

skybook Training Manuals - Ground Portal Settings (Version 1.13.0)

skybook Training Manuals - Ground Portal Settings

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What is skybook?

skybook allows you to manage your dispatch and crew briefing processes with ease by automating the collation of flight briefing information. skybook is a tried and tested airline software solution. It not only improves quality and distribution of briefing data, but is also proven to reduce reporting times.

It also provides a simple access to planned and actual flight data, allowing informed decisions to be made regarding ongoing planning and budgeting. This information helps to ensure that operations run smoothly and that on-going management is informed by the best planning and post-flight datasets available.

The intelligent ground based web portal allows you to dynamically manage your dispatch and briefing process effectively. skybook gives you reliability on generating dispatch and briefing data using industry standard data feeds. Our full briefing packs have been accredited by numerous airlines, CAA's and passed IOSA audits. Briefing Packs are tailored to the route being flown and the data can be filtered to only show relevant information needed for the flight crew. skybook is a seamless transition from your current briefing process, to a slick, more reliable and modern digital process.



Document Overview

This document will walk you through the functionality of skybook's ground portal settings by using of descriptions, images and exercises.

The training manuals contains all the different settings within skybook, you should navigate to the ones that relate to the different modules you have within skybook. To fully optimise this training manual, you should login to skybook and have a ground portal session ready to complete the exercises at the end of each section.

Introduction

This is one of three training manuals for skybook. It will cover the functionality contained within the settings section of the Web based skybook ground portal. This set of training manuals can be used as either part of a face to face training session, or of a course of self-study.

This manual is split down into the different sections available within settings. With each heading containing a section explaining the details of the settings functionality, along with a series of exercises designed to give you the opportunity to actually use the software.

The other two skybook training manuals in the series are:

- skybook Training – Ground Portal Modules
- skybook Training – Tablet Companion Application

Feedback

We are always striving to make our skybook supporting documents better and would be very interested to hear your feedback, both good and bad, on our training manuals. If you have any comments or suggestions, we would love to hear them through feedback@skybook.aero¹.

Intial Setup

Before you begin reading through this training manual, you should first make sure that you have had yourself setup as a user within skybook. Your user access will also need to be at an administration level so that you can access the various settings areas described in this training manual.

Portal Settings Training Manual Content

This skybook training manual contains details about the following skybook settings. It also includes an overview of the general layout and navigation of skybook ground portal.

Ground Portal Overview (see page 10)

User Admin (see page 15)

Device Admin (see page 17)

Airport (see page 18)

NOTAM (see page 23)

Settings (see page 32)

Pack Template (see page 85)

¹ <mailto:feedback@skybook.aero>

Ground Portal Overview

The Settings module provides administrators with access to the main configuration settings contained within skybook. These settings are very often configured at during the initial setup of your skybook system and can often remain unchanged for long periods of time.

There are many different settings that can affect functionality across both the skybook web ground portal as well as the companion application. Each section will be explained in more detail during these training manuals.

Ground Portal Module Overview

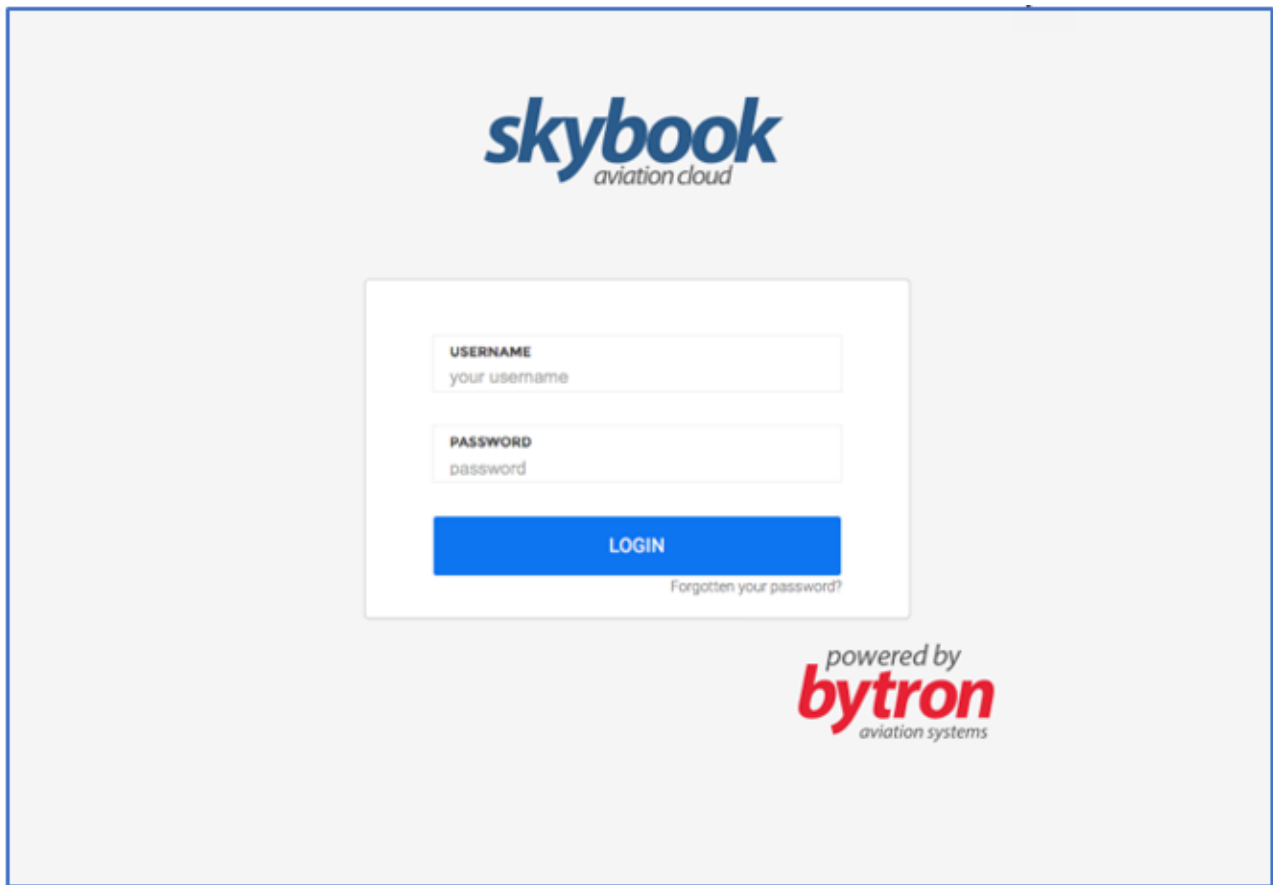
Within this section of the ground portal module training manuals we will be looking at the general layout functionality. This will include:

Logging On (see page 10)

skybook General Layout & Logging Off (see page 12)

Logging On

You must be in possession of a valid skybook username and password in order to login. You will also need to know the URL to access from your browser. Your trainer, or skybook administrator will provide you with these details.



General Portal Overview Training Exercise 1

Opening skybook:

Exercise 1 Steps

- Open your internet browser
- In the address bar type '<https://xxx.skybook.aero>' (Where 'xxx' is your company code which your administrator will have detail of)

Exercise 1 Outcome

- **The main skybook login page will be displayed**

General Portal Overview Training Exercise 2

Logging into skybook

Exercise 2 Steps

- Enter your username
- Enter your password
- Click the **Login** button

Exercise 2 Outcomes

- **You will be logged into your skybook system**

[Back to logging in and out main menu²](#)

[Back to the start of the training manual \(see page 9\)](#)

skybook General Layout & Logging Out

The ground portal has been laid out to help simplify the navigation around the site. Each module you have access to in the portal will be displayed in the left-hand navigation panel. You can logout after use from the logout drop down option in the top right corner as seen in the screenshot below.

The screenshot displays the skybook DISPATCH interface. On the left, a 'MODULES' navigation panel lists various modules including Dispatch, Ops Board, Flight Following, Sector Briefing, Templates, Planning Portal, Airfield Watch, Notices, Record Vault, Crew Reports, SETTINGS, User Admin, Codes Admin, Device Admin, Airports, Settings, and Pack Templates. The main area shows a table with flight data columns such as #, S, P, Reg, Dep, Dep, STD, ETD, Slot, Dest, D, STA, ETA, Alt, Alt 2, EET, Act, ET, Plot, A, M, Tank, and F. The top right corner features a user profile dropdown menu with the name 'Michael Hussein' and a 'Logout here' option. Red arrows indicate the 'Module navigation' panel and the 'Logout here' button.

² <https://keyzoit.atlassian.net/wiki/spaces/STMGPM/pages/50561047/Ground+Portal+Module+Overview>

General Portal Overview Training Exercise 3

Navigating; opening Planning Portal.

Exercise 3 Steps

- Move your cursor over to the left side of the screen
- Click the Planning Portal menu option

Exercise 3 Outcomes

- **The main Planning Portal module screen will open**

General Portal Overview Training Exercise 4

Navigating; opening Sector Briefing.

Exercise 4 Steps

- Move your cursor over to the left side of the screen
- Click the Sector Briefing menu option

Exercise 4 Outcomes

- **The main Sector Briefing module screen will open**

General Portal Overview Training Exercise 5

Navigating; opening Dispatch.

Exercise 5 Steps

- Move your cursor over to the left side of the screen
- Click the Dispatch menu option

Exercise 5 Outcomes

- **The main Dispatch module screen will open**

General Portal Overview Training Exercise 6

Logging out from skybook.

Exercise 6 Steps

- Move your cursor over to the top right side of the screen
- Click your name displayed in this corner
- Click the **Log Out** button

Exercise 6 Outcomes

- **You will be logged out and directed back to the main login screen**

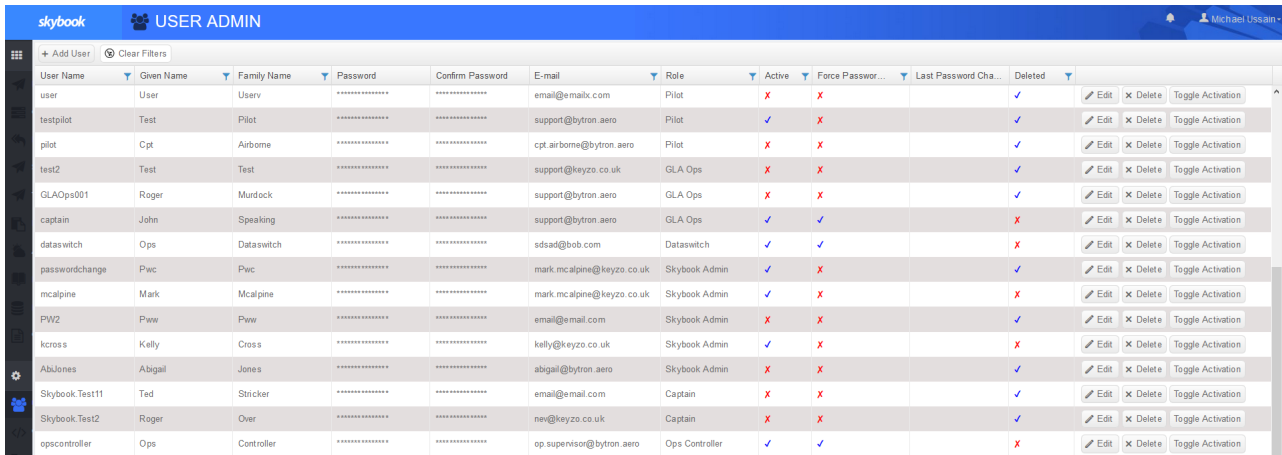
[Back to logging in and out main menu](#)³

[Back to the start of the training manual \(see page 9\)](#)

³ <https://keyzoit.atlassian.net/wiki/spaces/STMGPM/pages/50561047/Ground+Portal+Module+Overview>

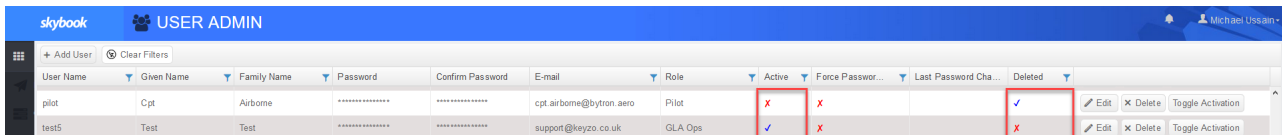
User Admin

The User Admin settings allows you to maintain a list of your users who can login to your skybook system. From this section, you can add new users, edit existing users, and also delete if required. The users table can be filter and sorted from the column headers as per the standard skybook functionality.



User Name	Given Name	Family Name	Password	Confirm Password	E-mail	Role	Active	Force Password	Last Password Change	Deleted	
user	User	Userv	*****	*****	email@emailx.com	Pilot	X	X		✓	Edit X Delete Toggle Activation
testpilot	Test	Pilot	*****	*****	support@bytron.aero	Pilot	✓	X		✓	Edit X Delete Toggle Activation
pilot	Cpt	Airborne	*****	*****	cpt.airborne@bytron.aero	Pilot	X	X		✓	Edit X Delete Toggle Activation
test2	Test	Test	*****	*****	support@keyzo.co.uk	GLA Ops	X	X		✓	Edit X Delete Toggle Activation
GLAOps001	Roger	Murdock	*****	*****	support@bytron.aero	GLA Ops	X	X		✓	Edit X Delete Toggle Activation
captain	John	Speaking	*****	*****	support@bytron.aero	GLA Ops	✓	✓		X	Edit X Delete Toggle Activation
dataswitch	Ops	Dataswitch	*****	*****	sdsad@bob.com	Dataswitch	✓	✓		X	Edit X Delete Toggle Activation
passwordchange	Pwc	Pwc	*****	*****	mark.mcalpine@keyzo.co.uk	Skybook Admin	✓	X		✓	Edit X Delete Toggle Activation
mcalpine	Mark	Mcalpine	*****	*****	mark.mcalpine@keyzo.co.uk	Skybook Admin	✓	X		X	Edit X Delete Toggle Activation
PW2	Paw	Paw	*****	*****	email@email.com	Skybook Admin	X	X		✓	Edit X Delete Toggle Activation
kcross	Kelly	Cross	*****	*****	kelly@keyzo.co.uk	Skybook Admin	✓	X		X	Edit X Delete Toggle Activation
AbJones	Abigail	Jones	*****	*****	abigail@bytron.aero	Skybook Admin	X	X		✓	Edit X Delete Toggle Activation
Skybook.Test11	Ted	Stricker	*****	*****	email@email.com	Captain	X	X		✓	Edit X Delete Toggle Activation
Skybook.Test2	Roger	Ower	*****	*****	new@keyzo.co.uk	Captain	X	X		✓	Edit X Delete Toggle Activation
opscntroller	Ops	Controller	*****	*****	op.supervisor@bytron.aero	Ops Controller	✓	✓		X	Edit X Delete Toggle Activation

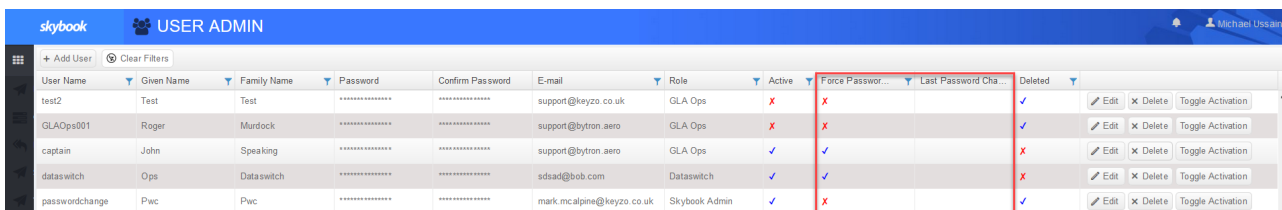
If you delete a user in your system, they will still be displayed in the user table, but the active and deleted columns will be reversed as shown in the screenshot below.



User Name	Given Name	Family Name	Password	Confirm Password	E-mail	Role	Active	Force Password	Last Password Change	Deleted	
pilot	Cpt	Airborne	*****	*****	cpt.airborne@bytron.aero	Pilot	X	X		✓	Edit X Delete Toggle Activation
test5	Test	Test	*****	*****	support@keyzo.co.uk	GLA Ops	✓	X		X	Edit X Delete Toggle Activation

To reactivate a user, you just have to click the **Toggle Activation** button which will then change the cross in the active column to a tick.

You can also use the fields highlighted in the screenshot below to force the linked user to change their skybook password the next time they login. For more information on this functionality please see the user admin settings section of the online user guide.



User Name	Given Name	Family Name	Password	Confirm Password	E-mail	Role	Active	Force Password	Last Password Change	Deleted	
test2	Test	Test	*****	*****	support@keyzo.co.uk	GLA Ops	X	X		✓	Edit X Delete Toggle Activation
GLAOps001	Roger	Murdock	*****	*****	support@bytron.aero	GLA Ops	X	X		✓	Edit X Delete Toggle Activation
captain	John	Speaking	*****	*****	support@bytron.aero	GLA Ops	✓	✓		X	Edit X Delete Toggle Activation
dataswitch	Ops	Dataswitch	*****	*****	sdsad@bob.com	Dataswitch	✓	✓		X	Edit X Delete Toggle Activation
passwordchange	Pwc	Pwc	*****	*****	mark.mcalpine@keyzo.co.uk	Skybook Admin	✓	X		✓	Edit X Delete Toggle Activation

User Admin Training Exercise 1

Creating a new user.

