

MGA Flight Docs



MGAsoftware.com Active Spreadsheet Technology for the aviation sector

INTENTIONALLY BLANK

Flight Docs

The flightDocs utility produces various flight facilitation documents. It does this in conjunction with the schedule module, drawing in details of route, flight numbers, timing and crew. Crew data is refreshed on startup from information in the linked **pilots** file.

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flight Docs screens:

5 screens are available for editing Flight Documents plus several subsidiary screens which are hidden on start up but can be accessed from button links. (Note: saving the **flightDocs** program automatically hides all subsidiary screens).

Main screens (always available)

Customs

< DAY PLANS >

The UK Customs form (GAR)

Handling

< DAY PLANS >

Handling Request form (HRQ)

Confirmation

< DAY PLANS >

Charter Confirmation form(CCO)

Pax Manifest

< DAY PLANS >

Passenger Manifest form (PXM)

Journey Log

< DAY PLANS >

Journey Log form (JOL)

SetUp

Program parameters screen

Subsidiary screens (normally hidden)

→ **GARform** The Customs GAR form (General Aviation Report) filled in ready for printing or faxing.

→ **Brokers** (from Housekeeping drop-down).
The brokers database is used for automating entries to the charter confirmation boxes.

→ **paxData** The passenger database

→ **formsSetUp** flightDocs forms, images & logo parameters.

Tip: Use Excel File 'Save' to hide all subsidiary screens.

< DAY PLANS > The 'Get Day Plans' dialog is available from the housekeeping drop-down of these screens. Information is retrieved from the schedule module and all current and upcoming Day Plans are presented for user selection. (See the section 'Day Plans dialog').



This manual is correct to flightDocs version 3.8

The Customs screen creates the declaration form (the 'GAR' or 'General Aviation Report') required by HM Customs for flights to or from the United Kingdom. Flight details (times, flight numbers, etc) are picked up from the **schedule** module or else entered manually and the user can select passengers from the on board editable database. Once the form has been populated it is transferred into the official (the GAR form) ready for printing and / or faxing to HM Customs.

The blank Customs screen:

GENERAL AVIATION REPORT for: [Redacted]

Registration: [] Type: [] Pax: []
 Based at: []
 Owner/Operator: []
 Captain: []
 1st Officer: []
 Cabin Crew: []
 Crew Contact: []

Housekeep [v]

Outbound:	Date	Flt No.	FROM	Time TO	Pax	
						<input type="checkbox"/>

Inbound:	Date	Flt No.	FROM	Time TO	Pax	
						<input type="checkbox"/>

Crew Details: Flight Details: [Redacted] / [Redacted]

Full Name	Last Name	Nationality	Address	Out	In

Full Name	Last Name	Nationality	Address	Out	In

GENERAL AVIATION REPORT for: BIRMINGHAM

Registration: G-SRBN Type: E50P Pax: 4
 Based at: EGTK
 Owner/Operator: JetLines UK
 Captain: ALT Al Timiter
 1st Officer: CC Cindy Cline
 Cabin Crew: ZZ Zoot Hilev
 Crew Contact: 44 455 789076

Housekeep [v]

Outbound:	Date	Flt No.	FROM	Time TO	Pax	
	17-Feb-10	FLJ003	BIRMINGHAM		OXFORD	1 <input type="checkbox"/>

Inbound:	Date	Flt No.	FROM	Time TO	Pax	
	17-Feb-10	FLJ003	MANCHESTER INTL		BIRMINGHAM	3 <input type="checkbox"/>

Crew Details: Flight Details: FLJ003 / FLJ003

Full Name	Last Name	Nationality	Address	Out	In
Al Timiter	Timiter	Dutch	34 The stacings, Yollabir, Verdanz den helgo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cindy Cline	Cline	German	3 Bistropp Str, Guttersloch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Zoot Hilev	Hilev	British	2 Roland Road, Holbrook, Stansfield	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Full Name	Last Name	Nationality	Address	Out	In
David Appleby	Appleby	British	Flat A, 12 Petherton Road, Sampleton, London N5 2RD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stephen Paul Whitby	Whitby	British	Goose Down, Sampletown, Devon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Colin Sample Reagan	Reagan	British	240 Lemmings Road, Sample, Chiswick, W4 7YY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
reinaldo de Vasilla	Vasilla	british		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This form is designed to automate the implementation of your company’s Handling requirements at a specific location.

