasts essential information such as weather information, which runways are active, available approaches, etc.

Name	Frequency	Active From	Active To	Primary
ATIS	127	09/07/2017	31/12/9999	<input checked="" type="checkbox"/>
TWR	187	09/07/2017	31/12/9999	<input type="checkbox"/>

To add a frequency:

1. Click **Add**.
2. Enter the channel acronym in the Name column.
3. Enter the frequency (channel) number numerically, using the up/down arrows.

4. Enter the Active From/To dates using the drop-down calendars.
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.

Click [here](#) to edit and delete.

Immigration

Select the *Immigration* tab to view immigration information for a port.

Document	APIS	GenDec
Passport	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To add immigration information:

1. Click **Add**.
2. Enter the name of the document.
3. Select the *APIS* checkbox, if applicable.
4. Select the *GenDec* checkbox, if applicable.
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.

Click [here](#) to edit and delete.

Document Requirements

Select the *Doc Rqmnts* tab to view documents required when arriving or departing from this port. Documents may include passports, visas, AC check as well as other documents.

Name	Active From	Active To	Primary
Primary Document	09/07/2017	31/12/9999	<input checked="" type="checkbox"/>

To add a new document requirement:

1. Click **Add**.
2. Enter the name of the document in the Name column.
3. Enter the Active From/To dates using the drop-down calendars.
4. Select the Primary checkbox, if applicable.
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.

Click [here](#) to edit and delete.

Transport

Select the *Transport* tab to view ground transportation vendor information for the specified port. This is the location that hotel courtesy shuttle information is entered, for example, as well as taxi, bus and any other ground transportation related information. Crew members can access this information through CrewPortal.

Administrators can add and edit ground transportation information in this feature.

Rank Group	Rank	Ground Transport Name	Address1	Address2	Address3	Address4	State	Country	Zip	ContactName	Email	Phone	Fax	Rate	Active From	Active To	Primary
Cabin Crew	Cabin Crew	FA Transpo												75.00000	09/07/2017	31/12/9999	<input checked="" type="checkbox"/>

To add ground transportation vendors:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Rank Group</i>	Select a Rank Group from the drop-down menu, for example Flight Crew, Cabin Crew, Tech Crew, Maintenance, Engineers. If there is no rank group select, the ground transportation vendor applies to all rank groups.
<i>Rank</i>	Select a Rank from the drop-down menu, for example, Captain, First Officer, Flight Attendant, In Flight Director. If there is not rank selected, the ground transportation vendor is applicable for all ranks.
<i>Ground Transport Name</i>	Enter the name of the ground transportation vendor.
<i>Address 1, 2, 3, 4</i>	Enter the ground transportation company address.
<i>State, Country, Zip</i>	Enter the ground transportation company address – State, Country and Zip.
<i>Contact Name</i>	Enter the contact name at the ground transportation company.
<i>Email</i>	Enter the ground transportation contact email.
<i>Phone/Fax</i>	Enter the ground transportation phone/fax.
<i>Rate</i>	(Optional) Enter ground transportation rates, using the up/down arrows.
<i>Active From/To</i>	Enter Active From and To dates for the ground transportation services, using the drop-down calendars.
<i>Primary</i>	Select the Primary checkbox, if the ground transportation company is the primary provider.

3. 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.

Click [here](#) to edit and delete.

Hotel

Select the *Hotel* tab to view hotel information for a specified port. Airlines negotiate crew rates for flight crew and other airline employee groups. Contracted hotels and in some cases non-contracted hotels for specific ports are listed in this feature. If there is no rank group or rank selected, the hotel applies to all airline employee groups.

Administrators can add and edit hotel information in this feature.

Rank Group	Rank	Port Accommodation Name	Address1	Address2	Address3	Address4	State	Country	Zip	ContactName
		Courtyard Seattle Sea-Tac Area	16038 W Valley Hwy	Tukwila			WA	United States	98188	

To add a hotel to a port:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Rank Group</i>	Select a Rank Group from the drop-down menu, for example Flight Crew, Cabin Crew, Tech Crew, Maintenance, Engineers. If there is no rank group select, the ground transportation vendor applies to all rank groups.
<i>Rank</i>	Select a Rank from the drop-down menu, for example, Captain, First Office, Flight Attendant, In Flight Director. If there is no rank selected, the ground transportation vendor is applicable for all ranks.
<i>Port Accommodation Name</i>	Enter the name of the hotel property.
<i>Address 1, 2, 3, 4</i>	Enter the hotel property address
<i>State, Country, Zip</i>	Enter the hotel property address – State, Country and Zip
<i>Contact Name</i>	Enter the contact name at the hotel property
<i>Email</i>	Enter the hotel property contact email.
<i>Phone/Fax</i>	Enter the hotel property phone/fax.
<i>Rate</i>	(Optional) Enter hotel rate, using the up/down arrows.
<i>Active From/To</i>	Enter Active From and To dates of the hotel property, using the drop-down calendars.
<i>Primary</i>	Select the Primary checkbox, if the hotel property is the primary provider.
<i>Contract Effective From/To</i>	Select the contract start date (From) and the end date (To) using the drop-down calendars.
<i>Contract Min Room Nights</i>	Enter the minimum number of room nights based on the contract, if applicable. Use the up/down arrows.
<i>Distance From Airport</i>	Enter the distance from the port to the hotel, use the up/down arrows to select a numeric value.
<i>Time From Airport</i>	Enter the time it takes to travel from the port to the hotel.
<i>Primary Port Ground Transport</i>	Enter the primary means of transportation from the port to the hotel, for instance the hotel courtesy shuttle.
<i>Secondary Port Ground Transport</i>	(Optional) Enter the secondary means of transportation from port to the hotel.

3. 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.

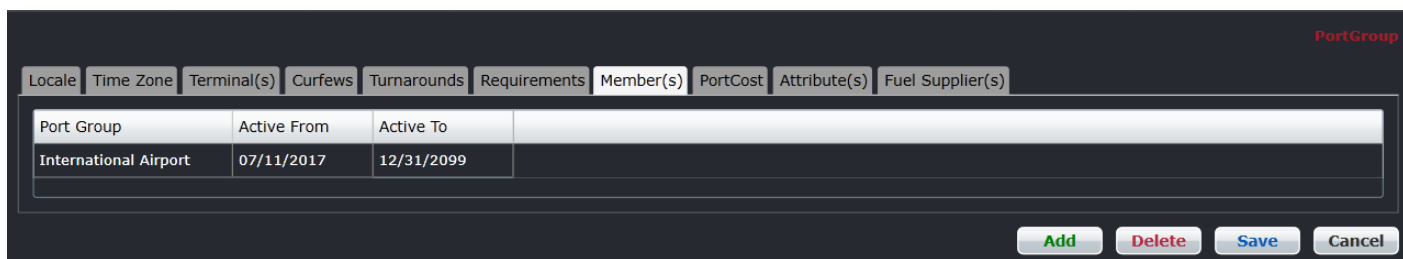
If there are other providers of accommodations in a specific port, which are secondary providers, these providers can be added by selecting **Add** and completing the details. The *Primary* checkbox is left unchecked in this instance. This enables users to select other appropriate accommodation providers in the CrewRoster and CrewFollow applications, when the primary option is not available.

Click [here](#) to edit and delete.

Member(s)

Select the *Member(s)* tab to view ports that are a part of a group. The port group can have restrictions and requirements built into the rules.

Administrators can add and edit port membership in this feature.



The screenshot shows a software interface for configuring a Port Group. At the top right, the text "PortGroup" is displayed in red. Below this is a horizontal menu with several tabs: "Locale", "Time Zone", "Terminal(s)", "Curfews", "Turnarounds", "Requirements", "Member(s)", "PortCost", "Attribute(s)", and "Fuel Supplier(s)". The "Member(s)" tab is currently selected. Below the menu is a table with three columns: "Port Group", "Active From", and "Active To". The table contains one row with the following data: "International Airport", "07/11/2017", and "12/31/2099". At the bottom right of the interface are four buttons: "Add" (green), "Delete" (red), "Save" (blue), and "Cancel" (grey).

To add a member group:

1. Click **Add**.
2. Select the port group from the *Port Group* column.
3. Enter the Active From/To dates using the drop-down calendars.
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.

Click [here](#) to edit and delete.

Port Cost

Select the *PortCost* tab to view profitability cost items for a specified port. The profitability cost items defined in the Company > Profitability Cost section of Configure populate here by category as shown in the *Profitability Cost Items* drop-down menu below. This information is helpful in terms of calculating and tracking port costs. Port cost-related reports can be generated.

Administrators can add and edit profitability cost items for the port in this feature.

To add a port cost to a port:

1. Click **Add**.
2. Select a category in the *Profitability Cost Items* column that corresponds with the desired port cost item that you want to track.
3. Enter the rate (cost, fee) for the designated item, using the up/down arrows to arrive at a numerical value.
4. Select Active From/To dates from the drop-down calendars.
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.

Click [here](#) to edit and delete.

Attribute(s)

Select the *Attribute* tab to view port attributes and to make active attributes which apply to the port.

To make the attributes active, select the checkbox in the *Select* column that corresponds with the desired attribute in the *Description* column and click **Save**.

See also the Port Attribute feature where attributes are defined.

Fuel Supplier(s)

Select the *Fuel Supplier(s)* tab to add or edit fuel suppliers for the port.

Supplier	Uplift Units	Fuel Type	Density Factor (kg/L)	Default	Active From	Active To
Both		Avgas	0.72100	<input checked="" type="checkbox"/>	07/11/2017	12/31/9999

To add a fuel supplier:

1. Click **Add**.
2. Select a fuel supplier from the drop-down menu.
3. Select the Uplift Units from the drop-down menu.
4. Select the type of fuel from the *Fuel Type* drop-down menu.
5. Enter the Density Factor in kilograms or liters, using the up/down arrows to arrive at a numerical value.
6. Select the *Default* checkbox if the supplier is the default fuel supplier.
7. Enter the Active From/To dates of the fuel supplier, using the drop-down calendars.
8. 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.

Click [here](#) to edit and delete.

Port Group

To access the Port Group feature, click on **Port Group** in the Port menu of the *Port/Route* tab.

A port group is a grouping of ports for organizational purposes, for instance, in this case ports have been grouped as International and/or Domestic ports. Once grouped, common criterion can be assigned to the group to facilitate, for example flight planning tasks.

Code*	Description*	Active
INTL	International Airport	<input checked="" type="checkbox"/>
LOC	Domestic Airport	<input checked="" type="checkbox"/>
OW	Over Water	<input checked="" type="checkbox"/>

To add a port group:

1. Click **Add**.
2. Enter a code for the Port Group.
3. Enter a description of the port group.

4. Select the *Active* checkbox to make the port group active.
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.

Click [here](#) to edit and delete.

Port Curfew

To access the Port Curfew feature, click on **Port Curfew** in the Port menu of the Port/Route tab.

A port curfew is a restriction on aircraft operations during a specified time for example, late evening and early morning hours. These curfews are often put in place to comply with noise restrictions and regulations. The restrictions may also limit the type of aircraft that can land and take off and in some cases, the runways that can be used.

Port curfew information is defined in this feature. The departure and arrival time parameters are established within port guidelines with associated rule levels as determined by the airline.

Existing port curfews display when the region, country and port information is selected at the top of the form.

Port Curfew Region | Country | Port | Equipment Type | Rule Level | Service Type

Region: Country: Port:

Equipment Type*	Departure Start Time	Departure End Time	Arrival Start Time	Arrival End Time	Rule Level*	Service Type*	Active From	Active To
Airbus A320-100/200	04:00	23:30	01:00	00:00	ALLOW OVERRIDE	Passenger - Normal Service	07/13/2017	12/31/9999

To add a port curfew:

1. Select the region, country and port from the respective drop-down menus.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Equipment Type</i>	Select the equipment type from the drop-down menu.
<i>Departure Start Time</i>	Select the Departure Start Time using the up/down arrows to indicate the allowable start time of departures from the specified port, using the 24-hour clock.
<i>Departure End Time</i>	Select the Departure End Time using the up/down arrows to indicate the allowable end time of departures from the specified port, using the 24-hour clock.
<i>Arrival Start Time</i>	Select the Arrival Start Time using the up/down arrows to indicate the allowable start time of arrivals for the specified port, using the 24-hour clock.
<i>Arrival End Time</i>	Select the Arrival End Time using the up/down arrows to indicate the allowable end time of arrivals for the specified port, using the 24-hour clock.
<i>Rule Level</i>	Select the applicable rule level including Allow Override, Critical and Critical Planning, from the drop-down menu.
<i>Service Type</i>	Select the type of service from the drop-down menu, for example Passenger – Normal Service, Other – Training or Other – Non revenue.
<i>Active From</i>	Select the Active From date of the curfew, using the drop-down calendar.
<i>Active To</i>	Select the Active To date of the curfew, using the drop-down calendar.

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.

Click [here](#) to edit and delete.

Port Requirement Equipment

To access the Port Requirement equipment feature, click on **Port Requirement Equipment** in the Port menu of the Port/Route tab.

The port requirement equipment feature defines the equipment requirements for a given port and the associated rule level. If the port must have the specified equipment and the rule level is critical, then the aircraft cannot operate into the port without the required equipment. The system user will be prompted to make the necessary changes to comply with port equipment requirements.

The port requirement feature displays in the AircraftFollow application in the Flight Information Window (FIW).

Existing port requirement equipment will display when the region, country and port information is selected.

Condition*	Equipment Profile*	Active From	Active To	Rule Level*	Comment	Active
MUST HAVE		07/15/2017	12/31/9999	ALLOW OVERRIDE		<input checked="" type="checkbox"/>

To add port requirement equipment:

1. Select the region, country and port from the respective drop-down menus.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Condition</i>	Select the condition from the drop-down menu, choices include Must have, Must not have and No condition.
<i>Equipment Profile</i>	Select the equipment profile from the drop-down menu, for example Airstairs, ETOPS, APU etc.
<i>Active From</i>	Select the Active From date using the drop-down calendar.
<i>Active To</i>	Select the Active To date using the drop-down calendar.
<i>Rule Level</i>	Select the applicable rule level from the Rule Level drop-down menu, choices include Allow Override, Critical and Critical - Planning.
<i>Comment</i>	Free text field to enter comments.
<i>Active</i>	Select the Active checkbox to make active the port equipment requirement.

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.

Criticality Level Definitions

<i>Allow Override</i>	The user has the ability 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.

Click [here](#) to edit and delete.

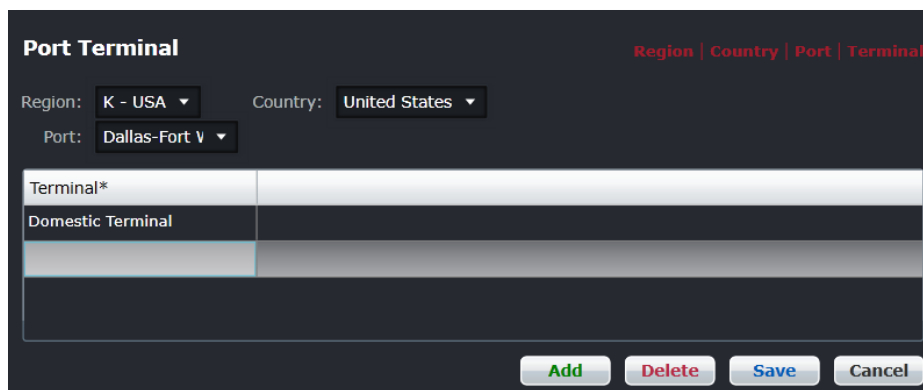
Port Terminal

To access the Port Terminal feature, click on **Port Terminal** in the Port menu of the Port/Route tab.

An airport terminal is a building at an airport where passengers transfer between ground transportation and the facilities that allow them to board and disembark from aircraft.

The port terminal feature enables administrators to assign terminals to ports, based on the terminal layout at the port. The terminal information displays in AircraftSchedule and AircraftFollow in the Flight Information Display Window. Once the terminals are designated, there is little or no maintenance involved, unless a new port is added to the system.

Existing terminal assignments will display when the region, country and port information is selected.



The screenshot shows a web form titled "Port Terminal" with a breadcrumb trail "Region | Country | Port | Terminal". The form contains three dropdown menus: "Region" set to "K - USA", "Country" set to "United States", and "Port" set to "Dallas-Fort V". Below these is a table with a "Terminal*" column and an empty row. The first row of the table is labeled "Domestic Terminal". At the bottom of the form are four buttons: "Add" (green), "Delete" (red), "Save" (blue), and "Cancel" (grey).

To add a port terminal:

1. Select the region, country and port from the respective drop-down menus.
2. Click **Add**.
3. Select the terminal from the drop-down menu, for example, Domestic Terminal, International Terminal, Main Terminal, South Terminal, Terminal A, Terminal B etc.
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.

Click [here](#) to edit and delete.

Port Turnaround

To access the Port Turnaround feature, click on **Port Turnaround** in the Port menu of the Port/Route tab.

The Port Turnaround feature defines the port turnaround time based on equipment and route type. Turnaround is the time it takes after an aircraft arrives at the gate before it is ready to depart the gate again. The turnaround time value populates the Turn Around column in AircraftSchedule and AircraftFollow and ensures that there is sufficient turnaround time at the given port. If a flight is added without sufficient minimum turnaround time, the system will alert the user to fix the issue.

Existing port turnaround information will display when the region, country and port information is selected.

Port Turn Around Region | Country | Port | Equipment Type | Route Type

Region : K - USA Country : United States Port : Abilene Regional Airport

Equipment Type*	Previous Route Type*	Route Type*	Scheduled*	Operational*	Active From	Active To
Airbus A320-100/200	Domestic Route	International Route	08:00 <input type="text"/>	09:00 <input type="text"/>	07/15/2017	12/31/9999

Add
Delete
Save
Cancel

To add port turnaround information:

1. Select the region, country and port from the respective drop-down menus.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Equipment Type</i>	Select the equipment type from the drop-down menu.
<i>Previous Route Type</i>	Select the previous route type from the drop-down menu, for example Domestic Route, International Route, Positioning Flight, Charter, and Extra Flight.
<i>Route Type</i>	Select the route type from the drop-down menu, for example Domestic Route, International Route, Positioning Flight, Charter and Extra Flight.
<i>Scheduled</i>	Select the scheduled departure time, click on the clock and/or use the up/down arrows to specify the time.
<i>Operational</i>	Select the operational time, click on the clock and/or use the up/down arrows to specify the time. Operational time is the minimum time required for a turnaround.
<i>Active From</i>	Select the Active From date from the drop-down calendar, this is the date the port turnaround is effective.
<i>Active To</i>	Select the Active To date from the drop-down calendar; this is the date the port turnaround expires.

