OpenJet 360 Operator Manual

version 2.9.6

OpenJet S.A.

February 16, 2018

Contents

OpenJet documentation

OpenJet is the operating system for business aviation.

General Principles

General Principles

This guide covers the features available in OpenJet 360.

Overview

OpenJet 360 allows your company to manage:

- Customers
- Reservations
- One click edition for Quotations, Flight Confirmation, Pro Forma, Invoices and Boarding Pass
- Pricing
- Fleet
- Crew (Expiration dates monitoring, FTL monitoring, planning etc.)
- Planning
- Flight Schedule

And much more.

Support

If you have any trouble using your OpenJet platform, please send an email to support@openjet.com.

Should you encounter an issue or a bug, please send an email to the same address or, in case of emergency (e.g. platform malfunction), call Openjet Support Team on + 352 20 88 04 93.

Our Support Team is available anytime for you.

Update

The Back Office platform is updated on a regular basis. You will receive a warning e-mail before the update.

The platform will then become unavailable for a few minutes maximum. Should the planned update-time interfere with your operation, please let us know.

User and roles

Each individual in your company can have private access to the platform. Each access is granted one ore more roles. The common roles are OPS, Sales, Pilot, Pilot Supervisor and Admin.

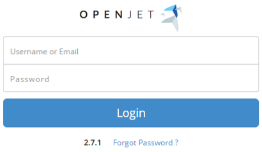
We will set up your platform with these standard roles, but you can completely customize your roles (and their rights) to match your company’s way of working.

For example, if you want your OPS agent’s to access the pricing area or the Sales Agent to access the flight schedule, it is possible.

For more information, see the Manage your Users.

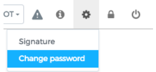
Login Page

This is the login page. Type you username or email address to access your OpenJet platfom.



If you have forgotten your password, click on “Forgot Password ?”, enter your email address and submit.

You will receive a new password by email. You can then change it here if you prefer:



Home Page

Dashboard

After login, you start on the Dashboard. Your Company admin can display some Widgets on the Dashboard (Aircraft/crew location, Flight hours etc.). Refer to “Client Root” section for more information.

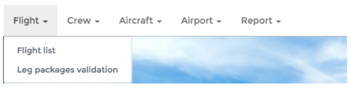
User status

The top right corner contains information about the user status:

From left to right:

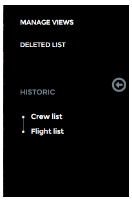
- User name.
- Role button: you can switch role any time (OPS/Sales/Admin) by clicking on the role button.
- Notification warning: if you have any unread notification, this warning will display in red with the number of notifications.
- User settings: you can set here your email signature, change your password.

Menu Bar



The menu bar changes according to the current role. Each menu item is linked to a specific right. To change the rights attached to a role, contact support@openjet.com.

Side Bar



On pages which displays a list, you can manage views to show the list with different columns/info. To access this functionality, click on “Manages Views”. You can then create a personal view and/or choose the default view. You can switch your view any time via the side bar.

The side bar also displays the last visited pages.

You can hide the side bar by clicking on the arrow.

Administration

Administration

The administration of your OpenJet plateform is accessible with the "Admin" role. Of course, you may want some features normally accessible by **OPS** or **Sales** (e.g. Pricing, Aircraft Performances) to be accessible only by an administrator. This is possible by changing the rights associated to the roles.

Contact support@openjet.com with your needs and we will do the necessary work.

This section will deal with the administration features that are commonly not accessible by **OPS** and **Sales**.

Manage Users

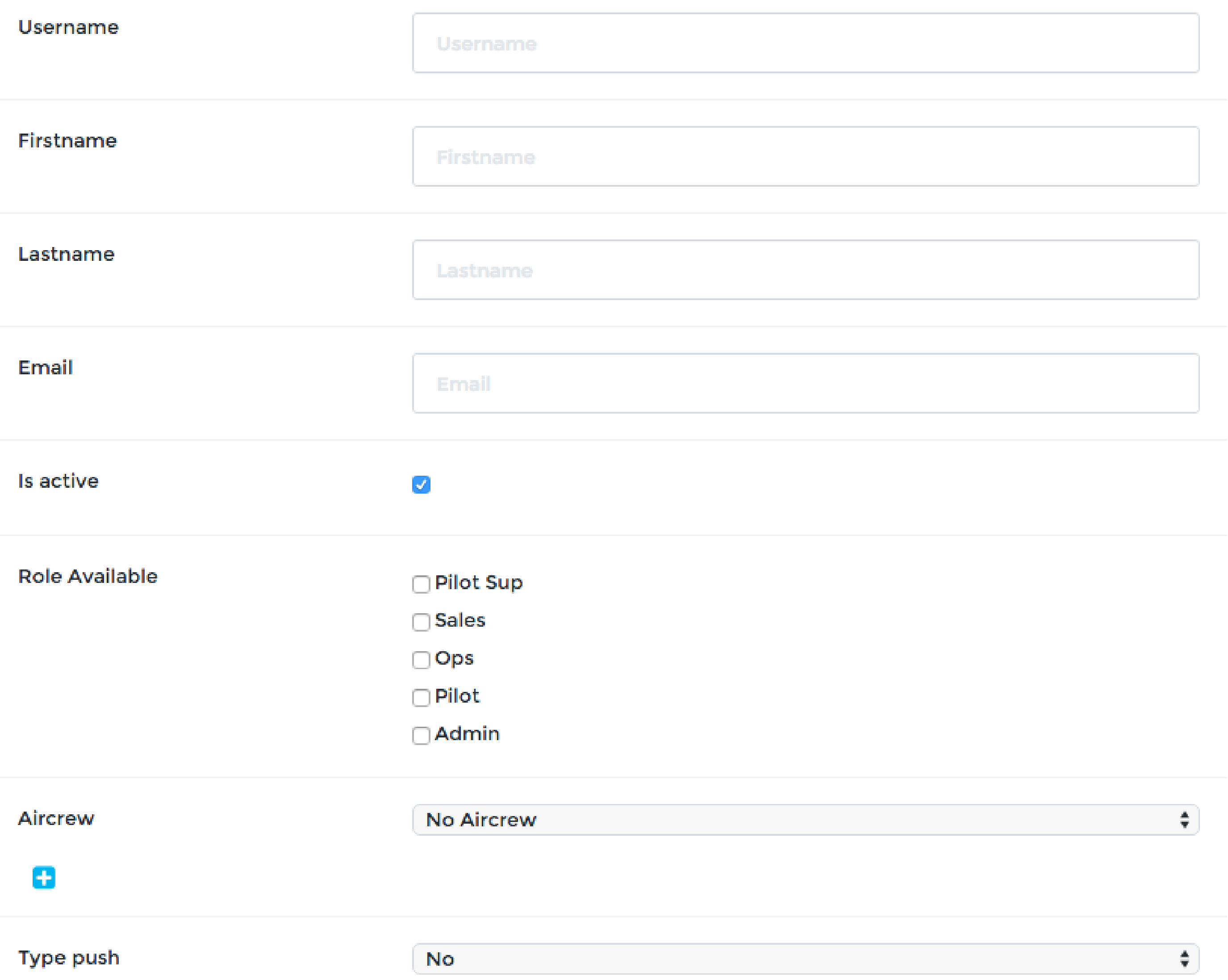
User management is accessible through the menu **User > User list**. The right to manage users is by default granted to the **Admin** role. Remember: this can be changed as you prefer, contact support@openjet.com for any changes related to roles and rights.

To view and edit an existing user, click on . To create a new user, click **Add New**. The form for creating or editing a user are the same, except for the passwords fields.

Create a User

Fill out all the fields in the form. We recommend to use the Email as username.

Check **Is active** to activate this user access.



If the user is to be linked to an existing aircrew, select the aircrew in the list.

Select **Mail** for the **Type push** field.

Choose a password and submit. The user is now created and active.

Desactivate a user

To deactivate a user, just un-click **Is active**. The access for the user is then suspended.

Configuration : Operator

This page is accessible using the menu **Configure > General**.

This page will be filled by the OpenJet team during the setup of your platform. You may want to have a look to check the information or update your contact informations, logo, etc…

Contact

This section is about all contact informations of your company. The city entered will be used in the header of the documents generated by OpenJet 360 (Quotations, invoices etc..).

Emails

These email address will be copied in some emails sent by OpenJet 360. For example, the default OPS email will receive a copy of any FBO request, allowing you to check the actual sending of the request.

You can specify the sender for Sales Documents : Sales or Current user email address.

You can choose the departing email address from which to send Sales documents: Sales or Ops Email or User email.

Document Customization

For Sales documents, you can switch tick Terms & Agreements customization to edit those fields at reservation level.

The default content for Cancellation terms, Payment terms and Special Agreement can be set there.

Options

For the pricing strategy, refer to the pricing section of this guide.

You may choose or not to round your flight times calculated by OpenJet 360, choose the option you prefer.

Credentials for third party interfaces are to be set there.

Language Settings

This section allows you to set default languages, number and date format.

Logo

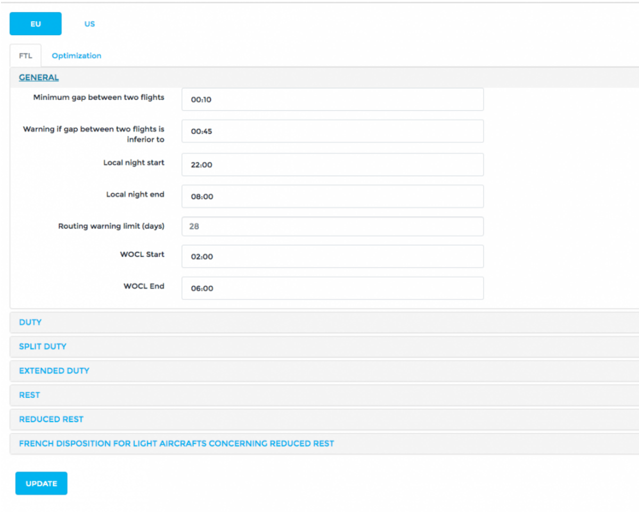
Upload your logo here. It will be used in the FBO request.