Handling Request – edit screen (see Appendix 1 for Printout pro forma)

To:	Ops	From:	
Company:	Company	Date:	28 Oct 08
Fax:	Fax No		1

Handling Request

Please find below details of our handling request for the following:

Aircraft Reg: **G-JETO**
 Aircraft Type: **C550**
 MTOM: **6590 Kg**

Date	Depart	Time UTC	Arrive	Time UTC	Flight No.	Crw	Pax
30-Sep-09	BHX	any	EMA	any	MGA573	2	0

Requirements

Jet A1 Fuel

 Please note time changes again!!!



Click 'Handling Request' from the drop-down. The automated process cycles through the following 3 dialogs:

- 1 Select Airport where handling is required (Enter ICAO or IATA code)
- 2 Select Day Plan (only those relevant to the selected airport are presented)
- 3 Select Handling Agent (not presented if there is only one Agent listed for the selected airport)

The Requirements drop-down option opens a dialog where the user can set the range of handling requirements to be displayed in the Requirements box on the Handling Request form.

The list itself is available for editing on the SetUp screen.



This form is designed to automate the production of a document confirming the details an upcoming Charter task. The fields for 'Broker:' and 'From:' at the top of the screen are drop-downs linked to data in the Brokers list (Housekeeping 'Edit Brokers') and the ops Personnel list (SetUp screen) respectively.

Charter Confirmation– edit screen (see Appendix 2 for Printout pro forma)

To: Joel Fenn	From: Frank Robbins
Broker: JEFFERSONS (INCORP. GOJETS)	Date: 19 Feb 10
Fax: 0208 743 2121	No of Pages: 7

CHARTER CONFIRMATION

A/C: **N99MGA 0**

Captain: **Zoot Hilev**

F/O: **Cindy Cline**

Tel: **0745 345679**

Cabin:

Handling Agents:

Date	Flt No	From	Dep	To	Arr	Airborne Time	Pax
10-Jan-10	MGA012	BHX	0930L	BFS	1030L	0:45	3
10-Jan-10	MGA012	BFS	1400L	BHX	1500L	0:45	3

Catering: Light catering appropriate to the time of day.

Price:

Kind Regards,

Frank

Housekeep
▼

- Housekeep
- Preview
- Print
- Get Day Plans
- Remove Sectors
- Handling Agents
- Edit Brokers

Housekeeping options:

Remove Sectors may be used in situations where some of the sectors listed for a day are not relevant to the charter task in question.

Handling Agents calls up a dialog for selecting a Handling Agent for each airport in the itinerary.

Edit Brokers transfers to the Brokers screen so that broker information may be updated.

Note the logical process of operation:

- 1 Get Day Plans - Choose the day's itinerary required.
- 2 Remove Sectors – Remove any unwanted sectors (eg. Positioning etc) and
- 3 Handling Agents - choose Agents by airport.

Note: Charter Confirmation logic requires the aga file to calculate Local arrival times.

This form automates the creation of the Passenger and Baggage Manifest form and may be used in one of two ways:

- 1 A route sector may be defined by clicking 'Get Day Plans' from the drop-down (see below). The passengers on board may then be selected from clicking the 'Database' button.
- 2 The inbound or outbound route sector currently active on the Customs screen may be used. In that case, you must start on the Customs screen and click 'Create Manifest' on the Housekeeping drop-down to enter this screen with the required details set. You can use the 'Copy Customs Pax' drop-down option to populate the Passenger list.

Passenger and Baggage Manifest

Date:
From:
To:

Flt No:
ETD:
ETD:

Housekeep ▼

- Housekeep
- Preview
- Print
- Clear
- Get Day Plans
- Copy Customs Pax

Crew Details

Full Name	Nationality	Passport No.	DOB
Al Timiter	Dutch	DW123456	10-Jun-74
Cindy Cline	German	M34555343	20-Jun-51
Zoot Hiley	British	67890123	18-Aug-72

Checked bags	Bags screened	Bags loaded	Baggage mass

Database

Passenger Details

Full Name	Nationality	Passport No.	DOB	Checked bags	Bags screened	Bags loaded	Baggage mass
Andrew Dewlog	British	12345678					
David Fotherington-Hythe	British	12345678	19-Aug-52				
Beatice S PETERS	British	12345678					
David Appleby	British	101345999	24-Jan-55				


Get Day Plans cycles through 2 dialogs:

- 1 Day Plans (Choose day plan required)
- 2 Pax Manifest Sector: (choose sector required for this manifest)

Note the logic will prompt before clearing passenger data when a new route is loaded. This allows the operator to retain passenger data as required over several route segments.

