

ForeFlight

DISPATCH

Guide

ForeFlight

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INTRODUCTION



ForeFlight Dispatch is a premium add-on to ForeFlight Web designed for flight departments of any size. Dispatch supports schedule-to-mobile flight planning and centralized operational management.

Dispatch provides a centralized Flight Status Board with integrated air traffic control (ATC) messaging. From the Flight Status Board, flights can be filed, delayed, or canceled. Assigned flights are available to pilots in ForeFlight Web and on supported mobile devices.

Crew assignment and mobile flight release are integrated into the flight planning workflow. When a flight is released, associated flight plans and documents automatically sync to the assigned crew member's iPad or iPhone.

A built-in application programming interface (API) supports integration with scheduling platforms, flight service providers, and other operational systems.

For more information about ForeFlight Dispatch, visit www.foreflight.com/products/dispatch

For information about available integrations, visit www.foreflight.com/products/dispatch/integrations/.

GETTING STARTED

To use Dispatch, a license must be purchased for each aircraft intended for use. Flight departments not yet configured with Dispatch should visit www.foreflight.com/products/dispatch/ for more information.

Once Dispatch is purchased for your account, it will be available at www.dispatch.foreflight.com. Sign in with your ForeFlight username and password to get started. Dispatch can also be accessed from ForeFlight Web by selecting **Dispatch** from the left sidebar.

2.1 Layout

Dispatch is organized into four sections: Side Bar, Toolbar, Status Bar, and the Main View. Dispatch is active when it is selected from the Side Bar.

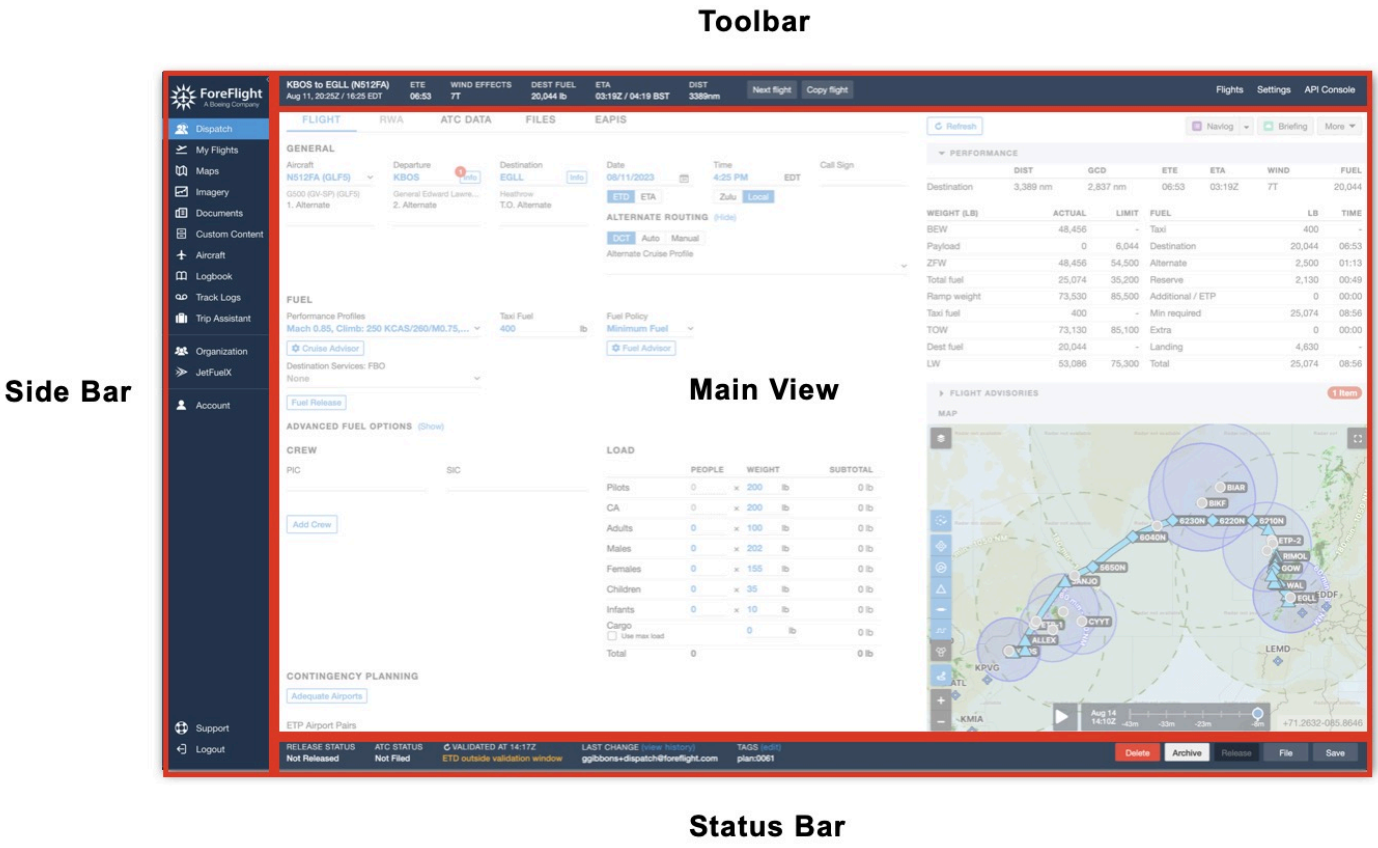


Figure 2-1. Dispatch Layout

2.2 Toolbar

The toolbar at the top of the screen contains a **New flight** and **Flights** button.

- The **New flight** button opens the Flight Editor.
- The **Flights** button opens the Flight Status Board.

When signed in to Dispatchwith an administrator account, **Settings** and **API Console** buttons are added to the Toolbar.

- The **Settings** button opens Dispatch Settings.
- The **API Console** button opens the API Console view.

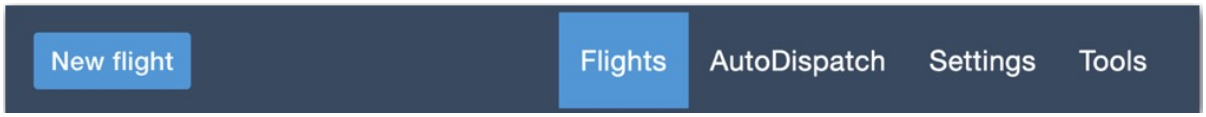


Figure 2-2. Flight Status Board - Administrator Toolbar

2.2.1 Flight Editor Toolbar

When in the Flight Editor, a Flight Summary is added to the left side of the Toolbar. **Next flight**, and **Copy flight** buttons are added to the right of the summary.

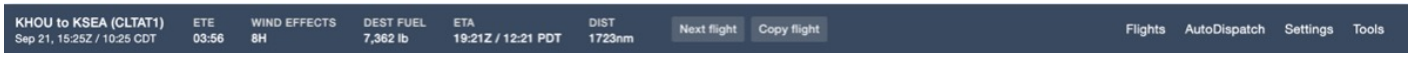


Figure 2-3. Flight Planning Toolbar

- The **Flight Summary** provides a brief overview of the flight's distance, estimated flight time, fuel to destination, and estimated time of arrival.
- The **Next flight** button allows you to create a new flight automatically populated with details from the current flight. The **Next flight** button is first shown after your current flight has been saved.
- The **Copy flight** button can be used to duplicate a flight you need to plan again. Copying a flight is the preferred method for planning a flight with the same route, crew, and aircraft instead of editing an old flight.

2.3 Status Bar

The Status Bar at the bottom of the screen displays flight status information. If a status does not apply to a flight (e.g., Electronic Advanced Passenger Information System (EAPIS) or Recall #), it is removed from the Status Bar. Each potential status update is described in this section.

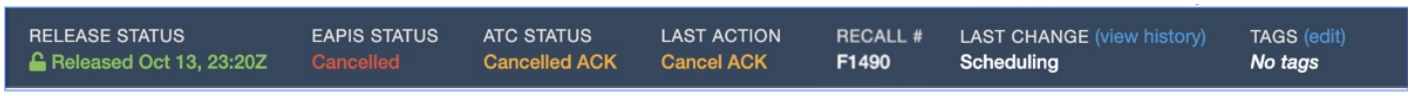


Figure 2-4. Flight Status Bar

2.3.1 Release Status

The Release Status displays whether or not a flight has been released to the crew. Once a flight is released, the crew and Flight Watchers (if applicable) receive email notifications and the flight becomes available in ForeFlight Mobile. There are three potential release statuses:

- **Not Released** is displayed when a flight is being planned and has not yet been released to the crew.
- **Auto-Releasing at** is displayed when a flight has been saved and the Auto-Release setting is enabled. The flight will be released to the crew at the Release At time.
- **Released** is displayed once a flight has been released to the crew. The time and date that the flight was released is displayed in the status bar along with a lock symbol. The lock symbol indicates whether the flight was released as editable (unlocked) or read-only (locked).

2.3.2 EAPIS Status

The status of electronic passenger information is displayed in the EAPIS section. There are three potential EAPIS statuses:

- **Saved** is displayed when the EAPIS manifest has been filled out but is not yet submitted.
- **Confirmed** is displayed when the EAPIS manifest has been submitted and the customs office (responsible for the destination airport) provides an acknowledgment that the manifest was received.
- **Cancelled** is displayed when the customs office (responsible for the destination airport) cancels the electronic passenger manifest.

2.3.3 ATC Status

The status of the flight plan is displayed in the ATC Status field.

- **Not Filed** is displayed when a flight plan has not yet been submitted.
- **Filed** is displayed when a flight plan has been submitted, but an acknowledgment has not yet been received from ATC.
- **Filed ACK** is displayed when a flight plan has been filed and an acknowledgment has been received from ATC.
- **Rejected / Error** is displayed when a flight plan has been rejected by ATC.
- **canceled** is displayed when a flight plan has been canceled by an account member.

2.3.4 EUROCONTROL Validation

When planning a flight in EUROCONTROL airspace, the route and aircraft equipment are analyzed by Dispatch. The EUROCONTROL status of the flight is displayed in the Validated At section of the Status Bar. The following statuses are possible:

- **EUROCONTROL Valid** is displayed when the route and aircraft equipment meet EUROCONTROL requirements for the estimated departure time.
- **EUROCONTROL Invalid** is displayed when the route or aircraft equipment does not meet EUROCONTROL requirements for the estimated departure time.
- **ETD outside validation window** is displayed when the flight's estimated departure time is outside the EUROCONTROL validation period.

2.3.5 Last Action

When the filing status of a filed flight plan changes (e.g., filed to canceled), the last action performed by ATC is displayed in the Last Action section.

2.3.6 Recall Number

When FMS uplink is enabled, the recall number is displayed in the Status Bar and in the Navlog. It is generated either when the flight is saved, filed, or filed and released. The FMS Uplink/Recall setting determines when the recall number is generated.

If the flight's tail number, departure, destination, or route are changed after the recall number has been generated, a new recall number is generated and updated in the Status Bar, Flight History, and the Navlog.

2.3.7 Flight History

Dispatch records flight history for almost every action performed by an integrated scheduling service, Dispatch user, user of ForeFlight Mobile, or ATC. For example, the following actions are recorded and displayed in Flight History.

- A flight is created by a scheduling service.
- The Navlog is generated by Dispatch.
- A change to the route is entered in ForeFlight Mobile.
- Payload is updated in Dispatch.
- Filing status is updated by ATC.

To view the flight history, click **(view history)** in the Status Bar and refer to the Flight History window.

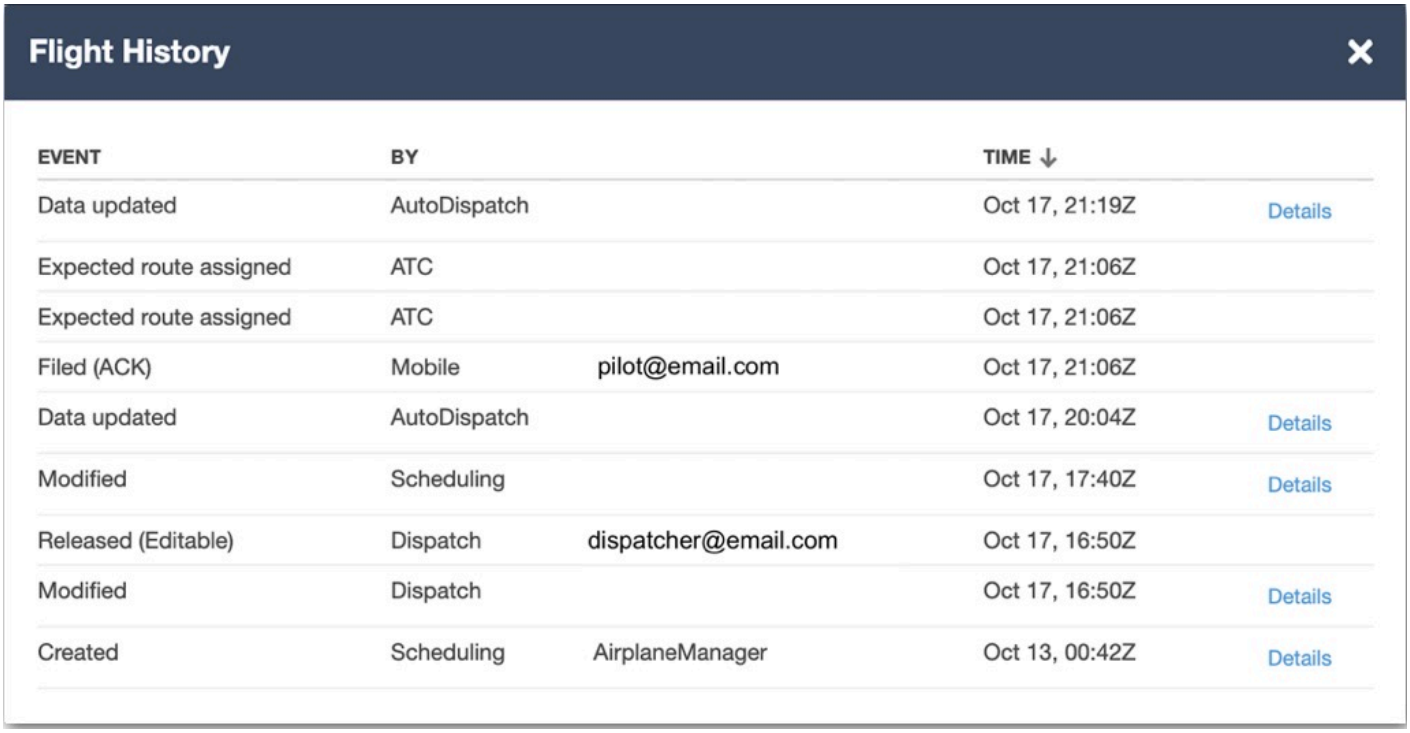


Figure 2-5. Flight History Window

2.3.7.1 Flight History Window

The Flight History window displays each change event on a separate row. The entity that performed the action is recorded in the **BY** column. The following entities can appear in the **BY** column.

Scheduling

Displayed when an integrated scheduling service performs an action.

Dispatch

Displayed when an action is performed by someone using Dispatch. The username of the person that made the change is displayed next to the Dispatch label.

Mobile

Displayed when an action is performed by someone using ForeFlight Mobile (e.g., editing the route in ForeFlight Mobile). The username of the person that made the change is displayed next to the Mobile label.

ATC

Displayed for actions that come from Air Traffic Control (e.g., Expected route assigned).

AutoDispatch

Displayed when Dispatch's automation generates the action (e.g., Navlog Added).

2.3.7.2 Flight History Details

Click **Details** next to any change in the Flight History window to see what specific changes were made. Click the **X** button in the upper-right corner of the details to collapse the detailed view. The image below is an example of the changes that are recorded by Flight History.

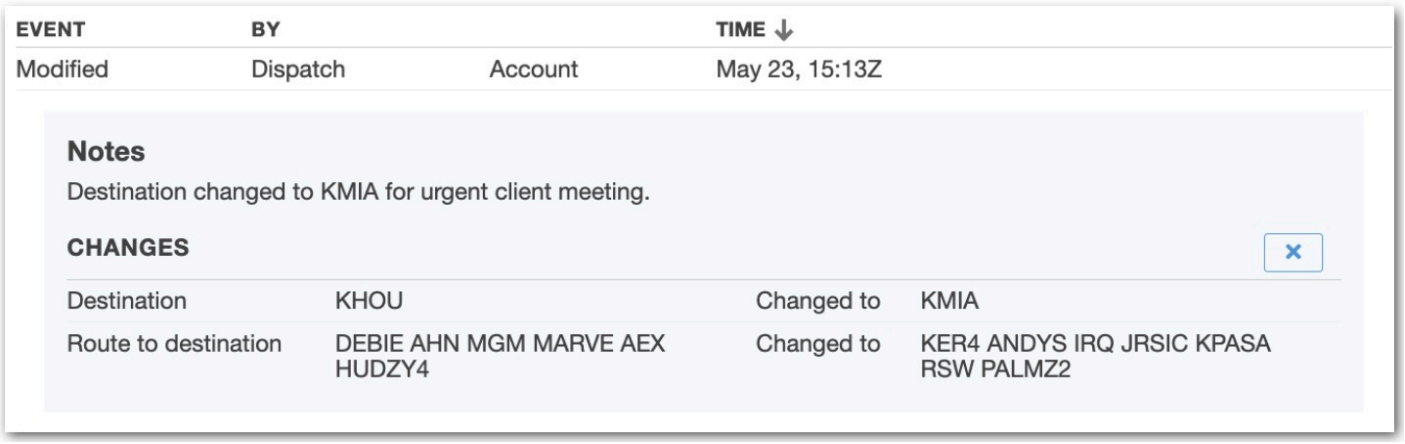


Figure 2-6. Flight History Details

2.3.8 Tags

Tags provide additional flight filtering and search capabilities. Refer to Tags for more information.

2.3.9 Delete - Archive - Export - Release - File - Save Buttons

The right side of the Status Bar contains a **Save** button. Edits to flights in Dispatch are not saved automatically. If you attempt to close your browser before saving edits, a prompt warning you that changes will be lost appears. After saving, the Delete, Archive, Export, Release, and File buttons appear. See Saving Flightsfor more information.

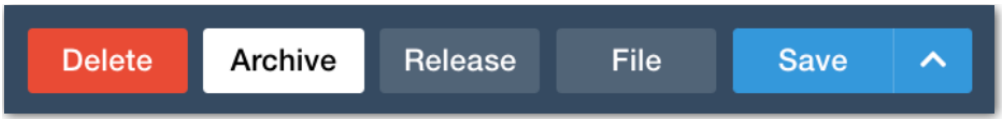


Figure 2-7. Bottom Row Buttons

2.3.10 Delete Button

The **Delete** button deletes the flight from the account. If a flight is deleted, it is not visible to anyone on the account.

2.3.11 Archive Button

See Archived Flights for more information.

2.3.12 Export Button - Military

See Export for more information.

2.3.13 Release Button

Selecting the **Release** button sends the flight to the assigned crew. Once released:

- Crew members and Flight Watchers receive email notifications.
- The flight appears in ForeFlight Mobile on the crew members' devices.
- The **Release** button becomes inactive.

Flights created directly on a crew member's mobile device are automatically marked as Released when they appear in Dispatch.

For additional details, see Flight Releases.

2.3.14 File Button

The **File** button files a flight plan with the appropriate ATC facilities. To file a flight plan:

1. Click the **File** button (grayed out if a field is missing a required entry).

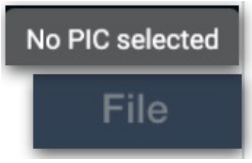


Figure 2-8. File button with missing field note

2. Click **File Flight** in the confirmation window.

2.3.15 Save Button

The **Save** button in the Flight Editor Flight view saves the entered flight data. When all data is saved and up-to-date, the button is grayed-out. When changes are made, the button is blue, indicating that new data is available to be saved.

If required flight data is missing, a **tooltip** appears describing the missing information. Examples of warning messages include:

- Departure airport must be specified
- Departure airport must be specified & Destination airport must be specified
- Destination must be specified.



Figure 2-9. Tooltip Warning for Missing Information

2.4 Sidebar

The sidebar is used to navigate to Dispatch and various other ForeFlight web pages. The double arrows near the top of the sidebar expand and collapse it.

When expanded, the sidebar depicts icons and labels for each page. When collapsed, only the icons are displayed.

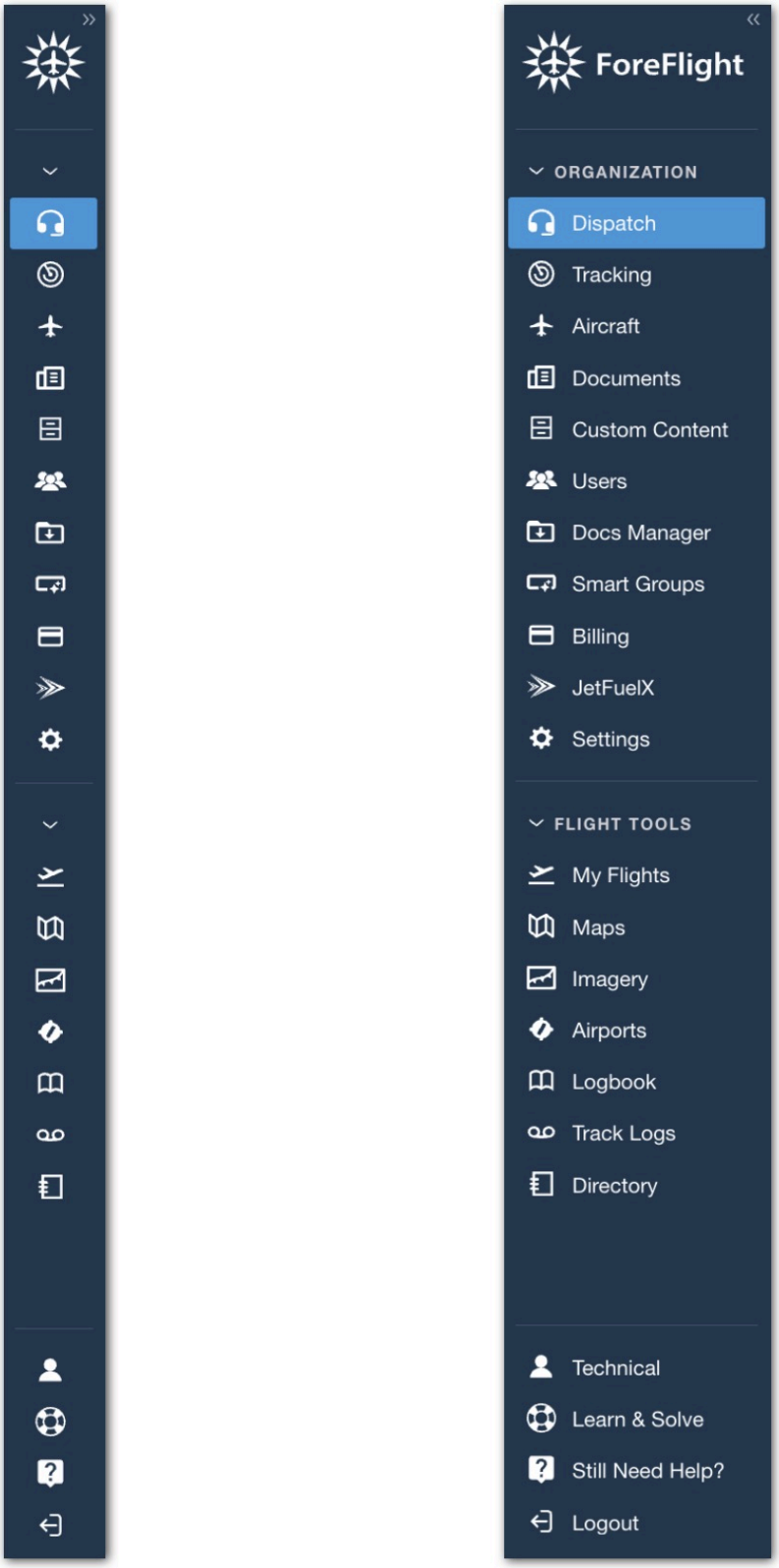


Figure 2-10. Collapsed Sidebar (Left) / Expanded Sidebar (Right)

The navigation buttons have the following functions:

- Dispatch opens the Dispatch Flight Status Board.

- **Tracking** opens the organization's Aircraft Tracking page.
- Aircraft can be used to publish, add, remove, or edit aircraft profiles.
- **Documents** opens the ForeFlight Web Documents view.
- Custom Content opens the ForeFlight Web Custom Content view for adding Custom Airports.
- **Users** is only available to account administrators and is used to manage users and their devices.
- **Docs Manager** provides access to documents for managing organizational documents.
- **Smart Groups** tracks and assigns different regional products to pilots, staff and crew operating within a specific region.
- **Billing** organizes renewal information and transactions for the account.
- JetFuelX opens the **JetFuelX** page for managing contract fuel cards.
- **Settings** opens organizational settings for compliance and flight planning settings.
- **My Flights** opens the legacy Flights page. This page should not be used by Dispatch customers. Instead, the Dispatch page should be used to view flights planned with ForeFlight Mobile or Dispatch.
- **Maps** opens the ForeFlight Web Maps view.
- **Imagery** opens the ForeFlight Web Imagery view.
- **Airports** opens the Airports view to search detailed airport information.
- **Logbook** opens ForeFlight Web **Logbook**. **Logbook** is unique to each user and will only depict flights entered by the pilot.
- **Track Log** opens ForeFlight Web **Track Logs**. **Track Logs** are unique to each pilot.
- **Directory** searches for service providers by business name, airport name, or airport identifier using keywords.
- **Technical** is used to manage ForeFlight Web preferences, integrations, and subscriptions.
- **Learn & Solve** opens the Dispatch **Support** view to access the ForeFlight Dispatch Guide or to report an issue to the Pilot Support Team.
- **Still Need Hel...** links Business and Military aviation users to ForeFlight's aviation support portal.
- **Logout** logs a user off of the account.

> **NOTE:** The sidebar is dynamic and will hide or show navigation tabs based on account privileges. For example, accounts that do not have administrator privileges do not have an Organization tab.

2.5 Main View

The main view can display either the Flight Status Board (default), the Flight Editor, the Settings page, or the API Console. To view the Flight Editor, select **New Flight** or **Edit** from the Flight Status Board.

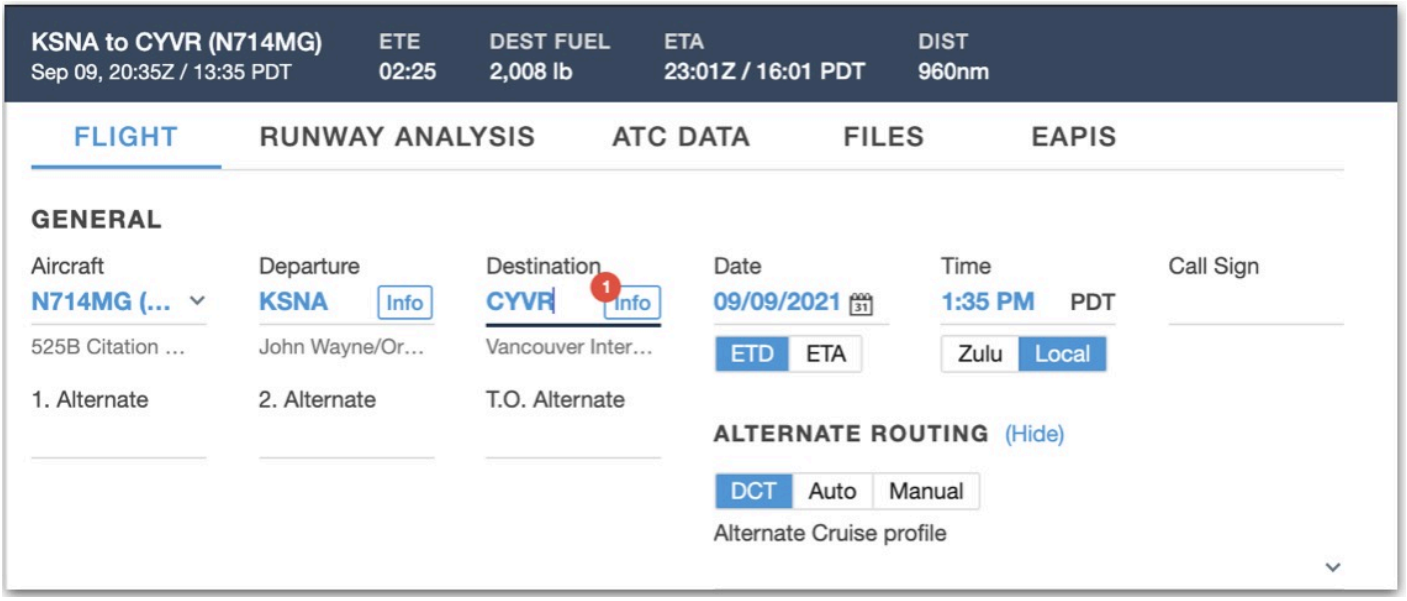


Figure 2-11. Main View - Flight Editor

2.5.1 Flight Status Board

The main view depicts the Flight Status Board when **Flights** is selected from the toolbar. Each flight associated with the Dispatch account is listed on the board in table format. Flights are listed in rows with multiple columns consisting of flight details.

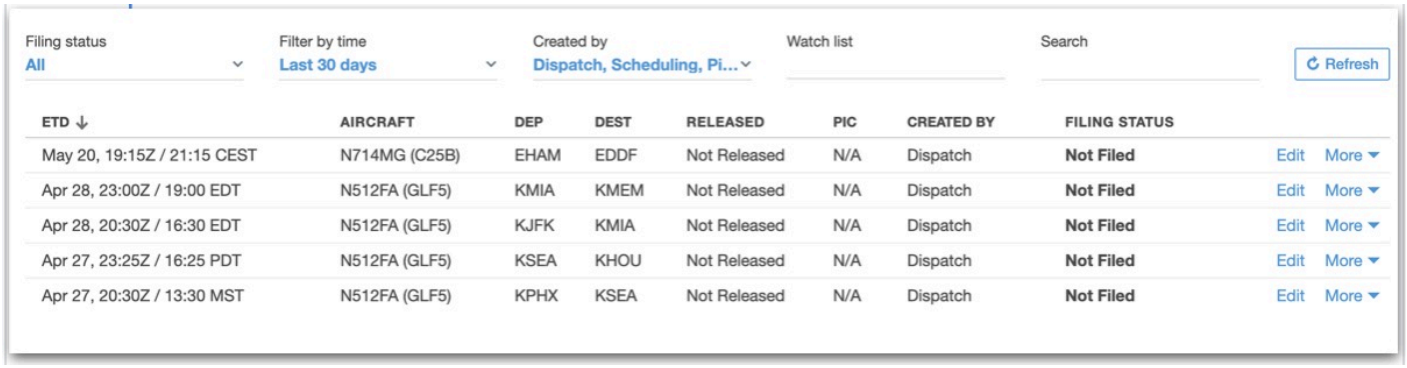


Figure 2-12. Main View - Flight Status Board

> **NOTE:** First-time Dispatch users will see a blank Flight Status Board. Flights must be planned and saved with the Flight Editor or ForeFlight Mobile before they will appear on the board.

2.5.2 Flight Editor

The Flight Editor is depicted in the main view when **New Flight** or **Edit** is selected from the upper toolbar. The Flight Editor is divided into two sections.

The left column displays either the **Flight Editor**, **Runway Analysis**, **W&B**, **ATC Data**, flight **Files,** or the **EAPIS** manifest.

The toolbar near the top of the Flight Editor allows for navigation between these pages. The active page is depicted in **blue underlined** text.

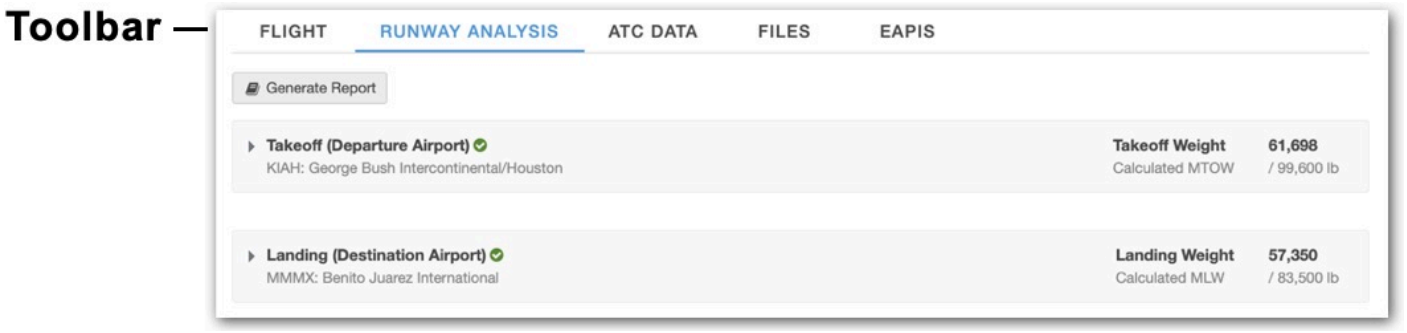


Figure 2-13. Flight Editor Toolbar with Runway Analysis Selected

> **NOTE:** If planning a domestic flight, the **EAPIS** option is removed from the toolbar. Additionally, W&B is only depicted when planning a flight with an aircraft that has a configured W&B template.

2.5.3 Flight Summary

The right column of the main view depicts a flight summary that consists of performance data, flight advisories, and an interactive route map. The flight summary is available at all times when the Flight Editor is active.

The upper right corner of the summary contains buttons to access the flight's **Navlog**, **Briefing**, and **additional documents**.

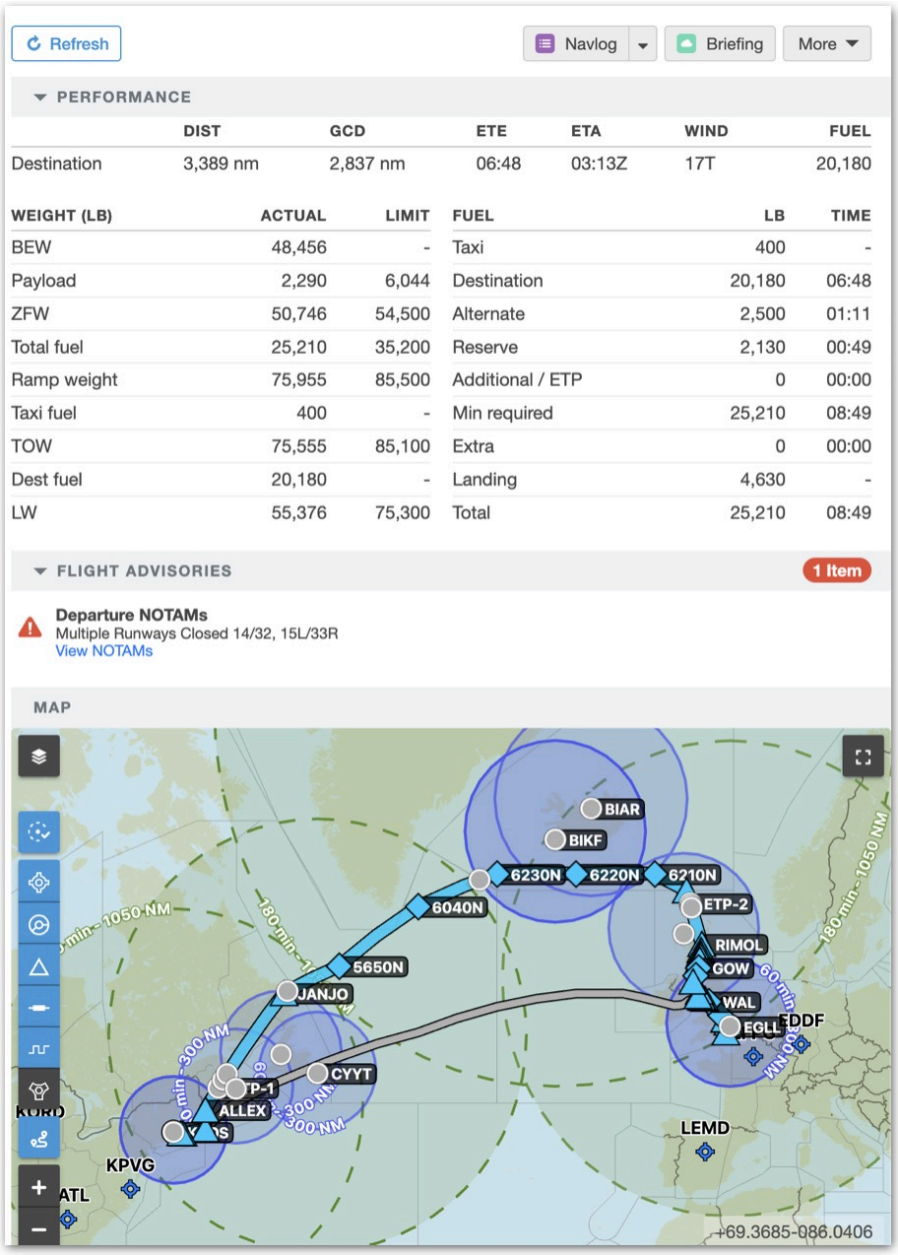


Figure 2-14. Flight Summary

2.6 Settings Design

The Settings page is used to customize Dispatch to meet the flight department's needs. There are customizable settings for flight planning, automatically dispatching flights, operational rules, routes, airports, and the Navlog.

To access Dispatch settings, select Dispatch from the sidebar and **Settings** from the upper toolbar. The Settings page is displayed in the main view with tabs to switch between the individual Settings pages. The active page is depicted in blue underlined text (e.g., PLANNING SETTINGS).

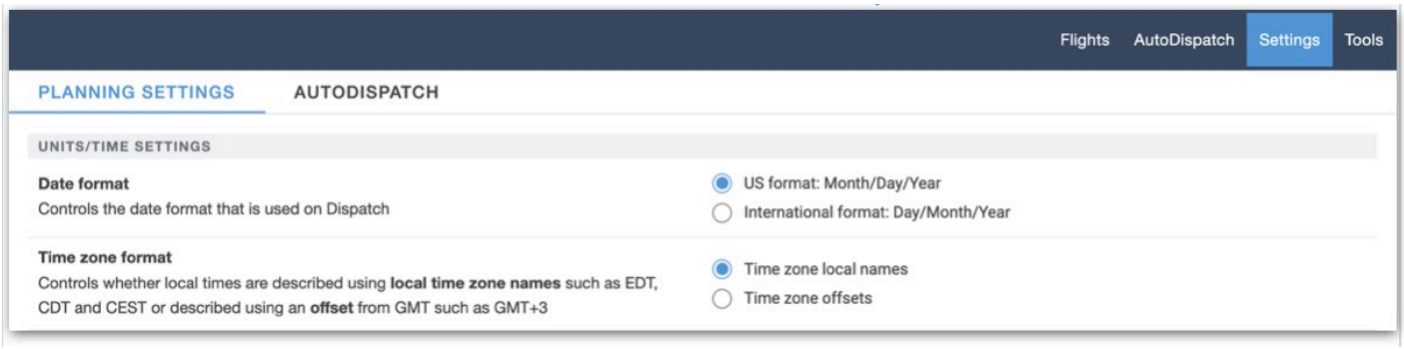


Figure 2-15. Main View - Settings

2.7 API Console

Access the **API Console** page by selecting **Tools → API Console**. The API Console integrates Dispatch with third-party scheduling software. Detailed instructions for integrating Dispatch with a scheduling service can be found in the API Console section.

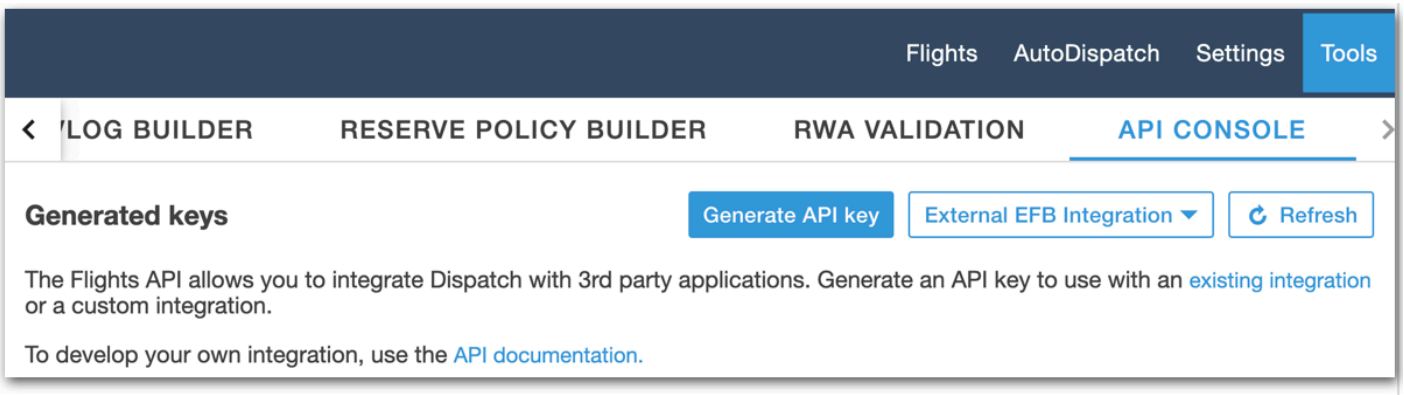


Figure 2-16. Main View - API Console

2.8 Getting Help

The **Learn & Solve** button at the bottom of the Dispatch page sidebar provides access to the ForeFlight Dispatch Guide and can also be used to send Dispatch issues directly to the Support Team.

To access the ForeFlight Dispatch Guide, click the **Dispatch Guide** thumbnail (image).

To report an issue with Dispatch, select **Click here to get help** to proceed to the next step.

> **NOTE:** When selecting **Click here to get help**, a screenshot will be taken of the Dispatch page that is currently being viewed. Ensure the issue that is being reported is visible so it can be viewed by the support team.

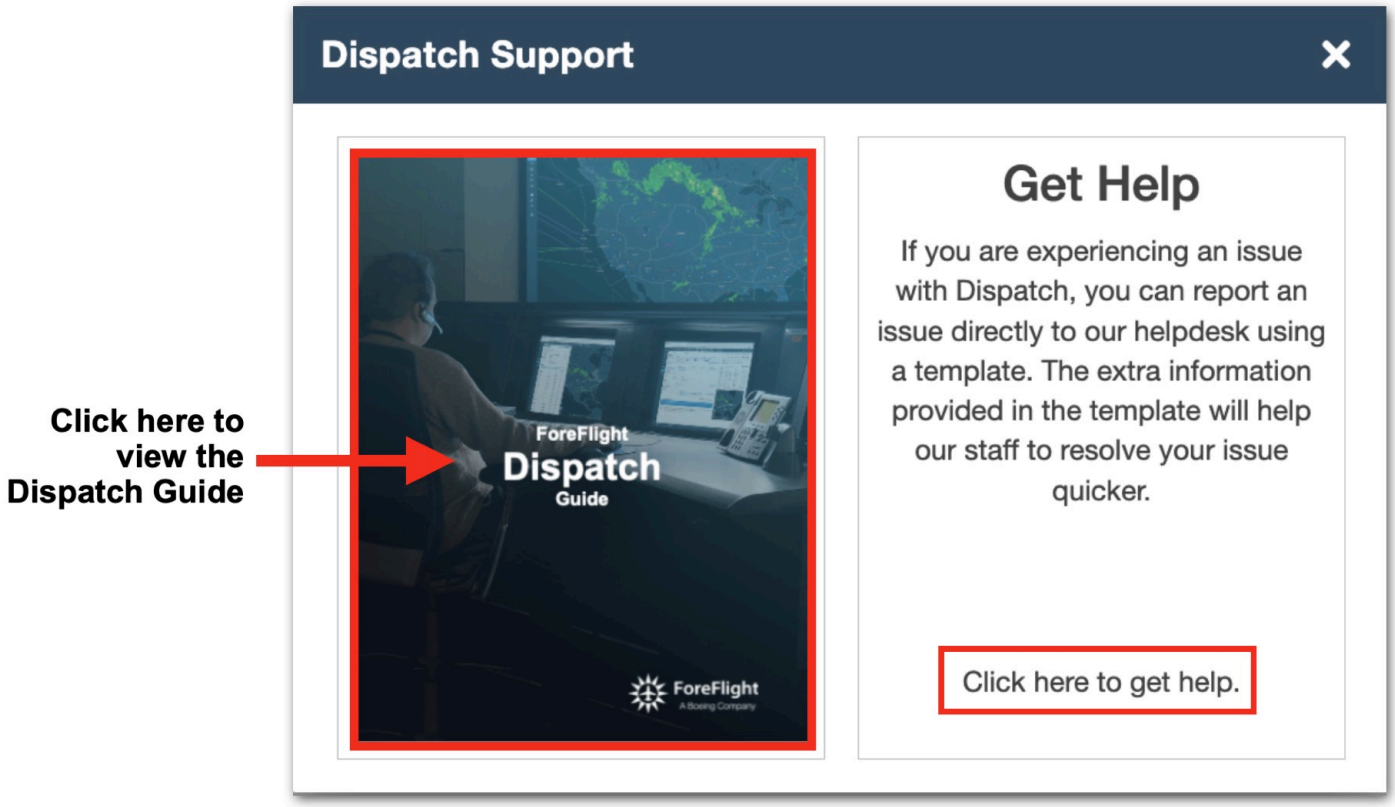


Figure 2-17. Dispatch Support View

> **NOTE:** This feature is only available when Dispatch is active. Other views, such as Maps or Documents, link to the ForeFlight Support Center website when this option is selected.

2.8.1 Reporting an Issue

After clicking **Click here to get help**, a screenshot of the active page is displayed. The screenshot contains an annotation toolbar in the top left corner to draw attention to the issue.

The default annotation setting is the **Pencil Tool** (drawing mode). Left-click the mouse button and hold to draw around the field or area with the issue to provide a visual reference to the support team.

The color of the pencil tool can be changed by selecting the **Color Picker** (eyedrop) button. All annotations can be removed by selecting the **Remove all Drawings** (trash can) button.

After the annotations are complete, select the **Save and Continue** button at the bottom of the screen to move to the next step.

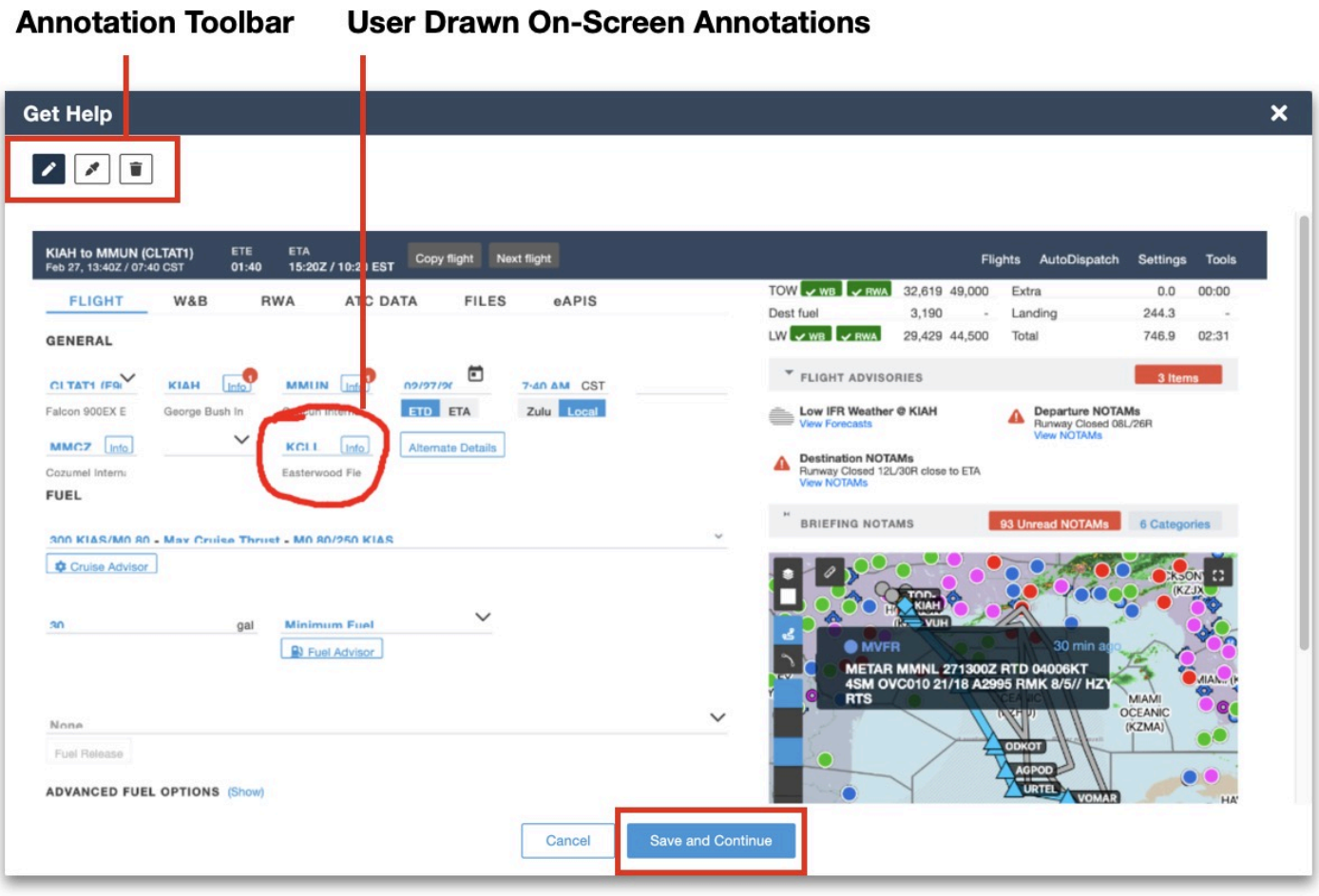


Figure 2-18. Get Help Screenshot

After clicking **Save and Continue**, a form for describing the issue is displayed. The Issue **subject**, **Describe the Issue**, **What is expected to happen**, and **Reproduction** steps fields are mandatory. Answer each question thoroughly. When complete, select the **Submit** button to send the information to the Support Team.

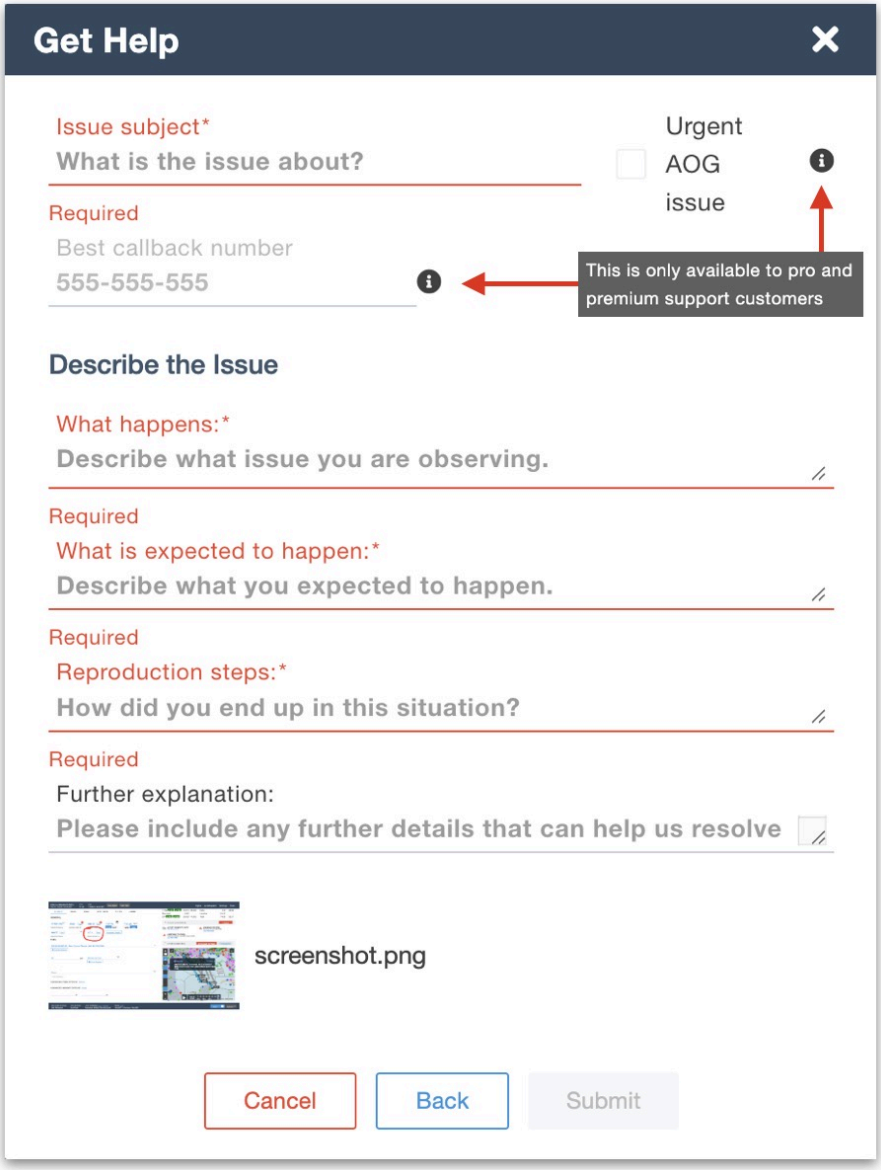


Figure 2-19. Get Help Text View

FLIGHT STATUS BOARD

The Flight Status Board displays flights associated with the flight department. The board is organized into columns that can be filtered and sorted. The columns cannot be reordered or customized.

A maximum of 25 flights are displayed per page by default. Change the maximum flights per page to 50 or 100 using the **Items per page** dropdown below the list of flights.

The Flights Status Board automatically refreshes every two minutes. Manually refresh flights at any time by clicking **Refresh** in the top-right corner of the page.

Tags, labels, icons, and highlights are displayed on the Flight Status Board to indicate various weather, filing, and flight statuses.

3.1 Viewing the Flight Status Board

To view the Flight Status board:

1. Select **Dispatch** from the sidebar.
2. Select **Flights** from the upper toolbar.

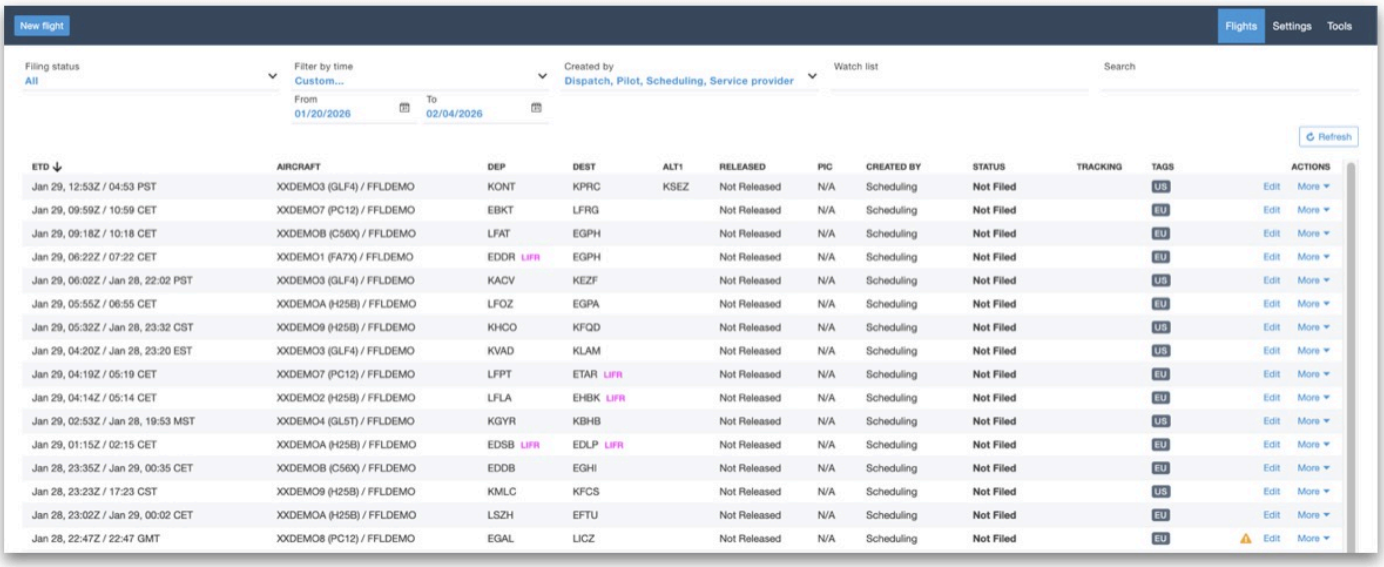


Figure 3-1. Flight Status Board

3.2 Flight Status Board Layout

The Flight Status Board is divided into two sections. The top of the board contains options for searching and filtering flights. The bottom portion contains the Flights Table, which is organized into ten columns.

3.2.1 Sorting the Flight Status Board

The Flight Status Board is ordered by departure time in descending order by default. Mouse over column headers, and if an arrow icon appears, click to re-order the flights based on that column's contents.



Figure 3-2. Sorting Arrow

To sort flights:

1. Click once to sort the list in ascending order.
2. Click again to sort it in descending order.
3. Click a third time to return the list to the default order.

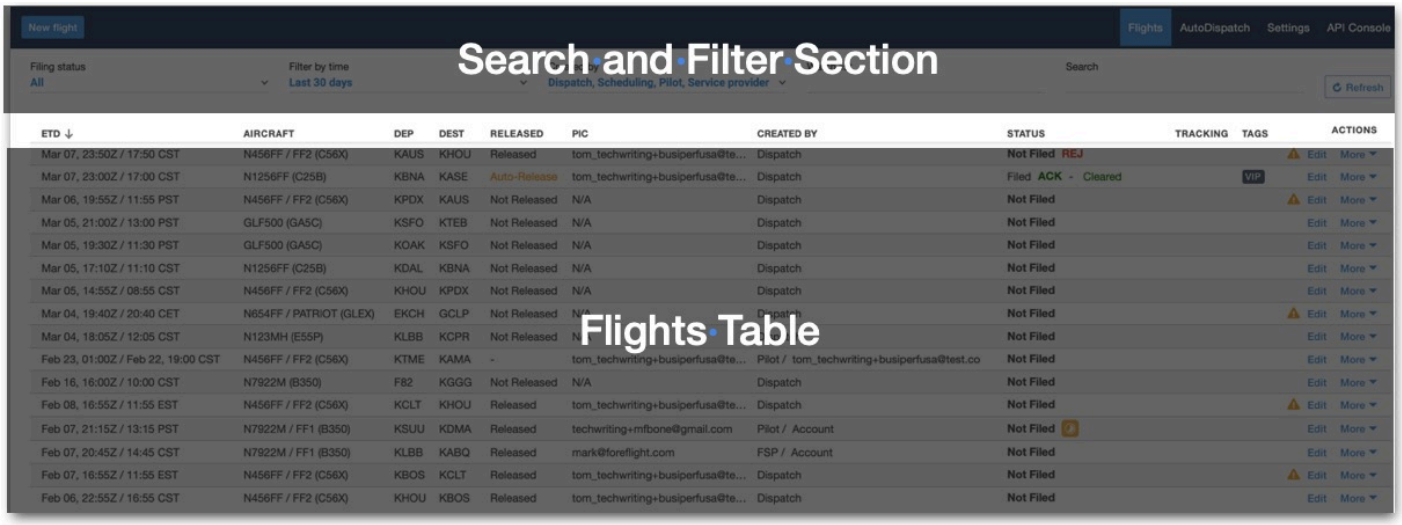


Figure 3-3. Flight Status Board Sections

3.3 Filtering the Flight Status Board

There are three dropdown menus for filtering the Flight Status Board. Flights can be filtered by any combination of Filing Status, Time, or Origin.

