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# WebCTO

## User Manual

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## 2. Introduction

### Overview

Welcome to the WebCTO System managed by Skyplan Services. Skyplan is a world leader in providing a full range of Flight Operations services. The WebCTO System has been developed to provide any aircraft operator with state of the art Flight Tracking, Reporting, and Flight Plan and Weather access.

The WebCTO System represents the latest design technology available in the aviation industry. It has been developed around the most advanced computer programming tools and the most efficient and cost effective hardware systems available in the market.

Just as important, the WebCTO System has been designed, developed and is maintained by a staff with extensive aviation Operations experience. Therefore, it has been designed to operate efficiently in a day-to-day operations environment as a support tool and not as a distraction to the operations staff. It has also been designed to be as user friendly as possible and requires minimal training to use.

This manual is designed to assist in the day-to-day use of the WebCTO System.

Any problems or service requirements should be directed to:

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## **System Maintenance**

At designated times during the day, the response time of the system may be slightly slowed for Weather/NOTAMs database maintenance.

Every 28 days, the Navigational Database (waypoints, airways, etc) is updated to reflect the latest changes. The CTO Flight Planning system may be unavailable for a short period while these changes are applied.

## 3. Installation

### Overview

WebCTO is a web based application which can be accessed from Skyplan's Client Area (<http://www.skyplan.com> – Client Area).

WebCTO operates on any available Web Browser.

### Sign-in to WebCTO

In order to use WebCTO, you must 1<sup>st</sup> Logon into Skyplan's Client Area using an assigned Userid/Password combination.

The following describes the steps to start and login to WebCTO:

- a) Start your Web Browser and access Skyplan's Website (URL: <http://www.skyplan.com/>)
- b) Click the "Client Area" link (left hand side). The Client Login page will appear:



Client Login v2.2

Username:

Password:

Login Cancel

Powered By SKYPLAN

- c) Enter your Username and Password.
- d) Click the Login button. This will connect you to the Client Area.

## Client Area

Once you have signed into Skyplan's Client Area, you will be presented with the following Icons:



The Icons on the Client Area page are as follows:

- WebCTO:
  - Flight Planning
  - Operations Board
- Weather:
  - Alpha Numeric Weather
- Weather Maps:
  - Graphical Weather Charts
- Logout:
  - Exit the Client Area (and return to the Public area)

## 4. Operations Board

### Overview

The Operations Board is designed to allow the airline to group logical flights, aircrafts or regions (or any other logical breakdown desired) to be managed together.

For reasons of consistency between the WebCTO Operations Board and the Skyplan's Flight Planning System, Skyplan presently controls the following:

- The assignment of an *Operations Room* for the Airline.
- The assignment of *Operations Board(s)* to the Airline's *Operations Room*.
- The assignment of *Aircraft(s)* to the Airline's *Operations Board(s)*.

For any inquiries about adding new boards and/or aircrafts, please contact Skyplan Services Limited support staff.

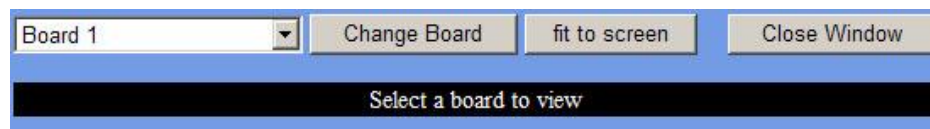
To access the Operations Board feature of WebCTO, you must:

- From the Client Area, click on the "WebCTO" icon.
- Next, click the "Ops Board" tab to open the "Operations Board" application (which will be opened in a new window). Notice that the operations board does not appear until you select a board to view.

### Board Layout

The Operations Board is viewed in a separate window, which fits to the size of your browser.

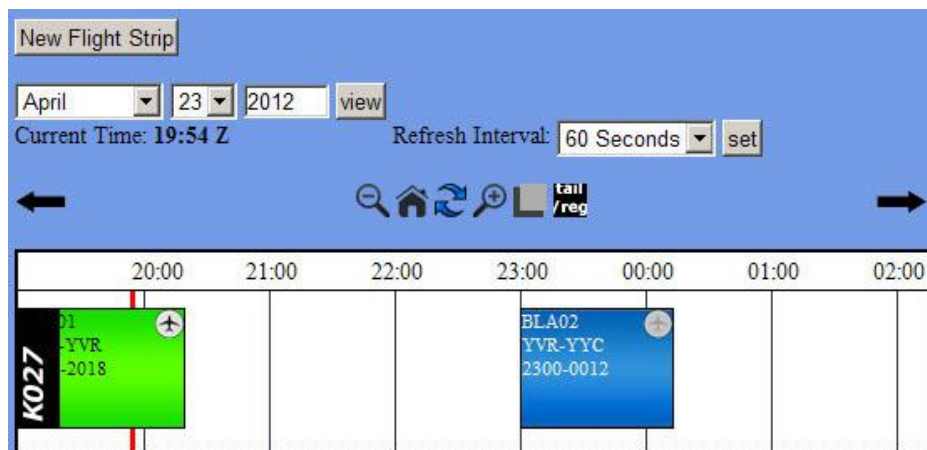
Select the board from the dropdown menu and then press "Change Board".



If the contents of the board are larger or smaller than your current window size (Or you resize your browser window) press the "fit to screen" button.

After you select the board you will see a graph-like display, listing the available aircraft on the left-hand side, the GMT time on the top bar and a red vertical line depicting the current time. Current flights are seen in the graph area, represented by colored blocks/strips. Board controls are located just above the graph.





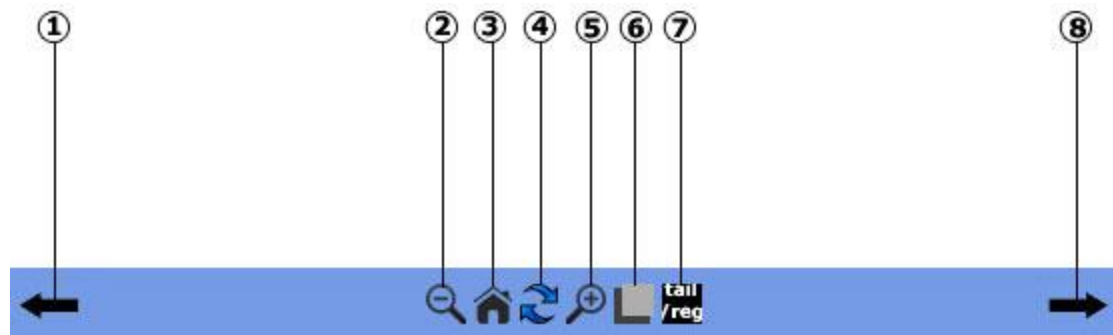
### Adjusting the viewing time

Navigating the graph view can be achieved by setting a date using the dropdown menus just below the “New Flight Strip” button and clicking view.

To move around in small increments you can use the two arrow buttons located to the left (to move time back) and right (forward) of the control area.

To move the view back to the current time, press the “Home” icon in the control area to reset the view.

### Controls

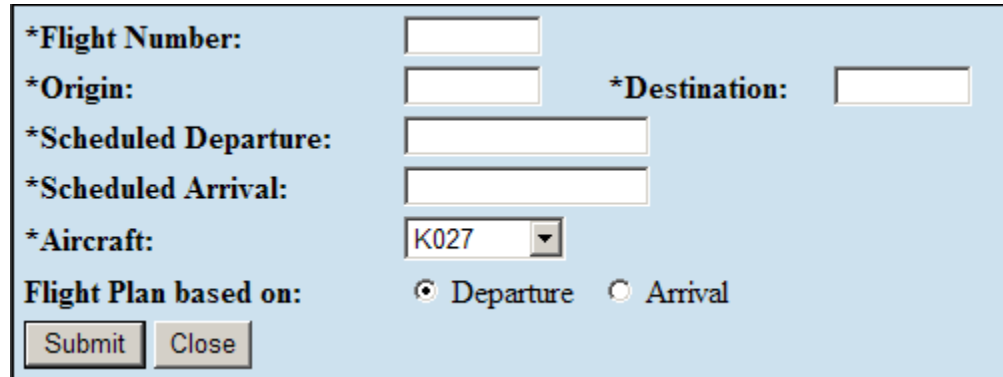


- 1) Nudge graph view in the past
- 2) Zoom out
- 3) Reset the graph view back to current time and default zoom
- 4) Refresh the operations board
- 5) Zoom in
- 6) Toggle strip shadow (Shows the original flight time under the strip)
- 7) Change aircraft name from registration to tail number and back
- 8) Nudge graph view in the future

## Flight Strips

### Creating a new Flight Strip

To plot a new strip on the board, press the “New Flight Strip” button in the main operations board window. This will launch a new window where you are required to provide information of the strip.



*Flight Number:	<input type="text"/>		
*Origin:	<input type="text"/>	*Destination:	<input type="text"/>
*Scheduled Departure:	<input type="text"/>		
*Scheduled Arrival:	<input type="text"/>		
*Aircraft:	<input type="text" value="K027"/>		
Flight Plan based on:	<input checked="" type="radio"/> Departure	<input type="radio"/> Arrival	
<input type="button" value="Submit"/>		<input type="button" value="Close"/>	

The following fields are required:

**Flight Number:** Enter the flight number for this flight strip

**Flight Day:** Enter the day the flight is scheduled to run -- default selection is the current day

**Origin:** Enter the airport code of the origin location

**Destination:** Enter the airport code of the destination location

**Scheduled Departure:** Enter the 4-digit time representing the departure time in GMT/Zulu 24-hour format (HHMM) ex: 0510

**Scheduled Arrival:** Enter the 4-digit time representing the arrival time in GMT/Zulu 24-hour format (HHMM)

**Aircraft:** Select an available aircraft from the drop-down menu for which this flight strip is destined

**Flight Plan based on:** Select either Departure or Arrival. This field is used when running a flight plan, indicating to the system to calculate the route using the selection as the preferred target time to reach.

Once you fill out the flight information, press the submit button. If all the entered information appears OK and there are no conflicting strips in the time span set, you should now see the strip on the operations board.

You can further modify the information of the flight strip by placing your mouse over the icon on the strip and selecting “View/Edit Strip”.

*Note: Plotting or adjusting strips that collide with existing strips will not get placed, and an error message will be displayed. Ensure that the space is available when setting the strip times.*

## Manipulating Existing Strips

When making changes or adding information to a strip select the “View/Edit Strip” option from the menu while moving your mouse over the strip’s flight icon. The following window will open:

The screenshot shows a window titled "View/Edit Strip" with the following sections:

- Flight Information:** Flight Number: BLA01, Aircraft: K027, Flight Day: 24, Origin: YYC, Destination: YVR, Scheduled Departure: 1900, Scheduled Arrival: 2013. Radio buttons for "Preferred target time to use for flight plan": Departure (selected), Arrival.
- Estimated Times:** Out: 1900, Off: [empty], On: [empty], In: 2013.
- Actual Times:** Out: [empty], Off: [empty], On: [empty], In: [empty].
- Crew Information:** Captain, Flight Engineer, First Officer, Dispatcher (all empty).
- Buttons:** Update Flight, Delete Strip.
- Delays:** Delay Flight button.
- Flight Notes:** A text area with an "update flight notes" button below it.
- Close:** A "Close" button at the bottom.

Fill in the following Optional fields as required:

**Estimated Times (Out, Off, On, In):** The estimated times are used for flights that have not yet completed and represent the strip’s location on the operations board. These values are automatically adjusted when running flight plans from the strip.

**Actual Times (Out, Off, On, In):** Actual times are always entered manually after a flight is finished, and will supersede the estimated times when positioned on the operations board. Completed flights will be visibly noticeable on the operations board to easily differentiate between flights that are not yet completed.

**Crew Information:** There are four fields to enter the crew information for the flight; Captain, Flight Engineer, First Officer and Dispatcher. If these values are added after the flight plan has been run, a new flight plan must be ran to include them on the flight plan details.







**Delays:** If for whatever reason there is a delay on the flight and the estimated/actual times are greater than 5 minutes the strip will turn red and a message displayed indicating the total delay in the flight strip details. To add a delay code or to acknowledge the delay, press the delay flight button and enter either:

New Departure – Enter the new departure time of the flight and provide a delay code and/or reason for the delay -or- Delay by \_\_\_ Minutes – Delay the flight by x number of minutes and provide a delay code and/or reason for the delay.

**Flight Notes:** This area is used for dispatchers and operators and has no effect on the flight itself. Enter a note in the text area and click “update flight notes” to update the notes.

## Legend

Strips are differentiated by their color. Each color represents a state of the strip and can be reviewed in the following chart:

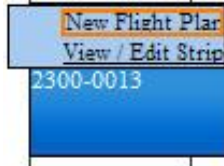
Operations Board Legend	
	Represents a strip that has no currently detected errors and does not yet have a flight plan associated
	Strip which has a valid flight plan and has no detected errors associated with it
	Strip which has detected a delay of 5 minutes or greater than that of the scheduled times
	Strip that was created in the past
	Completed flights which have their “Actual” times entered and treated as finished
	Indicates that the flight should be completed but does not have any “Actual” times present

## Flight Planning & Filing

Flight planning within the operations board uses the WebCTO architecture; this manual will explain how to use these functions from the operations board only. More detailed information regarding WebCTO flight planning and filing can be found in Skyplan's WebCTO User Manual.

### Running Flight Plans

Running new flight plans can be achieved by selecting the "New Flight Plan" option from within the strip's menu viewed in the main operations board window.

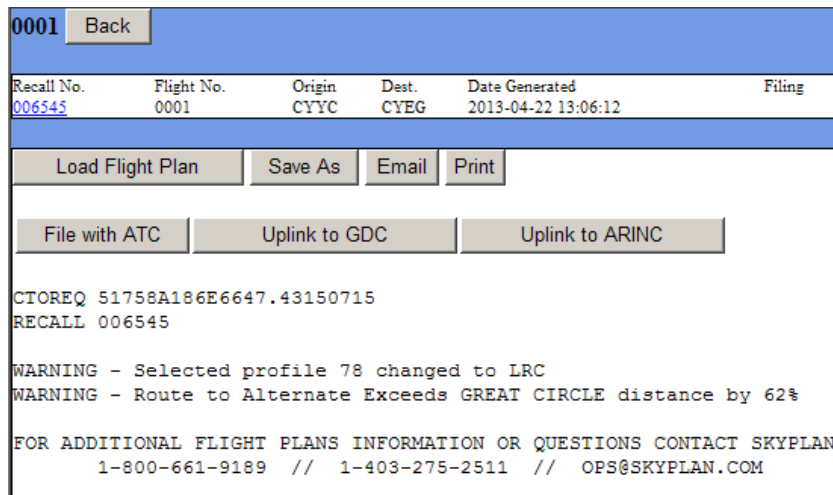


This takes you to the Flight Plan tab and populates the values contained in the strip. The minimum required information to run a flight plan will be set, allowing you to request the flight plan with no further modifications (if not required). Upon completion of the required flight plan parameters, press the "Generate" button located on the right-hand side of the page.

If the system returns a successful flight plan, you will see the text contents displayed in the window, along with options to file the flight plan. To go back to the operations board, click on the "Go back" button and then the "Ops Board" tab. You should now see the strip representing the values from the generated flight plan.

### Viewing Previously Generated Flight Plans

All of the flight plans that have been run from the operations board are stored and can be reviewed at any time. From the strip's menu, select "View Flight Plan(s)".