Exercise 1 Steps

- From the left-hand navigation panel open the **User Admin** screen
- Click on the **Add User** button in the top left hand section of the screen
- Complete all the fields on the new line and click the **Update** button (Given and Family names will be capitalised automatically)

Exercise 1 Outcomes

- **If all the fields have been correctly populated the new user will be saved**

User Admin Training Exercise 2

Editing an existing user.

Exercise 2 Steps

- For the new user created above click the **Edit** button
- The user line fields will become editable and the **Update** button will become active again
- Try changing the email address for your user and then click the **Update** button.

Exercise 2 Outcomes

- **If all fields are correctly populated the user record will be updated**

[Back to user admin main menu \(see page 15\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Device Admin

The Device Admin module allows you to view all the tablet companion app devices registered with skybook. The Administrator can ensure that the devices are all running the same version of skybook software and can de-activate or delete devices if needs be.

skybook DEVELOPER DEVICE ADMIN							
<div>Clear Filters</div> <div>Drag a column header and drop it here to group by that column</div>							
Name	Registered By	Active	Last Used	SB	Key	Commands	
Kelly's iPad	mediademon	✓	13:23 08-Jun-17	v1.73.27	9f5vp8muwv8ks0gwo88cca08g8awcc	De-activate	Delete
Kelly's iPad	mediademon	✓	10:19 02-Jun-17	v1.73.27	9ddk38gzo08sow8ckosp4ec8cwoccc	De-activate	Delete
Kelly's iPad	mediademon	✓	10:31 28-Jun-17	v1.73.28	qvdpdteuf8ic08s4w0ak08k4ssac88o	De-activate	Delete
Kelly's iPad	mediademon	✓	09:36 16-Jun-17	v1.73.28	fsebr28bolwss885c4k084cpw48oo	De-activate	Delete
MAC test	mediademon	✓	12:41 03-Mar-17	v1.73.18-0	8m70u8kus0c44s18cd8kscw8kpl888	De-activate	Delete
Ray	mediademon	✓	09:54 16-Aug-17	v1.73.28	mjc22s41w94so048oko84ooswkwro	De-activate	Delete
Ray	mediademon	✓	12:57 10-May-17	v1.73.24	kzmmy4yfn0g8og0kwo0cwgs08ecc	De-activate	Delete
d	mediademon	✓	13:17 16-Feb-17	v1.73.5-0	e3s1a0hmiesocw08840g40840g004g	De-activate	Delete

It should be noted that there is no manual way of adding devices to the Device Admin module as they are automatically added when devices are registered with skybook.

Deactivating a device stops it being used for download or upload of information to skybook. Deleting a device frees up its license in skybook so that it can be used by a new device.

Device Admin Training Exercise 1

Navigating to the device admin module.

Exercise 1 Steps

- From the left-hand navigation panel open the **Device Admin** screen
- Become familiar with the information displayed and the layout of the screen

Exercise 1 Outcomes

- **The Device admin screen will be displayed**

[Back to the start of the training manual \(see page 9\)](#)

Airports

The Airports module allows you to add new airfields as well as add one or more notes to each airfield

You can then assign minima to these groups (in the settings minima section), which are applied to the airfield weather information (METAR & TAF). Crews are subsequently alerted to any minima that may have breached the alert thresholds when they view the airfield weather information.

Airports Content

Within this section of the ground portal module training manuals we will be looking at the functionality contained within the airports module. This will include the following sections:

Adding a New Airfield

Airfield Notes

[Back to the start of the training manual \(see page 9\)](#)

Adding a New Airfield

When adding a new airfield, after clicking the **Add Airport** button you will then have to enter the ICAO code and select the relevant airfield from the options displayed that match your code. You can then assign that airfield to a group of either 'A', 'B', or 'C'.

The screenshot shows the 'skybook AIRPORT ADMIN' interface. A red box highlights the 'Add Airport' button in the top left corner. A red arrow points from this button to the 'Add Airport' form, which is currently open. The form has fields for 'ICAO', 'IATA', 'GROUP', and 'Name'. Below the form is a table of existing airports. The table has columns for 'ICAO', 'IATA', 'GROUP', and 'Name'. The table contains the following data:

ICAO	IATA	GROUP	Name	Edit	Delete
BGBW	UAK	A	NARSARSUAQ		
BGSF	SFJ	A	KANGERLUSSUAQ		
BIAR	AEY	A	AKUREYRI		
BIKF	KEF	A	KEFLAVIK		
BIRK	RKV	A	REYKJAVIK		
BKPR					
CYEG					
CYFB	YFB	A	IQALUIT		
CYFC	YFC	A	FREDERICTON INTL		
CYHM	YHM	A	HAMILTON		
CYHZ	YHZ	A	HALIFAX INTL		
CYJT	YJT	A	STEPHENVILLE		
CYMX	YMX	A	MONTREAL MIRABEL INTL		

At the bottom right of the form, there are 'Update' and 'Cancel' buttons.

Only airfields in this Airport Admin list, or OFP departure, destination and alternates, are ever selected to be delivered in briefing pack information for flight crews.

As with most skybook information tables you can sort or filter the main Airport table by clicking the column headers.

Adding a New Airfield Training Exercise 1

Adding an Airfield.

Exercise 1 Steps

- From the left-hand navigation panel open the **Airports** screen
- Click the **Add Airport** button in the top left of the screen
- Input a valid **ICAO** code and select the correct displayed airfield
- Choose a group which the airfield will belong to
- Click the **Update** button

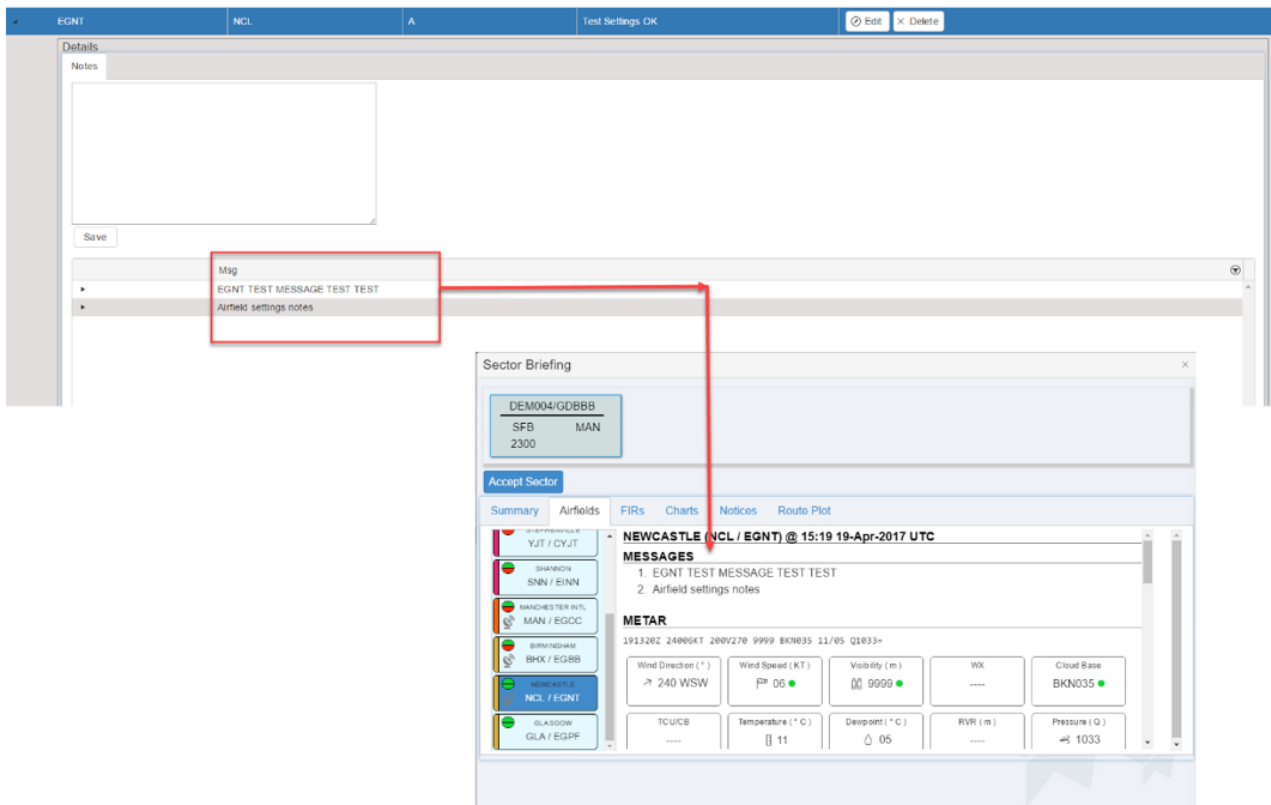
Exercise 1 Outcomes

- **A new airfield record will be created and displayed on the Airport Admin screen**

[Back to the start of the training manual \(see page 9\)](#)

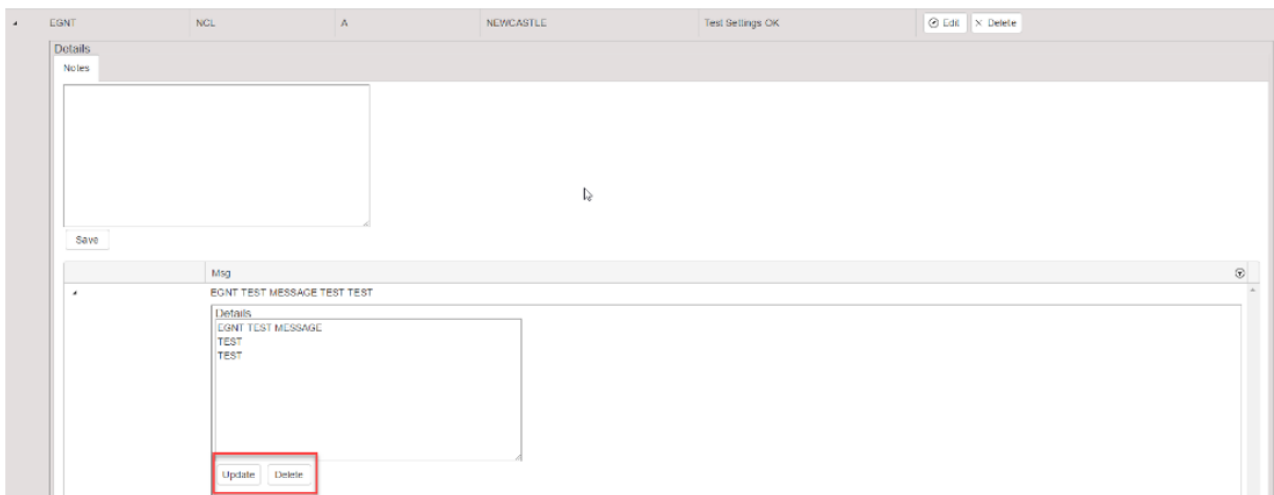
Airfield Notes

On each airfield that you add in the Airport Admin screen, you can also add a note to. These messages will be delivered to all sector briefings until they are removed from the airfield record. You can add multiple notes to each airfield if required.



The skybook tablet companion application will stop the user from accepting a sector until they have confirmed they have read, and acknowledged, the contents of each note you add to an airfield.

Once you have added a note you can either edit it or delete it from the message details section as seen in the screenshot below.



Airfield Notes Training Exercise 1

Adding an Airfield Message.

Exercise 1 Steps

- From the left-hand navigation panel open the **Airports** screen (if not already open)
- Locate an airfield from the airport admin screen that will also be included as a departure airfield from the sector briefing screen (add one if necessary)
- Click the small black triangle to the left of your chosen airfield
- Click the **Notes** button
- Type a message in the notes field
- Click the **Save** button

Exercise 1 Outcomes

- **The new message will be stored and displayed at the bottom of the details screen and can then be viewed in sector briefing**

Airfield Notes Training Exercise 2

Editing an Airfield Message.

Exercise 2 Steps

- From the left-hand navigation panel open the **Airports** screen (if not already open)
- Locate the airfield message you created above
- Click the small black triangle to the left of the airfield
- Then click the small black triangle to the left of your message
- Change the message details
- Click the **Update** button

Exercise 2 Outcomes

- **The message will be changed and stored and can then be viewed in sector briefing**

Airfield Notes Training Exercise 3

Deleting an Airfield Message.

Exercise 3 Steps

- Locate the same airfield message edited above
- Click the **Delete** button

Exercise 3 Outcomes

- **The message will be removed from the airfield and will no longer be viewable from sector briefing**

[Back to the start of the training manual \(see page 9\)](#)

NOTAM

NOTAM Content

Within this section of the ground portal module training manuals we will be looking at the functionality contained within the NOTAM module. This will include the following sections:

NOTAM Exclusions (see page 23)

NOTAM Email Rules (see page 27)

NOTAM Watch (see page 29)

NOTAM Introduction

Within the NOTAM settings section there are three different tabs.

The first one allows you to control which NOTAMs are excluded from your briefing packs and any exceptions that you may wish to implement to those exclusions.

The second tab allows you to set up rules defining who receives a notification email for different NOTAMs you receive in your system.

The third tab allows for the configuration of NOTAM watch criteria, allowing for certain types of NOTAM to be highlighted to the Crew and Ops staff.

The following sections will look at these two areas in more detail.



[Back to the start of the training manual \(see page 9\)](#)

NOTAM Exclusions

The exclusions tab can be split into two different sections, which we will look at separately below.

- NOTAM exclusion rules
- Exceptions to NOTAM exclusion rules

NOTAM Exclusion Rules

Within the exclusions section there are 5 different possible criteria that you can apply to the NOTAMs that will be used in each briefing pack. Where a NOTAM matches your stored criteria (seen in the table below), it will be excluded from the briefing pack.

Exclusion Criteria	Description
Series	This criteria field allows you to define the NOTAM series you wish to exclude.
Airfield and FIR	This criteria field covers the NOTAMs for either the airfield or the FIR. Entering an FIR code here would NOT include all airfields within the FIR (see QFIR for this functionality).
QFIR	This criteria field covers NOTAM's for all airfields AND FIR's falling within any given FIR zone.
QCode	<p>The QCode is four characters which represent two different values.</p> <ul style="list-style-type: none"> - The first two character represent the NOTAM Subject. - The second two characters represent the NOTAM condition. <p>By entering just the subject code, NOTAMs can be excluded by just the matching subject.</p>

To add a new exclusion rule you simply need to click the **Add Exclusion Rule** button, complete your exclusion criteria, and click the **Update** button to create the new exclusion record (as seen in the screenshot below).



In the example exclusion record above NOTAMs will be excluded that are for series G, in the OIIX FIR, with a subject code of AD.

NOTAM Exclusions Training Exercise 1

Finding a sector NOTAMs.

Exercise 1 Steps

- From the main left-hand navigation menu click the Sector Briefing option
- Choose a section and click **Create Voyage**
- Find a sector and take note of the linked NOTAMs displayed in the airfield and FIR sections

Exercise 1 Outcomes

- The sector will open. You will note the linked NOTAMs on the sectors airfield and FIR pages

NOTAM Exclusions Training Exercise 2

Navigate to the NOTAMs settings page.

Exercise 2 Steps

- From the main left-hand navigation menu click the NOTAM option
- If not already displayed click the Exclusions tab

Exercise 2 Outcomes

- The NOTAM section should open and display the exclusions tab

NOTAM Exclusions Training Exercise 3

Adding an exclusion record:

Exercise 3 Steps

- Click the **Add Exclusion Rule** button located at the top of the screen
- Populate exclusion criteria that will match one or more NOTAMs from exercise 1 above
- Click the **Update** button

Exercise 3 Outcomes

- The new exclusion record should be created

NOTAM Exclusions Training Exercise 4

Viewing the results of the exclusion record:

Exercise 4 Steps

- From the main left-hand navigation menu click the Sector Briefing option
- Select the sector that you were using in exercise 1 above
- Check that the previous NOTAM seen has been excluded by the NOTAM exclusion record you created in exercise 3 above

Exercise 4 Outcomes

- The previously viewed NOTAM(s) should no longer be present in sector briefing

[Back to NOTAM main menu \(see page 23\)](#)

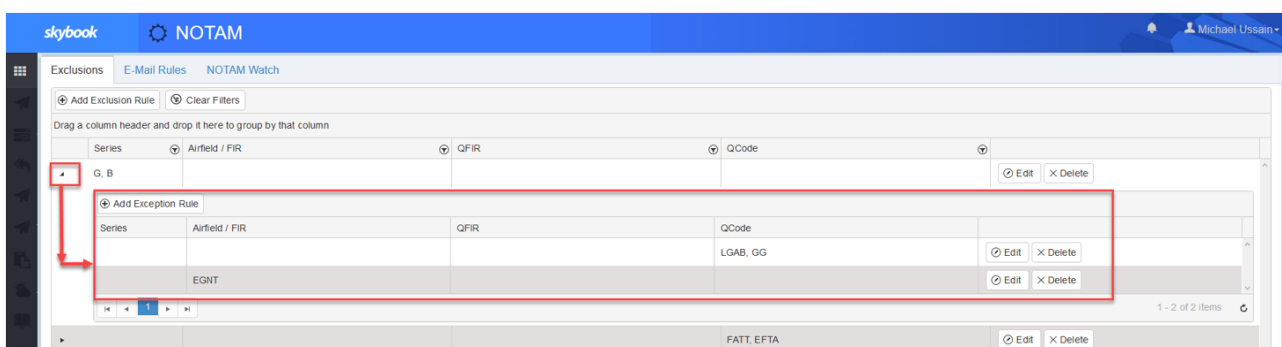
[Back to the start of the training manual](#)

(see page 9)

Exception to NOTAM Exclusion Rules

For every rule that you create to exclude NOTAMs from your briefing packs, you can also have exceptions created for it. This gives you the added flexibility to create a very generic exclusion rule, and then add in any exceptions that you might have to this rule.

