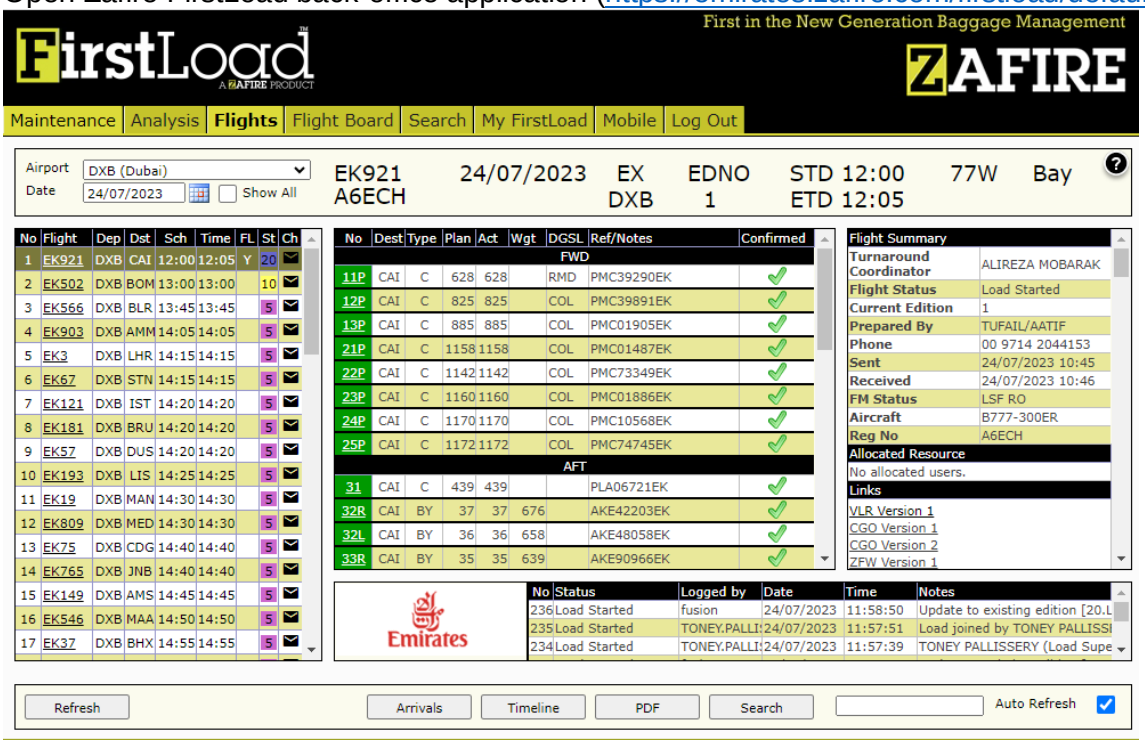
# 4.0 – Zafire FirstLoad – User Access Management

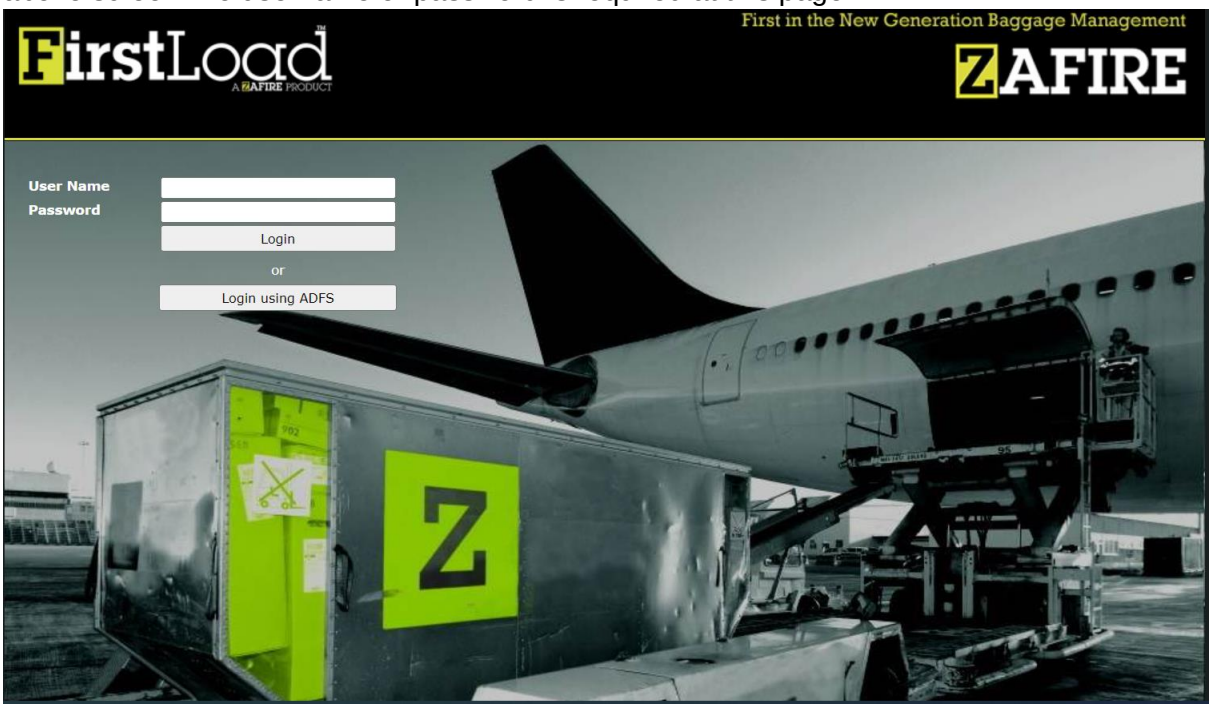
## 4.0.1 – USER ACCESS MANAGEMENT MODULE – EKAS CLC NCC TEAM ONLY

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)



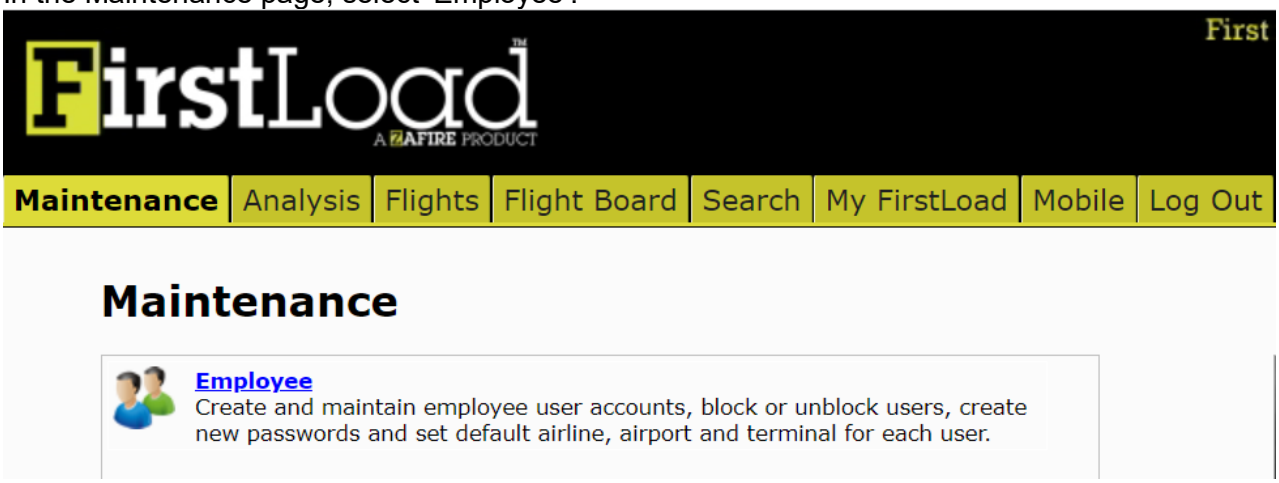

In case if the screen appears as below, you may just click on “Login using ADFS” and it will appear as above screen. No username or password is required at this page.



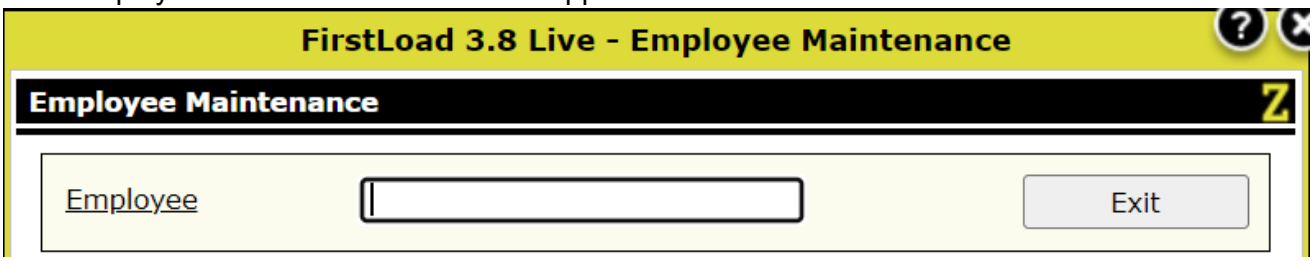
### 4.0.1 – USER ACCESS MANAGEMENT MODULE (CONTINUED)

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

In the Maintenance page, select 'Employee'.

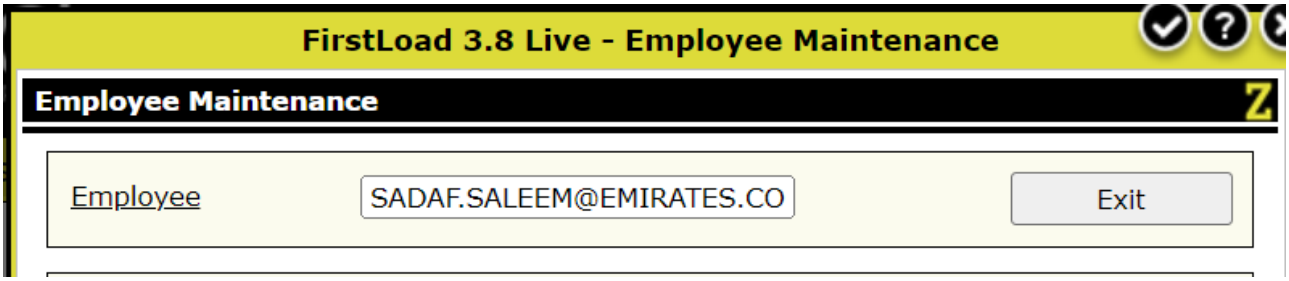



The "Employee Maintenance" module will appear.




### 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, tom.adams@dnata.com, david.smith@dnata.us, etc)

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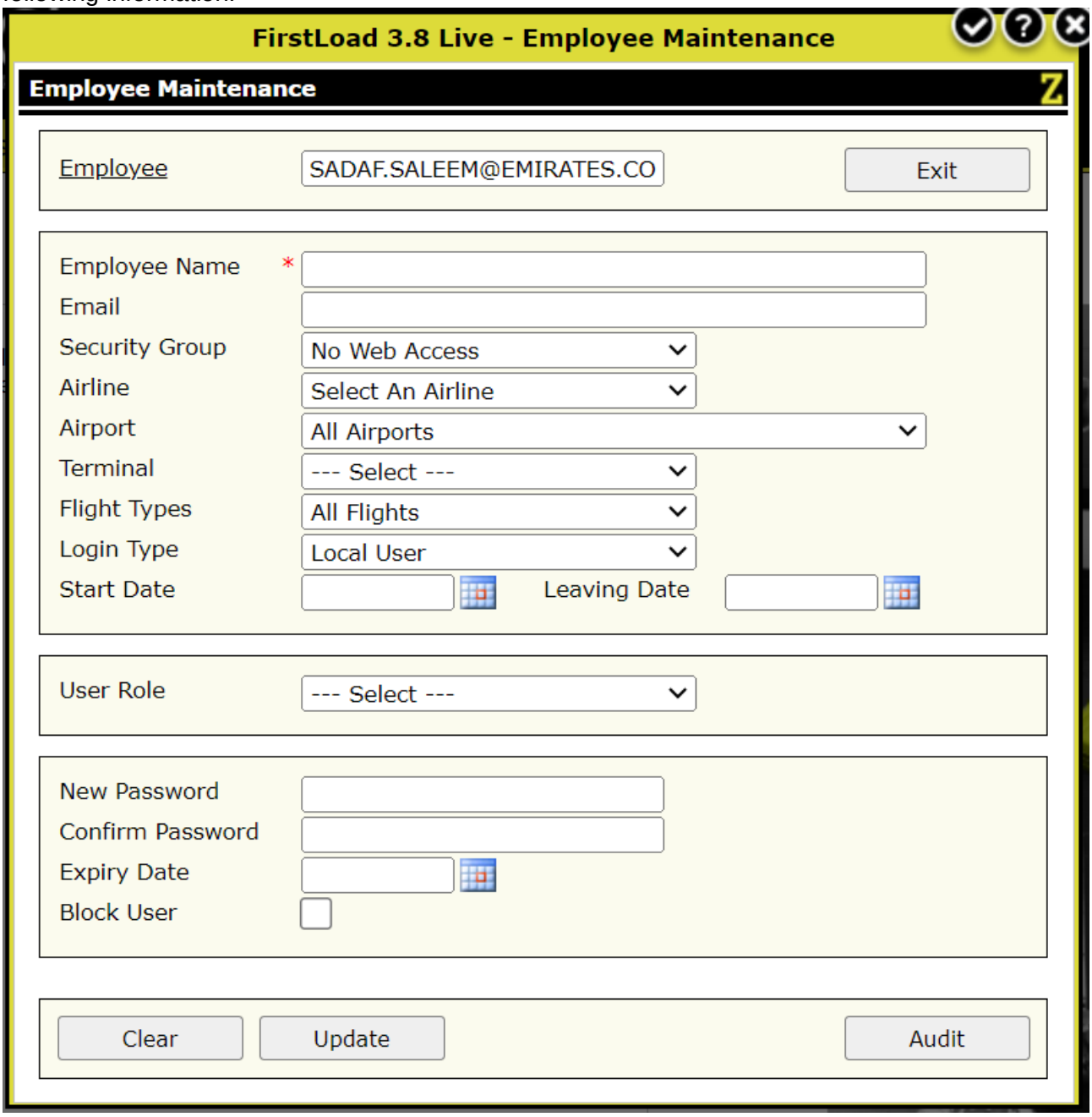
### 4.0.2 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD (CONTINUED)

