

ForeFlight

WEB FEATURES

Guide

ForeFlight

Copyright © 2026 Jeppesen ForeFlight, Inc. All rights reserved.

Unauthorized reproduction, modification, or commercial distribution of this manual or any revisions is strictly prohibited.

ForeFlight® and Jeppesen® are registered trademarks of Jeppesen ForeFlight. Use of these marks requires permission, except as permitted by applicable law.

CONTENTS

INTRODUCTION 7

TRACKING VIEW 8

2.1 Tracking Roles 9

2.2 Flight Tracking Main View Layout 10

2.3 Header 11

2.4 Real-Time 12

2.4.1 Aircraft List 12

2.4.2 Aircraft Tracking Information 13

2.4.3 Flight Progress View 17

2.4.4 Flight Details View 18

2.5 Flight Tracking Map 22

2.5.1 Flight Detail View 22

2.5.2 Map Customization 23

2.5.3 Aircraft Icons 30

2.6 Flights Log 32

2.6.1 Search Fields 32

2.6.2 Flights Log Data Fields 32

2.7 Insights 34

2.7.1 Flight Data 34

2.7.2 Operational Data 35

2.7.3 Fleet Utilization 36

2.7.4 Taxi Times 37

2.8 Timezone Settings 39

2.9 Settings 40

2.9.1 Organizational Settings 40

2.9.2 Personal Settings 45

FLIGHT RISK ASSESSMENT TOOL 51

3.1 Accessing FRAT 53

3.2 Setting Up FRAT 54

3.2.1 Creating A FRAT 54

3.2.2 Risk Factors 56

3.2.3 Risk Severity 61

3.2.4 Publish To Pilots 64
3.2.5 Unpublish A FRAT 65
3.3 FRAT Dashboard 67
3.3.1 FRAT Identifier And Status Indicator 68
3.3.2 Dashboard Metrics 68
3.3.3 Recent FRATs 69
3.3.4 Top Risk Factors 73

SAFETY MANAGEMENT SYSTEM 75
4.1 Safety Management System Workflow Overview 77
4.2 Roles And Permissions Overview 79
4.3 Accessing The Safety Management System 80
4.4 Dashboard And Navigation 81
4.5 Report Safety Events 82
4.5.1 Submit A Report 82
4.5.2 Basic Details 83
4.5.3 Description 83
4.5.4 My Reports 84
4.6 Triage And Review 89
4.6.1 Assign A Safety Manager And Investigator To A Report 89
4.7 Investigation 90
4.7.1 Perform A Root Cause Analysis 90
4.8 Risk Assessment 92
4.8.1 Perform A Baseline Risk Assessment 92
4.8.2 Perform A Residual Risk Assessment 93
4.8.3 Perform As Low As Reasonably Practicable (ALARP) Assessment 94
4.9 Corrective And Preventive Actions (CAPA) 96
4.9.1 CAPA Lifecycle 96
4.9.2 Create A Corrective And Preventive Action 97
4.9.3 Manage CAPAs From The CAPA Dashboard 99
4.9.4 Manage CAPAs From A Safety Report 101
4.10 Safety Assurance 102
4.10.1 Create A Checklist 102
4.10.2 Manage Audit Checklists 107
4.10.3 Audit Plans 109
4.11 Monitor And Analyze 112
4.11.1 Accessing Insights 112

4.11.2 Insights Metrics 113
4.11.3 Interpreting Insights Data 114
4.12 Administration And Settings 116
4.12.1 Accessing The Settings View 116
4.12.2 Department Management 117
4.12.3 QR Code Management 120
4.12.4 Auditor Management 124

JETFUELX 128
5.1 JetFuelX Price Locations 130
5.2 Dashboard Overview 131
5.3 Fuel Cards 133
5.3.1 Apply For A Contract Fuel Account 133
5.3.2 Add A Fuel Card 134
5.3.3 Edit A Fuel Card 138
5.3.4 Delete A Fuel Card 139
5.3.5 Fuel Card View 140
5.3.6 Update Fuel Prices 144
5.4 Flight And Fuel Activity 149
5.4.1 Flights Tab 149
5.4.2 Fuel Releases Tab 150
5.4.3 Price History Tab 154
5.5 Fuel Prices Lookup 156
5.5.1 Filtering Fuel Prices 156
5.5.2 Search Results Display 157
5.6 Fuel Release Request 160
5.6.1 Enable Fuel Releases In ForeFlight Mobile 160
5.6.2 Fuel Release Request Form 160
5.6.3 Create And Submit A Fuel Release Request 163

INSURANCE VIEW 165
6.1 Policies 167
6.2 Fair Price Tool 170
6.2.1 Fair Price Tool Features 170
6.2.2 Accessing Fair Price Tool 171
6.2.3 Upload A Policy To The Fair Price Tool 171
6.2.4 Viewing Comparison Results In Fair Price Tool 173

6.3 Apply For Insurance 174
6.3.1 Application Steps 174
6.4 Manage Account 180

TRACK LOGS VIEW 182
7.1 Track Logs List 183
7.1.1 Import A Flight From A Garmin G1000 184
7.1.2 Open A Track Log 184
7.2 Track Log Viewer 185
7.2.1 Map Display Controls 185
7.2.2 Track Log Settings 189
7.2.3 Quick Filters 189
7.2.4 Track Log Information Panel 191
7.3 More Options In Track Log Information Panel 192
7.3.1 Info (Viewing Track Log Flight Information) 192
7.3.2 Configuring Aircraft V-Speeds For Debrief 195
7.3.3 Share A Track Log 196
7.3.4 Download A Track Log 197
7.3.5 Delete A Track Log 198
7.4 Debrief Viewer 199
7.4.1 Opening The Debrief Viewer 199
7.4.2 Debrief Viewer Layout 200
7.4.3 Debrief Summary 201
7.4.4 Flight Segments 202
7.4.5 Map View 203
7.4.6 PFD And Flight Data Viewer 204
7.4.7 Profile View With Scoring Metrics 205
7.4.8 Debrief Playback Controls 207

DIRECTORY VIEW 208
8.1 Search For Businesses 209
8.2 Add New Business 210
8.3 Managing Listings As An Administrator 212
8.3.1 Becoming An Administrator Of A Listing 212
8.3.2 Editing Owned Listings 213

CHANGE HISTORY 215

INTRODUCTION



This guide provides an overview of select features available in ForeFlight Web. It is intended to supplement existing documentation by highlighting functionality that is unique to, or best experienced within, the web environment.

ForeFlight on the Web shares many core capabilities with ForeFlight Mobile. As a result, this guide does not include comprehensive coverage of features that function similarly across both platforms. For detailed information on those features, refer to the ForeFlight Mobile documentation.

Use this guide to become familiar with key web-based workflows and tools that support preflight planning and data management.

ForeFlight Web is located at plan.foreflight.com/.

TRACKING VIEW

The Tracking View, or Flight Tracking, displays the real-time position and status of the entire fleet on an interactive map. This comprehensive view, with overlays for weather, enhances situational awareness and operational control. Operators can access detailed flight information, including:

- Current flight status
- Estimated arrival time
- Real-time position data (sourced via ADS-B and datalink)
- Actual vs. planned speed and altitude comparison charts.

2.1 Tracking Roles

Tracking Roles allow administrators to control user access levels within the organization. Roles can be assigned by navigating to **Users ➔ Role**. The roles available for Tracking access include:

- Admin: Full access to Tracking features.
- Tracking Role: Full access to Tracking features without Administrative access.

Users without Tracking access cannot open Tracking unless they are assigned the Tracking Role or another role that includes Tracking access.

2.2 Flight Tracking Main View Layout

The Flight Tracking view is divided into two sections, the Aircraft List and the Flight Tracking Map.

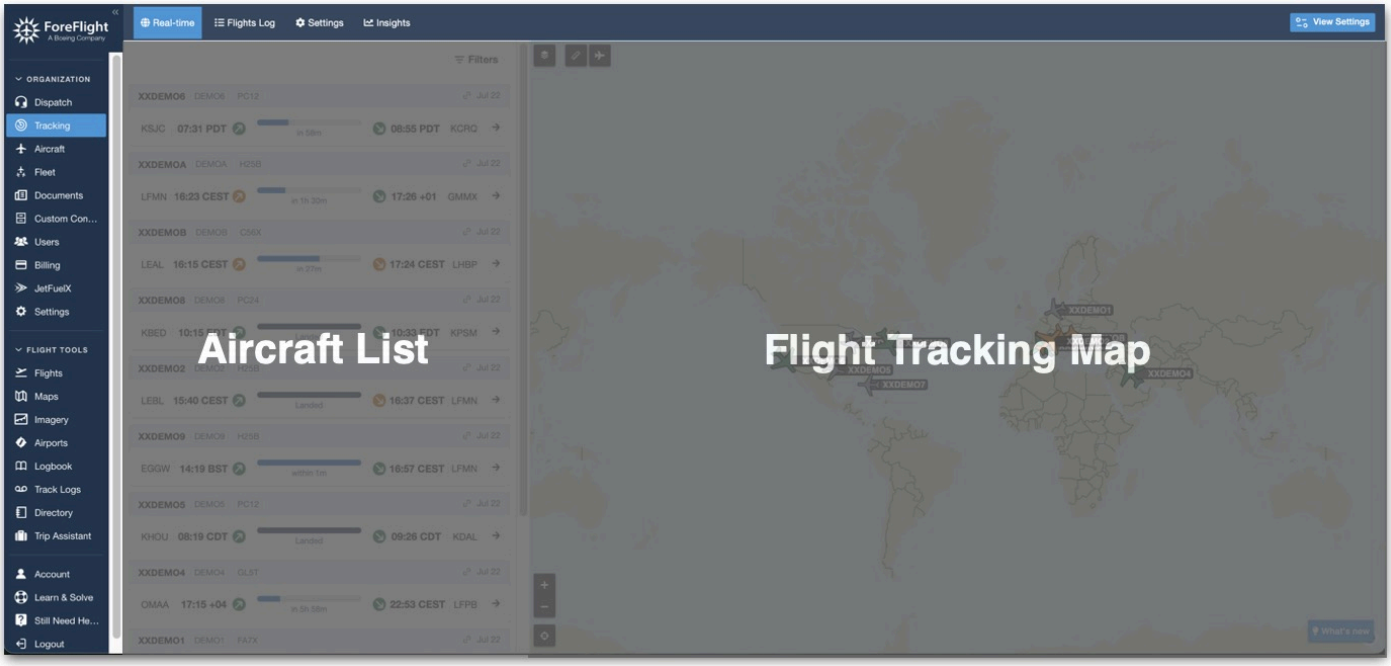


Figure 2-1. Tracking Main View

2.3 Header

The Header provides quick access to the following features:

- Real-Time Tab
- Flights Log Tab
- Settings Tab
- Insights Tab
- Timezone Settings button.

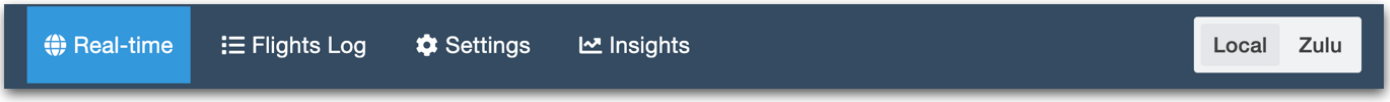


Figure 2-2. Tracking Header

2.4 Real-Time

The **Real-Time** tab displays the main view of Tracking with the Flight Tracking Status Table and the Flight Tracking Map.

2.4.1 Aircraft List

The Aircraft List provides real-time progress of tracked flights. Display specific flights using the search fields and filter options at the top of the table. Select a flight to highlight it, open the Flight Progress view, and center the map on the aircraft icon.

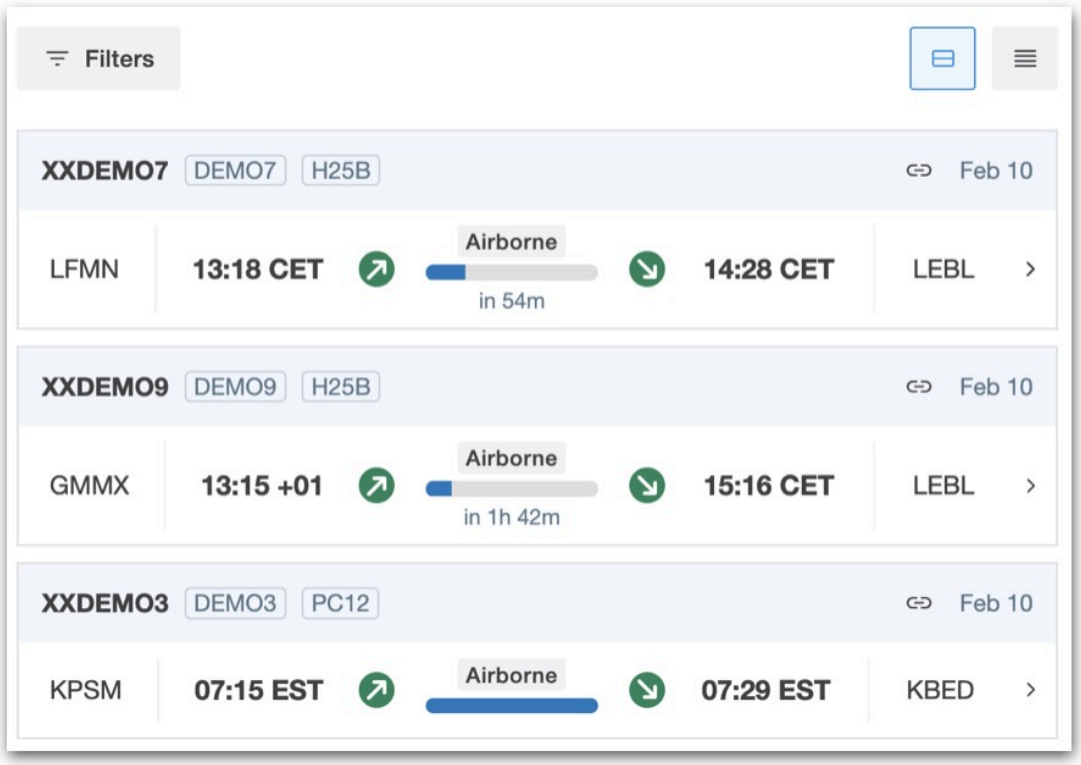


Figure 2-3. Aircraft List

2.4.1.1 Aircraft List Filter Button

Use the **Filters** button at the top of the Aircraft List to search for flights using the following fields:

- Aircraft
- Airports

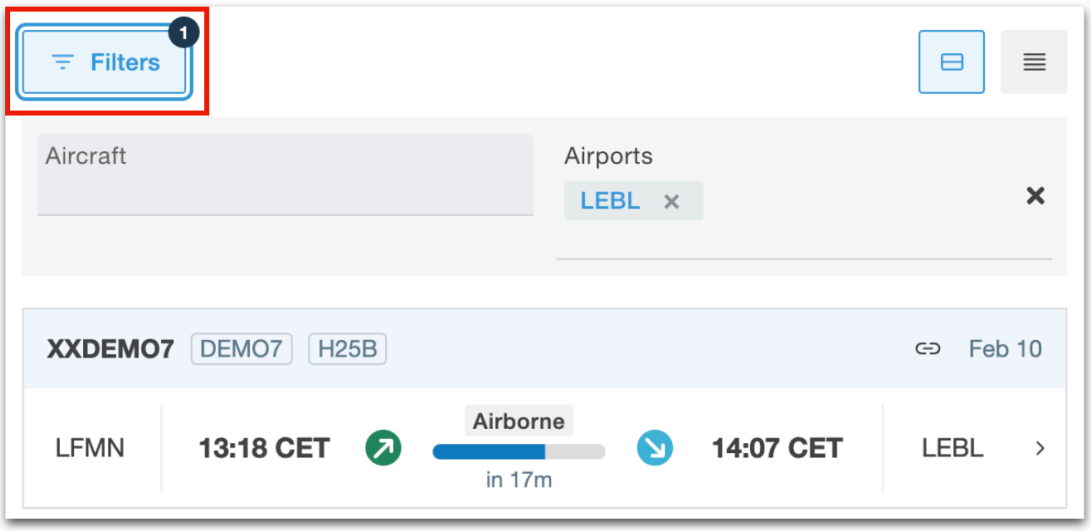


Figure 2-4. Filters Popover with Search Fields

2.4.1.2 Aircraft List View Buttons

There are two views available to view the Aircraft List. The detailed view (default view) and compact view. The compact view shows fewer details, allowing more aircraft to be listed and visible at one time. The selected view button is highlighted in blue to indicate the current selection.

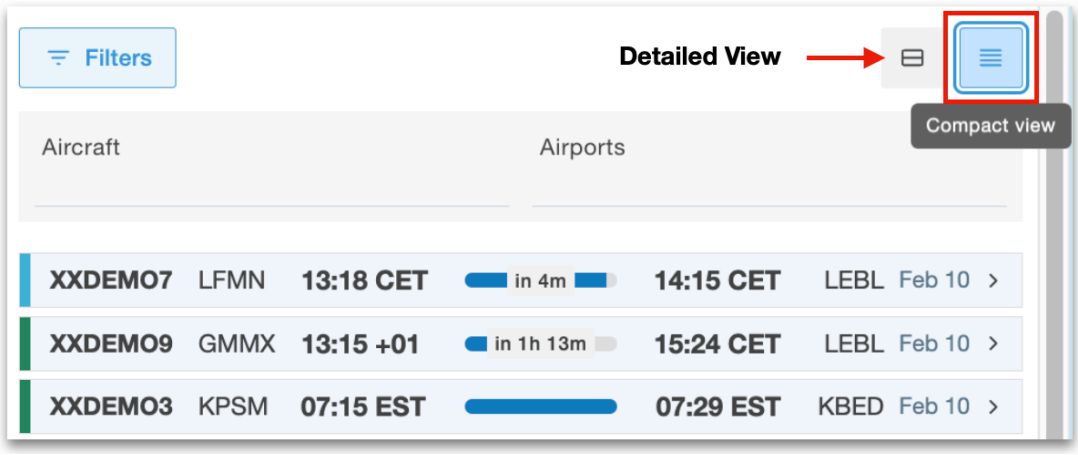


Figure 2-5. Aircraft List View Buttons

2.4.2 Aircraft Tracking Information

Tracked aircraft display flight information on a flight status bar. An example of a flight status bar is shown in the following image, with each field defined.

NOTE: Only data received from onboard transmitters will be displayed on a flight status bar. If information is not available for a field, it will not be displayed.

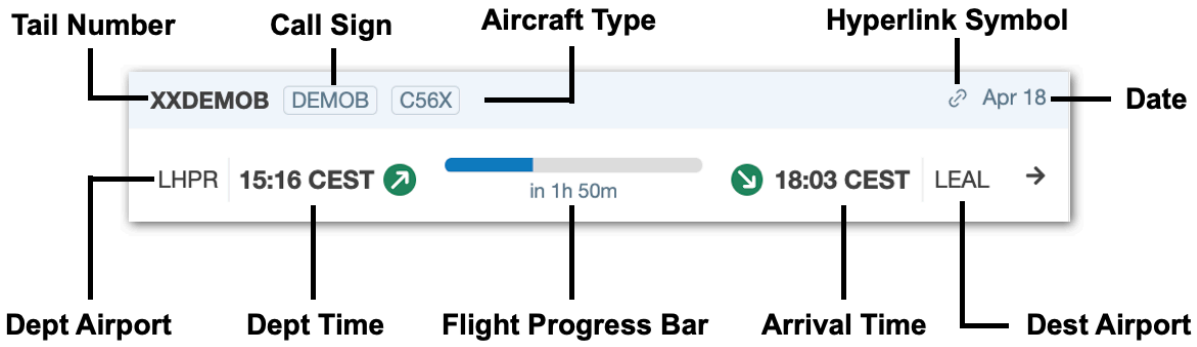


Figure 2-6. Detailed View Description

Tail Number

The tail number of the aircraft.

Call Sign

The call sign entered in the aircraft details.

Hyperlink Symbol

If a flight has been planned in Dispatch, it will show a hyperlink symbol. When selected, it will open the flight in Dispatch.

Date

Lists the date of an active flight, or if completed, the date the flight was performed.

Departure Airport

The scheduled or actual departure airport.

Departure Time

Prior to takeoff, the scheduled departure time will be shown. If a CTOT or EDCT is applied, the time appears in yellow.

Table 2-1. Departure Status Arrow

Icon	Description
	**On Time** - Actual Takeoff Time (ATOT) is compared to the Scheduled Takeoff Time (STOT) using the custom delay times defined in **Settings → General → Custom Delay Times** to determine if the flight is on time.
	**Delayed** - ATOT exceeds STOT by custom delay times defined in **Settings → General → Custom Delay Times** to determine if the flight is delayed.
	Insufficient block times available.

Table 2-2. Destination Landing Arrows

Icon	Description
	**On Time** - The Estimated Landing Destination Time (ELDT) or Actual Landing Destination Time (ALDT) is within the threshold defined in **Settings → General → Custom Delay Times** relative to the Scheduled Landing Time (SLT).
	**Delayed** - The ELDT or ALDT exceeds SLT by more than the custom delay threshold defined in **Settings → General → Custom Delay Times**.
	**Early** - The ALDT is earlier than the SLT by 30 minutes or more beyond the custom threshold defined in **Settings → General → Custom Delay Times**.
	Insufficient block time data is available to display time status.

Flight Progress Bar

A visual indicator that displays the progress of a flight. The time remaining is displayed below the bar. The bar gradually fills with blue as the flight advances. Once the aircraft has landed, the progress line turns black.

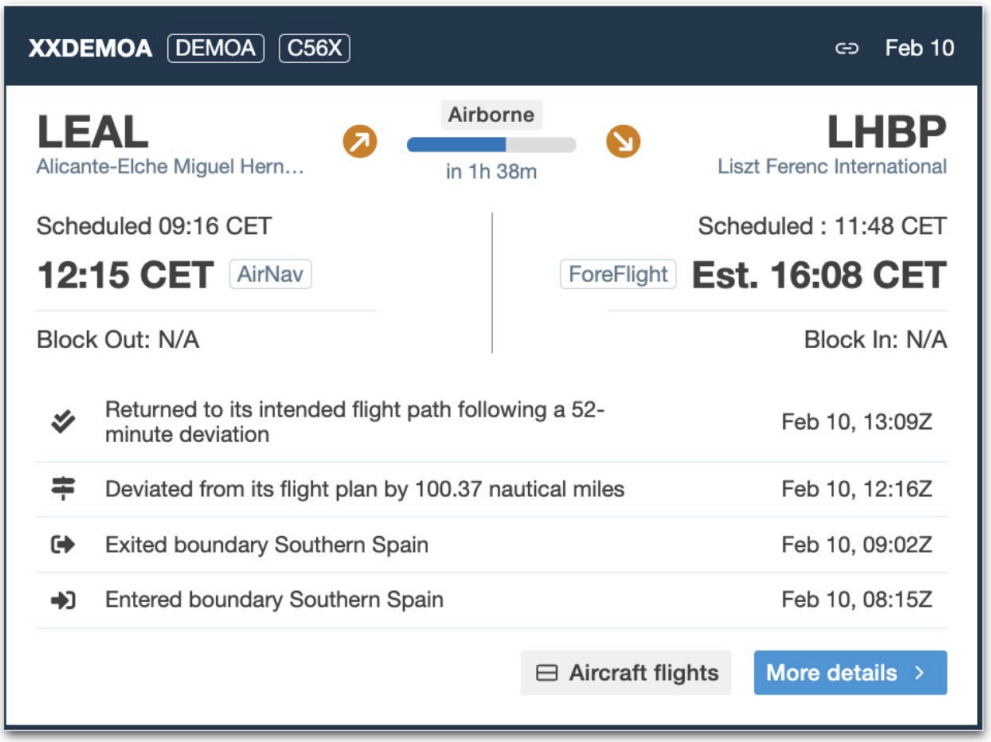


Figure 2-7. Flight Progress View

Arrival Time

If a flight is in progress, the estimated arrival time will be displayed. When the aircraft has landed, the actual arrival time will be displayed.

Destination Airport

The scheduled arrival airport. If the airport has changed from the original planned destination, the identifier appears amber.

More Details Chevron

Select the More Details Chevron to open the Flight Progress view, which displays additional information such as airspeed and altitude graphs.

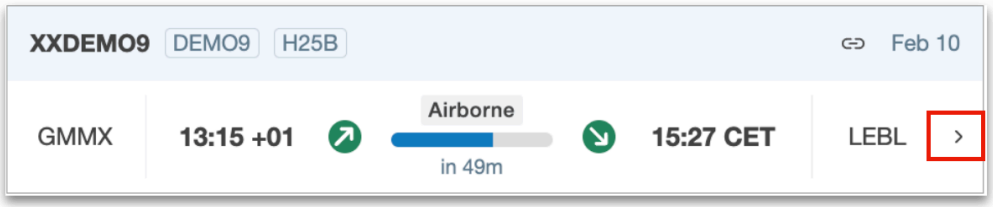


Figure 2-8. More Details Chevron

2.4.3 Flight Progress View

The Flight Progress view displays flight information, block times, and flight events. This view displays the same flight details as the Flight Status Bar, along with flight times and flight events. If a CTOT or EDCT is applied, the time appears in yellow.

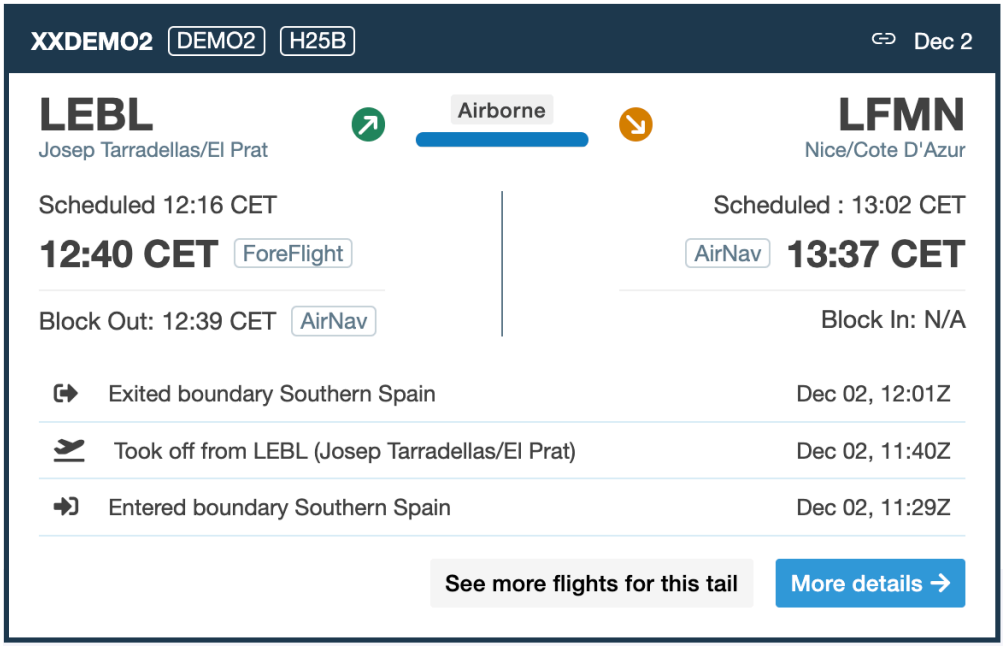


Figure 2-9. Flight Progress View

2.4.3.1 Block Times

Block times are displayed only when actual data is available. Estimated times are not shown. "N/A" appears when data is unavailable or when the times are invalid, for example, if the block-out time occurs after the takeoff time.

2.4.3.2 Flight Events

Flight Events is a collapsible section at the bottom of the Flight Progress view. The number of events is shown at the top, and events are listed in chronological order.



Figure 2-10. Tracking Flight Events

2.4.4 Flight Details View

Selecting the More Details arrow on the Flight Progress view, or the Aircraft List, opens the Flight Details view. This view displays the same flight details as the flight Progress view, along with flight details (altitude and groundspeed graphs).

A back button (outlined with the red box) will navigate back to the Flight Progress View on the Aircraft List.

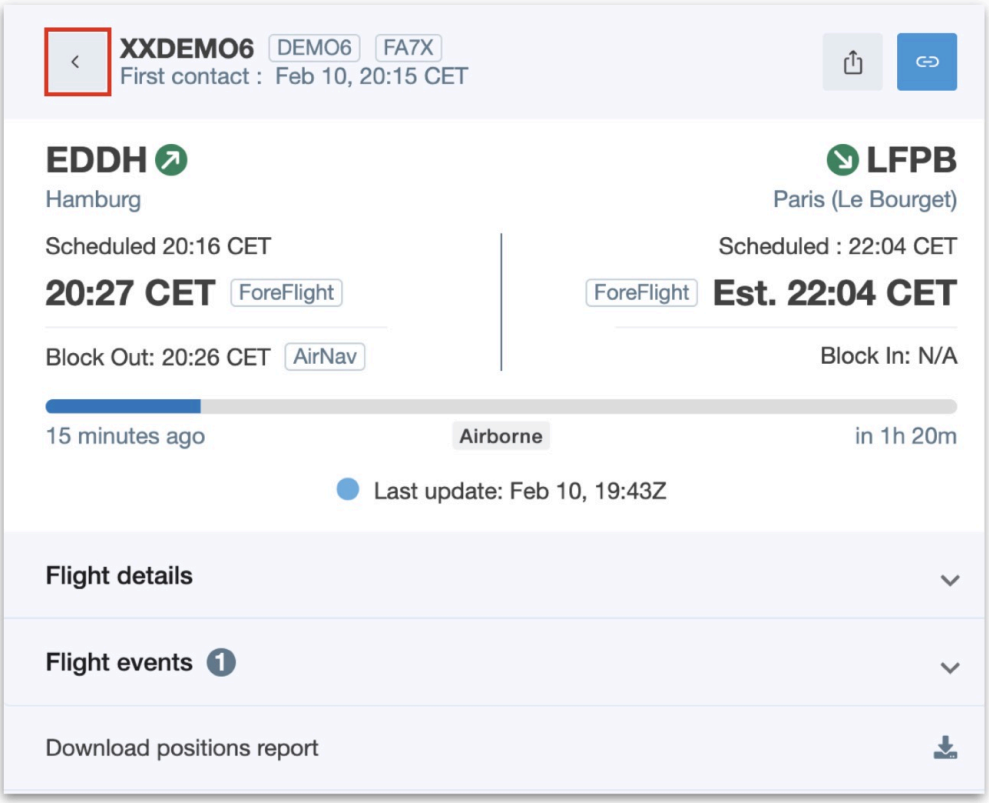


Figure 2-11. Flight Details View

2.4.4.1 Sharing a Flight

Select the share link to open a new pop-over to enable or disable a public link. If a link is disabled after it is shared, all users it has been shared with will lose access to that flight. The public link will expire after 7 days.

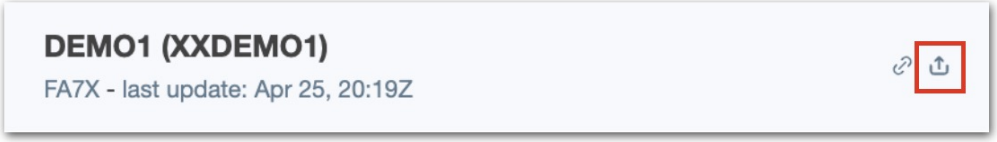


Figure 2-12. Sharing a Flight Button

2.4.4.2 Flight Times

The Flight Times section displays first contact (when Dispatch receives the first signal), block times (if available), and scheduled times. Scheduled times reflect entries in the Dispatch flight plan, while actual times populate when received from data sources.

2.4.4.3 Block Time Sources

A box next to the block times indicates data source. Sources include external providers (e.g., Airnav, Satcom) or Tracking (if the time was estimated internally by Dispatch). If a CTOT or EDCT is applied, the time will appear in yellow.

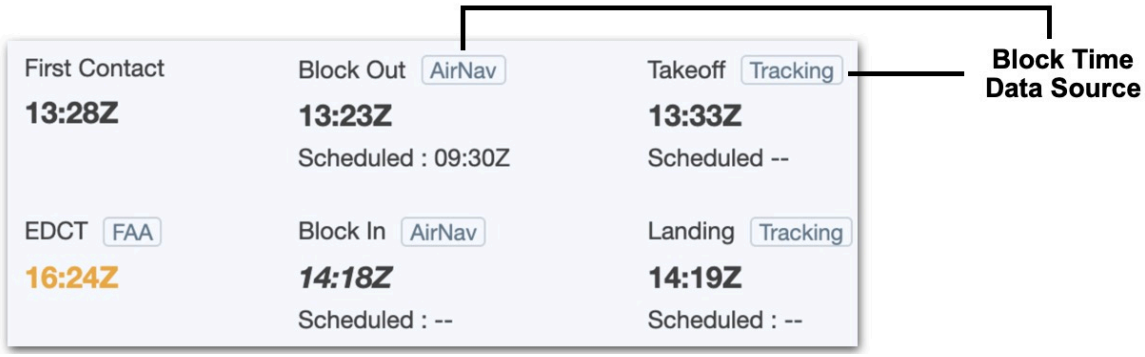


Figure 2-13. Block Time Data Sources

2.4.4.4 Flight Detail Graphs

Altitude Chart - The altitude chart is the first chart and shows a magenta line representing an in-progress or completed flight. The current altitude is displayed above the chart. The altitude can be read anywhere on the graph by hovering the cursor at a point on the graph.

Groundspeed Chart - The groundspeed chart is displayed below the altitude chart and shows a green line representing an in-progress or completed flight. The current groundspeed is displayed above the altitude chart. The groundspeed can be read anywhere on the graph by hovering the cursor at a point on the graph.

> **Position**
>
> Current latitude/longitude.

> **Airspeed**
>
> Current airspeed in knots.

> **Distance Flown**
>
> Total distance flown from the departure point.

> **Vertical Speed**
>
> Vertical speed in feet per minute (FPM).

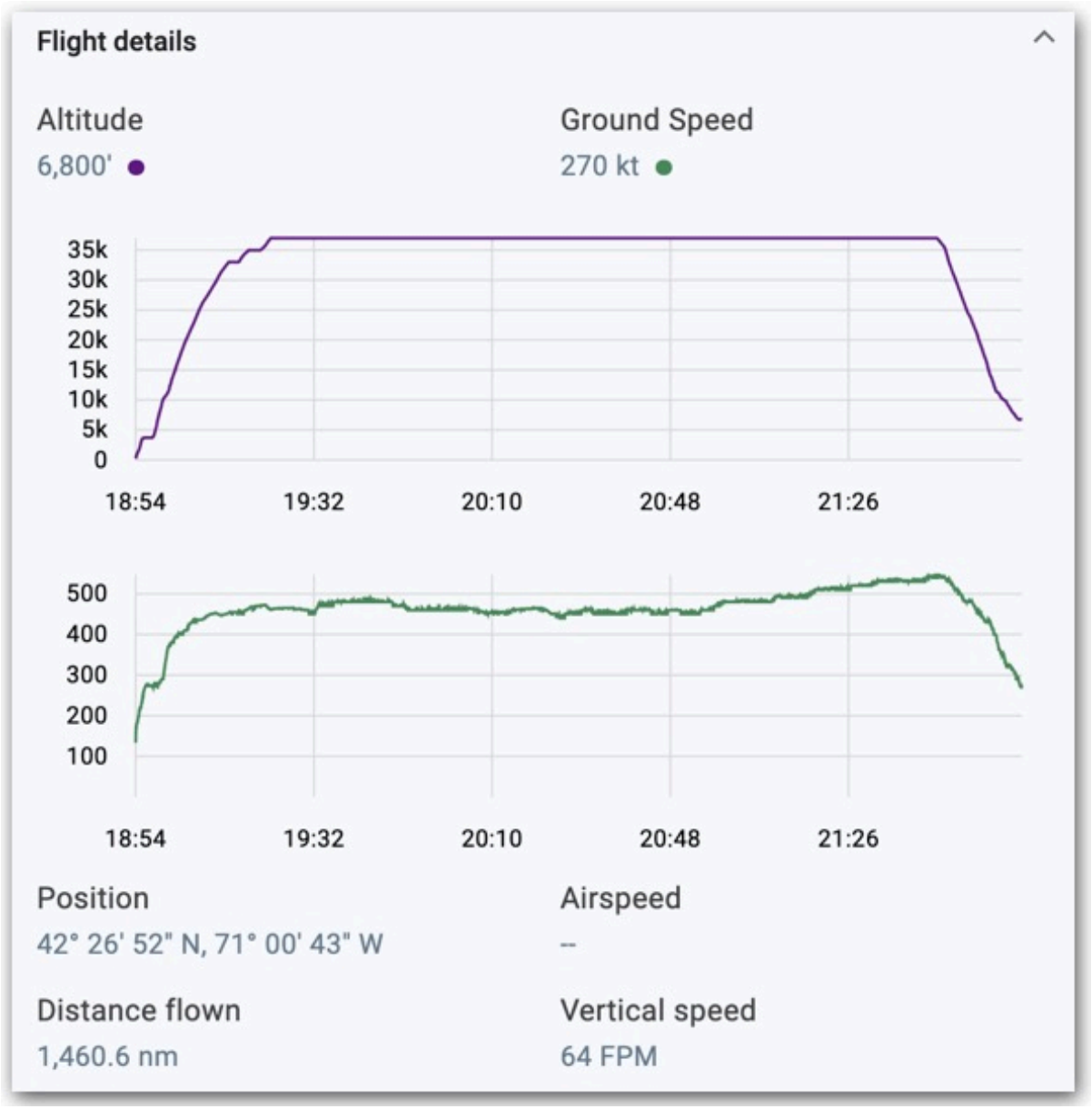


Figure 2-14. Flight Details Expanded View

2.4.4.5 Tracking Flight Events

Flight Events is a collapsible section at the bottom of the Flight Details view. The number of events is shown at the top, and events are listed in chronological order.

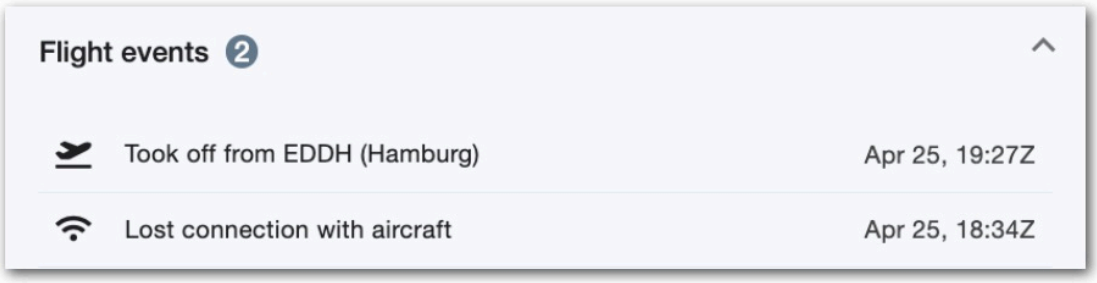


Figure 2-15. Flight Events in Flight Details View

2.4.4.6 Download Position Reports

Select the **Download Positions Report** button to download a CSV file containing position reports. Position is recorded approximately every 20 to 30 seconds when a connection is available.

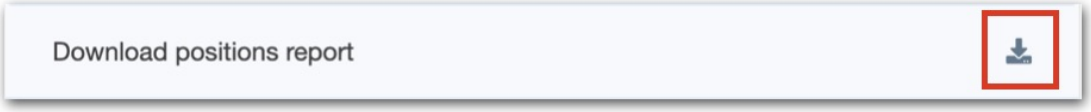


Figure 2-16. Download Positions Report Button

2.5 Flight Tracking Map

The Flight Tracking Map displays the aircraft shown on the Flight Status Table. When an aircraft is selected on the Flight Status Table, the map will center on that aircraft.

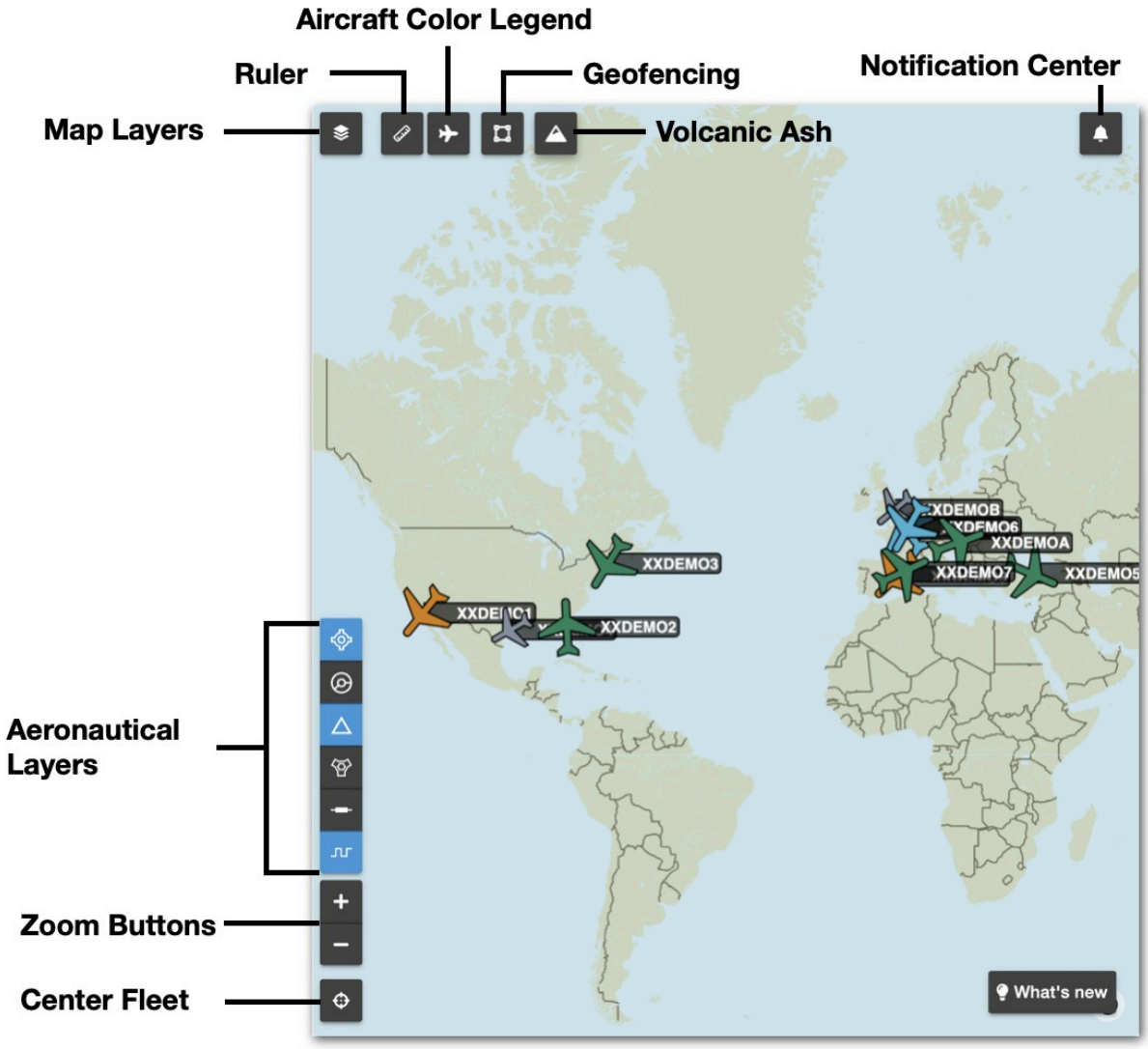


Figure 2-17. Fleet Flight Tracking Map

2.5.1 Flight Detail View

When Flight Tracking is opened, the map defaults to a centered fleet view. Select an aircraft symbol on the map to zoom in and display detailed information for that aircraft. The flight progress view is also displayed for the selected aircraft in the aircraft list.

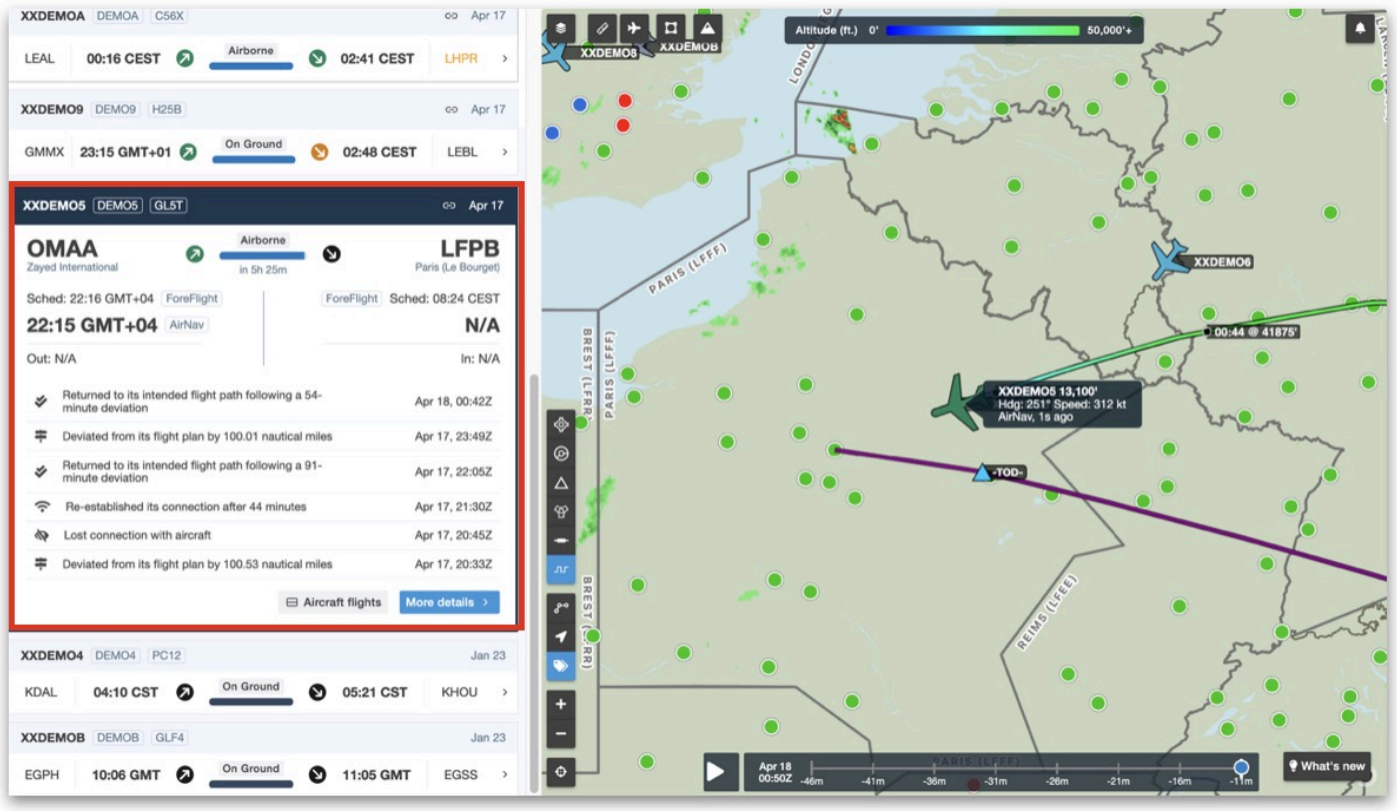


Figure 2-18. Flight Detail View

2.5.2 Map Customization

The following buttons are available to interact with the map view:

> **Map Layer Button**
>
> The **Map Layer** button has two sections, **Charts & Layers** and **Map Settings**.
>
> - **Charts & Layers**: Provides options for different map views and charts.
> - **Map Settings**: Provides overlays of weather, traffic, NOTAMs, and other flight information. The map settings provide access to Notices to Airmen (NOTAMs) and Significant Meteorological Information (SIGMETs), along with surface weather data.
>   - Click on a NOTAM or SIGMET on the map to display detailed information.
>   - Hover the cursor over a weather station to display the Meteorological Aerodrome Report (METAR).

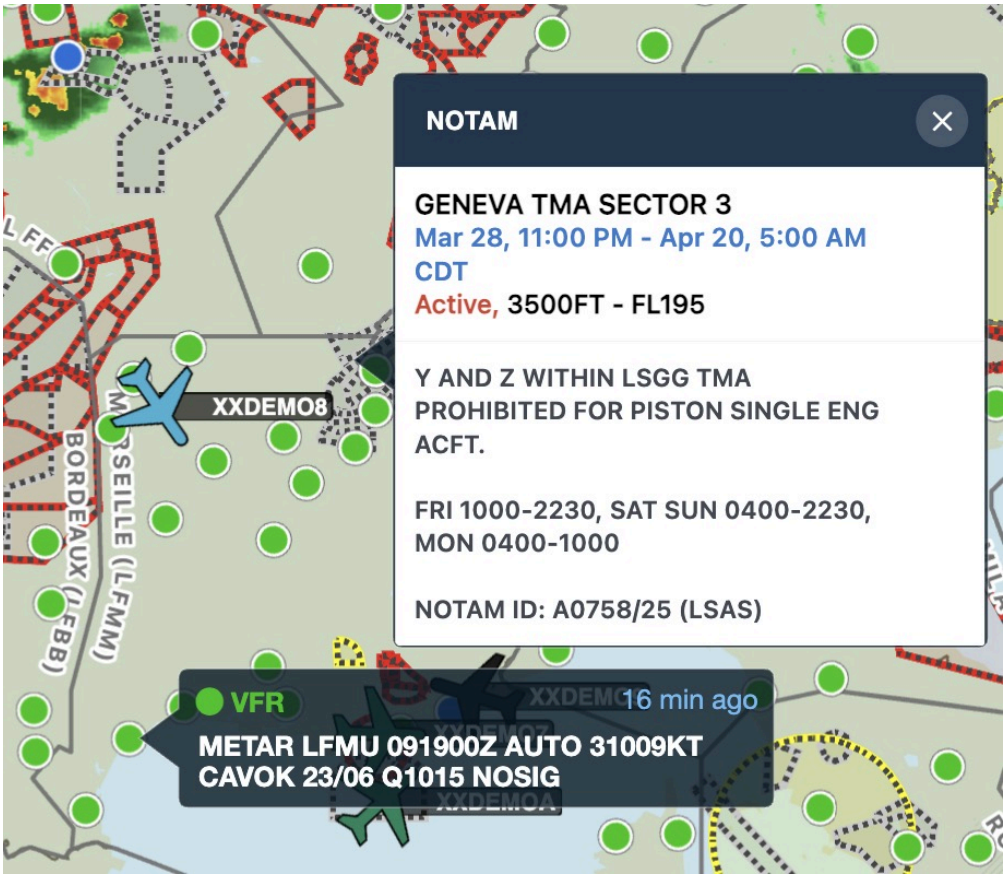


Figure 2-19. Interactive Map Overlays

Ruler Button

Click the **Ruler** button, then select a point on the map to begin. Left-click on the starting point and drag to the end point. The magnetic direction to and from the waypoints and distance are displayed. Click on the **Ruler** button again to remove the ruler.

Aircraft Color Legend Button

The Aircraft Color Legend displays the aircraft status with the associated icon colors. Aircraft Size dropdown menu adjusts the aircraft icon from .75 to 2x size. 1.25 is the default setting.

The Hide Inactive Aircraft Toggle shows/hides all inactive aircraft from the map.

When settings have been set as desired, click on the **Save** button.

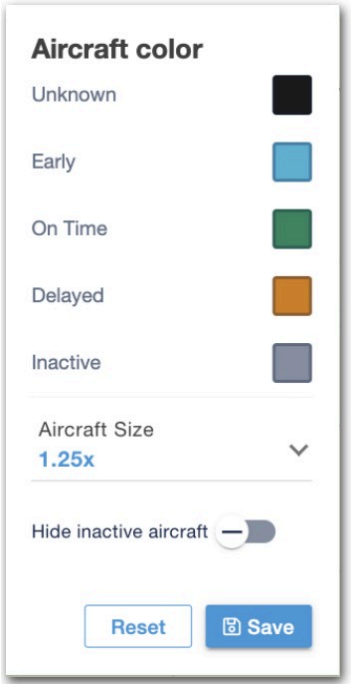
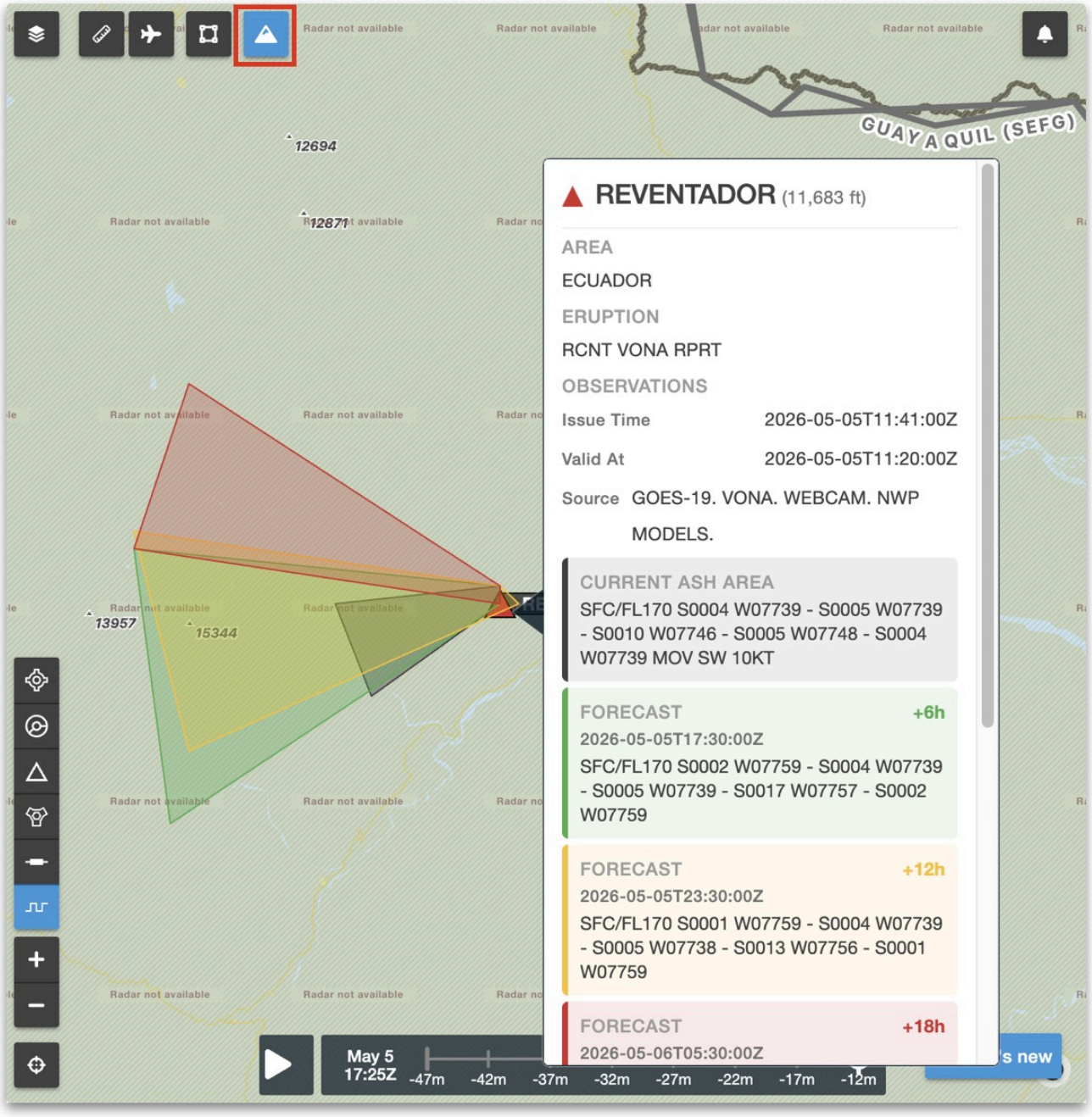


Figure 2-20. Aircraft Color Legend

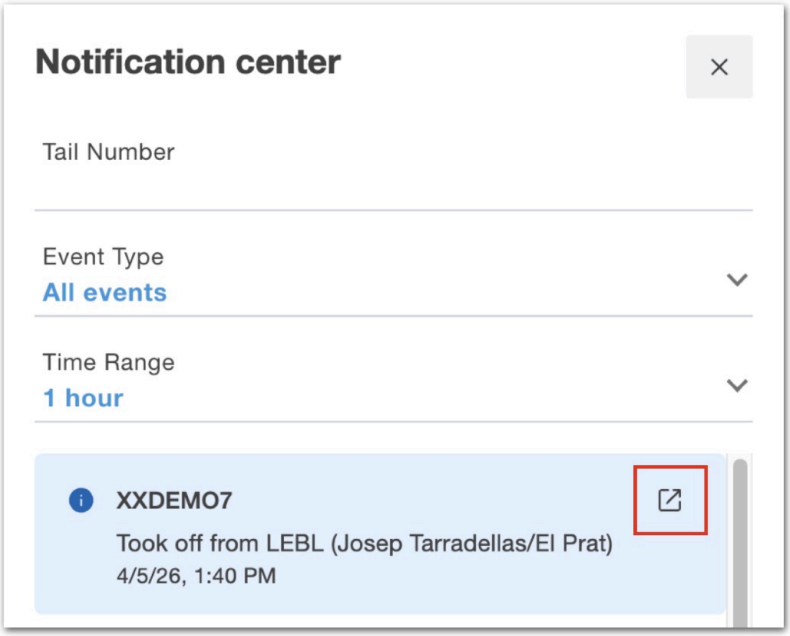
Volcanic Ash Button

Enable this option to display active volcanic areas on the map for route planning avoidance. Select a volcanic ash icon on the map to open the volcanic ash popover. Zoom in to see forecast ash areas.



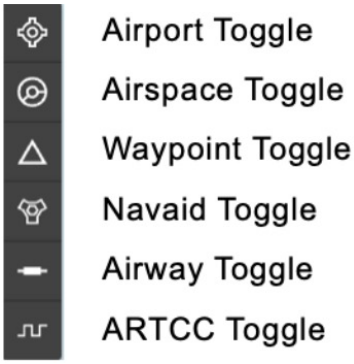
Notification Center

Click on the Notification Center button  to open the Notification Center popover. Notifications can be filtered by tail number, event type, and time range. The flight notification has a flight details button that can be clicked to open the Flight Details view.



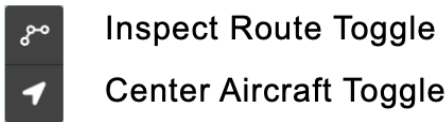
Aeronautical Layer Buttons

Only visible when the Aeronautical Map layer is selected in the Charts & Layers popover. Hover the cursor over the desired icon and left-click on it to toggle it on. Some layers may not be visible until zoomed in to an appropriate level.



Aircraft Route View Buttons

When a flight is selected on the Flight Status Table, two buttons appear on the map to customize the view. Hover the cursor over the desired button and left-click on it to toggle it on.



Zoom Buttons

Zoom the map in or out.

Center Fleet Button

Reset the zoom setting to show all fleet aircraft.

2.5.2.1 Altitude Colored Route Line

Altitude-colored routes display flight paths with altitude-specific color coding. Color coding improves visualization of the vertical flight profile.

- Planned routes are displayed in magenta.
- The active route is displayed using the color shown on the altitude scale, reflecting the aircraft altitude along the route.

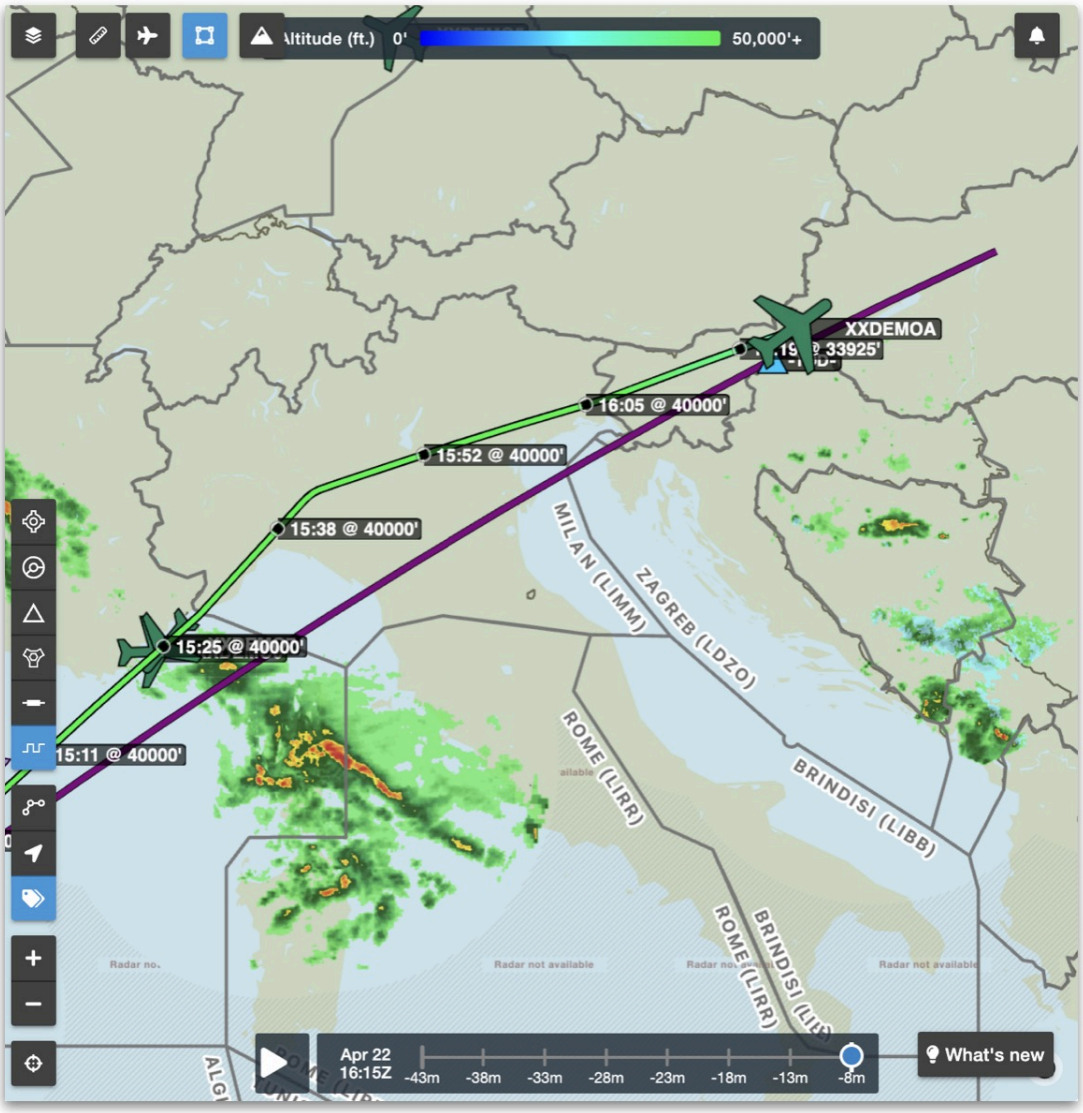


Figure 2-21. Altitude Colored Route Line

The altitude scale shows the color depiction for altitudes from 0 to 50,000+.



Figure 2-22. Altitude Route Scale

2.5.2.2 Route Points

Route points are displayed on a route when the Route Points toggle is clicked on. The button will turn blue when active and the route points will appear on the route. Route points dynamically adjust based on zoom level, with additional points appearing when zooming in and fewer points displayed when zooming out.

Hover the mouse over the route point to see expanded position information.

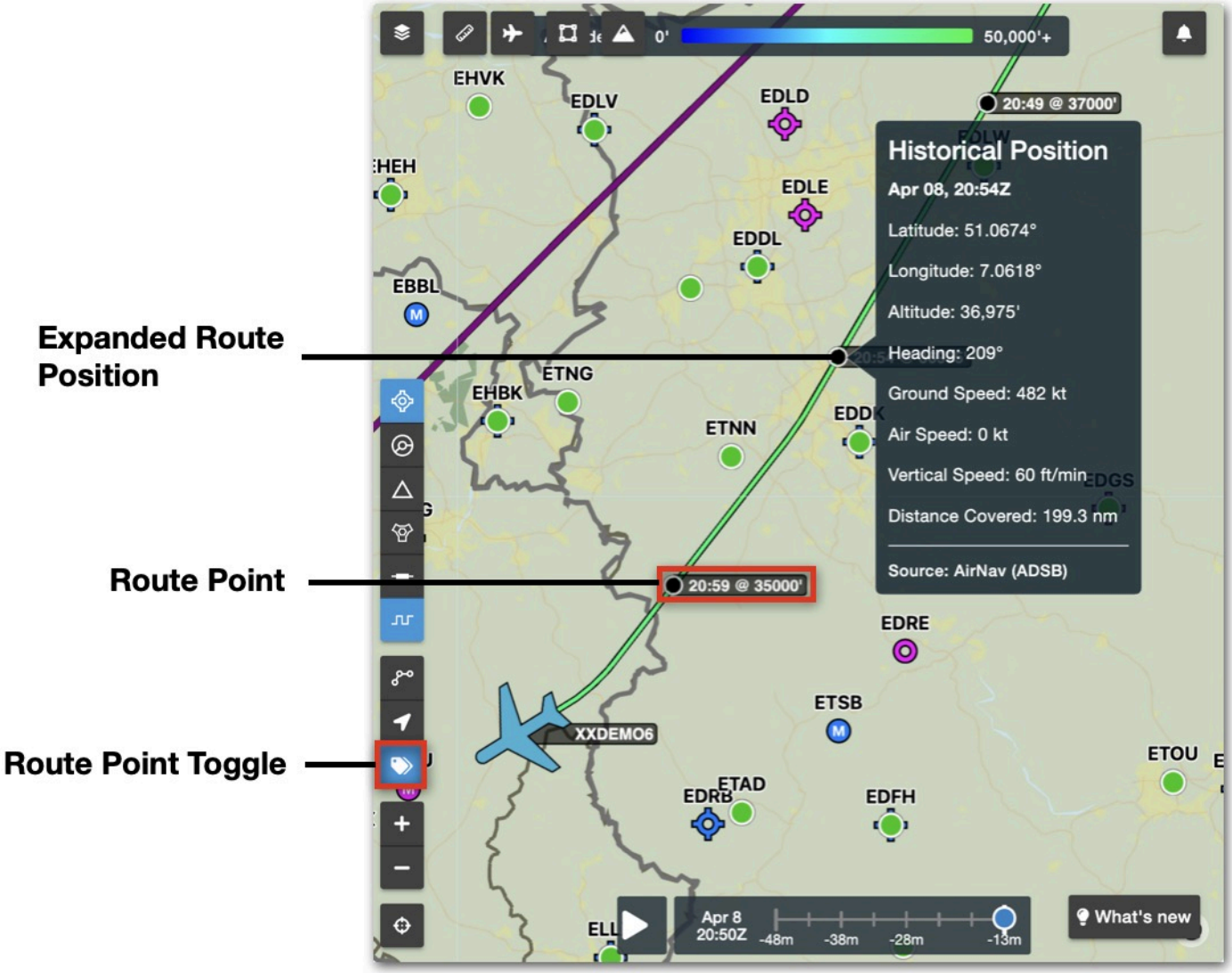


Figure 2-23. Route Points

2.5.3 Aircraft Icons

Aircraft tail numbers are displayed on the map page next to each aircraft icon.



Figure 2-24. Tracked Aircraft Icons and Flight Details

Click on the aircraft icon to see the tail number, altitude, heading, speed, position source, and timestamp.



Figure 2-25. Aircraft Icon

> **NOTE:** With a global tracking license, aircraft position data sourced from satellite-based Automatic Dependent Surveillance-Broadcast (ADS-B) can be identified by the provider name "Aireon", "Airnav", or other provider.

2.6 Flights Log

The Flights Log tab displays details for in progress and completed flights, along with links to view additional information. Flights planned in Dispatch can be opened by selecting the link icon in the Extra Info column.

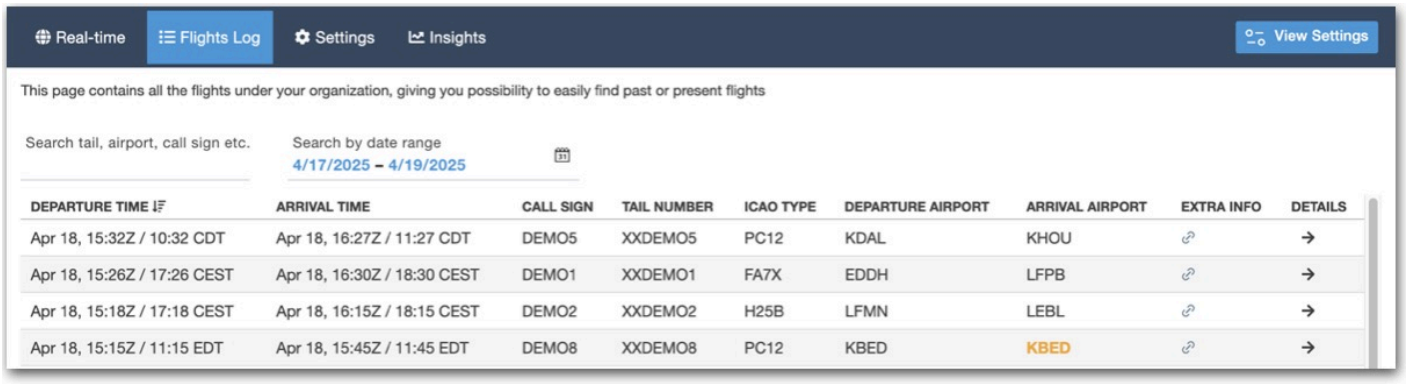


Figure 2-26. Flights Log View

2.6.1 Search Fields

Use the search fields to find flights based on specific details. Search criteria include:

- Call Sign
- Tail Number
- ICAO Type
- Departure Airport
- Arrival Airport.

For date range searches, select the calendar icon. After clicking a start date, allowable end dates are displayed in bold.

2.6.2 Flights Log Data Fields

Flights Log data is displayed on individual lines for easy viewing. Each flight entry includes:

> **Departure Time**
>
> Displays the scheduled departure time and will update to the actual departure time when received.