For example, you might want to create an exclusion rule for all NOTAMs with a series of 'G'. Then as part of this rule you might want exceptions of NOTAMs in the FIR 'VOMF' and the airfields 'VAJJ', 'VAKE' and 'VABJ'. This example is shown in the screenshot below.



NOTAM Exclusions Training Exercise 5

Adding an exception record.

Exercise 5 Steps

- Find your exclusion record(s) from exercise 3.4.1 part 1
- Click the small black triangle to the left of your exclusion record
- Click the **Add Exception Rule** button
- Add an exception to allow a NOTAM removed from sector briefing display by your exclusion rule created in exercise 3.4.1 part 1
- Click the **Update** button to create your record

Exercise 5 Outcomes

- An exception rule will be created that will allow your NOTAMs back into the briefing pack

NOTAM Exclusions Training Exercise 6

Viewing the results of your exception record.

Exercise 6 Steps

- From the main left-hand navigation menu click the Sector Briefing option
- Select the sector that you were using in exercise in part 1 above
- Check that the previously excluded NOTAM(s) have been reintroduced into the briefing pack

Exercise 6 Outcomes

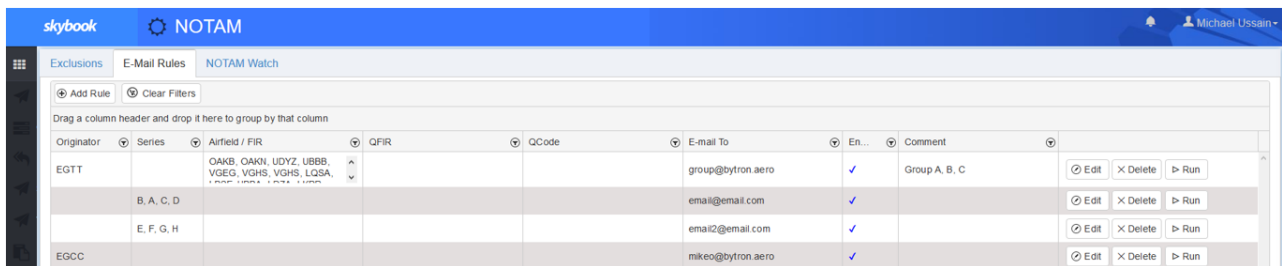
- An exception record will be created and the previously excluded NOTAM will be reintroduced into the sector briefing

[Back to NOTAM main menu \(see page 23\)](#)

[Back to the start of the training manual \(see page 9\)](#)

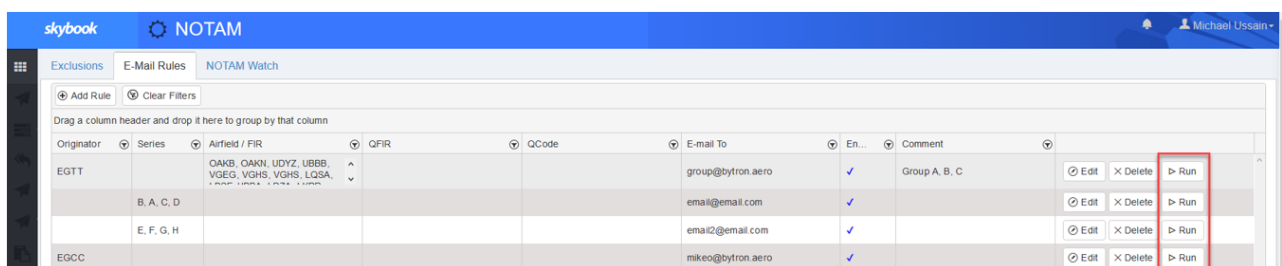
NOTAM Email Rules

The second tab in the NOTAM settings section controls the distribution of email notifications. Within this record there are five different criteria fields that you can store against an email address. Any new NOTAMs coming into your system will be cross referenced against these criteria and when matched, an email will be sent to the linked email address containing the NOTAM details.



Originator	Series	Airfield / FIR	QFIR	QCode	E-mail To	En...	Comment	
EGTT		OAKB, OAKN, UDYZ, UBBB, VGEG, VGHS, VGHS, LQSA, LQSA, LQSA, LQSA, LQSA			group@bytron.aero	✓	Group A, B, C	
	B, A, C, D				email@email.com	✓		
	E, F, G, H				email2@email.com	✓		
EGCC					mikeo@bytron.aero	✓		

Once you have created an email notification rule, you can test it using the **Run** button. Clicking this button will run your email rule through the NOTAMs that you have received in the last seven days. You will then be displayed the ones that the linked email address would have received via a popup window as seen in the screenshot below.



Originator	Series	Airfield / FIR	QFIR	QCode	E-mail To	En...	Comment	
EGTT		OAKB, OAKN, UDYZ, UBBB, VGEG, VGHS, VGHS, LQSA, LQSA, LQSA, LQSA, LQSA			group@bytron.aero	✓	Group A, B, C	
	B, A, C, D				email@email.com	✓		
	E, F, G, H				email2@email.com	✓		
EGCC					mikeo@bytron.aero	✓		

NOTAM Email Rules Training Exercise 1

Navigate to the NOTAMs settings page.

Exercise 1 Steps

- From the main left-hand navigation menu click the NOTAM option
- Click the Email Rules tab

Exercise 1 Outcomes

- The email rules section of the NOTAM settings will open

NOTAM Email Rules Training Exercise 2

Adding a new email notification rule record.

Exercise 2 Steps

- Click the **Add Rule** button
- Populate the Series field with a value of 'A'
- Click the **Update** button

Exercise 2 Outcomes

- A new email rule will be created

NOTAM Email Rules Training Exercise 3

Running your email notification rule.

Exercise 3 Steps

- Locate the email notification rule you created in exercise 2 above
- Click the **Run** button

Exercise 3 Outcomes

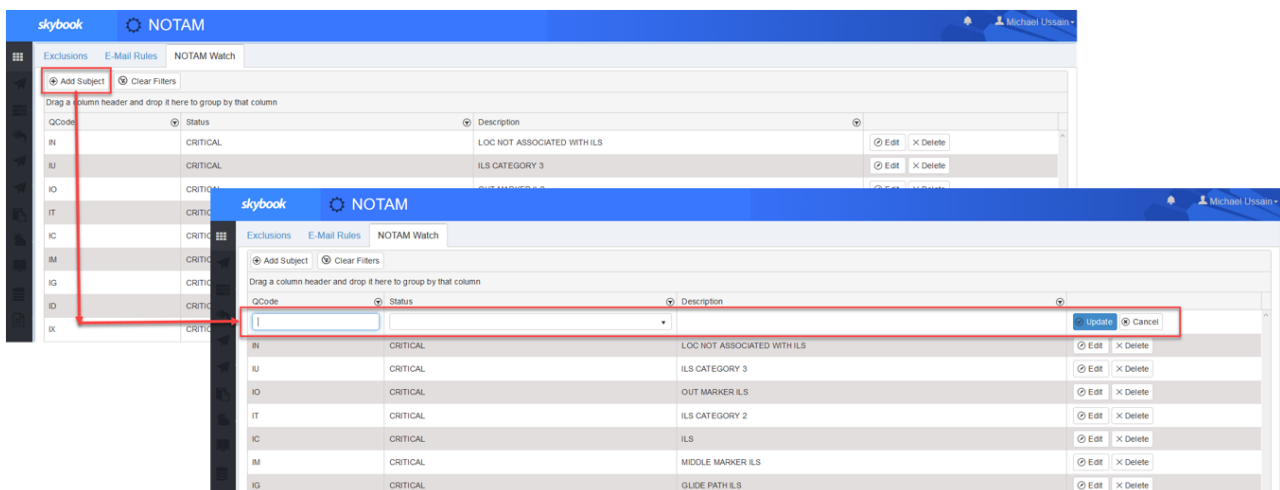
- A popup will open displaying all the NOTAMs from the last seven days matching your email rule criteria

[Back to NOTAM main menu \(see page 23\)](#)



[Back to the start of the training manual \(see page 9\)](#)

NOTAM Watch

This tab of the NOTAM settings section allows you to setup of NOTAM watch criteria. skybook looks at all NOTAMs being displayed in the briefing pack, or on the tablet companion application and then highlights any whose subject and Q code matches this list.



From the **Add Subject** screen, you can add additional NOTAM subjects and, or subject condition, to the list to be automatically cross referenced prior to any NOTAM details being displayed in a briefing pack. You can also set a **status** to indicate whether the NOTAM subject you have included should be flagged with either a warning or a critical colour status indicator (see table below for status colour description).

NOTAM Status Colour	Colour	Colour Description
Yellow		This colour indicates that a displayed NOTAM has a warning indicator associated with it.
Red		This colour indicates that a displayed NOTAM has a critical indicator associated with it.

NOTAM Watch Training Exercise 1

Navigating to the NOTAM Watch settings.

Exercise 1 Steps

- From the left-hand navigation panel open the **NOTAM** screen
- Click onto the **NOTAM Watch** tab

Exercise 1 Outcomes

- The NOTAM watch screen will be displayed

NOTAM Watch Training Exercise 2

Adding a NOTAM subject to the watch list.

Exercise 2 Steps

- Click the **Add Subject** button
- Enter a **Subject** code (i.e. 'RR') and or a condition code
- Select the linked subject from the values displayed to you
- Select a **Status** from the dropdown list (i.e. 'Critical')
- Click the **Update** button

Exercise 2 Outcomes

- **The new NOTAM subject Q code will be stored and displayed on the NOTAM watch list**

NOTAM Watch Training Exercise 3

Deleting a NOTAM subject from the watch list.

Exercise 3 Steps

- Locate the NOTAM subject you added to the watch list from above (i.e. 'RR')
- Click the **Delete** button

Exercise 3 Outcomes

- **The NOTAM subject will be removed from the NOTAM watch table**

[Back to NOTAM main menu \(see page 23\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Settings

Settings Content

Within this section of the ground portal module training manuals we will be looking at the functionality contained within the Settings module. This will include the following sections:

Settings - Minima (see page 33)

Settings - Dispatch (see page 41)

Settings - Wx Watch (see page 47)

Settings - Notices (see page 49)

Settings - RAIM Profiles (see page 52)

Settings - FIR Overrides (see page 56)

Settings - Airfield Overrides (see page 59)

Settings - Enroute Extras (see page 61)

Settings - Enroute Overrides (see page 63)

Settings - Fleets (see page 65)

Settings - Default Alternates (see page 67)

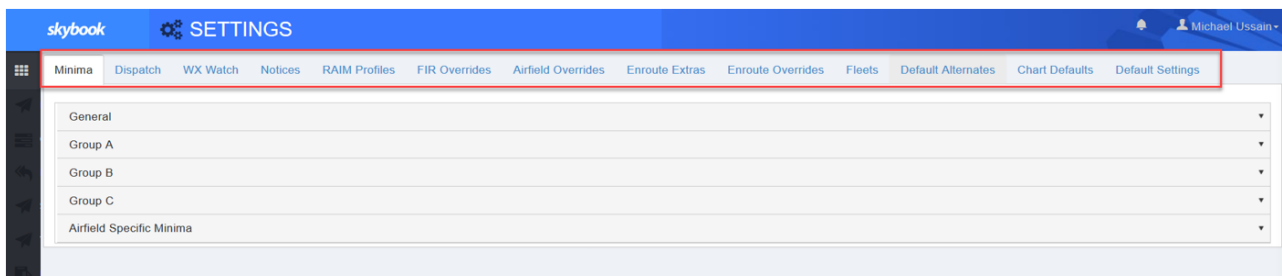
Settings - Chart Defaults (see page 69)

Settings - Default Settings (see page 77)

Settings Overview

The main Settings section provides you with access to many of the setting items that control skybook's functionality. Many of these will only be configured during your initial system implementation and then remain fairly static during normal operations.

The settings screen can be accessed via the left-hand navigation menu. Each of the sections contained within the settings section can then be seen in the tabs displayed across the top of the screen and can be accessed by simply clicking the relevant tab.



The following sections of the settings training manual will look at each of these tabs in detail and give you the opportunity to become familiar with them.

Settings Overview Training Exercise 1

Navigating to the Settings screen.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click through each of the tabs at the top of the settings screen

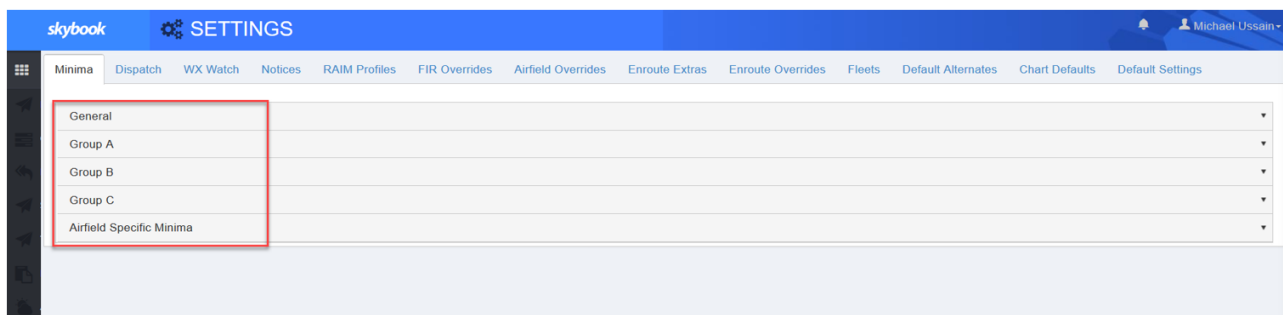
Exercise 1 Outcomes

- **The Settings screen will open. Each tab will display when clicked**

[Back to the start of the training manual \(see page 9\)](#)

Settings - Minima

The Minima section allows you to setup general generic weather minima for non-categorised airfields, minima for airfield category groups 'A', 'B' & 'C', as well as creating specific minima for individual specific airfields.

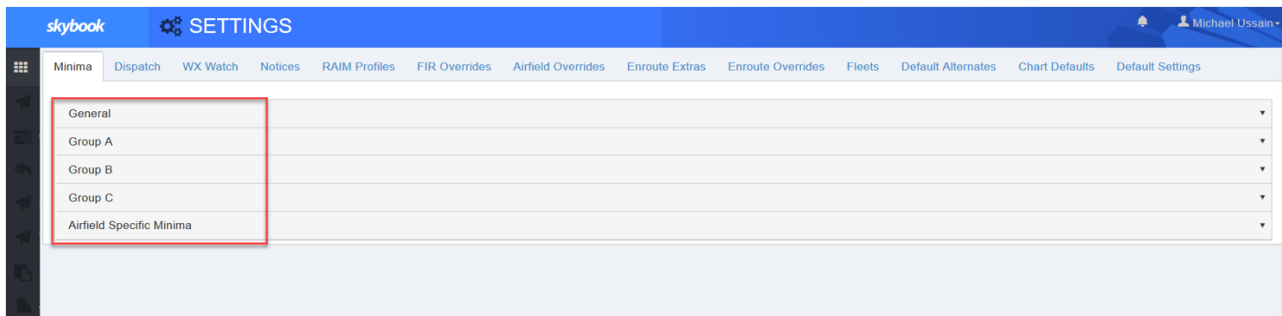


skybook's Minima Sourcing Logic

When skybook applies a minima set to the METAR and TAF reports from an airfield, it first checks to see if the airfield has an airfield specific minima set. If not it then checks to see if the airfield is included in the category group 'A', 'B' or 'C' minima list, before finally defaulting to the airfields weather reports to the General minima set.

Minima Group Panels

The minima settings are made up of five different group panels. Each group panel provides you with the opportunity to apply weather minima's to a different group of airfields. Details on each of the group panels can be seen in the table below.