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

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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 | **DXB staff:** No Web Access<br><br>**Outstation EKAS staff:** 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 | **Equipment Operators** – Equipment Operator<br><br>**Aircraft Loading Supervisors** – Load Supervisor<br><br>**DXB Ground Dispatchers** – Turnaround Coordinator<br><br>**Outstation EKAS staff** – Turnaround Coordinator | **Equipment Operators (LDL operators, Loaders etc.)** – Equipment Operator<br><br>**Aircraft Loading Supervisors (Leading Hand, Loading Lead etc.)** – Load Supervisor<br><br>**CLC Coordinators (Turnaround Coordinators etc.)** – 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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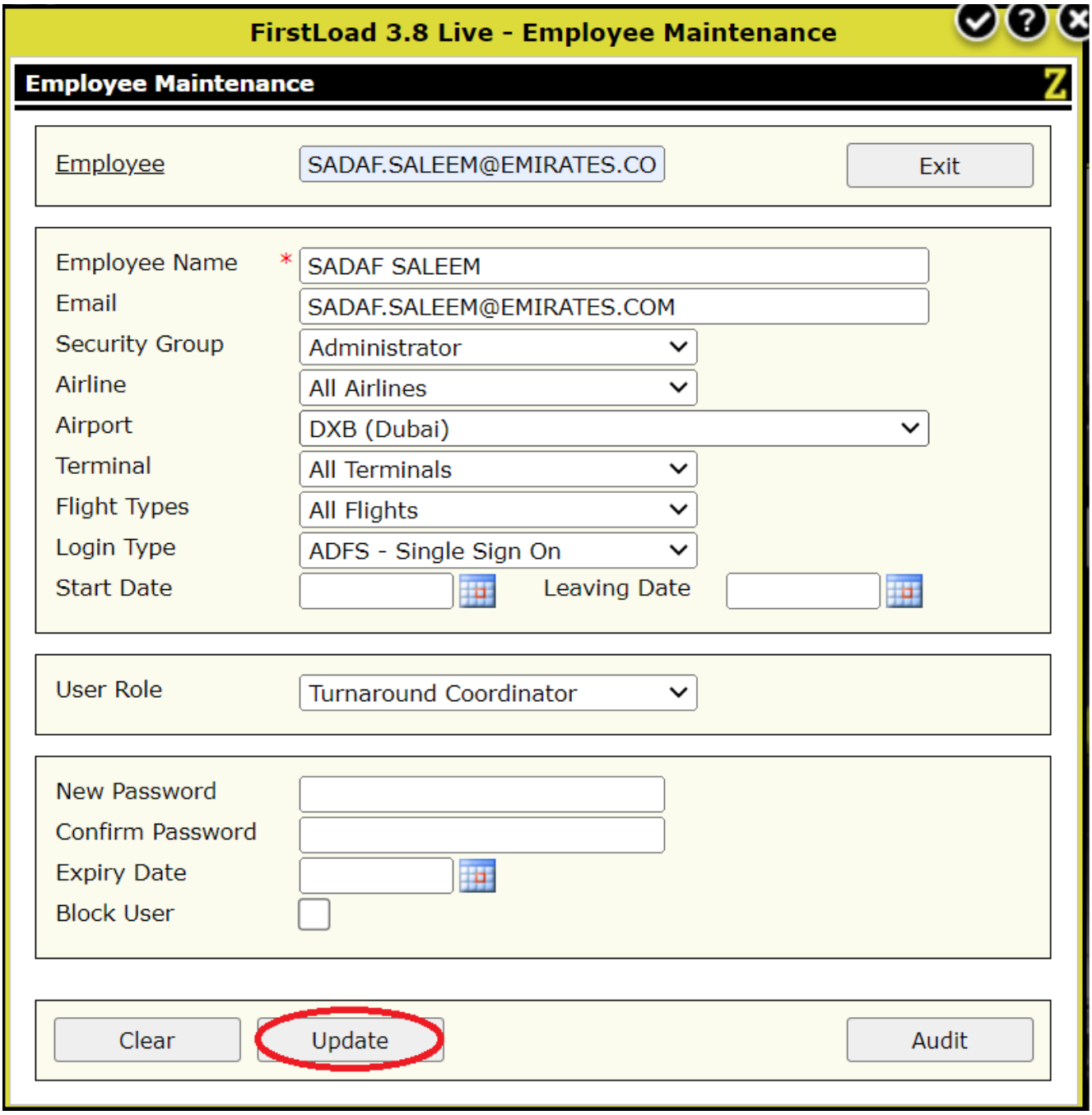
### 4.0.2 – CREATING A NEW USER ON ZAFIRE FIRSTLOAD (CONTINUED)




### 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:

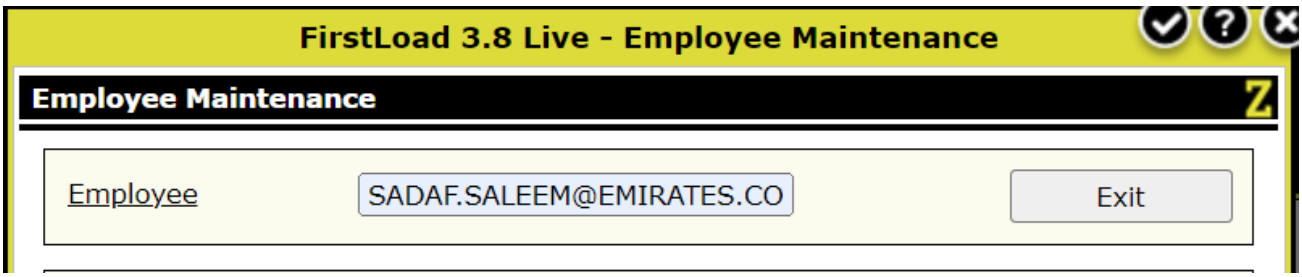
- Staff name as per HR record.
- Staff email ID (e.g. john.smith@dnata.us)
- User Role (as depicted in Section 4.0.2)

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, tom.adams@dnata.com, david.smith@dnata.us, etc.




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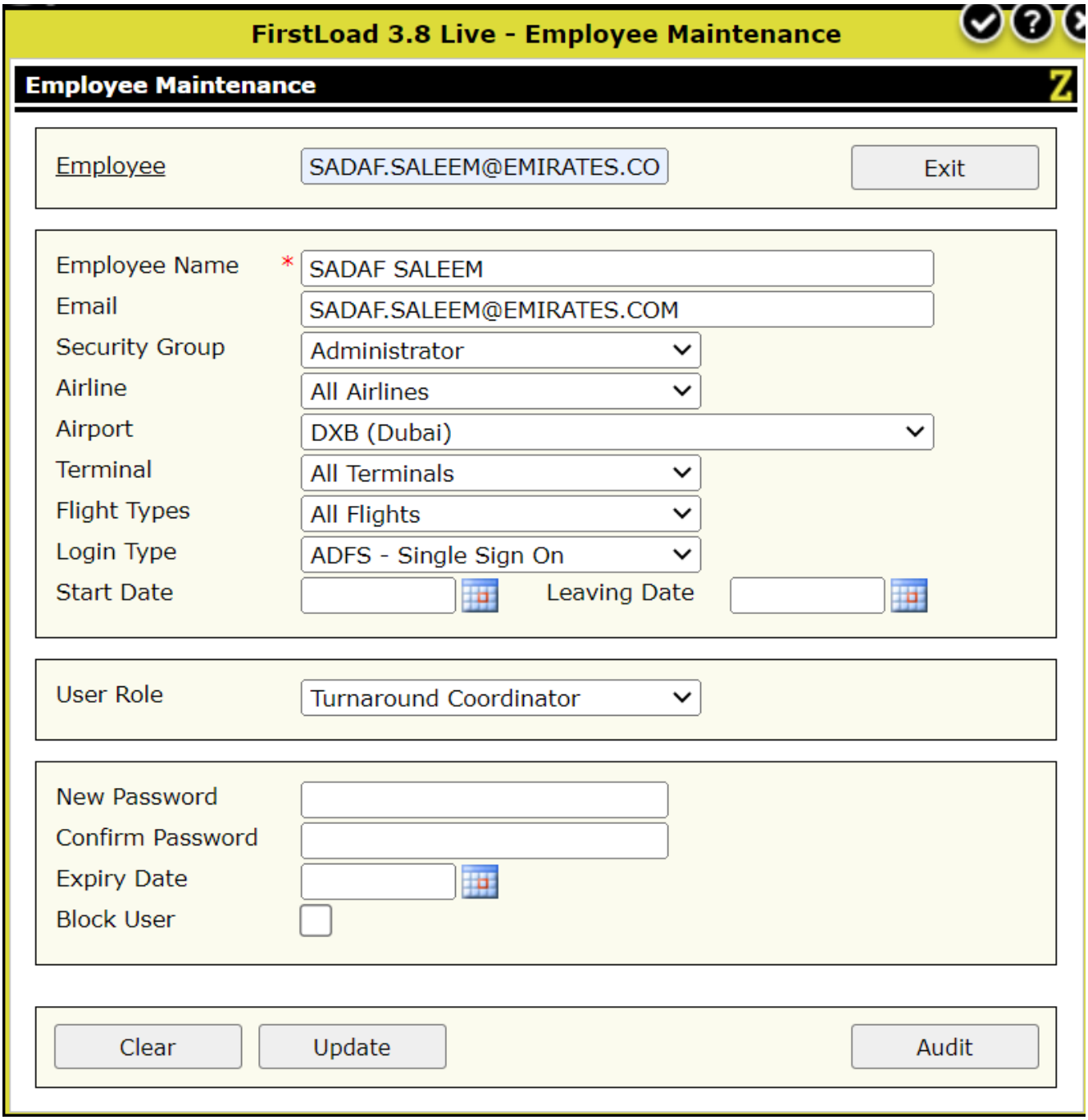
### 4.0.6 – UPDATE USER ACCESS DATA ON ZAFIRE FIRSTLOAD (CONTINUED)

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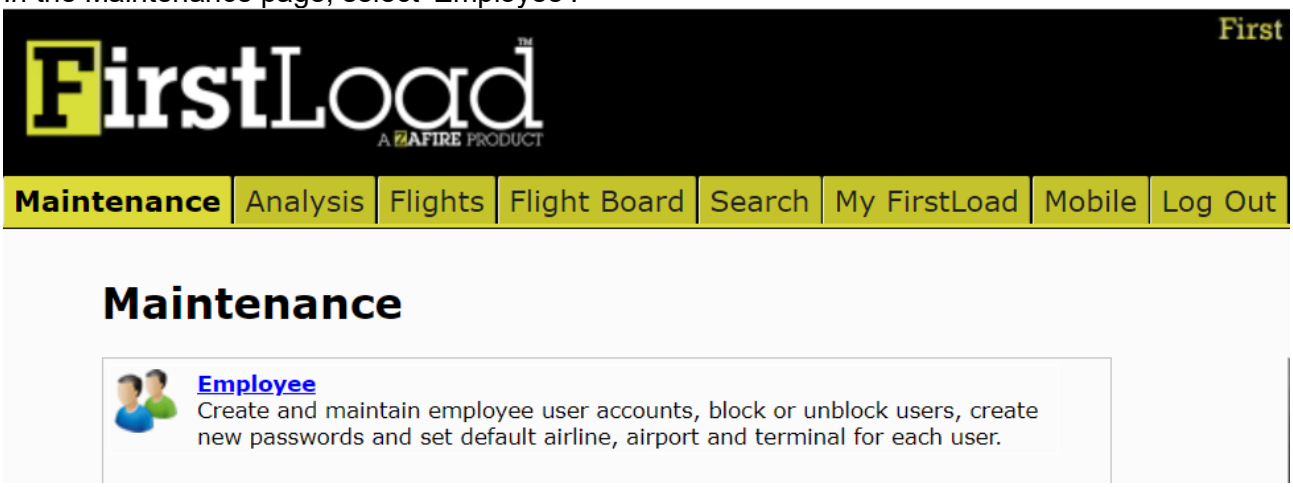
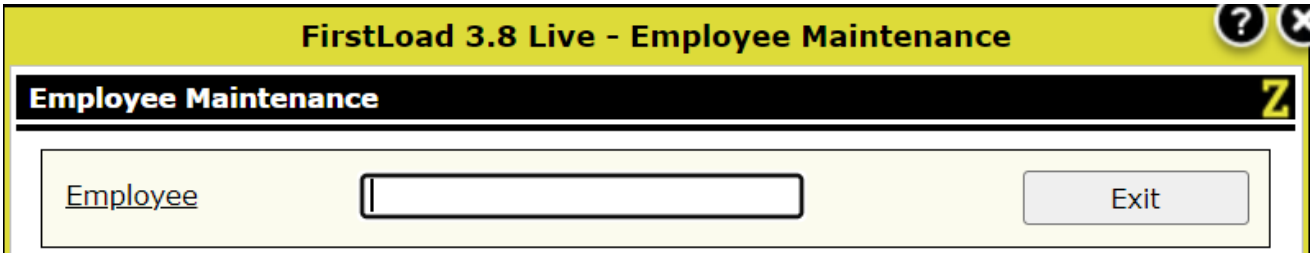
### 4.0.7 – CREATING A GENERIC IDs ON ZAFIRE FIRSTLOAD – EKAS CLC NCC TEAM ONLY

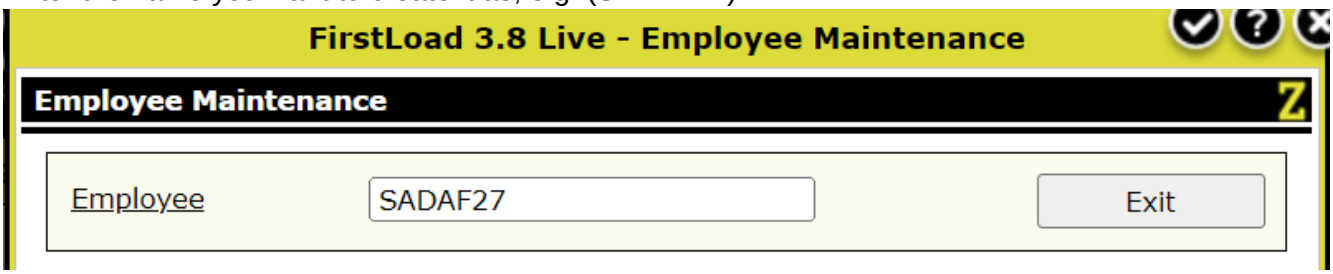
At times a user's access ID may encounter difficulty logging into Zafire FirstLoad. To overcome the immediate operational need, EKAS CLC NCC may proceed to generate a temporary generic ID.

In the Maintenance page, select 'Employee'.