A screenshot of a flight plan viewing interface. At the top, there is a blue header bar with '0001' and a 'Back' button. Below this is a table with columns: Recall No., Flight No., Origin, Dest., Date Generated, and Filing. The first row contains: 006545, 0001, CYYC, CYEG, 2013-04-22 13:06:12. Below the table are several buttons: 'Load Flight Plan', 'Save As', 'Email', 'Print', 'File with ATC', 'Uplink to GDC', and 'Uplink to ARINC'. The main content area displays text: 'CTOREQ 51758A186E6647.43150715', 'RECALL 006545', 'WARNING - Selected profile 78 changed to LRC', 'WARNING - Route to Alternate Exceeds GREAT CIRCLE distance by 62%', and 'FOR ADDITIONAL FLIGHT PLANS INFORMATION OR QUESTIONS CONTACT SKYPLAN 1-800-661-9189 // 1-403-275-2511 // OPS@SKYPLAN.COM'.

The most recently generated flight plan is loaded by default, and all associated flight plans are listed in a table above the document.

To review another flight plan, click the corresponding recall number.

Click on the appropriate Action button to do the following:

**Load Flight Plan:** Select this button to load the currently selected flight plan details into the flight planning screen of WebCTO. You can make additional adjustments and request a new flight plan (if required).

**Save As:** Saves the flight plan as a text document.

**Email:** Send the text flight plan to an email address.

**Print:** Print the text flight plan to a local/networked attached printer.

### **Filing Flight Plans**

Filing flight plans from the operations board can be done either at the time of flight plan generation, or at a later time in the “View Flight Plan(s)” page.

Select the appropriate center you wish to file the flight plan with, and confirm your selection. Once the filing is complete, you should see the text representation of the filing which can be viewed under the “Filing” column in the table of the Flight Plan view.

## 5. Aircraft Schedules

### Overview

The “Schedules” function allows you to build short or long-term schedules and apply them to your daily Operations (used in the Operations Board). The system is based on two components:

- Managing Schedules
- Assigning Schedules

The “Managing Schedules” function allows you to build schedules using a User-friendly Graphical Interface. The process involves:

- Creating one or more Schedule Groups (programs).
- Add one or more Schedules to a Schedule Group (Aircraft rotation).

Once your schedules have been built, the “Assigning Schedules” function is used to activate them for use in the Operations Board.

The Scheduling functions for the operations board is only available to authorized schedulers or operators and can be accessed by clicking on the “Schedules” buttons from the WebCTO tabs.

### Managing Schedule Groups

Schedule groups are used to organize related flights, categorizing regular flights to be applied to specified aircraft. Each operations board comes with a default group which cannot be modified or deleted. To access the schedule groups, select “Manage Groups” from within the schedules page.



#### Creating a new group:

NEW GROUP

\*Group Name  \*Room Demo Airways

Add Group

Enter a unique name for the group, and select the Room (If applicable) for the group and click “Add Group”. The newly created group should now appear in the Scheduled Groups portion. Similarly, to modify the group name and/or room



assignment, click the respective “edit” button beside the group listing and update the information and select “Update”.

### Deleting a group:

To delete a group, simply press the “delete” button located next to the group listing.

## Managing Schedules

Once satisfied with the schedule groups you can begin adding the actual flight schedules and assign it to your groups.

### New Schedule:

In the Schedules tab, select “New Schedule”. This opens a new window with the schedule creator where you can begin adding the flight information as if you were creating a new strip.

*Flight Number	<input type="text"/>	*Group	Demo Airways - Default Group ▾
*Origin	<input type="text"/>	*Destination	<input type="text"/>
*Departure (scheduled)	<input type="text"/>	*Arrival (scheduled)	<input type="text"/>
*Scheduled Days (if none are checked, all days are used)			
Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>
Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>
Fri	<input type="checkbox"/>	Sat	<input type="checkbox"/>
Sun	<input type="checkbox"/>		
Create Schedule		Close	

Select the **Group** you wish to categorize the schedule under.

For **Scheduled Days**, select the days in which the flight will be operating, or leave all of the boxes unchecked which defaults to use all the days of the week.

*Note: Schedule times and days are based on GMT/Zulu time and must be taken into consideration while building the schedules.*

Once all the information is entered, click “Create Schedule” and check for the confirmation that the schedule has been updated. The previously entered information will remain in the schedule editor to allow you to make slight adjustments for a new flight if necessary.

All of the schedules are displayed in the main Schedules tab. Ensure all information is correct to limit potential errors.

### Editing Schedules:

To edit a schedule, from the main Schedules window click on the corresponding flight number which will open the schedule editor where you can then make any changes.

Flight Number	Origin	Destination	Departure	Arrival	Scheduled Days	Aircraft	Option
<b>Demo Airways - Default Group</b> <input type="checkbox"/>							
<a href="#">XXSBL7</a>	CYYC	CYVR	0200	0314	M,W,F,SA	GCTW / 04-05	<input type="checkbox"/>
<a href="#">xxs1</a>	cyyc	cyeg	1200	1300	M,TU,W,TH,F,SA,SU	K027 / 04-05	<input type="checkbox"/>
<a href="#">sun123</a>	cyyc	cymm	1200	1310	M,TU,W,TH	119 / 04-15	<input type="checkbox"/>
<a href="#">xxsbla1</a>	yyc	yvr	2000	2114	SU,M,TU,W,TH,F,SA	K027 / 04-05	<input type="checkbox"/>
<a href="#">xxsbla2</a>	yvr	yyc	2130	2244	SU,M,TU,W,TH,F,SA	K027 / 04-05	<input type="checkbox"/>
<a href="#">xxsbla3</a>	yyc	yvr	2300	0014	M,TU,W,TH,F,SA,SU	K027 / 04-05	<input type="checkbox"/>

Click to Expand the Schedule Group

Click on the FlightNo to edit the Flight Schedule

\*Flight Number  \*Group

\*Origin  \*Destination

\*Departure (scheduled)  \*Arrival (scheduled)

\*Scheduled Days (if none are checked, all days are used)  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun

Press "Update" to save changes to the schedule.

**Deleting Schedules:**

To delete a schedule or schedules, select the checkbox under the "Option" heading for the schedules you wish to delete, then select the radio button "Delete Schedule" in the bottom pane ("With Selected") and press "Submit".

**Assigning Schedules to Aircraft**

To apply schedules to a specific aircraft, select the appropriate schedules (or to select an entire group, check the box listed in the group heading), select the radio button "Apply to aircraft" and the appropriate aircraft from the dropdown menu and specify the range of days you wish to apply the schedule for and click "Submit".

With Selected:

Apply to aircraft:

Revoke from aircraft:

between the days of:  and

Delete schedule

*Notes:*

- Flight strips will not get plotted on days that are not listed in the "Scheduled Days" field of the schedule
- You can apply schedules up to a month in advanced

- *If you specify the first day which is lower than the current day, the system assumes to plot them the next month*
- *If you specify the second day number lower than the first in the range, the system assumes to apply it up to the specified date of the next month*
- *If there are any conflicts while plotting the strips, the system will not plot them but will attempt to plot all the strips that are valid*

Applying schedules will attempt to populate the operations board with all the flights associated with the selected schedules. Check the Operations Board to ensure the Schedule(s) are appearing in the right dates and times.



## 6. Flight Plan

### Overview

This section describes all the Fields that are used to request and produce a computer generated optimized Flight Plan. The Fields are listed as they appear on the Flight plan request form.

In order to meet your particular Flight Planning requirements, some data must be pre-loaded into Skyplan's Flight Planning system to ensure that your flight plans meet your Company requirements:

- Reserve Policy
- Fixed Fuels (Hold, Additional, etc.)
- Flight Plan format
- Fixed routes
- Aircraft operating parameters/characteristics
- Etc.

The Flight Planning form is divided into multiple tabs:

- Flight Plan (for the most common inputs)
- Fuel/Aircraft
- Route
- Weather
- ETP/ETOPS
- Secondary

Please refer to the following manuals for additional information relating to Skyplan's Flight Planning System:

- "CTO Flight Planning – User Manual" for a discussion about Flight Planning concepts.
- "Flight Planning Errors and Warnings" for a description of all the Error/Warning Messages returned from Skyplan's Flight Planning System.
- "Generic Aircraft Database" for a list of all the aircraft types supported by Skyplan's Flight Planning System.

Click on the "WebCTO" icon (from the Client Area) to request a Flightplan.

## Flight Plan - STANDARD

The following describes the various fields on the STANDARD portion of the Flight Plan request form:

### Flight Number

This field contains the Flight Number (prefixed by the Airline Code) to be used for the Flight Plan. Entering "TEST" will request a short plan (i.e.: for testing only - ICAO Flight Plan is not generated). Flight Number is used in conjunction with the Airline Code to produce the Flight Number on the ICAO Flight Plan (i.e.: XYZ0001).

Example: XYZ0001 (specifies Flight Number)  
 XYZTEST (TEST Flight Plan request)

### Origin

This field contains the designator in ICAO/IATA or FAA format for the Originating Airport. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Example: YYC (specify Origin Airport in IATA format)  
EGKK (specify Origin Airport in ICAO format)

### **Destination**

This field contains the designator in ICAO/IATA or FAA format for the Destination Airport. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Example: YYZ (specify Destination Airport in IATA format)  
CYYZ (specify Destination Airport in ICAO format)

### **Estimated Departure**

This field contains the Estimated Time of Departure for the flight in GMT. When requesting from a Flight Strip, the time will be automatically loaded from the Flight Strip ETD.

Example: 22:00

### **Flight Day**

Default is the Current Date. This field is used to override the Default Flight Day with the Actual Flight Date. The Flight Day cannot be less than 2 days or more than 4 days from the Current Date

Example: 12

### **Parameter File**

Default is your 3-letter ICAO Airline code. This field is used to specify what Airline Specific Parameters are to be used when computing the Flight Plan. These Parameters are:

- Flight Plan Format
- Domestic US ATC Code
- En-route Lookdown Capability
- NAT Track Step Climb Capability
- Print EET for ATC Waypoints
- Print Compulsory Waypoints
- Default Additional Fuel
- Domestic Reserve Policy
- International Reserve Policy

### **Payload**

Default is "0". This field is used to specify the actual payload. Total payload cannot exceed the Empty Zero Fuel Weight (EZFW) of the aircraft.

Click the "MAX" checkbox to let the system calculate the Maximum Payload to be carried.

Example: 80000 (set payload to 80000 Lbs.)  
Blank or 0 (set payload to 0)

## Route / Analysis Number

Default is "01" or Minimum Time Track (MTTA). This field is used to select a specific route structure. This route must be defined in Skyplan's Flight Planning system Route Database. The system will perform a Route Analysis on all the pre-built routes for the City Pair and sorts them in order of flying time (Analysis Route 01 is the shortest flying time).

To explicitly request the pre-built or company preferred route in the Route Database, prefix the route number with an "R" (i.e.: R03). If no routes are defined for the ORIG-DEST City Pair, the system will automatically create a Random Route and save it as RTE 01 (MTTA route structure).

This functionality allows the User to build, store, and retrieve their own route structures using a User-friendly Graphical interface.

By selecting the "**Man**" checkbox, you can build, store, and retrieve your own route structures using a User-friendly Graphical interface. Refer to the "Flight Plan – MANUAL ROUTING" section for detail information.

Example: 02 (use 2nd best route)  
A02 (same as RTE 02)  
R02 (use pre-built route 02)  
R99 (Manual Route)  
MTT (use Minimum Time Track route)  
DCT (use Direct route)

## Aircraft ID / Reg#

This field contains either the Aircraft's FIN Identification Number (normally the last 3 or 4 Digits of the Aircraft Registration) or the Aircraft's Registration Number for the actual Airframe to be used for the Flight.

Click the "Generic A/C List" link to select a predefined Generic Aircraft.

Example: 3GA (use FIN number)  
N823GA (use Registration number)

## Cruise Mode

Default as defined in the Aircraft Database. This field is used to override to default cruise mode of the aircraft (LRC-Long Range Cruise, a fixed Mach value, or a customized cruise mode).

Example: LRC (select Long Range Cruise mode)  
HSC (select High Speed Cruise mode)  
82 (select Mach .82 Cruise speed)

## Destination Alternate 1

Default is the closest Airport as defined in the Airport Alternates Database. This field is used to specify the designator in ICAO/IATA or FAA format for the desired Destination Alternate Airport. This airport must be defined in the Airport Alternates



Database. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Use "ISLD" to invoke the Island Fuel Reserve Policy. Use "NONE" to suppress the Alternate Calculation (i.e.: no alternate to be used).

Example: YUL (specify Alternate Airport in IATA format)  
EGDD (specify Alternate Airport in ICAO format)  
*Blank* (use closest Alternate Airport)  
ISLD (use Island Reserve Policy)  
NONE (no Alternate Calculation)

### **Alternate Maximum FL**

Default as defined in the Airport Alternates Database. This field is used to cap the flight at a particular altitude.

Example: 150 (capped at 15000 feet)  
*Blank* (no restriction on Flight Level)  
*UNL* (no restriction on Flight Level)

### **Destination Alternate 2**

Default is None. This field is used to specify the designator in ICAO/IATA or FAA format for a secondary Destination Alternate Airport. After you input the airport identification, the current Weather, Forecast, and NOTAMs will appear in the box at the bottom of the form.

Note: This airport must be defined in the Airport Alternates Database and be closer to the Destination Airport than the primary Destination Alternate

Example: YMX (specify Alternate Airport in IATA format)  
EGDE (specify Alternate Airport in ICAO format)  
*Blank* (do Not use a Secondary Alternate)

### **Maximum Flight Level**

Default is None. This field is used to cap the flight at a particular altitude.

Example: 150 (capped at 15000 feet)  
*Blank* (no restriction on Flight Level)

### **Take-off Alternate**

Default is None. This field is used to specify the designator in ICAO/IATA or FAA format for the appropriate Take-Off Alternate Airport. This airport cannot be more than 500 nautical miles (for 2 engine aircraft) or 1000 nautical miles (for 3 or more engine aircraft).

Example: YVR (specify Take-Off Alternate Airport)  
*Blank* (do not use a Take-Off Alternate)

### **Estimated Arrival**

This value contains the Estimated Time of Arrival for the flight in GMT.

Example: 1425

### **Flight Plan Format Number**

Default as specified in the Aircraft Database record (if defined) or selected Airline Parameter File. This field is used to override the default Flight Plan format to be used.

Example: 03

### **Flight Rules**

Default is "I" (IFR). This field is used to specify the flight rule for Air Traffic Control (ATC) purposes. The following types are available:

- "I" for Instrument Flight Rule (IFR)
- "V" for Visual Flight Rule (VFR)
- "Y" for IFR to VFR
- "Z" for VFR to IFR

### **Flight Type**

Default is "S" (Scheduled). This field is used to specify the type of flight for Air Traffic Control (ATC) purposes. Select from the following Flight Types:

- Scheduled ("S")
- Non-Scheduled ("N")
- General Aviation ("G")
- Military Airlift Command ("M")
- Other/Special Flight ("X")

### **Use Aircraft Reg. as ATC Flight No. (Y/N)**

Enter "Y" to instruct the system to use the aircraft's Registration Number as the Flight Number for Air Traffic Control Purposes. The system default is Airline Code/Flight Number.

### **ATC Remarks**

Default is None. This field is used to provide a remark in the ATC flight plan (ICAO item 18). This must be used when requesting the Flight Plan, not when filing the Flight Plan with ATC.

Example: Medivac Flight

## ATC Status

Default is None. This keyword is used to provide the reason for special handling by ATS in Item 18 of the ATC ICAO flight plan. This keyword must be used when requesting the Flight Plan, not when filing the Flight Plan with ATC.