> **Warning**
>
> Click **Save** at the bottom of the page to save the modification you entered.

Configuration : FTL/Optimization

This page is accessible via the menu **Configure > FTL/Optimisation**.

You can change some parameters in the FTL and optimisation engine here. The parameters are grouped in different sub-sections.

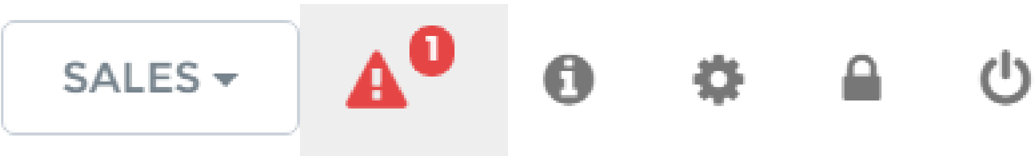


> ***Warning***
>
> We recommend to not change these parameters without the advice of the OpenJet support team. Contact us at support@openjet.com.

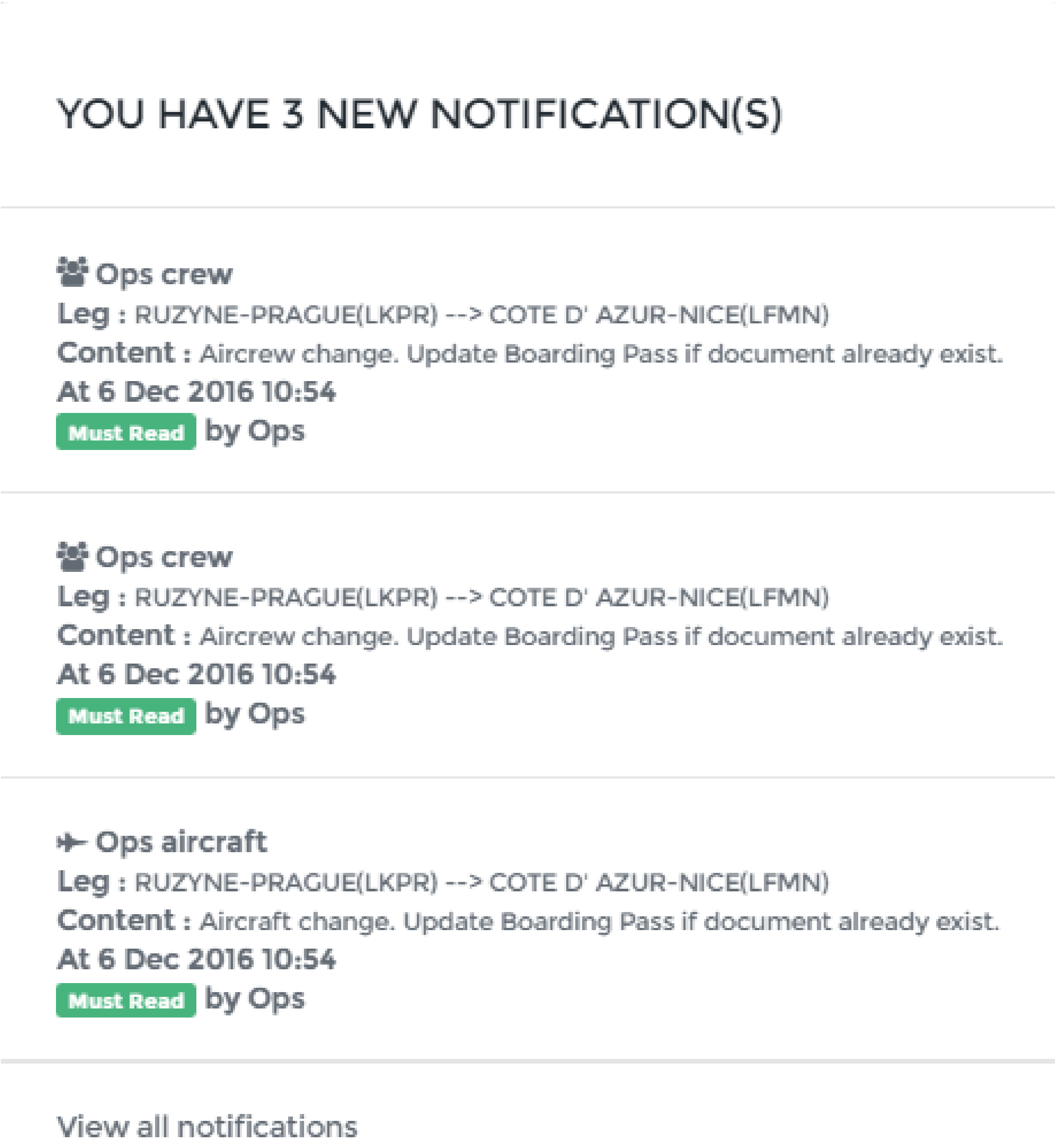
Notifications

Role notifications

For OPS or Sales roles, notifications will display important informations regarding flight creations, updates and cancellations. This notification system is designed to ensure no informations are lost between sales and operations.



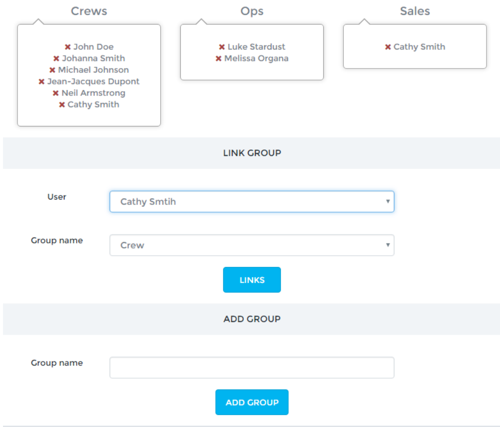
Click on the warning logo to displays latest notifications:



To acknowledge the notification click on the status button ("must read").

Flight reports comment and Groups

Pilots can send a comment in a flight report through their App. The comment is to be send to one or several groups. Groups are managed by the admin on the page **Configure > Groups**.



You may create any group with any name using the last section and and any user to any group using the middle section.

E-mail notifications

E-mail notification to the users are possible for various topics:

- Reservation on an uncategorized airport
- Fatigue Reports
- Expiration dates

To enable these notifications, contact Openjet Support.

On the page **Configure > Notification**, choose which groups should receive the notifications.

- Manage Users
- Configuration : Operator
- Configuration : FTL/Optimization
- Notifications
- Manage Users
- Configuration : Operator
- Configuration : FTL/Optimization
- Notifications

Sales

Sales

This section deals with the features related to Sales: customers management, creation and modifications of reservations, estimates, pricing and invoicing.

This right to the feature are given to the “Sales” roles by default. You can ask OpenJet to edit the right given to any role. Contact support@openjet.com with your needs.

Customer Management

OpenJet 360 provides you with a simple customer list using the menu **Customer > Customer list**.

Customer are of two kinds: **Account** and **Contact**.

Customer and Passengers are the same in OpenJet, so each passenger you create will also be displayed in this list. To create a new customer or passenger, you can click on **Create New Account/Contact** or create directly in the reservation management page (see Manage reservations).

Accounts are for paying customers (whether Individual or Company) and have a full set of information.

Contacts are for passengers only with a simpler form.

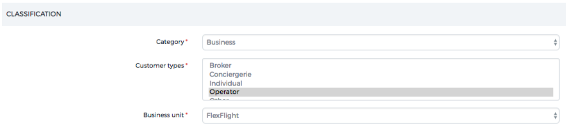
Account Profile

Locale

If your customer's language is not the default language you have chosen, you can set it to another language.

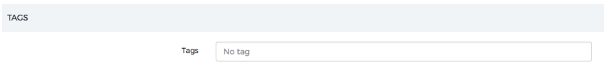
The documents that you will send to this customer will be in the selected language, if you have provided us with the templates.

Classification

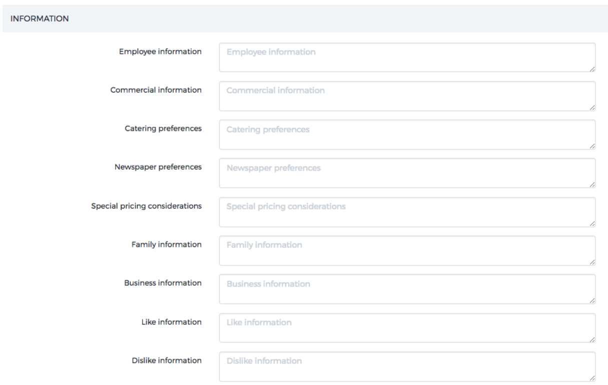


- You can set any customer as being a **Company** or an individual.
- You have to choose a unique Customer Type for the account.
- You can manage Customer Types in **Customer > Customer Types**.
- You can choose for which Business Unit this Customer belongs, if applicable.

Tags



Information



The commercial information you enter is displayed on the reservation page. All information will be visible by ops agents and pilots.

Historic

At the bottom of the page, you have access to your customer's historic and link to last reservations.

Linking Accounts and Profiles

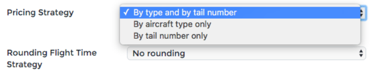
In the upper part you can connect your Account/ Contact to other Accounts.

In the bottom of the page, you can add contacts to an account.