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.

Click [here](#) to edit and delete.

Terminal Code

To access the Terminal Code feature, click on **Terminal Code** in the Port menu of the Port/Route tab.

The terminal code feature defines the codes and associated naming conventions for airport terminals based on terminal names at port locations. This data populates the AircraftSchedule application and AircraftFollow applications.

Existing active terminal codes will display when the *Show Active* checkbox is selected.

Code*	Name*	Active	Port Terminal
D	Domestic Terminal	<input checked="" type="checkbox"/>	Port Terminal
I	International Terminal	<input checked="" type="checkbox"/>	Port Terminal
M	Main Terminal	<input checked="" type="checkbox"/>	Port Terminal
S	South Terminal	<input checked="" type="checkbox"/>	Port Terminal
U	Shuttle Terminal	<input checked="" type="checkbox"/>	Port Terminal

To add terminal codes:

1. Click **Add**.
2. Enter the code for the terminal in the *Code* column.
3. Enter the name of the terminal which defines the code entered in the first column.
4. Select the *Active* checkbox to make the terminal active in the system.
5. **(Optional)** Click the red *Port Terminal* link to assign terminal codes to ports.
6. 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.

Click [here](#) to edit and delete.

Port Attribute

To access the Port Attribute feature, click on **Port Attribute** in the Port menu of the Port/Route tab.

The port attribute feature defines airport attributes such as GPUs, Cat 3, Customs etc. This data populates at the duty level, such as in the Attribute tab of the Port feature. Once port attributes are defined, they can be assigned to port locations as needed.

Existing active port attributes will display when the *Show Active* checkbox is selected.

Code*	Description*	Active
GPU	Groud Power Unit	<input checked="" type="checkbox"/>
C3	Cat 3	<input checked="" type="checkbox"/>
CUS	Customs	<input checked="" type="checkbox"/>

To add port attributes:

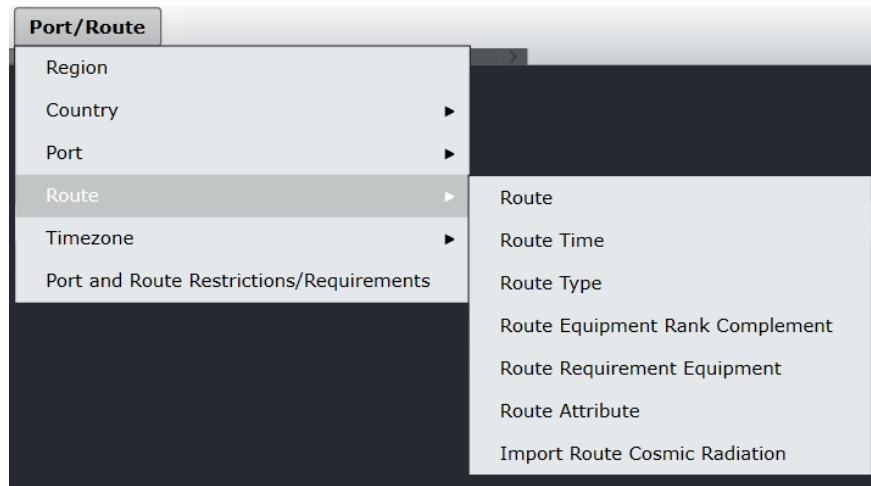
1. Click **Add**.
2. Enter the code for the port attribute in the *Code* column.
3. Enter the description of the attribute.

4. Select the *Active* checkbox to make the port attribute active in the system.
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.

Click [here](#) to edit and delete.

Route

There are multiple features available under Route in the Port/Route menu.



The following Port features will be discussed:

- Route
- Route Time
- Route Type
- Route Equipment Rank Complement
- Route Requirement Equipment
- Route Attribute

Route

To access the route feature, click on **Route** in the Route menu of the Port/Route tab.

The route feature enables administrators to locate routes as well as to add and delete them. Once routes are defined in this feature, routes can be added to schedules in AircraftSchedule. Once the AircraftSchedule is marked active, pairings can be built and assigned to crew members who will fly the routes.

Administrators are responsible to keep route information up-to-date; this may entail adding new routes for an airline or deactivating older routes.

The process of locating routes, adding and deleting routes is covered in this section. In addition, the features and functionality in the detail section of the route form is also covered. Route details are accessed by clicking on the Plus (+) sign at the start of a row.

Route Port | Route Type

Route Route Type International Route

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Show Active

	Route	Departure Port	Arrival Port	Route Type	Primary	Active
+	PGDCUN	Charlotte County Airport	Cancún International Airport (CUN)	International Route		<input checked="" type="checkbox"/>
+	PGDPUJ	Charlotte County Airport	Punta Cana International Airport (PUJ)	International Route		<input checked="" type="checkbox"/>
+	PIECUN	St. Petersburg-Clearwater International Airport	Cancún International Airport (CUN)	International Route		<input checked="" type="checkbox"/>
+	PIEPUJ	St. Petersburg-Clearwater International Airport	Punta Cana International Airport (PUJ)	International Route		<input checked="" type="checkbox"/>
+	PUJBWI	Punta Cana International Airport (PUJ)	Baltimore-Washington International Thurgood Marshall Airport	International Route		<input checked="" type="checkbox"/>
+	PUJCVG	Punta Cana International Airport (PUJ)	Cincinnati/Northern Kentucky International Airport (CVG)	International Route		<input checked="" type="checkbox"/>
+	PUJFLL	Punta Cana International Airport (PUJ)	Fort Lauderdale-Hollywood International Airport	International Route		<input checked="" type="checkbox"/>
+	PUJPGD	Punta Cana International Airport (PUJ)	Charlotte County Airport	International Route		<input checked="" type="checkbox"/>
+	PUJPIE	Punta Cana International Airport (PUJ)	St. Petersburg-Clearwater International Airport	International Route		<input checked="" type="checkbox"/>
+	PUJPIT	Punta Cana International Airport (PUJ)	Pittsburgh International Airport (PIT)	International Route		<input checked="" type="checkbox"/>
+	PUJPUJ	Punta Cana International Airport (PUJ)	Punta Cana International Airport (PUJ)	International Route		<input checked="" type="checkbox"/>
+	PUJSFB	Punta Cana International Airport (PUJ)	Orlando Sanford International Airport	International Route		<input checked="" type="checkbox"/>

Finding Routes

To locate a route:

1. Enter the Route name and select Route Type (Domestic, International) from the drop-down menu.
2. Select the *Show Active* checkbox to display active routes.

View the corresponding routes from the designated departure port (i.e., airport) in the grid as shown above.

Alternatively, select a letter corresponding with the name of the departure port from the A-Z alphabet, or select All and view the corresponding routes in the grid.

Click **Cancel** to close the form.

Adding a Route

Route	Departure Port	Arrival Port	Route Type	Primary	Active
ATLLAX	Hartsfield-Jackson Atlanta International Airport	Los Angeles International Airport	Domestic Route	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To add a route:

1. Click **Add**.
2. Enter the following fields:

Field	Description
<i>Route</i>	Enter from and to airport codes, for example ATLLAX.
<i>Departure Port</i>	The departure port will automatically populate with the name of the airport.
<i>Arrival Port</i>	The arrival port will automatically populate with the name of the airport.
<i>Route Type</i>	Select domestic or International from the Route Type drop-down menu.
<i>Primary</i>	Primary checkbox, leave as unchecked.
<i>Active</i>	Select the Active checkbox, if this is an active route.

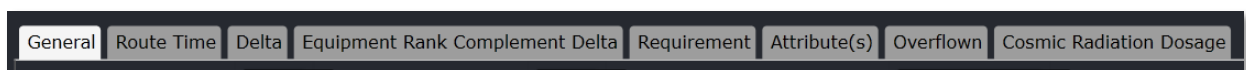
3. Proceed by doing either of the following:
 - a. Click **Save** to save the information; or
 - b. Click **Cancel** to close the form without generating action.

Click [here](#) to edit and delete.

Route Details

To display route details, click add and on the Plus (+) sign that appears at the start of the row to view the details about a given route.

The following tabs display:



Brief descriptions of the tabs in the Route feature are covered below, starting with the General tab.

General

Select the General tab to view and enter information pertaining to route distance and currency for the port. Similar to port currency, flight crews also have route currency requirements that must be maintained. This feature is where route distance information is stored and route currency periods defined.

Route	Departure Port	Arrival Port	Route Type	Primary	Active
ANCYVR	Ted Stevens Anchorage International Airport	Vancouver International Airport	International Route		<input checked="" type="checkbox"/>

ANCYVR Season Season Season Season

Distance:

DistanceUnitOfMeasure:

Comment1:
 Comment2:

To enter information in the General tab:

1. Complete the following fields:

Field	Description
<i>Distance</i>	Enter the distance between the specified ports, using the up/down arrows to specify a numerical value. This field may be pre-populated. Port distance is the literal distance from one port to another in the unit of measure, for example, kilometers, miles etc.
<i>DistanceUnitOfMeasure</i>	Select the distance unit of measure from the drop-down menu. Options include Centimeter, Inches, Kilograms, Kilometers, Pounds, Liters, Nautical Miles etc.
<i>Comment1</i>	Enter comments in the free form text field.
<i>GreatCircleDistance</i>	Enter the Great Circle Distance, using the up/down arrows to specify a numerical value. The great-circle distance is the shortest distance between two points on the surface of a sphere, measured along the surface of the sphere. Maximum value is set to 20,000.
<i>Comment2</i>	Enter comments in the free form text field.
<i>CurrencyPeriod</i>	Select the currency period for the route, using the up/down arrows to specify a numerical value.

2. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Route Currency Period

Pilots have various currency requirements that must be met in order for them to be legal to operate. A route may need to be operated a certain number of times in a certain period of time in order for a pilot to remain current on that route.

Route currency period requirements are set up in Configure under Route. Rules are then written, that are appropriate for the operator, so that the merlot Rules Engine will return relevant violations to the user regarding route currency breaches at the planning and production stages. A violation is returned in the Pairings Violations tab and in the Monitor Panel once you allocate a pairing to a crew member who has expired currencies.

Use the up/down arrows in the *CurrencyPeriod* field to specify the correct number of days required to maintain route currency. In the example above, the Currency Period is set to 0 which means that there is no currency requirement for this particular route.

Route Time

Select the *Route Time* tab to view and enter information pertaining to route time per equipment type and route.

This feature is also where block and air times are entered for the route. Block time is the time it takes an aircraft to fly a route from the gate at the departure port to the gate at the arrival port. Air time is defined as the time the aircraft is off the ground at the departure port, until the aircraft is on the ground at the arrival port. The block time and air time information populate in AircraftSchedule.

The seasonal selections are optional and can be helpful in setting appropriate block/air time during winter operations for example, when de/anti-icing may be necessary.

To add information in the Route Time tab:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Equipment Type</i>	Select the type of equipment, from the drop-down menu.
<i>Season</i>	(Optional) Select the season from the Season drop-down menu. Options may include All Seasons, Winter, Summer etc.
<i>Block Time</i>	Select the block time for the route by clicking on the Clock icon.

<i>Air Time</i>	Select the air time for the route by clicking on the Clock icon.
<i>Active From/To</i>	Select Active From/Active To dates using the drop-down calendars.

3. 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.

Click [here](#) to edit and delete.

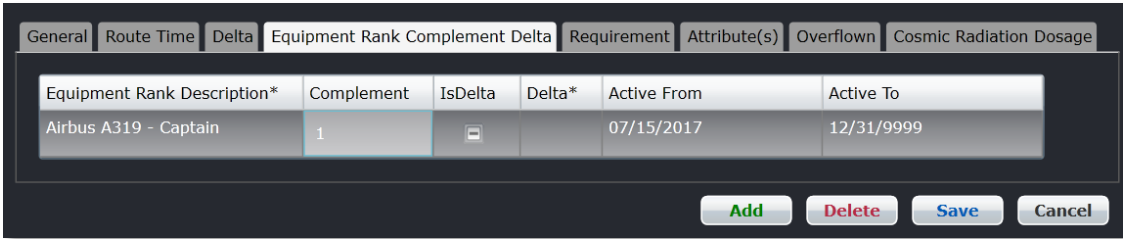
Delta

The Delta tab is part of future development in Configure.

Equipment Rank Complement Delta

Select the *Equipment Rank Complement Delta* tab to add or edit complement data by equipment rank.

Equipment rank complements are set-up in Configure in the Equipment menu. The equipment rank complement data populates the Equipment Rank Complement Delta tab in the Route feature, which enables administrators to add or change complement data as needed.



See the Route Equipment Rank Complement Delta feature in this manual for instructions on how to complete the fields in this feature.

Requirement

Select the *Requirement* tab to add or edit requirement data for specified routes.

The equipment requirements per route are initially defined in the Route Requirement Equipment feature in the Port/Route menu and the equipment profiles are established in the Equipment menu. The equipment requirements specify the equipment that must be present at ports on a given route. The condition and rule level dictate whether or not an aircraft can operate into ports on the route without the equipment.



Refer to the Route Requirement Equipment feature in this section for instructions on how to complete the fields in this feature.

Attribute(s)

Select the Attribute(s) tab to view available attributes. Attributes are defined in the Route Attributes feature in the Port/Route menu. Route attributes displayed in the Attributes tab can be applied to the route, by selecting the checkbox in the Select column, followed by clicking **Save**.

Description	Select
Busan	<input checked="" type="checkbox"/>
ETOPS Route	<input type="checkbox"/>

See also the Route Attribute feature in this section.

Overflown

Select the *Overflown* tab to add and edit overfly information, for situations when an aircraft flies over or past a given point, relative to the specified route. The overfly rates are entered here and can be charged back to the applicable port and used in finance reports as well.

Country*	Overfly Rate	Active From	Active To
United States	1.00	07/15/2017	12/31/9999

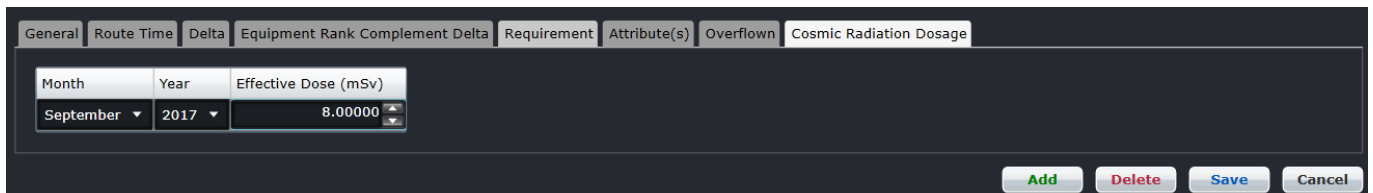
To add overfly information:

1. Click **Add**.
2. Select the Country where the flyover occurred, from the drop-down menu.
3. Enter the overfly rate, using the up/down arrows to specify a numeric rate.
4. Select Active From/To dates using the drop-down calendars.
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.

Click [here](#) to edit and delete.

Cosmic Radiation Dosage

The *Cosmic Radiation Dosage* tab displays all entered cosmic radiation values for a route. The values are displayed in a descending order by year then month.



To add cosmic radiation values:

1. Click **Add**.
2. Complete the following fields:

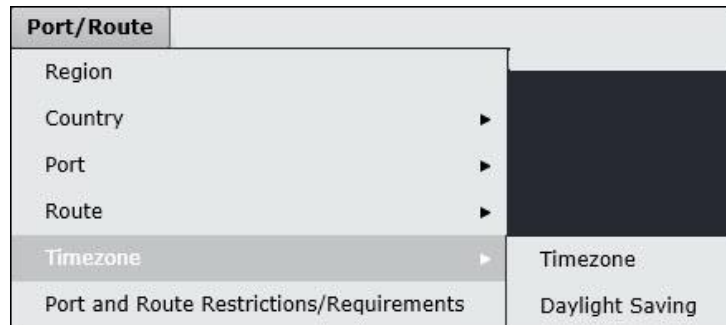
Field	Description
<i>Month</i>	Select the month from the drop-down menu.
<i>Year</i>	Select the year from the drop-down menu.
<i>Effective Dose (mSv)</i>	Displays <i>microsieverts</i> (mSv) for the expected exposure level in a month. This field only allows decimal values. Adjust the arrows to enter the <i>Effective Dose value</i> .

3. 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.

Timezone

The following two features within the Timezone menu are discussed next:

- Timezone
- Daylight Savings



Timezone

To access the Timezone feature, click on **Timezone** from the Timezone menu of the Port/Route tab. Time zones are set-up in this feature and will apply across all aircraft and crew applications.

This is an overview of the steps for setting up a time zone and Daylight savings time:

1. The core time zone is set-up for example, Mountain Time – MST with a Zulu offset of +/- (e.g. 9.50 hours - this is always shown as a decimal)
2. If the applicable time zone has a Daylight savings component for example, Mountain Daylight Time – MDT, the daylight savings component is identified and an offset entered. In this case, the Daylight savings time is +1 hour from the standard time
3. The Daylight savings period is set-up annually so merlot captures the correct annual start and stop date and time
4. Apply the time zone to a specified port in the Timezone tab of the Port feature, in the expanded details area.

The step flow process for adding a time zone is outlined below in detail.