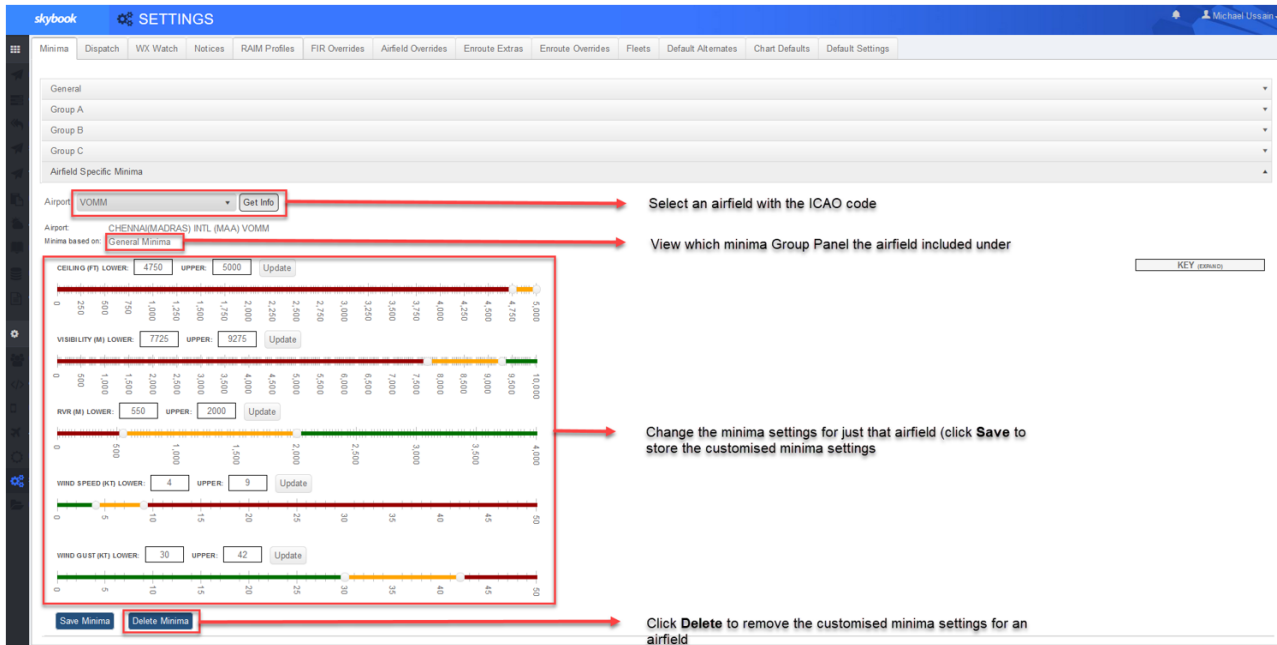
Group Panel Name	Group Panel Description
General	Minima are applied to all airfields that are not linked to either: - Airfield Groups 'A', 'B' or 'C' as per the Airport settings - Listed in the airfield Specific Minima group panel
Group A	Minima from this panel as applied to all airfields that have been added and stored under group 'A' in the Airport settings
Group B	Minima from this panel as applied to all airfields that have been added and stored under group 'B' in the Airport settings
Group C	Minima from this panel as applied to all airfields that have been added and stored under group 'C' in the Airport settings
Airfield Specific Minima	This panel allows you to provide the most specific minima that are applied to just a single airfield. Retrieving an airport from this panel will allow you to view its current minima's, to see which group panel above the minima is based on, and customize the minima for that individual airport if required. These settings are useful where there are particular issues with meteorology or difficult conditions at the airport.

Airfield Specific Group Panel

This group panel has a number of different functions available to you, which are not available in the other group panels. The functionality from this panel includes:

1. View the minima settings that will be applied to any individual airfields and which group panel they fall into (i.e. 'A', 'B', 'C' or General).
2. Change the minima settings for any individual airfields.
3. Delete any customised minima settings that have been applied to an individual airfield.

Each of these different sections of functionality can be seen on the screenshot displayed below.



Minima Settings Training Exercise 1

Viewing the group panels.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen (if not already open)
- Click through each of the different group panels on the main settings screen

Exercise 1 Outcomes

- The each of the different group panel windows will open displaying the default minima

Minima Settings Training Exercise 2

Retrieving an airport specific minima.

Exercise 2 Steps

- Click on the **Minima** settings tab (if not already open)
- Click the airport specific group panel
- Populate the **Airport** field with a valid ICAO code (i.e. VOMM)
- Select the appropriate airport from the displayed names (i.e. 'VOMM/MAA/CHENNA (MADRAS INTL')
- Click the **Get Info** button

Exercise 2 Outcomes

- **The minima applicable for that airport will be retrieved with the linked group displayed in 'Minima based on'**

Minima Settings Training Exercise 3

Updating a specific airports minima.

Exercise 3 Steps

- Retrieve the airport used in the exercise above (VOMM)
- Make a note of the **Minima Based On:** value (i.e. 'General Minima')
- Adjust one or two of the retrieved airports minima
- Click the **Save Minima** button
- Leave and re-enter the settings section
- Open the group panel the airport was originally associated with (i.e. 'General Minima')
- Cross reference minima values with the ones you changed above
- Re-retrieve airport you changed the minima for above

Exercise 3 Outcomes

- **The minima will be updated and stored. The original associated group panel minima will not have changed, but your customised airport settings will have store against VOMM**

Minima Settings Training Exercise 4

Deleting a specific airports minima.

Exercise 4 Steps

- Retrieve the airport used in the exercise above (VOMM)
- Make a note of the **Minima Based On:** value (i.e. 'Airfield Specific Minima')
- Click the **Delete Minima** button
- Make another note of the **Minima Based On** value (i.e. 'General Minima')

Exercise 4 Outcomes

- **The airfield specific minima will be deleted and the displayed minima will revert back to the original associated group values**




[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Minima Colour Indicators

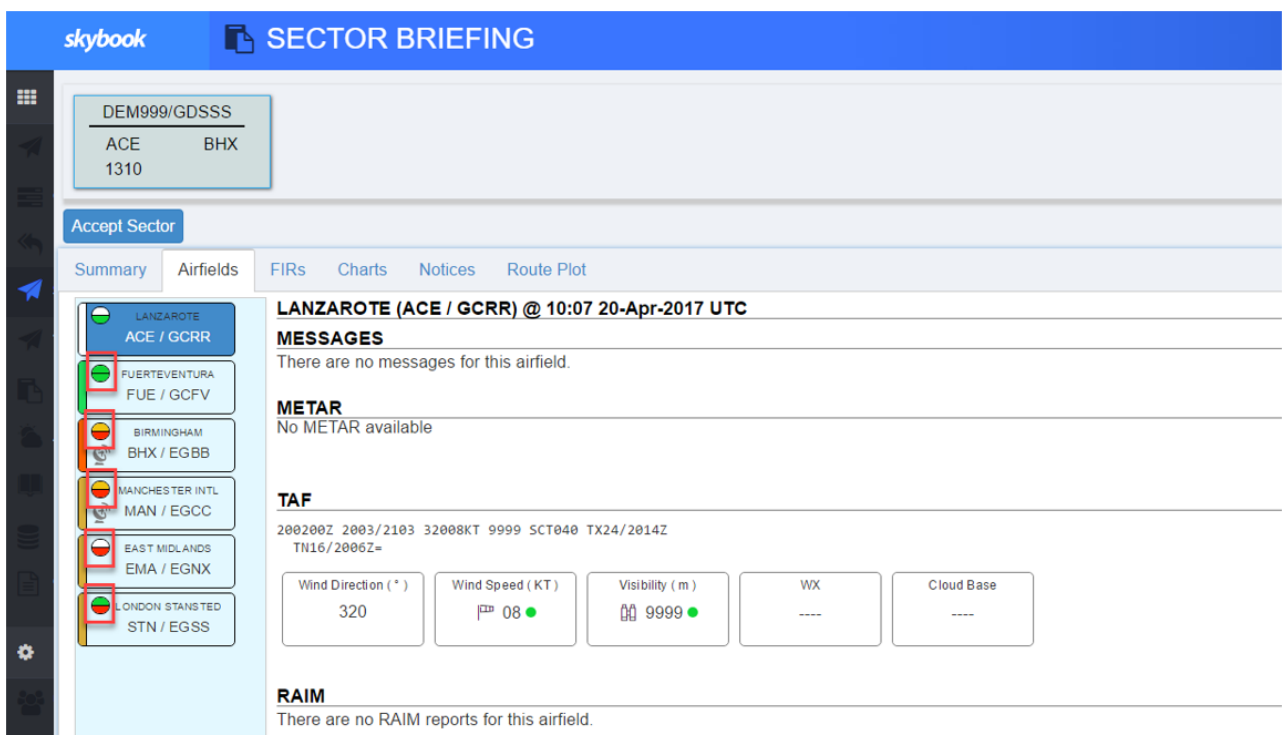
Each different section within the Minima tab opens a selection of sliding scales that allow you to easily indicate your normal, warning and critical minima levels in each of the five different areas.



Minima Colour	Colour	Colour Description
Green Minima		This colour indicates that the minima levels have not been broken.
Yellow Minima		This colour indicates that the minima levels have been broken and that there is a warning for that level.
Red Minima		This colour indicates that the minima levels have been broken and that the level being shown is a critical one.

The minima indicator colours are then used for the linked airfields METAR or TAF reports to provide you with visual indicators as to whether there are any deteriorating weather conditions at the each of the airfields in your briefings.

These minima colours can be seen in the Airfield Watcher and anywhere the METAR and TAF are displayed as seen in the sector briefing example in the screenshot below (the white section of the round indicators being no data available). For more information on the display of the METAR and TAF information from the briefing side, please see the relevant section of the skybook module training manual.



skybook **SECTOR BRIEFING**

DEM999/GDSSS
ACE BHX
1310

Accept Sector

Summary Airfields FIRs Charts Notices Route Plot

LANZAROTE (ACE / GCRR) @ 10:07 20-Apr-2017 UTC

MESSAGES
There are no messages for this airfield.

METAR
No METAR available

TAF
200200Z 2003/2103 32008KT 9999 SCT040 TX24/2014Z
TN16/2006Z=

Wind Direction (°) 320 Wind Speed (KT) 17 08 Visibility (m) 9999 WX ---- Cloud Base ----

RAIM
There are no RAIM reports for this airfield.

You will also the worst colour level (i.e. red over yellow, yellow over green), for any airfield lists used for briefing information giving a visual cue as to whether the airfield needs further investigation.

To adjust the minima's within any of the five available sections, you can either:

1) Use the provided sliders

The screenshot displays the 'skybook SETTINGS' interface. The 'General' tab is selected, showing sliders for various minima parameters. The 'CEILING (FT)' slider is highlighted with a red box around the 'UPPER' value of 2775 and an 'Update' button. The 'VISIBILITY (M)' slider shows a lower value of 4650 and an 'Update' button. The 'RVR (M)' slider shows a lower value of 550 and an 'Update' button. The 'WIND SPEED (KT)' slider shows a lower value of 17 and an 'Update' button. The 'WIND GUST (KT)' slider shows a lower value of 30 and an 'Update' button. A 'Save Minima' button is located below the sliders. The interface also includes a sidebar with navigation icons and a top navigation bar with tabs for Minima, Dispatch, WX Watch, Notices, RAIM Profiles, FIR Overrides, Airfield Overrides, Enroute Extras, Enroute Overrides, Fleets, Default Alternates, Chart Defaults, and Default Settings.

2) Or adjust the levels by using the dedicated number fields before clicking the **Update** button

The screenshot shows the 'skybook SETTINGS' interface with the 'Minima' tab selected. The 'General' section contains five sliders for minima settings:

- CEILING (FT):** LOWER: 1375, UPPER: 2775, Update button.
- VISIBILITY (M):** LOWER: 4650, UPPER: 6750, Update button.
- RVR (M):** LOWER: 550, UPPER: 2000, Update button.
- WIND SPEED (KT):** LOWER: 17, UPPER: 33, Update button.
- WIND GUST (KT):** LOWER: 30, UPPER: 42, Update button.

Below the sliders is a 'Save Minima' button and a section for Group A, Group B, Group C, and Airfield Specific Minima.

There are five different areas for each group that you can customise the minima settings for. These include:

- First minima - Cloud Ceiling (in feet)
- Second Minima - Visibility (in meters)
- Third minima - Runway Visual Range (RVR) (in meters)
- Fourth minima - Wind Speed (in knots)
- Fifth minima - Wind Gust (in knots)

Minima Settings Training Exercise 5

Changing minima settings from the sliding scale.

Exercise 5 Steps

- From the left-hand navigation panel open the **Settings** screen (if not already open)
- Click on the Minima tab
- Click on the General header
- Move one of the sliders on the cloud ceiling row
- Then move another of the sliders on a different row
- Click the **Save Minima** button

Exercise 5 Outcomes

- **The minima colour will change based on the slider position. The upper or lower numeric value will also automatically update based on the slider position**

Minima Settings Training Exercise 6

Changing minima settings from the upper or lower limit box.

Exercise 6 Steps

- From the left-hand navigation panel open the **Settings** screen (if not already open)
- Click on the Minima tab
- Click on one of the group headings
- Change one of the values in a minima lower box
- Click the **Update** button
- Change one of the values in a minima Upper box
- Click the **Update** button
- Click the **Save Minima** button

Exercise 6 Outcomes

- **The minima slider and colour will move automatically to the position reflected by the value you enter in the lower or upper box when the update button is clicked**

[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Settings - Dispatch

This settings tab gives you the ability to customise your Dispatch screen table. This screen gives you a visual representation of your main dispatch table, where you can move, hide or unhide columns as required.

Day	A	Flight #	S	Plan	Reg	Dep	Dep ICAO	STD	ETD	Slot	Dest	Dest I	STA	ETA	Alt	Alt 2	EET	Actt	ETOPS	Plot	Altac	Mess	Tank	Fu
30		TST000	FPL	1008	VYW000	LIQE	LIQE	15:42	16:42		SCWF	SCWF	21:42	22:42	SCAC	SPHY	320	B757	✓				✓	
30		TST001	FPL	1081	FNV001	ZWA	FMND	13:42	14:42		ANX	ENAN	19:42	20:42	LFCD	PGUA	320	B757					✓	
30		TST002	FPL	1048	YLL002	AND	KAND	14:42	15:42		ESMP	ESMP	20:42	21:42	SKAN	UTFA	320	B757		✓			✓	
30		TST003	FPL	1059	VGV003	SPAS	SPAS	11:42	12:42		EAH	EAH	17:42	18:42	KAAP	LGAD	320	B757	✓	✓			✓	
30		TST004	FPL	1056	NNL004	EGRO	EGRO	11:42	12:42		EGSL	EGSL	17:42	18:42	MYAF	WBAK	320	B757		✓			✓	
30		TST005	FPL	1070	IBE005	GMMC	GMMC	12:42	13:42		ESUJ	ESUJ	18:42	19:42	KAXX	ESDB	320	B757					✓	
30		TST006	FPL	1065	ARD006	ANE	LFJR	12:42	13:42		AGD	WASG	18:42	19:42	ESTA	KLXB	320	B757		✓			✓	
30		TST007	FPL	1071	NTG007	FZKO	FZKO	13:42	14:42		FQAG	FQAG	19:42	20:42	SCGO	FNXX	320	B757		✓			✓	
30		TST008	FPL	1076	WDC008	SLAN	SLAN	12:42	13:42		ANG	LFBU	18:42	19:42	TQPF	VEAL	320	B757		✓			✓	
30		TST009	FPL	1009	CGI009	EKAT	EKAT	14:42	15:42		EKAV	EKAV	20:42	21:42	PANI	DXKP	320	B757		✓			✓	

Changing the Dispatch Column Order

Within the Dispatch grid you can also move the columns around to where you want them displayed. Within the dispatch table there is a fixed section and a scrolling section as seen in the screenshot below.