Pricing

Pricing strategy and base airports

On the page **Configure > General** (Admin role) in the **Options** section, you can choose between 3 pricing modes:



If all your aircraft of the same type are based on the same airport and have a similar pricing, you should use "Pricing by aircraft type only". The type's base is set on the page **Pricing > Base airports**. If you choose several airport bases, OpenJet 360 will choose the most appropriate one, reducing empty legs.

If your aircrafts of same type are located at different airports, you have two choices:

- Pricing by aircraft type only: OpenJet 360 will automatically choose the aircraft by minimizing empty legs.
- Pricing by tail number only: you have to choose a tail number before making a quotation.

If you choose "Pricing by type and tail number", you will be able to have both, see pricing profiles for more details.

Just below, you may choose **flight time rounding**: upper 5 minutes, lower 5 minutes or nearest 5 minutes.

Flight time calculations

OpenJet automatically calculates flight times based on direct route between two airports. Aircraft performances can be set for each type of your company. See Manage your Fleet.

If you are not satisfied with the flight time between two airports, you can manually set the flight time using the page **Pricing > Manual Flight Time List**.

Pricing

On the page **Pricing > Pricing Profiles**, you can create, edit and manage pricing profiles. Click on a profile to edit it.

Copy from profile

You can copy another profile content to this current profile.

General

You can set a name for your current pricing profile. You can add destination channels for the current profile:

- B2B is for reservations created from your dedicated Openjet environment. Note that you can have more than one profile for this channel, enabling to switch pricing profiles in one click in reservations.
- B2C is for reservations made directly by End customers on Openjet.com
- Agency is for reservations from a third party : GDS (like Amadeus), Travel agencies, Hotels and Concierges.

The default for this channel option enables to use this profile at reservation creation.

Pricing mode

Prices in profiles: this option determines if the prices shown in the profile include taxes or if the tax is put on top.

There are four options to show/hide additional services and empty legs from your quotation and invoice.

Rounding

You may choose here how you wish to round your prices and set the rounding precision.

Fixed reservation fee

This fee will be counted once per quotation.

Airplane price

You can choose to create your pricing for each tail number or for each model of aircraft by enabling the option on the chosen line.

You need to enter commercial flight price, empty leg price per minute and set the minimum flight time per leg.

Fixed leg fee

This fee will apply once for any revenue leg and empty leg if selected.

Daily fee

This fee will apply for any commenced day (based on departure local time). You have the choice to apply a buffer time, if you don’t want flight arriving early in the morning to be charged a second day.

Airport average price

This fee covers landing and FBO fee. It applies for each landing, unless specified in airport exceptions.

Airport exceptions

Enter here the price for an airport for which you don’t want the average price to apply.

Parking per hour fee

You can apply an hourly parking fee on an airport. OpenJet calculates the schedules time on ground and applies the fee hourly. Every started hour is due.

Wait time fee

OpenJet calculates the time spent on ground within the reservation and applies this fee hourly. Every started hour is due.

Pax price

This fee covers the catering or any taxe which is due per passenger. Enter the amount and the first passenger to be charged.

Empty leg price

Choose here how OpenJet calculates the empty legs:

- No empty Leg
- Simple: for ‘A-B’ trip, create the ‘B-A’ corresponding empty flight
- Base: Create empty legs from/to base before and after commercial leg

Overnight price

Enter here the price for an overnight and the maximum allowed overnights. If the number of overnights is exceeded, empty legs back and from base will be charged.

Immobilisation step one/two

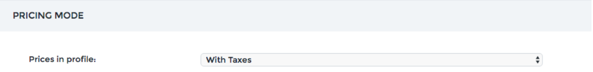
If the time on ground exceed the step, the fee will be apply.

Taxation

OpenJet 360 can calculate automatically the tax part of a quotation. Please provide us with the information about the taxes you wish to have on your platform, so that we can preset it for you.

Step 1: pricing mode

In the pricing profile page, there is an option called **Prices on profile: With Taxes/Without Taxes**.



If you choose **Tax Included**, the amount entered in the pricing option include taxes. The taxes will be calculate WITHIN the total amount. If you chosse **Tax On Top**, the taxes will be added ON TOP of the total price calculated.

If you choose **No Tax**, no tax will apply to your reservation.

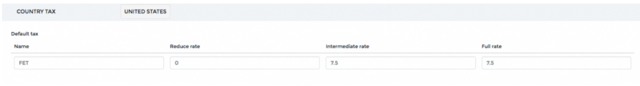
Step 2: set up taxes for each countries

Go to the page **Pricing > Tax management**. This page displays all countries. Choose the country for which you wish to set up taxes. Set up the taxes for your country and any country you fly to and for which you pay taxes (e.g. Bahamas Taxes, Italian Luxury Tax).

Click on the eye to open the setup page of desired country.

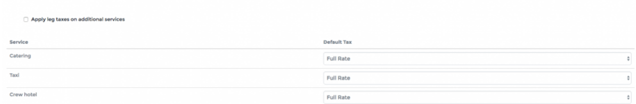
Default Tax

The default Tax is the main sales taxe (VAT, FET etc…) of a country. You can enter three different rates (%) and rename the tax.

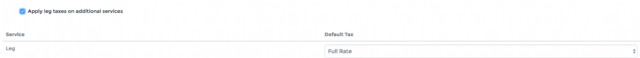


Services

Two options are available for you. If you do not select the option **Apply leg taxes on additional services**, you need to select the rate of the default tax applying to each service (leg, empty leg etc…) and additional services.



If you select the options, you need to select the rate applying for a leg, and each service and services will be taxed and the same rate as the leg. For example, all services won't be taxed in case of and international travel.



Customizable taxes

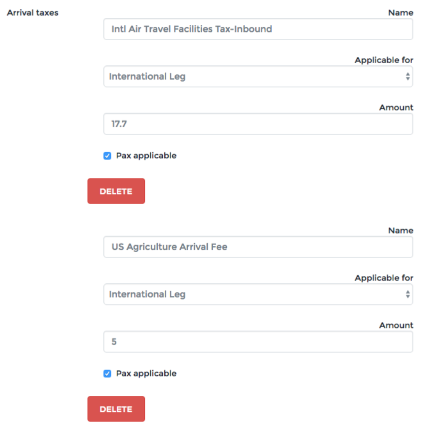
You may create different taxes with different options:

- **Departures taxes:** applies for any departure in that country
- **Arrival taxes:** applies for any arrival in that country
- **Fix taxes:** fix amount applying for a leg
- **Rate taxes:** rate taxes (%) applying on the amount charged for a leg
- **Overtime Taxes:** created for the Bahamas Overtime Tax.

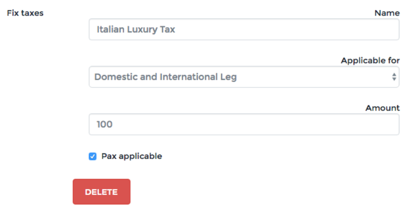
For each created tax, choose a name, if it applies and domestic and/or international legs, the amount and if it applies once or per passenger.

See below a few examples:

US taxes:

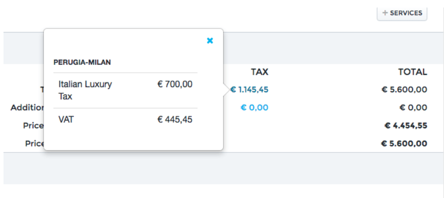


Italian Luxury Tax:



Display

The total amount of calculated taxes will be displayed in the total section of a reservation, split into legs and additional services. Click on the amount to see details.



Create and Manage Reservations

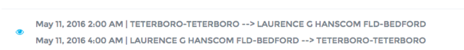
> ### Note
>
> All times showed in the reservations, documents and lists are Local Times.

Reservation lists

In OpenJet 360, reservations are used to create a quotation, and manage the commercial part of the flight when booked.

The reservation lists display reservations according to the filter used on the list.

The first column displays all legs of the reservation and their departure time:



The last column called **Status** allows you to have a quick overview of the current state of the reservation.

The first indication is the state of the reservation. Possible states are:

- Reservation has been created but not booked.
- Reservation is booked and is being handled by Ops.

- Client has hold the reservation. Ops has received the reservation with an “on hold” status.
- Reservation will be flown by another operator.
- Reservation has been canceled. Cancellation is possible from any previous state.

The three remaining indications, **Quotation, Invoice** and **Boarding Pass** are red when no such document has been created or if the last document is not up to date (changes made to the reservation).

New estimate

The estimate page allows you to have a quick estimate of the price for a one-way flight without creating a reservation. Previous estimates are visible and ordered by **Most used** and **Last estimates**.

The button **Create a reservation** triggers the new reservation form pre-filled with aircraft type, origin and destination.

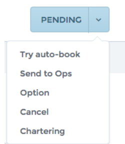
Create and edit a reservation

You can create a new reservation using an estimate or directly on the **New reservation page**. Complete the form with the informations for the first leg and click **Add**.

You will be now redirected to the reservation editing page.

Change reservation status

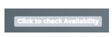
On the top right corner of the page is the reservation status button, allowing you to change the status.



- **Try auto-book** will trigger the optimzation system and propose an aicraft and a crew. If you book through this, aircraft and crew planning will be automatically changed and empty leg and crew positionning will be added.
- **Send to Ops** will send the flight to ops with no assignment and change the status to **booked**
- **Option** will send the flight to ops with the **on hold** status
- **Cancel** will cancel the reservation
- **Chartering** will switch the status to **Charter**

Availability

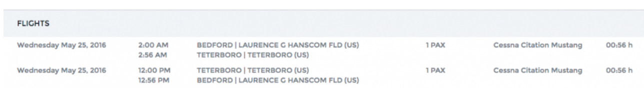
Next to the status indication, you find a button which triggers the optimisation to verify the availability of the flights.