Time Zone*	Description*	Zulu Offset*	DST TimeZone	DST Description	
AKST	Alaskan Standard Time	-9.00	AKDT	Alaska Daylight Time	TimeZone Daylight Saving
AST	Atlantic Standard Time	-4.00	ADT	Atlantic Daylight Time	TimeZone Daylight Saving
CDT	Central Standard Time	-6.00	CDT	Central Daylight Time	TimeZone Daylight Saving
CEST	Central European Standard time	1.00	CEDT	Central European Daylight time	TimeZone Daylight Saving
CST	China Standard Time	8.00	CST		TimeZone Daylight Saving
PETT	Kamchatka Time	12.00			TimeZone Daylight Saving
PMST	Pierre & Miquelon Standard Time	-3.00	PMDT	Pierre & Miquelon Daylight Time	TimeZone Daylight Saving

To add a time zone, follow these steps:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Time Zone</i>	Enter the acronym for the time zone, such as EST for Eastern Standard Time.
<i>Description</i>	Enter a description of the time zone, for instance Eastern Standard Time.
<i>Zulu Offset</i>	Enter the Zulu offset time which is where the time zone falls relative to Zulu time and reflected in decimal value. Zulu time is also known as Greenwich Mean Time (GMT).

Field	Description
<i>DST Timezone</i>	Enter the acronym for the Daylight savings time zone, such as EDT for Eastern Daylight Time.
<i>DST Description</i>	Enter a description of the Daylight savings time zone, for instance Eastern Daylight time.
<i>Timezone Daylight Saving</i>	Click on the red Timezone Daylight Savings link to enter Timezone Daylight Savings information.

3. Click **Save** to save the time zone or click **Cancel** to cancel without generating action.

Note: Administrators can only delete time zones which a user created and not the system created time zones.

Coordinated Universal Time (abbreviated as UTC, and therefore often spelled out as Universal Time Coordinated and sometimes as Universal Coordinated Time) is the standard time common to every place in the world. Formerly and still widely called Greenwich Mean Time (GMT) and also World Time, UTC nominally reflects the mean solar time along the Earth's prime meridian.

Daylight Saving

To access the Daylight Savings feature, click on **Daylight Savings** from the Timezone menu of the Port/Route tab. Alternatively, the Daylight savings information can be accessed through a link in the Timezone feature.

Daylight savings time is updated annually, as start dates may fluctuate from year-to-year.

Time Zone Daylight Saving TimeZone

Time Zone*	Start Date	Start Time	End Date	End Time	Offset*
Alaskan Standard Time	09/03/2014	02:00 <input type="text"/>	02/11/2014	02:00 <input type="text"/>	1.00000
Alaskan Standard Time	08/03/2015	02:00 <input type="text"/>	01/11/2015	02:00 <input type="text"/>	1.00000
Alaskan Standard Time	13/03/2016	02:00 <input type="text"/>	06/11/2016	02:00 <input type="text"/>	1.00000
Eastern Greenland Time	26/03/2016	10:00 <input type="text"/>	29/10/2016	11:00 <input type="text"/>	1.00000
Eastern Standard Time	09/03/2014	02:00 <input type="text"/>	02/11/2014	02:00 <input type="text"/>	1.00000

To add daylight savings time for a time zone:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Time Zone</i>	Select the time zone from the drop-down menu in the Time Zone column.
<i>Start Date</i>	Select a start date for Daylight Savings from the drop-down calendar in the Start Date column.
<i>Start Time</i>	Click on the Clock icon and select the Daylight Savings start time.
<i>End Date</i>	Select an end date for Daylight Savings from the drop-down calendar in the End Date column.
<i>End Time</i>	Click on the Clock icon and select the Daylight Savings end time.
<i>Offset</i>	Enter an offset in decimal form that represents the Daylight Savings time change, for example, 1.00000 represents a plus 1 hour time change.

3. Click **Save** to save the Daylight Savings information or click **Cancel** to cancel without generating action.

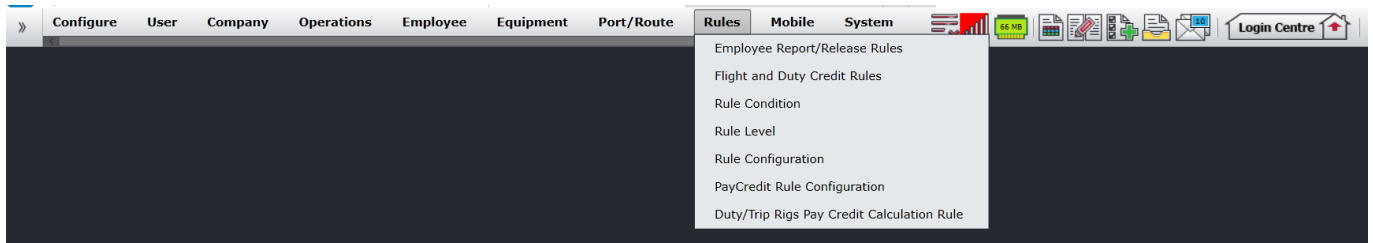
See also the Timezone tab under Port details to apply time zone information to a port.

Port/Route Restrictions/Requirements

The port and route restrictions/ requirements are detailed in the Set-Up Restrictions section of this manual.

Rules Menu Functionality

To use the Rules menu, select the *Rules* tab and click on an option from the drop-down menu.



The Rules menu options include:

- Employee Report/Release Rules
- Flight and Duty Credit Rules
- Rule Condition
- Rule Level
- Rule Configuration
- PayCredit Rule Configuration
- Duty/Trip Rigs Pay Credit Calculation Rule

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

Rules Menu Hierarchy

From an overall perspective, the hierarchy of the Rules Menu starts by defining report and release rules for crew members. The rule conditions and rule levels are put in place next, accordingly to airline specifications and these rules impact equipment and port/route restrictions. Additionally, rules are configured and jobs added and scheduled that run behind-the-scenes in crew applications for continuity and compliance purposes. Finally, PayCredit rules are configured to automate the pay credit process.

As a result of using the commands in the Rules menu, a set of rules are established for crew and aircraft equipment purposes in accordance with airline guidelines. These rules underlie the crew and aircraft applications. When rules are breached in the system, violations are issued which alert system users to take appropriate actions to fix the issues.

A partial list of Rules menu features are mentioned below to give users an overall perspective of the organization of this menu.

<p>Employee Report/Release Rules</p>	<p>Set-up the report and release rules and report and release rule exceptions for crew members. Portal authentication rules are established here including mobile sign on and off.</p>
<p>Rule Condition</p>	<p>Rule conditions are defined here which are applied to equipment requirements for ports and routes in the Port/Route menu.</p>
<p>Rule Level</p>	<p>Rule levels are defined here in conjunction with merlot account managers, which are applied to port and route restrictions in the Port/Route menu.</p>
<p>Rule Set</p>	<p>Jobs are added and scheduled with merlot account managers, which run behind-the-scenes in crew applications, detect problems and assist in crew-related report generation.</p>
<p>Rule Configuration</p>	<p>Rules are configured here by merlot trained administrators to be used in crew and aircraft applications. Additionally, rules are built for pay and allowance and restriction purposes based on airline requirements.</p>
<p>PayCredit Rule Configuration</p>	<p>Administrators can set calculation rules for PayCredit in Configure. Pay credit values are then automatically calculated when pairings are built, repaired or when generic pairings are allocated to crew.</p>

Rule menu features are detailed next.

Employee Report/Release Rules

To access the Employee Report/Release Rules feature, click on **Employee Report/Release Rules** from the Rules tab.

This feature enables the set-up of report and release times for flight crew. Report time is generally thought of as the time when crew must report prior to flight time and release time as the time when crew are released after flight arrival. However, in crew applications, crew members are assigned to pairings which may encompass a number of duties with individual report and release times. **(Note: In merlot applications, pairings are generic units of work and non-work that can be assigned to a crew member).** So in terms of report and release times, these times may vary.

The Employee Report/Release Rules feature enables Administrators to set-up report and release rules, as well as exceptions. Crew report and release times are reflected in crew applications such as CrewBuild, CrewPlan and CrewRoster.

In addition to rule set-up, the Portal Authentication Rules tab is used to define which ports crews are required to sign on at and the authentication method required such as a swipe card, user name and password or mobile device. Mobile device sign-on and sign-off is configured here.

In the Report/Release Rules feature, the data is displayed in a tabular-form as shown below. The step flow process for adding a Standard Report Rule is addressed next.

Standard Report Rule

The Standard Report Rule tab enables administrators to set-up report time requirements by operator, rank, equipment group and according to whether the flight is a domestic or International flight.

Report/Release Rules									
Standard Report Rule		Report Rule Exceptions		Standard Release Rule		Release Rule Exceptions		Portal Authentication Rules	
Operator	Rank	Equip Group	Domestic Report	International Report	Overnight (+/-)	Dom Deadhead (+/-)			
Hong Kong Express	CPT	32S	00:00	01:15	-	00:15	+	00:00	
Hong Kong Express	CPT	32S	00:00	01:15	-	00:15	+	00:00	
Hong Kong Express	DISP	32S	00:00	01:15	-	00:15	+	00:00	
Hong Kong Express	ENG	32S	00:00	01:15	-	00:15	+	00:00	
Hong Kong Express	FA	32S	00:00	01:15	-	00:15	+	00:00	

Int Deadhead (+/-)		Dom Deadhead Other (+/-)		Int Deadhead Other (+/-)		Active From	Active To
+	00:00	+	00:00	+	01:30	01/06/2016	28/02/2017
+	00:00	+	00:00	+	00:00	01/03/2017	31/12/9999
+	00:00	+	01:30	+	01:30	01/06/2016	01/01/2099
+	00:00	+	01:30	+	01:30	01/06/2016	01/01/2099
+	00:00	+	01:30	+	01:30	01/06/2016	28/02/2017

To add standard report rules:

1. Click **Add**.
2. Complete the following fields:

Field	Description
Operator	Select an operator that the rule applies to from the Operator drop-down menu.

<i>Rank</i>	Select the rank that the rule applies to from the Rank drop-down menu.
<i>Equipment Group</i>	Select the equipment group from the Equipment drop-down menu.
<i>Domestic Report</i>	Select the report time for domestic flights, by clicking the up/down arrows.
<i>International Report</i>	Select the report time for international flights, by clicking the up/down arrows.
<i>Overnight</i>	Select values in the Overnight column, using the up/down arrows and the plus or minus (+ or -) sign. This will add or subtract this default value from the standard domestic or International report time when reporting for duty after an overnight. This overnight item does not apply to the crew member's home base.
<i>Dom Deadhead (+/-)</i>	Select the release time for a Domestic Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the Domestic Report field.
<i>Intl Deadhead (+/-)</i>	Select the release time for an International Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the International Report field.
<i>Dom Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the Domestic Report field.
<i>Intl Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the International Report field.
<i>Active From</i>	Select the Active From date using the drop-down calendar.
<i>Active To</i>	Select the Active To date using the drop-down calendar.

3. Click **Save** to save the rule information or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Report Rule Exceptions

Report rule exceptions are entered under the Report Rule Exception tab. The process of adding report rule exceptions is detailed below.

Report/Release Rules									
Standard Report Rule		Report Rule Exceptions			Standard Release Rule		Release Rule Exceptions		Portal Authentication Rules
Operator	Rank	Equip Group	Port From	Port To	Apply To	Domestic Report	International Report	Assignment Property	
Hong Kong Express	CPT	32S	All	All	Both	00:00	02:00	x CD - LHS/RHS x	
Hong Kong Express	CPT	32S	All	HKG	Both	00:00	01:00		
Hong Kong Express	CPT	32S	GUM	HKG	Both	00:15	01:30		
Hong Kong Express	CPT	32S	HKG	All	Both	00:00	02:00	CD - INITIAL LINE	
Hong Kong Express	CPT	32S	HKG	All	Both	01:15	01:15	SNY ^x	

Overnight (+/-)	Dom Deadhead (+/-)	Int Deadhead (+/-)	Dom Deadhead Other (+/-)	Int Deadhead Other (+/-)	Active From	Active To
+ 00:00	+ 02:00	+ 02:00	+ 02:00	+ 02:00	01/05/2017	31/12/9999
+ 00:00	+ 00:00	+ 00:00	+ 01:30	+ 01:30	01/06/2016	31/12/9999
+ 00:00	+ 00:00	+ 00:00	+ 01:30	+ 01:30	01/03/2017	31/12/9999
+ 00:00	+ 02:00	+ 02:00	+ 02:00	+ 02:00	01/07/2016	31/12/9999
+ 00:00	+ 00:00	+ 00:00	+ 01:30	+ 01:30	01/08/2016	28/02/2999

To add report rule exceptions:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Operator</i>	Select an operator from the Operator drop-down menu.
<i>Rank</i>	Select the rank from the Rank drop-down menu.
<i>Equipment Group</i>	Select the equipment group from the Equipment Group drop-down menu.
<i>Port From</i>	Select the Port From, using the drop-down menu, or alternatively select All ports.
<i>Port To</i>	Select the Port To, using the drop-down menu, or alternatively select All ports.
<i>Domestic Report</i>	Select the report time for domestic flights, by clicking the up/down arrows.
<i>International Report</i>	Select the report time for International flights, by clicking the up/down arrows.
<i>Overnight</i>	Select the report time following an overnight duty, using the up/down arrows and the plus or minus (+ or -) sign. This will add/subtract this default value from the standard domestic or International report time when reporting for duty after an overnight.
<i>Dom Deadhead (+/-)</i>	Select the release time for a Domestic Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the Domestic Report field.
<i>Intl Deadhead (+/-)</i>	Select the release time for an International Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the International Report field.
<i>Dom Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the Domestic Release field.
<i>Intl Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the International Release field.
<i>Active From</i>	Select the Active From date the exception starts, using the drop-down calendar.
<i>Active To</i>	Select the Active To date the exception starts, using the drop-down calendar.

3. Click **Save** to save the report rule exception information or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Standard Release Rule

The Standard Release Rule enables administrators to set-up release time requirements by operator, rank, equipment group and according to whether the flight is domestic or international.

Report/Release Rules										
Standard Report Rule			Report Rule Exceptions		Standard Release Rule		Release Rule Exceptions		Portal Authentication Rules	
Operator	Rank	Equip Group	Domestic Release	International Release	Overnight (+/-)	Dom Deadhead (+/-)				
Hong Kong Express	CPT	32S	00:00	00:30	+	00:00	+	00:00		
Hong Kong Express	DISP	32S	00:00	00:30	+	00:00	+	00:00		
Hong Kong Express	ENG	32S	00:00	00:30	+	00:00	+	00:00		
Hong Kong Express	FA	32S	00:00	00:30	+	00:00	+	00:00		

Int Deadhead (+/-)		Dom Deadhead Other (+/-)		Int Deadhead Other (+/-)		Active From	Active To
+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	01/06/2016	01/01/2099
+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	01/06/2016	01/01/2099
+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	01/06/2016	01/01/2099
+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	01/06/2016	01/01/2099
+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	+ ▼	00:00 ▲▼	01/06/2016	01/01/2099

To add standard release rules:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Operator</i>	Select an operator that the rule applies to from the Operator drop-down menu.
<i>Rank</i>	Select the rank that the rule applies to from the Rank drop-down menu.
<i>Equipment Group</i>	Select the equipment group from the Equipment Group drop-down menu.
<i>Domestic Release</i>	Select the release time for domestic flights, clicking the up/down arrows.
<i>International Release</i>	Select the release time for International flights, clicking the up/down arrows.
<i>Overnight</i>	Select the report time following an overnight duty, using the up/down arrows and the plus or minus (+ or -) sign. This will add/subtract this default value from the standard domestic or International report time when reporting for duty after an overnight.
<i>Dom Deadhead (+/-)</i>	Select the release time for a Domestic Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the Domestic Release field.
<i>Intl Deadhead (+/-)</i>	Select the release time for an International Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the International Release field.
<i>Dom Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the Domestic Release field.
<i>Intl Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the International Release field.
<i>Active From</i>	Select the Active From date using the drop-down calendar.
<i>Active To</i>	Select the Active To date using the drop-down calendar.

3. Click **Save** to save the standard release rules information or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Release Rule Exception

Report rule exceptions are entered under the Release Rule Exception tab. The process of adding report rule exceptions is detailed below.

Report/Release Rules								
Standard Report Rule		Report Rule Exceptions		Standard Release Rule		Release Rule Exceptions		Portal Authentication Rules
Operator	Rank	Equip Group	Port From	Port To	Apply To	Domestic Release	International Release	Assignment Property
Hong Kong Express	CPT	32S	All	All	Both	00:15	00:15	
Hong Kong Express	FO	32S	All	All	Both	00:15	00:15	
Hong Kong Express	SO	32S	All	All	Both	00:15	00:15	
Hong Kong Express	FA	32S	All	All	Both	00:15	00:15	

Overnight (+/-)	Dom Deadhead (+/-)	Int Deadhead (+/-)	Dom Deadhead Other (+/-)	Int Deadhead Other (+/-)	Active From	Active To
+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	25/08/2017	31/12/9999
+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	25/08/2017	31/12/9999
+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	25/08/2017	31/12/9999
+ 00:00	+ 00:00	+ 00:00	+ 00:00	+ 00:00	25/08/2017	31/12/9999

To add release rule exceptions:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Operator</i>	Select an operator from the Operator drop-down menu.
<i>Rank</i>	Select the rank from the Rank drop-down menu.
<i>Equipment Group</i>	Select the equipment group from the Equipment Group drop-down menu.
<i>Port From</i>	Select the Port From, using the drop-down menu, or alternatively select All ports.
<i>Port To</i>	Select the Port To, using the drop-down menu, or alternatively select All ports.
<i>Domestic Release</i>	Select the release time for domestic flights, by clicking the up/down arrows.
<i>International Release</i>	Select the release time for international flights, by clicking the up/down arrows.
<i>Overnight</i>	Select the report time following an overnight duty, using the up/down arrows and the plus or minus (+ or -) sign. This will add/subtract this default value from the standard domestic or International report time when reporting for duty after an overnight.
<i>Dom Deadhead (+/-)</i>	Select the release time for a Domestic Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the Domestic Release field.
<i>Intl Deadhead (+/-)</i>	Select the release time for an International Deadhead duty using the up/down arrows and the plus or minus (+ or -) sign. The value specified within this column is added or subtracted to/from the value specified in the International Release field.
<i>Dom Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the Domestic Release field.
<i>Intl Deadhead Other (+/-)</i>	Select the release time for a Domestic Deadhead Other duty using the up/down arrows and the plus or minus (+ or -) sign. The value within this column is used as the subtracting or adding value to the International Release field.
<i>Active From</i>	Select the Active From date the exception starts, using the drop-down calendar.
<i>Active To</i>	Select the Active To date the exception starts, using the drop-down calendar.