Each account member can filter the Flight Status Board. Filter settings are saved via browser cookie and are applied the next time Dispatch is opened on the same computer.



Figure 3-4. Aircraft Field

To filter the Flight Status Board:

1. Sign in to Dispatch and select **Flights** from the upper toolbar to display the Flight Status Board.
2. Click one of the three dropdown menus.
3. Select an option from the list.

The various filtering options are discussed later in this section.

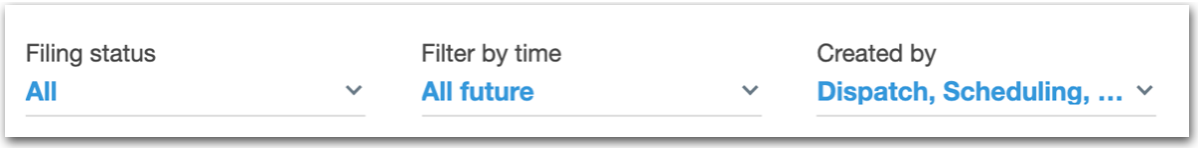


Figure 3-5. Flight Status Board - Filter Dropdown Menus

3.3.1 Filtering by Filing Status

The **Filing Status** menu is used to filter flights based on the current filing status. The following filters exist:

> **All**
>
> Displays all flights regardless of their filing status.

> **Filed**
>
> Displays flights that have been filed, including those that will or have received new expected routes and those that are cleared as filed.

Filed - New Expected

Only shows flights that have been filed and ATC indicates the filed route does not match the expected route. Thus a new route is expected from ATC.

Filed - Cleared

Only shows flights that have received a Cleared message from ATC. Filed - Cleared indicates the filed route matches the expected route and thus the flight is anticipated to be cleared as filed.

Not Filed

Filters the list to show flights that have not been filed.

Rejected / Error

Only shows flights that have been rejected by ATC or encountered an error while filing.

Cancelled

Only shows flights that have been cancelled by an account member.

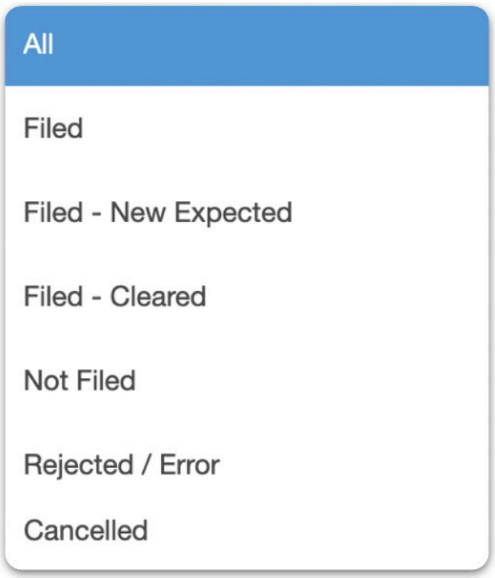


Figure 3-6. Filing Status Filter Options

3.3.2 Filtering by Time

The Filter by time option filters the Flight Status Board to only show flights with certain departure times. The following time-based filters are available:

All Future

Displays flights with an ETD later than 0000z yesterday.

+/- 6 Hours

Displays flights with ETDs within six hours of the present time.

+/- 24 Hours

Shows all flights that are 24 hours before and after the current day. This filter displays flights from yesterday, today, and tomorrow.

+/- 1 Week

Shows flights with ETDs within a week of the present time.

Last 30 days

Shows flights with ETDs within the past 30 days.

Custom

Provides a "From" and "To" field with date-pickers that allow users to define a custom date range from which to show flights. The custom date range is limited to a maximum of 30 days. Selecting a From or To date that results in a date range greater than 30 days will cause the other selection to move such that the 30-day limit is maintained. There is no limit to how far back it can look. All flights in Dispatch are permanently saved and available for later viewing.



Figure 3-7. Filter by Time Options

3.3.3 Filtering by Origin

The **Created by** option filters the Flight Status Board to only show flights that originated in a certain way. Click the checkmark to deselect a Created by option. Click it again to reselect it.

Items that are checked are displayed on the Flight Status Board. The following options are available:

> **Dispatch**
>
> Shows flights created by account members within Dispatch.

> **Scheduling**
>
> Shows flights created by a linked scheduling system via the Scheduling API.

> **Pilot**
>
> Shows flights created by an account member within ForeFlight Mobile using a Dispatch-enabled aircraft.

> **Service provider**
>
> Shows flights created by integrated service providers (Jeppesen Dispatch and others).



Figure 3-8. Origin Filter Options

3.4 Watch List

The **Watch list** allows filtering flights based on custom keywords in addition to the currently selected filters. The Watch List searches flights for anything matching keywords and filters the Flight Status Board.

Watch List search items include:

- Trip ID / Tags
- Aircraft tail number/registration
- Aircraft callsign
- Aircraft International Civil Aviation Organization (ICAO) type code
- DEP, DEST, and ALT1 Airport identifiers (NOT airport or city names)
- PIC names
- Filing Status (including ATC messages like ACK and REJ).

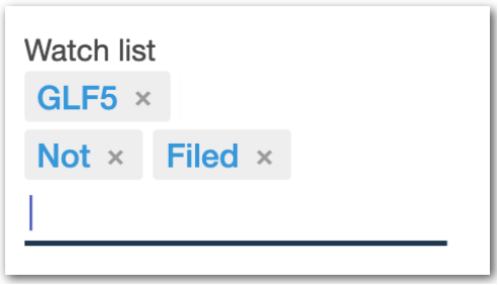


Figure 3-9. Watch List Search

To filter using Watch List, type a word, number, symbol, or phrase into the search field and click **Enter** to add it as a keyword. The Watch List is not case-sensitive and allows spaces so multi-word phrases like names can be added.

Watch List also doesn't require complete keywords to find matches, so entering only a person's first name or the last three characters of an aircraft tail number will still return matching results.

Adding multiple keywords to the Watch List will return results matching any of them, not all of them, so entering three aircraft tail numbers will return flights associated with any of them.

To search for a specific word, include parentheses before and after the word being searched.

There is no limit on how many keywords can be added to the Watch List at a time. Dispatch retains keywords between sessions, so they don't have to be entered again if the browser is closed or logged out. Click the **x** next to any individual keyword to delete it, or click the **x** at the right of the Watch List field to clear the Watch List of all keywords.

3.5 Search Bar

The Search Bar allows a quick filter of the Flight Status Board using a single keyword. The Search bar is similar to the Watch List in that it covers the same flight properties and has the same rules for entering keywords. Unlike the Watch List, the Search bar only allows searching for one keyword at a time and begins filtering the Flights List as soon as typing has started.

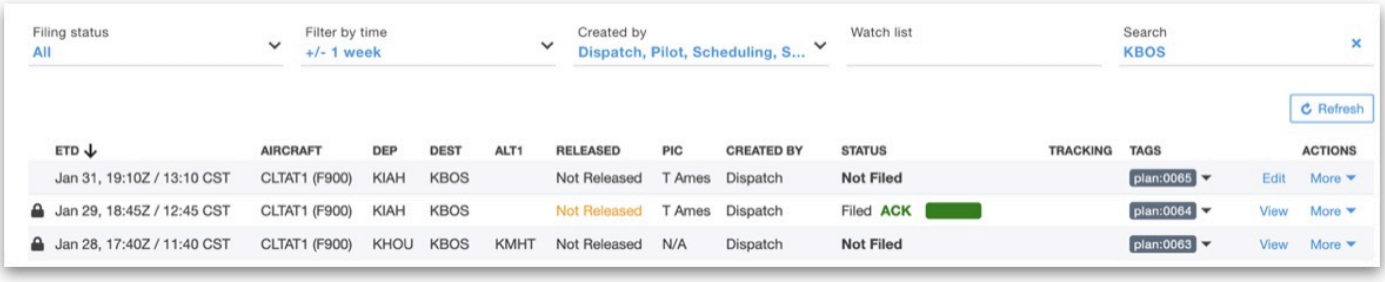


Figure 3-10. Searching via Airport Identifier

3.6 Filtering by Tag or Trip ID

Tag and Trip IDs can be used to filter the Flight Status Board. Clicking a Trip ID or Tag from the Tags column automatically adds the item to the Watch list and filters the Flight Status Board accordingly.

To stop filtering by Tag or Trip ID, remove the item from the Watch list by clicking **[x]**. Multiple tags and Trip IDs can be added to the Watch List by clicking the items in the Tags column.

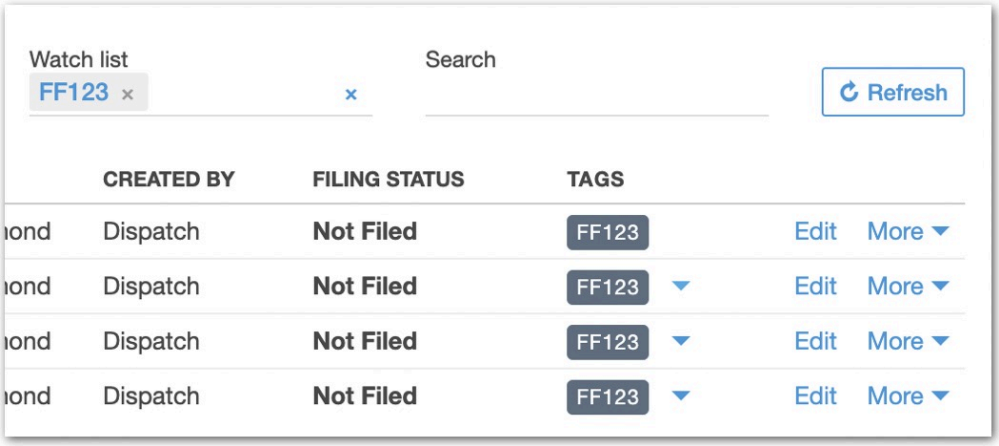


Figure 3-11. Filtering by Trip ID

3.6.1 Flights With Multiple Tags

If a flight has more than one tag or a tag and Trip ID, click the (expand) triangle to the right of the tag to display all of the options. Click the tag or Trip ID to add it to the Watch list and filter the Flight Status Board.

Click **Edit tags** to edit, add, or remove tags from a flight.

To add a tag using the Flight Status Board, click **More → Add tags**.

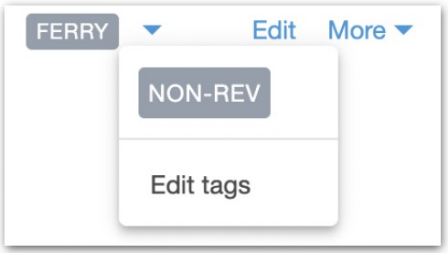


Figure 3-12. Flight with Multiple Tags

3.7 Flight Table Data

The Flights Table consists of eleven columns. Each column is described in detail below. Double click anywhere on the flight, except the DEP or DEST, to select that flight.

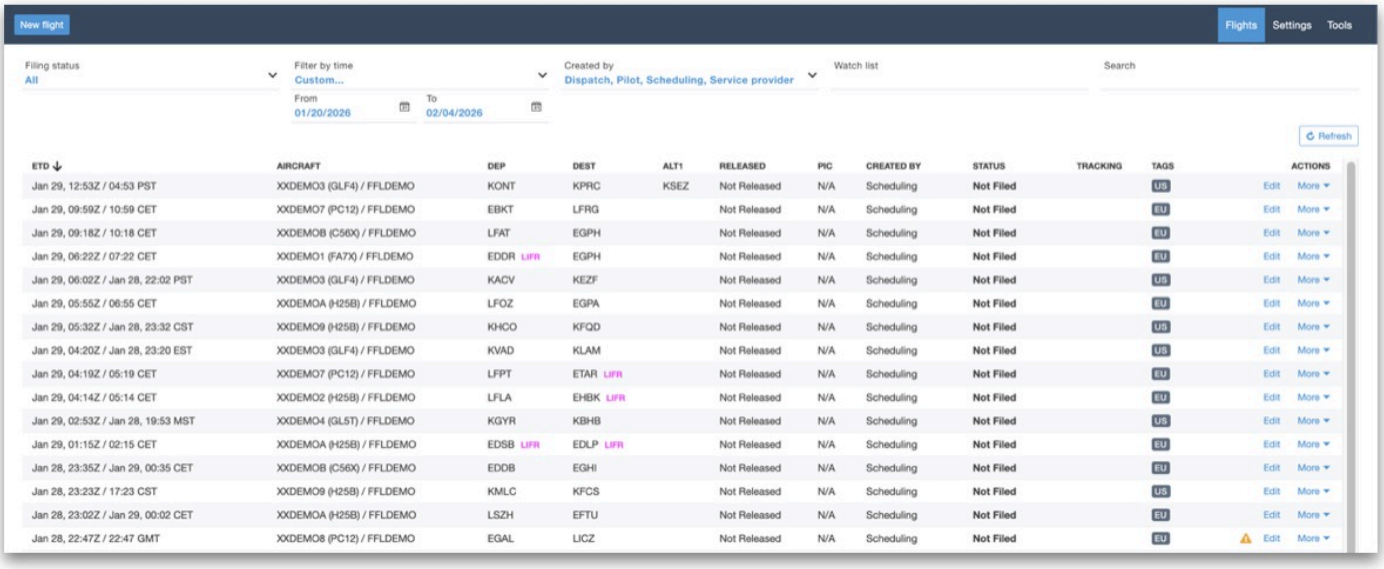


Figure 3-13. Flight Table

3.7.1 ETD

The estimated date and departure time of the flight, (both Zulu and local time) is displayed in the leftmost column. ETD can be sorted in either ascending or descending order.

3.7.1.1 EDCT/CTOT

EDCT/CTOT will display if departure is delayed due to a Traffic Management Initiative or other reason.

The updated departure time is displayed in orange below the flight's original ETD.

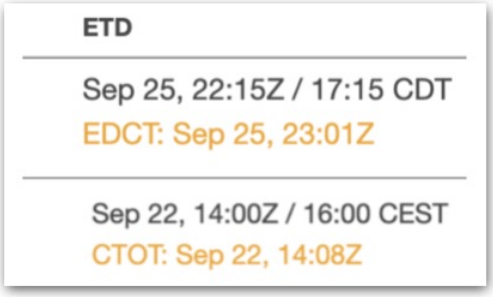


Figure 3-14. Updated Departure Times

3.7.1.2 Archived (locked) Flights

Flights with filed flight plans are automatically archived (locked) 48 hours after the ETD. Archived flights can be viewed, but not edited or deleted. Archived flights display a lock icon left of the ETD.

3.7.2 Aircraft

The Aircraft column displays the alphanumeric registration, callsign (if applicable), and ICAO type. The Aircraft column cannot be sorted.

3.7.3 DEP/DEST

The Departure (DEP) and Destination (DEST) columns show the 3 or 4 letter alphanumeric identifiers for the departure and destination airports. Click on the DEP or DEST airports to display an airport information pop-over with weather and NOTAM information.

Sort identifiers alphabetically in ascending or descending order. Sorting these columns allows flight planners to group flights based on their airport ICAO region designator (e.g., "K" for CONUS, "C" for Canada, "E" for Europe).

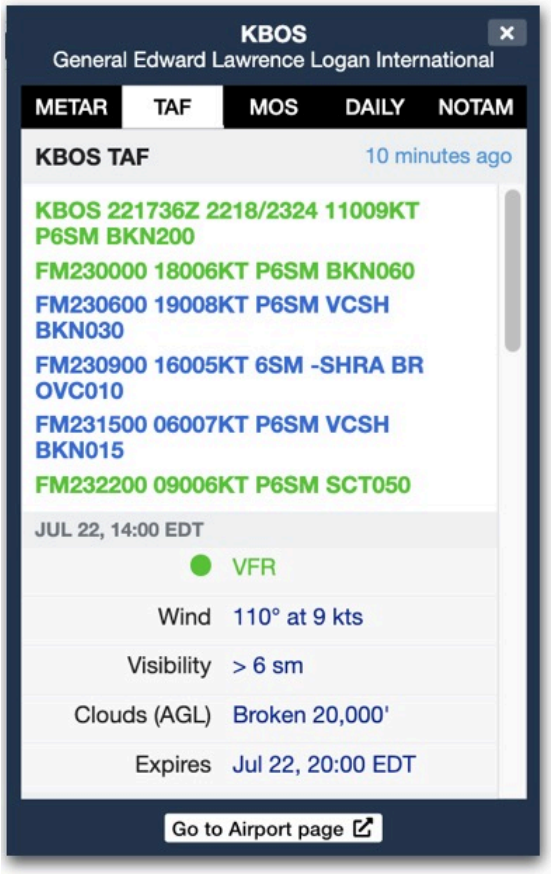


Figure 3-15. Airport Weather and NOTAM Pop-Over

3.7.3.1 LIFR Weather

A Low IFR (LIFR) flag is displayed to the right of the airport identifier when conditions (less than 500 ft ceilings and/or less than 1 statute mile visibility) are expected to exist near the ETD at the departure airport or the ETA at the destination airport.

ETD ↓	AIRCRAFT	DEP	DEST	RELEASED	PIC
Sep 28, 23:15Z / 18:15 CDT	NCL650A / FFL999 (CL60)	KHOU	FID	Released	Robert
Sep 28, 21:00Z / 17:00 EDT	NGL6000 (GLEX)	KTEB	EGLF	Released	Sam T.
Sep 28, 19:15Z / 15:15 EDT	GA550A (GLF5)	KAVO	X07 LIFR	Not Released	N/A
Sep 28, 17:15Z / 13:15 EDT	GA550A (GLF5)	KVNC	KHOU	Not Released	N/A

Figure 3-16. X07 - Low IFR Flag

3.7.4 ALT 1

The ALT 1 column displays the first alternate airport. Click on the airport identifier to open the Airport Information pop-over.

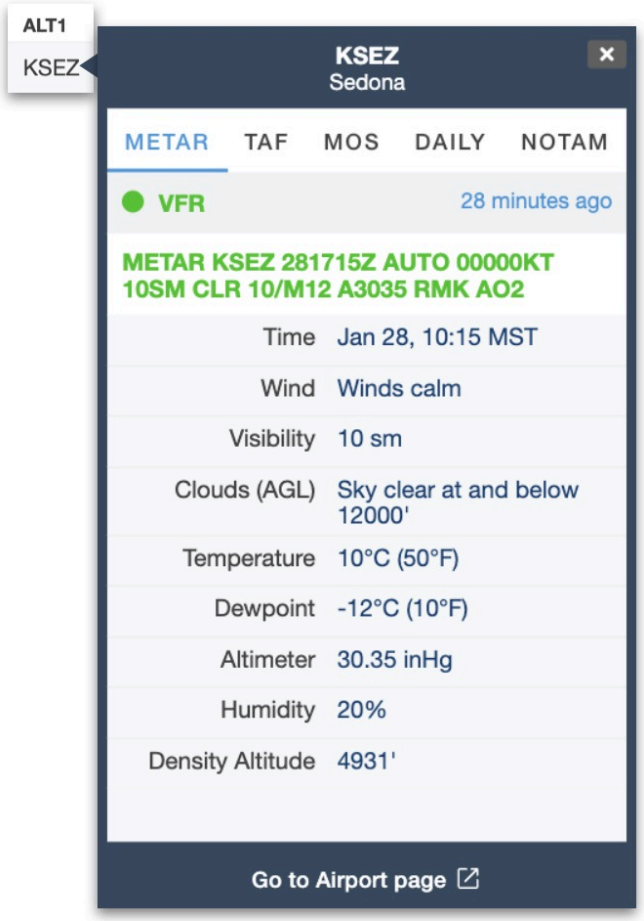


Figure 3-17. Airport Information Pop-Over

3.7.5 Released

The Released column indicates if the flight has been released to the selected crew members. Released flights appear on crew members' mobile devices and are automatically updated with any changes made to the flight within Dispatch. If a flight has been filed but not yet released, a tooltip will appear with the message, **Filed. Release pending** informing the dispatcher that the flight is still awaiting release.

Flights created by a crew member on their mobile device will automatically show as **Released** when they appear in Dispatch. It cannot be sorted.



Figure 3-18. Released Dropdown

3.7.6 PIC

The Pilot in Command (PIC) column shows the name of the account member selected as the Pilot in Command. If no PIC has been selected, "N/A" is displayed. The PIC column can be sorted alphabetically in ascending or descending order.

3.7.7 Created by

The Created by column indicates the source of the flight. This column can be sorted alphabetically in ascending or descending order. The following potential flight plan originators are:

> **Dispatch**
>
> Indicates the flight was created by an account member within Dispatch using either the **New Flight** button or the **Next Flight** button in the Flight Edit view of another flight.

> **Scheduling**
>
> Indicates the flight was created by a linked scheduling system via the Scheduling API. Learn more about **Dispatch's API here**.

> **Pilot**
>
> Indicates the flight was created by an account member within ForeFlight Mobile using a Dispatch enabled aircraft.

> **Service Provider**
>
> Flights created by an integrated service provider such as Jeppesen Dispatch.

3.7.8 Filing Status

The Filing Status column depicts the flight plan's filing status, ATC messages, and if a flight has an Active Navlog in progress. The Filing Statuses are:

> **Not Filed**
>
> The flight plan has not been filed.

> **Filed**
>
> The flight plan has been filed.

> **Canceled**
>
> The flight plan was filed and subsequently canceled by an account member. Canceled flight plans can still be modified and refiled, at which point the status will change back to Filed.

> 
>
> Active Navlog in progress.

3.7.8.1 ATC Messages

When a message is received from ATC, the message is displayed to the right of the filing status.

> **ACK**
>
> Indicates the flight plan has been acknowledged by ATC.

> **ACK - New Expected**
>
> Indicates the filed route does not match the expected route and thus a new route from ATC is expected.

> **EAPIS**
>
> Displayed when EAPIS has been submitted and accepted.

> **EAPIS**
>
> Displayed when EAPIS has been started but not yet submitted and accepted.

> **PDC**
>
> Indicates ATC has issued a pre-departure clearance for the flight plan.

> **Unknown**
>
> Indicates the filing system has received a message related to the flight that could not be automatically interpreted. Flight planners should inspect the messages using the ATC Data tab and look for any unknown messages.

> **REJ / Error**
>
> Indicates the flight plan has been rejected by ATC. Rejected flight plans always revert to the **Not Filed** state, allowing account members to modify and re-file them, at which point the REJ message will disappear.

> **Partial REJ**
>
> Indicates that the flight plan has been accepted by at least one ATC and rejected by at least one ATC. This indication is more likely to occur on international flights, and the decision to amend is up to the flight planner.

3.7.8.2 Flight Status Board Updates

If a flight plan is filed while viewing the Flight Status Board, the flight is highlighted according to its status. Flights are highlighted green when successfully filed, yellow when pending, and red when rejected.

Jan 11, 00:00Z / Jan 10, 18:00 CST	N1234AB	KLNK	KLNK	Released	N/A	Dispatch	Filed **ACK**	Edit	More
Jan 10, 21:45Z / 15:45 CST	N1234AB	KLNK	KLNK	Released	N/A	Pilot	**Not Filed**	Edit	More
Jan 10, 18:45Z / 12:45 CST	N456CD	KLNK	KLNK	Released	N/A	Dispatch	Filed **ACK**	Edit	More
Jan 10, 18:15Z / 12:15 CST	N1234AB	KLNK	KLNK	Released	N/A	Dispatch	Filed **ACK**	Edit	More
Jan 10, 17:45Z / 11:45 CST	N1234AB	KLNK	KLNK	Released	N/A	Pilot	Filed **ACK**	Edit	More
Jan 10, 17:00Z / 10:00 MST	N1234AB	KDMA	KDMA	-	N/A	Pilot	**Not Filed**	Edit	More
Jan 10, 14:15Z / 07:15 MST	N1234AB	KDMA	KDMA	-	N/A	Pilot	Filed **ACK**	Edit	More
Jan 10, 14:15Z / 07:15 MST	N789EF	KDMA	KDMA	-	N/A	Pilot	Cancelled **ACK**	Edit	More
Jan 10, 13:45Z / 07:45 CST	N1234AB	KGVT	KGVT	-	N/A	Pilot	**Not Filed**	Edit	More

Figure 3-19. Flight Status Board Updates

> **NOTE:** Canceled flight plans will still display the ACK message if they were acknowledged by ATC before being canceled. However, if a canceled flight plan is re-filed, then the ACK message will disappear until the flight plan is again acknowledged by ATC.

3.7.9 Tracking

The Tracking column shows the progress bar of a live flight with a blue or green bar with **Landed** when complete. Click on the progress bar to open the flight in Tracking.

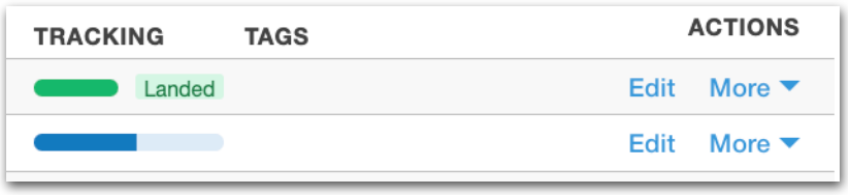


Figure 3-20. Tracking Progress

3.7.10 Tags

The Tags column displays Tags and Trip IDs. Click a Tag or Trip ID to add the item to the Watch list and filter the Flight Status Board accordingly.

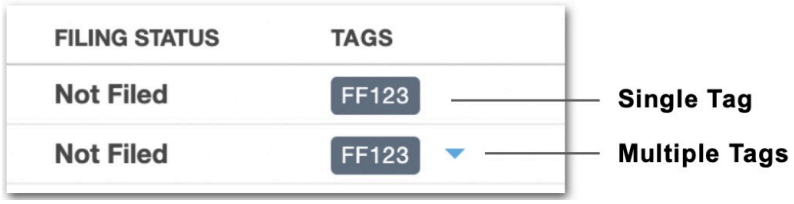


Figure 3-21. Flight Tags

3.7.10.1 Flights with Multiple Tags

If a flight has either more than one tag or a tag and trip ID, a blue triangle is displayed to the right of the tag.

Flights with multiple tags can add, edit, and remove tags and trip IDs from the Flight Status Board. Flights without multiple tags or a tag and trip ID cannot.

To edit tags from the Flight Status Board:

1. Click the (blue) triangle to the right of the tag to expand the menu.
2. Click **Edit Tags** at the bottom of the tags menu
3. Manually edit the trip Id or tag
4. Click **Update**.

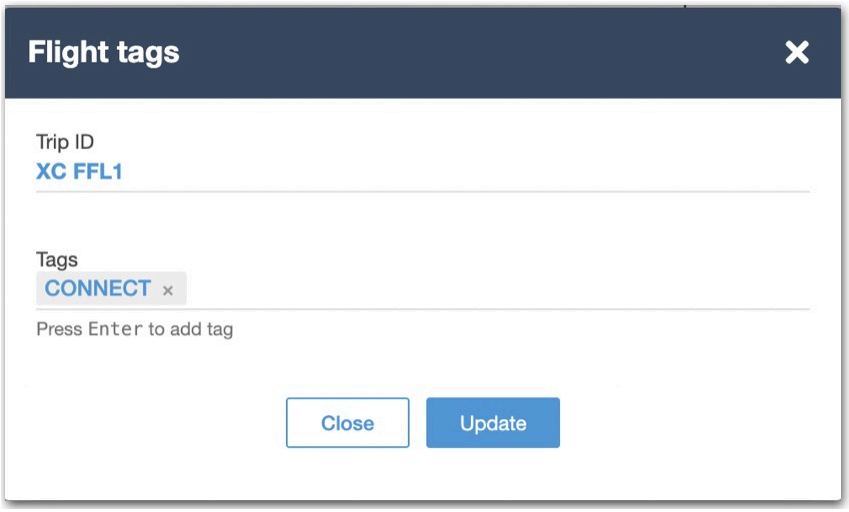


Figure 3-22. Flight Tags Menu

3.7.11 Warning Icon

If a flight generates an error or warning for W&B, Runway Analysis (RWA), en-route performance, or filing, a message appears at the top of the Flight Summary page, and a warning icon appears on the Flight Status Board page to the left of the **Edit** button. To view the associated message, hover the cursor over the warning icon.

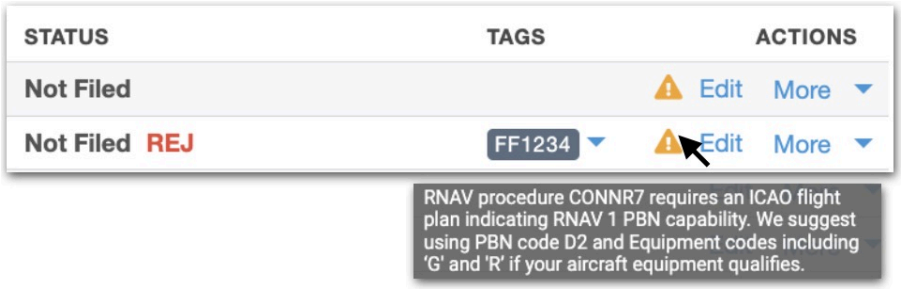


Figure 3-23. Warning Icon with Message

3.7.11.1 Error & Warning Filter

Filter errors and warnings to prevent the warning icon from appearing. Access this setting in **Settings → Planning Settings → Flight List**. Deselecting a category hides the warning icon on the Flight Status Board; however, the warning message remains visible on the Flight Summary page.

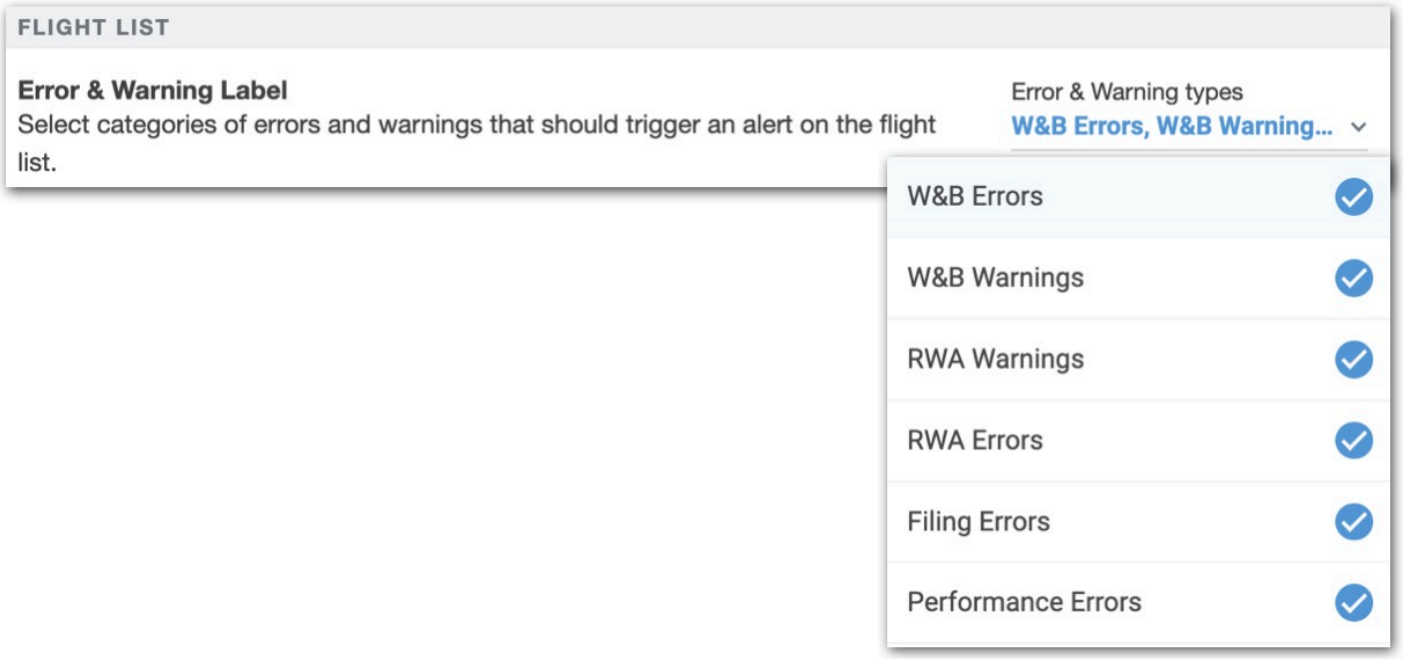


Figure 3-24. Error and Warning Label Filter

3.7.12 Unread NOTAMs Warning

A red dot appears to the left of the **Edit** button when unread NOTAMs fall within the user-defined time frame. This visual alert ensures users are aware of important notices that may affect flight planning. Configure the time frame for these warnings in the Unread NOTAMs Warnings settings (e.g., NOTAMs within 24 hours of departure).

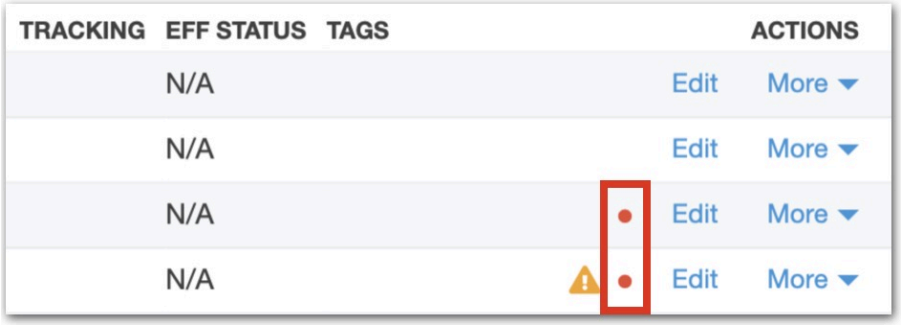


Figure 3-25. Unread NOTAMs Warning

3.7.13 Action Buttons

Edit and **More** action buttons are located to the right of every flight.

The **Edit** button opens the Flight Editor for the selected flight. **More** opens quick actions and documents for the selected flight.

File

Visible for flights that have not yet been filed. **File** submits the flight plan to ATC.

Cancel

Depicted after a flight plan has been filed. This option removes the flight from the ATC database or prevents the plan from being filed if it has not yet been transmitted.

Release

Sends the flight to the assigned crew.

Archive

Locks the flight from editing.

Delay

Is only shown if a flight plan has been filed. It's equivalent to amending and re-filing a flight plan with a later ETD.

Delete

Removes the flight from Dispatch.

Navlog

Shows the flight's Navlog in a new tab.

Briefing

Shows the flight's Briefing in a new tab.

ICAO Document

Shows the flight's ICAO PDF document in a new tab.

Overflight Report

Shows the flight's Overflight Report in a new tab.

ATC Messages

Displays a pop-up with ATC messages that have been received for the flight.

Add / Edit Tags

Allows flight tags to be added or edited.

Fuel Advisor

Opens Fuel Advisor for the flight.

Select

Reveals checkboxes allowing multi-flight briefings.

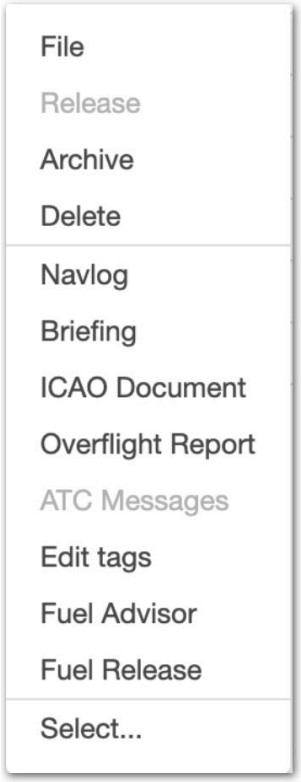


Figure 3-26. Action Buttons

3.8 Generating Multi-Flight Briefings

Dispatch can generate a single briefing for up to five flights. Multi-flight briefings open in a new browser window. Briefings can be downloaded, printed, or shared using the browser PDF tools.

To generate a multi-flight briefing:

1. Filter the Flight Status Board as desired (optional).
2. Under the Actions column, click **More ➔ Select** . After selecting a flight, checkboxes appear on the left side of the Flight Status Board, enabling the selection of multiple flights. To select a flight, click anywhere on the flight except the DEP or DEST.
3. Check the boxes for each flight to be included in the briefing or check the box at the top of the list to select all displayed flights.
4. Select **Generate Briefing** near the bottom of the screen.

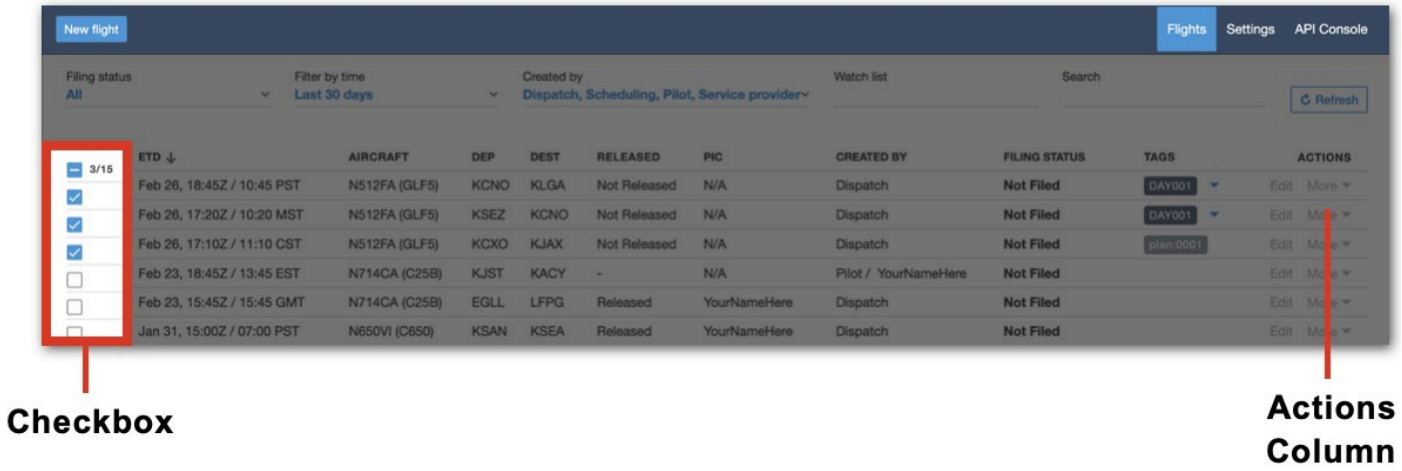


Figure 3-27. Generating Multi Flight Briefings

3.9 Importing CRD Files - Military

CRD is the standard output for military flight planning systems. All ForeFlight Military Flight Bag (MFB) accounts can add flights to Dispatch by importing individual CRD files. To import a CRD file:

1. Select **Dispatch** ➔ **Flights**.
2. Click the down arrow next to **New Flight**.
3. Select **From CRD**.
4. In the Upload CRD route menu, select an aircraft from the dropdown menu.
5. Drag and drop a CRD file into the pop-up menu or browse the file system for the appropriate file.
6. Select **Create Flight**.

Imported CRD files appear at the top of the Flight Status Board in the CRD Upload section and can be searched and filtered as with any other flight. Select **Edit** to the right of any flight to open it in the Flight Editor. Select **Dismiss** to hide the CRD Upload section.

Departure times and cruise altitudes which are included in a CRD file are imported. Dispatch calculates top of climb and descent points, as these are not imported. Dispatch converts any CRD waypoints not in the database to coordinates. CRD files can be imported more than once. Each imported CRD file creates a new flight.



Figure 3-28. Flight Status Board - CRD Upload Section

AIRCRAFT

Flight planning is done with published aircraft which have a Dispatch license. If an aircraft profile is not published, it will not be visible when planning in Dispatch. If an aircraft is published, but a Dispatch license has not yet been purchased, the aircraft will be visible, but it will not be available to select.

For Dispatch licensing information, visit foreflight.com/products/dispatch.

To create an aircraft for the flight department, the user must be an administrator on the ForeFlight account. To create an aircraft:

1. Select **Aircraft** from the sidebar.
2. At the top of the Aircraft list, click **New Aircraft** or select an existing aircraft profile.
3. Enter the aircraft-specific information in the appropriate fields.
4. Click **Publish** near the bottom of the screen.

> **NOTE:** Once an aircraft is published, it is available to everyone on the account. Changes made to a published aircraft are immediately available.

4.1 General

The General section specifies basic information about the aircraft. Manually enter or use the dropdown menus to complete the General section. Descriptions for each General field are listed on the following page. **Tail Number** specifies the registration number, including the country code for the aircraft. Use only letters and numbers in the Tail Number field.

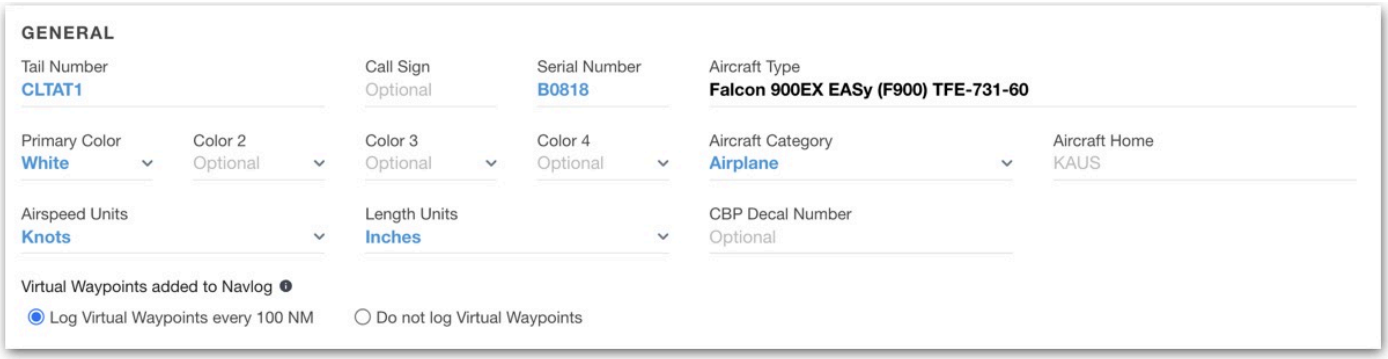


Figure 4-1. Aircraft General Section

Tail Number

Specifies the registration number, including the country code for the aircraft. Use only letters and numbers in the Tail Number field.

Call Sign

Allows the use of a unique identifier and should only be used when the aircraft has been issued one. Call Sign supports seven alpha-numeric characters.

Serial Number

An optional field and can consist of only letters and numbers.

Aircraft Type

Includes a built-in type code search engine. Enter the aircraft make or model in the search box. Scroll through the list to find the aircraft and select the appropriate type code.

> **NOTE:** Ensure the aircraft type includes any applicable supplemental type certificates.

Aircraft Categories

Opens a dropdown to select Airplane, Rotorcraft, or Other.

Primary Color

The color defined by the majority color of the aircraft.

Color 2, 3, and 4

Optional colors that allow users to define up to three other colors, other than the majority color, that distinguish the aircraft.

Aircraft Home

Specifies the ICAO code for the airport where the aircraft is based.

Airspeed Units

Specifies whether the aircraft shall use Knots or MPH.

Length Units

Specifies if the aircraft's W&B uses Inches, Feet, Meters, Millimeters, or Centimeters.

Virtual Waypoints Added to Navlog

Setting defaults to **Log Virtual Waypoints every 100 nm**. Selecting **Do not log Virtual Waypoints** disables this feature.

4.2 Subscriptions

The Subscription section allows ForeFlight administrators to **Buy** or **Cancel** Dispatch licenses, Runway Analysis, or Tracking. If a Dispatch license was purchased and not automatically assigned to the aircraft, click in the Subscription section to **Assign** the Dispatch license to the aircraft. Assigning a Dispatch license to an aircraft makes the aircraft available for use in Dispatch.

To remove a Dispatch license, Runway Analysis, or Tracking from an aircraft, click **Cancel**. Canceling a Dispatch license results in an account credit for the unused time on that aircraft's subscription.

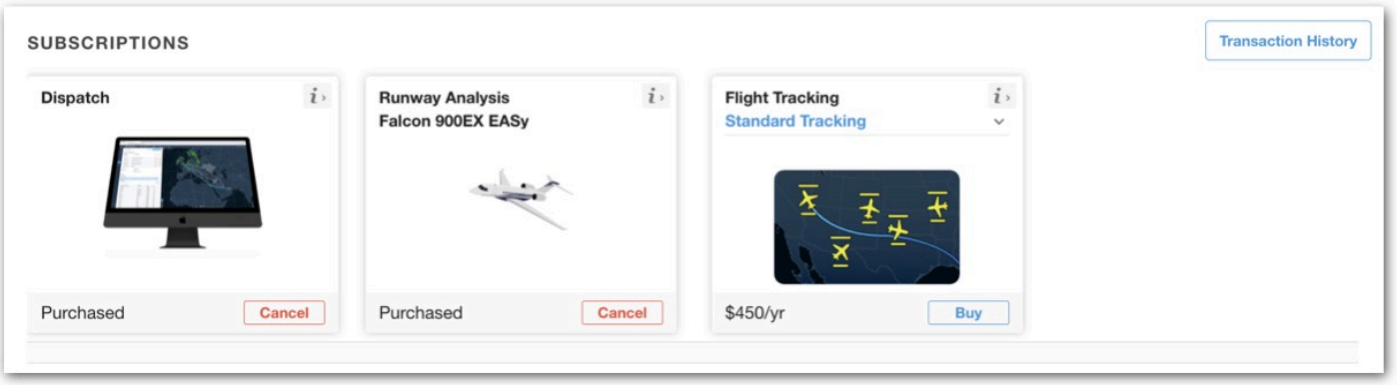


Figure 4-2. Aircraft Subscription Section

4.3 Performance

The Performance section depicts **Climb**, **Cruise**, **Descent**, and **Runway Analysis** performance profiles for the selected aircraft.

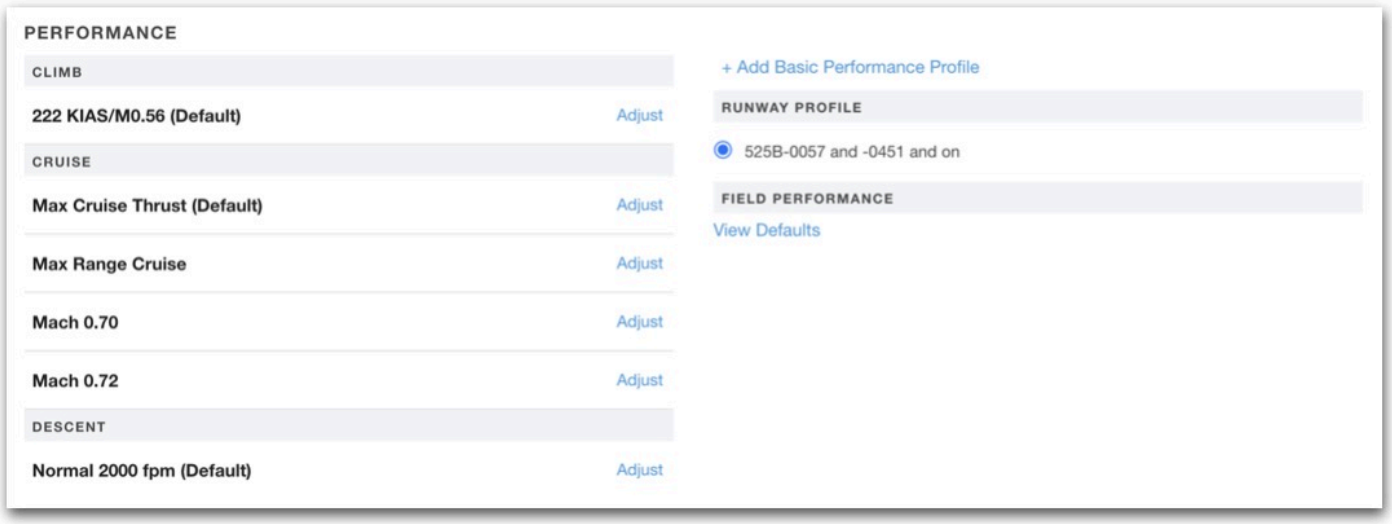


Figure 4-3. Aircraft Performance Section

4.3.1 Climb/Descent Model Adjustments

Clicking **Adjust** in the climb or descent section allows users to modify climb or descent performance by a specific time or fuel amount. For the purpose of this feature, a climb begins at the departure airport and ends at the top of climb waypoint. A descent begins at the top of descent waypoint and ends at the destination airport.

To determine how much bias to apply:

1. Plan a flight and generate a Navlog.
2. Conduct the flight and record actual time and fuel burn per waypoint.
3. Compare the actual results to the Navlog.

For optimal results, multiple flights should be conducted to discover if a trend exists. For example, if the aircraft consistently burns 100 pounds less than what is planned, add a -100 pound fuel bias to the climb model.

After determining how much bias to apply, enter a time or fuel bias and select **Apply** to adjust the planning results for subsequent flights.

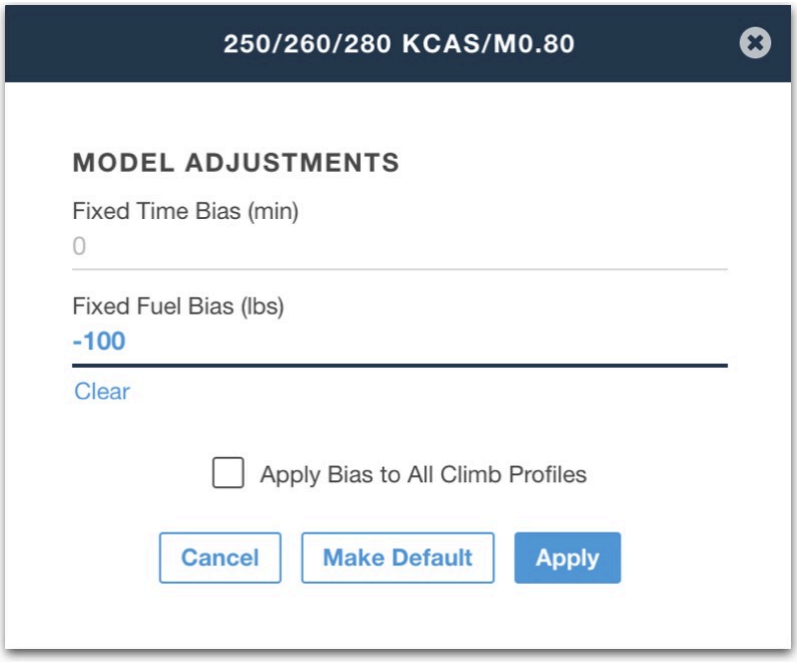


Figure 4-4. Climb Performance Bias

4.3.2 Aircraft with Multiple Climb or Descent Profiles

If the aircraft has more than one climb or descent profile, apply a bias to all profiles by selecting the **Apply Bias to All Climb/Descent Profiles** checkbox. To make a climb or descent profile the default, select **Made Default**.

4.3.3 Cruise Model Adjustments

Clicking **Adjust** in the cruise section allows users to modify cruise performance calculations by a percentage. For example, if the aircraft burns 5% more fuel than what manufacturer data suggests, use the slider to adjust the fuel burn by +5% and click **Apply**.

To apply the cruise adjustment to all cruise performance profiles, select the **Apply Bias to All Cruise Profiles** checkbox. To make a cruise profile the default profile, select **Make Default**.

Default profiles append (**Default**) to profile name. If adjusting the default profile, the **Make Default** button is disabled.

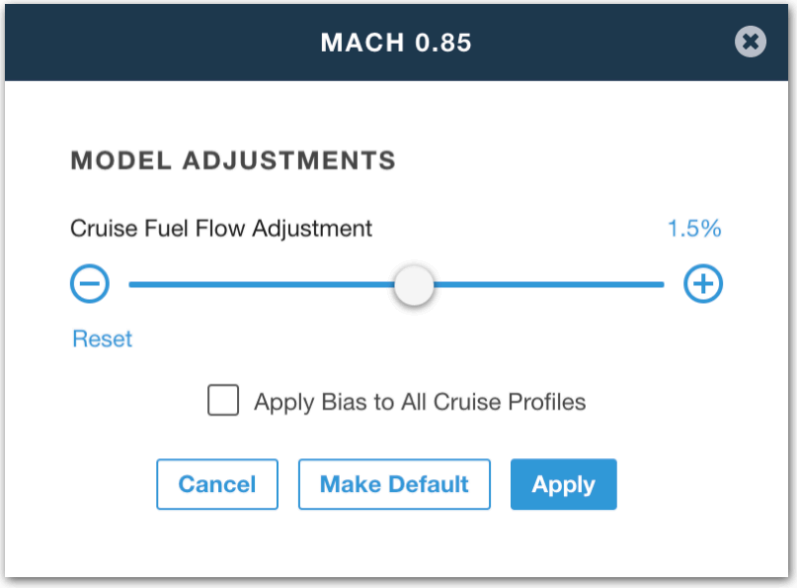


Figure 4-5. Cruise Performance Model Adjustment

4.3.4 Custom Performance Profile - Basic Profile

Basic performance profiles allow users to define aircraft performance in the event a performance profile does not exist for the aircraft. Basic profiles are available to all pilots on the account if the aircraft is published.

To create a custom profile, select **+ Add Basic Performance Profile** ➔ **Basic Profile** .

Provide a name for the basic performance profile (e.g. G500 Profile), then add climb, cruise, and descent information using the aircraft performance charts/tables. Dispatch will compute climb, cruise, and descent performance based on the entries. When the table is complete, select **Save** at the bottom of the screen.

Multiple custom profiles can be created. The custom profile can be set as the aircraft default by selecting **Make Default** at the top of the screen. Custom performance profiles can be selected from the Flight Editor view by selecting **FUEL ➔ Performance Profiles** and in Route Builder by**Adding Waypoint Adjustments ➔ Cruise Profile Change** .

> **NOTE:** Only cruise performance profiles can be changed in Route Builder.

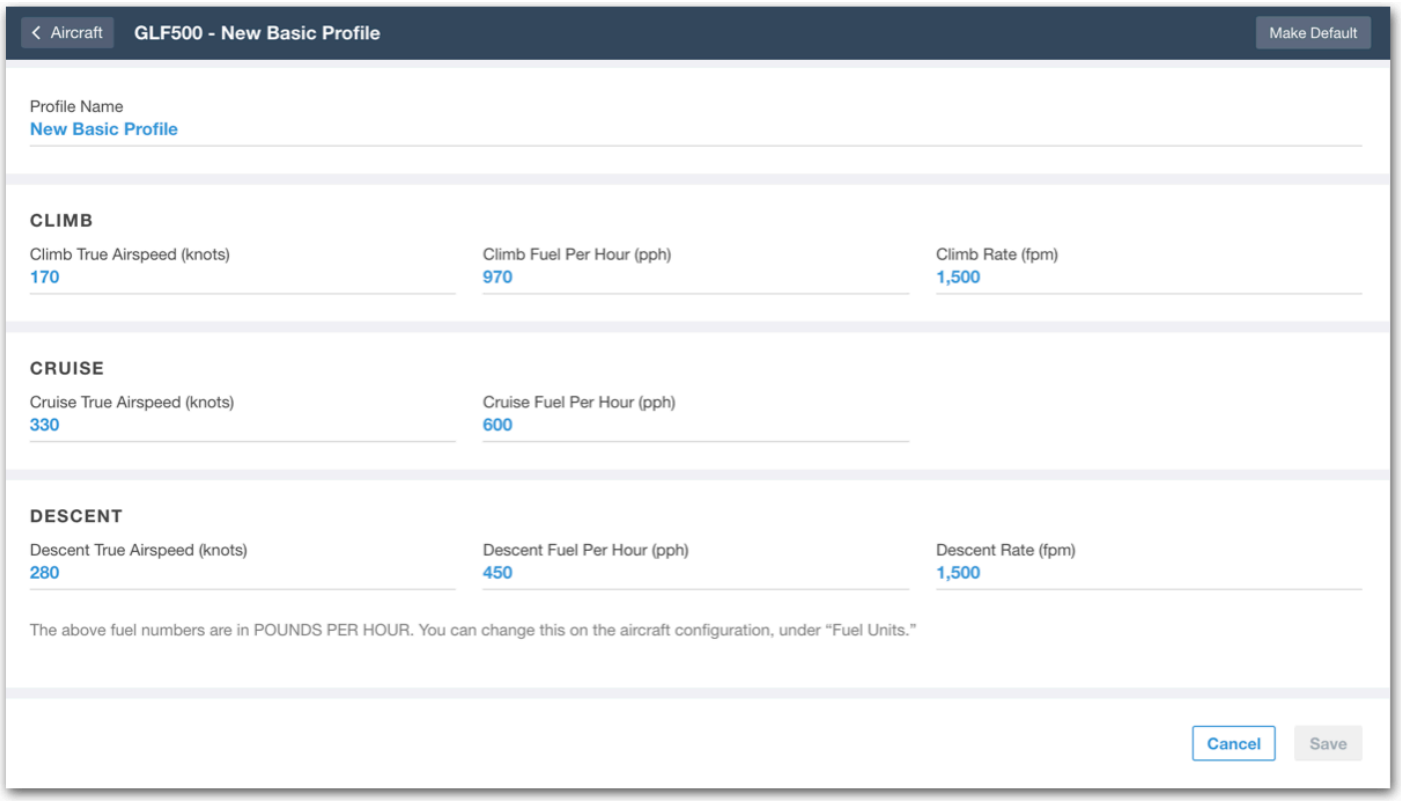


Figure 4-6. Basic Aircraft Performance Profile

4.3.5 Custom Performance Profile - By-Altitude Profiles

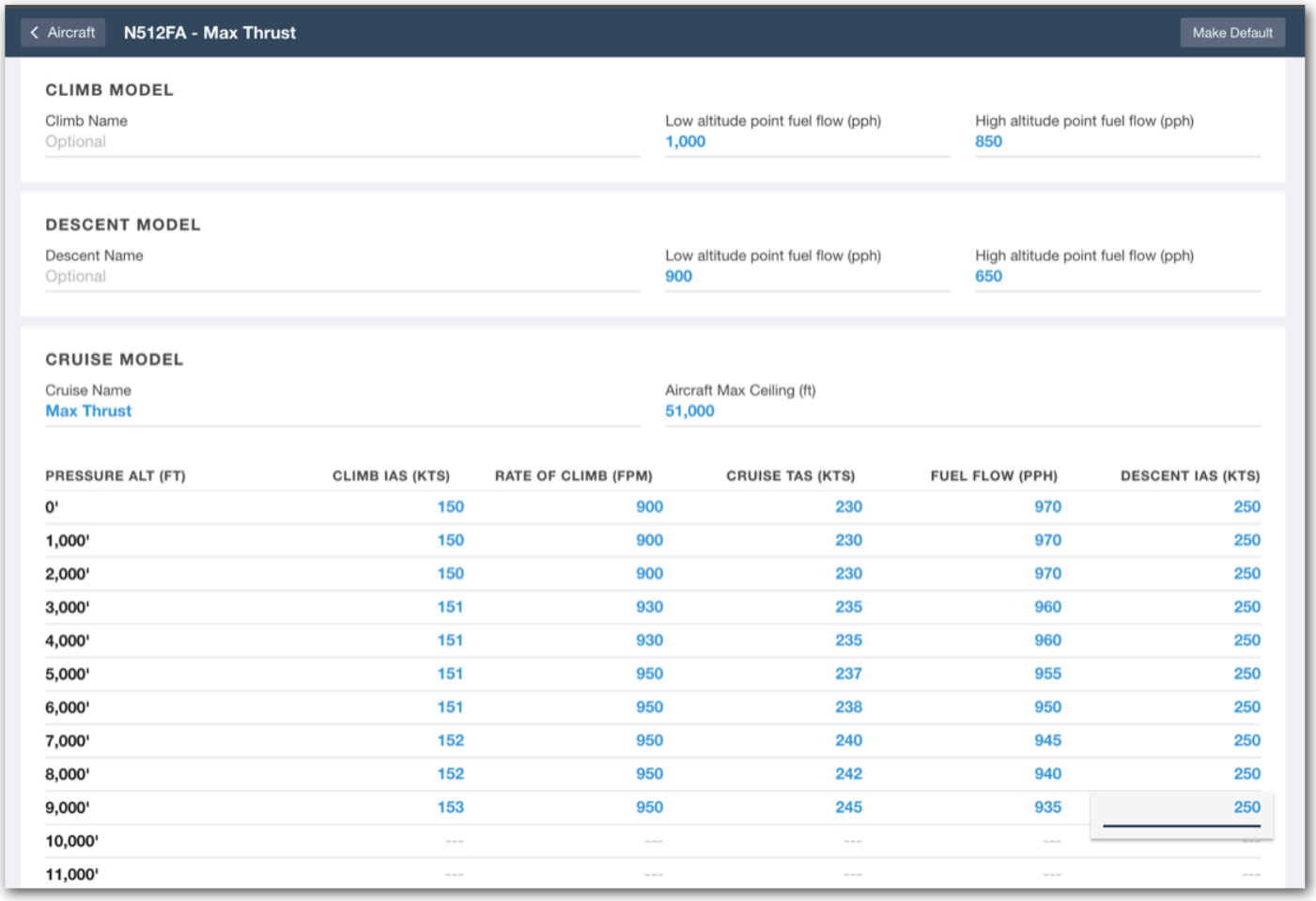
By-Altitude performance profiles allow users to define aircraft performance in the event a performance profile does not exist for the aircraft. By-Altitude profiles are available to all pilots on the account if the aircraft is published.