Arrival Time

Information is not displayed until the ATOT is received. It will then populate with the ELDT and will update as flight data is received.

Call Sign

Visible if a call sign is entered on the flight plan in the Flight Editor view in ForeFlight Dispatch.

Tail Number

Displays the Aircraft Tail.

ICAO Type

Displays the ICAO Type.

Departure Airport

Displays the departure airport.

Arrival Airport

Displays the destination airport. It will turn amber if the destination has been changed.

Extra Info Link

Will open the flight in Dispatch if planned there.

Details Link

Will open the Flight Details view in Tracking.

2.7 Insights

The Insights view displays fleet utilization data for a specified time period. Multiple data categories are available for viewing.

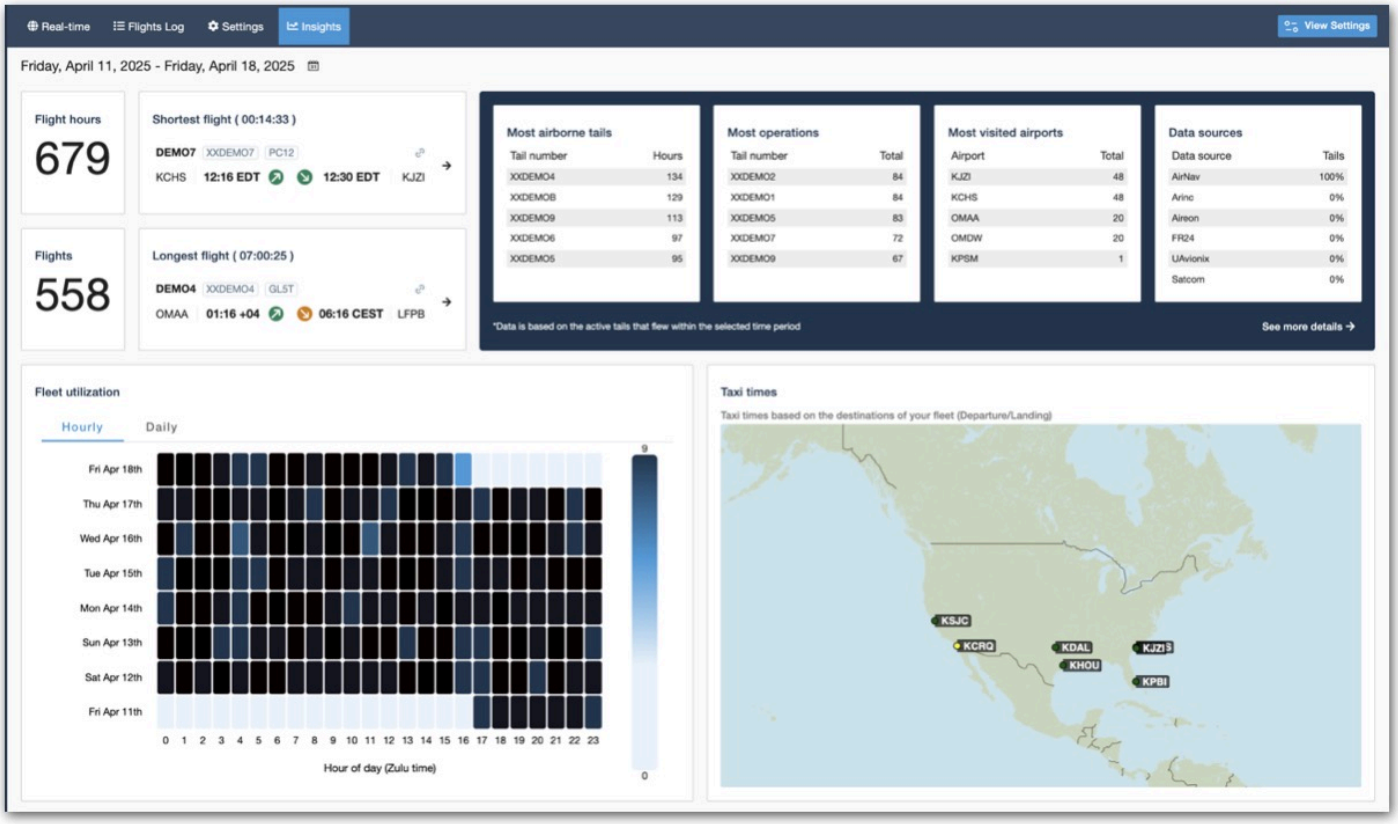


Figure 2-27. Insights View Displaying Fleet Data

2.7.1 Flight Data

The total flight hours and number of completed flights for the fleet are displayed. The shortest and longest flights are shown. Links to view each flight in Dispatch or access more details in Tracking are provided.

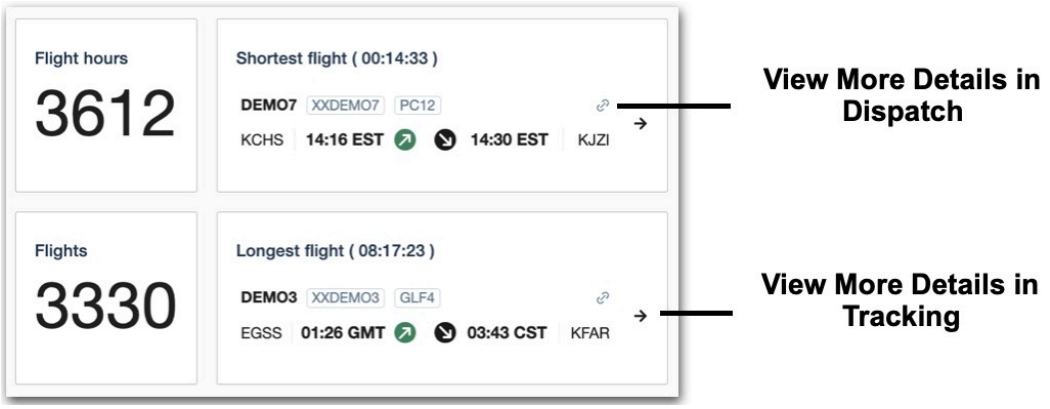


Figure 2-28. Flight Data View

2.7.2 Operational Data

When the timeline is set, operational data is displayed for the following categories:

- Most Airborne Tails
- Most Operations (By tail)
- Most Visited Airports
- Data Sources.



Figure 2-29. Operational Data View

To view data for the entire fleet during the selected time period, select the **See more details** link.

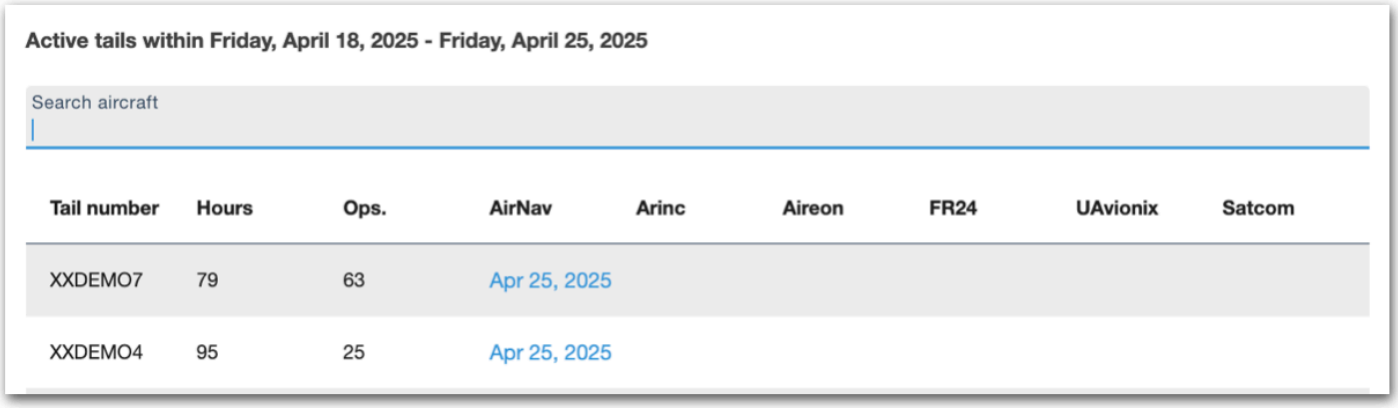


Figure 2-30. Aircraft By Tail Data

2.7.3 Fleet Utilization

Fleet utilization is shown in a graphical format by date, with options to view data hourly or daily. Hover over a one-hour block to display the number of operations conducted during that time. A color slider on the right indicates the minimum and maximum number of operations represented in the chart.

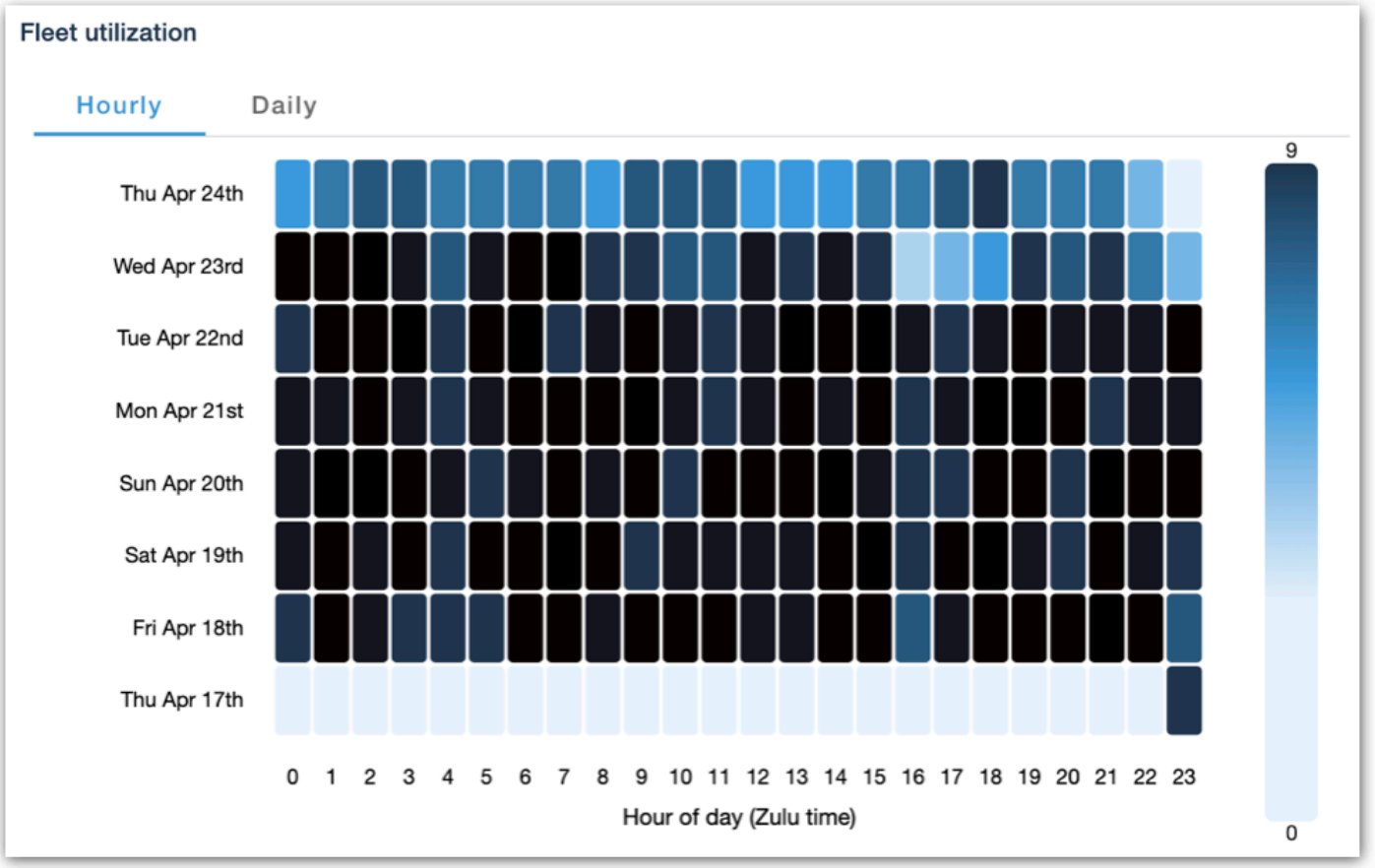


Figure 2-31. Hourly Fleet Utilization Chart

The daily fleet utilization chart displays the number of operations completed by date. The total fleet utilization percentage appears at the end of each colored bar, with each day color-coded.

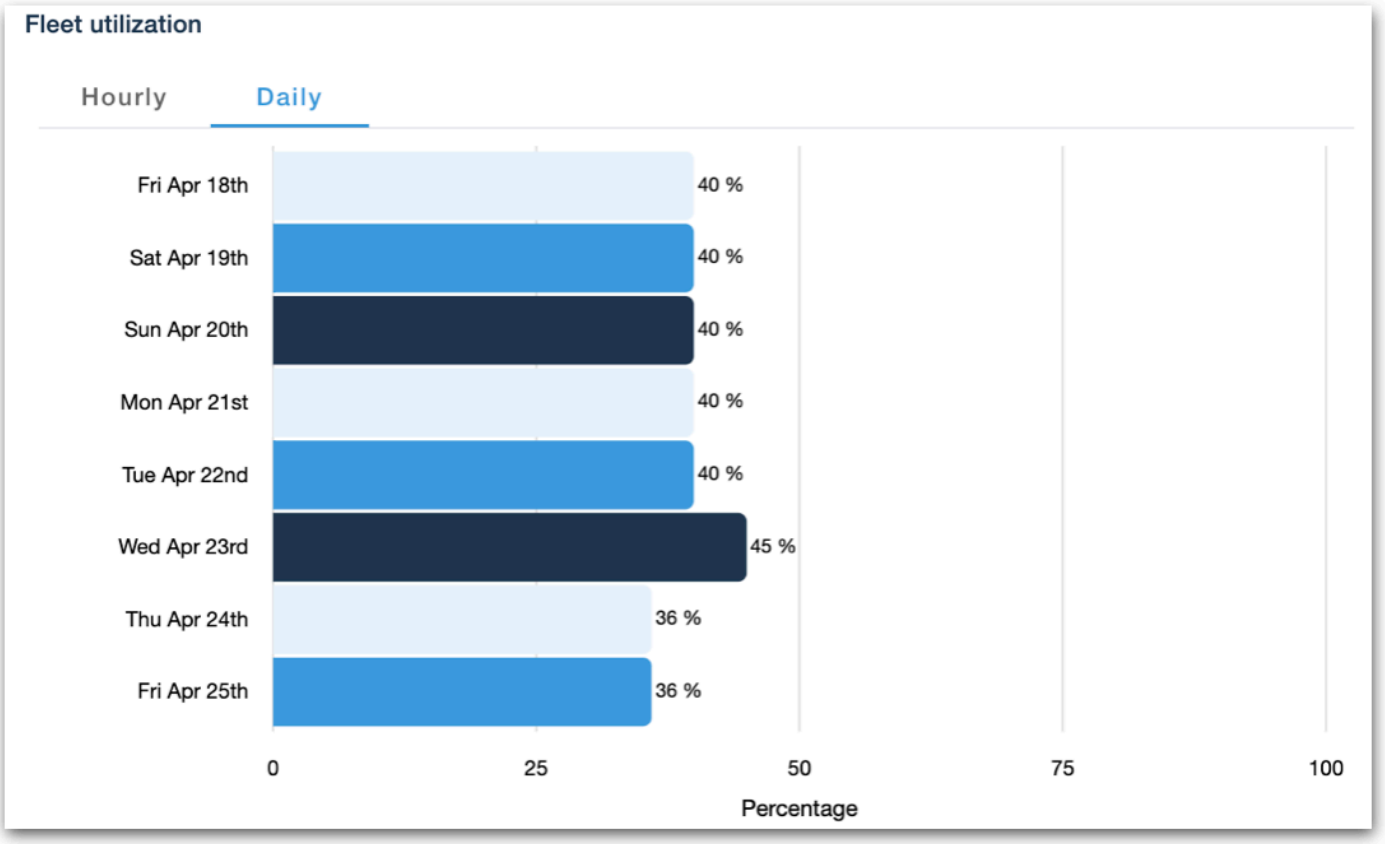


Figure 2-32. Daily Fleet Utilization Chart

2.7.4 Taxi Times

View taxi times on the Taxi Times map, which populates based on fleet departure and destination airports. Average taxi times are calculated using Out and Off times at departure and On and In times at the destination.

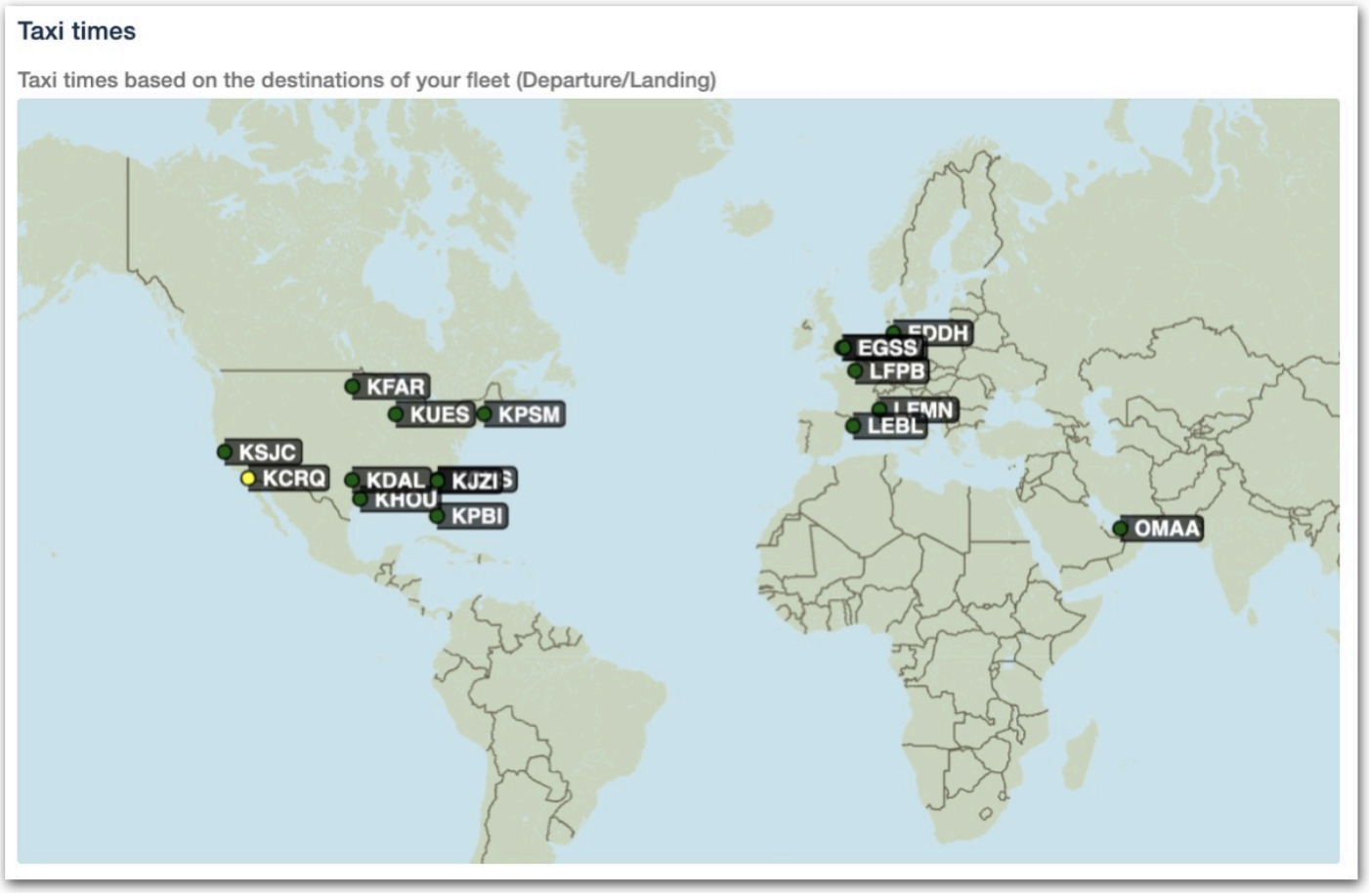


Figure 2-33. Taxi Times Map

To view taxi times, zoom in on the desired airport using the mouse wheel, then left-click the colored dot next to the airport identifier. A pop-over will display the average taxi times. If no time is shown, data is insufficient.

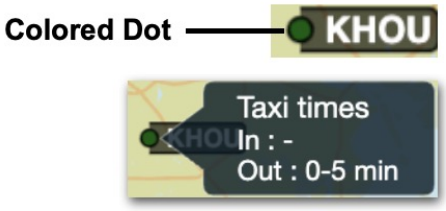


Figure 2-34. Colored Dot

2.8 Timezone Settings

Timezone Settings allows selection of local or Zulu time stamps in tracking. If local time is chosen, the departure block times will be converted using the departure airport time zone. The arrival block times will be converted using the arrival airport time zone. If either the departure or arrival airport is missing, Zulu time is the default for the block times.

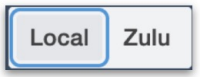


Figure 2-35. Timezone Settings

2.9 Settings

The Settings tab provides options to customize flight reporting and notification details. It is divided into two sections: Organizational Settings and Personal Settings.

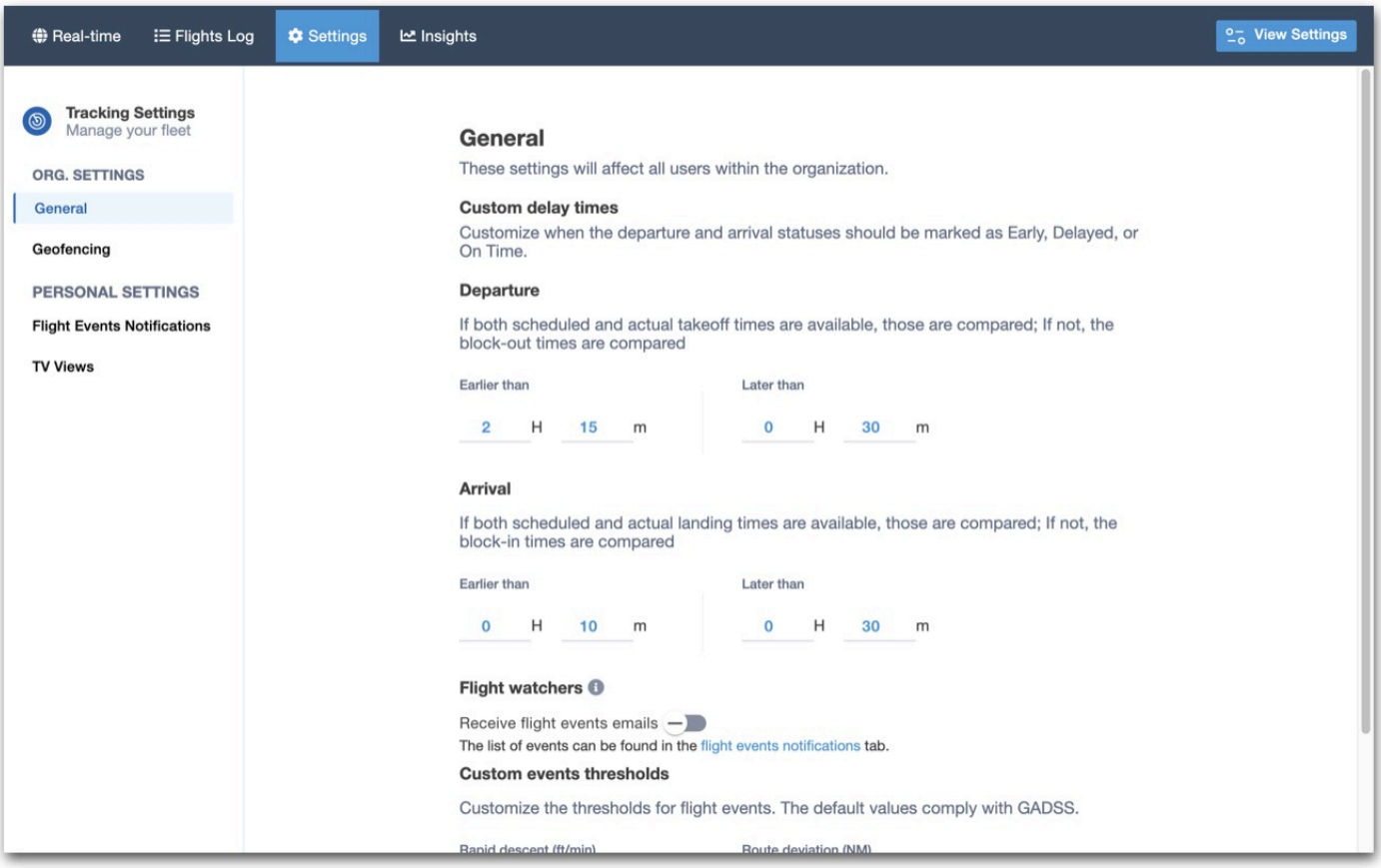


Figure 2-36. General Settings View

2.9.1 Organizational Settings

Organizational Settings includes a **General** tab for configuring custom departure and arrival times, and a **Geofencing** tab for creating flight areas that trigger notifications when aircraft enter or exit them.

2.9.1.1 General

The General settings allow customization for the following:

- Departure
- Arrival
- Flight watchers
- Custom Events Thresholds

2.9.1.2 Departure

Customize departure time status to define when a flight displays as Early, On Time, or Delayed. Set these times in hours and minutes.

For example, in the configuration shown below:

> **Early**
>
> Flights departing 15 minutes or more before the scheduled departure time.

> **On Time**
>
> Flights departing less than 15 minutes early and less than 30 minutes after the scheduled departure time.

> **Delayed**
>
> Flights departing 30 minutes or more after the scheduled departure time.



Figure 2-37. Setting Departure Time Status

> **NOTE:** Status is determined by comparing scheduled and actual times. If the actual time is unavailable, block times are used.

2.9.1.3 Arrival

Customize arrival time status to define when a flight displays as Early, On Time, or Delayed. Set these times in hours and minutes.

For example, in the configuration shown below:

> **Early**
>
> Flights arriving 15 minutes or more before the scheduled arrival time.

> **On Time**
>
> Flights arriving less than 15 minutes early and up to 30 minutes after the scheduled arrival time.

> **Delayed**
>
> Flights arriving 30 minutes or more after the scheduled arrival time.



Figure 2-38. Setting Arrival Time Status

2.9.1.4 Flight Watchers

When **Receive flight events emails** is enabled, Flight Watchers will send email notifications for the flight events selected in Flight Event Notifications.

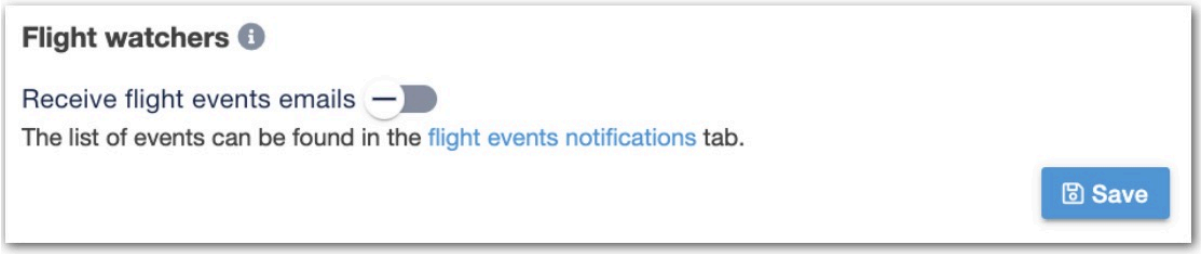


Figure 2-39. Flight Watchers Notifications

2.9.1.5 Custom Events Thresholds

The Custom Events Thresholds can be set for a rapid descent or route deviation. The default settings are compliant with Global Aeronautical Distress and Safety System (GADSS).



Figure 2-40. Custom Events Thresholds

2.9.1.6 Geofencing

Geofencing creates custom geographical areas that trigger notifications when aircraft enter or exit them. Altitude limits can be added to geofenced areas.

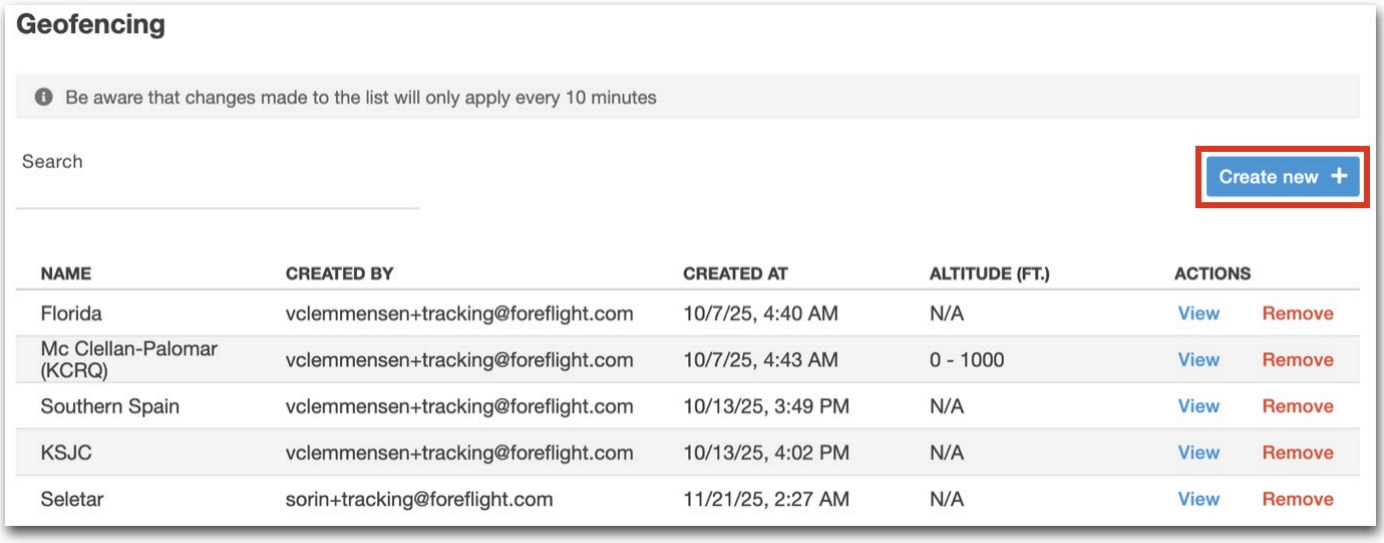


Figure 2-41. Geofencing Main View

Geofencing Main View fields

The following fields are listed in the main geofencing view:

> **Name**
>
> The name that is entered when creating a new geofencing area.

> **Created By**
>
> The account being used when the geofencing area was created.

> **Created At**
>
> The time created in UTC.

> **Altitude (FT)**
>
> The altitude range if entered.

> **Action - View**
>
> Click the **View** button to open and view or edit the geofencing area.

> **Action - Remove**
>
> Click the **Remove** button to permanently remove the geofencing area.

Create a New Geofencing Area

To create a custom geofencing area, complete the following steps:

1. Click the **Create new +** button.

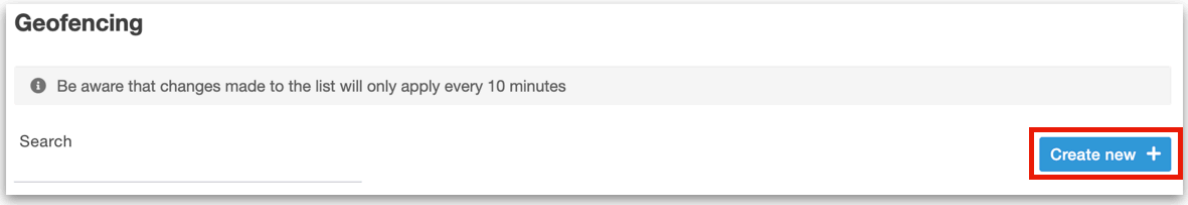


Figure 2-42. Create a New Geofencing Area

2. Enter a name for the defined area in the Name field (Required).
3. Adjust the map to include the area for selecting the geographic boundaries.
4. Right-click on the geographic points (minimum three, maximum 10) to define the geographic area.
5. Toggle ON the Define Altitude Boundary and enter a minimum and maximum altitude (Not Required).
6. Click the **Save** button to save.

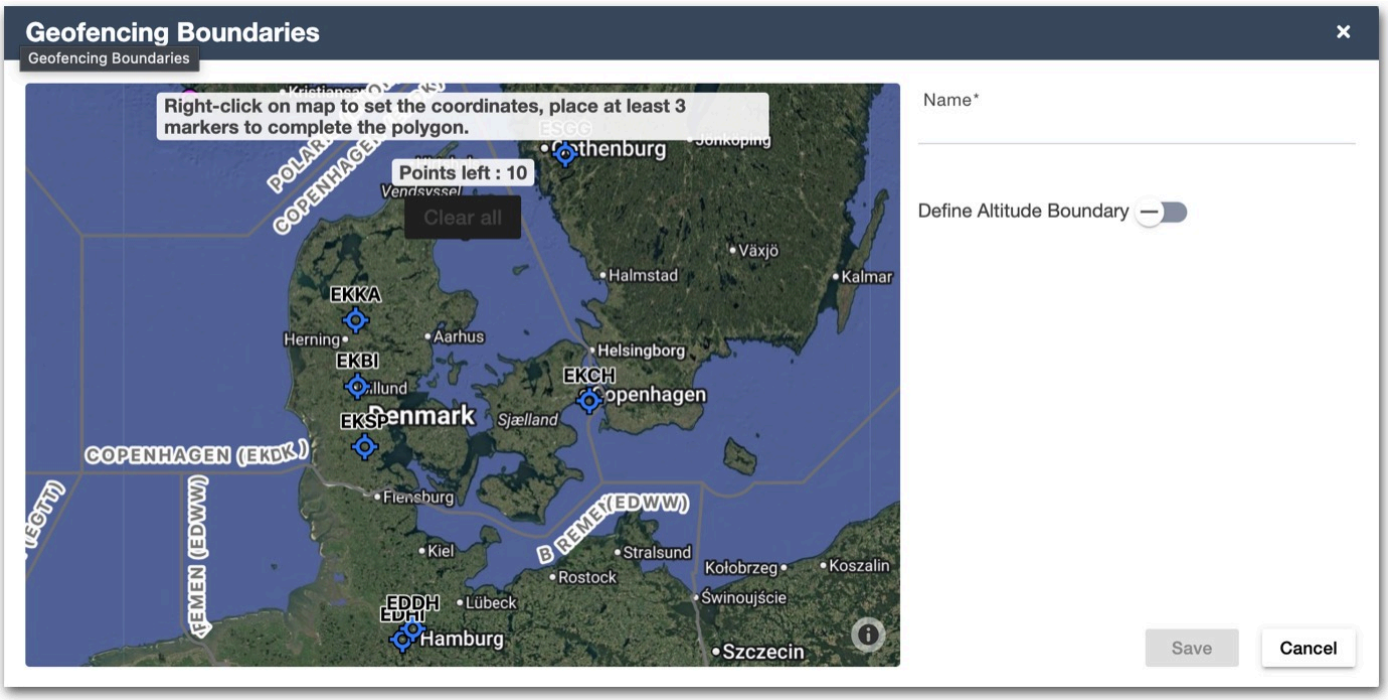


Figure 2-43. New Geofencing Boundaries Pop-Over

Notifications and Viewing Geofencing Areas

Geofencing alerts can be found in **Tracking → Settings → Flight Events Notification**. Select the box for In Tracking and/or Email for the Entered Boundary and Exited Boundary to activate notifications.

Geofencing areas can be viewed in the map view by clicking on the Geofencing button in map view.

2.9.2 Personal Settings

Personal Settings include categories for adjusting settings that only affect individuals within the organization.

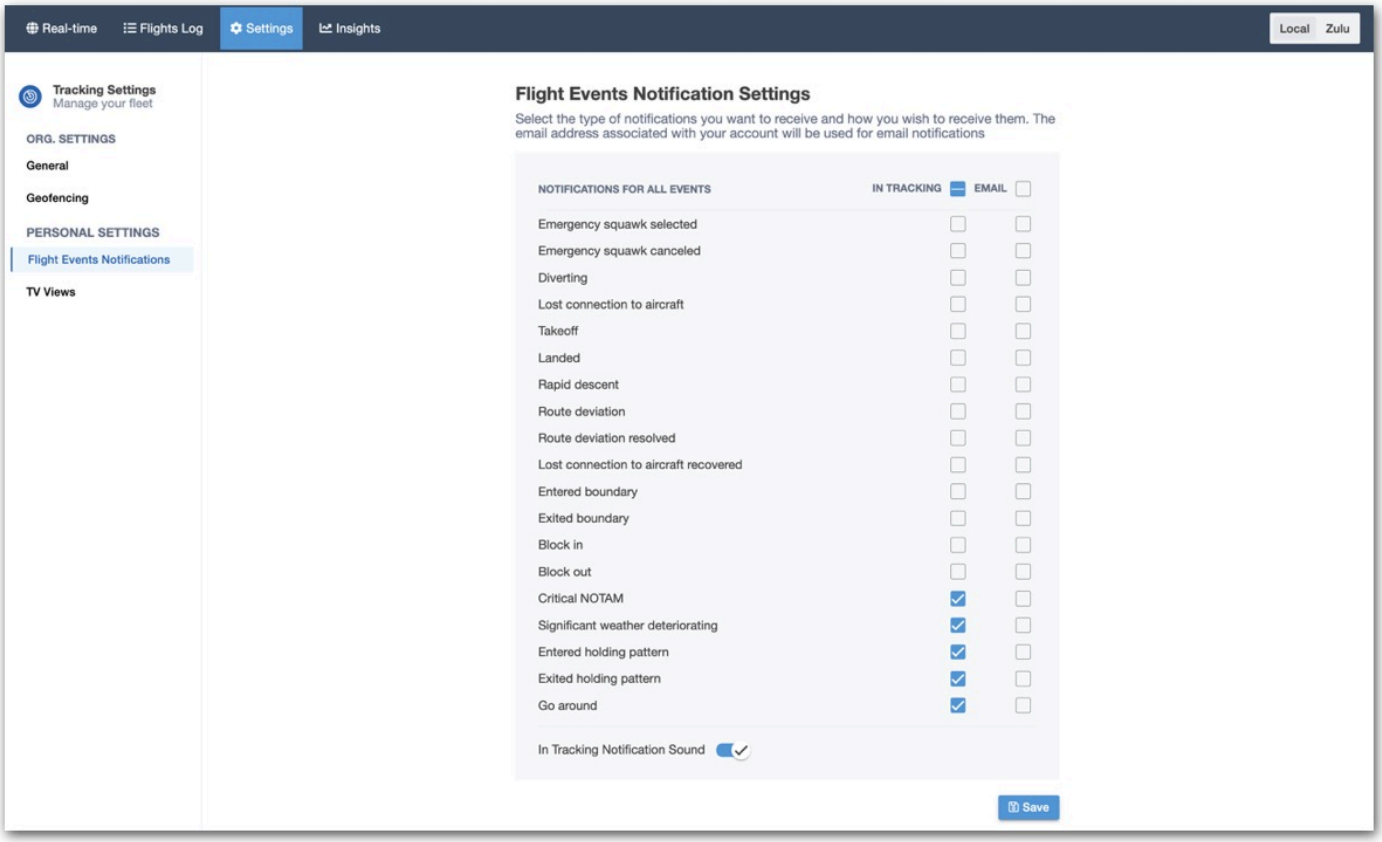


Figure 2-44. Personal Settings Main View

2.9.2.1 Flight Events Notifications

Configure flight event notifications for all or selected events, sent within Tracking or via email. Toggle the in-Tracking notification sound to receive audible notifications.

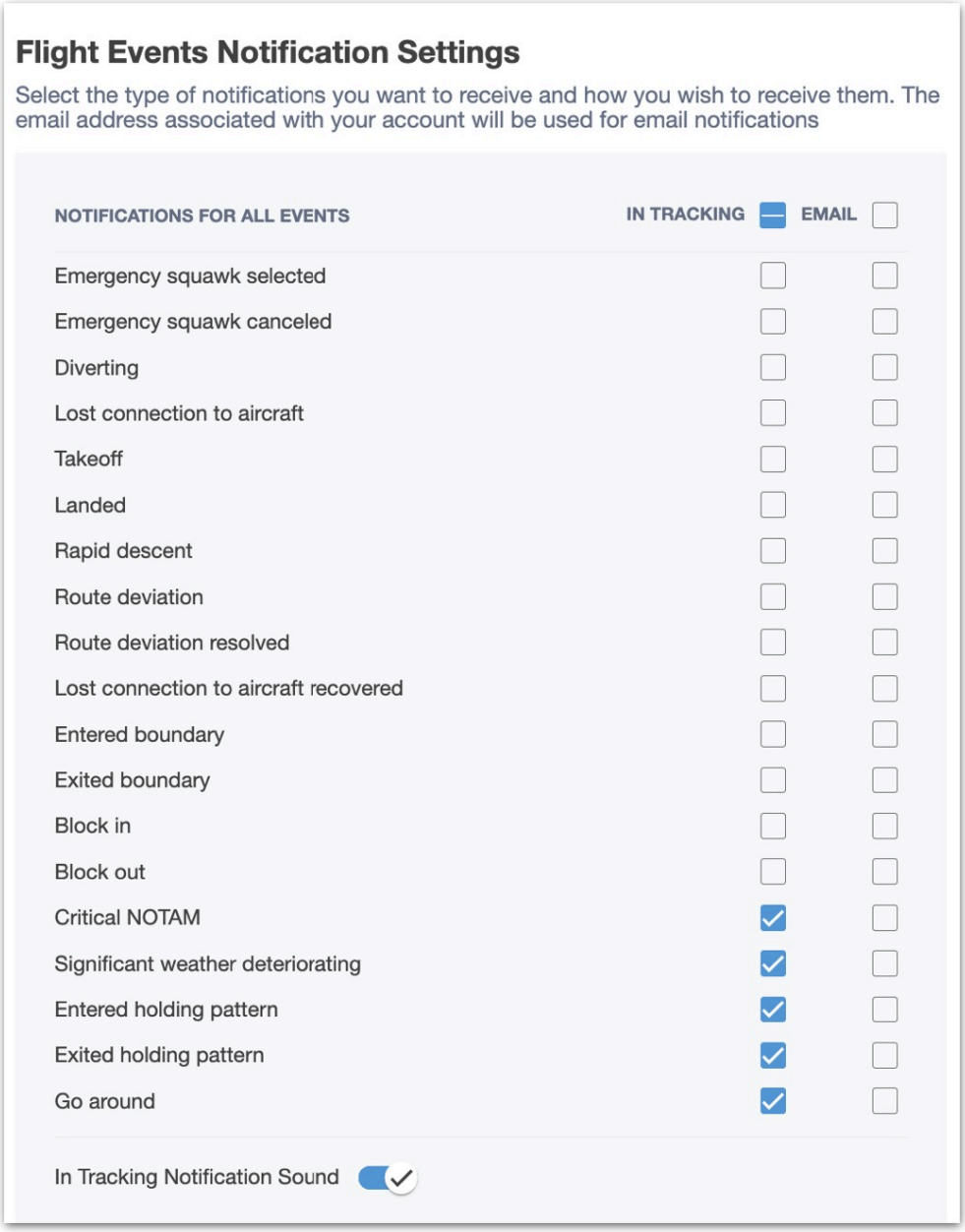


Figure 2-45. Flight Events Notifications View

When an alert is activated, an audible sound is generated to indicate the alert. Alerts are displayed in the upper-right corner of the map view.

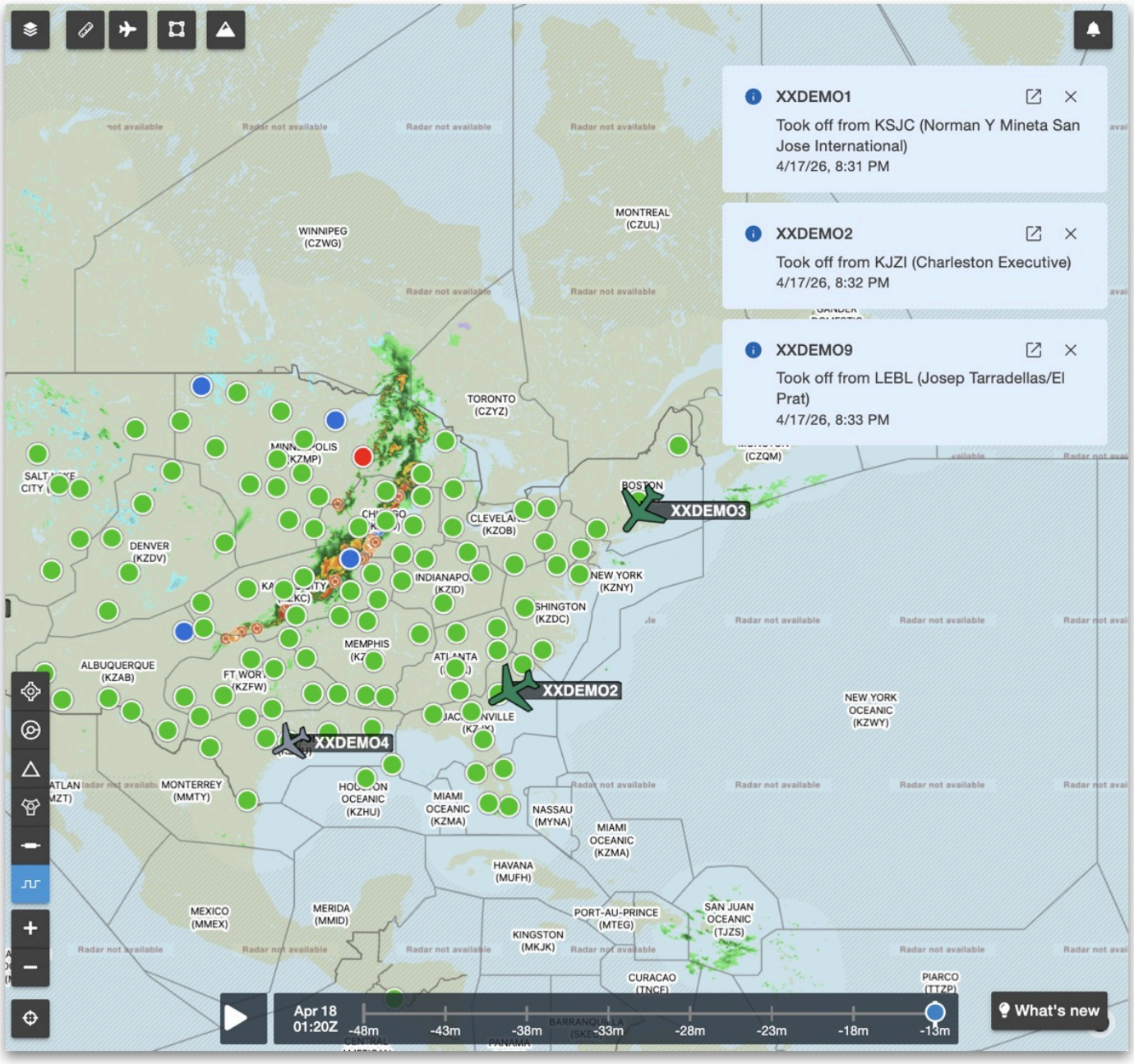


Figure 2-46. Flight Event Notifications on the Map

2.9.2.2 TV Views

TV Views hides the Flight Status Table and displays the Map View in full-screen mode. This feature is ideal for projecting the map onto a monitor or television for uncluttered, real-time tracking.

TV Views runs continuously and refreshes daily at 23:59 (local computer time).



Figure 2-47. TV Views Full Screen Mode

Entering TV Views

To view **TV Views**, select **Settings → TV Views**. The **TV Views** main view will display.

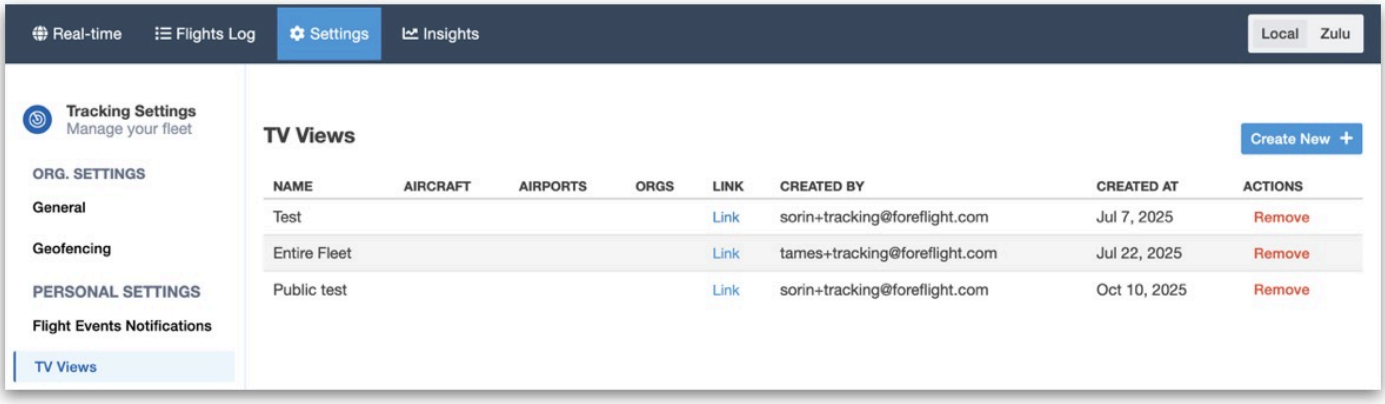


Figure 2-48. TV Views Main View

The main view displays a list of created **TV Views**. The displayed views run continuously until removed and also allow for it to be shared with non-ForeFlight users. Each entry includes a **link** button to open the selected **TV View** and a **Remove** button to delete it.

Creating a New TV View

Select the **Create New +** button to create a new **TV View**. Enter specific aircraft or airport identifiers in the popover, or leave the field blank to include the entire fleet. Select Navigate to TV View to display the view.

Toggle **Public** to **On** to change the **Navigate to TV View** button to **Save TV View**. Select **Save TV View** to store the entered aircraft and airport combination in the main **TV Views** list.

Multiple views can be saved using different combinations to quickly access organization-specific profiles.

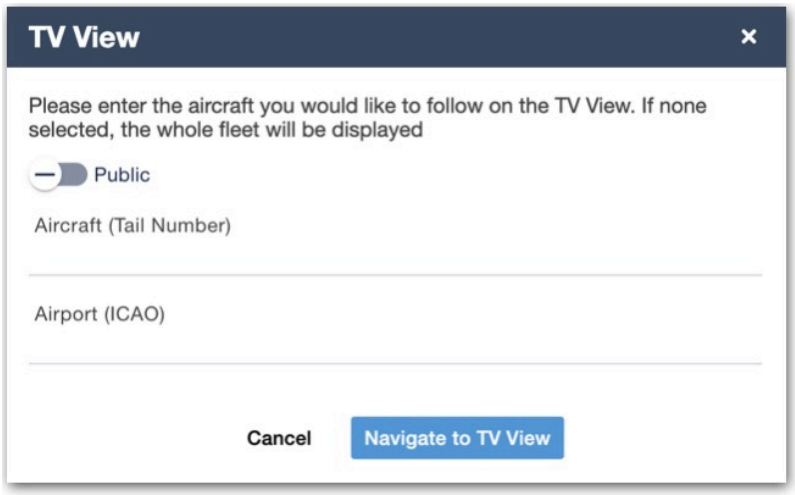


Figure 2-49. TV View PopOver

Customizing the TV View

The **TV View** can be adjusted to suit a variety of monitoring preferences. To expand the Map View to full screen, select the  (**Enter Full Screen**) button in the upper-left corner of the Map View.

The map automatically centers on the selected aircraft. If no aircraft are selected, the view centers on the entire fleet. Select an individual aircraft on the map to display the Flight Details View on the left side of the TV View. Unknown aircraft will not display the Flight Details View due to inadequate information.

The Flight Details View supports a minimized mode that presents a condensed version of the information. Toggle between the minimized view and the expanded Flight Details View as needed. Close either view using the **Close** button.

All map buttons and layer selections function the same as the Map View.

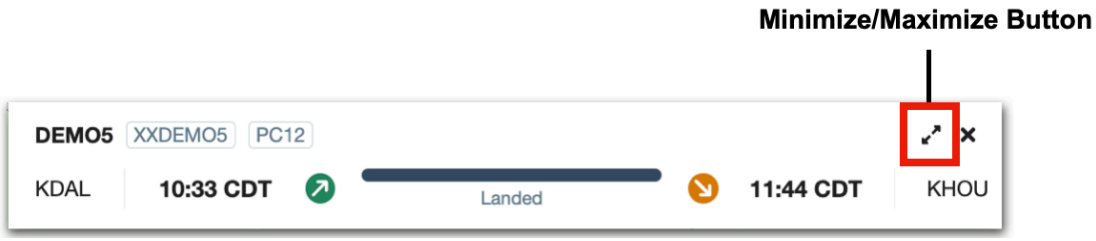


Figure 2-50. Minimize Aircraft Details View

Toggle Flights List Button

Clicking on the Toggle Flights List button will open a compact view of the organization fleet aircraft displaying them by the following status:

- Airborne
- On Ground
- Unknown.

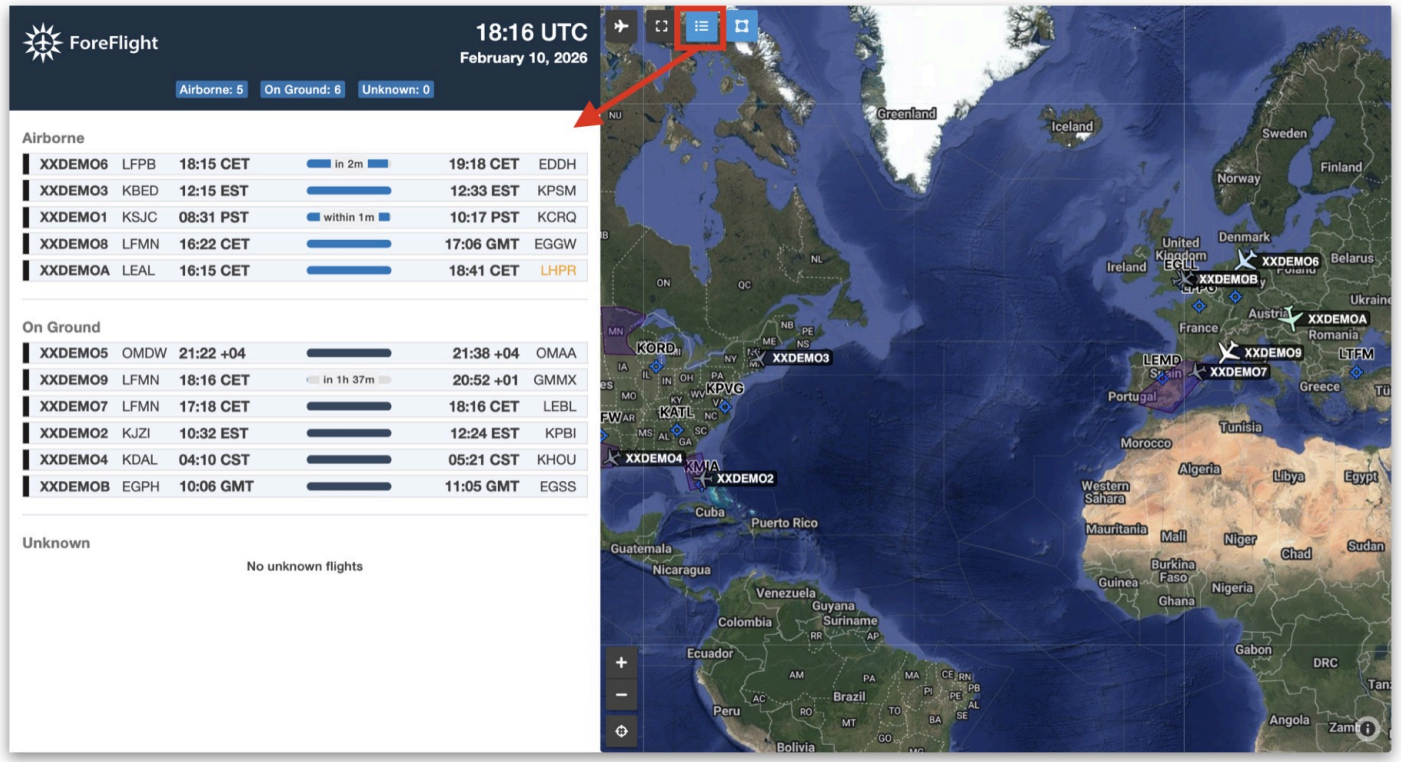


Figure 2-51. Toggle Flights List Button

FLIGHT RISK ASSESSMENT TOOL

ForeFlight Flight Risk Assessment Tool (FRAT) is a safety add-on for ForeFlight Business and Military plans. FRAT is licensed per aircraft and supports the identification, scoring, and mitigation of flight risks during preflight planning in ForeFlight Mobile.

Safety Managers and administrators configure the organization FRAT template from the Safety view in ForeFlight Web. Configuration can start with the standard prebuilt FRAT template or with a blank customizable template.

A FRAT can include the following risk factor types:

- **Pre-Built Risk Factors**: Predefined risk factors based on business aviation industry standards that are included in the pre-built FRAT.
- **Customizable Risk Factors**: Organization-defined risk factors to meet operational requirements.
- **System Risk Factors**: Risk factors scored automatically using available flight, weather, aircraft, and route data.

A score is assigned to each risk factor answer or system-defined condition. Risk level thresholds define the total score ranges for Low, Medium, and High Risk assessments.

The Safety Manager Dashboard provides fleet-wide visibility into completed FRATs. The dashboard displays 30-day score and mitigation averages, frequently occurring risk factors, and access to review all submitted assessments.

> **NOTE:** Organizations licensed for the standalone Flight Risk Assessment Tool (FRAT) have access only to the FRAT tab in the Safety Manager dashboard. When the Safety Management System (SMS) is included in the organization's subscription, all SMS tabs are available, subject to the user's assigned role.

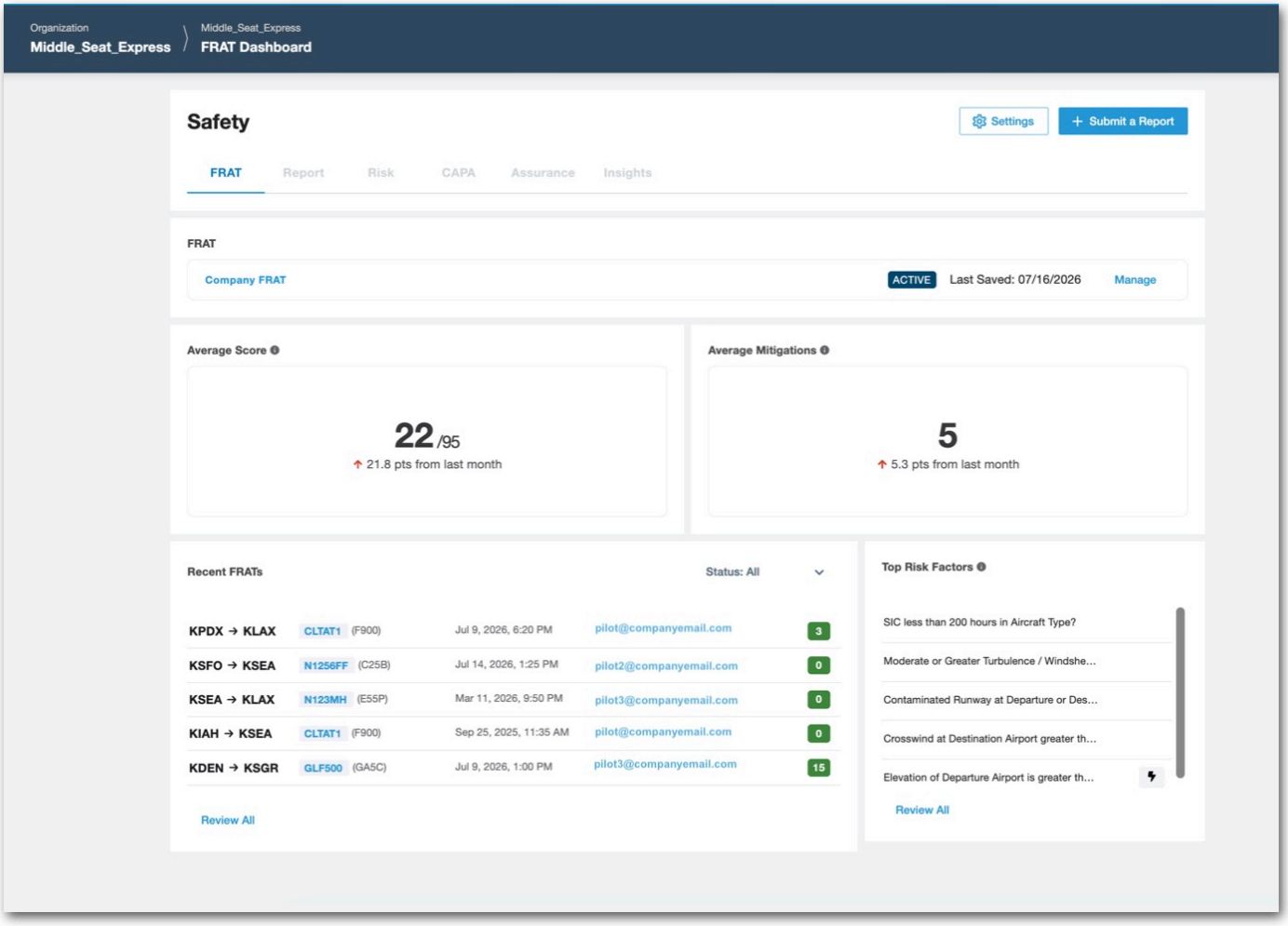


Figure 3-1. FRAT Dashboard

In ForeFlight Mobile, the Flight Risk section is available for flights associated with a FRAT-licensed aircraft. Predefined Risk Factors are completed manually. System Risk Factors are scored automatically using available data. If sufficient data is unavailable to score a system risk factor, the pilot is prompted to provide a response. The color-coded flight risk score appears after all risk factors have been reviewed.

High risk factors require written mitigation before the assessment can be submitted. Submission of a High risk assessment automatically sends an email notification to all Safety Managers.

3.1 Accessing FRAT

To access the FRAT view:

1. Log in to ForeFlight Web.
2. Select **Safety** from the sidebar.
3. Select the **FRAT** tab in the Safety dashboard.

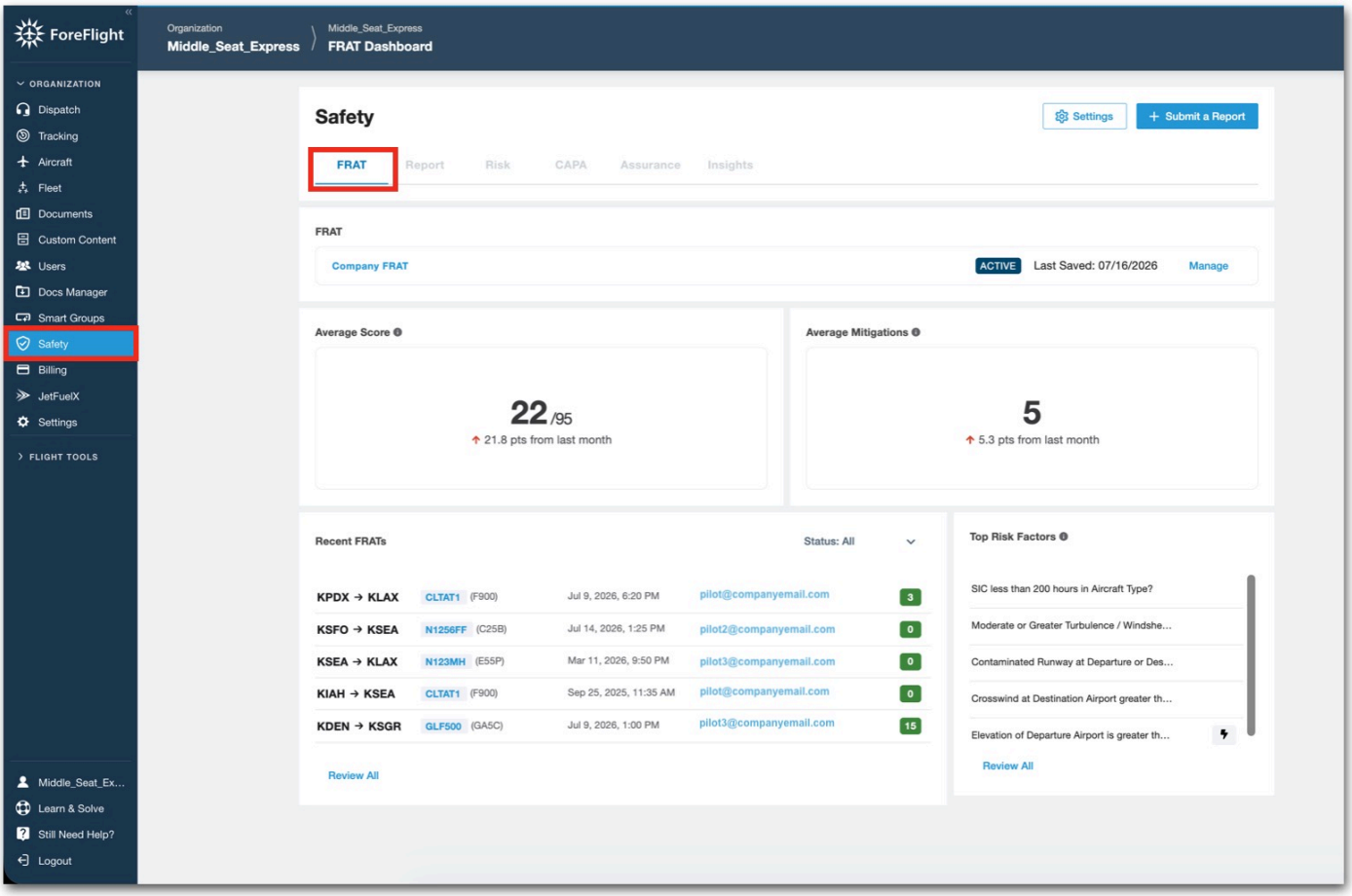


Figure 3-2. ForeFlight FRAT Location

3.2 Setting Up FRAT

FRAT setup consists of four stages:

1. **Creating a FRAT**: Create a new FRAT for the organization and choose whether to begin with the Pre-Built Standard FRAT Template or a blank Custom FRAT.

2. **Setting Up Risk Factors**: Configure the conditions evaluated during a Flight Risk Assessment in ForeFlight Web for use in ForeFlight Mobile. Complete and assign the scores associated with each condition or response.

3. **Defining Risk Severity**: Define the score ranges used to classify an assessment as Low, Medium, or High risk.

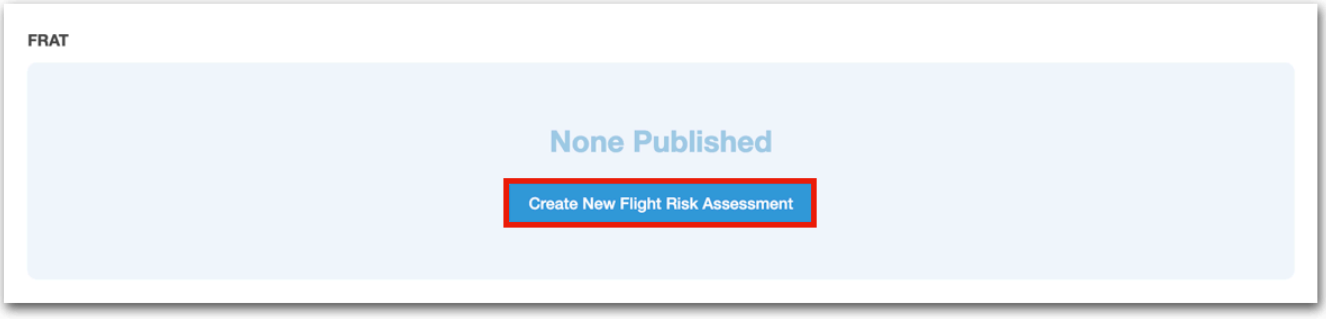
4. **Publishing to Pilots**: Make the completed FRAT template available to pilots in ForeFlight Mobile.

This chapter explains how to create a FRAT, configure risk factors and severity, and publish the completed template.

3.2.1 Creating a FRAT

To begin creating a Flight Risk Assessment, complete the following steps:

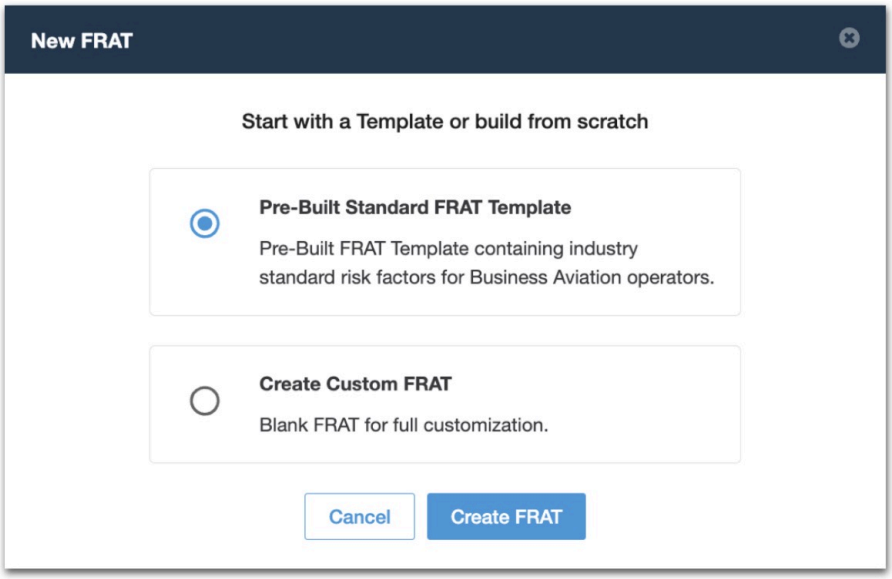
1. Log in to ForeFlight Web.
2. Select **Safety** from the sidebar.
3. Select the **FRAT** tab in the Safety dashboard.
4. Select **Create New Flight Risk Assessment**.