Once the pending status is over, you will see **Available** in green or **Not available** in red.

Edit trip

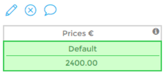
The trip is shown in the **Flights** section.



To add a leg, use NEW FLIGHT or ADD RETURN. The second one will trigger the new leg form with departure and arrival already filled. Once you click in ADD, the new leg will be added and the pricing will be recalculated for the entire reservation.

> ## *Note*
>
> Empty legs and overnights are automatically created and quoted based on the trip and aircraft's base(s).

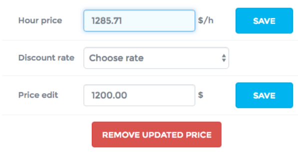
Next to each leg, different buttons allows you different action on that leg:



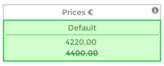
- **Edit leg** to change any element of the leg (departure time, airports, pax number).
- **Remove leg**
- **Add Comment** will add a text comment to that leg visible by sales and ops.

Price

The Price can be manually changed by clicking on it. You may change the hourly rate, apply or discount or change the leg price directly.



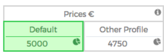
Once changed the old price and the new price will be displayed as follows:



The profile used for pricing is shown above the price (Default in this example).

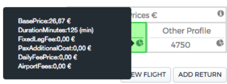
Switching pricing Profiles

You can switch between up to three pricing profiles provided you set B2B destination channel for those channels. Switching Pricing Profile will recalculate commercial and empty legs prices and all fees set in the pricing profile.



Details on price

You can read the details how the leg price was calculated by hovering over the pie chart next to the price.



Empty legs

Empty legs are created depending your current pricing profile. You may delete them with the cross or change their price by clicking on the price.

To add another empty leg, click on + SERVICES and choose **Empty Flight**.

Additional Services

Some Additional Services which are part of the pricing will be automatically created (Overnights, Start-up fee etc.). You may delete them or change their price manually in the same way.

To add any other service (e.g. Catering, De-Icing), click on + SERVICES. Go to page **Pricing > Additional Services** page to create or edit an additional service type.

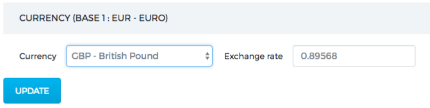
Total

This section will be automatically calculated with the inputs made above. Click on the tax amount the view the detailed taxes.

	TAX	TOTAL
Total Flights:	$188.37	$2,700.00
Additional Services:	$0.00	$100.00
Price excl. Taxes:		$2,611.63
Price incl. Taxes:		$2,800.00

Currency

You can select a currency and update the exchange rate. Changes are taken into account by clicking on update.



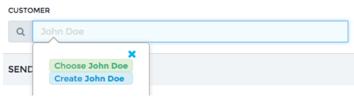
Paying customer

In this section, you define the paying customer. Enter the name or part of the name in the customer field and **press enter or click on the search button**.

If there is no match because the customer does not exist, use **Create XXX** to directly create a customer without leaving the page.

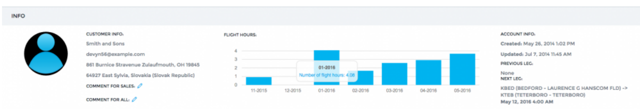
A window with the **new customer** form will appear.

Fill it and click on **create**: the new customer will be created and selected for the reservation.



You have the possibility to add a contact to the customer. This will allow you to send the document to several contacts.

Once selected, customer details will be displayed at the top of the reservation. From there, you can change the comments on that customer directly, and have a look at the statistics.

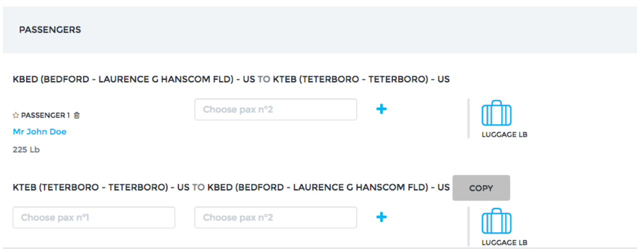


Send Comments

These comments will be visible on any leg attached to the reservation. **Comments to All** are visible by Sales, Ops and Pilot.

Passengers

Enter here the passengers. Passengers are handled like customers in OpenJet 360, so follow the same process as for customers to add a new passenger.



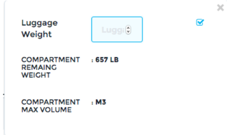
Use + to increase passenger number and COPY to copy the passenger list from the previous leg.

Passenger:

- Click on the star to set the passenger a **Lead Passenger**. The crew will be notified accordingly on their app.
- Click on the bin to remove the passenger from the leg

- Click on the name to access the passenger’s profile.
- The weight will be the standard weight according to the passenger’s gender or the passenger’s weight if specified on its profile. Contact support@openjet.com to change your standard weights.

By clicking on , you can enter luggages weight and monitor remaining payload available:

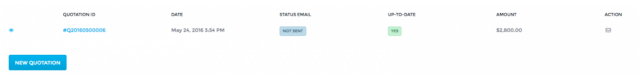


> ### *Warning*
>
> Remaining payload is based on the Payload/autonomy chart set for the aircraft type. It is an indication and should never be considered accurate or reflecting aircraft’s mass & balance data.

Documents

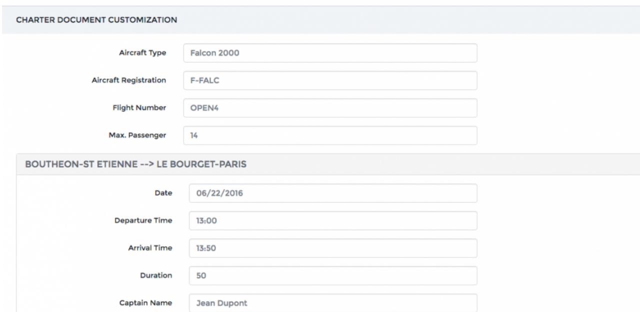
OpenJet 360 can generate quotations, pro formas, invoice, credit notes and boarding pass automatically according to specific templates.

> ### *Note*
>
> Contact us regarding your need on document templates. We will do our best to match OpenJet’s document to your templates.



Click on **New Quotation/Flight Confirmation/Pro Forma/Invoice/Boarding Pass** to generate a new document. If anything is changed in the reservation, the up-to-date status will show **NO**. In case of invoices, a credit note will be generated each time the up-to-date turns to **NO**.

> ### *Note*
>
> In case of chartering, a new section will appear above the document section, allowing you to override the automatic filling of the documents. The fields are not mandatory. If not filled, the document will show the default information coming from the reservation.



To generate any document, the customer must be set. To generate an invoice or a boarding pass, the status of the reservation must not be pending.

Click on to view the document in HTML format, or on the ID to download it in PDF format. The envelope symbol on the far right column opens a window allowing you to directly send an email with the document attached.

Operation

This section displays the operational informations on the flight (Aircraft, Crew, FBO etc…).

Logs

All changes made to the reservation are recorded in the log.

- Customer Management
- Pricing
- Taxation
- Create and Manage Reservations
- Customer Management
- Pricing
- Taxation
- Create and Manage Reservations

OPS

OPS

This section deals with the features related to Operations: Flights, Crew, Aircrafts, Airports and Reports.

This right to the feature are given to the “OPS” roles by default. You can ask OpenJet to edit the right given to any role. Contact support@openjet.com with your needs.

Manage your fleet

Link to CAMP software

OpenJet 360 can be linked to your CAMP software, providing an automatic updates of the flight time & cycles counters. Contact support@openjet.com to activate this feature.

You will have to provide your CAMP connection details and enter the engine details (Serial, hours and cycles) on the aircrafts pages.

Adding an aircraft to your fleet

Adding an aircraft to your fleet is very easy in OpenJet. Go to the **Aircraft > Aircraft** List and click on the Add New button.

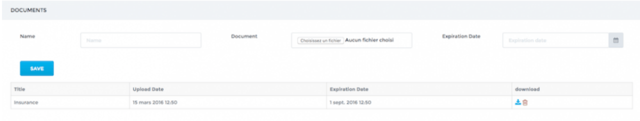
Complete the mandatory fields on the form:

- **Tail Number**.
- **Flight Number** (should you not use a specific Flight Number for the aircraft, input the tail number again).
- **Aircraft Type** (see below for aircraft types management).
- **Back-office color**. Avoid red as it could hide some errors or warnings on the flight list.
- **Bases** and **Default base**. You can enter multiple bases if you use multiple commercial bases for one aircraft. Default base is the main base of the aircraft.
- Select **Available** if you want your aircraft to be available for quoting.
- Select **Available for auto-booking** if you want your aircraft to be available for the optimization system.

Finally, click **Save** to validate your new aircraft. You have now access to all sections of your aircraft page.

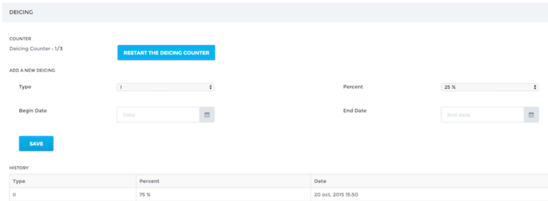
Documents

Upload any relevant document regarding your aircraft, and add an expiration date if necessary.



De-icing

You can track de-icing history of your aircraft. De-icings can be entered on this page or through de Pilot App, when completing a report. The de-icing counter automatically increases for each reported de-icing, and can be reseted manually.



Aircraft Types

To add and manage your aircraft types, go to **Aircraft > Company Type List**. To add a new type, click on **Add New**. Choose your type among the list. If the type does not exist yet, contact support@openjet.com to update the list.

