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<b>Zafire FirstLoad – User Access Management</b>	<b>Date of Issue</b> 15 <sup>th</sup> September 2023
	<b>Effective Date</b> 16 <sup>th</sup> September 2023

## 4.0 – Zafire FirstLoad – User Access Management

### 4.0.1 – USER ACCESS MANAGEMENT MODULE – EKAS CLC NCC TEAM ONLY

Emirates Centralised Load Control (EKAS CLC) staff are provided access to the user access management module in the Zafire FirstLoad back-office web-based application.

Open Zafire FirstLoad back-office application (<https://emirates.zafire.com/firstload/default.aspx>)

**FirstLoad**  
A ZAFIRE PRODUCT

First in the New Generation Baggage Management

**ZAFIRE**

Maintenance | Analysis | **Flights** | Flight Board | Search | My FirstLoad | Mobile | Log Out

Airport  
DXB (Dubai)

Date  
24/07/2023

EK921  
A6ECH

24/07/2023

EX  
DXB

EDNO  
1

STD 12:00  
ETD 12:05

77W  
Bay

?

No	Flight	Dep	Dst	Sch	Time	FL	St	Ch
1	EK921	DXB	CAI	12:00	12:05	Y	20	
2	EK502	DXB	BOM	13:00	13:00	Y	10	
3	EK566	DXB	BLR	13:45	13:45	S		
4	EK903	DXB	AMM	14:05	14:05	S		
5	EK3	DXB	LHR	14:15	14:15	S		
6	EK67	DXB	STN	14:15	14:15	S		
7	EK121	DXB	IST	14:20	14:20	S		
8	EK181	DXB	BRU	14:20	14:20	S		
9	EK57	DXB	DUS	14:20	14:20	S		
10	EK193	DXB	LIS	14:25	14:25	S		
11	EK19	DXB	MAN	14:30	14:30	S		
12	EK809	DXB	MED	14:30	14:30	S		
13	EK75	DXB	CDG	14:40	14:40	S		
14	EK765	DXB	JNB	14:40	14:40	S		
15	EK149	DXB	AMS	14:45	14:45	S		
16	EK546	DXB	MAA	14:50	14:50	S		
17	EK37	DXB	BHX	14:55	14:55	S		

No	Dest	Type	Plan	Act	Wgt	DGSL	Ref/Notes	Confirmed
FWD								
11P	CAI	C	628	628		RMD	PMC39290EK	✓
12P	CAI	C	825	825		COL	PMC39891EK	✓
13P	CAI	C	885	885		COL	PMC01905EK	✓
21P	CAI	C	1158	1158		COL	PMC01487EK	✓
22P	CAI	C	1142	1142		COL	PMC73349EK	✓
23P	CAI	C	1160	1160		COL	PMC01886EK	✓
24P	CAI	C	1170	1170		COL	PMC10568EK	✓
25P	CAI	C	1172	1172		COL	PMC74745EK	✓
AFT								
31	CAI	C	439	439			PLA06721EK	✓
32R	CAI	BY	37	37	676		AKE42203EK	✓
32L	CAI	BY	36	36	658		AKE48058EK	✓
33R	CAI	BY	35	35	639		AKE90966EK	✓

Emirates

No	Status	Logged by	Date	Time	Notes
236	Load Started	fusion	24/07/2023	11:58:50	Update to existing edition [20.L
235	Load Started	TONEY.PALLI	24/07/2023	11:57:51	Load joined by TONEY PALLISSI
234	Load Started	TONEY.PALLI	24/07/2023	11:57:39	TONEY PALLISSERY (Load Supe

Refresh

Arrivals

Timeline

PDF

Search

Auto Refresh ☒

In case if the screen appears as below, you may just click on “Login using ADFS” and it will appear as above screen. No username or password is required at this page.

**FirstLoad**  
A ZAFIRE PRODUCT

First in the New Generation Baggage Management

**ZAFIRE**

User Name  
Password

Login

or

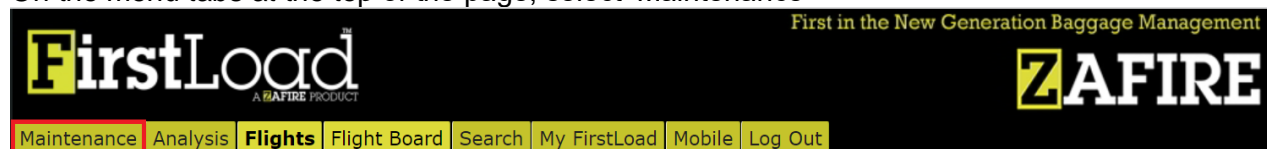
Login using ADFS



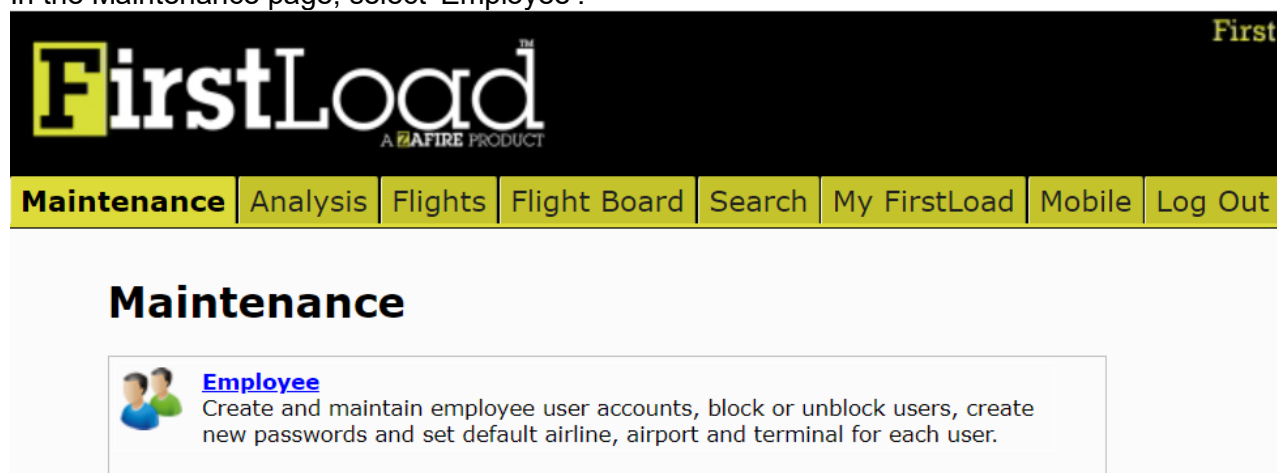
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#### 4.0.1 – USER ACCESS MANAGEMENT MODULE (CONTINUED)

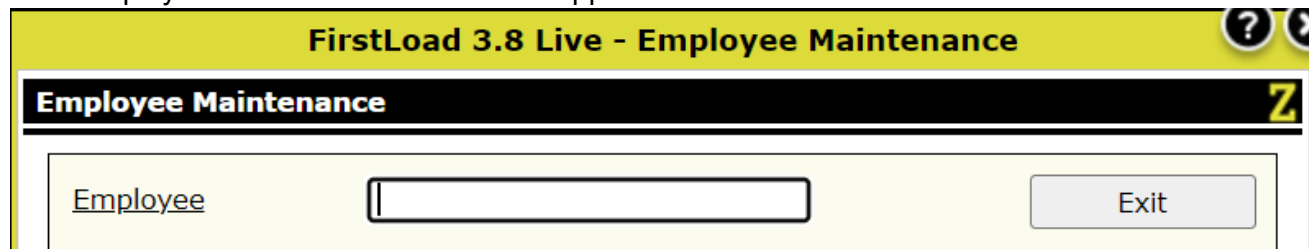
On the menu tabs at the top of the page, select 'Maintenance'



In the Maintenance page, select 'Employee'.