Day	A	Flight #	S	Plan	Reg	Dep	Dep ICAO	STD	ETD	Slot	Dest	Dest I	STA	ETA	Alt	Alt 2	EET	Actt	ETOPS	Plot	Altac	Mess	Tank	Fu
30		TST000	FPL	1008	VYW000	LIQE	LIQE	15:42	16:42		SCWF	SCWF	21:42	22:42	SCAC	SPHY	320	B757	✓				✓	
30		TST001	FPL	1081	FNV001	ZWA	FMND	13:42	14:42		ANX	ENAN	19:42	20:42	LFCD	PGUA	320	B757					✓	
30		TST002	FPL	1048	YLL002	AND	KAND	14:42	15:42		ESMP	ESMP	20:42	21:42	SKAN	UTFA	320	B757		✓			✓	
30		TST003	FPL	1059	VGV003	SPAS	SPAS	11:42	12:42		EAH	EAH	17:42	18:42	KAAP	LGAD	320	B757	✓	✓			✓	
30		TST004	FPL	1056	NNL004	EGRO	EGRO	11:42	12:42		EGSL	EGSL	17:42	18:42	MYAF	WBAK	320	B757		✓			✓	
30		TST005	FPL	1070	IBE005	GMMC	GMMC	12:42	13:42		ESUJ	ESUJ	18:42	19:42	KAXX	ESDB	320	B757					✓	
30		TST006	FPL	1065	ARD006	ANE	LFJR	12:42	13:42		AGD	WASG	18:42	19:42	ESTA	KLXB	320	B757		✓			✓	
30		TST007	FPL	1071	NTG007	FZKO	FZKO	13:42	14:42		FQAG	FQAG	19:42	20:42	SCGO	FNXX	320	B757		✓			✓	
30		TST008	FPL	1076	WDC008	SLAN	SLAN	12:42	13:42		ANG	LFBU	18:42	19:42	TQPF	VEAL	320	B757		✓			✓	
30		TST009	FPL	1009	CGI009	EKAT	EKAT	14:42	15:42		EKAV	EKAV	20:42	21:42	PANI	DXKP	320	B757		✓			✓	

Fixed columns Scrolling columns

Any column can be moved to any section of the dispatch table. If when moving it crosses passes left into the fixed section, it will become fixed. The same is also true if a column is moved right into the scrolling section from the fixed area, it will then be included in the scrollable columns.

To change the position of a Dispatch column, simply click on the header and drag it to the location you wish to store it as shown in the screenshot below.

The screenshots illustrate the process of reordering columns in the Dispatch settings. The top image shows the default column order, and the bottom image shows the result after reordering. Red boxes highlight the specific columns being moved and their new positions.

Once all your columns are in the order you wish to view them in the Dispatch module, you should click the **Save** button to store your preferred order.

Disptach Settings Training Exercise 1

Accessing the Dispatch settings section.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Then click the **Dispatch** tab

Exercise 1 Outcomes

- **The Dispatch settings tab should be opened**

Disptach Settings Training Exercise 2

Changing the column order in your Dispatch screen.

Exercise 2 Steps

- From the scrollable column section click on one of your column headings

- Drag your selected column into a new position
- Click the **Save** button
- Click **Dispatch** on the left-hand navigation menu and check the main Dispatch grid order

Exercise 2 Outcomes

- **The column will move and the new position stored. It will be displayed in its new position in the main Dispatch module**

[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Hiding and Showing a Dispatch Column

Within the Dispatch settings you can also hide columns so that they are not displayed in the main Dispatch module table.

All columns can be hidden apart from the following:

- Day
- Departure (Dep)
- Destination (Dest)
- Scheduled Time of Departure (STD)
- Flight Number
- Acceptance
- Plan Number

To **hide** a column simply click the down-arrow in the header of a column, click the **Choose columns** menu option and then untick the columns you wish to hide. To **unhide** them just tick the check box next to the column name again. To store all your changes and apply them to the main Dispatch module table, click the **Save** button.

The screenshots illustrate the steps to hide a Dispatch column in the skybook settings. The top image shows the 'Dispatch' tab selected, and the 'Choose columns' dropdown menu is open, with 'AR 2' highlighted. The bottom image shows the same interface, but with 'AR 2' selected in the dropdown menu and a red circle highlighting the 'AR 2' column header in the main table.

Dispatch Settings Training Exercise 3

Hiding a Dispatch column.

Exercise 3 Steps

- From the left-hand navigation panel open the **Settings** screen (if not already open)
- Click the **Dispatch** tab
- Click the downward facing arrow in one of the Dispatch column headers
- Click the **Choose Columns** menu option
- Untick the check box for the heading you wish to hide.
- Click the **Save** button
- From the left-hand navigation panel open the Dispatch screen

Exercise 3 Outcomes

- The column should be removed from the settings Dispatch grid and then this change should be reflected on the main Dispatch module table

Disptach Settings Training Exercise 4

Unhiding a dispatch column.

Exercise 4 Steps

- From the left-hand navigation panel open the **Settings** screen (if not already open)
- Then click the **Dispatch** tab
- Click the downward facing arrow in one of the Dispatch column headers
- Click the **Choose Columns** menu option
- Tick the check box for the heading you wish to unhide.
- Click the **Save** button
- From the left-hand navigation panel open the Dispatch screen

Exercise 4 Outcomes

- **The column should be unhidden from the settings dispatch grid and then this change should be reflected on the main Dispatch module table**

[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Restoring the Original Dispatch Screen View

You can restore the Dispatch table back to its original default settings by clicking the **Restore** button at any point. You will then need to click the **Save** button to apply the default settings across to the main Dispatch module table.

Disptach Settings Training Exercise 5

Restoring the Dispatch table back to its default settings.

Exercise 5 Steps

- From the left-hand navigation panel open the **Settings** screen (if not already open)
- Then click the **Dispatch** tab
- Click the **Restore** button
- Click the **Save** button

Exercise 5 Out comes

- **All the Dispatch column changes made in the exercises above should be reverted back to the default settings**

[Back to settings main menu \(see page 32\)](#)


[Back to the start of the training manual \(see page 9\)](#)

Settings - Wx Watch

The Weather (Wx) Watch tab allows you to setup a status indicator for specific weather codes. skybook looks at all METAR being used in the briefing pack, or tablet companion application and then highlights any that match this Wx Watch list.

Code	Status	Description	Edit	Delete
+BLSA	critical	HEAVY BLOWING SAND	Edit	Delete
+DZRA	warning	HEAVY DRIZZLE AND RAIN	Edit	Delete
+GR	critical	HEAVY HAIL	Edit	Delete
+HZ	warning	HEAVY HAZE	Edit	Delete
+MIFB	critical	HEAVY SHALLOW FOG	Edit	Delete
+PE	critical	HEAVY ICE PELLETS	Edit	Delete

From this screen, you can add additional weather codes to the list to be automatically cross referenced prior to any METAR details being displayed in a briefing pack. You can also set a **status** to indicate whether the linked weather code you have added should be flagged with either a warning or a critical colour status indicator (see table below for status colour description).

Weather Status Colour	Colour	Colour Description
Yellow		This colour indicates that a displayed METAR has a warning indicator associated with it.

Red		This colour indicates that a displayed METAR has a critical indicator associated with it.
-----	---	---

Weather Watch Settings Training Exercise 1

Navigating to the WX Watch settings.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **WX Watch** tab

Exercise 1 Outcomes

- **The WX watch screen will be displayed**

Weather Watch Settings Training Exercise 2

Adding a WX METAR code to the watch list.

Exercise 2 Steps

- Click the **Add Wx Code** button
- Enter a weather **Code** (i.e. '+PE')
- Select the linked subject from the values displayed to you
- Select a **Status** from the dropdown list (i.e. 'Critical')
- Click the **Update** button

Exercise 2 Outcomes

- **The new weather code will be stored and displayed on the WX watch list**

Weather Watch Settings Training Exercise 3

Deleting a weather code from the Wx watch list.

Exercise 3 Steps

- Locate the weather code you added to the watch list from above (i.e. '+PE')
- Click the **Delete** button

Exercise 3 Outcomes

- **The weather code will be removed from the Wx watch table**

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Settings - Notices

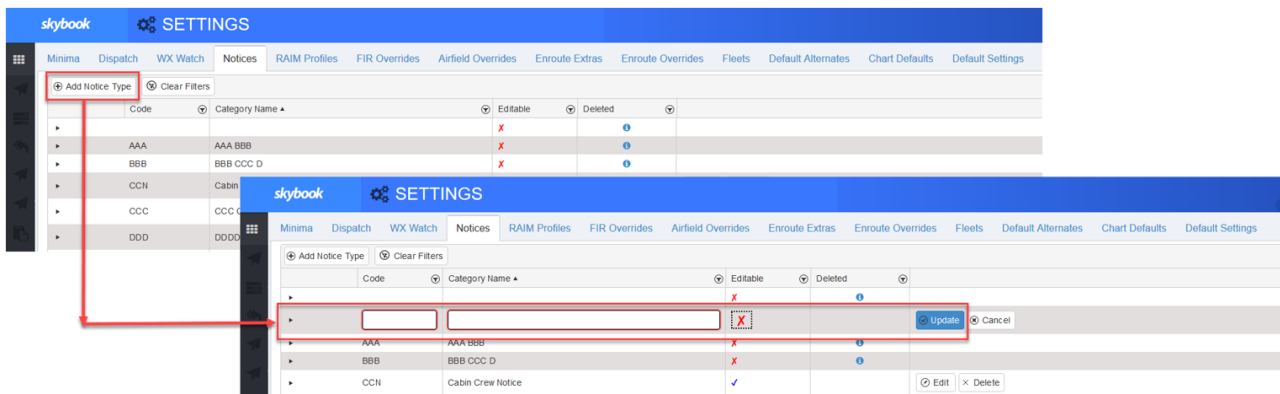
The Notices tab allows you to setup different notice types, link category codes to them and indicate whether they are editable or not. This then allows your users to select a notice type and category when creating a new notice via the main skybook Notices module (see the module training manual for further details) and determines if those notices will be editable or not.

Code	Status	Description	
+BLSA	critical	HEAVY BLOWING SAND	Edit Delete
+DZRA	warning	HEAVY DRIZZLE AND RAIN	Edit Delete
+GR	critical	HEAVY HAIL	Edit Delete
+HZ	warning	HEAVY HAZE	Edit Delete
+MFB	critical	HEAVY SHALLOW FOG	Edit Delete
+PE	critical	HEAVY ICE PELLETS	Edit Delete

Adding a New Notice Type

This is where you can maintain all the notice types that will then be seen and can be selected by users administrating the main notice module within skybook.

To add a new notice type you simply need to click the **Add Notice Type** button and fill in the mandatory fields, indicate if you want notices of that type to be editable or not, before clicking the **Update** button.



Notice Settings Training Exercise 1

Navigating to the notice settings and creating a new notice type.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Notices** tab
- Click on the **Add Notice Type** button
- Populate the mandatory notice type fields presented to you
- Click the **Update** button

Exercise 1 Outcomes

- **The Notice tab screen should open and a new notice type should be created and displayed**

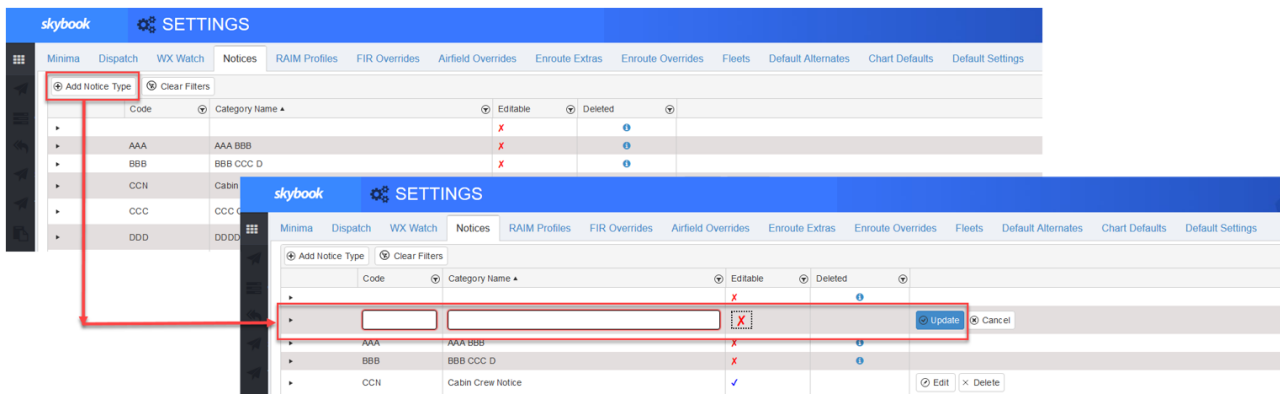
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Adding New Notice Categories

Once you have created a new notice type (see above), you will need to add notice categories to it in order for it to be valid for use within the Notices module.

This can be achieved by simply clicking the **Add Notice Category** button and then filling in the mandatory fields before clicking the **Update** button.



Notice Settings Training Exercise 2

Creating new notice categories for a notice type.

Exercise 2 Steps

- Find the new notice type that you created in the exercise above
- Click the small black triangle located on the left of the notice type
- Click the **Add Notice Category** button
- Populate the mandatory notice category fields
- Click the **Update** button

Exercise 2 Outcomes

- **A new notice category should be created and linked to your notice type**

Notice Settings Training Exercise 3

Viewing your new notice type and category.

Exercise 3 Steps

- From the left-hand navigation menu click on the **Notices** module option
- Click on the **Admin Notices** tab
- Click on the **Add Notice** button
- From the **Type** dropdown field select the one you created in the exercise above
- From the **Category** field find the new values you added in the exercise above

Exercise 3 Outcomes

- **Your new notice type should be present in the Type list and once selected you should see the new notice categories you linked in the Category list**

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Settings - RAIM Profiles

The RAIM Profiles tab is only available if your organisation has RAIM reporting enabled within skybook.

If you are interested in using RAIM within skybook, please contact us through the service desk, or via email at support@bytron.aero⁴ to discuss setting up a RAIM account.

Integrity Level	Algorithm	B...	Mask Angle	Minutes Back	Minutes Forward	Sample Minutes	Min Duration	Profile Name	Airfields	
NPA	FD	✓	5	5	5	5	15	RAIM Profile 1	EGCC, EGPK, EDSW, EGPI, EGPD, EGNL, EGLL, EGPI, EGIW, EGPH, LEDG	Edit Delete
TERMINAL	FD	✓	5	15	15	5	1	RAIM Profile 2	EGNT, KDZJ	Edit Delete
NPA	FD	✓	25	15	15	5	1	RAIM Profile 4	EGCC, CYJT	Edit Delete
NPA	FD	✓	0	0	0	0	0	RAIM Profile 5	EGBB	Edit Delete

This settings tab allows new RAIM profiles to be added which can then be applied to selected airfields (in the Airports administration module) to produce RAIM reports.

The list of RAIM Profile records displayed can be filtered, sorted and grouped as per the standard skybook functionality. The full list of RAIM options can be seen in the table below.

⁴ <mailto:support@bytron.aero>

Column Header	Description
Integrity Level	<p>Defines the accuracy required for particular prediction scenarios, the following values are available:</p> <p>NPA</p> <p>TERMINAL</p> <p>ENROUTE</p> <p>MNPS</p> <p>BRNAV</p> <p>RNP10</p> <p>RNP4</p> <p>RNP_AR</p>
Algorithm	<p>This indicates which algorithm is used: Fault Detection (FD) or Fault Detection & Exclusion (FDE).</p> <ul style="list-style-type: none"> • FD: Traditional algorithm used in RAIM to detect faults • FDE: Allows continued operation in the event of GPS failure (used by newer GPS receivers)
Baro Aided	Indicates whether the GPS user equipment provides barometric aiding, which allows for the barometric height information to be used to increase the RAIM availability
Mask Angle	An angle from the horizontal line. When determining the availability of RAIM at a given location and time, any low angle satellites (below the Mask Angle) will be excluded from the in-view satellites used for the calculation
Minutes Back	Determines the minutes for a set of offset times to be calculated in addition to the on-time cases for the same set of points. <i>N</i> Minutes Back will perform an additional series of calculations for points <i>N</i> minutes before.
Minutes Forward	Determines the minutes for a set of offset times to be calculated in addition to the on-time cases for the same set of points. <i>N</i> Minutes Forward will perform an additional series of calculations for points <i>N</i> minutes after.
Sample Minutes	The interval between successive calculation points, e.g. if the Sample Minutes is set to <i>n</i> seconds, the system calculates a prediction at a particular point every <i>n</i> seconds.
Min Duration	The minimum outage duration that will be reported, anything that is shorter than this value will not be reported.

Profile Name	User-defined name for the profile. This will appear in the RAIM Profile drop-list in the Airports administration module, to allow the profile to be assigned to an airfield.
Airfields	This is a non-editable column and displays the ICAO codes for all airfields which are using the RAIM Profile (assigned in the Airports administration module)

RAIM Profile Settings Training Exercise 1

Adding a new RAIM Profile.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **RAIM Profile** tab
- Click the **Add Profile** button
- Enter the details for the RAIM Profile in the pop-up box
- The Airfields field is non-editable and will display airfields which have this profile assigned to them within the airport admin module
- Click the Update button to save the RAIM Profile record.

Exercise 1 Outcomes

- **A new RAIM Profile should be created**

RAIM Profile Settings Training Exercise 2

Updating a RAIM Profile.

Exercise 2 Steps

- Find the RAIM Profile created in the exercise above
- Click the **Edit** button
- Alter some of the values
- Click the **Update** button

Exercise 2 Outcomes

- **The RAIM Profile will display the updated values in the grid**

RAIM Profile Settings Training Exercise 3

Assigning the RAIM Profile to an Airfield.