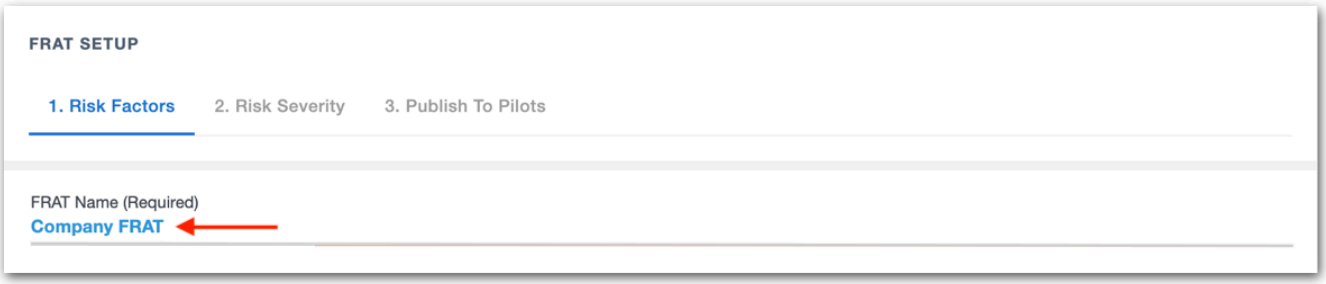
5 Select one of the following options from the "New FRAT" popover:

- **Pre-Built Standard FRAT Template**: Includes industry standard risk factors for Business Aviation Operators.
- **Create Custom FRAT**: Provides a blank FRAT for full customization.

> **NOTE:** Adding Risk Factors in a Custom FRAT follows the same steps as Adding Custom Risk Factors using the Pre-Built FRAT Template.



6 Enter a name for the FRAT.



7 Complete each of the three sections: Risk Factors, Risk Severity, and Publish to Pilots.

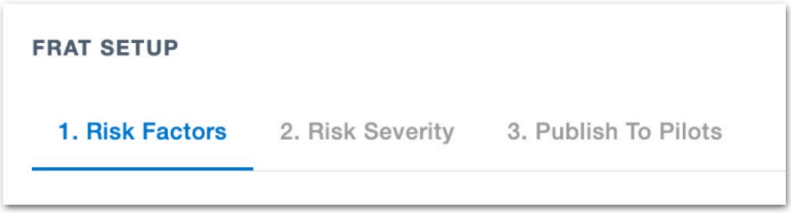


Figure 3-3. FRAT SETUP Sections in the FRAT View

3.2.2 Risk Factors

Risk factors define the conditions evaluated as part of a Flight Risk Assessment. Each risk factor contributes a score to the overall flight risk score when its corresponding condition or answer applies.

A FRAT can include the following risk factor types:

- Pre-Built Risk Factors
- Customizable Risk Factors
- System Risk Factors.

Pre-Built and Customizable Risk Factors contain a question, possible answers, and a score for each answer. These questions are answered manually in ForeFlight Mobile.

System Risk Factors evaluate available flight, weather, aircraft, and route data. ForeFlight Mobile attempts to score these risk factors automatically. A lightning bolt icon along with the text "System Risk Factor" identifies each System Risk Factor.

3.2.2.1 Pre-Built Risk Factors

Pre-Built Risk Factors contain a question, possible answers, and a score for each answer. These questions are answered when conducting a FRAT in ForeFlight Mobile.

Pre-Built Standard FRAT templates populate risk factors based on business aviation industry standards. Pre-Built templates can be edited.

The following controls are available in the Pre-Built and Customizable Risk Factor forms:

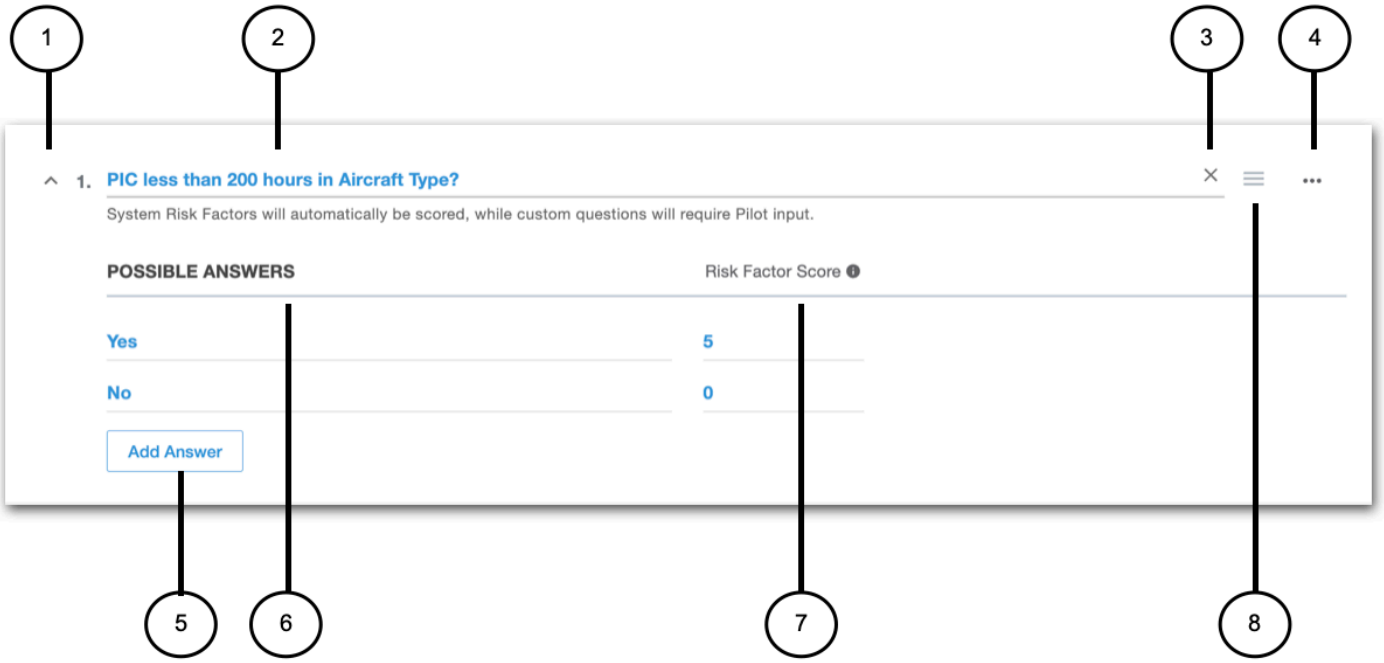


Figure 3-4. Risk Factor Form

1. **Open Chevron**: Collapses the Risk Factor form and hides all details except the risk factor question.
2. **Risk Factor Question**: Displays the default risk factor question provided with the prebuilt template. When the default question and answers are appropriate, proceed to the next risk factor.

   To edit the question, select the question field and enter the revised text. For example, the default question can be changed to "How many hours does the pilot in command have in the aircraft type?" to support a wider range of answer options.

3. **X**: Appears when the pointer is placed over the question row or when the question row is selected. Select X to delete the risk factor question.
4. **More Options (...) Menu**: Provides the following options:
   - **Duplicate**: Creates a copy of the selected risk factor below the original.
   - **Delete**: Removes the selected risk factor from the FRAT.
5. **Add Answer**: Adds a row for an additional answer and corresponding risk score.
6. **Possible Answers**: Lists the available answers to the risk factor question.
7. **Risk Factor Score**: Adds the displayed score to the overall flight risk score when the corresponding answer is selected in ForeFlight Mobile.
8. **Reorder Handle**: Moves the risk factor up or down in the list.

3.2.2.2 Custom Risk Factors

Custom Risk Factors are used to add risk factors that are not included in the Pre-Built FRAT or to create a custom FRAT. Each custom risk factor consists of a question, one or more response options, and an associated risk score for each response. When completing a FRAT in ForeFlight Mobile, the pilot answers custom risk factors manually.

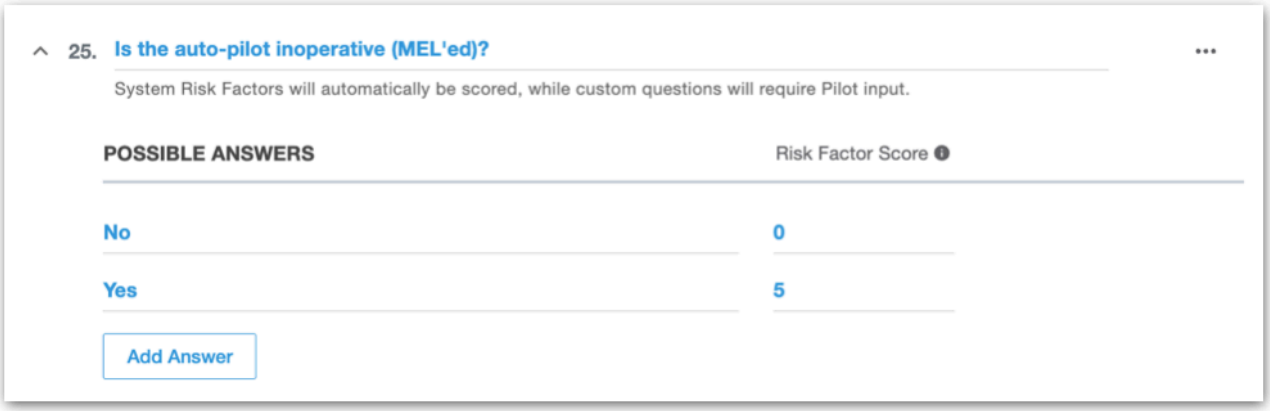


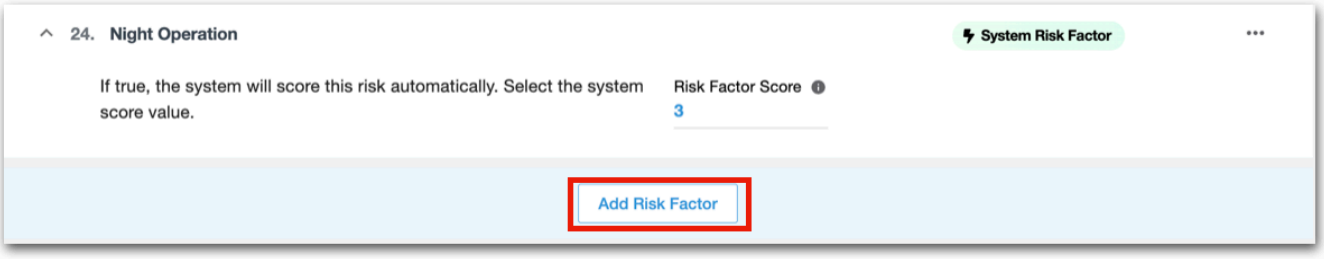
Figure 3-5. Example Custom Risk Factor

A Custom Risk Factor uses the same form layout as a Pre-Built Risk Factor. For details about the available fields and controls, see: Pre-Built Risk Factors.

Adding Custom Risk Factors

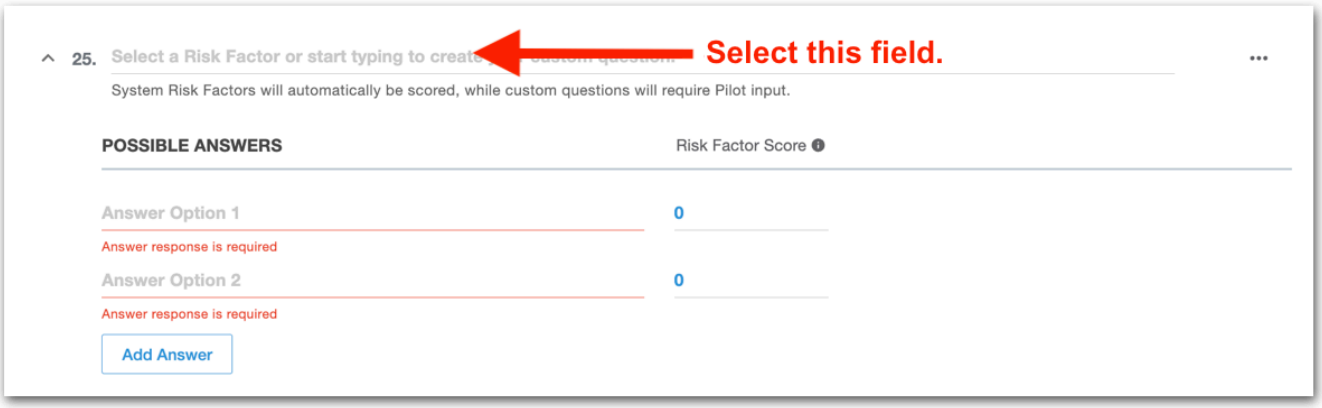
Use the steps in the Starting FRAT Setup section to open the Risk Factors section. Then complete the following steps to add risk factors:

1. Scroll to the bottom of the Risk Factor list.
2. Select **Add Risk Factor** at the bottom of the Risk Factor list. A blank Risk Factor form appears.



3. Select the question field, then complete one of the following actions:

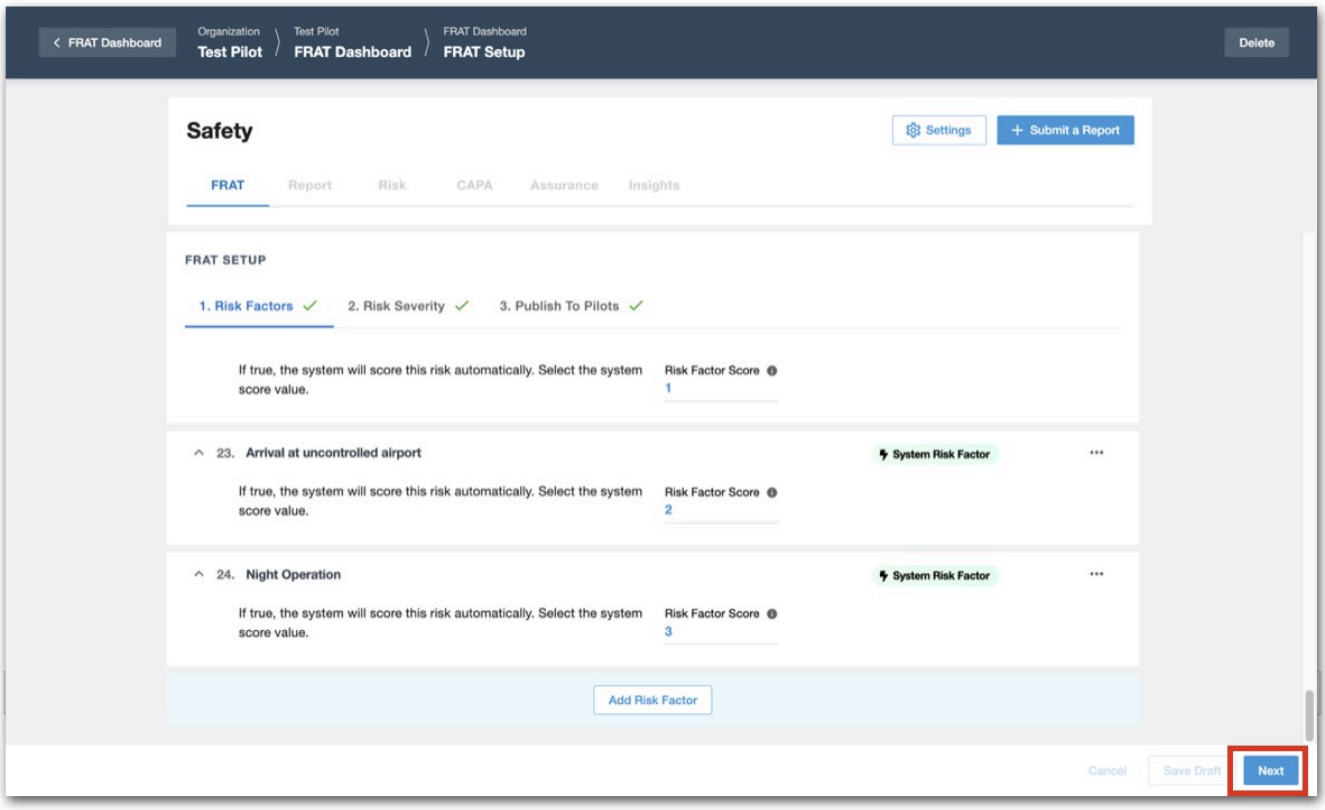
   - Enter a custom risk factor question.
   - Select an unused System Risk Factor from the popover list.



4. Configure the risk factor as needed.

5. To add another risk factor, select **Add Risk Factor** at the bottom of the Risk Factor list. Repeat steps 3-5 as needed.

6 When setup is complete, select the **Next** button to continue to Risk Severity setup.



3.2.2.3 System Risk Factors

System Risk Factors are scored automatically in ForeFlight Mobile using available flight, weather, aircraft, and route data. Each System Risk Factor is identified by a label with a lightning bolt icon and the text "System Risk Factor".

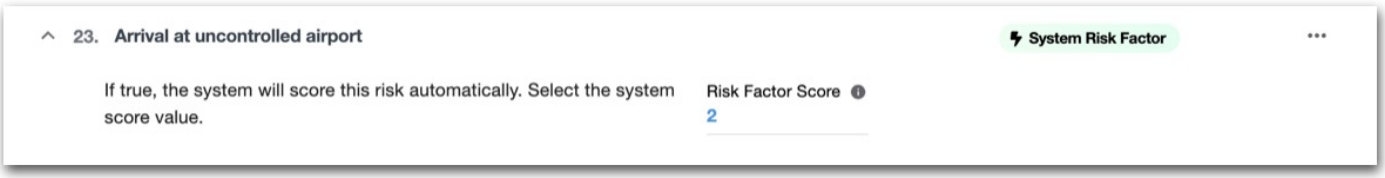


Figure 3-6. System Risk Factor Form

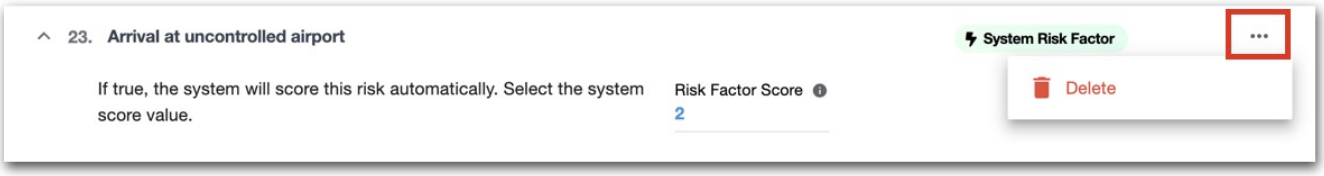
The editable Risk Factor Score determines the value added to the overall flight risk score when the system-defined condition applies. The score can be increased, decreased, or left at the default value.

> **NOTE:** System Risk Factors are scored automatically when sufficient data is available. When a System Risk Factor cannot be scored automatically, a manual response may be required.

3.2.2.4 Deleting a Risk Factor

To delete a Risk Factor, complete the following steps:

1. Select the **More Options (...)** button for the Risk Factor.



2. Select **Delete**.

3.2.3 Risk Severity

Risk levels define the overall severity of a FRAT score after all risk factors have been evaluated.

The standard FRAT configuration includes the following risk levels:

- **Low**: Acceptable risk level. The flight can proceed.
- **Medium**: Moderate risk level. Mitigation review by a manager or supervisor is recommended.
- **High**: High risk. Mitigation is required, and the flight is no-go.

Each risk level represents a range within the total FRAT score.

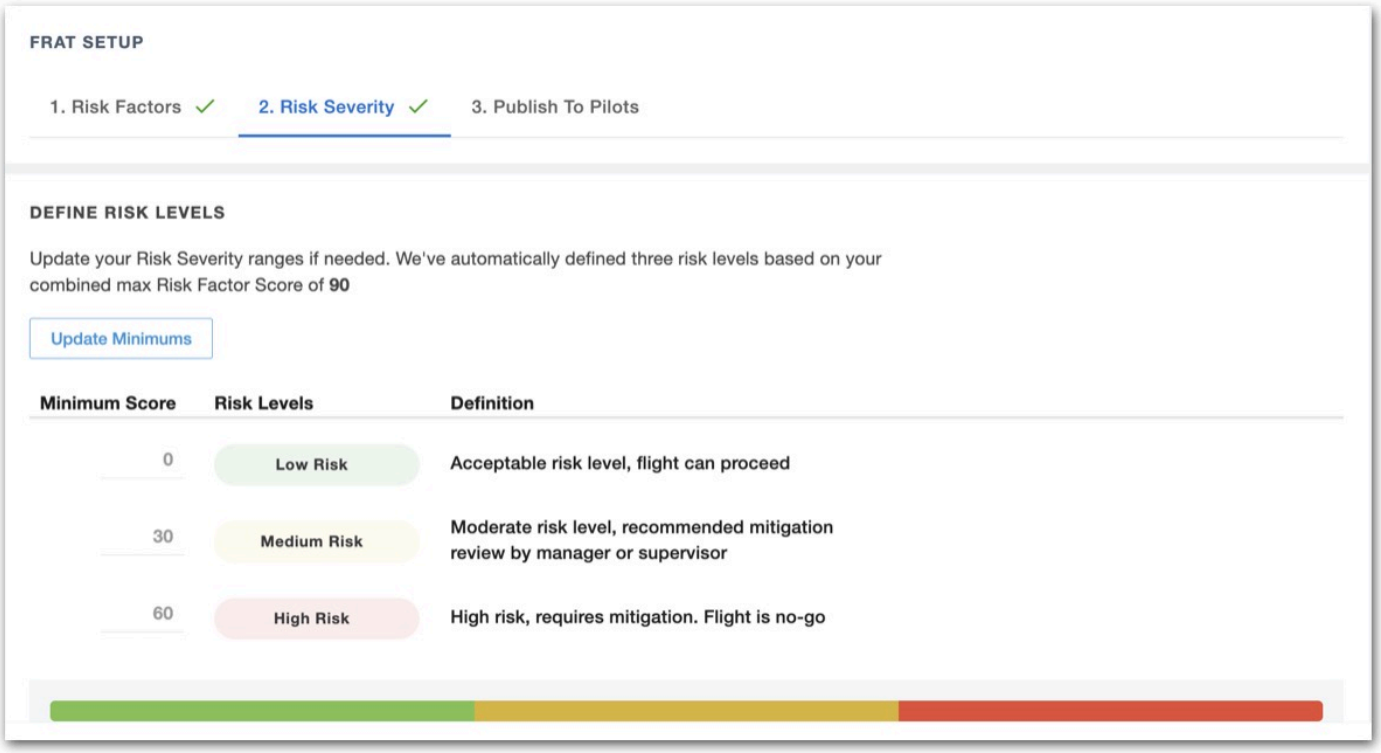


Figure 3-7. Risk Severity View

To simplify the initial configuration, ForeFlight automatically calculates suggested score ranges based on the configured risk factors. The maximum value for the highest risk level is set to the highest possible FRAT score, assuming that every risk factor receives its maximum score.

Suggested minimum values are also provided for the Low, Medium, and High risk levels. These values provide a starting point and can be adjusted as needed.

3.2.3.1 Updating Risk Severity Minimums

The minimum score defines where each risk level begins. A FRAT score remains within that level until it reaches the minimum score of the next level.

For example, the following ranges can be used:

- Scores from zero through 41 are classified as Low.
- Scores from 42 through 69 are classified as Medium.
- Scores of 70 and higher are classified as High.

To view the complete score range for a risk level, place the pointer over the corresponding Low, Medium, or High color bar.

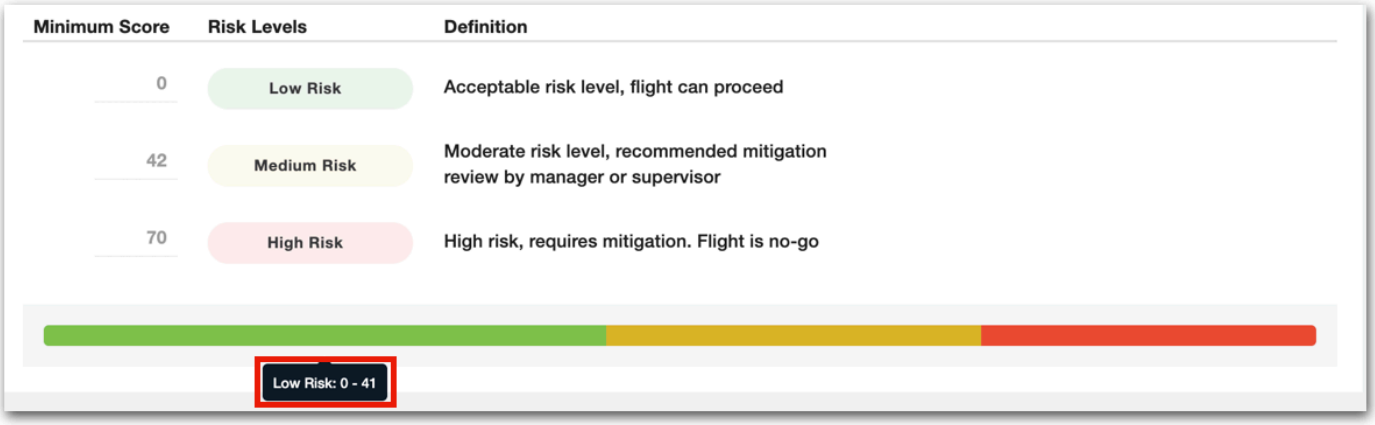
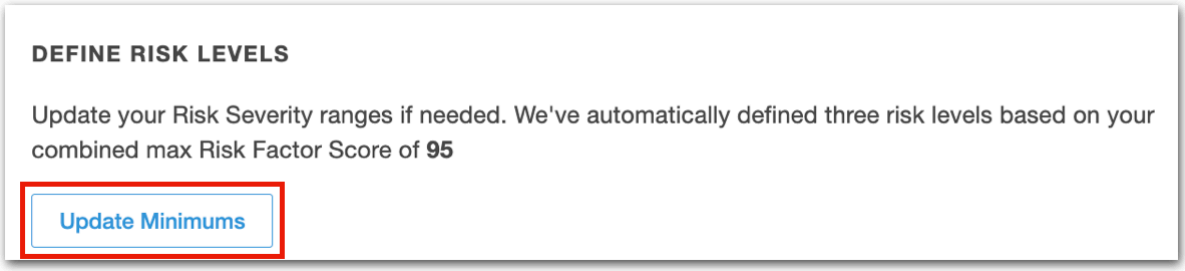


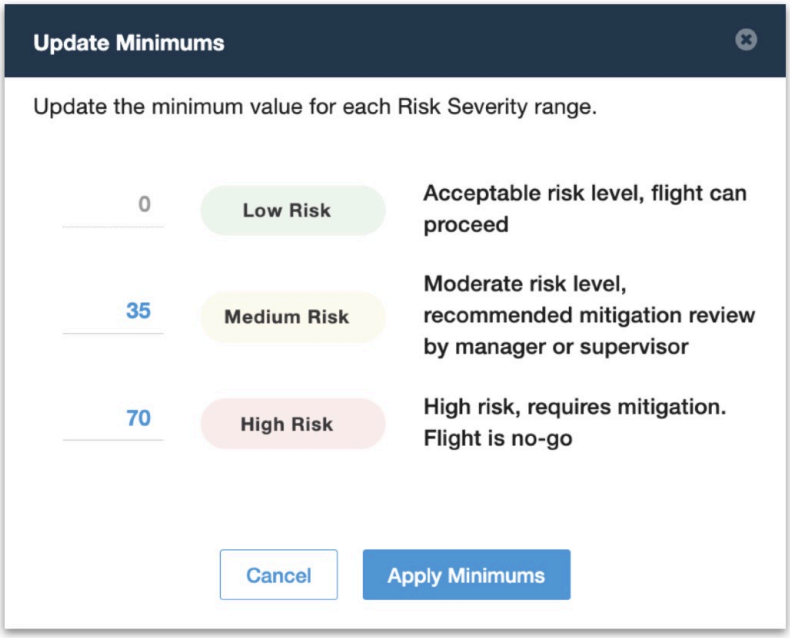
Figure 3-8. Risk Severity Bar

To update the risk severity ranges, complete the following steps:

1. Select **Update Minimums**.



2. Enter the minimum score for each risk level.



3. Select **Apply Minimums**.

4. Select **Next** to advance to Publish to Pilots.

3.2.4 Publish to Pilots

To make the FRAT template available in ForeFlight Mobile, select **Publish to Pilots**. The template is published to all pilots in the organization.

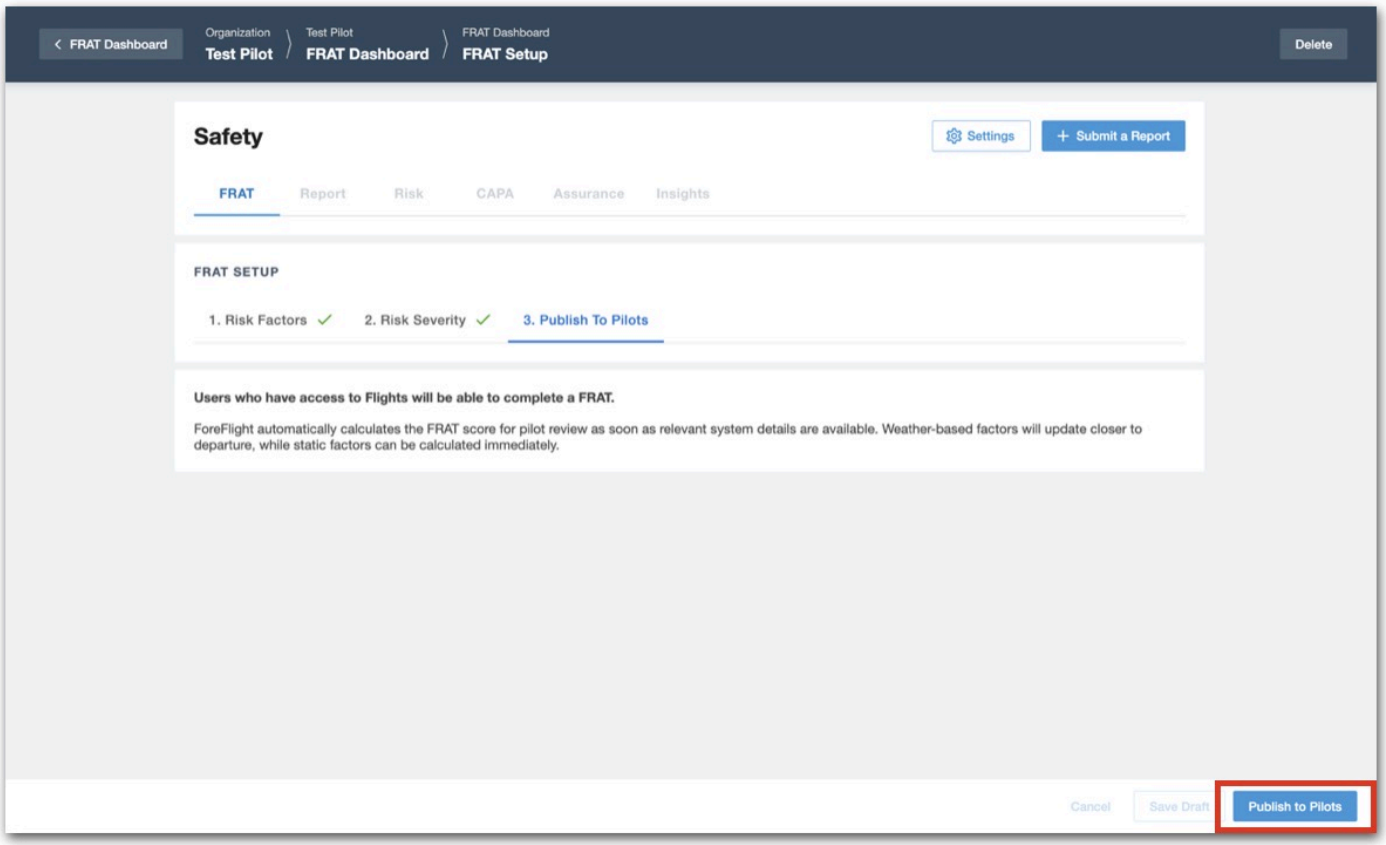


Figure 3-9. Publish to Pilots View

3.2.5 Unpublish a FRAT

To prevent pilots from accessing a published FRAT, complete the following steps:

1. Log in to ForeFlight Web.
2. Select **Safety** from the sidebar.
3. Select the **FRAT** tab.
4. Select **Manage** in the FRAT identifier and status area.
5. Select **Publish to Pilots** in the FRAT Setup bar.
6. Select **Unpublish**.

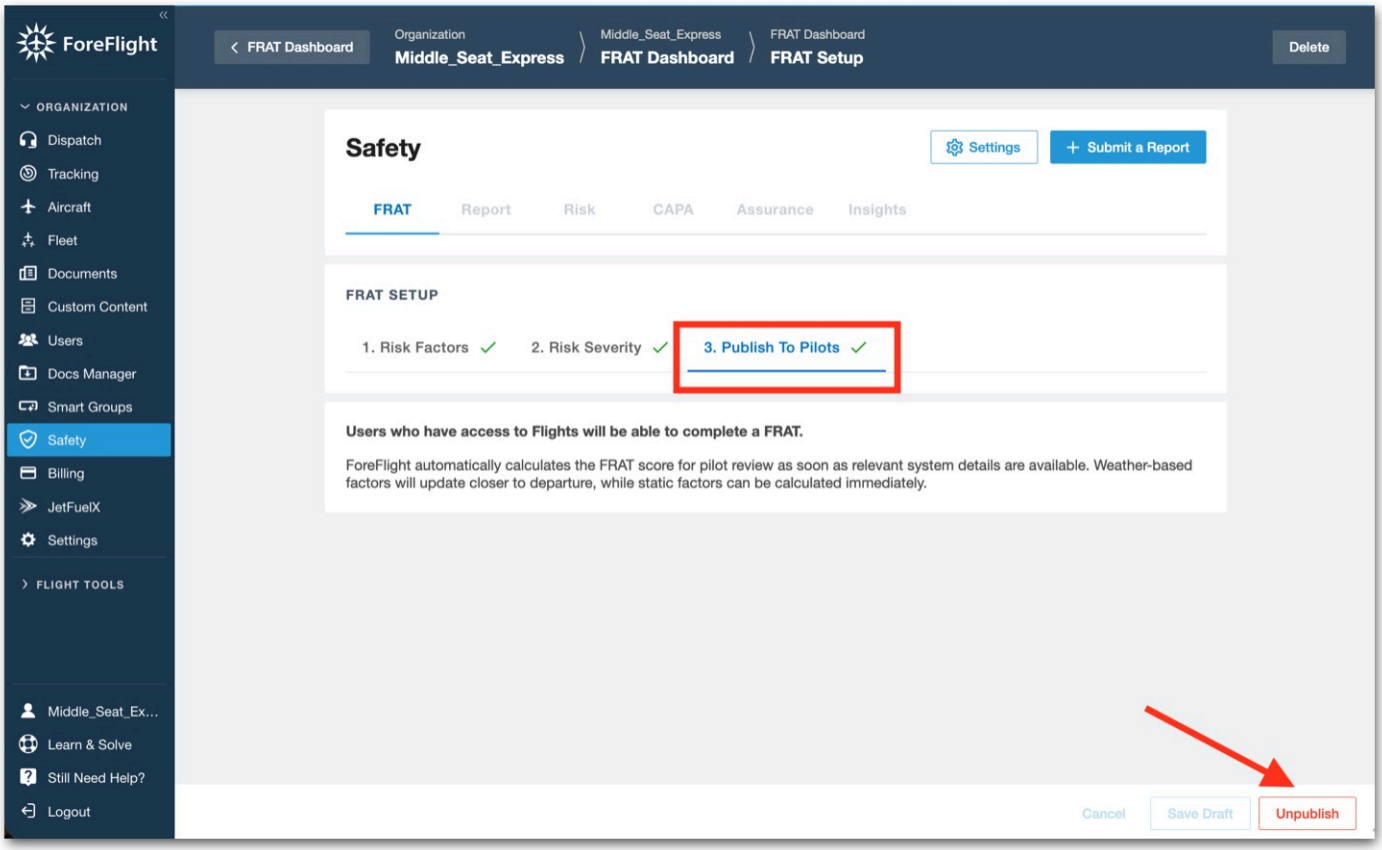


Figure 3-10. Unpublish a FRAT

3.3 FRAT Dashboard

The Flight Risk Assessment Tool (FRAT) Dashboard provides a centralized overview of organization safety risks and mitigations. Administrators and users assigned the Safety Manager role can use the dashboard to monitor operational risk trends.

The Safety Manager FRAT Dashboard is available in ForeFlight Web under **Safety → FRAT**.

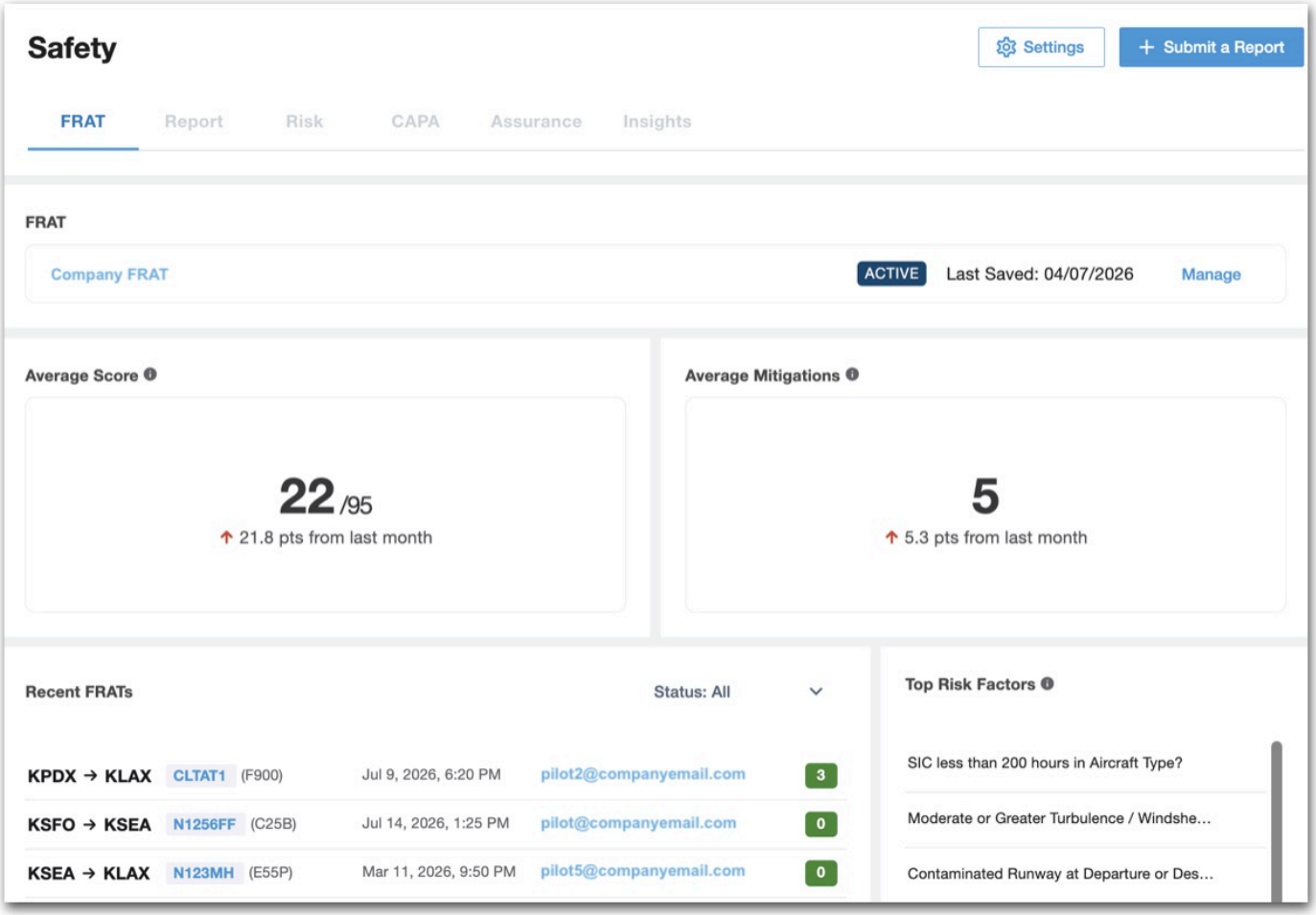


Figure 3-11. FRAT Dashboard

The dashboard contains the following sections:

- **FRAT Identifier and Status Indicator**: Displays the name of the active FRAT configuration, the current status, and the date it was last saved. Select **Manage** to modify the FRAT.
- **Average Score:** Displays the average FRAT score for completed flights during the past 30 days.

- **Average Mitigations:** Displays the average number of mitigations per completed FRAT during the past 30 days.
- **Recent FRATs:** Displays recent assessments and provides access to the complete FRAT list.
- **Top Risk Factors:** Displays the risk factors most frequently assigned a high risk level.

3.3.1 FRAT Identifier and Status Indicator

The FRAT identifier section displays the name of the active FRAT configuration, the current status (Draft, Active, Unpublished), and the date it was last saved. Select **Manage** to modify the FRAT.

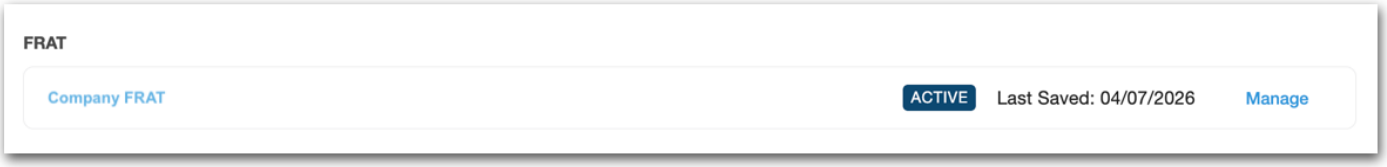


Figure 3-12. FRAT Status

> **NOTE:** Only one FRAT template is supported per organization.

3.3.2 Dashboard Metrics

The dashboard displays the following 30-day metrics.

Average Score

Average Score displays the average FRAT score across completed flights for the past 30 days. The score is shown relative to the highest possible FRAT score.

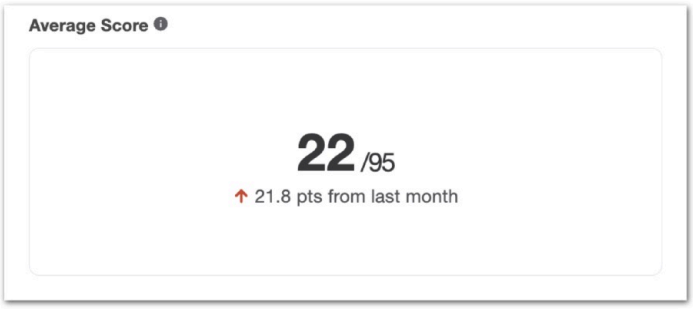


Figure 3-13. Average Score

A trend indicator shows whether the average score increased or decreased compared to the previous month.

Average Mitigations

Average Mitigations displays the average number of mitigations submitted per completed FRAT during the past 30 days.

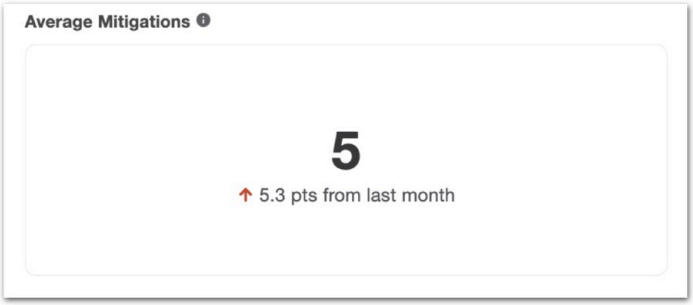


Figure 3-14. Average Mitigations

A trend indicator shows whether the average number of mitigations increased or decreased compared to the previous month.

3.3.3 Recent FRATs

The Recent FRATs section displays the five most recent assessments, with the newest assessment listed first.

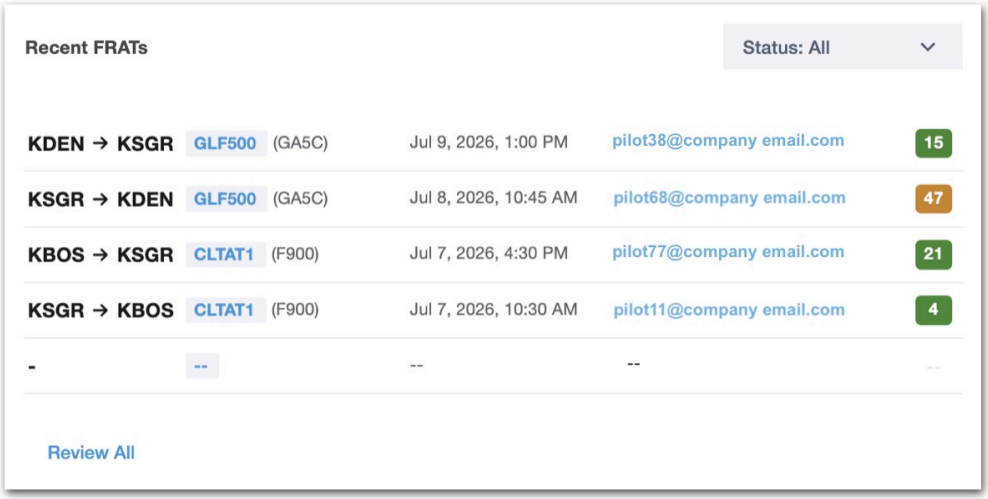


Figure 3-15. Recent FRATs Dashboard Tile

The Recent FRATs list can be filtered by selecting one of the following status options:

- **All**
- **Submitted**
- **In Progress.**



Figure 3-16. Recent FRAT Filter

Select a listed FRAT to open the Risk Assessment Details popover.

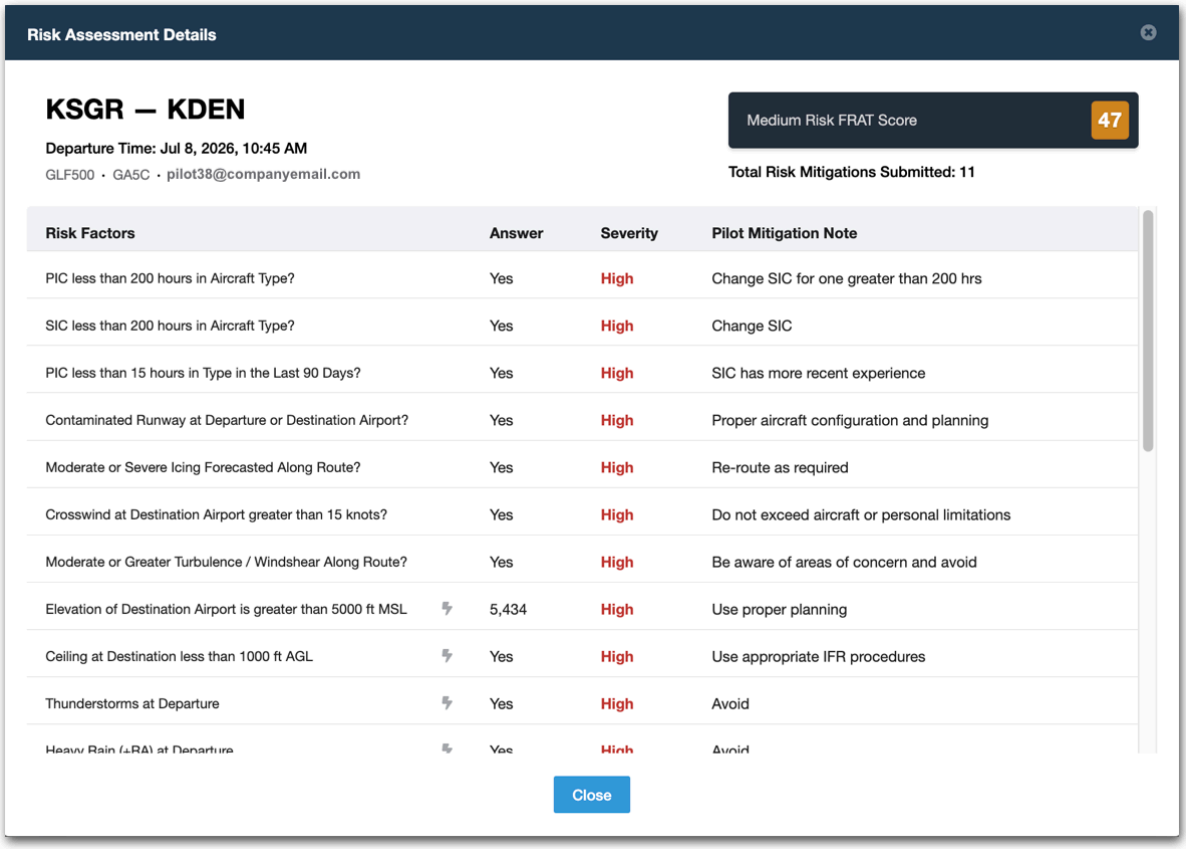


Figure 3-17. Risk Assessment Details Popover

3.3.3.1 Reviewing All FRATs

The complete FRAT list is ordered from most recent to oldest. Depending on the number of assessments, the list may span multiple pages.

To display the complete FRAT list, select **Review All**.



Figure 3-18. Review All Button

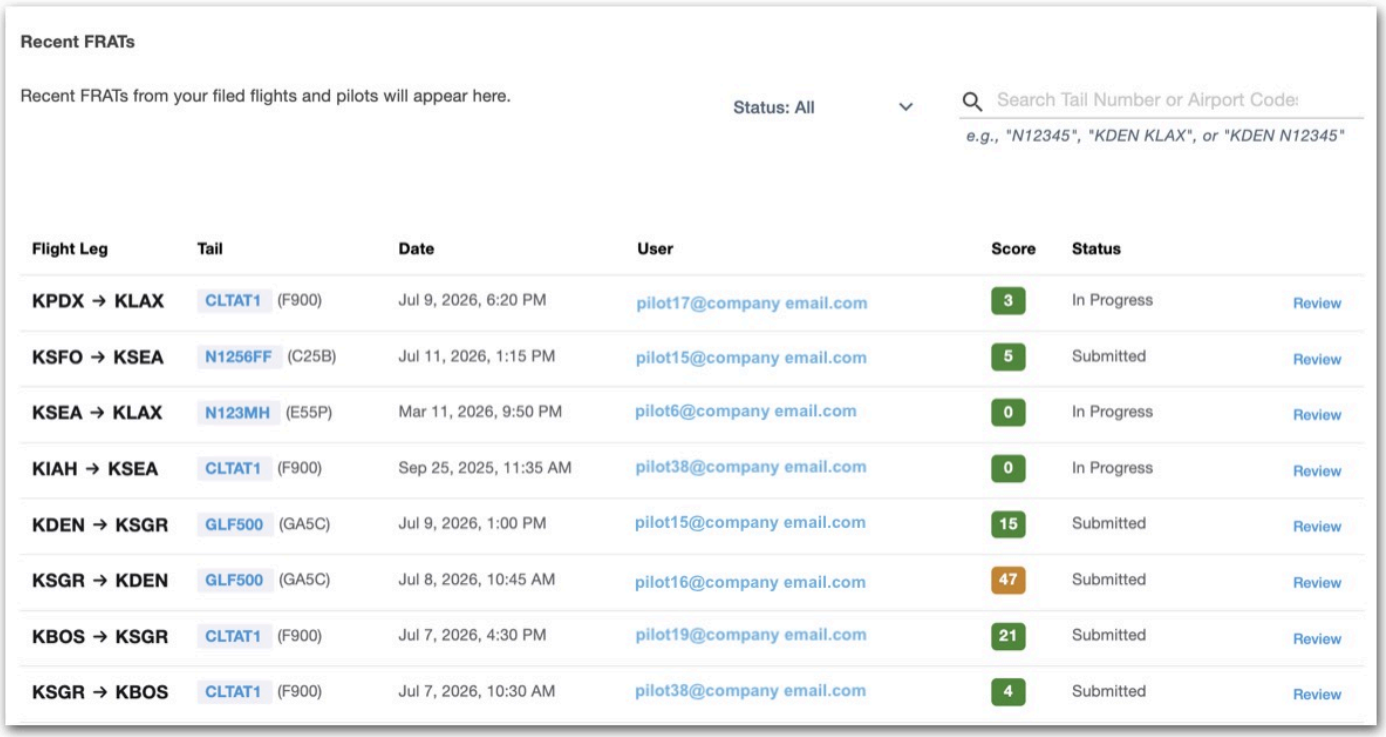


Figure 3-19. Recent FRAT List

The complete list can be filtered by status. The list can also be filtered by entering a tail number, airport identifier, or other available search criteria in the search field.

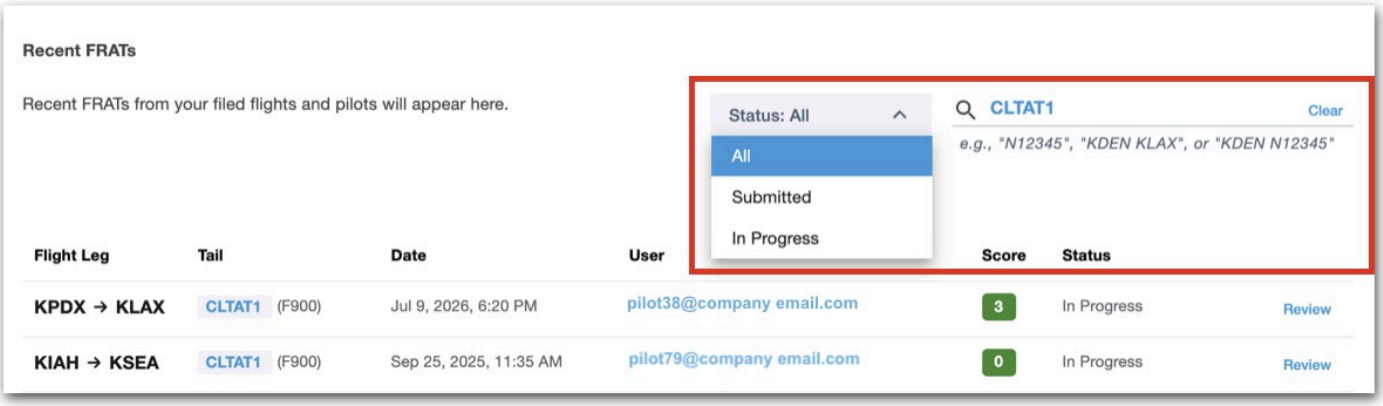


Figure 3-20. FRAT List Filters

3.3.3.2 Viewing Risk Assessment Details

Safety Managers can review completed FRAT assessments from the **Recent FRATs** section of the Safety Manager dashboard.

The **Recent FRATs** section displays the most recent assessments. To view the details for an assessment, select **Review**.

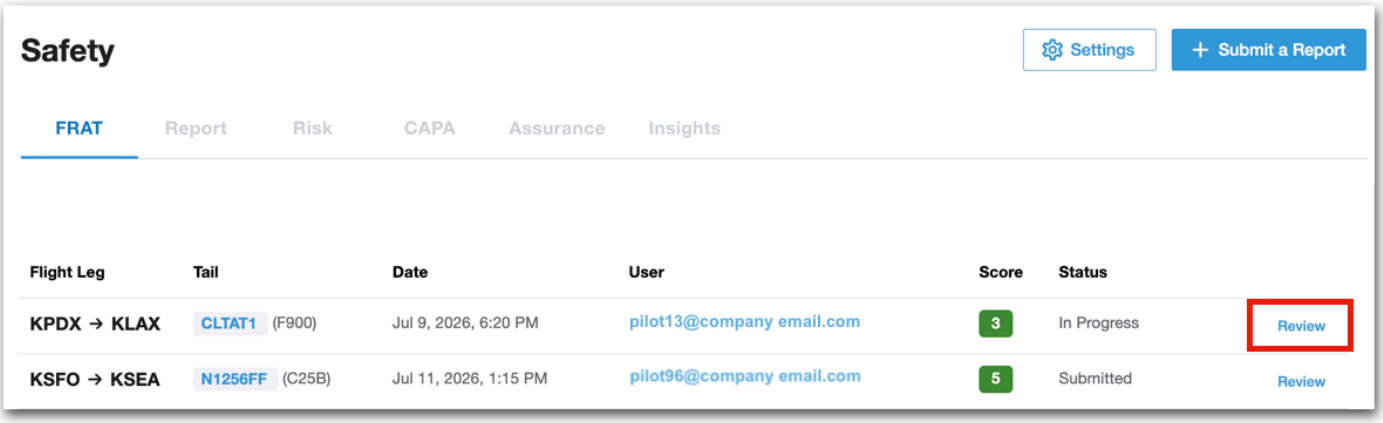


Figure 3-21. Review Button

The Risk Assessment Details popover displays each risk factor, the selected response, the assigned risk severity, and any associated mitigations.

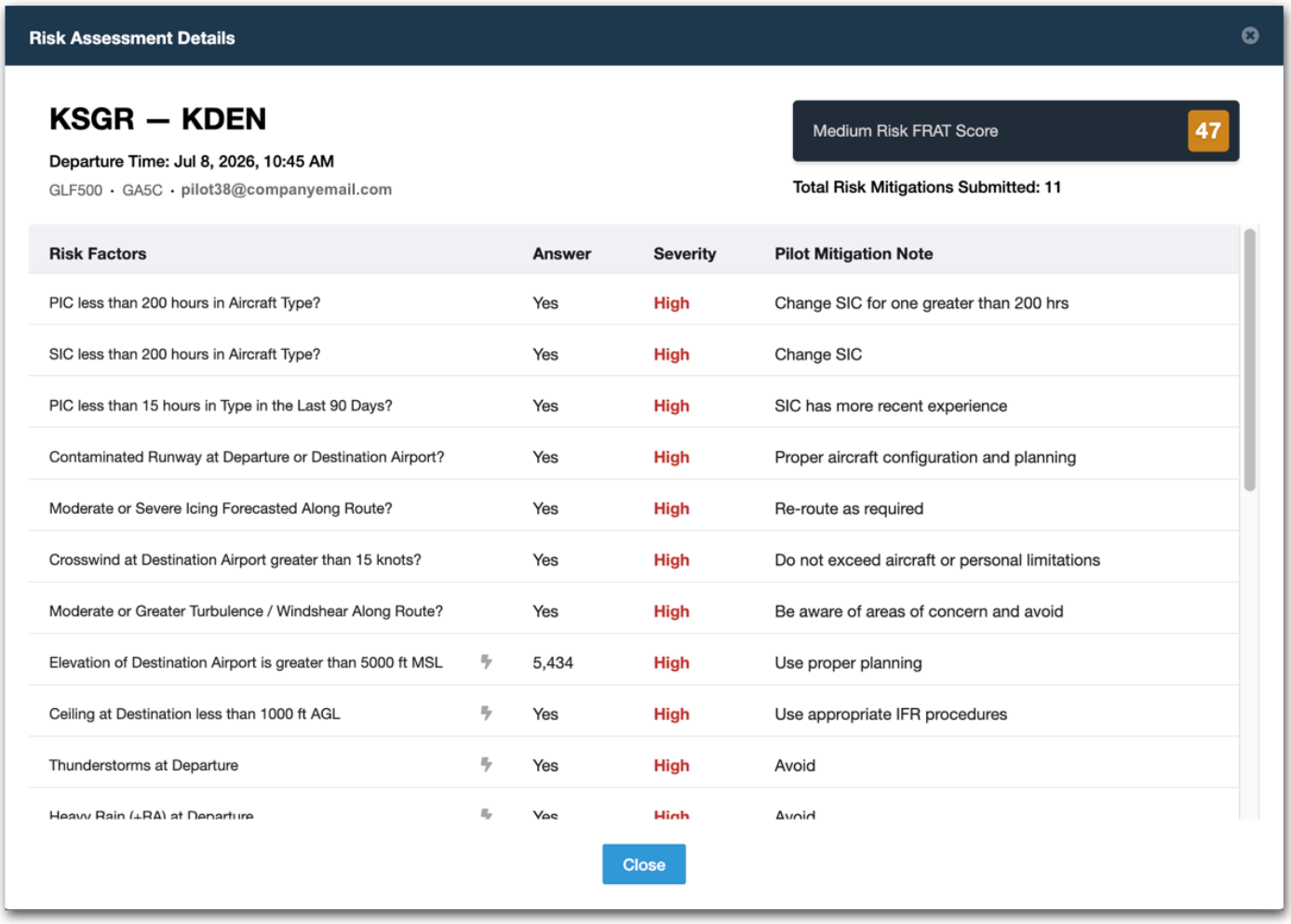


Figure 3-22. Risk Assessment Details Popover

3.3.4 Top Risk Factors

The Top Risk Factors section displays the risk factors most frequently assigned a High risk level in completed FRAT assessments. This section includes both system-defined and custom risk factors.

Select **Review All** to display the complete Top Risk Factors list.

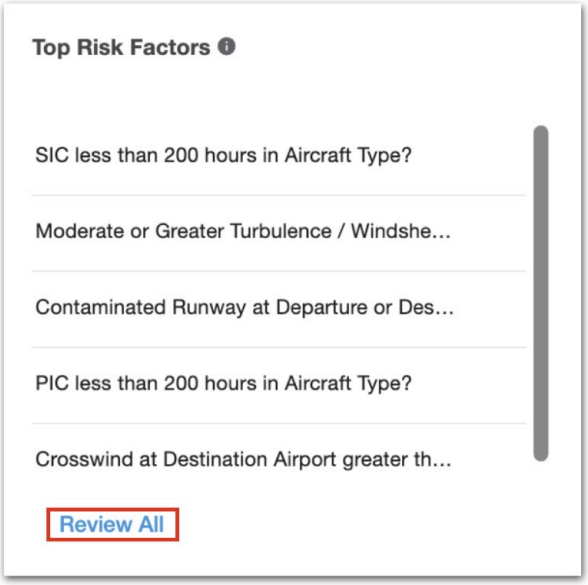


Figure 3-23. Top Risk Factors

The complete list displays the number of times each risk factor was assigned a High risk level. Use the search field to locate a specific risk factor.

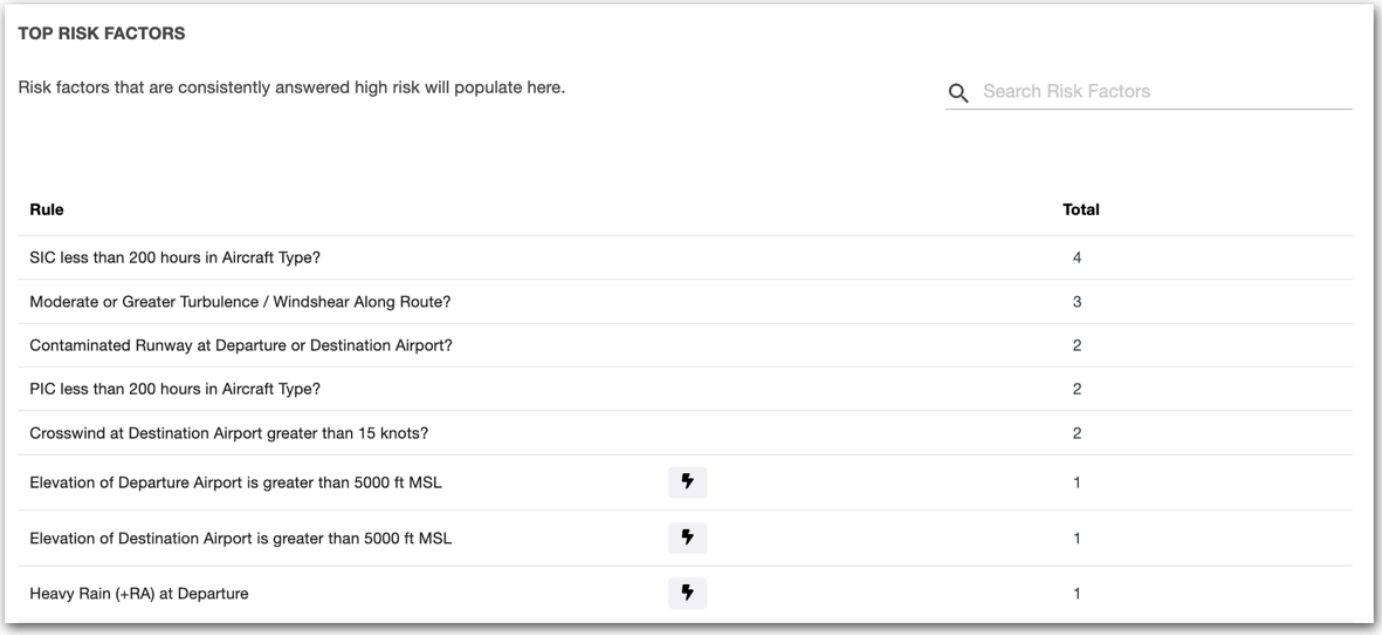


Figure 3-24. Top Risk Factors List

SAFETY MANAGEMENT SYSTEM

The Safety Management System (SMS) is a module within the ForeFlight Web platform that provides a centralized location for an organization's safety management activities. The SMS supports the safety management lifecycle by providing standardized processes for reporting safety events, assessing operational risk, tracking Corrective and Preventive Actions (CAPAs), and performing safety assurance audits.

The SMS is intended for Reporters, Safety Managers, Responsible Owners, and Auditors. Access to SMS features is determined by the organization's subscription and the user's assigned role.

The SMS includes the following capabilities:

- Report hazards, incidents, accidents, and near-miss events.
- Submit reports anonymously.
- Conduct investigations using Root Cause Analysis tools.
- Assess operational risk using configurable severity and likelihood matrices.
- Assign, track, and verify CAPAs.
- Perform safety assurance audits using configurable audit templates and checklists.
- Monitor safety events, risks, corrective actions, and organizational trends using dashboards and reports.
- Provide role-based access to features and information according to user responsibilities.

> **NOTE:** ForeFlight Mobile supports safety event reporting and the Flight Risk Assessment Tool (FRAT). SMS administration, investigations, risk management, and audit workflows are performed in ForeFlight Web unless otherwise noted.

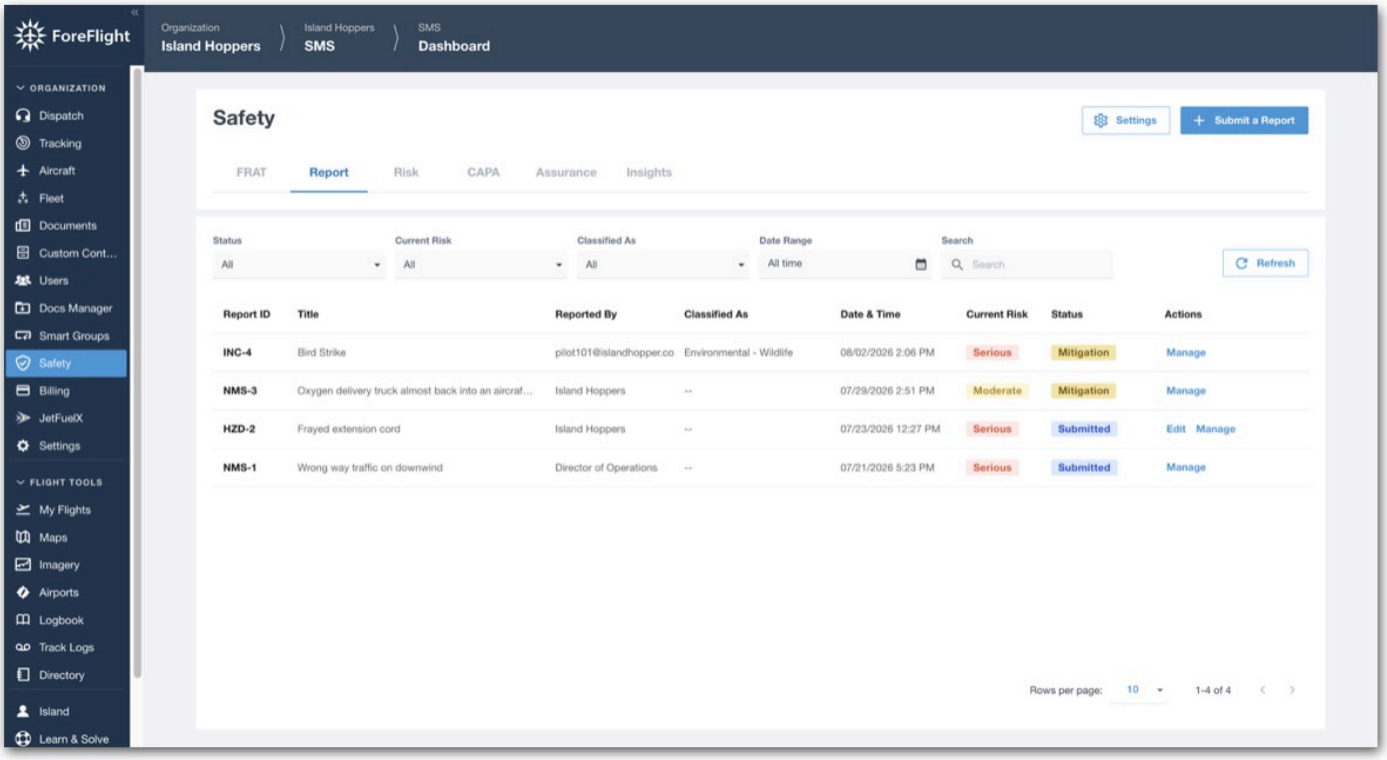


Figure 4-1. SMS View

The SMS is designed to support aviation safety management practices that are consistent with guidance published by the following organizations:

- International Civil Aviation Organization (ICAO)
- International Standard for Business Aircraft Operations (IS-BAO)
- Federal Aviation Administration (FAA).

4.1 Safety Management System Workflow Overview

The Safety Management System (SMS) workflow includes seven stages, from reporting safety events through risk mitigation and ongoing monitoring. Five SMS software report statuses track progress through these stages.