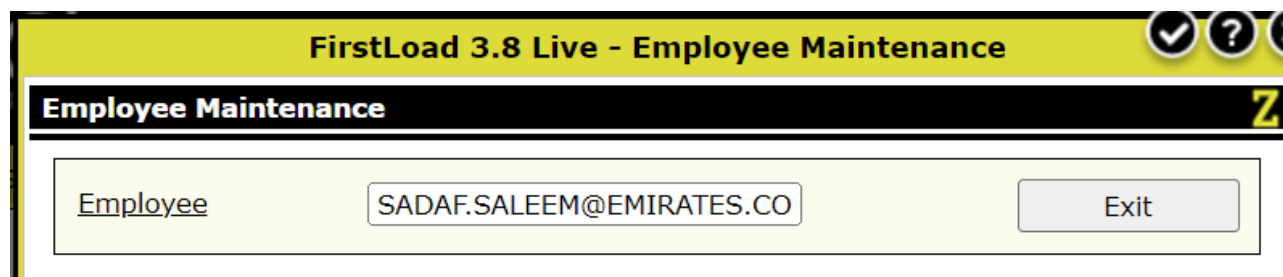


The "Employee Maintenance" module will appear.



#### 4.0.2 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD – EKAS CLC NCC TEAM ONLY

Type in the email address ID for the staff (with Emirates or dnata domain – e.g.: [sadaf.saleem@emirates.com](mailto:sadaf.saleem@emirates.com), [tom.adams@dnata.com](mailto:tom.adams@dnata.com), [david.smith@dnata.us](mailto:david.smith@dnata.us), etc)









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#### 4.0.2 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD (CONTINUED)

The staff information table will appear with most fields empty. Proceed to complete the table with the following information.

**FirstLoad 3.8 Live - Employee Maintenance**   

**Employee Maintenance** 

Employee

SADAF.SALEEM@EMIRATES.CO

Exit

Employee Name \*

Email

Security Group

No Web Access

Airline

Select An Airline

Airport

All Airports

Terminal

--- Select ---

Flight Types

All Flights

Login Type

Local User

Start Date

Leaving Date

User Role

--- Select ---

New Password

Confirm Password

Expiry Date

Block User

☐

Clear

Update

Audit



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#### 4.0.2 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD (CONTINUED)

Field	Emirates Staff or DXB dnata staff (@emirates.com, @dnata.com)	GSP staff with Contingent staff ID (@emirates.com)	Outstation dnata staff with dnata domain email ID (@dnata.us etc.)
Employee Name	Enter as per name recorded in HRDirect	Enter as per name recorded in IDAM	Enter as per name recorded in HRDirect or local HR record
Email	Enter as per email recorded in HRDirect	Enter as per email generated from IDAM	Enter as per email recorded in HRDirect or local HR record
Security Group	<b>DXB staff:</b> No Web Access  <b>Outstation EKAS staff:</b> Manager	No Web Access	
Airline	EMIRATES		
Airport	As per the employment location of the staff		
Terminal	All Terminals, or leave as “--- Select ---”		
Flight Types	All Flights		
Login Type	ADFS – Single Sign On		
Start Date	As appropriate, can be left blank		
Leaving Date	As appropriate, can be left blank		
User Role	<b>Equipment Operators –</b> Equipment Operator  <b>Aircraft Loading Supervisors –</b> Load Supervisor  <b>DXB Ground Dispatchers</b> – Turnaround Coordinator  <b>Outstation EKAS staff –</b> Turnaround Coordinator	<b>Equipment Operators (LDL operators, Loaders etc.)</b> – Equipment Operator  <b>Aircraft Loading Supervisors (Leading Hand, Loading Lead etc.)</b> – Load Supervisor  <b>CLC Coordinators (Turnaround Coordinators etc.)</b> – Turnaround Coordinator	
New Password	No update required		
Confirm Password	No update required		
Expiry Date	Leave blank		
Block User	Leave unchecked		

Once all the fields have been updated, click on “update” to save the record.



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#### 4.0.2 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD (CONTINUED)

**FirstLoad 3.8 Live - Employee Maintenance**

**Employee Maintenance**

Employee

SADAF.SALEEM@EMIRATES.CO

Exit

Employee Name \*

SADAF SALEEM

Email

SADAF.SALEEM@EMIRATES.COM

Security Group

Administrator

Airline

All Airlines

Airport

DXB (Dubai)

Terminal

All Terminals

Flight Types

All Flights

Login Type

ADFS - Single Sign On

Start Date

Leaving Date

User Role

Turnaround Coordinator

New Password

Confirm Password

Expiry Date

Block User

Clear

Update

Audit

#### 4.0.3 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD – EMIRATES STAFF AND DXB DNATA STAFF – EKAS CLC NCC TEAM ONLY

All Emirates and DXB dnata staff requiring access to Zafire FirstLoad shall raise a request through ServiceNow Portal. This will trigger the access creation once all the approval has been provided by the line manager and application owner.

In the event where the access was not created automatically, EKAS CLC staff can manually create access via the Zafire FirstLoad module as depicted in Section 4.0.2.



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#### 4.0.4 – CREATING A NEW USE ON ZAFIRE FIRSTLOAD – GSP STAFF WITH CONTINGENT STAFF ID – EKAS CLC NCC TEAM ONLY

All GSP staff requiring access to Zafire FirstLoad shall have a contingent staff ID through the IDAM module. This can be raised by Airport Services Manager (ASM) or his/her delegate.

In the IDAM module, the ASM (or his/her delegate) can select Zafire FirstLoad application, and select the user role as appropriate to the GSP staff. Once the record is created in IDAM, it will take up to 24 hours for the user access to be created in Zafire FirstLoad.

In the event where the access was not created automatically, EKAS CLC staff can manually create access via the Zafire FirstLoad module as depicted in Section 4.0.2.

#### 4.0.5 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD – OUTSTATION DNATA STAFF WITH DNATA DOMAIN EMAIL ID – EKAS CLC NCC TEAM ONLY

All dnata staff with a dnata domain email ID (e.g.: @dnata.us, @dnata.com.au etc.) requiring access to Zafire FirstLoad shall advise the station's ASM (or his/her delegate) of the following information:

- Staff name as per HR record.
- Staff email ID (e.g. [john.smith@dnata.us](mailto:john.smith@dnata.us))
- User Role (as depicted in Section 4.0.2)

The information shall be sent to EKAS CLC for access creation. The access can **ONLY** be created through the Zafire FirstLoad back-office application. EKAS CLC staff shall manually create access via the Zafire FirstLoad module as depicted in Section 4.0.2.

#### 4.0.6 – UPDATE USER ACCESS DATA ON ZAFIRE FIRSTLOAD – EKAS CLC NCC TEAM ONLY

Open the user access module as depicted in Section 4.0.1.

Type in the email address ID for the staff (with Emirates or dnata domain – e.g. [sadaf.saleem@emirates.com](mailto:sadaf.saleem@emirates.com), [tom.adams@dnata.com](mailto:tom.adams@dnata.com), [david.smith@dnata.us](mailto:david.smith@dnata.us), etc.

FirstLoad 3.8 Live - Employee Maintenance

Employee Maintenance

Employee SADAF.SALEEM@EMIRATES.CO Exit

The staff's data in Zafire FirstLoad will display. Make the necessary update in the field, then click on "Update" to save.