Once created, you have access to the different sections to customize the type:

Main

Check **Available** to allow the creation of an aircraft of this type

Characteristics

In the left columns are the performances data used to calculate flight time. If you need to improve flight time calculation, you can change these values.

Minimum crew

You can set here the minimum crew number required depending on flight type. This will change the number of “Crew slots” that need to be filled in the flight list, when creating a new flight.

Payload/Autonomy chart

This chart is used for the booking part of OpenJet, to only accept realistic bookings (not too far or too heavy).

Photos

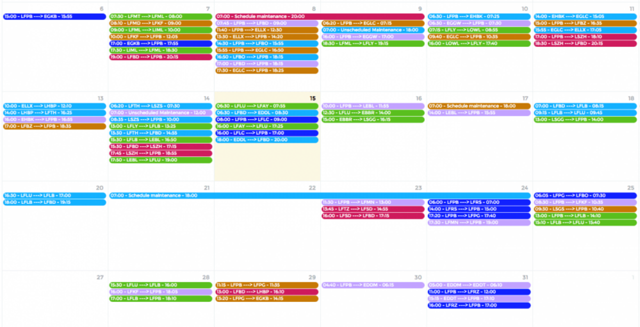
You can upload here photos of the type to be displayed on the OpenJet booking website.

Aircraft Scheduling

Go to **Aircraft > Scheduling**.

This customizable page allows you display monthly planning of your crews. To add an activity, simply click on a cell and fill out the form.

This calendar provides you with an overview of your fleet’s planning. Each leg has the color of the aircraft. Click on a leg to view details. Click on a day to add an aircraft unavailability (e.g. maintenance)



Activities and activity types are customizable. You can manage proposed activities and activity types in the Configure Menu.

Activity types are given a color used in Aircrafts schedules.

Just send a message to support@openet.com should you need to be given rights to administrate Activities and Types.

Manage your crews

OpenJet 360 offers you a range of tools to manage and monitor your crews.

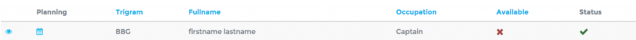
Adding a new crew

1. **Create crew**

Go to **Crew > Crew** List and click on Create. Fill out the form with at least the mandatory information

- **First Name**
- **Last Name**
- **Initials** is a 3 letter code, used across the operations feature (planning, pairing, flight list) to identify the crew without writing the full name.
- **Occupation**
- **Weight**
- **Email**
- **Base Airports**
- **Airport qualifications and expiry dates**

Click Save at the bottom right of the window. You have now created a new pilot.



2. **Create user linked to crew**

Refer to User management to link a user to a crew.

3. **Set pairing**

Go to the page **Crew > Pairing**. This is used to set pairing between two crews ("Who can fly with who"). The vertical scale lists all captains (left seat) and on the horizontal line all captains and first officers (right seat) are listed. Simply click on a cell to set the pairing to OK (green) or Forbidden (red). See Flight Operations for the effects of pairing.

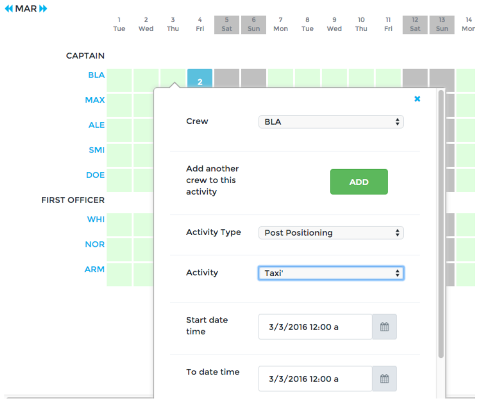
In the same ways, on the page **Crew > Pairing Crew/Aircraft** you can manage the aircraft qualifications of your crews.

Your crew is now ready for operations.

Planning

To access general planning, go to **Crew > Planning overview**. This customizable page allows you display monthly planning of your crews. To add an activity, simply click on a cell and fill out the form. You should always indicate an

airport to and **airport from**, as the optimization system always needs to know the nearest airport for each crew. Use the button add to add another crew to the same activity.



Activities and activity types are customizable. You can manage proposed activities and activity types in the Configure Menu.

Activity types are given a color used in Crew calendars and planning overview.

Just send a message to support@openet.com should you need to be given rights to administrate Activities and Types.

You can also access individual planning by clicking on in the Flight List or via the Planning button on a crew's page. Activities can be added or edited on an individual planning in the same way as the team overview planning.

FTL

OpenJet monitors your crews based on FAR135.267 regulation or EU-OPS Subpart Q. FTL can be monitored at three different locations:

- Status Sections of a crew's page to monitor total flight time or total duty time over different periods.
- Flight list via the FTL warning (see Flight Operations)
- Individual Planning for Duty or Rest warnings.

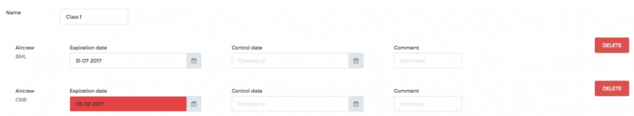
Airport Qualification

If you wish to use OpenJet 360 to manage your crew's Airport Qualification, you must first set an airport as requiring special qualification. Refer to Airports section.

On a crew's page, simply click on **Add Airport Qualification** and set an expiration date. This will influence the crew choice and warning panel in the flight list. See Flight Operations for more details.

Expiry dates

If you wish to monitor crew's expiry dates (medical, certificate, recurrent training and checking), you may use the page **Crew > Expiry dates**. Create your item in the list and add corresponding dates for each pilot:



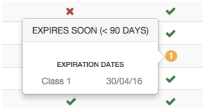
For each entry, you can add a control date with the initial date of the endorsement for proof check and a comment textfield for an URL link to a remote scan of documents.

You may also set all expiration dates for one particular crew, on her/his crew page and choose alphabetical or chronological order:

The color used:

- **Blue**: Expires within 90 days.
- **Orange**: Expires within 30 days.
- **Red**: Expired.

On the crew list, the “Status” column displays items about to expire with the appropriate color code. Click on the bubble to have details.



The page **Crew > Expiration dates** also gives you an overview of these items and allows you to easily monitor expiration dates.

Airports and FBOs

OpenJet 360 uses ACU-K-WIK airports and FBOs database. It is automatically kept current with the latest data.

AC-U-KWIK

Airport Categorization

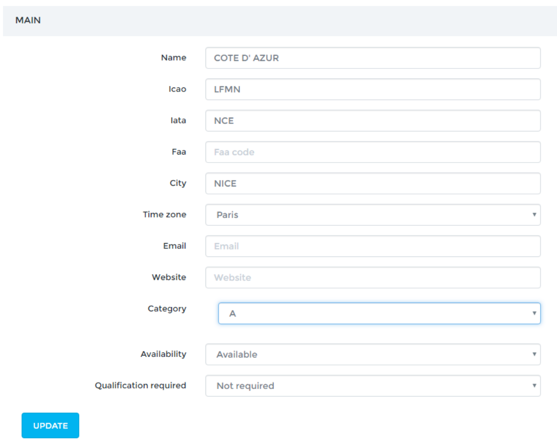
If you wish to enable the Categorization feature (e.g. A, B and C airport), contact support@openjet.com. Airport will be marked with appropriate category in the flight list and Pilot App. Furthermore, a booking on a uncategorized airport will trigger an email notifications. See Notifications section.

You can then manage your categories on the page **Airport > Categories**.

Airport Data

Menu **Airport > Airport List**, click on • to view airport data.

> ### *Note*
>
> Should an airport not be on the list, add it using **Airport > Add available** airport page. It will transfer an airport from the master list to your company airport list.



In the **main section**, select the airports availability options:

Category

Select airport Category according to you OM

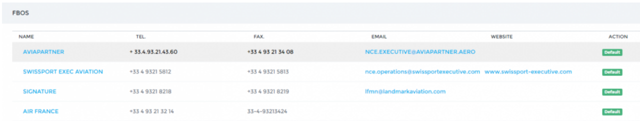
Availability

- Available.
- Private flights only: booking not possible.
- Not available: won't be available for any user.

Qualification required

See Flight Operations section

The **FBO section** displays available FBO at the aiport. Click on "default" to make an FBO as default on that airport. It will be highlighted and will always be chosen as the FBO for this airport unless another one is selected in the flight list.



FBOS

NAME	TEL.	FAX.	EMAIL	WEBSITE	ACTION
AVIAPARTNER	+ 33.4.93.21.43.60	+33 4 93 21 34 08	NCE.EXECUTIVE@AVIAPARTNER.AERO		Default
SWISSPORT EXEC AVIATION	+33 4 9321 5812	+33 4 9321 5813	nce.operations@swissportexecutive.com	www.swissport-executive.com	Default
SIGNATURE	+33 4 9321 8218	+33 4 9321 8219	lfmn@landmarkaviation.com		Default
AIR FRANCE	+33 4 93 21 32 14	33-4-93213424			Default

The **Hotel section** allows you to enter any comment regarding the Hotel policy on that airport.

The **Fuelers section** manages the fuel card used on the airport. Select the default one to be shown on the Pilot App.

The **Comment section** allows you to enter a comment, which will be shown to Sales users when booking on that airport.

FBO data

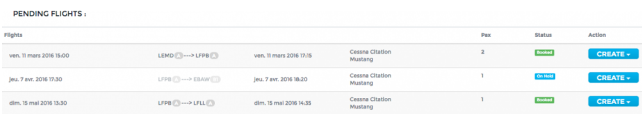
The FBO list is available on page **Airport > FBO list**.

Flight List

Flight operations are managed on the page **Flight > Flight list**.