Exercise 3 Steps

- In the left-hand navigation menu select the **Airports** module
- Select an Airfield to assign the RAIM Profile to
- Click the **Edit** button
- Click on the **RAIM Profile** drop-list and locate the profile created in this exercise
- Select the profile and click the **Update** button
- From the left-hand navigation panel open the Settings screen
- Click onto the RAIM Profile tab
- Find the RAIM Profile used in the exercise and notice that the Airfield we assigned it to is now listed in the **Airfields** column

Exercise 3 Outcomes

- **The new profile is assigned to the selected Airfield from the RAIM Profile drop-list in the Airports module**

RAIM Profile Settings Training Exercise 4

Removing a RAIM Profile.

Exercise 4 Steps

- Find the RAIM Profile created in the exercise above
- Click the **Delete** button
- An error message will appear as you are not allowed to delete a profile while it is assigned to an Airfield
- In the left-hand navigation menu select the **Airports** module
- Select the Airfield using the RAIM Profile we created
- Click the **Edit** button
- Click on the RAIM Profile drop-list and select **None** from the list
- Click the **Update** button
- From the left-hand navigation panel open the **Settings** screen
- Click onto the **RAIM Profile** tab
- Find the RAIM Profile used in this exercise and notice that the Airfields column for the profile should now be empty

- Click the **Delete** button
- The RAIM Profile should now be removed

Exercise 4 Outcomes

- **The RAIM Profile should be deleted once it is no longer assigned to any airfields**

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Settings - FIR Overrides

The FIR Overview tab allows you to add a selection of FIRs, that will then be used during the briefing pack building process to produce FIR information as part of each pack.

FIR Code	Lower FL	Upper FL	Enroute No.	Nav Wami...	Aerodrome...	Sigmet	Ashtam	
AGGG	0	0	✓	✗	✓	✗	✓	Edit Delete
BGGL	100	750	✓	✗	✓	✓	✓	Edit Delete
BIRD	150	999	✓	✗	✗	✓	✓	Edit Delete
D	2	32	✗	✗	✗	✓	✗	Edit Delete
DD	0	0	✓	✓	✓	✓	✓	Edit Delete
EG	150	999	✗	✗	✗	✓	✓	Edit Delete

When skybook generates the list of FIRs to be used in the briefing pack material, it will automatically use all available data for each FIR and include this in the final briefing pack. If you wish for a particular FIR to have a different set of data displayed in the briefing pack you can add it here and then exclude the relevant NOTAMs, SIGMETs, or ASHTAMs. The full list of exclusion options can be seen in the table below.

Column Header	Information Area	Description
Lower FL	NOTAM	Putting a cross in this column will exclude any NOTAMs linked to the FIR that are below the indicated flight level.
Upper FL	NOTAM	Putting a cross in this column will exclude any NOTAMs linked to the FIR that are above the indicated flight level.

Enroute Nav	NOTAM	Putting a cross in this column will exclude any enroute navigation NOTAMs linked to the FIR from any briefing packs.
Nav Warning	NOTAM	Putting a cross in this column will exclude any navigation warning NOTAMs linked to the FIR from any briefing packs.
Aerodrome	NOTAM	Putting a cross in this column will exclude any aerodrome NOTAMs linked to the FIR from any briefing packs.
SIGMET	SIGMET	Putting a cross in this column will exclude any SIGMETs linked to the FIR from any briefing packs.
ASHTAM	ASHTAM	Putting a cross in this column will exclude any ASHTAMs linked to the FIR from any briefing packs.

FIR Override Settings Training Exercise 1

Adding an FIR to the override section.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **FIR Overrides** tab
- Click the **Add FIR** button
- Add an FIR ICAO code that is present as part of a sector briefing flight
- Populate the other mandatory fields
- Click the **Update** button

Exercise 1 Outcomes

- **A new FIR override record for your FIR code should be created**

FIR Override Settings Training Exercise 2

Updating exclusion criteria.

Exercise 2 Steps

- Find the FIR code you used to create a new override in the exercise above

- Click the **Edit** button
- Update the SIGMET column to an exclusion cross
- Click the **Update** button
- In the left-hand navigation menu select the **Sector Briefing** module
- Select a flight sector with the FIR code you used above
- Click the **Create Voyage** button
- Click on the FIR tab

Exercise 2 Outcomes

- **The FIR override will be updated and when viewed from the sector briefing module should contain no SIGMET information**

FIR Override Settings Training Exercise 3

Updating inclusion criteria.

Exercise 3 Steps

- Find the FIR code you used to create a new override in the exercise above
- Click the **Edit** button
- Update the SIGMET column to an inclusion tick
- Click the **Update** button
- In the left-hand navigation menu select the **Sector Briefing** module
- Select a flight sector with the FIR code you used above
- Click the **Create Voyage** button
- Click on the FIR tab

Exercise 3 Outcomes

- **The FIR override will be updated and when viewed from the sector briefing module should now contain SIGMET information again**

FIR Override Settings Training Exercise 4

Removing an FIR from the override table.

Exercise 4 Steps

- Find the FIR code you used to create a new override in the exercise above
- Click the **Delete** button

Exercise 4 Outcomes

- **The FIR should be removed from the override button**

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Settings - Airfield Overrides

When skybook generates the list of airfields to be included into a briefing pack (based on the planned route being flown), it will automatically include all METAR, TAF, LTAF, NOTAM and SNOWTAM information for each airfield.

The Airfield Overrides settings tab allows you to add an airfield and then indicate that you want certain information for that airfield excluded from the any briefing pack where that airfield is present. This means that whenever an airfield is selected into a briefing pack skybook checks this list to see if there are any overrides before storing the briefing in the database.

skybook

SETTINGS

Minima

Dispatch

WX Watch

Notices

RAIM Profiles

FIR Overrides

Airfield Overrides

Enroute Extras

Enroute Overrides

Fleets

Default Alternates

Chart Defaults

Default Settings

+

Add Airfield

🗑

Clear Filters

Drag a column header and drop it here to group by that column

ICAO Code	Metar	TAF	LTAF	NOTAM	SNOWTAM	
BIFL	✓	✗	✗	✓	✗	<div><div>🔍</div><div>Edit</div></div> <div><div>✕</div><div>Delete</div></div>
EGNJ	✓	✓	✓	✓	✗	<div><div>🔍</div><div>Edit</div></div> <div><div>✕</div><div>Delete</div></div>
KOPY	✗	✗	✗	✓	✓	<div><div>🔍</div><div>Edit</div></div> <div><div>✕</div><div>Delete</div></div>
VEGK	✓	✓	✓	✓	✓	<div><div>🔍</div><div>Edit</div></div> <div><div>✕</div><div>Delete</div></div>

Airfield Overrides Training Exercise 1

Adding an FIR to the override section.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Airfield Overrides** tab

- Click the **Add Airfield** button
- Add an FIR ICAO code that is present as part of a sector briefing flight
- Populate the other mandatory fields
- Click the **Update** button

Exercise 1 Outcomes

- **A new airfield override record for your airfield ICAO code should be created**

Airfield Overrides Training Exercise 2

Updating exclusion criteria.

Exercise 2 Steps

- Find the airfield code you used to create a new override in the exercise above
- Click the **Edit** button
- Update the TAF column to an exclusion cross
- Click the **Update** button
- In the left-hand navigation menu select the **Sector Briefing** module
- Select a flight sector with the airfield code you used above
- Click the **Create Voyage** button
- Click on the airfield tab

Exercise 2 Outcomes

- **The airfield override will be updated and when viewed from the sector briefing module should contain no TAF information**

Airfield Overrides Training Exercise 3

Updating inclusion criteria.

Exercise 3 Steps

- Find the airfield code you used to create a new override in the exercise above
- Click the **Edit** button
- Update the TAF column to an inclusion tick
- Click the **Update** button
- In the left-hand navigation menu select the **Sector Briefing** module
- Select a flight sector with the airfield code you used above

- Click the **Create Voyage** button
- Click on the airfield tab

Exercise 3 Outcomes

- **The airfield override will be updated and when viewed from the sector briefing module should now contain TAF information again**

Airfield Overrides Training Exercise 4

Removing an airfield from the override table.

Exercise 4 Steps

- Find the airfield code you used to create a new override in the exercise above
- Click the **Delete** button

Exercise 4 Outcomes

- **The airfield should be removed from the override button**

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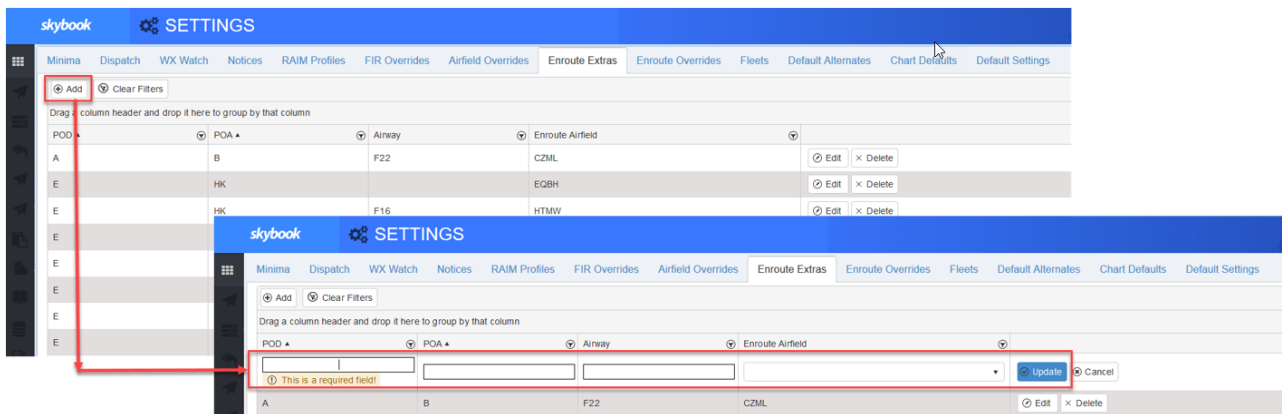
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Settings - Enroute Extras

When creating a briefing pack skybook will by default, select all the 'A', 'B' & 'C' group airfields that are along the submitted route plan for the flight (within the number of nautical miles of the route line you define in the Default Settings), and automatically add all these alternate enroute airfields to your briefing pack.

The Enroute Extras tab allows you to add additional enroute airfields to a route over and above any that would automatically be included based on the default for the planned departure and destination combination.

There may be occasions when other airfield information is required along a particular set of routes or through different countries. These additional enroute airfields can be added in this tab and linked to a route based on the departure and destination combination. The inclusion criteria of the additional enroute airfield can then be further narrowed via the use of the **Airway** field if required.



It should be noted that the Place of Departure (POD) and Place of Arrival (POA) do not have to be complete ICAO codes. For example, to add extra airfields for any flights between Europe and HK, **POD** can be set to 'E' and **POA** can be set to 'HK'.

Enroute Extras Settings Training Exercise 1

Adding an airfield to the enroute extras section.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Enroute Extras** tab
- Click the **Add** button
- Add departure and destination ICAO codes that match one of your sector briefing flights
- Populate the **Enroute Airfield** ICAO code field
- Click the **Update** button

Exercise 1 Outcomes

- **A new enroute extra row will be created**

Enroute Extras Settings Training Exercise 2

Viewing the additional enroute airfields.

Exercise 2 Steps

- From the left-hand navigation menu open the sector briefing module

- Select the flight whose departure and destination airfields match the enroute extras record created in the exercise above
- Click the **Create Voyage** button
- Find the additional airfield that should have been added from your enroute extras record

Exercise 2 Outcomes

- **There should be an additional enroute airfield alternate present**

Enroute Extras Settings Training Exercise 3

Adding an airfield to the enroute extras section.

Exercise 3 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Enroute Extras** tab
- Find the enroute extras record you created in the exercise above
- Click the **Delete** button

Exercise 3 Outcomes

- **The enroute extras row will be removed from the table**

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Settings - Enroute Overrides

The Enroute Overrides tab allows you to replace all of the enroute airfields automatically selected for a briefing pack with the ones manually entered in to the enroute overrides table.

To override the default enroute airfields you simply create one enroute override record for the departure and destination ICAO's matching your flight. Each one of these override records will hold an enroute alternative ICAO code. You can create as many enroute override records for the same departure and destination combination as you require (one per alternate airfield required).

POD ▲	POA ▲	ICAO ▲	
EDSW	EDSW	EDSW	Edit Delete
EDSW	KGPZ	EGLL	Edit Delete
EDSW	KGPZ	VEGK	Edit Delete
EGCC	EGAA	EQBH	Edit Delete
EGCC	EGAA	EGNT	Edit Delete

It should be noted that this function only operates against any new OFPs received after these settings have changed. No existing flight records with an OFP will be altered.

Enroute Override Settings Training Exercise 1

Adding an airfield to the enroute override section.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Enroute Override** tab
- Click the **Add** button
- Add departure and destination ICAO codes
- Populate the new Enroute Airfield **ICAO** code field
- Click the **Update** button

Exercise 1 Outcomes

- **A new enroute override row will be created, which will be applied to that dep/dest combination for any new OFP imports**

Enroute Override Settings Training Exercise 2

Removing an airfield from the enroute override section.

Exercise 2 Steps

- Find the Enroute Override record that you created in the exercise above
- Click the **Delete** button

Exercise 2 Outcomes

- **The enroute override record will be removed from the table**

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Settings - Fleets

The Fleets tab allows you to maintain all your companies fleets and all the aircraft associated with each of these fleets. Within each fleet, you can add aircraft and some of their basic information. This includes aircraft **Type**, aircraft **Registration**, **Cruise Speed** and **Cruise Level**.



It should be noted that neither the ETOPS charts or the standard range rings can be correctly displayed unless you populate the cruise speed and level.

REG	TYPE	CRUISE SPEED	CRUISE LEVEL	
GDNNN	A330	430	100	Edit Delete
GDLLL	A330	430	100	Edit Delete
GDMMM	A330	430	100	Edit Delete
GD BBB	A330	430	100	Edit Delete

The details you enter in the fleet table help to inform processes such as route plotter, so that the information used within the plots is as accurate as possible.

Fleet Settings Training Exercise 1

Adding a new fleet.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Fleets** tab
- Click the **Add Fleet** button
- Add a **Name** to your new fleet record
- Click the **Update** button

Exercise 1 Outcomes

- **A new fleet will be created**

Fleet Settings Training Exercise 2

Adding aircraft to the fleet.

Exercise 2 Steps

- Find the new fleet you created in the exercise above
- Click the **Add Aircraft** button
- Populate the four mandatory aircraft fields
- Click the **Update** button

Exercise 2 Outcomes

- **A new aircraft record will be added to your fleet**

Fleet Settings Training Exercise 3

Deleting an aircraft from the fleet.

Exercise 3 Steps

- Find the new aircraft you added in the exercise above
- Click the **Delete** button

Exercise 3 Outcomes

- **The aircraft should be removed from your fleet**

Fleet Settings Training Exercise 4

Deleting a fleet.**Exercise 4 Steps**

- Find the new fleet you created in the exercise above
- Click the **Delete** button

Exercise 4 Outcomes

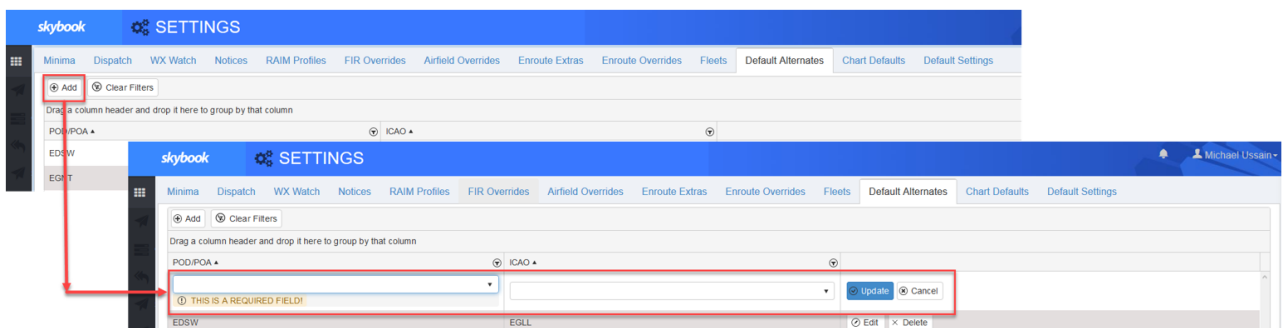
- **The fleet should be removed**

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Settings - Default Alternates

The Default Alternates tab allows you to specify additional default alternates for any departure or destination airfields associated with a flight. Any airfields defined in the **ICAO** column will be automatically added to briefing packs of any flights linked to either the departure or destination airfield indicated.



Each additional default alternative airfield will be included in the briefing pack as an extra, rather than replacing any of the standard existing alternative airfields that are included base on the flight's OFP.

Default Alternates Settings Training Exercise 1

Adding a new default alternative airfield.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Default Alternatives** tab
- Click the **Add** button
- Add a departure / destination airfield ICAO to match a flight you can see in your sector briefing module.
- Select the appropriate airfield from the list displayed
- Populate the **ICAO** field
- Select the appropriate airfield displayed to you in the **ICAO** column
- Click the **Update** button

Exercise 1 Outcomes

- **A new Default Alternate record will be created**

Default Alternates Settings Training Exercise 2

Deleting the default alternative airfield.