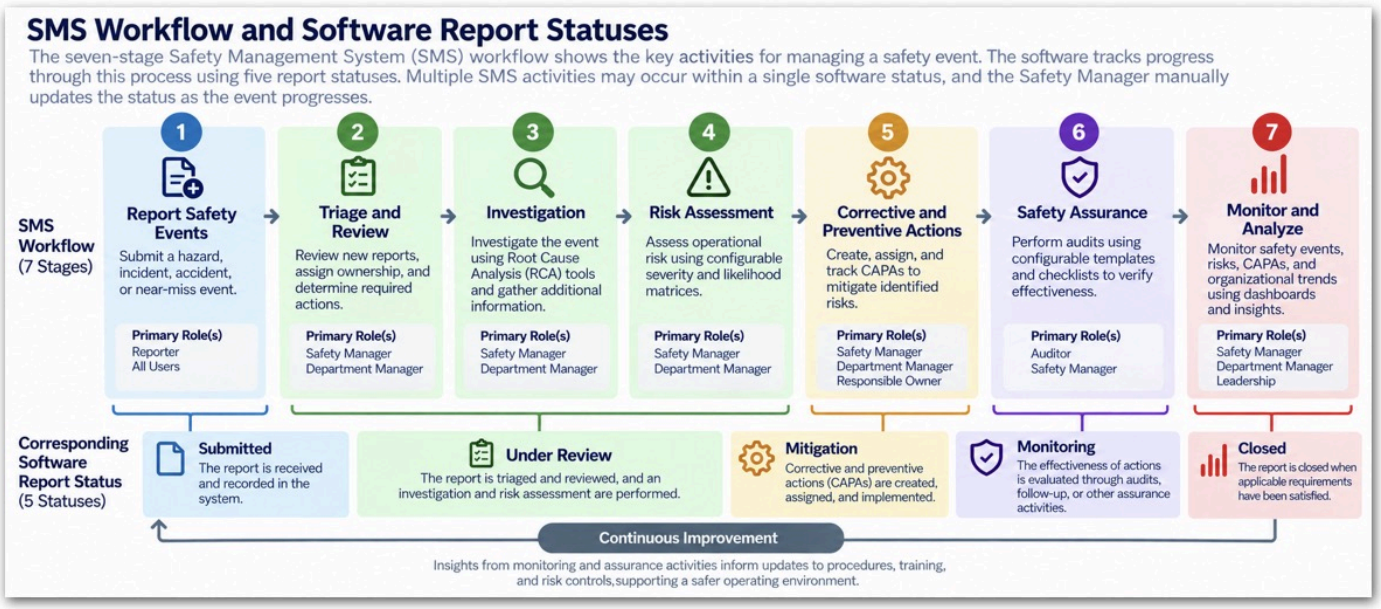


Figure 4-2. SMS Workflow Overview

The SMS stages represent the activities performed to manage safety, while SMS module statuses indicate the progress of a report through those activities. Multiple stages may occur within a single SMS status.

The SMS workflow includes the following seven stages:

- **Report Safety Events**
- **Triage and Review**
- **Investigation**
- **Risk Assessment**
- **Corrective and Preventive Actions**
- **Safety Assurance**
- **Monitor and Analyze.**

The following statuses track the progress of safety reports through the SMS workflow:

- Submitted
- Under Review

- Mitigation
- Monitoring
- Closed.

The Safety Manager is responsible for coordinating the applicable SMS activities and manually updating the report status as the event progresses. Status changes reflect the current phase of the safety management process rather than the automatic completion of individual activities.

Information collected throughout the reporting process supports ongoing safety monitoring, trend analysis, and continuous improvement. Closed reports remain part of the organization's safety records and may contribute to future risk assessments and preventive measures.

4.2 Roles and Permissions Overview

Safety Management System (SMS) access is based on assigned roles and responsibilities within the organization. All organization members are automatically assigned the Reporter role, which provides access to submit safety event reports. Additional roles, including Safety Manager, Department Manager, and Auditor, are assigned by the Safety Manager based on organizational responsibilities.

Department Managers, Safety Managers, and Auditors can be assigned roles during administrative setup found in **Settings ➔ Manage Departments** or **Settings ➔ Auditors**.

Each role provides access to specific SMS features and determines the actions available for reporting safety events, reviewing and investigating reports, managing risks and Corrective and Preventive Actions (CAPAs), and performing safety assurance activities.

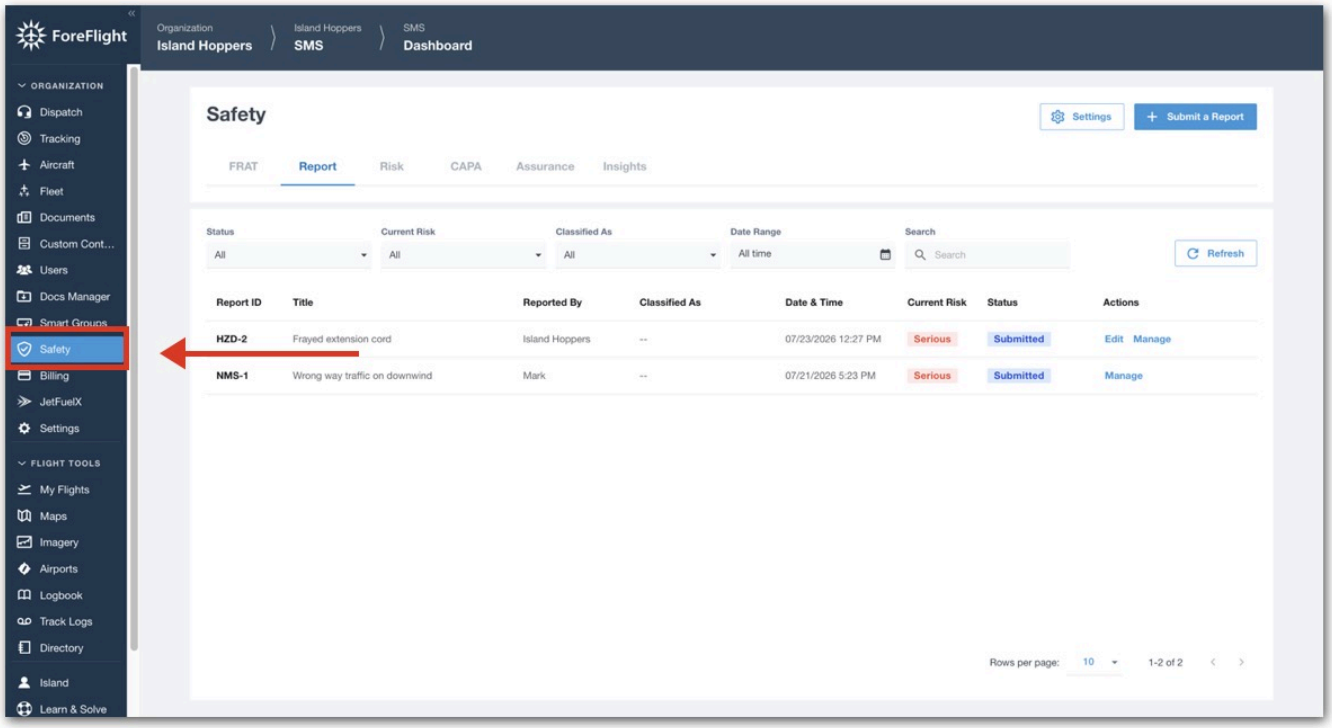
Assigned roles may be updated by the Safety Manager as organizational responsibilities change.

Function	Reporter	Safety Manager	Department Manager / Responsible Owner	Auditor
Submit Report	Yes	Yes	Yes	Yes
Edit Submitted Report	Can edit their own report, while **Submitted**	If permitted	View only	If permitted
Perform Investigation	—	Yes	Yes	—
Manage Risk	—	Yes	If permitted	View only
Manage CAPA	—	Yes	Assigned CAPAs	View only
Manage Audit Checklist	—	Yes	If permitted	Yes
Perform Audit	—	If permitted	—	Yes

4.3 Accessing the Safety Management System

To access the Safety Management System (SMS) on ForeFlight Web:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.



The SMS Dashboard opens to the **Report** (default) tab.

4.4 Dashboard and Navigation

The Safety Management System (SMS) Dashboard provides access to the sections used to view and manage the organization's SMS activities.

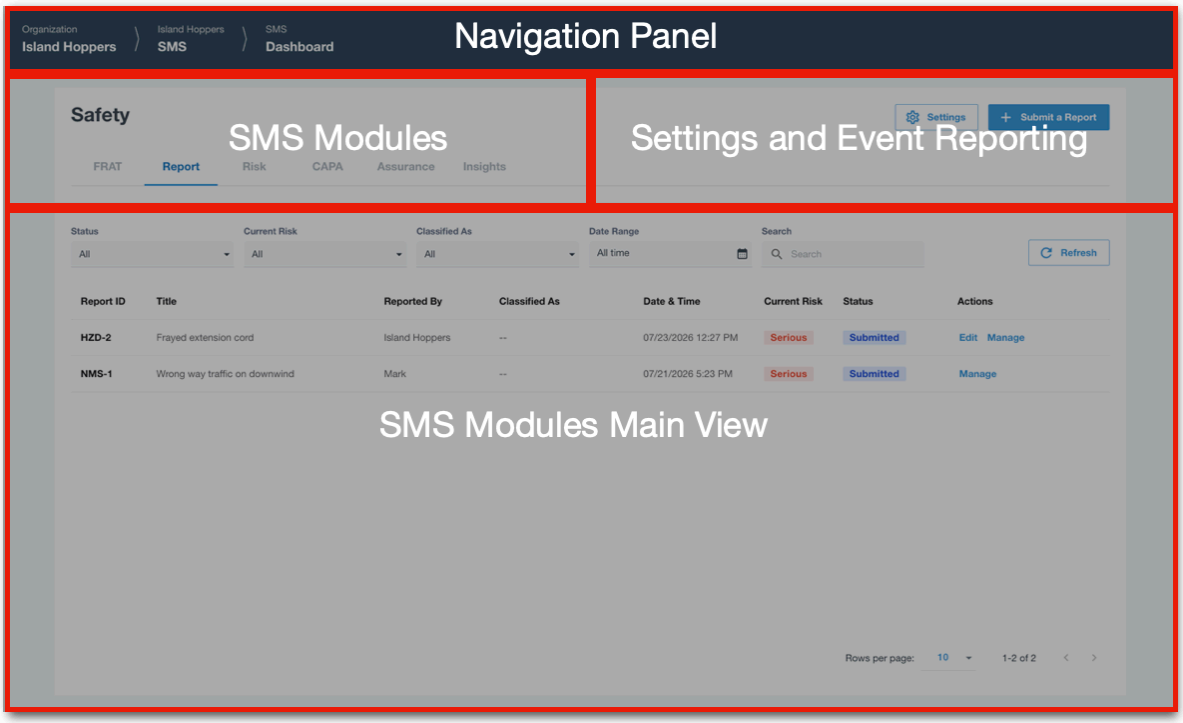


Figure 4-3. SMS Dashboard Layout

The SMS Dashboard is divided into the following sections:

- **Navigation Panel**: Displays the navigation flow as a user accesses different sections. To navigate back, the user selects a previous section, or selects the **< Report Dashboard** button to return to the main dashboard view.

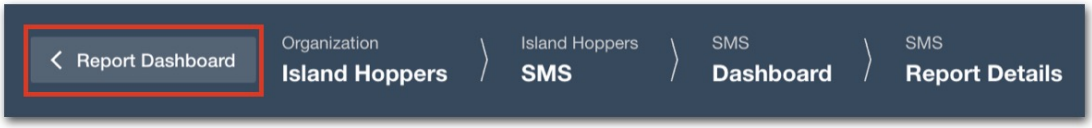


Figure 4-4. Report Dashboard Button

- **SMS Modules**: Tabs are displayed based on the user's assigned role. Each tab provides access to a specific SMS module.
- **Settings and Event Reporting**: Provides access to **Settings** and **Submit a Report**.
- **SMS Modules Main View**: Displays the main view for the selected SMS Module.

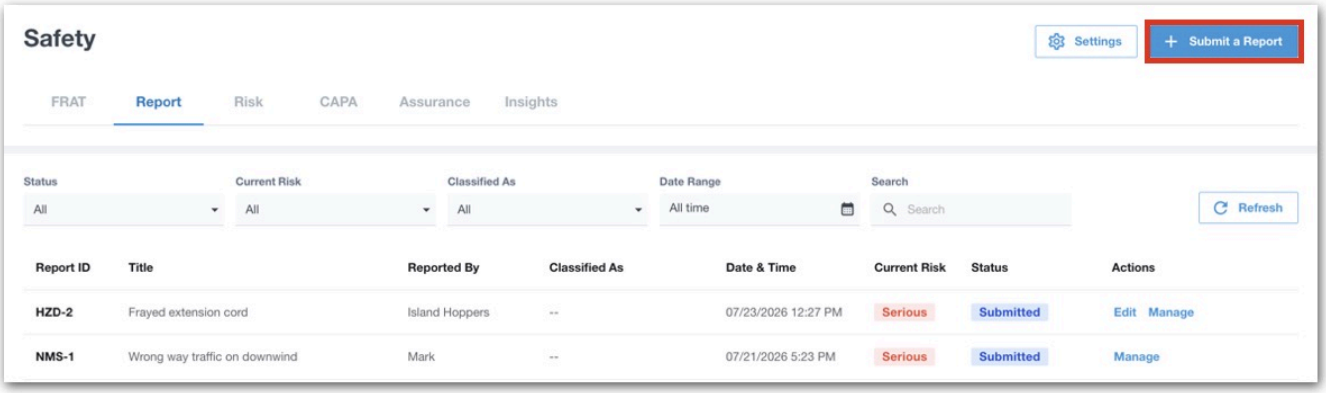
4.5 Report Safety Events

All members of the organization are responsible for identifying and reporting hazards, incidents, or other safety concerns that could create unsafe conditions, damage equipment, or result in injury. Submitting a safety report initiates the Safety Management System (SMS) workflow, where the event is reviewed, investigated, risk assessed, and tracked through resolution. This process supports informed risk decisions and the continuous improvement of organizational safety.

4.5.1 Submit a Report

To submit a report:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select the **Submit a Report** button.



The Report Event view opens and displays the first of two steps.

4. Complete the required fields and any applicable optional fields in the Basic Details section.
5. Select **Next**.
6. Complete the required fields and any applicable optional fields in the Description section.
7. Select **Submit**.

4.5.2 Basic Details

The Basic Details section captures the information required to identify and classify the reported event. Complete all required fields and any optional fields that provide additional context. The information entered in this step is used to categorize the event.

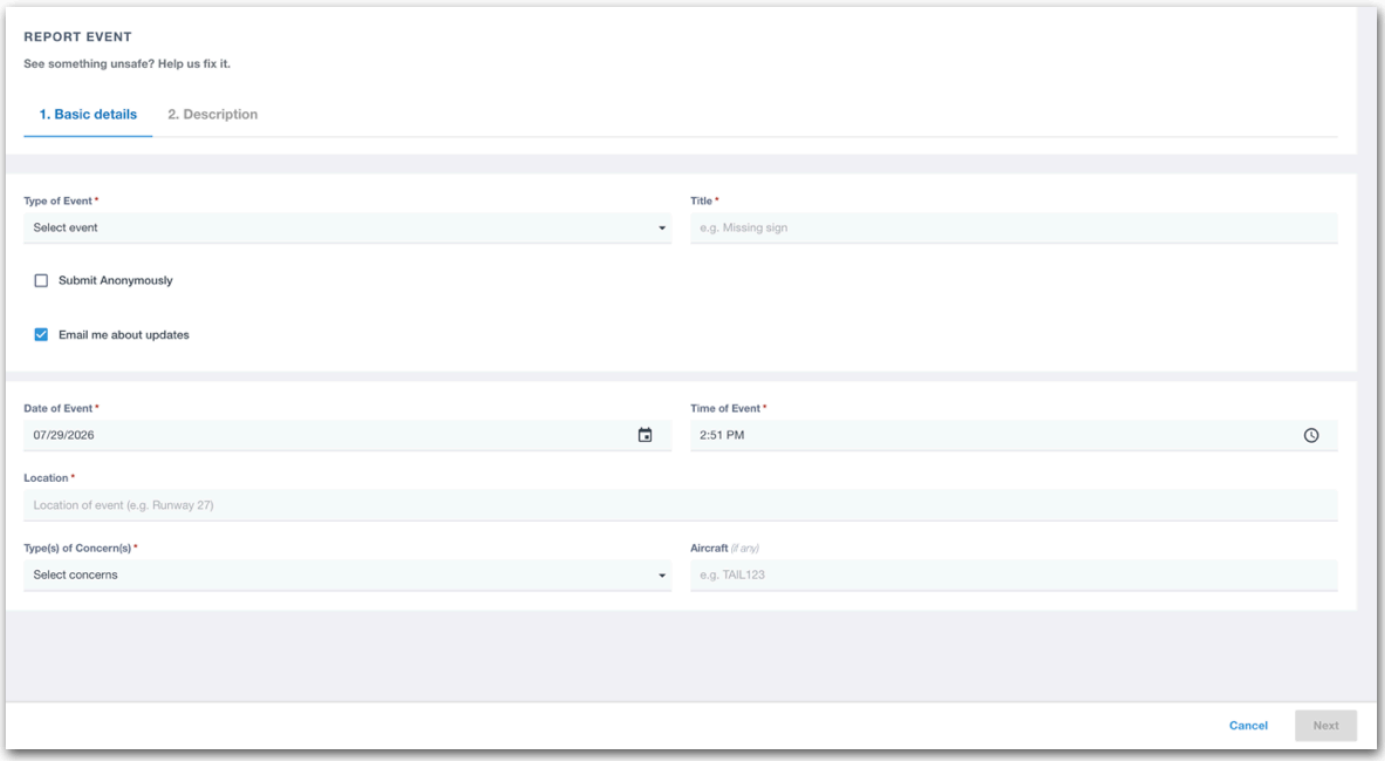


Figure 4-5. Basic Details Section

4.5.3 Description

The Description section captures detailed information about the reported event. Provide a clear and accurate description of what occurred, any actions taken, and other information that may assist with the review and investigation. Supporting documents, images, and other files can also be attached to provide additional context.

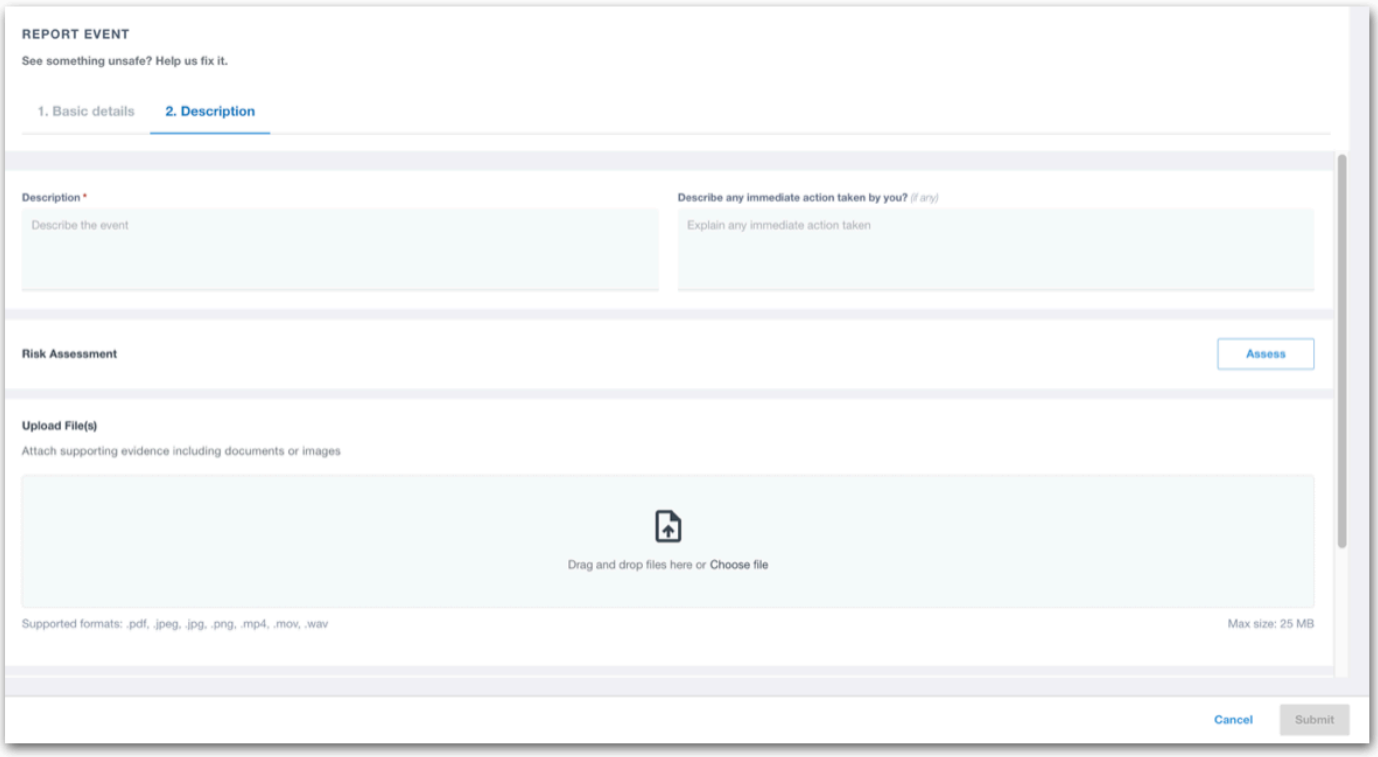


Figure 4-6. Report Event Description Section

4.5.4 My Reports

The Reports or My Reports view (name dependent on assigned role) displays safety event reports submitted by the Reporter. From this view, reports can be reviewed, filtered, and, when permitted, edited. Report status, event details, and the date submitted are displayed to help track the progress of each report through the Safety Management System (SMS) workflow.

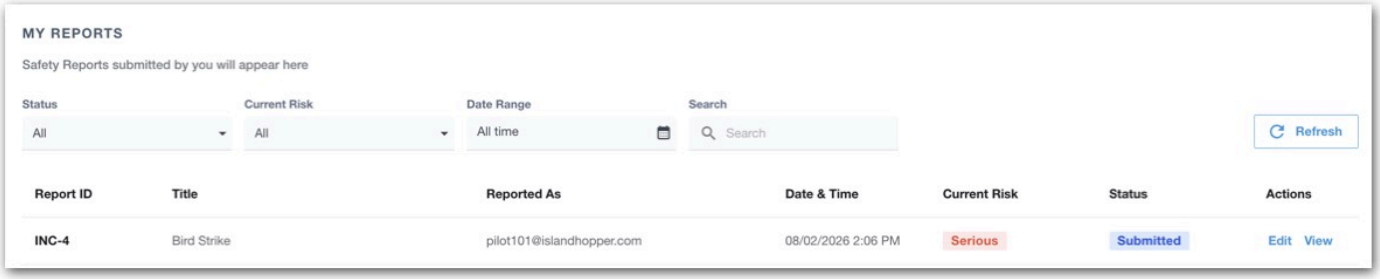


Figure 4-7. My Reports View

4.5.4.1 Edit a Submitted Report

Reports can be edited by the Reporter while the report is still in the Submitted status.

To edit a report:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select the report to edit.

   The Report Details view opens and displays the report information.
4. Select **Edit Report**.

   The Edit Report view opens.
5. Edit the desired fields in the Basic Details and Description sections.
6. Select **Submit** to save the changes to the report.

4.5.4.2 Comments

The Reporter and Internal Comments section of the report view supports internal communication about a safety report. Reporters and personnel involved in the Safety Management System (SMS) process can use comments to share information, provide updates, and coordinate report-related activities.

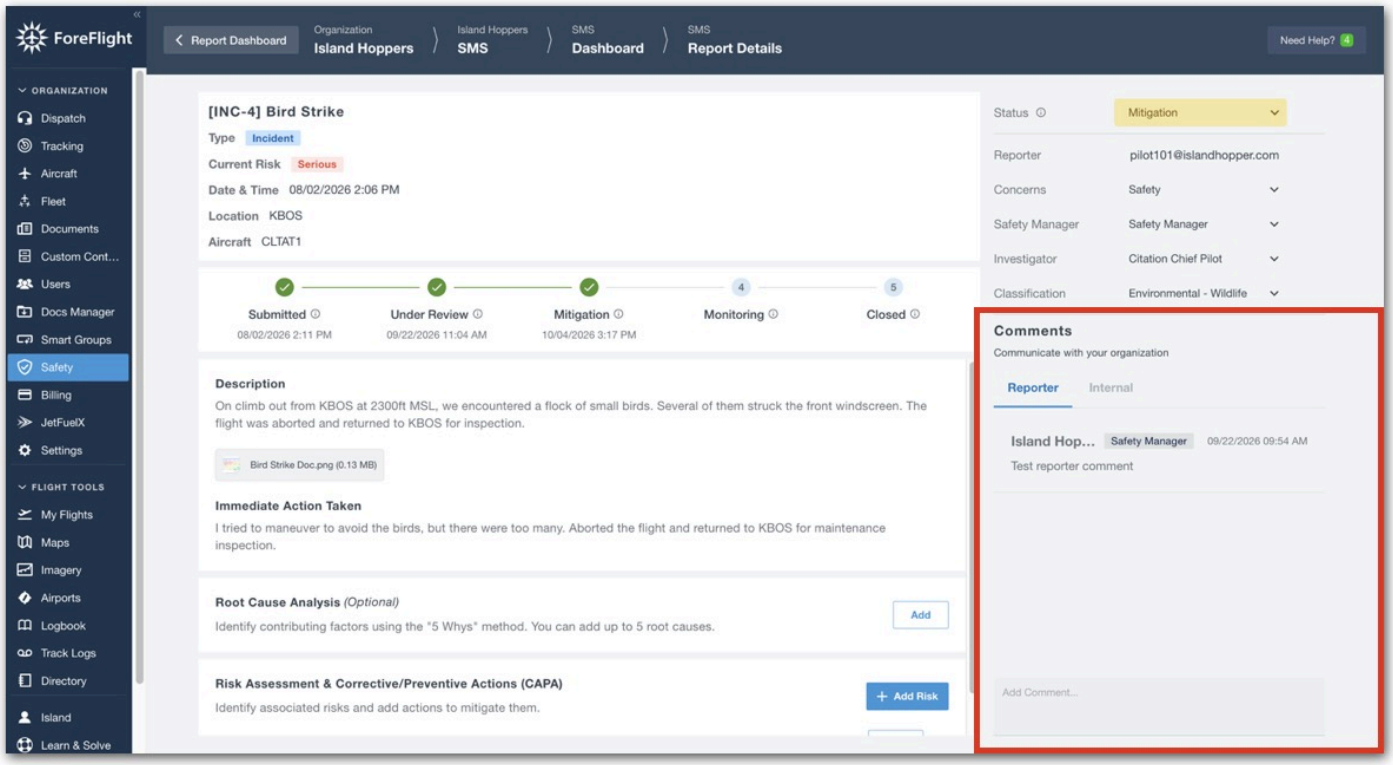


Figure 4-8. Reporter and Internal Comments Section within the Report View

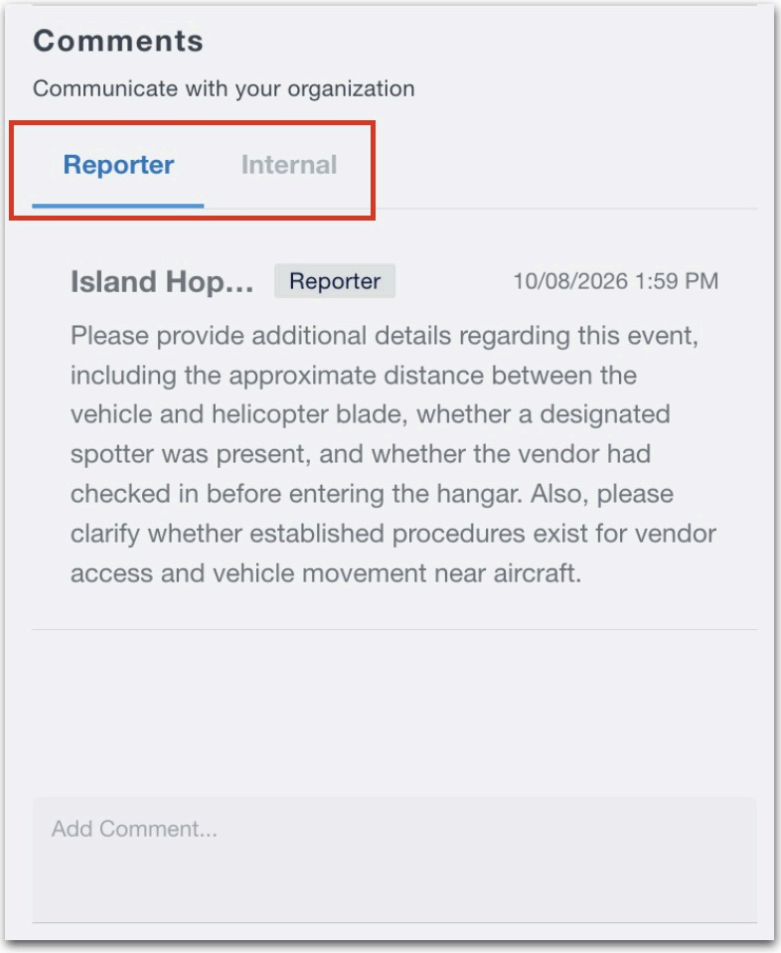
To add a comment:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Report** or **My Report**, depending on the role that is signed in, to view the Report view.
4. Select anywhere on the desired report row to be viewed.

   The Report Details view opens.
5. Refer to the Comments section on the right side of the Report Details view.

6. Select:

- **Reporter** to send a comment visible to the Reporter.
- **Internal** to send a comment visible only to Safety Managers.



7. Enter comments in the **Add Comment** field.

8. Select **Send** to save comments.

Comments appear in chronological order and include a timestamp. The person who entered the comment is identified on the top header row.

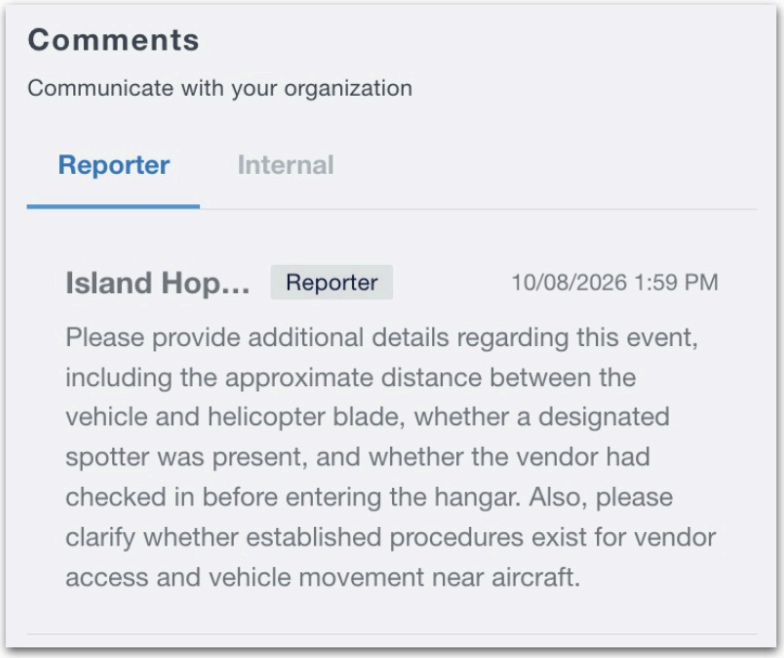


Figure 4-9. Entered Comments

4.6 Triage and Review

Safety report triage is the initial review of a submitted safety event and prepares the report for investigation and follow-up. During triage, the report information is reviewed to confirm the event details, identify the reported concerns, evaluate the available information, and determine the appropriate next steps in the Safety Management System (SMS) workflow.

Assignment establishes responsibility for managing and investigating the report. A Safety Manager can be assigned to oversee the report through completion, and an Investigator can be assigned to gather and evaluate information related to the reported event. These assignments help establish accountability and ensure that the report progresses through the applicable investigation, risk assessment, and mitigation activities.

4.6.1 Assign a Safety Manager and Investigator to a Report

To assign a Safety Manager and Investigator to a report, follow these steps:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Report** on the Safety Dashboard.
4. Select **Manage** for the applicable report.

   The Report Details view opens.
5. Select the Safety Manager field.
6. Select a person from the dropdown menu.

   The selected Safety Manager is assigned responsibility for overseeing the report through completion.
7. Select the Investigator field.
8. Select a person from the dropdown menu.

   The selected Investigator is assigned responsibility for investigating the report.

4.7 Investigation

Safety report investigations follow the organization's established procedures and may include information gathering, interviews, and analysis conducted outside the Safety Management System feature.

The Safety module supports this process through root cause analysis, its primary investigative tool, to document contributing factors and underlying causes and inform corrective and preventive actions.

4.7.1 Perform a Root Cause Analysis

Investigate the reported event according to the organization's established procedures before performing a Root Cause Analysis (RCA). Investigation findings can be used to identify contributing factors and support subsequent risk assessment and corrective or preventive actions.

RCA is optional and can be used to identify underlying causes of hazards, incidents, accidents, and near-miss events.

To perform an RCA:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Report** on the Safety Dashboard.
4. Select the appropriate report.
5. Scroll to the Root Cause Analysis section.
6. Select **Add**.

   The Root Cause Analysis view opens.
7. Enter the identified issue in *What is Happening?*
8. Enter the reason the issue occurred in *Why is that?*
9. Select **+ Add** to include additional *Why* entries as needed.

10. Enter the underlying cause in Root Cause Description.
11. Select **Save**.

The 5 Whys method identifies an underlying cause by repeatedly asking why an issue occurred. Each answer becomes the basis for the next Why entry and should be supported by information gathered during the investigation.

4.8 Risk Assessment

Risk assessment is used to evaluate the severity and likelihood of an identified risk and determine whether additional controls or Corrective and Preventive Actions (CAPAs) are required. The assessment process begins with a baseline risk assessment and can later include residual risk and As Low As Reasonably Practicable (ALARP) assessments as mitigation activities are completed.

4.8.1 Perform a Baseline Risk Assessment

A baseline risk assessment establishes the initial level of risk based on existing conditions and controls. Severity and likelihood are assessed for each impacted category using the organization's configured risk criteria.

To perform a baseline risk assessment:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Report** on the Safety Dashboard.
4. Select the **Manage** button next to the report to be viewed.
5. Scroll to the bottom of the Report Details view.
6. Select **+ Add Risk.**

   The Risk Assessment view opens.
7. Enter a title, description, and existing controls.
8. Select one or more categories from the **Impacted Category(s)** dropdown menu.
9. Select Assess next to each impacted category to determine the risk level based on likelihood and severity.
10. Select **Save & Continue**.

IMPORTANT: A completed baseline risk assessment cannot be modified. A Safety Manager with Organization Administrator permissions can delete the risk; however, deleting the risk also deletes all associated risk controls and Corrective and Preventive Actions (CAPAs).

4.8.2 Perform a Residual Risk Assessment

Residual risk is the risk remaining after implementing risk controls or Corrective and Preventive Actions (CAPAs). A residual risk assessment evaluates the severity and likelihood of the remaining risk for each impacted category to determine whether additional mitigation is required.

The Risk Dashboard provides a centralized view of initial and current risk levels. Use the dashboard to monitor changes in risk, evaluate mitigation effectiveness, and identify risks requiring further action.

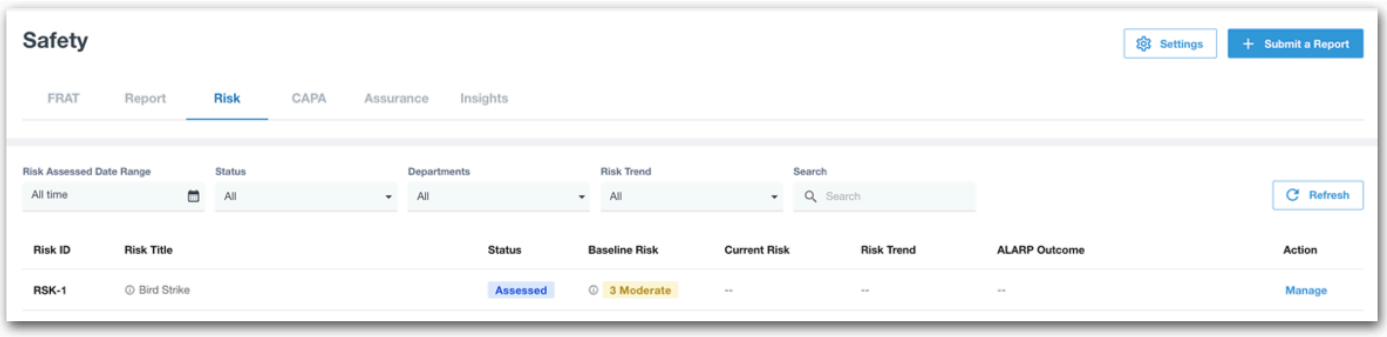


Figure 4-10. Risk Tab

Before performing a residual risk assessment, the applicable Corrective and Preventive Actions (CAPAs) must be completed. See Corrective and Preventive Actions (CAPA) for instructions on creating and managing CAPAs.

To perform a residual risk assessment:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select the **Risk** tab on the Safety Dashboard.

4. Select the applicable risk.
5. Scroll to the Risk Assessment & Corrective/Preventive Actions (CAPA) section.
6. Select **Assess** to open the Risk Assessment view.
7. Select **Assess** under the Residual Risk column for each Impacted Category.
8. Select the applicable severity and likelihood values.
9. Repeat the assessment for each impacted category, as applicable.
10. Continue to the ALARP assessment to determine whether the remaining risk has been reduced to an acceptable level.

4.8.3 Perform As Low As Reasonably Practicable (ALARP) Assessment

The As Low As Reasonably Practicable (ALARP) assessment determines whether an identified risk has been reduced to an acceptable level after implementing applicable risk controls and Corrective and Preventive Actions (CAPAs). The assessment supports decisions to accept the remaining risk or require additional mitigation.

If the ALARP outcome is rejected, additional mitigation may be required. Associated CAPAs requiring further action transition to the *Rework Required* status, allowing additional mitigation before the risk is reassessed.

Before performing an ALARP assessment, the applicable CAPAs must be completed and the residual risk assessment must be performed. See Corrective and Preventive Actions (CAPA) for instructions on managing CAPAs.

To perform an ALARP assessment:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select the **Risk** tab on the Safety Dashboard.
4. Select the applicable risk.
5. Scroll down to the Risk Assessment & Corrective/Preventive Actions (CAPA) section.

6. Select **Assess** to open the Risk Assessment view.
7. Scroll to the ALARP section.
8. Select **ALARP Status.**
9. Enter the reason in **ALARP Justification.**
10. Select **Save** when complete.

4.9 Corrective and Preventive Actions (CAPA)

Corrective and Preventive Actions (CAPAs) document the actions used to control identified safety risks. Corrective actions address existing issues, while preventive actions address conditions that could contribute to future events.

A CAPA progresses from creation and assignment through implementation, effectiveness monitoring, and closure. CAPAs that require additional work can be returned for rework. The CAPA Dashboard provides a centralized location for monitoring assigned actions, due dates, status, and effectiveness reviews.

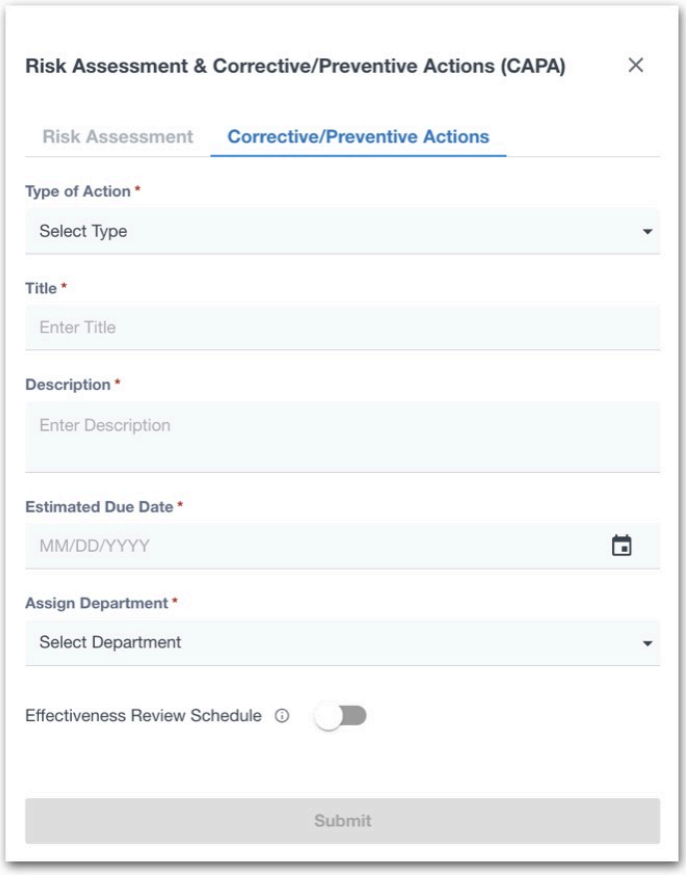


Figure 4-11. Corrective/Preventive Actions View

4.9.1 CAPA Lifecycle

A Corrective and Preventive Action (CAPA) progresses through a series of statuses from creation through completion. The status identifies the current state of the CAPA and indicates whether implementation is planned, in progress, blocked, requires rework, or is closed.

CAPA status should be updated as implementation progresses. When implementation is complete, provide an explanation of the actions taken, and attach the required artifacts before changing the status to closed.

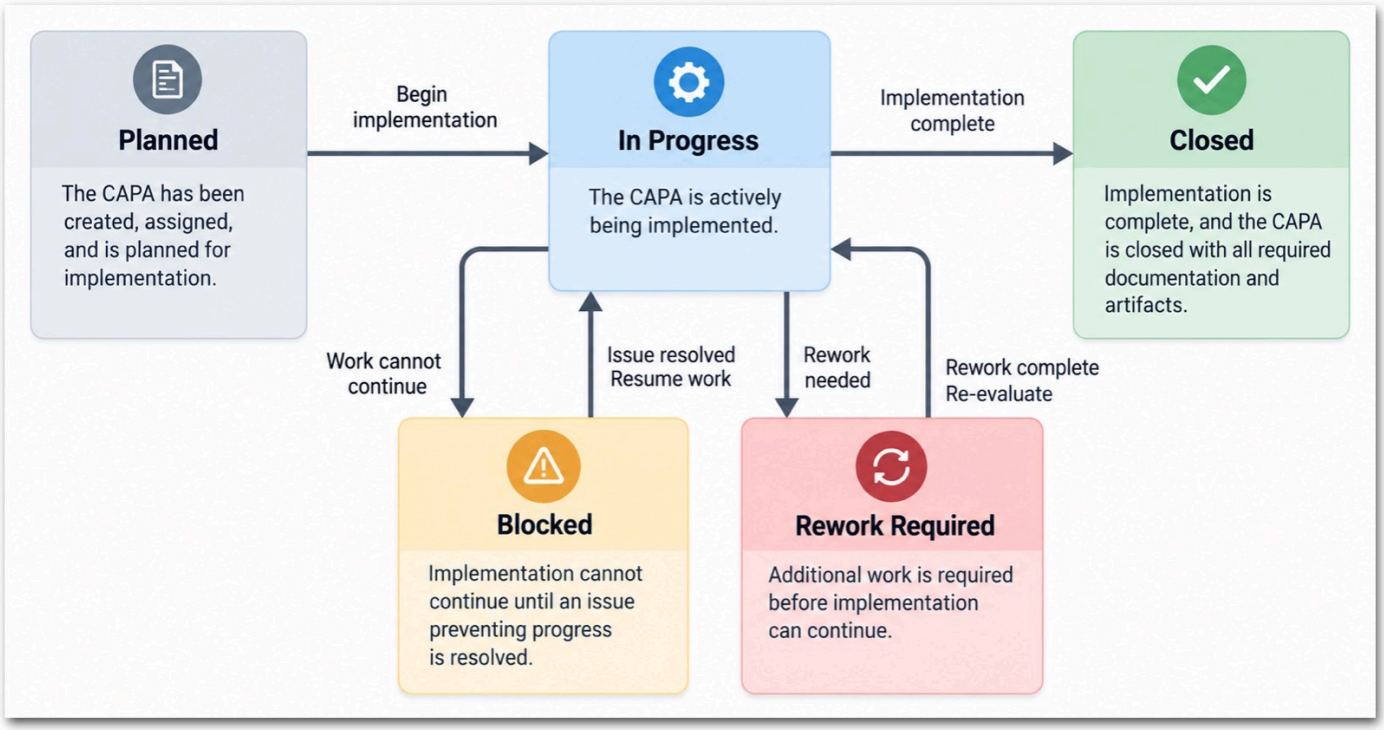


Figure 4-12. CAPA Lifecycle

> **IMPORTANT:** A CAPA cannot be modified after its status is changed to Closed. Verify the CAPA details, completion explanation, and attached artifacts before closing the CAPA.

4.9.2 Create a Corrective and Preventive Action

A Corrective and Preventive Action (CAPA) can be created when an issue requires documented investigation, corrective action, preventive action, or follow-up. Creating a CAPA establishes the record, identifies the responsible parties, and provides the information needed to plan and track implementation through closure.

To create a CAPA from the risk assessment:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.

3. Select **Report** on the Safety Dashboard.
4. Select **Manage** for the applicable report.
5. Scroll to the Risk Assessment & Corrective/Preventive Actions (CAPA) section.
6. Select **Add CAPA**.

   The Corrective/Preventive Actions view opens.
7. Complete the CAPA fields, including:

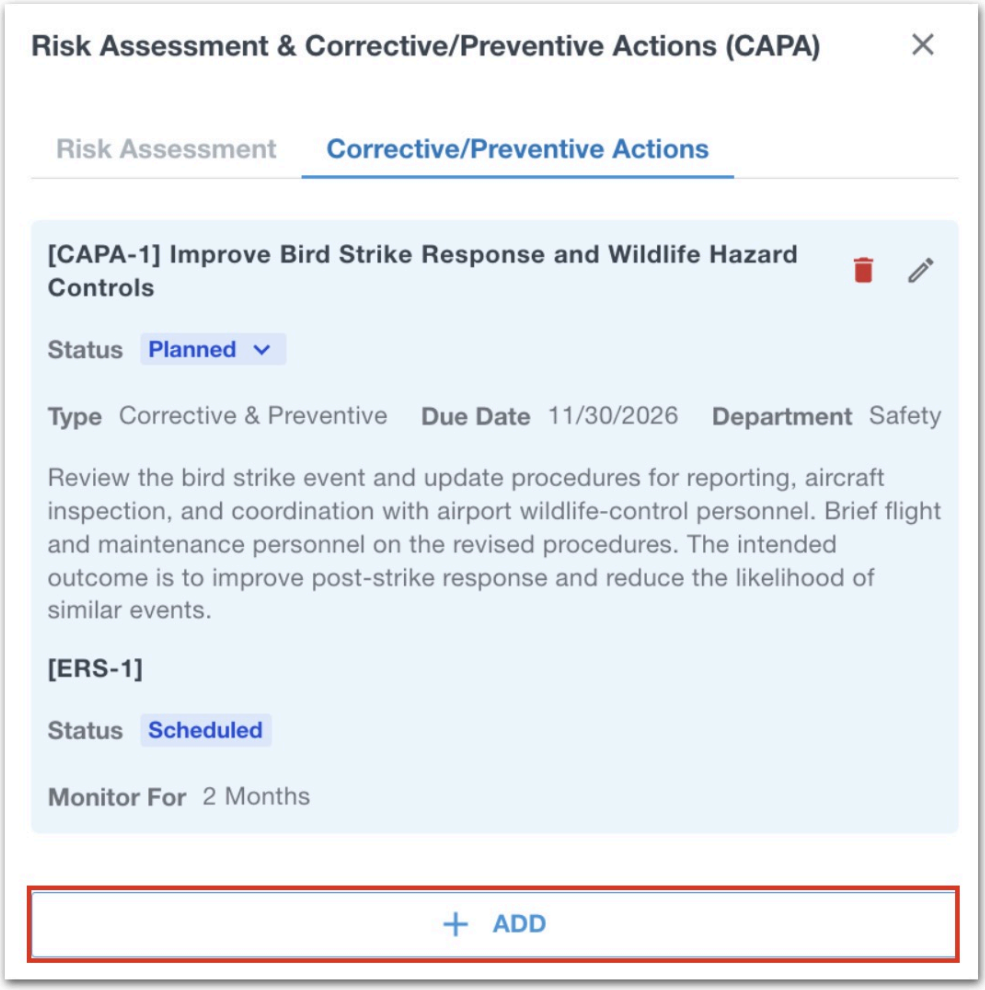
   - Action type, title, and description.
   - Estimated due date and assigned department.
8. To configure an Effectiveness Review Schedule (ERS), turn on the **Effectiveness Review Schedule (ERS)** toggle and complete the following fields:

   Ⓐ **Monitoring Period**: Select the monitoring period.

   Ⓑ **Reminder Frequency**: Select how often reminders are sent.

   Ⓒ **Remind Me Before**: Select when to receive a reminder before the effectiveness review is due.
9. Select **Submit**.

10 Select **+ Add** to open a new Corrective/Preventive Actions view.



11 Repeat steps 7-9 for the new CAPA.

4.9.3 Manage CAPAs from the CAPA Dashboard

The Corrective and Preventive Action (CAPA) Dashboard provides a centralized view for monitoring corrective and preventive actions across safety reports. Use the dashboard to track action status, assigned departments, due dates, and effectiveness reviews. Regular monitoring helps identify overdue actions, maintain accountability, and confirm that completed actions effectively mitigate the associated risks.

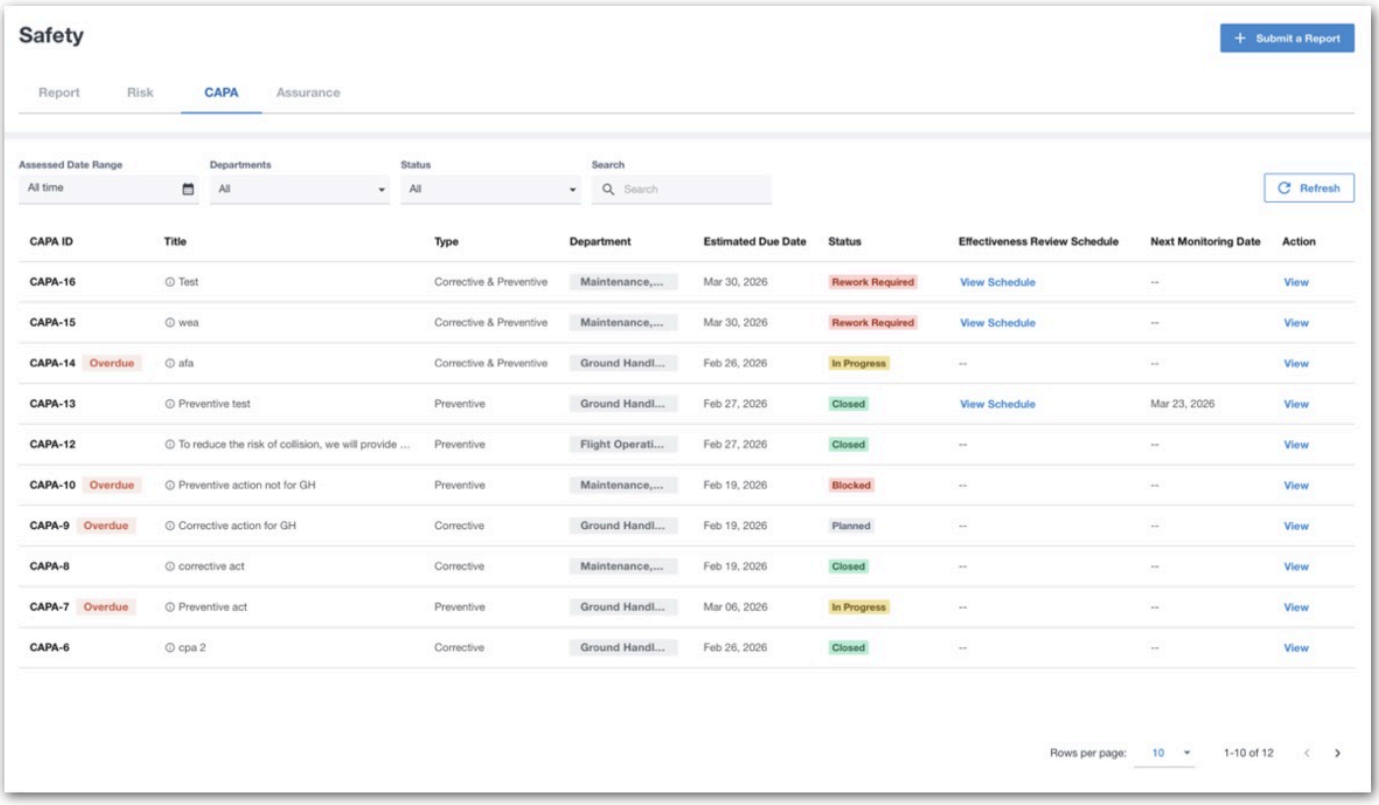


Figure 4-13. CAPA Dashboard

Use the dashboard filters to locate specific CAPAs or identify overdue actions and workflow bottlenecks. Select **Refresh** to retrieve the latest CAPA information from the server.

The CAPA table provides the following options for managing corrective and preventive actions:

- **Status Column**: Displays the current CAPA status. Select the status dropdown to change the CAPA to another applicable status, such as Planned, In Progress, Closed, Blocked, or Rework Required.
- **Effectiveness Review Schedule Column**: Select **View Schedule** to review the monitoring period, scheduled evaluations, and follow-up activities for the CAPA. If no schedule is configured, the column displays "--".
- **Action Column**: Select **Manage** to open the CAPA details, where assignments, descriptions, comments, attachments, and related activities can be reviewed or modified.

4.9.4 Manage CAPAs from a Safety Report

The Review and Manage Corrective and Preventive Action (CAPA) feature supports continued oversight of corrective and preventive actions after they are created. Safety Managers can monitor progress, confirm department accountability, manage due dates, and review completed actions. Regular review helps ensure that actions are completed as planned and that the implemented controls effectively reduce the identified risk.

To access CAPAs from a safety report, complete the following steps:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Report** on the Safety Dashboard.
4. Select Manage next to the report to be viewed.
5. Scroll to the bottom of the Report Details view.
6. Select the **Risk ID** button or the **Assess** button to open the Risk Assessment & Corrective/Preventive Actions (CAPA) view.



Figure 4-14. Risk ID (Left) and Assess (Right) Buttons

7. Select **Corrective/Preventive Actions**.
8. Select the **Edit** (Pencil) icon if required.

   The CAPA view opens.
9. Edit applicable fields.
10. Select **Submit**.

4.10 Safety Assurance

The Safety Assurance view provides tools for creating reusable audit checklists, planning and conducting audits, and monitoring audit progress through the Audit Register. These tools support consistent assessments, documentation of findings, and tracking of audits through completion.

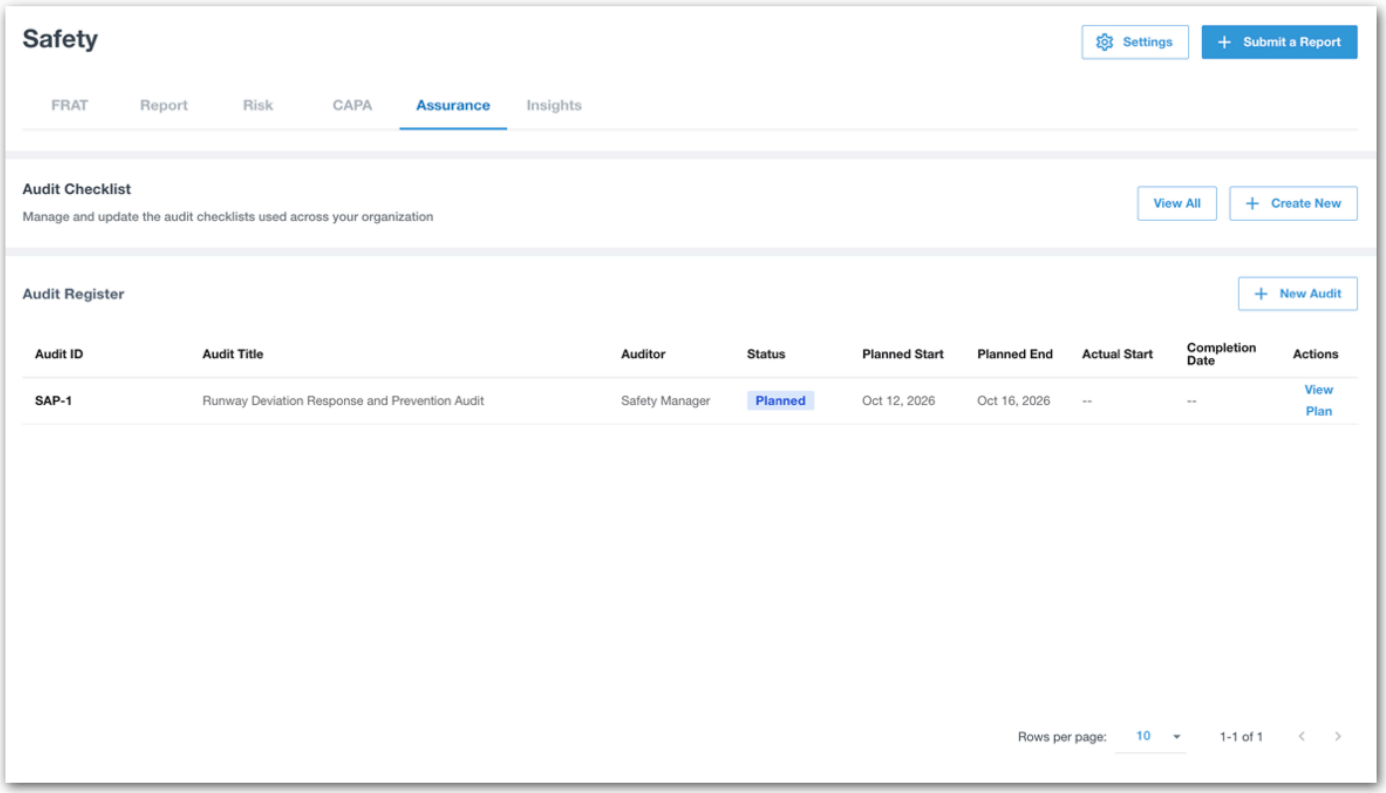


Figure 4-15. Assurance Dashboard

Audit plans define the scope, schedule, assigned auditors, and published checklists for each audit. Checklists provide standardized assessment criteria to support consistent evaluations and documentation of findings.

4.10.1 Create a Checklist

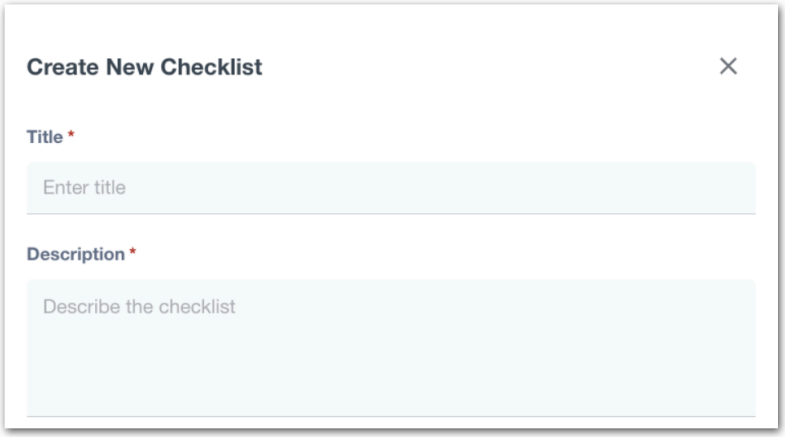
An Assurance Checklist provides a standardized set of questions for evaluating compliance with organizational procedures, safety controls, and applicable requirements during an audit. Reusable checklists support consistent assessments by ensuring that the same criteria are reviewed and documented across similar audits.

To create an audit checklist:

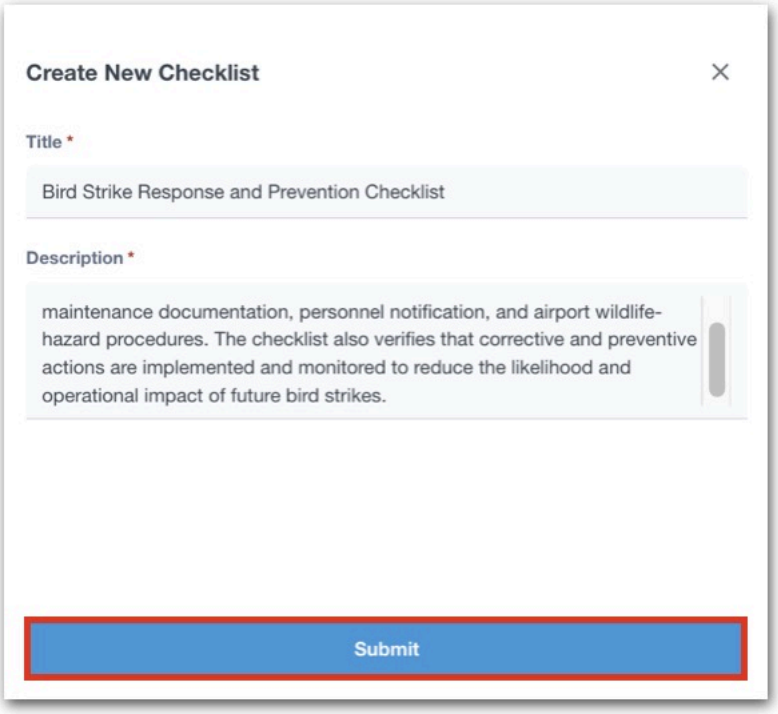
1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Assurance** on the Safety Dashboard.
4. Select the **+ Create New** button in the Audit Checklist section.



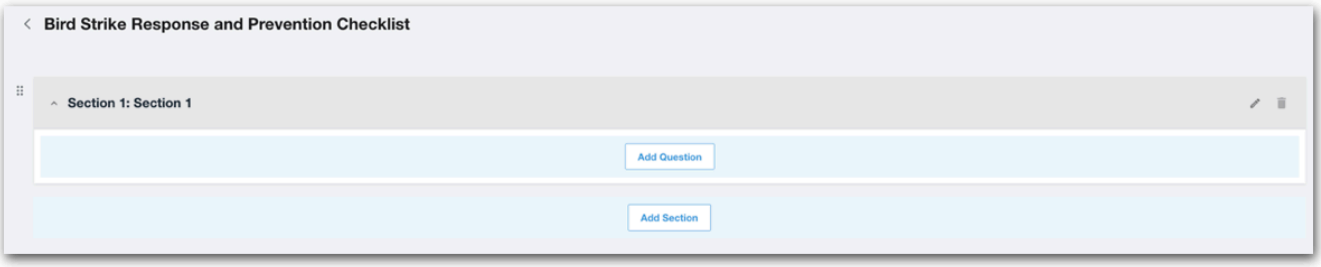
5. Enter a Title and Description in the New Checklist fields.



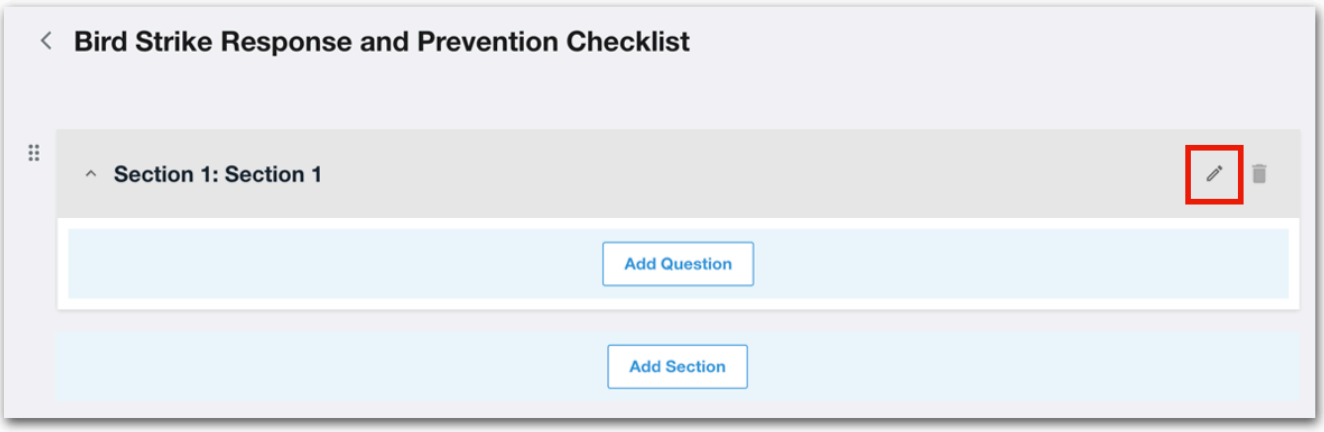
6 Select the **Submit** button to save and open the Audit Checklist.



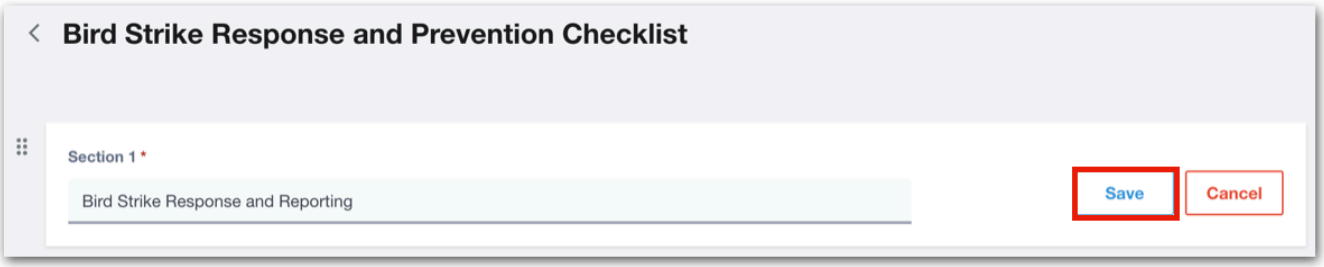
The audit checklist creation view opens.



7. Select the **Edit** (pencil) icon to edit the Section Name.

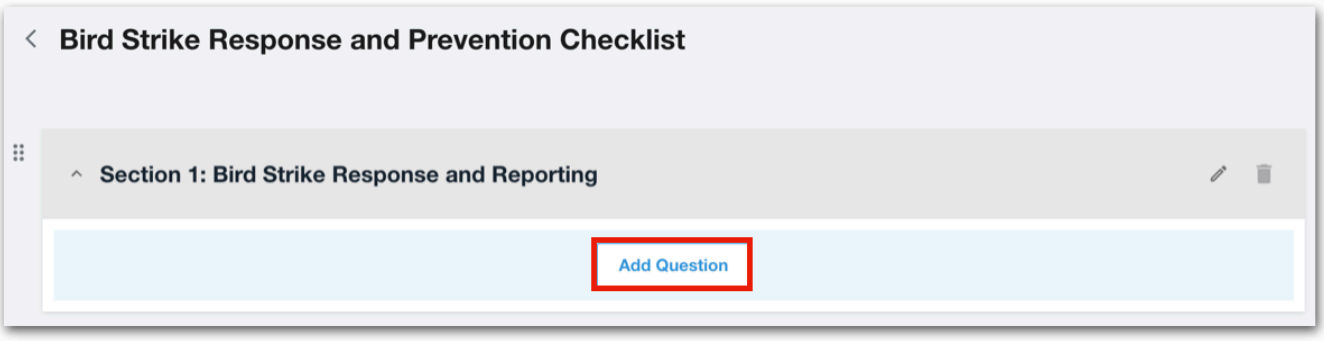


8. Enter a section name.

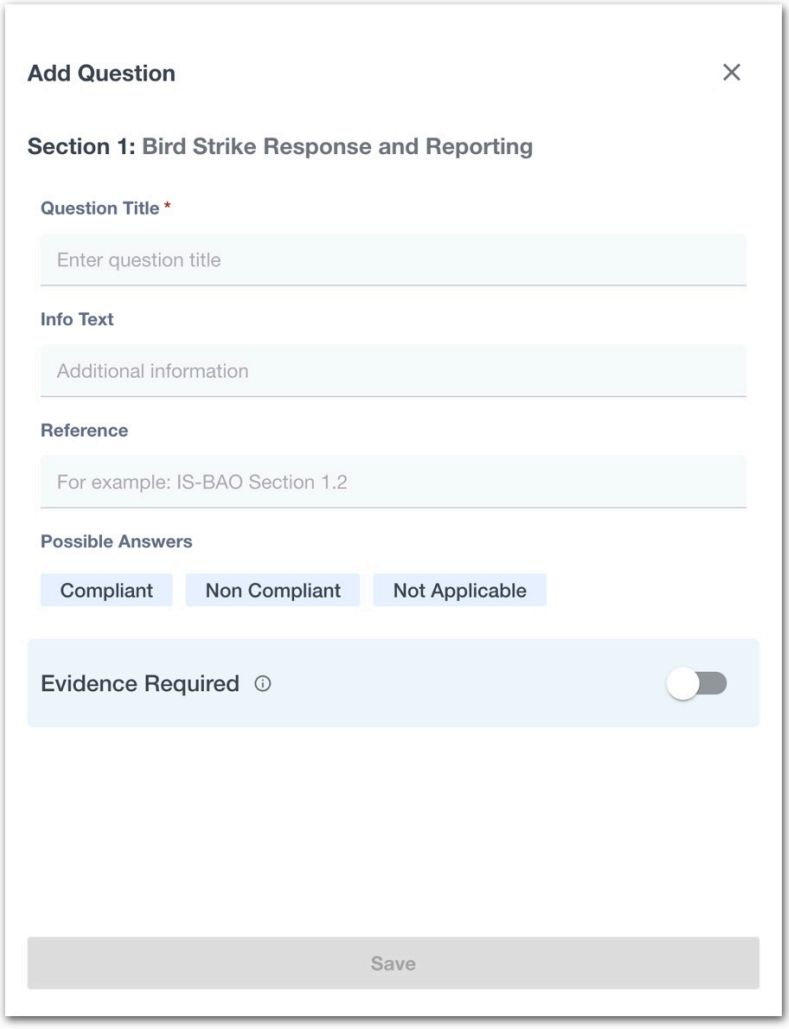


9. Select the **Save** button.

10 Select the **Add Question** button to open the Add Question view.



The Add Question view opens.