Example: MEDEVAC (Life critical medical emergency evacuation)

## Wind Component

Default is Current Wind Forecast. This value is required if the ISA Deviation is provided. This field is used to specify the Wind Component to be used in calculating the Flight Plan.

Note: This option can only be used when requesting a Test Plan (FltNo=TEST).

Example: -5 (specifies a 5kt Headwind)  
15 (specifies a 15kt Tailwind)  
*Blank* (use Current Wind Forecast)

## ISA Deviation

This value is required if the Wind Component is provided. This field is used to specify the ISA Deviation to be used in calculating the Flight Plan.

Note: This option can only be used when requesting a Test Plan (FltNo=TEST).

Example: -3 (3 degrees colder than std dev)  
5 (5 degrees warmer than std dev)

## Wind Source

Default is Current Wind Model. This field is used to specify the Wind Model to be use when computing the Flightplan.

Note: Historical (or Average) Wind Models can only be used when requesting a Test Plan (FltNo=TEST).

Example: AVN (use the AVN model)  
M03 (use the March Wind Model)

## Flight Plan - FUEL / AIRCRAFT

The following describes the various fields on the FUEL / AIRCRAFT portion of the Flight Plan request form:

The screenshot shows the 'Fuel/Aircraft' section of the Skyplan interface. It includes a navigation menu at the top with tabs for 'Flight Plan', 'Fuel/Aircraft', 'Route', 'Weather', 'ETP/ETOPS', and 'Secondary'. Below this are 'Ops Board' and 'Schedules' tabs. The main heading is 'Fuel/Aircraft'. The form contains several input fields: 'Additional Fuel', 'Ramp Fuel', 'Minimum Landing Fuel', 'Tankerage/Extra' (with a 'MAX' checkbox), 'Hold Time', 'Hold Level', 'Reserve Policy', 'Reserve Fuel', 'Estimated Take-off Weight', 'Empty Operating Weight', 'Maximum Take-off Weight', 'Maximum Landing Weight', 'Zero Fuel Weight', 'EOW Configuration' (set to 'DEFAULT'), 'Cargo Weight', 'Passengers', 'Payload' (with a 'MAX' checkbox), 'Passenger Weight', 'Climb Bias', 'Cruise Bias', 'Descent Bias', 'Hold Bias', 'Circuit Time Origin', 'Taxi Time at Origin', and 'Circuit Time Destination'. A table for bias settings has columns for 'Percent', 'Fuel', and 'Time'. On the right, there is a 'SKYPLAN' logo, a toolbar with 'Save As', 'Load', and 'Load Template' buttons, and a 'Generate' button. Below the toolbar are 'Start Over' and 'Clear Page' buttons. At the bottom right, there is a 'Comments, Questions, Suggestions about WebCTO?' section with a text area and a 'Send' button.

### Additional Fuel

Default as defined in the Airline Parameter File. This field is used to specify the Additional Fuel required to allow for air traffic congestion, poor weather conditions, etc. The flight plan will be computed to ensure that the amount requested will be on board overhead destination.

Example: 5000 (set Addition Fuel to 5,000)  
 Blank or 0 (set to 0)

### Ramp Fuel

This field is used to specify to the Flight Planning system the Total Fuel on Board (FOB) before engine start-up. Not specifying this field will force the system to calculate the required Total Fuel based other values provided (such as: Payload, Additional Fuel etc.).

Example: 30000 (set Fuel on Board to 30,000)  
*Blank* (let system calculate FOB)

### **Minimum Landing Fuel**

Default as defined in the Aircraft Database. This field is used to override the Minimum Landing Fuel in required at destination.

Note: For safety reasons, this value cannot be less than the amount stored in the aircraft database.

Example: 14500 (set MLF to 14,500)

### **Tankering/Extra Fuel**

Default is "0". This field is used to specify the amount of fuel to be tankered. Click the "MAX" checkbox to instruct the system to calculate the maximum amount of Fuel that can be Tankered.

Note: Tankered fuel is generally shown as optional fuel.

Example: 10000 (set Tankering to 10,000)

### **Hold Time**

Default is 30 minutes. This field is used to override the default Hold Time (Fuel) over the Destination Airport.

Example: 45 (indicates 45 minutes of Hold fuel at Destination)

### **Hold Level**

Default is 1,500 feet. This keyword is used to override the default Hold Flight Level over the Destination Airport.

Example: 20 (indicates hold at FL020 over Destination)

### **Reserve Policy**

This field is used to override the default Reserve Policy, if defined, for the Aircraft (**ACFT**), or for the Airline (**APF**).

Click the "Policy List" link to select a predefined Reserve/Hold policy.

Example: 45 (45 Minutes at TOD Fuel Flow, No Hold)

### **Reserve Fuel**

This keyword is used to specify a Fixed Reserve Fuel.

Example: 1000 (set Reserve Fuel to 1,000)

### **Estimated Take-Off Weight**

Default is "0" (system will calculate). This value is used to specify the actual take-off weight to ensure the flight plan is computed correctly (i.e.: more fuel is on board because the destination was changed after the aircraft was fuelled).

Example: 145000 (set ETOW to 145000)

### **Empty Operating Weight**

Default is the Empty Operating Weight as selected (see Empty Operating Weight Configuration) from the Aircraft Database. This value is used to override the Empty Operating Weight (in 100s) of the aircraft for this flight plan only. It cannot be less than the minimum operating weight of the aircraft.

Example: 85000 (set EOW to 85,000)

### **Zero Fuel Weight**

Default is "0". This field is used to specify the Zero Fuel Weight of the aircraft including payload (in 100s). The system will calculate the Payload from the Aircraft's Empty Operating Weight. Use the "MAX" option to let the system calculate the Maximum Payload to be carried. Total payload cannot exceed the Empty Zero Fuel Weight (EZFW) of the aircraft.

Example: 80000 (set ZFW to 80,000)  
MAX (request Max Payload)  
Blank (set Payload to 0)

### **Maximum Take-off Weight**

Default is the Maximum Take-Off weight from the Aircraft Database. This value is used to override Maximum Take-Off Weight (in 100s) of the aircraft for this flight plan only (i.e.: maximum take-off weight limited due to runway length, temperature, altitude, etc).

Example: 140000 (set MTOW to 140,000)

### **Maximum Landing Weight**

Default is the Maximum Structural/Tankage Landing weight from the Aircraft Database. This field is used to override Maximum Landing Weight (in 100s) of the aircraft for this flight plan only. It cannot be more than the maximum Structural/Tankage Landing weight of the aircraft.

Example: 130000 (set MLW to 130,000)

### **EOW Configuration**

Default is "0". This field is used to select a different Empty Operating Weight Configurations available as *they pertain* to your aircraft database (i.e.: Passenger, Cargo, or Combi). Input must be 0, 1, or 2.

## **Cargo Weight**

Default is None. This field is used to specify the cargo weight. This field is used in conjunction with the Passenger (PAX) field.

Note: Use the Payload (PYLD) field as an alternative way of specifying Payload.

Example: 130000 (set MLW to 130,000)

## **Payload**

Default is "0". This field is used to specify the actual payload. Total payload cannot exceed the Empty Zero Fuel Weight (EZFW) of the aircraft.

Click the "MAX" checkbox to let the system calculate the Maximum Payload to be carried.

Example: 80000 (set payload to 80000 Lbs.)  
Blank or 0 (set payload to 0)

## **Passengers**

Default is "0". This keyword specifies the number of passengers.

Example: 50 (set passenger load to 50)

## **Passenger Weight**

This field specifies the average weight to use for each passenger. If not specified, the system uses a default weight of 200 Lbs for Imperial aircraft and 91 Kgs for Metric aircraft.

Example: 190 (Use average weight of 190 Lbs)

## **Climb Bias**

Default as specified in the Aircraft Database. These fields are used to override the bias for Climb fuel burn.

Example: 1.100 (indicates climb bias of +10%)

## **Cruise Bias**

Default as specified in the Aircraft Database. This field is used to override the bias for Cruise fuel burn.

Example: 1.050 (indicates cruise bias of +5%)

### **Descent Bias**

Default as specified in the Aircraft Database. These fields are used to override the bias for Descent fuel burn.

Example: 0.900 (indicates a descent bias of -10%)

### **Hold Bias**

Default as specified in the Aircraft Database. These fields are used to override the bias for Hold fuel burn.

Example: 1.250 (indicates a hold bias of +25%)

### **Circuit Time at Origin**

Default as specified in the Airport Database. This field is used to override the Circuit Time at the origin airport (in minutes). The time value cannot exceed 20 minutes.

Example: 10 (indicates 10 minutes at Origin)

### **Circuit Time at Destination**

Default as specified in the Airport Database. This field is used to override the Circuit Time at the destination airport (in minutes). The time value cannot exceed 20 minutes.

Example: 10 (indicates 10 minutes at Destination)

### **Taxi Time at Origin**

Default as specified in the Airport Database. This value is used to override the Taxi Time (in minutes). The time value cannot exceed 60 minutes.

Example: 10 (indicates 10 minutes of Taxi time at Origin).



## Flight Plan – ROUTE

The following describes the various fields on the ROUTE portion of the Flight Plan request form:

The screenshot shows the 'ROUTE' tab of the Skyplan interface. The top navigation bar includes 'Flight Plan', 'Fuel/Aircraft', 'Route', 'Weather', 'ETP/ETOPS', and 'Secondary'. Below this, there are 'Ops Board' and 'Schedules' buttons. The main heading is 'Route'. The form contains several sections: 'Route/Analysis Number' (text input), 'Altitude Compliance Check' (dropdown), 'Route Analysis Cruise Speed' (text input), 'Flight Plan Only' (radio button), 'Route Analysis Only' (radio button), 'Flight Plan with Route Analysis' (radio button), 'Include Track Routes' (checkbox), 'FIR Avoidance' (text input), and 'Specify Track Structure' (dropdown). The 'Route VIA WayPoints' section has a text input with the instruction 'Seperate waypoints with a space'. Below this is a 'Manual Routing' section with a large text input. The 'Reclear Point', 'Reclear Dest', and 'Reclear Altn' fields are text inputs. The 'Altitude Profile' is a text input. The 'Captain', 'Flight Engineer', 'First Officer', and 'Dispatcher' fields are text inputs. The 'Dispatcher' field has the value '0'. The 'Flight Plan Remarks' section has a large text input. On the right side, there is a 'SKYPLAN' logo and a sidebar with buttons for 'Save As Template', 'Load Previous Template', 'Load Template', 'Generate', and 'Send'. There are also 'Start Over' and 'Clear Page' buttons. At the bottom right, there is a 'Comments, Questions, Suggestions about WebCTO?' section with a text input and a 'Send' button. The 'Addresses' field contains 'webcto;anb' and the 'Priority' field has five stars.

### Route / Analysis Number

Default is "01" or Minimum Time Track (MTTA). This field is used to select a specific route structure. This route must be defined in Skyplan's Flight Planning system Route Database. The system will perform a Route Analysis on all the pre-built routes for the City Pair and sorts them in order of flying time (Analysis Route 01 is the shortest flying time).

To explicitly request the pre-built or company preferred route in the Route Database, prefix the route number with an "R" (i.e.: R03). If no routes are defined for the ORIG-DEST City Pair, the system will automatically create a Random Route and save it as RTE 01 (MTTA route structure).

This functionality allows the User to build, store, and retrieve their own route structures using a User-friendly Graphical interface.

By selecting the “**Man**” checkbox, you can build, store, and retrieve your own route structures using a User-friendly Graphical interface. Refer to the “Flight Plan – MANUAL ROUTING” section for detail information.

Example: 02 (use 2nd best route)  
A02 (same as RTE 02)  
R02 (use pre-built route 02)  
R99 (Manual Route)  
MTT (use Minimum Time Track route)  
DCT (use Direct route)

### **Route Analysis Cruise Speed**

This field specifies a fixed Mach value to be used during the Route Analysis. If omitted, the Route Analysis will assume the fixed Mach specified by the Cruise Mode (CRZ) field. If this cruise setting is not a fixed speed, the Route Analysis will use the default fixed Mach setting for the aircraft type.

Example: 80 (Mach .80)

### **Flight Plan Only**

Click this Radial button to return only the Flightplan (the Default behavior).

### **Route Analysis Only**

Click this Radial button to request a Route Analysis Listing of all the pre-stored routes for the city pair you are flight planning. The Route Analysis will sort the routes in order of flight time for the forecast wind and temperature conditions for your ETD. No Flight Plan will be generated.

### **Flight Plan with Route Analysis**

Click this Radial button if you want to have the system generate the Flight Plan along with the Route Analysis Listing.

### **Include Track Routes**

Click this checkbox if you want to have the system include a list of Track routes for a selected Track Structure (i.e.: North Atlantic Tracks – NAT).

### **Specify Track Structure**

Select the desire Track structure (i.e.: North Atlantic Tracks – NAT).

### **Altitude Compliance Check**

Default is “N” (No check). This field is used to enable the Altitude Compliance Check feature. Input must be “Y” to check using MEA, “R” to check using MORA, or “C” to check using MOCA.

## **FIR Avoidance**

Default is "None". This field is used to request a Route which avoids a list of FIRs (max 3). If a Fixed Route is requested (ie: RTE R01), the system will perform a compliance check and report any FIRs which the route overflies. If a Random Route is requested (MTTA), the system will attempt to generate a route which avoids the requested FIRs.

Note: FIR avoidance will make a best effort to route around the specified FIR(s), but complete avoidance of the FIR(s) is not guaranteed.

## **Route VIA Waypoints**

This field is used to request a Random Route via one or more waypoints. The route between each specified waypoint will be a Random Route computed by the system. If the waypoint you wish to use is not a unique waypoint, you must provide the country code and possibly the type of waypoint when specifying the waypoint name. This occurs if a waypoint of the same name appears in more than one country, or there is a VOR and an NDB waypoint by the same name.

Valid Waypoint Types are:

- V: VOR Waypoint
- N: NDB Waypoint
- E: En-route Waypoint

Note: Each Flight Plan request which uses the VIA keyword causes the system to re-compute the Random Route with the requested VIA waypoints. If you have a requirement to use the same VIA waypoint(s) for a given City-pair routing in future flights, we recommend this routing be added to your Route Database. This will speed up the processing of subsequent flight plan requests for this City-pair.

Example: DAGTY (Unique Waypoint)  
YBR-CY (Waypoint in Country CY)  
LAO-RP-V (VOR Waypoint in Country RP)  
33N110W (Use a Lat/Long Coordinate)

## **Manual Route**

This field is used to request a user specified Route via one or more waypoints/airways. Please refer to the RTEMAN keyword in the "CTO Flight Planning - User Manual" for information on how to use this feature.

Example: HUSAR.J504.YDR..VBI.J500.SSM-CY.MTTA.YMS-CY

## **Reclear Point**

Default is None. This field is used to specify the en-route waypoint from which a re-clearance is to be computed. The specific waypoint used MUST be on the actual route of flight.

Example: ABR (specify Reclear Waypoint)

### **Reclear Dest**

This field is required if you specify a "Reclear Point". It specifies the Reclear or En-route diversion airport (in IATA or ICAO format).

Example: YWG (specify Reclear Destination)

### **Reclear Altn**

This field specifies the Reclear Alternate airport (in IATA or ICAO format).

Example: YPG (specify Reclear Alternate)  
*Blank* (use closest Alternate Airport)

### **Altitude Profile**

Default is None. This field is used to provide a desired flight level for the flight plan between specific waypoints along the planned route. Use "OPT" to let the system determine the optimum altitude.

