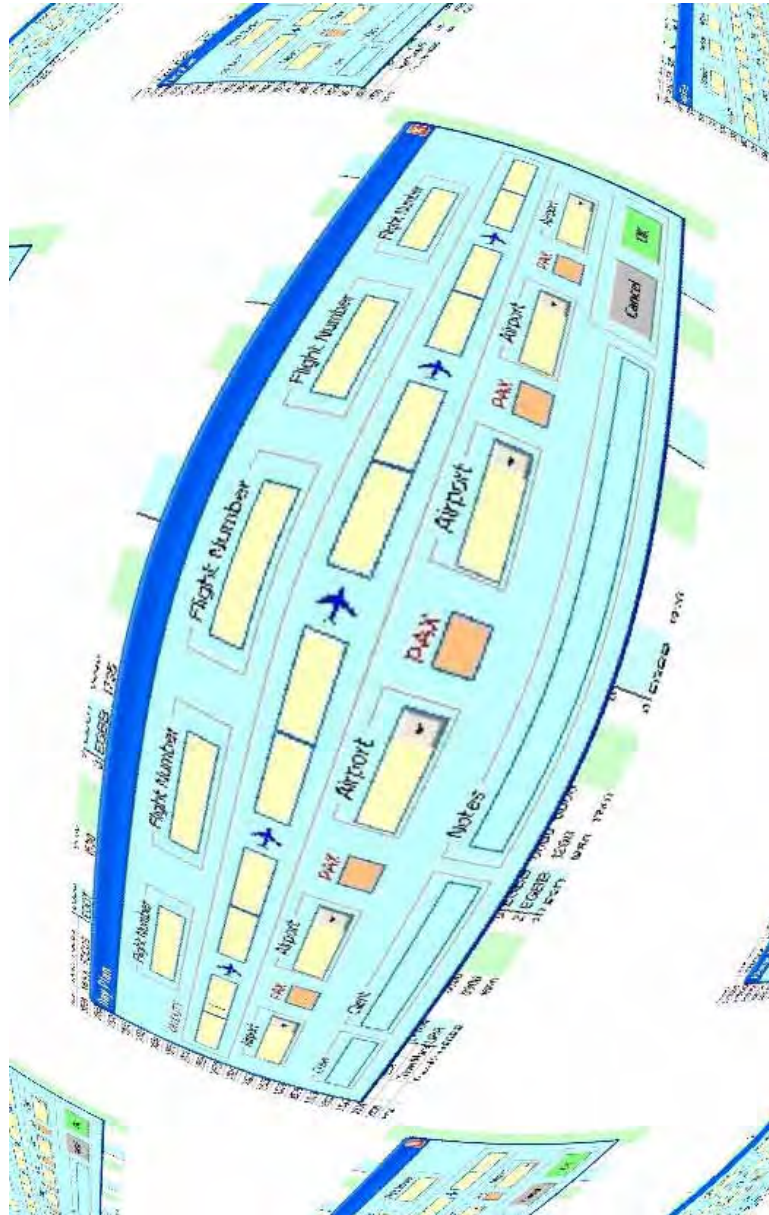


# MGA Schedule



Diarised tasking utility to assign flight numbers, match tasks with aircraft and crew availability and maintain task details

## Revisions

Version	Details	See Page
4.2	opTags introduced. 'Crew Roster' legend replaces 'A/C Crew Avail'	2, 8
4.1	ATSregister renamed FlightRegister. <b>Excel 2007 compatibility installed.</b>	7, 9
4.0	<b>Pilot &amp; Aircraft</b> Alerts interfaced with new pilots database.	-
3.8	Housekeeping, maintenance and repair functions improved.	-
3.6	1 Software revised so that the ATS numbers available is updated correctly 2 Bug fixed: When closing the system down from another module the 'Save to Back-Up file' logic was producing the non-fatal Error 1004. 3 'Import Data' is extended to cover acData and backupFile parameters.	-
3.4	Coding changes to Fix bug during Excel 2007 file management procedures.	3
3.3	Date matrix automatically expanded every time data is used to circumvent 'Matrix insufficient' messages. Dataset files now stored as .dat instead of .xls. A small conversion file (xls2dat.bat) distributed to automate changeover	12 15
	<b>Note: Schedule requires the aga file to select airports when nominating a route.</b>	

## Schedule

(for information on enabling macros within Excel see [MGA-install](#))

### Screens

		Page
<b>Schedule</b>	Date matrix against a Rolling calendar Includes Aircraft and Crew validity alerts and Crew Roster data.	2
<b>FlightRegister</b>	Tasks listed by flight number	4
<b>dayPlans</b>	Date-block aircraft & crew itemised schedule	3
<b>SetUp</b>	Program parameters and user preferences.	8

Click the Tab at screen bottom to select the screen required.