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#### 4.0.6 – UPDATE USER ACCESS DATA ON ZAFIRE FIRSTLOAD (CONTINUED)

**FirstLoad 3.8 Live - Employee Maintenance**

**Employee Maintenance**

Employee

SADAF.SALEEM@EMIRATES.CO

Exit

Employee Name \*

SADAF SALEEM

Email

SADAF.SALEEM@EMIRATES.COM

Security Group

Administrator

Airline

All Airlines

Airport

DXB (Dubai)

Terminal

All Terminals

Flight Types

All Flights

Login Type

ADFS - Single Sign On

Start Date

Leaving Date

User Role

Turnaround Coordinator

New Password

Confirm Password

Expiry Date

Block User

Clear

Update

Audit



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#### 4.0.7 – CREATING A GENERIC IDs ON ZAFIRE FIRSTLOAD – EKAS CLC NCC TEAM ONLY

At times a user's access ID may encounter difficulty logging into Zafire FirstLoad. To overcome the immediate operational need, EKAS CLC NCC may proceed to generate a temporary generic ID.

In the Maintenance page, select 'Employee'.

Enter the name you want to create it as, e.g. (SADAF27)





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#### 4.0.7 – CREATING A GENERIC IDs ON ZAFIRE FIRSTLOAD (CONTINUED)

The “Employee Maintenance” module will appear. Update the information marked in red.

**FirstLoad 3.8 Live - Employee Maintenance**

**Employee Maintenance**

Employee

SADAF27

Exit

Employee Name \*

Email

Security Group

Airline

Airport

Terminal

Flight Types

Login Type

Start Date

No Web Access

Select An Airline

All Airports

--- Select ---

All Flights

Local User

Leaving Date

User Role

--- Select ---

New Password

Confirm Password

Expiry Date

Block User

30/10/2023

Clear

Update

Audit

Please note you can either remove the expiry date or you can add it to. If you add the expiry date, after that you won't be able to use those IDs. Click on update once all required fields are updated.



## 4.0.7 – CREATING A GENERIC IDs ON ZAFIRE FIRSTLOAD (CONTINUED)

**FirstLoad 3.8 Live - Employee Maintenance**

**Employee Maintenance**

Employee

SADAF27

Exit

Employee Name \*

SADAF27

Email

Security Group

No Web Access

Airline

EMIRATES

Airport

AMS (Amsterdam)

Terminal

--- Select ---

Flight Types

All Flights

Login Type

ADFS - Single Sign On

Start Date

Leaving Date

User Role

Turnaround Coordinator

New Password

.....

Confirm Password

.....

Expiry Date

Block User

☐

Clear

Update

Audit



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#### 4.1 – USER ACCESS MANAGEMENT MODULE – EKAS DXB AND OUTSTATION STAFF

Emirates Dubai and Outstation staff are provided access to the user access management module in the Zafire FirstLoad back-office web-based application.

Open Zafire FirstLoad back-office application (<https://emirates.zafire.com/firstload/default.aspx>)

**FirstLoad**  
A ZAFIRE PRODUCT

First in the New Generation Baggage Management

**ZAFIRE**

Maintenance | Analysis | **Flights** | Flight Board | Search | My FirstLoad | Mobile | Log Out

Airport: **DXB (Dubai)**

Date: **24/07/2023** ☐ Show All

**EK921**  
**A6ECH**

**24/07/2023**

**EX**  
**DXB**

**EDNO**  
**1**

**STD 12:00**  
**ETD 12:05**

**77W**

**Bay**

No	Flight	Dep	Dst	Sch	Time	FL	St	Ch
1	EK921	DXB	CAI	12:00	12:05	Y	20	
2	EK502	DXB	BOM	13:00	13:00		10	
3	EK566	DXB	BLR	13:45	13:45		5	
4	EK903	DXB	AMM	14:05	14:05		5	
5	EK3	DXB	LHR	14:15	14:15		5	
6	EK67	DXB	STN	14:15	14:15		5	
7	EK121	DXB	IST	14:20	14:20		5	
8	EK181	DXB	BRU	14:20	14:20		5	
9	EK57	DXB	DUS	14:20	14:20		5	
10	EK193	DXB	LIS	14:25	14:25		5	
11	EK19	DXB	MAN	14:30	14:30		5	
12	EK809	DXB	MED	14:30	14:30		5	
13	EK75	DXB	CDG	14:40	14:40		5	
14	EK765	DXB	JNB	14:40	14:40		5	
15	EK149	DXB	AMS	14:45	14:45		5	
16	EK546	DXB	MAA	14:50	14:50		5	
17	EK37	DXB	BHX	14:55	14:55		5	

No	Dest	Type	Plan	Act	Wgt	DGSL	Ref/Notes	Confirmed
FWD								
11P	CAI	C	628	628		RMD	PMC39290EK	
12P	CAI	C	825	825		COL	PMC39891EK	
13P	CAI	C	885	885		COL	PMC01905EK	
21P	CAI	C	1158	1158		COL	PMC01487EK	
22P	CAI	C	1142	1142		COL	PMC73349EK	
23P	CAI	C	1160	1160		COL	PMC01886EK	
24P	CAI	C	1170	1170		COL	PMC10568EK	
25P	CAI	C	1172	1172		COL	PMC74745EK	
AFT								
31	CAI	C	439	439			PLA06721EK	
32R	CAI	BY	37	37	676		AKE42203EK	
32L	CAI	BY	36	36	658		AKE48058EK	
33R	CAI	BY	35	35	639		AKE90966EK	

No	Status	Logged by	Date	Time	Notes
236	Load Started	fusion	24/07/2023	11:58:50	Update to existing edition [20.L
235	Load Started	TONEY.PALLI	24/07/2023	11:57:51	Load joined by TONEY PALLISS
234	Load Started	TONEY.PALLI	24/07/2023	11:57:39	TONEY PALLISSERY (Load Supe

Flight Summary

Turnaround Coordinator: ALIREZA MOBARAK

Flight Status: Load Started

Current Edition: 1

Prepared By: TUFAIL/AATIF

Phone: 00 9714 2044153

Sent: 24/07/2023 10:45

Received: 24/07/2023 10:46

FM Status: LSF RO

Aircraft: B777-300ER

Reg No: A6ECH

Allocated Resource: No allocated users.

Links: VLR Version 1, CGO Version 1, CGO Version 2, ZFW Version 1

Refresh

Arrivals

Timeline

PDF

Search

Auto Refresh ☒

In case if the screen appears as below, you may just click on “Login using ADFS” and it will appear as above screen. No username or password is required at this page.

**FirstLoad**  
A ZAFIRE PRODUCT

First in the New Generation Baggage Management

**ZAFIRE**

User Name:

Password:

Login

or

Login using ADFS



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#### 4.1.1 – PRODUCTION ID CREATION

For the Zafire FirstLoad live production environment sign-in, outstations are required to follow these steps:

##### **GSP Staff**

For the GSP staff, please create their sign-in through IDAM (similar to ASConnect).

For any dnata staff holding a dnata email ID (e.g.: @dnata.com.au), please send their details to EKAS CLC (full name, email address, operation role – CLC Coordinator / Turnaround Coordinator, Loading Supervisor, Equipment Operators)

##### **EKAS Staff**

Please raise a request through ServiceNow for access. Search for Zafire FirstLoad Ramp Tool in ServiceNow, and complete the field as follows:

- Cost Centre – Select your station's cost centre
- Requested for – Select for all the EKAS staff at your station
- Sub Section – Type in EKAS
- Line Manager – Select your SRMAS
- Department – Type in EKAS
- Profile / Role - Provide details of your role or an employee with same access (FirstLoad mobile app) – Choose 'Loading Supervisor'
- Profile / Role - Provide details of your role or employee with same access (FirstLoad backoffice) – Choose 'Management' for all EKAS staff
- Are you a dedicated device user? – Select 'No'
- Justification – Please enter 'For station user management at (station code)'.
- Reason - Please enter 'For station user management at (station code)'.
- Environment Select – Select 'Production'
- Permanent – Select 'Yes'
- Temporary – Select 'No'
- Effective Date – Select the same date as the day that the form is being completed.
- Expiry Date – Choose any random date as this is not applicable.