11. Complete the applicable question fields:
    - **Question Title**: Enter the audit question.
    - **Info Text**: Enter additional information or instructions, if applicable.
    - **Reference**: Enter references to applicable requirements, policies, or procedures.
    - **Evidence Required**: Enable if supporting documents or images must accompany the response.
12. Select **Save** to add the question.
13. Select **Add Question** to add additional questions, or **Add Section** to create another section.
14. After configuring the checklist, select one of the following options:
    - **Publish Now** : Publish the completed checklist.
    - **Save as Draft**: Save the checklist to continue editing later.

4.10.2 Manage Audit Checklists

The Audit Checklist section of the Assurance Dashboard provides access to draft, published, and archived checklists. From this section, checklists can be reviewed, edited, versioned, and archived.

To access and manage audit checklists:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Assurance** on the Safety Dashboard.
4. Select the **View All** button.



The Checklist view appears.

5. Select a Checklist to see an Expanded Audit Checklist view. The expanded view displays the version history and provides access to published and draft versions, including options to view, edit, or create checklist versions.

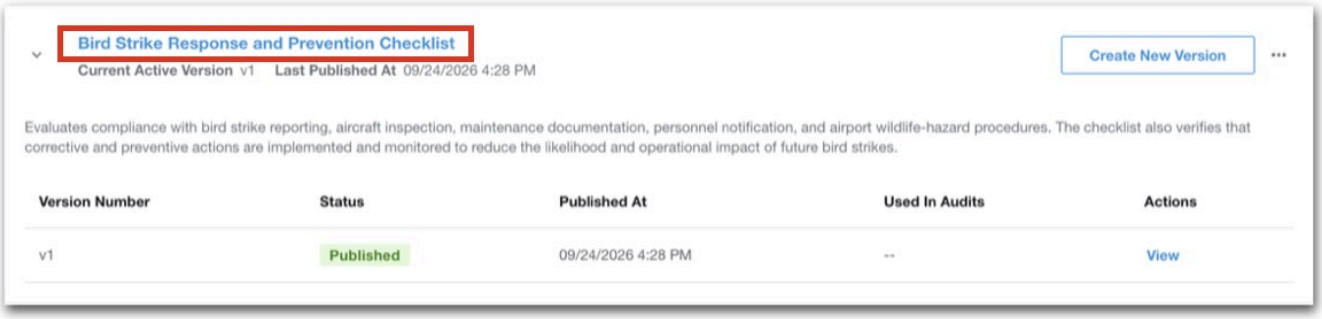
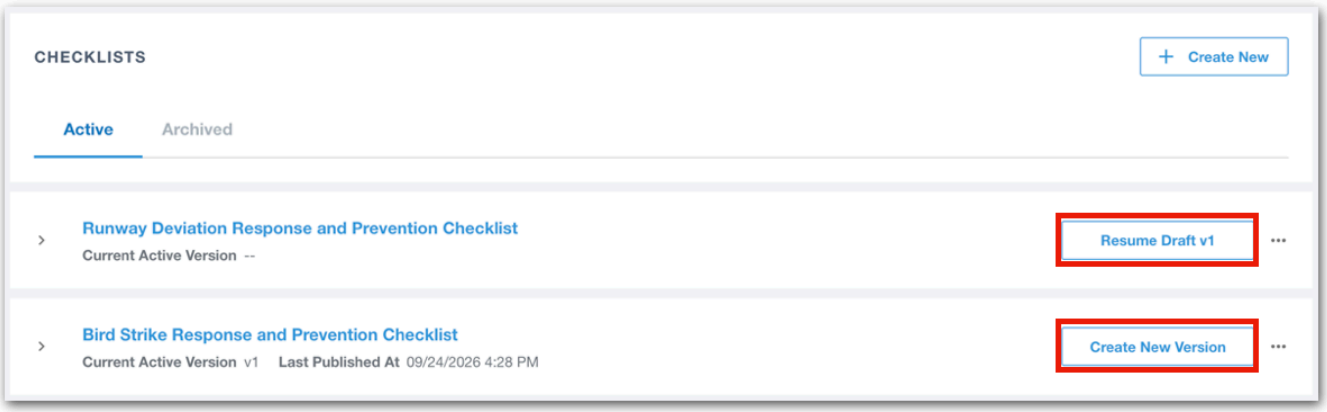


Figure 4-16. Expanded Audit Checklist View

6. Select an action based on the status of the checklist:

- **Published**: Select **Create New Version** to open a new version of the checklist for editing.
- **Draft**: Select **Resume Draft** to open the checklist and continue editing.



IMPORTANT: Archived audit checklists cannot be restored for future use.

NOTE: A published checklist version used by an audit cannot be deleted. Select **Archive** to remove it from active use.

4.10.3 Audit Plans

An audit plan defines the scope, objectives, schedule, participants, and supporting resources for an audit. Audit plans provide a structured framework for coordinating audit activities, assigning responsibilities, and monitoring progress through completion.

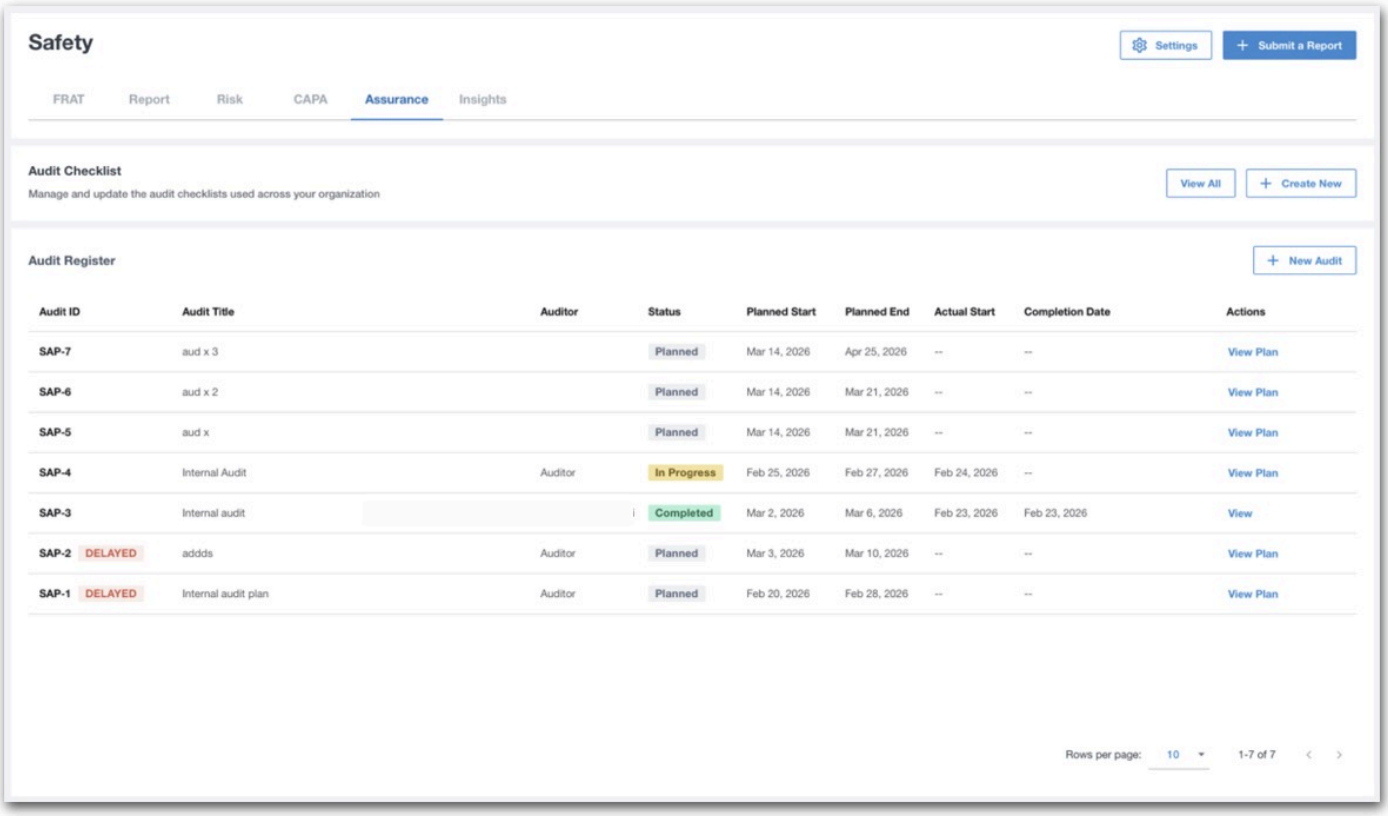


Figure 4-17. Safety Assurance Dashboard

Audit plans are created and managed through the Audit Register on the Assurance Dashboard. The register provides a centralized view of audit plans and their current status. It supports monitoring audit schedules, identifying delayed or overdue audits, reviewing audit details, and tracking audits through completion.

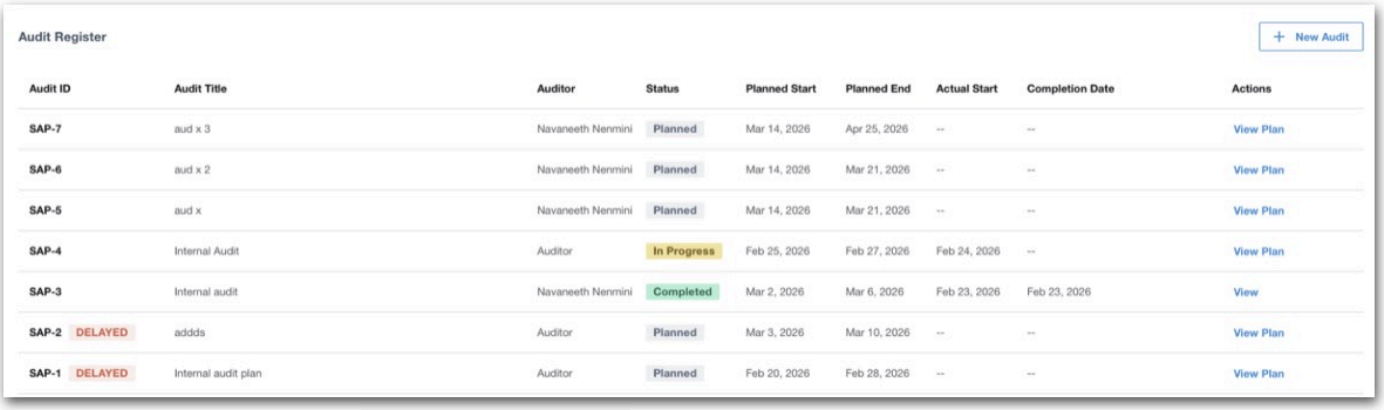


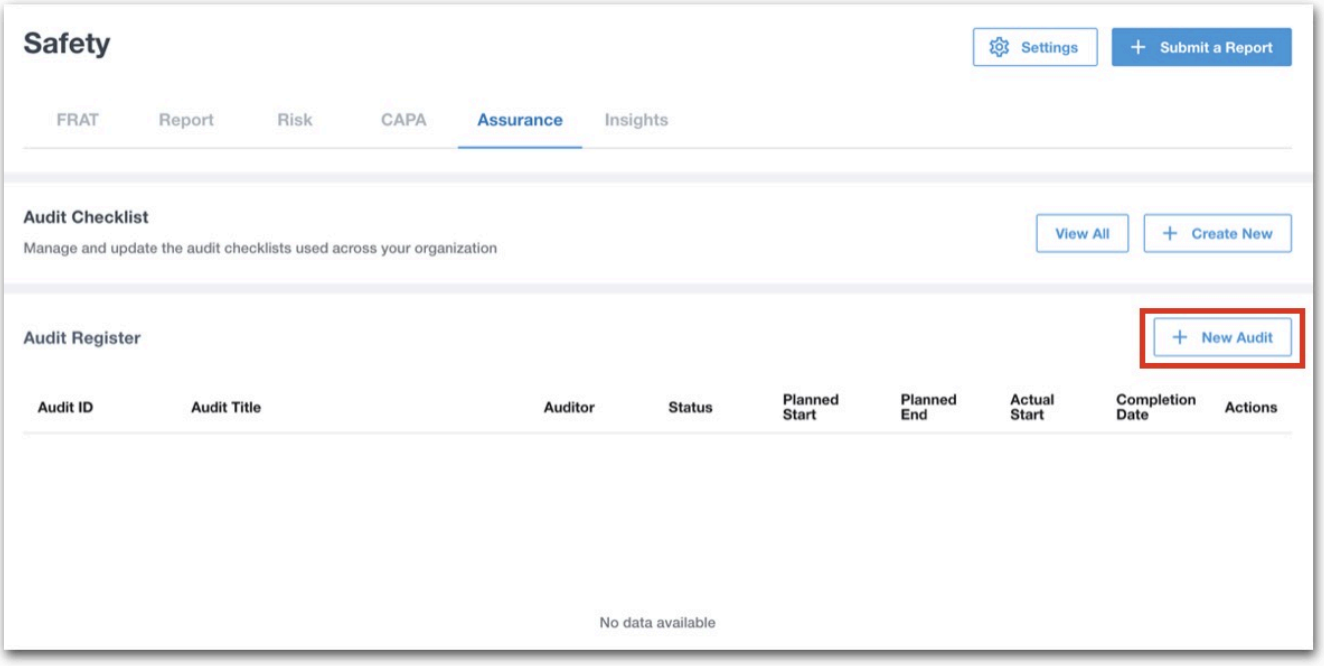
Figure 4-18. Audit Register View

4.10.3.1 Create an Audit Plan

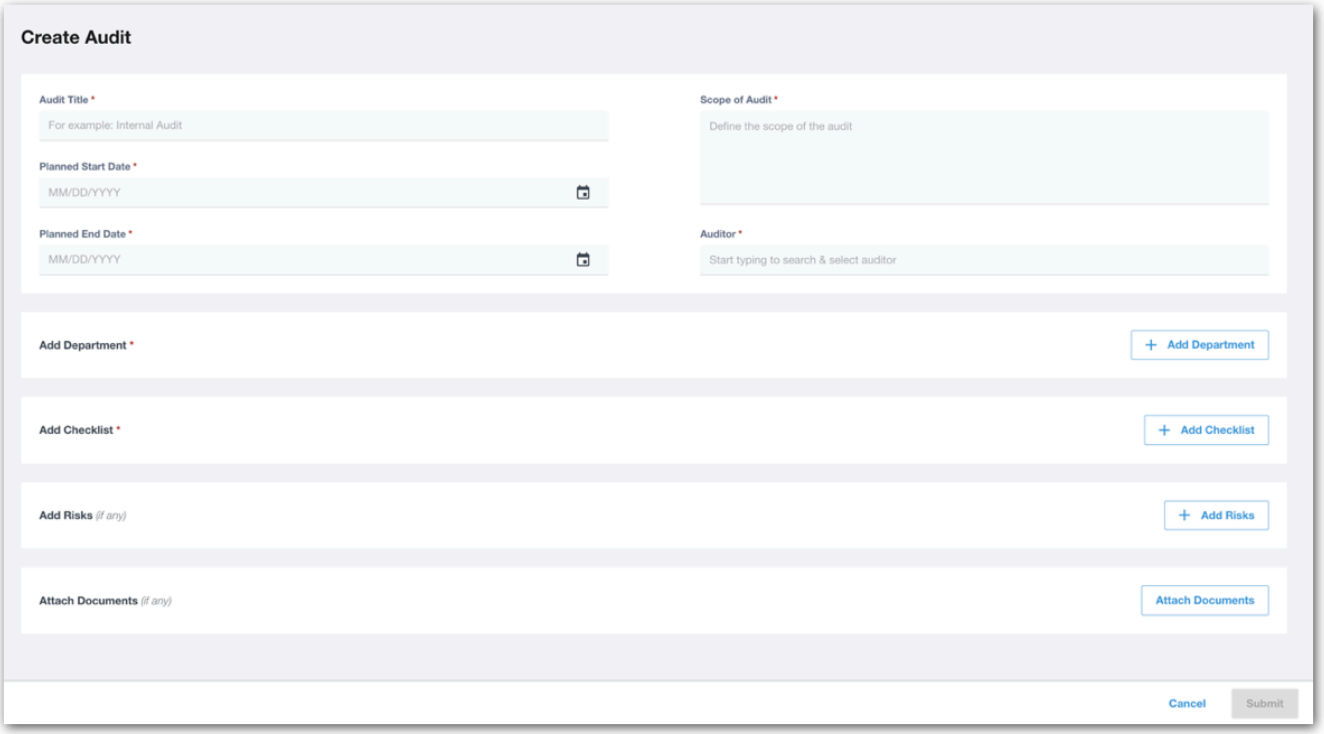
To create a new audit plan, follow these steps:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select **Assurance** on the Safety Dashboard.

4. Select **+ New Audit** in the Audit Register section.



The **Create Audit** view appears.



5. Complete the required fields and any applicable optional fields.

6. Select **Submit** to create the audit plan. The audit plan appears on the Audit Dashboard.

4.11 Monitor and Analyze

Monitoring and analysis support ongoing evaluation of safety performance and risk management. The Insights view provides an organization-wide overview of Safety Management System (SMS) activity through metrics and charts covering safety reporting, risk assessments, and Corrective and Preventive Actions (CAPAs).

The Insights view provides information for monitoring:

- Distribution of safety reports by event type and concern.
- Risk assessments by category and score.
- Corrective and preventive actions by type and status.
- Risk and CAPA closure times.
- Identified and anonymous safety reporting activity.
- Timeliness of completed actions.

Reviewing these metrics helps identify trends, recurring safety concerns, and areas requiring further investigation or mitigation.

4.11.1 Accessing Insights

To access the Insights Dashboard:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select the **Insights** tab on the Safety Dashboard.

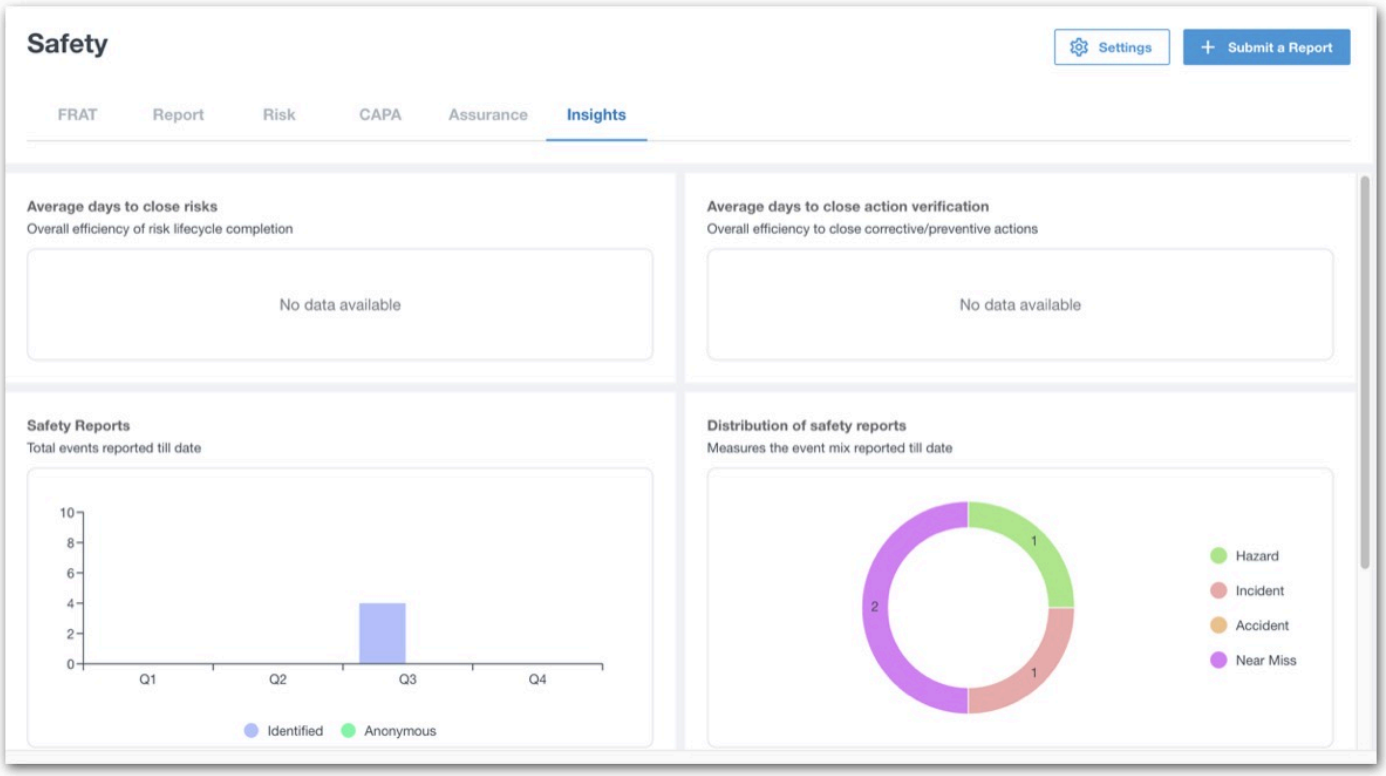


Figure 4-19. Safety Insight Dashboard

4.11.2 Insights Metrics

The Insights Dashboard provides metrics calculated from available Safety Management System (SMS) data. Metrics update as safety reports, risk assessments, and corrective and preventive actions progress through their respective workflows.

The following metrics are available:

> **Average Days to Close Risks**
>
> Average number of days required to complete the risk lifecycle, from assessment through closure.

> **Average Days to Close Action Verification**
>
> Average number of days required to complete verification of Corrective and Preventive Actions (CAPAs).

> **Safety Reports**
>
> Number of safety reports submitted during each quarter, categorized as identified or anonymous.

Distribution of Safety Reports

Distribution of submitted safety reports by event type, including Hazard, Incident, Accident, and Near Miss.

Risk Assessment – Distribution by Category

Distribution of assessed risks by impacted category and quarter. Categories include Aircraft/Equipment, Property, People, Operational Disruption, Regulatory Compliance, Environmental, Financial, Reputation, and Security.

Baseline Risk Assessment – Distribution by Score

Distribution of baseline risk assessments by assigned risk level and quarter. Risk levels include High, Serious, Moderate, Low, and Minimal.

Safety Report – Type of Concern

Distribution of safety reports by concern type, including Safety, Security, Compliance, Quality, Environment, Operational, Technical, and Human Factors.

Closed On-Time vs Past Due

Comparison of completed actions or records based on whether completion occurred by the applicable due date or after the due date. When no qualifying records are available, the metric displays *No data available*.

Corrective/Preventive Actions

Number of CAPAs created each quarter by action type, including Corrective, Preventive, and Corrective & Preventive.

Distribution of Corrective/Preventive Actions

Distribution of CAPAs by current status, including Closed, Blocked, Rework Required, Planned, and In Progress.

4.11.3 Interpreting Insights Data

Reviewing related Insights metrics together can help identify trends, changes in activity, and areas of concern that may require further investigation.

The metrics support the following types of analysis:

- **Reporting activity**: Identify changes in reporting volume, recurring event types, and emerging safety concerns. (See *Safety Reports*, *Distribution of Safety Reports*, and *Safety Report – Type of Concern* under Insights Metrics.)
- **Risk exposure**: Identify operational areas with concentrations of reported risks and evaluate the distribution of initial risk levels. (See *Risk Assessment – Distribution by Category* and *Baseline Risk Assessment – Distribution by Score* under Insights Metrics.)
- **CAPA activity**: Monitor corrective and preventive actions by type and status to evaluate progress, identify accumulating workloads, and recognize actions requiring additional attention. (See *Corrective/Preventive Actions* and *Distribution of Corrective/Preventive Actions* under Insights Metrics.)
- **Timeliness**: Evaluate risk and CAPA completion times to identify potential delays and activities completed past their due dates. (See *Average Days to Close Risks*, *Average Days to Close Action Verification*, and *Closed On-Time vs Past Due* under Insights Metrics.)
- **Trends over time**: Compare quarterly metrics to identify recurring patterns and changes in safety reporting, risk assessments, and CAPA activity. (See the quarterly views across the Insights metrics under Insights Metrics.)

> **NOTE:** Insights metrics summarize information recorded in the SMS and should be considered with the underlying safety reports, risk assessments, CAPAs, and other available information. A change in a metric does not, by itself, indicate a change in safety performance or establish the cause of the change.

4.12 Administration and Settings

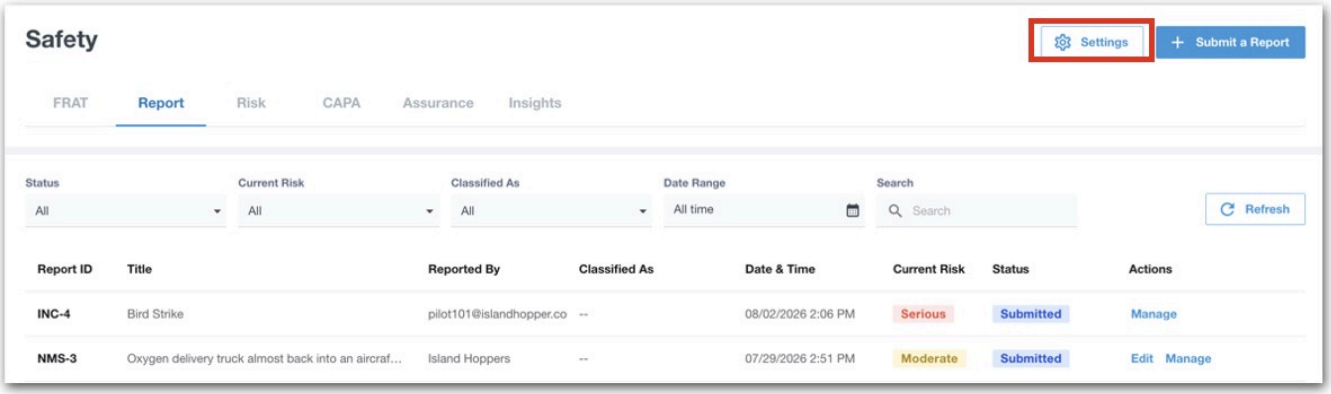
The Settings view provides tools for configuring and managing administrative functions within the Safety Management System (SMS). Safety Managers use the Settings view to:

- **Department Management**: Create and maintain departments.
- **QR Code Management**: Generate QR codes for safety event reporting.
- **Auditor Management**: Manage the organization's list of auditors.

4.12.1 Accessing the Settings View

To access the Settings view:

1. Log in to ForeFlight Web.
2. Select **Safety** in the left sidebar.
3. Select the **Settings** button.



The Settings view opens to the Manage Departments view.

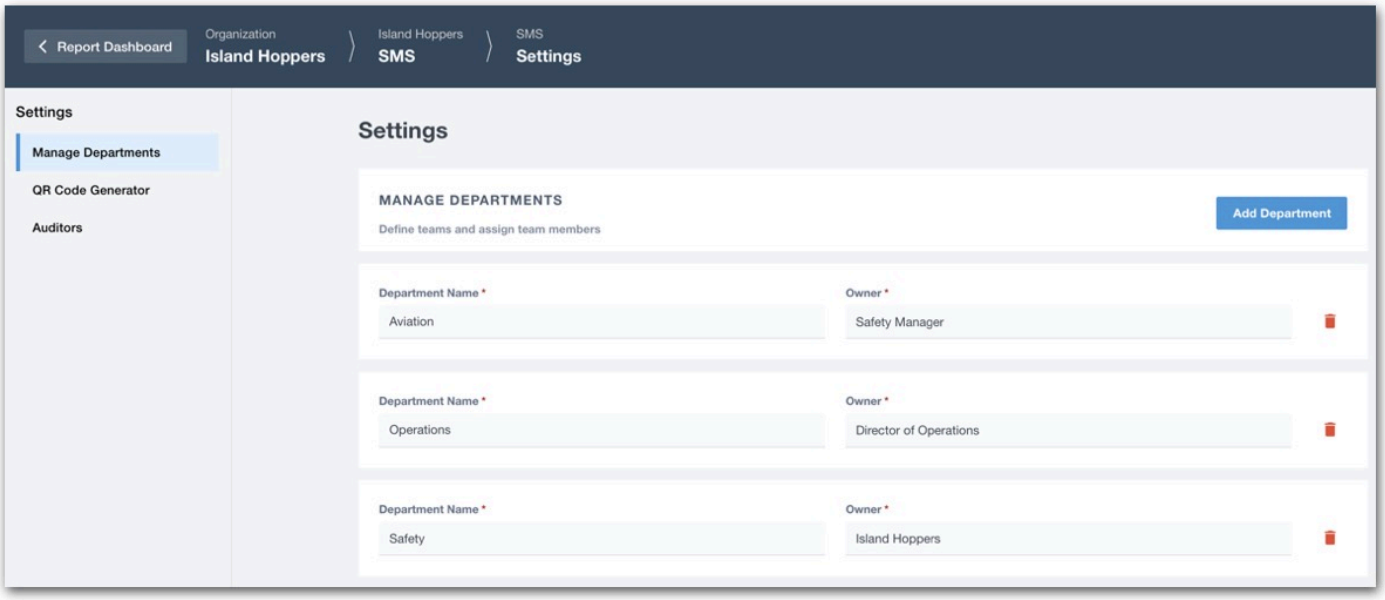


Figure 4-20. Manage Departments Settings View

4.12.2 Department Management

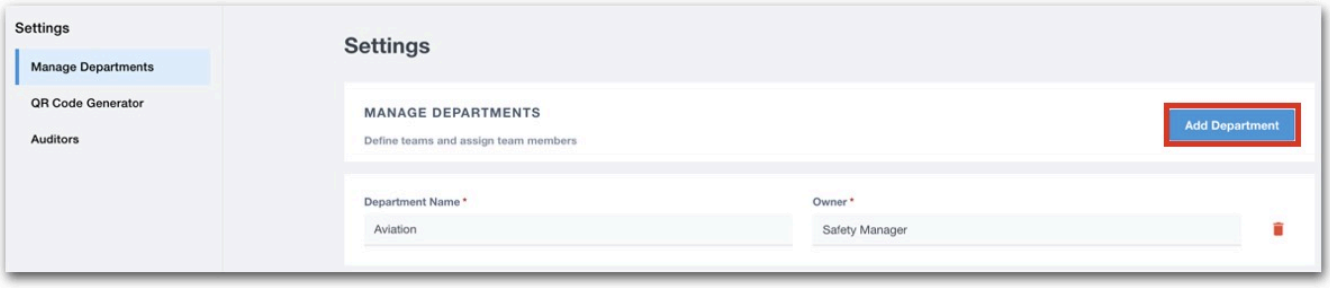
Department Management provides tools for adding, modifying, and deleting departments within the Safety Management System (SMS). Each department has a name and an assigned owner responsible for the department. Departments can be configured during initial SMS setup or managed at any time from the Settings view.

4.12.2.1 Adding a Department

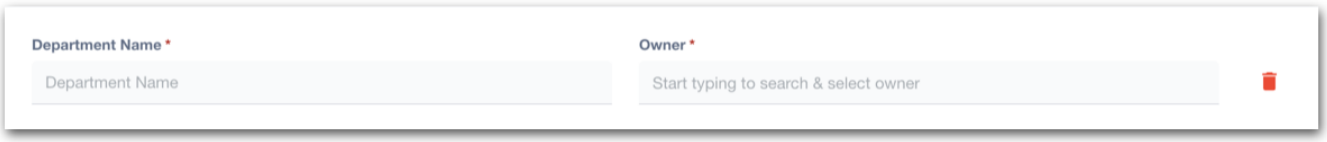
To add a department, follow these steps:

1. Access the Settings view (see Accessing the Settings View). The Settings view opens to the Manage Departments view.

2. Select the **Add Department** button.



A blank Department Information row is created.



3. Select the **Department Name** field and enter a department name.
4. Select the Owner field.

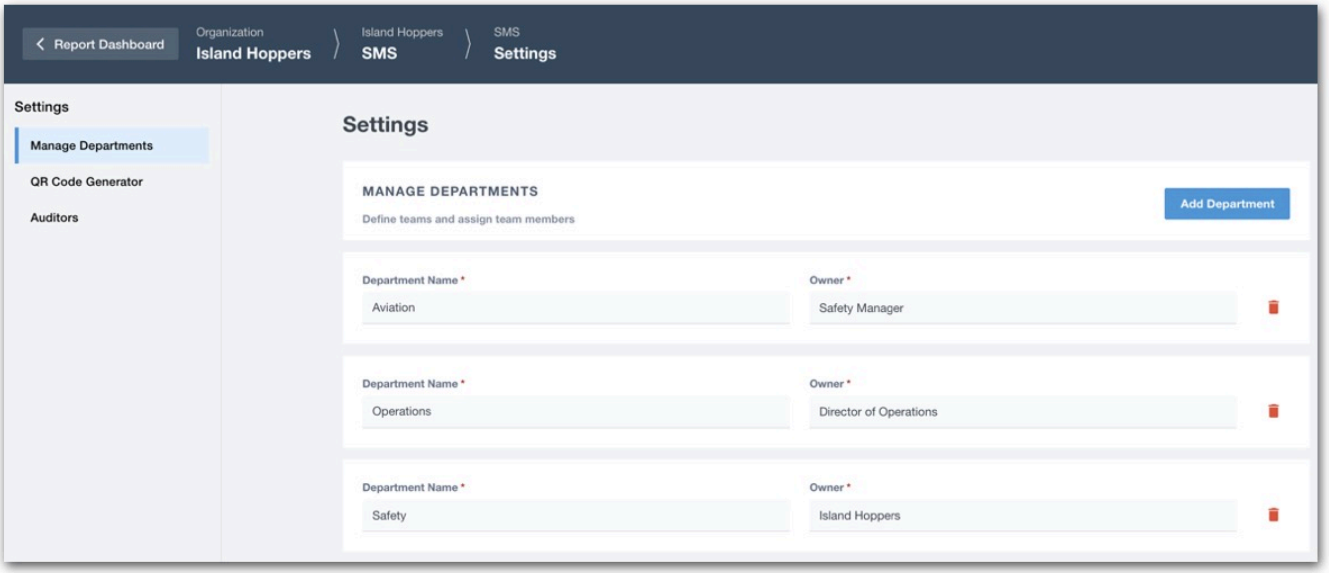
   A dropdown list of all organizational users appears.
5. Select the user to assign to the new department.
6. Select **Save**.

The department is added, and a confirmation message appears.

4.12.2.2 Modifying a Department

To modify a Department Name or Owner, follow these steps:

1. Access the Settings view (see Accessing the Settings View). The Settings view opens to the Manage Departments view.



2. To change a department name, select the **Department Name** field to be changed and enter the new name.
3. To change an owner, select the **Owner** field to be changed and select the new owner from the dropdown list.
4. Select **Save**.

The changes are saved, and a confirmation message appears.

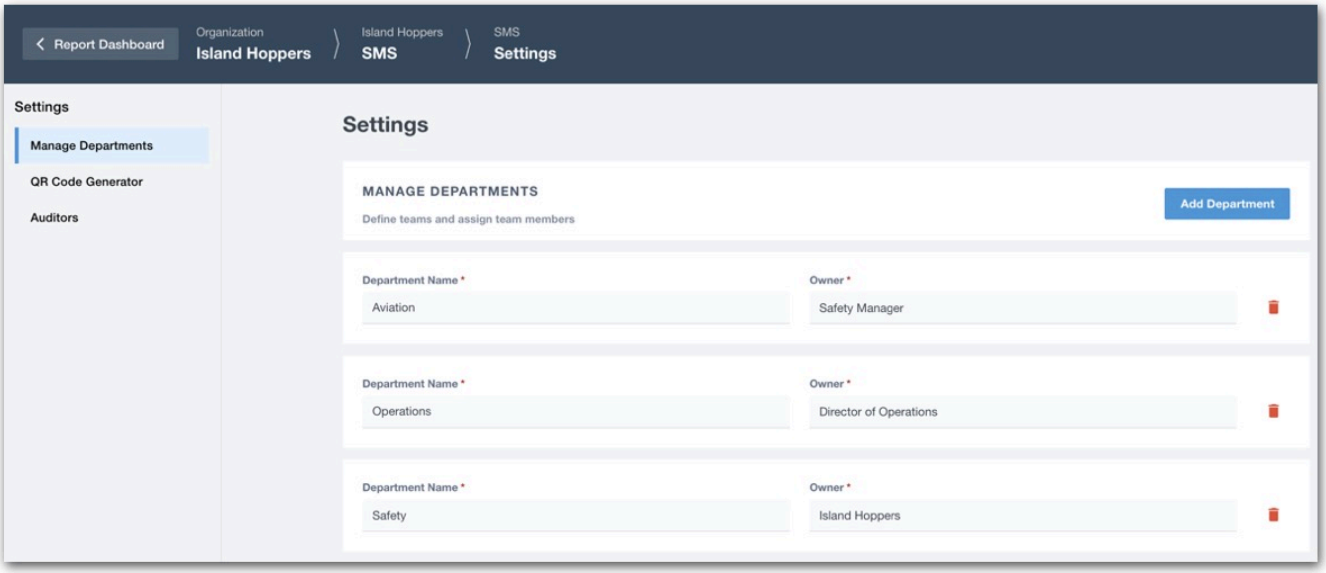
4.12.2.3 Delete a Department

Delete a department when it is no longer required.

> **IMPORTANT:** Deleting a department permanently removes it from the department list.

To delete a department, follow these steps:

1. Access the Settings view (see Accessing the Settings View). The Settings view opens to the Manage Departments view.



2. Select the **Delete** icon next to the department to delete.

   The department is removed from the Manage Department list.

3. Select **Save** to apply all changes.

4.12.3 QR Code Management

QR Code Management provides tools for generating, customizing, and downloading a static QR code that opens the safety reporting form. The QR code allows individuals inside or outside the organization to report safety events from a mobile device. A title and an optional logo can be added to customize the QR code before distribution.

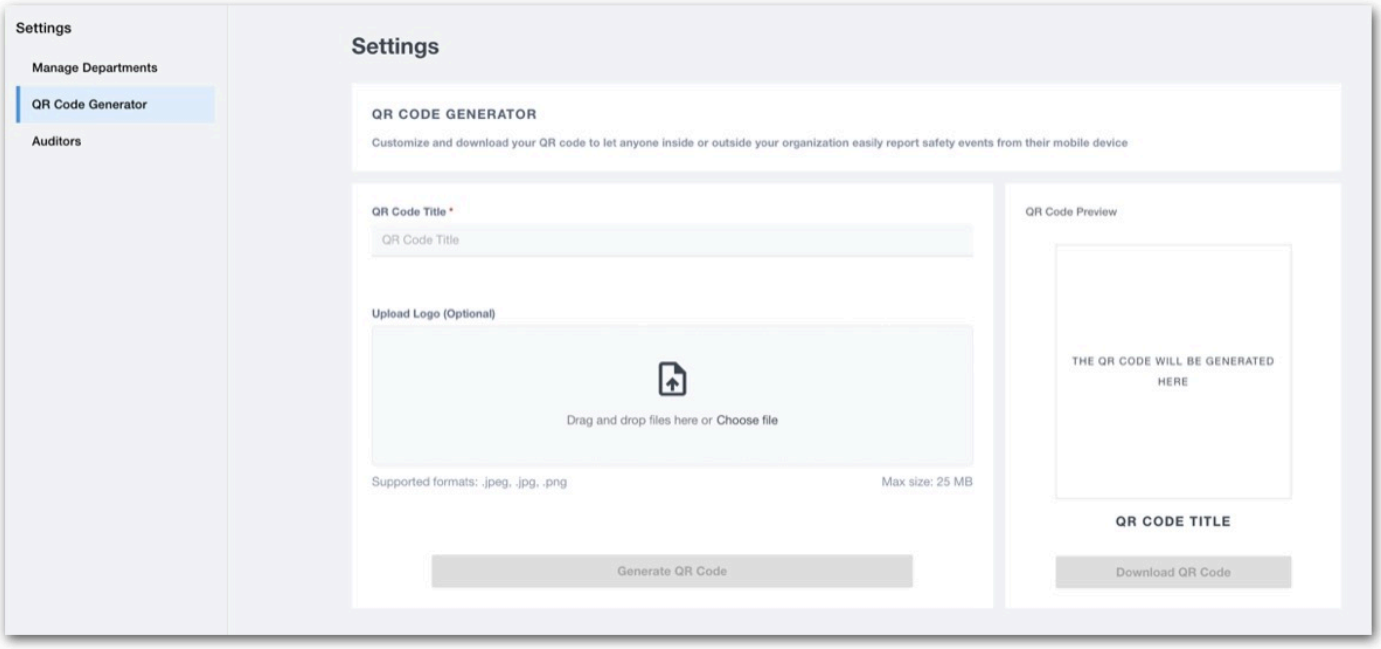


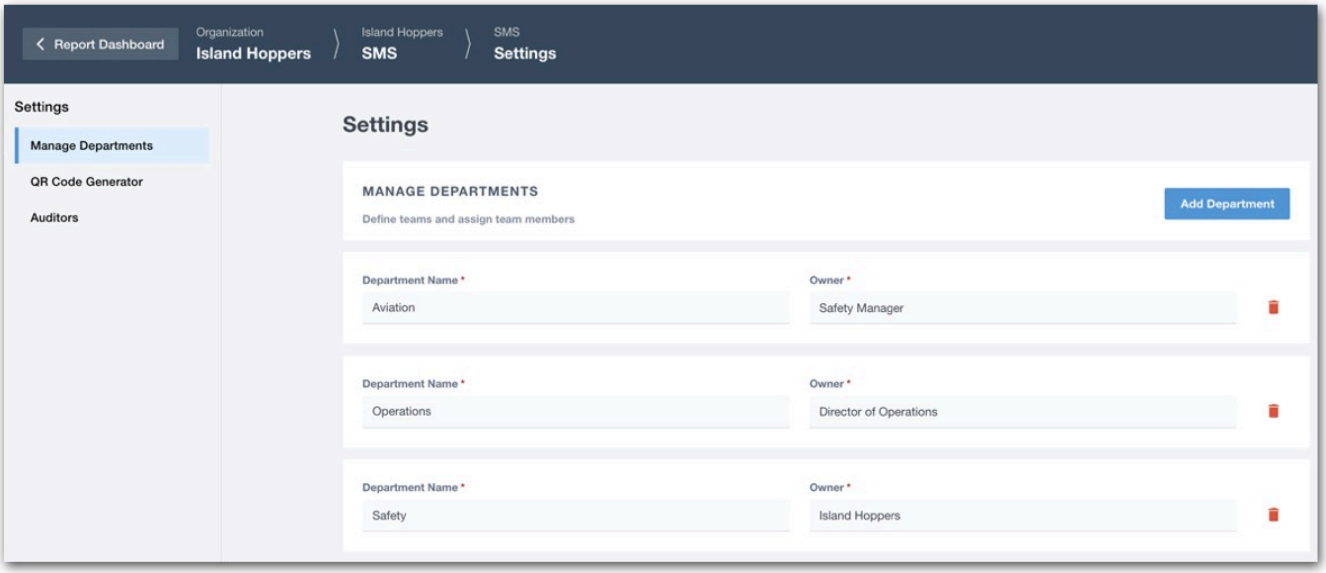
Figure 4-21. QR Code Generator View

4.12.3.1 Generating a QR Code

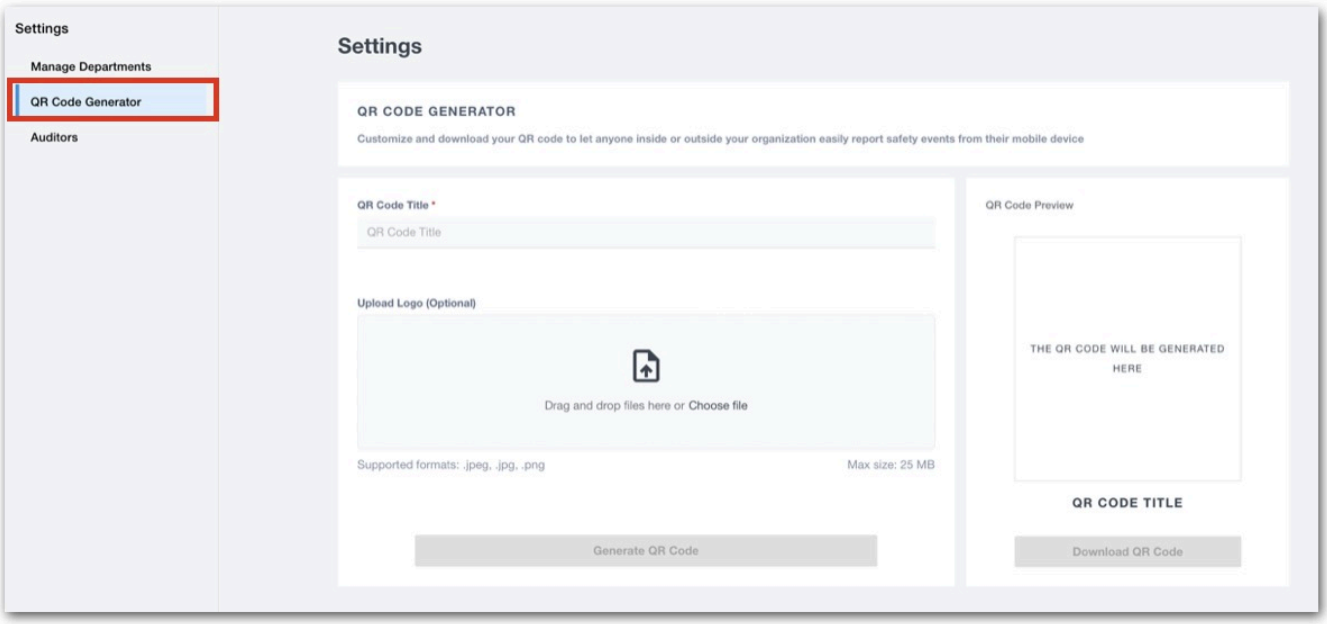
> **IMPORTANT:** Generating a new QR code deactivates all previously distributed QR codes. When a new QR code is generated, it becomes the active QR code and previously generated QR codes can no longer be used.

To generate a QR code:

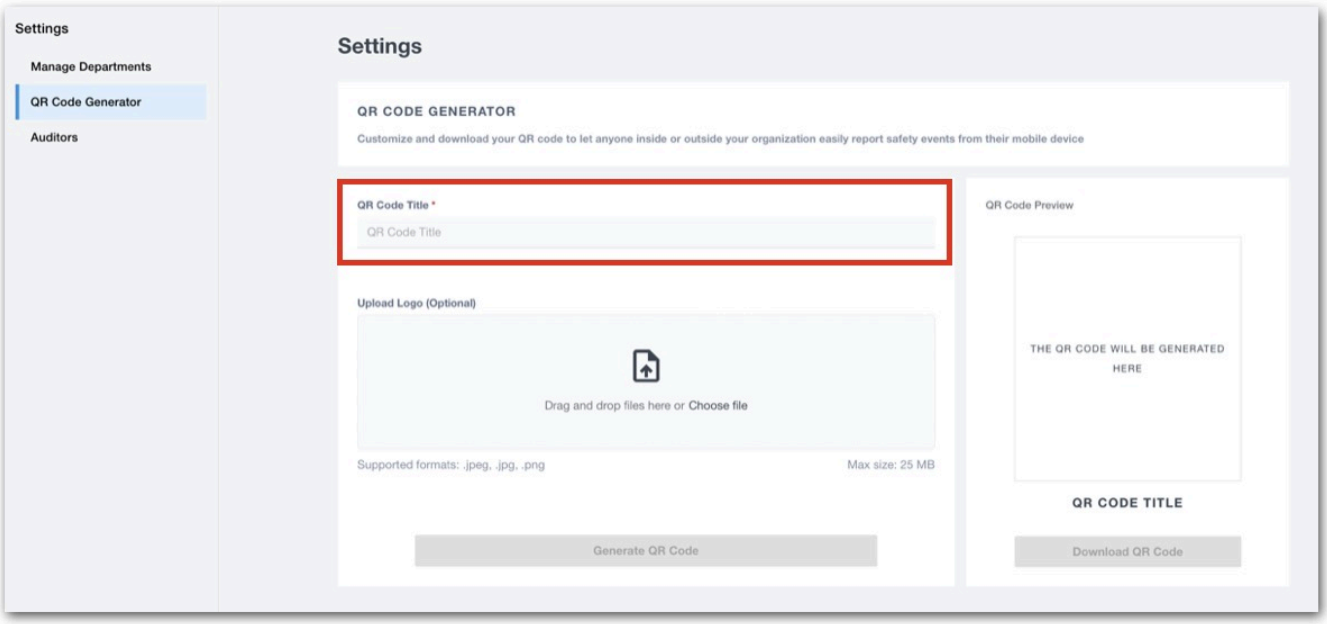
1. Access the Settings view (see Accessing the Settings View). The Settings view opens to the Manage Departments view.



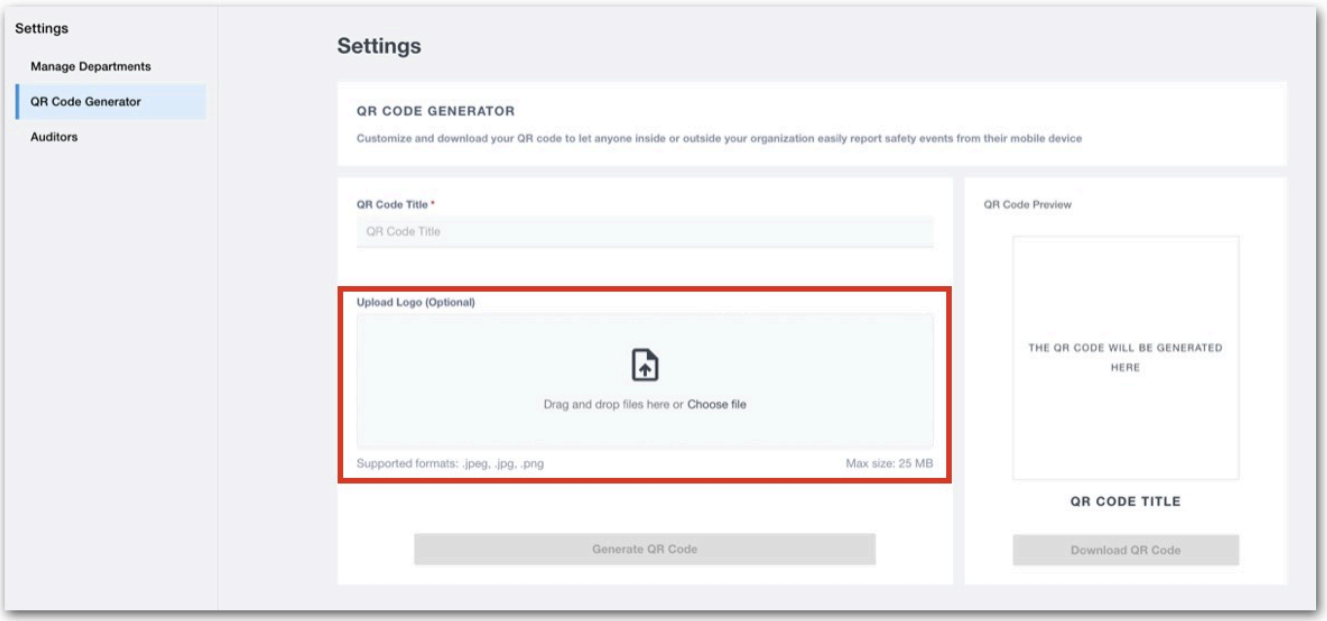
2. Select the QR Code Generator tab.



3. Enter a title in the **QR Code Title** field.



4. To include a logo, upload an image in the **Upload Logo** field.



5. Select the **Generate QR Code** Button.

The QR Code is generated, and the QR Code Preview appears. The Download QR Code button becomes available.

6. Select **Download QR Code** to save the QR code for distribution on posters, in briefing rooms, or on internal sites.

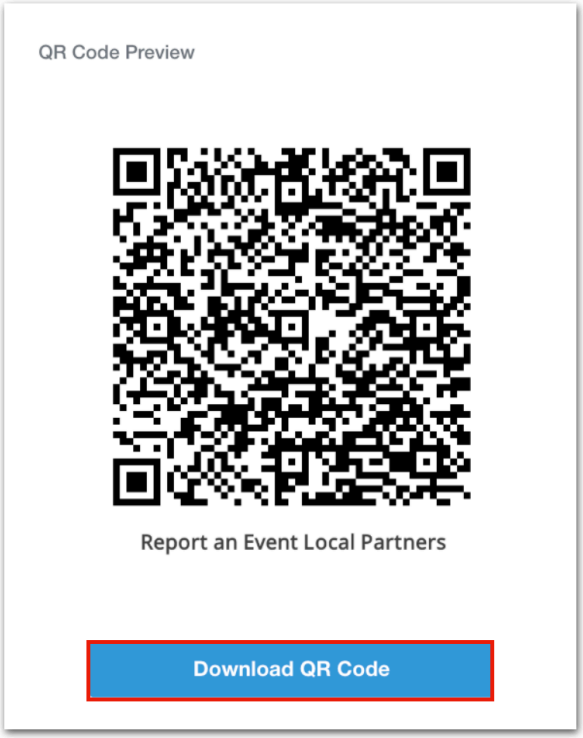


Figure 4-22. QR Code Preview with Download Button

To replace an existing QR code, repeat this procedure.

4.12.4 Auditor Management

Auditor Management provides tools for maintaining the organization's list of authorized auditors. Auditors can be added to or removed from the list as organizational responsibilities and audit requirements change.

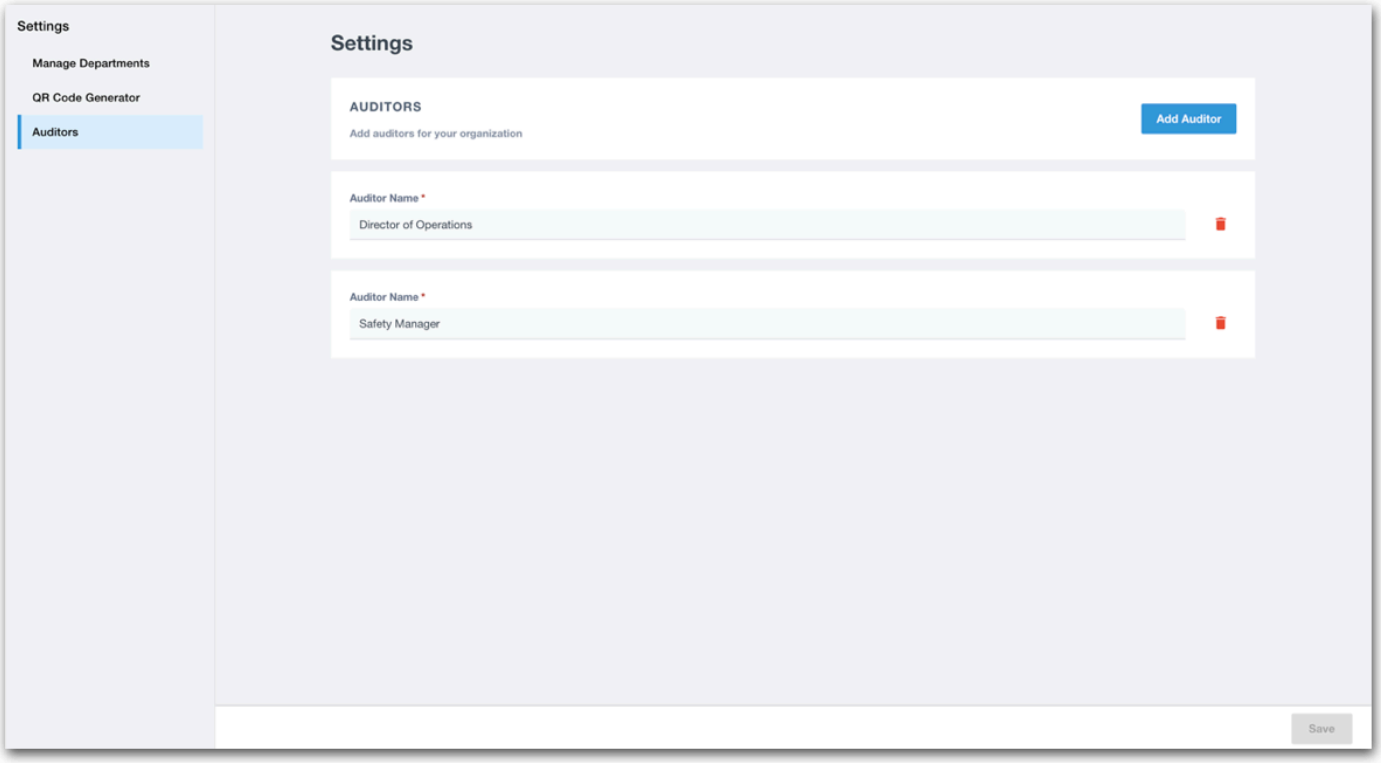
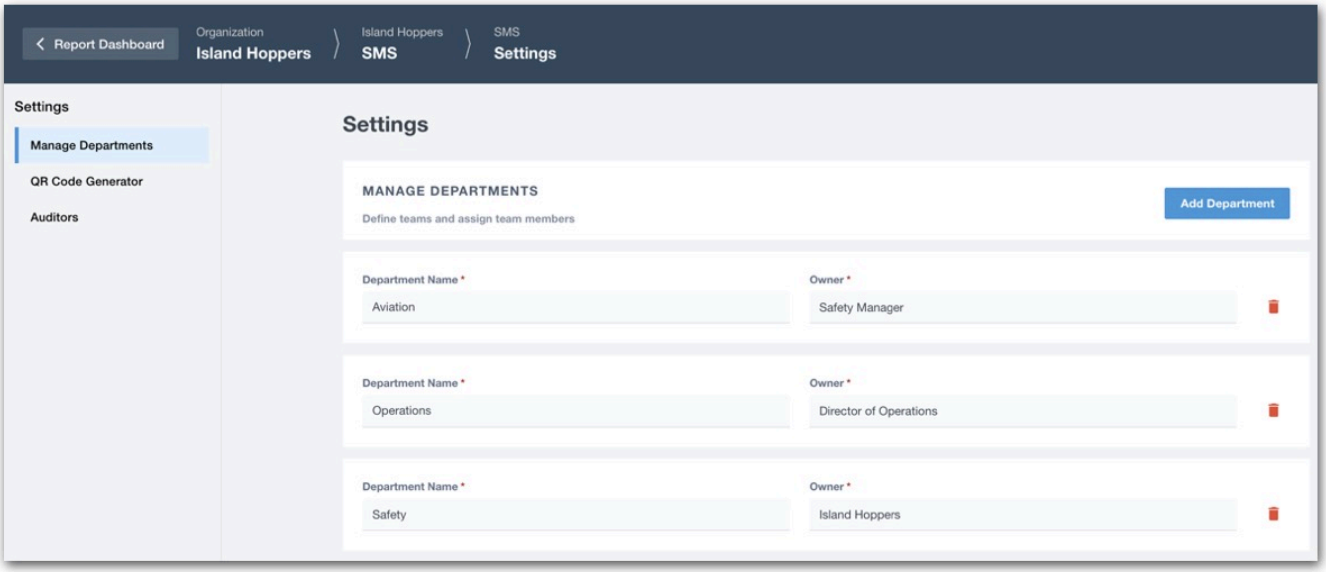


Figure 4-23. Auditors Management View

4.12.4.1 Adding an Auditor

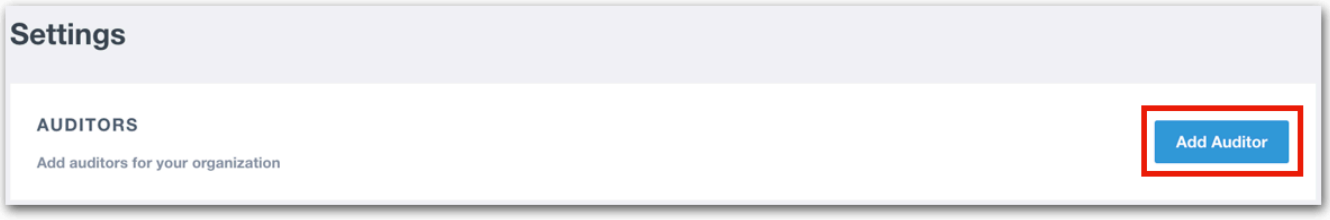
To add an Auditor:

1. Access the Settings view (see Accessing the Settings View). The Settings view opens to the Manage Departments view.



2. Select **Auditors** from the left-side sub-menu.

3. Select the **Add Auditor** button in the upper-right corner of the section.



4. Select the new **Auditor Name** field and select a name from the dropdown list.



5. Scroll to the bottom right of the page and select **Save** to add the auditor to the organization's roster.

4.12.4.2 Delete an Auditor

Delete an Auditor when they are no longer required.

To delete an Auditor:

1. Access the Settings view (see Accessing the Settings View). The Settings view opens to the Manage Departments view.

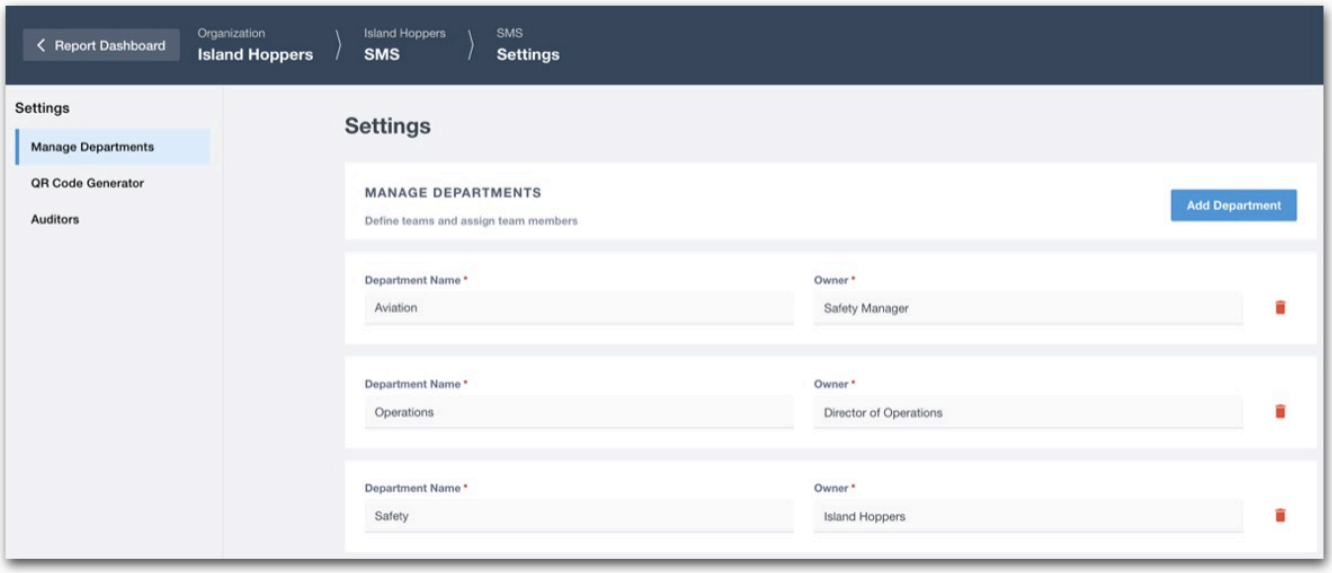


Figure 4-24. Manage Department View

2. Select **Auditors** from the left-side sub-menu.
3. Select the Trash icon (Delete) next to the Auditor to delete.



Figure 4-25. Trash Icon (Delete)

The Auditor Name is removed from the Auditor list.

JETFUELX

JetFuelX provides access to contract Jet-A fuel prices and fuel release requests. Contract fuel accounts are added and managed in ForeFlight Web, then associated with one or more aircraft profiles. Available contract fuel prices can be viewed in ForeFlight Web and ForeFlight Mobile.

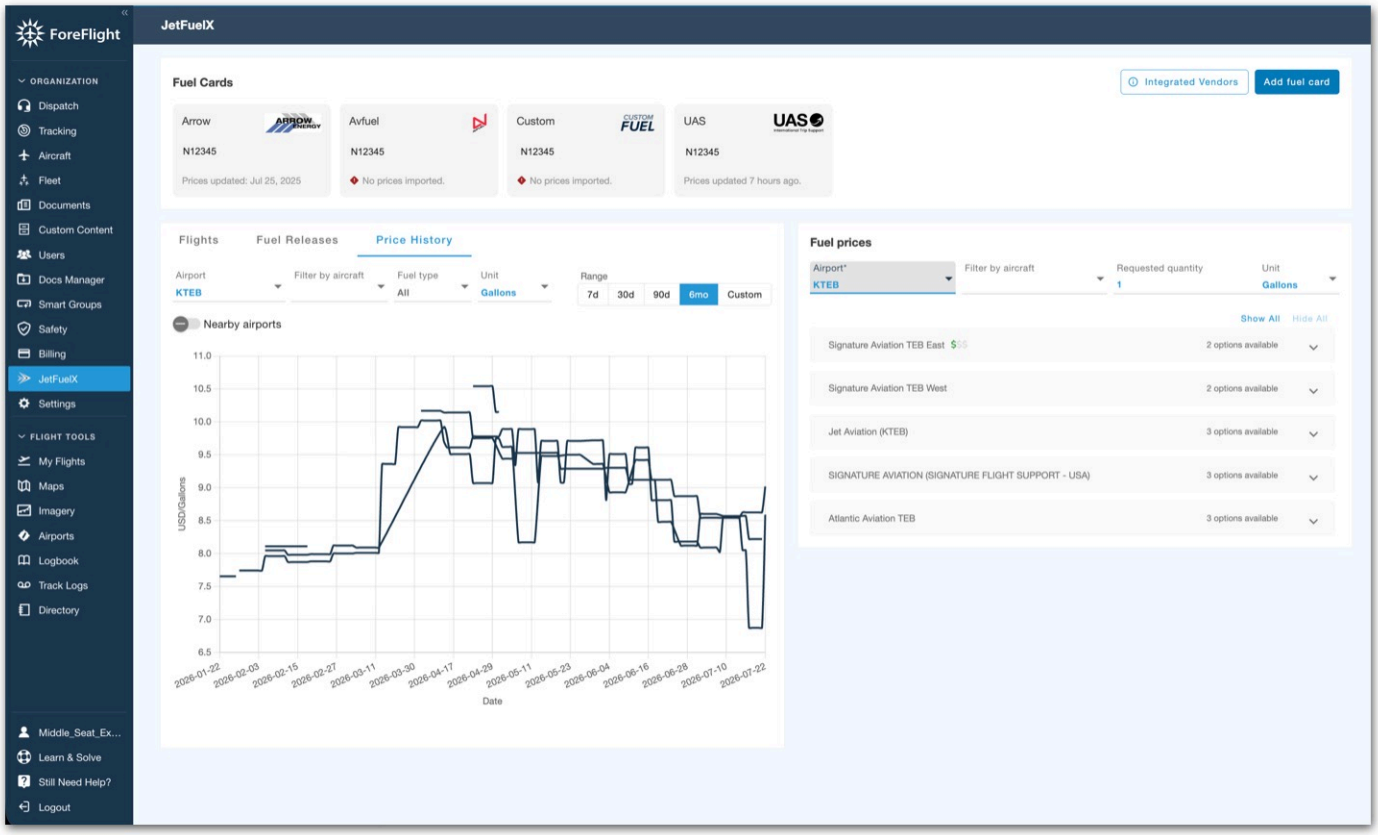


Figure 5-1. JetFuelX Dashboard

JetFuelX supports the following tasks:

- Apply for an account with a participating contract fuel vendor.
- Link an existing contract fuel account.
- Receive contract fuel prices automatically, import prices manually, or set up automatic forwarding of fuel price emails.
- Compare fuel prices by airport, aircraft, quantity, and fixed-base operator (FBO).
- Submit fuel release requests.
- Review previously submitted fuel release requests.

JetFuelX is available with Premium and Business Performance subscriptions.

> **IMPORTANT:** A fuel card cannot be added to a suborganization within a Business Performance parent account. Add the fuel card to the parent account.

5.1 JetFuelX Price Locations

After contract fuel account information is set up in the JetFuelX view in ForeFlight Web, vendor contract fuel prices are available in ForeFlight Web and ForeFlight Mobile wherever fuel pricing is supported.

Common locations in ForeFlight Web include:

- Dispatch
- JetFuelX
- Maps
- Airports
- Directory.

Common locations in ForeFlight Mobile include:

- Airports
- Maps
- Plates
- Flights.

5.2 Dashboard Overview

The JetFuelX dashboard centralizes contract fuel management, fuel price comparison, and fuel release requests in ForeFlight Web. The dashboard supports efficient fuel planning for flight departments and pilots.

The JetFuelX dashboard is organized into three areas:

- Fuel Cards
- Flight and Fuel Activity
- Fuel Prices Lookup.