Exercise 2 Steps

- Find the new default alternative you created in the exercise above
- On the right end of the row click the **Delete** button

Exercise 2 Outcomes

- **The default alternative record will be deleted**

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Settings - Chart Defaults

The Chart Defaults tab allows you to control the different type of charts that are used throughout skybook, in both the web portal and table application. The charts section has two areas of functionality, route plot specific chart settings and default chart settings.

Each of these two areas has been described in more detail in the two sections below.

The screenshot shows the 'skybook SETTINGS' interface with the 'Chart Defaults' tab selected. The 'Route Plot Specific Chart Settings' section includes a table for 'Display Range Rings (in Minutes) For The Following Airfield Types' with columns for Departure, Destination, En-Route, and Residual Altitude, and rows for 60, 90, 120, and 180 minutes. Below this is a 'Display Static Range Rings (in Minutes) For The Following Airfields' section with a text input and an 'Add' button. The 'Default Chart Selection' section includes a table with columns for CHART NAME, TYPE, TIME, and SELECTED, listing various weather charts for AMERICA FL 000, 005, 100, and 180. The table shows that 'UPPER WIND & TEMP' charts are selected for all listed airfields.

CHART NAME	TYPE	TIME	SELECTED
AMERICA FL 000	UPPER WIND & TEMP	T+0	<input checked="" type="checkbox"/>
AMERICA FL 005	UPPER WIND & TEMP	T+0	<input checked="" type="checkbox"/>
AMERICA FL 100	UPPER WIND & TEMP	T+0	<input checked="" type="checkbox"/>
AMERICA FL 180	UPPER WIND & TEMP	T+0	<input checked="" type="checkbox"/>

Route Plot Specific Chart Settings

This part of the chart settings screen allows you to switch on or off the route specific chart functionality for both significant weather as well as wind and temperature charts. The main difference between this and the default charts (other than your route being plotted on the chart), is that you only get charts covering the area that is relevant to your flight rather than the whole region.

To switch on the route specific significant weather charts, you simply need to tick the **Use Sig. Wx with RP** field. This will give you both the medium and high level significant weather charts. At this point you can then choose to remove the high level significant weather charts by unticking the **Use Sig (SWH) Wx with RP** field. The medium sig weather charts are always included where you have this functionality switched on.

From this section you can also control the display of your chart range rings. You can control these either by airfield type (top section), or by airfield ICAO (lower section). Whether you chose to display range rings by type or ICAO, you can choose the size of the ring to be displayed (60, 90, 120, or 180 minutes). For more information please see the skybook user guide.

The screenshot shows the 'skybook SETTINGS' window. Under 'Route Plot Specific Chart Settings', there are two sections: 'Display Range Rings (in Minutes) For The Following Airfield Types:' and 'Display Static Range Rings (in Minutes) For The Following Airfields:'. The first section has buttons for 'None', '60', '90', '120', and '180' for various flight types. The second section has a list of range rings (60, 90, 120, 180) and an 'Add' button. Below these, there are checkboxes for 'Use Sig (SWM) Wx with RP' (checked), 'Use Sig (SWH) Wx with RP' (checked), and 'Use Wind & Temp with RP' (checked). There are also dropdowns for 'No. Charts Above FL:' (2), 'No. Charts Below FL:' (2), and 'Charts Footer Size:' (reduced footer). A red box highlights the 'Use Wind & Temp with RP' checkbox, and a red arrow points from it to the 'ROUTE PLOT' section of a 'Charts - DEM013' window. This window shows a map with flight paths and weather data, including a 'ROUTE PLOT' sidebar with a list of flight paths and a 'ROUTE PLOT' button.

To switch on the route specific wind & temperature weather charts you simply need to tick the **Use Wind & Temp with RP** field before clicking the **Update** button.

The screenshot displays the 'skybook SETTINGS' interface. Under the 'Route Plot Specific Chart Settings' section, there are two main areas: 'Display Range Rings (in Minutes) For The Following Airfield Types:' and 'Display Static Range Rings (in Minutes) For The Following Airfields:'. The first area has a table with columns for Airfield Type and Range Rings (60, 90, 120, 180 minutes). The second area has a list of range rings (60, 90, 120, 180 minutes) and an 'Add' button. Below these settings, there are checkboxes for 'Use Sig (SWM), Wx with RP', 'Use Sig (SWH), Wx with RP', and 'Use Wind & Temp with RP'. The 'Use Wind & Temp with RP' checkbox is checked and highlighted with a red box. A red arrow points from this checkbox to a corresponding checkbox in the 'Charts - DEM013' window, which also has 'Use Wind & Temp' checked. The 'Charts - DEM013' window shows a map with a route plot and various chart data, including 'UPPER WIND & TEMP' and 'SURFACE WIND'.

If you have opted to use the route plot specific wind and temperature charts, you will also need to indicate how many chart levels above and below your maximum planned flight level you wish to be displayed. This is done by simply adding the appropriate number in the **No. Charts Below FL** and **No. Charts Above FL** fields as shown in the screenshot below. You can also define how much detail you wish to have in your chart footers. This can be achieved by using the **Chart Footer Size** field. More information on this functionality can be found in the main skybook user guide.

skybook SETTINGS Michael Ussain

Route Plot Specific Chart Settings

Display Range Rings (In Minutes) For The Following Airfield Types:

Departure:	None	60	90	120	180
Departure Alt:	None	60	90	120	180
Destination:	None	60	90	120	180
Destination Alt:	None	60	90	120	180
Intermediate:	None	60	90	120	180
En-Route:	None	60	90	120	180
Reclear Alt:	None	60	90	120	180
Drift Down Alt:	None	60	90	120	180

Display Static Range Rings (In Minutes) For The Following Airfields:

60 90 120 180 Add

Use Sig (SWM) Wx with RP ☒ Use Sig (SWH) Wx with RP ☒ Use Wind & Temp with RP ☒ No. Charts Above FL: 1 No. Charts Below FL: 2 Charts Footer Size: reduced footer

Chart Defaults Settings Training Exercise 1

Including the significant weather chart to your briefing pack.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Chart Defaults** tab
- Tick the **Use Sig. Wx with RP** check box
- Click the **Update** button
- Upload a new OFP to your system

Exercise 1 Outcomes

- **The sig weather charts should now be route plot specific. To view them complete exercise 2**

Chart Defaults Settings Training Exercise 2

Viewing the chart in your briefing pack.

Exercise 2 Steps

- From the left-hand navigation panel open the sector briefing module
- Select a flight from the dropdown
- Click the **Create Voyage** button
- Click in the **Charts** tab

Exercise 2 Outcomes

- **You should see the route specific significant weather charts for your sector**

Chart Defaults Settings Training Exercise 3

Including the wind & temp weather chart to your briefing pack.

Exercise 3 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Chart Defaults** tab
- Tick the **Use Wind & Temp with RP** check box
- Click the **Update** button
- Upload a new OFP to your system

Exercise 3 Outcomes

- **The wind & temp weather charts should now be route plot specific. To view them complete exercise 4 & 5**

Chart Defaults Settings Training Exercise 4

Setting the required wind & temp flight levels.

Exercise 4 Steps

- In the **No. Charts Above FL** field enter '1'
- In the **No. Charts Above FL** field enter '2'

- Click the **Update** button
- Click the **Update** button
- Upload a new OFP to your system

Exercise 4 Outcomes

- **The new values will be updated in your settings panel**

Chart Defaults Settings Training Exercise 5

Viewing the chart in your briefing pack.

Exercise 5 Steps

- From the left-hand navigation panel open the sector briefing module
- Select a flight from the dropdown
- Click the **Create Voyage** button
- Click in the **Charts** tab

Exercise 5 Outcomes

- **You should see the route specific wind & temperature weather charts for your sector. The displayed flight levels should match exercise 4 values**

[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Default Chart Selection

The default chart selection allows you to select or deselect the charts required when an aircraft flies through a particular geographical region. You should always review your default chart selections on initial setup of skybook and ensure that you have selected the appropriate charts for each region of your regular voyages (even if you are going to use route plot specific charts as described above). Where route specific chart data is unavailable, the charts displayed in skybook (either significant weather, and/or wind and temperature charts), will revert back to the default charts as you have selected here.

Default Chart Selection

ICAO Region: E - EUROPE

CHART NAME	TYPE	TIME	SELECTED	Edit
EUROPEAN FL 050	UPPER WIND & TEMP	T+12	X	Edit
EUROPEAN FL 100	UPPER WIND & TEMP	T+0	X	Edit
EUROPEAN FL 100	UPPER WIND & TEMP	T+6	<input checked="" type="checkbox"/>	Edit
EUROPEAN FL 100	UPPER WIND & TEMP	T+12	X	Edit
EUROPEAN FL 180	UPPER WIND & TEMP	T+12	X	Edit
EUROPEAN FL 180	UPPER WIND & TEMP	T+6	X	Edit
EUROPEAN FL 180	UPPER WIND & TEMP	T+0	X	Edit
EUROPEAN FL 240	UPPER WIND & TEMP	T+0	X	Edit
EUROPEAN FL 240	UPPER WIND & TEMP	T+12	X	Edit
EUROPEAN FL 240	UPPER WIND & TEMP	T+6	<input checked="" type="checkbox"/>	Edit
EUROPEAN FL 300	UPPER WIND & TEMP	T+0	X	Edit
EUROPEAN FL 300	UPPER WIND & TEMP	T+12	X	Edit
EUROPEAN FL 300	UPPER WIND & TEMP	T+6	<input checked="" type="checkbox"/>	Edit

106 - 126 of 320 items

Chart Defaults Settings Training Exercise 6

Including default chart to your briefing pack.

Exercise 6 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Chart Defaults** tab
- Untick the **Use Sig. Wx with RP** check box
- Untick the **Use Wind & Temp with RP** check box
- Click the **Update** button
- Upload a new OFP to your system
- Select an **ICAO Region** (i.e. 'Middle East')
- Tick the charts that you wish to include in your briefing packs when a flight passes through that area
- Upload a new OFP to your system

Exercise 6 Outcomes

- **Each applicable chart will be ticked and will be included in your briefing packs for the region**

Chart Defaults Settings Training Exercise 7

Viewing the default chart in your briefing pack.

Exercise 7 Steps

- From the left-hand navigation panel open the sector briefing module
- Select a flight from the dropdown
- Click the **Create Voyage** button
- Click in the **Charts** tab

Exercise 7 Outcomes

- **The default charts you included in the exercise above should be present**

Chart Defaults Settings Training Exercise 8

Exclude a chart to your briefing pack.

Exercise 8 Steps

- Select an **ICAO Region** (i.e. Middle East)
- Untick the default charts that you no longer wish to include in your briefing packs when a flight passes through that area

Exercise 8 Outcomes

- **Each applicable chart will no longer be included in briefing packs**

Chart Defaults Settings Training Exercise 9

Viewing the chart has been removed from your briefing pack.

Exercise 9 Steps

- From the left-hand navigation panel open the sector briefing module
- Select a flight from the dropdown list that passes through the region you included your chart for in the exercise above. (i.e. Middle East)
- Click the **Create Voyage** button
- Click in the **Charts** tab

Exercise 9 Outcomes

- **The chart you excluded in the exercise above should no longer be present**

[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Settings - Default Settings

The Defaults Settings tab provides you with an access point to review and update many of the main skybook system parameters settings. Each setting value is made up of either

- Tick or Cross inclusion boxes
- Numeric fields
- Drop down selection list fields

It should be noted that any default settings parameters that you update here will only take effect on any flight plans (OFPs) received after the point that the setting has been saved in your system.




SETTING	VALUE
Include the FIRs of any En Route Extras.	<input checked="" type="checkbox"/>
Include Extra Enroute Airfields for a city pair	<input checked="" type="checkbox"/>
Enter the En Route FIR Filter (Short Haul)	<div>Flight Level</div> <div>Lower: <input type="text" value="100"/> Upper: <input type="text" value="450"/></div>
	<div>Notam Includes</div> <div> <div>Enroute: <input checked="" type="checkbox"/></div> <div>Nav Warnings: <input checked="" type="checkbox"/></div> <div>Aerodrome: <input checked="" type="checkbox"/></div> <div>SIGMET: <input checked="" type="checkbox"/></div> <div>ASHTAM: <input checked="" type="checkbox"/></div> </div>
	<div>Flight Level</div> <div>Lower: <input type="text" value="100"/> Upper: <input type="text" value="450"/></div>

Extreme caution should be taken when changing any of the settings on page, as they can have significant effects to the way your skybook system produces briefing packs. Where there is any doubt it is recommended that you seek advice prior to changing the setting.



Below is a table with each of the different setting you can find in this section along with a description of what each setting will affect.

Setting Label	Setting Description
Flight Haulage Method	<p>This setting can either be 'EET' or 'ETOPS'. It is used by the briefing creation process to determine whether to use the Long Haul (LH), or Short Haul (SH).</p> <p>Setting Functionality</p> <p>'EET' - Where this value is chosen all default settings for long haul (LH) will be used for flights over 4 hours. All flights of less than 4 hours will use the short haul (SH) default settings.</p> <p>'ETOPS' - Where this value is chosen all default settings for long haul (LH) will only be used for flights that are ETOPS. All other flights will use the short haul (SH) default settings.</p>
Route Airfield Filter	This setting will allow you to control whether the METAR, TAF, NOTAM and SNOWTAM reports are required for all enroute airfields.
Include the FIRs of Enroute Extras	This setting allows you control whether you wish to include the FIRs of Enroute Extra airfields (configured within the <i>Enroute Extras</i> tab) in your briefing packs.
Departure Filter	This setting allows you to control whether the METAR, TAF, NOTAM and SNOWTAM reports are included for departure airfields within your briefing pack.
Departure Alternate Filter	This setting allows you to control whether the METAR, TAF, NOTAM and SNOWTAM reports are included for departure alternate airfields in your briefing packs.
Destination Filter	This setting allows you to control whether the METAR, TAF, NOTAM and SNOWTAM reports are included for destination airfields in your briefing packs.
Destination Alternate Filter	This setting allows you to control whether the METAR, TAF, NOTAM and SNOWTAM reports are included for destination alternate airfields in your briefing packs.
Enroute FIR Filter	These default settings apply NOTAM filters for all Enroute FIR NOTAMs to be included into a briefing pack. Filter options include the flight levels and NOTAM purposes
Dep/Dest FIR Filter	Select the NOTAM purpose types that you want to show in briefing packs
Include Extra En Route Airfields for a city pair	Include the extra Enroute airfields for a city pair (configured within the Enroute Extras tab) in the briefing pack
FIR NOTAM filter	These default settings apply NOTAM filters for all FIRs relating to Departure & Destination Airfields ONLY . These are applied to NOTAM for Departure / Destination FIRs selected into a briefing pack. Filter options include the flight levels and NOTAM purposes.
Include IFR NOTAM	Whether to include IFR NOTAM

Include Miscellaneous NOTAM	Whether to include NOTAM with ‘M’ purpose. These miscellaneous NOTAM are not normally selected for briefings
Radius around Dep/ Dest	The radius around departure and destination airfields to check for airfields that need including in briefing packs
Track distance	How far either side of track to check for airfields to include in briefing packs
Include VFR NOTAM	Whether to include VFR NOTAM
En Route Extra FIR Filter	These default settings apply NOTAM filters for all FIRs relating to En Route Extra Airfields ONLY . These are applied to NOTAM for all En Route Extra FIRs selected into a briefing pack. Filter options include the flight levels and NOTAM purposes
Dispatch Virtual Scrolling	When ticked, this allows the <i>Dispatch</i> module grid to be scrolled as a continuous list instead of being divided into pages
Enable the ATS message in dispatch menu	<p>This setting allows you to indicate whether you wish to have the ATS Messages option from View in the dispatch screens main menu.</p> <p>Tick – ATS Messages option shown</p> <p>No tick – ATS Messages option not shown</p>
Set the default number of records for the dispatch module	<p>The setting allows you to indicate how many rows you wish to have displayed on each page of the dispatch screen. If the field is ‘0’, or ‘blank’, then the page will revert back to either virtual scrolling (see setting above), or displaying the number of rows that fit within your monitor.</p> <p>The maximum value for this field is ‘500’.</p>