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#### 4.1.2 – ANALYSIS REPORTS

Different kind of reports can be generated by clicking on the “Analysis” tab.


**FirstLoad**  
A ZAFIRE PRODUCT


First in the New Generation Baggage Management


**ZAFIRE**


Maintenance | **Analysis** | Flights | Flight Board | Search | My FirstLoad | Mobile | Log Out


### Analysis


**Load Analysis**  
Provides the average load times, number of failed ramp clearances, departure delays, start delays and total load times. Summarise and/or group by staff member, by airport, by airline, by aircraft type or by flight.

**Load Summary**  
Provides an overview of flight loading process for a specified flight.

**Daily Report**  
High level details about flights processed including flight number, airline, load supervisor, departure time (highlighting delays), load controller and number of load control ramp clearance errors.

**Single Hold Operations**  
Provides details of flights that use only one or no holds.

**Ballast Report**  
Show ballast usage.



##### 4.1.2.1 – LOAD ANALYSIS

Load Analysis provides an overview of the average load times, number of failed ramp clearances, departure delays, start delays and total load times. Summaries and/or group by staff member, by airport, by airline, by aircraft or by flight.

Full summary can be searched by entering flight number on the flight number line or can be just searched by keeping flight number line empty and click on select and if multiple flights from particular station departs, all will appear.



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## LOAD CONTROL SUPPORT MANUAL

Issue 2 / Revision 0

### Zafire FirstLoad – User Access Management

**Date of Issue**  
15<sup>th</sup> September 2023**Effective Date**  
16<sup>th</sup> September 2023

#### 4.1.2.1 – LOAD ANALYSIS (CONTINUED)

**FirstLoad 3.8 Live - Load Analysis**

**Load Analysis**

Analysis Type: By Flight  
Date Range: 01/07/2023 - 31/07/2023  
Time Range: 00:00 - 23:59  
Airport: AMSTERDAM  
Terminal: --- Select ---  
Flight Number:   
Aircraft: --- Select ---  
Airline: --- Select ---  
Turnaround Coordinator: --- Select ---

Clear Select

Flight	Average Sign In Time	Average Load Time	Failed Clearances	Departure Delays	Start Delays	Total Load Times	No of Flights
EK146	00:21	01:57	88	22	0	33:19	23
EK148	00:20	02:16	141	24	0	45:34	24
EK150	00:27	01:57	90	24	0	39:17	24

Exit 1 Print Download

By clicking on each flight number, user will be able to get the full month summary for that particular flight number.

FirstLoad 3.8 Live - Flight List

Flight List

No	Flight	Date	STD	ETD	EX	Dest	Aircraft	Reg	Turnaround Coordinator	Load Controller	Airline	Start	time	FRC	Delay
1	EK146	01/07/2023	11:40	12:08	AMS	DXB	B777-300IA6EGZ	Youri Bouwmeester	Abdul Lateef Mohamed	EMIRATES		10:11	01:48	3	
2	EK146	02/07/2023	11:40	12:26	AMS	DXB	B777-300IA6EPL	Youri Bouwmeester	Lawrence	EMIRATES		10:07		2	
3	EK146	03/07/2023	11:40	11:55	AMS	DXB	B777-300IA6EBK	Youri Bouwmeester	Juan	EMIRATES		09:39		7	
4	EK146	06/07/2023	13:00	13:35	AMS	DXB	B777-300IA6EPD	Jamie Jong	Rajakula	EMIRATES		11:52	01:39	7	
5	EK146	07/07/2023	11:40	12:06	AMS	DXB	B777-300IA6EPI	Daniel Brave	Joseph	EMIRATES		10:02	01:51	0	
6	EK146	08/07/2023	11:40	12:15	AMS	DXB	B777-300IA6EPP	Sietse Korf	Deepayan	EMIRATES		10:14	01:43	5	
7	EK146	09/07/2023	11:40	12:32	AMS	DXB	B777-300IA6EBK	THOMAS VAN DE WETER	Bachari Baisi	EMIRATES		10:12	01:29	6	
8	EK146	10/07/2023	11:40	12:26	AMS	DXB	B777-300IA6EGJ	RICK FLEUREN	Mr	EMIRATES		09:57	02:18	3	
9	EK146	11/07/2023	12:35	12:56	AMS	DXB	B777-300IA6EBQ	Youri Bouwmeester	Damianthi Rachel	EMIRATES		11:23		0	
10	EK146	12/07/2023	11:40	12:04	AMS	DXB	B777-300IA6EBK	Youri Bouwmeester	Merwin	EMIRATES		09:46	02:10	8	
11	EK146	13/07/2023	13:00	13:25	AMS	DXB	B777-300IA6ECK	Youri Bouwmeester	Jackson	EMIRATES		11:24		3	
12	EK146	14/07/2023	11:40	12:17	AMS	DXB	B777-300IA6EGK	Youri Bouwmeester	Hassan	EMIRATES		09:46	02:09	0	
13	EK146	15/07/2023	11:40	12:09	AMS	DXB	B777-300IA6EGR	LAURA BALK	Saeed Ahmed	EMIRATES		09:38	02:17	0	
14	EK146	16/07/2023	11:40	12:11	AMS	DXB	B777-300IA6ENZ	TYRONE BERENDSEN	Jairzinho	EMIRATES		09:15	02:36	6	
15	EK146	17/07/2023	11:40	12:06	AMS	DXB	B777-300IA6EPB	LAURA BALK	Suhail	EMIRATES		09:48	02:03	2	
16	EK146	18/07/2023	12:35	13:20	AMS	DXB	B777-300IA6ECU	THOMAS VAN DE WETER	Bachari Baisi	EMIRATES		11:51	01:11	4	
17	EK146	19/07/2023	11:40	12:19	AMS	DXB	B777-300IA6EPM	THOMAS VAN DE WETER	Butt	EMIRATES		10:18	01:32	3	
18	EK146	20/07/2023	13:00	13:38	AMS	DXB	B777-300IA6ECW	Sietse Korf	Abbas	EMIRATES		11:15	02:06	5	
19	EK146	21/07/2023	11:40	12:06	AMS	DXB	B777-300IA6ENL	Sietse Korf	Jimenez	EMIRATES		09:44	02:06	0	
20	EK146	22/07/2023	11:40	12:00	AMS	DXB	B777-300IA6EGM	JUSTIN PEETERS	Syed Abdul	EMIRATES		09:43		0	
21	EK146	23/07/2023	11:40	12:10	AMS	DXB	B777-300IA6EPL	Youri Bouwmeester	Thomas	EMIRATES		09:50	02:18	11	
22	EK146	24/07/2023	11:40	12:18	AMS	DXB	B777-300IA6ENG	JUSTIN PEETERS	Basha	EMIRATES		10:07	01:55	6	
23	EK146	25/07/2023	12:35	12:35	AMS	DXB	B777-300IA6EBQ	Daniel Brave	Vasant Pawar	EMIRATES		10:10		6	

Exit

1

Print

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#### 4.1.2.1 – LOAD ANALYSIS (CONTINUED)

By clicking on flight number for a particular date, can give the user the flight summary.