### **This manual is correct to schedule version 4.2**

To write or edit **schedule** (or 'task') data you can use the [Schedule](#), [FlightRegister](#) or [dayPlans](#) screens but it is recommended to use the [Schedule](#) screen to write comprehensive details (begin by double-clicking on an aircraft-date intersection). The [FlightRegister](#) screen is useful for quickly allocating a task (without completing all sector details), and is also the screen to use when changing the aircraft allocated to a task or deleting a task from the database.

**Schedule screen:**

The schedule screen displays the status of the company assets for up to 6 aircraft, nominated into 4 opTypes (operational types). Information is displayed on a rolling calendar which presents the operability status for any given day together with the current tasking landscape..

Version 4.2: The group of 4 columns formerly labelled 'A/C Crew Avail' are labelled '**Crew Roster**'

Scroll		A/C Crew Avail	Housekeeping	AIRCRAFT AVAILABILITY				Aircraft Alerts	Flight Crew /
		G5	Notes	A6-MAA	A6-DEJ	A6-AAM			
25-Jun-08	WED								
26-Jun-08	THU				MGA110				
27-Jun-08	FRI								
28-Jun-08	SAT				MGA101				
29-Jun-08	SUN								
30-Jun-08	MON								
01-Jul-08	TUE			MGA003					IMR: HS25 OPI
02-Jul-08	WED								
03-Jul-08	THU		DM Not Avail						
04-Jul-08	FRI				MGA004				
05-Jul-08	SAT								
06-Jul-08	SUN								
07-Jul-08	MON								
08-Jul-08	TUE								
09-Jul-08	WED								
10-Jul-08	THU								

Click 'Scroll' to position today's date about half way down the display area. Use the scroll bars / arrow keys to navigate to other dates.

Schedule columns are from left, Date and weekday, followed by 4 'Crew Roster' columns for each opType (ie. how many crew sets for that aircraft type have been rostered for the day's duty).

Scroll		Crew Roster			Housekeeping		
		Ph	Cit	G5	Notes	N99MGA	G-1
12-Sep-09	SAT						
13-Sep-09	SUN						
14-Sep-09	MON						
15-Sep-09	TUE					MGA951	
16-Sep-09	WED						
17-Sep-09	THU						
18-Sep-09	FRI						
19-Sep-09	SAT				DM not avail		
20-Sep-09	SUN						MGA
21-Sep-09	MON						
22-Sep-09	TUE						
23-Sep-09	WED						

The Notes column may be used for storing plain language operational information (note this column is the only directly user-editable area on the schedule screen).

**Schedule screen cont:****Aircraft Availability**

AIRCRAFT AVAILABILITY											
A6-MAA	A6-DEJ	A6-AAM									

Sitting above the aircraft columns there is a panel labelled 'AIRCRAFT AVAILABILITY.' This provides the means to mark a day or spread of days when for example, an aircraft is unavailable due to maintenance.

Select a day (or block of days) for an aircraft, and then click the 'AIRCRAFT AVAILABILITY' panel to obtain the form which allows the block to be colour coded, and a comment to be placed in the last row.

To clear any previously applied formatting and comment, click the checkbox marked 'Clear Record.'

Tip: The text and colours for these options are user-definable on the **Setup** screen.

Aircraft availability colour codes are defined on the **Setup** screen.

**Alerts**

At screen right are the **Alerts** columns: The latest **Aircraft** and **Flight Crew Alerts** are populated on boot-up from the fleet and pilots modules (or on command from the Housekeeping dropdown). A textual note indicates the details of upcoming licence or validity expiry dates. A red vertical line indicates a validity that has already expired. Follow the line up to the expiry date to read the relevant details (in red).

	Aircraft Alerts	Flight Crew Alerts
	A6-AAM: Insurance	
		DSM: HS25 OPC BMA: HS25 SEP

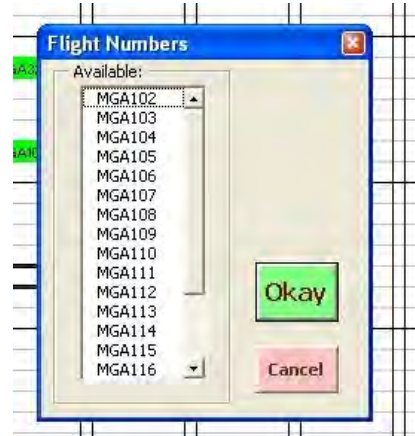
**Schedule screen cont:**

**Double-Click** in an aircraft column to create or update Day Plan data.

If a new DayPlan is appropriate a dialog will present a list of the next 20 flight numbers available

If the target date for the aircraft already has a flight number assigned to it, the logic will go directly to the **Day Plan** dialog.