The Journey Log form is filled by clicking the 'Get Day Plans' option on the Housekeep drop-down and then choosing a Day Plan from the list

Housekeep ▾



Journey Log

Customer: _____

Contact No. _____

Lead Pax _____

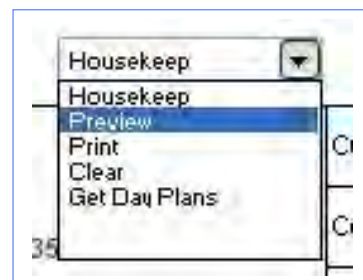
Contact No. _____

Tel: 01279 234516 Fax: 01279 243522
 eMail: operations@MGJetlines.com
 Once completed, please fax a copy to the above number or return with Returned Flight Documentaition

Sector	Date	Flt No.	A/C Reg	From	To	STD	STA	ATD	T/O	LDG	ATA	BLK	A/B	Fuel Uplift	De ic
1	09-Feb-10	FLJ065	G-DRBN	LFMN	EGTK	1300	1525								
2															
3															
4															
5															
6															

	Initials	On Duty	FDP end Duty	Off Duty	Total FDP	MAX FDP	Total Duty	Next Avail.	Next Sch	Notes																																																
Capt	GJR									<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Local time of start</th> <th colspan="6">Sectors</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>0600-0759</td> <td>13</td> <td>12½</td> <td>11½</td> <td>10½</td> <td>10</td> <td>9½</td> </tr> <tr> <td>0800-1259</td> <td>14</td> <td>13½</td> <td>12½</td> <td>11½</td> <td>11</td> <td>10½</td> </tr> <tr> <td>1300-1759</td> <td>13</td> <td>12½</td> <td>11½</td> <td>10½</td> <td>10</td> <td>9½</td> </tr> <tr> <td>1800-2159</td> <td>12</td> <td>11½</td> <td>10½</td> <td>9½</td> <td>9</td> <td>9</td> </tr> <tr> <td>2200-0559</td> <td>11</td> <td>10½</td> <td>9½</td> <td>9</td> <td>9</td> <td>9</td> </tr> </tbody> </table>	Local time of start	Sectors						1	2	3	4	5	6	0600-0759	13	12½	11½	10½	10	9½	0800-1259	14	13½	12½	11½	11	10½	1300-1759	13	12½	11½	10½	10	9½	1800-2159	12	11½	10½	9½	9	9	2200-0559	11	10½	9½	9	9	9
Local time of start	Sectors																																																									
	1	2	3	4	5	6																																																				
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1800-2159	12	11½	10½	9½	9	9																																																				
2200-0559	11	10½	9½	9	9	9																																																				
F/O	MJC																																																									
Other																																																										
DISCRETION REPORT (see OM Part A Section 7 App A)																																																										
Circle as appropriate			REDUCTION OF REST																																																							

The Get Day Plans option cycles to the one dialog only:
 Day Plans dialog. Choose the day plan required.
 The relevant details will be filled in to the Journey Log.



The Day Plans dialog accesses the day plans stored on the schedule module and enables the user to select a particular itinerary as base information for the document. The logic works in different, depending which form is being processed