To create a custom profile, select **+ Add Basic Performance Profile → By-Altitude Profile**.

Provide climb and descent information for the profile. Include climb and descent fuel flow at low and high altitudes. Dispatch will interpolate climb and descent performance based on the entries.

Provide a name for the en route performance profile (e.g. Max Thrust) and define the aircraft's Max Ceiling. Enter aircraft performance for every row up to the aircraft's max ceiling using the aircraft performance charts/tables. When the table is complete, select **Save** at the bottom of the screen.

Multiple custom profiles can be created. The custom profile can be set as the aircraft's default by selecting **Make Default** near the top of the screen. Custom performance profiles can also be selected from the Flight Editor.



PRESSURE ALT (FT)	CLIMB IAS (KTS)	RATE OF CLIMB (FPM)	CRUISE TAS (KTS)	FUEL FLOW (PPH)	DESCENT IAS (KTS)
0'	150	900	230	970	250
1,000'	150	900	230	970	250
2,000'	150	900	230	970	250
3,000'	151	930	235	960	250
4,000'	151	930	235	960	250
5,000'	151	950	237	955	250
6,000'	151	950	238	950	250
7,000'	152	950	240	945	250
8,000'	152	950	242	940	250
9,000'	153	950	245	935	250
10,000'	---	---	---	---	---
11,000'	---	---	---	---	---

Figure 4-7. By-Altitude Profile

4.3.6 Runway Profile

The Runway Profile section lists the available runway performance profiles for the selected aircraft. An active Runway Analysis license is required to view the Runway Profile.

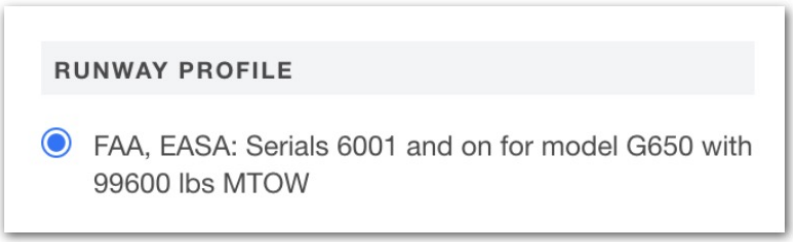


Figure 4-8. Runway Profile Setting

4.3.7 Runway Analysis

The Runway Analysis section specifies the default takeoff and landing configurations for the aircraft. Click **View Defaults** from an administrator account to make edits.

> **NOTE:** Only settings relevant to the aircraft will be displayed in the Takeoff and Landing configurations. Refer to the applicable Aircraft Flight Manual (AFM) for definitions of individual settings.

Runway Analysis data is populated with manufacturer data by default. The default configuration can be updated on the Aircraft page for future flights, or changes can be made for specific flights through**Flight Editor ➔ Flight Editor ➔ Runway Analysis**. For additional information, see the Runway Analysis chapter.

> **NOTE:** Certain aircraft configuration settings in Dispatch, such as the V1 Policy and V1 Policy Fallback Strategy, cannot be edited by a pilot. Only administrators are allowed to make modifications in the Aircraft tab.

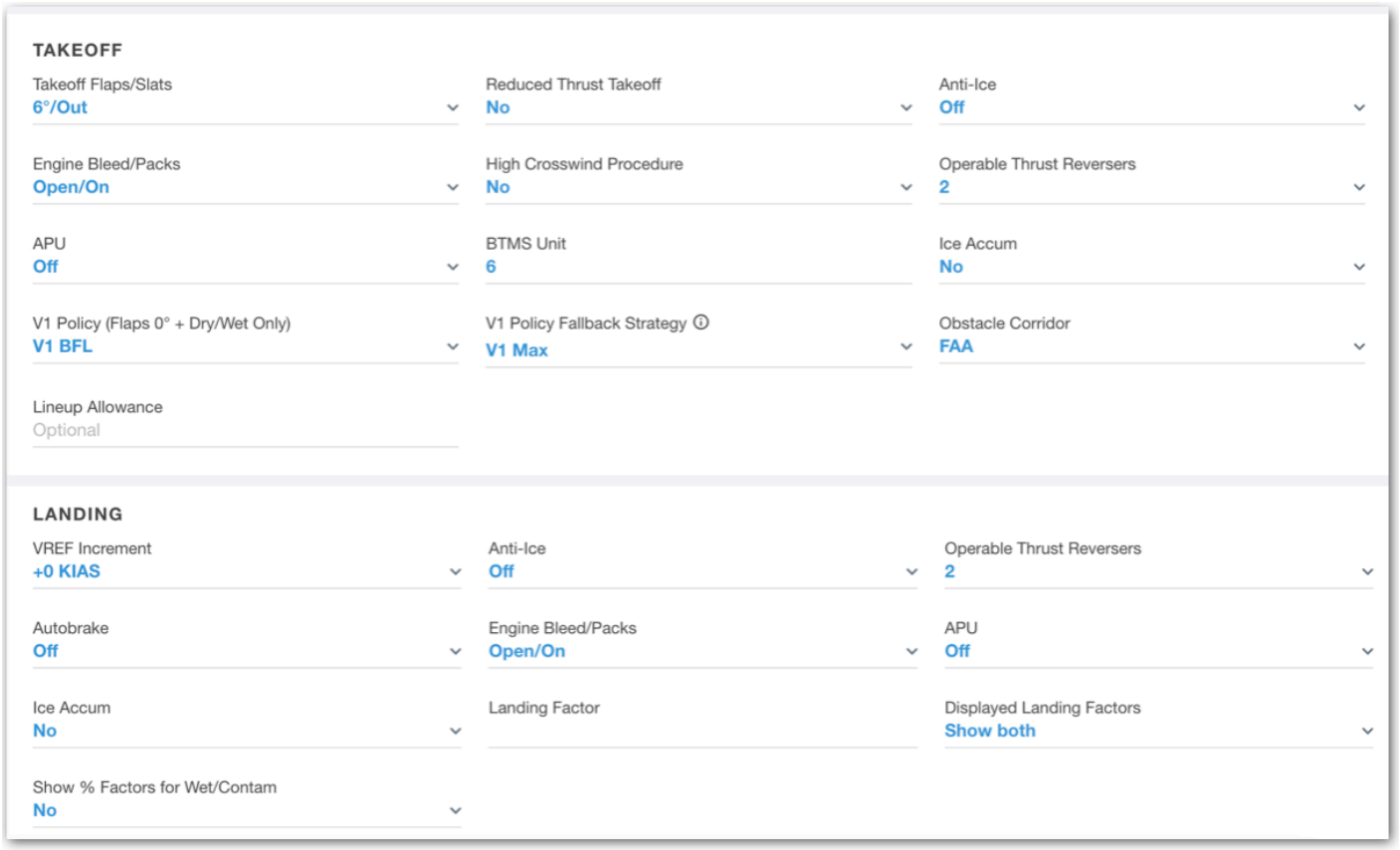


Figure 4-9. Runway Analysis Default Configuration

4.4 Data Link Provider

If the aircraft has been configured with data uplink, the uplink provider will be depicted on this page. To set up a data link provider, visit www.foreflight.com/support/uplink/.

4.5 Clearance Delivery

The Clearance Delivery section depicts whether Pre-Departure Clearance (PDC) is enabled for the aircraft. If PDC is not yet enabled, click **Enable** to start the process of obtaining PDC. PDC notifications are sent to the following locations:

- PIC account email address
- SIC account email address
- PIC phone number.

> **NOTE:** The contact information listed above can be found in the User's section that is displayed in the Organization tab(see below).

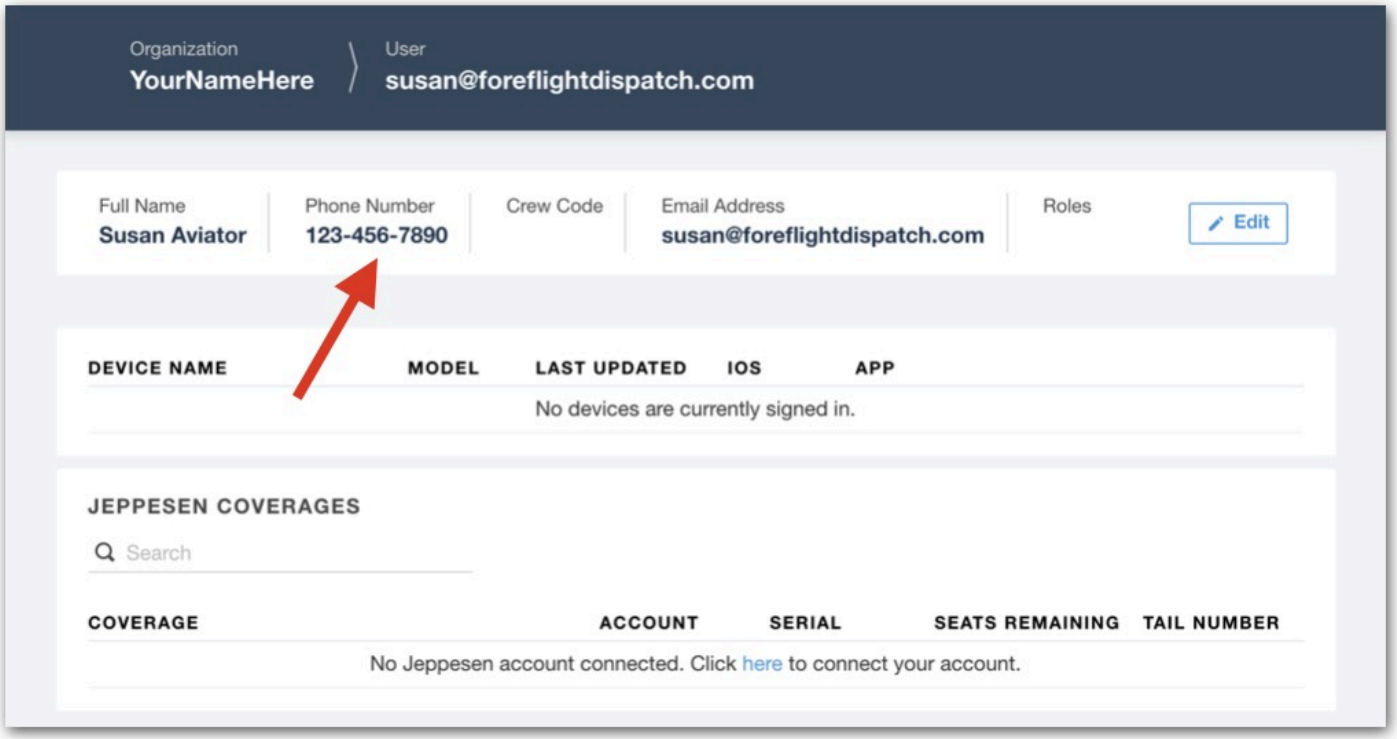


Figure 4-10. PDC Notification Phone Number

> **NOTE:** PDC is enabled on a per tail basis. For more information, visit www.foreflight.com/products/pdc.

4.6 Glide Performance Section

The Glide Performance section allows for the specification of the all-engines off glide characteristics. Entering a value in this section will affect the display of the Glide Advisor on the map in ForeFlight Mobile.

To enter the aircraft's glide information, enter a whole or decimal number in the Best Glide Ratio field. For example, aircraft with an 8.5:1 glide ratio should enter 8.5. Similarly, aircraft with a 9:1 glide ratio should enter 9.

4.7 ETP Configuration

Dispatch can determine the Equal Time Points (ETP) between specified airport pairs. The ETP Configuration section of an aircraft's profile allows for customization of altitudes and performance profiles used to determine ETP results.

> **IMPORTANT:** If no ETP information is entered, standard altitudes and performance profiles will be used to determine results.

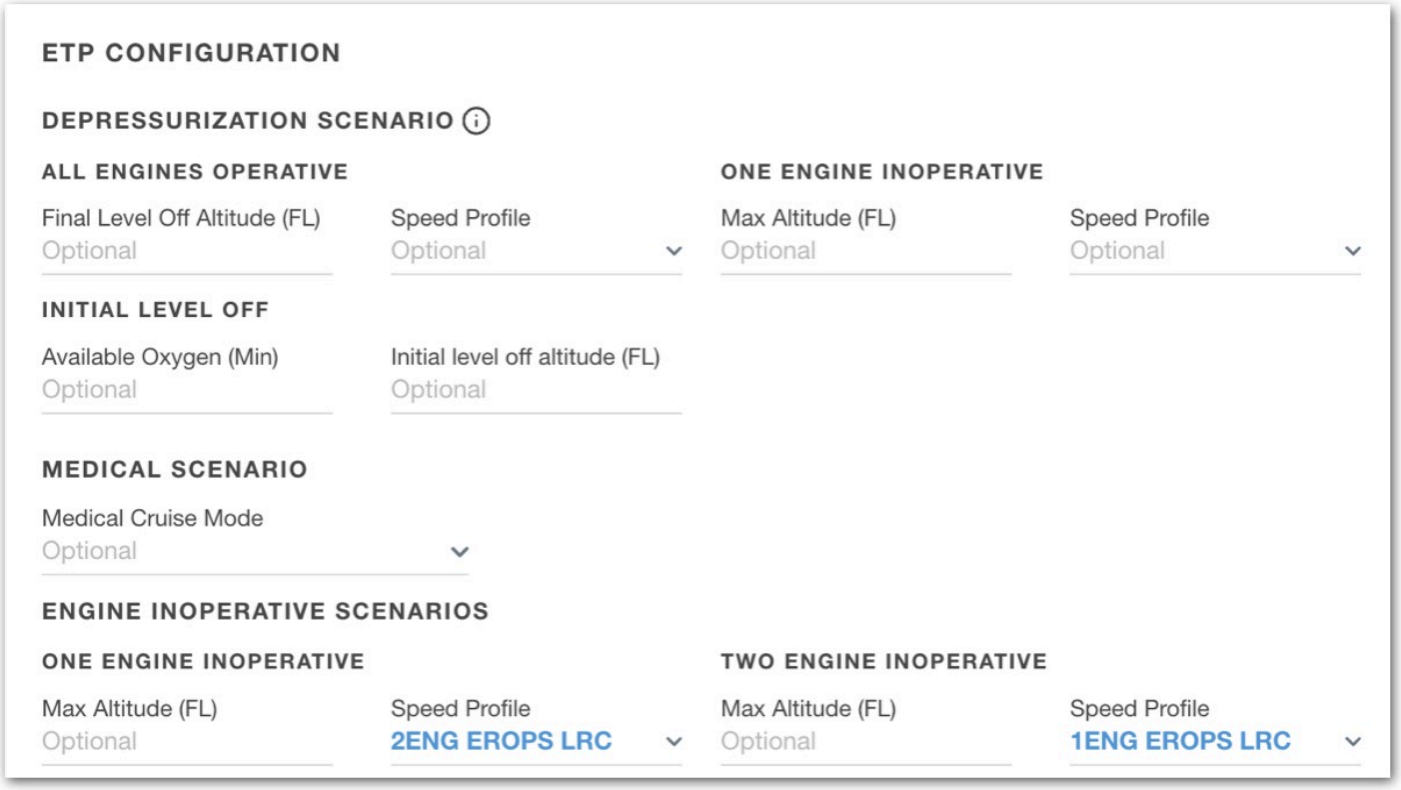


Figure 4-11. Aircraft - ETP Configuration

4.7.1 Depressurization Scenario

Two depressurization scenarios can be defined by specifying altitude and speed profiles for All Engines Operating (AEO) and One Engine Inoperative (OEI) configurations. Users have the option to select a specific OEI speed if multiple speed profiles are modeled for that aircraft.

> **NOTE:** If speed profiles are not chosen for either scenario, the default will be the most critical one. When determining the most critical scenario, the profile that requires the highest fuel consumption will be displayed in the Navlog.

4.7.1.1 Depressurization Scenario Fields

Depressurization Scenario fields can be set based on aircraft specifications or user policies.

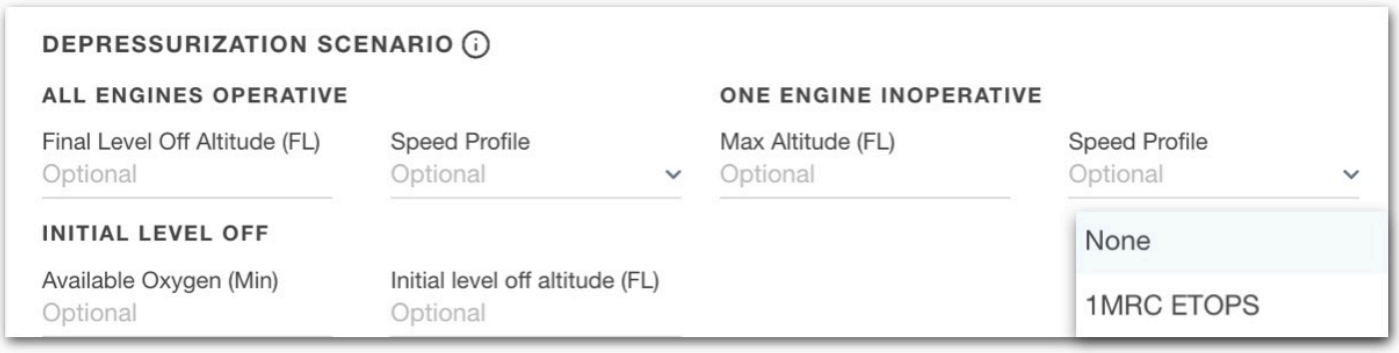


Figure 4-12. Depressurization Scenario Fields

The depressurization fields are explained below:

Final Level Off Altitude (FL)

Defaults to FL100 or as defined by the user. This setting applies to both AEO and OEI.

Speed Profile (AEO)

None

Will default to the most critical profile.

Max Range

Max range for a given altitude as per manufacturer data.

Max Speed

Max true airspeed for a given altitude as per manufacturer data.

Max Altitude (FL)

The maximum altitude for OEI flight.

Speed Profile (OEI)

The available selections for the OEI speed profile depend on the number of engines. The speed profile will display the appropriate profiles.

None

Will default to the most critical profile.

1MRC Extended Range Twin-Engine Operations (ETOPS)

The performance profile will be used to compute the OEI *Maximum Range Cruise* (*MRC*) speed and altitude.

OEI 1 LRC ETOPS

The performance profile will be used to compute the OEI Long Range Cruise (LRC) speed and altitude.

OEI 2ENG EROPS (Extended Range Operations) LRC

The performance profile will be used to compute OEI 2ENG LRC speed and altitude.

OEI 3ENG EROPS OXY LRC

The performance profile will be used to compute OEI 3ENG LRC speed and altitude.

Available Oxygen

This determines the number of minutes spent at the initial level off altitude. If no entry is made, the scenario will not use an initial level off altitude and will descend to the final level off altitude.

Initial Level-Off Altitude (FL)

This will default to an initial level-off altitude of FL250 for the number of minutes specified in available oxygen minutes. If available oxygen is not specified, an initial level-off altitude is not included in the calculations.

4.7.2 ETP Report Depressurization (Navlog)

The Navlog will show a detailed report for the ETP Depressurization Scenarios displaying flight information to both ETP pairs. There will be a report for AEO and OEI scenarios.



Figure 4-13. AEO Scenario (Left)/OEI Scenario (Right)

ETP Report

ETP #1 DEPRESSURIZED ALL ENGINES OPERATIVE FL 100 @ 308KT	KBOS	CYQX
LAT/LON	N4457.8/W06251.7	
FUEL, TIME & DISTANCE TO ETP	3659 lbs / 0h50m / 400NM	
REMAINING FUEL AT ETP	17555 lbs	
DISTANCE TO ETP ALTERNATE	386NM	416NM
AVERAGE WIND	17kt head (255°/017)	6kt tail (161°/015)
AVERAGE ISA/TEMPERATURE	-9 / -27 C	-6 / -21 C
MSA	4900 ft	3500 ft
FUEL & TIME FROM ETP TO ETP ALTERNATE	3388 lbs / 1h19m	3448 lbs / 1h19m
RESERVE FUEL & TIME	1134 lbs / 0h30m	1129 lbs / 0h30m
MIN REQUIRED FROM ETP TO ETP ALTERNATE	4523 lbs	4577 lbs
MIN REQUIRED FROM DEP TO ETP ALTERNATE	8181 lbs	8235 lbs
ETP ALTERNATE LANDING FUEL	14172 lbs	14107 lbs
ETP ALTERNATE LANDING FUEL AFTER HOLDING	13038 lbs	12978 lbs

Figure 4-14. Full ETP Depressurization Report

4.7.3 Medical Scenario

In an emergency where the aircraft needs to land as quickly as possible without the need for a descent (i.e., medical emergency), Dispatch will plan for the aircraft to continue in level flight until the final descent phase.

If no specific medical cruise profile is selected, Dispatch will use the max speed cruise profile to determine the applicable equal time points between specified airports.

To select a different default Medical Cruise profile,
select**Aircraft → Medical Scenario → Medical Cruise Mode** and specify a performance profile.

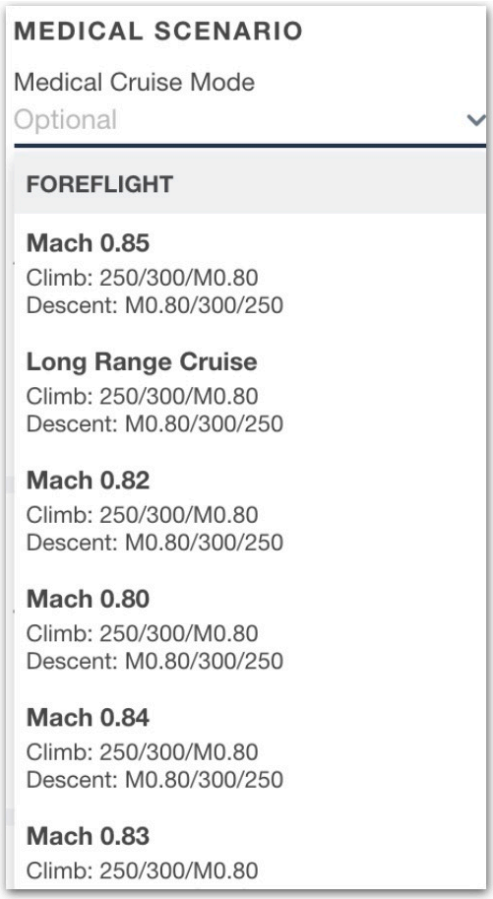


Figure 4-15. Medical Scenarios

4.7.4 Engine Inoperative Scenarios

Engine inoperative scenarios are applicable to aircraft with two, three, or four engines. The profile for a two-engine failure is only available with three or four engines. If a maximum altitude is specified in either scenario, it will be utilized as the upper limit for the selected speed profile configuration. The availability of speed profiles is contingent upon the aircraft type and number of engines.

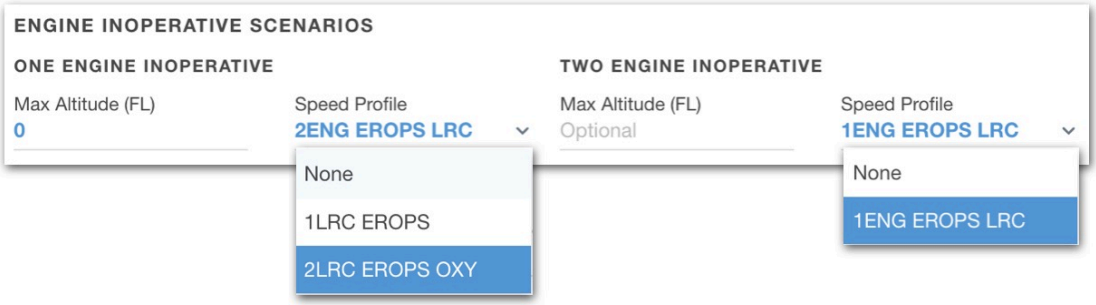


Figure 4-16. Engine Inoperative Scenarios

> **NOTE:** If no speed profiles are chosen for either scenario, the default will be the most critical one. When determining the most critical scenario, the profile that requires the highest fuel consumption will be displayed in the Navlog.

4.7.5 General Fuel Parameters

ETP calculations can be further customized with the General Fuel Parameters section. For more accurate ETP planning results, enter information about Auxiliary Power Unit (APU) fuel burn, structural icing performance, and unique fuel reserve requirements for emergency scenarios. Values entered in the General Fuel Parameters section are applied to all ETP scenarios.

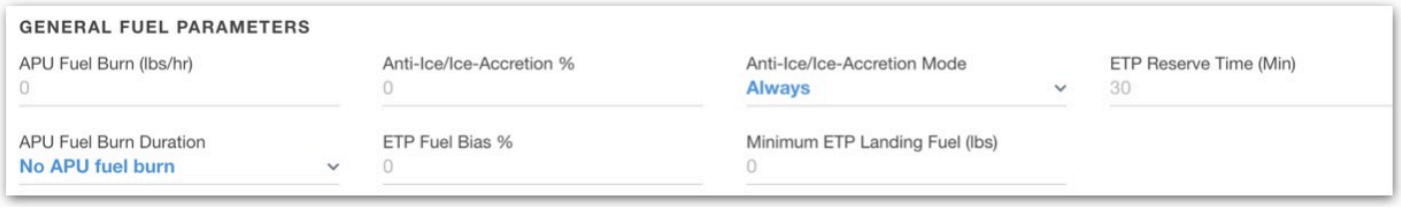


Figure 4-17. Aircraft - ETP General Fuel Parameters

APU Fuel Burn

Specifies an amount of fuel burn per hour to account for APU fuel use. APU fuel burn may be applicable in some OEI scenarios.

Anti-Ice/Ice-Accretion

Specifies a fuel burn penalty depicted as a percentage of total fuel flow to account for ice accretion. For example, if icing conditions are anticipated that will lead to an extra 10% of fuel burn on the flight, enter 10 in this field.

Anti-Ice/Accretion Mode

Specifies whether the Anti-Ice/Ice Accretion percentage described above is always applicable or only when icing is forecast. The calculations are applicable for the ETP diversion leg using forecast icing conditions.

ETP Reserve Time

Specifies an amount of reserve fuel, expressed in minutes, specific for all ETP scenarios.

APU Fuel Burn Duration

Specifies APU fuel burn for ETP scenarios and can be set to No APU fuel burn, APU burn from departure to the (last) ETOPS exit, and APU burn from ETOPS entry to the (last) ETOPS exit.

ETP Fuel Bias

Specifies a fuel burn penalty depicted as a percentage to produce conservative ETP results. For example, to calculate 15% more fuel for all ETP scenarios, 15 should be entered in this field.

Minimum ETP Landing Fuel

Specifies the minimum amount of fuel in pounds or kilograms that the aircraft should land with at an ETP diversionary airport.

4.8 ETOPS

Extended-Range Twin-Engine Operational Performance Standards (ETOPS) is a set of regulations that governs multi-engine transport category aircraft conducting extended overwater and remote area flights.

> **NOTE:** To better reflect the scope and applicability of this regulation, ICAO has replaced the term ETOPS with Extended Diversion Time Operations (EDTO). Given the broad usage and familiarity of the term ETOPS, Dispatch continues to use this term where applicable.

The extended-range threshold is determined by the regulatory body, but it is usually considered to be any flight over a remote area that is more than 60 minutes from a suitable airport. Put simply, flights within 60 minutes of suitable en route alternate airports are not conducting extended-range operations and ETOPS compliance is not required.

To conduct extended-range flights, operators must acquire authorization from their governing body. A key component of an ETOPS authorization is its maximum diversion time, defined as the maximum time the aircraft can be from en route alternate airports. There are standard maximum deviation times at 75, 90, 120, and 180 minutes.

Each range has maintenance, training, and safety procedural requirements. The authorized maximum diversion time is entered into the aircraft profile and later displayed in the Interactive Map when flight planning. See Adding ETOPS Range Information for more information.

4.8.1 Adding ETOPS Range Information

To use the **ETOPS contingency planning tool**, a minimum of one time and distance pair must be entered in the aircraft profile. If the aircraft has multiple ETOPS range authorizations, those can be entered in the aircraft profile as shown below.

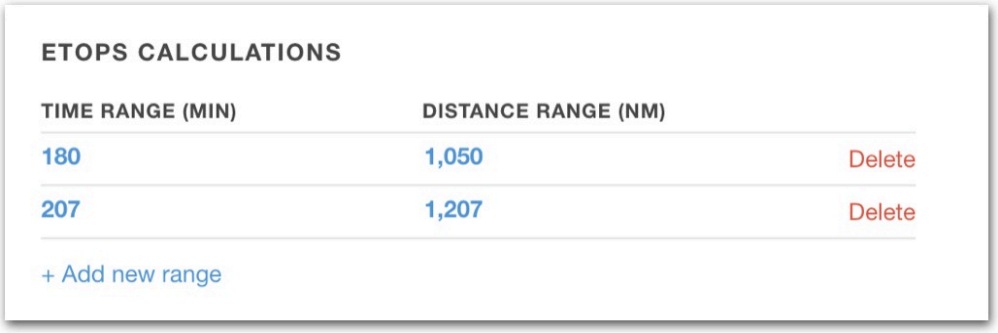


Figure 4-18. Entering ETOPS Ranges

4.8.1.1 Determining Distance Range

In order to relate threshold and maximum diversion times to an area of geographic applicability, the time value must be converted into an equivalent distance value which is typically expressed as a still-air (zero wind) range in nautical miles based on an assumed diversion speed schedule.

This distance value is then used to construct diversion radius arcs around adequate airports to establish the non-ETOPS and ETOPS areas of operation. Refer to the AFM for diversion speed schedules when specifying its diversion range.

4.8.1.2 Adding Non-ETOPS Range Information

Adding the aircraft's non-ETOPS range (usually 60 minutes) is generally not required. Dispatch automatically infers this value using 60 minutes and the diversion speed from the other user-specified values.

A user may want to add the non-ETOPS range to the aircraft profile if its non-ETOPS threshold is something other than 60 minutes.

4.9 RAIM Configuration

The Receiver Autonomous Integrity Monitoring (RAIM) configuration section specifies the criteria used for RAIM predictions. RAIM prediction is available 72 hours in advance and its configuration settings are unique to each aircraft.

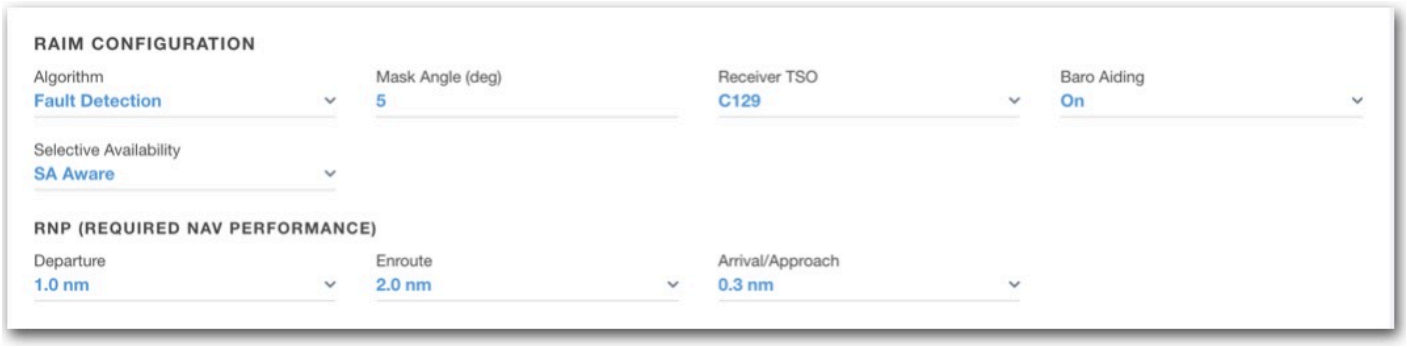


Figure 4-19. Aircraft RAIM Configuration

4.9.1 Algorithm

Algorithm options for fault detection are:

> **Fault Detection**
>
> Detects differences between a satellite's pseudo-range measurement and expected value. This is the default algorithm.

> **Fault Detection Exclusion**
>
> Is an enhancement that allows continued operation in the presence of a failed GPS by excluding it from any position or RAIM calculations.

4.9.2 Mask Angle

Mask Angle (deg) is the minimum acceptable elevation above the horizon that a GPS satellite has to be at to avoid blockage of line-of-sight. The default value is 5º. The mask angle can be set between 0 - 25º in 0.5º increments.

4.9.3 Receiver TSO

Receiver TSO is used to specify if the aircraft is Wide Area Augmentation System (WAAS) enabled.

- **TSO C129 & C196** refers to non-WAAS systems.

- **TSO C145/C146** refers to WAAS-enabled systems.

4.9.4 Baro-Aiding

Baro-Aiding allows for the substitution of barometric pressure in place of a fifth satellite.

4.9.5 Selective Availability

Selective Availability (SA) is a discontinued technique that assumed degraded GPS accuracy. Early GPS receivers are unaware SA was discontinued and thus look for a wider area than necessary.

> **SA Aware**
>
> Should be selected with newer GPS receivers that behave as if SA is discontinued.

> **SA Unaware**
>
> Should be selected for GPS receivers that behave as if SA still active

4.9.6 Required Nav Performance (RNP)

RNP specifies the minimum accuracy the GPS must be able to confirm during the departure, en route, and arrival phases of flight. By default, Dispatch evaluates RNP for the entirety of the flight, including:

- The departure procedure, or within 50 nm of departure if no departure procedure is entered, at 1.0 nm RNAV integrity.
- The En route portion of the flight at 2.0 nm precision.
- The arrival and approach phase at 0.3 nm.

RNP values can be edited with a dropdown menu for each phase of flight to meet operation or aircraft requirements.

4.10 Altitudes

The altitude section sets a default cruise and maximum altitude for the aircraft. The Maximum Ceiling field sets the upper cut-off for the Altitude Advisor. Not entering a value for Maximum Ceiling will result in the Altitude Advisor returning results up to FL570.

The default cruise altitude is used when planning with ForeFlight Mobile and ForeFlight Web. When planning with Dispatch, an optimal altitude for the route is determined and the default cruise altitude is ignored.

To specify minimum or maximum altitudes for the flight, the Route Builder should be used.

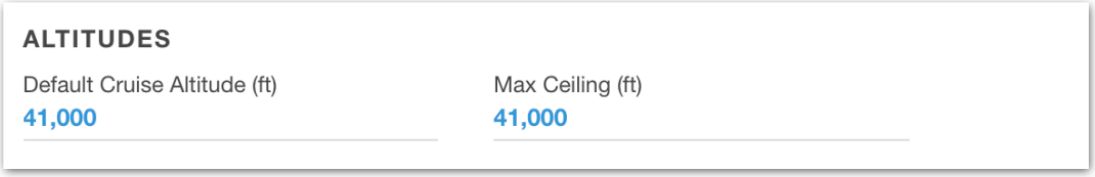


Figure 4-20. Aircraft - Altitude Section

4.11 Weights

The weights section specifies the various aircraft weight limits.

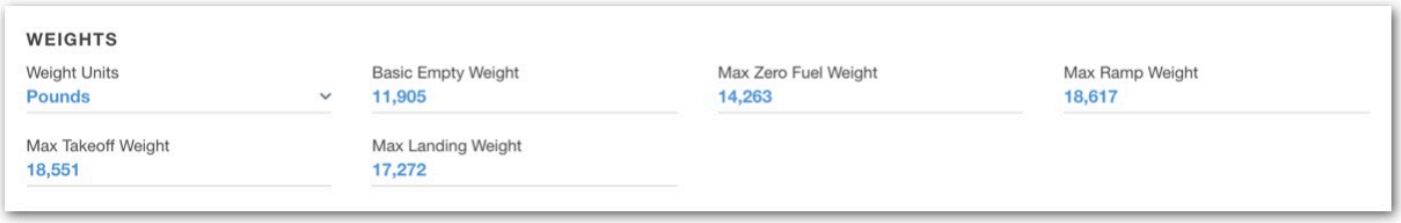


Figure 4-21. Aircraft - Weights Section

> **Weight Units**
>
> Allows an aircraft to use pounds or kilograms for flight planning purposes.

> **Basic Empty Weight**
>
> An auto-populated value and should be edited to reflect the actual basic empty weight of the aircraft.

> **Max Zero Fuel Weight**
>
> An auto-populated value and should be verified. The max zero fuel weight limit is the maximum weight the aircraft can be with zero fuel onboard.

> **Max Ramp Weight**
>
> An auto-populated value and should be verified.

> **Max Takeoff Weight**
>
> An auto-populated value and should be verified.

> **Max Landing Weight**
>
> An auto-populated value and should be verified.

4.12 Weight and Balance

Weight and Balance (W&B) can be calculated for each flight when the aircraft used for flight planning has a properly configured W&B profile. W&B profiles are configured by account administrators on the Aircraft page. W&B profiles are configured by defining the following variables for the aircraft:

- W&B Profile Name
- Basic Empty Weight (BEW)
- Basic Empty CG
- Station Descriptions
- Station Locations (arm)
- Station Weight Limits (if applicable)
- Forward and Aft CG Limits.

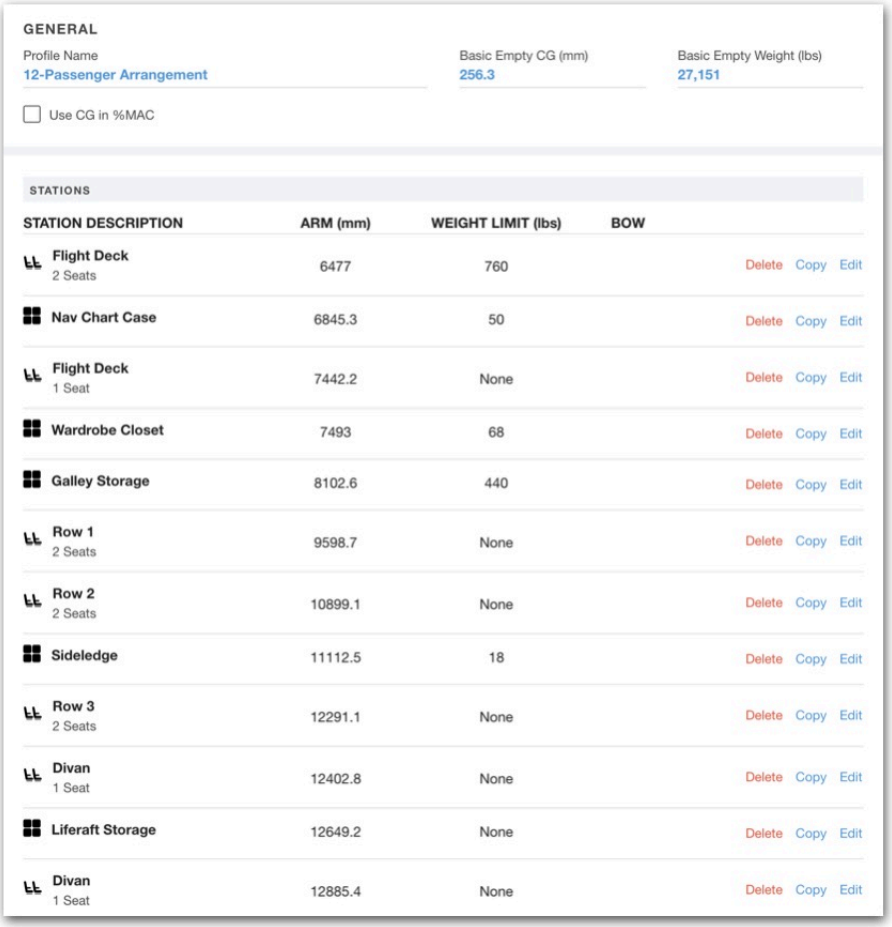


Figure 4-22. Aircraft - Weight and Balance Configurator

4.12.1 W&B Templates

Certain aircraft have prebuilt W&B templates which only require Basic Operating Weight (BOW), CG, and station verification to complete. Prebuilt profiles are listed above the **Blank Template** option in the Add W&B Profile pop-up. If a prebuilt template does not yet exist for the aircraft configuration, create a custom W&B profile using the Blank Template.

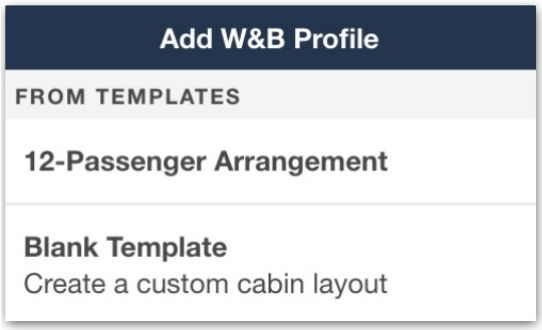


Figure 4-23. Aircraft with 12-Passenger Prebuilt W&B Template

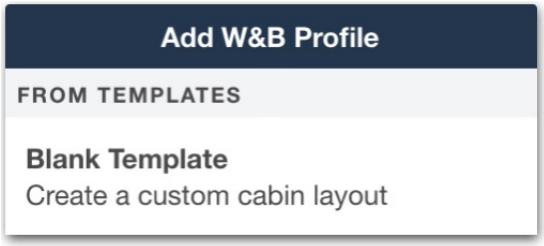


Figure 4-24. Aircraft Without Prebuilt Templates

4.12.2 Pre-Built W&B Templates

To configure an aircraft with a pre-built W&B template, follow the steps below.

1. Select **Aircraft** from the sidebar.
2. Select the aircraft to be configured or create a new aircraft.
3. Scroll to the Weight & Balance section and select **+ Add W&B profile**.
4. Choose the prebuilt template from the **+ Add W&B Profile** pop-up.
5. Enter the aircraft's BEW and CG in the General section of the W&B Configurator.
6. Verify station arms, limits, and CG limits (CG Envelope).
7. Select **Save**.

> **NOTE:** Aircraft Basic Empty Weight and CG should be available in the Weight and Balance section of the AFM.

4.12.3 Blank Weight and Balance Templates

To create a W&B profile for an aircraft without a pre-built template, follow the steps below.

1. Select **Aircraft** from the sidebar.
2. Select the aircraft to be configured or create a new aircraft.
3. Scroll to the Weight & Balance section and select **+ Add W&B profile**.
4. Select **Blank Template**.
5. Provide a W&B Profile Name and enter the aircraft's BEW and CG in the General section.
6. Add station descriptions, arms, and limits.
7. Define CG limits for the aircraft (CG Envelope).
8. Select **Save**.

4.12.4 Completed W&B Profiles

Once a W&B profile has been saved, it becomes available during flight planning on the W&B page. Additionally, completed W&B profiles are visible by selecting **Aircraft** from the left sidebar and scrolling to the Weight & Balance section. Profiles can be deleted, edited, or copied. Copying a W&B profile creates an exact duplicate of the original with the exception of the profile name containing the word **copy**.



Figure 4-25. Completed Aircraft W&B Profile

4.12.5 W&B General

The W&B General section contains the W&B profile name, BEW, CG, and gear retraction moment change.

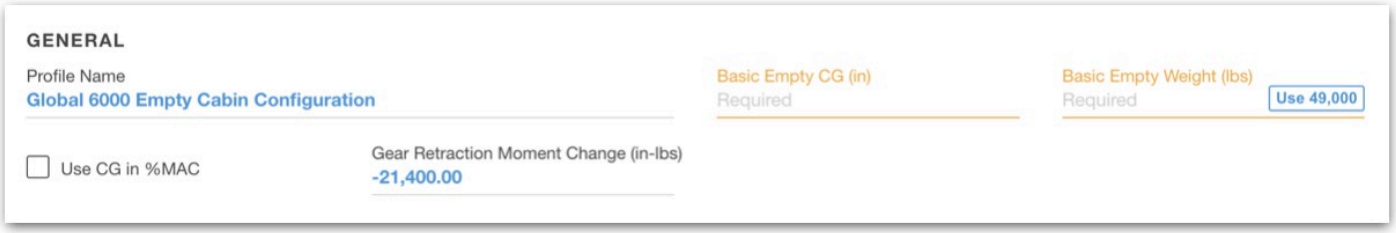


Figure 4-26. Weight and Balance General Section

Profile Name

The Profile Name supports alphanumeric and special characters. The name should be descriptive and intuitive.

Basic Empty CG

The aircraft's basic empty CG, as defined in the AFM, should be entered in the Basic Empty CG field. The aircraft's unit of measure (in, ft, mm, cm) is depicted to the right of the Basic Empty CG label.

To change the unit of measure, select **Aircraft** from the sidebar, scroll to the General section, and select the appropriate length unit for the aircraft.

Basic Empty Weight

The aircraft's BEW, as recorded in the aircraft's flight manual, should be entered in the **Basic Empty Weight** field.

A **Use** button allows flight planners to conduct sample weight and balance calculations when the aircraft's actual weight is unknown. Replace this value with the aircraft's actual BEW before conducting weight and balance for a flight.

W&B supports pounds (lbs) and kilograms (kg). To change the unit of weight, select **Aircraft** from the sidebar, scroll to the Weight section, and select the appropriate weight unit for the aircraft.

> **Gear Retraction Moment Change**
>
> Gear Retraction Moment Change specifies how much the aircraft's CG changes when the gear is retracted.

4.12.6 W&B Stations

The Stations section defines items along the longitudinal CG that change weight on a per-flight basis. For example, passenger and crew seats, closets, cargo compartments, freshwater tanks, and fuel tanks are all items with weights that can change each flight. Items with weights that vary from flight to flight should be entered in the Station section of the W&B configurator.

4.12.6.1 Prebuilt Templates

Certain aircraft have prebuilt W&B templates which include all stations. This information is derived directly from the W&B section of the flight manual. When creating a W&B profile using a prebuilt template, each station's description, location (arm), and maximum weight limit is already entered but should be verified.

If a prebuilt template has minor differences compared to the AFM, select **Edit** for the stations that need correcting and manually edit the station description, arm, or weight limit as needed.

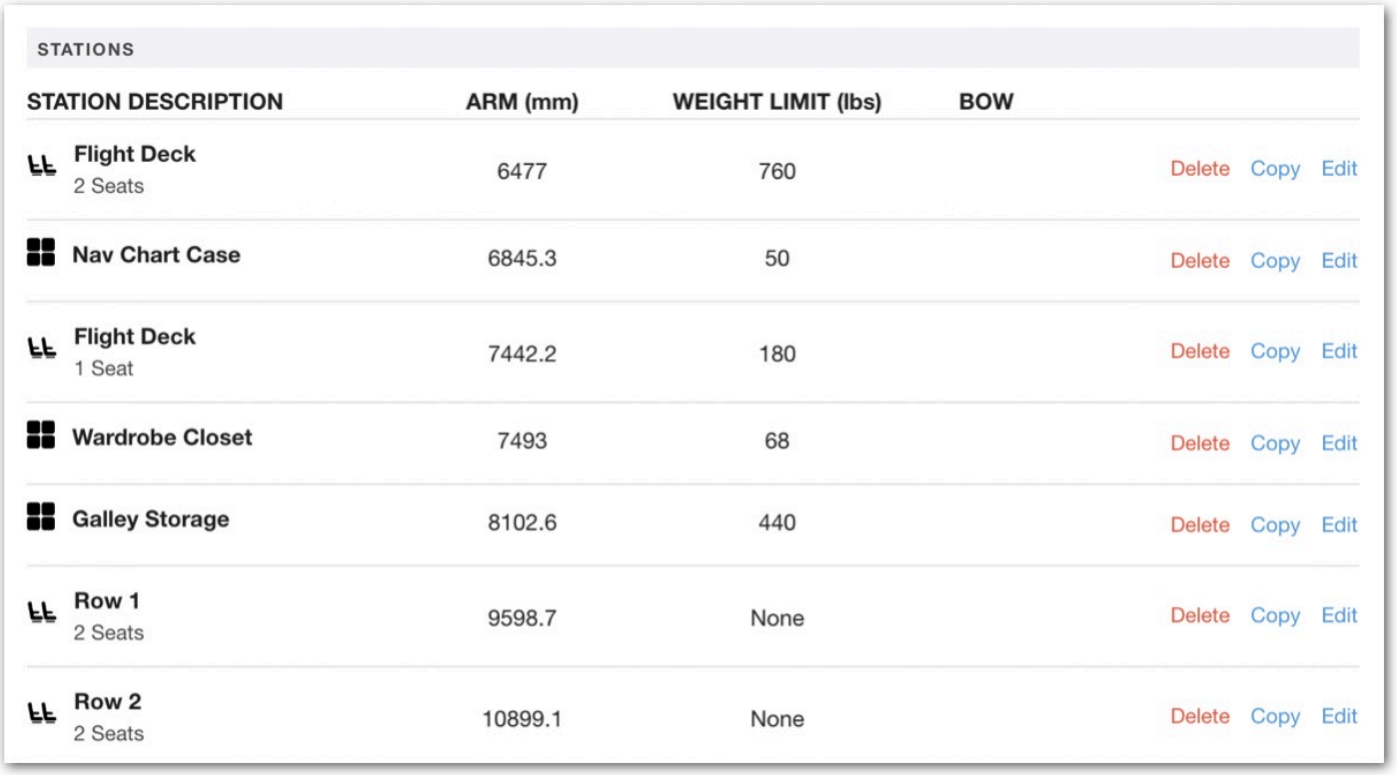


Figure 4-27. Example Station Section in Prebuilt Template

4.12.6.2 Blank Templates

When creating a W&B profile using a blank template, three station rows are included by default, a Cockpit row, Cargo row, and Fuel Tanks row. Default station rows can be edited, copied, or deleted once additional rows are added.

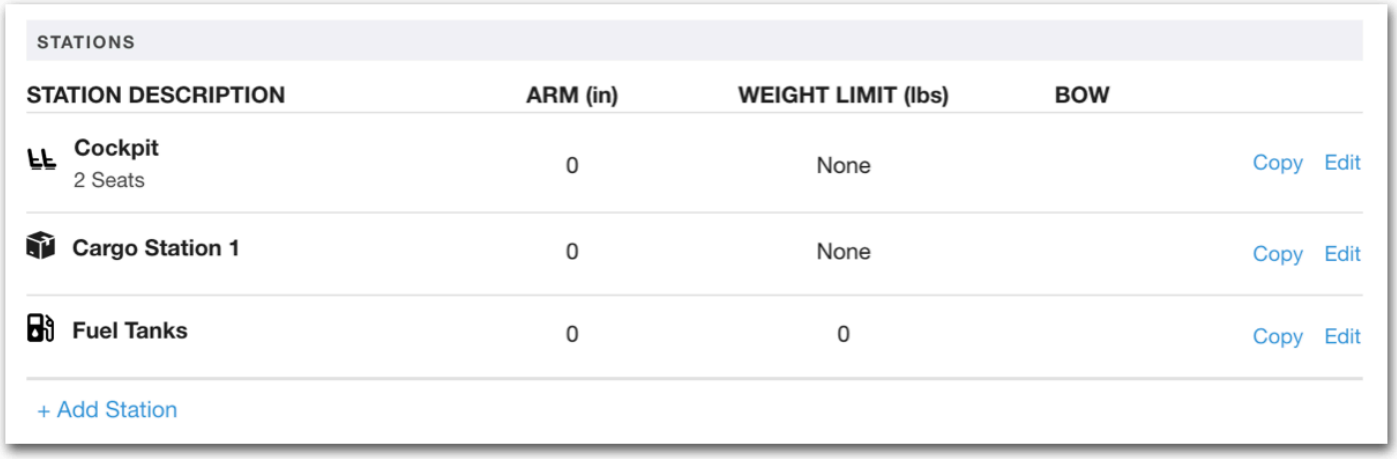


Figure 4-28. Blank Template - Default stations

To complete the Stations section, follow the steps below:

1. Locate station information in the AFM. Station information may be graphical or in table format. Weight limits may be found in the Limitations section of the AFM.
2. Select **Edit** to modify the existing stations.
3. Manually edit the station's name, arm, and applicable weight limit. If the station is included in the aircraft's BOW, check the **Include in BOW** box.
4. Select **Save** or **Close**.
5. Select **+ Add Station** to add additional rows to the weight and balance profile.
6. Select the appropriate station type from the pop-up that appears. More information regarding station type is available later in this section.

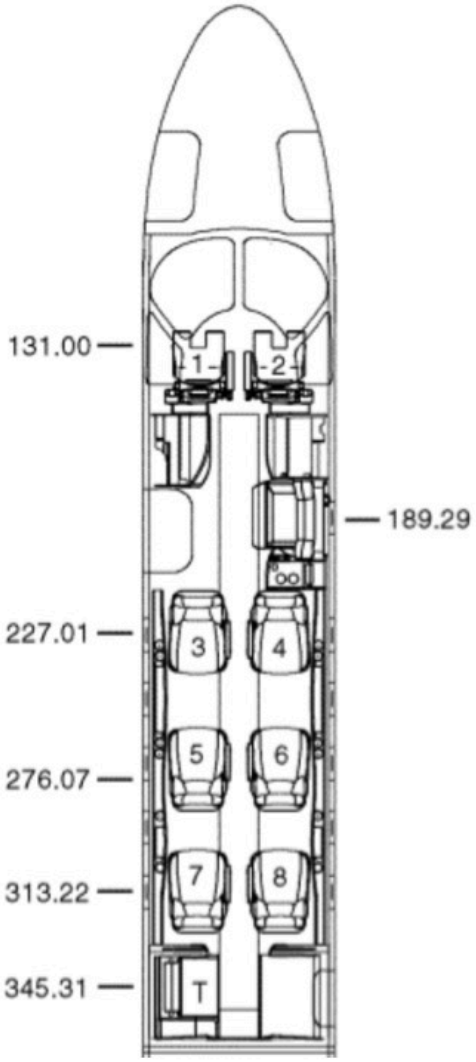


Figure 4-29. Sample Flight Manual Station Information

4.12.7 Crew Member Stations

When planning a flight with the Autoload W&B setting enabled, crew members are automatically assigned to crew stations and passengers are assigned to passenger stations. Unless otherwise specified, the forwardmost stations are reserved for the pilots. See Autoload W&B for additional information.

Crew member stations are created by assigning the station's name a keyword. If the station's name does not include one of the keywords listed below, it is a passenger station. There are two types of crew stations.

4.12.7.1 Additional Aircrew Stations

Additional Aircrew stations are reserved for additional crew members. To create an Additional Aircrew station, the station's name must include one of the following keywords:

- Jumpseat
- Observer.

4.12.7.2 General Crew Stations

General crew stations are reserved for pilots. If a flight contains more additional aircrew than general crew stations, the leftover additional aircrew are assigned to available general crew stations. General crew stations must include one of the following keywords:

- Pilot
- Crew
- Flight Deck
- Cockpit.

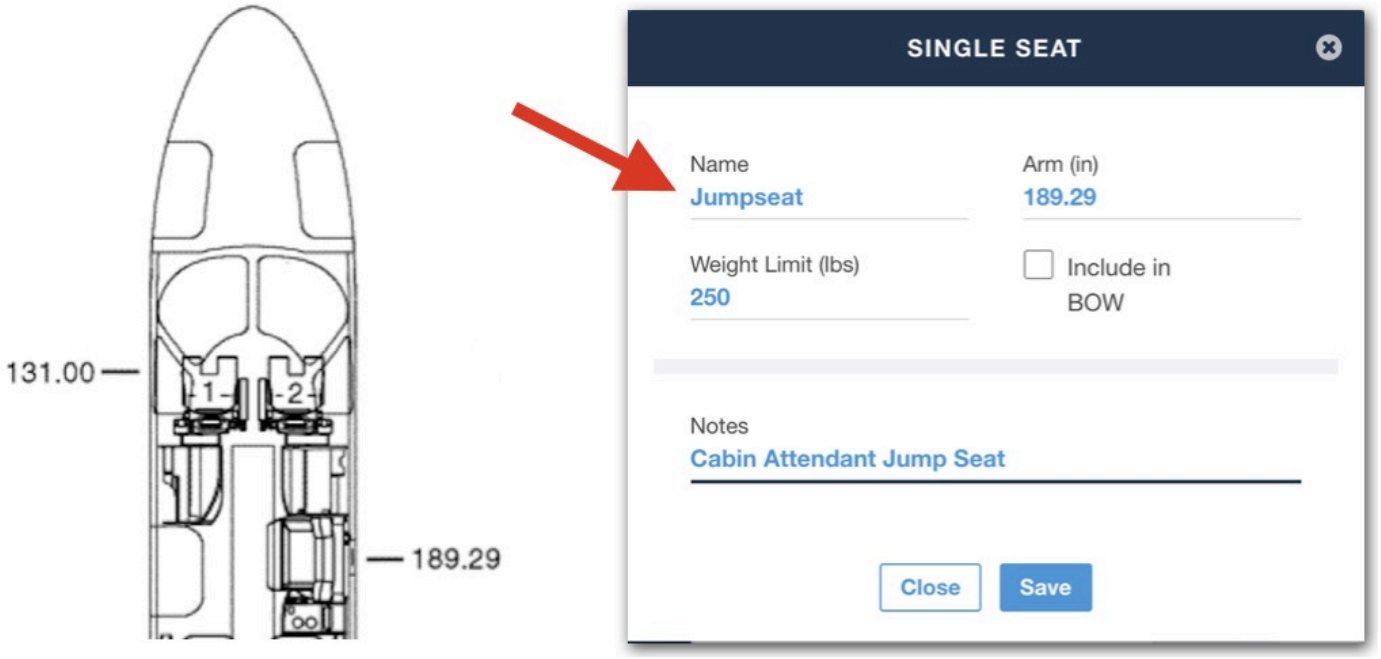


Figure 4-30. Additional Aircrew Station

4.12.8 Station Types

The station type determines what can be loaded in the station. There are five station types.

4.12.8.1 Single Seat

A single seat is a single passenger or crew seat that exists on a given row. During flight planning, the single seat will be able to be used for passengers or crew. See Crew Member Stations for additional information.

4.12.8.2 Row of Seats

A row of seats should be selected when one or more seats exist on a row. Enter a Row Name and the Row Arm near the top of the menu. If a maximum weight limit exists for the row, enter the limit under the **Row Weight Limit** field.