3. Click **Save** to save the release rule exception information or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Portal Authentication Rules

Portal Authentication Rules are entered under the Portal Authentication Rules tab of the Report/Release Rules feature. Administrators can define the ports where crew are required to sign on. Port definition is useful, as some stations do not have access to CrewPortal for sign on and check in purposes. Administrators can also define the authentication methods that crew may use at various ports such as a swipe card, username and password and mobile device.

The Portal Authentication Rules feature also enables the use of a client-side token for machine authentication, rather than requiring the use of static IPs or cookies. Additionally, compatibility for single sign on via certain USB Human Interface Devices (HID) devices has been introduced.

Definitions of some of the primary fields in the Portal Authentication Rules tab are discussed below.

The two authentication controls Default Authentication and Allowable Authentication, determine how the application expects the employee to authenticate into the CrewPortal, as well as how they are allowed to authenticate into the CrewPortal.

Authentication Term	Definition
<i>Default Authentication</i>	This value determines the default method that the CrewPortal application will expect for authentication at a certain port based on the IP range. Options include Id/Password, HID Reader, Mobile Device.
<i>Allowable Authentication</i>	This value determines the authentication method the CrewPortal application will allow at a certain port based on the IP range. Options include Id/Password, HID Reader, Mobile Device.
<i>Machine Authentication</i>	Machine authentication uses the machine object in Active Directory to query against. Includes IP Range, Coordinates, Token.

IP Range and Token

Terminology	Definition
<i>IP Range</i>	CrewPortal uses the IP range of the machine and checks them against those specified in the new form to determine if the sign off, sign on, check in or briefing report functions are showing when an employee authenticates into the CrewPortal.
<i>Token</i>	CrewPortal checks for an installed component (ActiveX, Certificate) on the machine to determine if the sign off, sign on, check in or briefing report functions are showing when an employee authenticates into the CrewPortal.

The definitions of technologies used to report in, are defined here:

Technology for Reporting In	Method
User ID/Password	Enter User ID and Password into CrewPortal interface to report in.
HID Reader	Swipe card to report in.
Mobile Device	Sign into the CrewPortal interface to report in.

Useful definition related to signing on and off for duty are included here.

Terms	Method
Report	Sign on for duty.
Release	Sign off of duty.
Check in	Sign on for duty.
Briefing	Briefing Report to show crew members duty for that particular day, as well as any further duty days for that pairing.

The following section outlines the process of enabling mobile sign on authentication:

Mobile Sign on/Off - A Process

Click the **Portal Authentication Rules** tab in the Employee Report/Release Rules feature of the Rules menu.

Operator	Rank	Equip Group	Port	Default Authentication	Allowable Authentication	Report
Hong Kong Express ^x	^x SP ^x FP ^x SFO ^x	32S ^x	HKG ^x	Id/Password	^d Mobile Device ^x	<input checked="" type="checkbox"/>
				Id/Password		<input type="checkbox"/>

Release	Check In	Briefing	Machine Authentication	IP Range	Long/Lat
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	IP Range ^x Token ^x	IP Range	Long/Lat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		IP Range	Long/Lat

To add mobile authentication:

1. Click **Add**.
2. Complete the following fields:

Field	Description
Operator	Select operator(s) from the Operator drop-down menu.
Rank	Select the rank(s) from the Rank drop-down menu.
Equipment Group	Select the equipment group(s) from the drop-down menu.
Port	Select the port(s), from the drop-down menu.
Default Authentication	Select Id/Password, from the drop-down menu
Allowable Authentication	Select Mobile Device from the drop-down menu.
Report	Select the Report checkbox in the Report column to allow report in.
Release	Select the Release checkbox to allow sign off.
Check In	Select the rank(s) from the Rank drop-down menu.
Briefing	Select the equipment group(s) from the drop-down menu.
Port	Select the port(s), from the drop-down menu.

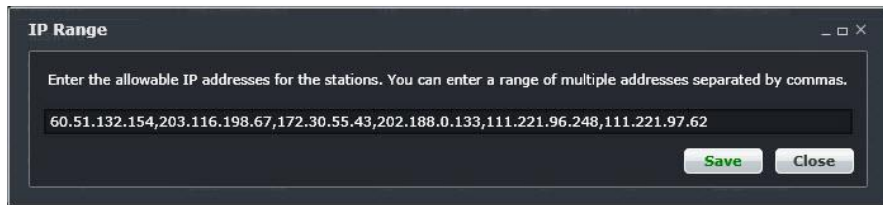
<i>Machine Authentication</i>	It is suggested to Select IP Range and Coordinates options by selecting them from the drop-down menu.
-------------------------------	---

With the IP Range option, the crew member can connect their device to company WiFi at the sign-on point to report in. With the Coordinates option, CrewMobile will use the geolocation sensors on the mobile device.

We recommend that you enable both options for improved accuracy, particularly if your sign-on point is in an enclosed indoor location, for example a basement.

<i>IP Range</i>	Click the link in the IP Range column and enter the public IP address of the WiFi hotspot. You can find out the public IP address of the network by typing "What's my IP" in Google.
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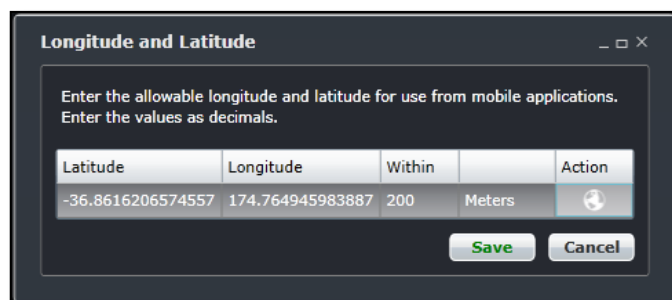
IP Range Pop-Up Window



3. Click **Save** to save the IP addresses.

<i>Long/Lat</i>	Click the link in the Long/Lat column and enter the coordinate(s) of your location. If you know the coordinate, enter it here. Or, click on the icon in the Action column to select coordinates from the map. In the Within field, we recommend you enter a value of not less than 100 meters because some lower-end devices may have less accurate sensors.
-----------------	---

Longitude and Latitude Pop-Up Window



4. Click **Save** to save Longitude and Latitude settings and return to the Portal Authentication Rules tab.
5. Click **Save** at the bottom of the Portal Authentication Rules tab to save the mobile settings entered or click **Cancel** to cancel without generating action.
6. Test mobile settings.

One of the differences in the Portal Authentication Rules tab, from previous tabs is the ability to select multiple operators, ranks, equipment groups and ports at a time for authentication.

Click [here](#) to edit and delete.

Flight and Duty Credit Rules

The Rule Condition feature enables users to view and edit Flight and Duty credit rules defined for each Operator, Rank group, Equipment Group and Pair Type.

Flight and Duty Credit Rules														
Operator	Rank	EquipGroup	Pair Type	Rule Type	Augmentation Code	Sector Length >	Sector Length <=	Fixed/Percentage	Credit	Flight/Duty	Time From	Time To	Active From	Active To
			RES ^x	Future		00:00	00:00	Fixed	3.00000	Flight	00:00	00:00	01/01/2000	
			RES ^x	Future		00:00	00:00	Fixed	5.00000	Duty	00:00	00:00	01/01/2000	
			ARD ^x	Future		00:00	00:00	Fixed	3.00000	Flight	00:00	00:00	01/01/2000	
			RES ^x	Past		00:00	00:00	Fixed	0	Duty	00:00	00:00	01/01/2000	
			RES ^x	Past		00:00	00:00	Fixed	0	Flight	00:00	00:00	01/01/2000	
			ARD ^x	Past		00:00	00:00	Fixed	0	Flight	00:00	00:00	01/01/2000	

Rule Condition

To access the rule condition feature, click on **Rule Condition** from the Rules menu.

Note: Rule conditions must be set-up in conjunction with a merlot account manager.

The Rule Condition feature enables administrators to define conditions that can later be applied to equipment requirements at ports and routes. For instance, a must have condition may be applied at a port with a requirement for Extended-range Twin-engine Operations (ETOPS). Airlines define the conditions and the requirements.

The conditions listed in the table below include no condition, must have, must not have and must not have what? Administrators can add, edit and delete conditions to meet the requirements of their airline. Select the Show Active checkbox to view active conditions.

Condition		
<input checked="" type="checkbox"/> Show Active		
Level*	Description*	Active
0	NO CONDITION	<input checked="" type="checkbox"/>
1	MUST HAVE	<input checked="" type="checkbox"/>
2	MUST NOT HAVE	<input checked="" type="checkbox"/>
3	MUST NOT HAVE WHAT?	<input checked="" type="checkbox"/>

To add conditions:

1. Click **Add**.
2. Enter the condition level.
3. Enter a description of the condition.
4. Select the *Active* checkbox to show the condition active.
5. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Note: It is suggested that conditions be deactivated, rather than deleted. To deactivate a condition, uncheck the Active checkbox.

Rule Level

To access the Rule Level feature, click on **Rule Level** from the Rules menu. Normally, most administrators will not work with this feature.

Rule levels must be set-up in conjunction with a merlot account manager.

The Rule Level feature enables administrators to define levels that can be applied to, for example, port/route restrictions. System users apply the rule levels in applications such as AircraftFollow in the Port Requirement Equipment and the Minimum Equipment List (MEL) features.

The levels listed in the table below include Allow Override, Critical and Critical – Planning. The rule level definitions are as follows:

Rule Level	Definition
<i>Allow Override</i>	User has the ability 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

Administrators can add, edit and delete rule levels to meet the requirements of their airline.

Select the *Show Active* checkbox to view active levels.

Rule Level

Show Active

Level#	Description*	Active
0	CRITICAL	<input checked="" type="checkbox"/>
1	Critical - Planning	<input checked="" type="checkbox"/>
6	ALLOW OVERRIDE	<input checked="" type="checkbox"/>

To add rule levels:

1. Click **Add**.
2. Enter rule level.
3. Enter a description of the rule level.
4. Select the *Active* checkbox to show the level active.
5. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Note: It is suggested that rule levels be deactivated, rather than deleted. To deactivate a rule level, uncheck the Active checkbox.

Rule Configuration

To access the Rule Configuration feature, click on Rule Configuration from the Rules menu.

Rule Configuration enables merlot-trained administrators and superusers to configure rules for crew and aircraft applications. Also, rule configurations can be built for pay and allowance and restriction purposes.

System users who configure new rules can view and utilise rule criteria such as values, airline objects, operators and severities from existing rules. Once rules are built, they are validated and saved.

The screenshot shows the 'Rules Configuration' interface. At the top, there is a 'Rule Set' dropdown menu set to 'Merlot Ruleset'. Below this is a 'Rules' section with a table of rules. The table has columns for Name, Type, Active From, Active To, Severity, Behavior, and Override. The first row is 'Course and Certification Violations Rule' with Type 'Expiry.ExpiryRule', Active From '01/01/2000', Severity 'Critical', Behavior 'Override', and Override 'Supervisor'. Other rules include 'Employee Restriction Rule', 'Equipment Restriction Rule', 'Port Restriction Rule', and various 'Pairing Validation' rules. To the right of the table is a 'Documentation' panel with 'Client Reference' and 'Merlot Reference' sections. Below that is a 'Parameters' panel with a table of parameters and values. The parameters table has columns for 'Parameter' and 'Value'. The first row is 'ShowWarningsDuringPriorAlertPeriod' with value 'TRUE'. Other parameters include 'ShowWarningNextPlannedDateInPast' (9999), 'IgnoreEquipment', 'ShowCertificationWarningDays', 'ShowWarningsIfCriticals', and 'ShowWarningWithNextPlan'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Rules Grid

The Rules Grid is the main section for this page. It contains all the rules for each rule set.

The **Rule Set** drop-down menu at the top of the screen contains all rule sets for each AOC under your airline. Each rule set is associated with only one operator, and the association of rule set to operator is configured in the database.

Each customer has at least one regulatory rule set added into the system before the environment is made available to users.

To switch between rule sets, simply click on the drop-down menu and select the preferred rule set. All grids will display the contents of the selected rule set.

All columns can be sorted and filtered by clicking on the funnel button in each column header.

Column	Description
Name	The name of the rule. The name is also displayed when violations are presented in the applications and in reports.
Type	The rule type. Merlot has several types of rules such as rolling limits, duty limits, pairing validation, etc. There can be more than one instance of a rule type. For example, there can be three instances of <i>DutyLimits.FlightDutyPeriodRule</i> – one that covers 0600-0759, one that covers 0800-1459, and one that covers 1500-2159.

	<ul style="list-style-type: none"> <i>Extension</i> – This determines if the rule can be extended, especially for flight/duty time rules and FDP rules. The limit can be extended, if it is configured for this scenario. <i>Discretion</i> – This signifies that the override is based on captain's discretion, and the user will override on the captain's behalf.
Rule Area	(Optional) This describes where the rule is applied: Allowance, Flying, Pairing, or Rostering.
Rule Classification	(Optional) This describes the source or intention of the rule: Award, Company, or Regulatory.

Severity / Behaviour Icons

Violation icons consist of two parts: the front icon for severity and back icon for behaviour.

		SEVERITY			
		CRITICAL	IGNORABLE	INFORMATIONAL	PASSED
B E H A V I O U R	INVIOLATE				
	OVERWRITE	Before Override: After Override: 			
	OVERWRITE DISRUPT				
	TRACK				
	IGNORE				



PayCredit Rule Configuration

To access the PayCredit Calculation Rule feature, click on **PayCredit Calculation Rule** from the Rules menu. Airline flight crews are typically compensated based on credit time, a concept that incorporates both flight time and duty time. Pay credit hours are the basic currency of flight crew compensation and do not necessarily bear any direct relationship to hours flown or duty hours.

The PayCredit Calculation Rule feature enables administrators to set calculation rules for PayCredit in Configure. Once the rules are set-up in Configure, the PayCredit value is automatically calculated when pairings are built and/or repaired and when generic pairings are allocated to crew. The PayCredit values are displayed in crew applications such as CrewPlan and CrewBuild. In CrewPlan, PayCredit can be found in the Activity Panel -Pairing tab and in Pairing Details, as well as the Pairing Tooltip in the Allocation Gantt. In CrewBuild, PayCredit values display in the Pairings Panel, Pairing Details and the Pairing Tooltip in the Allocation Gantt.

Once the PayCredit Calculation Rule is set-up in Configure, the PayCredit can be edited at the duty level in Pairing Details.

The process for adding a PayCredit Calculation rule is detailed below.

Operator	Department	Rank	Equip	Employee Prc	Line Type	Type	Object	Role	Value Type	Value	Cumulative	Active From	Active To
AllAir	All	CA ^X FO ^X	57 ^X 320 ^X DC9 ^X			Pairing event type	Flight (Operating) ^X		Actual flight time		<input type="checkbox"/>	12/06/2017	12/30/2999
AllAir	All	CA ^X FO ^X	188 ^X 320 ^X 757 ^X			Pairing work type	TRN ^X SIM ^X		Set value	4:00	<input type="checkbox"/>	12/06/2017	12/30/2999
AllAir	All	CA ^X FO ^X	188 ^X 320 ^X 757 ^X			Pairing event type	ther ^X Ground Transport ^X		Percentage duty time	50	<input type="checkbox"/>	01/06/2017	12/30/2999
AllAir	All	CA ^X FO ^X	188 ^X 320 ^X 757 ^X			Pairing event type	Flight (Non-operating) ^X		Percentage duty time	50	<input type="checkbox"/>	01/06/2000	12/30/2999
AllAir	All	CA ^X FO ^X	188 ^X 320 ^X 757 ^X			Pairing event type	Simulator ^X Training ^X		Set value	4:00	<input type="checkbox"/>	01/06/2000	12/30/2999

To add a pay credit calculation rule:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Operator</i>	Select the Operator from the drop-down menu.
<i>Department</i>	Select the Department from the drop-down menu.
<i>Rank</i>	Select the rank from the Rank drop-down menu.
<i>Equip</i>	Select the equipment type from the Equip drop-down menu.
<i>Type</i>	Select Pairing type from the Type drop-down menu. Pairing types may include Pairing work type, Pairing event type, Pairing event, Pairing label, Employee assignment property.
<i>Object</i>	Select the Object, also known as the pairing type from the drop-down menu. For example, RES, FPG, VAC, DHD, SIM, VAC etc.
<i>Value Type</i>	Select the value from the Value drop-down menu. Selections include Set value, Actual duty time, Actual flight time, Percentage duty time and Percentage flight time.
<i>Value</i>	Enter secondary value from the drop-down list based on the value type above.
<i>Cumulative</i>	Select the Cumulative checkbox control for determining treatment of nested objects. Note: This is a feature which is part of future development.

<i>Active From</i>	Select the Active From date to indicate PayCredit start date, from the drop-down calendar.
<i>Active To</i>	Select the Active To date to indicate PayCredit end date, from the drop-down calendar.

3. Click **Save** to save the data or click **Cancel** to cancel without generating action.
4. Select the Use *RulesEngine evaluation* checkbox to determine if the application uses the merlot Rules Engine or the nominal pay credit configuration. Step 4 is a feature for future development.


Click [here](#) to edit and delete.

Duty/Trip Rigs Pay Credit Calculation Rule

To access the Duty/Trip Rigs Pay Credit Calculation Rule feature, click on **Duty/Trip Rigs Pay Credit Calculation Rule** from the Rules menu.

Operator	Department	Rank	Base	Equipment	Employee Profile	Line Type	Pairing Type	Pairing Label	Role	Active From	Active To	Rule Configur
Merlot Aero Ltd.	Adminis	CS1	MNL	All	All	All	All		DH	25/07/2016	30/12/2999	...

To add a duty/trip rigs pay credit calculation rule:

1. Click **Add**.
2. Select and enter values for the following:
 - Operator
 - Department
 - Rank
 - Base
 - Equipment
 - Pairing Type
 - Pairing Label
 - Role
 - Active From
 - Active To
3. Click  in Rule Configuration.

The *Duty/Trip Rigs Rules Configuration* window will be displayed.