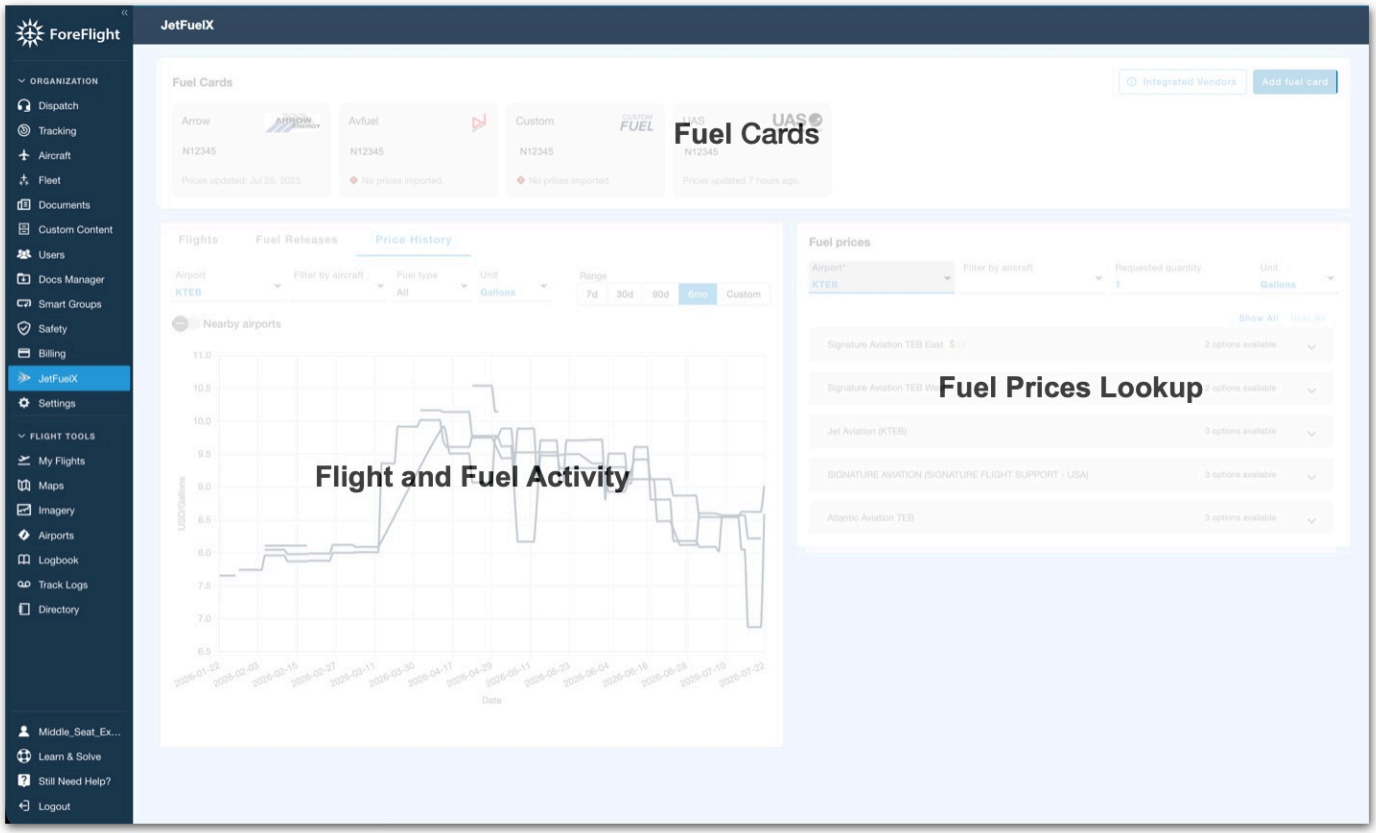


Figure 5-2. JetFuelX Dashboard

Fuel Cards Section

The Fuel Cards section appears at the top of the dashboard and displays linked contract fuel accounts as fuel cards.

Each fuel card displays:

- Aircraft tail numbers assigned to the fuel card

- Timestamp of the most recent fuel price update.

The Fuel Cards section includes the following controls:

- **Integrated Vendors**: Displays supported fuel vendors and available integration options.
- **Add fuel card**: Links a new contract fuel account.

Flight and Fuel Activity Section

The Flight and Fuel Activity section provides three tabs to organize flight and fuel activity:

- **Flights**: Displays upcoming flights. Select a flight to begin a fuel release request for the destination airport.
- **Fuel Releases**: Displays Saved, Email Sent, or Confirmed for current and previous fuel release requests sent to fixed base operators (FBOs).
- **Price History**: Displays historical contract fuel pricing trends.

Fuel Prices Lookup Section

The Fuel Prices Lookup section displays available fuel prices from linked contract fuel accounts for a selected airport.

The following search and filter options are available:

- **Airport Search**: Enter an International Civil Aviation Organization (ICAO) or Federal Aviation Administration (FAA) airport identifier, such as KTEB or KDAL.
- **Filter by Aircraft**: Select an aircraft tail number to display applicable contract fuel prices.
- **Requested Quantity**: Enter the expected fuel quantity.
- **Unit**: Select either gallons or liters.

The requested quantity and unit are used to compare tiered fuel prices and estimated total costs.

5.3 Fuel Cards

The Fuel Cards section represents contract fuel accounts as fuel cards in JetFuelX. A fuel card can represent a physical card or a vendor account that does not include a physical card.

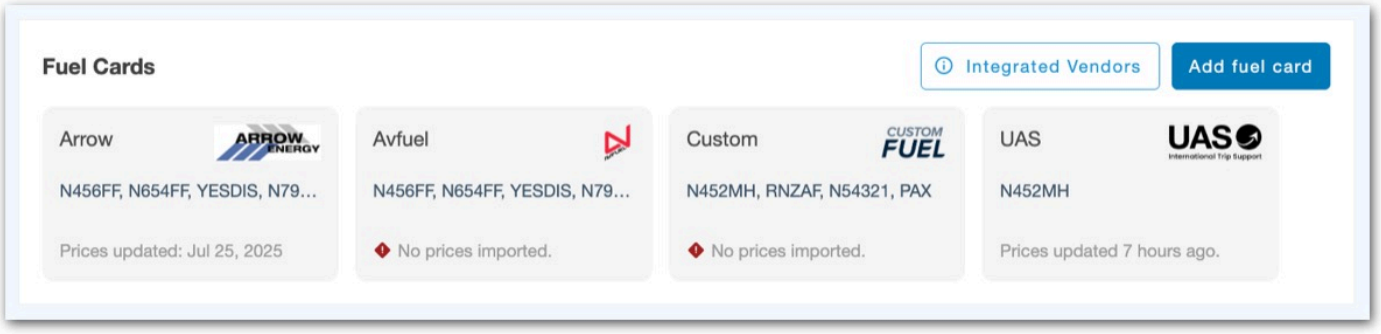


Figure 5-3. Fuel Cards Section

Fuel cards are managed in the **JetFuelX** view in ForeFlight Web. Each fuel card must be associated with at least one aircraft profile.

Fuel card management includes the following tasks:

- Adding a contract fuel account
- Associating aircraft with the account
- Receiving automatic fuel price updates
- Importing price files manually
- Editing account information
- Deleting a connected fuel card.

Participating vendors can send fuel price data directly to the associated ForeFlight account. Vendor-provided comma-separated values (CSV) files can also be forwarded by email or imported manually.

5.3.1 Apply for a Contract Fuel Account

A contract fuel account must be established directly with a participating fuel vendor before the account can be linked in JetFuelX. Application requirements and approval processes are determined by each vendor and are outside the scope of this guide.

Participating vendor websites can be opened from ForeFlight Web.

To open a participating vendor website:

1. Log in to plan.foreflight.com.
2. Click **JetFuelX** in the sidebar.
3. Click **Integrated Vendors**.
4. Select a vendor.
5. Complete the application process on the vendor website.

> **IMPORTANT:** Vendor approval does not automatically add the account to the JetFuelX feature. After approval, link the contract fuel account in the JetFuelX view in ForeFlight Web.

5.3.2 Add a Fuel Card

A contract fuel account must be linked before contract fuel prices can be associated with an aircraft profile.

Fuel card assignment depends on the account type:

- Individual ForeFlight subscribers can assign a fuel card to any aircraft profile in the account.
- Business subscribers can assign a fuel card only to aircraft published by the organization.

To link a contract fuel account:

1. Log in to plan.foreflight.com.
2. Click **JetFuelX** in the sidebar.
3. Click **Add fuel card**.
4. Enter a vendor name in the search field, or select a vendor from the list.

5. Complete the available account fields using the information associated with the selected vendor account. The information entered in these fields is sent to the vendor to identify the account and retrieve contract fuel prices. Incorrect, incomplete, or unrelated information may prevent prices from being returned. The account fields may include:

   - **Card/Account Number**: Enter the account number issued by the selected vendor, when applicable. Do not enter a number associated with a different vendor or program.
   - **Card/Account Name**: Enter the name registered with the selected vendor account. Do not enter the vendor name.
   - **Description**: Enter optional information that helps distinguish the account.
   - **Aircraft**: Select the applicable aircraft profiles. A minimum of one aircraft tail number must be linked to the account.

   > **NOTE:** Jetex and Everest Fuel accounts require an identifier supplied by the vendor. Enter the Integration ID or Customer ID in the applicable field. When needed, select the email icon in the field to open an email requesting the required identifier.

6. Click **Add fuel card**.

Adding the fuel card sends an automated request to the vendor to begin delivering price data to the associated ForeFlight account. **Some vendors may require up to seven days to begin sending prices.**

Some vendors also require an additional login or a vendor-provided account identifier before price delivery begins.

5.3.2.1 CAA-Specific Requirements

Connecting a CAA account requires authentication through the CAA login window.

To connect a CAA account:

1. Log in to plan.foreflight.com.
2. Click **JetFuelX** in the sidebar.
3. Click **Add fuel card**.
4. Select **CAA**.

5. Click **Connect CAA Account**.
6. Enter the account credentials in the CAA login window.
7. Click **Login**.
8. Return to the Add Fuel Card popover.
9. Complete the available account fields.
10. Click **Add fuel card**.

5.3.2.2 Custom Fuel Option

The Custom Fuel option allows pilots and flight departments to manually add and manage fuel pricing programs that are not automatically integrated with the JetFuelX feature.

Each Custom Fuel account must be associated with at least one aircraft profile. Assign all applicable aircraft tail numbers to the account. Contract fuel prices are available during flight planning only for aircraft profiles assigned to the account.

Custom fuel prices are imported using a comma-separated values (CSV) file. Use the ForeFlight sample template provided by clicking **Download sample file** in the Import Prices popover to format the fuel price data before import. The column names, column order, and file structure must match the sample template exactly.

To import custom fuel prices:

1. Click the custom fuel card.

2. Select **Upload fuel prices**. The Import Prices popover appears and displays the email address associated with the custom fuel card.

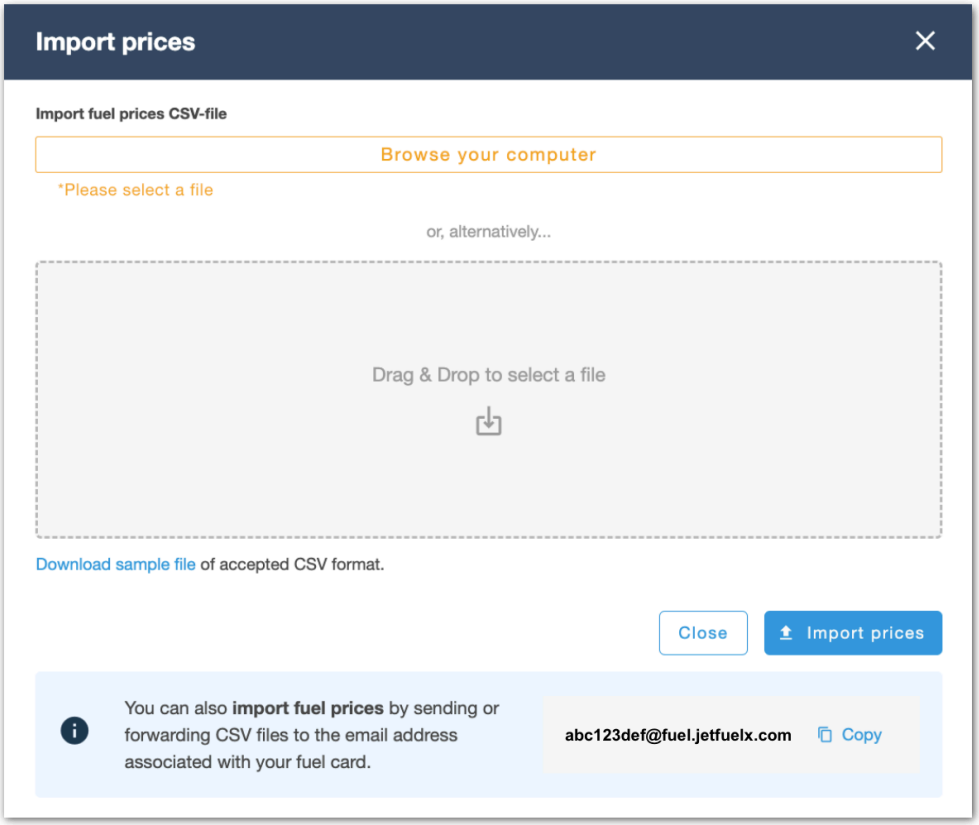


Figure 5-4. Import Prices Popover

3. Add the CSV file by dragging it to the upload area, or click **Browse your computer** and select the file.
4. Click **Import prices**.

After the CSV file is imported, custom contract fuel prices appear with prices from integrated fuel vendors. The prices are available in Fuel Prices Lookup and supported dispatch views, allowing negotiated fuel prices to be compared in one location.

Fuel prices can also be imported by sending or forwarding a CSV file to the email address displayed in the Import Prices popover.

For more information about formatting and importing fuel price files, see:

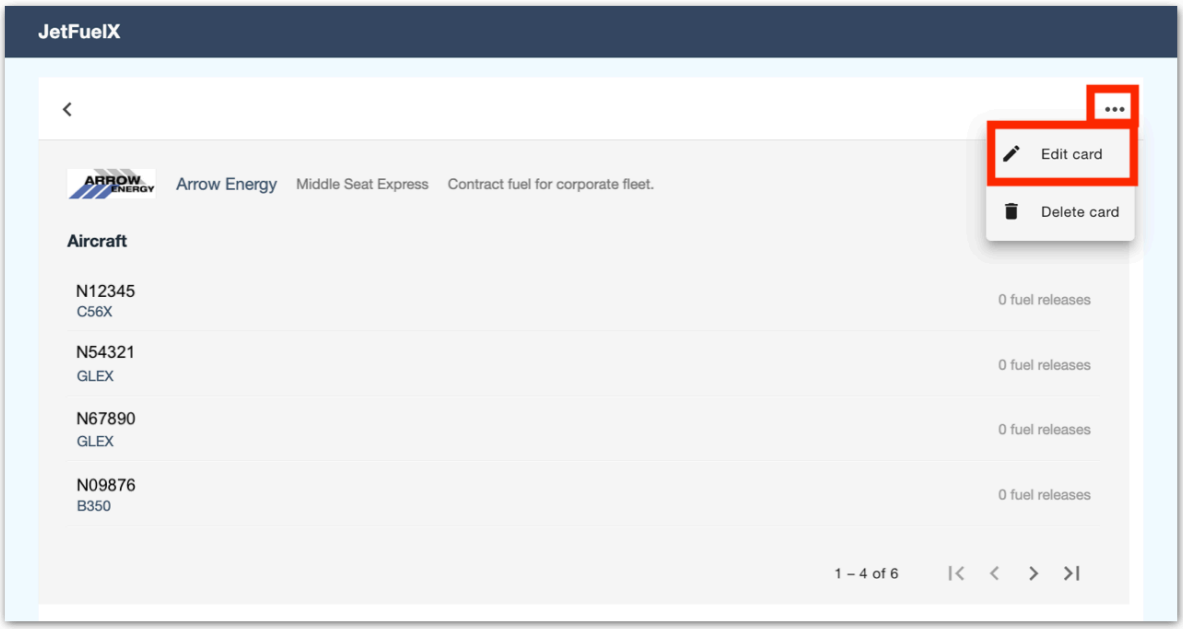
- Import a Price File
- Forward a Price File

5.3.3 Edit a Fuel Card

Existing fuel cards can be edited in the **JetFuelX** view of ForeFlight Web.

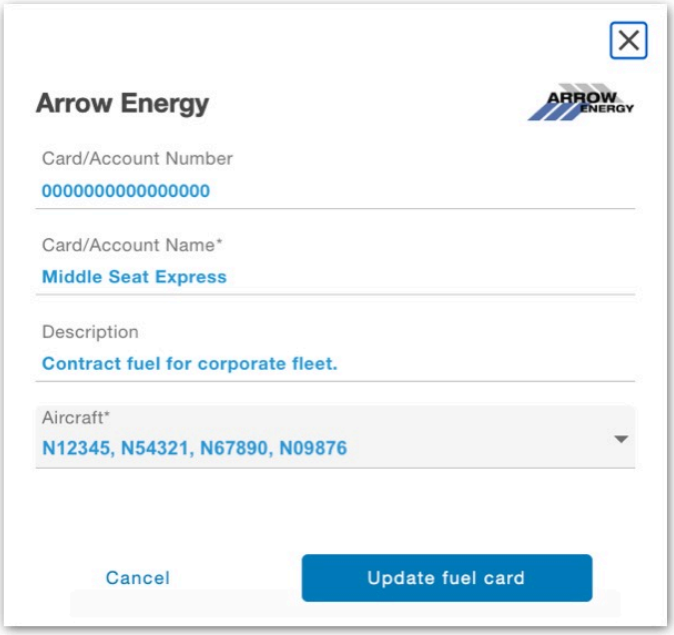
To edit a fuel card:

1. Log in to plan.foreflight.com.
2. Click **JetFuelX** in the sidebar.
3. Select the fuel card to edit. The fuel card view appears.
4. Click the **More Options (...)** button.
5. Click **Edit card**.



6. Update the applicable details.

7. Click **Update fuel card**.



5.3.4 Delete a Fuel Card

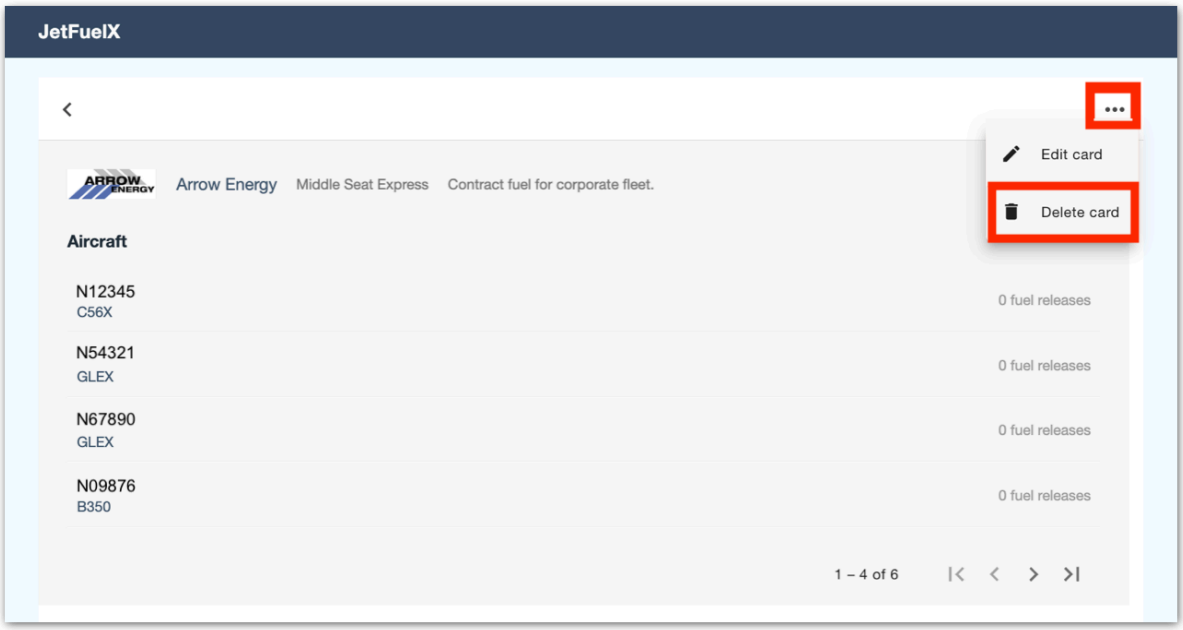
Existing fuel cards can be deleted in the **JetFuelX** view of ForeFlight Web.

> **IMPORTANT:** Do not delete fuel cards as a troubleshooting step. Deleting fuel cards can remove needed configuration and cause functionality issues. Allow up to seven days for fuel prices to update after adding a fuel card.

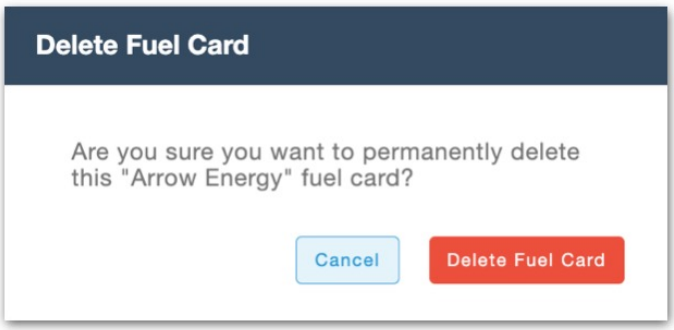
To delete a fuel card:

1. Log in to plan.foreflight.com.
2. Click **JetFuelX** in the sidebar.
3. Select the fuel card to remove. The fuel card view appears.
4. Click **More Options (...)**.

5 Click **Delete card**.



6 Click **Delete Fuel Card** in the confirmation popover.



The fuel card is removed from JetFuelX.

5.3.5 Fuel Card View

Selecting a fuel card from the JetFuelX dashboard opens the Fuel Card view.

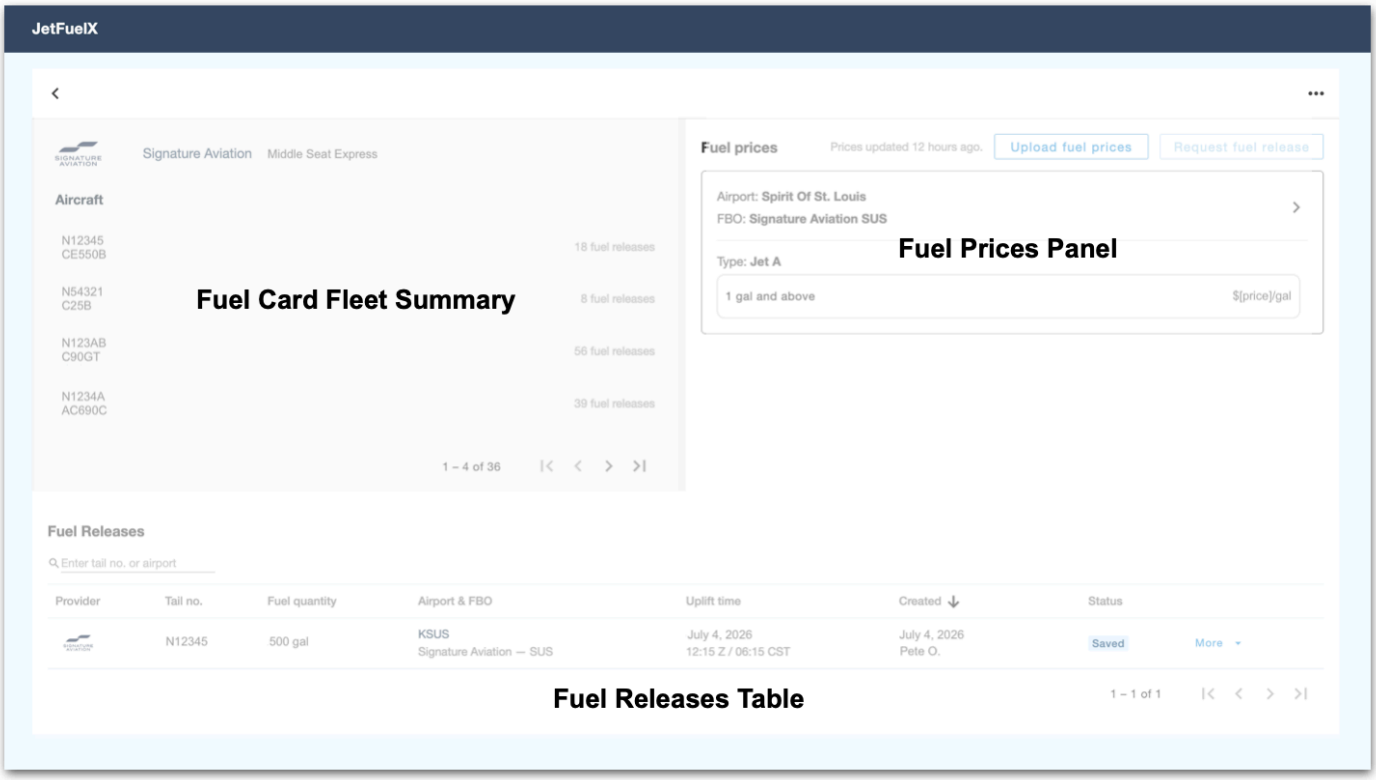


Figure 5-5. Fuel Card View Sections

The Fuel Card view is divided into three sections:

- **Fuel Card Fleet Summary**: Displays the aircraft associated with the fuel card and the total number of fuel releases recorded for each aircraft.
- **Fuel Prices Panel**: Provides options to import fuel prices, review available fuel rates, and request a fuel release. For more information, see Fuel Release Request.
- **Fuel Releases Table**: Displays existing fuel release requests and the current status of each request.

A **More Options (...)** button in the upper-right corner provides the **Edit card** or **Delete card** options.

5.3.5.1 Fuel Card Fleet Summary

The Fuel Card Fleet Summary displays the aircraft associated with the fuel card and the total number of fuel releases recorded for each aircraft.



Figure 5-6. Fuel Card Fleet Summary

The summary includes two columns:

- **Tail Number and Type**: Displays the aircraft tail number and type, such as N12345, CE550B, or N54321, C25B.
- **Fuel Release History**: Displays the total number of fuel release requests logged for each aircraft.

Use the pagination arrows, if available, to cycle through all associated aircraft.

5.3.5.2 Fuel Prices Panel

The Fuel Prices panel provides options to import fuel prices, request a fuel release, and review contract fuel rates.

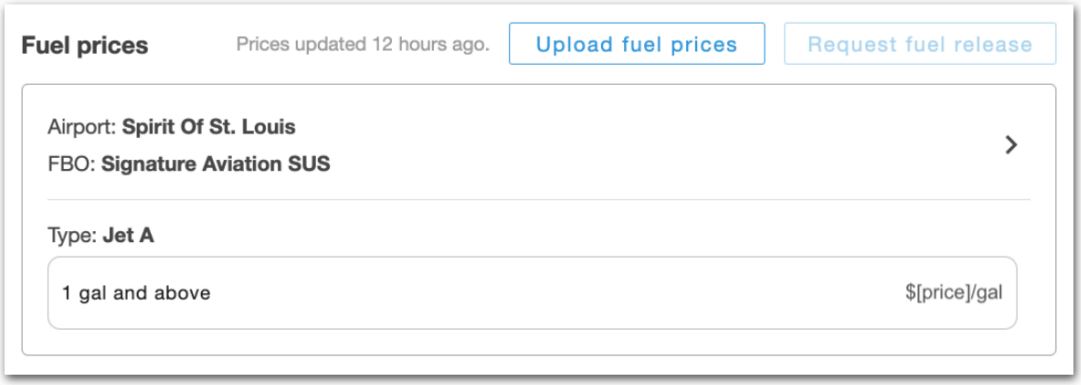


Figure 5-7. Fuel Prices Panel

Two controls appear at the top of the panel:

- **Upload fuel prices**: Imports a comma-separated values (CSV) price file and provides the import email address for configuring price file forwarding. For more information, see Updating Fuel Prices.
- **Request fuel release**: Creates a fuel release request for the selected contract fuel provider. For more information, see Fuel Release Request.

The primary area includes fields for entering an airport and viewing available contract fuel prices by fixed-base operator (FBO).

5.3.5.3 Fuel Releases Table

The Fuel Releases table displays fuel release requests and the current status of each request.

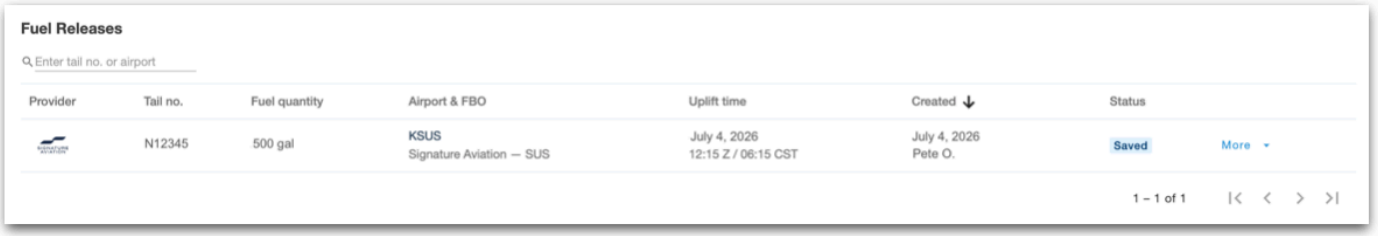


Figure 5-8. Fuel Releases Table

Use the search field to filter fuel releases by aircraft tail number or airport identifier. Select **More** for a fuel release to open the Fuel Release Summary.

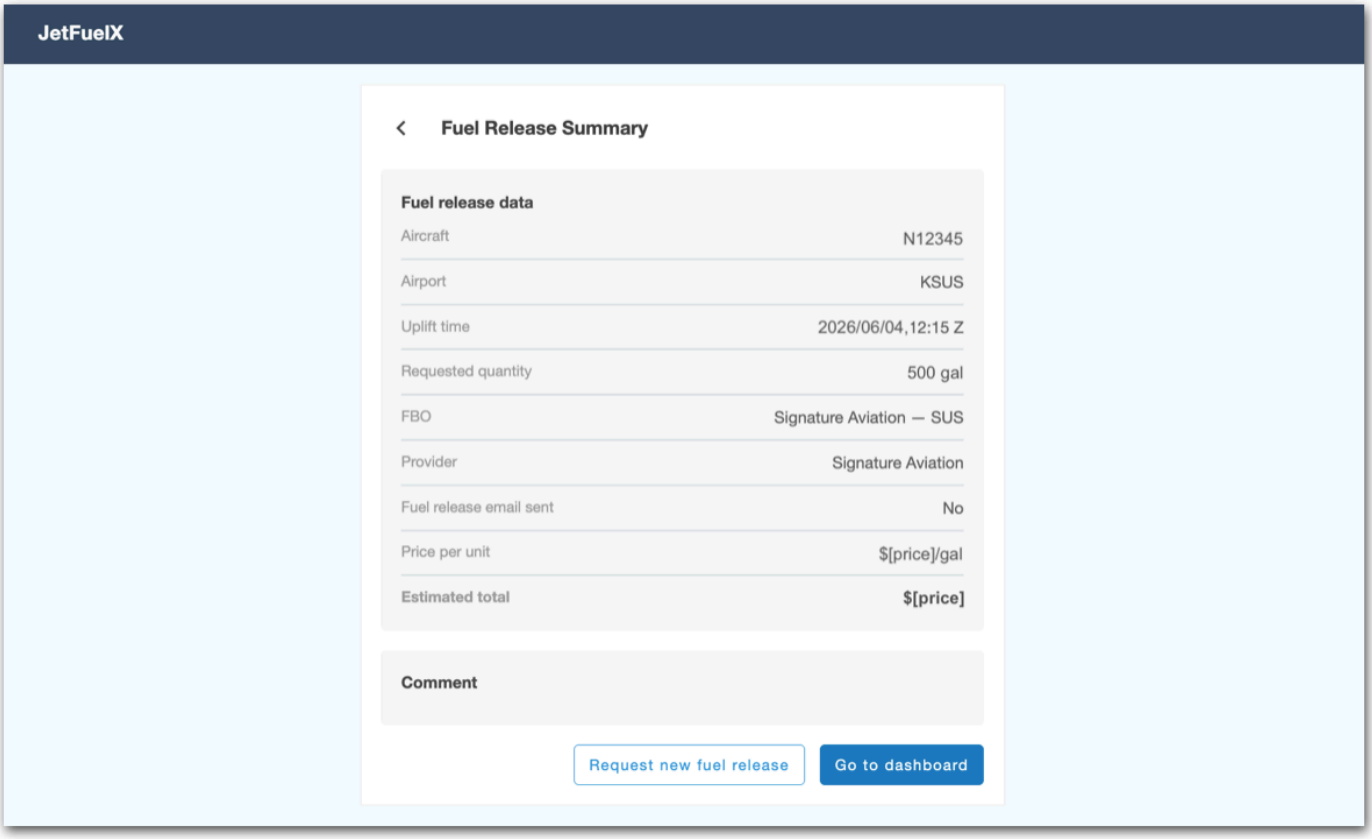


Figure 5-9. Fuel Release Summary

The Fuel Release Summary includes the information displayed in the Fuel Releases table and the following additional details:

- Delivery status
- Price per unit
- Estimated total
- Comments.

These options appear at the bottom of the summary:

- **Request new fuel release**: Opens a new fuel release request. For more information, see Fuel Release Request.
- **Go to dashboard**: Returns to the JetFuelX dashboard.

5.3.6 Update Fuel Prices

Fuel prices are updated automatically when supported by the contract fuel vendor. Fuel price files can also be imported manually or forwarded when automatic delivery is unavailable.

5.3.6.1 Automatic Price Updates

After a fuel card is added, ForeFlight sends an automated email to the vendor requesting recurring fuel price updates. The request includes the account information and the unique delivery details required by the JetFuelX feature.

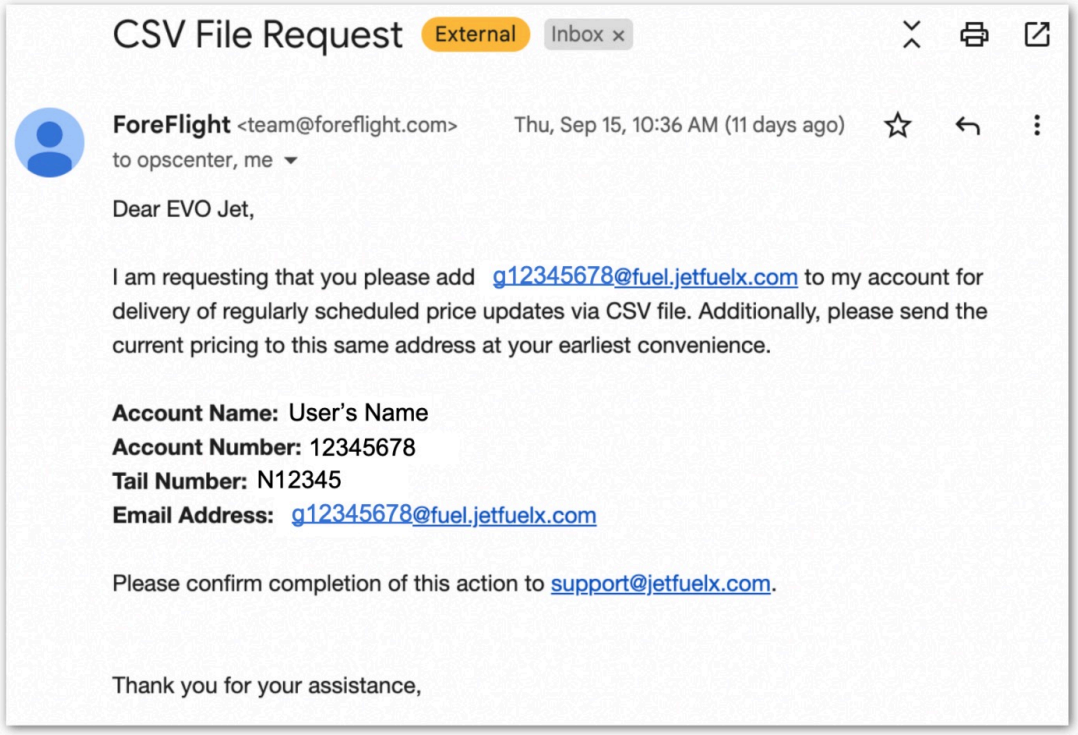


Figure 5-10. ForeFlight Email to Fuel Vendors Example

When fuel prices are received, the fuel card displays **Prices updated** and the date of the most recent update.

A red status indicator and the message **No fuel prices imported** appear when no fuel prices have been received.

The following conditions can prevent automatic price updates:

- The vendor has not processed the delivery request.
- The vendor does not support automatic price delivery.
- The account information provided to the vendor does not match the linked fuel card.
- A required price file is missing or incorrectly formatted.

Allow up to seven days after adding a fuel card before troubleshooting missing automatic updates.

5.3.6.2 Manual Updates via Import or Forwarding Price Files

Manual price updates are available when automatic delivery is unavailable, provided the fuel prices are supplied in a comma-separated values (CSV) file.

Fuel prices can be updated using either of the following methods:

- Download and import the vendor CSV file in ForeFlight Web.
- Forward the vendor email to the unique JetFuelX import email address.

Before import, a fuel price file must meet these requirements:

- The file must be in CSV format.
- The file must not be modified after it is received from the fuel vendor.
- The file must be a current price file.

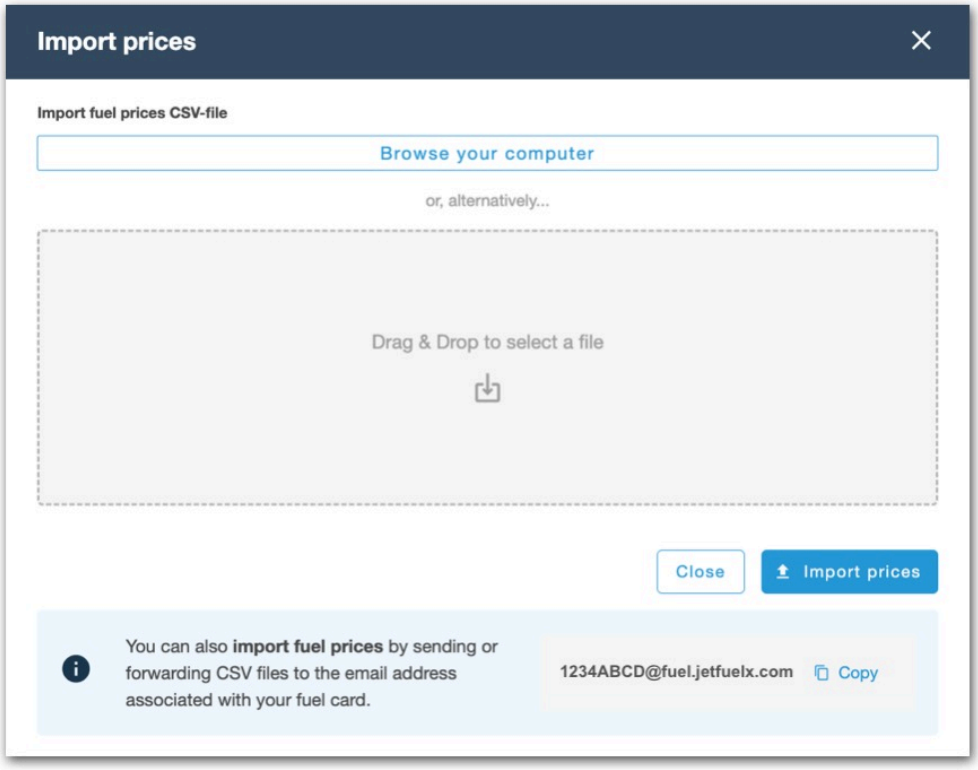
Import a Price File

A supported vendor CSV file can be imported directly in ForeFlight Web.

To import a price file:

1. Locate the vendor CSV file in the vendor portal or vendor email.
2. Download the file to the computer.
3. Log in to plan.foreflight.com.
4. Click **JetFuelX** in the sidebar.
5. Click the fuel card to update.

6. Click **Upload fuel prices**. The Import Prices popover appears.



7. Add the CSV file using one of the following methods:
   - Drag the CSV file to the upload area.
   - Click **Browse your computer**, then select the CSV file.
8. Click **Import prices**.

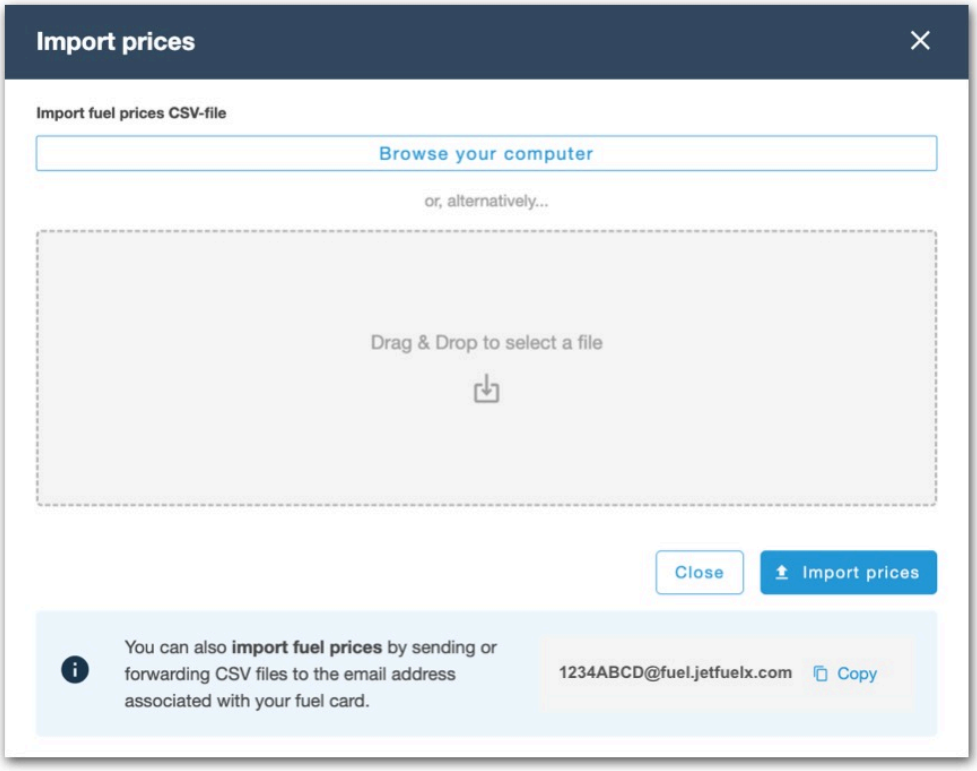
Forward a Price File

Vendor emails that include supported comma-separated values (CSV) price files can be forwarded to update contract fuel prices for a fuel card. Each fuel card has a unique import email address ending in `@fuel.jetfuelx.com`.

> **NOTE:** Addresses ending in `@fuel.jetfuelx.com` are receive-only and cannot reply to forwarding-verification messages. When an email provider requires a confirmation reply before enabling automatic forwarding, instead, forward each vendor email manually or import the CSV file in ForeFlight Web.

To locate the import address and forward a vendor email:

1. Log in to plan.foreflight.com.
2. Click **JetFuelX** in the sidebar.
3. Select the fuel card to update.
4. Click **Upload fuel prices**. The Import Prices popover appears.



5. Click **Copy** next to the email address ending in `@fuel.jetfuelx.com`. This address is the unique JetFuelX import address for the selected fuel card.
6. Locate the vendor email containing the CSV file. The vendor email is typically sent to the email address associated with the contract fuel account.
7. Forward the vendor email with the price file attachment to the copied JetFuelX import address.
8. When the email provider supports automatic forwarding without a confirmation reply, configure future vendor emails to forward to the JetFuelX import address.

5.4 Flight and Fuel Activity

The Flight and Fuel Activity section provides a centralized workspace for planning fuel purchases, requesting fuel releases, and reviewing fuel price information.

The section is organized into three tabs:

- **Flights**: Displays upcoming scheduled flights and estimated fuel burn. A fuel release can be requested for an applicable flight leg.
- **Fuel Releases**: Displays the status of fuel release requests sent to contract fuel vendors. Select a request to open the Fuel Release Summary.
- **Price History**: Displays historical fuel prices for a selected airport to support cost review and purchasing decisions.

5.4.1 Flights Tab

The Flights tab displays upcoming scheduled flights.

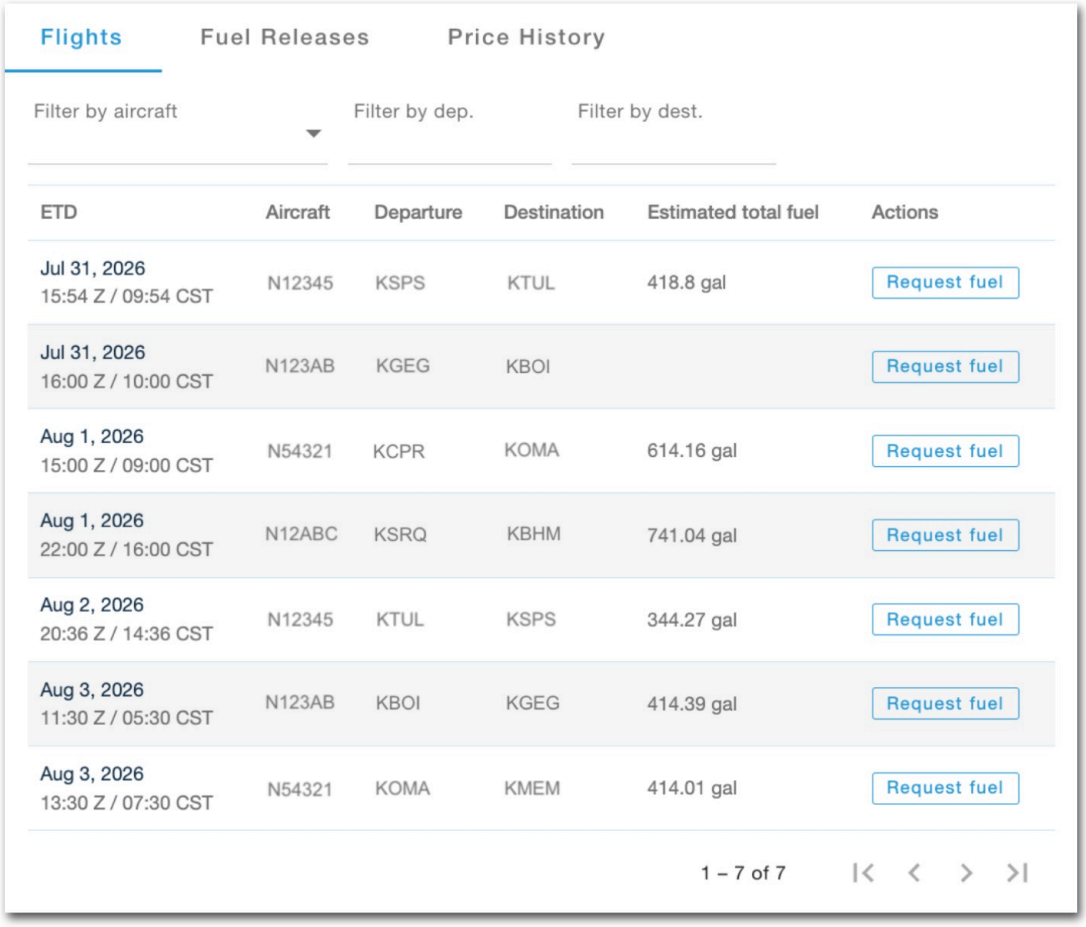


Figure 5-11. Flights Tab in Flight and Fuel Activity Section

The tab includes the following information and controls:

- **Filters**: Filter the flight list by aircraft, departure airport, or destination airport.
- **Upcoming flights**: Displays scheduled flights with the flight departing soonest listed first. Each entry includes the estimated time of departure (ETD), aircraft tail number, departure airport, and destination airport.
- **Estimated fuel burn**: Displays the estimated total fuel required for each flight leg, when available.
- **Fuel release requests**: Select **Request fuel** for an applicable flight leg to begin a fuel release request using available contract fuel pricing from vendors that require fuel releases. For more information, see Fuel Release Request.

5.4.2 Fuel Releases Tab

The Fuel Releases tab displays current and previous fuel release requests sent to contract fuel vendors.

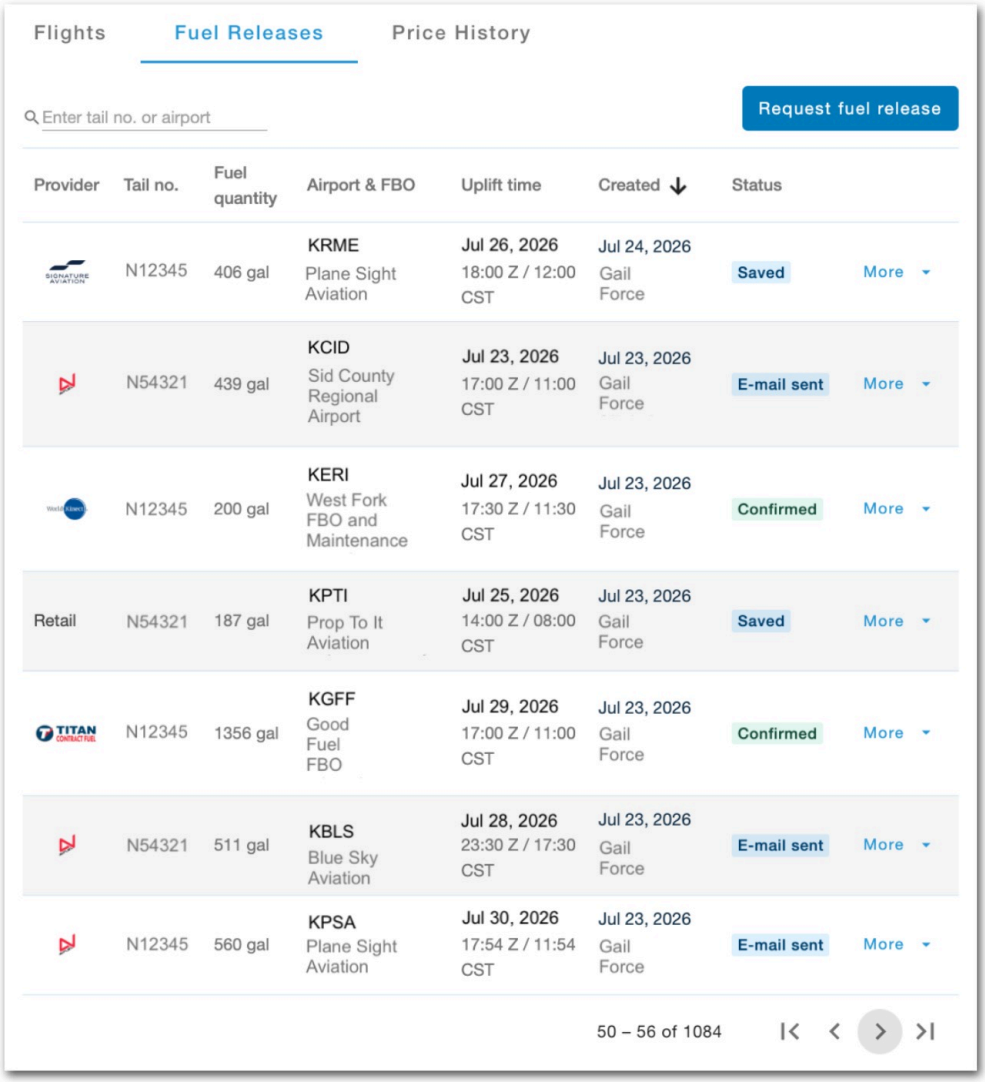


Figure 5-12. Fuel Releases Tab

The tab includes the following information and controls:

- **Search**: Filter fuel release requests by aircraft tail number or airport identifier.
- **Release request details**: Displays the vendor, aircraft, requested quantity, airport identifier, fixed-base operator (FBO), uplift time, and submission date for each request.
- **Status tracking**: Displays the current status of each fuel release request, such as **Email Sent**, **Saved**, or **Confirmed**. Click **Confirmed** to open the vendor confirmation document. For more information, see Fuel Release Confirmation.
- **Fuel Release Summary**: Select **More** to open a summary view with additional details. For more information, see Fuel Release Summary.

5.4.2.1 Fuel Release Confirmation

The Fuel Release Confirmation popover displays the fuel authorization document.

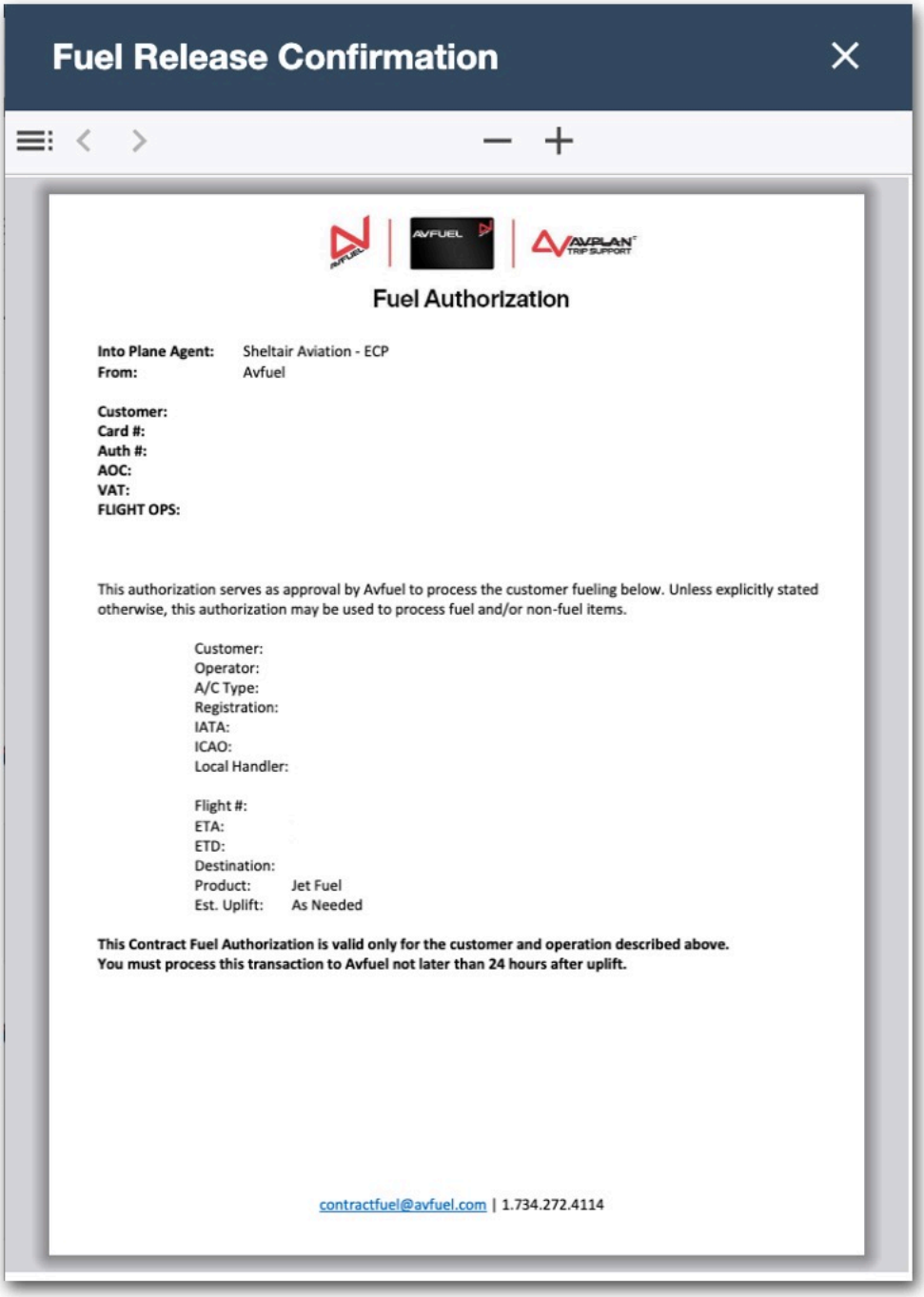


Figure 5-13. Example Fuel Release Confirmation

The toolbar at the top of the popover includes the following controls:

- **Page list view**: Click to display thumbnails of all pages in the document.
- **Previous** and **Next**: Click to display the previous or next page.

- **Zoom controls**: Click **–** to zoom out or **+** to zoom in.

5.4.2.2 Fuel Release Summary

The Fuel Release Summary displays the status, operational details, pricing information, and comments associated with a fuel release request.

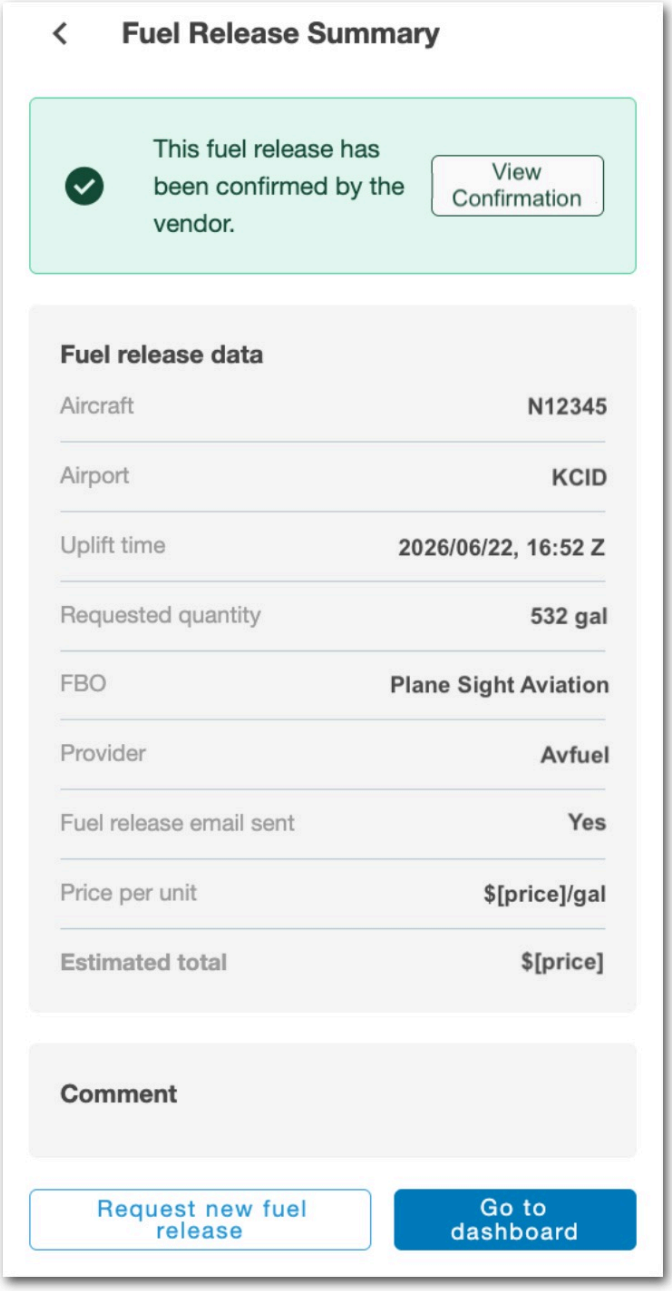


Figure 5-14. Example Fuel Release Summary

The page includes the following sections:

Status Banner

The status banner indicates whether the fuel release has been confirmed by the vendor.

When available, select **View confirmation** to open the vendor confirmation document. For more information, see Fuel Release Confirmation.

Fuel Release Details

The Fuel Release Details section displays a summary of the request.

Comments

The Comments section displays any instructions or notes included with the fuel release request.

Action Buttons

The following actions are available:

- **Request new fuel release**: Begins a new fuel release request. For more information, see Fuel Release Request.
- **Go to dashboard**: Returns to the JetFuelX dashboard.

5.4.3 Price History Tab

The Price History tab displays fuel price trends for vendors at a selected airport over a specified date range.



Figure 5-15. Price History Tab

Use the following controls to refine the chart:

- **Airport**: Enter an International Civil Aviation Organization (ICAO) airport identifier.
- **Aircraft**: Select an aircraft, or select **None**.
- **Fuel type**: Filter by **All**, **Jet A**, **Jet A+**, or **Jet A-1**.
- **Unit**: Select **Gallons** or **Liters**.
- **Range**: Select **7d**, **30d**, **90d**, or **6mo**. Select **Custom** to define a specific date range.
- **Nearby airports toggle**: Include fuel prices from airports within **20 nm**, **30 nm**, **40 nm**, or **50 nm** of the selected airport. Solid lines represent prices at the selected airport, and dashed lines represent prices at nearby airports.

The chart displays price per unit on the vertical axis and date on the horizontal axis. Each line represents pricing from a different fuel vendor, and the legend below the chart identifies each line.

Hover over the chart to display a price breakdown for the corresponding date.

5.5 Fuel Prices Lookup

The Fuel Prices Lookup section displays available fuel prices from linked contract fuel accounts for a selected airport.

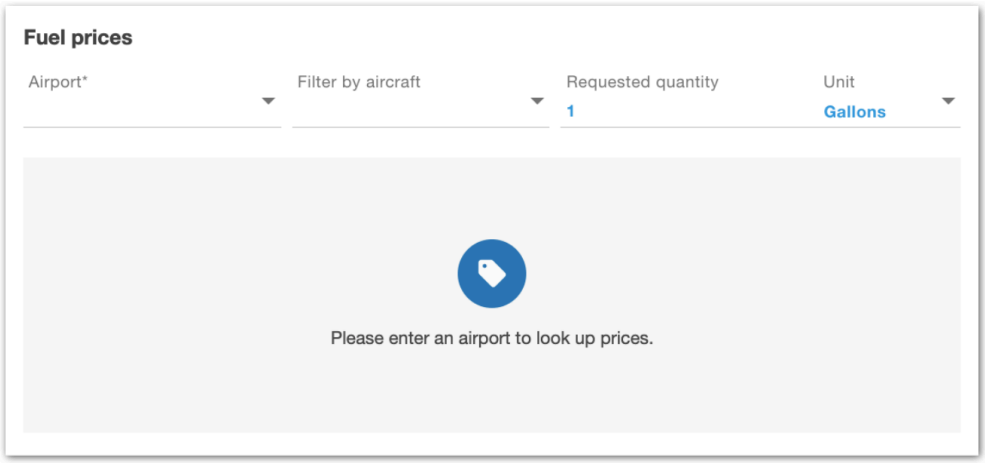


Figure 5-16. Fuel Prices Lookup Section

5.5.1 Filtering Fuel Prices

Complete all search fields to display the most relevant fuel price information for an airport. The section includes the following search and filter options:

Airport Search (required)

The Airport field is the only required field. When only an airport is entered, fuel prices are displayed from all linked fuel cards, regardless of the aircraft associated with each card or the requested fuel quantity.

Filter by Aircraft

Select an aircraft tail number to display prices from fuel cards associated with that aircraft.

When an airport and aircraft are selected without a requested quantity, all applicable pricing tiers are displayed. The base pricing tier is highlighted.

Requested Quantity

Enter the expected fuel quantity to highlight the applicable pricing tier when tiered pricing is available.

Unit

Select **Gallons** or **Liters** as the unit for displaying fuel quantities.

5.5.2 Search Results Display

Search results are displayed as expandable sections for each fixed-base operator (FBO).

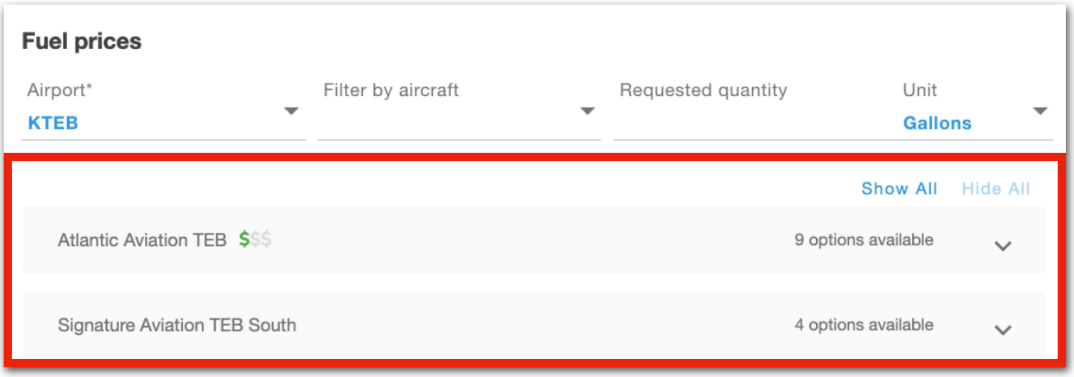


Figure 5-17. Expandable Search Result Sections

Use **Show All** to expand all FBO sections, or use **Hide All** to collapse all FBO sections.

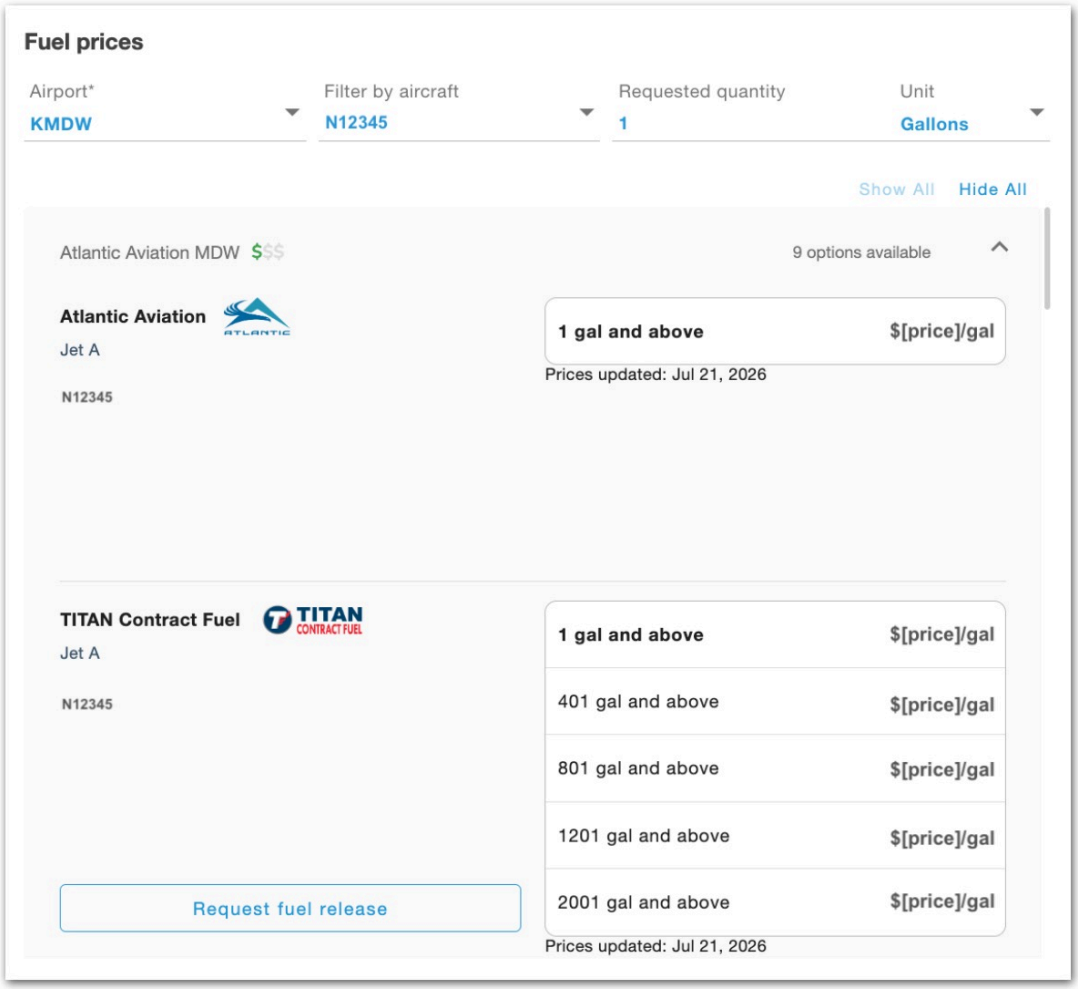


Figure 5-18. Expanded Menu After Selecting Show All

A three-dollar-sign indicator identifies the lowest available price. The first dollar sign is highlighted in green.

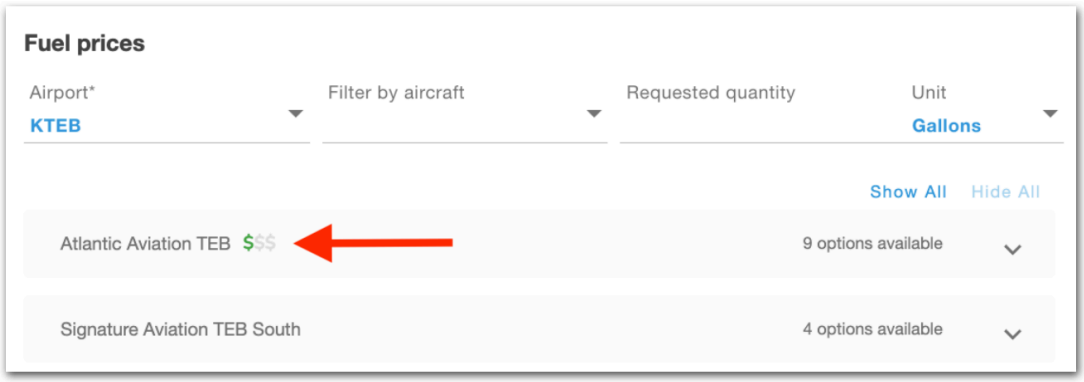


Figure 5-19. Low Price Option Icon

FBOs with vendors that support fuel releases display a **Request fuel release** option.

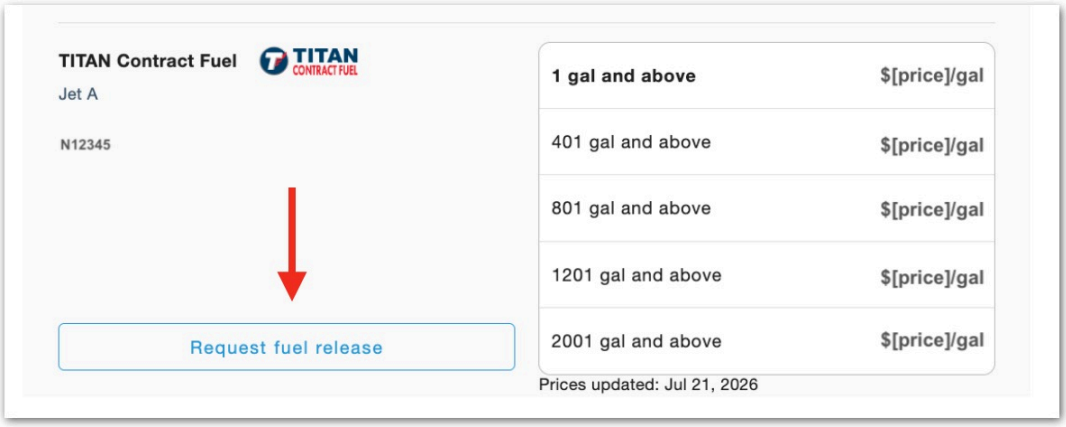


Figure 5-20. Fuel Release Button in an FBO Section

Select **Request fuel release** to begin a fuel release request for the associated vendor and FBO. For more information, see Fuel Release Request.