Select **+ Add Seat Load** or **Delete** to define the correct number of seats in the row. For example, if there are four seats in a row, select **+ Add Seat Load** until there are four items under the Seats In This Row section. Provide a descriptive name for each individual seat.

Include a seat weight limit for each seat (if applicable) and specify if the seat is included in the aircraft's basic operating weight by checking the **Include In BOW** checkbox.

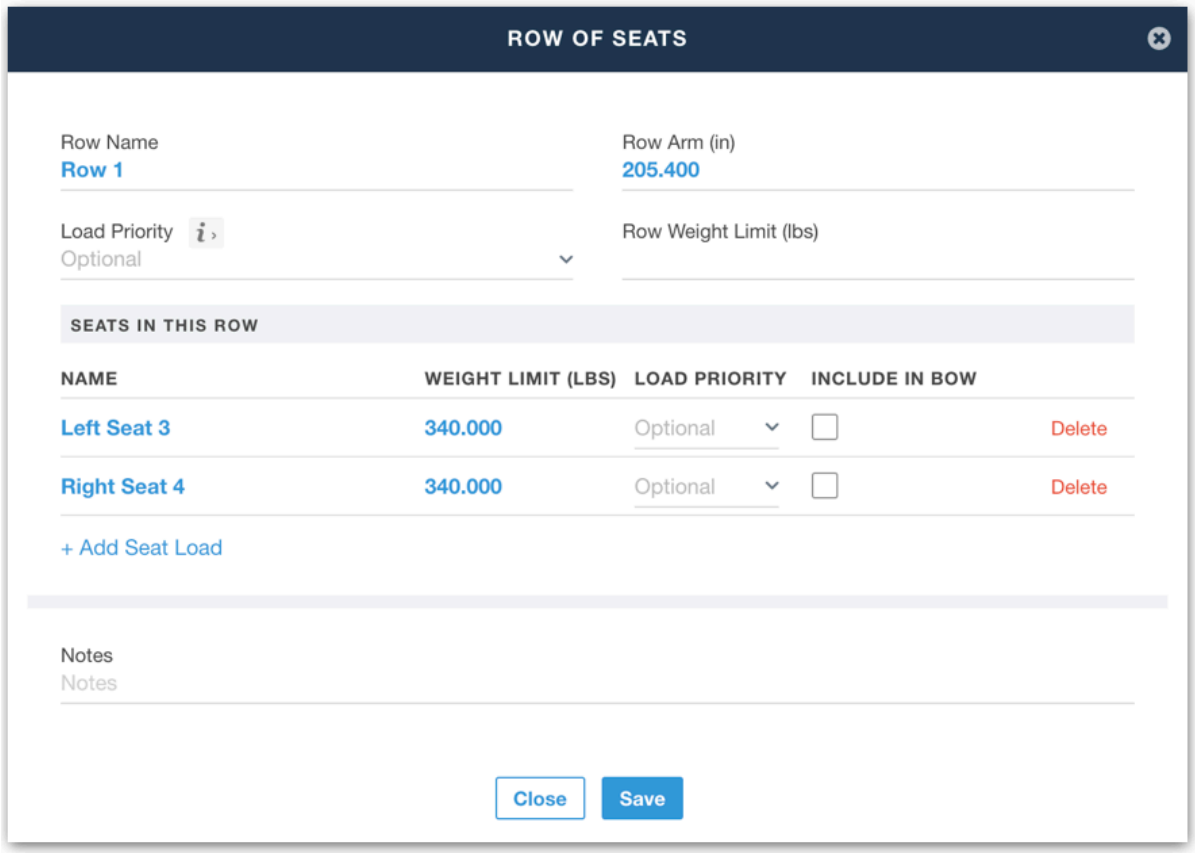


Figure 4-31. Sample Row of Seats

4.12.8.3 Cargo Area

A cargo area should be defined for each cargo compartment with a unique arm.

When adding cargo, enter a descriptive name for the compartment, the arm, and applicable weight limits.

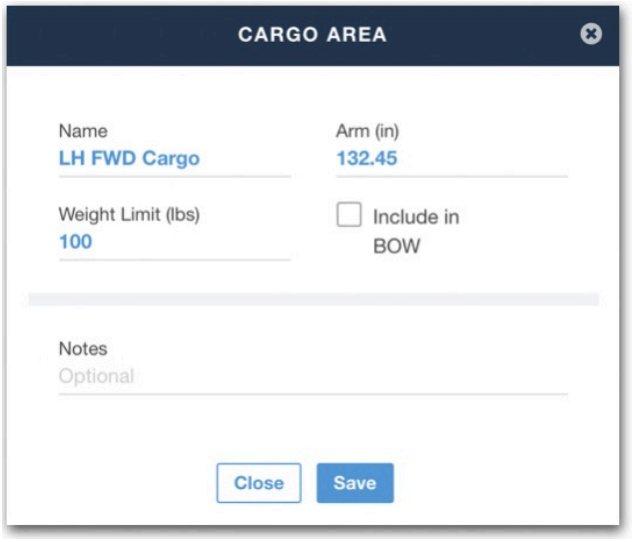


Figure 4-32. Sample Cargo Area

4.12.8.4 Aircraft Items

An aircraft item is an item that varies in weight with each flight but is not used to store cargo, fuel, or people.

Example aircraft items are:

- Wardrobe Closets
- Galley Storage
- Navigational Chart Cases
- Cabinets
- Lavatory Storage.

When adding Aircraft Items, specify a descriptive name, the arm, and applicable weight limits.

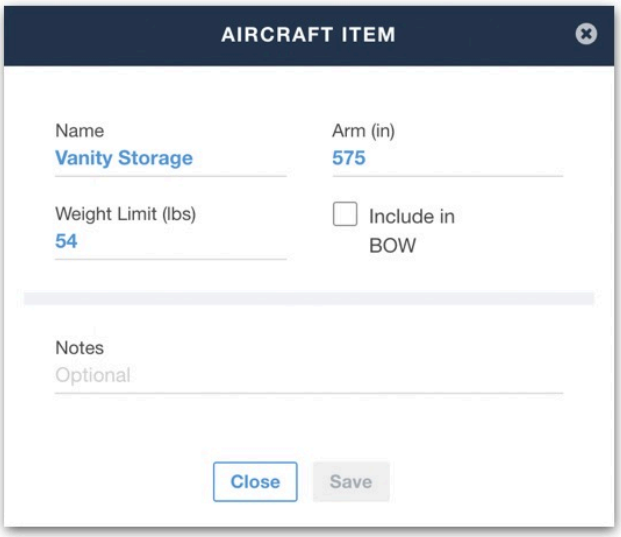


Figure 4-33. Sample Aircraft Item

4.12.8.5 Include in BOW

Each station type (other than fuel) has an **Include in BOW** checkbox. Selecting the checkbox adds a Weight field to the pop-up.

Items that do not vary weight between flights but are not included in the aircraft's BOW should use this option. For example, a first aid bag, rescue equipment, supplemental raft.

When **Include in BOW** is selected, and a weight is added, the item becomes inactive on the W&B page while flight planning and the weight is added to the BOW.

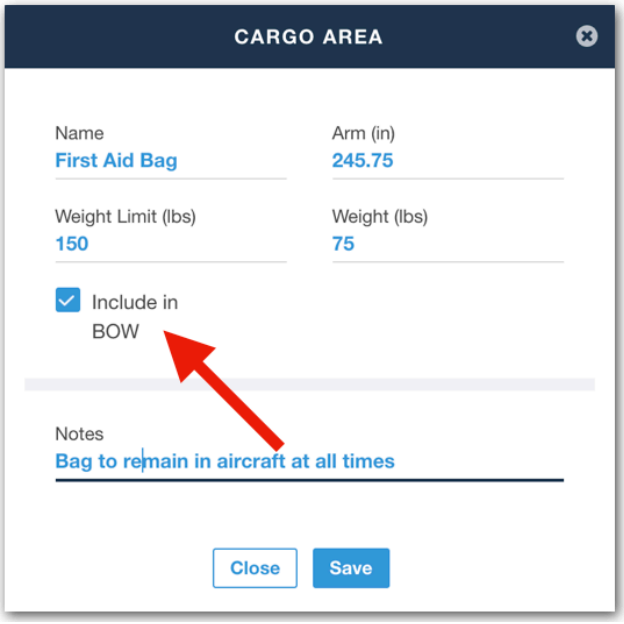


Figure 4-34. Include in BOW

4.12.8.6 Notes

Each station type includes an option to add notes. Notes are designed to assist pilots with completing weight and balance. Notes are visible in ForeFlight Mobile by selecting **Flights ➔ Weight and Balance ➔ Review Notes**.

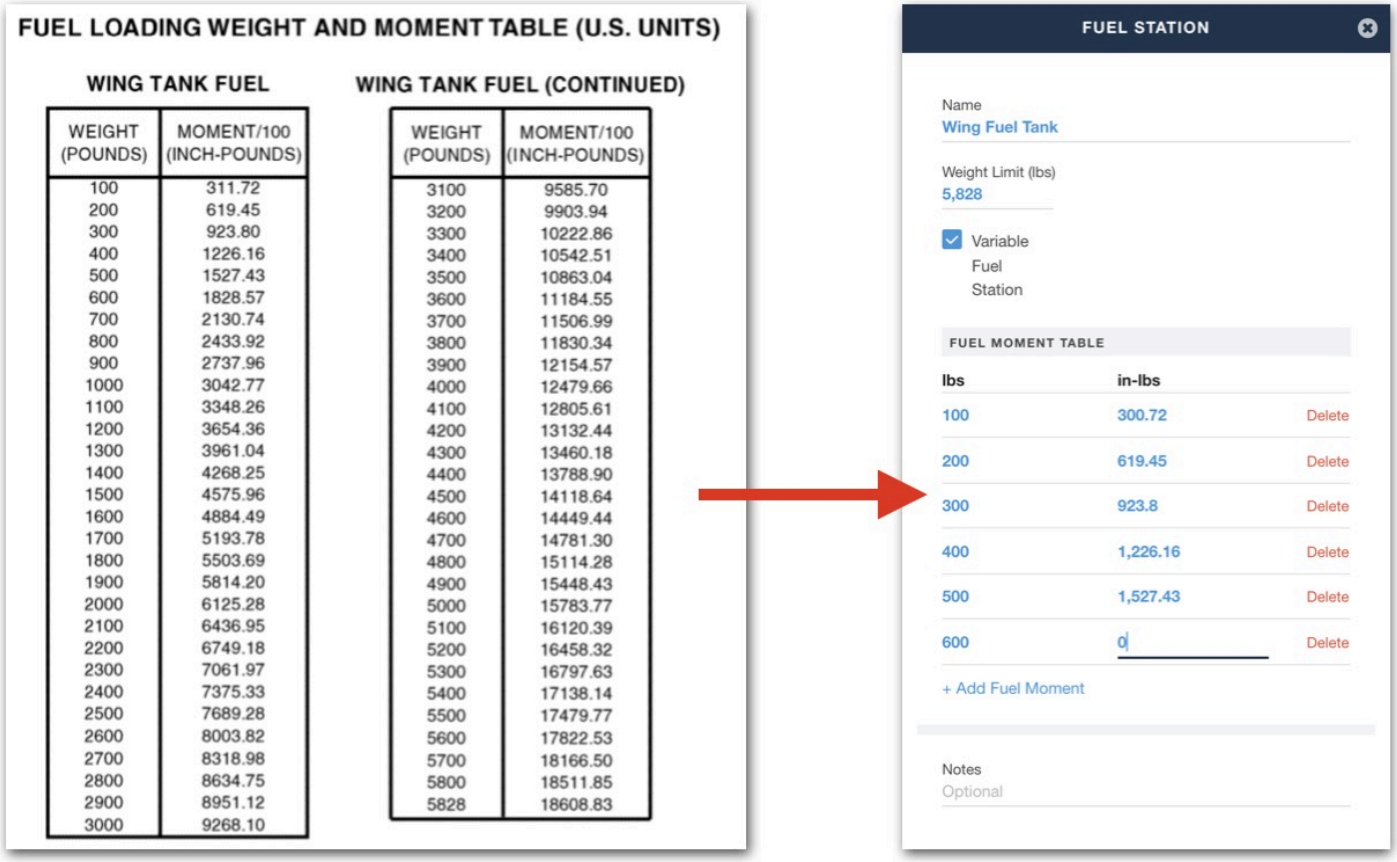
4.12.8.7 Fuel Tanks

W&B supports multiple fuel tanks and fuel moment tables (variable arm). To add a fuel tank with a fixed arm, select **+ Add Station**, select Fuel Tanks and enter the fuel tank's name, arm, and weight limit. Repeat these steps for each fixed arm fuel tank. If the aircraft does not consume fuel symmetrically, and thus has a variable fuel arm, check the **Variable Fuel Station** box.

4.12.8.8 Variable Fuel Station

When the **Variable Fuel Station** checkbox is selected, a Fuel Moment Table appears. The Fuel Moment Table specifies the moment of the fuel at various fuel loads. If an aircraft's fuel tank has a variable arm, there should be a variable fuel moment table in the aircraft's flight manual. The Fuel Moment Table in the flight manual will need to be manually copied to the Fuel Moment Table during setup. Ensure the variable fuel moment table units of measure (lbs, in, etc.) match what is entered into the Fuel Moment Table. To add a Fuel Moment Table:

1. Select **+ Add Fuel Moment** to add additional rows to the table.
2. Manually enter the fuel load and corresponding moment for all rows in the AFMs Moment Table.
3. Once all rows have been entered click **Save**.



FUEL LOADING WEIGHT AND MOMENT TABLE (U.S. UNITS)

WING TANK FUEL

WEIGHT (POUNDS)	MOMENT/100 (INCH-POUNDS)
100	311.72
200	619.45
300	923.80
400	1226.16
500	1527.43
600	1828.57
700	2130.74
800	2433.92
900	2737.96
1000	3042.77
1100	3348.26
1200	3654.36
1300	3961.04
1400	4268.25
1500	4575.96
1600	4884.49
1700	5193.78
1800	5503.69
1900	5814.20
2000	6125.28
2100	6436.95
2200	6749.18
2300	7061.97
2400	7375.33
2500	7689.28
2600	8003.82
2700	8318.98
2800	8634.75
2900	8951.12
3000	9268.10

WING TANK FUEL (CONTINUED)

WEIGHT (POUNDS)	MOMENT/100 (INCH-POUNDS)
3100	9585.70
3200	9903.94
3300	10222.86
3400	10542.51
3500	10863.04
3600	11184.55
3700	11506.99
3800	11830.34
3900	12154.57
4000	12479.66
4100	12805.61
4200	13132.44
4300	13460.18
4400	13788.90
4500	14118.64
4600	14449.44
4700	14781.30
4800	15114.28
4900	15448.43
5000	15783.77
5100	16120.39
5200	16458.32
5300	16797.63
5400	17138.14
5500	17479.77
5600	17822.53
5700	18166.50
5800	18511.85
5828	18608.83

Figure 4-35. Variable Fuel Station

4.12.9 Passenger Seating Load Priority

Load Priority dictates the sequence for aircraft seating during autoloading Weight & Balance via Dispatch. For instance, assigning a numeric value of "1" sets a station as the highest priority. This function enables customization of seating arrangements in the passenger compartment to prioritize passenger placement over the auto-assign feature. Loading priority can be designated for a row or individual seats within a row.

> **IMPORTANT:** To avoid unintended loading sequences, do not use the same loading priority number twice for either seats or rows. If a load priority of "1" is given to a seat, don't use "1" again for another seat or row.

4.12.9.1 Assigning Row and Seating Load Priority

> **NOTE:** Seating with an assigned priority will be loaded first. Any unassigned seat will be loaded according to the **Autoload** logic.

Setting the row and seat priorities in the picture below will load the seats in the following sequence:

1. Seat 8
2. Seat 7
3. Seat 3
4. Seat 4
5. Seat 6.

If row one were assigned a row priority of 2, the row would be given priority over seat 7's priority 2, and the seats would be loaded in the following sequence:

1. Seat 8
2. Seat 3
3. Seat 4
4. Seat 7
5. Seat 6.

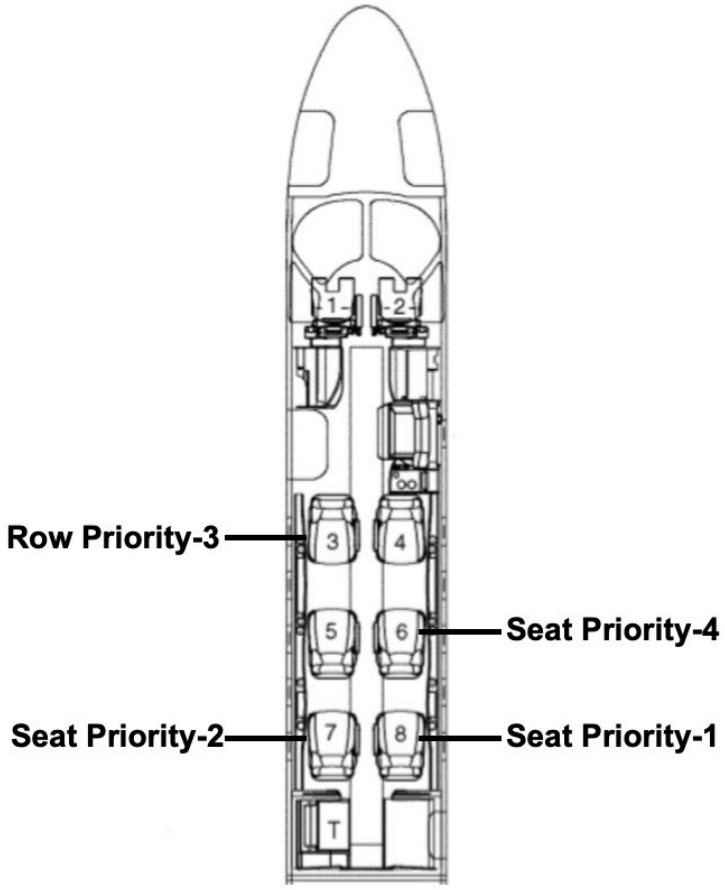


Figure 4-36. Sample Loading Priority

> **NOTE:** Loading priority can be done by rows leaving seat priority blank, or by seats leaving row priority blank.

4.12.9.2 Setting Load Priorities

To set load priorities, complete the following steps:

1. Click the **Aircraft** tab on the left sidebar.
2. Click the aircraft to edit.
3. Scroll down to Weight & Balance and click the **Edit** button.
4. Click the **Edit** button on the row to view the **ROW OF SEATS** popover.
5. Select the loading priority for the row or individual seats.
6. Click the **Save** button to save and close the **ROW OF SEATS** popover.
7. Click the **Save** button on the bottom right corner of the Weight & Balance Profile page.

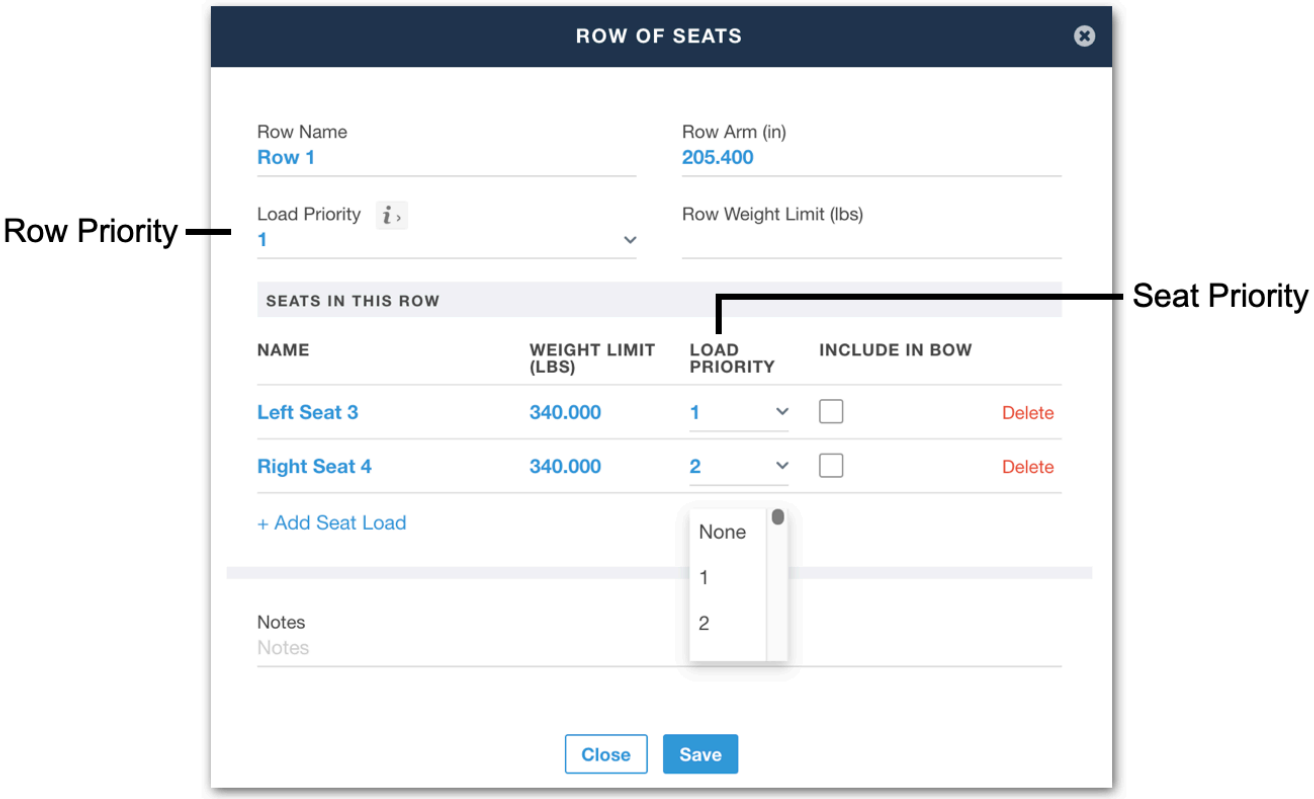


Figure 4-37. Setting Row or Seat Load Priority

4.12.10 Aircraft CG Limits

To ensure the aircraft is operated within CG, the forward and aft CG limits must be defined for all points that define the CG envelope. Forward and aft CG limits are generally found in the AFM.

4.12.10.1 Basic CG Envelopes

Some smaller aircraft have as little as one forward and one aft CG limit for all weights. For this type of aircraft, only two rows would be needed to define the CG envelope. One row would define the Forward and Aft limits at the aircraft's minimum weight (1800 lbs), and the other row defines the FORWARD and AFT limits at the aircraft's max gross weight (3200 lbs).

The order of the CG rows does not affect W&B. However, it is recommended to be consistent between FWD and AFT definitions. Defining CG limits at maximum weights near the top and minimum weights near the bottom helps with visualization of the CG envelope.

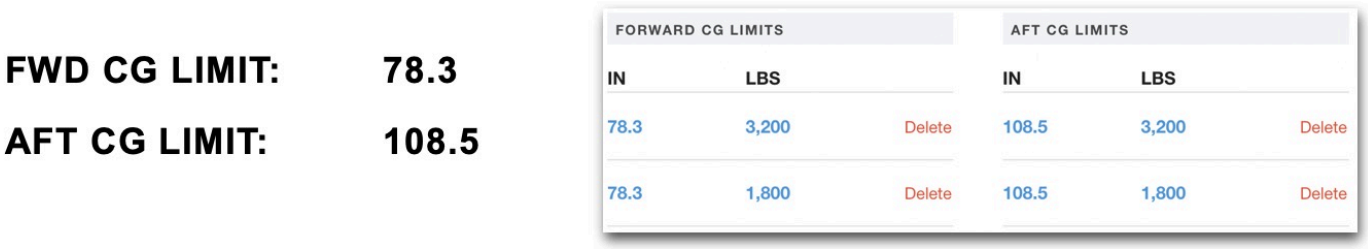


Figure 4-38. Basic CG Envelope

4.12.10.2 Complex CG Envelopes

More complex CG envelopes are often depicted graphically. Forward and aft CG limits must be identified and copied from the CG graph to the W&B CG limits section.

CG envelopes are defined by each bend in the envelope. The weight and corresponding arm at each bend in the envelope should be added as a forward or aft CG limit. Forward CG limits are typically on the left side of the graph, and aft CG limits are typically on the right side of the graph.

> **NOTE:** Some CG envelopes use weight and moment to define the envelope. If the CG envelope is defined by weight and moment, the moment must be converted to an arm before it can be entered into W&B. To convert moment to arm, divide the full moment value by the corresponding weight.

4.12.10.3 Entering CG Limits

To enter CG limits for an aircraft:

1. Locate the aircraft CG limits in the aircraft's flight manual.
2. Add the forward and aft CG limits at the aircraft's MGW to the limits table in the W&B Profile setup.
3. Select **+ Add Forward Limit** or **+ Add Aft Limit** to add additional limits.
4. Enter forward and aft limits for all the remaining points that define the graph.
5. Once all limits are entered, select **Save**.

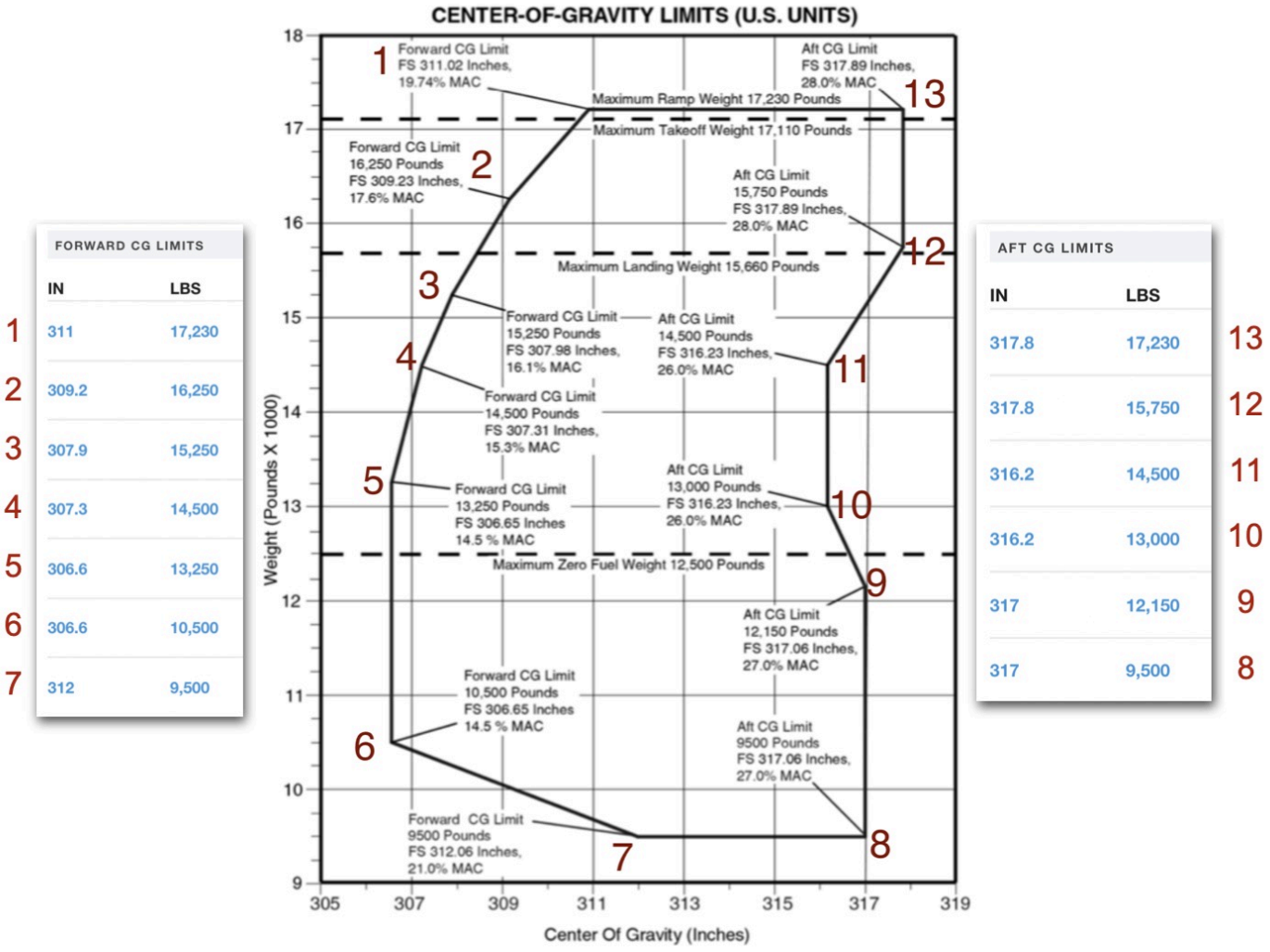


Figure 4-39. Copying CG Limits

> **NOTE:** CG envelopes must contain a minimum of two forward and aft points.

4.12.11 Default Curtailment Options

The Default Curtailment Options section contains two settings.

> **Standard Weights Curtailment**
>
> determines if the **Standard Weights Curtailment** toggle is selected by default for the aircraft profile when calculating weight and balance.

> **Passenger Distribution**
>
> The curtailment tool allows passengers to sit wherever they want throughout the cabin. The CG configurations are calculated with full forward and aft seating arrangements to account for worst-case CG loading scenarios. It accounts for the fact that passenger loading may not be uniform.

4.12.12 W&B Summary Report Options

Signatures for the First Officer and Dispatcher can be added to the Weight & Balance (W&B) Load Manifest by selecting the check boxes next to the position to add.

> **NOTE:** Signature settings in W&B are specific to the aircraft being edited.

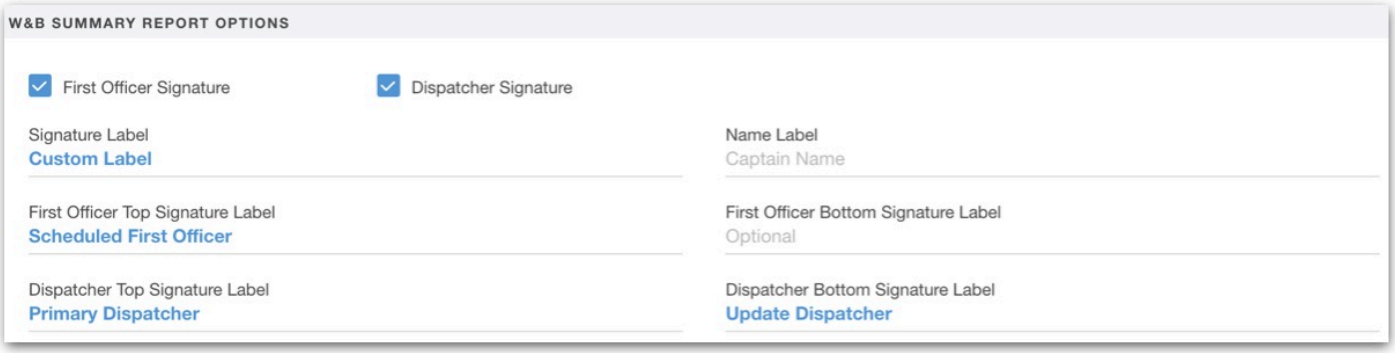


Figure 4-40. Weight and Balance Summary Report Options

A custom label can be entered for each position field that will be displayed on the W&B load manifest. The custom labels entered in the picture above are displayed below for each signature block. If a custom label is not entered the field will be set to the default labels.

CUSTOM LABEL		SCHEDULED FIRST OFFICER		PRIMARY DISPATCHER	
CAPTAIN NAME	DATE	FIRST OFFICER NAME	DATE	UPDATE DISPATCHER	DATE

Figure 4-41. Weight and Balance Load Manifest Signature Fields

4.12.13 Envelope Preview

The aircraft's weight and balance envelope is depicted in the Envelope Preview section. Non-variable maximum weight limits are depicted with horizontal lines and labels.

The BEW and center of gravity are depicted as a gray circle at the appropriate weight and CG location on the graph.

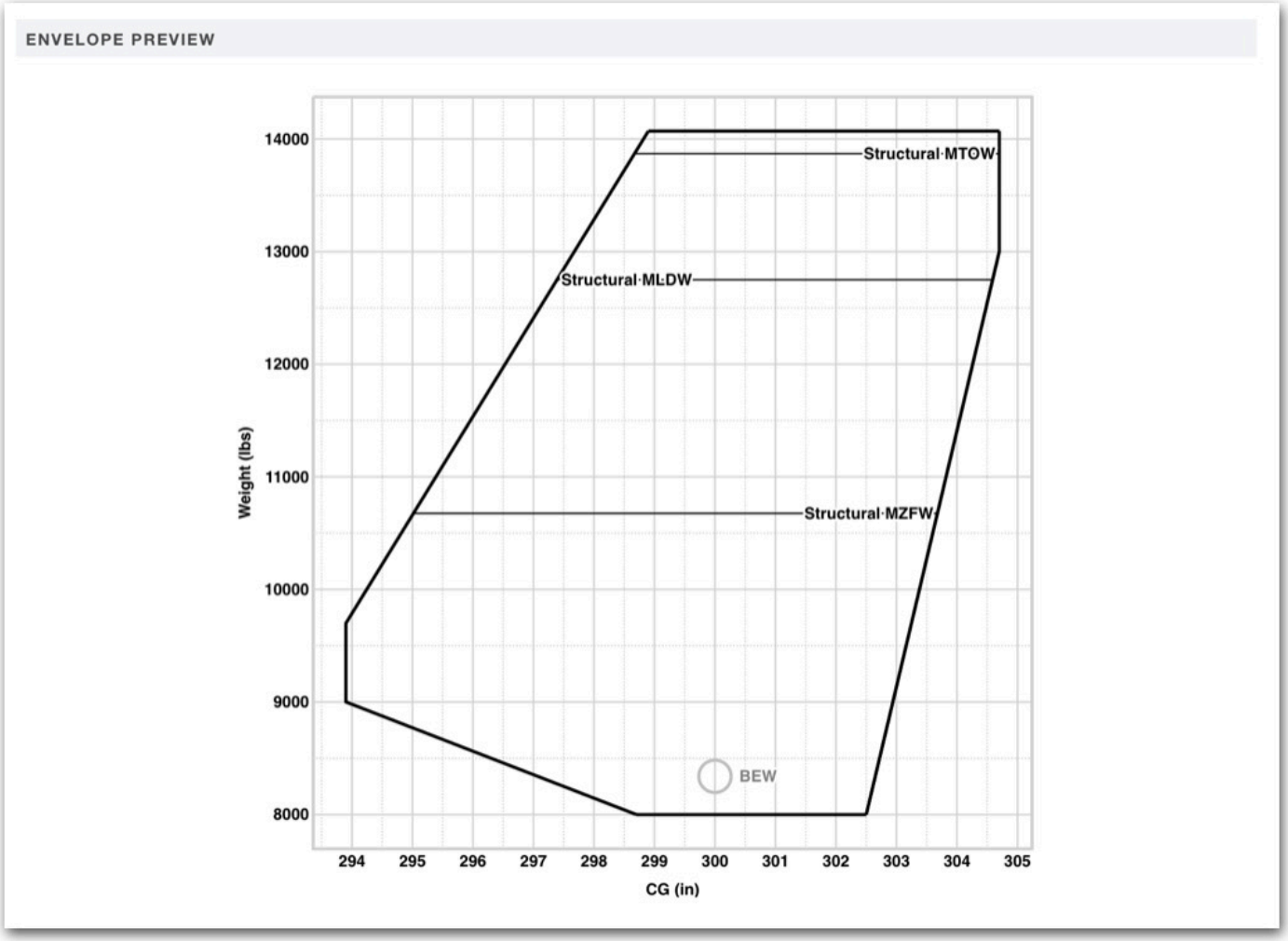


Figure 4-42. Weight and Balance Envelope Preview

4.13 Fuel

The Fuel section specifies the aircraft's default fuel type, capacity, reserve policy, contingency fuel, and more. When creating a new flight, fuel requirements are calculated using the selections from this section. Adjustments can be made on a per-flight basis. Each available setting is discussed in detail below.

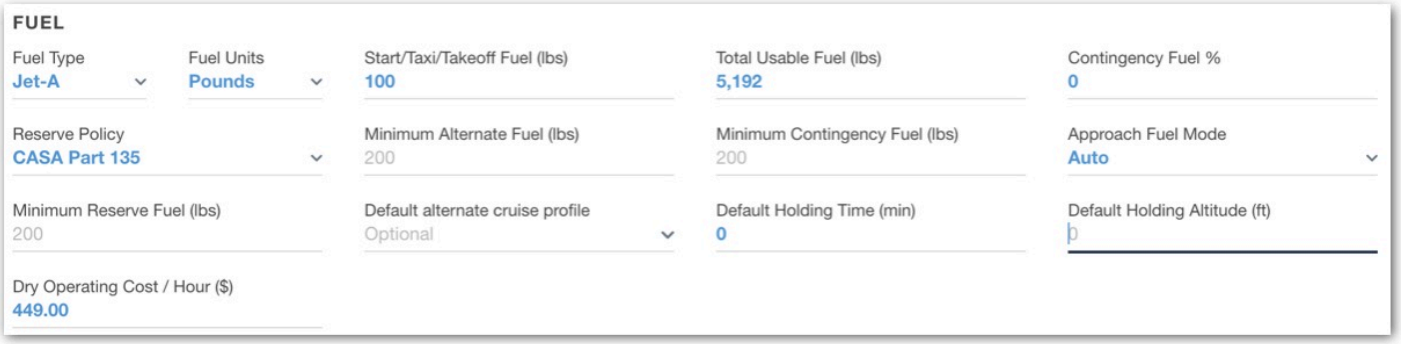


Figure 4-43. Aircraft Profile Fuel Section

Fuel Type

Determines the fuel's total weight:

- **100LL** and **Other**: 6.0 pounds per gallon.
- **Jet-A** and **Jet-A+**: 6.75 pounds per gallon.

Fuel Units

Specifies the aircraft's fuel consumption format. Choose between Gallons, Pounds, Liters, or Kilograms.

Start/Taxi/Takeoff Fuel

Specifies the standard amount of fuel the aircraft consumes during Start, Taxi, and Takeoff.

Total Usable Fuel

Populated with the aircraft's total usable fuel according to manufacturer data.

Contingency Fuel %

This value is initially determined by the default Reserve Policy. For example, European Union Aviation Safety Agency (EASA) commercial air transport regulations require 5% contingency fuel. When the EASA CAT reserve policy is selected, Contingency Fuel % is automatically set to 5% but can be adjusted if necessary. See Contingency Fuel for more information.

Reserve Policy

Specifies the aircraft's default reserve policy. If either the Manual or Manual (Minutes) reserve policies are selected, a Default Reserve Fuel field is revealed to specify the default reserve fuel amount. See Advanced Fuel Options for more information.

Minimum Alternate Fuel

A user-specified amount of fuel required for alternate airport planning purposes. When planning a flight with an alternate airport or airports, the greater is applied:

- The user-specified minimum alternate fuel.
- The amount of fuel required to fly to the planned alternate airport(s).

Minimum Contingency Fuel

Specifies the minimum amount of default contingency fuel. When flight planning, the higher of Contingency Fuel % or Minimum Contingency Fuel is used. See Contingency Fuel for more information.

Approach Fuel Mode

Adds fuel to the final descent portion of the flight to account for leveling off and performing a standard instrument approach. There are two Approach Fuel Mode options:

Auto

Is the default option and adds up to five minutes of fuel using the aircraft's fuel consumption rate upon reaching the top of descent. One minute of fuel is added for every 5,000 feet of descent required.

Manual

Allows a user-specified amount of approach fuel to be specified for the aircraft profile. When Manual is selected, a new field is revealed to allow the manual entry.

Minimum Reserve Fuel

Is a user-specified minimum amount of reserve fuel. When flight planning, the higher of Minimum Reserve Fuel and the amount determined by the Reserve Policy is used.

Default Alternate Cruise Profile (optional)

Specifies the default cruise profile from the destination airport to the alternate airport. If no default is selected, the performance profile that is selected for the flight is used.

Default Holding Time (min) Civil Aviation Safety Authority (CASA)

Is a user-specified minimum holding time used when creating a flight. The default is zero minutes.

Default Holding Time (ft) CASA

Is a user-specified altitude used when creating a flight.

Dry Operating Cost / Hour

An optional field that allows admin to enter the hourly cost of operating the aircraft, excluding fuel expenses. To determine this user-specified amount, total all aircraft annual expenses (excluding fuel) and divide the total by the expected number of flying hours for the year. Typical expenses include maintenance, hangar fees, insurance, payroll, database subscriptions, and other related costs. When a dry operating hourly cost is entered, Dispatch evaluates the cost when determining the optimal cruise altitude.
If the dry operating cost has been entered the total estimated cost will include aircraft cost in the performance section of the flight summary.

> **NOTE:** Flights planned in ForeFlight Mobile do not factor the dry operating cost when determining the optimal altitude.

4.14 Filing Section

The filing section specifies the aircraft's equipment, wake category, and special considerations for filing purposes. For more information on choosing the correct codes, reference the ForeFlight Filing Guide available in-app at **Documents ➔ ForeFlight ➔ ForeFlight Filing Guide** or online at www.foreflight.com/filing-guide.

> **NOTE:** Changes to filing information apply only to non-filed flight plans. To view the changes, refresh the **Flight Status Board** or **Flight Plan**. Filed flight plans are not updated.

4.14.1 FAA & ICAO Equipment

Equipment codes specify the communication and navigation equipment installed on the aircraft. Select the appropriate equipment for the aircraft if it is installed, serviceable, and the flight crew is qualified to operate the equipment.

Dispatch files all flight plans using the ICAO filing form (or DD-1801 for military).

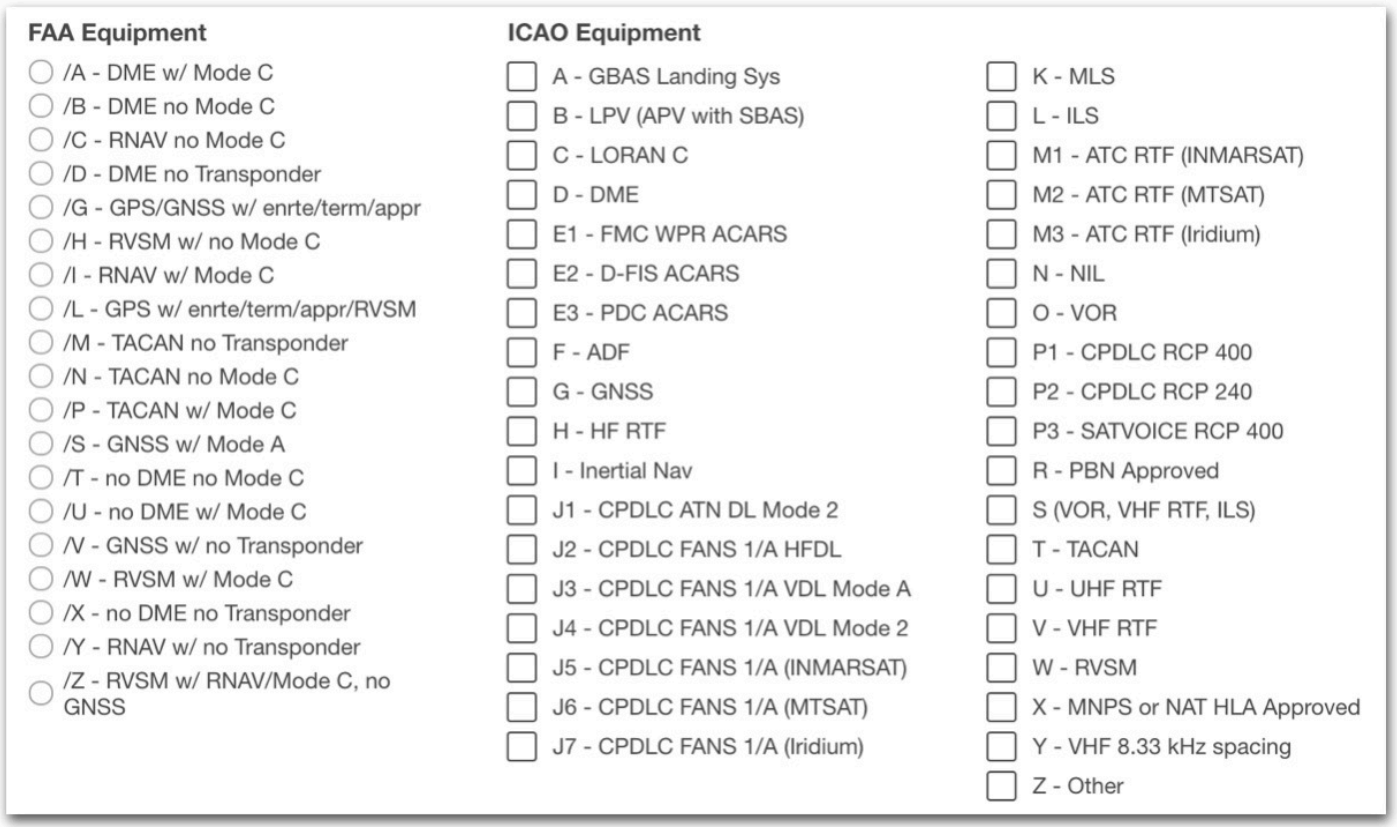


Figure 4-44. Filing Section - FAA and ICAO Equipment

4.14.2 ICAO Surveillance Codes

ICAO Surveillance includes Transponder and ADS-B and -C equipment.

Choose one of the following OR choose N (NIL) if no operable transponder	
A	**Mode A** (ie: no Mode C), 4 digits - 4096 codes
C	**Mode A**, 4 digits - 4096 codes **and Mode C**
E	**Mode S**, including aircraft identification, pressure altitude **and** Extended Squitter (ADS-B)
H	**Mode S**, including aircraft identification, pressure altitude, **and** enhanced surveillance capability[1]
I	**Mode S**, including aircraft identification **and** enhanced surveillance capability[1], but **no** pressure-altitude capability
L	**Mode S**, including aircraft identification, pressure-altitude, Extended Squitter (ADS-B), **and** enhanced surveillance capability[1]

Choose one of the following OR choose N (NIL) if no operable transponder	
P	**Mode S**, including pressure-altitude **but no** aircraft identification capability
S	**Mode S**, including pressure-altitude **and** aircraft identification capability
X	**Mode S**, without pressure-altitude **or** aircraft identification capability
[1]: Enhanced surveillance capability is the ability of the aircraft to downlink aircraft derived data via Mode S transponder	

If aircraft is equipped with ADS-B or -C, choose one column per applicable row(s):				
B1	ADS-B with dedicated 1090MHz Out **only**	**or**	B2	ADS-B with dedicated 1090MHz Out **and** In
U1	ADS-B with dedicated 978MHz UAT Out **only**	**or**	U2	ADS-B with dedicated 978MHz UAT Out **and** In
V1	ADS-B Out **only** using VDL Mode 4	**or**	V2	ADS-B Out **and** In using VDL Mode 4
And if your aircraft is equipped with Automatic Dependent Surveillance-Contract (ADS-C), also choose one of the following:				
D1	ADS-C with FANS 1/A capability	**or**	G1	ADS-C with ATN capabilities

4.14.3 ICAO Wake Category

ICAO Wake Category is automatically selected based on manufacturer data and should be verified. The following table should be used to verify the ICAO wake category.

Light	7,000 kg (15,500 lbs.) or less
Medium	7,001 kg up to 135,999 kg (15,501 lbs. to 299,999 lbs.)
Heavy	136,000 kg (300,000 lbs.) or more

Figure 4-45. Aircraft - ICAO Wake Categories

4.14.4 ICAO Perf-Based Nav (PBN)

ICAO Performance Based Navigation (PBN) includes RNAV and RNP capabilities. Up to eight RNAV + RNP options can be selected.

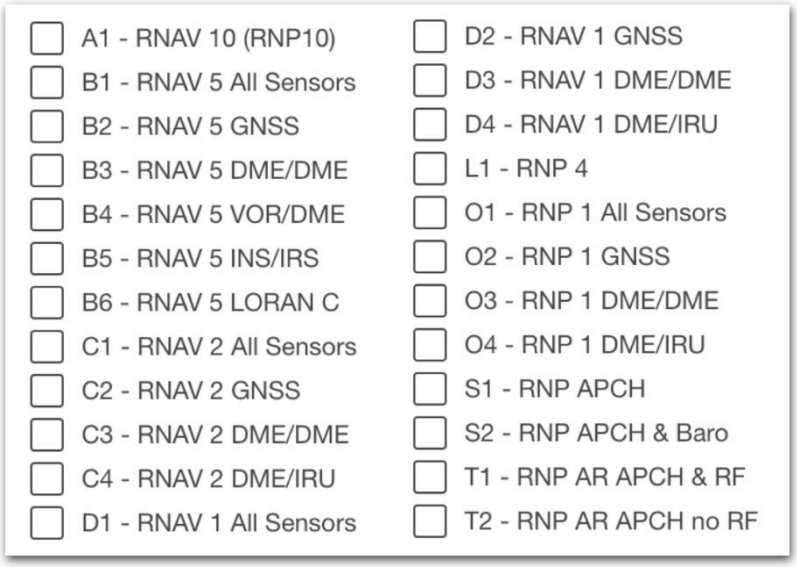


Figure 4-46. ICAO Performance-Based Navigation

4.14.5 STS Special Handling

STS Special Handling specifies the default handling status for the aircraft.

> **Altitude reservation (ALTRV)**
>
> A flight operated in accordance with an altitude reservation.

> **ATFM exempt (ATFMX)**
>
> A flight approved for exemption from ATFM measures by the appropriate ATS authority.

> **Firefighting (FFR)**
>
> Fire-fighting.

> **Flight check (FLTCK)**
>
> Flight check for calibration of navaids.

> **Hazardous material (HAZMAT)**
>
> A flight carrying hazardous material.

> **Head of States (HEAD)**
>
> A flight with Head of State status.

> **Medical flight (HOSP)**
>
> A medical flight declared by medical authorities.

> **Humanitarian (HUM)**
>
> A flight operating on a humanitarian mission.

> **Military separation (MARSA)**
>
> A flight for which a military entity assumes responsibility for separation of military aircraft.

> **Medical Evacuation (MEDEVAC)**
>
> A life-critical medical emergency evacuation.

> **Non-RVSM in RVSM (NONRVSM)**
>
> A non-RVSM capable flight intending to operate in RVSM airspace.

> **Search and rescue (SAR)**
>
> A flight engaged in a search and rescue mission.

> **Military/police (STATE)**
>
> A flight engaged in military, customs or police services.

4.14.6 Other Information

Other Information includes ICAO flight plan optional fields. Some entries may be required depending on the information included in the flight plan.

> **CODE**
>
> Aircraft Mode S hex address (e.g. A519D9)(Recommended).

> **COM**
>
> Communication capabilities not otherwise specified in the ICAO Equipment field.

> **DAT**
>
> Other data applications (See AC 90-117).

DLE

Delay or holding (at a fix). Insert the point(s) where the delay is to occur followed by the length of the delay in hours and minutes (hhmm) (e.g. KZLA0120).

EET

Estimated Elapsed Time within an FIR boundary (e.g. KZNY0124). EET is automatically calculated and entered by ForeFlight.

NAV

Navigation capabilities not otherwise specified in the ICAO Equipment field.

OPR

Operator/Company Name.

ORGN

Flight Plan Originator *Aeronautical Fixed Telecommunication Network (AFTN)* address or other appropriate contact details (e.g. KHOUARCW)(Not required by FAA).

PER

Performance Category (e.g. A)(Not required by FAA).

RALT

Four letter ICAO identifier for Enroute Alternates (e.g. EINN CYYR KDTW).

REG

Registration (ex. N123AB, CJABC, DABC). Must be entered to receive CPDLC messages. May be entered if different from aircraft identification entered on flight plan.

If a Tail Number is entered in the aircraft profile and a flight is filed with a call sign (optional), the tail number from the aircraft profile is automatically copied to this field.

RIF

Route to revised destination (e.g. DTA HEC KLAX).

RVR

Runway Visual Range Requirement in Metres (EUROCONTROL support).

SEL

SELCAL is a signaling method for HF equipment which alerts aircraft that a ground station wishes to communicate with it. Codes are assigned to aircraft operators and not to individual aircraft.

STAY INFO

Additional information for delays at a waypoint. Utilized in EUROCONTROL airspace. See this support article for additional information.

SUR

Surveillance capability. For example, enter "260B" for 2020 ADS-B compliant 1090Mhz transceivers, "282B" for compliant 978UAT transceivers, or RSP180 for equipment meeting RSP performance standards.

TALT

Take-off Alternates (e.g. KTEB).

TYP

Non-standard aircraft type (e.g. homebuilt). Must provide type information if aircraft type is ZZZZ.

4.15 Dinghy

The Dinghy section specifies the type, capacity, and color of any dinghies carried onboard the aircraft.

If more than one dinghy is carried, enter the count, total capacity (i.e., 2, 10-person dinghies = 20 Persons), and color.



Figure 4-47. Aircraft - Dinghy

4.16 Emergency

The Emergency section specifies the type of emergency equipment on board the aircraft. If the aircraft carries Life Jackets, Radios, or Survival gear, choose the appropriate equipment from the dropdown menus.

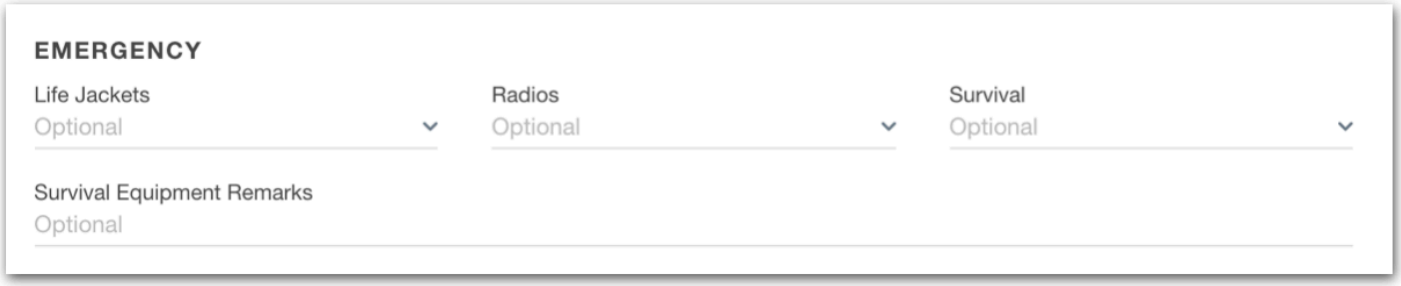


Figure 4-48. Aircraft - Emergency Section

FLIGHT EDITOR

Flight planning is done with the Flight Editor. Access the Flight Editor by selecting **Dispatch ➔ Flights ➔ New Flight** or open an existing flight by selecting **Edit** from the Flight Status Board.

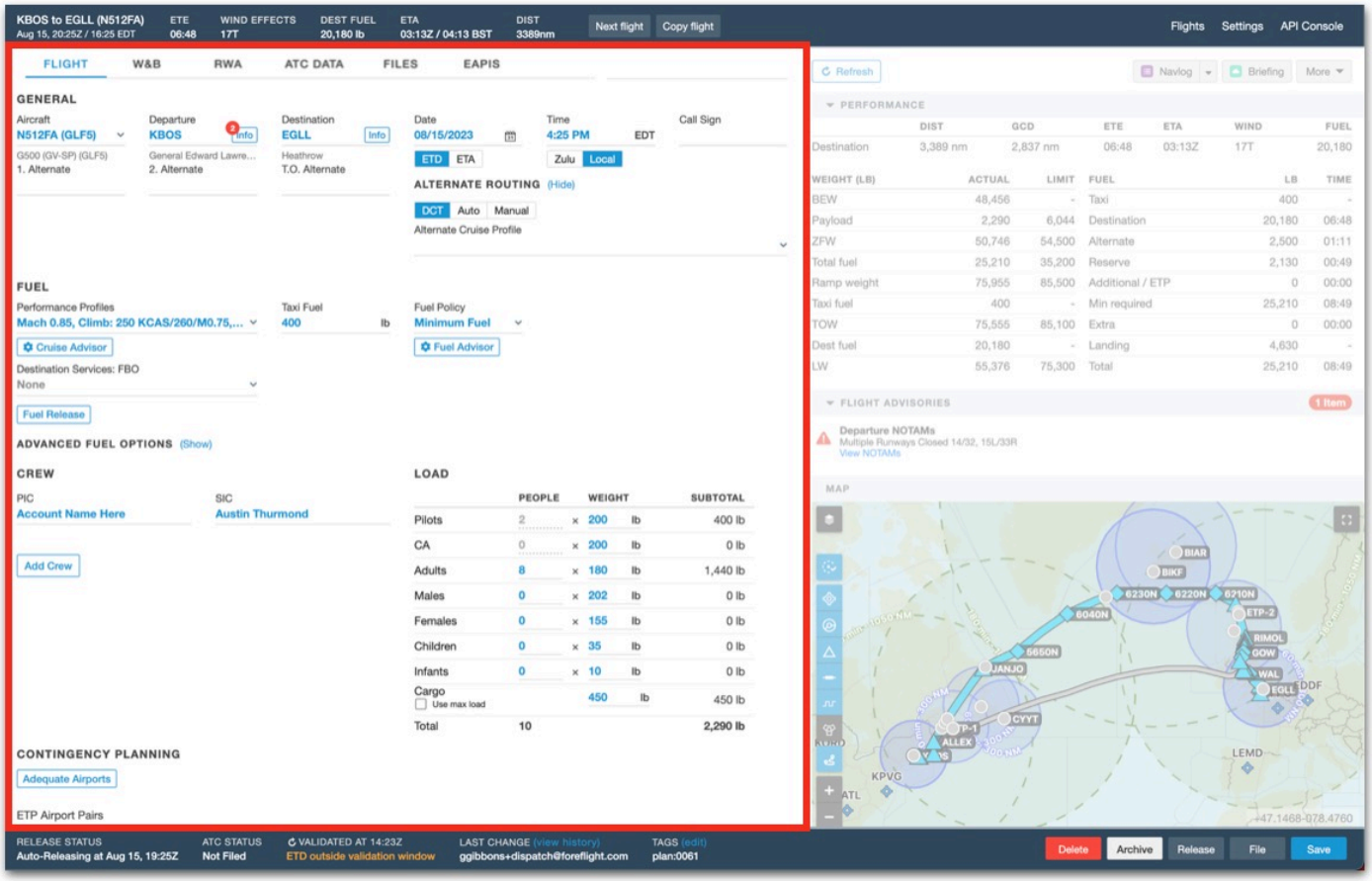


Figure 5-1. Flight Editor

5.1 Layout

The Flight Editor is divided into two halves. The left half of the screen displays **FLIGHT** data, **W&B (Weight &Balance)**, **RWA (Runway Analysis)**, **ATC DATA**, flight **FILES**, and the **EAPIS** manifest.

The right column displays **Performance** data, **Flight Advisories**, and the **Map**. The toolbar near the top of the left half provides navigation between the pages.

5.1.1 Flight Summary

At the top of the Flight Editor is a summary. The summary provides an overview of the flight's details once enough information is provided to allow performance calculations. The flight summary updates when flight details are changed.

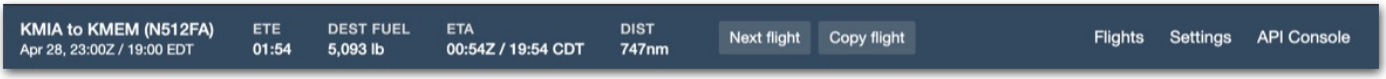


Figure 5-2. Flight Editor - Flight Summary

5.1.1.1 Flight Summary Buttons

The Flight Summary contains two buttons. A **Next Flight** and **Copy Flight** button.

