



Regional Pilots Virtual Union
Operations Center Handbook
Version 1.0

Approved for Release: 1 July 2009
By: Joe Szablewski, RPVU Chief Operating Officer

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Introduction to the Operations System

On behalf of the management staff and the rank and file of the Regional Pilots Virtual Union, welcome on board. We are truly honored to be your premier choice for virtual flight simulation of regional aircraft operations. This manual is not our Pilot's Operating Handbook. This manual does not contain any regulations pertinent to virtual airline rules and regulations. Rather, this manual is a comprehensive tutorial for use of the Regional Pilots Virtual Union Operations System. If you are looking for the Pilot's Operating Handbook, please check the Downloads section of the operations system.

Let us begin by covering the basics of the system. The operations system is written in PHP and works in conjunction with a MySQL database. The system is hand crafted by the Chief Operating Officer of the Regional Pilots Virtual Union, Joe Szablewski. Our operations system is not comparable to many external systems used by many virtual airlines. Instead, the system is specifically crafted to fit RPVU's needs. You will not find this system in its current form at any other virtual airline.

While this handbook is in-depth, we understand questions may still remain. Feel free to contact us through our forums or via the emails listed on the Contact Us page of our website.

Once again welcome to the Regional Pilots Virtual Union. We look forward to see your flights appear on your logbook.

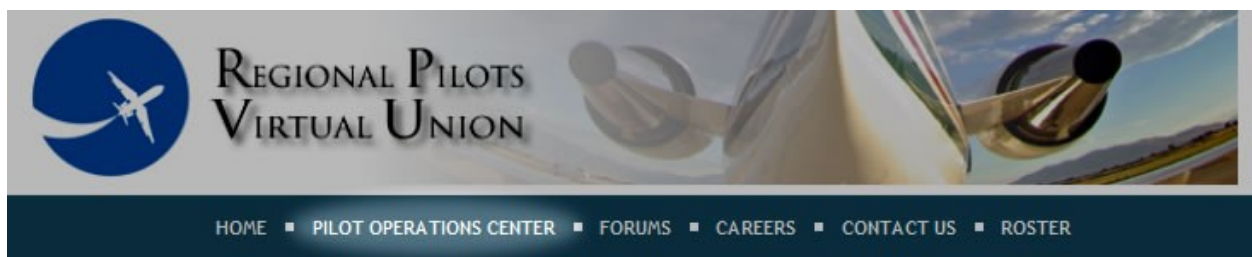
With kindest regards,

Kylan Walters
President / CEO

Regional Pilots Virtual Union

Logging In

Let us begin with the basics. When you first access the website at: <http://www.vregionalpilots.com> , click on the “PILOT OPERATIONS CENTER” link on the navigation bar. *(see image below)*



Once you click on this link, you will be directed to the login area. *(see image below)* You will now enter the email address you used during the application process as your Pilot ID and the password you entered as the Password. You may check “Remember Me?” to have the system store a cookie on your system, allowing you to continually access your account without logging in every time.

Pilot ID :

Password :

Remember me? ☐

Functions of the Operations Center

Now that you have successfully logged in to the system, it is time to make use of the resources available to you. The first thing you will notice is the change on the navigation bar. (*see image below*) The links now stay specifically in the operations system, allowing you to navigate between functions seamlessly.



The basic operations which we will cover in detail are as follows:


- Route Search Function
- Book Flight Function
- File Flight Function
- Send Flight Function
- Logbook View Function

Route Search Function

To search for routes, click on the “ROUTES” link on the navigation bar. To initiate the route search engine, enter as much information as you require into the search function. For the departure and arrival airport fields, you may use portions or the complete airport name or the airport ICAO code (i.e.: KORD). You may also specify specific equipment for your search or search a certain airline. The route search engine is designed to be as user friendly as possible, but should you have any questions, please post them on our forums or contact an administrator for assistance.

Book Flight Function

When you search for routes, you will notice a “Book” button (*see image below*). This is the beginning of the flight filing process. When you find a flight you are ready to fly, simply hit the Book button and the flight will be saved to your account. You may now proceed to fly your flight.

COM614	Chicago O'Hare Intl (KORD) 17:47 CDT	John F Kennedy Intl (KJFK) 20:26 EDT	2:03 hrs	CRJ9		Book
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File Flight Function

After you have flown your flight and kept accurate records of your departure and arrival times (local), cruise altitude, route, and fuel burn, you are ready to file your flight. Login to operations and click on the “FILE FLIGHT” link. This will display your booked flights (*see image below*). From here, you may delete the booked flight if you decide to not fly the flight, or go ahead with the filing process. Hit “File” to continue.

FLIGHT REPORTS AND BOOKINGS

Flight Number	Departure	Arrival	Duration	Equipment	Options
COM614	Chicago O'Hare Intl (KORD) 17:47 CDT	John F Kennedy Intl (KJFK) 20:26 EDT	2:03 hrs	CRJ9	<div>File</div> <div>Delete</div>

Send Flight Function

Once you decide to file your flight, you will be taken to a form to enter information pertinent to the flight you flew. **NOTE:** We require pilots to fly on the VATSIM network.

Flights not flown on VATSIM risk deletion for violation of this rule. Fill in the form (*see image below*) and submit the flight. The flight will be saved and sent to the administration team for review. Please note that it may take a while for your flight to be approved. This does not necessarily mean you did something wrong, just that the administration team is busy with other priorities. We are humans who have lives outside of the virtual airline, just like you.

Note: You may depart (meaning leave the gate) in the simulator no earlier than 5 minutes prior to the scheduled time and no later than 15 minutes after the scheduled time. For example, our test flight is scheduled to depart at 17:47 CDT. Therefore, my window for departing the gate in simulator time is 17:42 to 18:02. You do not have to fly when the real-world time matches the schedule, but you must set simulator time to match the schedule.

Filing COM614 : Sched Depart Chicago O'Hare Intl (KORD) @ 17:47 CDT / Sched Arrive John F Kennedy Intl (KJFK) @ 20:26 EDT.
Equipment: CRJ9 | Sched Duration: 2:03 hrs

Your Departure Time*:	<input type="text"/>	(00:00 Format)
Your Arrival Time:	<input type="text"/>	(00:00 Format)
Your Duration:	<input type="text"/> hours,	<input type="text"/> minutes
Cruise Altitude: FL	<input type="text"/>	
Fuel Consumed:	<input type="text"/>	lbs
Flight Plan Route:	<input type="text"/>	
Comments:	<input type="text"/>	
<input type="button" value="File This Flight"/>		

* You may depart in FS no more than 5 minutes prior to the scheduled time or 15 minutes after the scheduled time.

Logbook View Function

This is relatively self-explanatory. Simply click the “LOGBOOK” link once logging in to the operations center to view your logbook. From here, you can view the entire flight report by hitting the “View” button.

Something Didn't Work – Help Me!

Our operations system has been tested thoroughly in multiple browsers and platforms. However, it is possible a bug may arise throughout the use of the system. Should this occur, please note the following items:

- Date and time of the error
- Your operating system, browser, and internet speed
- Any error given by the script
- If possible, a screenshot of the error or failure
- URL of the error

Submit these to Joe Szablewski at: jszablewski@vregionalpilots.com .

Contacting Administrators

RPVU does its best to make its administration team openly available to its members. After all, it isn't the management's virtual airline, but the pilot's. You may contact the following administrators for assistance with the operation system. And remember, the forums are always open. The forums are a great place for the user community to help each other out through the learning curve.

Kylan Walters – kwalters@vregionalpilots.com

Joe Szablewski – jszablewski@vregionalpilots.com