

Flights & Cargo

1. Select Type (By Air, By Sea or By Road)
2. Flight / Cargo Type (if by air select)
3. Flight No.
4. Aircraft / Vessel No.
5. Origin Airport (by air) or Sea Port (by sea) or City (by road)
6. Destination Airport (by air) or Sea Port (by sea) or City (by road)
7. Date and Time of Arrival
8. Attachments (Subject and list attachments multiple) for arrival
9. Date and Time of Departure
10. Attachments (Subject and list attachments multiple) for departure
11. Flight / Shipment Belongs To
12. Notes
13. Attach some pictures

All	Today 5	Passenger	Today 2	Cargo	Today 1	Ship/By Sea	Today 0
Total	58	Total	23	Total	35	Total	2

Flights & Cargo

[Add New](#)

Date	Flight No.	Flight Type	Aircraft	Origin	Destination	Department/Ministry	Status	View
00-00-0000	1/7/11-007	Cargo	C-130	Subject here	Subject here	Department/Ministry	Scheduled	
00-00-0000	1/7/11-007	Passenger	RJ-107	Subject here	Subject here	Department/Ministry	Scheduled	
00-00-0000	1/7/11-007	Passenger	Royal Jet	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Cargo	C-17	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Cargo	C-130	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Cargo	C-17	Subject here	Subject here	Department/Ministry	Cancel	
00-00-0000	1/7/11-007	Cargo	Illusion	Subject here	Subject here	Department/Ministry	Cancel	
00-00-0000	1/7/11-007	Cargo	Antinov	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Passenger	Royal Jet	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Cargo	C-17	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Passenger	Royal Jet	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Passenger	Bombardier	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Cargo	C-130	Subject here	Subject here	Department/Ministry	Cancel	
00-00-0000	1/7/11-007	Cargo	C-17	Subject here	Subject here	Department/Ministry	Done	
00-00-0000	1/7/11-007	Cargo	C-130	Subject here	Subject here	Department/Ministry	Done	