- The **Next flight** button allows a new flight to be created and automatically populate with details from the current flight. The **Next flight** button is first shown after the current flight has been saved.
- The **Copy flight** button can be used to duplicate a flight that needs to be planned again. Copying a flight is the preferred method for planning a flight with the same route, crew, and aircraft instead of editing an old flight.

> **NOTE:** When needing to plan the same flight multiple times, use the **Copy flight** function.

5.2 General

Planning a flight begins with the Flight Editor General section. Select an aircraft, departure/ destination airport, and departure date and time to get started with planning the flight.

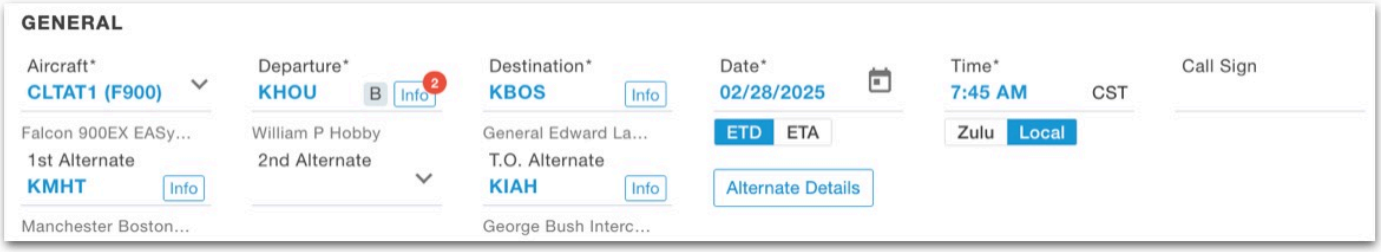


Figure 5-3. Flight Editor - General Section

5.2.1 Aircraft

When a new flight is created, the Aircraft field defaults to the aircraft last selected in Dispatch. The Aircraft dropdown lists all aircraft associated with the account. The search bar at the top of the menu filters aircraft by tail number, ICAO type code, or model name.

Aircraft that have not been published by the account administrator do not have ForeFlight Performance Profiles, or are not enabled for Dispatch, display a yellow warning icon and cannot be selected in Dispatch.

Icons are depicted next to the aircraft to indicate Runway Analysis, Weight & Balance, and Fuel Advisor support. If the aircraft and destination airport support JetFuelX, a JetFuelX icon is also displayed.

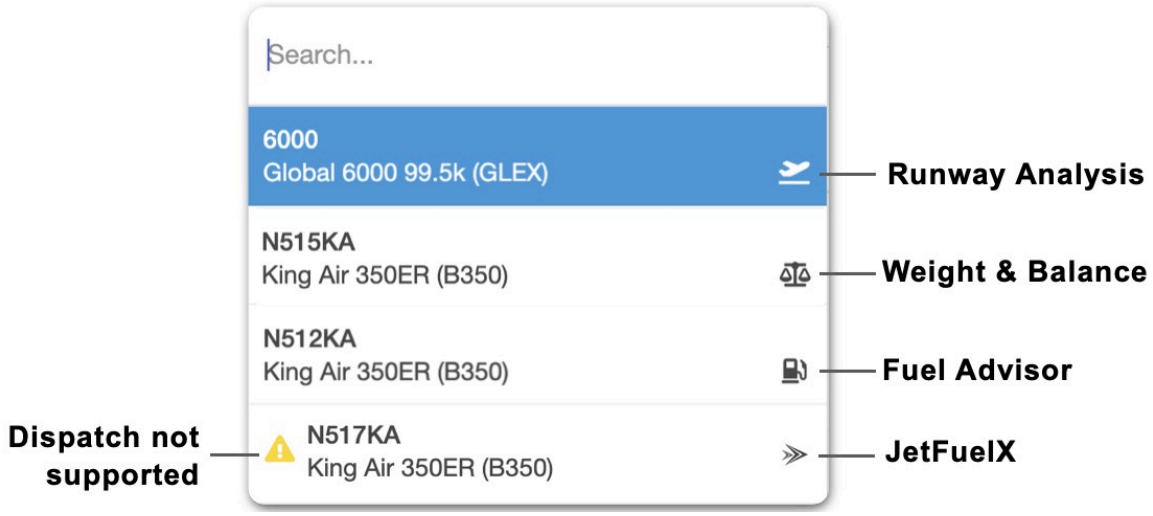


Figure 5-4. Aircraft

5.2.2 Departure/Destination

The departure and destination fields are where the airports for the flight are specified. The field's search bar recognizes an airport's identifier, name, or city. The menu shows each airport's identifier, name, and maximum runway length.

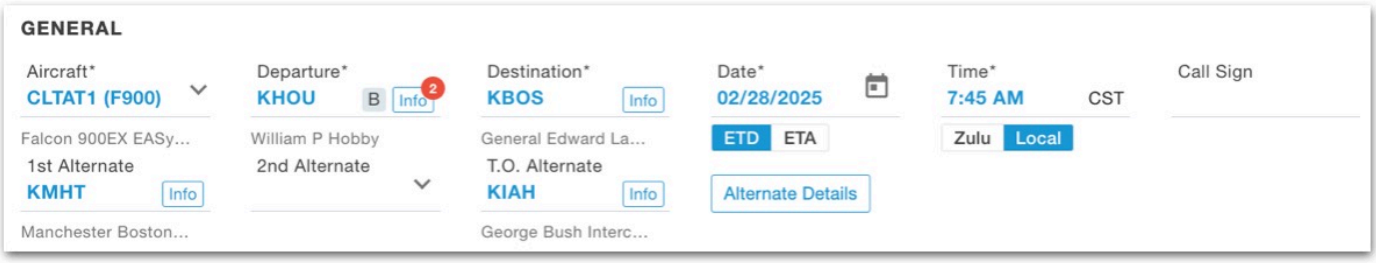


Figure 5-5. Entering a Destination Airport

If an Airport Category has been entered in custom content, the category identifier will appear next to the info box. Hover the cursor over the category to read any comments.

Once an airport is selected, **Info** appears to the right of the airport identifier. Click **Info** to open the Airport view to find detailed information about the airport.

If departing and arriving at the same airport, ATC cleared and preferred routes are listed in the route section (if available).

To plan a flight to or from a location not in the aviation database, create a Custom Airport using an administrator account. Alternatively, these fields can accept coordinates.

5.2.3 Date & Time

The date and time fields are used to specify the departure or arrival time of the flight. The Date field uses US standard date notation (month/day/year). Click in the field to manually edit the date.

Click the **calendar symbol** to select a new date using a calendar view. Click the button in the top-left of the calendar to select a year, month, and day in a top-down progression, with the current time period circled in blue within each view. Use the **arrow buttons** in the top-right to move forward or backward in each view (e.g., move to adjacent groups of years and months).

5.2.3.1 ETD/ETA

The **ETD** and **ETA** buttons below the Date field specify whether the date/time is for departure or arrival. Selecting **ETD** sets the time as departure, and Dispatch calculates the arrival time. Selecting **ETA** sets it as arrival, and Dispatch calculates the required departure time.

5.2.3.2 Zulu/Local

The Time field accepts input in 24-hour format. Use the **Zulu** and **Local** buttons to switch time zones. In **ETD** mode, **Local** uses the departure airport's time zone; in **ETA** mode, it uses the arrival airport's.

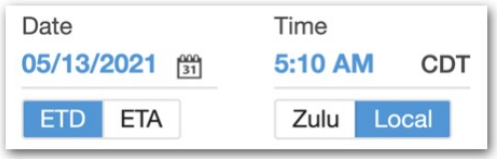


Figure 5-6. Flight Editor - Date & Time

To apply a time zone setting (Local/Zulu) to all flights, select **Technical** (Account) from the left sidebar, then click **Settings** in the header. Use the timezone toggle to choose **Local** or **Zulu**.

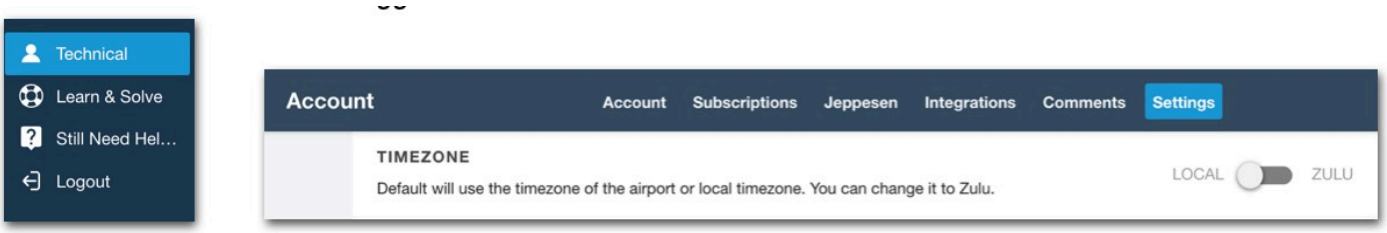


Figure 5-7. Selecting Technical from the Sidebar Opens the Account Main View

5.2.4 Call Sign

Call Sign allows a unique identifier to be used instead of the aircraft's tail number and should only be used if the aircraft has an assigned call sign. When filing, the tail number is automatically added to field 18.

Call signs support up to seven alphanumeric characters. The call sign entered on the **Flight Editor** remains unchanged when switching aircraft unless a specific call sign is set on the **Aircraft** page. Subsequent flights retain the call sign when using the **Next Flight** button with the same aircraft.

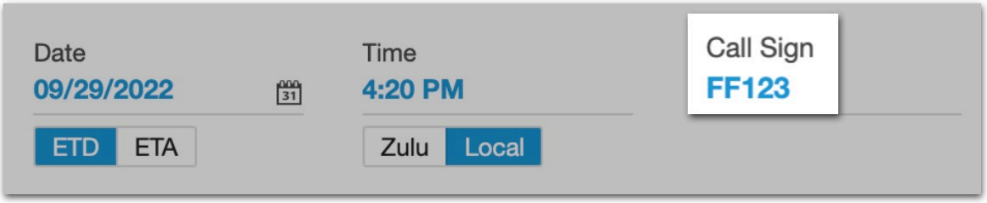


Figure 5-8. Call Sign

5.2.5 Alternate Airports

Dispatch permits two Alternate destination airports and one Takeoff Alternate airport. Alternate airports can be manually specified or selected from a list of suggested airports

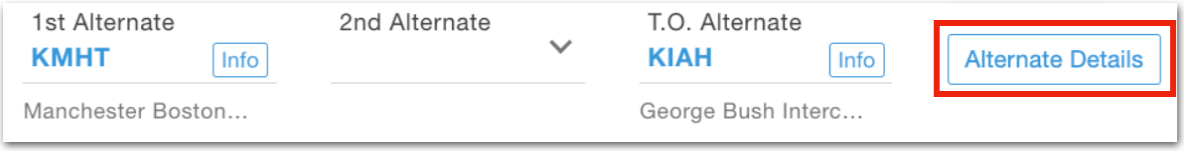


Figure 5-9. Alternate Information

Alternate airports can be entered on the Alternate row or by clicking on the **Alternate Details** button to open the Alternate Details popover.

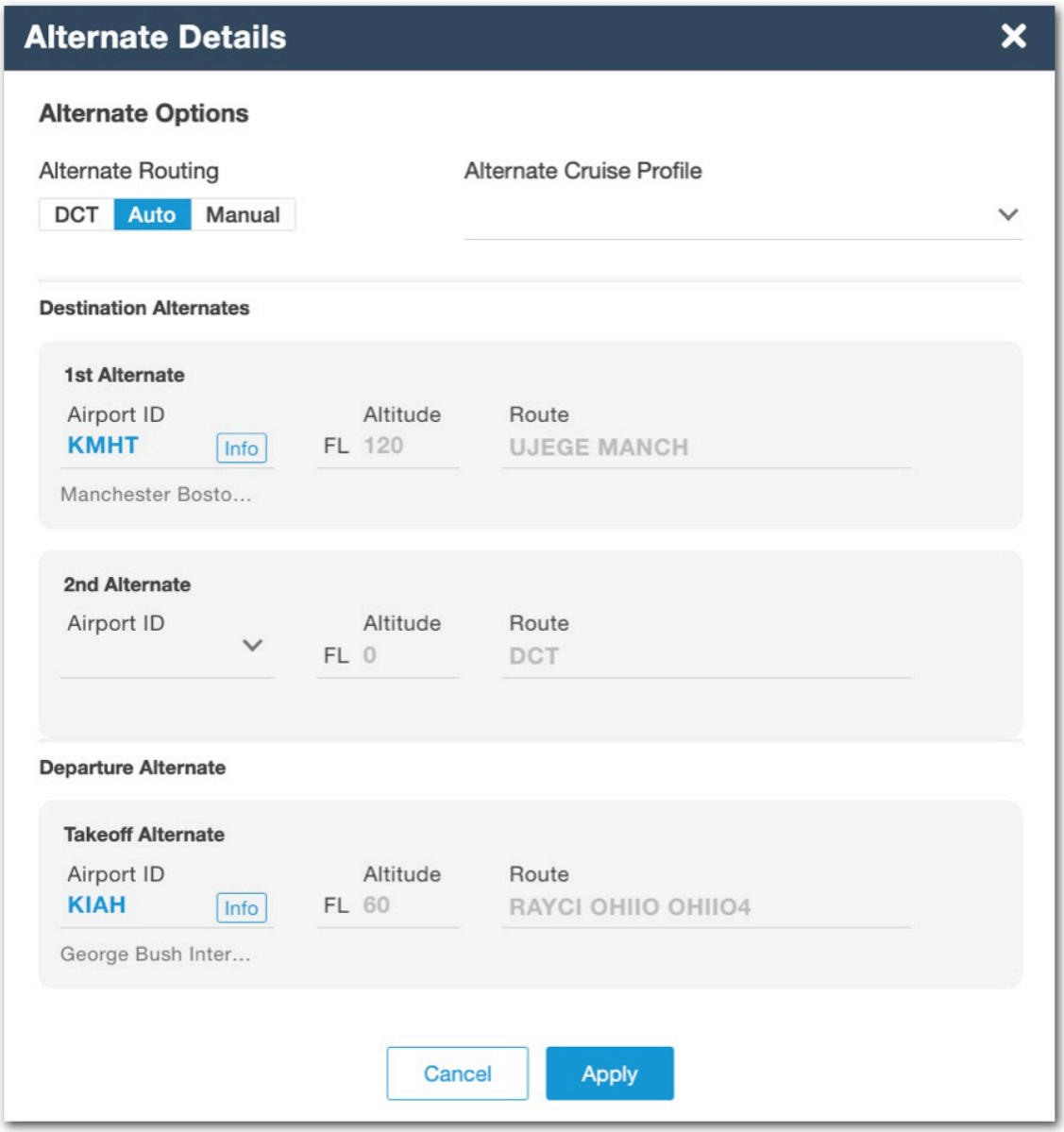


Figure 5-10. Alternate Details Pop-Over

5.2.5.1 Manually Adding Alternate Airports

To manually enter an alternate:

1. Click in one of the Alternate airport fields.
2. Type the airport's identifier or name in the search bar.
3. Choose it from the list of results.

5.2.5.2 Alternate Suggestions

When an Alternate airport field is clicked, Dispatch lists suggested airports sorted by proximity. Click an airport to add it as an Alternate. The list only includes airports that meet the following criteria:

- More than one instrument approach
- Weather reporting capabilities
- Open to the public
- At least one runway of 4800 feet or more.

5.2.5.3 Informational Alternates - Military

Informational Alternates allow users to add up to four alternate airports that are not included in fuel calculations and not filed with ATC. These alternates serve as additional options for crews if the primary or secondary alternates are deemed unsuitable. The **Informational Alternate** button is located below the 2nd Alternate fields in the Alternate Details popover.

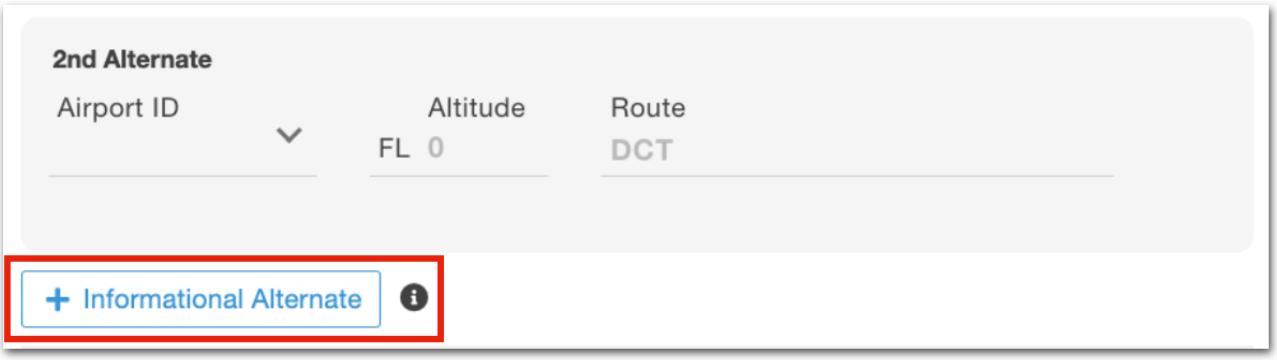


Figure 5-11. Informational Alternate Button

> **IMPORTANT:** The crew remains responsible for compliance with all regulations related to alternate planning and fuel requirements.

Clicking the **Informational Alternate** button adds an alternate field below the second alternate. Users can add up to four Informational Alternates in total.

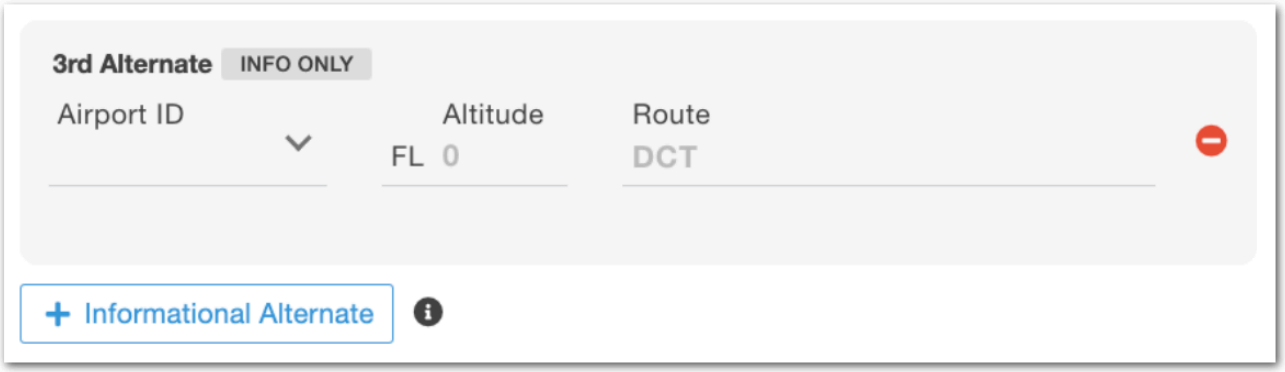
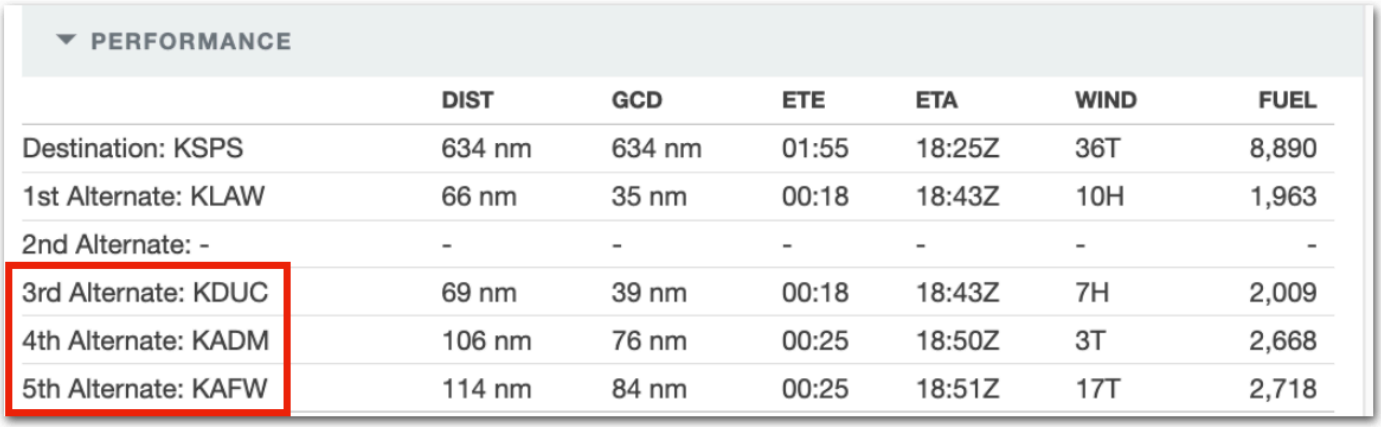


Figure 5-12. Informational Alternate Field

Additional Information Alternate Views

Informational Alternates will also be listed in the Performance section of the Performance view.

Informational Alternates can be added to Custom Navlogs by adding the "Alternate Flight Data" block.



PERFORMANCE

	DIST	GCD	ETE	ETA	WIND	FUEL
Destination: KSPS	634 nm	634 nm	01:55	18:25Z	36T	8,890
1st Alternate: KLAW	66 nm	35 nm	00:18	18:43Z	10H	1,963
2nd Alternate: -	-	-	-	-	-	-
3rd Alternate: KDUC	69 nm	39 nm	00:18	18:43Z	7H	2,009
4th Alternate: KADM	106 nm	76 nm	00:25	18:50Z	3T	2,668
5th Alternate: KAFW	114 nm	84 nm	00:25	18:51Z	17T	2,718

Figure 5-13. Informational Alternates Listed in the Performance View

5.2.5.4 Alternate Routing

Three options exist to specify the route to the Alternate airport.

> **Direct (default)**
>
> When selected, Dispatch will calculate a straight line distance between the destination (or departure) airport and the Alternate and then add buffer mileage to account for the missed approach and maneuvering. The buffer distance for aircraft type is:
>
> - 30NM jet & turboprop

- 15NM piston
- 0NM helicopter

A waypoint called "APPCH" will be added to the printable navlog and will be visible on the map. This waypoint is added as part of the distance buffering.

Aircraft performance and route duration determine the Alternate route altitude, which is displayed in the navlog and in the Alternate Routing section of the Flight Editor.

Auto

A route which begins at the destination airport's missed approach point to the Alternate airport using normal (realistic) routing (ignoring flight restrictions). If the destination airport does not have a missed approach endpoint, the Auto Alternate route begins at the destination airport. The route and planned altitude can be found in the Navlog and the Alternate Routing section of the Flight Editor.

Manual

Alternate routing and altitude are specified by the flight planner.

Selecting a route other than Direct

To select a route other than Direct:

1. Click the **Alternate Details**button**.**
2. Click the **DCT**, **Auto**, or **Manual** tab to select a route type.
3. If **Manual** is selected, use the keyboard to enter a route and altitude.

NOTE: If the Alternate airport is less than 30 nm from the missed approach point, the transition portion of the arrival procedure is removed.

Alternate Cruise Profile

Dispatch calculates flight planning results for all alternate route segments by using the performance data from the selected cruise profile.

If the leg to the alternate airport is flown using a different cruise profile, specify the appropriate Alternate Cruise profile using the dropdown menu in the Alternate Routing section for more accurate flight planning results.

When an Alternate Cruise profile is selected, Dispatch computes flight planning results for the portion of the flight from the destination airport to the alternate(s) using the selected Alternate Cruise profile.

If no Alternate Cruise profile is selected, the flight is calculated using the cruise profile that's selected for the en route portion of the flight and an altitude that's appropriate for the aircraft's performance profile and alternate leg distances.

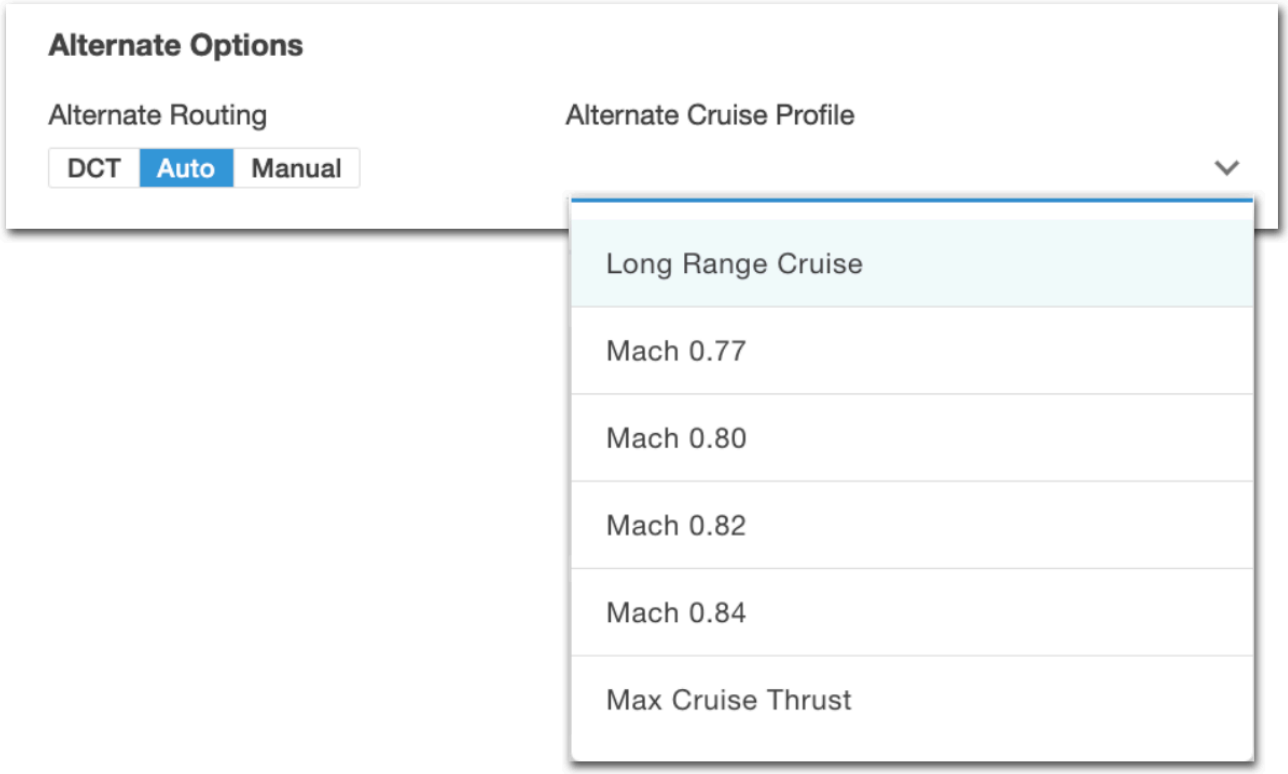


Figure 5-14. Flight Editor - Cruise Profile

5.3 Fuel

The Fuel section contains various fields for determining how much fuel is required. When flight planning, refer to the Performance section for a breakdown of all fuel.

5.3.1 Performance Profiles

Performance profiles consist of Climb, Cruise, and Descent sections. Each profile is used to determine flight performance and fuel use. ForeFlight Performance and custom By-Altitude profiles are supported in Dispatch. When available, a ForeFlight profile should always be used.

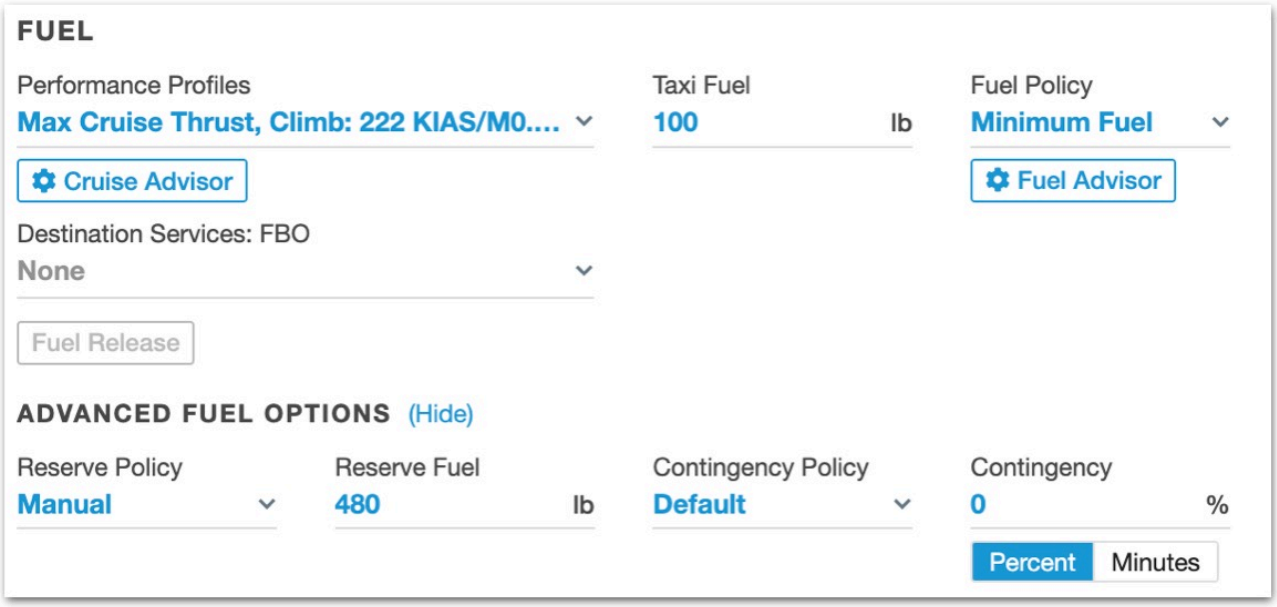


Figure 5-15. Flight Editor - Fuel Section

To select a climb, cruise, or descent profile other than the default, click the drop-down menu and select the appropriate profile. Flight planning results are calculated each time a new profile is selected.

5.3.1.1 Cruise Advisor

Cruise Advisor presents multiple cruise profile and altitude combinations in table format to quickly determine the best cruise profile and altitude combination for the flight's objectives.

Cruise Advisor depicts three columns of cruise profiles. The first column depicts the currently selected cruise profile. The other two columns can be changed by clicking on the dropdown menu to select different profiles.

Along the left side of the view are five altitudes. Select an altitude and performance profile combination by clicking in the corresponding column and row.

The selection will be highlighted in blue, and the selected column and row will be outlined in blue. Available altitudes are filtered to show those allowed based on the direction of flight. Altitudes that are not possible due to performance limitations are depicted as **impossible altitude**.

Each performance profile column presents winds, International Standard Atmosphere (ISA), Estimated Time Enroute (ETE), and fuel burn values at various altitudes. The table allows users to quickly see which cruise profile and altitude combination provides the best ETE or fuel burn by displaying green text in the appropriate cell.

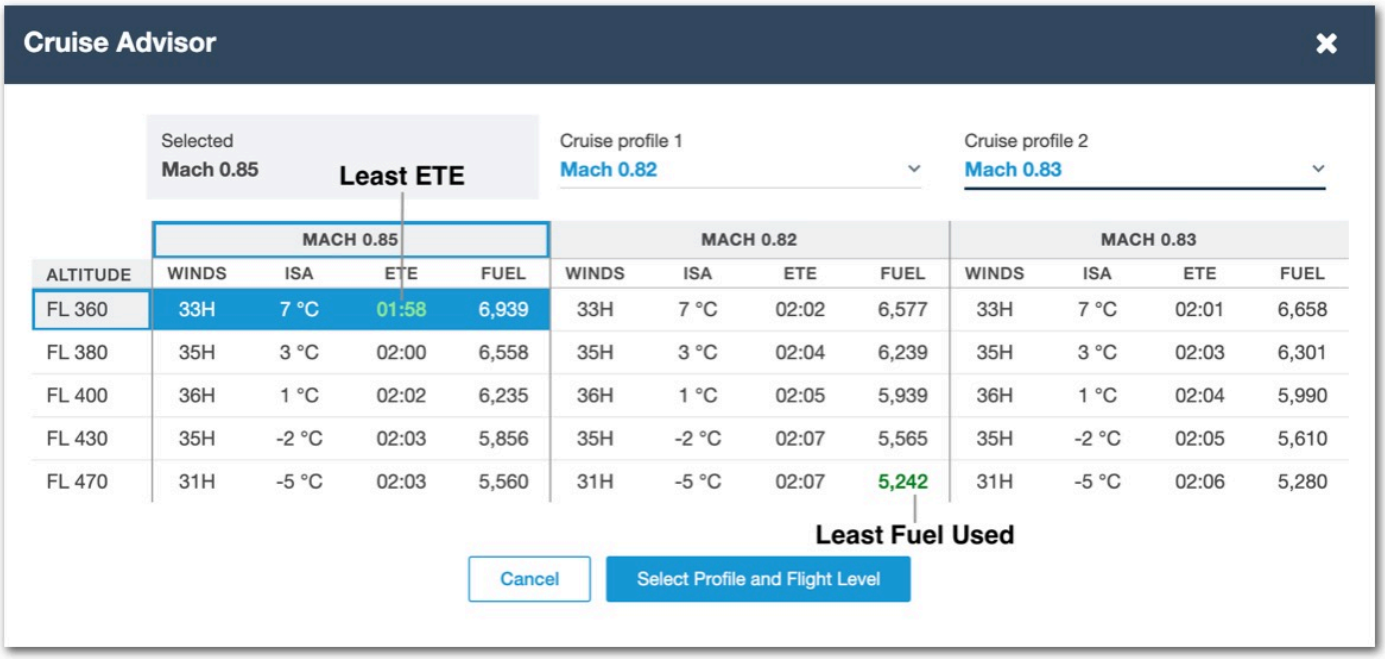


Figure 5-16. Cruise Advisor

5.3.2 Taxi Fuel

Taxi fuel specifies the quantity of fuel that is necessary for taxiing at the departure and destination airports. Taxi fuel should also include any fuel required for start and shutdown. Taxi fuel is automatically populated with the default value from the aircraft profile but can be edited as necessary.

5.3.3 Fuel Policy

There are five fuel policies. When planning a new flight, the Minimum Fuel policy is selected by default.

Minimum and maximum fuel policies automatically calculate fuel at start. Extra, Manual, and Landing Fuel policies require the flight planner to specify a fuel amount. When these policies are selected, additional fields are revealed for entering data. Each fuel policy is described in detail below.

> **Minimum Fuel**
>
> Determines the least amount of fuel required to meet all requirements.

> **Maximum Fuel**
>
> Calculates the maximum amount of fuel that can be loaded before exceeding capacity or structural weight limits.

> **Extra Fuel**
>
> Adds a field for specifying an amount of fuel in addition to the minimum required. Extra fuel is not included in the minimum fuel. calculation by default. If the organization considers extra fuel part of the minimum fuel calculation, contact team@foreflight.com to adjust how Dispatch calculates minimum fuel.

> **Manual Fuel**
>
> Is a user-specified amount of fuel in the tanks at engine start. If the amount of fuel entered is less than what is required for the flight, an error message is displayed.

> **Landing Fuel**
>
> Specifies the fuel amount to have in the tanks upon landing at the destination. Dispatch calculates the total fuel required at the engine start to achieve the specified value.

> **NOTE:** Fuel requirements are determined by evaluating the Fuel Policy and Reserve Policy. Reserve policies are specified in the Advanced Fuel Options.

5.3.4 Destination Services: FBO

The Destination Services: FBO section allows flight planners to browse and select a destination FBO. When an FBO is selected, it is automatically loaded into Fuel Advisor. If the account has linked contract fuel providers via JetFuelX, the (JFX) contract fuel price is displayed.

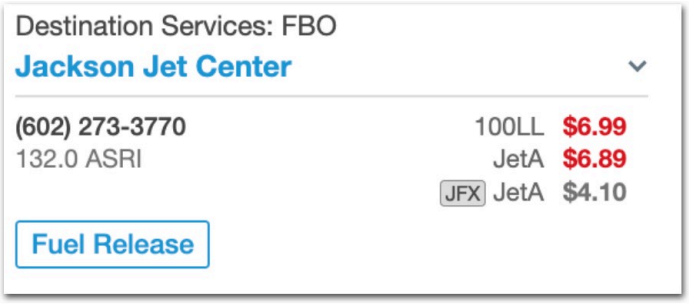


Figure 5-17. Destination Services FBO

5.3.4.1 Fuel Release

When planning with an aircraft that has a linked JetFuelX contract fuel account, a request for a fuel release can be submitted to the fuel vendor of choice who will then coordinate with the FBO. Requests for fuel releases notify the fuel card provider and FBO, allowing them to prepare for the aircraft arrival. If fuel prices have changed since the original planning was completed, a price mismatch pop-over will be displayed. The Fuel Release can be canceled and the prices updated.

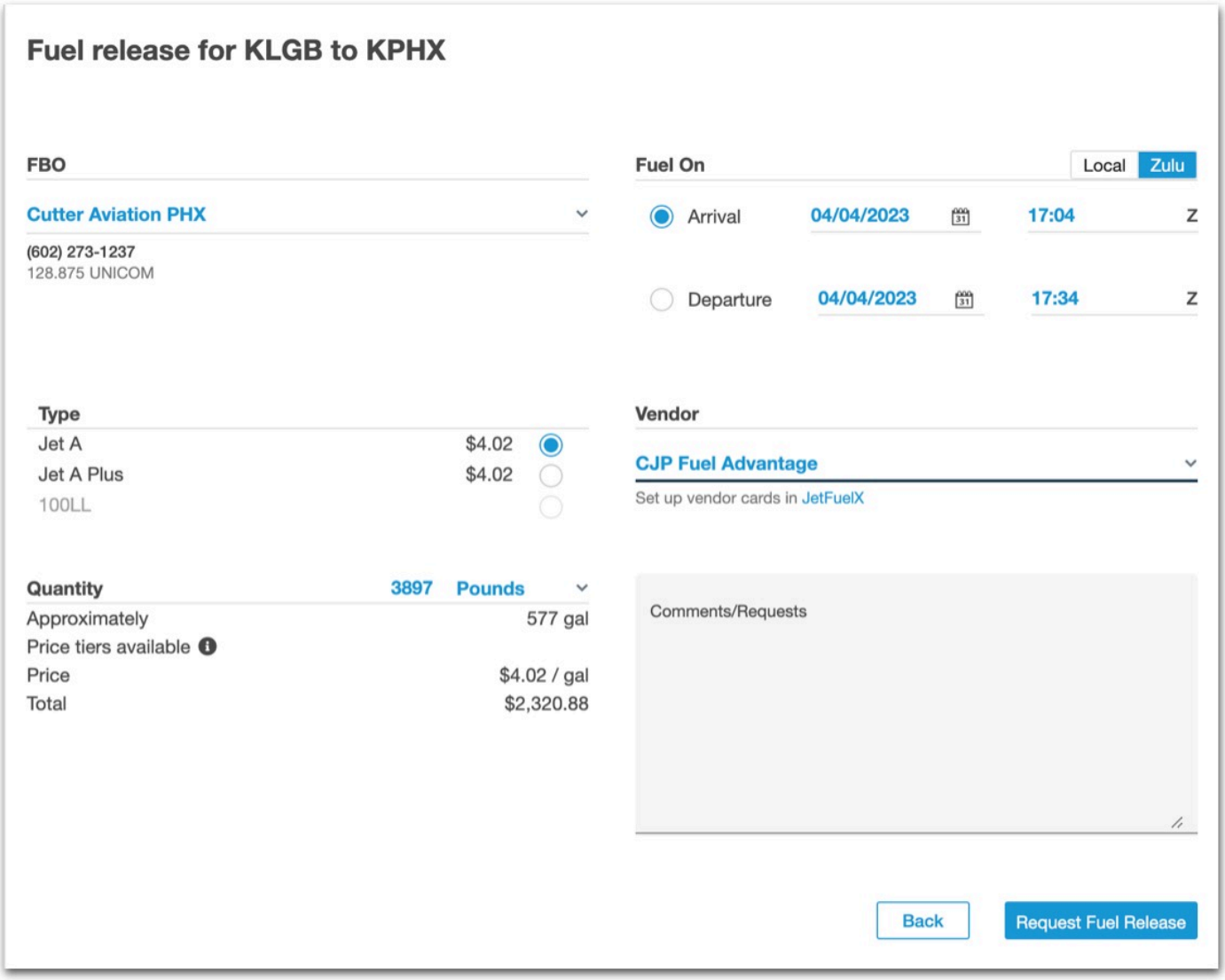


Figure 5-18. Fuel Release

NOTE: When flight planning, refer to the Flight Summary **Performance section** for a breakdown of fuel amounts

5.4 Advanced Fuel Options

The Advanced Fuel Options section allows flight planners to select a regulatory environment or custom reserve fuel policy for calculating fuel requirements. This section is displayed by clicking the **(Show)** button next to the Advanced Fuel Options label.

To determine the fuel requirements, the Reserve Policy dropdown is used to select the appropriate regulatory environment. Once a reserve policy is chosen, the fields in this section display accordingly.

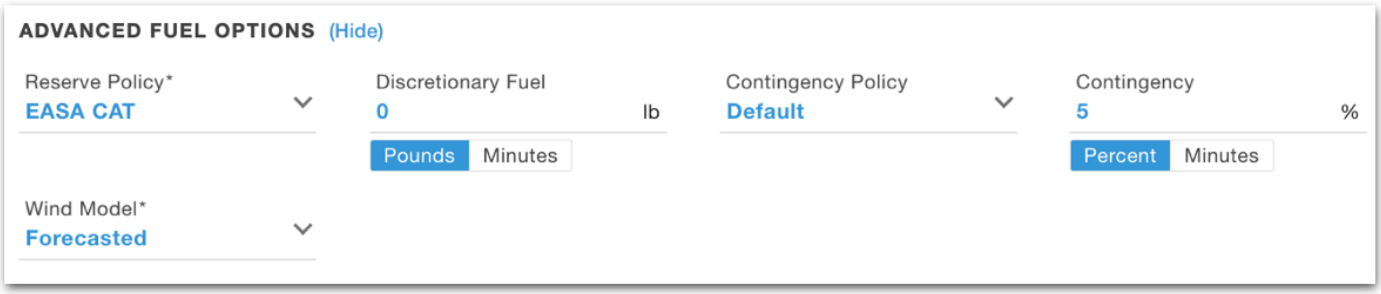


Figure 5-19. Advanced Fuel Options Field

Only the relevant fields are displayed, and the subfields within the section are automatically filled with the corresponding values based on the selected regulation.

For the purpose of this guide, Reserve Policies have been grouped by their governing agencies.

> **NOTE:** When the default aircraft reserve policy is selected, values from the aircraft configuration page are used, and these values may not meet regulatory requirements.

> **IMPORTANT:** When Allow users to change reserve fuel policy per flight is set to **Restrict** in Settings, Advanced Fuel Options cannot be edited on a per-flight basis.

5.4.1 Previewing Fuel Policies

Custom Reserve Policy Preview

Hovering over the preview button for Custom reserve policies displays a preview window that says, **Preview custom policy**. Click on the preview button to review the parameters of the Custom policy. To select a Custom policy, close the preview window, if open, and click on the **Custom Reserve Fuel Policy** field.

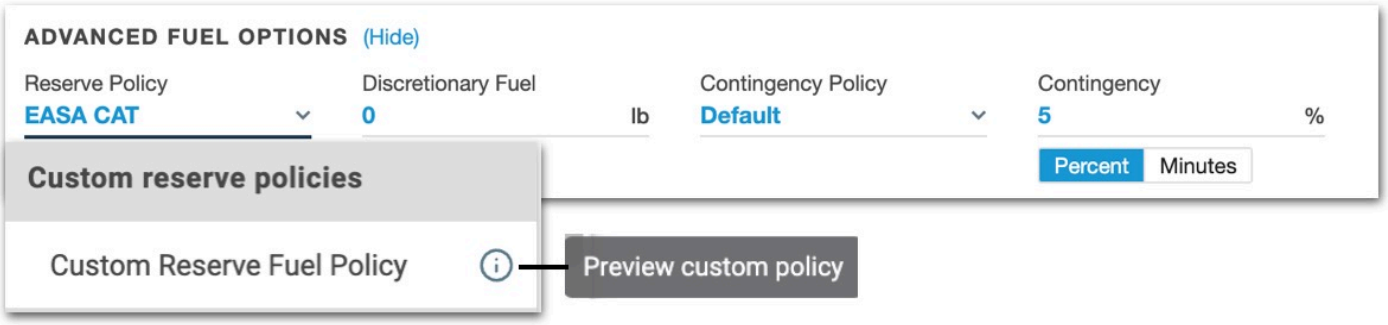


Figure 5-20. Reserve Policy Preview Button with a Clickable Text Box

Regular Policy Preview

A preview button is located to the right of each policy. Hovering over a preview button for Regular Policies displays a preview window showing the parameters for that policy. Clicking the preview button selects the fuel policy.

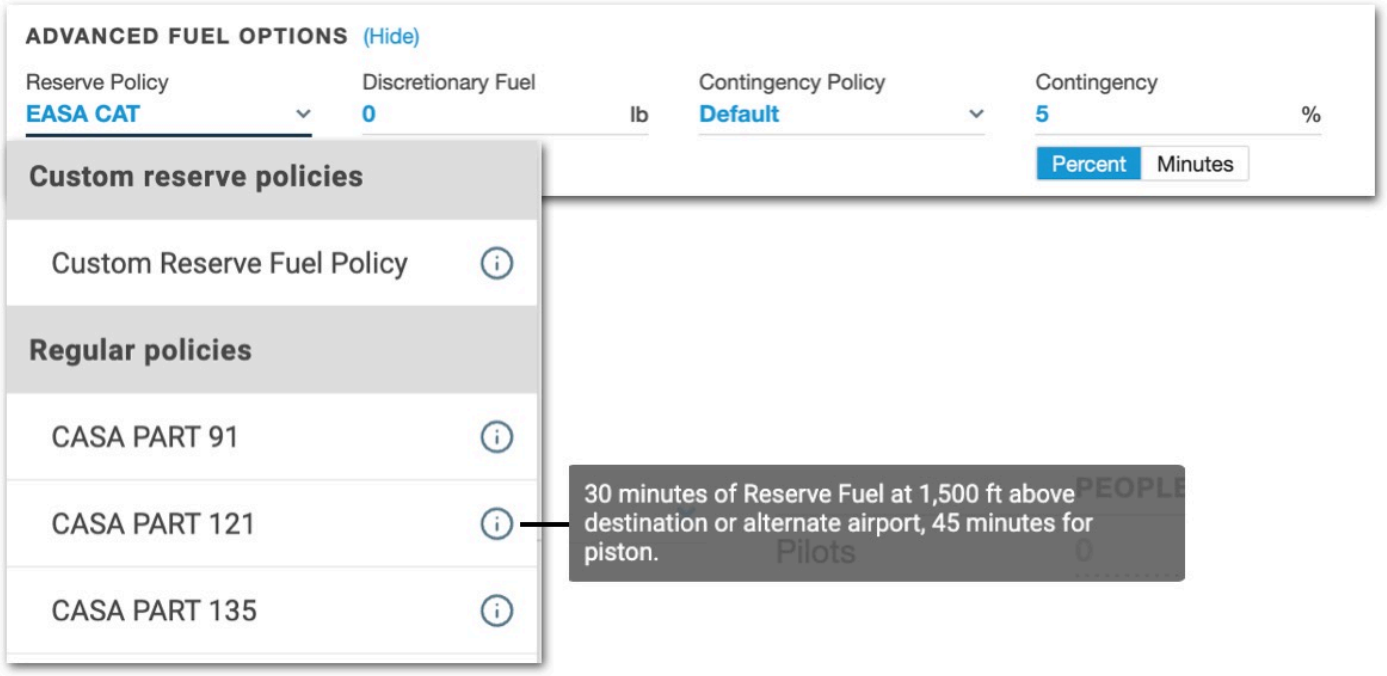


Figure 5-21. Reserve Policy Preview Button and Description

5.4.2 CASA Reserve Policies

CASA Reserve Policies calculate fuel amounts using the logic below:

CASA Part 91

- **Piston/Turboprop VFR** (MTOW <= 5700kg)
  - Reserve Fuel: 30 minutes
  - Contingency Fuel: None.
- **Piston/TurboProp IFR or Night VFR** (MTOW less than 5700 kg)
  - Reserve Fuel: 45 minutes
  - Contingency Fuel: None.
- **Piston IFR or VFR** (MTOW > 5700 kg)
  - Reserve Fuel: 45 minutes
  - Contingency Fuel: 5% of trip fuel (no minimum).
- **Jet/TurboProp IFR or VFR** (MTOW > 5700 kg)
  - Reserve Fuel: 30 minutes
  - Contingency Fuel: 5% of trip fuel (no minimum).

CASA Part 121

- **Piston**
  - Reserve Fuel: 45 minutes
  - Contingency Fuel: 10% of trip fuel (minimum 5 minutes)
  - Alternate Fuel: 15 minutes minimum.
- **Jet/TurboProp**
  - Reserve Fuel: 30 minutes
  - Contingency Percent: 5% of trip fuel (minimum 5 minutes)
  - Alternate Fuel: 15 minutes minimum.

CASA Part 135

- **Piston**
  - Reserve Fuel: 45 minutes
  - Contingency Fuel: 10% of trip fuel (minimum 5 minutes)
  - Alternate Fuel: 15 minutes minimum.

- **Jet/TurboProp**
  - Reserve Fuel: 30 minutes
  - Contingency Percent: 5% of trip fuel (minimum 5 minutes)
  - Alternate Fuel: 15 minutes minimum.

> **NOTE:** Reserve fuel is calculated in standard weather conditions, 1,500' above the destination (or alternate if one is specified), using the aircraft's holding pattern fuel consumption rate. Contingency fuel is calculated using the aircraft's fuel consumption rate upon reaching the flight's Top of Descent (TOD) waypoint.

5.4.3 EASA Reserve Policies

EASA Reserve Policies calculate fuel amounts using the logic below:

- **EASA CAT** For Class A aeroplanes adds 5% contingency fuel or 5 minutes (whichever is higher), discretionary fuel (optional), plus one of the following:
  - If an alternate airport is selected, the required fuel to the alternate airport plus a quantity of reserve fuel equal to:
    - Piston: 45 minutes
    - Jet/TurboProp: 30 minutes.
  - If no alternate airport is selected, a quantity of alternate fuel equivalent to 15 minutes of flight to allow for deviations plus a quantity of reserve fuel equal to:
    - Piston: 45 minutes
    - Jet/TurboProp: 30 minutes.
- **EASA Part NCC** adds discretionary fuel (optional) and reserve fuel according to the logic below:
  - Piston Night VFR or IFR: 45 minutes
  - Piston Day VFR: 30 minutes
  - Jet/TurboProp: 30 minutes.
- **EASA Part NCO** adds discretionary fuel (optional) and reserve fuel according to the logic below:
  - Night VFR or IFR: 45 minutes
  - Piston Day VFR: 30 minutes.

> **NOTE:** Discretionary fuel is a user-specified amount of fuel to comply with EASA's amendment to Fuel Schema (CAT.OP.MPA.181). It can be entered in either weight (pounds or kilograms) or time (minutes)

> **NOTE:** Reserve fuel is calculated in standard weather conditions, 1,500 feet above the destination (or alternate if one is specified), using the holding pattern fuel consumption rate. Contingency fuel is calculated using the fuel consumption rate upon reaching the TOD waypoint.

5.4.4 FAA Reserve Policies

There are three policies designed to meet FAA regulatory requirements:

- **FAA Part 121** adds a quantity of reserve fuel equivalent to 45 minutes of flight time using the top of descent fuel consumption rate.
- **FAA Part 121 International** adds 10% contingency fuel (10% of the time to destination converted to a fuel quantity using the top of descent fuel consumption rate) plus an amount of fuel equivalent to 30 minutes of flight time using the holding pattern fuel consumption rate (1,500 feet AGL at destination airport, standard holding speed, standard temperature conditions).
- **FAA Part 91/135** adds a quantity of reserve fuel equivalent to 45 minutes of flight time using the top of descent fuel consumption rate.

> **NOTE:** Reserve fuel is calculated using the fuel consumption rate upon reaching the waypoint.

5.4.5 ICAO Reserve Policy

ICAO Adds 5% contingency fuel or 5 minutes (whichever is higher) plus one of the following:

- If an alternate airport is selected, the required fuel to the alternate airport plus a quantity of reserve fuel equal to:
  - Piston: 45 minutes
  - Jet/TurboProp: 30 minutes.

> **NOTE:** Reserve fuel is calculated in standard weather conditions, 1,500' above the destination (or alternate if one is specified), using the holding pattern fuel consumption rate.
>
> Contingency fuel is calculated using the fuel consumption rate upon reaching the TOD waypoint.

> **NOTE:** When default is selected, the flight will be released as editable. When **reclear** is selected, the flight will be released as read-only.

5.4.6 Manual Reserve Policies

- **IAP** adds an amount of fuel equivalent to 2 hours of flight time.
- **Manual** is a user-specified amount of reserve fuel. Manual reserve fuel is not explicitly based on a regulatory environment or calculated value. When this option is selected, fields are displayed for specifying the fixed amount of reserve fuel and an amount of fuel that is contingent on the length of the flight.
- **Manual (minutes)** is a user-specified reserve fuel amount expressed in flight time. When this option is selected, additional fields are displayed for specifying a fixed amount of reserve fuel in minutes and an additional amount of fuel that is contingent on the length of the flight.

> **NOTE:** IAP and Manual (minutes)reserve fuel is calculated using the fuel consumption rate upon reaching the TOD waypoint.

5.4.7 Custom Reserve (Fuel) Policies

Custom Reserve Fuel Policies allow an organization's account administrator to modify pre-existing regulatory reserve fuel policies already available or to create user-defined reserve fuel policies.

To create a custom reserve fuel policy, open the drop-down menu, scroll to the bottom, and select **Manage Custom Policies**. For instructions on creating Custom Reserve Fuel Policies, go to Reserve Policy Builder.

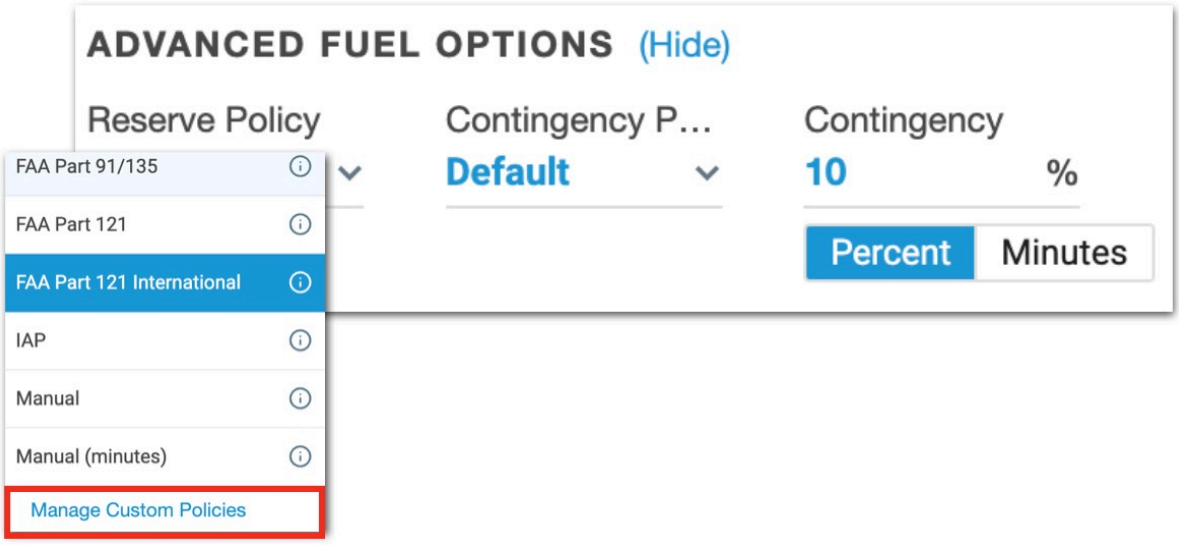


Figure 5-22. Reserve Policy - Manage Custom Policies

5.4.8 Contingency Fuel

Contingency fuel is included in all reserve policies to account for unexpected events or circumstances during a flight. As described below, some policies automatically set contingency fuel whereas others can be manually set.

> **NOTE:** CONTINGENCY FUEL CONSUMPTION RATE: When contingency fuel is entered in minutes, its fuel consumption rate is calculated in standard weather conditions, 1,500' above the destination, using the aircraft's holding pattern fuel consumption rate.
>
> When contingency fuel is entered as a percentage of flight time, it is calculated using the fuel consumption rate upon reaching the TOD waypoint.

5.4.8.1 Contingency Policies

Contingency policies calculate how much contingency fuel is required per regulation. Each contingency policy is described in more detail below.

- The **Default** contingency policy is available with all reserve policies and calculates the contingency fuel requirement without any reduction of the contingency fuel requirement.

- The **RCF** (Reduced Contingency Fuel) policy is available with all EASA reserve policies. **Reclear** is available for all non-EASA reserve policies. The RCF/Reclear policies calculate the contingency fuel requirement by comparing the planned flight with a second flight that has a different destination airport. This policy allows a decision point and a 2nd destination to be specified. Dispatch will then calculate two flights plans:
  - One flight plan from the departure to the 2nd destination via a decision point, using the defined contingency percentage (usually 5%).
  - Another flight plan from the departure to the primary destination with contingency fuel calculated as 5% of the trip fuel from the decision point to the primary destination.

  The minimum required contingency fuel under RCF becomes the greater of the minimum required fuel for the two flight plans. When RCF is selected, the following new fields will be visible:
  - Decision Point - The waypoint used to calculate the fuel requirements for the flight to the second destination airport. This may be any waypoint in the primary route.
  - 2nd Destination - The second destination airport used to calculate fuel requirements in conjunction with the decision point.
  - 2nd Dest. Route - A route from the decision point to the second destination. This route is calculated automatically and can be edited.
  - 2nd Dest. Alt. - An alternate airport for the second destination airport, if one is required.
- The **ERA** (En Route Alternate) contingency policy is available with the EASA CAT reserve policy. This policy reduces the amount of contingency fuel required to 3% by specifying an en route alternate airport. The en route alternate must meet the following requirements. All distances are to be calculated in still air conditions.
  - The airport should be located within a circle having a radius equal to 20% of the total flight plan distance.
  - The center of the circle must lie on the planned route at a distance from the destination airport of 25% of the total flight plan distance or at least 20% of the total flight plan distance plus 50 NM, whichever is greater.

  When the ERA contingency fuel policy is selected, Dispatch displays a circle that meets the above requirements on the interactive map. Each airport that meets alternate requirements within the circle is listed as a candidate airport in the ERA airport field. If an en route alternate airport is not selected, Dispatch automatically selects the airport that is closest to the center of the circle.