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

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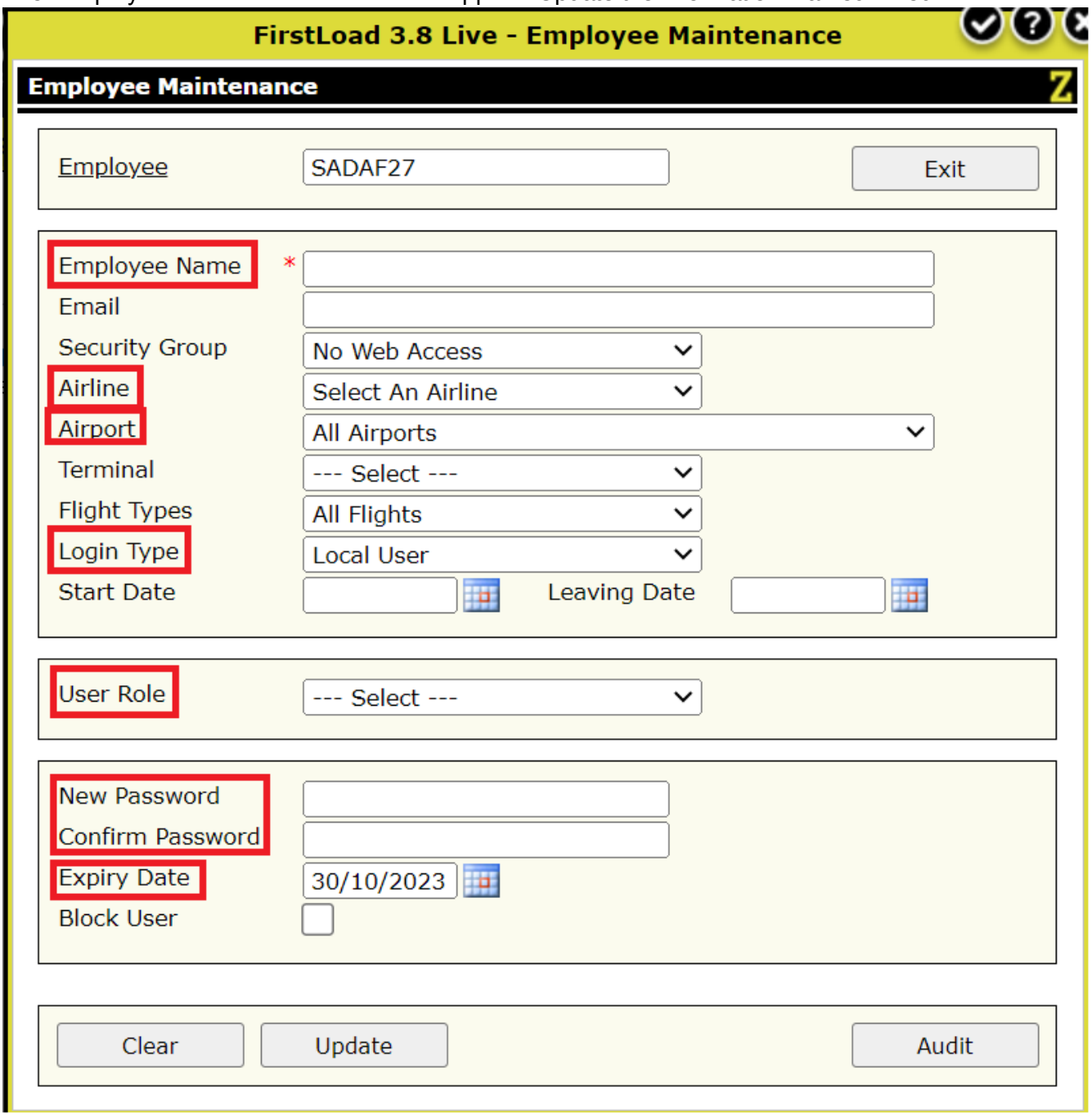
### 4.0.7 – CREATING A GENERIC IDs ON ZAFIRE FIRSTLOAD (CONTINUED)

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




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.

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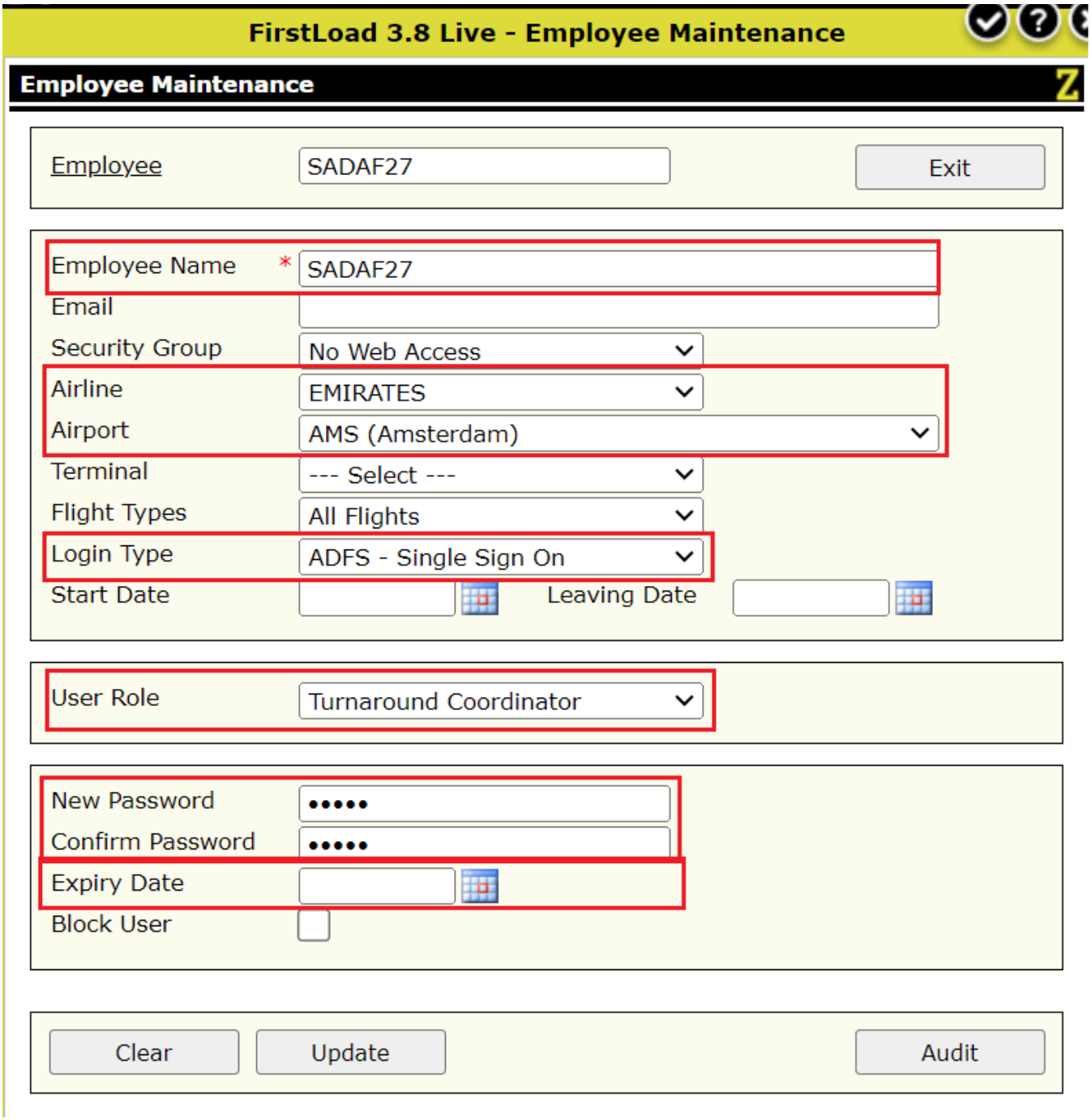
## 4.0.7 – CREATING A GENERIC IDs ON ZAFIRE FIRSTLOAD (CONTINUED)

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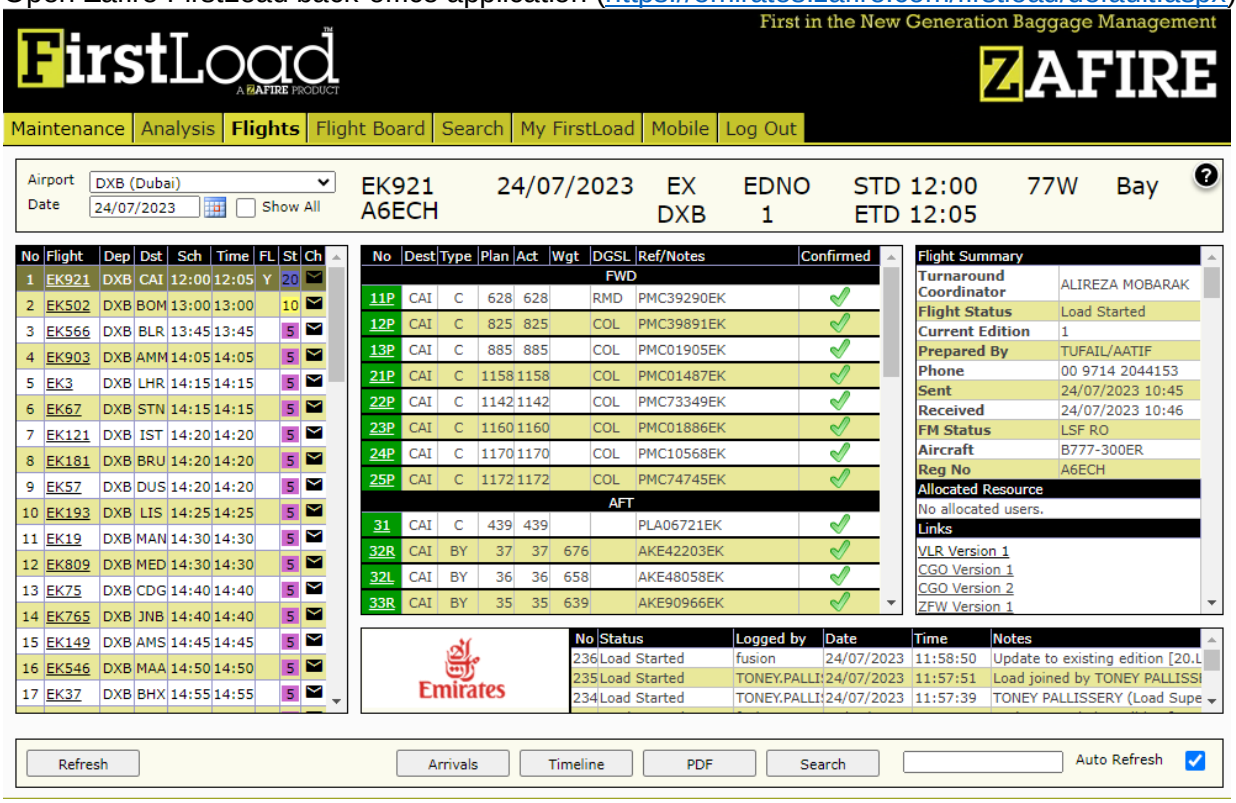
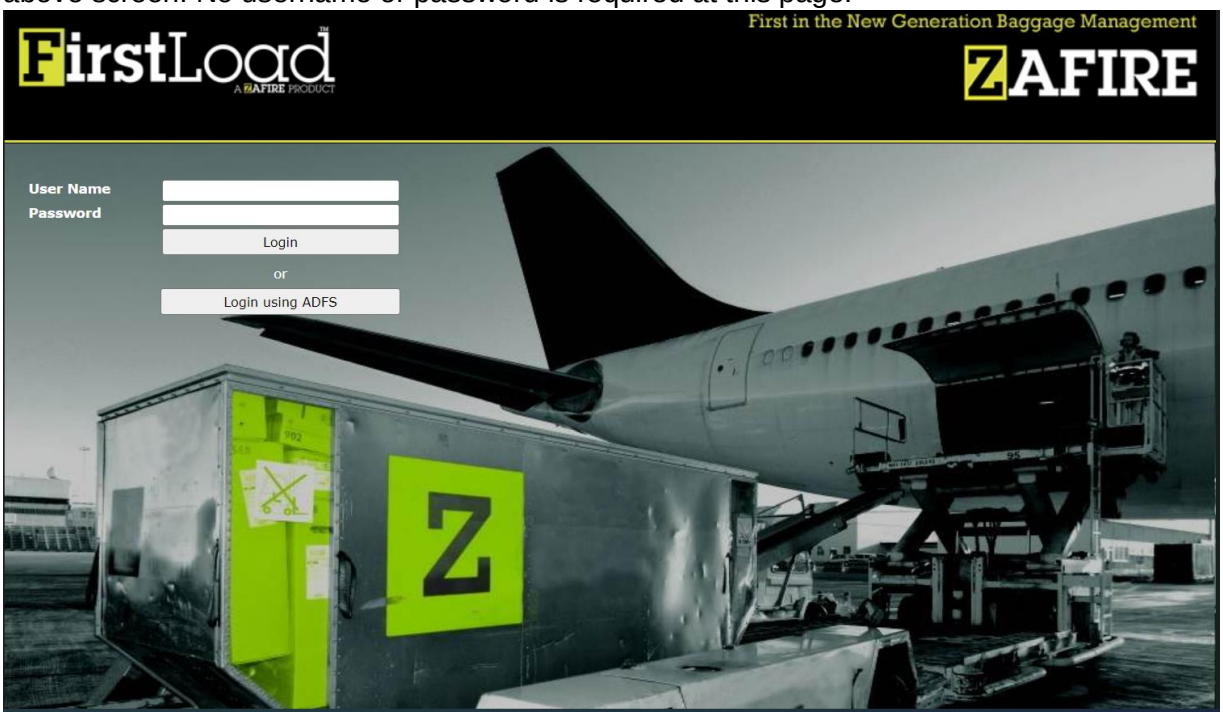
## 4.1 – USER ACCESS MANAGEMENT MODULE – EKAS DXB AND OUTSTATION STAFF

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)




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.