5.6 Fuel Release Request

The Fuel Release option allows Premium and Business Performance subscribers to request a fuel release from a participating contract fuel vendor.

Fuel release requests are available after Jet-A fuel cards are configured in the JetFuelX tab of ForeFlight Web and fuel prices are received.

A fuel release request is sent to a contract fuel vendor to arrange a specified quantity of fuel for an aircraft at a selected airport. The request includes operational details, such as the aircraft, arrival and departure times, requested quantity, selected fuel price, and any additional comments.

Submitting the request sends the information to the selected vendor. The submission confirmation indicates that ForeFlight sent the request, but it does not confirm acceptance by the fuel vendor.

> **IMPORTANT:** Not all contract fuel vendors support fuel release requests.

5.6.1 Enable Fuel Releases in ForeFlight Mobile

To enable fuel releases:

1. Open ForeFlight Mobile.
2. Tap **More**.
3. Tap **Settings**.
4. Turn on **Enable Fuel Releases** in the FLIGHTS section.

5.6.2 Fuel Release Request Form

The Fuel Release Request form includes the following sections and controls:

- Flight Details
- Departure/Arrival Fueling Details
- Fuel Card and Vendor Selection
- Request Summary
- Comments Section

- **Cancel** or **Request Fuel Release** Buttons.

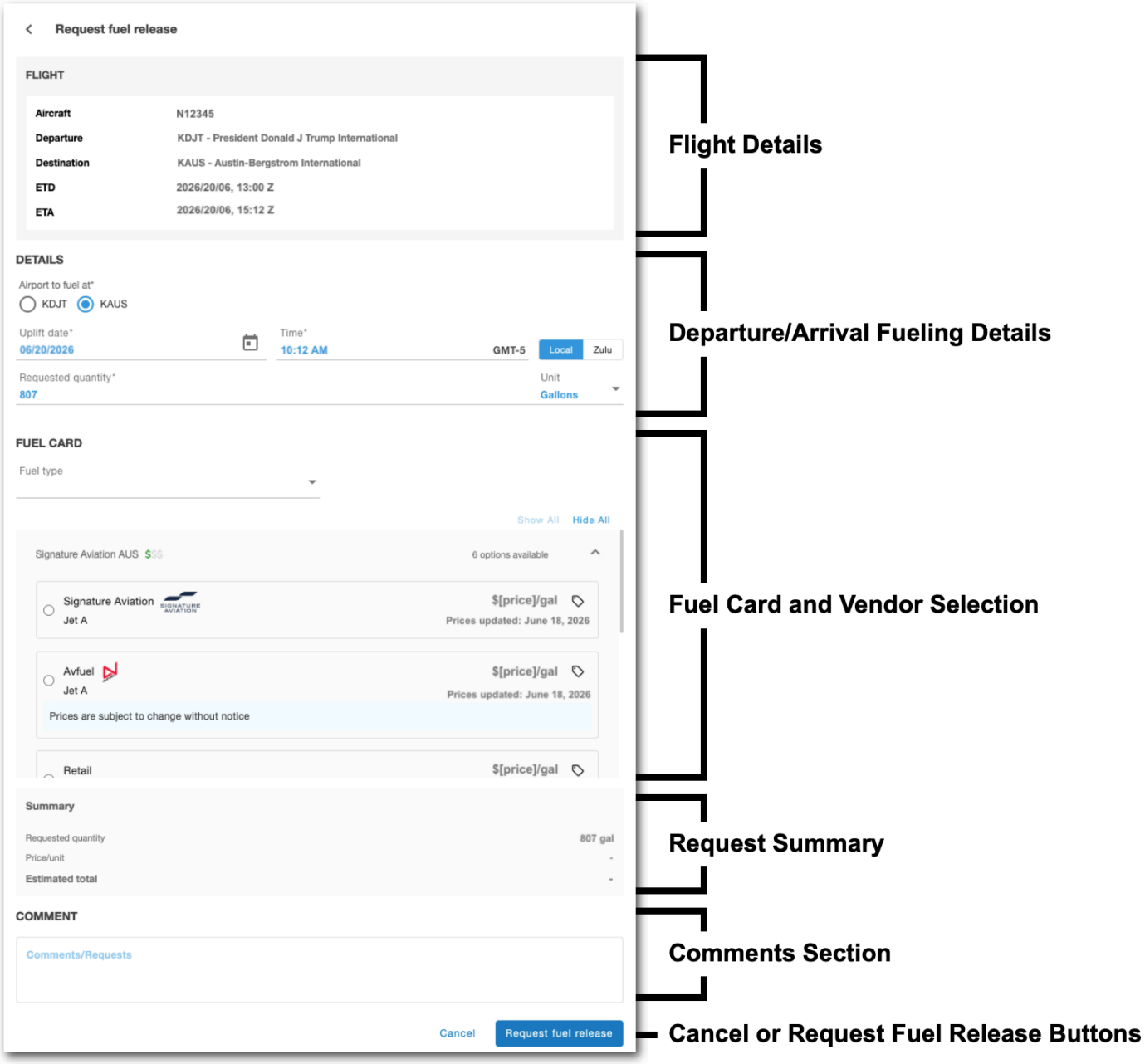


Figure 5-21. Fuel Release Request Form

Flight Details

The Flight Details section displays information from the associated flight, including:

- Aircraft
- Departure airport
- Destination airport
- Estimated time of departure (ETD)

- Estimated time of arrival (ETA).

These values are populated from the selected flight.

Departure/Arrival Fueling Details

The Departure/Arrival Fueling Details section defines where and when fueling is requested.

The section includes the following fields:

- **Airport to fuel at**: Select the departure or destination airport.
- **Uplift date**: Enter the date when fueling is requested.
- **Time**: Enter the requested fueling time.
- **Local** or **Zulu**: Select the time standard.
- **Requested quantity**: Enter the expected fuel quantity.
- **Unit**: Select the unit used for the requested quantity.

> **TIP:** If the requested fuel quantity is unknown, enter **1** in the requested quantity field. In the **Comments** field, enter "Captain's Discretion."

Fuel Card and Vendor Selection

The Fuel Card and Vendor Selection section displays available fuel options for the selected airport and aircraft.

The section includes the following controls:

- **Fuel type**: Select the applicable fuel type.
- **Show All**: Expand all vendor sections.
- **Hide All**: Collapse all vendor sections.

A three-dollar-sign indicator identifies the lowest available contract price. The first dollar sign is highlighted in green.

Select the applicable fuel price option to include it in the request.

Request Summary

The Request Summary section displays the calculated details for the selected fuel option.

The summary includes:

- Requested quantity

- Price per unit
- Estimated total.

The price and estimated total are updated after a fuel option is selected.

Comments Section

The Comments section provides space for additional instructions or requests.

Enter applicable information in Comments.

Cancel or Request Fuel Release Buttons

The following controls appear at the bottom of the form:

- **Cancel**: Closes the form without submitting the request.
- **Request fuel release**: Submits the completed request to the selected fuel vendor.

5.6.3 Create and Submit a Fuel Release Request

A fuel release request sends the selected flight, fueling, pricing, and comment information to a supported contract fuel vendor.

Before beginning, confirm that the following conditions are met:

- A Premium or Business Performance subscription is active.
- At least one Jet-A fuel card is fully configured in JetFuelX.
- Current fuel prices are available.
- An internet connection is available.
- The vendor uses fuel releases and supports fuel release requests from the JetFuelX feature.

To create and submit a fuel release request:

1. Select **Request fuel release** or **Request fuel** in a supported view.
2. Review the flight details, including the aircraft, departure airport, destination airport, estimated time of departure, and estimated time of arrival.
3. Complete the fueling details, including the airport, uplift date and time, requested quantity, and unit.
4. Select the applicable fuel type.

5. Select a fuel price option from a supported contract fuel vendor.
6. Review the requested quantity, price per unit, and estimated total in the request summary.
7. Enter any applicable instructions in Comments.
8. Select **Request fuel release**.

ForeFlight sends the fuel release request to the selected contract fuel vendor and displays the Fuel Release Request Confirmation.

> **IMPORTANT:** The Fuel Release Request Confirmation indicates only that ForeFlight sent the request. It does not confirm acceptance by the fuel vendor.

INSURANCE VIEW

The Insurance view in ForeFlight Web provides access to insurance quoting through the ForeFlight Insurance Agency, LLC. It also provides policy comparison and policy management tools. This view serves as the starting point for obtaining new coverage, evaluating an existing policy, or managing insurance-related account information.

To open the Insurance view, log in to ForeFlight Web and select **Insurance** from the left navigation menu.

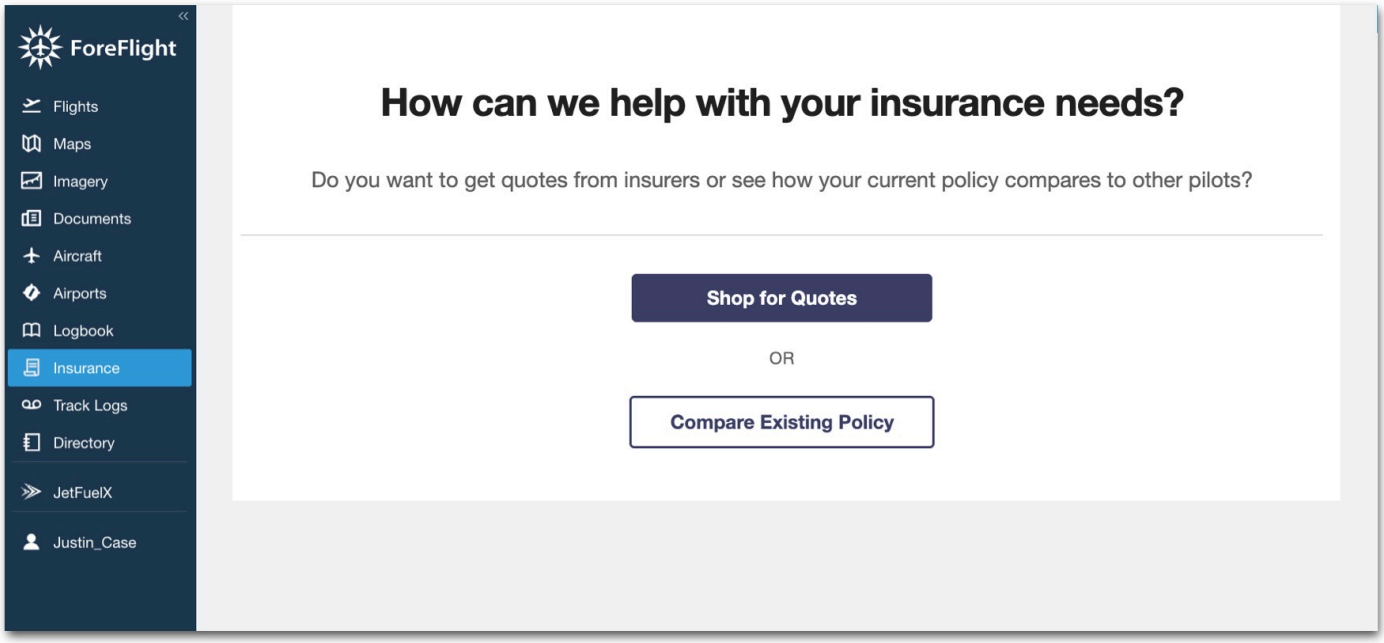


Figure 6-1. Insurance View (First Run)

Key Components

The Insurance view includes the following options when it is used for the first time:

- **Shop for Quotes**: Starts the process of obtaining insurance quotes through ForeFlight Insurance Agency.
- **Compare Existing Policy**: Compares an existing insurance premium with premiums for pilots who have similar aircraft and flying experience.

Insurance View Tabs

After a quote is requested or an existing policy is compared, additional tabs become available at the top of the Insurance view.

The following tabs are available:

- **Policies**: Displays active, processing, and expired policies associated with the account.
- **Fair Price Tool**: Provides insights into policy pricing and market comparisons.
- **Apply For Insurance**: Starts a new insurance application and quote request.
- **Manage Account**: Provides access to manage payment methods.

6.1 Policies

The Policies tab serves as the central location for managing aviation insurance policies. This tab provides a consolidated view of all policies associated with the account. Policy information can be reviewed, policy documents can be accessed, and policy status can be monitored throughout the policy life cycle.

Policies are organized into the following categories:

- **Active**: Policies that are currently in force.
- **Processing**: Policies that have been submitted and are pending issuance, underwriting review, renewal, or other administrative actions.
- **Expired**: Policies that are no longer in effect.

Select a policy to view additional details, access documents, or perform available policy-related actions.

> **NOTE:** When the Policies dashboard is accessed for the first time, no policies will be displayed.
>
> To add policies to the dashboard, a policy must be purchased. To do so:
>
> - Select **Apply For Insurance** to request a new insurance quote.
> - Select **Add one to get started** to link an existing insurance policy.

Active Policies

The Active Policies section displays all current, in-force insurance policies associated with the account.

If no active policies are available, a "No policies found" message appears.

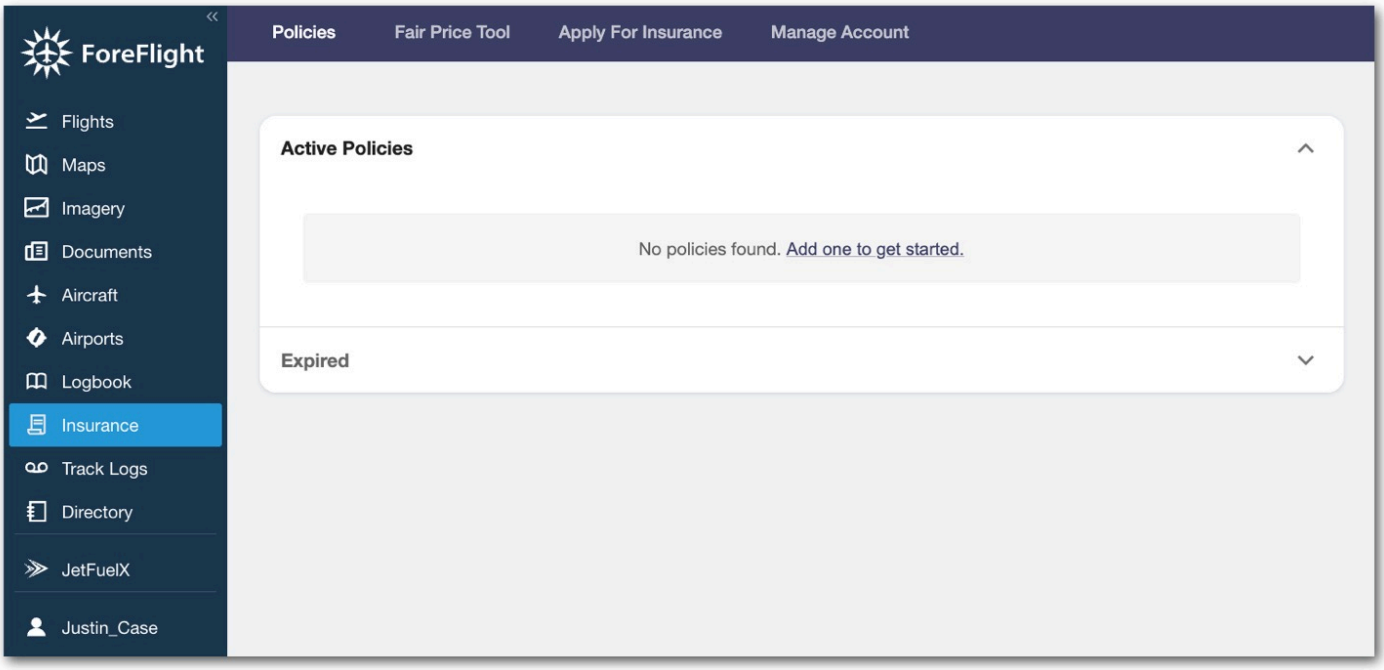


Figure 6-2. Policies View with no Active Policies

To obtain a policy, select **Add one to get started**.

Once a policy becomes active, it appears as a collapsible policy card that displays key policy information at a glance.

Each policy card includes the following controls:

- **Expand Button**: Opens the policy card to display additional information, including:
  - Coverage and Warranty
  - Policy highlights
  - Policy documents
  - Endorsement information.
- **Action Menu (Three Dots)**: Displays additional policy management options for the selected policy. For non-owned, renter, and Certified Flight Instructor policies, a Cancel Policy option is available. This option is not available for owner policies.

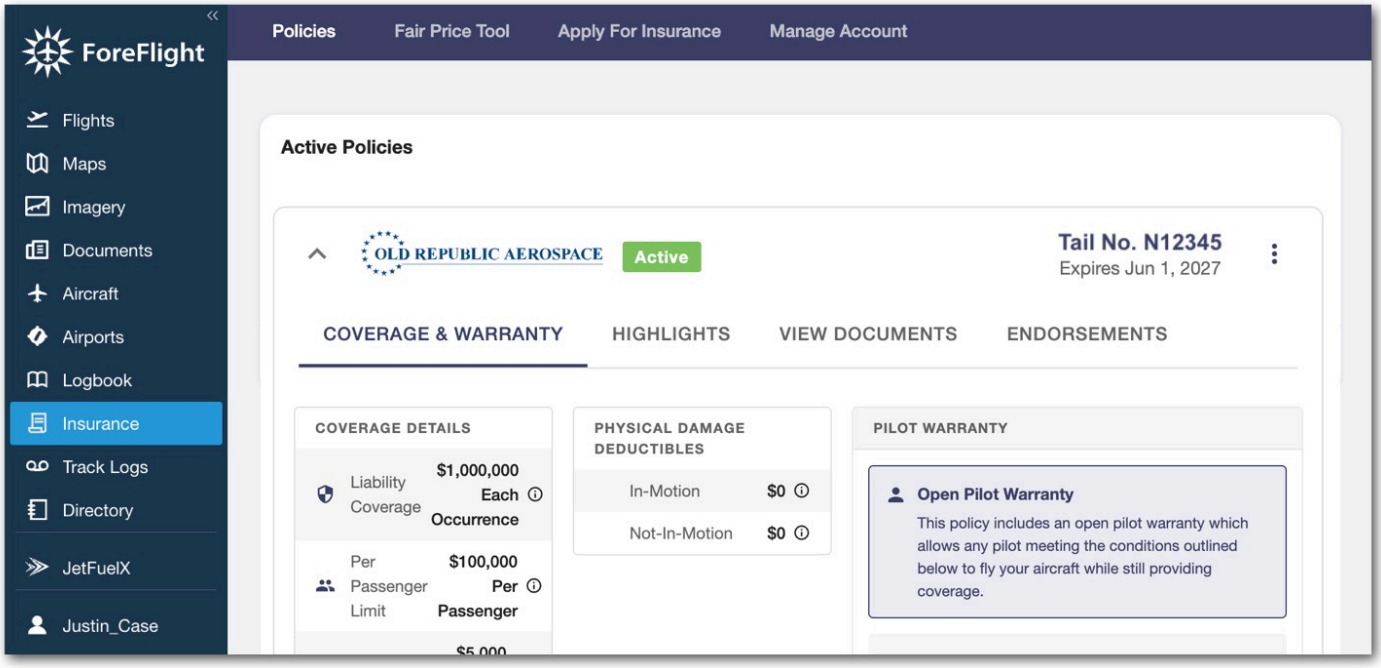


Figure 6-3. Expanded Policy Card

Processing Policies

The Processing Policies section displays applications that have been submitted or are undergoing underwriter review but are not yet active.

Policies in this section are identified by an orange **Processing** badge.

Expired Policies

The Expired Policies section provides a historical record of policies that are no longer active.

If no expired policies are available, a "No policies found" message is displayed.

6.2 Fair Price Tool

The Fair Price Tool provides increased transparency into aviation insurance pricing by estimating a competitive premium range based on comparable pilot and aircraft profiles.

Available to all individual ForeFlight subscribers in ForeFlight Web, the Fair Price Tool uses anonymized policy data shared by participating pilots, along with aircraft characteristics and pilot experience information, to generate pricing insights.

The Fair Price Tool can be used to evaluate how an existing policy compares to similar policies in the market and to identify factors that may influence premium costs.

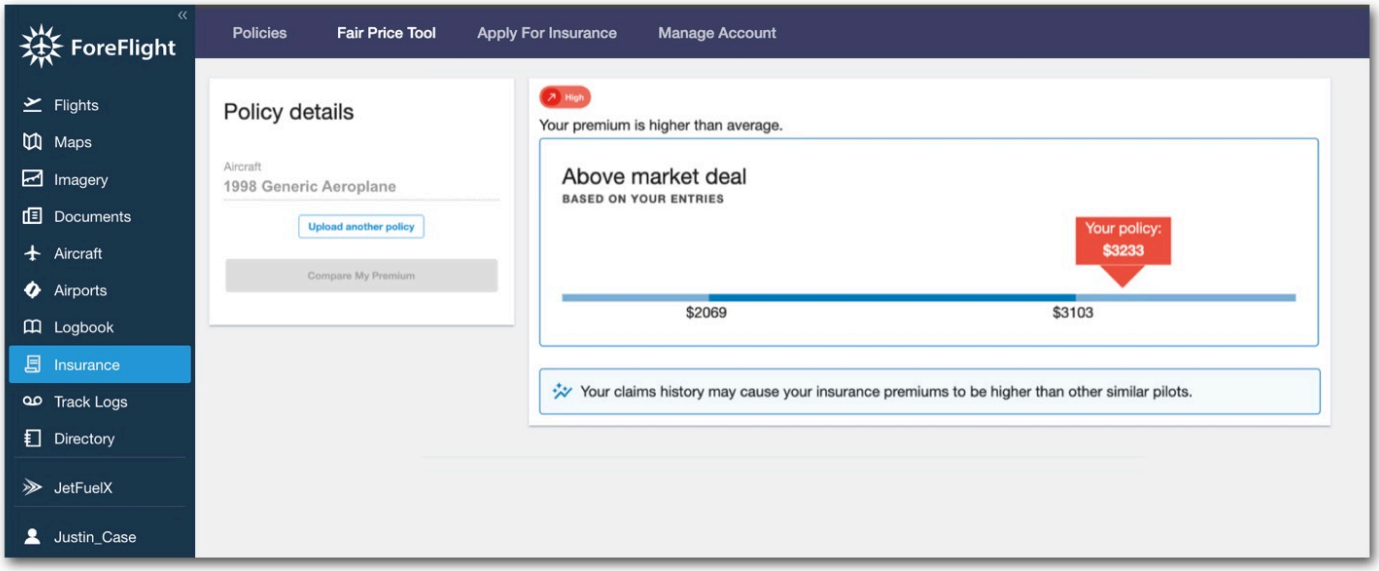


Figure 6-4. Fair Price Tool

6.2.1 Fair Price Tool Features

The Fair Price Tool provides the following information:

- An estimated premium range based on comparable pilot and aircraft profiles.
- An indication of where the current policy falls within the calculated fair price range.
- Insights into factors that may affect premium pricing, including aircraft type, pilot experience, and other policy characteristics.

6.2.2 Accessing Fair Price Tool

To access the Insurance Fair Price Tool:

1. Select **Insurance** in the navigation list.
2. Select **Compare Existing Policy** or **Fair Price Tool** if shown instead.

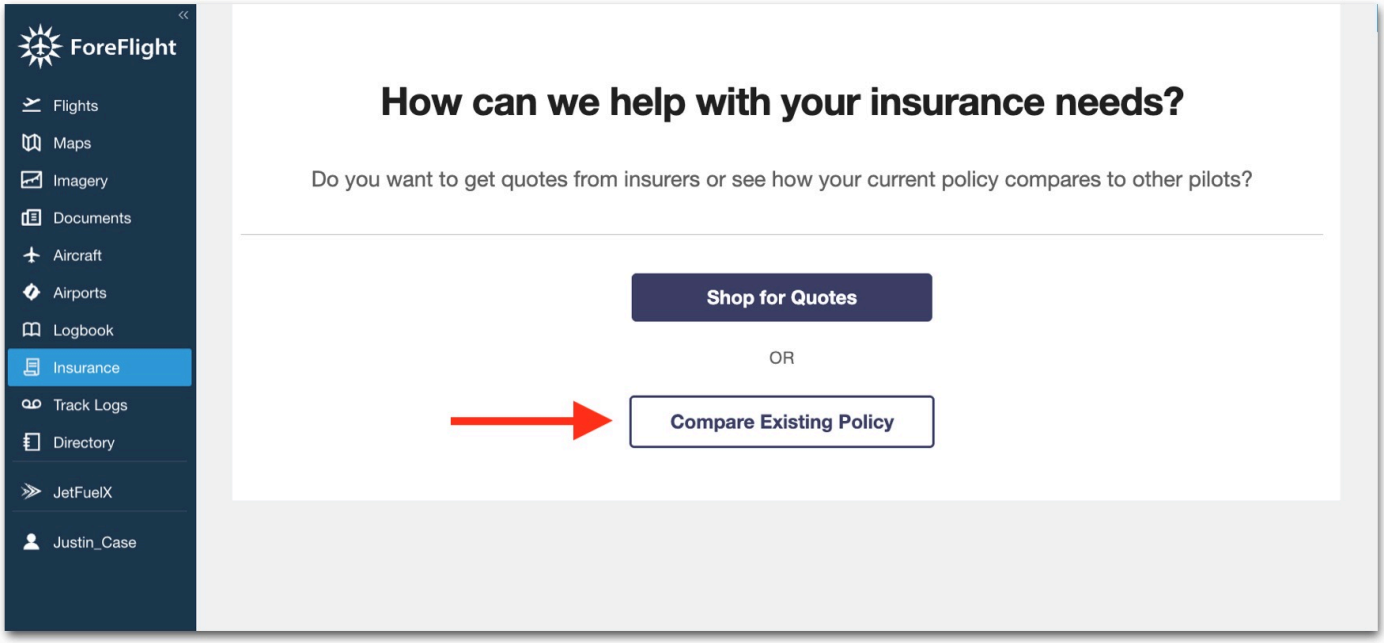


Figure 6-5. Insurance View with Compare Existing Policy Button (First Run)

6.2.3 Upload a Policy to the Fair Price Tool

An insurance policy must be uploaded to the Fair Price Tool before a comparison can be generated.

Before beginning, ensure a digital copy of the current aircraft owner insurance policy is available. The policy document must meet the following requirements:

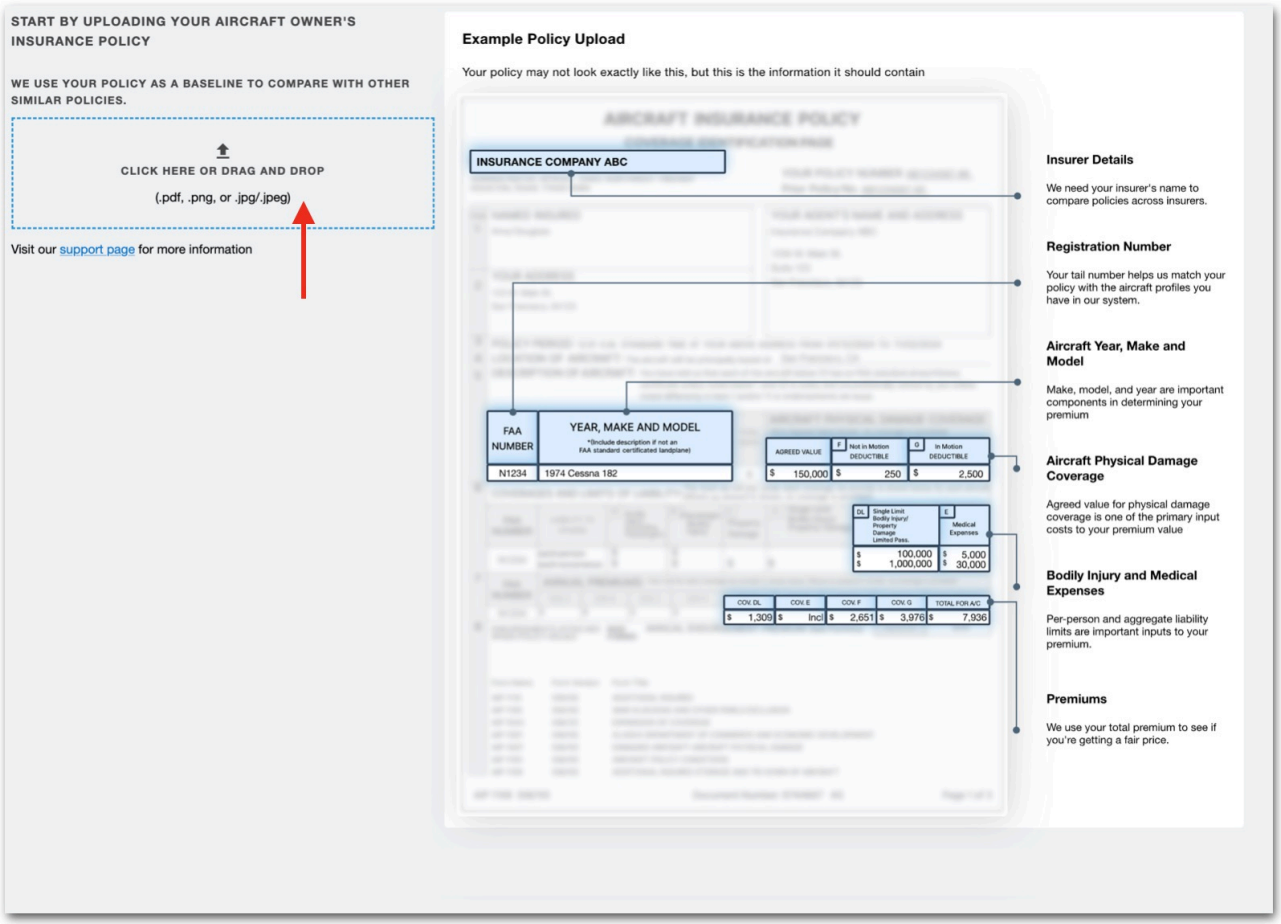
- Be an aircraft owner insurance policy.
- Cover a U.S.-registered aircraft.
- Include the aircraft N-number.
- Include the hull value.
- Include the liability limits.
- Include the annual premium amount.

The following file formats are supported:

- **PDF** (.pdf)
- **Images** (.png, .jpg, or .jpeg).

To upload a policy:

1. Select **Insurance** from the navigation list.
2. Select **Compare Existing Policy**.
3. Select **Compare My Premium**.
4. Upload the policy using one of the following methods:
   - **Drag and Drop**: Locate the file on the computer and drag it into the dashed upload box.
   - **Manual Selection**: Select anywhere within the box labeled **CLICK HERE OR DRAG AND DROP** to open the file browser, then choose the document.



5. Wait for the upload to complete.

After the policy is uploaded, the Fair Price Tool attempts to extract information from the document to generate a premium comparison and provide the most accurate fair price evaluation.

6.2.4 Viewing Comparison Results in Fair Price Tool

After a policy is uploaded and processed by the Fair Price Tool, a comparison report is generated. When the report is available, an email notification is sent to the account email address.

To view comparison results:

1. Select **Insurance** from the navigation list.
2. Select the **Fair Price Tool** tab.
3. Select **Compare My Premium**.

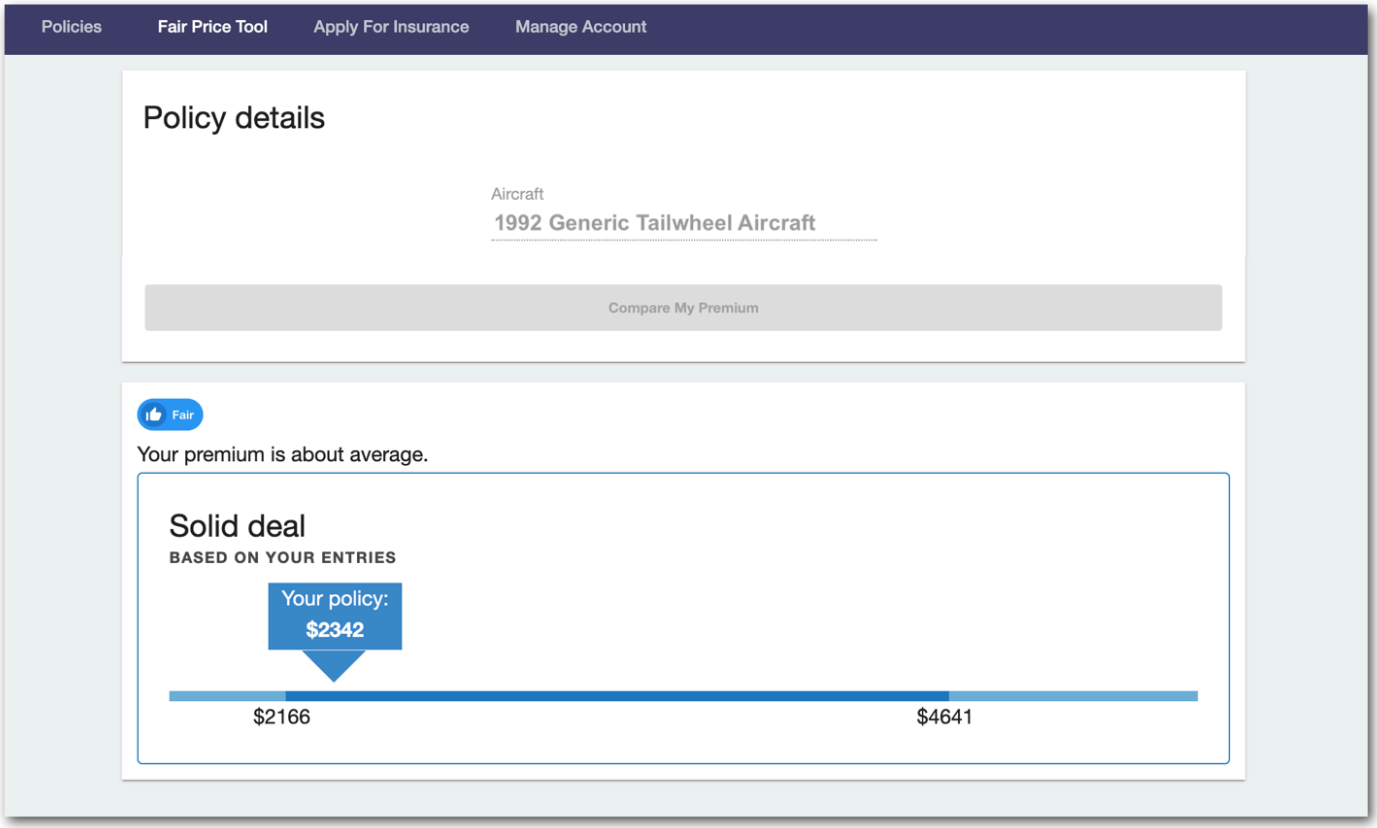


Figure 6-6. Example Price Comparison

6.3 Apply for Insurance

The Apply for Insurance tab provides access to the insurance application workflow for obtaining aviation insurance coverage through ForeFlight Insurance Agency.

To apply for insurance:

1. Log in to ForeFlight Web.
2. Select **Insurance** from the navigation menu.
3. Select the **Apply for Insurance** tab.
4. Select the desired policy type:
   - **Renters / CFI Insurance**
   - **Owner's Insurance**.
5. Complete the steps within the application process.

6.3.1 Application Steps

The insurance application process consists of seven sequential steps that must be completed to obtain a quote and purchase a policy:

1. Application Type

The Application Type step allows the applicant to select the type of insurance coverage to be quoted.

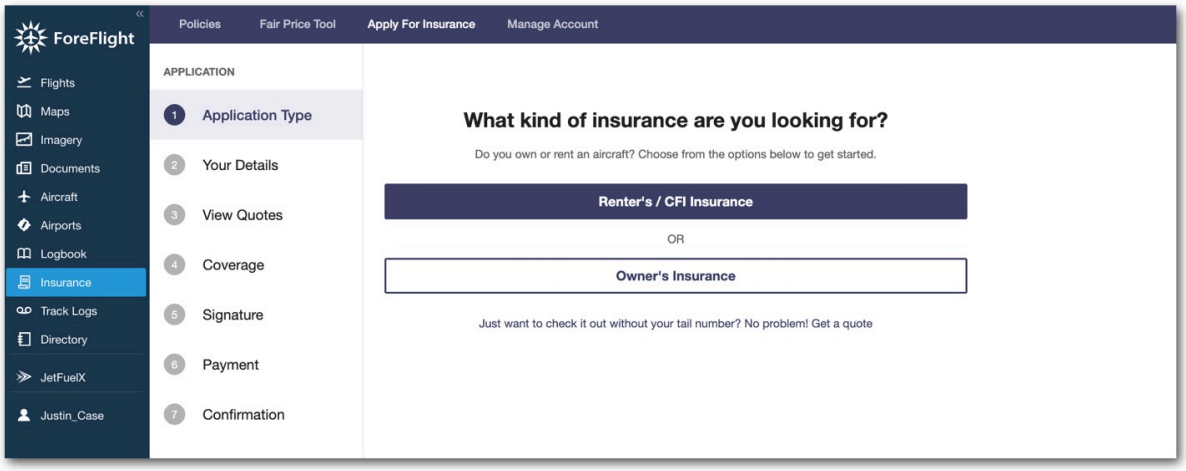


Figure 6-7. Application Type Step

2. Your Details

The Your Details step collects information required to generate insurance quotes.

Information entered in this step includes:

- Application type
- Aircraft information
- Pilot information
- Membership information, which may qualify for discounts.

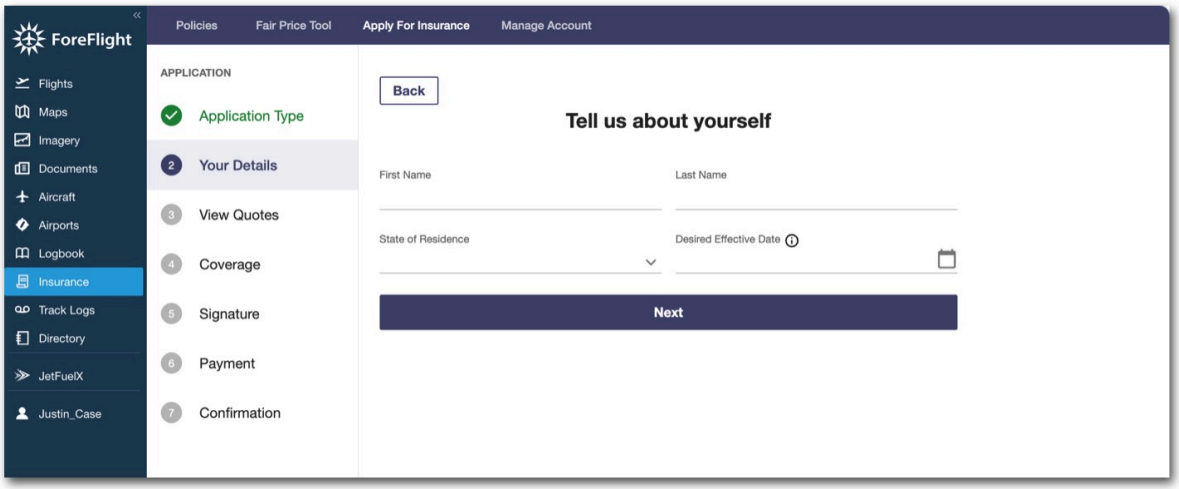


Figure 6-8. Your Details Step

3. View Quotes

The View Quotes step displays real-time quotes from multiple aviation insurance underwriters based on the information provided in the previous steps.

Some insurers may provide configurable coverage options or variables that affect the quote.

Each quote includes the following actions:

- **View Details**: Opens detailed quote information. If the quote is acceptable, click **Select Quote** within the Details view.
- **Select Quote**: Begins the process of obtaining the selected coverage.

> **NOTE:** In some cases, **Set Reminder** is displayed instead of **Select Quote**. This option is shown when the current policy does not expire within 90 days.

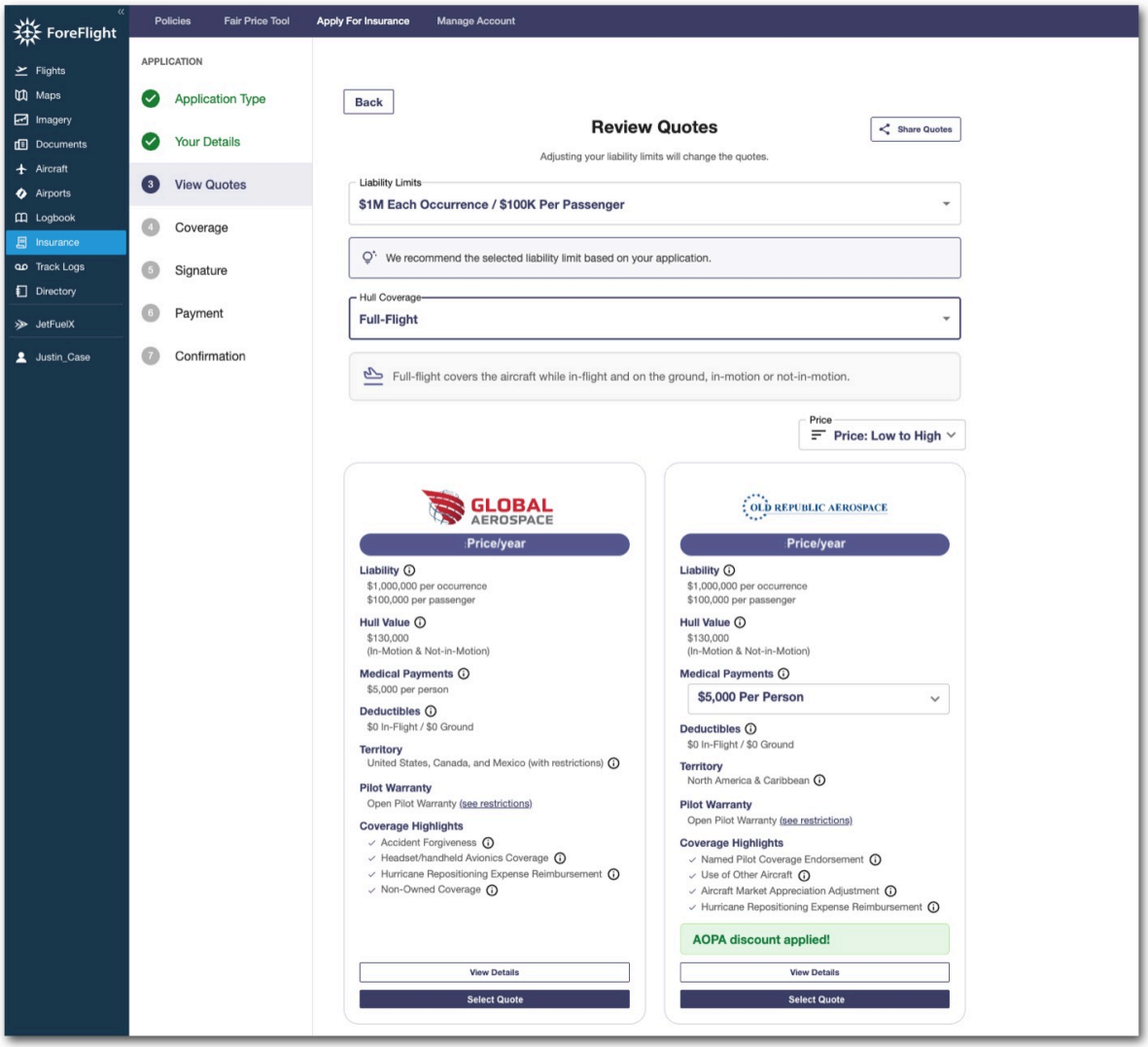


Figure 6-9. View Quotes Step

4. Coverage

The Coverage step finalizes policy details and provides an opportunity to review the proposed coverage.

Complete any requested information and select **Continue to Signature** to proceed.

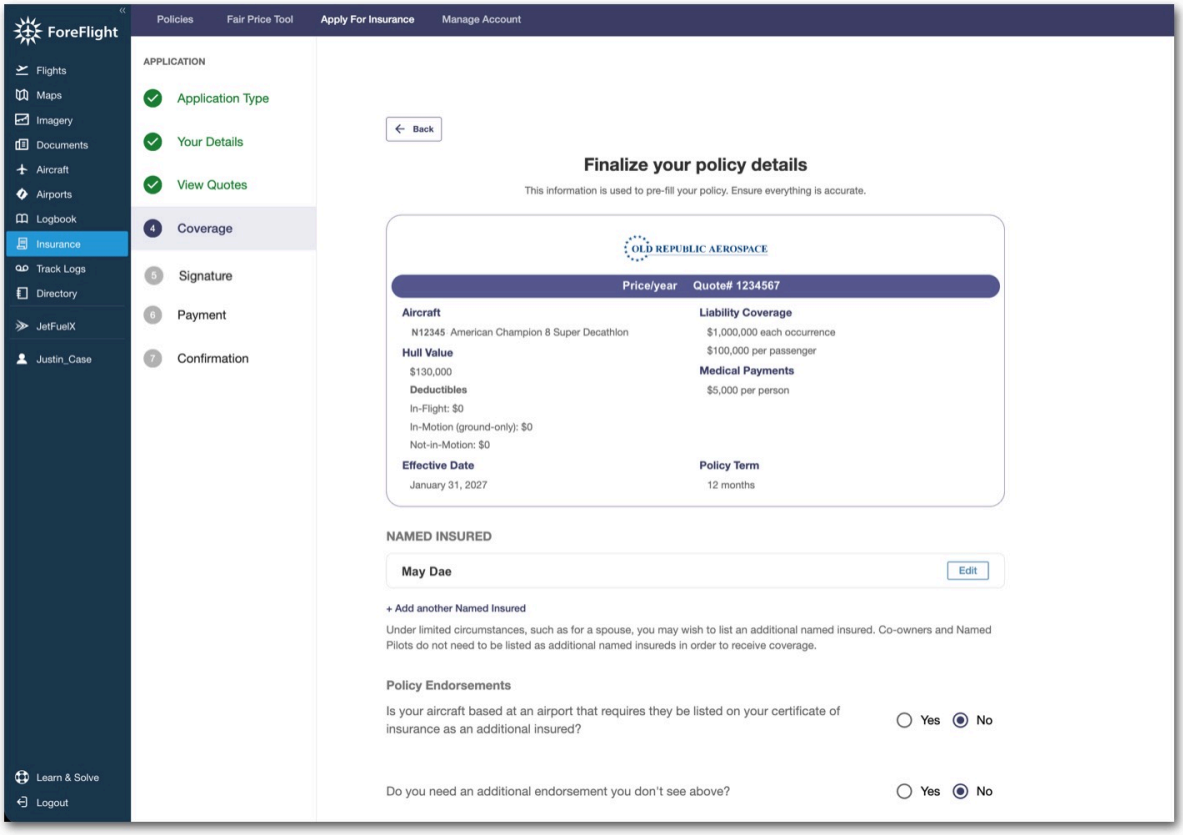


Figure 6-10. Coverage Step

5. Signature

The Signature step provides a final review of the policy and allows the applicant to complete the required signatures.

Select **Get Started** to begin the signing process.

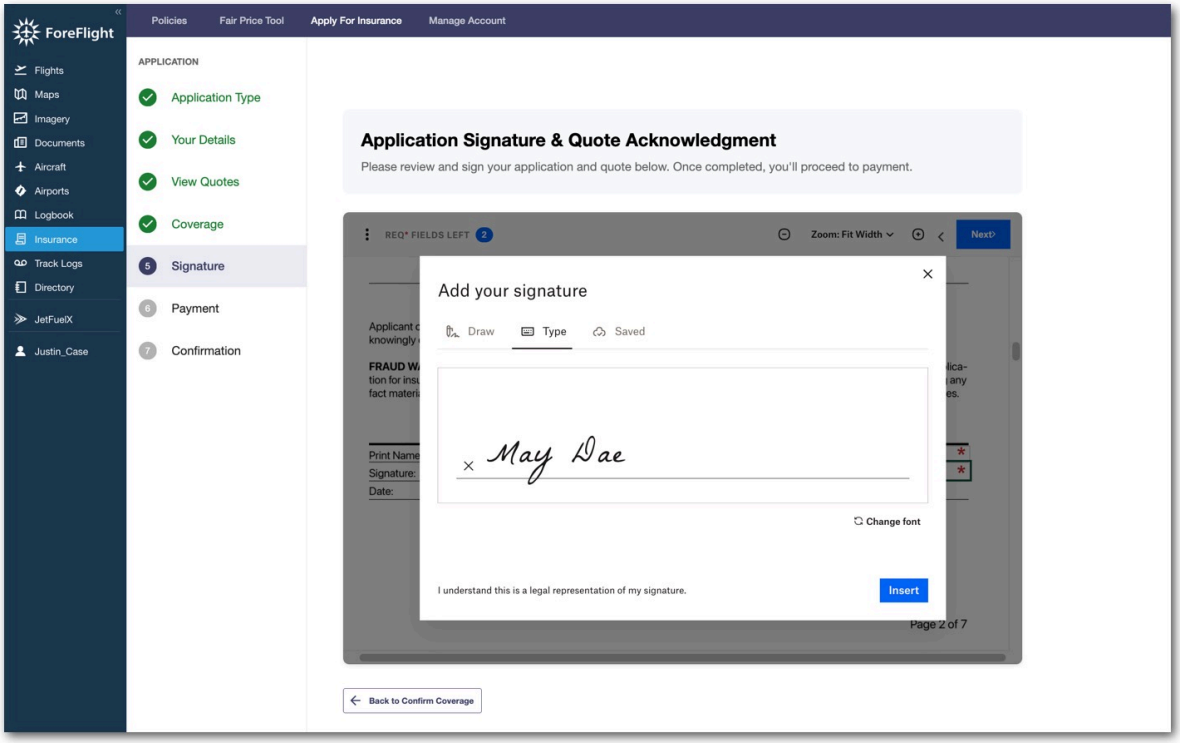


Figure 6-11. Signature Step

6. Payment

The Payment page is the final step before order confirmation. This page provides an itemized summary of policy costs and enables payment to be completed securely.

The view is organized into three primary areas:

- **Policy Cost Summary**: The policy cost summary displays a breakdown of premium charges and any associated fees included in the policy total.
- **Payment Options**: A payment method must be selected to complete the purchase. The following payment options are available:
  - **ACH Bank Transfer** (subject to availability): Pays the policy balance directly from a linked bank account.
  - **Credit Card**: Pays the policy balance using a credit card.
- **Checkout**: The secure checkout section includes the following elements:
  - **Email field**: Displays the account email address associated with the policy.
  - **Payment method details**: Displays an option to add a payment method or shows the currently selected payment method. Select **Change** to add, remove, or modify the payment method.

- **Pay Button**: Submits the payment and completes the policy purchase.

7. Confirmation

The Confirmation step confirms that payment has been processed successfully and that the policy purchase is complete.

Policy documentation and confirmation details are displayed.

6.4 Manage Account

The Manage Account tab provides access to payment methods used for insurance-related transactions. Credit cards can be added, removed, and designated as the default payment method for policy billing.

Payment Method Dashboard

The Payment Method section includes saved credit cards available for use for insurance payments.

This section supports the following actions:

- Add a payment method
- View saved credit cards
- Set a default payment method
- Remove a payment method.

> **NOTE:** Payment methods added in the Insurance view are used only for insurance-related transactions. These payment methods are not linked to the payment methods stored in the ForeFlight account for ForeFlight Mobile subscriptions, purchases, or renewals.

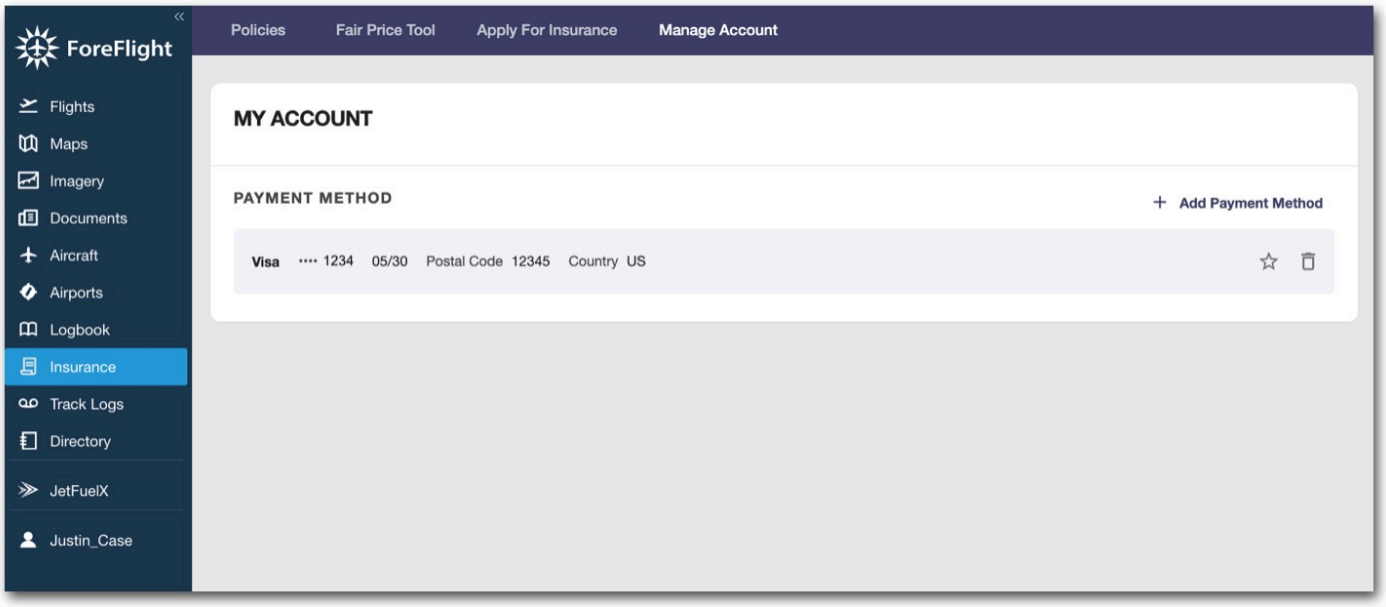
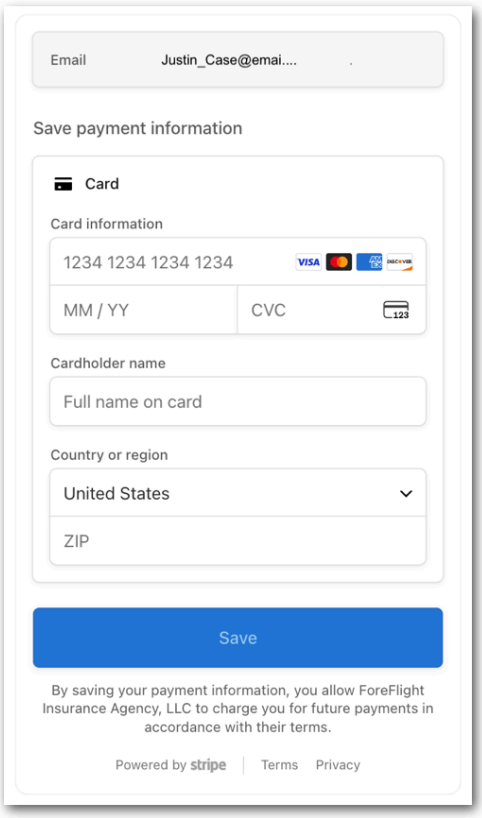


Figure 6-12. Payment Method Dashboard

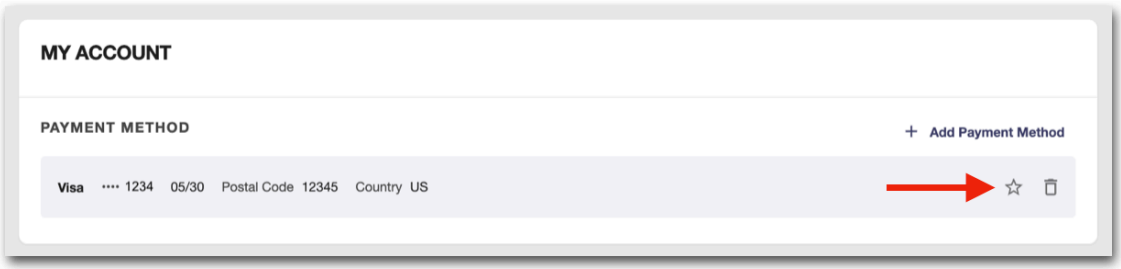
Interface Elements

The Payment Method Dashboard includes the following interface elements:

- **+ Add Payment Method Button**: Opens the credit card entry form. Card number, expiration date, and billing information can be entered.



- **Saved Card Details**: Displays each active card on file with identifying information.
- **Action Icons**: Located on the far right of the saved card row:



The following action icons are available:

- **Star icon**: Sets the selected card as the default payment method.
- **Trash Can icon**: Removes the selected payment method from the account.

TRACK LOGS VIEW

The Track Logs view provides a visual data-driven record of completed flights. The Track Logs view includes tools to search, filter, import, view, analyze, and debrief recorded flights.

The layout consists of two primary sections:

- **Track Logs List** (left side): Displays all recorded track logs and provides options to search and filter results.
- **Track Log Viewer** (right side): Displays the selected track log with map visualization and associated flight data.

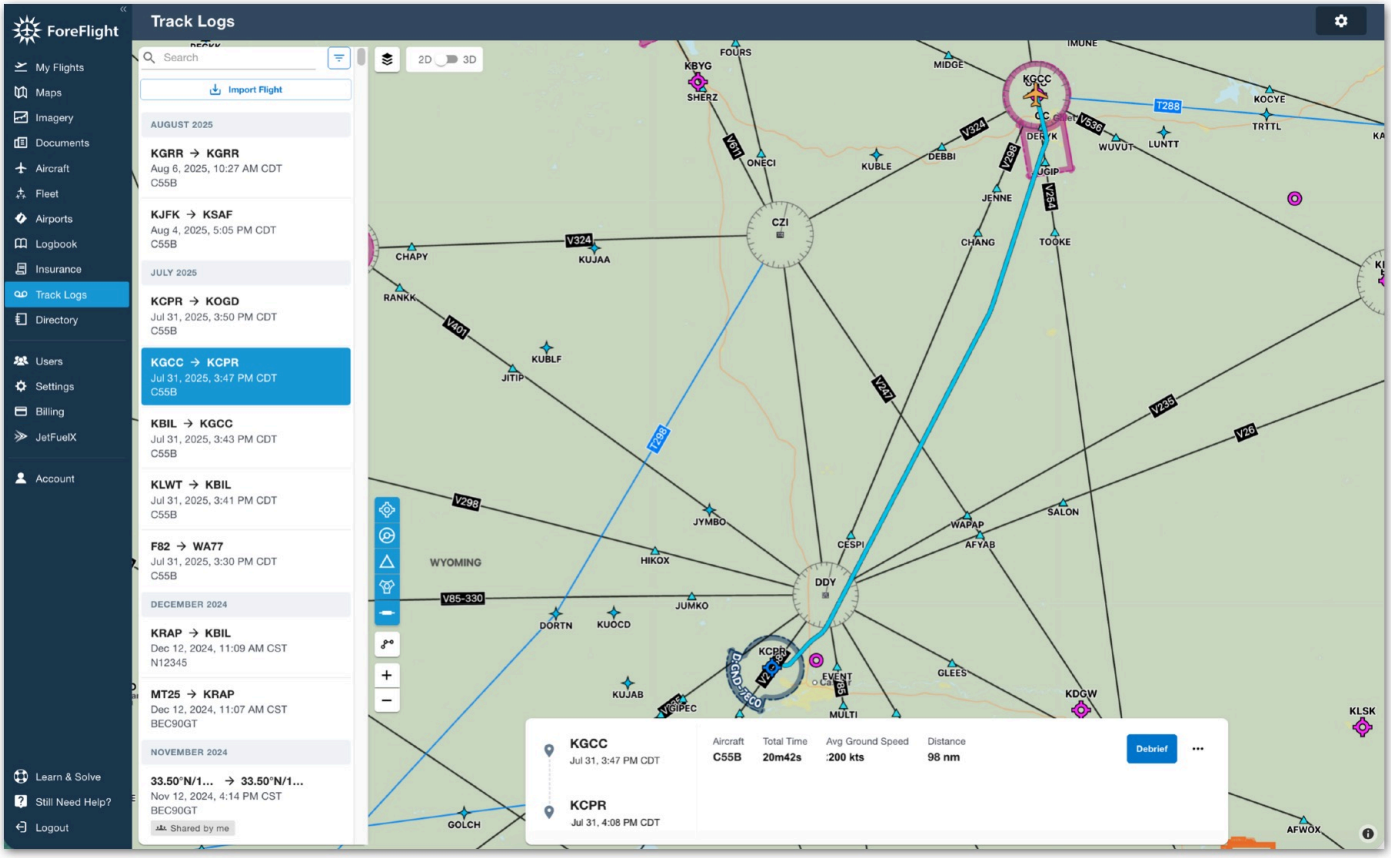


Figure 7-1. Track Logs View

Accessing Track Logs

To access the Track Logs view, select **Track Logs** from the navigation list.

7.1 Track Logs List

The Track Logs List is located on the left side of the Track Logs View and displays all recorded flights.

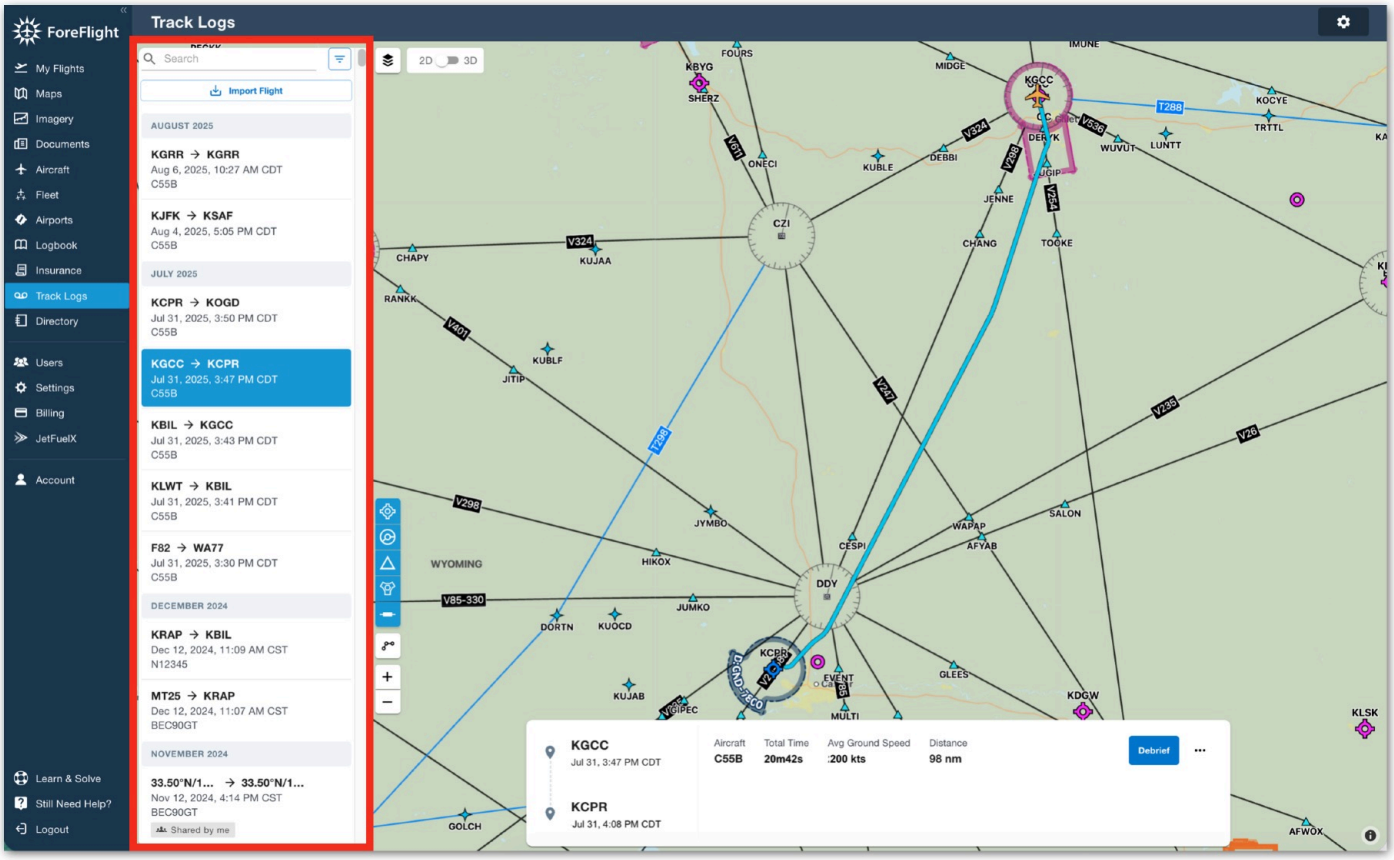


Figure 7-2. Track Log List

At the top of the list, the following controls are available:

- **Search Field**: Locate specific track logs by entering search criteria.
- **Date Filter**: Refine results by a selected time range.
- **Import Flight**: Import flight data from Garmin G1000 systems.

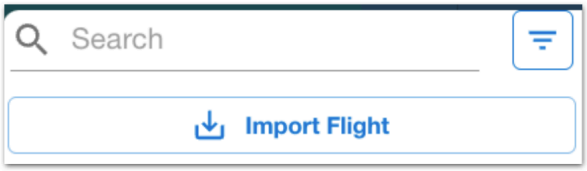


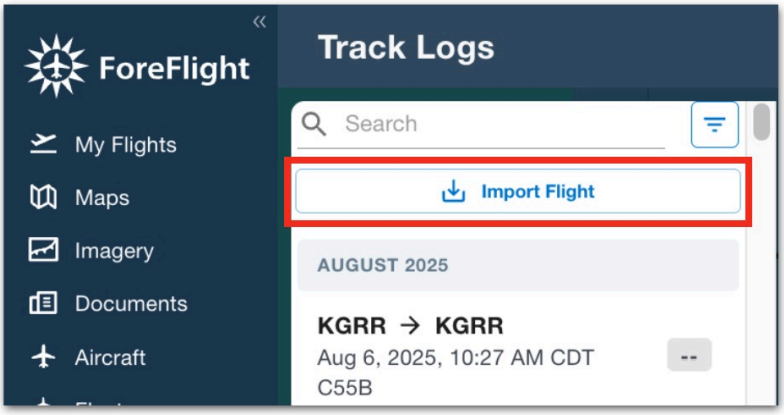
Figure 7-3. Search, Filter, and Import Options

7.1.1 Import a Flight from a Garmin G1000

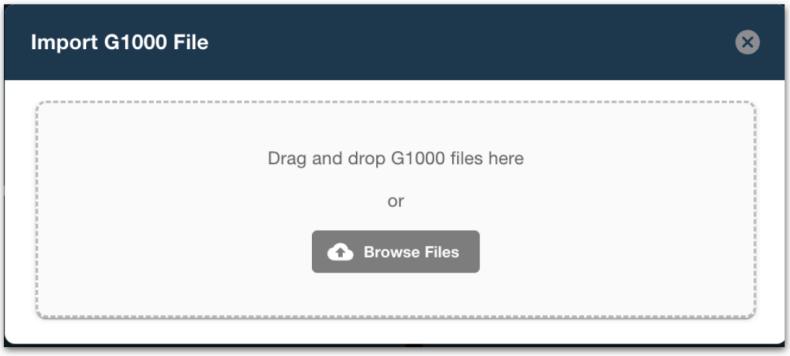
Track logs recorded on a Garmin G1000 can be imported into the Track Logs view.

To import a flight:

1. Select **Track Logs** from the navigation sidebar.
2. Select **Import Flight**.



3. Drag and drop the Garmin G1000 file into the import window.



7.1.2 Open a Track Log

To view a track log:

1. Select **Track Logs** from the navigation sidebar.
2. Locate the desired track log in the list.
3. Select the track log entry to open the track log in the Track Log Viewer.

7.2 Track Log Viewer

The Track Log Viewer provides a map-based visualization and detailed flight data for a selected track log.