Example: GTK 280  
(Attempt to achieve altitude of FL280 from waypoint GTK to Destination)

GTK 310 COSMO  
(Attempt to achieve altitude of FL310 from waypoints GTK to COSMO)

GTK 310 COSMO OPT BARTS 290  
(Attempt to achieve altitude of FL310 from waypoints GTK to COSMO, optimal altitude from waypoints COSMO to BARTS, FL290 from waypoints BARTS to Destination)

### **Captain**

Default is None. This value is used to identify the Captain of the Flight.

Example: 1024 (specify Captain Code)  
Fred (specify Captain Name)  
Smith 00124 (specify Captain Name and Employee Number)

### **First Officer**

Default is None. This field is used to identify the First Officer of the Flight.

Example: 1025 (specify First Officer Code)  
Tom (specify First Officer Name)  
Lefty 00125 (specify First Officer Name and Employee Nbr)

### **Flight Engineer**

Default is None. This value is used to identify the Flight Engineer of the Flight.

Example: 1026 (specify Flight Engineer Code)

John (specify Flight Engineer Name)  
Norton 00126 (specify Flight Engineer Name and Employee Nbr)

### **Dispatcher**

Default is "9999" (Sita Interface). This field is used to identify the dispatcher who requested the Flight Plan. You can specify your pre-stored dispatcher code or your name.

Example: 1027 (specify Dispatcher Code)  
Fred (specify Dispatcher Name)  
Smith 00127 (specify Dispatcher Name and Employee Nbr)

### **Flight Plan Remarks**

Default is None. This field is used to provide a remark to be printed in the body of the flight plan (usually at the top of the plan).

Example: ATTN CAPT OF FLT ABC001

## Flight Plan – WEATHER

The following describes the various fields on the WEATHER portion of the Flight Plan request form:

Weather Briefing to include with Flight Plan

Do Not Include Weather Briefing

METAR / TAF

METAR / TAF / NOTAMS (orig/dest/alt/enroute/reclear destination alternate)

METAR / TAF / FD

METAR / TAF / FD / NOTAMS (orig/dest/alt/enroute/reclear destination alternate)

METAR / TAF / NOTAMS (dest/alt/enroute/reclear destination alternate)

METAR / TAF / NOTAMS (orig/alt/enroute/reclear destination alternate)

METAR / FC / TAF

METAR / FC / TAF / NOTAMS (orig/dest/alt/enroute/reclear destination alternate)

Use Customer Weather Briefing

Use the Following Customer Weather Briefing

En-route Weather (En-route Weather Airports)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments, Questions, Suggestions about WebCTO?

Please enter a detailed description of any information you feel would be useful to the development of WebCTO.

Thanks!

Addresses

Priority

### Weather Briefing to Include with Flight Plan

Default is None. Click on the desired Radio button to request a Weather/NOTAMS briefing with the Flight Plan. Standard Weather information will be provided for:

Standard Weather Briefings cover:

- Originating Airport
- Take-off Alternate Airport (if specified)
- Destination Airport
- Destination Alternate Airport(s)
- En-route Airport(s) (if specified)
- Reclear Destination/Alternate Airports (if specified)

The following standard WX Briefings are available:

- 1) SA/FT for all stations
- 2) SA/FT for all stations  
NOTAMs for Orig/Dest/Altn/Enrt/Reclear Dest-Altn
- 3) SA/FT/FD for all stations
- 4) SA/FT/FD for all stations  
NOTAMs for Orig/Dest/Altn/Enrt/Reclear Dest-Altn
- 5) SA/FT for all stations  
NOTAMs for Dest/Altn/Enroute/Reclear Dest-Altn
- 6) SA/FT for all stations  
NOTAMs for Orig/Altn/Enroute/Reclear Dest-Altn
- 7) SA/FC/FT for all stations
- 8) SA/FC/FT for all stations  
NOTAMs for Orig/Dest/Altn/Enrt/Reclear Dest-Altn

### **Use The Following Customer Weather Briefing**

If “Use Customer Weather Briefing” is checked, enter one or more standard and custom weather briefings (to a maximum of 6 briefings) to be included with the Flight Plan. Contact Skyplan to have your custom weather briefing created and saved.

Example: BRIEF1            (use customer WX Briefing)  
          1 BRIEF2            (use both standard and customer WX Briefings)

### **En-route Weather**

These fields are used to specify En-route WX Airports.

## Flight Plan – ETP / ETOPS

Equal Time Points can be requested in the Flight Plan that takes into consideration either the Fuel requirements for a "Loss of Engine/Driftdown" scenario, or for a "Decompression/Emergency Descent to 10,000ft" scenario.

The following describes the various fields on the ETP / ETOPS portion of the Flight Plan request form:

The screenshot shows the SKYPLAN web interface for the ETP/ETOPS section. At the top, there are navigation tabs: Flight Plan, Fuel/Aircraft, Route, Weather, ETP/ETOPS (selected), and Secondary. Below these are sub-tabs: Ops Board and Schedules. The main content area is titled "ETP" and contains several form fields and checkboxes. On the right side, there is a sidebar with a SKYPLAN logo, a toolbar with buttons for Save As, Load Previous, Load Template, Generate, and Send, and a feedback section with a text area and a Send button.

**ETP**

En-Route WX/ETP Airports


Calculate ETP Policy  Calculate O<sub>2</sub> Scenario

Calculate 3-ETP Type

Cruise Mode

O<sub>2</sub> Altitude

O<sub>2</sub> Duration

Final Altitude

ETP  3-ETP

**ETOPS**

ETOPS Route Compliance Stations


ETOPS Route Compliance Time

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[FPREQ User Manual](#)  
[Warnings and Errors](#)  
[Generic Aircraft List](#)

Comments, Questions, Suggestions about WebCTO?

Please enter a detailed description of any information you feel would be useful to the development of WebCTO.

Thanks!

Addresses

Priority

### En-Route WX/ETP Airports

These fields are used to:

- Request 1-3 ETP Airport pairs (when "Calculate ETP" is checked).
- Specify 1-6 Airports for on-route Weather (when "Calculate ETP" is un-checked).



### **Calculate ETP**

Click this checkbox to instruct the system to perform an Equal Time Point calculation using the ETP Airports specified above. The system will use the Customer's default ETP Policy.

### **Policy (ETP)**

This field is used to instruct the system to use a specific Equal Time Point calculation using the ETP Airports specified above. Contact Skyplan before using this feature.

### **Calculate 3-ETP**

Click this checkbox to instruct the system to generate a Flight Plan with 3 Equal Time Point scenarios using the ETP Airports specified above. Please refer to the ETOP keyword in the "CTO Flight Planning - User Manual" for information on how to use this feature.

### **Type (3-ETP)**

This field is used to instruct the system to use a specific 3-ETP scenario using the ETP Airports specified above. Please refer to the ETOP keyword in the "CTO Flight Planning - User Manual" for information on how to use this feature.

### **Calculate O2 Scenario**

Click this checkbox to instruct the system to perform an Oxygen Depressurization Equal Time Point calculation using the ETP Airports specified above.

### **Cruise Mode (O2 Scenario)**

Default is LRC. This field is used to specify the Cruise Speed to be used for the Oxygen Depressurization ETP / 3-ETP calculations.

### **O2 Altitude (O2 Scenario)**

Default is FL230. This field is used to specify the Initial Level-Off Altitude to use for the Oxygen Depressurization ETP / 3-ETP calculations.

### **O2 Duration (O2 Scenario)**

Default is 30 minutes. This field is used to specify the Oxygen Duration (in minutes) to use for the Oxygen Depressurization ETP / 3-ETP calculations.

### **Final Altitude (O2 Scenario)**

Default is FL100. This field is used to specify the Final Level-Off Altitude to use for the Oxygen Depressurization ETP / 3-ETP calculations.

### **ETP / 3-ETP (O2 Scenario)**

Click the appropriate Radial button to select the type of Oxygen Depressurization calculation.

### **ETOPS Route Compliance Stations**

These fields are used to specify up to 12 airports along the selected route.

### **ETOPS Route Compliance Time**

This field is used to override the aircraft's default ETOPS time (in minutes). The value cannot be greater than the ETOPS time defined for the aircraft in the Aircraft Database.

## Flight Plan – SECONDARY FLIGHT PLAN

The following describes the various fields on the SECONDARY FLIGHT PLAN portion of the Flight Plan request form:

The screenshot displays the 'Secondary' tab of a flight planning software interface. The main content area is blue and features the title 'Secondary' in large black font. Below the title are three radio button options: 'No Secondary' (selected), 'Auto Secondary', and 'User Defined Secondary'. A large, empty light blue rectangular box is positioned at the bottom of the main content area.

On the right side of the interface, there is a vertical sidebar. At the top of this sidebar is the 'SKYPLAN' logo, which consists of a stylized globe with radiating lines. Below the logo is a control panel with several buttons: 'Save As Template', 'Load Previous', 'Load Template', 'Generate', and 'Send'. There are also navigation arrows and buttons for 'Start Over' and 'Clear Page'. Below the control panel, there is a 'Powered by SKYPLAN.COM' badge and a box containing links for 'FPREQ User Manual', 'Warnings and Errors', and 'Generic Aircraft List'. At the bottom of the sidebar, there is a section for user feedback titled 'Comments, Questions, Suggestions about WebCTO?'. This section includes a text input field with a placeholder message: 'Please enter a detailed description of any information you feel would be useful to the development of WebCTO.' Below the input field is a 'Thanks!' message and an 'Addresses' field containing the text 'webcto;anb'. At the very bottom of the sidebar is a 'Priority' field with five stars and a 'Send' button.

## Automatic Secondary

Flight Plan Fuel/Aircraft Route Weather ETP/ETOPS Secondary

Ops Board Schedules

# Secondary

No Secondary      Auto Secondary Type

Auto Secondary

User Defined Secondary

## Automatic Secondary

Click this Radial button to instruct the system to calculate Automatic Secondary Flight Plans. When requested, the default Secondary Flight Plans are:

- Secondary 1 – Use Next Lowest Flight Level
- Secondary 2 – Use Initial Flight Level

## Automatic Secondary Type

Use this field to instruct the system to calculate a specific set of Automatic Secondary Flight Plans. Please refer to the AUTOSEC keyword in the “CTO Flight Planning - User Manual” for information on how to use this feature.

## User Defined Secondary

Flight Plan Fuel/Aircraft Route Weather ETP/ETOPS Secondary

Ops Board Schedules

# Secondary

No Secondary  
 Auto Secondary  
 User Defined Secondary

## Secondary Flight Plans [Add Another](#) [Clear Page](#)

Cruise Mode	<input type="text"/>	Route/Analysis #	<input type="text"/>
Dest. Alternate 1	<input type="text"/>	Route VIA WayPts	<input type="text"/>
Dest. Alternate 2	<input type="text"/>		
Max Flight Level	<input type="text"/>	Manual Routing	<input type="text"/>
Payload	<input type="text"/>		
Calc. Max Payload	<input type="checkbox"/>	Altitude Profile	<input type="text"/>

## User Defined Secondary

Click this Radial button to instruct the system to calculate one (1) User defined Secondary Flight Plan.

## Secondary Flight Plans

You can specify any of the following values:

- Cruise Mode
- Destination Alternates
- Maximum Flight Level
- Specify Payload
- Calculate Max Payload
- Route / Analysis Number
- Route Via Waypoints
- Manual Routing
- Altitude Profile

Click the “Add Another” link to request more than one (1) User Defined Secondary.

## Flight Plan – ATC FILING

### Filing Method 1

Once the Flight Plan has been run and returned to you, you can file it as follows:

Go Back	Print	Email	Save	File By:	GDC	ARINC	ATC	Finish
---------	-------	-------	------	----------	-----	-------	-----	--------

CTOREQ 516F0B648C1375.84850883  
RECALL 009135

FOR ADDITIONAL FLIGHT PLANS INFORMATION OR QUESTIONS CONTACT SKYPLAN  
1-800-661-9189 // 1-403-275-2511 // OPS@SKYPLAN.COM

FLIGHT : XXS0001 APR/18/2013 FMT: XXS-01

ITINERARY : CYYC ETD 0100Z CYYZ ETA 0236Z  
ACTUAL : ETD 0100Z ETA 0426Z

AIRCRAFT : XL545X BD700-1A10 UNITS-LBS  
ID : L545  
CRUISE : LRC  
MEL-CDL / ACFT NOTES NIR

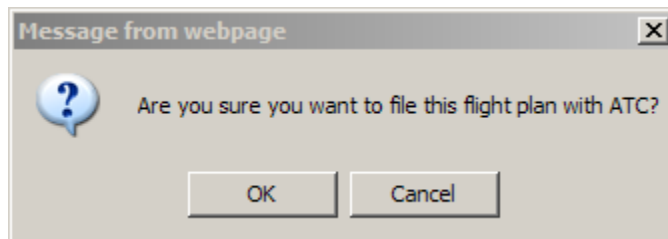
CAPTAIN : FIRST OFFICER :  
ACM : DISPATCHER : SITA INTERFACE

FLIGHT PLAN REMARKS:

FUEL SUMMARY: WEIGHTS:

	FUEL	TIME	DIST	PLAN	ACT	STRUCT	PERF
						LIMIT	LIMIT
POA CYYZ	008112	03.03	1461	OEW	050600		
ALT CYTZ	001000	00.03	0010	PYLD	000000		
HOLD	001203	00.30		EZFW	050600	056000	
RESERVE	000739	00.17		FOB	011195	043350	
ADDITIONAL	000000	00.00		TXWT	061795	095250	
REQUIRED	011054	03.53		TOW	061712	095000	086712
EXTRA	000058	00.01		LGW	053600	078600	078600
TAXI	000083	00.05					
TOTAL	011195	03.59					
CLIMB	001639	00:16	0105				
DESCENT	000416	00:19	0126				

- Click the “ATC” button.

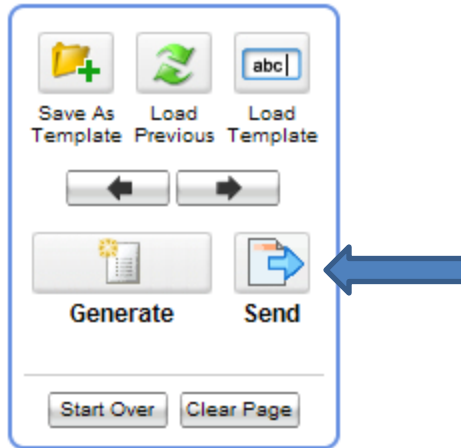


- Click the “OK” button to file the Flightplan with ATC.

## Filing Method 2

Once the Flight Plan has been run, you can file it at a later time as follows:

- Click the “Send” button.



- Fill in the “Recall Number” and click the “File” button.

Or

Fill in the “Flight Number”, “Origin”, “Airline Parameter File”, “Flight Day” and click the “File” button.

Note: You can also provide additional ATC (AFTN) addresses as required.

### ATC Filing

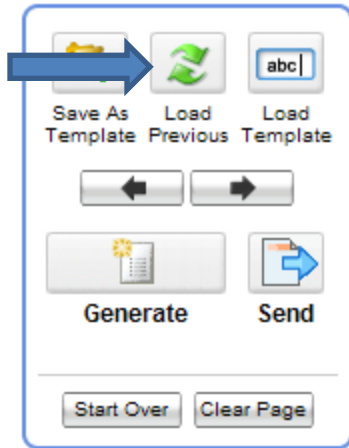
If you have previously submitted your Flight Plan but you choose to File it with ATC at a later time, you can File it from this page either by the RECALL number on the Flight Plan or with the details of your Flight. Flight Number should include ALC+FLTNO.