Select a number and click Okay to cycle to the **Day Plan** dialog (see section on Day Plans)

**Housekeeping options****Print Schedule:**

Print 7 weeks of schedule info from a specific date (default is previous Monday)

**Get Alerts**

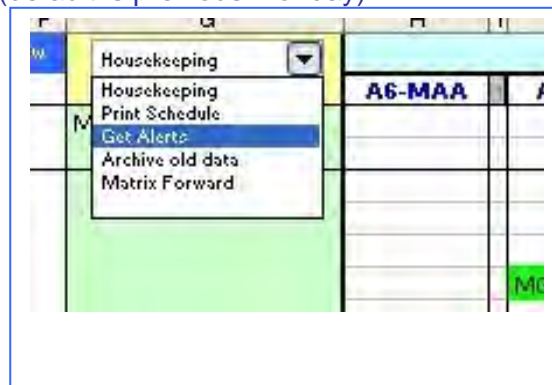
Re-populate the Alerts columns with recency data imported from fleet and pilots modules.

**Archive old data**

Clear aged schedule data to a backup file. The default criteria for archive recency is as per Matrix Forward (default=13 weeks) BEFORE current date.

**Matrix Forward**

Expand or Contract the Date Matrix. Specify the number of forward weeks to be available to Schedule on startup (default is 13 weeks). Any change will be activated on the NEXT startup.



## DayPlan dialog

Note the **Day Plan** dialog (below) is not to be confused with the **dayPlans** screen (see next page).

### Day Plan dialog:

The **Day Plan** dialog is accessed by either double-clicking an aircraft/day combination on the **Schedule** screen or else by clicking **edit** on the **dayPlans** screen with the cursor on the target day.

Use **Day Plan** dialog to set the tasking details for the aircraft / day.

Note that the times are designed to begin with reporting time and end with off duty time. This is for interfacing with fdp-duty in a future release. Be aware also that airports may be defined by ICAO code or IATA code. You can use the enter key to transit between input boxes, or Esc to exit the dialog.

TIMES are in the order  
(Left to right):-

ON DUTY Time,  
First Departure time,  
First Arrival time,  
2nd Departure time,  
2nd Arrival time etc...

Finally...  
OFF DUTY time.

To Enter Airport,  
Type or select the  
required ICAO code  
from the drop-down.

OR

Type in 3 digit IATA  
code eg: 'RKT'  
(Tip: use delete key if  
program tries to auto-  
complete an ICAO  
code)

Clicking **OK** will make an entry for the flight number on the FlightRegister screen with an IATA code summary of the routing in the format (eg)  
'RKT > DOH > ODS > RKT'

## dayPlans screen

START DATE	SCHEDULE FOR	GO	Toggle Codes	Edit	Note
23-Jun-08	A6-DEJ				
MDN 23 Jun	G550				
TUE 24 Jun	MGA328	MGA328			
DH/DM	1630 - 1730	→ 1900 - 2145	→ 2320 - 2355		
	RKT 3	MAA 3	RKT		
WED 25 Jun					
THU 26 Jun	MGA110	MGA110	MGA110		
DH/DM	0430 - 0530	→ 0630 - 0715	→ 0950 - 1330	→ 1600 - 1630	
	RKT 2	DOH 2	ODS 2	RKT	
FRI 27 Jun					
SAT 28 Jun	MGA101	MGA101			
AA/BB/CC	0800 - 0930	→ 1030 - 1130	→ 1530		
	RKT 3	ISB 4	AUH		
SUN 29 Jun					

The dayPlans screen is used to display listing of tasks forward from a selected date, for a selected aircraft. The **Toggle Codes** button will toggle the display between ICAO and IATA codes. Note that Airports which are NOT listed as Category A for the aircraft concerned are displayed in red (as above); This alerts operations staff that a briefing must be planned for.

(The number of forward days displayed is as defined on SetUp)

START DATE:	SCHEDULE FOR:	GO	T
25 Jun 08	A6-DEJ		
G550			
WED			

After a new selection is made and before the GO button is clicked, the date and a/c reg will be crossed out above to indicate that the listing is not yet refreshed.

The dayPlans screen is driven by a non-contiguous database (dayRecs). Each record is referenced by a unique day-aircraft key eg: '20071101 G-JETO' (8 digit dates, followed by A/C reg).

## FlightRegister screen

The **FlightRegister** screen provides a listing of tasks which is presented in the default flight number order, or else by date, status, client, a/c reg.