### 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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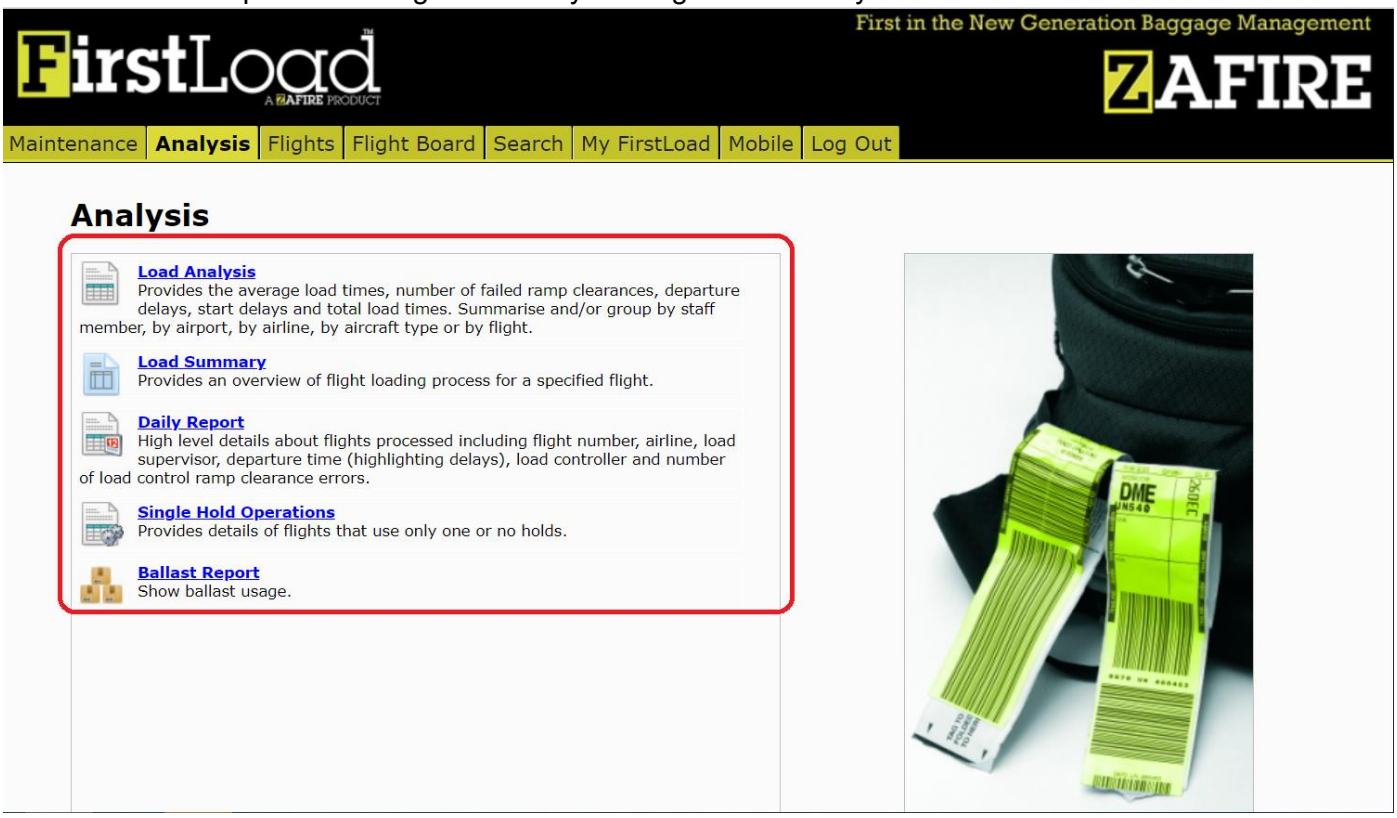
### 4.1.2 – ANALYSIS REPORTS

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




#### 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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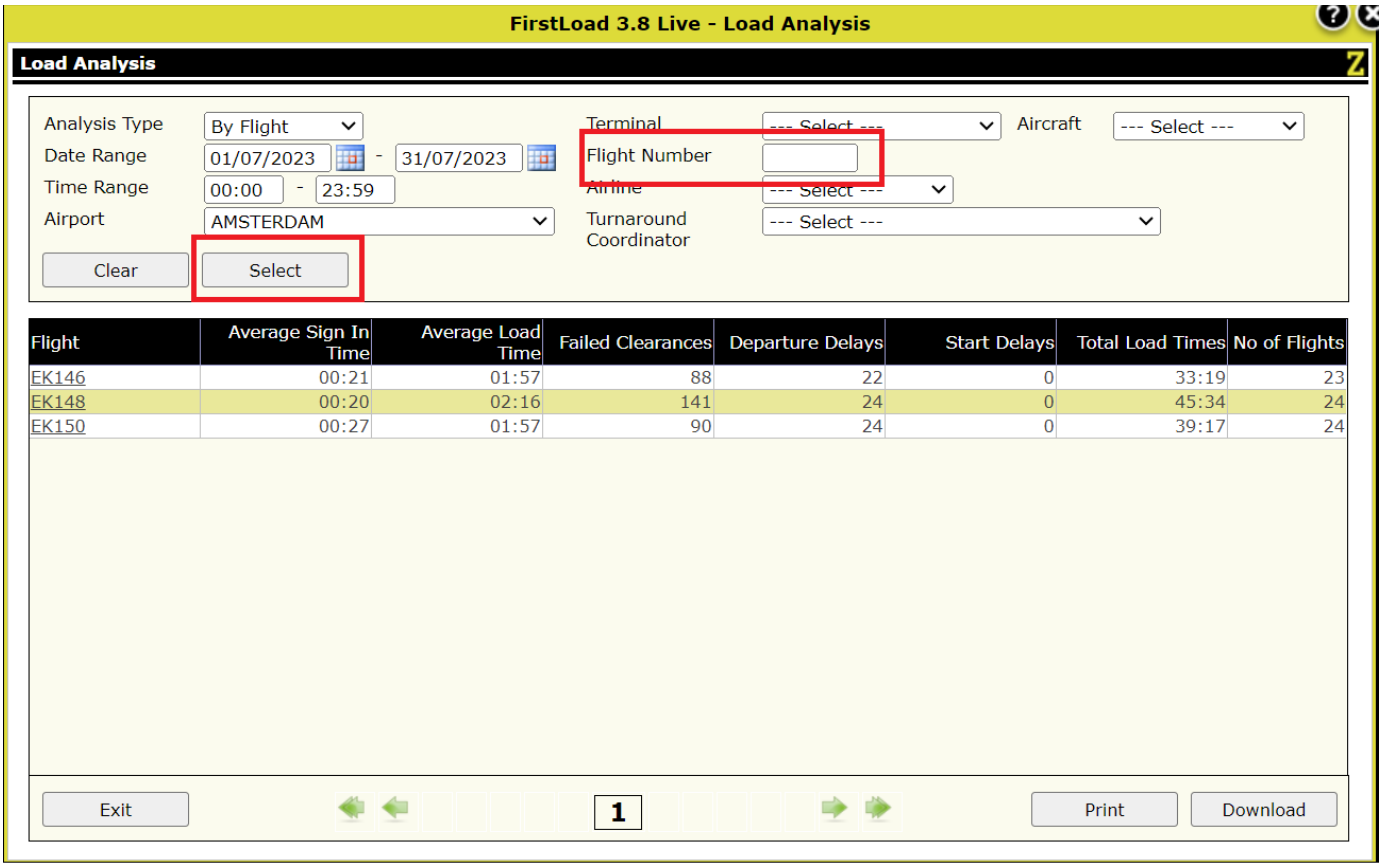
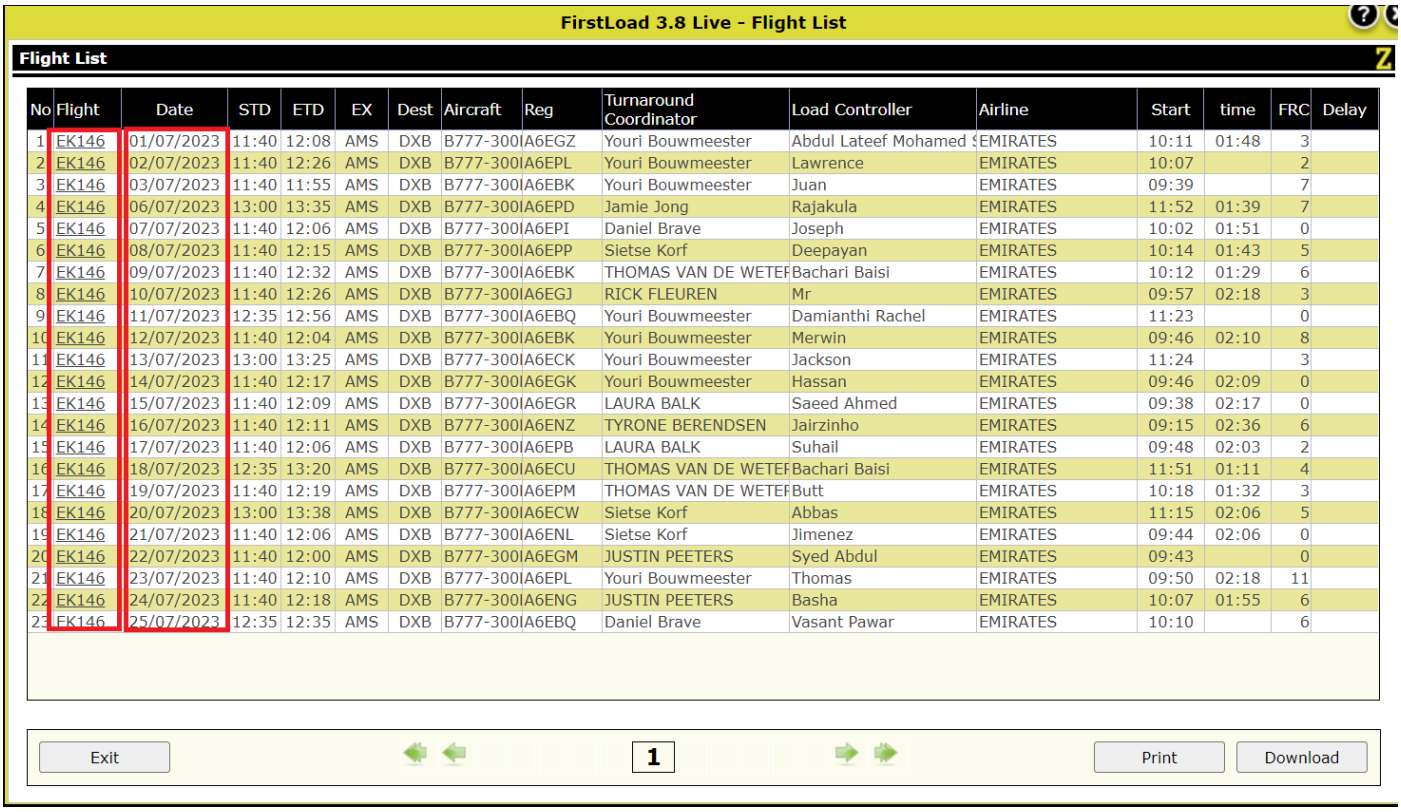
## 4.1.2.1 – LOAD ANALYSIS (CONTINUED)




| 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 |

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




| 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 | B777-300 | A6EGZ | Youri Bouwmeester | Abdul Lateef Mohamed S | EMIRATES | 10:11 | 01:48 | 3 | |
| 2 | EK146 | 02/07/2023 | 11:40 | 12:26 | AMS | DXB | B777-300 | A6EPL | Youri Bouwmeester | Lawrence | EMIRATES | 10:07 | | 2 | |
| 3 | EK146 | 03/07/2023 | 11:40 | 11:55 | AMS | DXB | B777-300 | A6EBK | Youri Bouwmeester | Juan | EMIRATES | 09:39 | | 7 | |
| 4 | EK146 | 06/07/2023 | 13:00 | 13:35 | AMS | DXB | B777-300 | A6EPD | Jamie Jong | Rajakula | EMIRATES | 11:52 | 01:39 | 7 | |
| 5 | EK146 | 07/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6EPI | Daniel Brave | Joseph | EMIRATES | 10:02 | 01:51 | 0 | |
| 6 | EK146 | 08/07/2023 | 11:40 | 12:15 | AMS | DXB | B777-300 | A6EPP | Sietse Korf | Deepayan | EMIRATES | 10:14 | 01:43 | 5 | |
| 7 | EK146 | 09/07/2023 | 11:40 | 12:32 | AMS | DXB | B777-300 | A6EBK | THOMAS VAN DE WETEF | Bachari Baisi | EMIRATES | 10:12 | 01:29 | 6 | |
| 8 | EK146 | 10/07/2023 | 11:40 | 12:26 | AMS | DXB | B777-300 | A6EGJ | RICK FLEUREN | Mr | EMIRATES | 09:57 | 02:18 | 3 | |
| 9 | EK146 | 11/07/2023 | 12:35 | 12:56 | AMS | DXB | B777-300 | A6EBQ | Youri Bouwmeester | Damianthi Rachel | EMIRATES | 11:23 | | 0 | |
| 10 | EK146 | 12/07/2023 | 11:40 | 12:04 | AMS | DXB | B777-300 | A6EBK | Youri Bouwmeester | Merwin | EMIRATES | 09:46 | 02:10 | 8 | |
| 11 | EK146 | 13/07/2023 | 13:00 | 13:25 | AMS | DXB | B777-300 | A6ECK | Youri Bouwmeester | Jackson | EMIRATES | 11:24 | | 3 | |
| 12 | EK146 | 14/07/2023 | 11:40 | 12:17 | AMS | DXB | B777-300 | A6EGK | Youri Bouwmeester | Hassan | EMIRATES | 09:46 | 02:09 | 0 | |
| 13 | EK146 | 15/07/2023 | 11:40 | 12:09 | AMS | DXB | B777-300 | A6EGR | LAURA BALK | Saeed Ahmed | EMIRATES | 09:38 | 02:17 | 0 | |
| 14 | EK146 | 16/07/2023 | 11:40 | 12:11 | AMS | DXB | B777-300 | A6ENZ | TYRONE BERENDSEN | Jairzinho | EMIRATES | 09:15 | 02:36 | 6 | |
| 15 | EK146 | 17/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6EPB | LAURA BALK | Suhail | EMIRATES | 09:48 | 02:03 | 2 | |
| 16 | EK146 | 18/07/2023 | 12:35 | 13:20 | AMS | DXB | B777-300 | A6ECU | THOMAS VAN DE WETEF | Bachari Baisi | EMIRATES | 11:51 | 01:11 | 4 | |
| 17 | EK146 | 19/07/2023 | 11:40 | 12:19 | AMS | DXB | B777-300 | A6EPM | THOMAS VAN DE WETEF | Butt | EMIRATES | 10:18 | 01:32 | 3 | |
| 18 | EK146 | 20/07/2023 | 13:00 | 13:38 | AMS | DXB | B777-300 | A6ECW | Sietse Korf | Abbas | EMIRATES | 11:15 | 02:06 | 5 | |
| 19 | EK146 | 21/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6ENL | Sietse Korf | Jimenez | EMIRATES | 09:44 | 02:06 | 0 | |
| 20 | EK146 | 22/07/2023 | 11:40 | 12:00 | AMS | DXB | B777-300 | A6EGM | JUSTIN PEETERS | Syed Abdul | EMIRATES | 09:43 | | 0 | |
| 21 | EK146 | 23/07/2023 | 11:40 | 12:10 | AMS | DXB | B777-300 | A6EPL | Youri Bouwmeester | Thomas | EMIRATES | 09:50 | 02:18 | 11 | |
| 22 | EK146 | 24/07/2023 | 11:40 | 12:18 | AMS | DXB | B777-300 | A6ENG | JUSTIN PEETERS | Basha | EMIRATES | 10:07 | 01:55 | 6 | |
| 23 | EK146 | 25/07/2023 | 12:35 | 12:35 | AMS | DXB | B777-300 | A6EBQ | Daniel Brave | Vasant Pawar | EMIRATES | 10:10 | | 6 | |