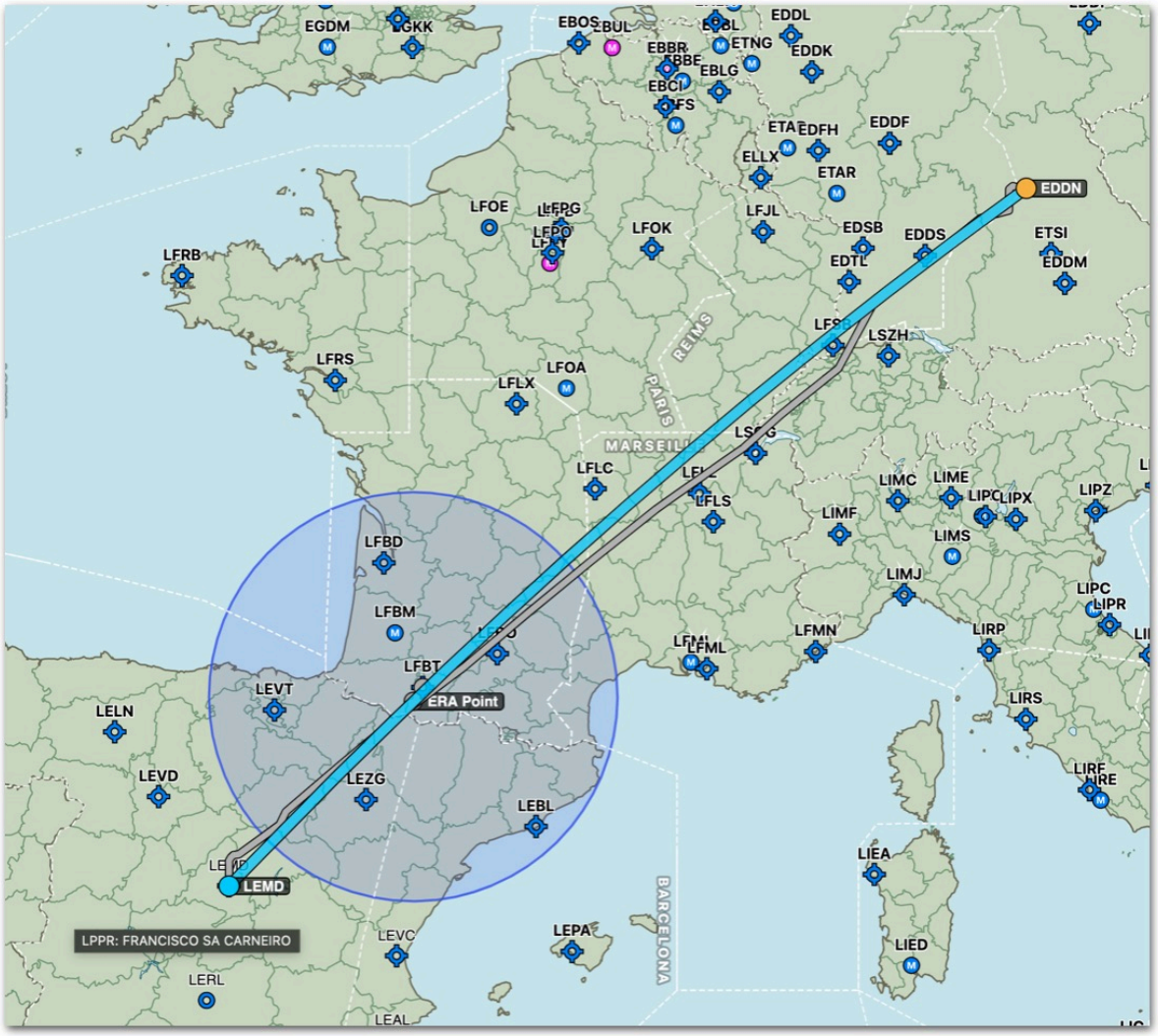


Figure 5-23. Enroute Alternate Circle

- The **IAP PNR** (isolated aerodrome procedure) contingency policy is available when the EASA CAT reserve policy is selected. This policy allows an en route point of no return (PNR) aerodrome to be specified. When specified, the PNR is automatically determined as described in EASA AMC7 CAT.OP.MPA.182(b).

5.5 Fuel Advisor

Fuel Advisor is built into Dispatch as an integrated multi-flight fuel planner designed to identify savings. Fuel Advisor is supported everywhere fuel price data is available (most of North America, Europe, and Central America).

Fuel Advisor is available as an add-on purchase for the aircraft. Pricing for Fuel Advisor varies based on the category of aircraft. Contact sales@foreflight.com for additional details.

5.5.1 How Fuel Advisor Works

Fuel Advisor compares fuel cost and facility fees at the departure airports and recommends purchasing additional fuel (tankering) when it will result in lower overall expenses. Fuel Advisor also considers how the additional fuel will affect the aircraft's performance when making recommendations.

Fuel Advisor is accessed from the Fuel section of the Flight Plan Editor. Select **Fuel Advisor** from any flight and a list of airports where tankering is possible is automatically displayed. Fuel Advisor airport selection is based on the following variables:

- Matching tail number
- Matching destination and departure airport
- Flights visible to the flight planner.

> **NOTE:** See our Video Library for a video demonstration.

5.5.2 Fuel Advisor Design

Fuel Advisor is organized into a table consisting of up to five rows of airports. To display additional eligible airports, select **Load more legs** above or below the table. If no eligible airports exist, **Load more legs** is grayed out.

Airports are sorted according to the flight's ETD with earlier flights listed near the top. Each airport row consists of six columns. Those columns are described below.

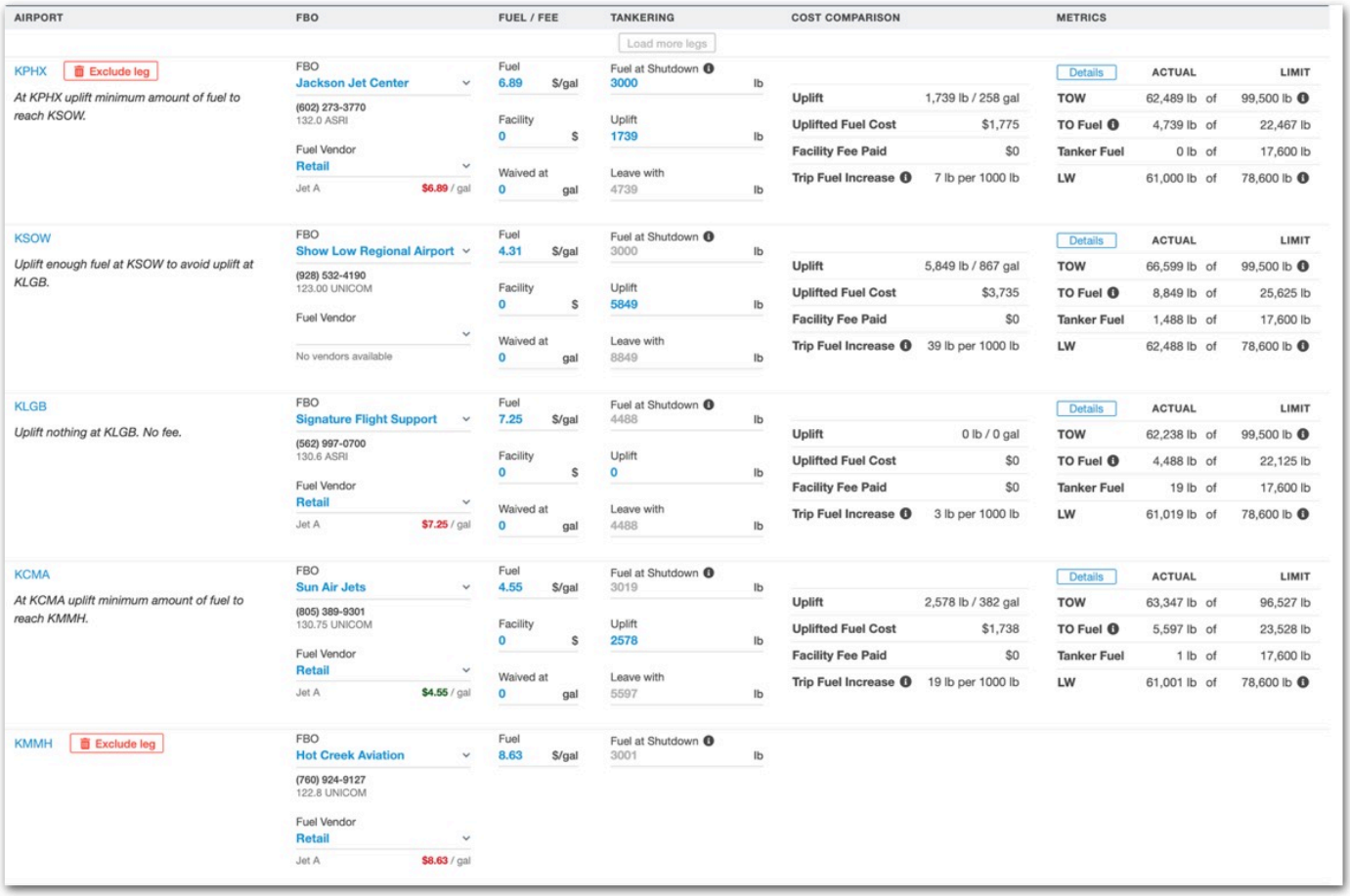


Figure 5-24. Fuel Advisor

5.5.2.1 Airport

The Airport column depicts the airport's identifier and an explanation of the recommended tankering suggestions. Click the airport identifier to open the flight in the Flight Editor.

To exclude a leg from Fuel Advisor consideration, select **Exclude leg**.

5.5.2.2 FBO

The Fixed Base Operator (FBO) column contains a dropdown menu for each airport. Click the dropdown menu and select an FBO if one is available. If an FBO was selected with the Flight Editor, it is automatically copied to Fuel Advisor.

The selected FBO in Fuel Advisor is only saved if the tankering scenario is applied. If tankering scenarios are not applied to flights, it will be necessary to select an FBO each time tankering scenarios are loaded. Contact information and the latest fuel prices are displayed in the FBO column.

The Fuel Vendor field provides a dropdown for selecting a fuel provider. Fuel Advisor is integrated with JetFuelX and will display the fuel pricing if applicable.



Figure 5-25. FBO Fields

5.5.2.3 Fuel/Fee

The Fuel/Fee column contains fields for manually entering fuel prices, facility fees, and a fuel amount at which facility fees are waived. When Fuel Advisor is initially opened, a default fuel price ($5.00) is entered for all airports. When an FBO is selected, the fuel cost is updated with the latest retail or JetFuelX amount. Fuel prices can be manually edited to account for any additional pricing scenarios. Manual fuel prices are saved when Fuel Advisor scenarios are applied to flights.

FBO facility fees and waived at values are retained between flights based on aircraft type. For example, if facility fees are $750 at a KJFK FBO in a Citation 650, each time a flight is planned to KJFK in a Citation 650, the FBO facility fee and waive at value will be automatically populated when the same FBO is selected.

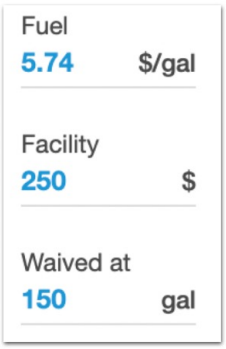


Figure 5-26. Fuel/Fee Fields

5.5.2.4 Tankering

The Tankering column contains three fields:

- **Fuel at shutdown** is the amount of fuel onboard the aircraft prior to refueling. By default, this amount is determined by the Flight Editor's selected Fuel Policy. When the Minimum Fuel policy is selected, the amount reflects the aircraft's minimum reserve fuel plus any contingency fuel. A user-defined Minimum Landing Fuel can be applied to all Fuel Advisor flights by deselecting the checkbox near the bottom of the page and entering an amount (see image below).

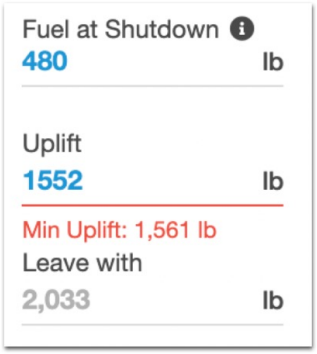


Figure 5-27. Tankering Fields

- **Uplift** is the amount of fuel added to aircraft. Uplift fuel is automatically calculated while considering capacity, weight limit, and fuel requirements. A **warning** is displayed below the Uplift field if a limit or requirement is exceeded. If Runway Analysis is calculated, the maximum allowable takeoff weight and selected routes are factored into Fuel Advisor results.
- **Leave With** fuel is equivalent to fuel at shutdown plus uplifted fuel.

5.5.2.5 Cost Comparison

The Cost Comparison column depicts the amount of fuel to be added, the total cost of the fuel, and associated facility fees. Trip fuel increase displays the amount of additional fuel the aircraft will burn for the flight based on how much additional fuel is carried.

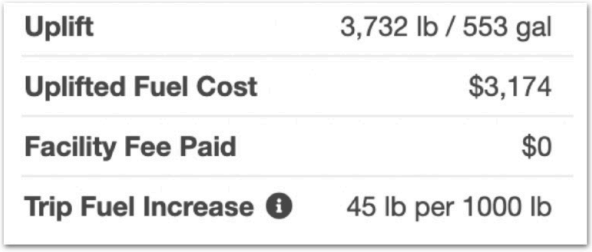


Figure 5-28. Cost Comparisons

5.5.2.6 Metrics

The Metrics column depicts the aircraft's takeoff weight, takeoff fuel, tankered fuel, and landing weight alongside the relevant limits for the aircraft. The tanker fuel limit is equal to the maximum allowable fuel quantity minus the takeoff fuel.

When weight or fuel amounts are within 5% of their respective limits, the fields are colored yellow as a caution. If a fuel capacity or weight limit is exceeded, it is colored red as a warning.



	ACTUAL		LIMIT
TOW	10,281 lb	of	13,870 lb
TO Fuel	2,041 lb	of	4,710 lb
Tanker Fuel	0 lb	of	2,669 lb
LW	8,720 lb	of	12,750 lb

Figure 5-29. Fuel Advisor Metrics

5.5.3 Recommended Tankering

Upon initial launch, the amount of uplift fuel at each airport is set so that the aircraft arrives at the next airport with the default reserve fuel. Selecting **Recommended Tankering** near the bottom of Fuel Advisor replaces the default values with those that optimize savings. **Recommended Tankering** factors facility fees, "waived at" amounts, and how the additional fuel will affect aircraft performance. When **Recommended Tankering** is selected, fuel is added or removed from each leg to optimize savings while complying with minimum fuel requirements, fuel capacity, and weight limits.

5.5.3.1 Optimized User Tankering Settings

There are four optimized settings that a user can select to customize tankering scenarios.

- **Buffer Fuel** defines a specified percentage that will be added to the total fuel uplifted at each leg. This fuel can be used to account for potential delays beyond what has been accounted for.

> **NOTE:** Buffer Fuel is not the same as Contingency Fuel as defined in the Advanced Fuel Options on the Flight Planning page.

- **Min. Landing Fuel** allows the user to specify the minimum fuel desired upon landing at a destination. The default fuel amount is used to arrive at the destination with the reserve fuel quantity. The reserve fuel quantity can be overridden by manually entering a fuel quantity or by selecting the Use **reserve + contingency** checkbox.
- **Max Takeoff Weight**, by default, is set to the MTOW from the aircraft settings. A user-defined weight can be set by clicking the **Use defined MTOW** box.
- **Max Landing Weight**, by default, is set to the MLW from the aircraft settings. A user-defined weight can be set by clicking the **Use defined MLW** box.



Figure 5-30. Optimized User Tankering Settings

5.5.4 Savings Summary

The amount of savings identified by Fuel Advisor's recommended tankering scenarios are depicted in a pop-up window. Select **Recommended Tankering** to see the potential savings for your flights.

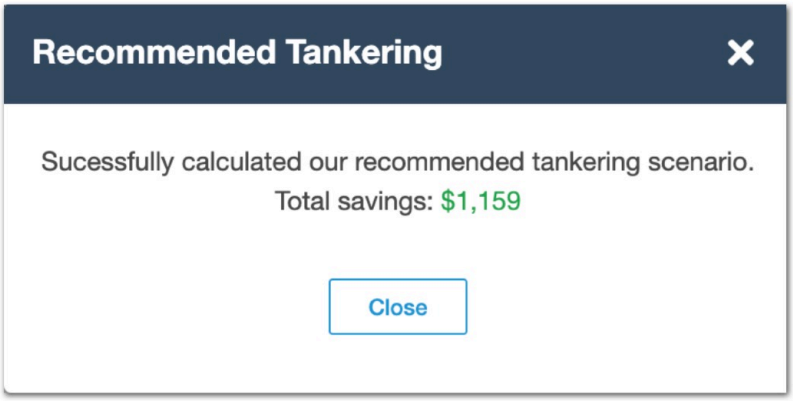


Figure 5-31. Fuel Advisor Savings

Savings are also depicted near the bottom of the screen in the savings summary. The savings summary is dynamic and reflects edits that are made to the fuel/fee and tankering columns. The dynamic savings summary allows flight planners to compare savings for different scenarios.

Fees		$0
Fuel	8,975 lb	$6,890
Total		$6,890
Savings		$1,159

Figure 5-32. Savings Summary

5.5.5 Reset Scenario

Selecting **Reset Scenario** reverts uplift fuel to the amount that results in the aircraft shutting down with the default reserve.

5.5.6 Apply Scenario to Flights

Selecting **Apply Scenario to Flights** changes each flight's fuel policy to manual and copies Fuel Advisor **Leave with** fuel to the corresponding flight. Once the fuel advisor scenario has been applied, it is not possible to revert to the previous values.

5.5.7 Fuel Advisor Recommended Use

The recommended steps for using Fuel Advisor are:

1. Plan multiple flights and select FBOs using the Flight Plan Editor.
2. Select **Fuel Advisor** from the first leg of a trip.
3. Manually adjust fuel prices and facility fees if necessary.
4. Select **Recommended Tankering**.
5. Verify fuel loads and edit if necessary.
6. Select **Apply Scenario to Flights**.

5.5.8 Tankering Report

A tankering report is available in Fuel Advisor. The report includes tankering, cost comparisons, and weight limit metrics for the selected airports. Click **Generate Report** to open a PDF copy of the report in a new browser window.

The report is also available as a part of the Briefing package. To add the tankering report to the briefing package, you must select **Apply Scenario to Flights**.

5.6 Advanced Weather

Wind Model specifies the source of winds aloft information. Selecting different wind models results in different flight planning results. This option allows the flight planner to account for numerous winds aloft scenarios.

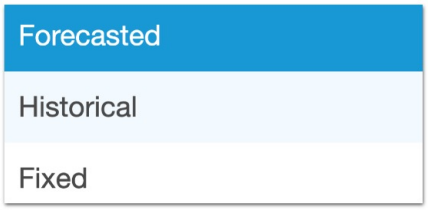


Figure 5-33. Wind Model

The **Forecasted** model uses global winds aloft forecasts from the Global Forecast System (GFS). Forecasts can be used for flights with ETDs up to seven days in the future. This Wind Model will generally provide the most accurate winds aloft data since it's based on actual forecasts.

The **Historical** model uses wind data from the National Center for Atmospheric Research. Historical winds are derived from monthly averages over the past 40 years. As a result, all flights planned with historical winds within a given month use the same data.

Selecting Historical winds adds a Percentile drop-down menu allowing flight planners to account for the **Percentile** of winds being less favorable than the historical average. Start month and end month fields can be set to search a single month or a range of months.

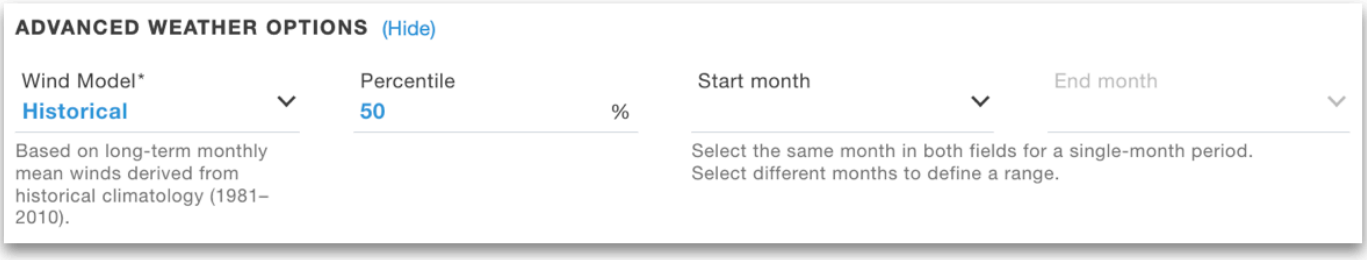
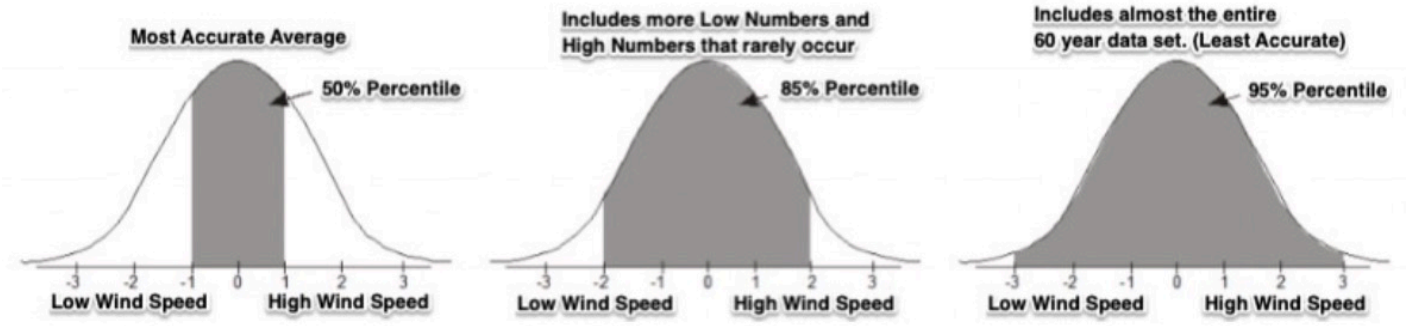


Figure 5-34. Historical Wind Model

In other words, the percentile setting represents the likelihood of historical winds being worse than actual conditions. Thus, a 95% Percentile results in a high probability of the actual conditions being more favorable than the historical average.



The **Fixed** model uses a single wind component and ISA deviation to calculate performance for the entire flight. Selecting fixed winds adds two new fields to the right of the Wind Model selector, Wind Component and ISA Dev.



Figure 5-35. Fixed Wind Model

Wind Component allows users to specify a fixed wind speed in knots, followed by an **H** or a **T** to indicate if the wind is a headwind or tailwind.

ISA Dev allows users to specify a positive or negative temperature deviation from the standard atmosphere. Manually enter a number in each field, or use the button that appears on the right when after clicking the field to adjust the value incrementally.

> **NOTE:** Dispatch will not allow flight plans to be filed when the Historical or Fixed wind models are selected. These wind models are intended for scenario planning only and should not be relied on to calculate a flight's actual expected performance.

5.7 Advanced Weight Options

Advanced Weight Options is a feature that allows a user to manually enter a maximum takeoff weight and a maximum landing weight per flight that are less than the defaults set on the Aircraft page. When enabled in Settings, **Advanced Weight Options** will be displayed on the flight page. A warning message will be displayed if the flight cannot be completed at the weights that are entered.

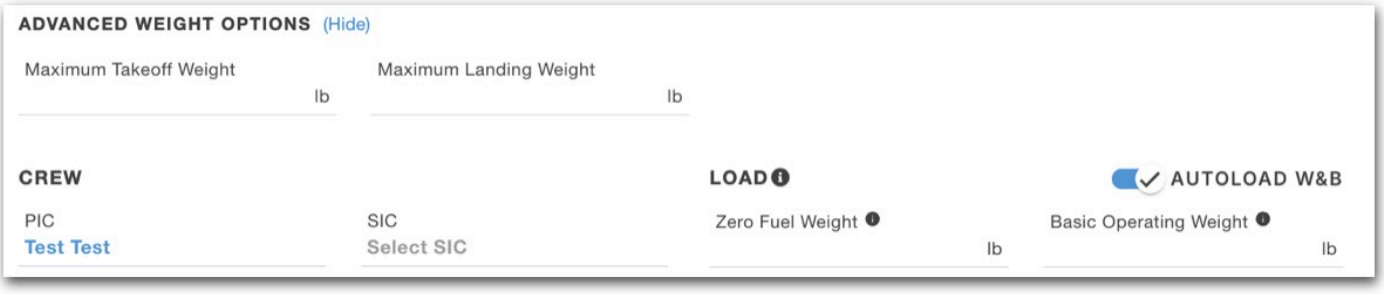


Figure 5-36. Advanced Weight Options

5.7.1 Zero Fuel Weight and Basic Operating Weight

A field for entering zero fuel weight (ZFW) and basic operating weight (BOW) is visible when enabled in settings. The weight entered cannot be less than the BOW or more than the maximum ZFW entered in the Aircraft tab. If a weight is outside of the acceptable limits, an error message will display.

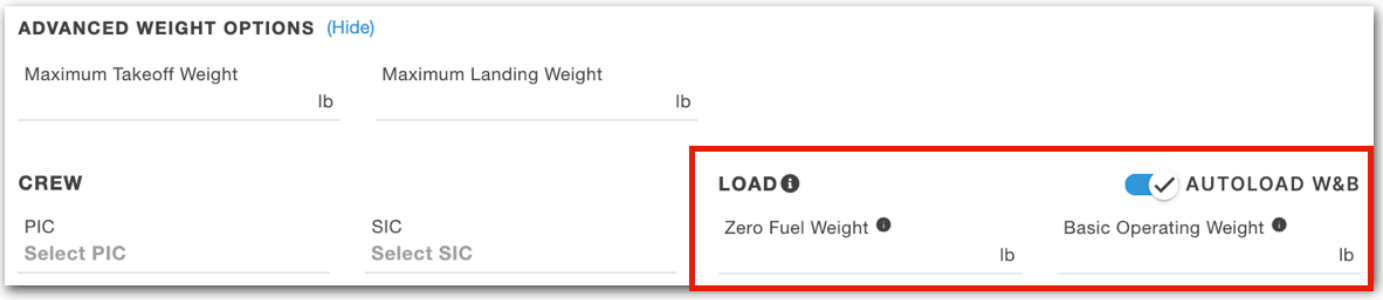


Figure 5-37. Zero Fuel Weight and Basic Operating Weight

IMPORTANT: Manually changing ZFW or BOW overrides stored aircraft data and disables W&B calculations.

NOTE: Manually entered ZFW or BOW will be read-only in ForeFlight Mobile.

> **NOTE:** A flight that uses a manually entered ZFW or BOW will display incorrect figures in the Weights and Payload tables if viewed on older versions of ForeFlight Mobile. The fuel calculations, Navlog, and Briefing are still correct. To ensure accuracy, upgrade ForeFlight Mobile to version 16.8 or later.

5.8 Crew & Load

The Crew fields allow you to designate crew members for a flight. All crew members selected here will receive a notification when the flight is released or updated with changes. Crew members assigned to a flight will automatically have access to the flight in ForeFlight on their mobile devices once the flight is released.

Click on any crew field to open a dropdown menu listing all selectable users on your account by name or email address. Begin typing a name in the crew field to quickly filter the list as you type. Click on a user to select them for that crew field.

Crew fields can be added for PIC, SIC, Crew Additional (CA), or Additional Aircrew (AA) by using the **Add Crew** button. This button allows crew members to be added until the aircraft's maximum seating capacity has been reached. When this occurs, the button will gray out and become disabled. The message **insufficient seats** will appear when the cursor is hovered over the button

> **NOTE:** PIC and SIC fields are shown by default, but only the PIC field is required before the flight can be released or filed.

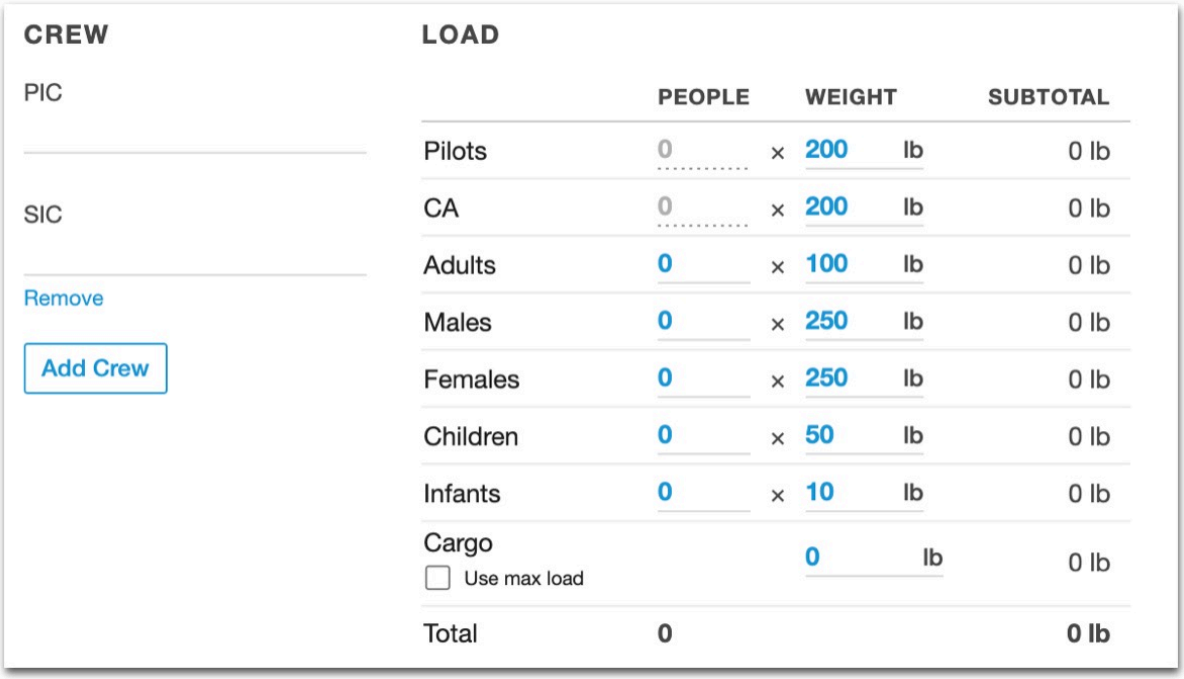


Figure 5-38. Crew and Load Section

5.8.1 Ad-hoc Crew Members

Crew members who are not a part of your ForeFlight account can be assigned to your flights. To assign someone to a flight that's not a part of your organization, enter their email address in the appropriate crew member field.

Adding an email address assigns the person as an ad-hoc crew member. Ad-hoc crew members are not saved to your account. This feature is intended for contract pilots who do not regularly perform flights for your organization.

Crew members who are not part of your organization but regularly fly for you should be added to People Manager.

5.8.1.1 Crew Members added via People Manager

When a crew member is added to People Manager, they can be selected from the Crew list when planning a flight. A **non-account user** dot is displayed next to their name in the crew list. Hover the cursor over the dot to reveal the label.

With the exception of appearing in the crew list, crew members added to People Manager behave the same as ad-hoc crew members added via email.

For the purpose of this guide, all non-account users are considered the same as ad-hoc crew members. Additional details are available on the next page.

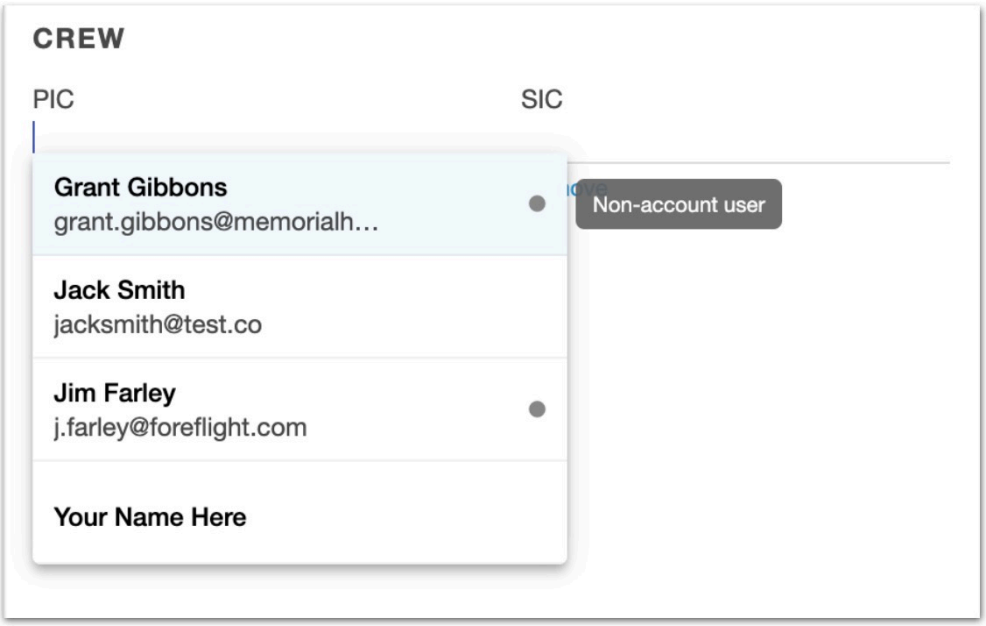


Figure 5-39. Crew Members (account and non-account holders)

5.8.1.2 Flight Releases with Ad-hoc Crew Members

Ad-hoc crew members (and non-account users) receive email notifications when they are assigned to a flight and it is released or updated.

To view a flight in ForeFlight Mobile, ad-hoc crew members must open the email from an iPad or iPhone. The iPad or iPhone must have ForeFlight Mobile installed.

Once the email is open, ad-hoc crew members must click the **View in ForeFlight Mobile** link. Once the link is clicked, ForeFlight automatically opens and presents a prompt for accepting the (shared) flight.

Flights do not automatically appear in ForeFlight Mobile for ad-hoc crew members. The only way an ad-hoc crew member will see a flight in ForeFlight Mobile is by clicking the link in the email and accepting the flight.

Releasing a flight with an ad-hoc crew member is the same as releasing a flight without one. Flights can be released as read-only or editable.

When a flight with an ad-hoc crew member is released as editable, the ad-hoc crew member can make edits to the flight from ForeFlight Mobile. Edits that an ad-hoc crew member makes are synced and reflected in Dispatch.

5.8.2 Load

The Load section allows flight planners to enter crew, passengers, and cargo as unique fields.

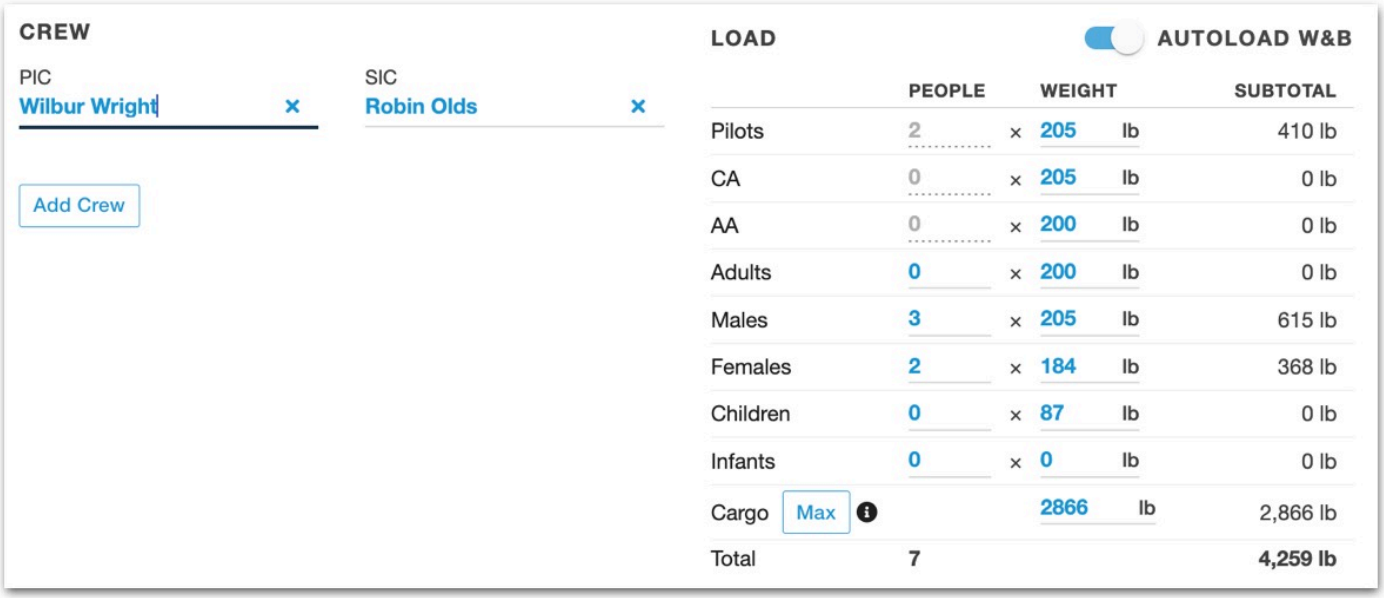


Figure 5-40. Crew and Load Section of the Flight Editor Page

Average weights for each field are populated automatically and can be manually edited or adjusted with a rocker switch.

The data entry fields for the load section are:

> **Pilots**
>
> The number of pilots is filled automatically based on the PIC and SIC assigned to the flight

> **CA**
>
> The number of cabin attendants is filled automatically based on the number assigned to the flight.

> **AA (Additional Aircrew)**
>
> Crew members in addition to the flight crew and cabin attendants, such as dead-heading crew members, Flight Engineers, Load Masters, etc. The Additional Aircrew member will be automatically loaded into any cockpit jumpseat/available seat first, followed by cabin seats from front to rear. Specific seating can be assigned using the Weight & Balance (W&B) tab.

Adults

The default number of adult passengers is zero. Use the rocker switch or manually enter the number of adult passengers on board the flight.

Males

The default number of male passengers is zero. Use the rocker switch or manually enter the number of male passengers on board the flight.

Females

The default number of female passengers is zero. Use the rocker switch or manually enter the number of female passengers on board the flight.

Children

The default number of children on the flight is zero. Use the rocker switch or manually enter the number of children on board the flight.

Infant

The default number of infants on the flight is zero. Use the rocker switch or manually enter the number of infants on board the flight. The default passenger weight for infants is 0 pounds and can be adjusted as needed.

Cargo

The combined weight of all cargo and baggage for the flight or other items not included in the aircraft's empty weight.

5.8.2.1 Max Cargo

When the **Max** button is clicked, Dispatch calculates the maximum cargo weight that can be added without exceeding the aircraft's weight or fuel limits. This ensures better consistency between the Flight and the W&B (Weight & Balance) tabs and when the load is configured.



Figure 5-41. Max Cargo Button

The weight or fuel limit constraining this value depends on the flight. For short flights, the maximum load may be determined by the max ZFWTOW. For long flights, the maximum load may be determined by the aircraft's total fuel limit.

When both **Max** cargo and the **Maximum Fuel** policy are selected, Dispatch prioritizes maximizing the payload before maximizing the flight's total fuel.

For shorter flights, Dispatch will first max out the Payload or ZFW limits, then add fuel until the next weight limit (e.g., Ramp Weight, TOW, or Landing Weight) is achieved.

For long flights where the minimum fuel required is high, the Payload and ZFW limits may not be reached due to some other limit being achieved first.

5.9 Contingency Planning

Dispatch offers various contingency planning tools. When the aircraft profile is properly configured, contingency planning results are depicted on the interactive map, included in the flight's briefing, and with some exceptions sent to ForeFlight Mobile. A description and link to each tool are provided below:

> **Adequate Airports**
>
> A tool for identifying airports that meet user-specified landing performance requirements. This tool can also be used to determine if a flight meets the extended-range threshold outlined by ETOPS.

> **ETP Airport Pairs**
>
> Determines the equal time point between two airports. This tool is intended to aid pilots in determining the nearest airport in the event of an engine failure, depressurization, or medical emergency.

> **ETOPS**
>
> Graphically depicts rings on the interactive map to aid flight planners in determining when flights exceed the extended-range and maximum deviation thresholds.

> **SETOPS**
>
> Determines suitable airports for single-engine extended operations.

> **Point of Safe Diversion Airport**
>
> Determines the furthest point along the route from which the aircraft could return to the user-specified safe diversion airport with alternate, reserve, and contingency fuel in the event of an engine failure, medical emergency, or depressurization.

> **PSR (Point of Safe Return)**
>
> Determines the furthest point along the route from which the aircraft could return to the departure airport with alternate, reserve, and contingency fuel in the event of an engine failure.

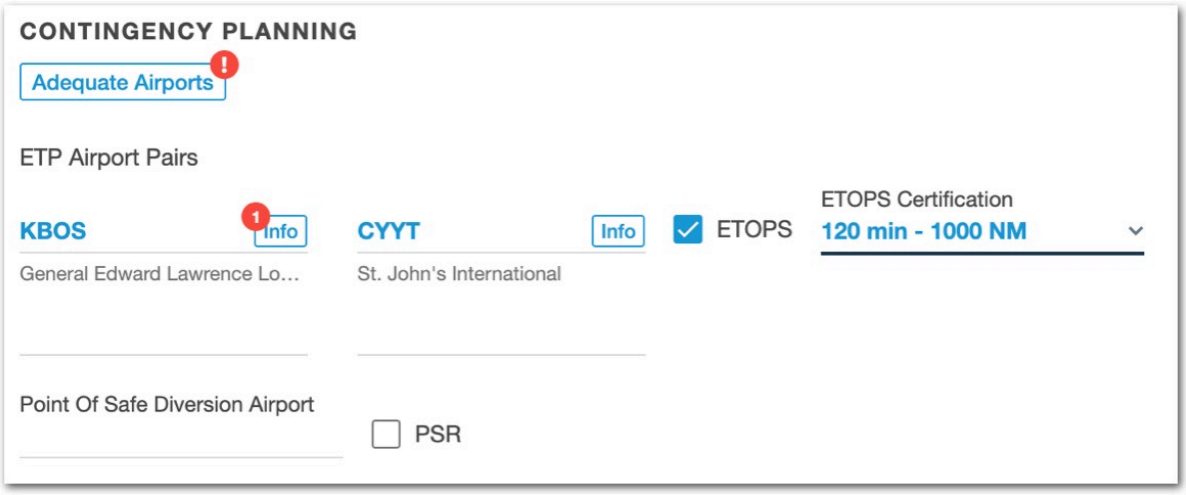


Figure 5-42. Contingency Planning Section

5.9.1 Adequate Airports

The Adequate Airports contingency planning tool serves the following purposes:

- Identify potential diversionary airports.
- Display rings around those airports for determining if a flight exceeds the extended-range (non-ETOPS) threshold.
- Provide a warning banner when the route is outside the depicted rings.

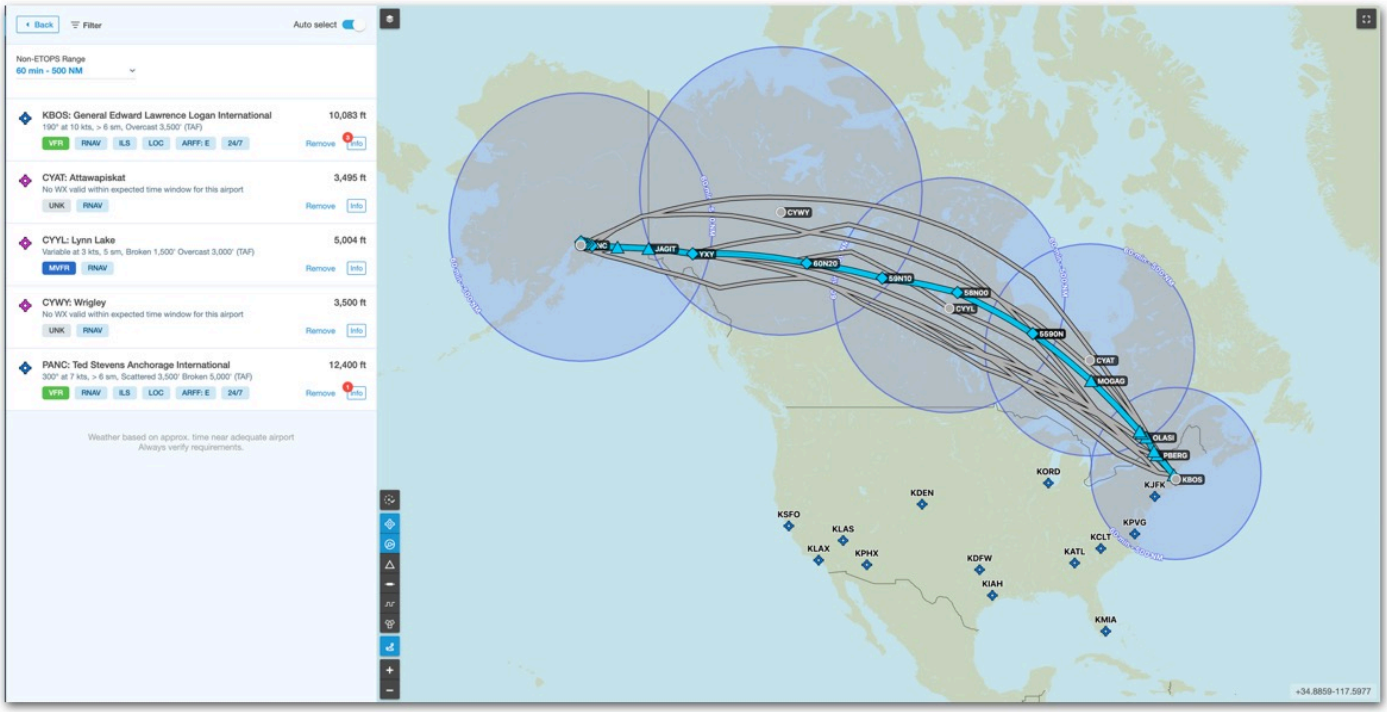


Figure 5-43. Adequate Airports View

5.9.1.1 Opening Adequate Airports

The **Adequate Airports** button is located in the Flight Editor - Contingency Planning section and opens the Adequate Airports view. The button will display a red warning badge when the flight exceeds the non-ETOPS range for the specified ETP airport pairs, or when the flight is not covered because the ETOPS profile is not needed.



Figure 5-44. Adequate Airports Button (Left) / Red Warning Badge (Right)

5.9.1.2 Adequate Airports User Interface

The Adequate Airports interface contains the following elements:

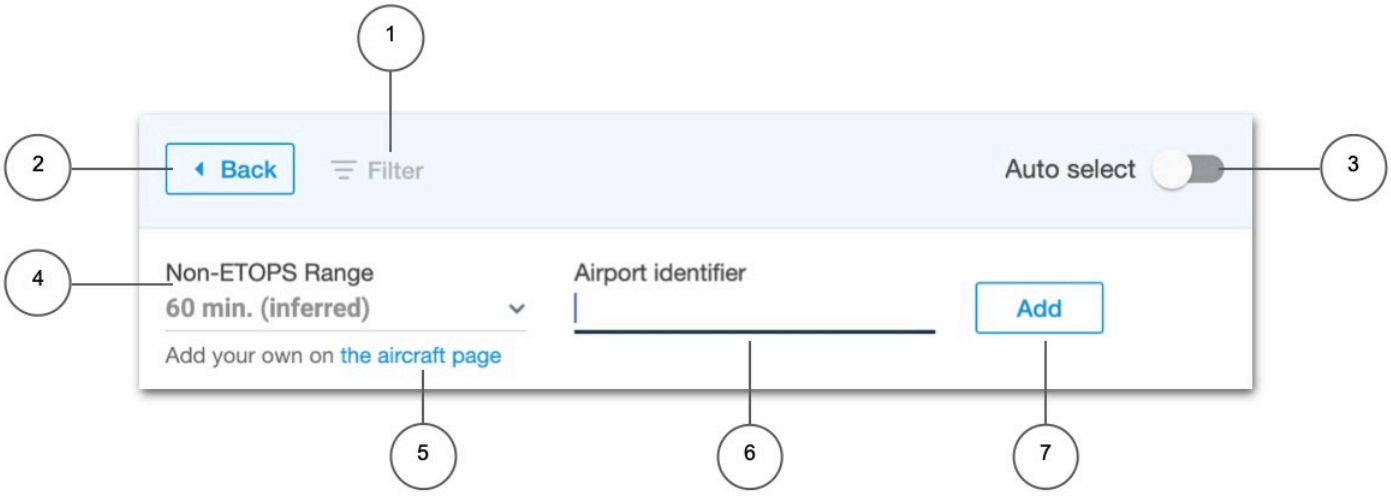


Figure 5-45. Adequate Airports User Interface

1. Filter button for specifying how adequate airports are automatically selected.
2. **Back** button for navigating back to the Flight Editor.
3. Auto select toggle for automatically selecting adequate airports. This toggle is disabled by default but can be enabled by default with the Adequate Airports Auto-select by default setting.
4. The Non-ETOPS Range specifies the flight's extended-range threshold. In other words, beyond the selected distance, the flight qualifies as extended-range and ETOPS compliance is required. By default, the dropdown includes the extended-range threshold (60 minutes) and any other ETOPS range specified in the aircraft profile. If the aircraft

profile does not have a user-specified 60-minute range, one is inferred using 60 minutes and the diversion speed from the aircraft's other user-specified ETOPS values. For example, if ETOPS 180 minutes is entered with a range of 900 miles, the non-ETOPS 60-minute option would result in a range of 300 miles.

5. Link to the Aircraft page for editing the aircraft's ETOPS range.
6. Airport identifier for manually specifying an airport. Only available when Auto select is disabled.
7. **Add** button for manually adding the airport entered in the Airport identifier field. Only available when Auto select is disabled.

5.9.1.3 Automatically Adding Adequate Airports

To automatically add adequate airports, ensure the **Auto select** toggle is on. When enabled, Dispatch automatically adds the fewest number of airports required to cover the route while also complying with the selected filters.

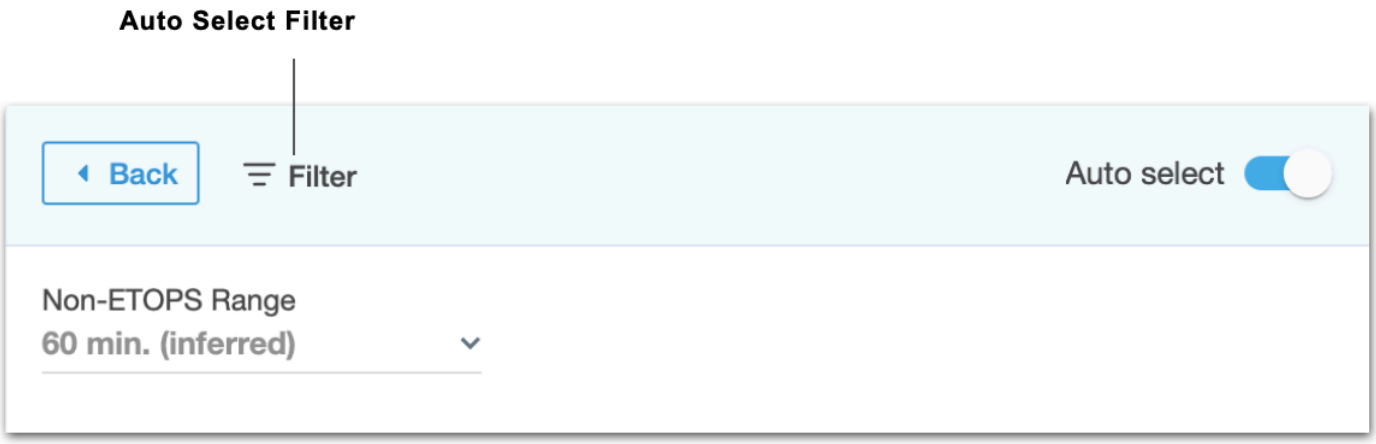


Figure 5-46. Auto Select Adequate Airports Enabled

5.9.1.4 Filtering Adequate Airports

Adequate airports can be filtered by instrument approach type, airport capabilities, minimum runway length, and airport category. With the exception of the minimum runway length, filters do not persist between flights. Minimum runway length filters are saved on a per-tail basis. To filter automatically selected airports:

1. Use the checkboxes to select the required approach types and services.
2. If applicable, enter a minimum runway length.

3. Select the desired airport categories.
4. Select **Apply**.

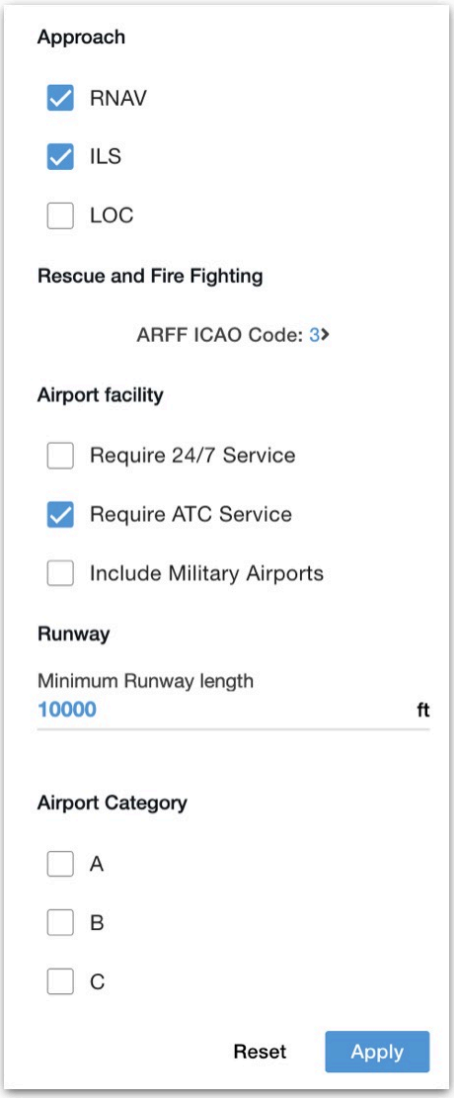


Figure 5-47. Adequate Airports Filtering Options

5.9.1.5 ARFF Filter

Flights outside the United States can also filter airports by aircraft rescue and firefighting capabilities using ARFF ICAO Codes.

> **NOTE:** FAA ARFF badges are displayed for U.S. airports, but FAA ARFF codes cannot be used to filter airports.

5.9.1.6 Require 24/7 Service Filter

Airport hour of operation data is generally only available for the United States.

5.9.1.7 Adequate Airport Summaries

Adequate airports are listed in the order they are encountered throughout the flight. Each airport includes a summary of airport capabilities and if available, observed or forecast weather conditions.

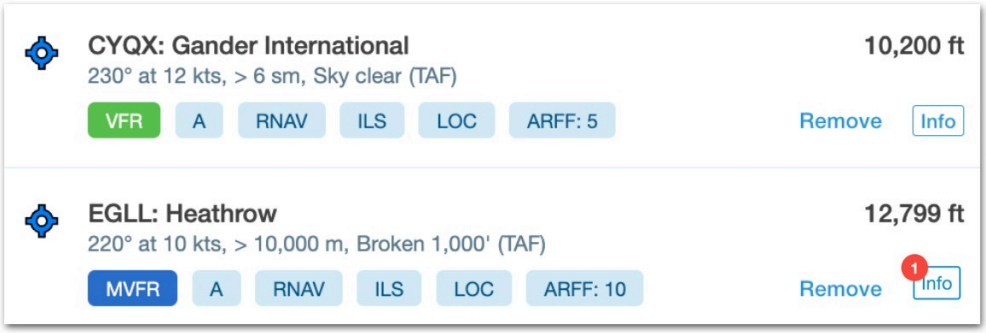


Figure 5-48. Adequate Airport Summaries

Table 5-1. Airport Icon

Icon	Description
	Controlled Airport
	Uncontrolled Airport
	Military Airport

> **CYQX: Gander International**
>
> Airport ICAO identifier and name.

> **10,200 ft**
>
> Length of the longest runway. Hover the cursor over the length to reveal the corresponding runway.

230° at 12 kts, > 6sm, Sky clear (TAF)

Current or forecast weather for the estimated crossing time. The weather source is displayed in parentheses (e.g., METAR or TAF).

VFR (Green) MVFR (Blue)

Color-coded flight rule based on displayed weather.

A

Airport Category.

RNAV / ILS / LOC

Tags for available approach types. If an approach is out of service, the tag is still displayed.

ARFF: 5

Aircraft rescue and firefighting code (ARFF). In the U.S., FAA ARFF codes are used. Outside the U.S., ICAO codes are used.

Remove

Remove button for removing the airport from the Adequate Airports list.

Info

Info button for displaying the airport pop-up. If the airport has NOTAMs that can affect safety (e.g., runway closures), a red badge is displayed.

5.9.1.8 Aircraft Rescue and Fire Fighting (ARFF) Codes

When ARFF data for the airport is available, Adequate Airports displays an ARFF badge for the airport with the appropriate code. ARFF classifications are by aircraft size and can be found below:



Figure 5-49. ARFF Badge

Table 5-2. ICAO Aircraft Rescue Fire Fighting Codes

ARFF Code	Overall Aircraft Length	Maximum Fuselage Width
1	0 m up to but not including 9 m	2 m
2	9 m up to but not including 12 m	2 m
3	12 m up to but not including 18 m	3 m
4	18 m up to but not including 24 m	4 m
5	24 m up to but not including 28 m	4 m
6	28 m up to but not including 39 m	5 m
7	39 m up to but not including 49 m	5 m
8	49 m up to but not including 61 m	7 m
9	61 m up to but not including 76 m	7 m
10	76 m up to but not including 90 m	8

Table 5-3. FAA Aircraft Rescue Fire Fighting Codes

ARFF Code	Overall Aircraft Length (ft)
A	Less than 90 feet
B	90 feet up to but not including 126 feet
C	126 feet up to but not including 159 feet
D	159 feet up to but not including 200 feet
E	More than 200 feet

5.9.2 ETOPS

ETOPS (extended-range twin-engine operational performance standards) is a set of regulations that govern multi-engine transport category aircraft conducting extended overwater and remote area flights. Flights that remain within 60 minutes of diversionary airports are typically not conducting extended-range operations and thus ETOPS is not applicable.

> **NOTE:** To better reflect the scope and applicability of this regulation, ICAO has replaced the term ETOPS with EDTO. Given the broad usage and familiarity of the term ETOPS, Dispatch continues to use this term where applicable.

As depicted below, the ETOPS contingency planning tool draws two rings on the interactive map. The smaller (blue) rings depict the non-ETOPS 60-minute threshold (which is specified in Adequate Airports) and the larger (green) rings depict the aircraft's maximum deviation time. Deviation times are entered in the aircraft profile and selected in the Contingency Planning section for the Flight Editor.

In addition to the interactive map, ETOPS data is included in the Navlog and the Briefing.

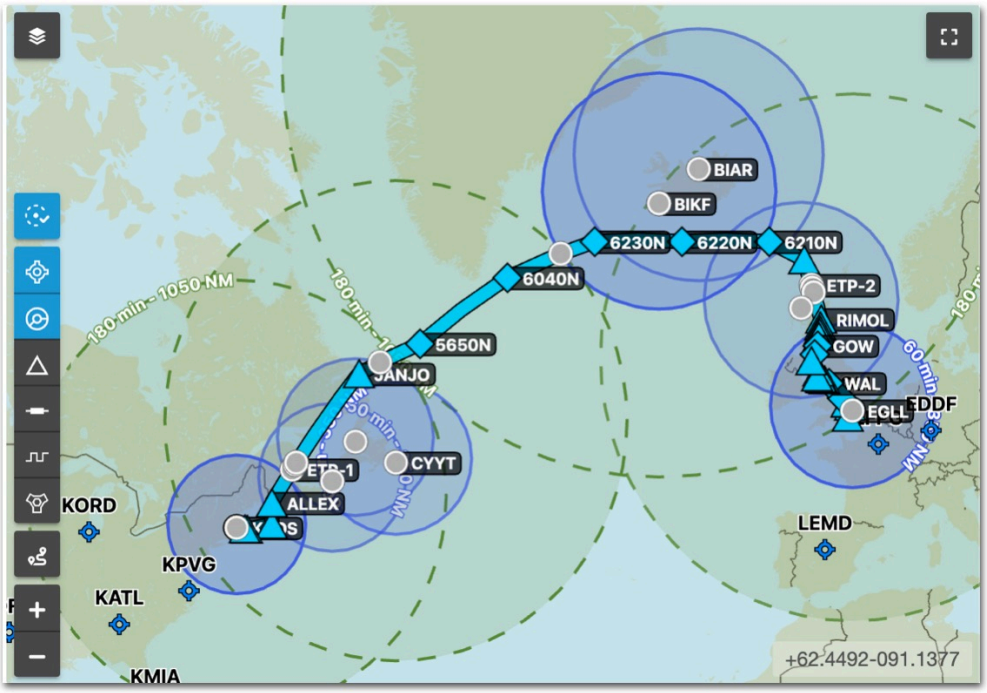


Figure 5-50. Adequate Airports (Blue) Max Deviation Time/Distance (Green)

5.9.2.1 Determining if ETOPS is required

To determine if a flight qualifies as extended-range, the aircraft's ETOPS certification time and distance range must be entered in the aircraft profile. Once complete, and as outlined below, the Adequate Airports feature can determine if the aircraft's threshold for extended operations (non-ETOPS range) is exceeded.