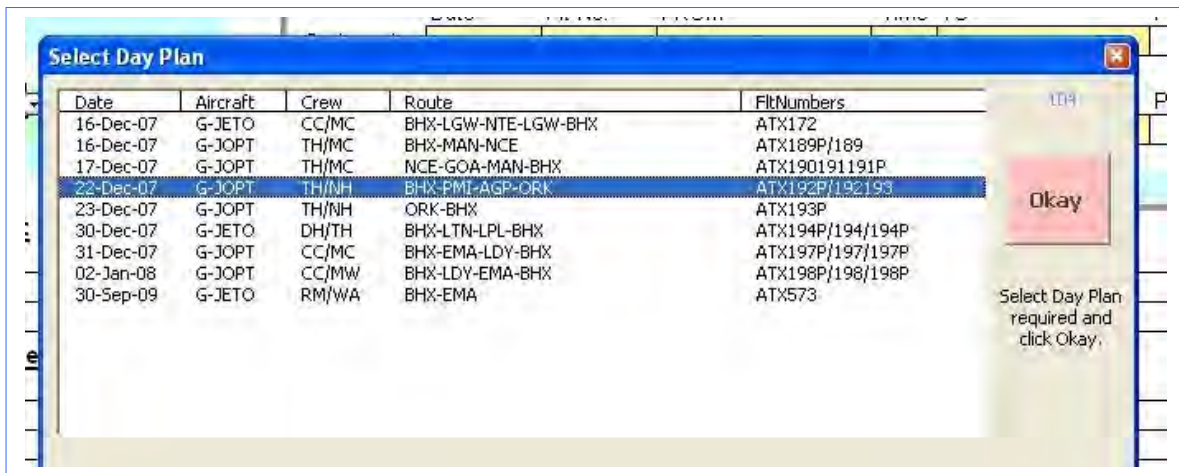
Form required:

- Customs
- Handling Request
- Charter Confirmation
- Pax Manifest
- Journey Log

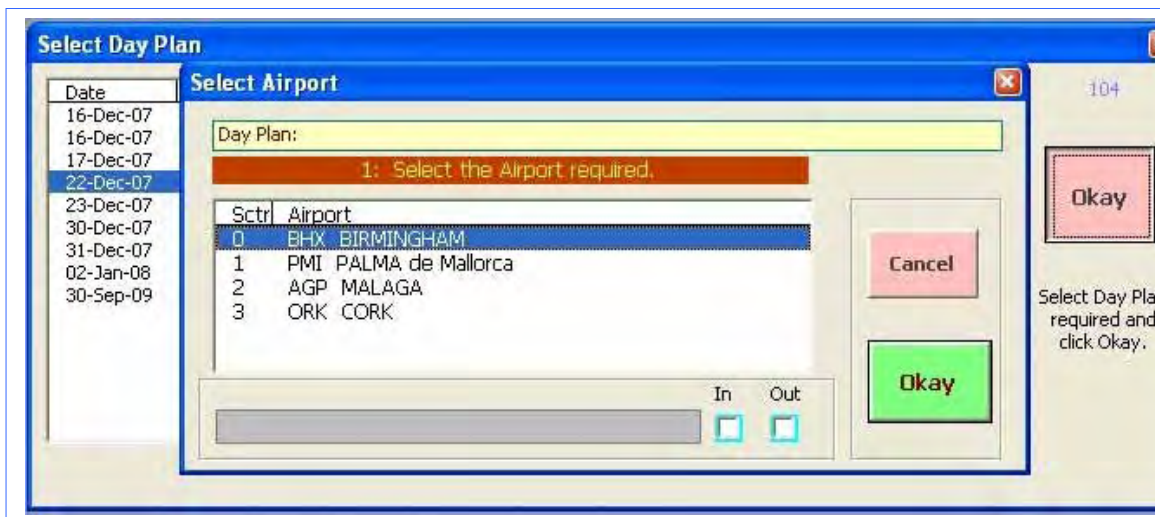
Logic Progresses through following dialogs:

- Select Day Plan → Select Airport → (Choose Inbound or Outbound sector).
- Select Airport → Select Day Plan → Select Handling Agent
- Select Day Plan ... as req: Remove Sectors, Choose Handling Agent.
- Select Day Plan → Passenger Manifest Sectors (Choose 1)
- Select Day Plan (only)

The **Select Day Plans** dialog:



The **Select Airport** overlay (below) follows the Day Plans dialog in the Customs form creation process.