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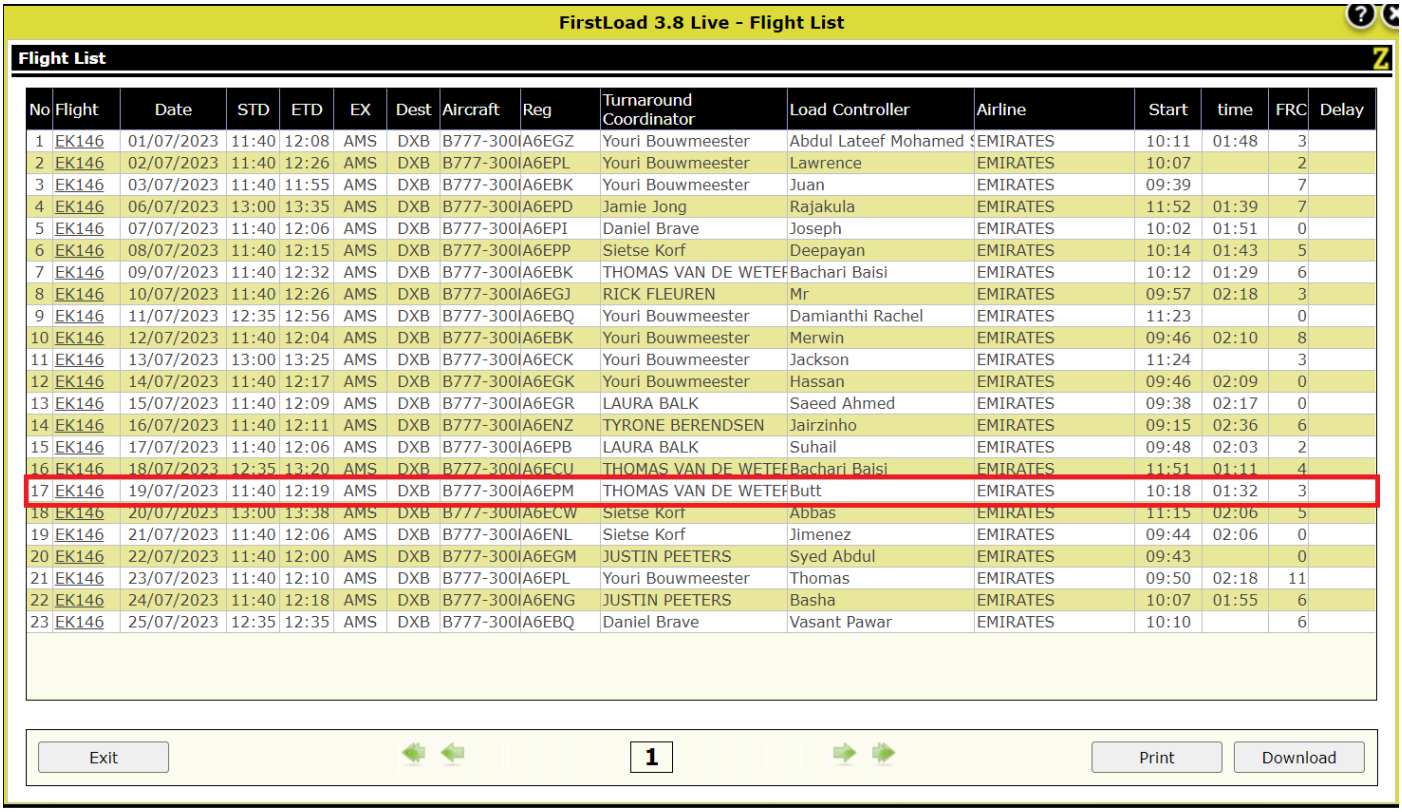
## 4.1.2.1 – LOAD ANALYSIS (CONTINUED)

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



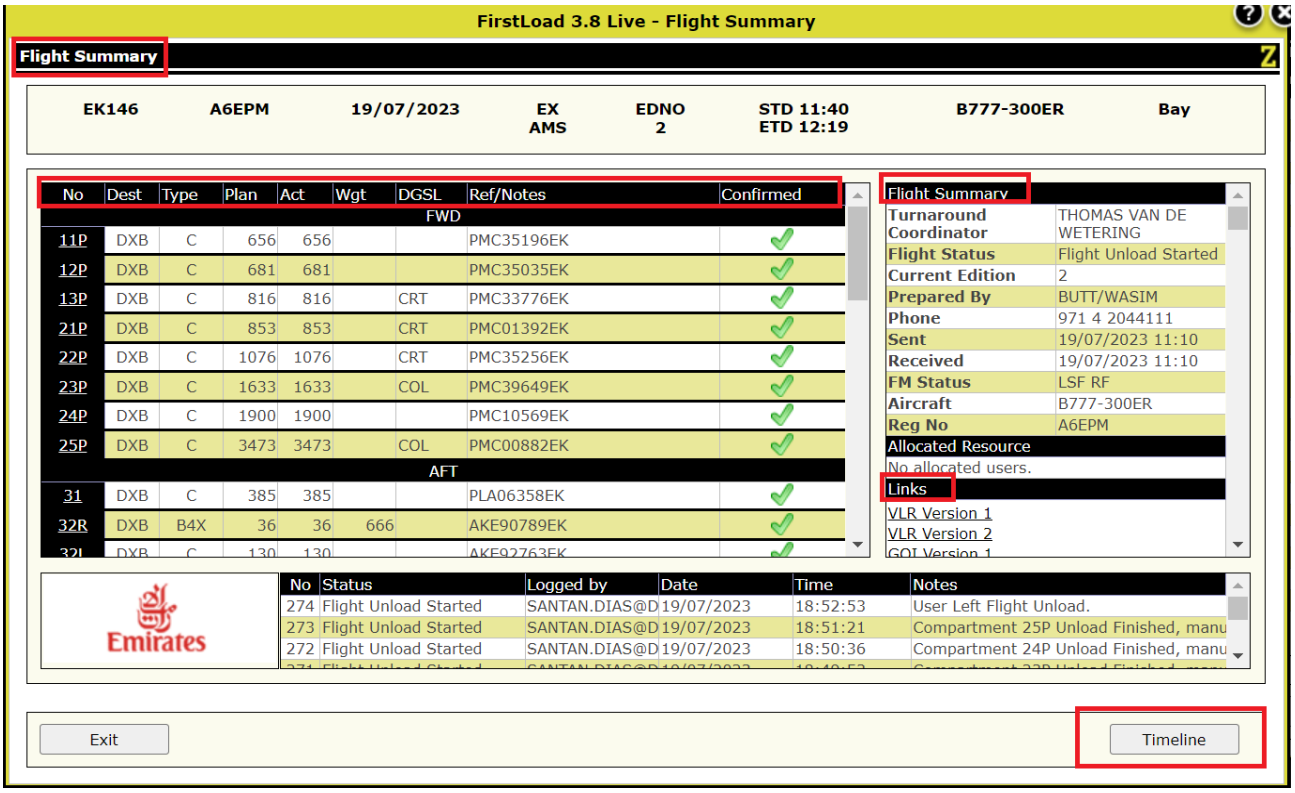
FirstLoad 3.8 Live - Flight List

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 | B777-300 | A6EGZ | Youri Bouwmeester | Abdul Lateef Mohamed S | EMIRATES | 10:11 | 01:48 | 3 | |
| 2 | EK146 | 02/07/2023 | 11:40 | 12:26 | AMS | DXB | B777-300 | A6EPL | Youri Bouwmeester | Lawrence | EMIRATES | 10:07 | | 2 | |
| 3 | EK146 | 03/07/2023 | 11:40 | 11:55 | AMS | DXB | B777-300 | A6EBK | Youri Bouwmeester | Juan | EMIRATES | 09:39 | | 7 | |
| 4 | EK146 | 06/07/2023 | 13:00 | 13:35 | AMS | DXB | B777-300 | A6EPD | Jamie Jong | Rajakula | EMIRATES | 11:52 | 01:39 | 7 | |
| 5 | EK146 | 07/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6EPI | Daniel Brave | Joseph | EMIRATES | 10:02 | 01:51 | 0 | |
| 6 | EK146 | 08/07/2023 | 11:40 | 12:15 | AMS | DXB | B777-300 | A6EPP | Sietse Korf | Deepayan | EMIRATES | 10:14 | 01:43 | 5 | |
| 7 | EK146 | 09/07/2023 | 11:40 | 12:32 | AMS | DXB | B777-300 | A6EBK | THOMAS VAN DE WETEF | Bachari Baisi | EMIRATES | 10:12 | 01:29 | 6 | |
| 8 | EK146 | 10/07/2023 | 11:40 | 12:26 | AMS | DXB | B777-300 | A6EGJ | RICK FLEUREN | Mr | EMIRATES | 09:57 | 02:18 | 3 | |
| 9 | EK146 | 11/07/2023 | 12:35 | 12:56 | AMS | DXB | B777-300 | A6EBQ | Youri Bouwmeester | Damianthi Rachel | EMIRATES | 11:23 | | 0 | |
| 10 | EK146 | 12/07/2023 | 11:40 | 12:04 | AMS | DXB | B777-300 | A6EBK | Youri Bouwmeester | Merwin | EMIRATES | 09:46 | 02:10 | 8 | |
| 11 | EK146 | 13/07/2023 | 13:00 | 13:25 | AMS | DXB | B777-300 | A6ECK | Youri Bouwmeester | Jackson | EMIRATES | 11:24 | | 3 | |
| 12 | EK146 | 14/07/2023 | 11:40 | 12:17 | AMS | DXB | B777-300 | A6EGK | Youri Bouwmeester | Hassan | EMIRATES | 09:46 | 02:09 | 0 | |
| 13 | EK146 | 15/07/2023 | 11:40 | 12:09 | AMS | DXB | B777-300 | A6EGR | LAURA BALK | Saeed Ahmed | EMIRATES | 09:38 | 02:17 | 0 | |
| 14 | EK146 | 16/07/2023 | 11:40 | 12:11 | AMS | DXB | B777-300 | A6ENZ | TYRONE BERENDSEN | Jairzinho | EMIRATES | 09:15 | 02:36 | 6 | |
| 15 | EK146 | 17/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6EPB | LAURA BALK | Suhail | EMIRATES | 09:48 | 02:03 | 2 | |
| 16 | EK146 | 18/07/2023 | 12:35 | 13:20 | AMS | DXB | B777-300 | A6ECU | THOMAS VAN DE WETEF | Bachari Baisi | EMIRATES | 11:51 | 01:11 | 4 | |
| 17 | EK146 | 19/07/2023 | 11:40 | 12:19 | AMS | DXB | B777-300 | A6EPM | THOMAS VAN DE WETEF | Butt | EMIRATES | 10:18 | 01:32 | 3 | |
| 18 | EK146 | 20/07/2023 | 13:00 | 13:38 | AMS | DXB | B777-300 | A6ECW | Sietse Korf | Abbas | EMIRATES | 11:15 | 02:06 | 5 | |
| 19 | EK146 | 21/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6ENL | Sietse Korf | Jimenez | EMIRATES | 09:44 | 02:06 | 0 | |
| 20 | EK146 | 22/07/2023 | 11:40 | 12:00 | AMS | DXB | B777-300 | A6EGM | JUSTIN PEETERS | Syed Abdul | EMIRATES | 09:43 | | 0 | |
| 21 | EK146 | 23/07/2023 | 11:40 | 12:10 | AMS | DXB | B777-300 | A6EPL | Youri Bouwmeester | Thomas | EMIRATES | 09:50 | 02:18 | 11 | |
| 22 | EK146 | 24/07/2023 | 11:40 | 12:18 | AMS | DXB | B777-300 | A6ENG | JUSTIN PEETERS | Basha | EMIRATES | 10:07 | 01:55 | 6 | |
| 23 | EK146 | 25/07/2023 | 12:35 | 12:35 | AMS | DXB | B777-300 | A6EBQ | 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 | ✓ |
| 32L | 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
GOI Version 1