Colour Code Selection	<p>Select the colours used to represent different types of airfields within the tablet Companion App and sector briefing.</p> <p>Default colours:</p> <table><tr><th>Airfield</th><th>Colour</th><th>Colour Example</th></tr><tr><td>Departure airfields</td><td>Green</td><td></td></tr><tr><td>Departure alternates</td><td>Yellow</td><td></td></tr><tr><td>Destination</td><td>Orange</td><td></td></tr><tr><td>Destination alternates</td><td>Gold</td><td></td></tr><tr><td>ETOPS alternates</td><td>Light Blue</td><td></td></tr><tr><td>Intermediate alternates</td><td>Dark Purple</td><td></td></tr><tr><td>Enroute airfields</td><td>Pink</td><td></td></tr></table>	Airfield	Colour	Colour Example	Departure airfields	Green		Departure alternates	Yellow		Destination	Orange		Destination alternates	Gold		ETOPS alternates	Light Blue		Intermediate alternates	Dark Purple		Enroute airfields	Pink	
Airfield	Colour	Colour Example																							
Departure airfields	Green																								
Departure alternates	Yellow																								
Destination	Orange																								
Destination alternates	Gold																								
ETOPS alternates	Light Blue																								
Intermediate alternates	Dark Purple																								
Enroute airfields	Pink																								
Number of OFPs to be included in the PDF	<p>This setting allows you to indicate how many OFPs you want to include in every briefing pack. Where the setting equals ‘0’ a default of ‘2’ will be included.</p> <p>The setting will take effect from the next time you log into skybook.</p>																								
PDF Briefing - Compressed TAF Formatting	<p>This setting allows you to indicate whether you wish to have the TAF information displayed in your PDF briefing in a compressed form (as shown below), this setting should display a tick.</p> <pre>M:201400Z 12006KT 6000 FEW020 SCT100 30/26 Q1005 NOSIG= T:201100Z 2012/2118 12010KT 6000 FEW020 SCT100 TEMPO 2012/2018 3000 TSRA/RA SCT015 FEW025CB BKN080 BECMG 2017/2018 18010KT TEMPO 2021/2103 3000 TSRA/RA SCT015 FEW025CB BKN080 BECMG 2111/2112 11010KT TEMPO 2112/2118 SCT020 FEW025CB BKN080 BECMG 2116/2117 18010KT=</pre> <p>If you wish to have your PDF briefing TAF information displayed in an uncompressed format (as shown below), then this setting should display a cross.</p> <pre>M:201230Z 16005KT 6000 FEW020 SCT100 32/25 Q1004 NOSIG= T:201100Z 2012/2118 12010KT 6000 FEW020 SCT100 TEMPO 2012/2018 3000 TSRA/RA SCT015 FEW025CB BKN080 BECMG 2017/2018 18010KT TEMPO 2021/2103 3000 TSRA/RA SCT015 FEW025CB BKN080 BECMG 2111/2112 11010KT TEMPO 2112/2118 SCT020 FEW025CB BKN080 BECMG 2116/2117 18010KT=</pre>																								

Footer label for briefing pack	<p>This setting allows you to customise the footer of the PDF briefing pack. It is limited to 42 characters and the following special characters</p> <ul style="list-style-type: none"> • . (full stop) • / (forward slash) • @ (email at sign) • ‘ (apostrophe)
Hide default system generated notice identification number (PDF, Portal, and App)	<p>This setting allows you to switch of the default notice identifier, which is made up of notice Type, Category, Notice number, and Notice year. Where this setting is unticked you will instead get the notice Title displayed instead of the default notice identifier.</p>
PDF Briefing - Print an additional base copy of the first page of the OFP (PDF based OFP only)	<p>Where you import PDF based OFP's into your skybook system, this parameter will allow you to add an additional first page of your OFP in the PDF briefing pack. This additional copy can then be used to leave a hard copy of the flight acceptance with your ground team.</p> <p>Where present it will have a watermark showing 'Base Copy' across the page.</p>
Require manual voyage reset	<p>This setting allows the user to determine whether a reset of a previously accepted voyage needs to be done to allow the reprint of the briefing pack. When set to No the user can make as many reprints as required without a reset needed. The default setting for this is Yes.</p>
PDF briefing – Hide NOTAM Qline	<p>When this new setting (PDF Briefing – Hide NOTAM Qline), is ticked the following bold section of the Qline will no longer be displayed in your PDF briefing packs.</p> <p>EGTT/ QMRXX/IV/NBO/A/000/999 /5129N00028W005</p>
Sector Briefing Display – Enter number of hours to display before UTC	<p>This allows the user the option to set the time window for the sectors displayed in sector briefing prior to the current UTC time (can be set between 0 and 6 – default is 6)</p>
Sector Briefing Display – Enter number of hours to display after UTC	<p>This allows the user the option to set the time window for the sectors displayed in sector briefing after the current UTC time (can be set between 0 and 12 – default is 12)</p>

Sector Briefing - Enable FAA dispatch PDF briefing pack re-print table	<p>This setting allows you to switch on the sector briefing re-print functionality. Where the setting is ticked you will have access to an additional re-print voyage tab on the sector briefing screen along with a Release Briefing button that will be displayed after you have looked through the briefing via the Get Briefing button.</p> <p>The sector brief re-print tab will contain a table with all the days voyages that have already been released. Where opened from dispatch it will just contain the flight highlighted prior to opening sector briefing dispatch popup screen. You can then access the PDF briefing pack directly from this table to re-print them if required.</p> <p>Then a flight sector has been release from sector briefing, the Day column will turn green. This can be cleared, along with the acceptance status indicator and the flight from the re-print table, by using the Re-set function located in the dispatch tools menu.</p>
Dispatch - Switch on the verify flights functionality	<p>This setting will allow you to switch on the flight sector verification functionality. When switched on you will have access to a Status menu from the dispatch screen. This menu will contain options to both verify and un-verify flight sectors.</p> <ul style="list-style-type: none"> • If the default setting 'Sector Briefing - Enable FAA dispatch PDF briefing pack re-print table' is also switched on, verifying a flight sector will turn the Day indicator orange.  • If the default setting 'Sector Briefing - Enable FAA dispatch PDF briefing pack re-print table' is not switched on, then using this setting to verify a sector flight will turn the Day indicator green. 
Sector Briefing – Enter number of hours for re-print OFP's to be displayed (2-6hrs)	<p>This setting has been created to control how long flight voyages are displayed in the sector briefing re-print voyage table. The value you enter in this setting represents the number of hours you wish the re-print voyage rows to be displayed from the current UTC time. You can choose any whole number from 2-6.</p>
PDF Briefing - Show chosen logo on front page	<p>This setting allows you to indicate whether you wish to have a logo displayed on a cover page of your PDF briefing packs. Where ticked an additional front page with the logo and sector details will be included in each PDF briefing pack produced.</p>
PDF Briefing - Logo position in headers and footers	<p>This setting allows you to indicate in which corner of the PDF briefing pack you wish to display a logo. You can select from:</p> <ul style="list-style-type: none"> • None • Top left • Top right • Bottom left • Bottom right

PDF Briefing - Hide summary table Slot Time field	This setting allows you to hide the Slot Time box from the PDF summary table. When ticked this box will be hidden.
PDF Briefing - Hide summary table PAX field	This setting allows you to hide the PAX box from the PDF summary table. When ticked this box will be hidden.
PDF Briefing - Hide summary table Stand field	This setting allows you to hide the Stand box from the PDF summary table. When ticked this box will be hidden.
PDF Briefing - Hide summary table Cargo field	This setting allows you to hide the Cargo box from the PDF summary table. When ticked this box will be hidden.
PDF Briefing - Enroute data grouped by	<p>This default setting allows you to indicate how you want the airfield and FIR data displayed in your PDF briefing packs. There are two possible settings as described below.</p> <p>1) Data Type</p> <p>This setting will group your PDF briefing pack by data type. Each section within the briefing pack will be related to an area of briefing data. For example; Airfield NOTAM's, Airfield MET Information, FIR SIGMET Information, FIR NOTAM Information, etc. All airfields or FIR's will be displayed in each of these sections where they have the appropriate linked data (i.e. NOTAM's, SIGMET, etc.).</p> <p>2) Airfield / FIR</p> <p>This setting will group your PDF briefing pack by the airfield or FIR. Each section will display all the METAR, TAF, linked target notices, NOTAM and SNOWTAM information related to each airfield will all be displayed together. It will also display the SIGMET, ASHTAM, linked target notices and NOTAM for each FIR all together.</p>
Display airfield & FIR Chart NOTAM in uppercase (PDF Briefing, Planning Portal, and App)	This default setting allows you to indicate which case you wish to have your NOTAMs and chart NOTAMs (where you have switched them on), in. When switch on (ticked), both of these NOTAM types will be displayed in uppercase. This will be consistent in every location that NOTAMs and Chart NOTAMs are displayed.

Default Settings Training Exercise 1

Navigating to the default settings page.

Exercise 1 Steps

- From the left-hand navigation panel open the **Settings** screen
- Click onto the **Default Settings** tab

- Navigate through the different settings cross referencing each one with the table above

Exercise 1 Outcomes

- **Each applicable chart will be ticked and will be included in your briefing packs for that region**

[Back to settings main menu \(see page 32\)](#)

[Back to the start of the training manual \(see page 9\)](#)

Pack Template

The Pack Templates module allows you to configure a standard template that you can then use for creating briefings packs that won't be covered by your standard OFPs imports. An example of this type of briefing might be flights that are carried out for training, or aircraft maintenance testing purposes.

It is worth noting that if you are creating a North Atlantic flight template, there is a **North Atlantic Tracks (NAT)** tick box you can use to have them included in your briefing pack.

The screenshot shows the 'skybook' logo and 'TEMPLATES' header. The interface includes a sidebar with navigation icons. The main form contains the following elements:

- A search bar with a 'Recall' button.
- A 'Template Description' text input field.
- An 'AIRFIELD CODE' section with an 'Add' button.
- A table with columns: ICAO, IATA, Type, and Name. The table is currently empty.
- A section for flight timing with radio buttons for T+0 (selected), T+6, and T+12, and a dropdown menu set to 'EUROPEAN'.
- A 'FIR CODE' section with an 'Add' button.
- Two more tables: one with columns ICAO and Name, and another with a single column Name. Both are empty.
- A checkbox labeled 'NAT TRACKS Required'.
- Four buttons at the bottom: 'Save Template', 'Save As New Template', 'Delete Template', and 'Clear Template Form'.

Once you have created and stored a new template you can create voyage briefing packs from it from the main Templates module.

Creating a New Template

To create a new template, you will need to complete a few simple steps. Each of the things you should be considering when creating your template can be seen in the screenshot below and listed in the points below.

The screenshot shows the 'TEMPLATES' module in skybook. It includes a sidebar with navigation icons, a top bar with the skybook logo and 'TEMPLATES' title, and a main content area. The main area contains several input fields and tables for creating a new template. Red boxes and arrows are used to highlight specific steps: 1) Naming the template, 2) Adding airfields, 3) Adding FIRs, and 4) Adding charts.

1) Name your new template

2) Add all the airfields you want to include in your new template

3) Add all the FIRs you want to include in your new template

4) Add all the charts you want to include in your new template

1) Name your new template

Use the **Template Description** field to name your new template. This is the name you will see in the main templates module when it is used to create a briefing pack.

2) Add airfields to your new template

Once you have named your new template you should add the required airfields. This can be achieved by entering the airfields ICAO code in the **Airfield Code** field, selecting the airfield from the displayed options before clicking the **Add** button. At this point your airfield will be displayed in the main airfield table below.

3) Add applicable FIR's

The next stage in creating a new template is to add the FIRs that will be relevant to your flight. These are added in the same manner as the airfields from step 2 above, but with the FIR ICAO code.

4) Add any charts that apply to your airfields

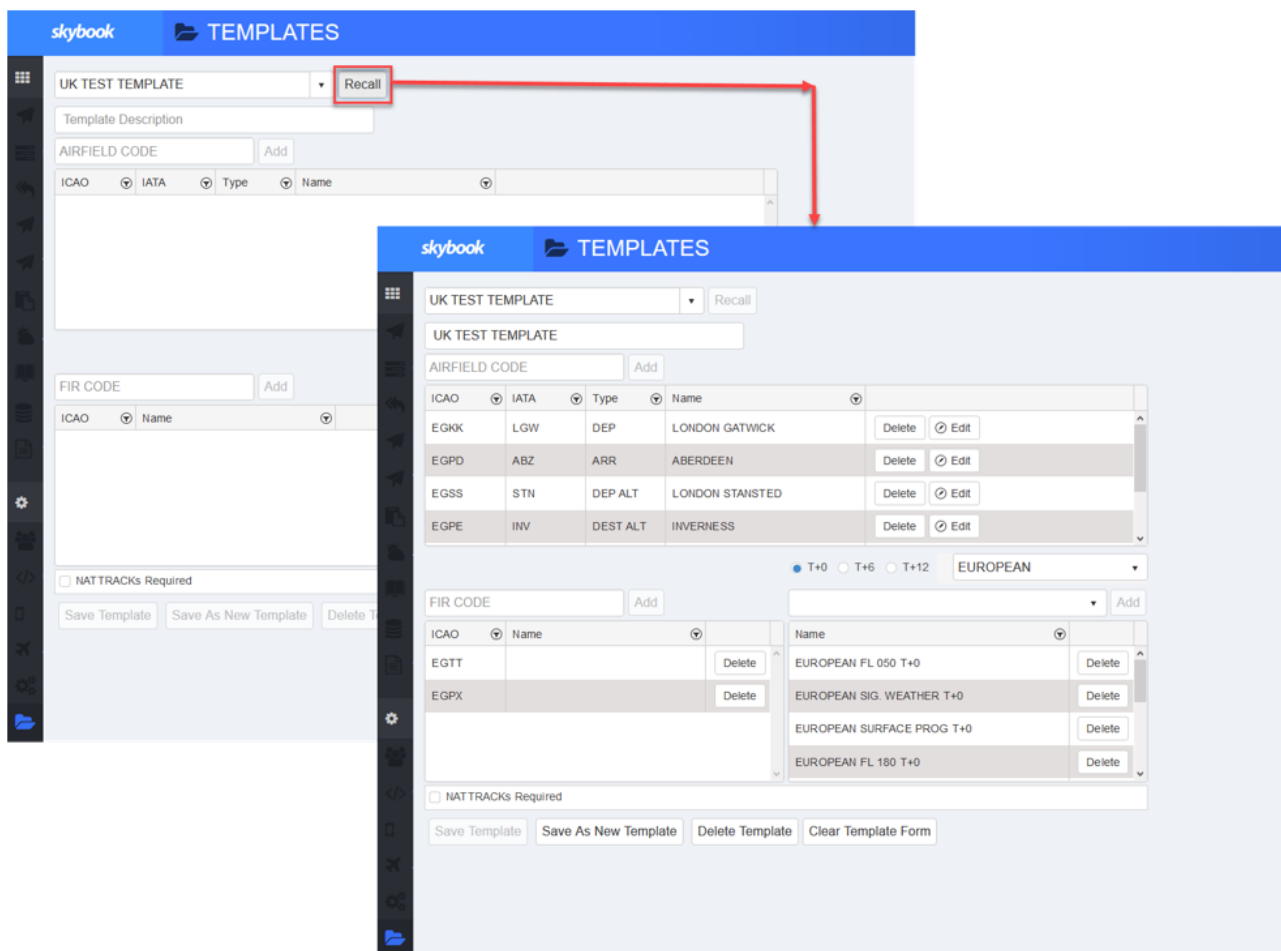
The final step is to add any charts that you might need in your briefing pack for the intended template flight. This can be achieved by first choosing the time ('T+0', T+6, etc.), before selecting the region (i.e. 'European', 'Asia', etc.), and then finally selecting each chart from the dropdown selection before clicking the **Add** button.

5) Saving the Template

Once you have completed all of the four steps above, you should click the **Save Template** button to store the new template. You can then start using it via the main template module.

Retrieving an Existing Template

Should you wish to amend an existing template you should find the template you wish to amend from the top dropdown field before clicking the **Recall** button as seen in the screenshot below.



Pack Template Training Exercise 1

Adding new airfields.

Exercise 1 Steps

- From the left-hand navigation panel open the **Pack Templates** screen
- Populate the **Template Description** field
- Populate the **Airfield Code** with a valid ICAO code (i.e. EGNT)
- Select the appropriate airfield displayed to you in the field drop down
- Click the **Add** button

Exercise 1 Outcomes

- **The airfield you input will be displayed in the main airfield table**

Pack Template Training Exercise 2

Adding new FIRs.

Exercise 2 Steps

- Populate the **FIR Code** with a valid ICAO code (i.e. EGPX)
- Select the appropriate FIR displayed to you in the field drop down
- Click the **Add** button

Exercise 2 Outcomes

- **The FIR you input will be displayed in the main FIR table**

Pack Template Training Exercise 3

Adding new charts.

Exercise 3 Steps

- Click a time radio button (i.e. 'T+0', T+6', etc.)
- Select a **Region** from the drop down (i.e. European)
- Select a chart from the chart drop down list field
- Click the **Add** button

Exercise 3 Outcomes

- **The selected chart will be displayed in the main chart table**

Pack Template Training Exercise 4

Saving your new template.

Exercise 4 Steps

- Once all the exercises are complete click the **Save Template** button

Exercise 4 Outcomes

- **The template will be saved and can then be used from the main template module**

Pack Template Training Exercise 5

Editing an existing template.

Exercise 5 Steps

- Use the top drop down field to find the template you saved in the exercises above
- Click the **Recall** button
- Make an amendment to your template
- Click the **Save Template** button

Exercise 5 Outcomes

- **Your template should be updated to reflect the changes made**

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