Pending Flights

Pending flights are flights sent by Sales awaiting aircraft and crew assignation. A confirmed reservation will appear in dark grey with the status booked, whereas an optioned reservation will be in light grey with the status on hold, as shown below.



PENDING FLIGHTS :

Flights				Pax	Status	Action
ven. 11 mars 2016 15:00	LEMD ---> LFPB	ven. 11 mars 2016 17:15	Cessna Citation Mustang	2	Booked	CREATE
jeu. 7 avr. 2016 17:30	LFPB ---> EBAW	jeu. 7 avr. 2016 18:20	Cessna Citation Mustang	1	On Hold	CREATE
dim. 15 mai 2016 13:30	LFPB ---> LFLL	dim. 15 mai 2016 14:35	Cessna Citation Mustang	1	Booked	CREATE

You have four possibilities to handle this flight request. To access these possibilities, click on CREATE

- **Try Auto-Book:** the optimization unit of Openjet will try to find a solution for you, which you can accept or not.
- **Create Mission:** you will manually assign an aircraft and crew. The flight will then be moved to the section below.
- **Add to Mission:** if the flight can be added to an existing mission, this option will be shown. Select desired mission and the leg will be automatically added to existing mission.
- **Decline:** if you cannot perform this flight, choose "Decline". Sales will have to find another solution (e.g. Chartering).

Flights

This section displays all flights planned or waiting for assignation. The flights are ordered chronologically according to their departure date and time.

A flight with no assigned aircraft will appear in dark grey. Once an aircraft has been assigned, the flight will change its color to the aircraft color.

It is possible to group several legs into a "mission". See further below how to do it.

Legs

Legs are displayed like this:

From left to right: Departure Airport / Departure Airport Category (if defined by operator) / Type of leg (Arrow) / Arrival Airport / Arrival Airport Category.

The leg arrow will be different according to the type of leg:

- **Commercial leg:**
- **Empty Leg:**
- **Leg changed:** means Sales has amended this leg (e.g. departure time). Open leg edit (see below) to see what has changed.
- **Leg deleted:** means leg or reservation has been cancelled by Sales. OPS needs to remove it from planning or replace it with an empty leg.

Group legs

To group legs already in the flight list to a mission, click on the leg arrow. In the pop-up, click on ACTION and choose a mission below “Extract to mission”.

Aircraft assignment

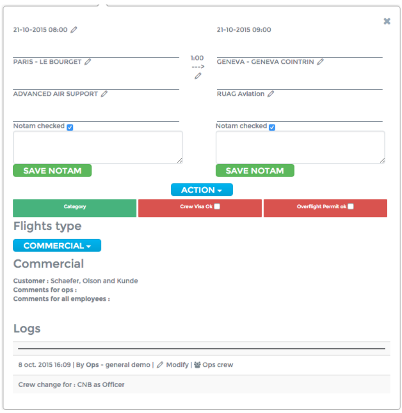
To assign an aircraft to a mission, click on the dash in the Aircraft column, choose aircraft type and tail number. If an aircraft is already busy, it will show “busy” next to its tail number.

Crew assignment

To assign a crew to a mission, click on the dash in the Aircraft column and select a crew in the left and right seat. Crew are ordered according to the pairing possibilities and airport qualification (if applicable). If a crew has a secondary role defined (e.g. TRI, TRE), the choice will appear in a third box.

Leg details

To access leg details, click on the leg arrow. This pop-up will appear:



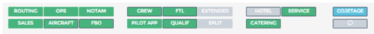
- Click on to edit departure time, airports, FBO and flight time.
- Once the NOTAMs have been checked, check the box and add important information regarding notams for the crew, then click on “Save NOTAM”.
- By clicking on COMMERCIAL you can extract the flight to a new or another mission, add a comment to the leg or delete the leg.
- If CFMU informations* (Europe) are enabled for your company, informations will display as follows:

- The three boxes below the action button are linked to the “OPS” indicator in the status panel. “Category” will appear green if the airports have been categorized. You can check the boxes if you have checked that all Visa and overflight/landing permits matters have been dealt with. Once all three boxes are green, the “OPS” indicator will turn green.

- By clicking on COMMERCIAL you can change the flight type (e.g. commercial, private, general aviation, training). Changing the flight type can have an impact on FTL calculation, depending on the regulation applying.
- Commercial: in this section you can see the customer's name and comments added by Sales.
- Logs: the logs displays the changes made to the leg, since its creation.

Status Panel

The status panel gives you an overview of the mission. If there is no red on the panel, all flights of the mission are OK to be performed.



- **Routing:** red means there is a routing error (departure airport different than arrival airport) with previous or next leg.
- **Sales:** red means that a change has occurred on the sales side. Check leg arrows.
- **OPS:** shows green if the three boxes in the legs details are green, for all legs of the mission.
- **Aircraft:** shows green if aircraft has been assigned.
- **NOTAM:** shows green if NOTAMs have been checked for all legs.
- **FBO:** click on the indicator to manage and send your FBO request for the mission. Select the legs for which you wish to send the request and click send. You will receive a copy of the request in the default OPS email. You can manually switch the status for each FBO request. Turn it green when the FBO has acknowledged the request.
- **Crew:** if a correct crew has been assigned, it will show green.
- **Pilot App:** red means that no leg has been acknowledged by the crew, blue means it has been partially acknowledged (click on indicator for details) and green means the mission has been entirely acknowledged.
- **FTL:** this box will show orange (warning) or red (alarm) if there is any FTL issue, green otherwise. Click on the indicator to view the error message. A link will guide you to the pilot's planning for more information.
- **Qualif:** if an airport needs a qualification, this indicator will show red until a qualified captain has been assigned. It will then show green. If qualification required only in some weather conditions, it will show orange if the captain is not qualified.
- **Extended:** shows green if the duty is extended according to FTL regulation (Europe)
- **Split:** shows green if the duty is split according to FTL regulation (Europe)
- **Hotel:** click on the indicator to set the hotel booking status. If you check a "to do" or "requested" box, indicator will show red or blue (if an "ok" box is also checked) and green if only "ok" boxes are checked.
- **Catering:** this indicator works like the hotel indicator.
- **Service:** this indicator works like the hotel indicator.
- **Comment:** click on indicator to add any comment.
- **Cojetage:** if there is an empty leg in the mission, it will show blue. You can click on the indicator to add the flight to Cojetage (if applicable).

Leg package Validation

This page is a tool to follow your checks on the leg packages provided by your crews after flights. To validate one or several leg packages, click on the desired checkboxes and validate.

> ## *Note*
>
> You can customize the list by clicking on **Manage views** in the side bar.

Flight routing errors

This page contains the inventory of all flight routing errors, in a much more visible way than the flight list.

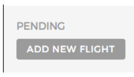
> ### Note
>
> The CFMU service is being created and provided using electronic data products which have been created and made available by the European Organisation for the Safety of Air Navigation (EUROCONTROL). All rights reserved.

Calendar View

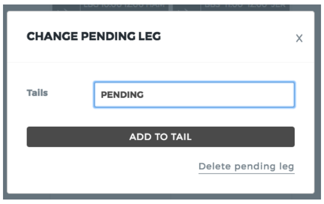
Flight operations are managed on the page **Flight > Calendar View**.

Pending Flights

Pending flights are flights sent by Sales awaiting aircraft and crew assignation. A confirmed reservation will appear in grey with the status booked:



You have two possibilities to handle this flight request. To access these possibilities, click on it:



- **Add to Tail**: if the flight can be added to an existing tail. Select desired tail and the leg will be added to its planning. If an aircraft is already busy, it will show “busy” next to its tail number.
- **Decline**: if you cannot perform this flight, choose “Delete pending leg”. Sales will have to find another solution (e.g. Chartering).

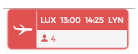
Flights

This section displays all flights planned or waiting for assignation. The flights are ordered by tails and chronologically according to their departure time in the column corresponding to the date.

A flight with no assigned aircraft will appear in dark grey in the pending line. Once an aircraft has been assigned, the flight will change its color according to the Leg status.

Legs

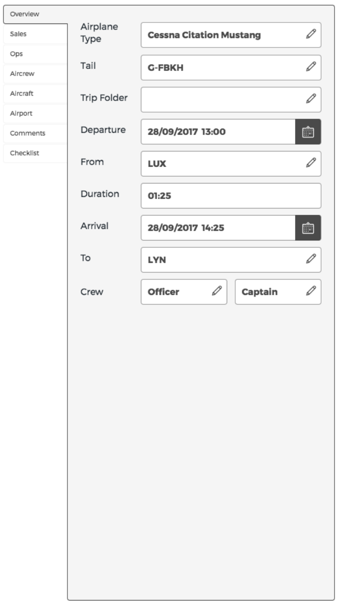
Legs are displayed like this:



From left to right: Departure Airport / Time of Departure / Time of Arrival Airport / Arrival Airport/ Number of Passengers and Crew trigrams when applicable.

Leg details

To access leg details, click on the leg. This Drawer will appear on the right side:



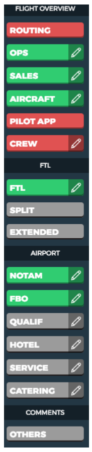
Crew assignment

To assign a crew to a mission, click on the leg and select crew for each position according to the flight type. Crew are ordered according to the pairing possibilities and airport qualification (if applicable). If a crew has a secondary role defined (e.g. TRI, TRE), the choice will appear in a third box, according to crew set for the chosen flight type.