Recall Number:	<input type="text"/>	<input type="button" value="File"/>	Flight Number:	<input type="text"/>	<input type="button" value="File"/>
			Origin:	<input type="text"/>	
			Airline Parameter File:	<input type="text"/>	
			Flight Day (ZULU):	<input type="text"/>	
Additional ATC Centres:					
AFTN/ADIS Addresses only	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## ATC Filing Message

Once the Flight Plan has been filed, it can be displayed as follows:

- Click the “Load Previous” icon



- Click the “ATC” link on the desired flightplan (row).

Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
008870	XXS0001	YYC	YYZ	2013-04-17 15:13:58	<a href="#">FP</a>
008869	XXS0001	YYC	YYZ	2013-04-17 15:05:24	<a href="#">FP</a>
008868	XXS0001	YYC	YYZ	2013-04-17 14:54:29	<a href="#">FP</a>
008867	XXS0001	YYC	YYZ	2013-04-17 14:47:47	<a href="#">FP</a> <a href="#">ATC</a>

Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
008867	XXS0001	YYC	YYZ	2013-04-17 14:47:47	<a href="#">FP</a> <a href="#">ATC</a>

[Go Back](#) [Print Page](#) [Email Page](#) [Save As](#) [Load FP](#) [Uplink](#)

[Delay](#) [Cancel](#)

```

CTOREQ 516F0A9B707462.07087712
SKYPLAN FP SYSTEM - ATC FILING

FLIGHT FILED WITH THE FOLLOWING ATC CENTERS:
CZEGZQZX CZWGZQZX CZYZZQZX

ATC FLIGHT PLAN:
(FPL-XXS0001-IS
-GLEX/M-DGHIWXY/S
-CYYC0100
-N0469F450 STAMS YYC DCI YWG DCI VBI DCI 48N090W DCT YVU J531 YMS
FLINE2
-CYYZ0303 CYTZ
-REG/XL545X EET/CZEG0022 CZWG0026 YWG0121 VBI0136 KZMP0153
CZWG0157 KZMP0201 CZYZ0237 OPR/SKYPLAN PER/C)

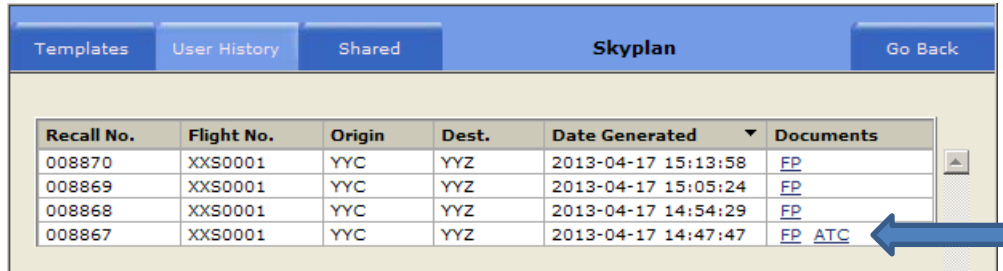
RECALL NO: 008867
    
```



## ATC Filing – Delay

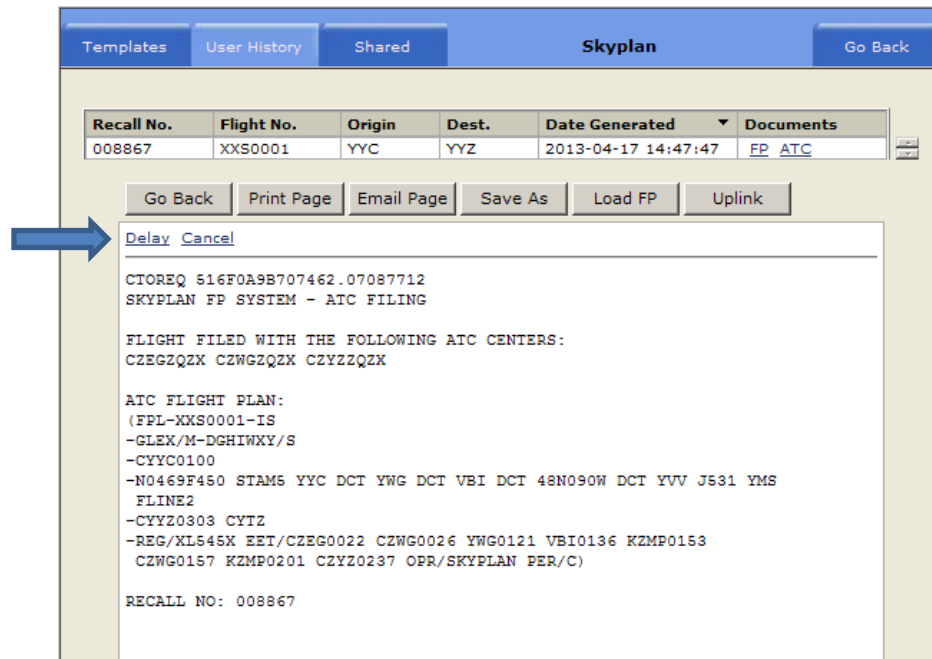
Once the Flight Plan has been filed with ATC, it can be delayed as follows:

- Click the “ATC” link on the desired flightplan (row).



Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
008870	XXS0001	YYC	YYZ	2013-04-17 15:13:58	<a href="#">FP</a>
008869	XXS0001	YYC	YYZ	2013-04-17 15:05:24	<a href="#">FP</a>
008868	XXS0001	YYC	YYZ	2013-04-17 14:54:29	<a href="#">FP</a>
008867	XXS0001	YYC	YYZ	2013-04-17 14:47:47	<a href="#">FP</a> <a href="#">ATC</a>

- Click the “Delay” link.



Go Back Print Page Email Page Save As Load FP Uplink

[Delay](#) [Cancel](#)

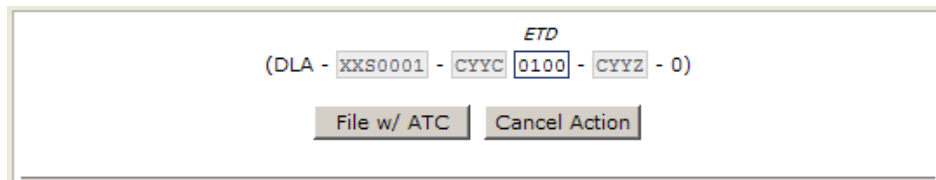
CTOREQ 516F0A9B707462.07087712  
SKYPLAN FP SYSTEM - ATC FILING

FLIGHT FILED WITH THE FOLLOWING ATC CENTERS:  
CZEGZQZX CZWGZQZX CZYZZQZX

ATC FLIGHT PLAN:  
(FPL-XXS0001-IS  
-GLEX/M-DGHIWXY/S  
-CYC0100  
-N0469F450 STAMS YYC DCT YWG DCT VBI DCT 48N090W DCT YVU J531 YMS  
FLINE2  
-CYYZ0303 CYTZ  
-REG/XL545X EET/CZEG0022 CZWG0026 YWG0121 VBI0136 KZMP0153  
CZWG0157 KZMP0201 CZYZ0237 OPR/SKYPLAN PER/C)

RECALL NO: 008867

- Revise the ETD and click the “File w/ATC” button.

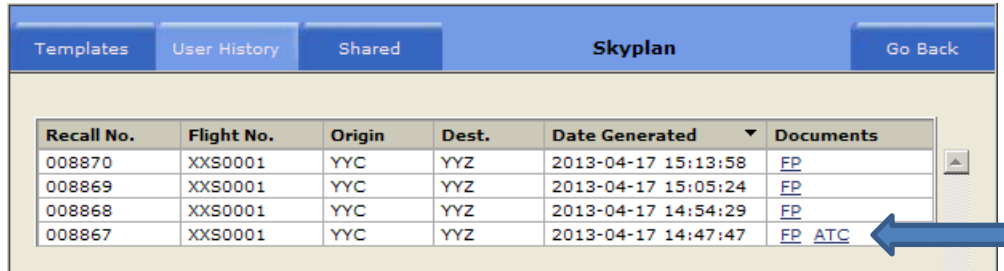


ETD  
(DLA -  -   -  - 0)

## ATC Filing – Cancel

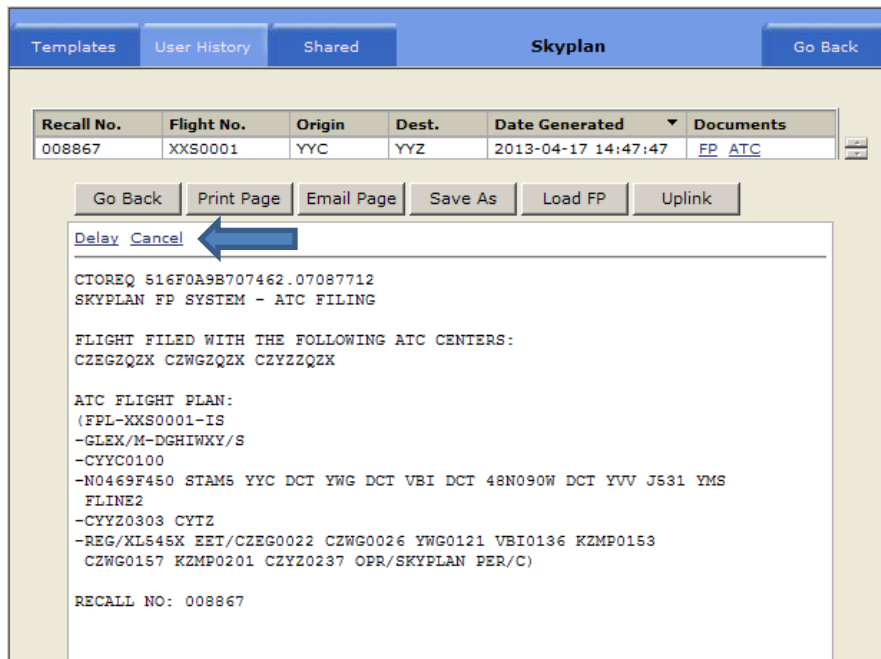
Once the Flight Plan has been filed with ATC, it can be cancelled as follows:

- Click the “ATC” link on the desired flightplan (row).



Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
008870	XXS0001	YYC	YYZ	2013-04-17 15:13:58	<a href="#">FP</a>
008869	XXS0001	YYC	YYZ	2013-04-17 15:05:24	<a href="#">FP</a>
008868	XXS0001	YYC	YYZ	2013-04-17 14:54:29	<a href="#">FP</a>
008867	XXS0001	YYC	YYZ	2013-04-17 14:47:47	<a href="#">FP</a> <a href="#">ATC</a>

- Click the “Cancel” link.



Templates User History Shared Skyplan Go Back

Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
008867	XXS0001	YYC	YYZ	2013-04-17 14:47:47	<a href="#">FP</a> <a href="#">ATC</a>

Go Back Print Page Email Page Save As Load FP Uplink

[Delay](#) [Cancel](#)

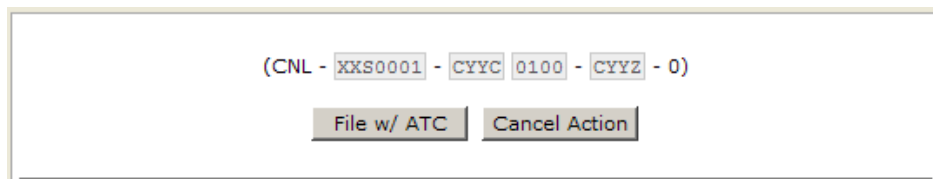
CTOREQ 516F0A9B707462.07087712  
SKYPLAN FP SYSTEM - ATC FILING

FLIGHT FILED WITH THE FOLLOWING ATC CENTERS:  
CZEGZQZX CZWGZQZX CZYZZQZX

ATC FLIGHT PLAN:  
(FPL-XXS0001-IS  
-GLEX/M-DGHIWXY/S  
-CYYC0100  
-N0469F450 STAMS YYC DCT YWG DCT VBI DCT 48N090W DCT YVU J531 YMS  
FLINE2  
-CYYZ0303 CYTZ  
-REG/XL545X EET/CZEG0022 CZWG0026 YWG0121 VBI0136 KZMP0153  
CZWG0157 KZMP0201 CZYZ0237 OPR/SKYPLAN PER/C)

RECALL NO: 008867

- Click the “File w/ATC” button.



(CNL -  -   -  - 0)

## Flight Plan – AFIS Delivery

### Upload Method 1 (GDC / ARINC)

Once the Flight Plan has been run and returned to you, you can upload an AFIS plan as follows:

Go Back	Print	Email	Save	File By:	GDC	ARINC	ATC	Finish
---------	-------	-------	------	----------	-----	-------	-----	--------

CTOREQ 516F0B648C1375.84850883  
RECALL 009135

FOR ADDITIONAL FLIGHT PLANS INFORMATION OR QUESTIONS CONTACT SKYPLAN  
1-800-661-9189 // 1-403-275-2511 // OPS@SKYPLAN.COM

FLIGHT : XXS0001 APR/18/2013 FMT: XXS-01

ITINERARY : CYC ETD 0100Z CYYZ ETA 0236Z  
ACTUAL : ETD 0100Z ETA 0426Z

AIRCRAFT : XL545X BD700-1A10 UNITS-LBS  
ID : L545  
CRUISE : LRC  
MEL-CDL / ACFT NOTES NIR

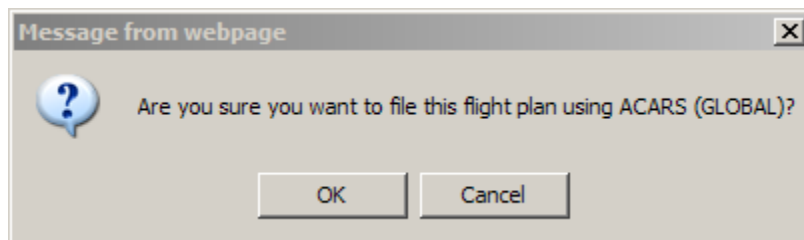
CAPTAIN : FIRST OFFICER :  
ACM : DISPATCHER : SITA INTERFACE

FLIGHT PLAN REMARKS:

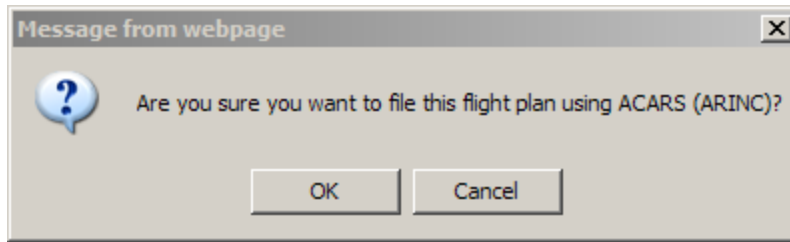
FUEL SUMMARY: WEIGHTS:

	FUEL	TIME	DIST	PLAN	ACT	STRUCT LIMIT	PERF LIMIT
POA CYCZ	008112	03.03	1461	OEW	050600		
ALT CYTZ	001000	00.03	0010	PYLD	000000		
HOLD	001203	00.30		EZFW	050600	056000	
RESERVE	000739	00.17		FOB	011195	043350	
ADDITIONAL	000000	00.00		TXWT	061795	095250	
REQUIRED	011054	03.53		TOW	061712	095000	086712
EXTRA	000058	00.01		LGW	053600	078600	078600
TAXI	000083	00.05					
TOTAL	011195	03.59					
CLIMB	001639	00:16	0105				
DESCENT	000416	00:19	0126				

- Click the “GDC” or “ARINC” button.