FirstLoad 3.8 Live - Flight List

Flight List

No	Flight	Date	STD	ETD	EX	Dest	Aircraft	Reg	Turnaround Coordinator	Load Controller	Airline	Start	time	FRC	Delay
1	EK146	01/07/2023	11:40	12:08	AMS	DXB	B777-300IA6EGZ		Youri Bouwmeester	Abdul Lateef Mohamed	EMIRATES	10:11	01:48	3	
2	EK146	02/07/2023	11:40	12:26	AMS	DXB	B777-300IA6EPL		Youri Bouwmeester	Lawrence	EMIRATES	10:07		2	
3	EK146	03/07/2023	11:40	11:55	AMS	DXB	B777-300IA6EBK		Youri Bouwmeester	Juan	EMIRATES	09:39		7	
4	EK146	06/07/2023	13:00	13:35	AMS	DXB	B777-300IA6EPD		Jamie Jong	Rajakula	EMIRATES	11:52	01:39	7	
5	EK146	07/07/2023	11:40	12:06	AMS	DXB	B777-300IA6EPI		Daniel Brave	Joseph	EMIRATES	10:02	01:51	0	
6	EK146	08/07/2023	11:40	12:15	AMS	DXB	B777-300IA6EPP		Sietse Korf	Deepayan	EMIRATES	10:14	01:43	5	
7	EK146	09/07/2023	11:40	12:32	AMS	DXB	B777-300IA6EBK		THOMAS VAN DE WETERF	Bachari Baisi	EMIRATES	10:12	01:29	6	
8	EK146	10/07/2023	11:40	12:26	AMS	DXB	B777-300IA6EGJ		RICK FLEUREN	Mr	EMIRATES	09:57	02:18	3	
9	EK146	11/07/2023	12:35	12:56	AMS	DXB	B777-300IA6EBQ		Youri Bouwmeester	Damianthi Rachel	EMIRATES	11:23		0	
10	EK146	12/07/2023	11:40	12:04	AMS	DXB	B777-300IA6EBK		Youri Bouwmeester	Merwin	EMIRATES	09:46	02:10	8	
11	EK146	13/07/2023	13:00	13:25	AMS	DXB	B777-300IA6ECK		Youri Bouwmeester	Jackson	EMIRATES	11:24		3	
12	EK146	14/07/2023	11:40	12:17	AMS	DXB	B777-300IA6EGK		Youri Bouwmeester	Hassan	EMIRATES	09:46	02:09	0	
13	EK146	15/07/2023	11:40	12:09	AMS	DXB	B777-300IA6EGR		LAURA BALK	Saeed Ahmed	EMIRATES	09:38	02:17	0	
14	EK146	16/07/2023	11:40	12:11	AMS	DXB	B777-300IA6ENZ		TYRONE BERENDSEN	Jairzinho	EMIRATES	09:15	02:36	6	
15	EK146	17/07/2023	11:40	12:06	AMS	DXB	B777-300IA6EPB		LAURA BALK	Suhail	EMIRATES	09:48	02:03	2	
16	EK146	18/07/2023	12:35	13:20	AMS	DXB	B777-300IA6ECU		THOMAS VAN DE WETERF	Bachari Baisi	EMIRATES	11:51	01:11	4	
17	EK146	19/07/2023	11:40	12:19	AMS	DXB	B777-300IA6EPM		THOMAS VAN DE WETERF	Butt	EMIRATES	10:18	01:32	3	
18	EK146	20/07/2023	13:00	13:38	AMS	DXB	B777-300IA6ECW		Sietse Korf	Abbas	EMIRATES	11:15	02:06	5	
19	EK146	21/07/2023	11:40	12:06	AMS	DXB	B777-300IA6ENL		Sietse Korf	Jimenez	EMIRATES	09:44	02:06	0	
20	EK146	22/07/2023	11:40	12:00	AMS	DXB	B777-300IA6EGM		JUSTIN PEETERS	Syed Abdul	EMIRATES	09:43		0	
21	EK146	23/07/2023	11:40	12:10	AMS	DXB	B777-300IA6EPL		Youri Bouwmeester	Thomas	EMIRATES	09:50	02:18	11	
22	EK146	24/07/2023	11:40	12:18	AMS	DXB	B777-300IA6ENG		JUSTIN PEETERS	Basha	EMIRATES	10:07	01:55	6	
23	EK146	25/07/2023	12:35	12:35	AMS	DXB	B777-300IA6EBQ		Daniel Brave	Vasant Pawar	EMIRATES	10:10		6	

Exit

1

Print

Download

Flight Summary will give the user the brief info, links to required documents, loaded units, timeline of the conversation between LCC, TRC, ALS, etc.

FirstLoad 3.8 Live - Flight Summary

Flight Summary

EK146

A6EPM

19/07/2023

EX  
AMS

EDNO  
2

STD 11:40  
ETD 12:19

B777-300ER

Bay

No

Dest

Type

Plan

Act

Wgt

DGSL

Ref/Notes

Confirmed

FWD

11P

DXB

C

656

656

PMC35196EK

12P

DXB

C

681

681

PMC35035EK

13P

DXB

C

816

816

CRT

PMC33776EK

21P

DXB

C

853

853

CRT

PMC01392EK

22P

DXB

C

1076

1076

CRT

PMC35256EK

23P

DXB

C

1633

1633

COL

PMC39649EK

24P

DXB

C

1900

1900

PMC10569EK

25P

DXB

C

3473

3473

COL

PMC00882EK

AFT

31

DXB

C

385

385

PLA06358EK

32R

DXB

B4X

36

36

666

AKE90789EK

32I

DXB

C

130

130

AKE92763EK

Flight Summary

Turnaround Coordinator

THOMAS VAN DE WETERING

Flight Status

Flight Unload Started

Current Edition

2

Prepared By

BUTT/WASIM

Phone

971 4 2044111

Sent

19/07/2023 11:10

Received

19/07/2023 11:10

FM Status

LSF RF

Aircraft

B777-300ER

Reg No

A6EPM

Allocated Resource

No allocated users.

Links

VLR Version 1

VLR Version 2

GOT Version 1

Emirates

No

Status

Logged by

Date

Time

Notes

274

Flight Unload Started

SANTAN.DIAS@D

19/07/2023

18:52:53

User Left Flight Unload.

273

Flight Unload Started

SANTAN.DIAS@D

19/07/2023

18:51:21

Compartment 25P Unload Finished, manu

272

Flight Unload Started

SANTAN.DIAS@D

19/07/2023

18:50:36

Compartment 24P Unload Finished, manu

271

Flight Unload Started

SANTAN.DIAS@D

19/07/2023

18:49:53

Compartment 23P Unload Finished, manu

Exit

Timeline





## Zafire FirstLoad – User Access Management

**Date of Issue**  
15<sup>th</sup> September 2023

**Effective Date**  
16<sup>th</sup> September 2023

Click on 'Download' and below screen will appear, click on 'Flight Summary' and it will download the Excel file.

FirstLoad 3.8 Live - User Report Enquiry

User Report Enquiry

User Name

SADAF SALEEM

Email Address

SADAF.SALEEM@EMIRATES.COM

Report Name	Started	Finished							Del	eMail	Fwd	
Flight List	27/07/23 08:55	27/07/23 08:55										
Loading Analysis	27/07/23 08:54	27/07/23 08:54										
Loading Analysis	27/07/23 08:54	27/07/23 08:54										
Flight List	27/07/23 08:53	27/07/23 08:53										
Loading Analysis	27/07/23 08:52	27/07/23 08:52										
Flight List	01/06/23 09:00	01/06/23 09:00										

1

Exit

Refresh

Schedule

Delete

Below is what the Excel file looks like.