The SetUp screen is used for setting various program parameters. This screen also has an access button to the Forms SetUp screen. The Import Data button is used when updated software requires your data to be imported into it (Passenger data, Aircraft data, Handling Options, ops Personnel and Broker List).

acList

acReg	Type	BasedAt	Crw	Pax	Owner	MTOMkg	Name
N99MGA	GLF5	RAK	3	8			
G-TAXI	C560	RAK	2	6			
G-JETX	C550	RAK	2	6			
G-SRBN	E50B	Oxford	2	4			

opsPersonnel

HandlingOptions

- Jet A1 Fuel
- Coffee
- Hot Water
- Milk
- Newspapers
- Pastries
- Selection of Sandwiches
- Sliced fruit
- Hotac for Crew (Max £)
- Potable water
- Toilet service

pidList

pidList	Name	St
ZZ	Zoot Hilev	Ac
CC	Cindy Cline	Ac
ALT	Al Timiter	Ac
GLO	Gerry L Overdrive	Ac

Program Parameters

Set StartUp folder as default: 1 (0/1)
 ChockTime-AirborneTime: 15 min
 nameFormat: Proper
 Excel file Spec: .xls | XL pre-2007

Linked Files:

- crew data: pilots33
- schedule: schedule42
- airports: aga32
- Charter confirmation doc file

pidList

To the right of the main SetUp area is the 'pidList' (pilot ident list) data area. The small 'get pidList' button imports the latest crew data from the **pilots** module (the same process is invoked on start up). After importing crew data, the 'get pidList' process assimilates it into the pax database so that crew names, addresses, passport data etc may be automatically returned on customs and manifest documents.

Pilot data is normally picked up from the linked **MGA pilots** module. The data fields are: 'Full Name', 'Address', 'Date of Birth', 'Place', 'Passport Number', 'Nationality' and 'Contact No'. Some fields (eg 'Nationality') have no significance elsewhere in the system, but be aware that that these fields must be suitably populated (within the **MGA pilots** module) for Customs to work correctly. Note that a copy of pilot data is also made to the passenger database so that company flight crew personnel are available for selection as passengers.

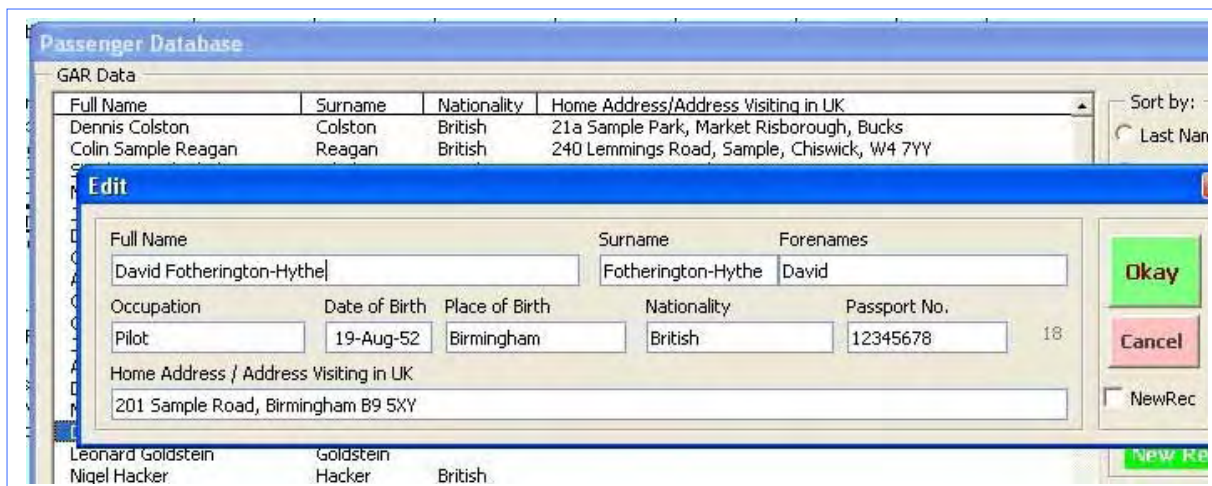
Stand alone

Customs may be used as a stand alone module if **MGA pilots** is not linked, or not present. In this case, crew data should be edited using the SetUp screen: Click 'Toggle' to expose crew data columns and fill each item (except Tel2 which is not used by Customs). Be aware that Crew Idents must be non numeric characters (The database reserves numeric idents for passenger data). When editing is complete, click the 'getpidList' button to enable crew data to be accessible to the program

The Passenger database screen is normally hidden but is accessible from the 'pax Data' button on the SetUp screen.