Or

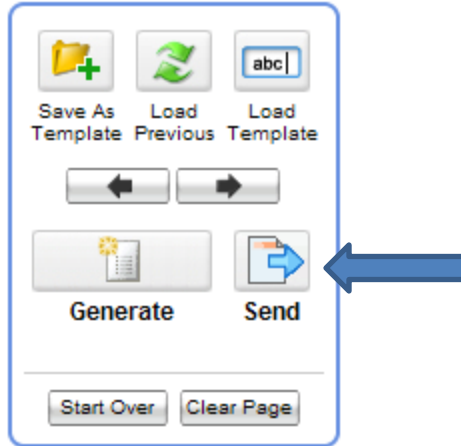


- Click the “OK” button to upload the Flightplan.

## Upload Method 2 (GDC / ARINC)

Once the Flight Plan has been run, you can file it at a later time as follows:

- Click the “Send” button.



- Select the “AFIS Flight Plan” provider (GDC, ARINC).
- Fill in the “Recall Number” and click the “File” button.

Or

Fill in the “Flight Number”, “Origin”, “Airline Parameter File”, “Flight Day” and click the “File” button.

### AFIS Submission

If you have previously submitted your Flight Plan but you choose to File it with AFIS at a later time, you can File it from this page either by the RECALL number on the Flight Plan or with the details of your Flight. Flight Number should include ALC+FLTNO.

AFIS Flight Plan

Recall Number:

Flight Number:

Origin:

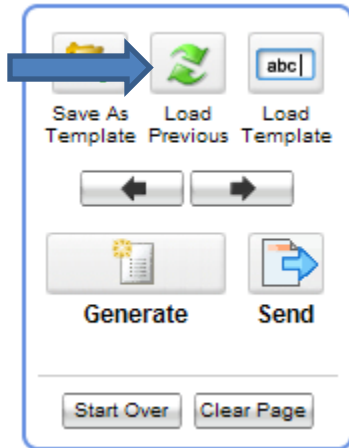
Airline Parameter File:

Flight Day (ZULU):

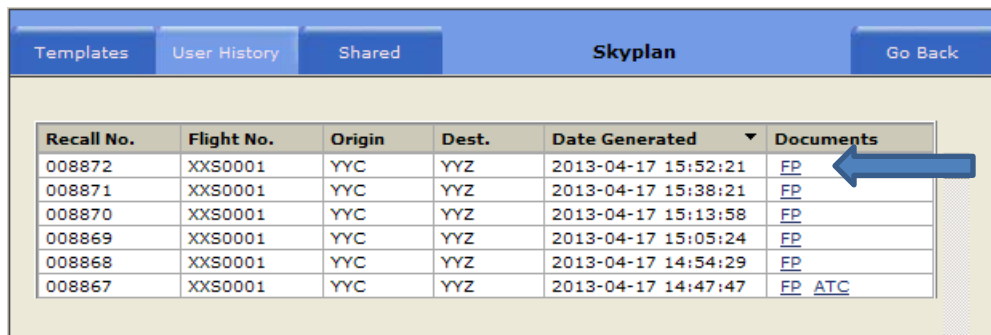
### Upload Method 3 (Satcom Direct)

Once the Flight Plan has been run and returned to you, you can upload an AFIS plan via “Satcom Direct” as follows:

- Click the “Load Previous” icon



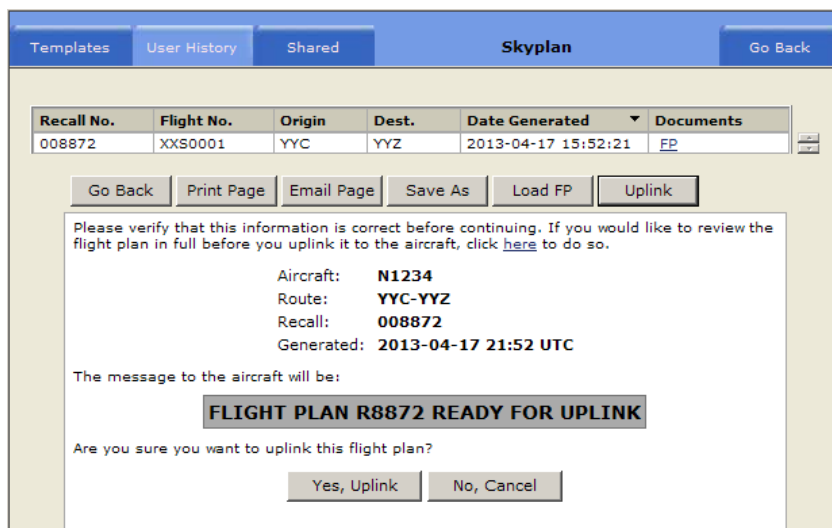
- Click the “FP” link on the desired flightplan (row).



A screenshot of the Skyplan interface showing a table of flight plans. A blue arrow points to the 'FP' link in the 'Documents' column of the first row.

Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
008872	XXS0001	YYC	YYZ	2013-04-17 15:52:21	<a href="#">FP</a>
008871	XXS0001	YYC	YYZ	2013-04-17 15:38:21	<a href="#">FP</a>
008870	XXS0001	YYC	YYZ	2013-04-17 15:13:58	<a href="#">FP</a>
008869	XXS0001	YYC	YYZ	2013-04-17 15:05:24	<a href="#">FP</a>
008868	XXS0001	YYC	YYZ	2013-04-17 14:54:29	<a href="#">FP</a>
008867	XXS0001	YYC	YYZ	2013-04-17 14:47:47	<a href="#">FP</a> <a href="#">ATC</a>

- Click the “Uplink” button.



A screenshot of the Skyplan interface showing the 'Uplink' button and a confirmation dialog box. The dialog box contains the following text:

Please verify that this information is correct before continuing. If you would like to review the flight plan in full before you uplink it to the aircraft, click [here](#) to do so.

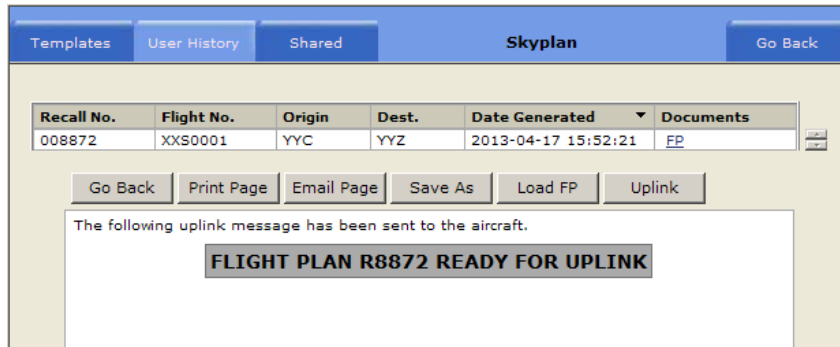
Aircraft: **N1234**  
Route: **YYC-YYZ**  
Recall: **008872**  
Generated: **2013-04-17 21:52 UTC**

The message to the aircraft will be:

**FLIGHT PLAN R8872 READY FOR UPLINK**

Are you sure you want to uplink this flight plan?

- Click the “Yes, Uplink” button to upload the flightplan via “Satcom Direct”.



## Flight Plan – FORWARDING TO RECIPIENTS

Once the Flight Plan has been generated, it will be returned to the user:

Go Back	Print	Email	Save	File By:	GDC	ARINC	ATC	Finish
---------	-------	-------	------	----------	-----	-------	-----	--------

CTOREQ 51 008648C1375.84850883  
RECALL 09135

FOR ADDITIONAL FLIGHT PLANS INFORMATION OR QUESTIONS CONTACT SKYPLAN  
1-800-661-9189 // 1-403-275-2511 // OPS@SKYPLAN.COM

FLIGHT : XXS0001 APR/18/2013 FMT: XXS-01

ITINERARY : CYYC ETD 0100Z CYYZ ETA 0236Z  
ACTUAL : ETD 0100Z ETA 0426Z

AIRCRAFT : XL545X BD700-1A10 UNITS-LBS  
ID : L545  
CRUISE : LRC  
MEL-CDL / ACFT NOTES NIR

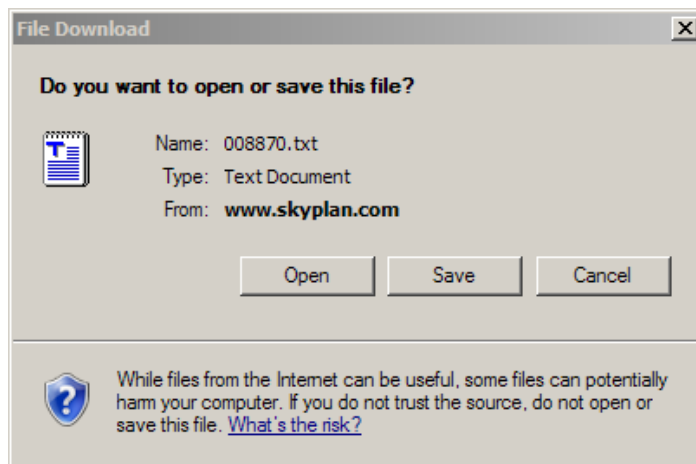
CAPTAIN : FIRST OFFICER :  
ACM : DISPATCHER : SITA INTERFACE

FLIGHT PLAN REMARKS:

FUEL SUMMARY: WEIGHTS:

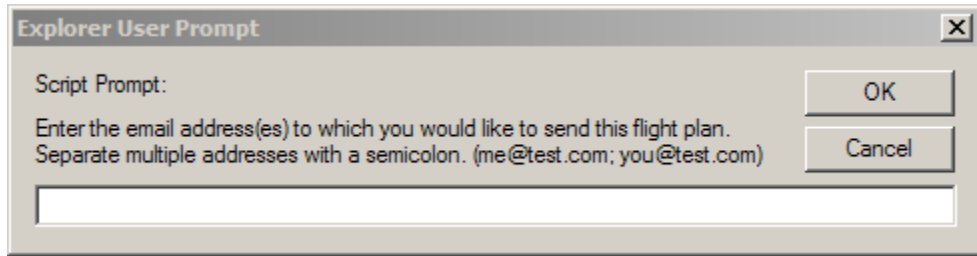
	FUEL	TIME	DIST	PLAN	ACT	STRUCT LIMIT	PERF LIMIT
POA CYYZ	008112	03.03	1461	OEW	050600		
ALT CYTZ	001000	00.03	0010	PYLD	000000		
HOLD	001203	00.30		EZFW	050600	056000	
RESERVE	000739	00.17		FOB	011195	043350	
ADDITIONAL	000000	00.00		TXWT	061795	095250	
REQUIRED	011054	03.53		TOW	061712	095000	086712
EXTRA	000058	00.01		LGW	053600	078600	078600
TAXI	000083	00.05					
TOTAL	011195	03.59					
CLIMB	001639	00:16	0105				
DESCENT	000416	00:19	0126				

- Click the “Save” button to save the Flight Plan to Disk

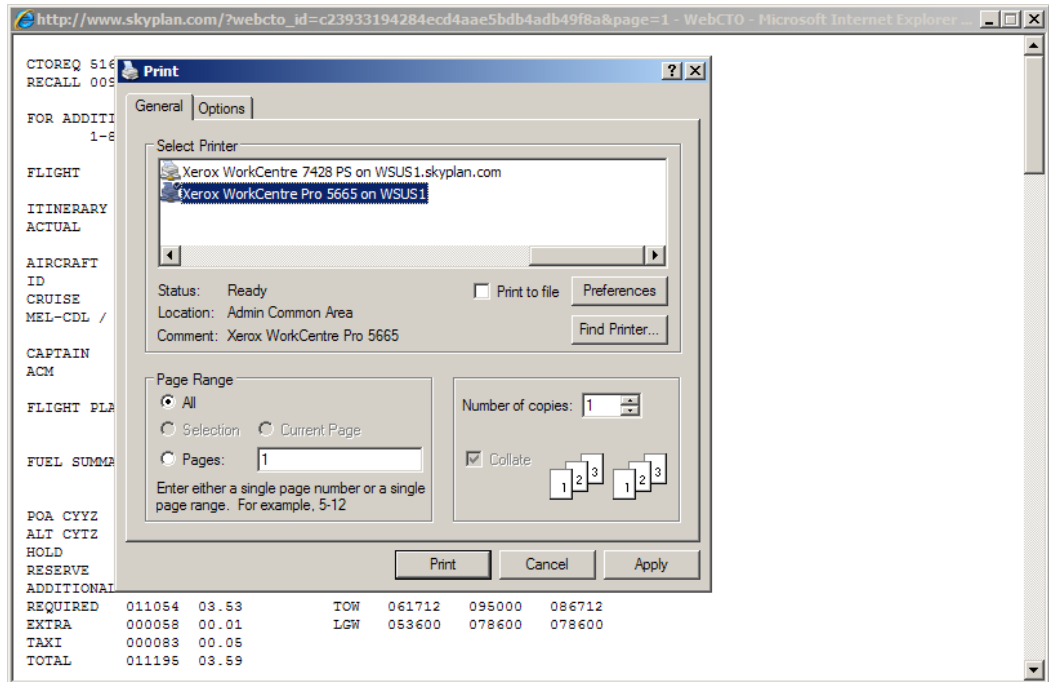




- Forward the Flight Plan via E-Mail



- Print the Flight Plan

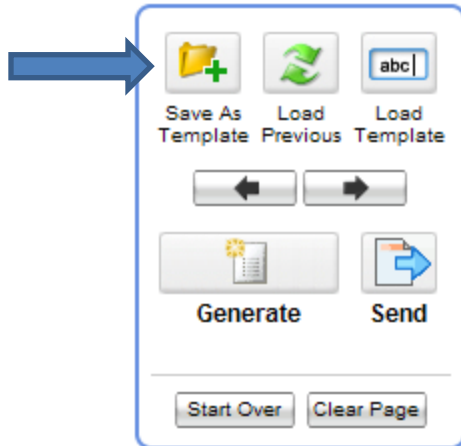


## Flight Plan - Templates

The “WebCTO” Flightplan application allows you to save a flightplan request as a template for later use.

### Saving a Template

- Fill in all the Flightplan fields that you wish to save in a template.
- Then click the “Save As Template” icon



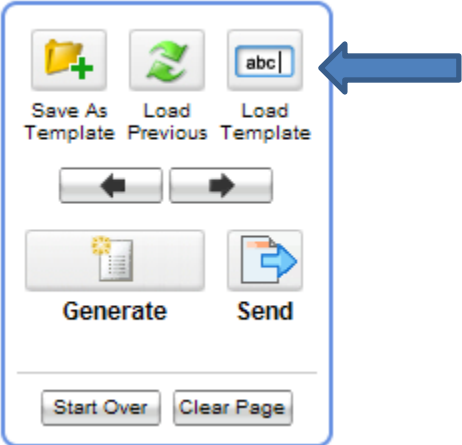
- Then click the “Save As Template” icon

Description	Last Modified	Overwrite
ADAM-TEST2	2009-04-06 14:19:02	<a href="#">Overwrite</a>
ADAM-TESTWX	2009-04-29 11:57:14	<a href="#">Overwrite</a>
CRAIG1	2007-09-25 12:43:54	<a href="#">Overwrite</a>
GM:FAILNG VIZ	2012-02-16 08:23:48	<a href="#">Overwrite</a>

- Type in the “Template Name” then click the “Save Template” button. You can also overwrite an existing Template.

Using a Template

- Click the “Load Template” icon



- Click the desired template (row). The Flightplan fields will be loaded from the template.