| 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 |

Exit Timeline

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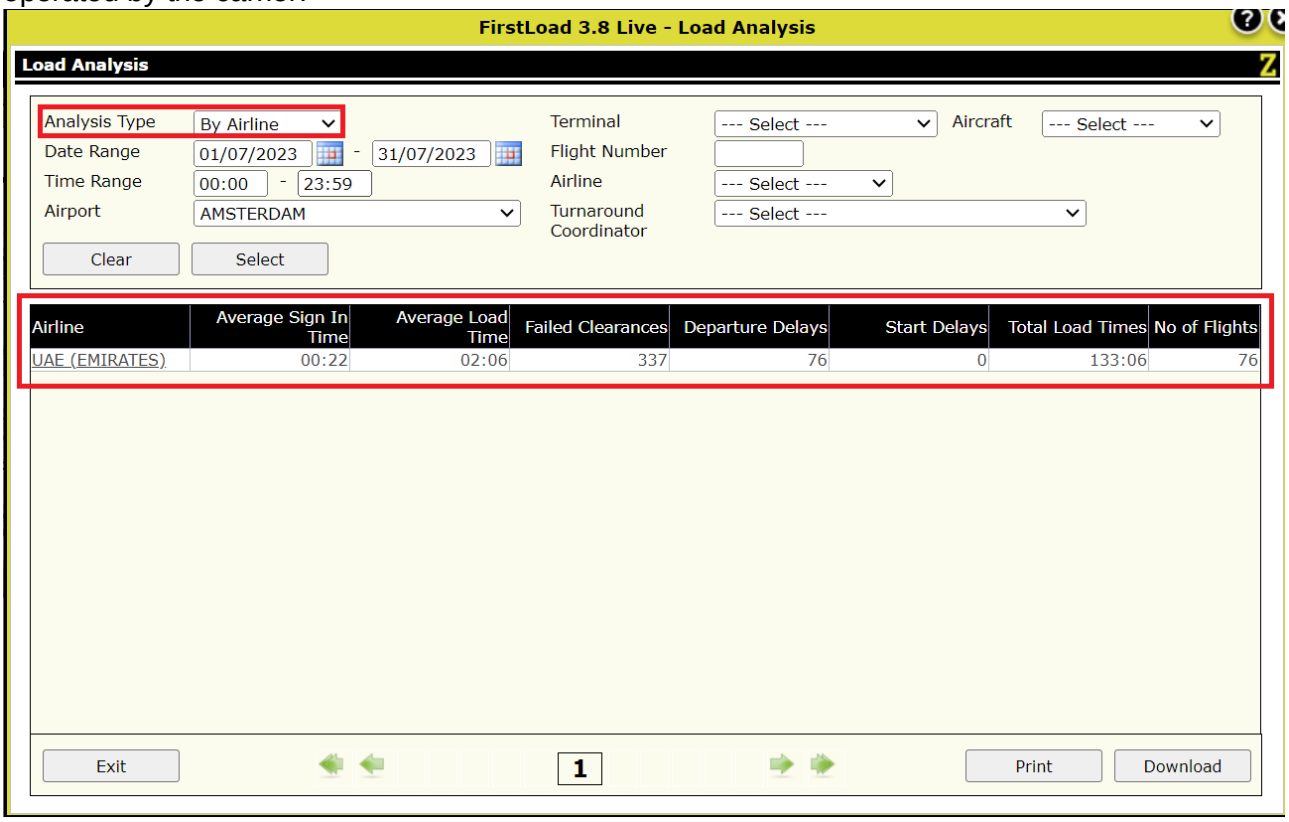
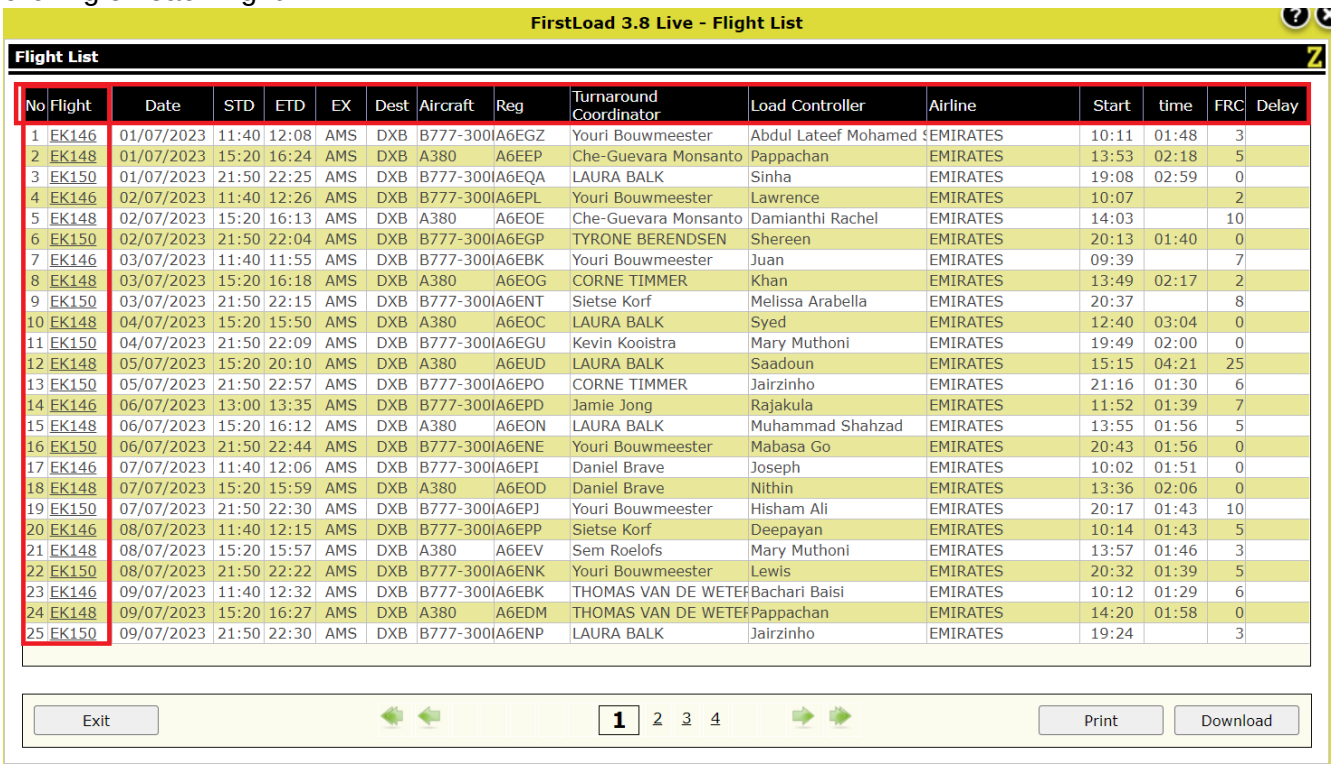
## 4.1.2.1 – LOAD ANALYSIS (CONTINUED)

Full summary can be searched by operating airline which provides a summary for all the flight numbers operated by the carrier.




Clicking on UAE (Emirates) you can get all the flights handled at your station and get the brief info by clicking on each flight.




| 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 | B777-300 | A6EGZ | Youri Bouwmeester | Abdul Lateef Mohamed S | EMIRATES | 10:11 | 01:48 | 3 | |
| 2 | EK148 | 01/07/2023 | 15:20 | 16:24 | AMS | DXB | A380 | A6EEP | Che-Guevara Monsanto | Pappachan | EMIRATES | 13:53 | 02:18 | 5 | |
| 3 | EK150 | 01/07/2023 | 21:50 | 22:25 | AMS | DXB | B777-300 | A6EQA | LAURA BALK | Sinha | EMIRATES | 19:08 | 02:59 | 0 | |
| 4 | EK146 | 02/07/2023 | 11:40 | 12:26 | AMS | DXB | B777-300 | A6EPL | Youri Bouwmeester | Lawrence | EMIRATES | 10:07 | | 2 | |
| 5 | EK148 | 02/07/2023 | 15:20 | 16:13 | AMS | DXB | A380 | A6EOE | Che-Guevara Monsanto | Damianthi Rachel | EMIRATES | 14:03 | | 10 | |
| 6 | EK150 | 02/07/2023 | 21:50 | 22:04 | AMS | DXB | B777-300 | A6EGP | TYRONE BERENDSEN | Shereen | EMIRATES | 20:13 | 01:40 | 0 | |
| 7 | EK146 | 03/07/2023 | 11:40 | 11:55 | AMS | DXB | B777-300 | A6EBK | Youri Bouwmeester | Juan | EMIRATES | 09:39 | | 7 | |
| 8 | EK148 | 03/07/2023 | 15:20 | 16:18 | AMS | DXB | A380 | A6EOG | CORNE TIMMER | Khan | EMIRATES | 13:49 | 02:17 | 2 | |
| 9 | EK150 | 03/07/2023 | 21:50 | 22:15 | AMS | DXB | B777-300 | A6ENT | Sietse Korf | Melissa Arabella | EMIRATES | 20:37 | | 8 | |
| 10 | EK148 | 04/07/2023 | 15:20 | 15:50 | AMS | DXB | A380 | A6EOC | LAURA BALK | Syed | EMIRATES | 12:40 | 03:04 | 0 | |
| 11 | EK150 | 04/07/2023 | 21:50 | 22:09 | AMS | DXB | B777-300 | A6EGU | Kevin Kooistra | Mary Muthoni | EMIRATES | 19:49 | 02:00 | 0 | |
| 12 | EK148 | 05/07/2023 | 15:20 | 20:10 | AMS | DXB | A380 | A6EUD | LAURA BALK | Saadoun | EMIRATES | 15:15 | 04:21 | 25 | |
| 13 | EK150 | 05/07/2023 | 21:50 | 22:57 | AMS | DXB | B777-300 | A6EPO | CORNE TIMMER | Jairzinho | EMIRATES | 21:16 | 01:30 | 6 | |
| 14 | EK146 | 06/07/2023 | 13:00 | 13:35 | AMS | DXB | B777-300 | A6EPD | Jamie Jong | Rajakula | EMIRATES | 11:52 | 01:39 | 7 | |
| 15 | EK148 | 06/07/2023 | 15:20 | 16:12 | AMS | DXB | A380 | A6EON | LAURA BALK | Muhammad Shahzad | EMIRATES | 13:55 | 01:56 | 5 | |
| 16 | EK150 | 06/07/2023 | 21:50 | 22:44 | AMS | DXB | B777-300 | A6ENE | Youri Bouwmeester | Mabasa Go | EMIRATES | 20:43 | 01:56 | 0 | |
| 17 | EK146 | 07/07/2023 | 11:40 | 12:06 | AMS | DXB | B777-300 | A6EPI | Daniel Brave | Joseph | EMIRATES | 10:02 | 01:51 | 0 | |
| 18 | EK148 | 07/07/2023 | 15:20 | 15:59 | AMS | DXB | A380 | A6EOD | Daniel Brave | Nithin | EMIRATES | 13:36 | 02:06 | 0 | |
| 19 | EK150 | 07/07/2023 | 21:50 | 22:30 | AMS | DXB | B777-300 | A6EPJ | Youri Bouwmeester | Hisham Ali | EMIRATES | 20:17 | 01:43 | 10 | |
| 20 | EK146 | 08/07/2023 | 11:40 | 12:15 | AMS | DXB | B777-300 | A6EPP | Sietse Korf | Deepayan | EMIRATES | 10:14 | 01:43 | 5 | |
| 21 | EK148 | 08/07/2023 | 15:20 | 15:57 | AMS | DXB | A380 | A6EEV | Sem Roelofs | Mary Muthoni | EMIRATES | 13:57 | 01:46 | 3 | |
| 22 | EK150 | 08/07/2023 | 21:50 | 22:22 | AMS | DXB | B777-300 | A6ENK | Youri Bouwmeester | Lewis | EMIRATES | 20:32 | 01:39 | 5 | |
| 23 | EK146 | 09/07/2023 | 11:40 | 12:32 | AMS | DXB | B777-300 | A6EBK | THOMAS VAN DE WETEF | Bachari Baisi | EMIRATES | 10:12 | 01:29 | 6 | |
| 24 | EK148 | 09/07/2023 | 15:20 | 16:27 | AMS | DXB | A380 | A6EDM | THOMAS VAN DE WETEF | Pappachan | EMIRATES | 14:20 | 01:58 | 0 | |
| 25 | EK150 | 09/07/2023 | 21:50 | 22:30 | AMS | DXB | B777-300 | A6ENP | LAURA BALK | Jairzinho | EMIRATES | 19:24 | | 3 | |

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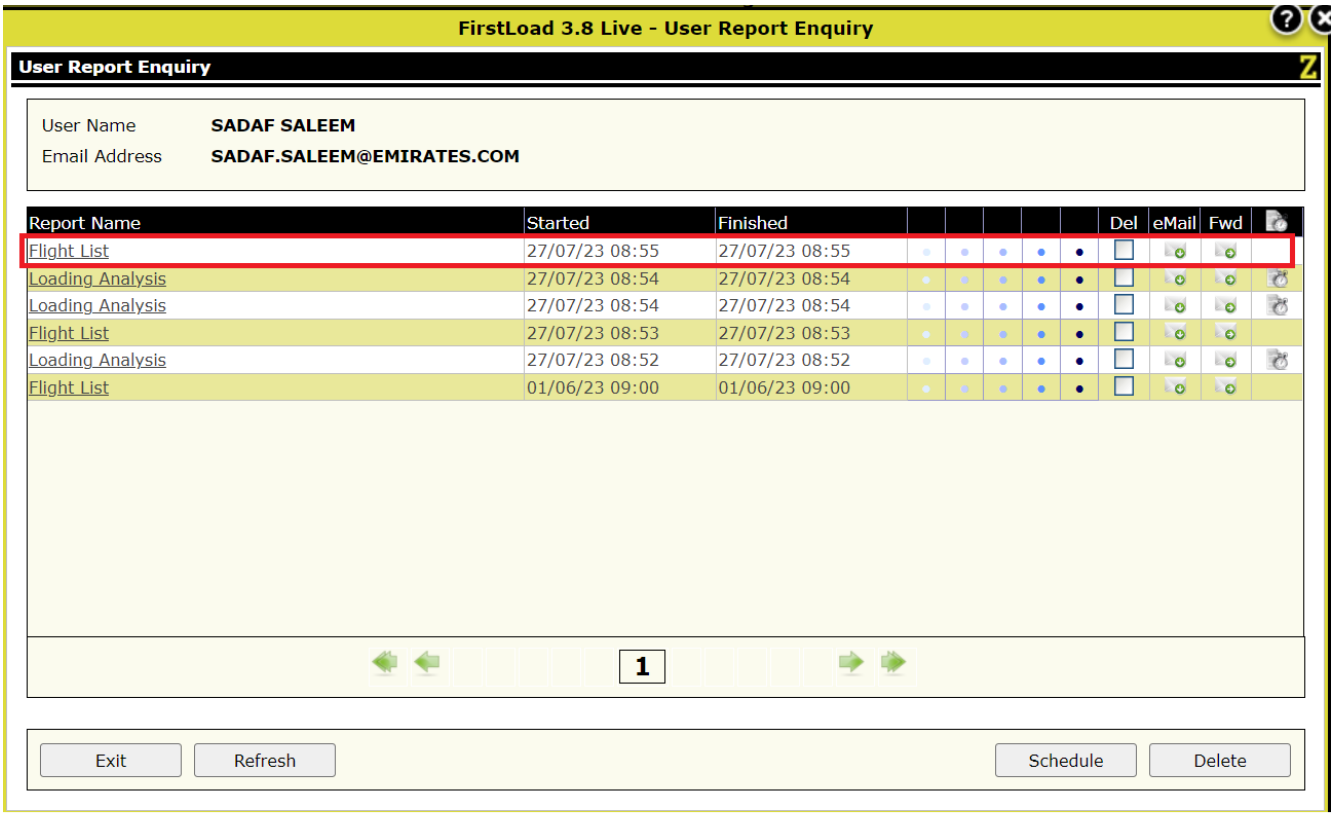
Click on 'Download' and below screen will appear, click on 'Flight Summary' and it will download the Excel file.