Flights that exceed the non-ETOPS range can then use the ETP Airport Pairs feature to determine if the flight remains within the aircraft's authorized deviation range. See below for step-by-step instructions:

1. Open the Adequate Airports feature.
2. Possible alternate airports will auto-populate.
3. Select the non-ETOPS range for the flight. If one is not selected, it is automatically inferred using 60 minutes and the diversion speed from the aircraft profile's ETOPS time/distance range values.
4. Refer to the map. If the route is outside the (blue) adequate airport range, the non-ETOPS threshold is exceeded and a warning banner is displayed.
5. Return to the Flight Editor with the **Back** button in the upper left corner to verify ETOPS compliance.

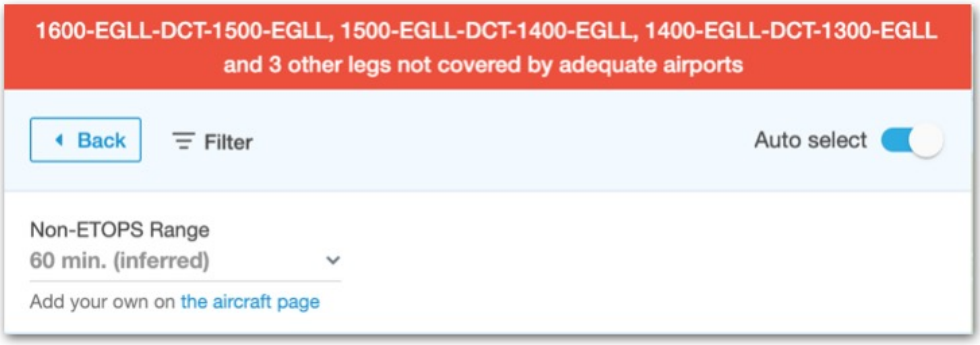


Figure 5-51. Non ETOPS Threshold Exceeded Warning Banner

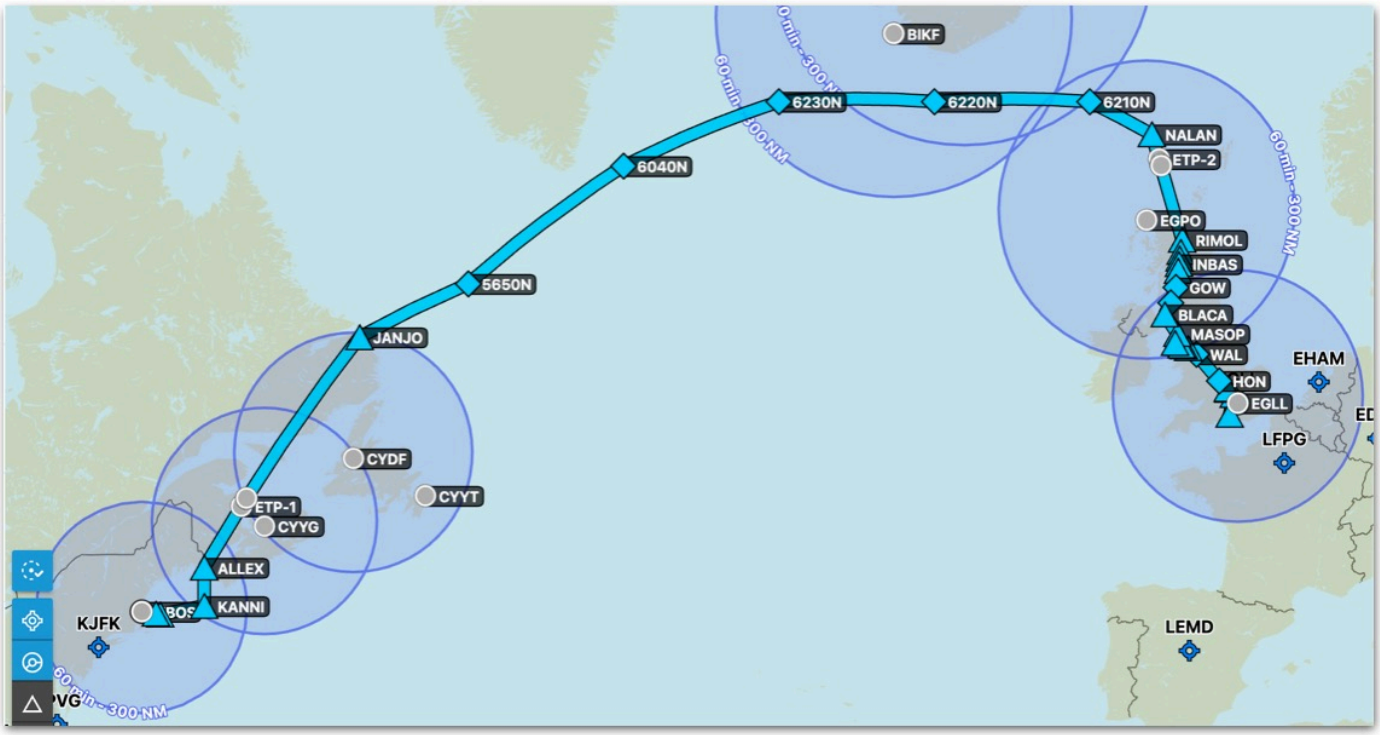


Figure 5-52. Route Exceeds Non ETOPS Threshold

5.9.2.2 Performing an ETOPS compliance check

If a flight exceeds the non-ETOPS threshold, follow the steps below to verify ETOPS compliance:

1. In the Contingency Planning section, manually enter diversionary airports in the ETP Airport Pairs field.

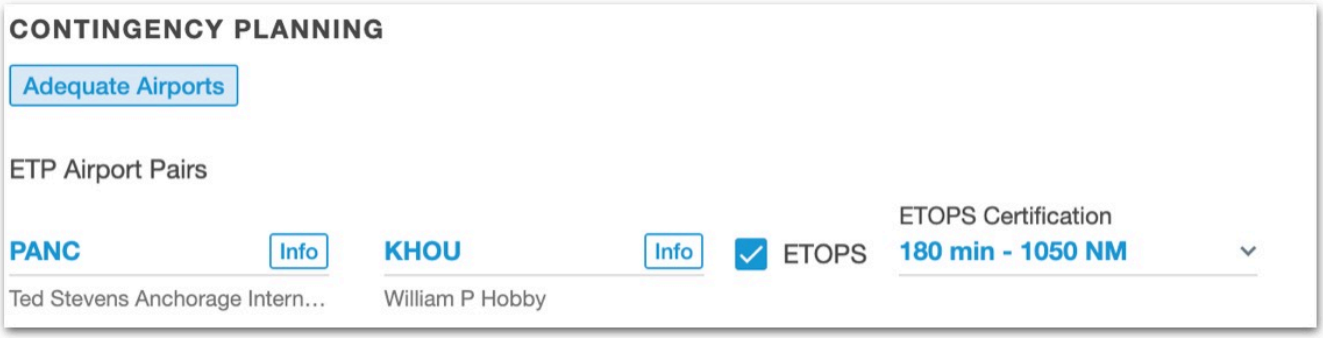


Figure 5-53. Entering Enroute Alternate Airports and Enabling ETOPS

2. Enable the **ETOPS**checkbox.

3. Select the aircraft's ETOPS certification range from the dropdown. Once complete, (blue) adequate airport non-ETOPS threshold and (green) maximum deviation range rings are drawn on the map.

4. Verify the flight is within the (green) maximum deviation range by referring to the interactive map. If a flight does not remain within the maximum deviation range, add additional ETP Airport Pairs or select a larger ETOPS certification option (if applicable). Flights that exceed the maximum deviation range display a warning banner at the top of the flight summary.

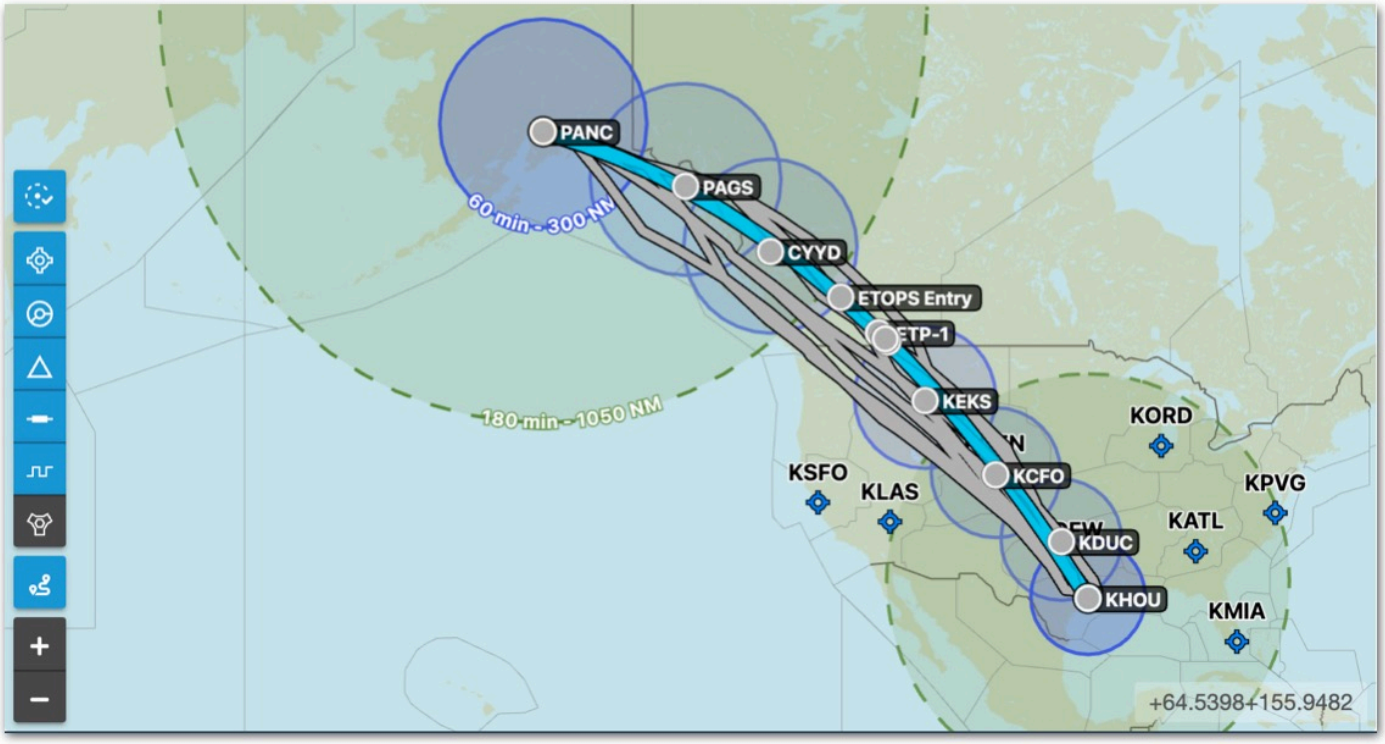


Figure 5-54. Flight Does Not Remain Within Max Deviation Range (Green Rings)

5.9.2.3 Additional ETOPS information

When ETOPS is enabled, the following actions occur:

- The selected maximum diversionary range (ETOPS certification range) is drawn around each airport listed in the ETP Airport Pairs fields.
- The extended-threshold (non-ETOPS) 60-minute range is drawn around each airport listed in the ETP Airport Pairs fields.
- Labels are displayed on the non-ETOPS and maximum diversionary range rings. It may be necessary to zoom in or out to view the labels.



Figure 5-55. Non ETOPS and ETOPS Range Labels

- The point at which the aircraft enters and exits extended-range operations is drawn on the map.



Figure 5-56. Entering Extended Range Operations

5.9.3 SETOPS

Dispatch supports Single Engine Turbine Operations (SETOPS) as required to operate single-engine turbine aircraft commercially under EASA regulations. When a single-engine turbine aircraft has SETOPS enabled (available as a subscription add-on) the ETP/ETOPS section is replaced with SETOPS.

To view the SETOPS section, click **(Show)** next to the SETOPS label.



Figure 5-57. Flight Editor SETOPS Section

5.9.3.1 Layout

The SETOPS section contains a group of check boxes and a **Minimum Runway Length** field for specifying suitable en route alternate airports. To the right of the minimum runway length field is an **Auto Search** option for automatically determining the suitable en route alternates.

Below the checkboxes and minimum runway field this is an **En route Alternates** field which lists the en route alternate airports.

5.9.3.2 Auto Search

Dispatch searches for en route alternates automatically when the **Auto Search** checkbox is selected. To modify the list of en route alternate airports or to specify alternates manually, deselect the **Auto Search** checkbox and manually enter the appropriate airport identifiers.

The **ILS**, **LOC**, and **RNAV** checkboxes define what approaches must be available for an airport to be considered an en route alternate when using auto search. If multiple approach type selections are made, the filters will narrow the search to any airport with at least one of the approach types available.

For example, if **ILS**, **LOC**, and **RNAV** are all checked, the auto search will search for airports that have either an RNAV, Localizer, or ILS approach.

The **Military** checkbox determines if Military airports can be included in the list of suitable en route alternate airports when the Auto Search function is enabled. If military airfields are not a suitable en route alternative for your operation, do not check the Military box.

The **Minimum Runway Length** field specifies the minimum runway length for an airport to be considered an en route alternate by the auto-search function. Dispatch evaluates all runways at an airport and if there is at least one runway with a length that is equal to or greater than specified, the airport will be eligible as an alternate.

5.9.3.3 SETOPS Map

Once the SETOPS analysis has been enabled, Circles will be drawn around the en route alternates equivalent to the estimated glide distance to that airport. The briefing package will include a chart with the same graphics as well as a risk analysis report.

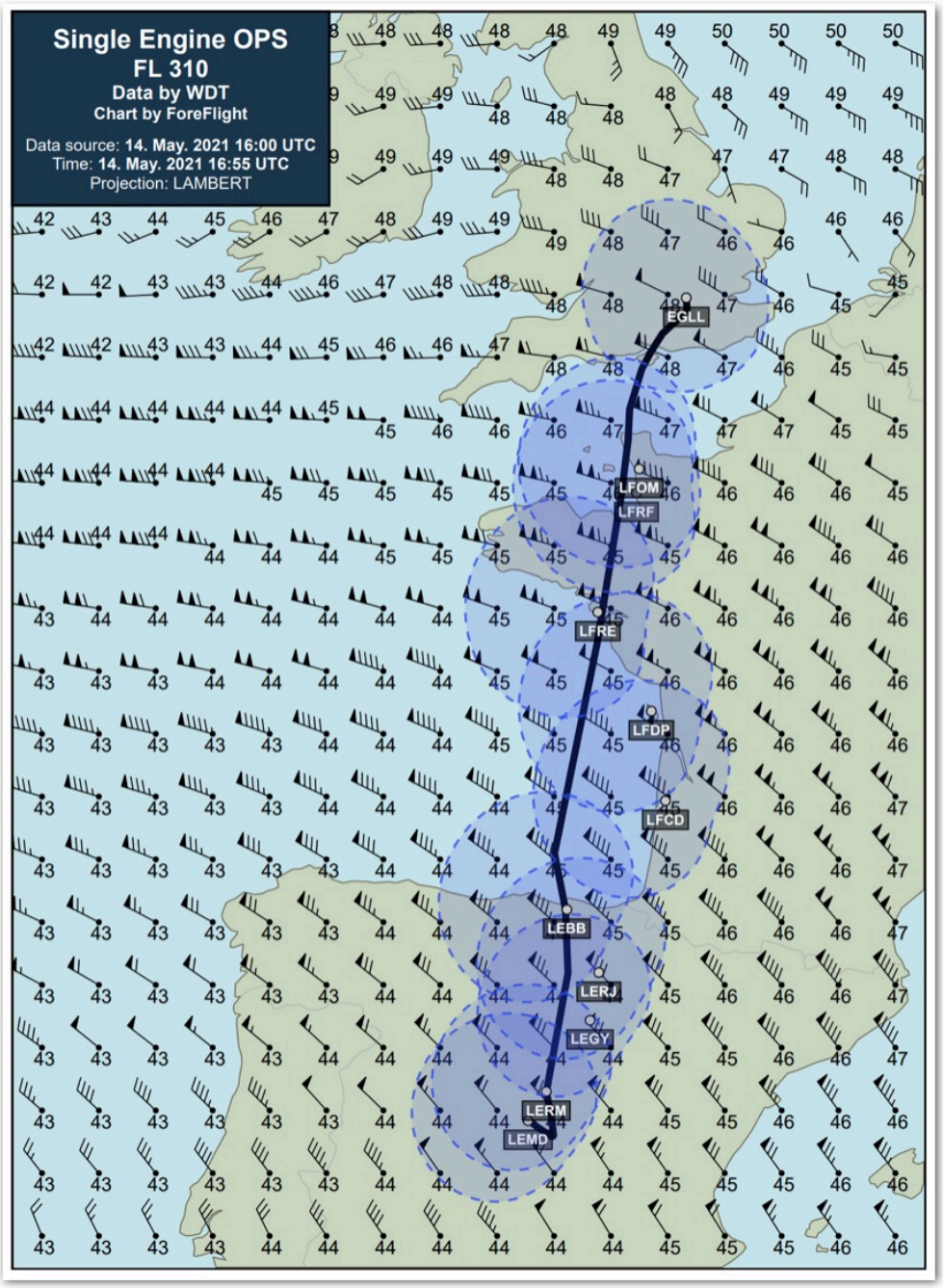


Figure 5-58. Flight Editor - SETOPS Map

5.9.4 Point of Safe Diversion Airport

The Point Of Safe Diversion Airport determines the latest point where the aircraft is able to return to the diversionary airport in the event of an engine failure, medical emergency, or depressurization while maintaining alternate, reserve, and contingency fuel. The user-specified diversionary airport is entered in the Contingency Planning section next to the PSR toggle.

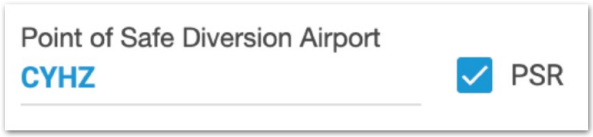


Figure 5-59. Point of Safe Diversion Airport

The diversionary airport and PSD points for each emergency scenario are displayed with a dot and PSD label. When the cursor is hovered over the dot, the scenario is identified with the ETE to return to the PSD airport. PSD data is also included in the Navlog.

-PSR- N5103.9/W04520.0	DCT FL490 1000	T10 307/032 -54/+3	067 071	477 487	218 1714	9953	9274	2505	0:27 3:28	2:44
-PSD-CYHZ N5136.9/W04356.2	DCT FL490 1000	T10 307/032 -54/+3	067 071	477 487	62 1652	9635	9592	2505	0:08 3:20	2:52

Figure 5-60. Navlog PSR and PSD in Waypoint Listing

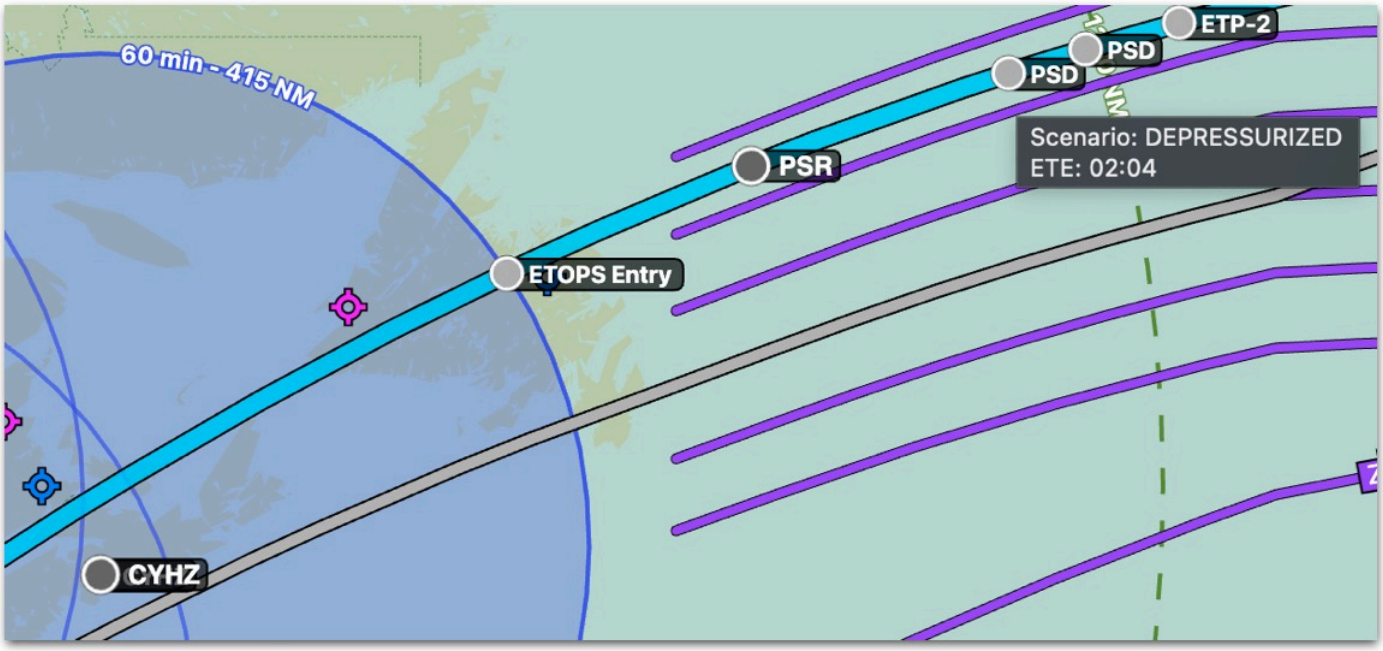


Figure 5-61. Diversionary Airport (CYHZ) and PSD Waypoints

IMPORTANT: PSD times/points are calculated using the information entered in the ETP Configuration section of the aircraft profile. If OEI data is not available for the aircraft type, PSD calculations are conducted using the aircraft profile's medical scenario.

5.9.5 Point of Safe Return

The Point of Safe Return (PSR) is the furthest point along a route from which the aircraft could return to the departure airport with alternate, reserve, and contingency fuel in the event of an engine failure. Display the point of safe return by checking the **PSR** box.

Dispatch marks the point of safe return on the map as a dark gray dot with a PSR label. The dot is both larger and darker than ETP and PSD dots.



Figure 5-62. Point of Safe Return Waypoint

> **IMPORTANT:** PSR calculations are conducted using AEO performance data up to the PSR point and OEI performance data after. If OEI data is not available for the aircraft type, PSR calculations are conducted using the aircraft profile's medical scenario.

5.10 Equal Time Point Contingency Planning

ETP is a position along a route of flight between two user-specified diversionary airports. The point is determined by the amount of time it takes to reach each diversionary airport. The point where the amount of time is equal between the two airports is the ETP.

Determining ETP prior to flight is useful for emergency scenario planning. ETP flight planning allows a pilot to quickly identify the airport that can be reached the quickest in the event of an emergency scenario.

Dispatch factors ambient weather, aircraft performance, and three unique emergency scenarios when computing ETP:

- Medical Emergencies
- Depressurization
- Engine Failure.

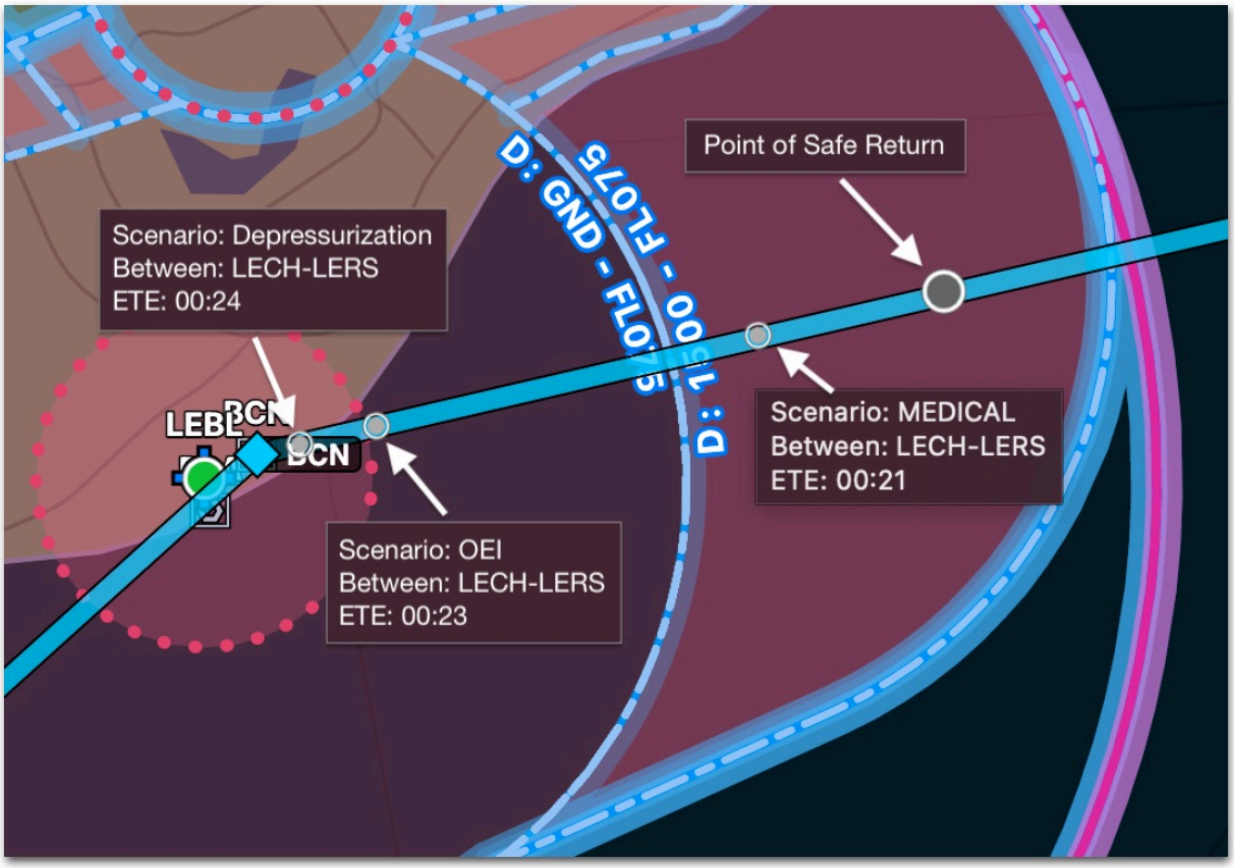


Figure 5-63. ETP on the Map

5.10.1 Determining the Equal Time Point

The Contingency Planning section must specify diversionary airports to determine ETP. Enter each airport pair for which Dispatch will determine the ETP. ETP results are displayed on the map, the Briefing, and Navlog.

> **NOTE:** Removing or changing a flights departure or destination airport will remove any previously entered ETP pairs. New ETP airport pairs will need to be entered for the new flight.



Figure 5-64. ETP Airports

5.10.1.1 ETP on the map

Dispatch depicts each equal time point on the map as a small gray dot. To determine which emergency scenario is being depicted by the dot, hover the cursor over the dot for two or more seconds. The pop-up depicts the emergency scenario (e.g. OEI), the airport pair, and the ETE between ETP and the diversionary airports.

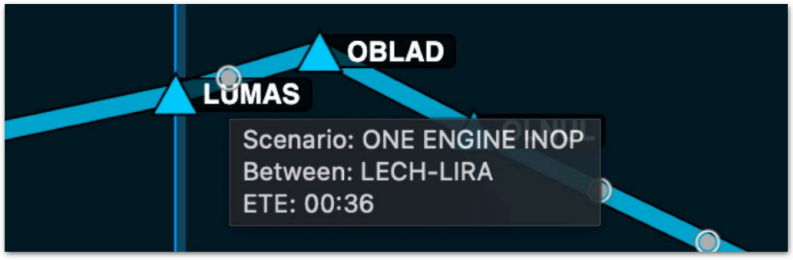


Figure 5-65. Flight Editor Map - ETP Text Box

> **NOTE:** Only one ETP text box can be depicted at a time.

5.10.2 Emergency Scenarios

Dispatch computes ETP for each emergency scenario using a unique set of rules. Depending on the aircraft's capabilities, the emergency scenario may require the aircraft to descend or fly using a different configuration. Each emergency scenario as well as how Dispatch computes ETP is explained below.

5.10.2.1 Medical Emergencies (ETP)

Medical ETP allows pilots to quickly identify the nearest suitable diversionary airport during a medical emergency. If the aircraft has not yet reached ETP, it is quicker to turn around and divert to the previous diversionary airport.

Medical ETP is applicable when the aircraft is operating normally but due to a passenger or crew member needing immediate medical attention, the aircraft must divert.

Medical ETP calculations are performed with the aircraft operating under normal performance specifications at the planned cruise altitude.

To select a different default medical ETP performance profile:

1. Select **Aircraft** from the sidebar.
2. Select the aircraft to be edited.
3. Click **Medical Cruise Mode** in the ETP Configuration section.
4. Select the new default Medical ETP profile for the aircraft.

> **NOTE:** By default, Medical ETP results are calculated using the *max speed* profile available (such as maximum continuous thrust).

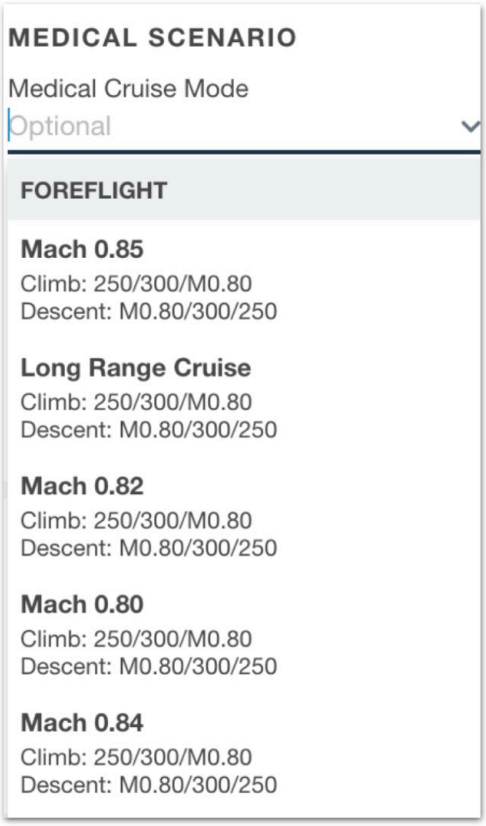


Figure 5-66. Medical ETP Cruise Modes

5.10.2.2 One Engine Inoperative (OEI-ETP)

OEI ETP is calculated with the assumption the aircraft loses an engine and a descent to an altitude where the aircraft can operate with the remaining engine(s) may be required.

The altitude to which the aircraft may need to descend is determined by ambient weather conditions and the aircraft's performance capabilities. If, according to manufacturer data, the aircraft is unable to operate OEI at the planned cruise altitude, Dispatch will determine the highest altitude possible and will determine ETP using wind and temps aloft from that altitude.

Poor OEI performance, large amounts of fuel, or payload may result in lower cruise altitudes after engine failure. If a reduced altitude is necessary to operate OEI, the lower OEI cruise altitude and performance results are located on the flight's Navlog in the ETP Summary section.

ETP Summary

ETP #1 — LEBL / LIEA MSA FL 76 / FL 60.

TYPE	DIVERSION TIME	MIN FUEL	FL
DEPRESSURIZED	0h36m	1209 lbs	FL 100
MEDICAL	0h25m	951 lbs	FL 430
ONE ENGINE INOP	0h27m	893 lbs	FL 310

Figure 5-67. Reduced Cruise Altitude OEI Scenario

5.10.2.3 Depressurization ETP

In the event of a cabin pressure emergency or other problem requiring a rapid descent without engine loss, pilots should refer to the Depressurization ETP for determining the diversionary airport that can be reached the quickest.

Depressurization ETP is calculated by accounting for an emergency descent to an initial level off altitude where the aircraft can cruise for a specified amount of time using the available oxygen onboard.

If no available oxygen is specified on the aircraft's configuration page, an emergency descent is planned from the cruise altitude directly to the default final level off depressurization altitude of FL100.

If organizations use a different final level-off altitude, it can be edited on the **Aircraft** configuration page.

If no **Initial level-off altitude** is specified, an initial default level-off altitude of FL250 is used. If **Available Oxygen** is specified, Dispatch will plan for the aircraft to cruise at the initial level-off altitude for the time specified in **Available Oxygen (Min).**

If no available oxygen is specified on the aircraft configuration page, ETP will be calculated with a descent from cruise directly to the final level-off altitude.

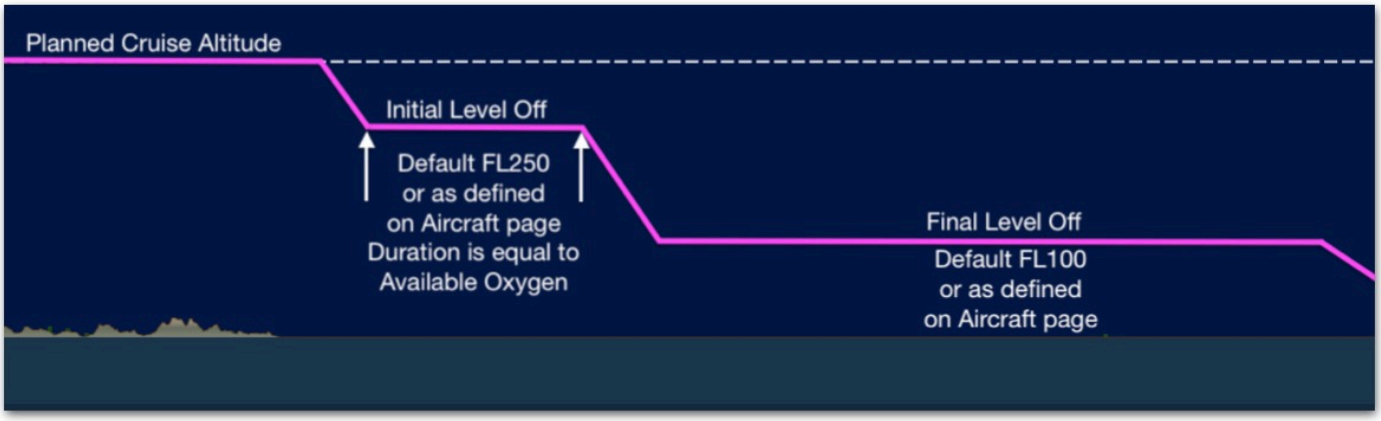


Figure 5-68. Depressurization ETP Scenario

Depressurization Configuration

To configure your aircraft's depressurization scenarios:

1. Select **Aircraft** from the sidebar.
2. Select the aircraft to be edited.
3. Scroll to the ETP Configuration section.
4. Enter available oxygen, initial, and final level off altitudes.



Figure 5-69. Aircraft Depressurization Configuration

Depressurization Profile

Depressurization ETP can be calculated using 1 of 4 available cruise profiles. If no profile is selected, the AEO Max Speed profile is selected by *default*. Depressurization ETP can be calculated with an AEO Max speed, AEO Max range, OEI performance, or Most critical profile.

To select a depressurization profile:

1. Select **Aircraft** from the sidebar.

2. Select the aircraft to be edited.
3. Scroll to the ETP Configuration section.
4. Click **Depressurization Profile**.
5. Select the appropriate profile for the aircraft.

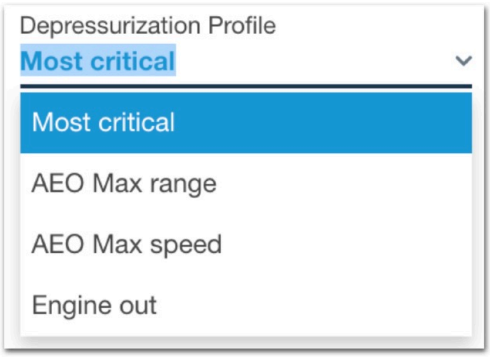


Figure 5-70. Depressurization ETP Cruise Profiles

Most Critical Depressurization Profile

If the **Most Critical** Depressurization profile is selected in the ETP Configuration section, Dispatch compares AEO Max speed, AEO Max range, and OEI scenarios to determine the profile that requires the most fuel. When the Most Critical profile is selected, you can find the profile that results in the most fuel use in the Navlog ETP Report.



Figure 5-71. Most Critical Depressurization Profile Results

To determine max speed and range, Dispatch analyses all available performance profiles for your aircraft type and will select the appropriate profile for the given conditions when you choose either Max speed or Max range.

For example, choosing the Max Speed Depressurization profile may result in Dispatch using performance data from your aircraft's Mach .82 performance profile.

> **NOTE:** Max speed and Max range profiles are generally not explicitly published by the manufacturer.

5.10.3 General Fuel Parameters

ETP calculations can be customized with the General Fuel Parameters section. For more accurate ETP planning results, enter information about APU fuel burn, structural icing performance, and unique fuel reserve requirements for emergency scenarios. Values entered in the General Fuel Parameters section are applied to all ETP scenarios.

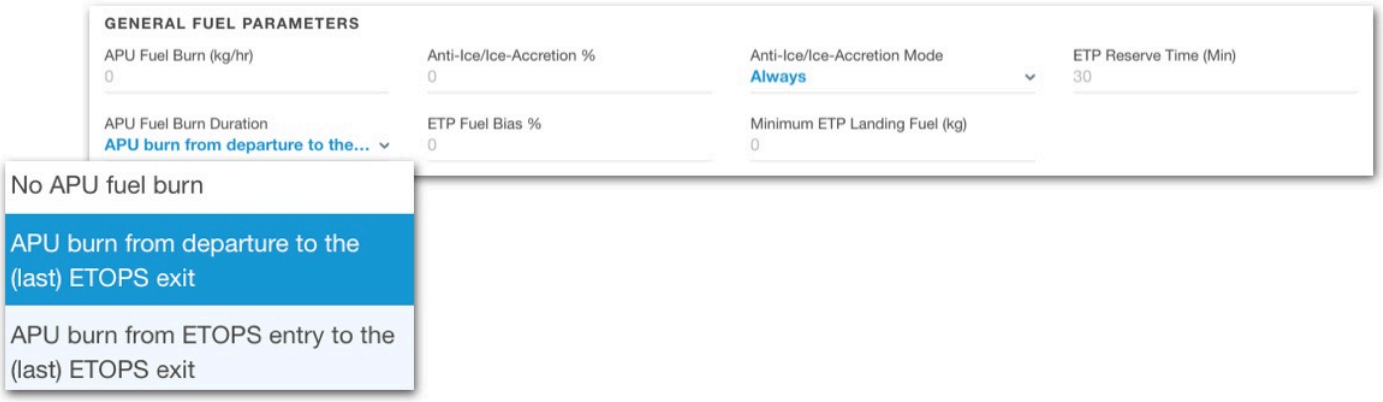


Figure 5-72. ETP General Fuel Parameters

APU Fuel Burn

Specifies an amount of fuel burn per hour to account for APU fuel use. APU fuel burn may be applicable in some OEI scenarios.

Anti-Ice/Ice-Accretion

Specifies a fuel burn penalty depicted as a percentage of total fuel flow to account for ice accretion. For example, if you anticipate icing conditions that will lead to an extra 10% of fuel burn on the flight, you should enter 10 in this field.

Anti-Ice/Accretion Mode

Specifies whether the Anti-Ice/Ice Accretion percentage described above is always applicable or only when icing is forecast. The calculations are applicable for the ETP diversion leg using forecast icing conditions.

ETP Reserve Time (Min)

Specifies an amount of reserve fuel, expressed in minutes, specific for all ETP scenarios.

APU Fuel Burn Duration

Indicates the amount of fuel the APU consumes during an ETP scenario if it is running. This value may vary if the ETP pairs are modified, the ETOPS range is changed (Found in **Contingency Planning ➔ ETP Airport Pairs ➔ ETOPS Certification**, or the non-ETOPS range is changed (**Adequate Airports** view). The APU fuel burn will be displayed in the Additional/ETP fuel column of the Flight Summary.

No APU Fuel Burn

No APU fuel burn will be calculated for ETP scenarios.

APU burn from departure to the (last) ETOPS exit

The APU fuel burn will be adjusted using fuel burn from the departure airport to the last ETOPS exit.

APU burn from ETOPS entry to the (last) ETOPS exit

The APU fuel burn will be adjusted using fuel burn from ETOPS entry to the last ETOPS exit.

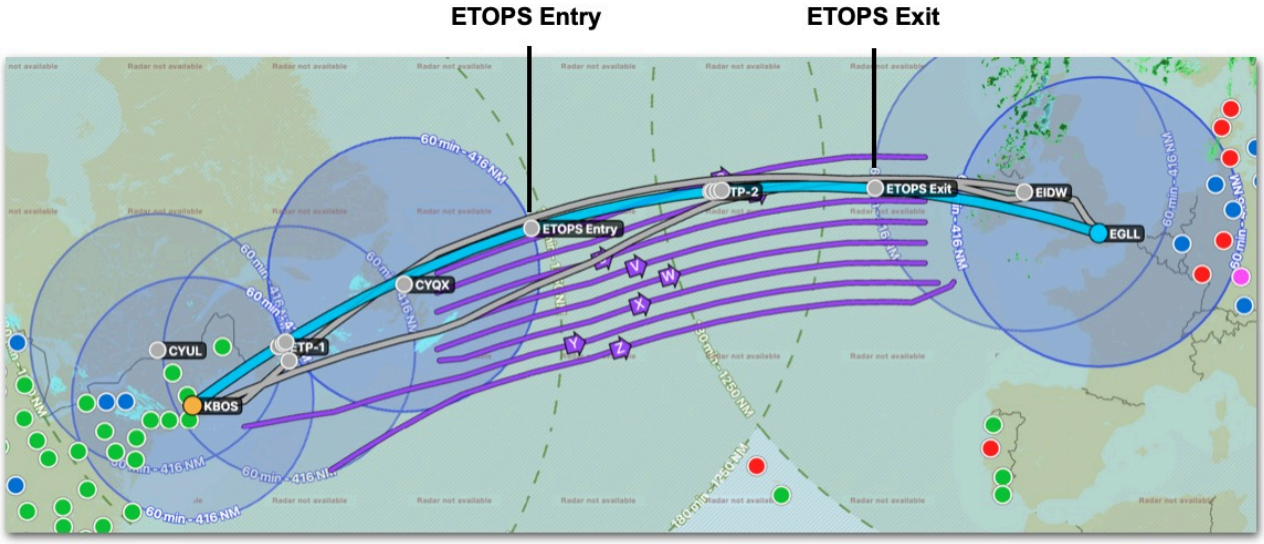


Figure 5-73. ETOPS Entry and Exit Points

ETP Fuel Bias

Specifies a fuel burn penalty depicted as a percentage to produce conservative ETP results. For example, to calculate 15% more fuel for all ETP scenarios, enter 15 in this field

> **Minimum ETP Landing Fuel**
>
> Specifies the minimum amount of fuel in pounds or kilograms that the aircraft should land with at an ETP diversionary airport.

5.10.4 Computing ETP Flight Plans

Entering ETP airports adds a new line to the performance fuel section of the flight summary, **Additional/ETP**, which contains a fuel amount when either of the following conditions are true:

1. The minimum fuel (excluding ETP fuel requirements) at an ETP would be insufficient to cover the respective ETP scenario. There may be an Additional/ETP fuel requirement even when the fuel on board at an ETP exceeds the fuel required for the ETP scenario.
2. It is an ETOPS flight, and the following are true:

- There is a non-zero value in APU Fuel Burn
- APU Fuel Burn Duration is something other than **No APU fuel burn**.

5.10.5 Viewing ETP Data on Reports

After the data is entered into the Aircraft ETP Configuration and proper ETP Pairs have been selected, the information can be viewed in two reports, Navlog and Briefing. **Navlog** and **Briefing** buttons are located at the top of the Flight Summary section and can be selected to generate a report.

An ETP Summary Report is available on the Navlog and displays each emergency scenario based on the information that was entered.

ETP Summary

ETP #1	KBOS / CYHZ MSA FL 49 / FL 24.			
TYPE	**DIVERSION TIME**	**MIN FUEL**	**FL**	**COORDINATE**
DEPRESSURIZED	0h31m	2549 lbs	FL 100	N4235.3/W06721.1
MEDICAL	0h26m	1994 lbs	FL 406	N4233.3/W06735.7
ONE ENGINE INOP	0h30m	2102 lbs	FL 300	N4234.1/W06730.4
ETP #2	**CYHZ / EGLL MSA FL 35 / FL 49.**			
TYPE	**DIVERSION TIME**	**MIN FUEL**	**FL**	**COORDINATE**
DEPRESSURIZED	4h17m	12946 lbs	FL 100	N5134.3/W03524.4
MEDICAL	2h40m	8474 lbs	FL 450	N5124.6/W03652.7
ONE ENGINE INOP	4h03m	9603 lbs	FL 350	N5119.5/W03735.0

Figure 5-74. ETP Summary Report Listing Each Emergency Scenario on Navlog

At the end of the Navlog report is a detailed ETP Report that lists information not available in the Summary Report. Each scenario will have a detailed report for each ETP.

ETP Report

ETP #1 DEPRESSURIZED FL 250 FOR 30 MINUTES THEN FL 100 @ 309KT, AEO LRC	KBOS	CYQX
LAT/LON	N4425.8/W06224.9	
FUEL, TIME & DISTANCE TO ETP	3701 lbs / 0h50m / 409NM	
REMAINING FUEL AT ETP	17739 lbs	
DISTANCE TO ETP ALTERNATE	395NM	422NM
AVERAGE WIND	5kt head (319°/013)	15kt tail (280°/027)
AVERAGE ISA/TEMPERATURE	-6 / -23 C	-8 / -25 C
MSA	FL 49	FL 35
FUEL & TIME FROM ETP TO ETP ALTERNATE	3380 lbs / 1h18m	3384 lbs / 1h18m
RESERVE FUEL & TIME	1139 lbs / 0h30m	1134 lbs / 0h30m
MIN REQUIRED FROM ETP TO ETP ALTERNATE	4518 lbs	4518 lbs
MIN REQUIRED FROM DEP TO ETP ALTERNATE	8219 lbs	8219 lbs
ETP ALTERNATE LANDING FUEL	14365 lbs	14354 lbs
ETP ALTERNATE LANDING FUEL AFTER HOLDING	13226 lbs	13220 lbs

Figure 5-75. Detailed ETP Report for Depressurization on Navlog

The Briefing Report includes the ETP Summary Report and the Detailed Report that were part of the Navlog report. In addition, an ETP Wind Chart is included that visually displays the ETPs and diversionary airports.

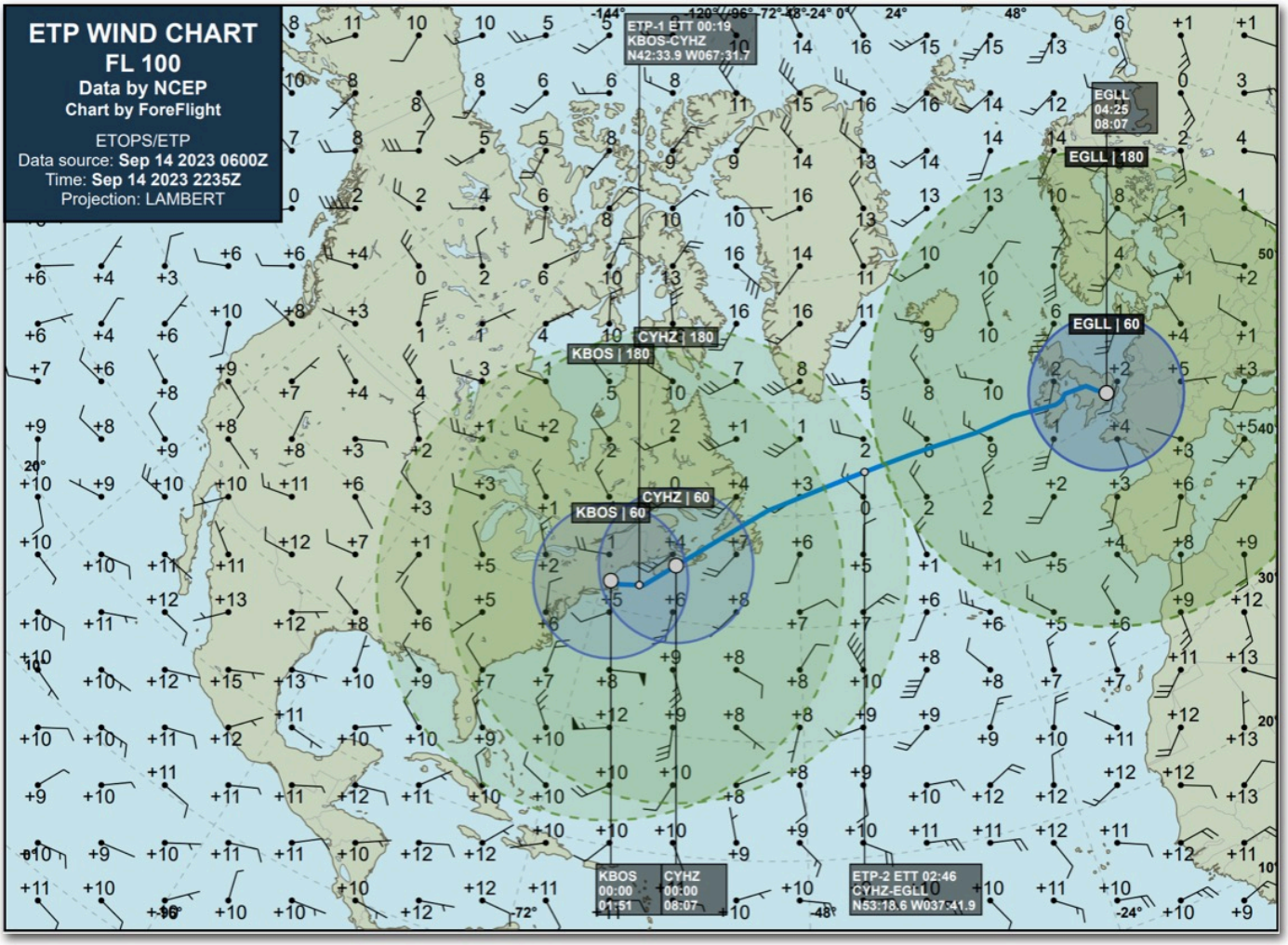


Figure 5-76. ETP Wind Chart Displays ETP's and Diversionary Airports

5.11 Routes

The Routes section depicts the flights route, target or initial altitude, and flight rules. Routes can be selected from a routes list below, generated with Route Builder, or manually entered.

Click on the Procedure Advisor button to select Standard Instrument Departures (SIDS) and Standard Terminal Arrival Routes (STARS) to add to the route.

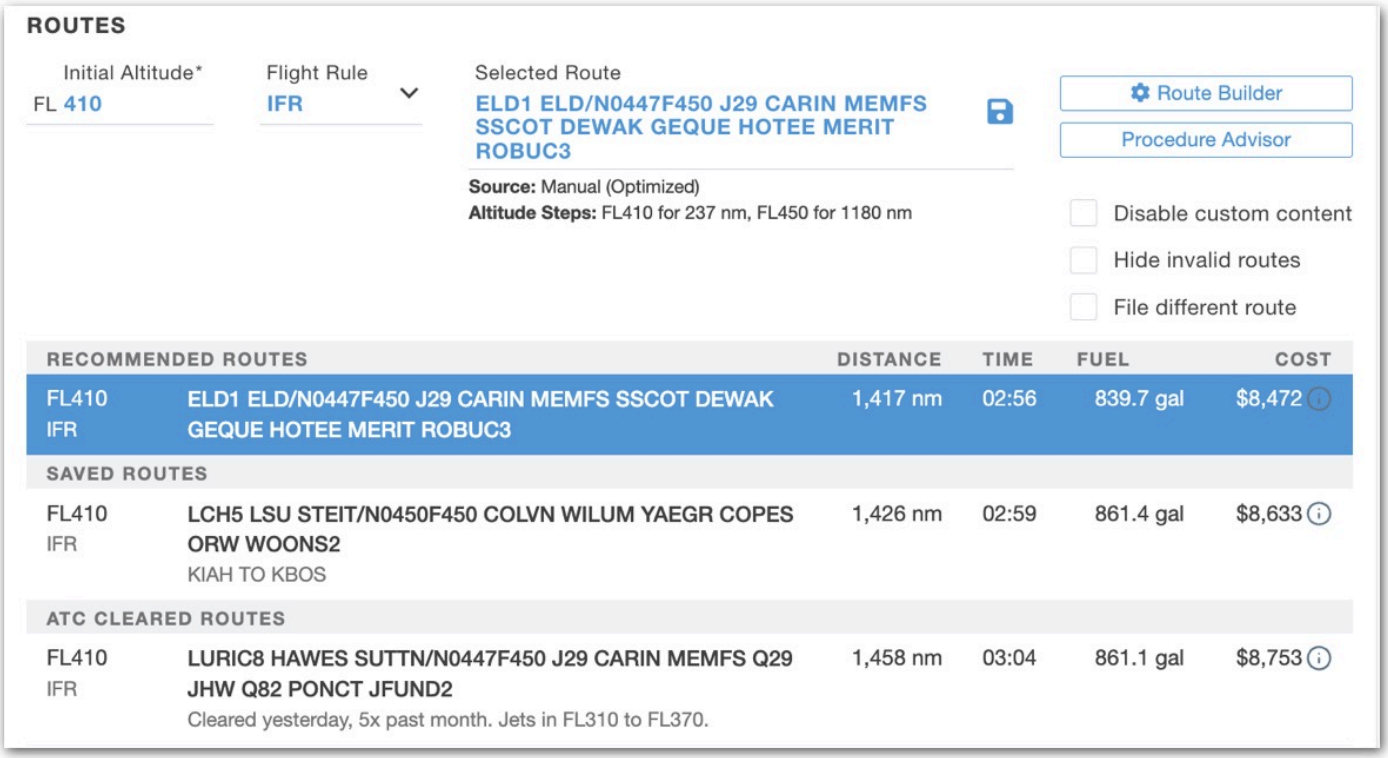


Figure 5-77. Routes Section

5.11.1 Route Toggles

Route toggles provide options to control how routes are displayed and used. The following route toggles are available:

- Disable Custom Content - Prevents custom content from being used in a route. This setting ensures custom content with the same name as waypoints or airports is not prioritized when unintended.
- Hide Invalid Routes - Hides routes labeled as invalid from being displayed on the routes list.

- File Different Route - Enables filing of a route that differs from the planned route. Some countries require a filed route that excludes procedures such as Standard Instrument Departures (SIDs) or Standard Terminal Arrival Routes (STARs), even when those procedures are needed for planning.

  Selecting this option displays the **proposed route to file** field. Enter the route to be filed in this field, while the selected route remains in use for fuel and performance planning.

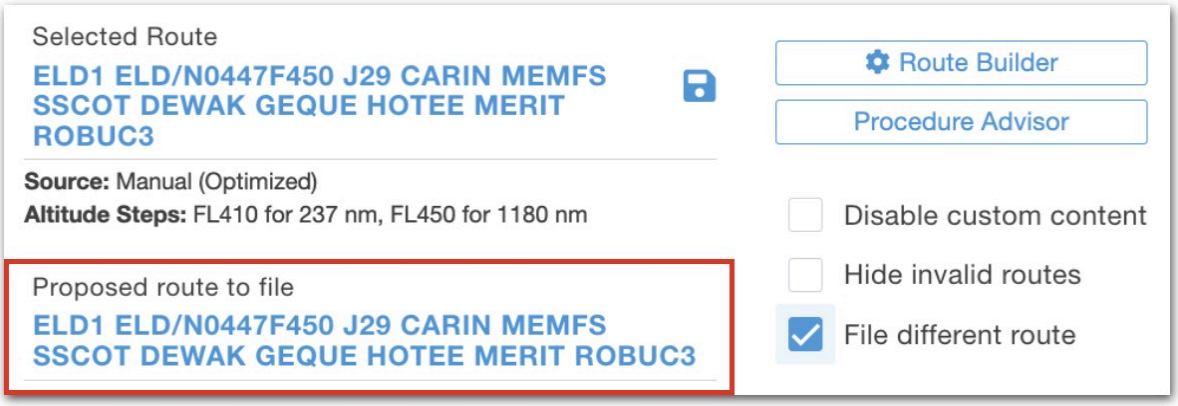


Figure 5-78. File Different Route

A caution appears at the top of the flight summary section when File Different Route is enabled, indicating that performance planning is based on the planned route, not the filed route.

File with a different route than planned route is enabled. Changing the filed route has no impact on the performance numbers, which could result in a rejection due to invalid performance. Any fuel and time calculations as well as AFTN addresses are not updated. Proceed with caution.

Figure 5-79. File Different Route Caution

5.11.2 Initial Altitude (Target Altitude)

When creating a new flight, the aircraft's default cruise altitude is loaded. If VFR is selected for flight rules, the initial altitude will default to FL175. Once a departure and destination are entered, the altitude that results in the least amount of expense (optimal altitude) replaces the default altitude.



Figure 5-80. Initial Altitude

If Dispatch determines step climbs are necessary to reach the initial altitude, the Initial Altitude label is changed to Target Altitude with the altitude steps listed below the selected route.

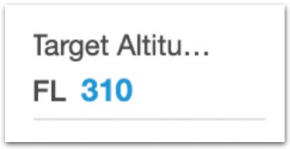


Figure 5-81. Target Altitude

Altitudes should be entered as flight levels with two-digit or three-digit values. For example, 9000 ft would be entered as 90, and FL280 would be entered as 280. Click the Initial Altitude field to manually enter a value or use the arrows to adjust the planned altitude.

> **NOTE:** If a dry operating cost is entered in the aircraft profile, it is factored in while determining the flight's optimal cruise altitude.

If a manually entered altitude exceeds the recommended altitude, a notice showing the reason for the default calculation will be displayed. The recommended altitude can be overridden by clicking **Use [Altitude]**.



Figure 5-82. Altitude Notice

5.11.3 Flight Rules

The Flight Rule field specifies which flight rule the plan will be filed under. There are four flight rules to choose from.

> **IFR**
>
> The flight will be conducted under instrument flight rules.

> **VFR**
>
> The flight will be conducted under visual flight rules

> **YFR**
>
> The flight will begin as IFR, followed by one or more changes of flight rules. A transition will automatically be added at the last point in the route if a transition is not specified.

> **ZVFR**
>
> The flight will begin as VFR, followed by one or more changes of flight rules. A transition from VFR will automatically be added at the first waypoint in the route if a transition is not specified.

5.11.4 Selected Route

The Selected Route generates the flight planning results and is what will be filed with ATC. The selected route defaults to DCT (direct) unless another route is either:

- Chosen from the Recommended, Saved, or ATC Cleared route list.
- Generated by the Route Builder.
- Manually entered.