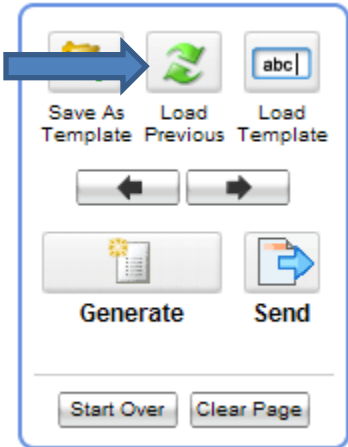
Templates User History Shared **Skyplan** Go Back

Description	Last Modified	
ADAM-TEST2	2009-04-06 14:19:02	<a href="#">Delete</a>
ADAM-TESTWX	2009-04-29 11:57:14	<a href="#">Delete</a>
CRAIG1	2007-09-25 12:43:54	<a href="#">Delete</a>
GM:FAILNG VIZ	2012-02-16 08:23:48	<a href="#">Delete</a>
L163 DEN-MCO	2007-09-13 08:11:58	<a href="#">Delete</a>
L163 JFK-GLA	2007-09-13 08:14:51	<a href="#">Delete</a>
L163 PHX-JFK	2007-09-13 08:13:31	<a href="#">Delete</a>

A blue arrow points to the 'L163 DEN-MCO' row in the table.

Rerunning a Previous Flightplan

- Click the “Load Previous” icon



- Click the desired flightplan (row). The Flightplan fields will be recalled.

Recall No.	Flight No.	Origin	Dest.	Date Generated	Documents
009117	XXS0001	YYC	YYZ	2013-04-17 14:37:34	<a href="#">FP</a>

## 7. Tabular Weather

### Overview

This section describes the various methods to request Weather/NOTAM information from Skyplan's Weather Query system:

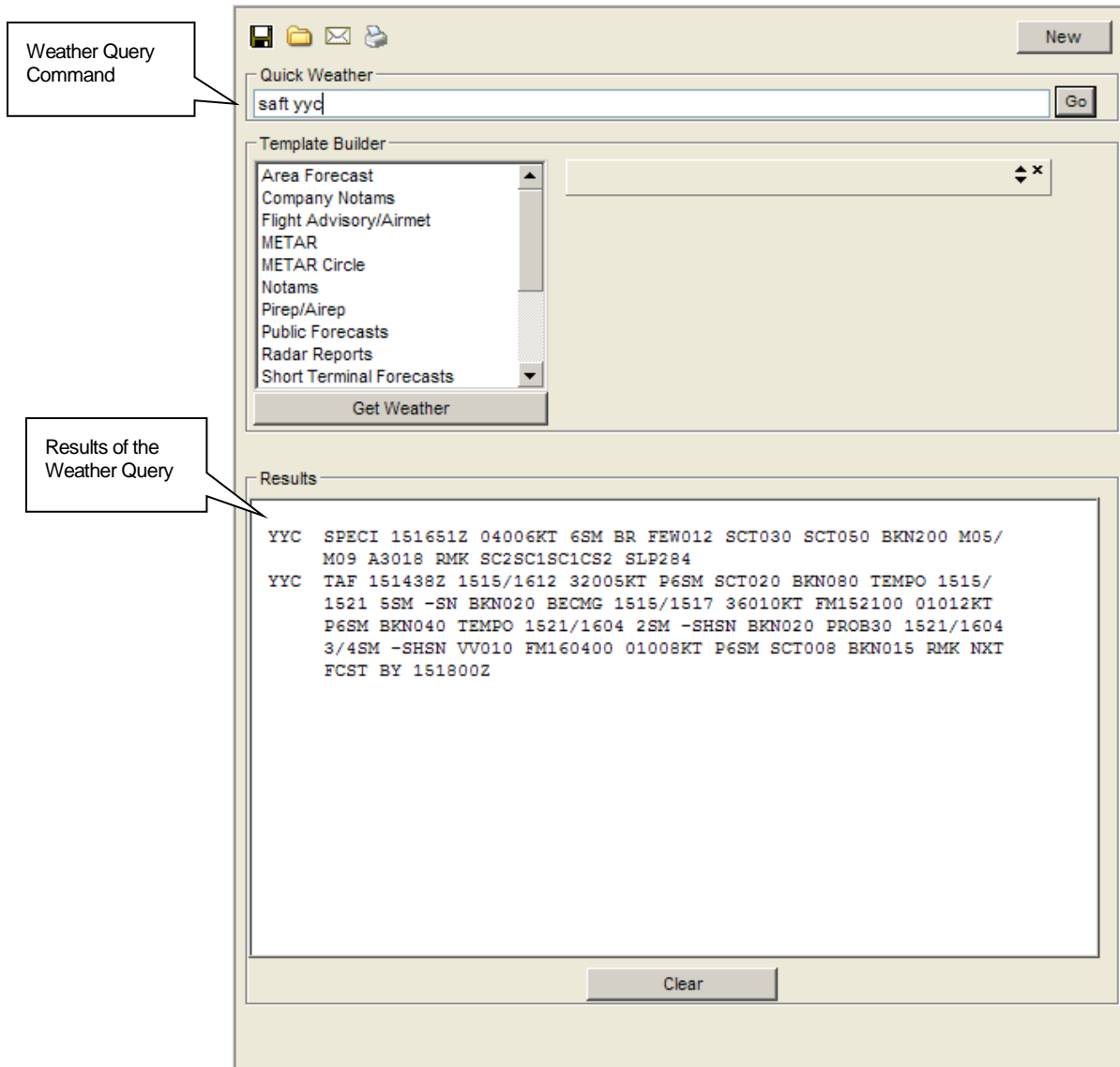
- ADHOC Weather using "Quick Weather" queries
- Centrally stored Weather Macros
- Pre-stored Weather Templates (WebCTO only)

Please refer to the "CTO Weather Query – User Manual" document for information on all the available Weather Query commands.

Click on the "Weather" icon (from the Client Area) to request textual Weather/NOTAM information.

## Weather - ADHOC REQUEST

The following describes how to retrieve ADHOC Weather/NOTAM information:



### Quick Weather

Type in a valid Weather Query command in the "Quick Weather" field and click the "Go" button (or hit the "Enter" key). The requested weather information is displayed in the "Results" window.

Click the "Clear" button to flush (reset) the "Results" window.

## Weather - MACRO REQUEST

The following describes how to retrieve Weather/NOTAM information using a centrally stored weather macro. These macros can also be retrieved using access via SITA/ARINC/E-MAIL:

The screenshot shows a software window titled "Quick Weather" with a "New" button in the top right. Below the title bar is a search field containing "YYCYVR" and a "Go" button. A "Template Builder" section contains a list of macro options: Area Forecast, Company Notams, Flight Advisory/Airnet, METAR, METAR Circle, Notams, Pirep/Airep, Public Forecasts, Radar Reports, and Short Terminal Forecasts. A "Get Weather" button is located below this list. The "Results" section displays the following text:

```
-----  
-                TEXT WEATHER AND NOTAM BRIEFING                -  
-----  
  
DATE:   04/15/13 - 17:04:42Z  
ROUTE:  CYYC-CYVR  
  
-----  
ORIGIN  
-----  
  
CYYC SPECI 151651Z 04006KT 6SM BR FEW012 SCT030 SCT050 BKN200 M05/  
M09 A3018 RMK SC2SC18C1CS2 SLP284  
METAR 151600Z 36005KT 10SM BR FEW030 SCT060 OVC220 M06/M09  
A3017 RMK SC2SC2CS4 SLP281  
METAR 151500Z 35004KT 8SM BR FEW030 SCT070 OVC220 M07/M09 A3016  
RMK SC2AC2CS4 SLP280  
  
CYYC TAF 151438Z 1515/1612 32005KT P6SM SCT020 BKN080 TEMPO 1515/  
1521 5SM -SN BKN020 BECMG 1515/1517 36010KT FM152100 01012KT
```

A "Clear" button is located at the bottom of the Results window. Two callout boxes are present: one pointing to the search field labeled "Weather Query Macro" and another pointing to the Results window labeled "Results of the Weather Query".

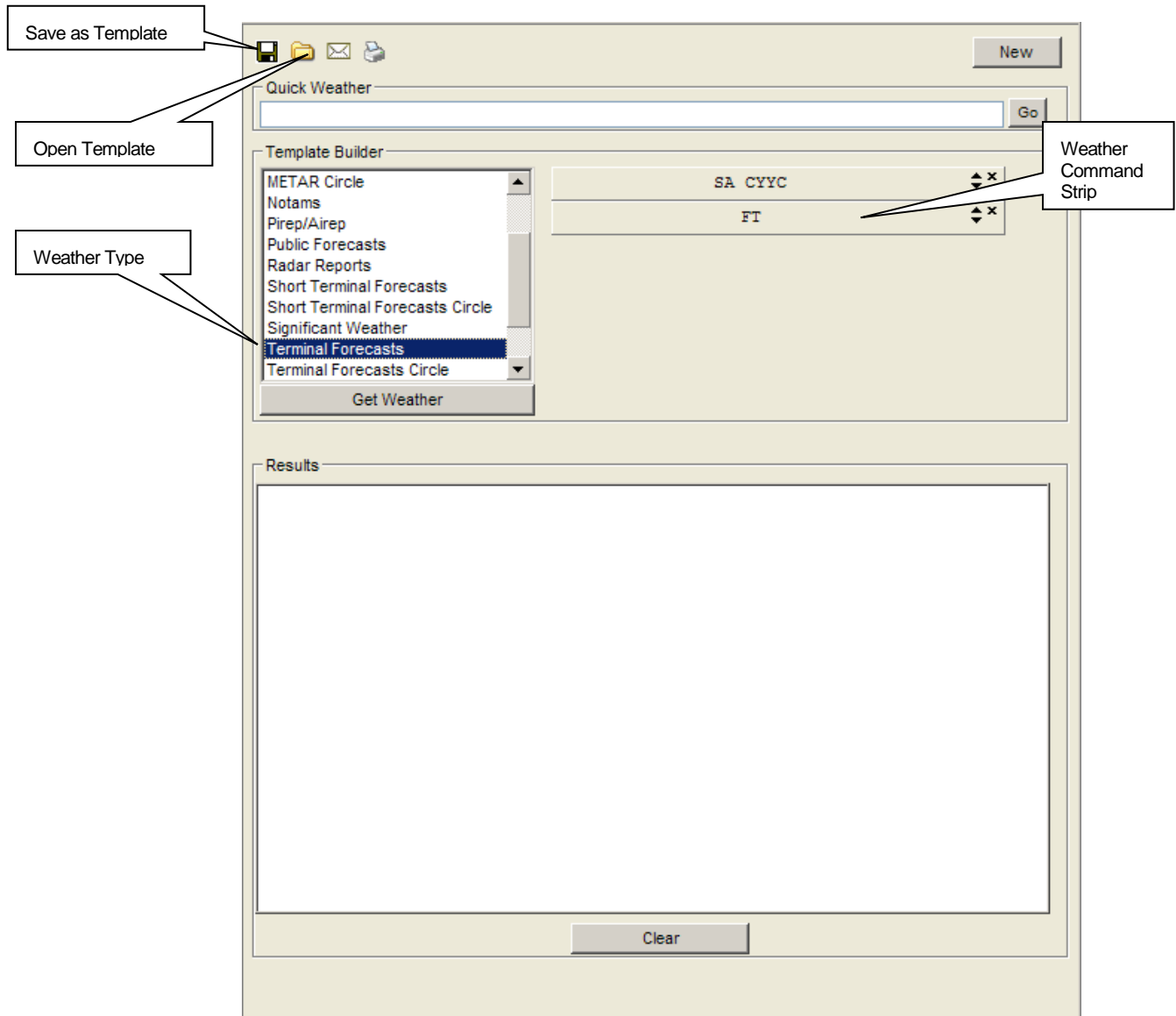
### Quick Weather

Type in a valid Weather Macro name in the "Quick Weather" field and click the "Go" button (or hit the "Enter" key). The requested weather information is displayed in the "Results" window.

Click the "Clear" button to flush (reset) the "Results" window.

## Weather - TEMPLATE REQUEST

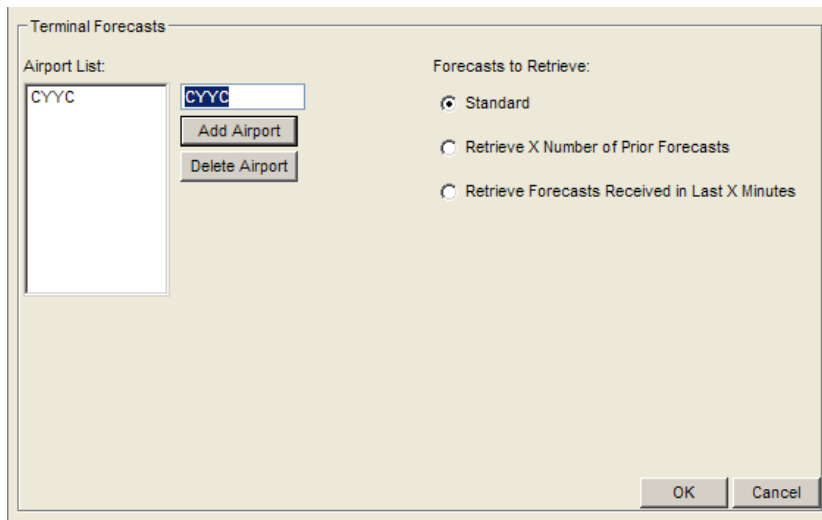
The following describes how to build, store, and retrieve Weather/NOTAM information using WebCTO weather templates:



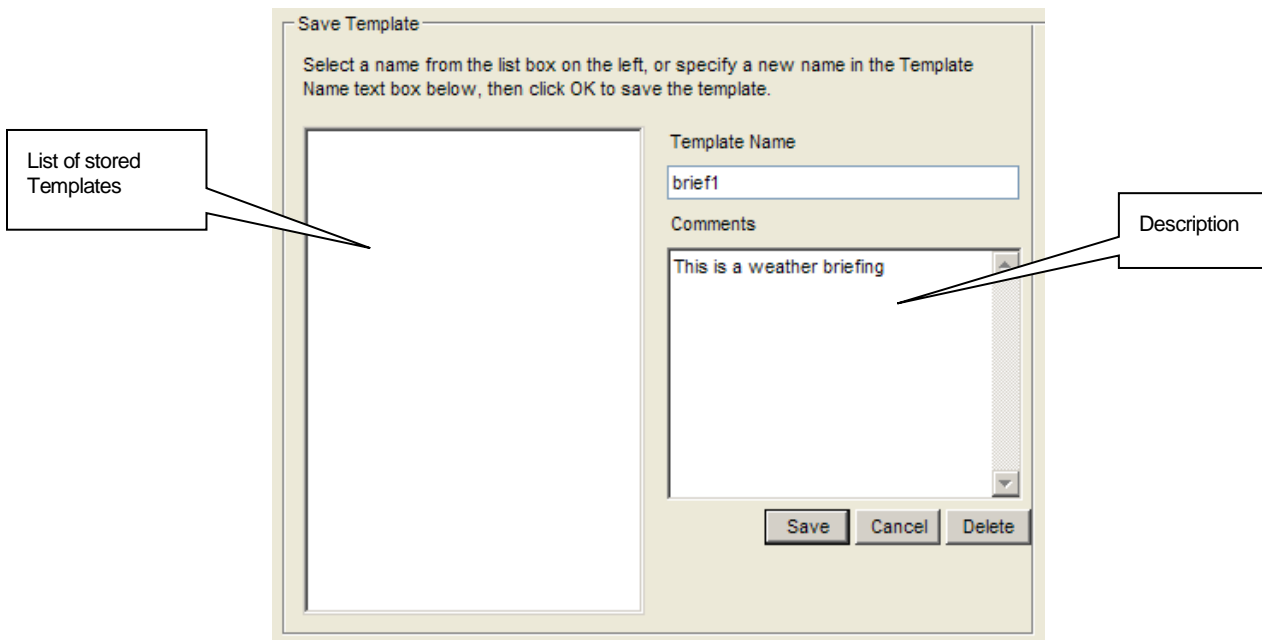
### Create a Template

- Double Click the Weather Type from the list in the “Template Builder” window.
- This will place a Command Strip in the right-hand box. For example if you were to select “Terminal Forecast”, a “FT” command strip is displayed.
- Click on the new Command Strip. This will display the appropriate Window to input the parameters to the command:



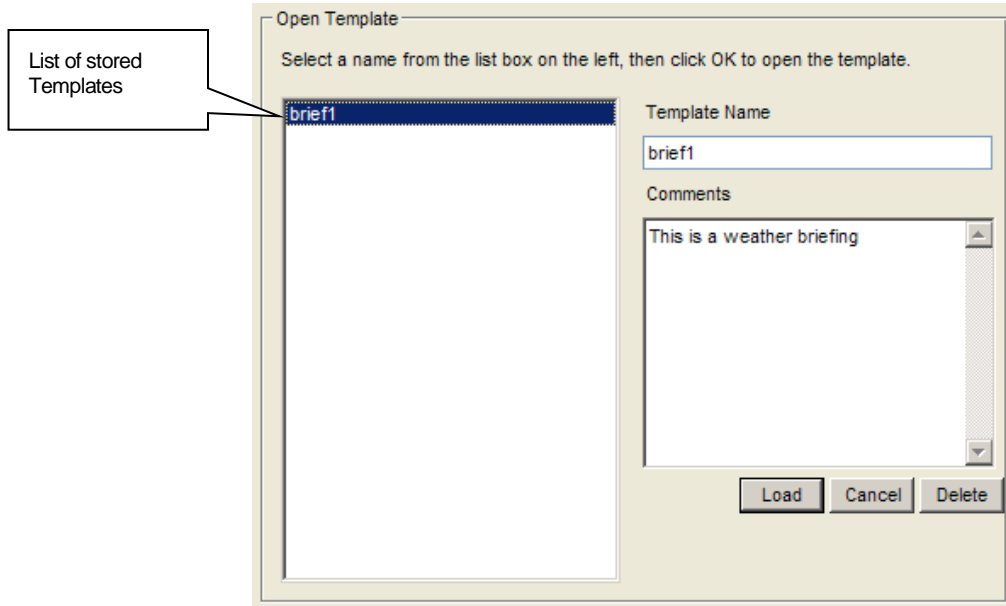


- Fill in the appropriate boxes and click “OK”.
- This will update the Command Strip with the information you just provided.
- Repeat until you have finished creating your Weather Request template.
- Click the “Get Weather” button to generate the Weather briefing. The requested weather information is displayed in the “Results” window.
- If you wish to re-used the template you just created, click the “Save “button:

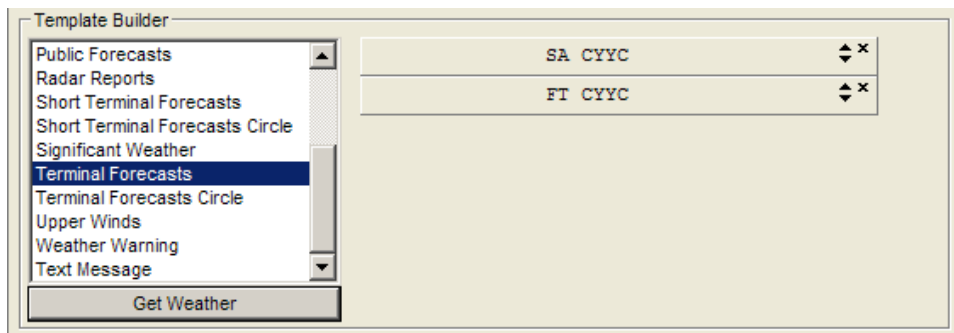


## Retrieve / Run a Template

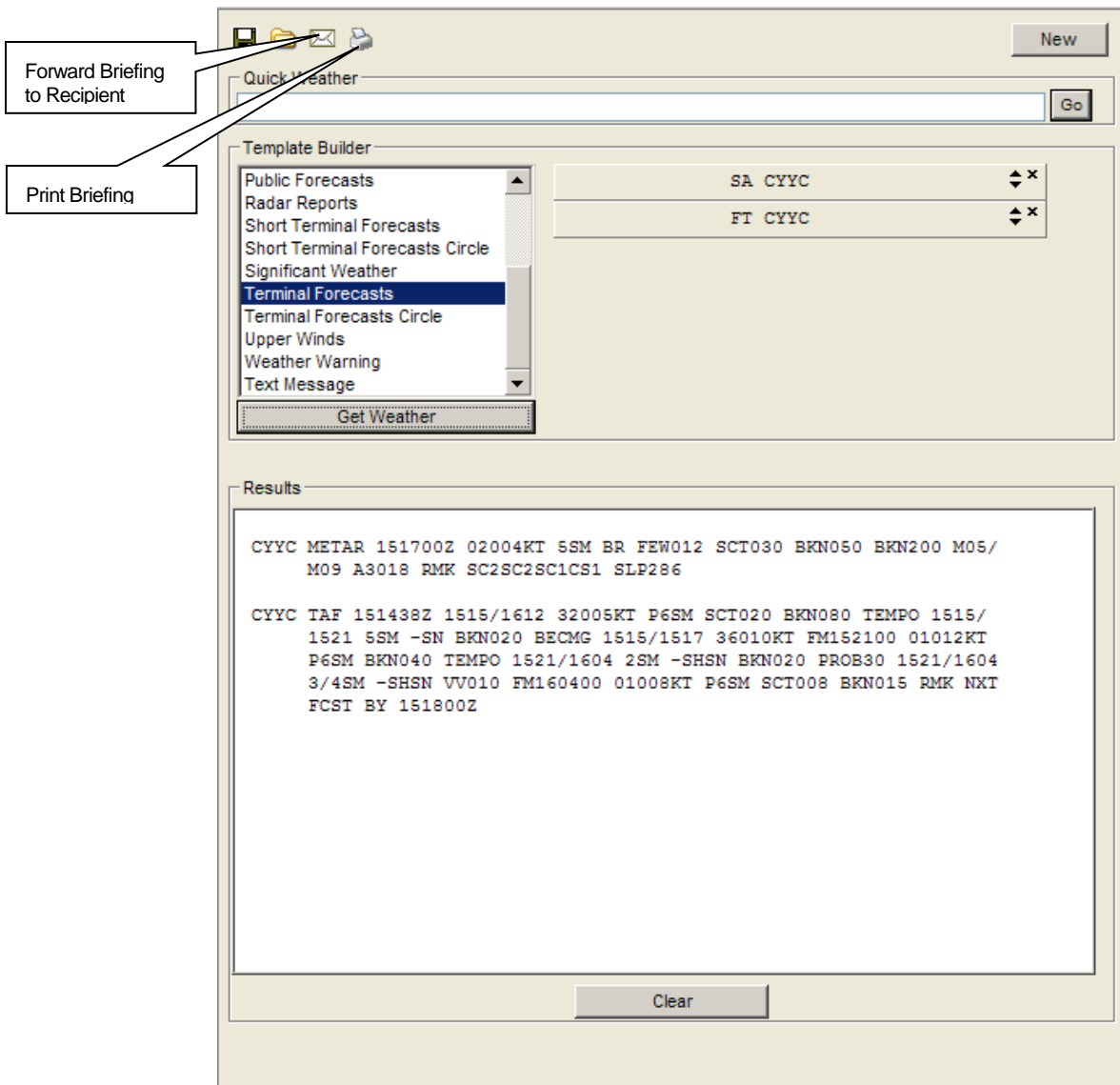
- Click the “Open Templates” Toolbar icon:



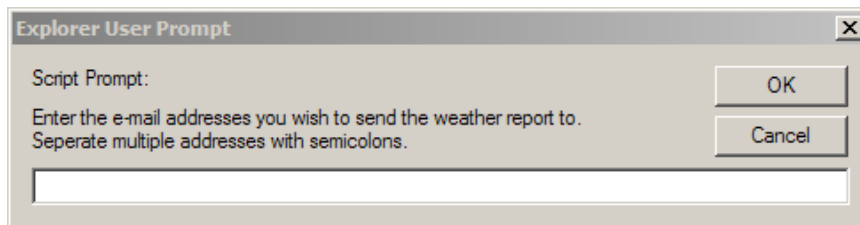
- Double-click the Template name to display the “Comments” associated with the Template (if required).
- Select the desired Template and click the “Load” button. The contents of the Template will be displayed in the right-hand side of the Template Builder window..



- Click the “Get Weather” button to generate the Weather briefing. The requested weather information is displayed in the “Results” window”:



- Click on the “E-Mail Weather Results” Toolbar icon to Send the Weather Briefing via E-Mail. You will be prompted for e-mail addresses:



- Click on the “Print Weather Results” Toolbar icon to Print the Weather Briefing.

## 8. Graphical Weather

### Overview

WebCTO has over 250 worldwide Graphic Weather products available for download:

- Wind Chart
- Radar Summary
- Canadian Area Forecast
- Turbulence and Freezing Levels
- Significant Weather
- Satellite Images

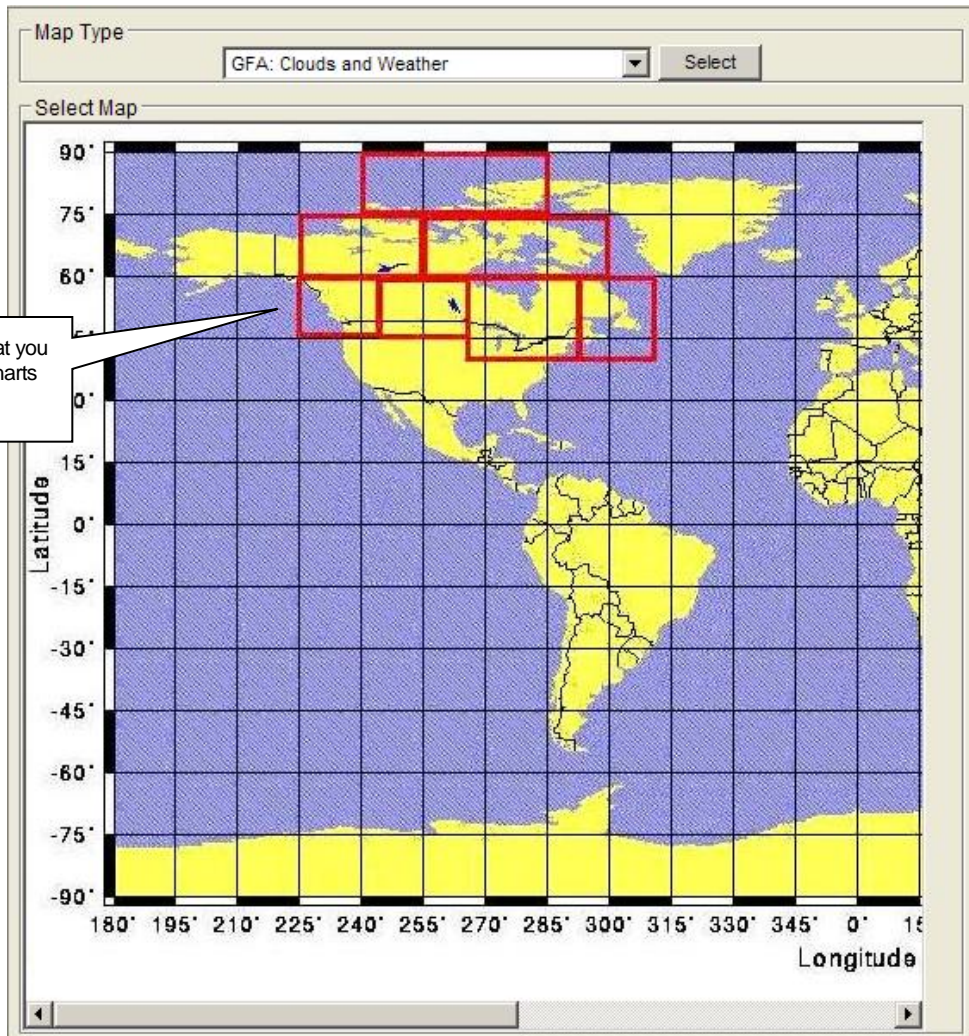
### Retrieve a Map

The following describes the procedure to request a Graphical Weather chart from WebCTO:

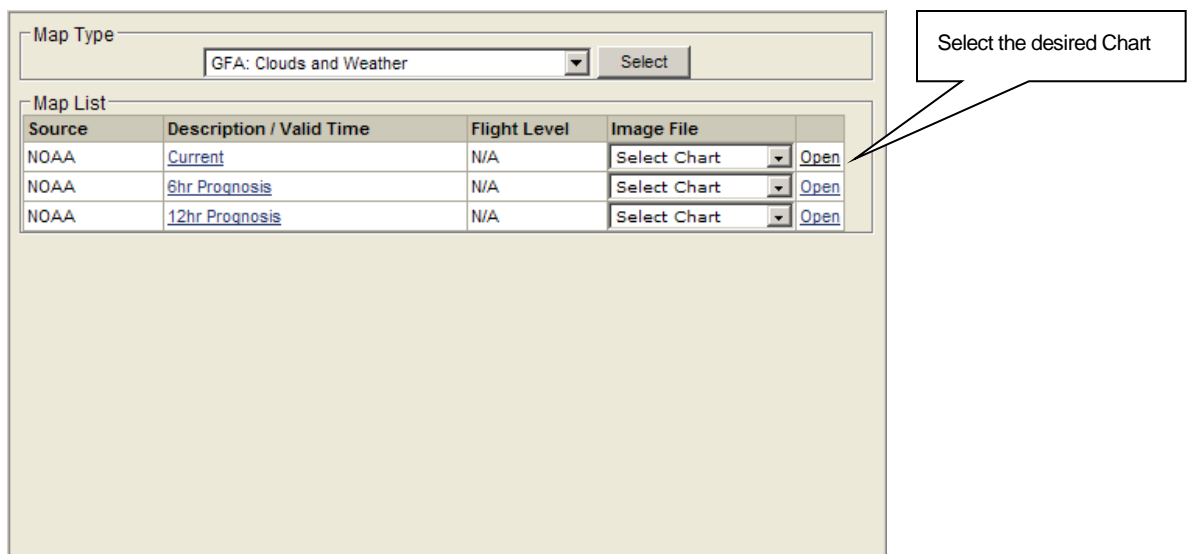
- Click on the “Weather Maps” icon (from the Client Area). You will be presented with the “Select Map” form:

The screenshot shows a web form titled "Map Type". At the top of the form is a dropdown menu with the text "Select Map Type..." and a small downward arrow. To the right of the dropdown is a button labeled "Select". A callout box with a pointer to the dropdown menu contains the text: "Select the type of Graphic Weather Map you require".

- Select the Map Type.



- Click on the region of the world you wish to retrieve the Map for.



- Select the desired chart and click the “Open” link (the default is the latest map). The map will be displayed in another window.

Note: You may require a 3<sup>rd</sup> party application to display the chart.