Below is what the Excel file looks like.

| 3 | No | Flight | Date | STD | ETD | EX | Dest | Aircraft | Reg | Turnarour | Load Cont | Airline | Start | time | <span title | Dela |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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 TI | 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 Koo | 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 TI | 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 | Muhamm | EMIRATES | 13:55 | 01:56 | 5 | |

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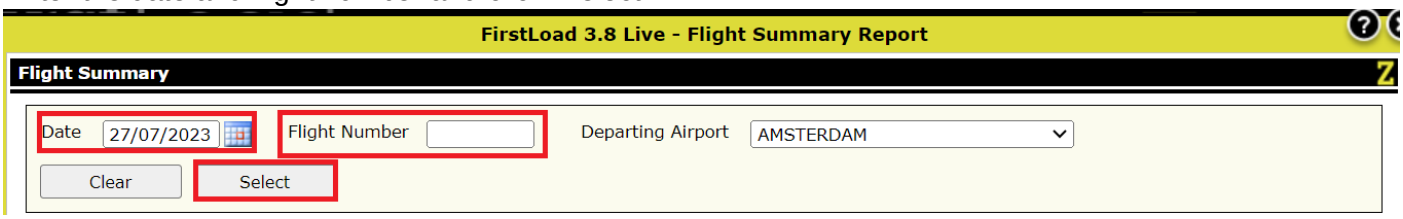
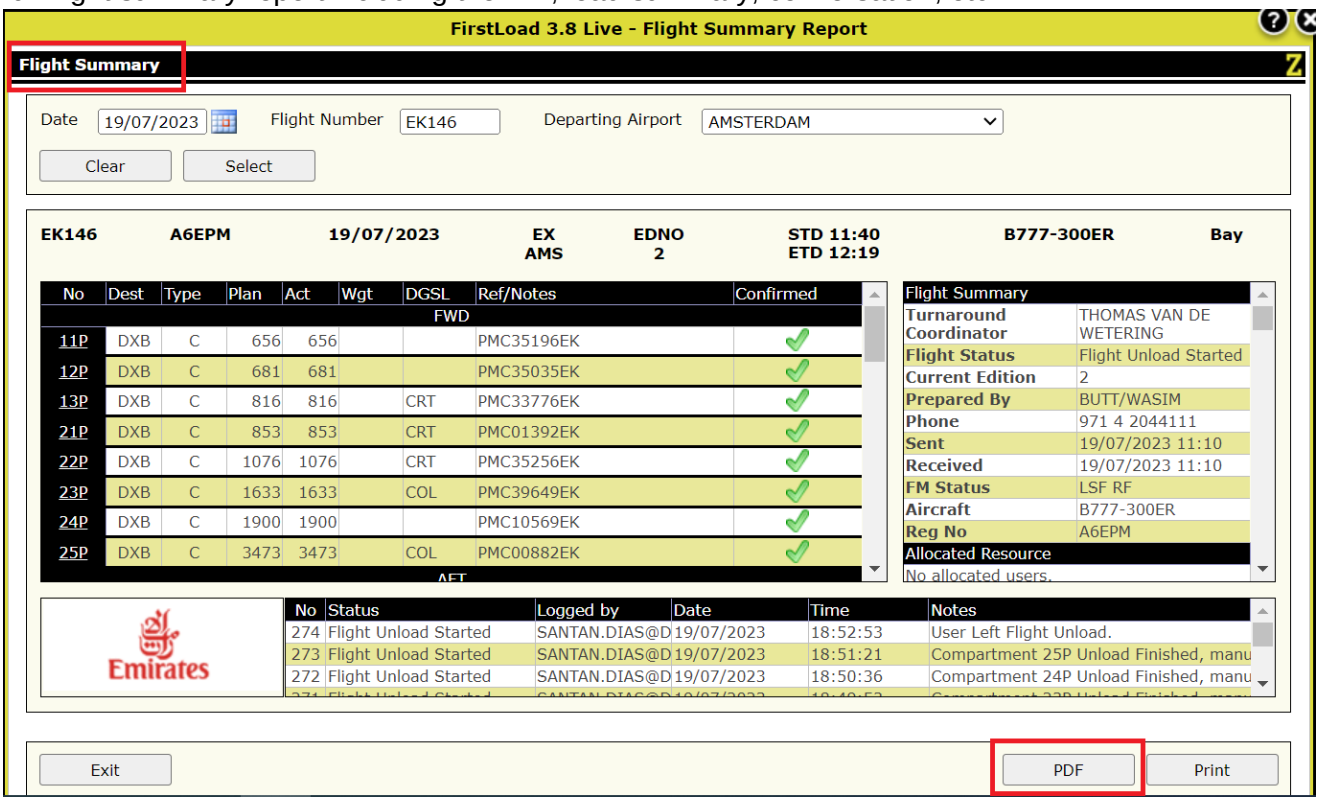
### 4.1.2.2 – LOAD SUMMARY

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

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

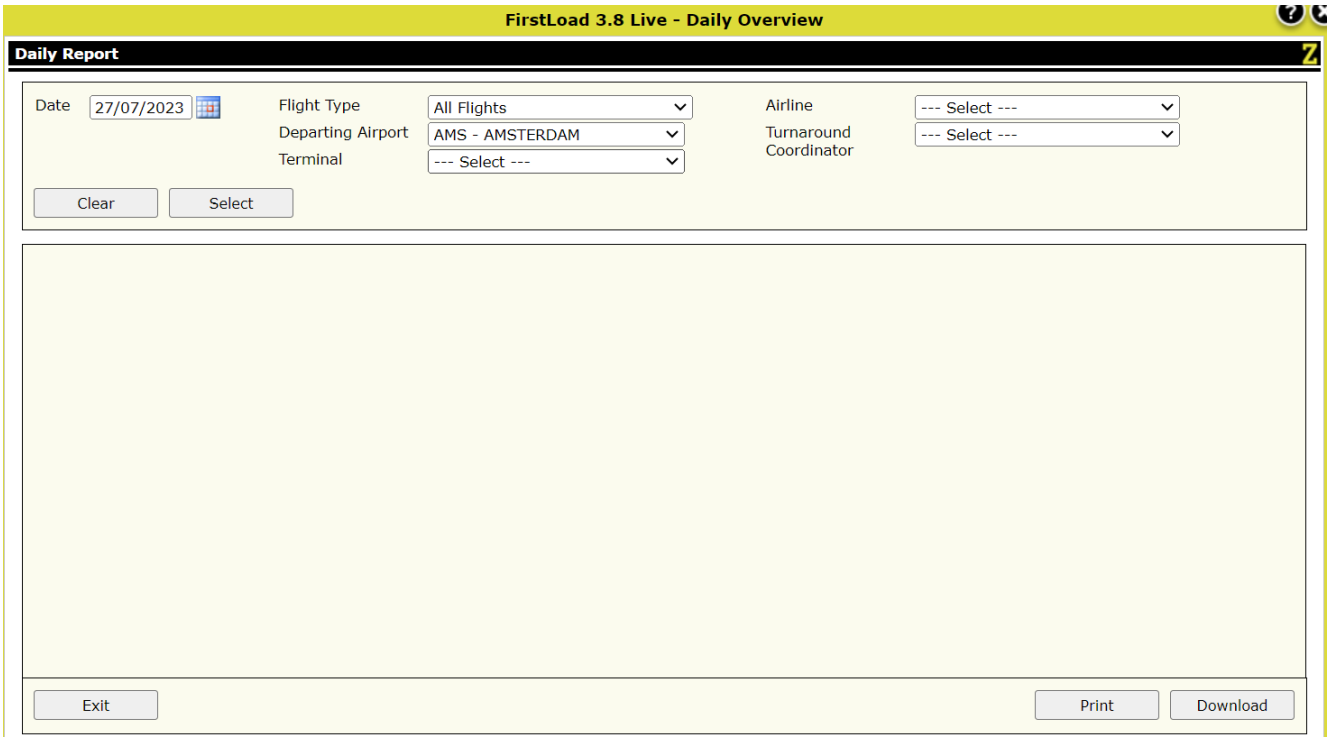



User will be able to view brief flight summary and also it allows the user to access the PDF file which is the full flight summary report including the LIR, load summary, conversation, etc.

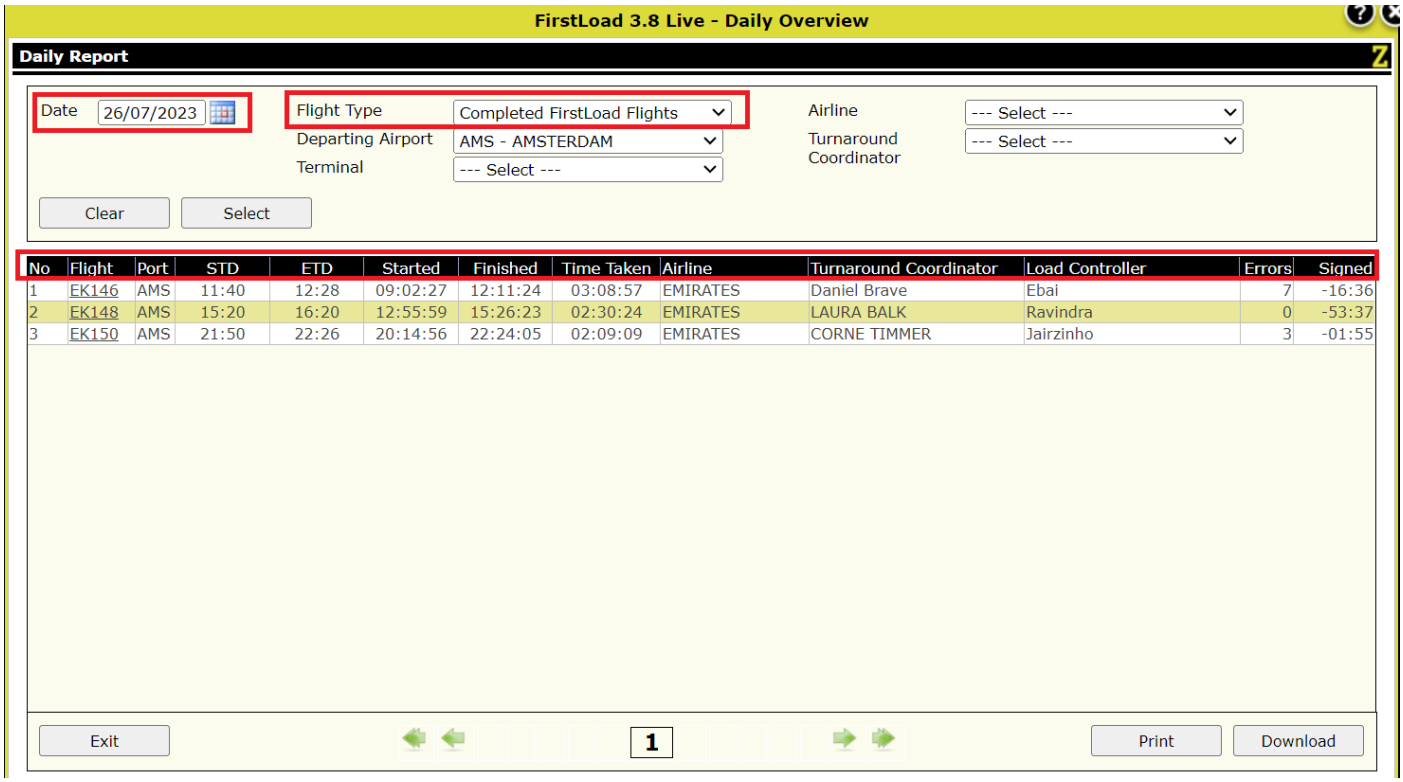


### 4.1.2.3 – DAILY REPORT

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.




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'.




| 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 | Ebai | 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 |

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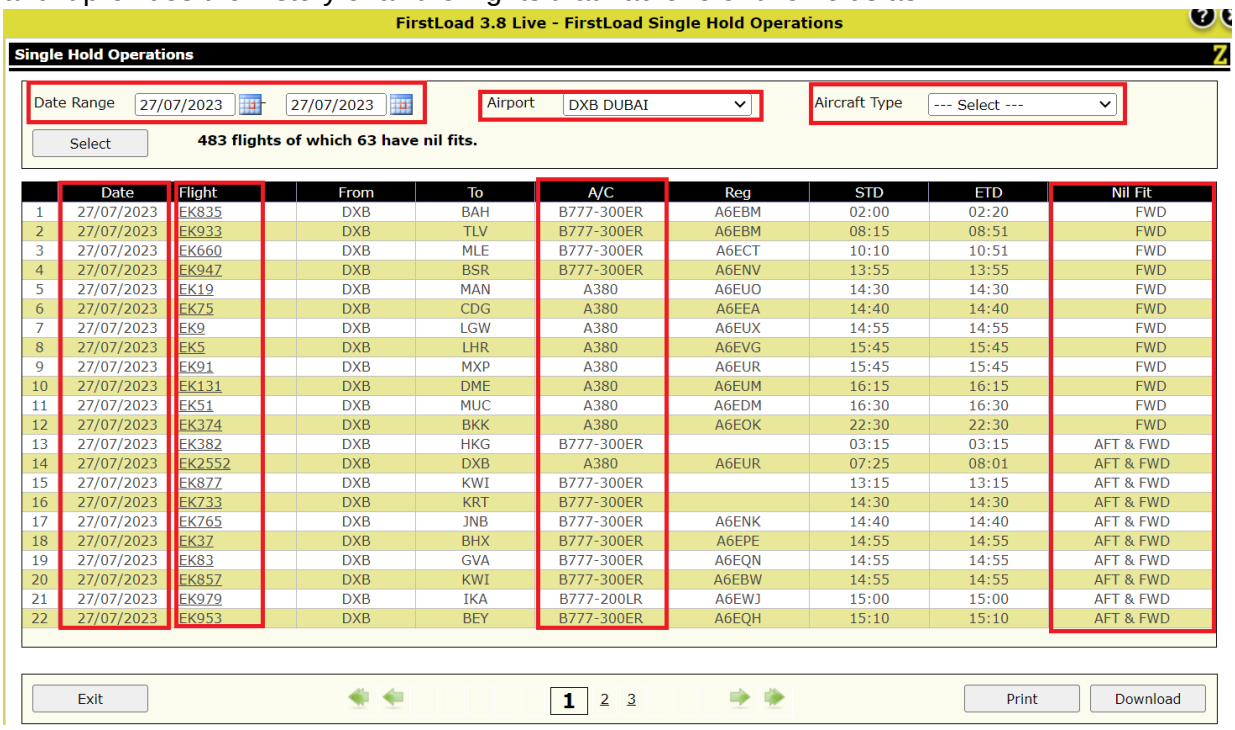
### 4.1.2.4 – SINGLE HOLD OPERATIONS

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

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.