- Click on ✎ to edit departure time, airports, FBO and flight time.
- Once the NOTAMs have been checked, check the box and add important information regarding notams for the crew, then click on “Save NOTAM”.
- By clicking on **Delete** button to delete the leg.
- If CFMU informations* (Europe) are enabled for your company, informations will be displayed in the Overview page.
- The three boxes below the action button are linked to the “OPS” indicator in the status panel. “Category” will appear green if the airports have been categorized. You can check the boxes if you have checked that all Visa and overflight/landing permits matters have been dealt with. Once all three boxes are green, the “OPS” indicator will turn green.
- By clicking on **Flight Types** you can change the flight type (e.g. commercial, private, general aviation, training). Changing the flight type can have an impact on FTL calculation, depending on the regulation applying.
- **Commercial:** in this section you can see the customer’s name and comments added by Sales.
- **Logs:** the logs displays the changes made to the leg, since its creation.

Status Panel

The status panel gives you an overview of the mission. If there is no red on the panel, all flights of the mission are OK to be performed.



- **Routing:** red means there is a routing error (departure airport different than arrival airport) with previous or next leg.
- **Sales:** red means that a change has occurred on the sales side. Check leg arrows.
- **OPS:** shows green if the three boxes in the legs details are green, for all legs of the mission.
- **Aircraft:** shows green if aircraft has been assigned.
- **NOTAM:** shows green if NOTAMs have been checked for all legs.
- **FBO:** click on the indicator to manage and send your FBO request for the mission. Select the legs for which you wish to send the request and click send. You will receive a copy of the request in the default OPS email. You can manually switch the status for each FBO request. Turn it green when the FBO has acknowledged the request.
- **Crew:** if a correct crew has been assigned, it will show green.
- **Pilot App:** red means that no leg has been acknowledged by the crew, blue means it has been partially acknowledged (click on indicator for details) and green means the mission has been entirely acknowledged.
- **FTL:** this box will show orange (warning) or red (alarm) if there is any FTL issue, green otherwise. Click on the indicator to view the error message. A link will guide you to the pilot’s planning for more information.
- **Qualif:** if an airport needs a qualification, this indicator will show red until a qualified captain has been assigned. It will then show green. If qualification required only in some weather conditions, it will show orange if the captain is not qualified.
- **Extended:** shows green if the duty is extended according to FTL regulation (Europe)
- **Split:** shows green if the duty is split according to FTL regulation (Europe)
- **Hotel:** click on the indicator to set the hotel booking status. If you check a “to do” or “requested” box, indicator will show red or blue (if an “ok” box is also checked) and green if only “ok” boxes are checked.
- **Catering:** this indicator works like the hotel indicator.
- **Service:** this indicator works like the hotel indicator.
- **Comment:** click on this indicator to add any comment.
- **Cojetage:** if there is an empty leg in the mission, it will show blue. You can click on the indicator to add the flight to Cojetage (if applicable).

> ### *Note*
>
> The CFMU service is being created and provided using electronic data products which have been created and made available by the European Organisation for the Safety of Air Navigation (EUROCONTROL). All rights reserved.

Link to PPS

OpenJet 360 is able to send your flight list to PPS flight planning software and keep it updated. Contact support@openjet.com to activate the feature.

AIR SUPPORT

Reporting

The report tab gives you access to different reporting page, displaying different informations.

Leg list

Displays all legs and their informations. A search box and date filters are available. Click on the export button to export the list in .csv format.

Reports lists

Look for crew flight reports on this page.

Missing flight reports

List of past flights with no crew flight reports.

Flight summary

Displays a table with flight hours per month for the different aircrafts. You can choose to display block hours or flight hours.

Exports

Set of different .csv exports. The cube export exports all datas to be handled with Excel or a similar software. Should you need a particular export, please send you needs to support@openjet.com.

Flight comment list

Displays flight comments send by the crew to the user. See notifications for more details.

- Manage your fleet
- Manage your crews
- Airports and FBOs
- Flight List
- Calendar View
- Link to PPS
- Reporting
- Manage your fleet
- Manage your crews
- Airports and FBOs
- Flight List
- Calendar View
- Link to PPS
- Reporting

Pilot App

Pilot App

Login

Start the OpenJet Pilot App on your device. Choose your company, enter username/password and click on Sign In.

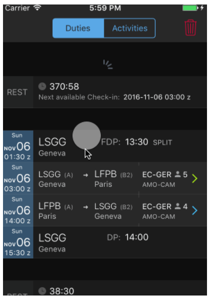
Go to the **Support** tab to sign out.

Schedules

The default view of the app is the schedules view. It displays your coming duties and rests.

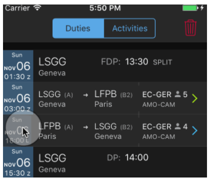
Refresh

On all views with legs list, refresh of data is done with a “pull to refresh” (slide down) :



Date module

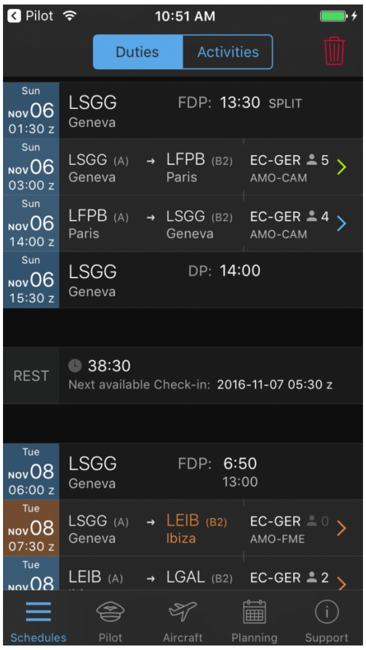
Throughout the app, the dates and times are shown in blue squares. Clicking on it will switch between UTC Time (z) and Local Time (L).



Duties

Darker sections are located before and after a group of activities which belong to the same duty period. The first section displays date, time and location of the duty start as well as the Flight Duty Period (FDP) duration and the nature of the duty (Split/Extended). Below the duration is the maximum duty time of the day.

The last section displays date, time and location of the end of the duty, as well as the duration of the Duty Period (DP).



Note

Clicking on **Activities** tab will display the activities without duty/rest information.

Rests

Rest periods are shown between duties with their effective duration next to the Clock icon and the next available reporting time depending on minimum FTL rest (Next Available Check In).

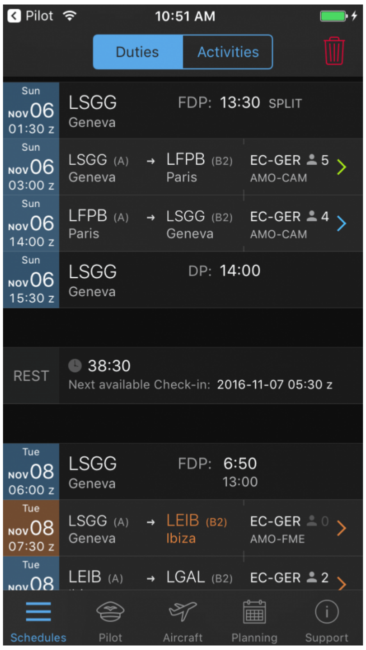
Activities

Activities are flights or any other activity scheduled by the company (office work, training, hotel, positioning etc.).

The chevron on the right enables to access further details. It can be of three different colors:

- Orange : acknowledgment is needed.
- Blue : All data is acknowledged.
- Green : Flight report validated (for past flights only).

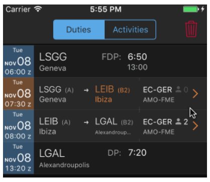
In case of change, the chevron and the updated information will turn orange: acknowledgment is needed.



ACK

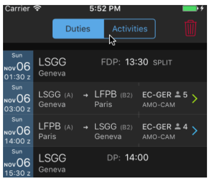
The acknowledgment can be done in two different ways:

- Left to right swipe on activity and push on ACK button.
- In the detailed view, button on the top right corner.



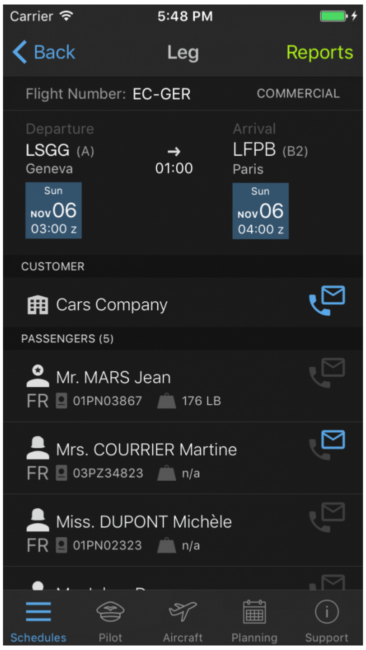
Deleted flights/ Unassigned flights

Deleted flights (or flights assigned to other crew) are shown by clicking on the red bin. All deleted flights must be ACK'ed (with a left to right swipe) to remove the bin.



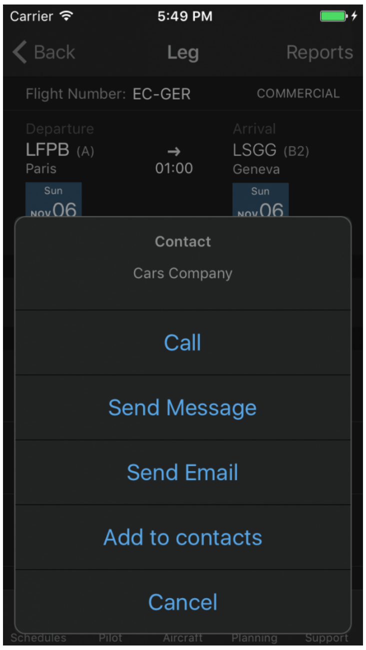
Activities Details

Clicking on the activity or flight will display all available details.