Flights & Cargo

Flight Details

Flight Details

Arrival

Departure

Flight / Vessel No

102

Flight Type

Cargo

Aircraft / Vessel

C-130

Flight Belongs to

Name

Notes

Notes

Cancel

Save



Flight Details



Flight Details



Arrival



Departure

Origin

Date & Time

Destination

Date & Time

Airport Name

00/00/0000 00:00 PM

Airport Name

00/00/0000 00:00 PM

Arriving Passengers and load details

☐ Passengers

☐ Cargo

☐ Falcons

☐ Vehicles

No of Passengers

Weight of Cargo

No of Falcon

No of Vehicles

Passenger List

Cargo Manifest

List of Falcons

List of Vehicles

Notes

Notes

Cancel

Save



Flight Details



Flight Details



Arrival



Departure

Origin

Date & Time

Destination

Date & Time

Airport Name

00/00/0000 00:00 PM

Airport Name

00/00/0000 00:00 PM

Arriving Passengers and load details

☐ Passengers

☐ Cargo

☐ Falcons

☐ Vehicles

No of Passengers

Weight of Cargo

No of Falcon

No of Vehicles

Passenger List

Cargo Manifest

List of Falcons

List of Vehicles

Notes

Notes

Photos of Flight



Save

Cancel

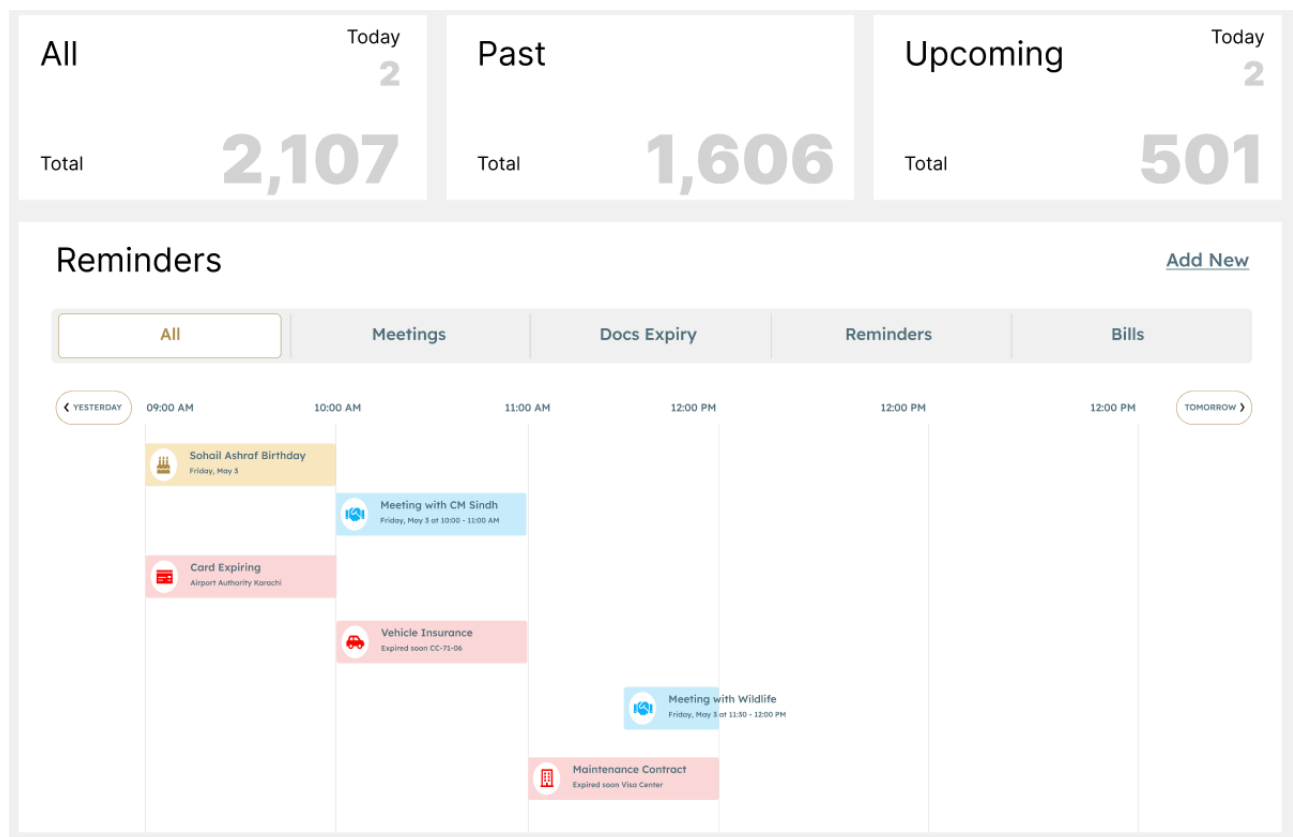
Meetings & Other Reminders

1. Meetings

- I. Meeting / Event Name
- II. Add Host(s) (Name, designation, department, photo, contact # of each)
- III. Add Participants (Name, designation, department, photo, contact # of each)
- IV. Meeting Date and Time
- V. Meeting Location
- VI. Meeting Details / Description
- VII. First Reminder (date and time)
- VIII. Second Reminder (date and time)

1. Reminders

- I. Reminder Type (Docs Expiry, Reminder, Bills)
- II. Select employee, whose docs expiry, bills or reminders
- III. Select Document / Bill / Reminder Type
- IV. Expiry Date
- V. Issuing authority of documents Or Office for bill pay
- VI. Contact person in office of issuance authority or bill payment office
- VII. First Reminder (date and time)
- VIII. Second Reminder (date and time)





Create Event

Event Name
Conference

REMINDER TYPE

Meetings

Docs Expiry

Reminders

Bills

PARTICIPANTS



HOST



MEETING DETAILS



12:00 PM - 01:00 PM
Friday, May 5



Add location



Add Description

REMINDER DETAILS



12:00 PM
Friday, May 5



12:00 PM - 01:00 PM
Friday, May 5



12:00 PM - 01:00 PM
Friday, May 5

Create



Create Event

Event Name

Renewal of Diplomatic Card

REMINDER TYPE

Meetings

Docs Expiry

Reminders

Bills

SELECT EMPLOYEE



Employee Name
Designation

DOCUMENT TYPE

Select Doc Type

EXPIRY



Friday, May 5



Issuing Authority



Contact Person

REMINDER DETAILS



12:00 PM - 01:00 PM
Friday, May 5



12:00 PM - 01:00 PM
Friday, May 5



12:00 PM - 01:00 PM
Friday, May 5

Create