3	No	Flight	Date	STD	ETD	EX	Dest	Aircraft	Reg	Turnarou	Load Cont	Airline	Start	time	<span title="Delete" data-kind="parent" data-rs="2">X
4	1	EK146	01/07/2023	11:40	12:08	AMS	DXB	B777-30	A6EGZ	Youri Bou	Abdul Late	EMIRATES	10:11	01:48	3
5	2	EK148	01/07/2023	15:20	16:24	AMS	DXB	A380	A6EEP	Che-Guev	Pappachai	EMIRATES	13:53	02:18	5
6	3	EK150	01/07/2023	21:50	22:25	AMS	DXB	B777-30	A6EQA	LAURA BA	Sinha	EMIRATES	19:08	02:59	0
7	4	EK146	02/07/2023	11:40	12:26	AMS	DXB	B777-30	A6EPL	Youri Bou	Lawrence	EMIRATES	10:07		2
8	5	EK148	02/07/2023	15:20	16:13	AMS	DXB	A380	A6EOE	Che-Guev	Damianth	EMIRATES	14:03		10
9	6	EK150	02/07/2023	21:50	22:04	AMS	DXB	B777-30	A6EGP	TYRONE B	Shereen	EMIRATES	20:13	01:40	0
10	7	EK146	03/07/2023	11:40	11:55	AMS	DXB	B777-30	A6EBK	Youri Bou	Juan	EMIRATES	09:39		7
11	8	EK148	03/07/2023	15:20	16:18	AMS	DXB	A380	A6EOG	CORNE TII	Khan	EMIRATES	13:49	02:17	2
12	9	EK150	03/07/2023	21:50	22:15	AMS	DXB	B777-30	A6ENT	Sietse Kor	Melissa Ar	EMIRATES	20:37		8
13	10	EK148	04/07/2023	15:20	15:50	AMS	DXB	A380	A6EOC	LAURA BA	Syed	EMIRATES	12:40	03:04	0
14	11	EK150	04/07/2023	21:50	22:09	AMS	DXB	B777-30	A6EGU	Kevin Kooi	Mary Mut	EMIRATES	19:49	02:00	0
15	12	EK148	05/07/2023	15:20	20:10	AMS	DXB	A380	A6EUD	LAURA BA	Saadoun	EMIRATES	15:15	04:21	25
16	13	EK150	05/07/2023	21:50	22:57	AMS	DXB	B777-30	A6EPO	CORNE TII	Jairzinho	EMIRATES	21:16	01:30	6
17	14	EK146	06/07/2023	13:00	13:35	AMS	DXB	B777-30	A6EPD	Jamie Jon	Rajakula	EMIRATES	11:52	01:39	7
18	15	EK148	06/07/2023	15:20	16:13	AMS	DXB	A380	A6EON	LAURA BA	Muhammad	EMIRATES	13:55	01:56	5



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#### 4.1.2.2 – LOAD SUMMARY

Load Summary provides an overview of flight loading process for a specified flight.

Enter the date and flight number and click 'Select'.

**FirstLoad 3.8 Live - Flight Summary Report**

**Flight Summary**

Date: 27/07/2023 Flight Number: Departing Airport: AMSTERDAM

Clear Select

User will be able to view brief flight summary and also it allows the user to access the PDF file which is the full flight summary report including the LIR, load summary, conversation, etc.

**FirstLoad 3.8 Live - Flight Summary Report**

**Flight Summary**

Date: 19/07/2023 Flight Number: EK146 Departing Airport: AMSTERDAM

Clear Select

EK146	A6EPM	19/07/2023	EX AMS	EDNO 2	STD 11:40 ETD 12:19	B777-300ER	Bay	
No	Dest	Type	Plan	Act	Wgt	DGSL	Ref/Notes	Confirmed
FWD								
11P	DXB	C	656	656			PMC35196EK	✓
12P	DXB	C	681	681			PMC35035EK	✓
13P	DXB	C	816	816		CRT	PMC33776EK	✓
21P	DXB	C	853	853		CRT	PMC01392EK	✓
22P	DXB	C	1076	1076		CRT	PMC35256EK	✓
23P	DXB	C	1633	1633		COL	PMC39649EK	✓
24P	DXB	C	1900	1900			PMC10569EK	✓
25P	DXB	C	3473	3473		COL	PMC00882EK	✓
AFT								

No	Status	Logged by	Date	Time	Notes
274	Flight Unload Started	SANTAN.DIAS@D	19/07/2023	18:52:53	User Left Flight Unload.
273	Flight Unload Started	SANTAN.DIAS@D	19/07/2023	18:51:21	Compartment 25P Unload Finished, manu
272	Flight Unload Started	SANTAN.DIAS@D	19/07/2023	18:50:36	Compartment 24P Unload Finished, manu
271	Flight Unload Started	SANTAN.DIAS@D	19/07/2023	18:49:53	Compartment 23P Unload Finished, manu

Exit PDF Print



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#### 4.1.2.3 – DAILY REPORT

High level details about flights processed including flight number, airline, load supervisor, departure time (highlighting delays), load controller and number of load control ramp clearance errors.

**FirstLoad 3.8 Live - Daily Overview**

**Daily Report**

Date: 27/07/2023  
Flight Type: All Flights  
Airline: --- Select ---  
Departing Airport: AMS - AMSTERDAM  
Turnaround Coordinator: --- Select ---  
Terminal: --- Select ---

Clear Select

Exit Print Download

User may select on four different types of flight type and click select. It provides a list of flights handled at user's station and then click 'Select'.

**FirstLoad 3.8 Live - Daily Overview**

**Daily Report**

Date: 26/07/2023  
Flight Type: Completed FirstLoad Flights  
Airline: --- Select ---  
Departing Airport: AMS - AMSTERDAM  
Turnaround Coordinator: --- Select ---

Clear Select

No	Flight	Port	STD	ETD	Started	Finished	Time Taken	Airline	Turnaround Coordinator	Load Controller	Errors	Signed
1	EK146	AMS	11:40	12:28	09:02:27	12:11:24	03:08:57	EMIRATES	Daniel Brave	Ebal	7	-16:36
2	EK148	AMS	15:20	16:20	12:55:59	15:26:23	02:30:24	EMIRATES	LAURA BALK	Ravindra	0	-53:37
3	EK150	AMS	21:50	22:26	20:14:56	22:24:05	02:09:09	EMIRATES	CORNE TIMMER	Jairzinho	3	-01:55

Exit 1 Print Download



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#### 4.1.2.4 – SINGLE HOLD OPERATIONS

Provide details of flights that use only one or no holds for loading.

**FirstLoad 3.8 Live - FirstLoad Single Hold Operations**

**Single Hold Operations**

Date Range: 27/07/2023 27/07/2023 Airport: DXB DUBAI Aircraft Type: --- Select ---

Select

Exit Print Download

User can select the date range, airport (it will auto appear for your station), aircraft type, etc., click select and it provides the history of all the flights that had one or two holds as NIL-FIT.