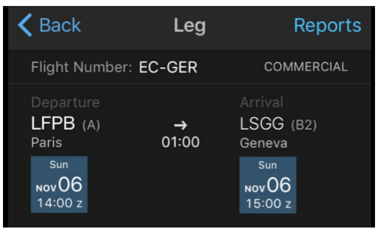
Passenger are displayed with nationality, passport number and weight. A star on the passenger indicates the lead passenger.

You can call or send a message to any contact (if available) by clicking on the contact symbol.



Reports

Reports are available two hours before start of the leg. Click on the top right corner of the flight details to access reports:



You can then access to flight report and fatigue report. Color code is :

- Orange : report is not validated,

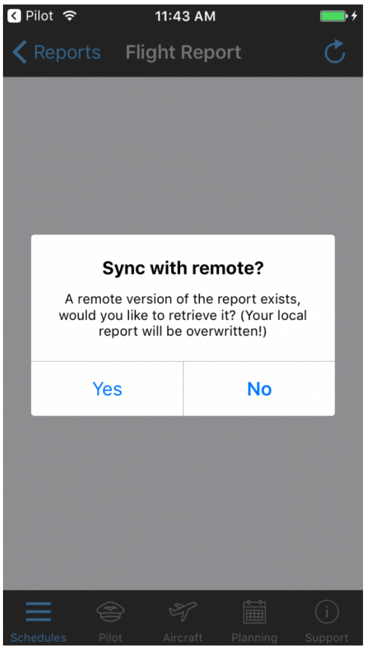
- Green : validated by captain and in read-only access.

The fatigue report is to be filled for the last leg of the duty depending on you company's procedures.

A flight report can be 'submitted' or 'submitted and validated' (captain only). Submission stores the current report on the server and then can be retrieved by the other pilot. Once the captain has 'submitted and validated', the reports is no longer editable.

> ### Note
>
> You need internet connection to either "submit" or "submit and validate" a report.

Upon opening, if a report is available on the server, this Sync messages appears:



> ### Note
>
> The refresh button on the top right corner retrieves the report on the server, all changes applied in the current version are lost.

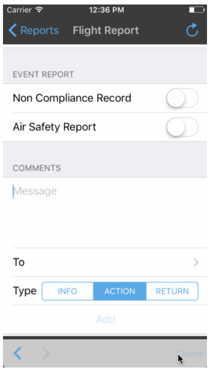
Fuel

Black values must be filled, gray values are automatically calculated.

The remaining fuel is transferred to the next report, providing you refresh your data on the schedules view.

Comments

Comments are to be send to one on several groups. Groups are managed by the company admin. User of the group will receive an email notifications and comments will be stored in OpenJet database.



Pilot

The pilot view is split in two views:

Flight Log

This is the history of your flights. You may access a flight report through this view. It also allows you to fill a flight report which is due for more than 24 hours.

Status

Flight Time limitation counter and expiration dates (Airport qualification, training, licence etc…). An orange date is expiring in less than 90 days and a red one is expired.

> **Note**
>
> For Chief Pilot role, the All Flights view is available for the full company flight schedule.

Aircraft

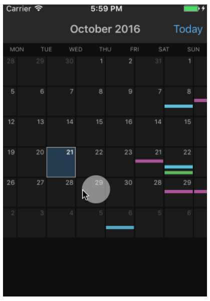
Read only information regarding the fleet.

FOB and handover fields are updated with the latest flight report.

Planning

This view displays you monthly planning. Click on a day to view details. The color bars indicate that at least one activity of the type is scheduled on a day.

- Magenta : OFF days, Holidays, Sick Leave etc.
- Blue : Flights
- Green: Other ground activities



Release Notes

Release Notes

Find here the new main features in the last versions.

Version 2.8.13 (Aug. 26th, 2017)

Sales role

- A 4-step sales process including Flight Confirmation.
- Pricing profiles intervals: you can now had a specific pricing profiles for flights occuring at short notice.
- Pricing profiles period calendar: you can define which profile is used by default in any period of time in a dedicated calendar.
- You can define a fixed fee for empty legs in the pricing profile and a specific minimum flight time for empty legs.
- You can now link accounts between them.
- Charter prices appear in the Cube export.

Ops role

- No more limitation on the number of crew in a roster
- Layout and Wording changes for expiry dates.
- Default expiry dates entries: a new pilot will have the default items with today's date upon creation.

Version 2.8.10 (May 26th, 2017)

Sales role

- Log for Reservation status change: time and person in charge is registered in the log of the reservation when the status is modified.

Ops Role

- Update Duty Start in a crew's planning if the hour differs from the duration before flight registered in the FTL parameters.
- In the optimization algorithms, a new duty counter threshold is added, set by default to 95 hours in any 14 consecutive days.

Version 2.8.8 (Apr. 26th, 2017)

Sales role

- **Update of the Customer Structure with Accounts and Contacts:**
    - Customers are treated as "Accounts"
    - Account could be either "Companies" or "Individuals"
    - Passengers are "Contacts" with a simplified form
- The customer list have an option to display Accounts, Contacts, or Both, and show which individuals or contacts is linked to an account.

Pilot App

- Pilots can now see the Next Available Check In in the Schedules/Duties page.

Version 2.8.4 (Mar. 16th, 2017)

Sales role

- Empty legs are dissociated from Additional services so you can more precisely set the info you want show in your sales documents.
- Multi currency: you will find in your reservation a mean to change currency right under the total price.

- You can manually edit the exchange rate in the reservation.
- The default exchange rates can be either fixed or updated live with the official rate from the European Central Bank.
- The default exchanges rate can be set in the menu: pricing/ currencies list.
- All times are indicated with their reference: UTC or Local.
- **The Customer form has been updated with new fields:**
    - Catering / Newspaper Preferences
    - Special Pricing Considerations
    - Family Information
    - Business Information
    - Likes
    - Dislikes

OPS Role

- You can now edit all flights items from the Calendar view.
- Please note that Sales team won’t get a notification but the reservation is updated accordingly.
- Quick access to Pending, Conflicts and Deleted legs in the future in the upper part of the Calendar view.
- Crew Changes and Aircraft maintenace are displayed in the Calendar view.
- Customizable Check List: you can create a Check List with the items you of your process and fil it per leg.
- FTL report: more complete with 7 days duty counter displayed by day.
- Ground staff planning and Pilot App access.

Pilot App

- You can enter the Fuel in the refueler unit, the pilot app makes automatically the conversion, given the density if needed.

Version 2.8.2 (Jan. 31th, 2017)

- You can add a flight attendant to your trip.
- Flight attendant are provided access to the pilot app.
- They have the same layout as for pilot and can see the schedule and catering remarks made there.
- A subcharter section is accessible in the calendar view to see “3rd. party charter” for awareness
- You can unset a FBO if handling is not needed (for an empty flight for instance).

Version 2.8.1 (Jan. 15th, 2017)

This is a major release with new features and many changes in the architecture of our system.

Sales role

- Multi pricing: you can have more than one Pricing profile for your environment channel (B2B). Go to Pricing/ Pricing Profile and create a new pricing profile. Set a name and add a new channel set to B2B. Upon creation, you can copy content from another profile and update it. In the reservation, you can switch between up to 3 profiles set on B2B channel: leg prices and additional services are updated upon switching.

For further understanding about channels:

- B2B is for reservations made by you on your environment
- B2C is for reservation coming from our website OpenJet.com
- Agency is for reservation from travel agencies and Amadeus.

- Show details on a price: If you get your mouse on the pie symbol next to the leg price in the Green portion for price, a bubble box will show you the details used for leg price calculation.
- Flight Numbers: If you provide us with your specific pattern to assign flight numbers, the flight number will be automatically generated for each reservation. Charter dedicated data are now sorted in the chronological order and show date
- View manager: in each table with data such as the Customer List, you can create a new view and choose displayed data columns in this view. Thus you can customize the date you want to export.

OPS role

- Expiration dates now have a control date to save initial occurence date and a free text for details. Expirations items are now ordered in the combo box.
- Calendar View. In the Settings section, you can select respectively from left to right: which tails are displayed, the airport code used (IATA, ICAO or FAA), date and duration on display, which types of flight are displayed, which flight status are displayed.

You can change dates on the upper left corner:

- The first icon is a date picker: the chosen date will appear on the leftmost day in the view.
- The simple arrow are to change dates by one day and the double arrow to change dates of the duration displayed.
- Click on a leg to edit it in a drawer on the right side. Status are in the same as in the old flight list. You can interact on some flight status to edit the data in the corresponding tab. For each item you change in the drawer, click on save to update the database.

Version 2.7.1 (Dec. 12th, 2016)

- Link to ACU-K-WIK database.
- Link to PPS software.
- Link to CAMP software.

PilotApp

- Added PAX weight.

Version 2.7.0 (Oct. 28th, 2016)

PilotApp

- Available on AppStore.
- See tutorial and details: Pilot App Tutorial.

OPS role

- Planning: it is not possible to assign the same person twice on an activity.

Sales role

- Edit ProForma.
- Comments in reservations are exportable in the Cube Export.

Version 2.6.0 (Aug. 17th, 2016)

Customizable Start Page according to User role:

- OPS : Dashboard, Flight List or planning overview.
- Sales : Dashboard or reservation list.

Chief Pilot role

- New format for FTL report

Sales/Admin role

- New reservation lists.
- Correction of spelling error on boarding pass.
- Data exports: – Yearly, monthly and weekly Revenue report – Legs list reports with filter on crew/tail
- Update of customer typification.

OPS role

- Resolution of a bug related to FTL calculation

Version 2.5.7 (Jun. 23th, 2016)

- New Charter document customization. See Reservation section.

Version 2.5.6 (Jun. 10th, 2016)

- New weight units management.
- Expiration dates can now be set for all crew on expiration date page. See Crew section.
- Flight list date filter. See Flight ops section.