Note that date 'In' is only presented if different to 'Day OUT'.

Callsign	A/C Reg	DateOut	In	Status	Route	Crew	Inv	Client
MGA 324								
MGA 325								
MGA 326	A6-DEJ	19-Jun-08		Flown	RKT-BAH-FKT	IAM/CH		BX
MGA 327	A6-MAA	27-Jun-08		booked	RKT-MAX-FKT	DSMXX		Fresco Waterfalls Inc
MGA 328				Deleted				
MGA 329								
MGA 330								
MGA 331								
MGA 332								
MGA 333								
MGA 334								

Flight Numbers are listed together with the company identifier prefix under the label 'Call sign'.

The 'List From' drop-down enables a listing start point to be selected. The start point options are in increments of 50, from flight number 001 to 950.

Callsign	A/C Reg	DateOut	In	Status	Route	Crew	Inv	Client
MGA 325								
MGA 326	A6-DEJ	19-Jun-08		Flown	RKT-BAH-FKT			
MGA 327	A6-MAA	27-Jun-08		booked	RKT-MAX-FKT			
MGA 328	A6-DEJ	24-Jun-08		booked	RKT-MAA-FKT			
MGA 329								
MGA 330								
MGA 331								
MGA 332								
MGA 333								
MGA 334								
MGA 335								
MGA 336								

Note:

The software allows tasks to be created via the FlightRegister screen as well as the Day Plan dialog. This powerful facility can result in conflicting data to be written to the system and so the FlightRegister screen includes the means to check and alert the user to Flight number/date/aircraft anomalies and to resolve these. (see FlightRegister Housekeeping drop-down functions below)

### Housekeeping drop-down options

**Sort** by Flight Number, Date OUT, Status, Client or A/C Reg.

**Save Record** Save the record at the current cursor position. This updates the Schedule screen also. Note if a/c Reg has been changed the program will present an alert before resetting Schedule flags and transferring to the new aircraft.

### Check Flight Register

This option cycles through two housekeeping functions:

#### 1 Check History first? (Yes/No/Cancel)

Click Yes to check / set the **Status** of historical records (ie those before current date).

If Status is 'booked' the prompt is to change it to 'Flown' (Yes/No)

If No then prompt is to change it to 'Cancelled'

If already 'Cancelled' the prompt is to change it to 'Deleted'

#### 2 Update Schedule from today? (OK/Cancel)

Click OK to update the schedule screen with all data forward of current date.

**Check Day Recs** Follow the on screen prompts for the program to tidy the database and attempt to resolve flight number anomalies. The prompts are:

1 Refresh DayRecs and linked flight numbers on FlightRegister (Yes/No).

2 Check and report date/flight number mismatches (OK/Cancel)

**Hide/unhide** Hide or see columns to the right containing FlightRegister support information.

**Flight Register Repair** This process repairs the columns C, F & W.



## SetUp screen

**Schedule - SetUp** User Name: **AOC Systems Demo** Ident/ATS prefix: **MGA**

Valid until: 18-Feb-10

**AvailabilityColors (Schedule)**

1	Not Available
2	Check availability
3	Optioned
4	Down Route

**StatusList (Flight Register)**

1	optioned
2	booked
3	Flown
4	cancelled
5	deleted

**Set Colors**

1. Select colours required  
2. Click 'SetColors' to program

Day Plans Listed for: **8** days  
Load Alerts on StartUp: **N** (Y/N)  
New Day Plan defaults to: **booked**  
Matrix Forward weeks: **52** 364 days  
Excel file Spec: **.xls** pre-2007

**Linked Files:**

pilots	pilots33	Open
airports	aga32	Open
aircraft	fleet22	Open
fdp-duty	fdp-duty41	Open
documents	flightDocs37	Open
BackUpFile		
helpFile	MGA-schedule.doc	Open

**A/C data** Refresh

Reg	ICAO	opTag
1	N99MGA	GLF5 G5
2	G-TAXI	C560 Cit
3	G-JETX	C550 Cit
4		
5		
6		

Use opTags to label Crew Roster columns on the schedule screen and enable receipt of Aircraft Operable data from the Roster module.

**Schedule Matrix**  
Start Date = **29-Dec-08**

Version: 4.2  
31-Dec-09

**Import data**  
dayrecs data

**Flight No's**

pidList	Name
1	ALT Al Timite
2	CC Cindy Cl
3	SUT Sutton Tui
4	ZZ Zoot Hile
5	
6	
7	MGA001
8	MGA002
9	MGA003
10	MGA005
11	MGA008
12	MGA009
13	MGA011
14	MGA013
15	MGA014
16	MGA015
17	MGA016
18	MGA017
19	MGA018
20	MGA019
21	MGA020
22	MGA021
23	MGA022
24	MGA023
25	MGA024
26	MGA025
27	
28	
29	
30	

The SetUp screen allows you to set program parameters and customise the schedule program according to your preferences:

Colour codes for Aircraft Availability.