4. Setup Duty/Trip Rigs Rules Configuration.
5. Click **Save**

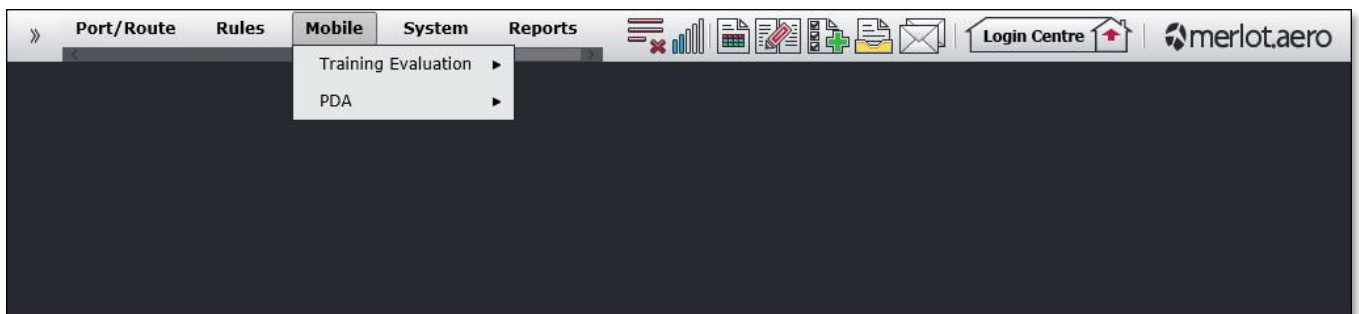
Mobile Menu Functionality

To use the Mobile menu, select the Mobile tab and click on an option from the drop-down menu.

The Mobile tab defines training evaluation criteria in assessments for flight crew, as required by the airlines, FAA etc. Administrators can create customized crew assessments for use with the merlot CrewAssessment Mobile App.

Personal Digital Assistant (PDA) addresses can be entered, so that assessment scores are transmitted via mobile devices into the merlot system.

The features in the Mobile tab are subscription based add-on capabilities that function with other products in the merlot suite such as the CrewAssessment Mobile App.



The Mobile menu options include:

- Training Evaluation
 - Evaluation Form
 - Evaluation Section
 - Evaluation Header
 - Evaluation Content
 - Evaluation Item
 - Evaluation Reason
 - Evaluation Grade
 - Evaluation Form Template

- PDA
 - Pda general
 - Pda mac address

These features will be discussed in detail in this section.

Prior to adding any data in Configure, it is suggested that the user uncheck the *Show Active* checkbox to see if an inactive record already exists. This will avoid duplicate fields in the system.

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

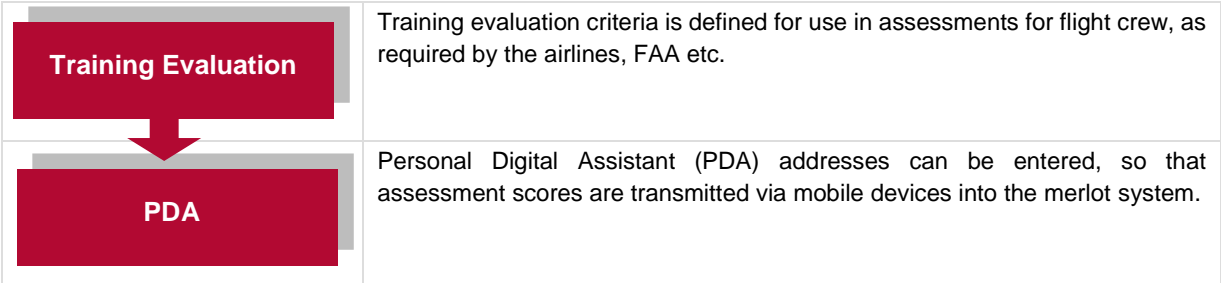
Mobile Menu Hierarchy

The Mobile menu defines training evaluation criteria and provides an avenue for PDA addresses to be entered for transmission of assessment scores via mobile devices.

The training evaluation features define the individual components of crew training evaluations from evaluation form creation to content and grade assignments.

As a result of using the commands in the Mobile menu, administrators will be able to construct crew assessments for use with the merlot CrewAssessment mobile app and they will have the ability to transmit assessment scores via mobile devices into the merlot system.

A summary of the Mobile menu features are outlined below to give users an overall perspective on the organization of this menu.



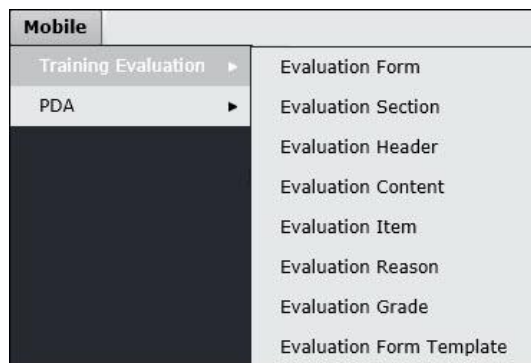
Mobile menu features are detailed next.

Training Evaluation

Training Evaluation is accessed through the Mobile menu under Training Evaluation. There are multiple options available in the Training Evaluation menu.

In general terms, the training evaluation features define the components of crew training evaluations from evaluation form creation to content and grade assignments.

These features are a subscription based add-on that works in conjunction with other merlot products.



The following Training Evaluation features will be discussed in this section:

- Evaluation Form
- Evaluation Section
- Evaluation Header
- Evaluation Content
- Evaluation Item
- Evaluation Reason
- Evaluation Grade
- Evaluation Form Template

Evaluation Form

To access the Evaluation Form, click on **Evaluation Form** from the Training Evaluation menu in the Mobile tab. This feature is a subscription based add-on capability that works in conjunction with other merlot products such as the CrewAssessment Mobile App.

The Check Form defines training assessment types, such as simulator and line assessments for flight crew. Administrators can create customized assessments which reflect airline requirements. Once the assessment is completed it will display in the CrewAssessment Mobile App.

Examiners will be able to conduct assessments and enter assessment scores into the assessment for transmission to applicable airline departments, select individuals and send scores to the examinee.

Administrators can add, edit and delete assessments here.

Form*	Description*	Variant	Check Number	Comment Description	Work Flow
SIM	Simulator Assessment				<input checked="" type="checkbox"/>
LINE	Line Assessment				<input checked="" type="checkbox"/>

To add a training evaluation form:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Form</i>	Enter an abbreviated name for the assessment category in the Form column.
<i>Description</i>	Enter a description of the assessment category in the Description column.
<i>Variant</i>	Text field to enter the variant code of the assessment (optional).
<i>Check Number</i>	Text field to enter the check number (SIM number) of the assessment (optional).
<i>Comment Description</i>	Enter comments in the freeform text field.
<i>Workflow</i>	Unused field at this time.

3. Click **Save** to save the data or click **Cancel** to cancel without generating action.

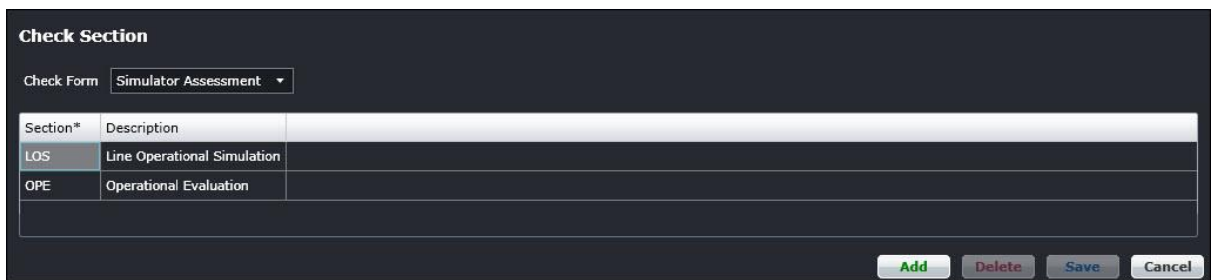
Click [here](#) to edit and delete.

Evaluation Section

To access the Evaluation Section, click on **Evaluation Section** from the Training Evaluation menu in the Mobile tab.

The Check Section form defines sections of evaluations that apply to flight crew. In the example shown below, Line Operational Simulations and Operational Evaluations are sections of the Simulator Assessment.

Administrators can add, edit and delete assessment sections in the Evaluation Section feature.



Section*	Description
LOS	Line Operational Simulation
OPE	Operational Evaluation

To add a check section:

1. Select the assessment type from the *Check Form* drop-down menu, Simulator Assessments shown here.
2. Click **Add**.
3. Complete the following fields:

Field	Description
<i>Section</i>	Enter the abbreviated assessment section in the Section column.
<i>Description</i>	Enter a description of the assessment section in the Description column.

4. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Evaluation Header

To access the Evaluation Header feature, click on **Evaluation Header** from the Training Evaluation menu in the Mobile tab.

The Check Header form defines check headers which are assessment items which display under the check sections in the crew assessment. In the example below descriptions of check headers include briefings, engine start, takeoff, climb, cruise, descent etc.

Administrators can add, edit and delete check headers in the Evaluation Header feature.

Note: In this release of CrewAssessment, you may create up to 2 sections. The first section will show as Assessment Items and the second section will show as Additional Items in the app.

Heading*	Description*	Mandatory	Show TextBox	Allow Repeat	Allow NA	Repeat
1	Knowledge of AIP and Aircraft General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Briefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Engine Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Ground Handling (Push back and Taxi)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Takeoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Climb, Cruise, Descent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Inflight Contingency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	TEM Considerations and non-technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Instrument Approach Typee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Taxi, Shutdown & Post Flight Proceduresg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To add a check header:

1. Select the Check Form from the drop-down menu.
2. Select the Check Section from the drop-down menu.
3. Click **Add**.
4. Complete the following fields:

Field	Description
Heading	Enter a heading, this is a required field. This is the text that will appear on the examiner devices.
Description	Enter a description of the heading, this is a required field. This field is not displayed on examiner devices.
Mandatory	If the Mandatory checkbox is checked, the examiner must enter a grade and they would not be able to select N/A. Do not select both the Mandatory and Allow NA checkboxes.
Show TextBox	When this option is checked, the examiner will be able to edit the heading for this assessment item. This is particularly useful in the additional items section to create free text assessment items.
Allow Repeat	If checked, the examiner will be able to select the repeat option. If the examiner has selected the repeat option, grades are restricted to 1 or 2.
Allow NA	If the Allow NA checkbox is selected the examiner will be able to enter either a grade or N/A.
Repeat	This sets the pre-filled value of the repeat option for the examiner.

5. Repeat the step process above to create assessment items for all sections.
6. Click **Save** to save the data or click **Cancel** to cancel without generating action.

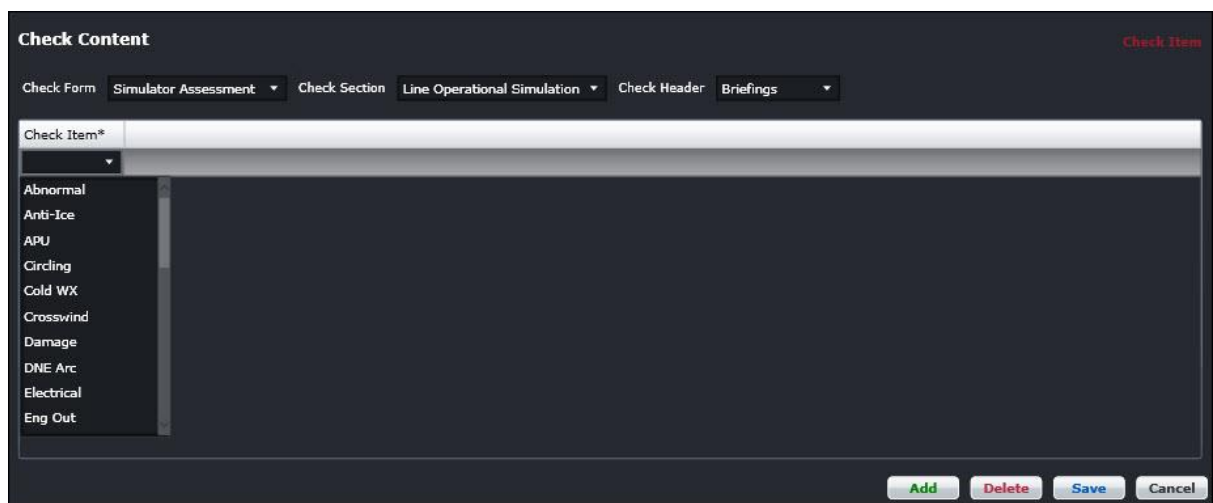
Click [here](#) to edit and delete.

Evaluation Content

To access the Evaluation Content feature, click on **Evaluation Content** from the Training Evaluation menu in the Mobile tab.

The Evaluation Content feature is where check items are linked to check headers. This process is detailed below. In the example below check items are listed in the Check Item column for assignment to the applicable check header.

Administrators can add, edit and delete check content in the Evaluation Content feature.



The screenshot shows the 'Check Content' interface. At the top, there are three dropdown menus: 'Check Form' (set to 'Simulator Assessment'), 'Check Section' (set to 'Line Operational Simulation'), and 'Check Header' (set to 'Briefings'). Below these is a 'Check Item*' dropdown menu. A list of check items is displayed, including: Abnormal, Anti-Ice, APU, Circling, Cold WX, Crosswind, Damage, DNE Arc, Electrical, and Eng Out. At the bottom right, there are four buttons: 'Add' (green), 'Delete' (red), 'Save' (blue), and 'Cancel' (grey).

To add (link) check content items:

1. Select the Check Form from the drop-down menu, in this example either Simulator or Line Assessment.
2. Select the Check Section from the drop-down menu, in this case Line Operational Simulation or Operational Evaluation.
3. Select the Check Header from the drop-down menu, choices include Climb, Cruise, Descent, Engine Start, Ground Handling (Push back and Taxi) etc.
4. Click **Add**.
5. Select the content check item from the Check Item drop-down menu to be linked to the check header.

You may link as many Check Content Items as you need.

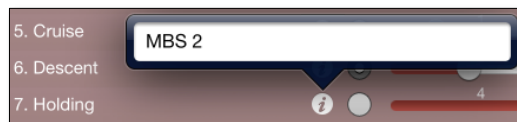
7. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Evaluation Item

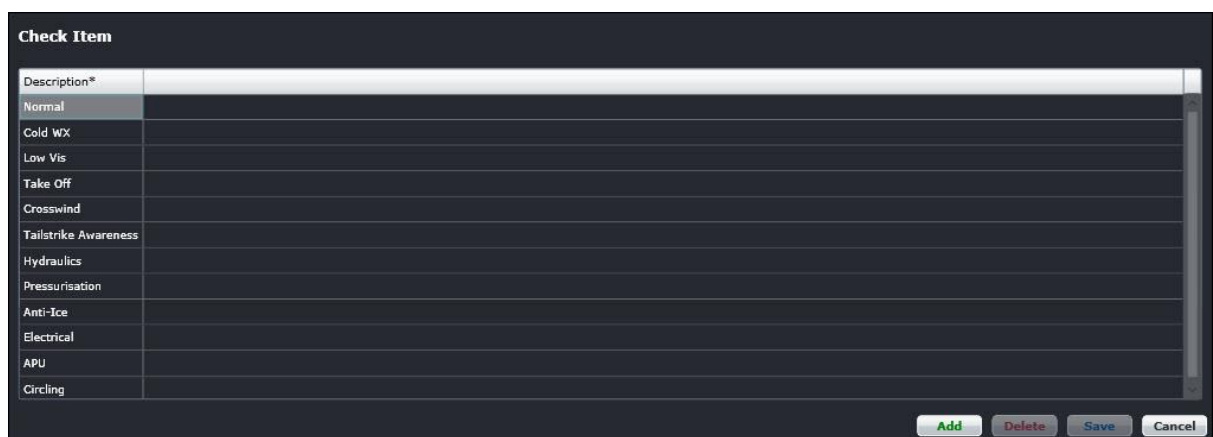
To access the Evaluation Item feature, click on **Evaluation Item** from the Training Evaluation menu in the Mobile tab.

Existing check items will display. Administrators can add check items as necessary. Check items are used if you want to include additional information about an assessment item. They appear as an information icon displayed next to an assessment item. When the examiner taps on the icon in the Mobile App, it displays check items in a pop-up window as shown below.



Note: Check items are optional; they are not required for every assessment item.

Administrators can add, edit and delete check items in the Evaluation Item feature.



To add a check item:

1. Click **Add**.
2. Enter the name of the check item.
3. Click **Save** to save the data or click **Cancel** to cancel without generating action.

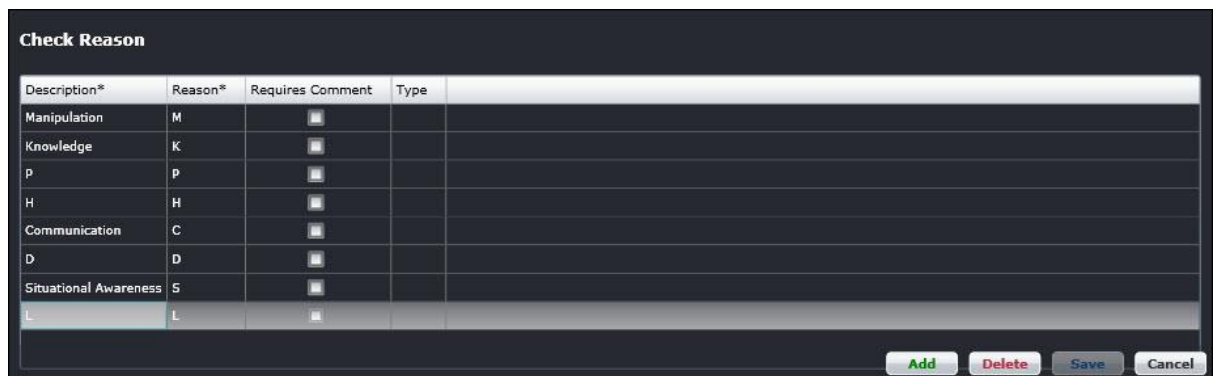
Click [here](#) to edit and delete.