**FirstLoad 3.8 Live - FirstLoad Single Hold Operations**

**Single Hold Operations**

Date Range: 27/07/2023 27/07/2023 Airport: DXB DUBAI Aircraft Type: --- Select ---

Select **483 flights of which 63 have nil fits.**

	Date	Flight	From	To	A/C	Reg	STD	ETD	Nil Fit
1	27/07/2023	EK835	DXB	BAH	B777-300ER	A6EBM	02:00	02:20	FWD
2	27/07/2023	EK933	DXB	TLV	B777-300ER	A6EBM	08:15	08:51	FWD
3	27/07/2023	EK660	DXB	MLE	B777-300ER	A6ECT	10:10	10:51	FWD
4	27/07/2023	EK947	DXB	BSR	B777-300ER	A6ENV	13:55	13:55	FWD
5	27/07/2023	EK19	DXB	MAN	A380	A6EUO	14:30	14:30	FWD
6	27/07/2023	EK75	DXB	CDG	A380	A6EEA	14:40	14:40	FWD
7	27/07/2023	EK9	DXB	LGW	A380	A6EUX	14:55	14:55	FWD
8	27/07/2023	EK5	DXB	LHR	A380	A6EVG	15:45	15:45	FWD
9	27/07/2023	EK91	DXB	MPX	A380	A6EUR	15:45	15:45	FWD
10	27/07/2023	EK131	DXB	DME	A380	A6EUM	16:15	16:15	FWD
11	27/07/2023	EK51	DXB	MUC	A380	A6EDM	16:30	16:30	FWD
12	27/07/2023	EK374	DXB	BKK	A380	A6EOK	22:30	22:30	FWD
13	27/07/2023	EK382	DXB	HKG	B777-300ER		03:15	03:15	AFT & FWD
14	27/07/2023	EK2552	DXB	DXB	A380	A6EUR	07:25	08:01	AFT & FWD
15	27/07/2023	EK877	DXB	KWI	B777-300ER		13:15	13:15	AFT & FWD
16	27/07/2023	EK733	DXB	KRT	B777-300ER		14:30	14:30	AFT & FWD
17	27/07/2023	EK765	DXB	JNB	B777-300ER	A6ENK	14:40	14:40	AFT & FWD
18	27/07/2023	EK37	DXB	BHX	B777-300ER	A6EPE	14:55	14:55	AFT & FWD
19	27/07/2023	EK83	DXB	GVA	B777-300ER	A6EQN	14:55	14:55	AFT & FWD
20	27/07/2023	EK857	DXB	KWI	B777-300ER	A6EBW	14:55	14:55	AFT & FWD
21	27/07/2023	EK979	DXB	IKA	B777-200LR	A6EWJ	15:00	15:00	AFT & FWD
22	27/07/2023	EK953	DXB	BEY	B777-300ER	A6EQH	15:10	15:10	AFT & FWD

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#### 4.1.2.5 – BALLAST REPORT

Shows ballast usage.

**FirstLoad 3.8 Live - FirstLoad Ballast Report**

**Ballast Report**

Date Range

27/07/2023

27/07/2023

Airport

DXB DUBAI

Airline

--- Select ---

Select

Load Controller (out)	Date (out)	Airline	Flight No. (out)	Rego (out)	Origin	Dest.	Weight (KG)	Date (in)	Flight No. (in)	Rego (in)	Load Controller (in)	Returned to Origin?	Notes
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### 4.1.3 – FLIGHTS TAB

Flights tab allows you to search for any flight out of a particular station. You can change the airport and date in order to view previous flight data too. Similarly, the reports which could get generated from Analysis tab, you can get find it here too by clicking on PDF.

MaintenanceAnalysis**Flights**Flight BoardSearchMy FirstLoadMobileLog Out

AirportDXB (Dubai)

Date18/07/2023

Show All

EK80118/07/2023EXEDNOSTD 00:1077WBayA6EGNDXB1ETD 00:32

NoFlightDepDstSchTimeFLStCh

1EK801DXBJED00:1000:32Y70

2EK853DXBKWI01:2001:34Y70

3EK815DXBRUH01:2501:54Y90

4EK835DXBBAH02:0002:12Y70

5EK570DXBCCU02:0502:33Y80

6EK705DXBSEZ02:1502:38Y70

7EK129DXBDME02:2002:39Y70

8EK823DXBDMM02:2002:40Y80

9EK582DXBDAC02:0002:42Y90

10EK866DXBMCT02:1502:46Y70

11EK378DXBHKT02:3002:47Y80

12EK414DXBSYD02:1502:49Y70

13EK7DXBLHR02:3002:50Y80

14EK656DXBMLE02:3002:52Y80

15EK408DXBMEL02:2002:56Y70

16EK231DXBIAD02:2003:01Y70

17EK701DXBMRU02:3503:02Y90

18EK221DXBDFW02:5003:04Y80

NoDestTypePlanActWgtDGSLRef/NotesConfirmed

11P\*\* Nil Fit \*\*

12P\*\* Nil Fit \*\*

13P\*\* Nil Fit \*\*

21RJEDX000AKE47805EK

21LJEDX000AKE93057EK

22RJEDX000AKE93153EK

22LJEDX000AKE45070EK

23RJEDX000AKE49315EK

23LJEDX000AKE44120EK

24RJEDX000AKE44836EK

24LJEDX000AKE43023EK

25RJEDX000AKE91549EK

25LJEDX000AKE17156EK

Flight Summary

Turnaround CoordinatorMohamed Tawfik Ibrahim

Flight StatusFlight Landed

Current Edition1

Prepared ByLEWIS/AUSTIN

Phone971 4 2044151

Sent18/07/2023 23:00

Received17/07/2023 23:00

FM StatusLSF RF

AircraftB777-300ER

Reg NoA6EGN

Allocated ResourceNo allocated users.

Links

VLR Version 1

GOI Version 1

CGO Version 1

CGO Version 2

ZEW Version 1

NoStatusLogged byDateTimeNotes

267Flight Landedfusion18/07/202302:44:44Flight arrived by FIDS

266Flight Departedfusion18/07/202302:44:44Flight departed by FIDS

265Flight Closedfusion18/07/202302:44:37Update to existing edition [50.L

Refresh

ArrivalsTimelinePDFSearch

Auto Refresh

**LEFT PANEL** displays the departure flights (origin/destination with STD/ETD and ATD) with FirstLoad loading status from particular station.

No	Flight	Dep	Dst	Sch	Time	FL	St	Ch
1	EK801	DXB	JED	00:10	01:00	Y	70	
2	EK807	DXB	MED	01:15	01:29	Y	90	
3	EK853	DXB	KWI	01:20	01:35	Y	70	
4	EK815	DXB	RUH	01:25	01:44	Y	70	
5	EK977	DXB	IKA	01:20	02:05	Y	70	
6	EK570	DXB	CCU	02:05	02:27	Y	80	
7	EK835	DXB	BAH	02:00	02:28	Y	70	
8	EK582	DXB	DAC	02:00	02:32	Y	90	
9	EK866	DXB	MCT	02:15	02:39	Y	70	
10	EK823	DXB	DMM	02:20	02:41	Y	70	
11	EK378	DXB	HKT	02:30	02:52	Y	70	
12	EK656	DXB	MLE	02:30	02:53	Y	80	
13	EK705	DXB	SEZ	02:15	02:55	Y	90	
14	EK701	DXB	MRU	02:35	02:57	Y	90	
15	EK7	DXB	LHR	02:30	03:04	Y	80	
16	EK414	DXB	SYD	02:15	03:09	Y	70	
17	EK243	DXB	YUL	02:30	03:13	Y	80	





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#### 4.1.3 – FLIGHTS TAB (CONTINUED)

##### Loading status codes

Load Status Code	Colour	Meaning
5	Pink background	Load Control Open
10	Yellow background	Open for Loading
20	Purple background	Load Started
30	Orange background	Load Complete
40	Green background	Ramp Complete
50	Black background	Flight Closed
60	Olive background	Flight Departed
70	No colour	Flight Landed
80	No colour	Flight Unload Started
90	No colour	Flight Unload Complete
98	Green text	Not an Amadeus Flight
99	Olive text	Flight Cancelled
2	No colour	Flight Undeparted
1	No colour	Flight Cancelled
0	Red background	Locked By Load Control

**CENTER PANEL** displays the loading status if ULDs are confirmed (under Confirmed column and in green colour) and ramp cleared (under No column and in green colour).

In addition, destination, type of load, planned and actual weight for cargo, mail, EIC and courier, planned and actual pieces of bags, DG and special loads and ULD numbers will be displayed too.