paxn	Full Name	Surname	Forenames	Occupation	Date of Birth	Place	Nationality	Passport No.	Home Address/Address Visiting in UK
0001	Dennis Colston	Colston	Dennis	Pilot	21-Apr-75	Lincoln	British	98745632	21a Sample Park, Market Risborough
0002	Colin Sample Reagan	Reagan	Colin Sample	Director	10-May-45	Edinburgh	British	12345678	240 Lemmings Road, Sample, Chis
0003	Stephen Paul Whitby	Whitby	Stephen Paul	CAA Inspector	15-Dec-71	Dublin	British	12345678	Goose Down, Sampletown, Devor
0004	Mark Windrush	Windrush	Mark	Pilot	16-Dec-66	Dublin	Irish	L0987654	23 Sample Road, Dublin 18
0005	Jeremy John	John	Jeremy	Pilot	28-Sep-53	Leicester	British	12345678	Sample House, Middleton Road, O
0006	David Appleby	Appleby	David	Market Analyst	24-Jan-55	Newcastle Upon Tyne	British	10134599	Flat A, 12 Petherton Road, Sampl
0007	Osborne Bartlett	Bartlett	Osborne		24-Jan-49		British	12345678	
0008	Anthony Burr	Burr	Anthony		20-Aug-36		British	12345678	
0009	Gregg Butler	Butler	Gregg		24-Mar-63		U.S.	12345678	Sample Hotel, Kenmare, Co.Kerry,I
0010	Gilbert Chambers	Chambers	Gilbert		03-Mar-77		British	12345678	
0011	John Rock Cooper	Cooper	John Rock		26-Dec-56		British	12345678	
0012	Andrew Dewlog	Dewlog	Andrew				British	12345678	
0013	David S Edwards	Edwards	David S		07-May-71	Birmingham	British	12345678	
0014	Mark J Fewston	Fewston	Mark J	Research Analyst	21-Sep-76		British	12345678	Atlantic Airlines, Hanger 5, Coventry Airp
0015	David Fotherington-Hythe	Fotherington-H	David	Pilot	19-Aug-52	Birmingham	British	12345678	201 Sample Road, Birmingham B9 :
0016	Leonard Goldstein	Goldstein	Leonard		08-Aug-74	Islington		12345678	
0017	Nigel Hacker	Hacker	Nigel		12-Dec-97		British	12345678	
0018	Robert Mason	Mason	Robert		10-Jul-54			12345678	
0019	Samantha Miller	Miller	Samantha		18-Jul-62		british	12345678	

Editing passenger details



To call up the edit overlay (above):

For an existing record - double-click on the record required.

To create a New Record - click the 'New Rec' button.

Note that Full Name will be automatically separated into forenames and surname by the logic, but the forename and surname fields can also be separately edited as required.

The 'FormsSetUp' screen handles all document data including the co-ordinates of company logo and information footers. The company logo file is specified on this screen and Left and Right information footers are defined.

This screen is normally hidden but is accessible from the 'Forms SetUp' button on the SetUp screen.

Company images are indexed to each form from the cell co-ordinates specified on this screen. Up to 4 images plus the company logo image may be specified.

Flight Docs - Forms SetUp

Data cells shaded yellow are editable

Image cell co-ordinates

Form Ident	Document	Excel Tab Name	Logo Range	image 1	image 2	image 3	image 4	Program data							
0	FRX <<< this sheet >>>	FormsSetUp	S8:Z16	F21:P26	S24:V26	F31:H35	J31:V36								
1	GAR Customs GAR Form	Customs	E3:I10	B45:D58	H45:I48			B1	H1	I1	J1	Left	Right	Any	
2	HRQ Handling Request	Handling	F2:J10	E5:G44	H41:I44			B1	H1	I1	J1	ALL			1
3	CCO Charter Confirmation	Confirmation	L2:P10	C55:H58	O55:P58			C1	M1	N1	O1	ALL			1
4	PXM Passenger Manifest	paxManifest	C7:G12												
5	JOL Journey Log	JourneyLog	J20:K25												
6	STX SetUp	SetUp													
7															
8															
9															
10															

Click 'Insert Images' to re-populate all company documents with specified images.

Insert Images

Company Document images

image 1

MGA JetLines London, Biggin Hill Airport
Biggin Hill, Westerham, Kent TN16 3BN, UK
Registered in England No. 0123456
Tel: +44(0) 1279 234516 Fax: +44(0) 1279 243522
eMail: operations@MGAjetlines.com web: MGAjetlines.com

jetL-1.jpg

image 2

rlj-image02.jpg

image 3

image 4

Tel: 01279 234516 Fax: 01279 243522
eMail: operations@MGAjetlines.com
Once completed, please fax a copy to the above number or return with Returned Flight Documentataion

jetL-4.jpg

Company placards and logos are stored as images and are indexed to the various forms from co-ordinates specified on this screen. Images are positioned centrally (vertically and horizontally) within the area defined by the co-ordinates, and with aspect ratio maintained.