Evaluation Reason

To access the Evaluation Reason feature, click on **Evaluation Reason** from the Training Evaluation menu in the Mobile tab.

The Check Reason form defines the reason for the evaluation as it applies to assessments. For instance, check reasons may be to evaluate knowledge, manipulation, communication or situational awareness as shown below. Changes to check reasons are applied to all assessments.

Administrators add, edit and delete check reasons in the Evaluation Reason feature.



Description*	Reason*	Requires Comment	Type
Manipulation	M	<input type="checkbox"/>	
Knowledge	K	<input type="checkbox"/>	
P	P	<input type="checkbox"/>	
H	H	<input type="checkbox"/>	
Communication	C	<input type="checkbox"/>	
D	D	<input type="checkbox"/>	
Situational Awareness	S	<input type="checkbox"/>	
L	L	<input type="checkbox"/>	

To add check reasons:

1. Click **Add**.
2. Enter a description for the reason for the evaluation, for example, communication, situational awareness, knowledge etc.
3. Enter a reason code corresponding with the description in the Reason column.
4. Select the Requires Comment checkbox if comments are required.
5. Enter type. Additional information to follow on this column.
6. Click **Save** to save the data or click **Cancel** to cancel without generating action.

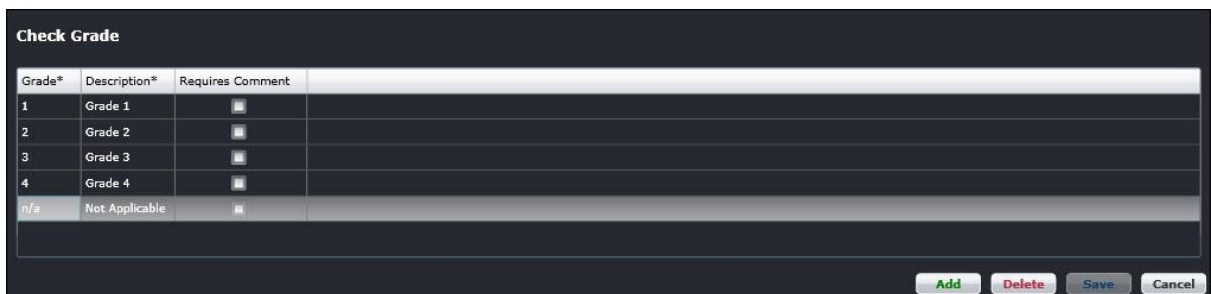
Click [here](#) to edit and delete.

Evaluation Grade

To access the Evaluation Grade feature, click on **Evaluation Grade** from the Training Evaluation menu in the Mobile tab.

The Check Grade form defines the grade levels of evaluations applicable to assessments. For instance, check grades can be Grade 1, 2, 3, 4 or not applicable (N/A) as shown below. Any changes to check grades apply to all assessments.

Administrators can add, edit and delete evaluation grades in the Evaluation Grade feature.



Grade*	Description*	Requires Comment	
1	Grade 1	<input checked="" type="checkbox"/>	
2	Grade 2	<input checked="" type="checkbox"/>	
3	Grade 3	<input checked="" type="checkbox"/>	
4	Grade 4	<input checked="" type="checkbox"/>	
n/a	Not Applicable	<input checked="" type="checkbox"/>	

To add check grades:

1. Click **Add**.
1. Enter a grade in the Grade column.
2. Enter a grade description in the Description column.
3. Select the Requires Comment checkbox, if comments are required associated with the grade.
4. Click **Save** to save the data or click **Cancel** to cancel without generating action.

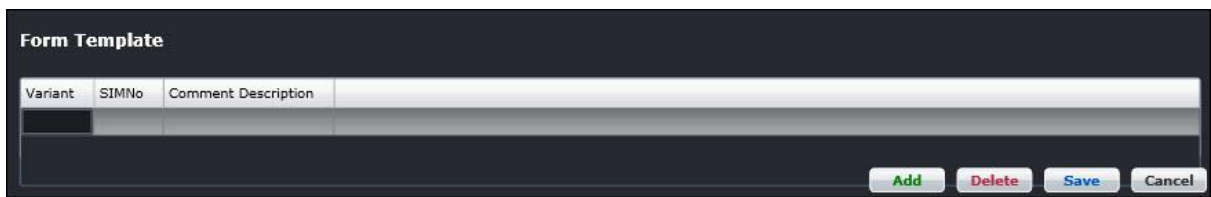
Click [here](#) to edit and delete.

Evaluation Form Template

To access the Evaluation Form Template, click on **Evaluation Form Template** from the Training Evaluation menu in the Mobile tab.

The Form Template defines the variant code of the assessment, which is optional. Entering a SIM number for the assessment is also optional.

Administrators add, edit and delete form templates in the Evaluation Form Template feature.



The screenshot shows a dark-themed interface titled "Form Template". It features a table with three columns: "Variant", "SIMNo", and "Comment Description". The table is currently empty. Below the table, there are four buttons: "Add" (green), "Delete" (red), "Save" (blue), and "Cancel" (grey).

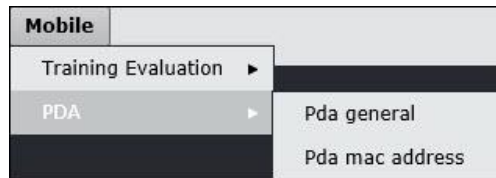
To add form templates:

1. Click **Add**.
2. Enter a variant in the Variant column.
3. Enter a SIM number in the SIMNo column.
4. Enter a comment description in the freeform text field.
5. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

PDA

PDA also known as Personal Digital Assistant is accessed through the Mobile tab under PDA. There are two options available in the PDA menu.



The following PDA options will be discussed in this section:

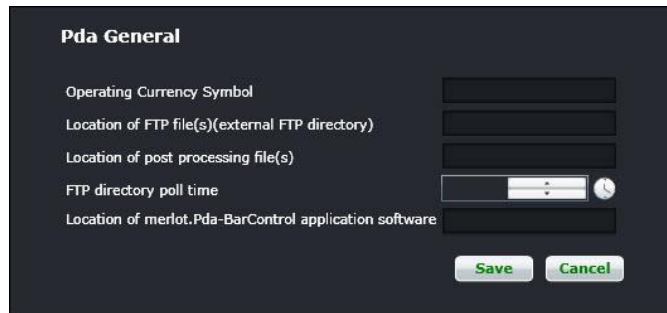
- Pda general
- Pda mac address

Pda General

To access Pda general, click on **Pda general** from the PDA menu in the Mobile tab.

merlot.aero can be accessed on your PDA or any other mobile device that is connected to the Internet. The Pda general capability is an add on feature that requires airline subscription. Pda General is designed to enhance existing merlot applications, and to enable customization of the functionality of an application.

This feature enables administrators to set up merlot access on PDA devices.



To set-up Pda General:

1. Complete the following fields:

Field	Description
<i>Operating Currency Symbol</i>	Enter the Operating Currency Symbol.
<i>Location of FTP file(s)(external FTP directory)</i>	Enter the location of the FTP files.
<i>Location of post processing file(s)</i>	Enter the location of post processing files, please consult with your account manager on the location of the files.
<i>FTP directory poll time</i>	Click on the Clock icon to select a time increment that represents FTP directory poll time. During run time, the FTP Poll Directory activity connects to an FTP Server and polls for the existence of the specified file or files at the specified location.

<i>Location of merlot.Pda-BarControl application software</i>	Enter the location of merlot Pda Bar Control application software.
---	--

2. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Pda mac address

To access Pda general, click on **Pda mac address** from the PDA menu in the Mobile tab.

merlot.aero can be accessed on your PDA or any other mobile device that is connected to the Internet. The Pda mac address capability is an add on feature that requires airline subscription.

Pda mac address configuration is required by a merlot developer/account manager.

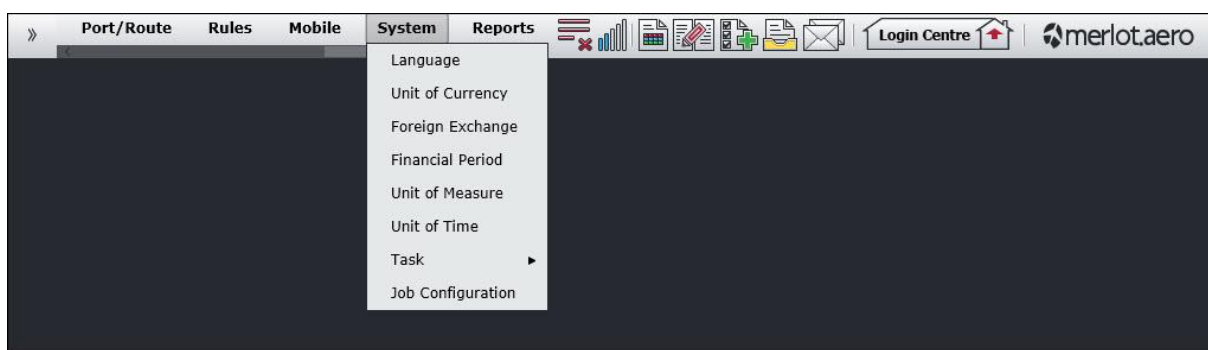
If you just need to know the mac address, you can simply launch the command prompt on your touch panel and type "ipconfig-all". The mac address is also usually displayed in the Network Utility dialog.

System Menu Functionality

To use the System menu, select the System tab and click on an option from the drop-down menu.

The System tab defines system-related settings that are reflected in crew and aircraft applications and associated ad hoc and application specific reports. System-related features include language and unit of currency settings, foreign exchange rates and units of measurement such as gallons, pounds or litres.

Task-related settings are defined in templates; including daily tasks with completion dates, task groups and task group departments to facilitate system user task completion as well as end-user task assignments. Tasks are added via the Task function located in the Framework Applications.



The System menu options include:

- Language
- Unit of Currency
- Foreign Exchange
- Financial Period
- Unit of Measure
- Unit of Time
- Task
 - Daily Task
 - Daily Task Group
 - Daily Task Group Department
- Job Configuration

Edit and Delete

The process to edit and delete features in the User Menu is essentially the same throughout the menu, unless otherwise noted.

The process is outlined here:

- To edit an existing employee feature, double-click inside the desired row, make changes as required then click **Save**.

To delete an existing employee feature, select the desired row and then click **Delete**. You will be asked "Are you sure you want to delete the specified item?" Select the Yes button to permanently delete the record. Please note that if the Delete button is not enabled you may not have the privileges to delete the record.

System Menu Functionality

Prior to adding any data in Configure, it is suggested that the user uncheck the Show Active checkbox to see if an inactive record already exists. This will avoid duplicate fields in the system.

The System menu features are discussed in detail in this section.

System Menu Hierarchy

From an organizational perspective, the hierarchy of the System Menu starts by associating languages, defining applicable currency types, units of measure and time. Foreign exchange rates are entered and financial periods are set-up. Administrators' set-up the Task features in order to add tasks which are viewable throughout merlot applications as well as set-up task groups and departmental assignments as needed. Finally, jobs are configured that run the underlying processes in merlot crew and aircraft applications.

As a result of using the commands in the System menu, there is consistency in terms of currency, measurements and time increments throughout merlot applications. Furthermore, administrators are able to streamline the task delegation process and finally, jobs are configured which keep important processes operating smoothly in crew and aircraft applications.

A partial list of System menu features are mentioned below to give users an overall perspective of the organization of this menu.

Language	Languages are associated with countries.
Unit of Currency Measure & Time	Currency types are added as applicable for the airline. In separate features units measurement and time are also identified for use in merlot applications.
Foreign Exchange	Foreign exchange rates are the basis of currency conversion rates in the currency conversion feature in AircraftPortal.
Financial Period	Financial periods are set-up, primarily for reporting purposes.
Task	The Daily Task feature is set-up so that administrators can add tasks which display throughout merlot applications. Task groups are set-up related to specific task categories and daily task groups are assigned to applicable departments.
Job Configuration	Job are configured to run underlying processes in crew and aircraft applications. Jobs are configured in conjunction with merlot.aero account managers.

System menu features are detailed next.

Language

To access the Language feature, click on **Language** in the System tab.

The Language options extend to associating a selected language with a country. Merlot does not currently support multi-language software.

This feature enables administrators to add, edit and delete languages as required for their airline.

Code*	Right To Left	
English	<input type="checkbox"/>	
Mandarin	<input type="checkbox"/>	
Spanish	<input type="checkbox"/>	
Hiundu	<input type="checkbox"/>	
Arabic	<input type="checkbox"/>	
Bengali	<input checked="" type="checkbox"/>	
Portuguese	<input type="checkbox"/>	
Russian	<input type="checkbox"/>	
Japanese	<input type="checkbox"/>	
Punjabi	<input type="checkbox"/>	
German	<input type="checkbox"/>	
Javanese	<input type="checkbox"/>	
Vietnamese	<input type="checkbox"/>	
French	<input type="checkbox"/>	
Korean	<input type="checkbox"/>	
Tamil	<input type="checkbox"/>	
Turkish	<input type="checkbox"/>	
Italian	<input type="checkbox"/>	

Buttons: Add, Delete, Save, Cancel

To add a language:

1. Click **Add**.
2. Enter the language name in the Code column.
3. Select the Right to Left checkbox if the language is read right to left.
4. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Unit of Currency

To access the Unit of Currency feature, click on **Unit of Currency** in the System tab.

The Unit of Currency feature lists monetary currency types used in aircraft and crew applications. Unit of currency is factored in as part of determining allowance configurations in the Payroll application. It also applies to ad hoc and application specific reports.

This feature enables administrators to add and edit units of currency as required for their airline. Units of currency display, providing the Show Active checkbox is selected.

Code*	Description*	Symbol*	EntryMask*	Active
USD	United States Dollar	\$		<input checked="" type="checkbox"/>
CAD	Canadian dollar	\$		<input checked="" type="checkbox"/>
Credit	Unit Credit			<input checked="" type="checkbox"/>
Hour	Unit Hour			<input checked="" type="checkbox"/>
Day	Unit Day			<input checked="" type="checkbox"/>

To add a unit of currency:

1. Click **Add**.
2. Enter the currency code in the Code column.
3. Enter the currency description in the Description column.
4. Enter a currency symbol, if applicable.
5. EntryMask leave blank, this field allows the user to enter data in a designated format.
6. Select the Active checkbox in the Active column to show the unit of currency as active.
7. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Note: It is suggested that administrators deactivate currency codes rather than delete them. To deactivate a currency code, uncheck the Active checkbox.

Foreign Exchange

To access the Foreign Exchange feature, click on **Foreign Exchange** in the System tab.

Units of currency display, with the rate of exchange and active from and to dates. The Foreign Exchange feature is the basis of currency conversion rates in the Currency Conversion feature in AircraftPortal. Foreign Exchange entered here should be fixed exchange rates, not those that are based on market fluctuations.

This feature enables Administrators to add and edit foreign exchange rate information.

Unit Of Currency	Rate*	Active From Date	Active To Date
United States Dollar	0.90000	01/01/2010	
	0	01/05/2014	31/12/9999

Unit Of Currency

Canadian dollar
Unit Credit
Unit Day
Unit Hour
United States Dollar

Add Delete Save Cancel

To add a rate of exchange:

1. Click **Add**.
2. Select the unit of currency from the drop-down menu, as shown above.
3. Enter the exchange rate in the Rate column.
4. Select the Active From/To Date using the drop-down calendar menu to select applicable start and end dates.
5. Click **Save** to save the data or click **Cancel** to cancel without generating action.

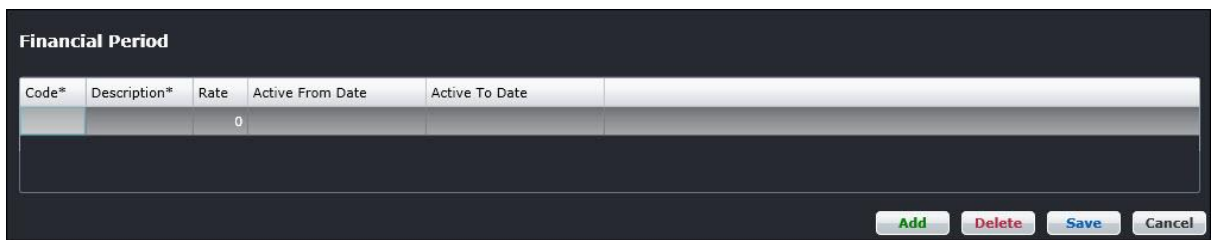
Click [here](#) to edit and delete.

Financial Period

To access the Financial Period feature in Configure, click on **Financial Period** in the System menu.

This feature enables Administrators to set-up financial periods in Configure, primarily for reporting purposes.

Administrators can add and edit financial periods by setting up a code for the financial period, a description and dates defining the financial period.



Code*	Description*	Rate	Active From Date	Active To Date
		0		

To add a financial period:

1. Click **Add**.
2. Enter a code to designate the financial period in the Code column.
3. Enter a description for the designated financial period in the Description column.
4. Enter a numeric rate using the up/down arrows. More information to follow on this feature.
5. Select the Active From Date and Active To Date for the financial period, using the drop-down calendars.
6. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Unit of Measure

To access the Unit of Measure feature in Configure, click on **Unit of Measure** in the System menu.

This feature enables Administrators to define measurement types in Configure. These measurements are used throughout aircraft applications, for example in the Flight Log counter and fuel entries in AircraftFollow.

This feature enables administrators to add and edit units of measurement. Units of measurement display, providing the Show Active checkbox is selected.



Code*	Description*	Entry Mask*	Active
CM	Centimeter		<input checked="" type="checkbox"/>
IMPGal	Imperial Gallons		<input checked="" type="checkbox"/>
IN	Inches		<input checked="" type="checkbox"/>
Kgs	Kilograms		<input checked="" type="checkbox"/>
KM	Kilometers		<input checked="" type="checkbox"/>
Lbs	Pounds		<input checked="" type="checkbox"/>
Ltr	Litres		<input checked="" type="checkbox"/>
NM	Nautical Miles		<input checked="" type="checkbox"/>
No	Number of		<input checked="" type="checkbox"/>
USGAL	US Gallons		<input checked="" type="checkbox"/>

To add a unit of measure:

1. Click **Add**.
2. Enter a code to designate the unit of measure in the Code column.
3. Enter a description of the designated unit of measure in the Description column.
4. Leave blank, Entry Mask enables the user to enter data in a designated format.
5. Select the Active checkbox to show the unit of measure as active.
6. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Unit of Time

To access the Unit of Time feature in Configure, click on **Unit of Time** in the System menu.