| | 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 | MXP | 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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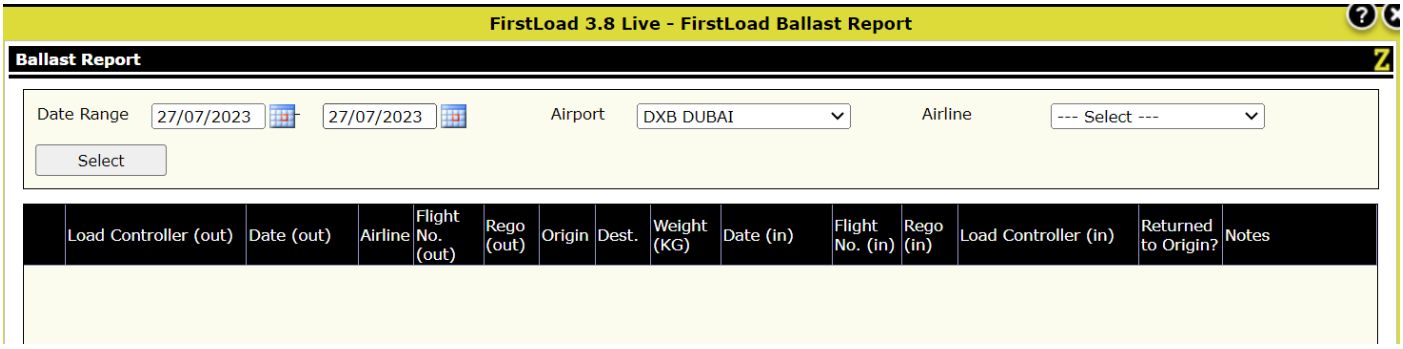
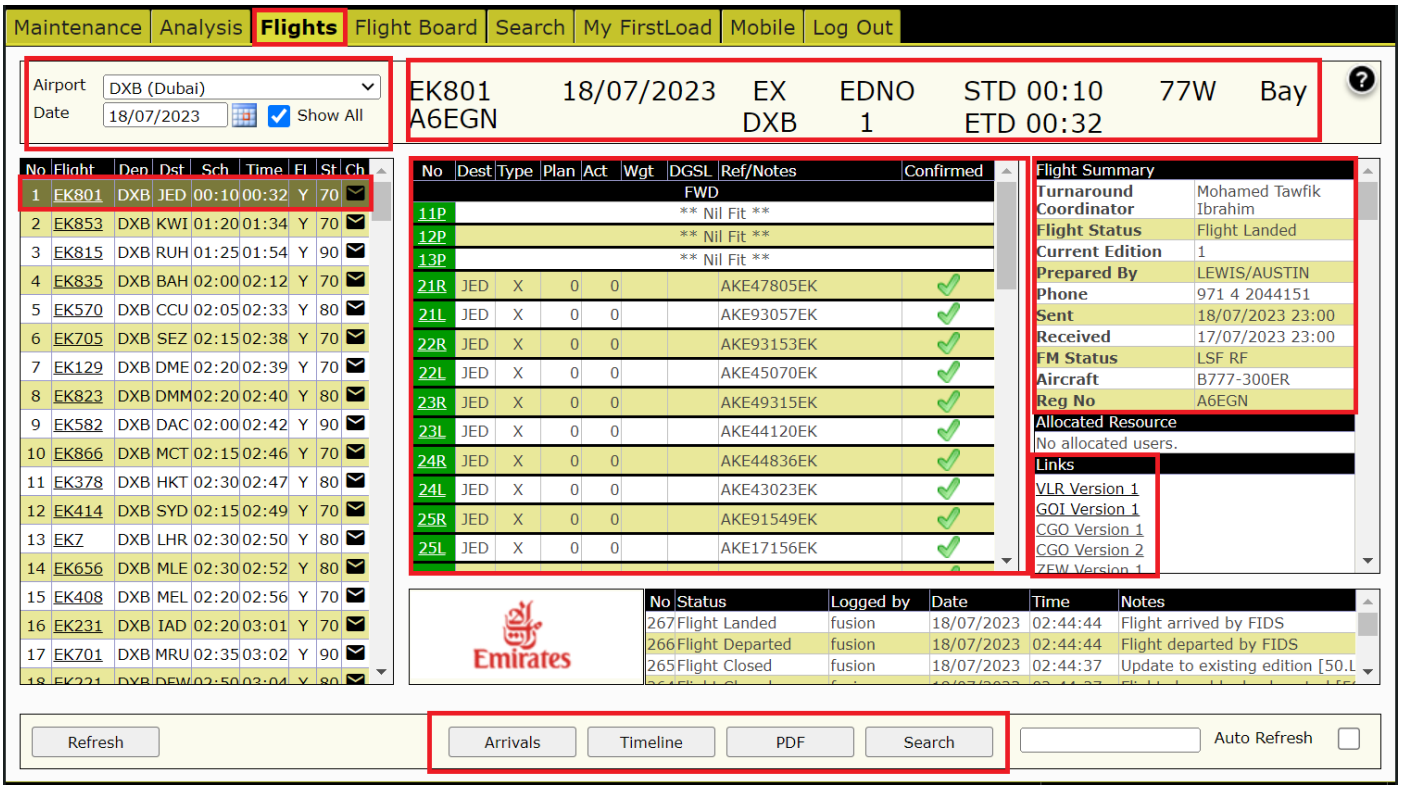
### 4.1.2.5 – BALLAST REPORT

Shows ballast usage.

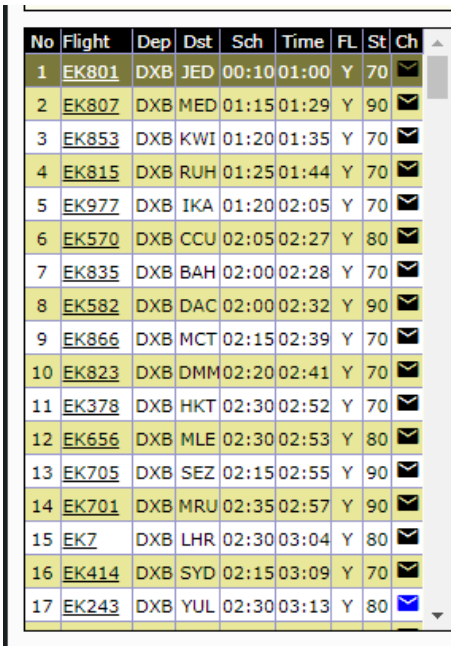


### 4.1.3 – FLIGHTS TAB

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.




**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 |
|---|---|---|---|---|---|---|---|---|
| | | | | | | AFT | | |
| 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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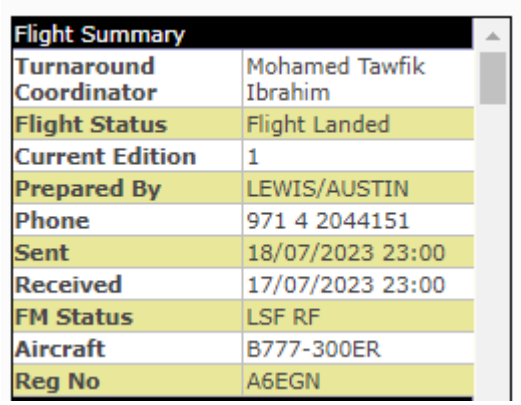
### 4.1.3 – FLIGHTS TAB (CONTINUED)

**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.

| Document Code | Document Type |
|---|---|
| FLT | Final Loadsheet (DCS version) |
| FEA | ACARS Final Loadsheet |
| PLA | ACARS Preliminary Loadsheet |
| 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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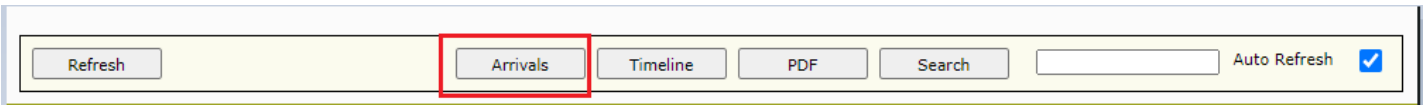
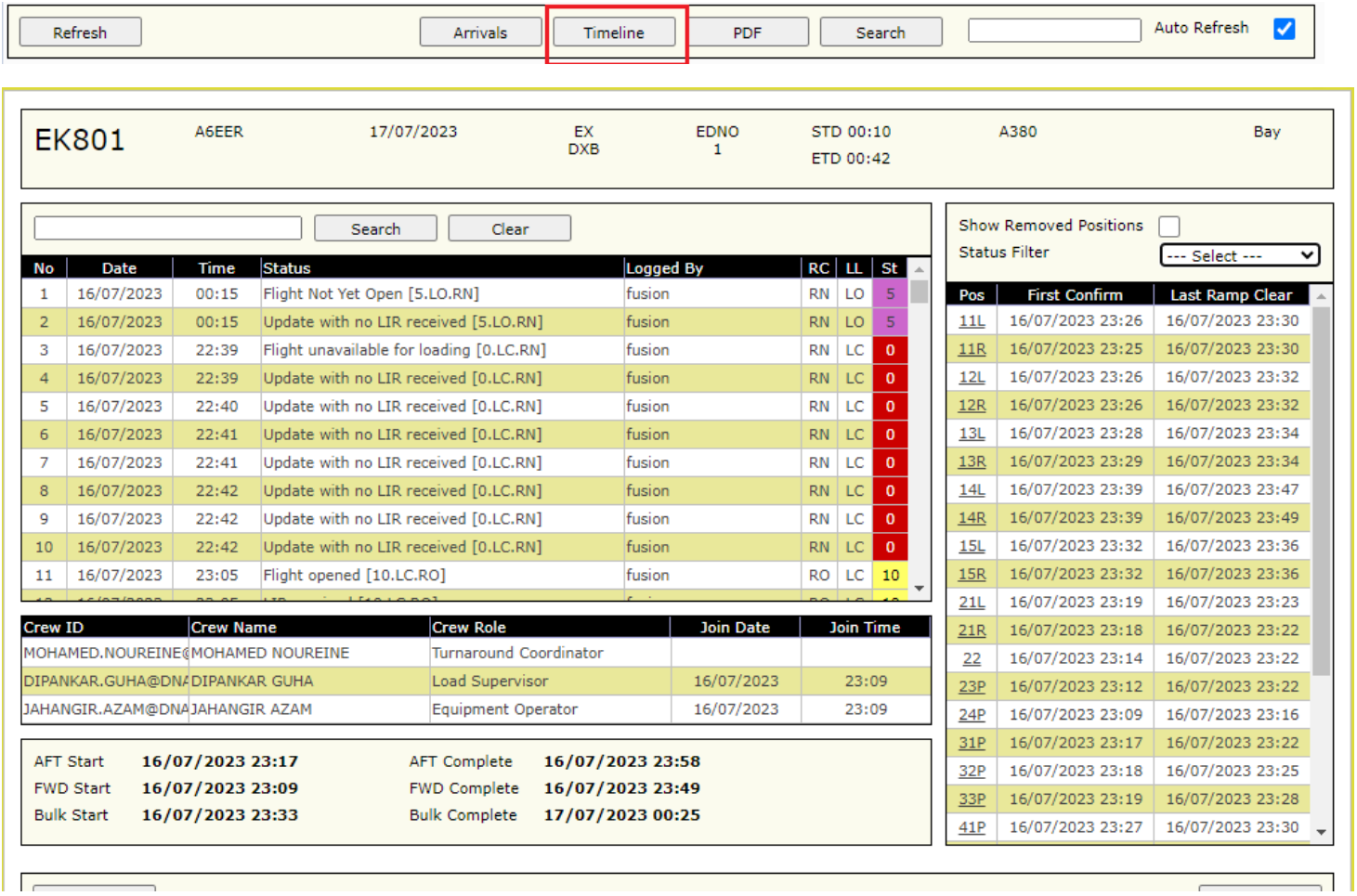
### 4.1.3 – FLIGHTS TAB (CONTINUED)

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

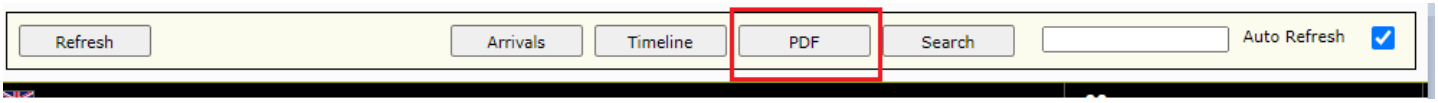



**TIMELINE** button displays the history of the events and transactions logged by users with complete ramp, load control status from Altea FM and loading status in Zafire FirstLoad with station local timestamp.
It displays the users ID and details, and the START and COMPLETE ramp clearance timestamp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




**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.

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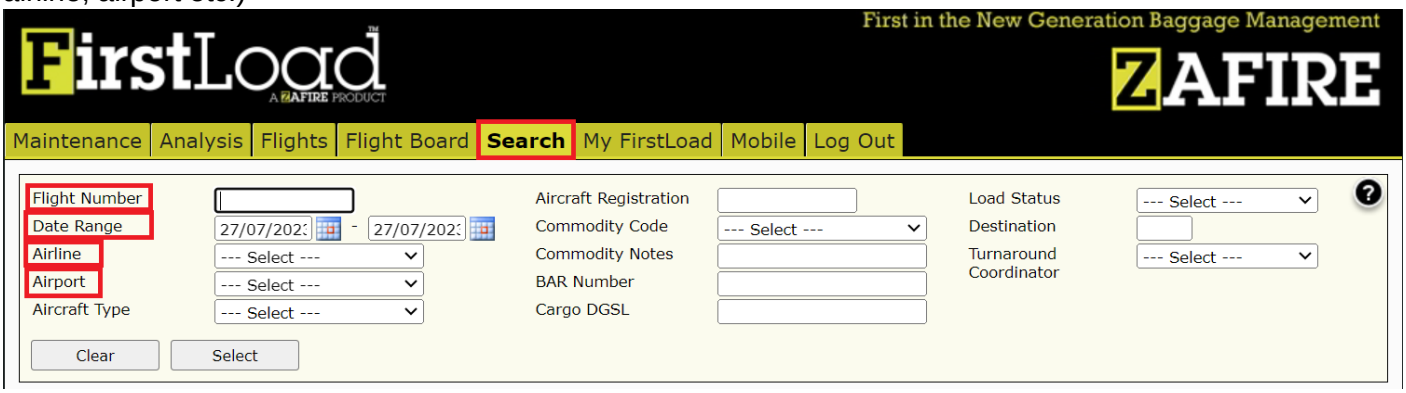
### 4.1.4 – SEARCH

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