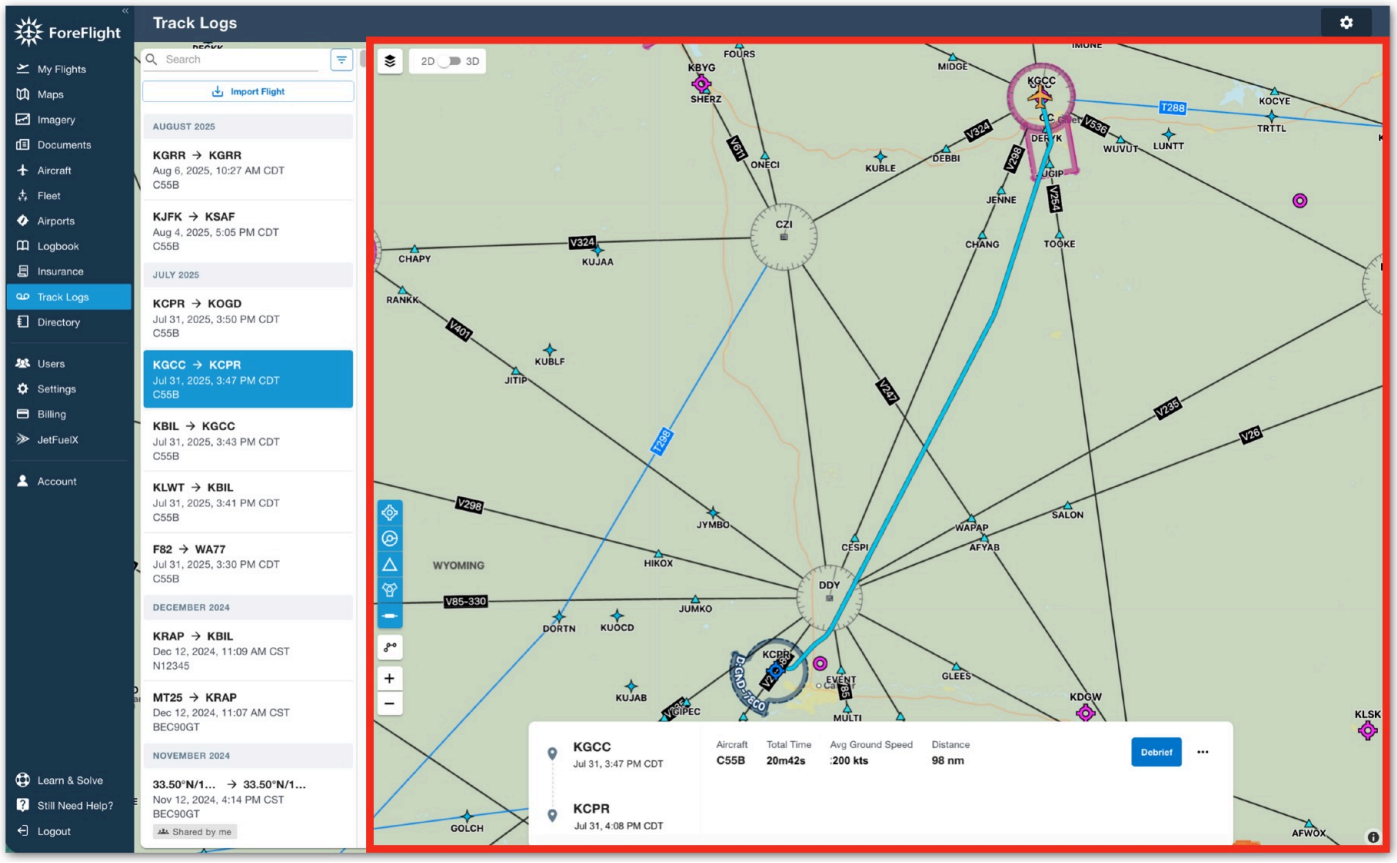


Figure 7-4. Track Log Viewer

The view includes the following primary areas:

- Map display controls: Select the charts and layers and adjust map settings.
- Track log settings: Configure track log settings.
- Quick filter controls: Apply filters to show or hide map elements on the Aeronautical map.
- Track log information panel: Displays flight data, including route, aircraft, total time, average groundspeed, and distance flown.
- Debrief viewer (playback controls): Provides a timeline-based view for analyzing the flight.

7.2.1 Map Display Controls

Map Display Controls are located in the top-left corner of the Track Log Viewer. These controls provide access to map display options and perspective settings.

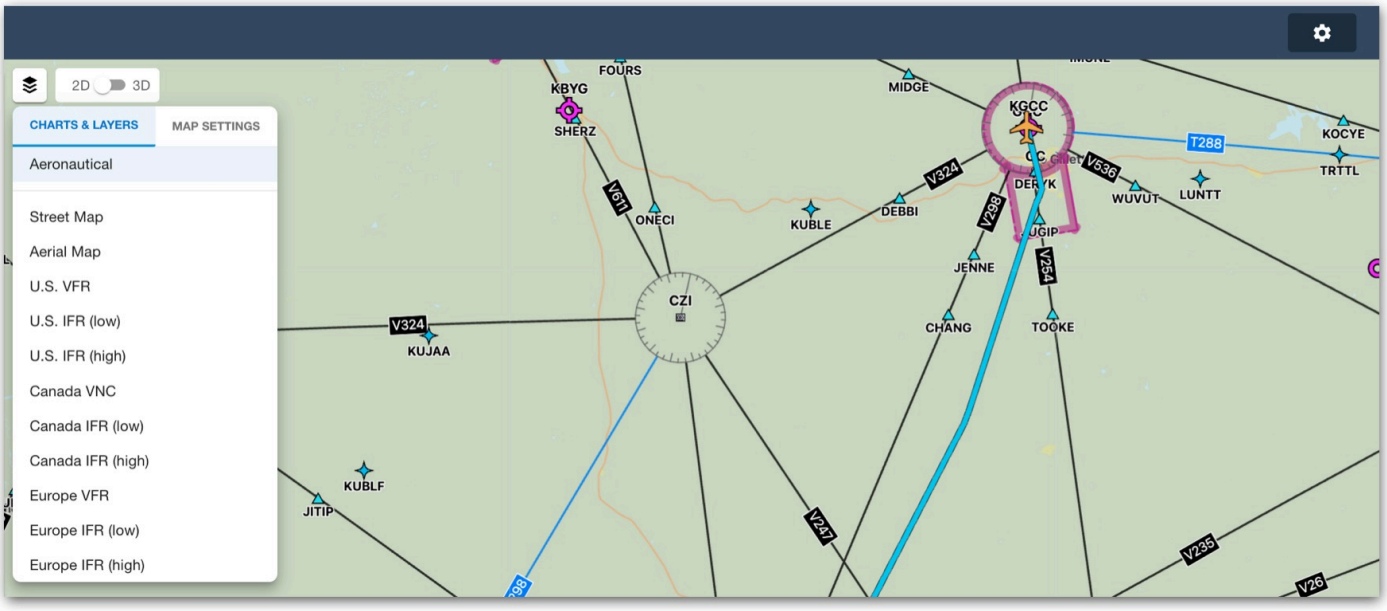


Figure 7-5. Track Log Charts and Layers

The controls include the following:

- **Chart Controls** (opens a popover with the following tabs:)
  - Charts and Layers
  - Map Settings.
- **2D / 3D Toggle**: Switches between a two-dimensional and three-dimensional map perspective.

7.2.1.1 Chart Layers Selection

Selecting the **Charts and Layers** tab within the Chart Controls popover provides options to choose the map display type.

The following map types are available:

- Aeronautical
- Street
- Aerial
- VFR and IFR (Low/High) charts.

7.2.1.2 Map Settings

Selecting the **Map Settings** tab within the Chart Controls popover provides options to customize the appearance and content of the Aeronautical Map. Use these settings to configure display themes and control which map elements are visible.

The following options are available:

- **Map Theme**: Switch between light and dark map display modes.
- **Place Labels**: Show or hide labels for geographic features, such as cities, states, and lakes.
- **Map Elements**: Show or hide elements within the following categories:
  - Cultural Elements (roads, powerlines, and points of interest.)
  - Airports
  - Airspace
  - Airways.

7.2.1.3 2-D and 3-D View

The Track Logs Viewer supports both two-dimensional and three-dimensional visualization modes. Use these modes to view flight paths from different perspectives.

Use the 2D / 3D toggle to switch between the following views:

- **2-D View**: Displays a top-down view of the flight.
- **3-D View**: Displays the flight path on the Aerial map with adjustable altitude and perspective angle.

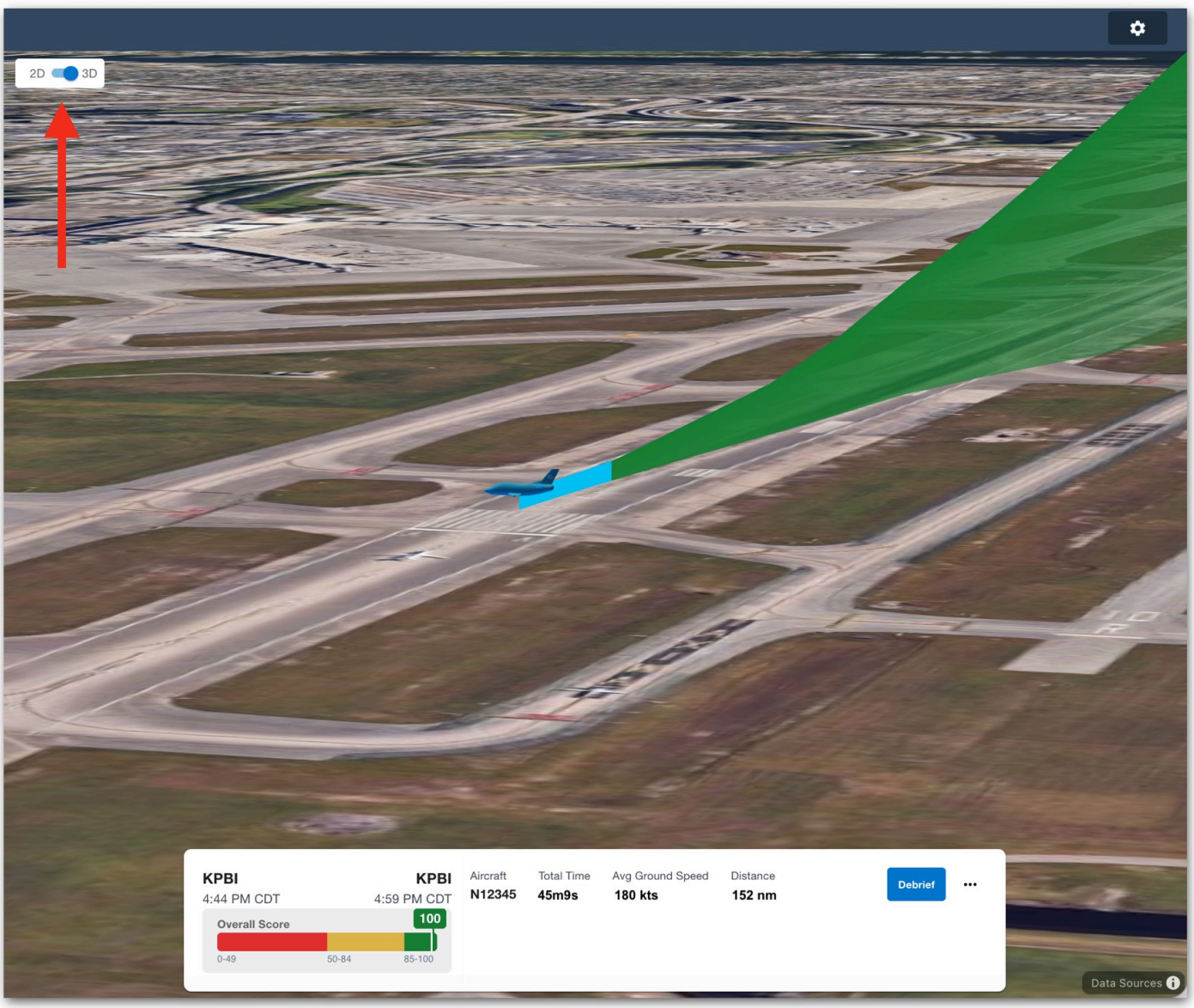


Figure 7-6. 2-D / 3-D Toggle

In 3-D view, the following behavior applies:

- The map can be tilted and rotated.
- Flight path elevation relative to terrain is displayed.
- Chart layers, map settings, and quick filters are not available.

> **NOTE:** 3-D mode is best used in conjunction with a debrief to allow movement of the aircraft icon along the route of flight.

7.2.2 Track Log Settings

Track Log settings can be accessed from the **Settings** button in the top-right corner of the Track Logs View.



Figure 7-7. Track Log Settings Button

The settings menu includes an option to enable or disable the display of debrief scores anywhere in the Track Log view.

When enabled, a score is displayed in applicable areas for each track log.

7.2.3 Quick Filters

Quick Filters are located on the left side of the Track Log Viewer when in 2-D view. These controls allow specific map elements to be shown or hidden.

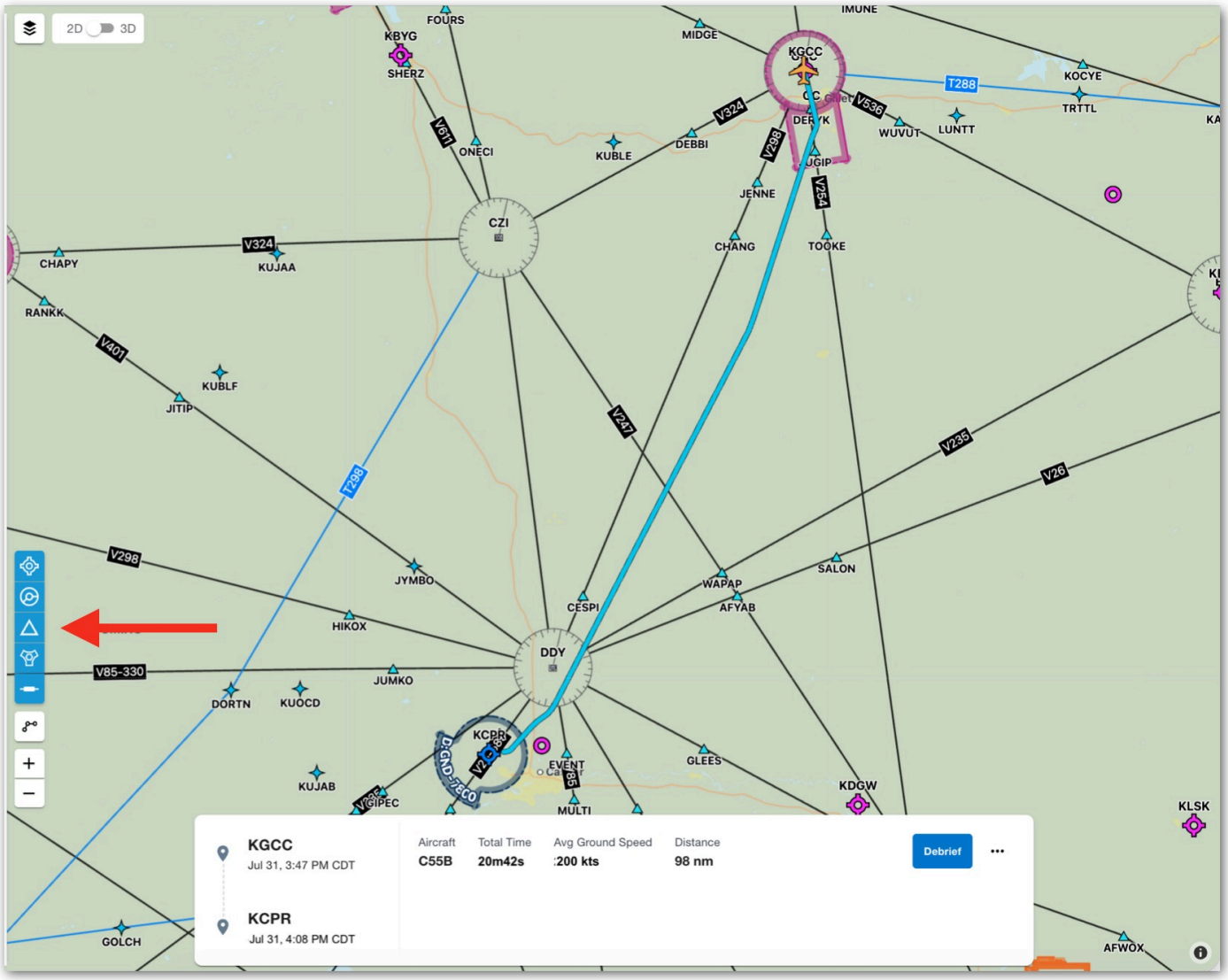


Figure 7-8. Quick Filters

The following elements can be toggled:

- Airports
- Airspace
- Waypoints
- VORs
- Airways.

Additional controls are available below the Quick Filters:

- **View Route**: Displays the full route of flight when selected.
- Zoom controls:
  - **+**: Select to zoom in on the map.

- –: Select to zoom out on the map.

7.2.4 Track Log Information Panel

The Track Log Information Panel is located at the bottom of the Track Log Viewer and displays summary information for the selected flight.

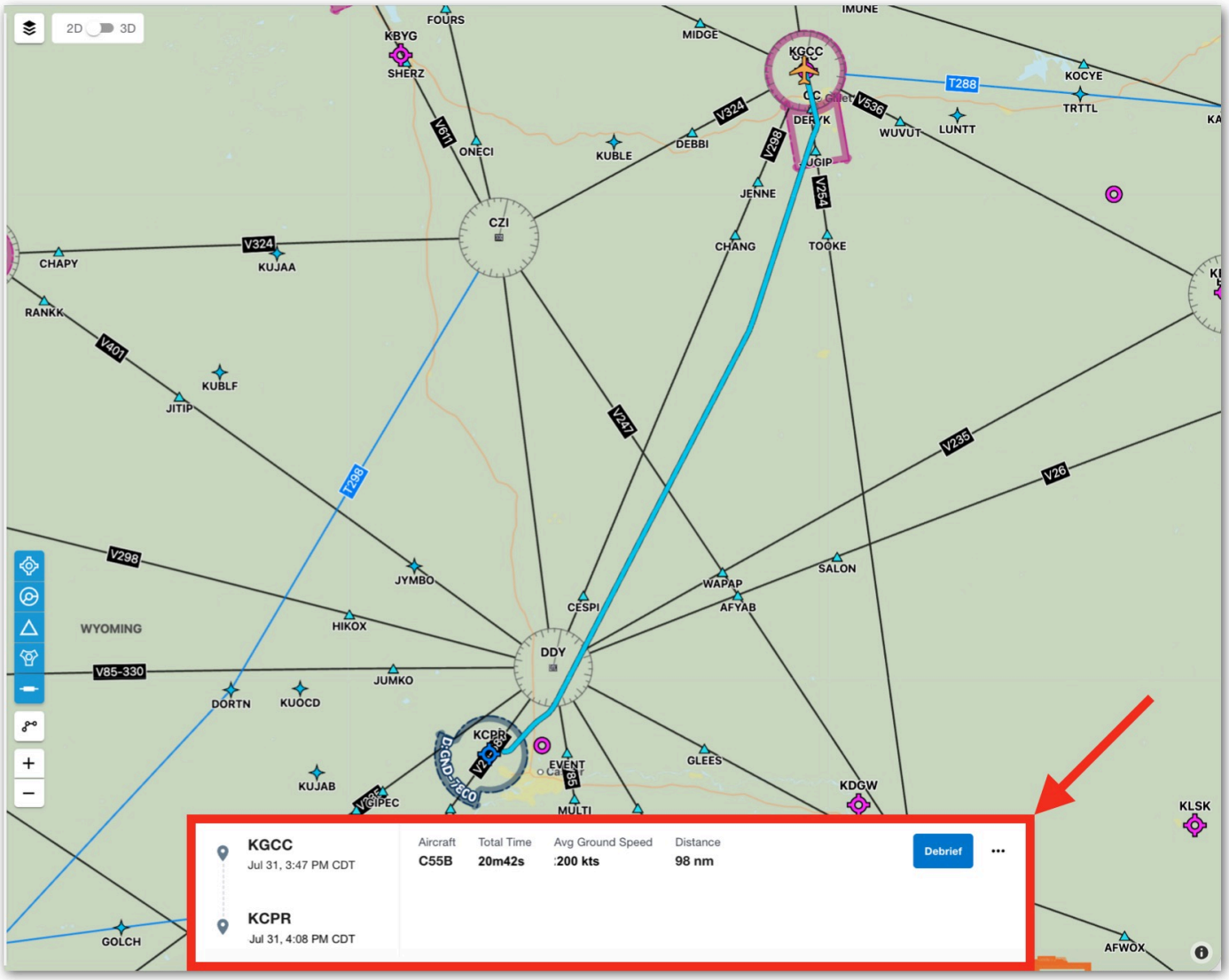


Figure 7-9. Track Log Information Panel

The panel includes the following controls:

- **Debrief**: Opens the Debrief Viewer for detailed flight analysis.
- **More Options** (three-dots): Provides additional actions for the selected track log.

7.3 More Options in Track Log Information Panel

The **More Options** button (three dots) is located to the right of the **Debrief** button. Selecting this button opens a menu with additional actions for the selected track log.

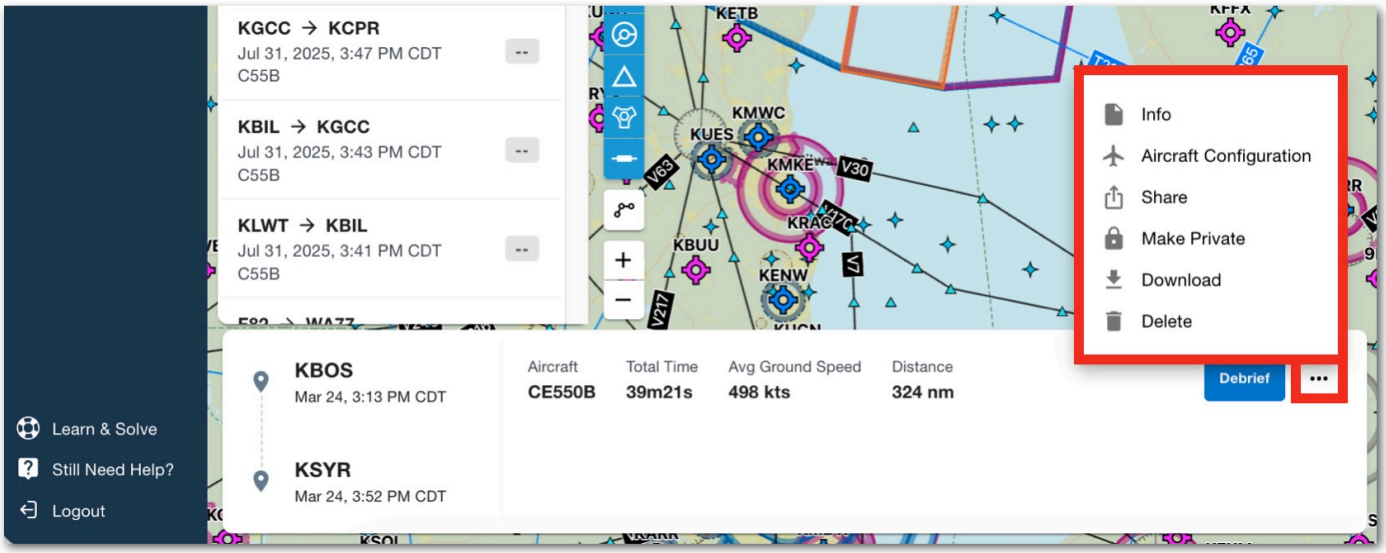


Figure 7-10. More Options Menu

The following options are available:

- **Info**: Displays detailed track log information and provides options to edit flight details and add notes.
- **Aircraft Configuration**: Displays the detected aircraft tail number and model, and allows selection or correction of this information. Performance parameters, including V-speeds, can be defined or overridden for more accurate debrief analysis.
- **Share**: Generates a shareable link to the track log debrief view.
- **Download**: Provides options to download the track log in KML, GPX, or CSV format.
- **Delete**: Deletes the selected track log.

7.3.1 Info (Viewing Track Log Flight Information)

The Flight Information panel provides a summary view of details and metrics for a selected track log. The panel also provides options to edit flight information and close the view.

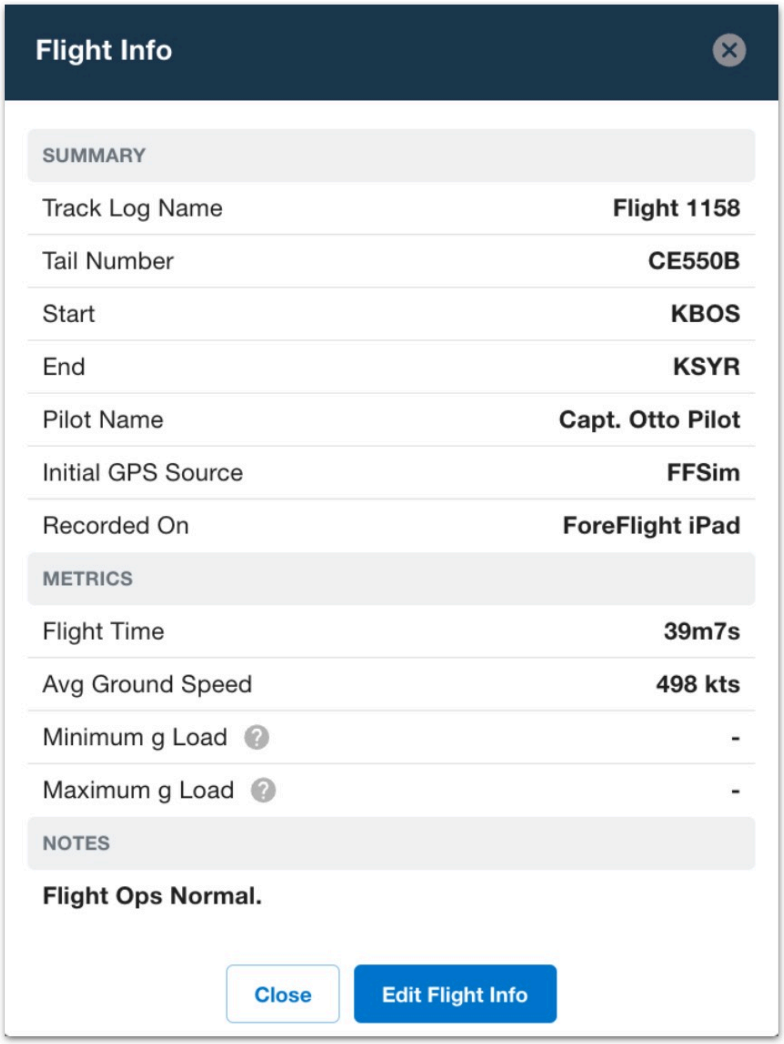


Figure 7-11. Flight Info View

To view detailed flight information:

1. Select **Track Logs** from the navigation sidebar.
2. Select a track log.
3. Select the **More Options** button (three dots) in the Track Log Information Panel.
4. Select **Info**.

The panel includes the following sections:

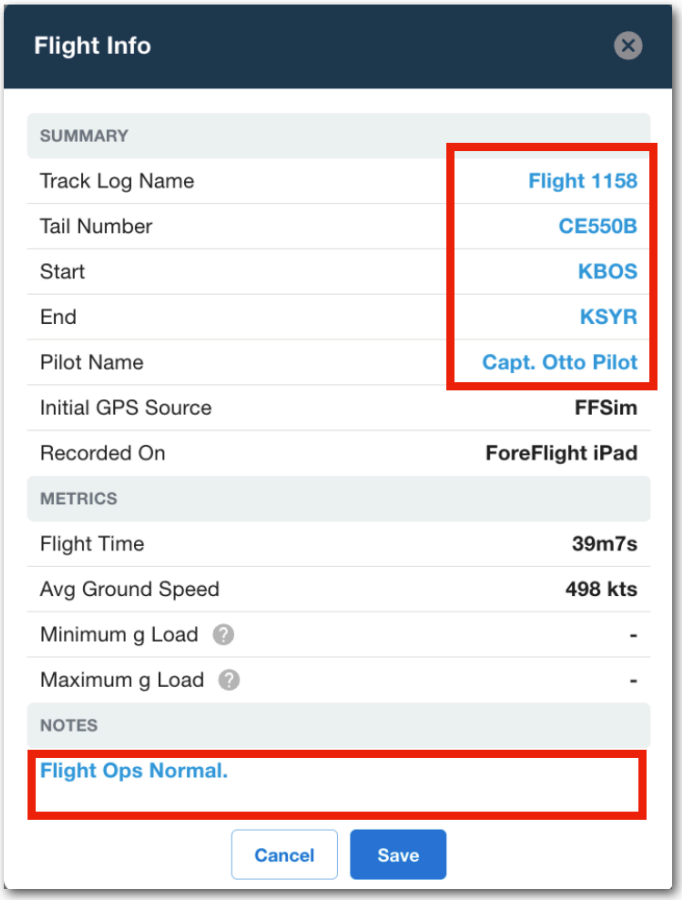
- **Summary**: Displays general flight details, including track log name, tail number, departure and destination airports, pilot name, initial GPS source, and recording device.

- **Metrics**: Displays calculated flight data, such as flight time, average groundspeed, and g-Load values.
- **Notes**: Displays user-entered notes associated with the track log.

7.3.1.1 Edit Flight Information

To edit track log information:

1. Select **Track Logs** from the navigation list.
2. Select a track log.
3. Select the **More Options** button (three dots).
4. Select **Info**.
5. Select **Edit Flight Info**.
6. Edit the desired fields. Only fields displayed in blue text are editable.



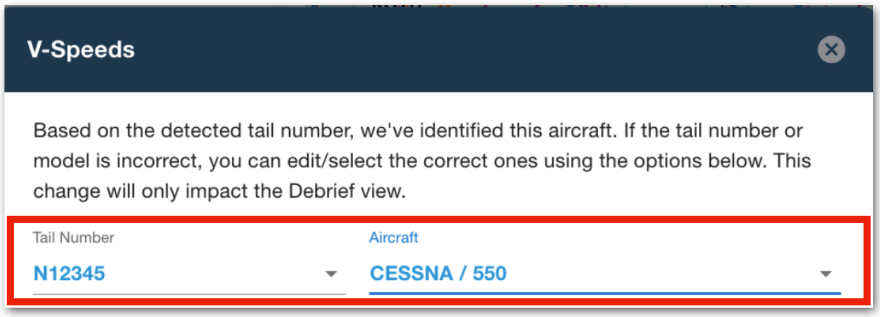
7. Select **Save**.

7.3.2 Configuring Aircraft V-Speeds for Debrief

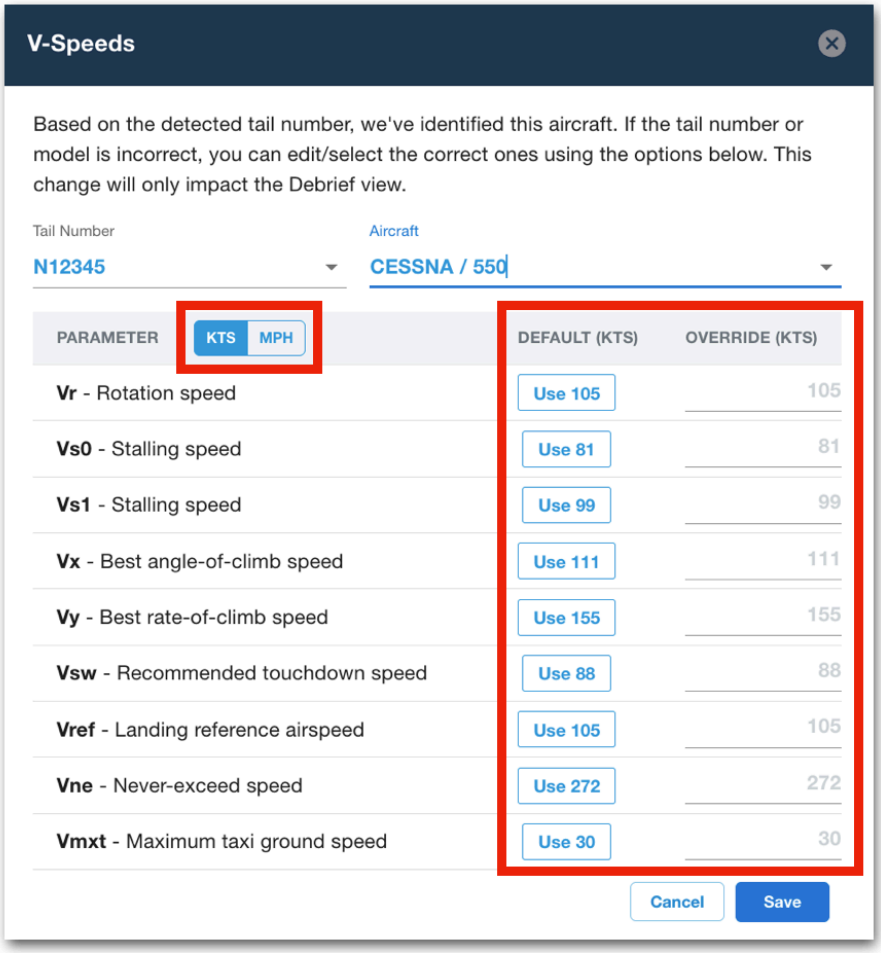
Accurate debrief analysis requires a properly configured V-speed profile. Aircraft configuration settings can be defined or adjusted for use within the Debrief Viewer.

To configure aircraft V-speeds for debrief:

1. Select **Track Logs** from the navigation list.
2. Select a track log.
3. Select the **More Options** button (three dots).
4. Select **Aircraft Configuration**.
5. Enter or verify aircraft details, including:
   - Tail number
   - Make and model.



6. Select the airspeed units and define applicable V-speeds by choosing default values or entering override values.



7. Select **Save**.

7.3.3 Share a Track Log

A track log can be shared using a URL that opens the Debrief Viewer.

To share a track log:

1. Select **Track Logs** from the navigation list.
2. Select a track log.
3. Select the **More Options** button (three dots).
4. Select **Share**.

A shareable link that can be shared with others is copied to the clipboard.

7.3.3.1 Make a Track Log Link Private

If a track log has been shared, the More Options menu includes an option to make the track log private. This action disables access to the track log from previously shared links.

To make a track log private:

1. Select **Track Logs** from the navigation list.
2. Select a track log that has been shared.
3. Select the **More Options** button (three dots).
4. Select **Make Private**.

To make the track log public again, share the track log again.

7.3.4 Download a Track Log

Track logs can be downloaded in multiple file formats for external use and analysis.

The following formats are available:

- **KML (Full)**: Includes all recorded data points.
- **KML (Filtered)**: Includes reduced data points, typically sampled at one-second intervals. If the recording rate is one data point per second or less, this file is identical to KML (Full).
- **GPX**
- **CSV**.

To download a track log file:

1. Select **Track Logs** from the navigation list.
2. Select a track log.
3. Select the **More Options** button (three dots).
4. Select **Download**.

7.3.5 Delete a Track Log

Track logs can be permanently deleted. If the selected track log is associated with a logbook entry, it is unlinked from the logbook and removed from all devices on the account. This action cannot be undone.

To delete a track log:

1. Select **Track Logs** from the navigation list.
2. Select a track log.
3. Select the **More Options** button (three dots).
4. Select **Delete**.
5. Select **Delete** from the popover to confirm.

7.4 Debrief Viewer

The Debrief Viewer provides a detailed, interactive analysis of a recorded flight. The viewer combines visual, graphical, and data-driven elements to evaluate flight performance.



Figure 7-12. Track Log Debrief Viewer

7.4.1 Opening the Debrief Viewer

To open the Debrief Viewer:

1. Select **Track Logs** from the navigation list.
2. Select a track log from the list.
3. Select **Debrief** in the Track Log Information Panel.

7.4.2 Debrief Viewer Layout

The Debrief Viewer includes the following sections:

- **Debrief Summary**: Displays basic flight information, overall score, maneuver count, and access to the More Options menu.
- **Flight Segments List**: Displays identified flight segments, which can be selected for focused analysis.
- **Map View**: Displays the flight path with the same functionality available in the Track Log map.
- **PFD and Flight Data**: Displays flight data during playback in either a PFD format or as textual data.
- **Profile View with Scoring Metrics**: Displays a side-view timeline of the flight with multiple metrics that can be graphed.
- **Playback Controls**: Provides playback speed control and manual adjustment of the playback position.

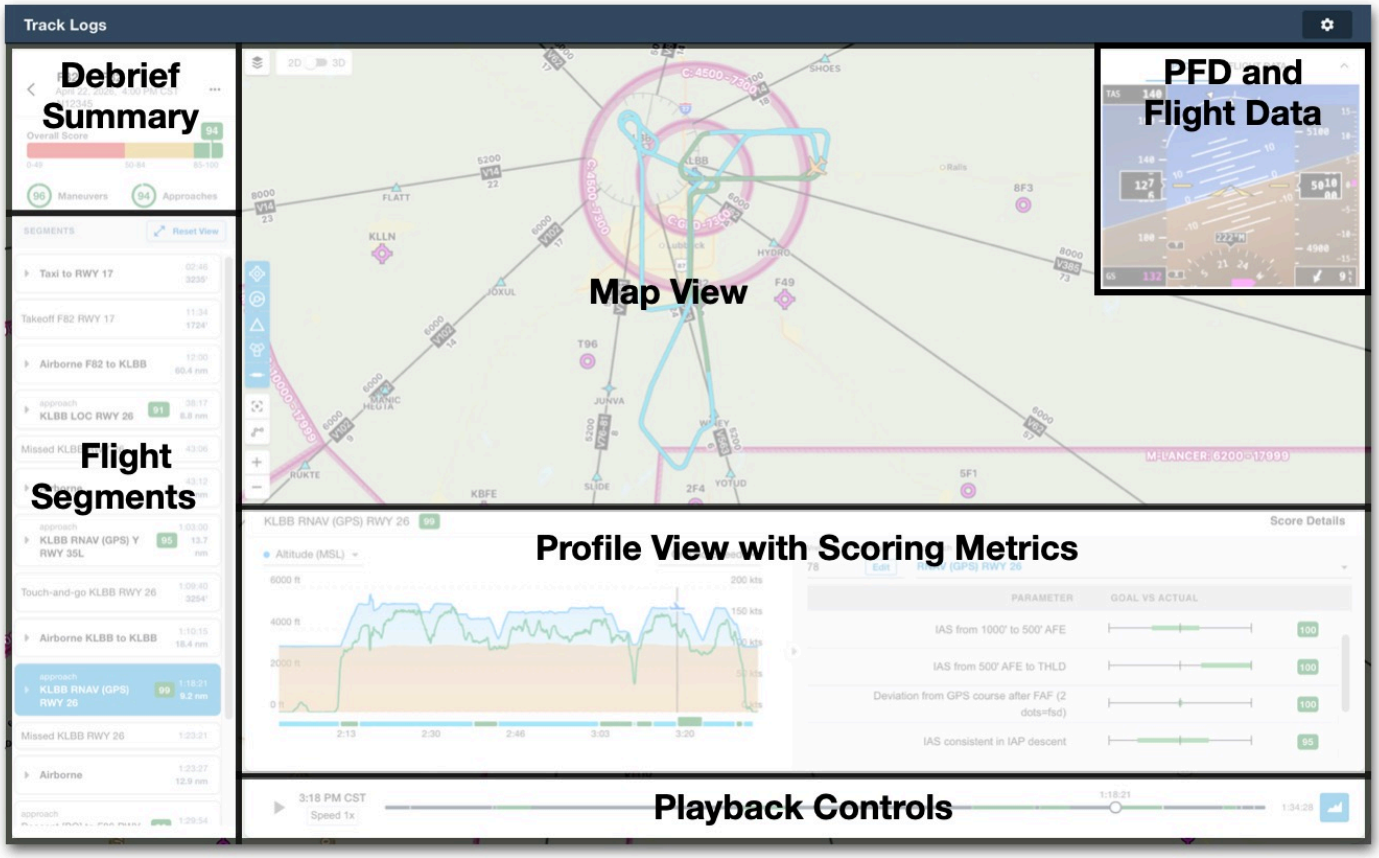


Figure 7-13. Debrief Viewer Layout

7.4.3 Debrief Summary

The Debrief Viewer includes a Debrief Summary in the upper-left corner. This section provides key information about the flight and overall performance.



Figure 7-14. Debrief Summary

Flight Details

The Debrief Summary displays the following details:

- Route of flight
- Date and time
- Aircraft registration.

More Options

Additional controls are available in the upper-right corner of the Debrief Summary. Select the **More Options** button (three dots) to access additional settings and actions.

For more information, see More Options in Track Log Information Panel.

Performance Scores

Below the flight details, the Debrief Summary presents the following scoring metrics:

- Overall score for the flight
- Average scores for maneuvers and approaches.

Scores are color-coded to indicate performance level:

- **Green (85-100)**: Indicates close adherence to expected parameters.
- **Yellow (50-84)**: Indicates minor deviations.
- **Red (0-49)**: Indicates significant deviations.

7.4.4 Flight Segments

The Flight Segments section is located on the left side of the Debrief Viewer. It provides a chronological, high-resolution breakdown of the flight by analyzing recorded data to identify phases of flight, maneuvers, and instrument procedures.

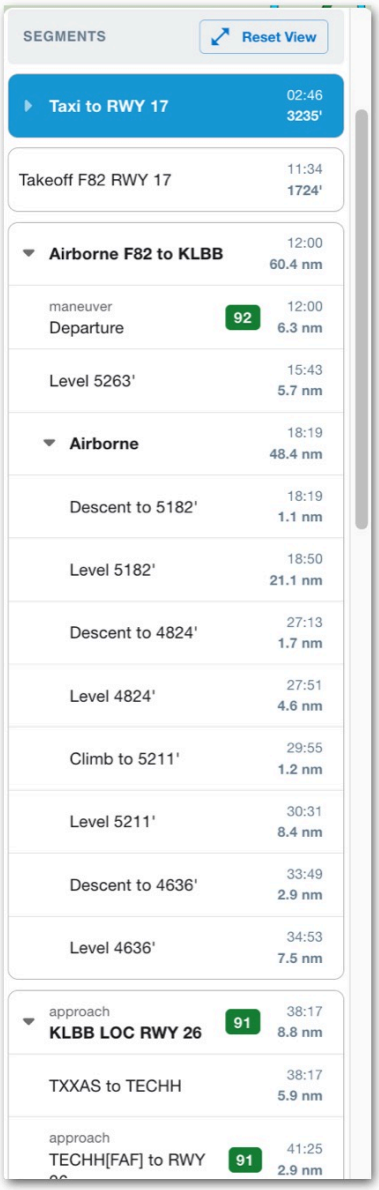


Figure 7-15. Flight Segments Section

Selecting a segment updates the map and associated views to the corresponding point in the flight for detailed review.

Each segment entry includes the following information:

- **Timestamp**: Indicates when the segment begins.

- **Distance**: Displays the distance covered during the segment, in feet or nautical miles (nm).
- **Dynamic Links**: Selecting a segment synchronizes the map view to that moment in the flight.

Scores are assigned to specific segments based on adherence to expected flight parameters, such as altitude, heading, or approach path.

Scores are color-coded as follows:

- **Green (85-100)**: Indicates close adherence to expected parameters.
- **Yellow (50-84)**: Indicates minor deviations.
- **Red (0-49)**: Indicates significant deviations.

Individual scores are visible next to maneuvers and approaches.

> **NOTE:** Use the **Reset View** button at the top of the Segments list to return the map to the full flight path after reviewing a specific segment.

7.4.5 Map View

The Map View in the Debrief Viewer functions the same as the map in the Track Log Viewer, with additional tools for segment-based analysis and data visualization.

The following additional features are available:

- **Segment Selector Button**: Highlights the active flight segment on the map and synchronizes it with the Profile View.

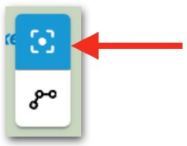


Figure 7-16. Segment Selector Button

- **Flight Data Viewer Dropdown**: Provides an expandable view in the upper-right corner to display flight data in one of the following formats:
  - Primary Flight Display (PFD)
  - Raw flight data.



Figure 7-17. Flight Data Viewer Dropdown

Select the preferred format, then select the expand control to view flight data in the style selected.

7.4.6 PFD and Flight Data Viewer

The Debrief view includes display options for reviewing flight data in different formats. A dropdown menu in the upper-right corner of the map allows selection between the Primary Flight Display (PFD) Viewer and the Flight Data Viewer.

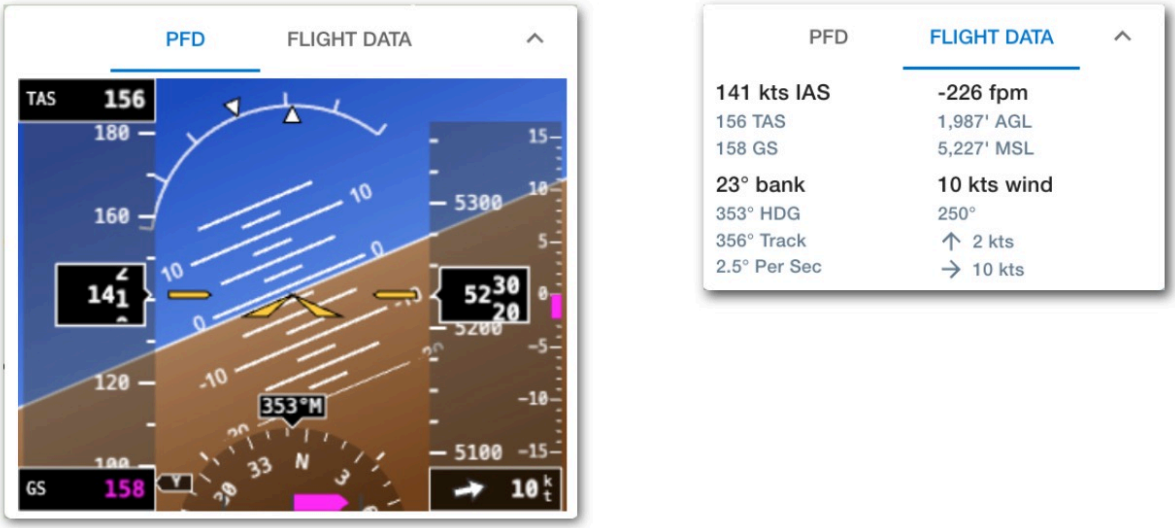


Figure 7-18. PFD Viewer (Left), Flight Data Viewer (Right)

PFD Viewer

The PFD Viewer provides a synchronized, graphical representation of flight telemetry. This view enables analysis of aircraft performance relative to the flight path.

Flight Data Viewer

The Flight Data Viewer presents raw flight data in a tabular format for detailed review.

Playback Controls

Playback controls are located at the bottom of the Debrief view and allow navigation through the flight timeline.

Telemetry information in both viewer modes updates to match the selected playback position.

7.4.7 Profile View with Scoring Metrics

The Profile View and scoring metrics are displayed near the bottom of the Debrief Viewer. These tools provide a graphical and analytical representation of flight performance over time.

Profile View

The Profile View displays flight data along a timeline in a side-view format.

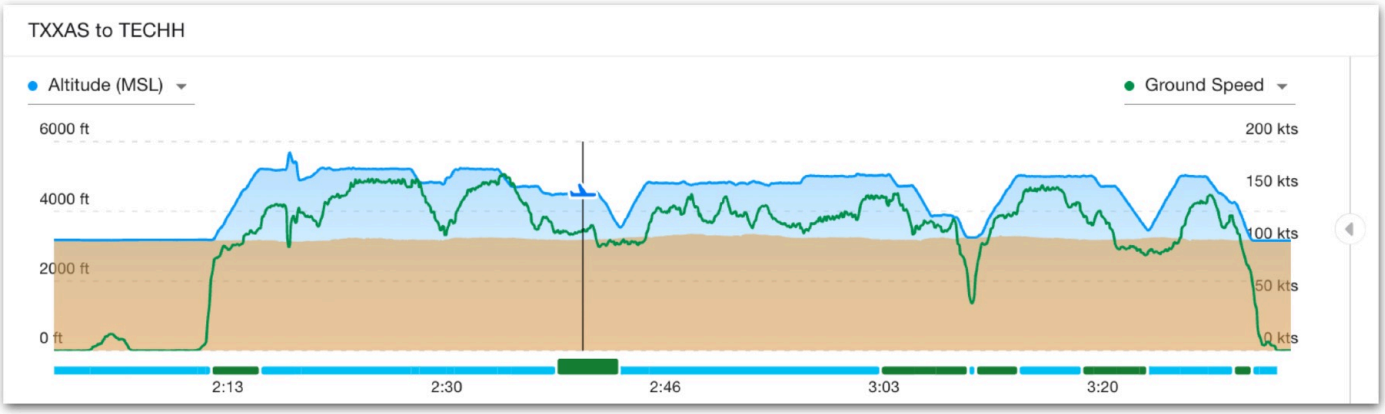


Figure 7-19. Full Width Profile View

The following data types are available via two dropdown menus:

- Altitude MSL
- Altitude AGL
- Airspeed
- Groundspeed
- Bank
- Pitch.

The dropdown menus allow selection of the data types to display. The scale for each selected data type is shown below the corresponding dropdown menu.

Hovering over the profile displays values at a specific point in time.

Scoring Metrics

Scoring metrics are hidden by default and are displayed only when a graded segment is selected.

To display scoring metrics, select a graded segment from the Flight Segments List, or move the playback slider to a graded segment.

When both the Profile View and scoring metrics are displayed, a toggle button is available between the two views. Selecting the button collapses the scoring metrics view.

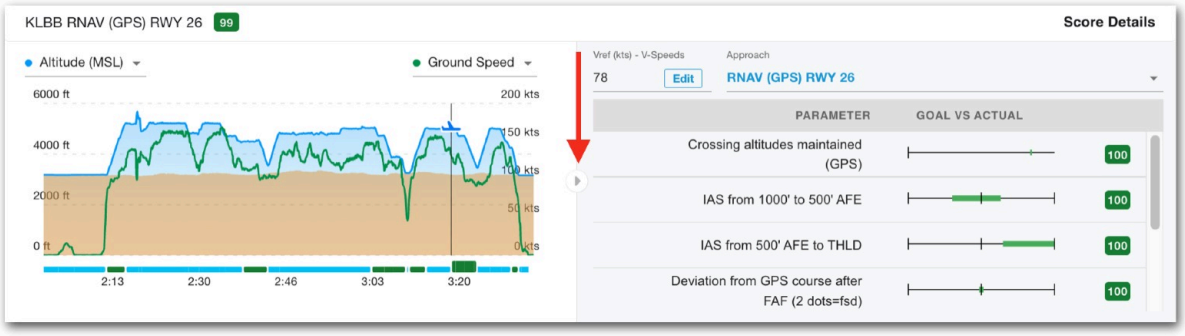


Figure 7-20. Select to Collapse Scoring Metrics

The button moves to the right side of the Profile View and can be used to restore the scoring metrics view.

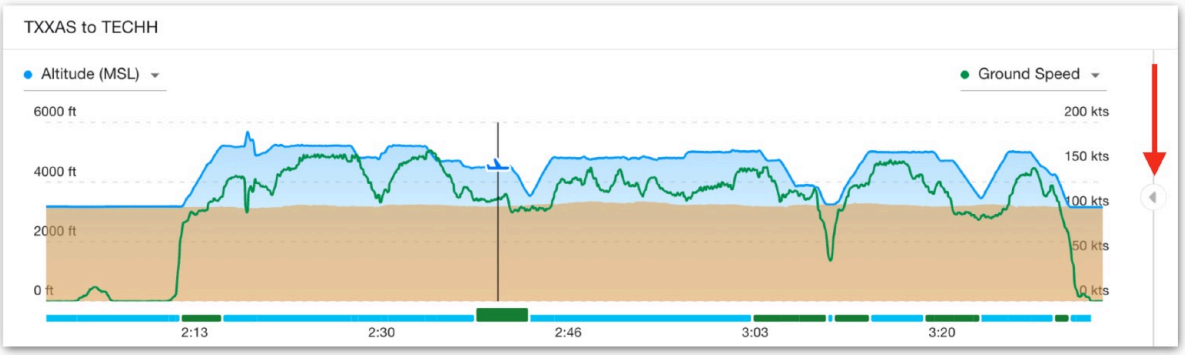


Figure 7-21. Select to Display Scoring Metrics

The scoring metrics panel is scrollable. Selecting a parameter expands the view to display additional details about the graded parameter and its weighting. Approach segments allow editing of V_{REF} or the selection of a different detected approach when alternative approaches are available.

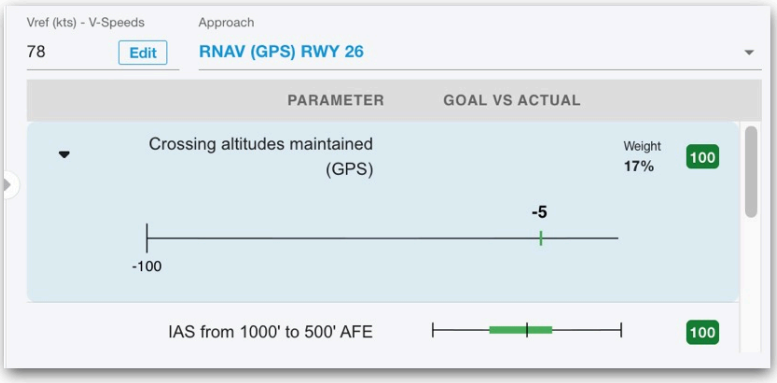


Figure 7-22. Scoring Metric expanded with editable V_{REF} and Approach Detected

7.4.8 Debrief Playback Controls

Track logs can be replayed using the playback controls.



Figure 7-23. Playback Control

Playback options include:

- Play or pause the flight
- Adjust playback speed (1x, 5x, 10x, 20x)
- Scrub to a specific point in the flight
- Show or hide the profile view.

DIRECTORY VIEW

The Directory view within ForeFlight Web serves as a centralized hub for searching and adding aviation service providers. Business owners can also use this view to manage listed services and listing information.

Select **Directory** in the left navigation list to open the Directory view.

When opened, the view defaults to the Search view. The upper-right corner includes the following options:

- **Search for Businesses**: Displays the default view for searching existing service providers.
- **Add New**: Opens the form to add a business to the Directory.

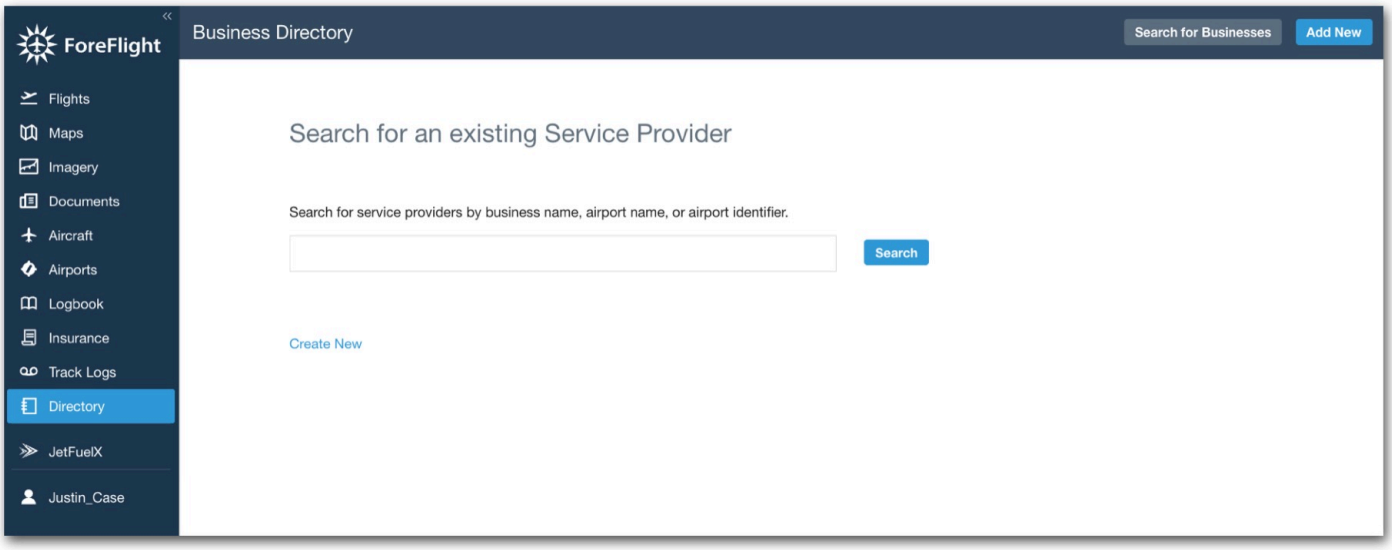


Figure 8-1. Directory View

8.1 Search for Businesses

The main landing page in the Directory view includes a search bar that supports searches by airport identifier, airport name, or business name. Use the following steps to perform a search:

1. Select **Directory** from the navigation list.
2. Select **Search for Businesses** if not already in the Search view.
3. Enter a search term in the search bar.
4. Select **Search**.

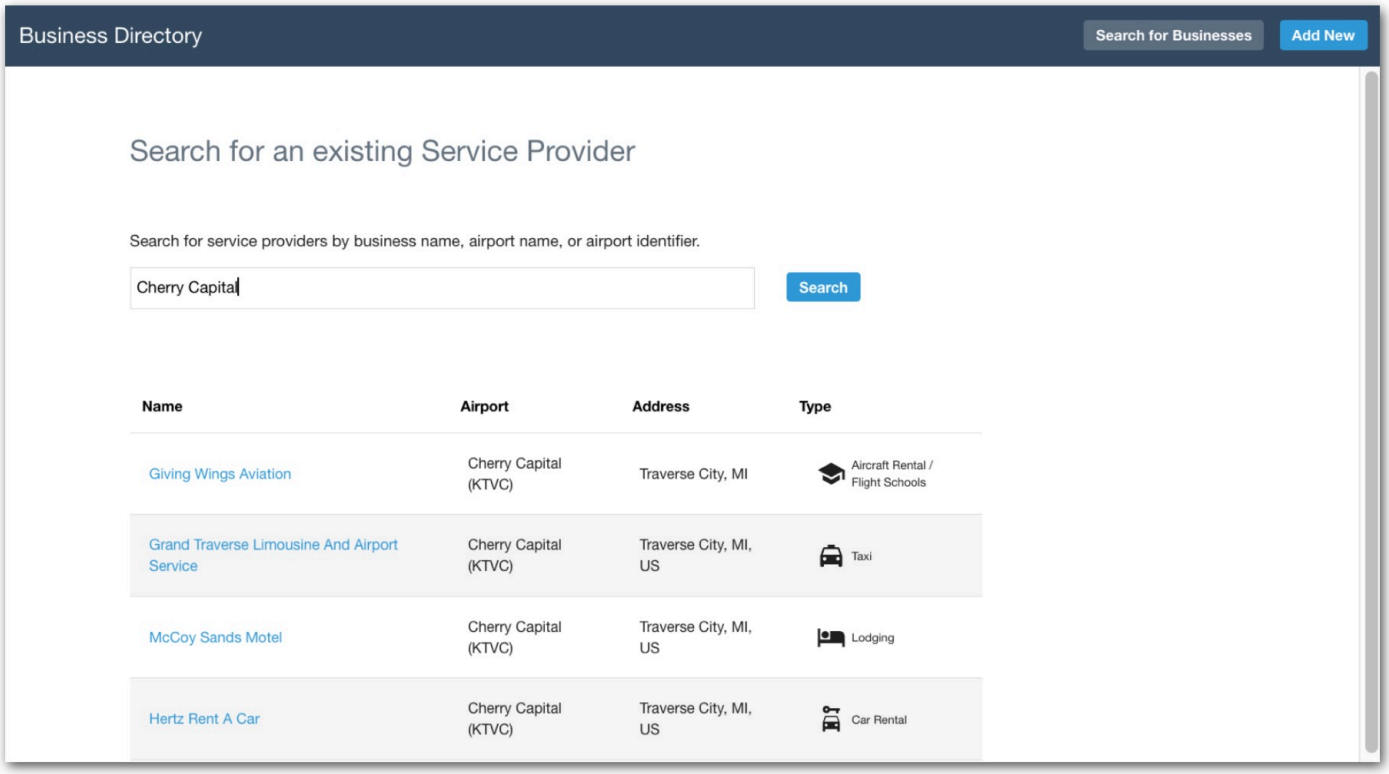


Figure 8-2. Example Search Query with Results

8.2 Add New Business

To add a business to the directory:

1. Select **Directory** from the navigation list.
2. Select **Add New** in the upper-right corner.
3. Complete the five steps in the business addition form:
    - Basic information
    - Services
    - Fuel
    - Location
    - Contact information.
4. Select **Submit** at the end of the process.

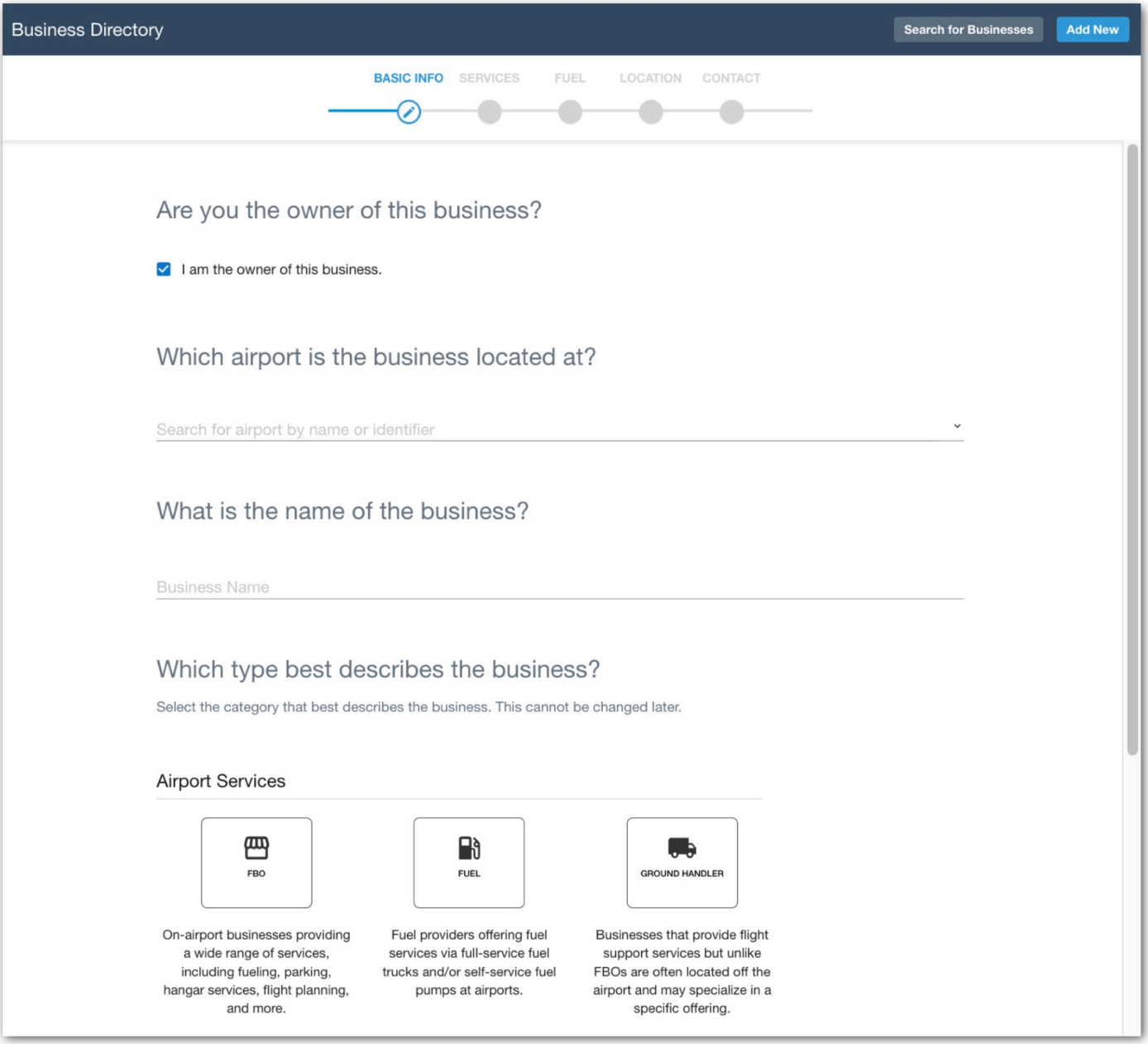


Figure 8-3. Business Addition Form Starting with Basic Information

8.3 Managing Listings as an Administrator

The Listings feature in the directory allows administrators to maintain accurate and up-to-date listing information for trip planning. The following elements can be managed in a listing:

- Fuel prices
- Business details and amenities
- Branding
- Contact and communication information.

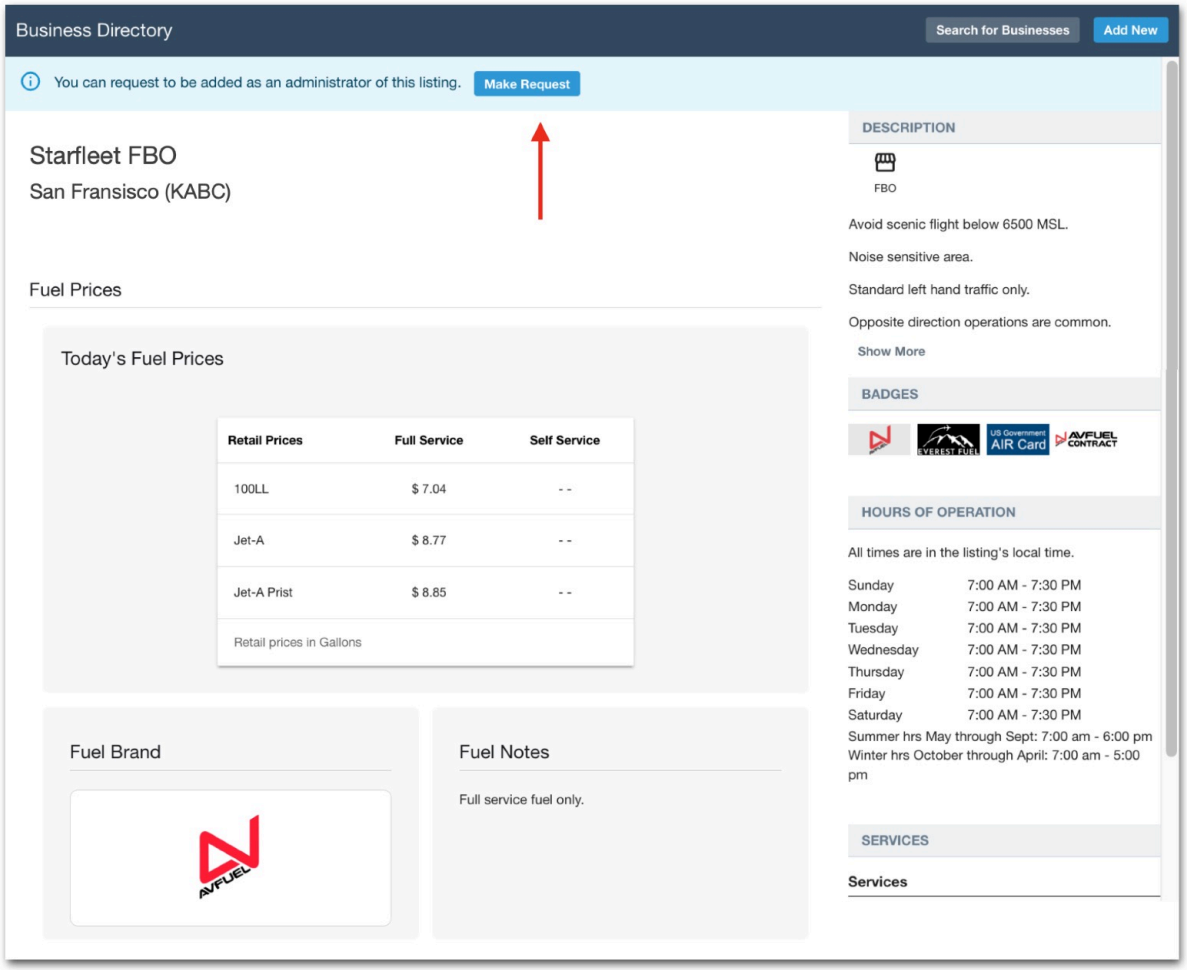
8.3.1 Becoming an Administrator of a Listing

When adding a listing, selecting "I am the owner of this business" and receiving approval assigns administrator access to the submitter.

If a listing already exists, use the following steps to request administrator access:

1. Select **Directory** from the navigation list.
2. Search for the business to claim.

3. Select the **Make Request** button at the top of the listing.



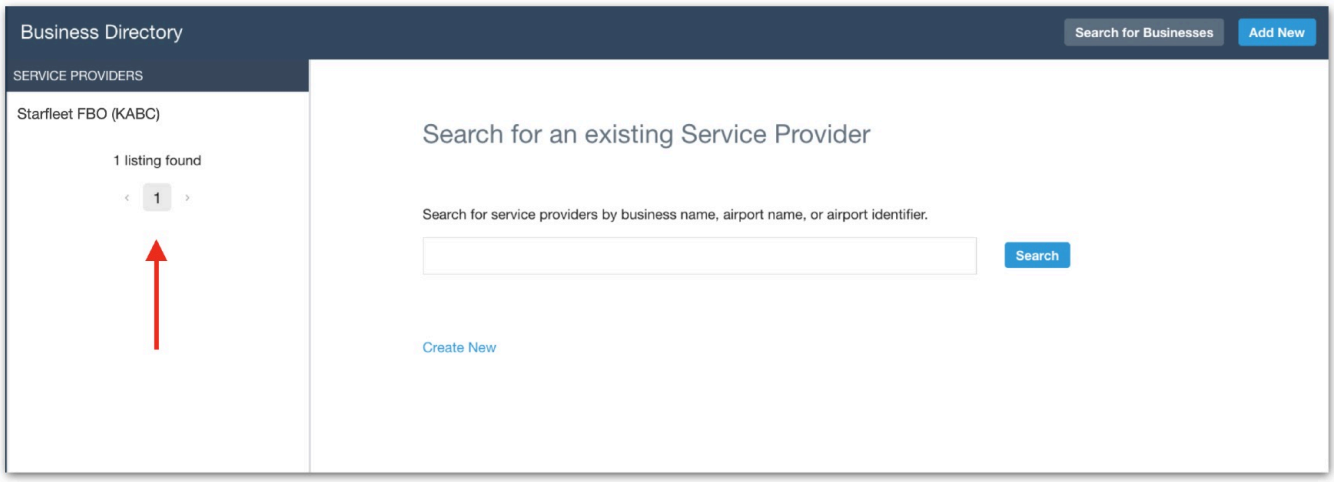
The request is subject to validation before administrator access is granted.

8.3.2 Editing Owned Listings

When assigned as an administrator of a listing, the listing can be edited. Use the following steps to access an owned listing:

1. Select **Directory** from the navigation list.

2. Select a listing from the Service Providers column to open and edit it.



3. Edit open fields, or select the **Edit** button in a section to edit the section.

4. Select **Save** in the view being edited to save changes.

CHANGE HISTORY

Version	Date	Change Summary
2026.10.1	October 2026	• Added Safety Management System chapter.
2026.08.1	August 2026	• Original version.



ForeFlight

Jeppesen ForeFlight, Inc.
55 Inverness Drive East, Englewood, CO 80112
www.foreflight.com