The filenames of the company images are specified beneath each image.

Two buttons exist to invoke the placement of images throughout the module:

'Insert Logos' will insert the company Logo Image where specified.

'Insert Images' will insert ALL specified images throughout the module.

To remove an image from a form, simply remove its co-ordinates from the list. MGA recommend creating Images in either .jpg or .gif format.

Handling Request pro forma

MGA

To:	Ops	From:	Dave M
Company:	Signature EMA	Date:	19 Feb 09
Fax:	+44 1332 811 139	Pages:	1

Handling Request

Please find below details of our handling request for the following:

Aircraft Reg: G-JETX
 Aircraft Type:
 MTOM:

Date	Depart	Time UTC	Arrive	Time UTC	Flight No.	Crw	Pass
30-Sep-09	BHX	any	EMA	any	MGA573	#N/A	0

Requirements

Sliced fruit

Please note time changes again!!!

Kind Regards,

Dave

020 8996 0000 • 020 8996 0001 • 020 8996 0002
 020 8996 0003 • 020 8996 0004 • 020 8996 0005
 020 8996 0006 • 020 8996 0007 • 020 8996 0008
 020 8996 0009 • 020 8996 0010 • 020 8996 0011



Charter Confirmation pro forma



To:	Joel Fenn	From:	Paul Grundy
Broker:	JEFFERSONS (INCORP. GOJET S)	Date:	18 Feb 10
Fax:	0208 743 2121	No of Pages:	7

CHARTER CONFIRMATION

A/C: N99 MGA 0
 Captain: Zoot Hill v
 F/O: Cindy Cline

Tel: 07 45 345679
 Cabin:

Handling Agents:

Date	Fit No	From	Dep	To	Arr	Airborne Time	Pass
10-Jan-10	MGA012	BHX	0930L	BFS	1030 L	0:45	3
10-Jan-10	MGA012	BFS	1400L	BHX	1500 L	0:45	3

Catering: Light catering appropriate to the time of day.

Price:

Kind Regards,

Paul

MGA JetLines London, Staggs Hill Airport
 Staggs Hill, Pinner, Middx, HA5 2JN, UK
 Registered in England No: 0221458
 Tel: +44(0) 1279 234516 Fax: +44(0) 1279 243522
 eMail: operations@MGAjetlines.com web: MGAjetlines.com



MGAsoftware: General notes

1. Software distributed by MGA has a version number appended to the module name in the form of a two digit number (eg: '21' = version 2.1).
2. Any linked files (ie. those used by the module) are accessible from the **SetUp** screen. Be aware when an updated module is installed, a module linking to it may need its 'Linked Files' entry to be edited in order to communicate correctly.
3. MGA recommend that all MGA files are located in the same folder. However the software does tolerate Cross-Folder activity providing the path is included in the filename specified under linked files. Linked filenames can be specified using a **relative** or **absolute** folder spec. (absolute being those beginning eg: 'C:\').
4. MGA modules give a plain language description of any file errors occurring when the module attempts to open linked files.
5. Depending on the version of Excel used, MGA software may cause error flags to display in certain cells. These can be safely disregarded. To switch them off go to Tools > Options, select the Error Checking Tab and uncheck 'Evaluates to Error Value'.

Versions & upgrades

MGAsoftware.com will alert you whenever a substantive revision of your software is available for release.

To implement an upgrade:

1. Make a safety back up of your existing file using Windows Explorer.
2. Copy your downloaded or emailed software into your MGA folder
3. Run the updated software
4. Go to the **SetUp** screen and click the **Import Data** button.
5. At the prompt: 'Copy in data from filename:' enter the name of your previous version of the software and click **Okay**. The update cycle is automatic.

Note: MGAsoftware.com asserts that this content is safe. You should only install / view this content if you trust MGAsoftware.com to make that assertion.

For all technical queries contact MGA

Tel: +44 (0) 7791 466201 or email desk@MGAsoftware.com