This feature enables administrators to add units of time which display throughout merlot applications. The deletion of existing units of time is not permitted.

Code*	Description*	EntryMask*
H	Hours	
D	Days	
HM	Hours and Minutes	
M	Months	
Y	Years	

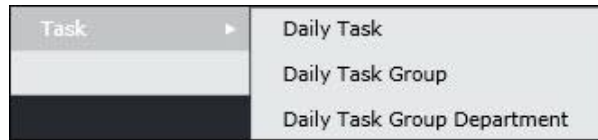
Buttons: Add, Delete, Save, Cancel

To add a unit of time:

1. Click **Add**.
2. Enter a code to designate the unit of time in the Code column, for example H for hours.
3. Enter a description for the designated unit of time in the Description column, for example hours.
4. Leave blank, Entry Mask enables the user to enter data in a designated format.
5. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Task

The System tab, Task feature has three menu options which are covered in this section.



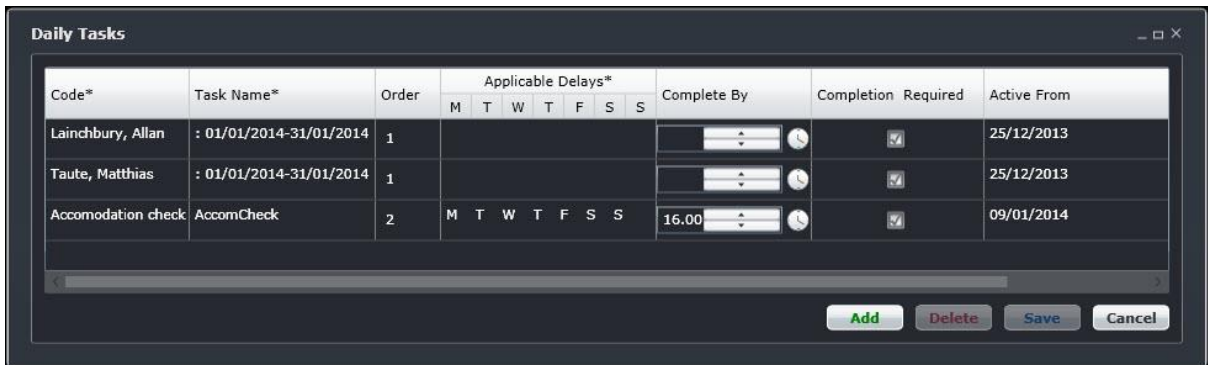
The Task menu options include:

- Daily Task
- Task Group
- Daily Task Group Department

Daily Task

To access the Daily Task feature in the System tab, click on Daily Task in the Task menu.

The Daily Task feature in Configure enables administrators to add tasks which display in the Application Frameworks toolbar throughout all merlot applications. Tasks display in the monitoring panels and CrewMonitor. These are required daily tasks for operational users.



To add a task to the Daily Task list:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Code</i>	Free form text field with task label.
<i>Task Name</i>	Free form text field describing the task.
<i>Order</i>	Represents the priority number on the task list.
<i>Applicable Delays</i>	Column header is not applicable; however M-S checkboxes are applicable. Select checkboxes associated with days of the week Monday – Sunday when tasks are to be completed.
<i>Complete By</i>	Select the Clock icon to designate task completion time, and/or use the up/down arrows.
<i>Completion Required</i>	Select the Completion Required checkbox to indicate that task completion is required.
<i>Active From</i>	Select the Active From date to indicate task start date, from the drop-down calendar.
<i>Active To</i>	Select the Active To date to indicate task end date, from the drop-down calendar.

3. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Daily Task Group

To access the Daily Task Group feature in the System tab, click on **Daily Task Group** in the Task menu.

This feature enables administrators to add task groups so that groups are created related to a specific task category. In the example shown, task groups are created related to crew requests and crew swaps generated through CrewPortal.

Code*	Name*	Active From	Active To
RQST	Crew Requests via Portal	07/11/2013	
SWAP	Crew Swaps via Portal	07/11/2013	

To add a Daily Task Group:

1. Click **Add**.
2. Complete the following fields:

Field	Description
<i>Code</i>	Enter a code for the Daily Task Group in the Code column.
<i>Name</i>	Enter the name of the task group in the Name field.
<i>Active From</i>	Select the Active From date to indicate task group start date, from the drop-down calendar.
<i>Active To</i>	Select the Active To date to indicate task group end date, from the drop-down calendar.

3. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Click [here](#) to edit and delete.

Daily Task Group Department

To access the Daily Task Group Department feature in the System tab, click on **Daily Task Group Department** in the Daily Task menu.

This feature enables Administrators to assign daily task groups to applicable departments. A task group may be assigned to multiple departments. For example, as shown below, the task group is Crew Requests via the Portal, and it is assigned to Flight Attendants and Flight Crew Departments, as well as the Administration Department.

Daily Task Group Department TaskGroup | Department

Task Group: Crew Requests via Portal

Name	Assigned	Active From	Active To
Admin & Accounting(YLW)	Flight Attendants(YLW)	01/01/2014	
Administrators(YLW)	Flight Crew(YLW)	01/01/2014	
Dispatch(YLW)	Administrators(YLW)	01/01/2014	
Executive(YLW)			
Flight Attendants(YLW)			
Flight Crew(YLW)			
Flight Operations Administration(YLW)			
Maintenance(YLW)			
Safety Systems(YLW)			
Training(YLW)			

Save Cancel

To assign a daily task group department:

1. Select a Task Group from the Task Group menu.
2. Select a group department from under the Name column.
3. Use the arrows (> >>) to move the department to the grid, in order to assign the department to the task group. Multiple departments can be assigned.
4. Enter Active From/To dates for the daily task group departments.
5. Click **Save** to save the data or click **Cancel** to cancel without generating action.

Job Configuration

To access Job Configuration, click on **Job Configuration** in the Systems tab. Job Configuration settings are set-up to run underlying processes or jobs in the crew and aircraft applications.

The Job Engine manages all regular and scheduled jobs within the merlot.aero system.

Name	Type	Status	ScheduleType	TimeOutMinut	RunEveryMinu	LastRun	LastSuccessfulRun
Send Application	SendEmailMessa	Not Scheduled	NotScheduled	10	10	31/12/1999 16:00 S	01/01/2000 16
Import Sector ar	FlightFollowImpx	Not Scheduled	NotScheduled	10	10	31/12/1999 16:00 S	01/01/2000 16
Send User Empl	SendUserEmploy	Standard Timer	StandardTimer	10	1	21/04/2014 20:09 S	31/03/2014 07
Update Duty Chi	UpdateCPDutyCl	Standard Timer	StandardTimer	10	10	21/04/2014 20:08 S	21/04/2014 20
Update Report/R	UpdateCPSignOr	Standard Timer	StandardTimer	10	10	21/04/2014 20:08 S	21/04/2014 20
Create Roster R	CreateRosterPdf	Not Scheduled	NotScheduled	120	10	05/01/2014 03:30 S	05/01/2014 03
PDE Update Pair	PdeCrewTimeRe	Not Scheduled	NotScheduled	30	1440	14/01/2014 16:00 S	14/01/2014 16
PDE Update Pair	PdeCrewTimeRe	Standard Timer	StandardTimer	30	10	21/04/2014 20:02 S	21/04/2014 20
PDE Update Fligl	PdeCrewTimeRe	Not Scheduled	NotScheduled	30	60	31/12/1999 16:00 S	01/01/2000 16
Update Pairing a	UpdateCPDutyJo	Standard Timer	StandardTimer	10	10	21/04/2014 20:02 S	21/04/2014 20
Create Briefing F	CreateCrewBrief	Not Scheduled	NotScheduled	120	10	31/12/1999 16:00 S	01/01/2000 16
PDE Detect Appr	PdeCrewCheckE	Standard Timer	StandardTimer	60	10	21/04/2014 20:09 S	21/04/2014 20
PDE Evaluate R	PdeRunRulesJob	Standard Timer	StandardTimer	240	10	21/04/2014 20:06 S	20/04/2014 04
Check Static Dat	PdeStaticDataCh	Not Scheduled	NotScheduled	60	1440	31/12/1999 16:00 S	01/01/2000 16
PDE Detect Appr	PdePortsCurrenc	Not Scheduled	NotScheduled	60	1440	31/12/1999 16:00 S	01/01/2000 16
PDE Detect Appr	PdeRoutesCurrei	Not Scheduled	NotScheduled	60	1440	31/12/1999 16:00 S	01/01/2000 16

The Job engine is based around the Jobs table which has a number of parameters.

Field	Description
<i>Active</i>	True or False. If it is False the job will never run – whether it is scheduled, or an instance is added to the JobQueue. If True then a job can be Scheduled (run at an interval) or an instance can be started by adding it to the Job Queue.
<i>Scheduled</i>	True or False. Ignored if Active = False. If True, then uses the value in RunEveryMinutes (below) to work out when the job runs.
<i>TimeOutMinutes</i>	The number of minutes before this job will time-out and log an error .
<i>RunEveryMinutes</i>	If Active = True and Schedule = True, then this job will run every X minutes.
<i>LastRun</i>	The last run date / time (Z) for this job.
<i>LastSuccessfulRunStart</i>	The last time this job was started (Z) and successfully completed.

Job Parameter Table

This table stores all the individual job parameters. These are explained more fully in the particular jobs below.

Job Queue Table

This table is used by the system as a queue of jobs to process. Once a job gets added to the queue (either by the system or by the Schedule timer, it is processed in order. The Job Queue table has a 'Run At' date / time (Z) and a Queue Status

- Status
 - 0 = Not Processed
 - 1 = Processing
 - 2 = Success
 - 3 = Failed

The *StatusText* provides a little more information.

Job Queue Parameter Table

Each time a job is added to the JobQueue, this table stores the 'run parameters' for the job.

Job Log Table

Each time a job is run it will log its progress in the JobLog.

Job Engine Log File

When the Job Engine is active, a Log File is created. This is stored by default in the folder where the .exe runs from.

Configuration

The Job Engine runs from a centralized location. The .EXE is called Merlot.Aero.Utilities.JobEngine and there is an associated .config file (same name) which determines the d/b location etc.

There is also a Merlot.Aero.Utilities.JobEngine.UI (.exe and .config) that takes the Job Table information and displays it for debug purposes.

Individual Jobs

CrewPortal

- *TechUpdateCPSignOnJob*
- *UpdateCPSignOnJob*
- *SendCPMessagesJob*
- *UpdateCPMessageJob*
- *UpdateCPDutyChangeJob*

- *UpdateCPDutyJob*
- *UpdateCPExpiresJob*
- *UpdateCPRecencyJob*
- *UpdateCPHistoryJob*

Import/Export

- *FlightFollowImportJob*
- *CrewDataImportJob*

Reports

- *CreateRosterPdfsJob*
- *CreateCrewBriefingPdfsJob*

Problem Detection Engine

- *PdeCrewTimeRecalculationJob*
- *PdeCrewCheckExpiriesJob*
- *PdeRunRulesJob*
- *PdeStaticDataCheckJob*
- *PdePortsCurrencyJob*
- *PdeRoutesCurrencyJob*
- *PdeCorrectDutyOrderJob*

External Messaging

- *SendEmailMessagesJob*

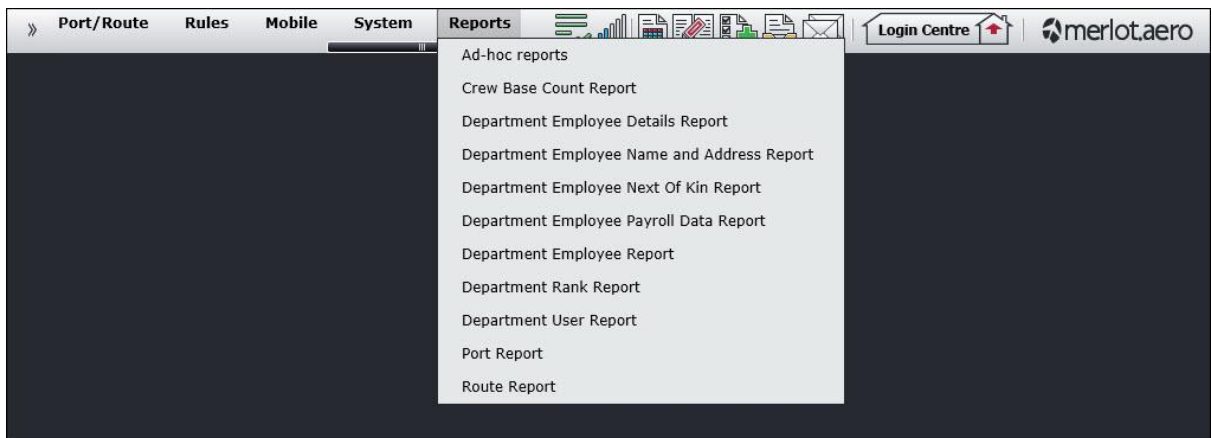
Other

- *ExecuteSqlJob*
- *CreateDashBoardJob*

Further information pertaining to job configuration is covered in a separate Job Configuration resource.

Report Menu Functionality

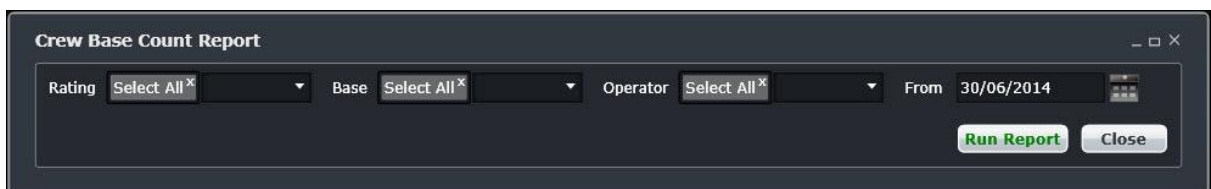
To view Reports within Configure select the Reports tab and choose a report from the drop-down menu. These reports can be customized to meet specific customer requirements. It is suggested that systems users review the existing list of reports to assess applicability for the airline.



The Reports menu houses Configure application specific reports including:

- Ad-hoc Reports
- Crew Base Count Report
- Department Employee Details Report
- Department Employee Name and Address Report
- Department Employee Next of Kin Report
- Department Payroll Data Report
- Department Employee Report
- Department Rank Report
- Department User Report
- Port Report
- Route Report

Sample Reports Filter

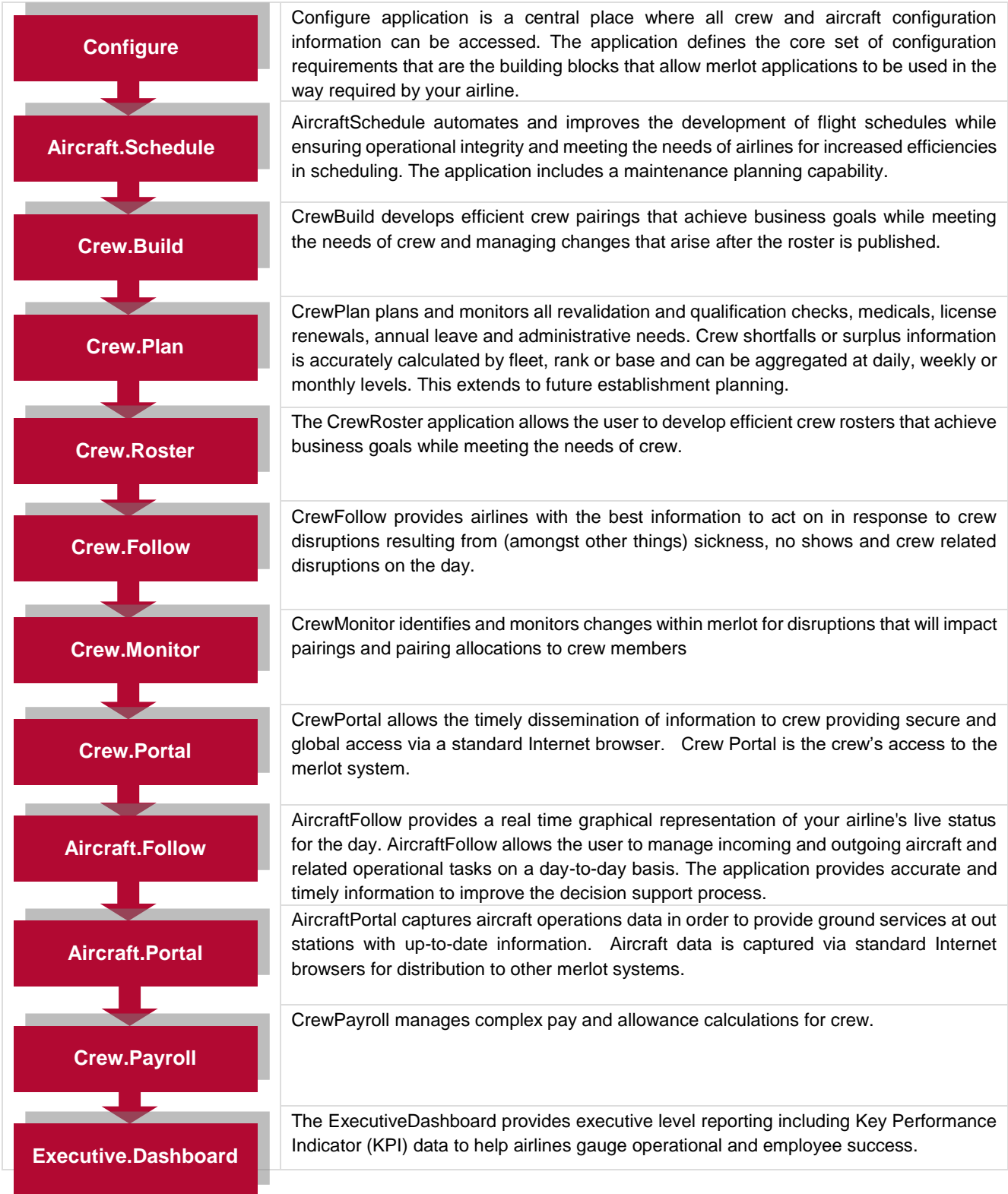


There is a filter feature with each report that enables users to select only the criteria they want to view in the report. For example, filter criteria shown here include rating (rank), base, operator and From date with a drop-down calendar. Alternatively, users can select all to view reports in their entirety.