No	Dest	Type	Plan	Act	Wgt	DGSL	Ref/Notes	Confirmed
<b>AFT</b>								
31	JED	E	1800	1800		FKT	ALF0022EK	✓
32R	JED	C	164	164			AKE18080EK	✓
32L	JED	E	354	354			AKE47050EK --FCC COVERS	✓
33R	JED	BY	32	32	547		QKE60237EK	✓
33L	JED	C	310	310		VAL	AKE16873EK	✓
34R	JED	BY	16	16	273		AKE45256EK	✓
34L	JED	BY	32	32	547		QKE63000EK	✓
	JED	BG	1	1	1			✓
	JED	BX	3	3	60			✓
35R	JED	BF	0	0	0R		AKE91594EK	✓
	JED	BJ	2	2	52R			✓
	JED	BY	2	2	34			✓



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#### 4.1.3 – FLIGHTS TAB (CONTINUED)

**FLIGHT SUMMARY** displays the TRC name, Flight status, current edition of the LIR, name and contact details of CLCDXB load controller, timestamp of the LIR issuance, Flight status in Altea FM, aircraft type and registration.

Flight Summary	
Turnaround Coordinator	Mohamed Tawfik Ibrahim
Flight Status	Flight Landed
Current Edition	1
Prepared By	LEWIS/AUSTIN
Phone	971 4 2044151
Sent	18/07/2023 23:00
Received	17/07/2023 23:00
FM Status	LSF RF
Aircraft	B777-300ER
Reg No	A6EGN

**LINKS** displays the weight and balance documents created from Altea FM.

Links
<a href="#">VLR Version 1</a>
<a href="#">VLR Version 2</a>
<a href="#">GOI Version 1</a>
<a href="#">CGO Version 1</a>
<a href="#">CGO Version 2</a>
<a href="#">ZFW Version 1</a>
<a href="#">CGO Version 3</a>
<a href="#">ZFW Version 2</a>
<a href="#">ZFW Version 3</a>
<a href="#">LIR Edition 1 (10/09/2023 23:05)</a>
<a href="#">LIR Edition 2 (10/09/2023 23:05)</a>
<a href="#">NOF Version 1</a>
<a href="#">PLA Version 1</a>
<a href="#">FEA Version 1</a>
<a href="#">FLT Version 1</a>
<a href="#">NOF Version 2</a>
<a href="#">FEA Version 2</a>

Document Code	Document Type
FLT	Final Loadsheel (DCS version)
FEA	ACARS Final Loadsheel
PLA	ACARS Preliminary Loadsheel
VLR	Vertical Graphical Loading Instruction
ZFW	Zero Fuel Weight Message (to Flight Dispatch)
GOI	Graphical Offloading Instruction
DUO	Deadload Uplift/Offload Message
LDM	Load Distribution Message
CPM	Container Pallet Message
CGO	Cargo Offer Message (to SkyCargo)
NOF	NOTOC



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#### 4.1.3 – FLIGHTS TAB (CONTINUED)

**ARRIVALS** button displays arrival flights for a particular station.

Refresh

Arrivals

Timeline

PDF

Search

Auto Refresh ☒

**TIMELINE** button displays the history of the events and transactions logged by users with complete ramp, load control status from Alteia FM and loading status in Zafire FirstLoad with station local timestamp. It displays the users ID and details, and the START and COMPLETE ramp clearance timestamp for FWD, AFT and BULK.

The right corner of the screen has the functionality to filter and retrieve the timestamp of the ULD units which are confirmed, unconfirmed and ramp cleared.

Refresh

Arrivals

Timeline

PDF

Search

Auto Refresh ☒

EK801

A6EER

17/07/2023

EX  
DXB

EDNO  
1

STD 00:10  
ETD 00:42

A380

Bay

Search

Clear

No	Date	Time	Status	Logged By	RC	LL	St
1	16/07/2023	00:15	Flight Not Yet Open [5.LO.RN]	fusion	RN	LO	5
2	16/07/2023	00:15	Update with no LIR received [5.LO.RN]	fusion	RN	LO	5
3	16/07/2023	22:39	Flight unavailable for loading [0.LC.RN]	fusion	RN	LC	0
4	16/07/2023	22:39	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
5	16/07/2023	22:40	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
6	16/07/2023	22:41	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
7	16/07/2023	22:41	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
8	16/07/2023	22:42	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
9	16/07/2023	22:42	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
10	16/07/2023	22:42	Update with no LIR received [0.LC.RN]	fusion	RN	LC	0
11	16/07/2023	23:05	Flight opened [10.LC.RO]	fusion	RO	LC	10

Crew ID	Crew Name	Crew Role	Join Date	Join Time
MOHAMED.NOUREINE@MOHAMED NOUREINE		Turnaround Coordinator		
DIPANKAR.GUHA@DIPANKAR GUHA		Load Supervisor	16/07/2023	23:09
JAHAANGIR.AZAM@JAHAANGIR AZAM		Equipment Operator	16/07/2023	23:09

AFT Start	16/07/2023 23:17	AFT Complete	16/07/2023 23:58
FWD Start	16/07/2023 23:09	FWD Complete	16/07/2023 23:49
Bulk Start	16/07/2023 23:33	Bulk Complete	17/07/2023 00:25

Show Removed Positions ☐

Status Filter 

--- Select ---

Pos	First Confirm	Last Ramp Clear
11L	16/07/2023 23:26	16/07/2023 23:30
11R	16/07/2023 23:25	16/07/2023 23:30
12L	16/07/2023 23:26	16/07/2023 23:32
12R	16/07/2023 23:26	16/07/2023 23:32
13L	16/07/2023 23:28	16/07/2023 23:34
13R	16/07/2023 23:29	16/07/2023 23:34
14L	16/07/2023 23:39	16/07/2023 23:47
14R	16/07/2023 23:39	16/07/2023 23:49
15L	16/07/2023 23:32	16/07/2023 23:36
15R	16/07/2023 23:32	16/07/2023 23:36
21L	16/07/2023 23:19	16/07/2023 23:23
21R	16/07/2023 23:18	16/07/2023 23:22
22	16/07/2023 23:14	16/07/2023 23:22
23P	16/07/2023 23:12	16/07/2023 23:22
24P	16/07/2023 23:09	16/07/2023 23:16
31P	16/07/2023 23:17	16/07/2023 23:22
32P	16/07/2023 23:18	16/07/2023 23:25
33P	16/07/2023 23:19	16/07/2023 23:28
41P	16/07/2023 23:27	16/07/2023 23:30

**PDF** button displays the Flight Summary Report with the Final Load Summary, Compartment Clearance Times, Aircraft Loading Checklist, Sign-Off and Flight Messages. This PDF document is part of the post-flight document retention requirement as stated in GOM. Users are required to be able to access this report, but it is **NOT** necessary for users to download or print this report.

Refresh

Arrivals

Timeline

PDF

Search

Auto Refresh ☒



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#### 4.1.4 – SEARCH

Search options allows user to search for the flights with different options e.g. (flight number, date range, airline, airport etc.)

**FirstLoad**  
A ZAFIRE PRODUCT

First in the New Generation Baggage Management

**ZAFIRE**

Maintenance | Analysis | Flights | Flight Board | **Search** | My FirstLoad | Mobile | Log Out

Flight Number

Date Range

Airline

Airport

Aircraft Type

27/07/2021 - 27/07/2021

--- Select ---

--- Select ---

--- Select ---

Aircraft Registration

Commodity Code

Commodity Notes

BAR Number

Cargo DGSL

--- Select ---

Load Status

Destination

Turnaround Coordinator

--- Select ---

--- Select ---

Clear

Select

?