Colour codes for FlightRegister task status.

Day Plans listed for: default= 8 days

Load Alerts on StartUp: default= No

New Day Plan defaults to: default= booked

Matrix Forward weeks: default= 52

Excel file Spec: default= .xls (XL pre-2007)

BackUp Filename: Specifying a filename here causes schedule to create a backup on exit (unless you over-ride the user prompt).

Note the Import Data button is used after a software update has been installed. Click this to import data from your previous version into this module. Also when an update has been implemented, the linked file list should be checked and changed as necessary.

### acData panel

The a/c regs written to the acData panel control the Aircraft Availability column headers on the **Schedule** screen. Once set, these should not be changed. On the **DayPlans** screen, the acData panel list is consulted when an aircraft reg is selected and the value in the 'ICAO' column is displayed under the reg. This enables the system to read the correct ICAO Category code column in the airports directory.

opTags: Use **opTags** to label the **Crew Roster** columns on the **schedule** screen.

This enables the schedule module to receive Aircraft Operable data from the **Roster** module.

## Notes 1

From the **Schedule** screen, double-clicking on the row for (eg) **01 Nov 07** and the column for **G-ABCD** will display the dayPlan for that aircraft on that day. If no record exists, a dialogue presents a list of available Flight Numbers for the user to select from.

Note that Flight Numbers must be in the format: 3 characters followed by 3 numerals, with an optional trailing character.

A single flight number can refer to one flight or several flights. Additionally flight numbers may have subscripts included in them (eg JET150P). In this example, data is stored under 'JET150' in the **FlightRegister screen**.

A new **DayPlan** is stored on **FlightRegister** with the default Status as defined on the **SetUp** screen (eg: 'booked')

Each **FlightRegister** record keeps a summary of **dayRec** numbers, a plain language description of route, the Client name, invoice number and any follow on records.

A **dayRec** file stores details of all tasks under the relevant date and aircraft combination code eg: '20080601 A6-ABC' identifies the day record for 1<sup>st</sup> June 2008 for the aircraft A6-ABC. Each **dayRec** contains details of airports, times, crew etc.

When **Schedule** is started, the matrix (the calendar grid against which the schedule is presented) is checked and automatically expanded to extend beyond the current date to the 'Matrix Forward' value defined on the **SetUp** screen (default = 52 weeks).

### 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 and optionally:
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.

## Excel 2007

MGA files are issued in Excel 2003 (**.xls**) format which is unsuitable for Excel 2007. To use in Excel 2007, first change the 'Excel file Spec' parameter on the **SetUp** screen and then, save the module in the same format (ie: if file Spec is '**.xlsb**', save as a Binary Worksheet).

Excel file Spec is selected by drop-down between 3 file formats :-

Option	Description
.xls	pre-XL 2007
.xlsm	XL 2007 macro-enabled
.xlsb	XL2007 binary (+macros)

Use in Excel 2007 as either Macro-enabled '**.xlsm**' files or Binary format '**.xlsb**' files, but not in the native Excel 2007 '**.xlsx**' format.

(Note the selected file Spec must be common across all MGA modules).

## Notes 2

All modules have 'cross-folder support' installed to allow linked filenames to be specified using a relative or absolute folder spec. (absolute being those beginning 'C:\'). Note that in a network system, relative folder protocols will not work reliably

All modules give the Application's plain language description of any file errors which occur when the program attempts to open linked files

MGA Software has a version number appended to the module name in the form of a two digit number (eg: '21' = version 2.1). Your current software version number can be checked on the SetUp screen of the module you use.

Any linked files (ie. those used by the module) are accessible from the SetUp screen under the legend 'Linked data files.' Be aware when an updated module is installed, any module linking to it must have its 'Linked Files' entry edited in order to communicate correctly.

Depending on the version of Excel, 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'. MGA programs work under any version of Microsoft Excel from Excel 97 upwards.

Disclaimer: Some MGA demonstration modules may be distributed with time-related validities. If the validity of your software is time related, MGA Software is not responsible for any consequences arising from the use of its software after expiry date.

**If your company has a requirement for specialised software we will be pleased to investigate the feasibility of providing a bespoke solution to your specifics.  
If it's possible for a job to be automated then we can do it!**

For all technical queries contact MGA

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