Once the criteria are selected, the user clicks on **Run Report** to generate the report or **Close** to close the report without generating any action.

Application Flow Diagram

The flow diagram is an overview of merlot.aero’s crew and aircraft applications which comprise the Airline Operations Management System (AOMS). The flow diagram reflects the overall flow from configuration to operational processing to end-user use as well as executive-level reporting.



Appendix

Ad hoc reports are available in all the applications across the merlot.aero. The current list of Ad Hoc reports is shown here. These reports can be viewed, printed and/or exported to PDF or to Excel.

Use the Date Range menu option and select dates from the drop-down calendar. Alternatively, users can select monthly, quarterly or fiscal year options from the Date Range drop-down menu.

Report	Description
<i>SD-Pairing Work Types</i>	A list of pairing types.
<i>SD-Pairing Property Types</i>	A list of all the pairing property types as configured in the Operations dropdown menu.
<i>SD-Pairing Events</i>	A list of pairing event types.
<i>SD-Pairing Events</i>	A report of pairing events for the specified period.
<i>SD-Pairing DutyChangeTypes</i>	A list of pairing duty change types.
<i>SD-Pairing DutyChangeReason</i>	A list of duty change reasons.
<i>SD-Pairing DutyChangeNotify Type</i>	A list of duty change notification types.
<i>SD-Port Accommodation</i>	A report of accommodations per port and contact/address information for each accommodation.
<i>010-ScheduleDump</i>	All flights as per the AircraftFollow schedule. Includes active, cancelled, deleted and returned flights.
<i>20-CrewPrePlan-Expiries</i>	Comprehensive expiries report showing crew members and courses with first passed, last passed, next passed and expiry dates.
<i>30-CrewBuild-Accommodation</i>	Accommodation report by employee, base and rank.
<i>31-CrewBuild-Paxing</i>	Report that displays employee, pairing, duty, event, ports and departure and arrival time. This report incorporates hotel management with the accommodation selection, booking status and booking reference fields.
<i>32-CrewBuild-Meals</i>	Report that displays base, rank, employee, to and from ports. This report is a meal management report.
<i>33-CrewBuild-GroundTransport</i>	Displays all the ground transportation events found in pairings– shows base, rank, employee, to and from ports.
<i>034-PairingSummary</i>	Comprehensive pairing report by operator, base, rank, employee, pairing, duty, event and from and to ports.
<i>35 Duty Swap Report</i>	Report showing the originating crew member with old duty, new duty and the status of the swap and the recipient crew.
<i>37 Finance Report</i>	Finance report based on information configured in the Finance menu. Displays by port and flight associated costs.
<i>101-Aircraft Flows</i>	Report detailing the flow the aircraft by scheduled and actual times and includes the flight number, route, equipment type and aircraft registration.
<i>102-Passenger/Cargo Detail report</i>	Report showing aircraft equipment and registration with passenger and cargo data.
<i>201-Employee Instrument Currency Report</i>	Report detailing instrument currency including the operator, base, rank, employee, approach type, flight, route and date.
<i>202-Employee Port Currency</i>	Report detailing port currency which includes the operator, base, rank, employee, port, date and equipment.
<i>203-Employee Route Currency</i>	Report showing route currency, which includes the operator, base, rank, employee name, route, date, flight and equipment type.
<i>204-Employee Flight and Duty Summary</i>	Report by operator and employee showing the total actual duty, total credit duty and total credit flight.

Report	Description
<i>205-Employee Seniority Listing</i>	Report showing employee code, employee name, base, rank and seniority.
<i>208-Cancellation Report</i>	Report showing flight cancellations including the equipment, registration, flight number, departure, arrival, reason and the number of passengers affected.
<i>209-Flight Detail Report</i>	Detailed report showing flight details including equipment , equipment registration, the OUT, OFF, ON, IN, block times etc.
<i>210-FlightLog-EmployeeLogbyDate</i>	Report showing employee flight logs by date and including the operator, equipment, equipment registration, route, takeoffs and landings and other flight log fields. Includes employee base and rank information.
<i>211-Flightlog-EmployeeLogBy Employee</i>	Employee flight log report, as per 210-FlightLog-EmployeeLogbyDate report, sorted by employee.
<i>212-CrewFlows</i>	Report detailing crew flow by base, rank and employee. The report includes the registration, flight number, to/from ports, scheduled and actual times as well as flight crew operating information.
<i>213-CrewNotSignedOn</i>	Report showing crew by base, rank and name with sign on/off date and time information and pairing label.
<i>214-CrewLateToSignOn</i>	This crew report is the same as the CrewNotSignedOn report with the addition of the number of late minutes and reason for late report in.
<i>215-FlightsByOperator</i>	Report showing flight by operator and including the designator, equipment type, cancelled and deleted flights and sector count.
<i>216-Document Read Report</i>	Report tracking crew member completion rates for reading documents and includes a percentage read per rank column.
<i>789-Personnel Report</i>	Basic personnel report detailing employee names, contact information, active status, DOB, start date and termination date.
<i>790-EmployeeProfile Members</i>	Comprehensive report detailing employee attributes such as over 60 years of age, ETOPS qualified, high flying hours etc.
<i>791-Crew list</i>	Crew list report by operator, rank, base, equipment number and employee name and id.
<i>792-Crew list with Contact Details</i>	Crew list as above with the addition of crew contact phone number and email address.
<i>793-Early Warning System Report</i>	Report details upcoming expiries by employee name, impending expiry item which triggered the conflict and number of days left until the actual expiry. Also includes the operator, base, rank of employee and equipment code.
<i>800-Flight&DutyCurrency</i>	Report which details sum duty credit and sum flight credit by employee name for a date range. This report is a summary of all flight and duty timings and currency periods.
<i>900-ADM and RES Duties</i>	Report detailing crew member administrative and reservation duties, including the pairing duty, start and end dates, description of the duties by employee name.
<i>1000-Under-complemented flights</i>	Report on under staffed flights which details the flight number, ETD/ETA times, from/to port and operating crew.
<i>3000-Payroll Duty Details</i>	Report detailing employee name, pairing, duty, start date, work type for payroll purposes.
<i>3001-DTA Report</i>	Report displaying pairing start and end and credit duty, credit duty pay and actual duty columns. More information to follow on this report.
<i>3009-Fuel Log (Detailed) Report</i>	Fuel log report detailing fuel usage by flight number, equipment, route, actual ON, OFF , IN and OUT times, supplier etc.

Report	Description
<i>4000-Roster Validation</i>	Roster validation report prior to roster publication to view employee and pairing information and duty dates to see if there are violations.
<i>4001-Fuel Log Report</i>	Fuel Log Report includes fuel supplier, planned burn, average burn etc.
<i>4002-AAJ Interim Payroll Report</i>	The Interim Payroll Report tracks crew duty, duty time, night duty, legs, planned and actual block time, name and rank for payroll purposes.
<i>4005-Violation Override Report</i>	A report detailing violations which were overridden by system users. Includes pairing date and label, override reason, system user and authorization type.
<i>5001-Get Rule Set</i>	Work related rule set per operator.
<i>5002-Get TimeZone and Port</i>	Time zone per port, includes daylight savings start and end time.
<i>5003-Get URLs from Application Authentication</i>	CrewPortal and AircraftPortal URLs used for authentication.
<i>5004-Get URLs from Application Setting</i>	Application related URLs including logos.
<i>5005-Get URLs from User Preference Master Template</i>	A list of URLs from the User Preference Master Template in Configure.
<i>5006-Get URLs from Job Parameter</i>	Job Parameter URLs from Configure.
<i>20003-Passport Details</i>	A report detailing crew member names and employee id numbers with passport details including passport number issue date and expiry date.
<i>20005-Pairing Duty Change History Report</i>	A report detailing crew names and pairing change history for a specified period of time.
<i>20006-Crew Credit Hours report</i>	A report detailing crew credit hours including performance credits, vacation credits, projected vacation credits and projected other credits.
<i>Employee Roster Requests</i>	Roster request report showing employee name, request type, request profile, days requested, status and decline reasons.
<i>AirAsia – Employee Entitlement Ledger</i>	Operator specific employee entitlement ledger which details entitlement date, credit or debit and employee name. A customized report for AirAsia.
<i>AsirAsia – Employee leave Balance</i>	Operator specific report of crew members and leave balances.
<i>AirAsia – Employee Assigned Leave</i>	Employee Assigned Leave report with employee name, date, label and comment fields. A customized report for AirAsia.
<i>AirAsia-Daily Totals –Annual Leave</i>	AirAsia daily totals annual leave with type, date, count, target and open fields. A customized report for AirAsia.
<i>AirAsia-Daily Totals-Day Off</i>	Same as above, only this report totals daily day off data.
<i>216-Crew Signed On Report</i>	Crew Signed on Report details sign on port, actual sign on time, minutes late for sign on and reason by crew member.
<i>30005-Original Rostered Duties Report</i>	The rostered duties for crew members on publication, before any duty changes are affected.
<i>60001-Employee Rosters Read At</i>	Report tracking the time when rosters were published and read by crew members.
<i>70001-Travelliance -Crew</i>	Crew name, department, GLstring and email address. This is a client specific report.
<i>70002-Travelliance - Pairing</i>	Report detailing airport code, pairing label, arrival flight and departure time, ground time, equipment name and rooms.
<i>70003-Crew Paxing Per Flight</i>	Crew Paxing/Deadheading/Position report including flight departure date, routing, label and number of pax.

Report	Description
<i>70004-Inbound Operational Messages Report</i>	Inbound Operational Messages report includes the file type, process state and date and the created and updated date.
<i>Schedule Detail Report</i>	Schedule detail report including equipment name, designator, flight, departure, arrival, route name, block time, block minutes and operator.

Configure Glossary

Term	Definition
<i>Aircraft type</i>	The model of the aircraft i.e. Boeing 737.
<i>Base</i>	The port to which a crew member has been assigned to commence and finish their tasks / activities for a specific time range.
<i>Block time</i>	The time it takes an aircraft to fly a route from the gate at the departure port to the gate at the arrival port.
<i>Block hour</i>	The time from the moment the aircraft door closes at departure of a revenue flight until the moment the aircraft door opens at the arrival gate following its landing. Block hours are the industry standard measure of aircraft utilization.
<i>Company duty</i>	Duties that are defined simply by a start and end time and contain no activities or flights. These are in effect standard or generic duties where the detail to be performed in the pairing is not important.
<i>Company time</i>	This refers to the time at location at which the pairing or event is occurring converted to the local time zone of company base or headquarters location.
<i>Consequential delays</i>	Consequential delays are delays incurred by succeeding flights because of the current flight delay.
<i>Crew</i>	A specific type of employee related to flight operations.
<i>Crew complement</i>	The number of crew required to operate an aircraft.
<i>Crew flow</i>	The sequence of flights contained within a crews daily duty. This may or may not be aligned to aircraft sequence
<i>Department</i>	The areas within an airline or company that are tasked with providing particular services of a similar type. For example, in an airline there are Flight Operations, Maintenance and Ramp departments.
<i>Designator</i>	The two or more letter code given to differentiate each airline or operations within an airline.
<i>Dependability</i>	This is the measure of an airline's on-time performance. It includes the following measures: • D + five (D+5): departures that push back from the gate within five minutes of the scheduled time. • D + zero (D+0): departures that push back from the gate on time. • A + 15: arrivals within 15 minutes of the published arrival time.
<i>Duty</i>	A grouping of flights and / or activities that can be performed legally by a crew member during one work period. One or more duties combined together make-up a pairing.
<i>Employee certification</i>	Certifications are generally things the crew member is awarded such as passports, and medical certifications. Certifications have expiry dates.

Term	Definition
<i>Employee qualification</i>	Capacity, knowledge, or skill that makes someone eligible for a duty, position, privilege, or status. merlot qualifications consist of training and certifications.
<i>Equalisation</i>	The concept that over a particular period of time each crew member will have similar sorts of assignments during that period as the other crew members.
<i>Equipment group</i>	The grouping of a similar set of equipment that a personnel member is qualified to perform tasks /activities. For example 737 which could be comprised of 733, 734 equipment types.
<i>Equipment type</i>	A specific type of machinery / aircraft that has distinct characteristics for example 733, 734.
<i>FIFO</i>	First In First Out – the sequence in which aircraft arrive and depart an airport.
<i>Flight</i>	A journey by aircraft between two destinations/ports.
<i>Flight complement</i>	The numbers of the different types of crew members necessary to operate a flight.
<i>Flight instance</i>	A specific flight on a specific date.
<i>Flight movement information</i>	Flight movement information is considered to be arrival or departure timings of scheduled flights.
<i>Flight sequence</i>	A collection of flights in a logical flow for one equipment type/aircraft registration.
<i>Flight status</i>	Where in the sequence a flight currently located such as: Go to Gate, boarding, departed, on time, arrived, delayed or cancelled.
<i>GMT Time</i>	Greenwich Mean Time. This refers to the reference time also known as Zulu time.
<i>IATA</i>	International Air Transport Association (IATA). IATA's mission is to represent, lead and serve the airline industry.
<i>IATA designator</i>	Designator is the unique alpha / numeric IATA code given to differentiate each airline, or operations within an airline, from all other airlines worldwide.
<i>ICAO</i>	International Civil Aviation Organization (ICAO). The ICAO airport code or location indicator is a four-character alphanumeric code designating each airport around the world.
<i>LIFO</i>	Last In First Out – the sequence in which aircraft arrive and depart an airport.
<i>Local time</i>	This refers to the time in local time at the location where the pairing or event is occurring. If the location is the same or in the same time zone as the company base or headquarters location this time will be the same as the Company value.
<i>Maintenance</i>	A servicing event on an aircraft that is scheduled in advance. These events typically are scheduled for minutes, hours, days or weeks in duration.
<i>Maintenance events</i>	A maintenance event is a short term engineering issue that needs to be resolved.

Term	Definition
<i>MEL</i>	Minimum Equipment List – if an aircraft has an engineering or similar issue that may or may not affect its operation in any way it is registered as having an MEL against it.
<i>MVT</i>	Movement Message – usually contains flight movement information.
<i>On-Time Performance (OTP)</i>	A measure of how well the airline is performing as it relates to departure and arrival statistics.
<i>Onward flight</i>	In merlot, a flight label is used to associate the next flight in the flight sequence. The onward flight maybe the following Zulu day, but never before the existing flight.
<i>Open time</i>	A gap in a crew member's roster either planned or operational that is not required for rest purposes, but is available for the allocation of other work assignments.
<i>Operational turnaround</i>	The turnaround time that will be applied on the day of operation. This is often shorter than the scheduled turnaround.
<i>Operating revenue</i>	Revenues received from total airline operations including scheduled and non-scheduled service. Sources of revenue include passenger, cargo, excess baggage and certain other transport related revenue.
<i>Passenger revenue</i>	Revenue received by the airline from the carriage of passengers in scheduled operations.
<i>Pairing</i>	The generic unit of work and non-work that can be assigned to a crew member. A pairing is comprised of one or more flights and / or activities grouped together into one or more duties. A pairing may span multiple days.
<i>Pairing complement</i>	The numbers of the different types of crew members required to operate a particular pairing.
<i>Passenger (Pax)</i>	A customer of the airline assigned to a seat on the aircraft. Infants may not be assigned a seat
<i>Port</i>	A destination or departure airport.
<i>Puck</i>	The graphical representation of a flight within a Gantt chart.
<i>Rank</i>	The core qualification that a crew member holds which defines the level / type of tasks and activities they can perform. For example captain or engineer.
<i>Rating (or Type Rating)</i>	Defines the combination of equipment and position that crew members can legally operate. In merlot the characteristics that define a rating are: rank and equipment group.
<i>Recurrent / Refresher Training</i>	The ongoing training requirements necessary for a crew member to keep a qualification.

Term	Definition
<i>Recurrent flight</i>	A flight that operates the same flight number, route, timings on more than one day.
<i>Rego/Registration</i>	The registration/tail number of the actual aircraft assigned to operate a flight.
<i>Restriction</i>	A limiting condition. For example the Employee Restrictions feature sets-up parameters, as determined by the airline, pertaining to employees who must operate together and employees who are not to operate together, such as married couples.
<i>Requirement</i>	A necessary condition. For example, flights to Japan must operate with a minimum of one Japanese speaking cabin crew.
<i>Required Pairing</i>	A pairing that has a specific number of crew members of specific ranks that need to be assigned the pairing to perform the flights and / or activities within the pairing. It may be a Flight or Non-Flight Pairing.
<i>Roster</i>	The set of work /activities that a crew member has been assigned to perform.
<i>Roster Period</i>	The date range in which a set of work / activities are to be performed.
<i>Route</i>	A course between two ports, for example BNE to SYD.
<i>Schedule</i>	A time table of flights for a timeframe.
<i>Scheduling Turnaround</i>	The turnaround time allocated within the AircraftSchedule application and any days beyond the day of operation within the AircraftFollow application.
<i>Slot</i>	A scheduled time when an aircraft can take off and land at a busy airport.
<i>SSIM</i>	Standard Schedule Information Manual.
<i>System</i>	The merlot.aero software application.
<i>Total Revenue per Available Seat Mile (TRASM)</i>	Often referred to as a measure of unit revenue. It is calculated by dividing total operating revenue by available seat miles. Typically the measure is presented in terms of cents per mile.
<i>Terminal</i>	The airport building in which the aircraft pulls up to.
<i>Turnaround</i>	The time it takes after an aircraft arrives at the gate before it is ready depart the gate again.
<i>User</i>	A person who is a user of the merlot system.
<i>Zulu Time</i>	See GMT Time.

Notes