5.11.4.1 Altitude Steps

If a route selected from the list or built with the Route Builder requires multiple cruise altitudes, the altitude steps will be listed below the selected route field.

5.11.4.2 Turbulence Warnings

If moderate or greater turbulence is forecast for any part of the route, a turbulence marker is depicted. Move the cursor over the turbulence icon to see the forecasted turbulence details.



Figure 5-83. Selected Route with Altitude Steps and Turbulence Warning

5.11.5 Coordinates (Lat/Long)

The route field supports manual coordinate entry in Degree Minute Second and Decimal Degree format.

5.11.5.1 Degree Minute Second Format

When entering coordinates using the Degree Minute Second format, latitude should be six digits and begin or end with N or S. Longitude should be seven digits and begin or end with E or W.

If longitude is less than 100, a leading zero should be used. Latitude and longitude minute and second fields should be less than 60. There should be no space between characters. If the seconds are omitted, latitude and longitude should be four and five digits respectively. Dispatch assumes the second values are 00 if they are omitted.

5.11.5.2 Degree Minute Second Coordinate Examples:

N5528E01019 Coordinates begin with designation, seconds omitted.

5528S01019W Coordinates end with designation, seconds omitted.

N552836E0101951 Coordinates begin with designation, seconds included.

552836N0101951E Coordinates end with designation, seconds included.

5.11.5.3 Decimal Degree Format

When entering coordinates using the decimal degree format, latitude and longitude should begin with a number. To designate the southern or western hemisphere, enter a "-" before the coordinates. If longitude is less than 100, a leading zero should be used.

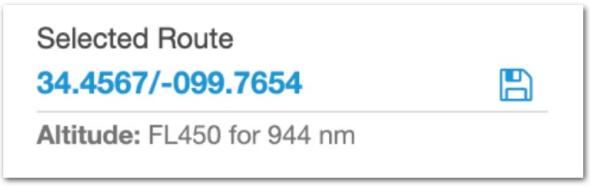


Figure 5-84. Decimal Degree Format

5.11.6 Potential Route List

Below the Selected Route field, there is a list of potential routes. The list is dynamic and will change based on the region of flight and aircraft. If there are more available routes than what your screen can display, scroll down to view the remaining routes.

The route list may include the following types of routes: Recommended Route, Saved Routes, ATC Cleared, EUROCONTROL, and Preferred Routes.

5.11.6.1 Recommended Route

Dispatch's primary route proposal for your flight is the Recommended Route. The method and criteria for how this route is generated depend on the region of the flight.

Within United States domestic airspace

Within US domestic airspace, ForeFlight Recommended Route gives you the best route based on your aircraft performance profile and time/fuel savings while also accounting for preferred routes, recent ATC cleared routes, and how frequently a given route is assigned.

Dispatch evaluates all available route options and picks the one that provides the best balance between time/fuel savings and the likelihood of being "cleared as filed" by ATC. If no previously cleared routes are available for an airport pair, ForeFlight will generate a wind and temperature-optimized route based on your selected aircraft and performance profile.

Outside US domestic airspace

Dispatch uses route optimization logic to produce a wind and temperature-optimized route. If the flight crosses into European airspace, Dispatch evaluates RAD, CDR, and FUA restrictions to create a EUROCONTROL valid route.

> **NOTE:** Routes generated using Route Builder will appear in the Recommended Routes section with the specific constraints used to generate each route shown below the route string.

Recommended Saved Routes

Flight routes between the same departure and destination airport pair that are saved to Saved Routes in Tools will be displayed in the Saved Routes section.

ATC Cleared Routes

Flights within North American airspace will list routes cleared by ATC between the departure and destination airports, if any exist. Cleared routes are listed in reverse-chronological order based on which route was most recently cleared by ATC.

Recently Filed Routes

The Recently Filed Routes section includes flights outside of the United States that have been filed by ForeFlight. Only flights with the same departure and destination airport pair (as your planned flight) will appear in the Recently Filed Routes section.

EUROCONTROL Routes

Flights within EUROCONTROL airspace will list suggested and recently filed routes by other airspace users between the selected airport pair.

Preferred Routes

Dispatch lists any routes ATC publishes as preferred or are commonly assigned by ATC for the selected airport pair. Currently, these are available for:

> **United States**
>
> FAA Preferred routes, TEC routes, and Coded Departure Routes.

> **Canada**
>
> Routes from Nav Canada CFS.

> **United Kingdom**
>
> Routes from National Air Traffic Service (NATS) Standard Route Document (SRD).

> **Brazil**
>
> Routes from AIP Brazil.

Route List

The Route List provides additional information about each route as follows:

> **Altitude and Flight Rule**
>
> Shows the suggested altitude in Flight Level format and flight rule for each route.

> **Turbulence Warning**
>
> Shows an orange turbulence marker when at least moderate turbulence is forecast for any part of the route at the planned flight time. Mouse over the marker to see details about the forecast, including the turbulence severity, the waypoints between which the turbulence is expected, and the altitude at which it is expected.

> **Route String and History or EUROCONTROL Validation**
>
> Shows the entire route string for each route in bolded text and shows each route's history of clearances with U.S. ATC below that. Depending on how commonly a route is cleared by ATC, Route History may show the number of times its route has been cleared that day, or whenever it was most recently cleared (e.g., yesterday), how many times it has been cleared in the past month, how many times in the past year, and for which aircraft types and altitude range the route is most commonly cleared (e.g., Jets in FL340 to FL 430). Route history details for routes outside of the U.S. are not provided.

> **Distance**
>
> Shows the route's total distance in nautical miles.

> **Time**
>
> Shows the estimated flight time for the route based on the selected aircraft performance profile and other flight details.

> **Fuel**
>
> Shows the estimated Destination Fuel quantity based on the selected aircraft performance profile and other flight details.

5.11.7 Saved Routes

Routes can be saved to simplify planning between frequent airport pairs. Saved routes are accessed from the list of routes just below the Recommend Route.

To save a route, click the save icon to the right of the route. After clicking save, enter a name for the route so that it is easily remembered. Saved route names must be unique and cannot be shared between airport pairs.

Your entire list of saved routes can be viewed, edited, or removed in **Dispatch ➔ Settings ➔ Saved Routes**.

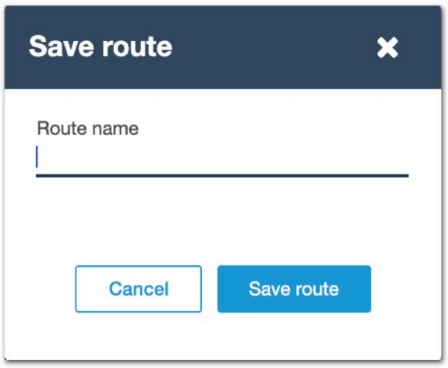


Figure 5-85. Saving a Route

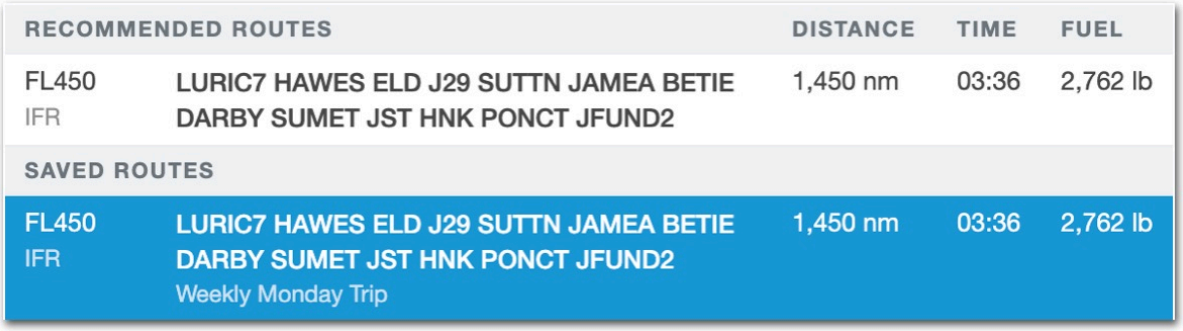


Figure 5-86. Saved Route with Custom Route Name (Example: Weekly Monday Trip)

5.11.8 Navlog Notes

Dispatcher Notes, entered when a flight is released, appear at the top of the Navlog Notes section. The note is also displayed on the Navlog.



Figure 5-87. Navlog Notes for Dispatcher Notes and Company Note

Company Notes, which are added through an Operational Rule, appear at the bottom of the same section. If a Company Note is not relevant to the current flight, it can be removed by clicking the **Delete** button.

> **IMPORTANT:** Clicking the **Delete** button immediately removes the **Company Note** and cannot be undone.

ROUTE BUILDER

Route Builder allows flight planners to specify rules for building customized routes. As indicated by the list below, Route Builder is organized into three sections.

- The Route Section (top left) contains route constraints, route options, route adjustments, and additional route tools for defining a route.
- The Interactive Map (top right) displays potential routes between the departure and destination airports. Weather, charts, and additional features that assist with flight planning can also be displayed on the map.
- The Profile View (bottom) displays a cross-section of the route.

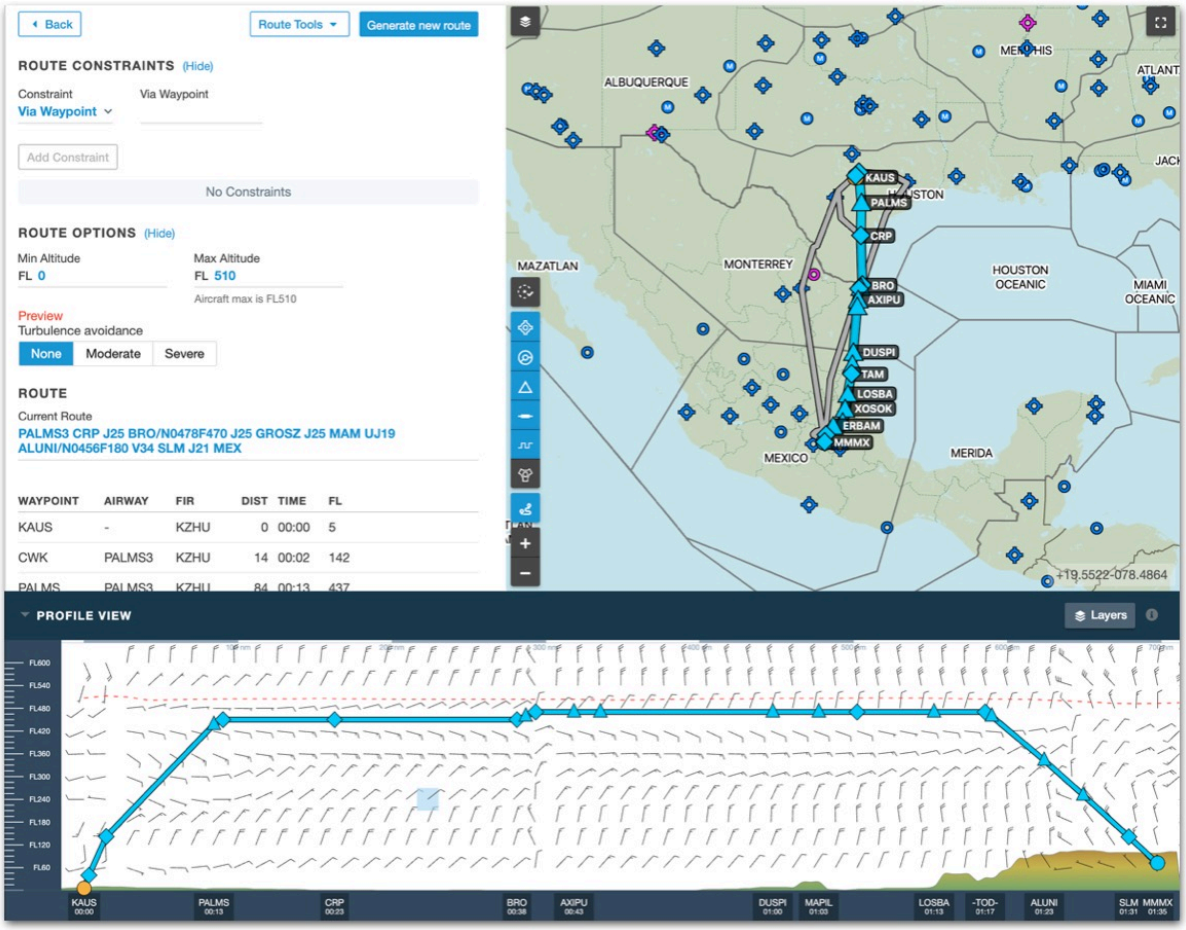


Figure 6-1. Route Builder

> **NOTE:** Profile View can only be accessed from within the Route Builder.

6.1 Route Section

The Route Section contains all the tools necessary to build a custom route.

- Route Constraints allow for user-defined rules.
- Route Options defines minimum and maximum route altitudes and can be used to generate a route based on forecast turbulence.
- Current Route and Route Table display the current route and an expanded view of the route with details about each route element.
- Waypoint Adjustments edit the en route portion of the flight on a per-waypoint basis.
- Route Tools provide access to the Route Report, NOTAM lookup, and Airspace Crossings report.

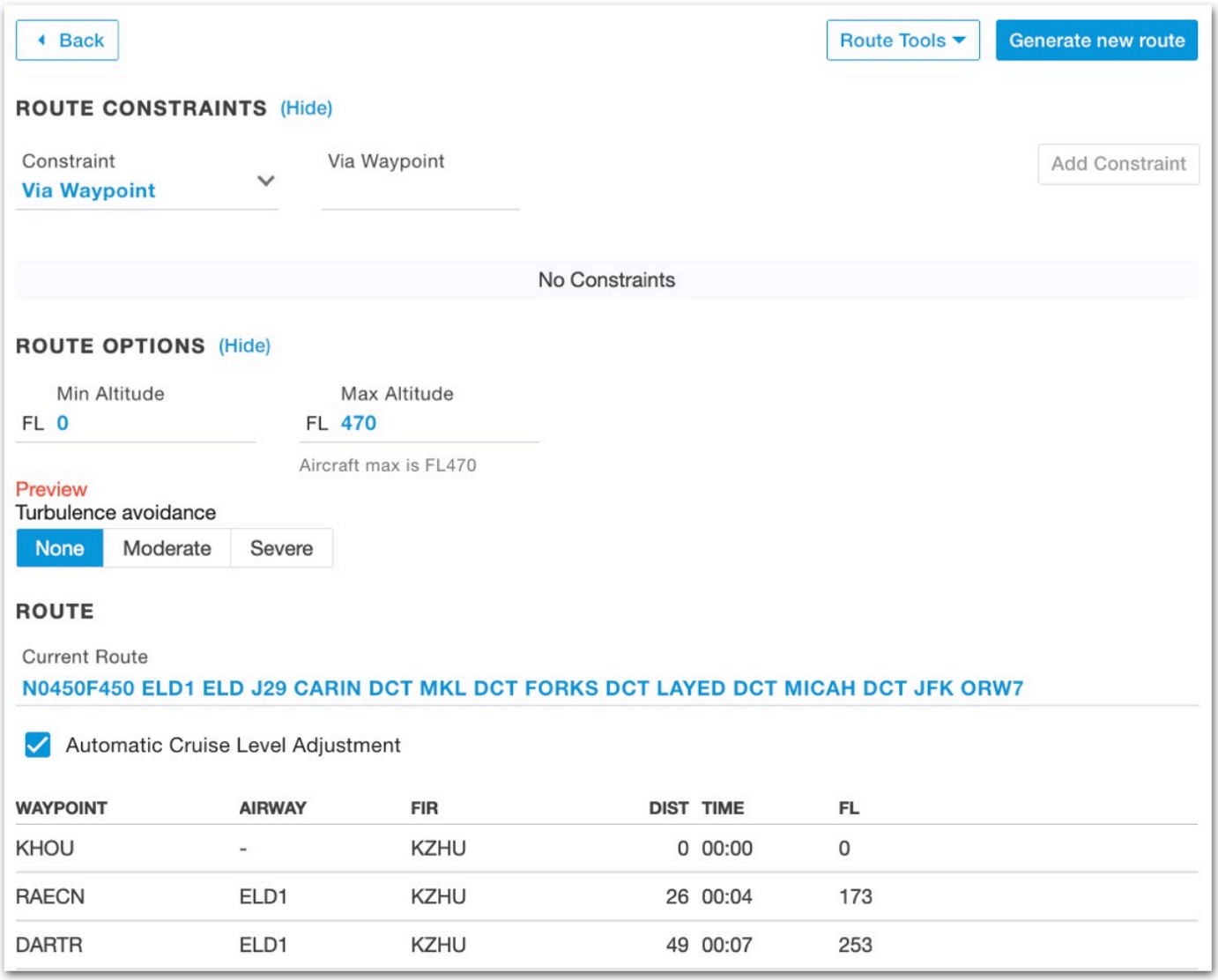


Figure 6-2. Route Builder - Route Section

6.1.1 Route Constraints

Route constraints are user-defined rules that specify if a route must contain (Via) or avoid a specific element. An unlimited number of constraints can be added to a route to include:

- **Via Waypoint** specifies a point that must be included in the route. Waypoints can be any type of unique aeronautical element that exists in only one location, such as a waypoint, navaid, airport, procedure fix, or coordinates. Type the identifier in the Via Waypoint field and click **Add Constraint** to add it to the list of active constraints. Waypoint names autocomplete once two characters are entered.

> **NOTE:** The Via Waypoint constraint supports decimal degree and degree minute coordinate formats. Examples of each format are given below.
>
> Unless otherwise notated, coordinates are presumed to be north latitude and east longitude. The minus symbol can be used to designate the opposite hemisphere as can the letter W or S as appropriate.
>
> - Decimal Degree: 32.85/-106.60 or 32.85N106.60W
> - Degree Minute: 3355/-11514 or 3355N11514W

- **Avoid Waypoint** specifies a point that must be excluded from the route. Waypoints can be any unique element that exists in only one location, such as a waypoint, navaid, airport, procedure fix, etc. Type the point's identifier in the field to the right and click **Add Constraint** to add it to the list of active constraints. Waypoint names autocomplete once two characters are entered.
- **Avoid FIR** specifies a Flight Information Region (FIR) or Upper Information Region (UIR) that the route must not pass through. When the Avoid FIR constraint is selected, two additional dropdown menus appear.

  The Avoid FIR dropdown lists every FIR. The **Overflown FIR** lists all FIRs that the current route passes through. Any FIRs that you specify are added to the list of constraints (the Add Constraint button is not used), and the FIR is shaded gray on the Route Map to indicate the FIR boundaries.

  Avoid FIR constraints can also be specified using the map. To specify an FIR to avoid on the map, select **Route Tools** ➔ **Airspace Crossings** . Move the mouse cursor over the map's FIR to avoid and left-click **Add Avoid FIR Constraint**.

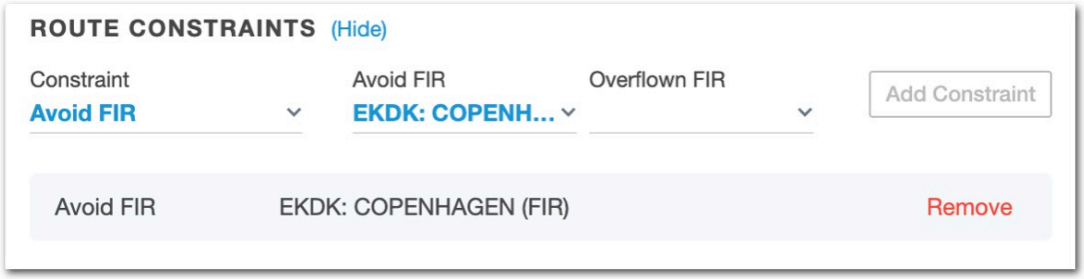


Figure 6-3. Avoid FIR Route Constraint

- **Via Track** specifies an oceanic track that must be included in the route. Click the West or East dropdown menus based on the direction of flight and mouse over each track system in the list (NAT or PAC) to see all available tracks for each type.

  Click on a track name to add it to the list of constraints (the Add Constraint button is not used). Click the "Use any" box to include an oceanic track in the route. Dispatch will select the particular track. Adding a specific track as a constraint or selecting **Use Any** will remove the Via Track option from the Constraint dropdown list. Only one track can be used in a route. Removing the Via Track constraint from the constraints list will make the option available again in the dropdown list.

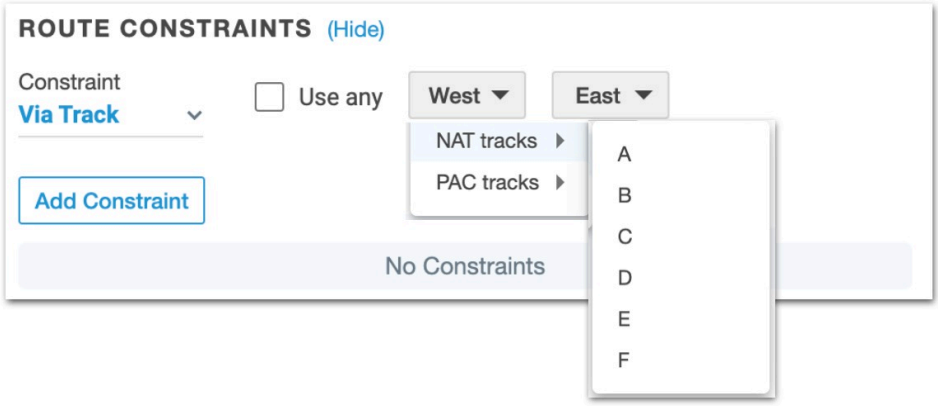


Figure 6-4. Via Track Route Constraint

- **Avoid Tracks** specifies an oceanic track that will be excluded from the route. Click the West or East dropdown menus based on the direction of flight and mouse over each track system in the list (NAT or PAC) to see all available tracks for each type.

Click on a track name to add it to the list of constraints (the **Add Constraint** button is not used). Dispatch will select the particular track and exclude it from route planning. Individual track constraints can be removed by deselecting the individual track from the West or East dropdown menu. All selected tracks can be removed from the constraints list at once by selecting the delete button (trash can icon).

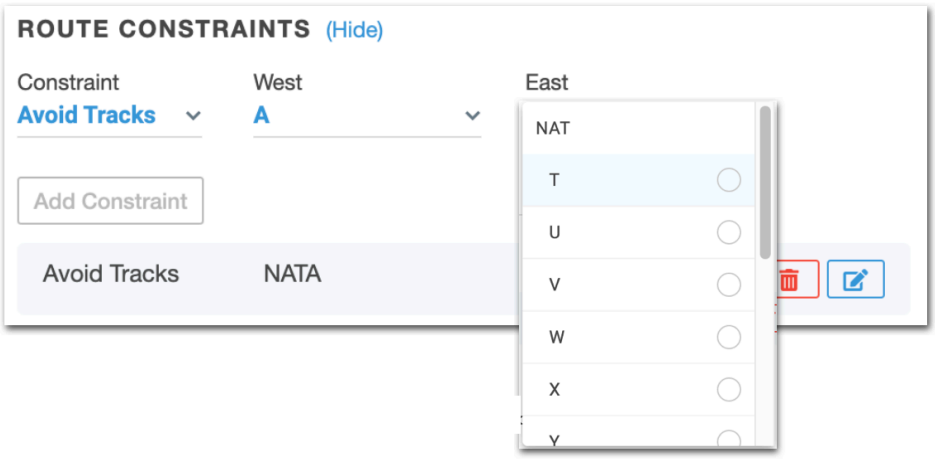


Figure 6-5. Avoid Tracks Route Constraints

- **Via SID** specifies a departure procedure that must be included in the route. Click the dropdown on the right to view and select from a list of available procedures for the flight's departure airport. Click a procedure name to add it to the list of constraints.

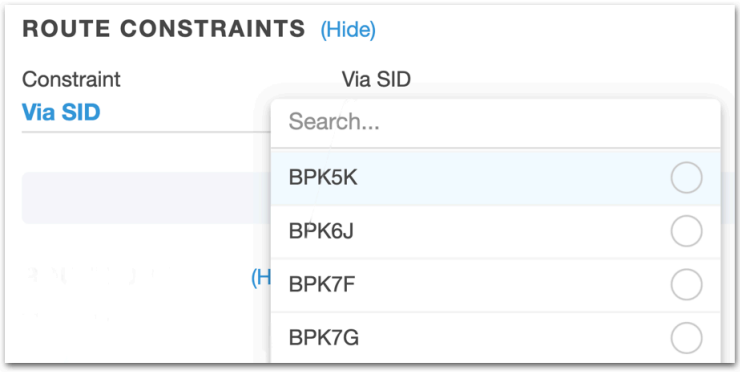


Figure 6-6. Via SID Route Constraint

- **Via STAR** specifies an arrival procedure that must be included in the route. Click the dropdown to view a list of available procedures for the flight's destination airport.
- **Avoid SID** specifies a departure procedure that must be excluded from the route. Click the Avoid SID dropdown to the right to view and select from a list of available procedures for the flight's departure airport. Click a procedure to add it to the list of constraints.

- **Avoid STAR** specifies an arrival procedure that must be excluded from the route. Click the Avoid STAR dropdown to the right to view and select from a list of available procedures for the flight's destination airport. Click a procedure to add it to the list of constraints.
- **Avoid Airway** specifies an airway that must be excluded from the route. You can exclude every segment of an airway by typing only its name in the Airway field or exclude only a particular segment of an airway by typing the names of the waypoints that define each end of the segment in the From and To fields.

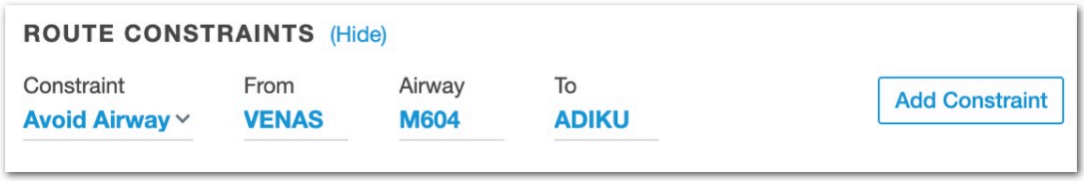


Figure 6-7. Avoid Airway Route Constraint

- **Partial Route** specifies a sequence of route elements that must be included in the route. Partial routes can include any type of aeronautical element identifier that can be included in filed flight plans, such as waypoints, navaids, airports, airways, terminal procedures, lat/long coordinates, speed, altitude, flight rule changes associated with specific waypoints, and more.

  Dispatch will include the Partial Route sequence precisely as it was entered, working around the partial route to optimize the remainder of the route and comply with any other route constraints that were added. Partial Routes are most useful in cases where the filed route is required to follow some predefined sequence of waypoints to comply with strict overflight permits, preferential routing, etc.

- **Avoid Controlled Airspace** specifies airspace that the route must not pass through. When the Avoid Controlled Airspace constraint is selected, two additional dropdown menus appear. The **Type of Airspace** dropdown acts a filter for the **Controlled Airspaces** dropdown. To add the Avoid Controlled Airspace constraint, select the type of airspace, followed by selecting the specific airspace to avoid.

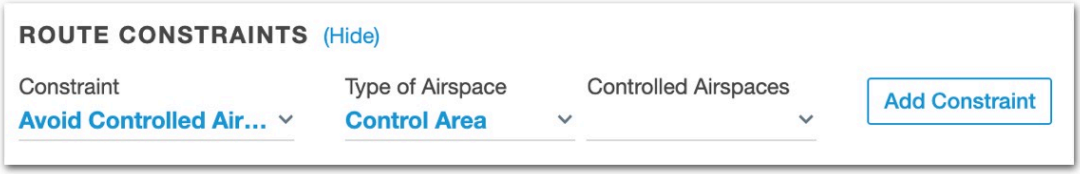


Figure 6-8. Avoid Controlled Airspace Route Constraint

- **Avoid Restricted Airspace** specifies restricted airspace that the route must not pass through. When the Avoid Restricted Airspace constraint is selected, two additional dropdown menus appear. The **Type of Airspace** dropdown acts a filter for the **Restricted Airspaces** dropdown. To add the Avoid Restricted Airspace constraint, select the type of airspace, followed by selecting the specific restricted airspace to avoid.

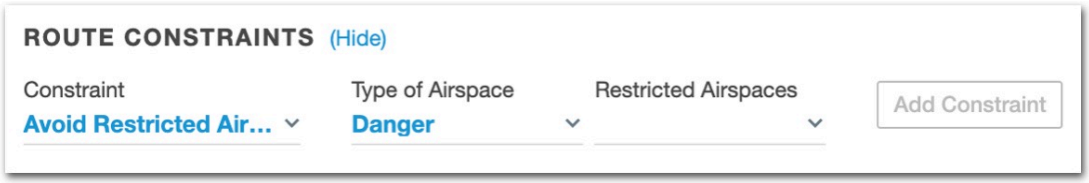


Figure 6-9. Avoid Restricted Airspace Route Constraint

- **Avoid Country** allows flight planners to specify countries the flight should not overfly. Use the search bar at the top of the country menu to filter the countries depicted. Select each country the flight is to avoid.

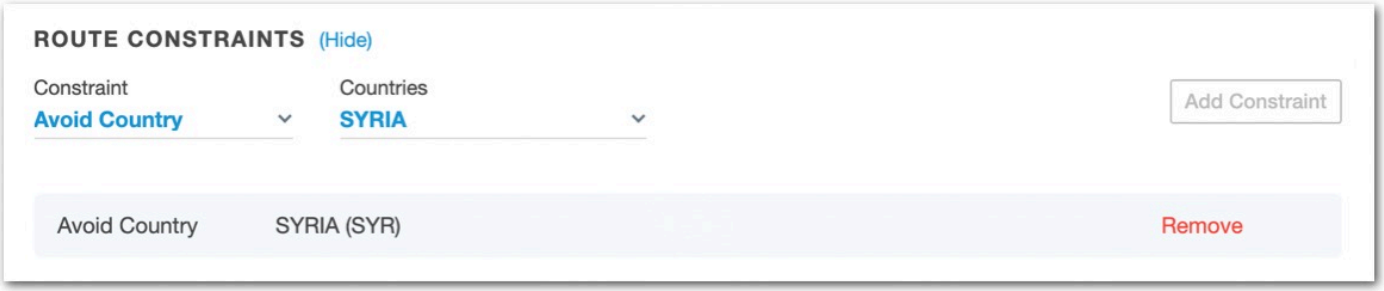


Figure 6-10. Avoid Country Constraint

- **Avoid Custom Shape** allows flight planners to specify an area where the flight should not enter. To add a custom shape:
  1. Select **Avoid Custom Shape** from the constraint menu.
  2. Right-click the map to define the avoid area. Points should be added sequentially around the perimeter (see image below). If a mistake is made while defining the avoid area, use the **Clear polygon** button on the top of the map view to start over.
  3. Select **Add Constraint**.

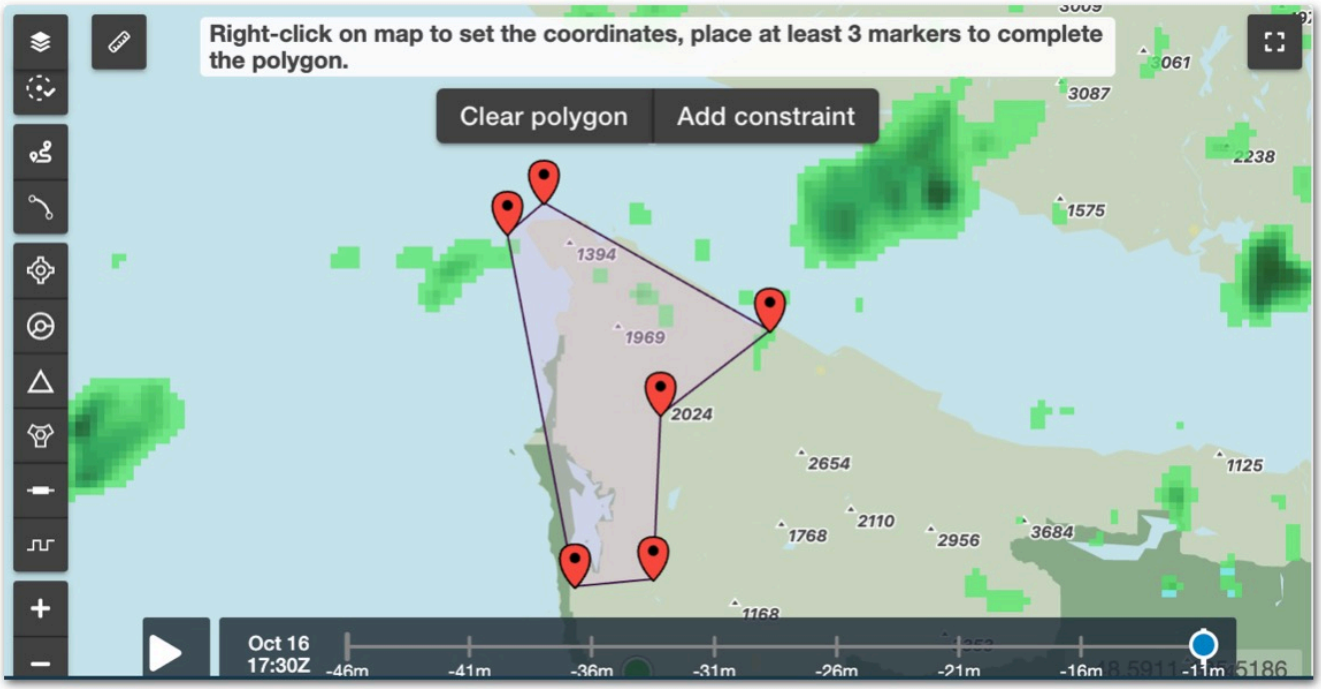


Figure 6-11. Avoid Custom Shape Constraint

An area can also be defined by manually entering the longitude and latitude for each point. For a triangle with 3 points, 4 coordinate pairs must be entered. The coordinates for Point 1, Point 2, Point 3, and Point 1. The first entry must be entered as the last point to close the area. An example of a triangle would be entered using the following format:

POLYGON((<longitude1> <latitude1>,<longitude2> <latitude2>,<longitude3> <latitude3><longitude1> <latitude1>))

Avoid custom shapes can only be specified on a per-flight basis and does not allow an altitude to be specified.

6.1.2 Editing Route Constraints

Route constraints can be edited by clicking the pencil icon to the right of the constraint and editing the constraint type or criteria.

6.1.2.1 Removing Route Constraints

To remove a constraint, click the trash can icon. There is no confirmation when removing a constraint. If a constraint is accidentally removed, it can be added back by following the steps taken to add it originally.



Figure 6-12. Editing and Removing Route Constraints

> **NOTE:** Dispatch will only generate a new route when you click the **Generate new route** button, not after adding or removing individual constraints.

6.1.3 Route Options

Route Options define minimum and maximum route altitudes and can be used to generate a route that avoids turbulence.

6.1.3.1 Route Altitudes

The minimum and maximum altitude fields define the altitude constraints for the flight. By default, the aircraft's maximum ceiling as defined in the aircraft profile is assigned to the maximum altitude field.

6.1.3.2 Turbulence Avoidance

Turbulence avoidance is a **Preview** feature that can generate a route which avoids moderate or severe turbulence.

Moderate turbulence is defined as turbulence having an eddy dissipation rate (EDR) of 0.5 to 0.7. Severe turbulence has an eddy dissipation rate of 0.7 and greater.

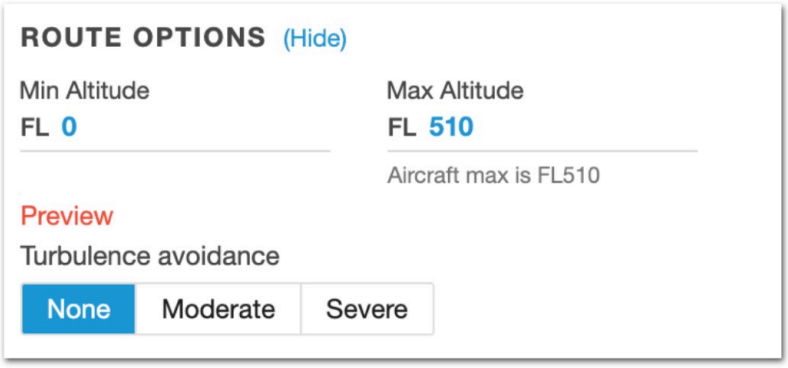


Figure 6-13. Route Options

6.1.4 Current Route and Route Table

The Current Route displays the waypoints and procedures (e.g., VANZE2) that define the flight path. The Automatic Cruise Level Adjustment can be turned on or off, provided it is enabled in settings. The Route Table is located just below the Current Route display.

6.1.4.1 Manually Editing the Route

Manually edit a route by clicking into the Current Route field and making changes with your keyboard. After the route is edited, click outside of the field to update the route. Any manual changes you make to the route are automatically reflected in the Route Table and on the Route Builder Map.

6.1.4.2 Route Table

The Route Table is an expanded view of the route that displays each route element, even those not explicitly named in the route string (intermediate waypoints within airways or procedures).

The second column lists the airway (or procedure) that connects each waypoint. Waypoints not connected by a procedure are direct (DCT).

The third column lists the FIR that each waypoint is located in. The remaining columns display the distance between waypoints, the elapsed time to the waypoint, and the fuel remaining at each waypoint. The last column lists the altitude (in FL format) at which the aircraft will cross each waypoint.

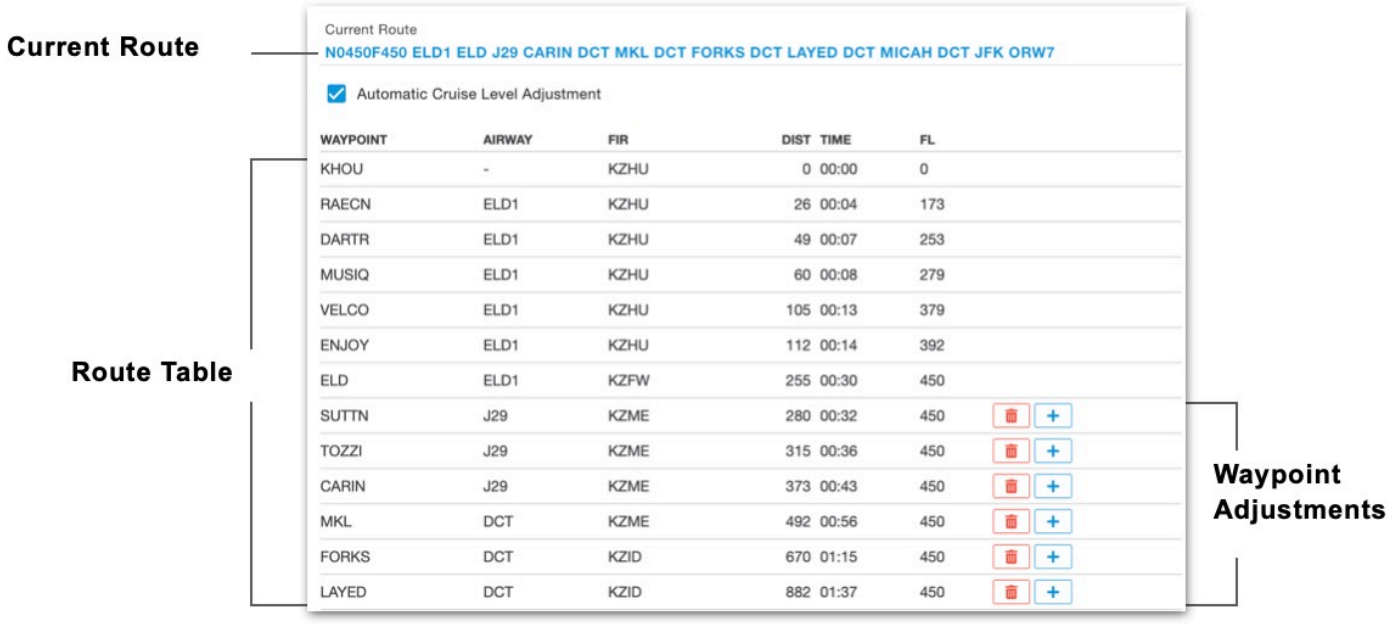


Figure 6-14. Current Route and Route Table

6.1.5 Waypoint Adjustments

The Route Table contains buttons for adjusting the en route portions of a flight. The departure and arrival leg segments cannot be adjusted and thus do not have the **[+]** or **trash** adjustment buttons.

6.1.5.1 Adjustment Options

En route adjustments include:

- Removing and Adding Points
- Per leg Altitude Changes
- Per leg Cruise Performance Profile Changes
- Adding a Delay/Stay at a waypoint
- Inserting an Orbit at a waypoint
- Change Flight Rules
- Interval Routing Waypoint Adjustment
- Add Partial Route.

6.1.5.2 Military Flight Bag Waypoint Adjustments

Additional adjustments are available for Military Flight Bag customers. Those adjustments include:

- Inserting a Track (USA only)
- Adding and Removing Fuel
- Adding and Removing Payload
- Specifying a Time of Arrival
- Changing (OAT/GAT) Air Traffic Rules.

6.1.5.3 Adding a route adjustment

To add an adjustment to the route:

1. Click the **[+]** button (where the change is to occur) to open the Add Adjustment menu.
2. Select a type of adjustment from the menu.
3. Enter the specifics of the adjustment in the menu.
4. Select **Apply adjustments**.

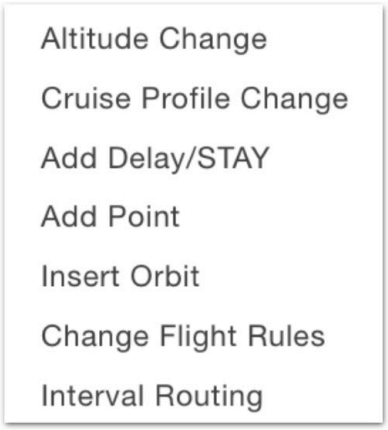


Figure 6-15. Add Adjustment Menu

Adding Multiple Adjustments

Multiple adjustments may be added to a single waypoint. If multiple adjustments are added, an adjustment counter is added to the **[+]** button.



Figure 6-16. Route Builder with adjustment counter

6.1.5.4 Altitude Change

The altitude change adjustment allows flight planners to specify a maximum altitude after a specific waypoint. To adjust en route altitudes:

1. Click the waypoint adjustment button for the appropriate waypoint.
2. **Altitude Change**.
3. Specify the maximum altitude after the waypoint.
4. Click **Apply Adjustment**.

En route altitude changes are reflected in the flight planning results, Navlog, and flight plan form. The flight plan form appends the new altitude and speed to the waypoint (e.g., DUSPI/N0496F430).

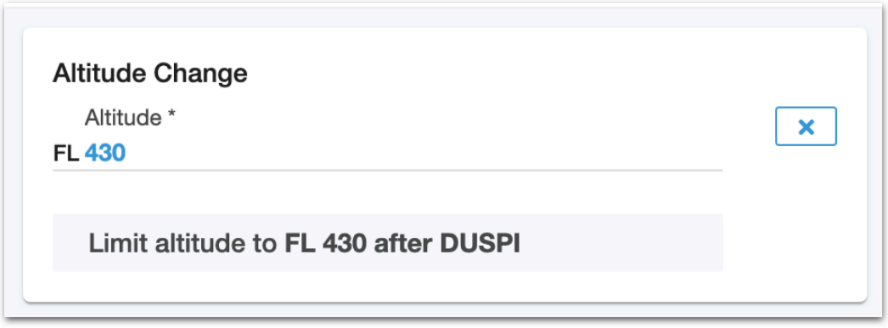


Figure 6-17. Altitude Change

> **NOTE:** The altitude change does not occur during the initial climb or final descent phase of flight. If an altitude change is entered during the climb or descent phase, the altitude change will not be reflected in the Profile View or Navlog.

6.1.5.5 Cruise Profile Change

The cruise profile change adjustment allows flight planners to select a different aircraft cruise profile at a specific waypoint. Only published ForeFlight performance profiles are available in the cruise profile menu. To change a cruise profile, follow these steps:

1. Click the waypoint adjustment button (**+**) for the appropriate waypoint.
2. Select **Cruise Profile Change**.
3. Select the Cruise Profile from the dropdown menu.
4. Click **Apply adjustments**.

Cruise profile changes are reflected in the flight planning results, Navlog, and flight plan form. The flight plan form appends the new speed and altitude to the waypoint (e.g., CORKR/N0496F350).

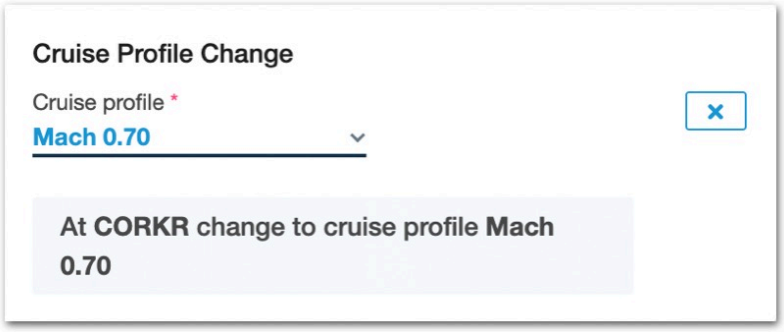


Figure 6-18. Cruise Profile Change

6.1.5.6 Add Delay/Stay

The add delay/stay adjustment allows flight planners to add a delay at a specified waypoint. The delay must be entered in the HH:MM format.

Delays are visible on the Navlog and are reflected in the flight planning results. Delays are added to field 15 of the filing form (route field) using D0+00 notation.

> **NOTE:** The **Remarks** field is only visible to customers with European Dispatch accounts.

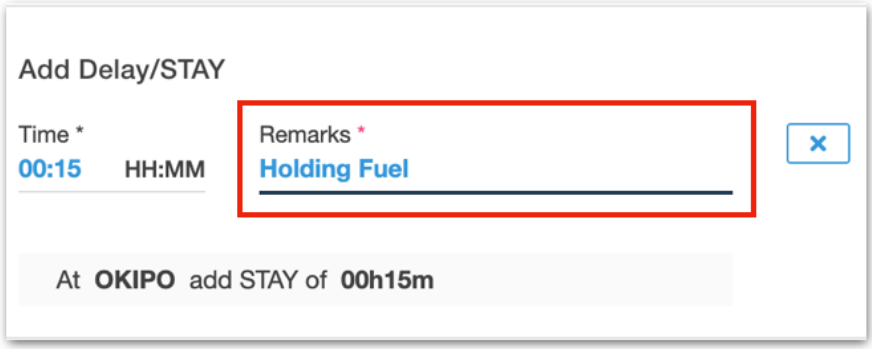


Figure 6-19. Add/Delay Stay

6.1.5.7 Add Point Waypoint Adjustment

The add point adjustment allows flight planners to add a point before or after a waypoint. Select whether to add the point before or after the selected waypoint and manually enter the point or select a nearby point from the dropdown menu.



Figure 6-20. Add Point Waypoint Adjustment

6.1.5.8 Insert Orbit

The Insert Orbit adjustment adds a Race Track or Two Point Bowtie orbit at a waypoint. The type of orbit is determined by the buttons near the top of the Insert Orbit menu.

If an orbit is added, the orbit is included in the route, displayed on the map, and a delay for the time required to conduct the orbit is added to the flight.

The Navlog displays orbits on individual rows with the convention "ORB-LAP-1", "ORB-LAP-2". If filing a flight plan with an orbit, a delay is added at the waypoint for the duration of the orbit. Releasing a flight with an orbit results in a read-only flight in ForeFlight Mobile.

Orbits are defined by user-specified parameters which are discussed on the following page.

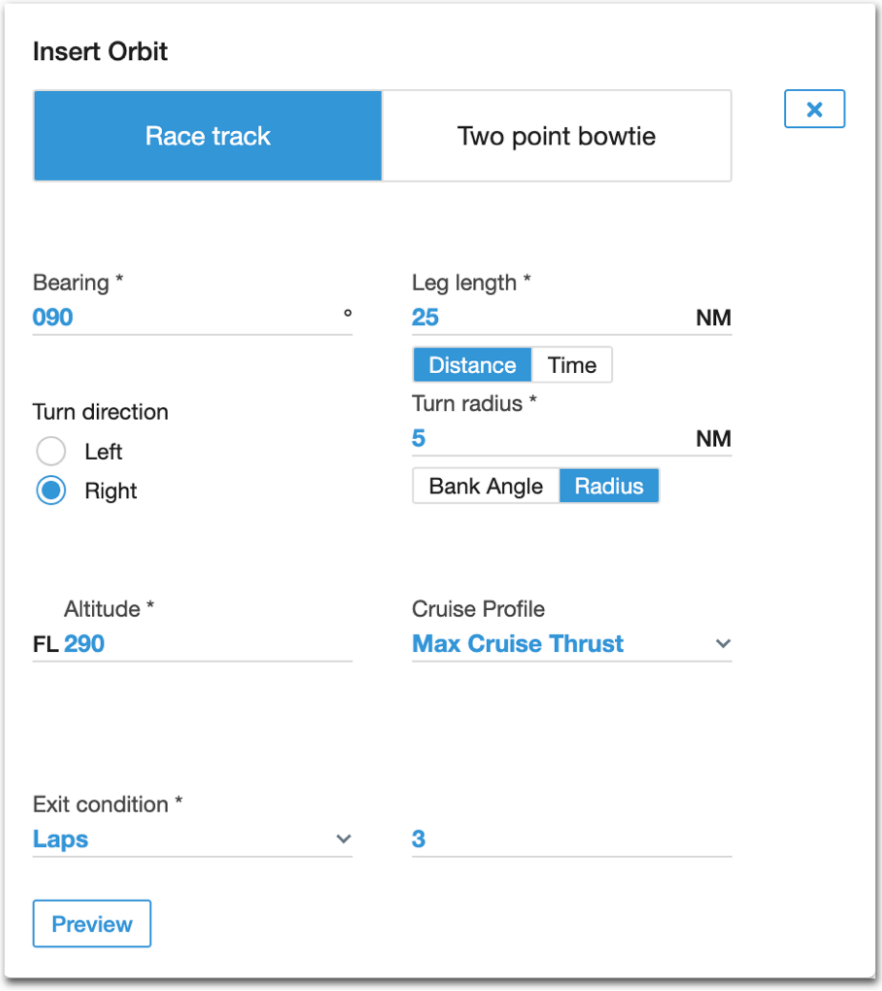


Figure 6-21. Insert Orbit Menu

The following parameters are applicable to both the Race Track and Two Point Bowtie orbits:

- **Bank Angle** or **Turn Radius:** The amount of area covered during turns is determined by either the bank angle or turn radius. To switch between these options, use the buttons below the customizable field. The default values are a bank angle of 25º and a turn radius of 5 nm.
- **Turn Direction** specifies if the orbits are made to the left or right.
- **Altitude** and **Cruise Profile** specify the altitude and cruise profile used for the duration of the orbit. After the orbit, the flight is planned using the previous altitude and cruise profile.
- **Exit Condition** defines the duration of the orbit. Orbit duration can be defined by duration, number, orbits (laps), or a specific exit time.

The following parameters are unique to the Race Track orbit:

- **Bearing** defines the inbound course to the waypoint.

- **Leg length** can be defined by distance or time.

The following parameter is unique to the Two Point Bowtie orbit:

- **Second Point** is the other waypoint that defines the two-point orbit and can be a published waypoint, navaid, or airport.

6.1.5.9 Change Flight Rules Waypoint Adjustment

The change flight rules adjustment allows flight planners to specify where a flight is to change from VFR to IFR or vice versa. Multiple flight rule changes can be entered per flight.

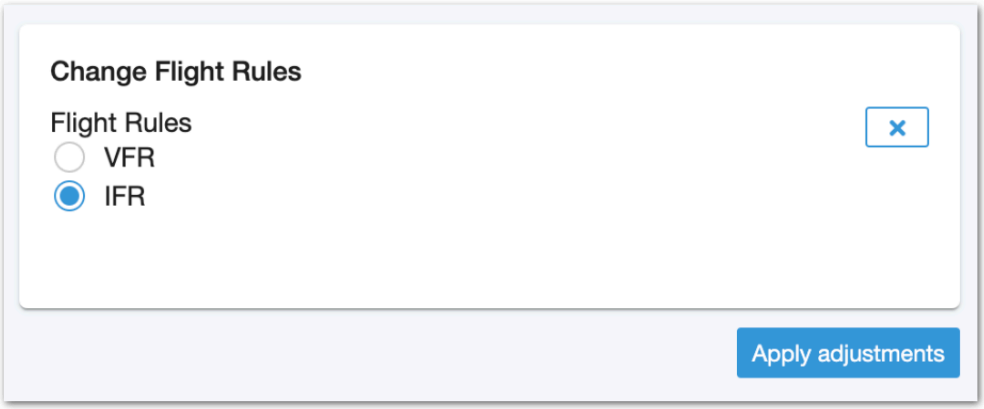


Figure 6-22. Change Flight Rules Waypoint Adjustment

6.1.5.10 Interval Routing Waypoint Adjustment (Military Only)

The Interval Routing adjustment allows flight planners to add intervals for flights over remote areas where routing using airways is not practical. The user can set a lat/long-based or a distance-based interval that will create points at those intervals. These points occur at whole-minute intersections and will be filed as lat/long with ATC.



Figure 6-23. Interval Routing Waypoint Adjustment

Click on the **Preview** button to view the route with the selected intervals. When the desired interval is selected, click the **Apply adjustments** button to set the interval to the selected route segment.

Clicking on the **X** button below the **Preview** button will remove applied interval routing adjustments.

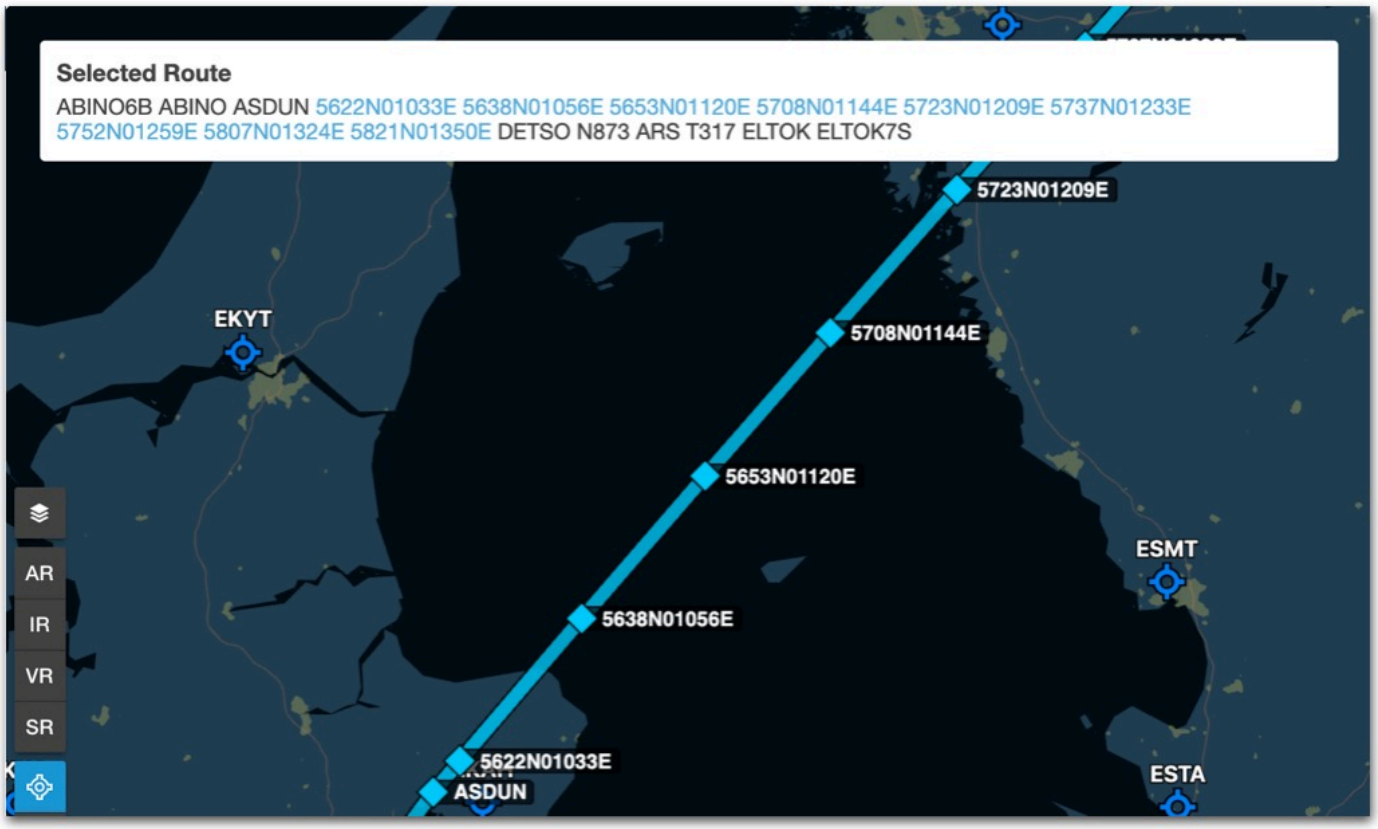


Figure 6-24. Interval Routing Map Preview

6.1.5.11 Add Partial Route

The Add Partial Route function allows users to specify a sequence of route elements that must be included in the flight route and can be added before or after the selected waypoint. These partial routes can consist of any aeronautical element identifier valid in filed flight plans, such as waypoints, navaids, airports, airways, terminal procedures, latitude/longitude coordinates, speed, altitude, or flight rule changes linked to specific waypoints.

Dispatch will incorporate the Partial Route sequence exactly as entered, optimizing the remainder of the route around it while adhering to other route constraints. Partial Routes are particularly useful when the filed route must follow a predefined sequence of waypoints to meet strict overflight permits, preferential routing requirements, or similar constraints.

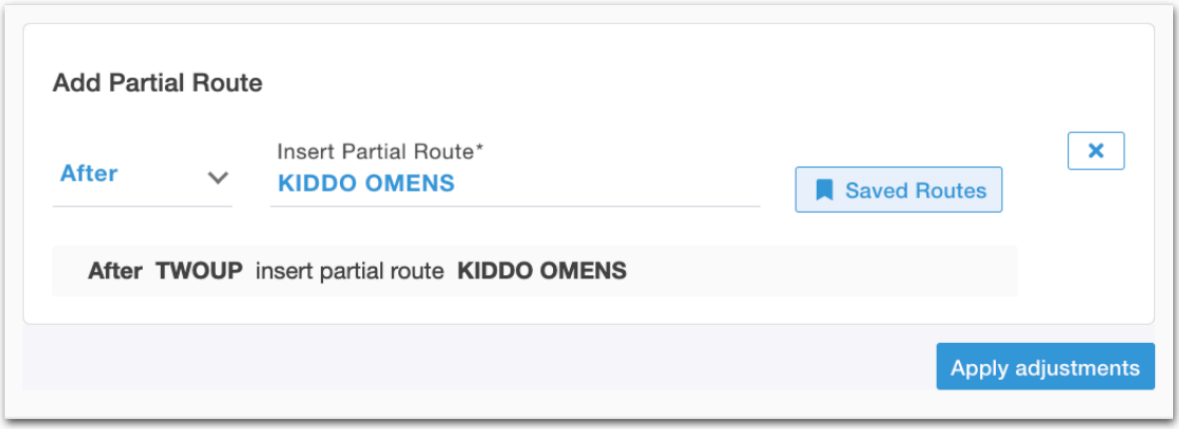


Figure 6-25. Add Partial Route Pop-Over

To enter a saved partial route, click on the **Saved Routes** button to open the Insert Partial Route pop-over. Select the desired route and click the **Select** button. The saved partial route will be entered into the Add Partial Route pop-over and will be inserted into the route after clicking the **Apply Adjustments** button.

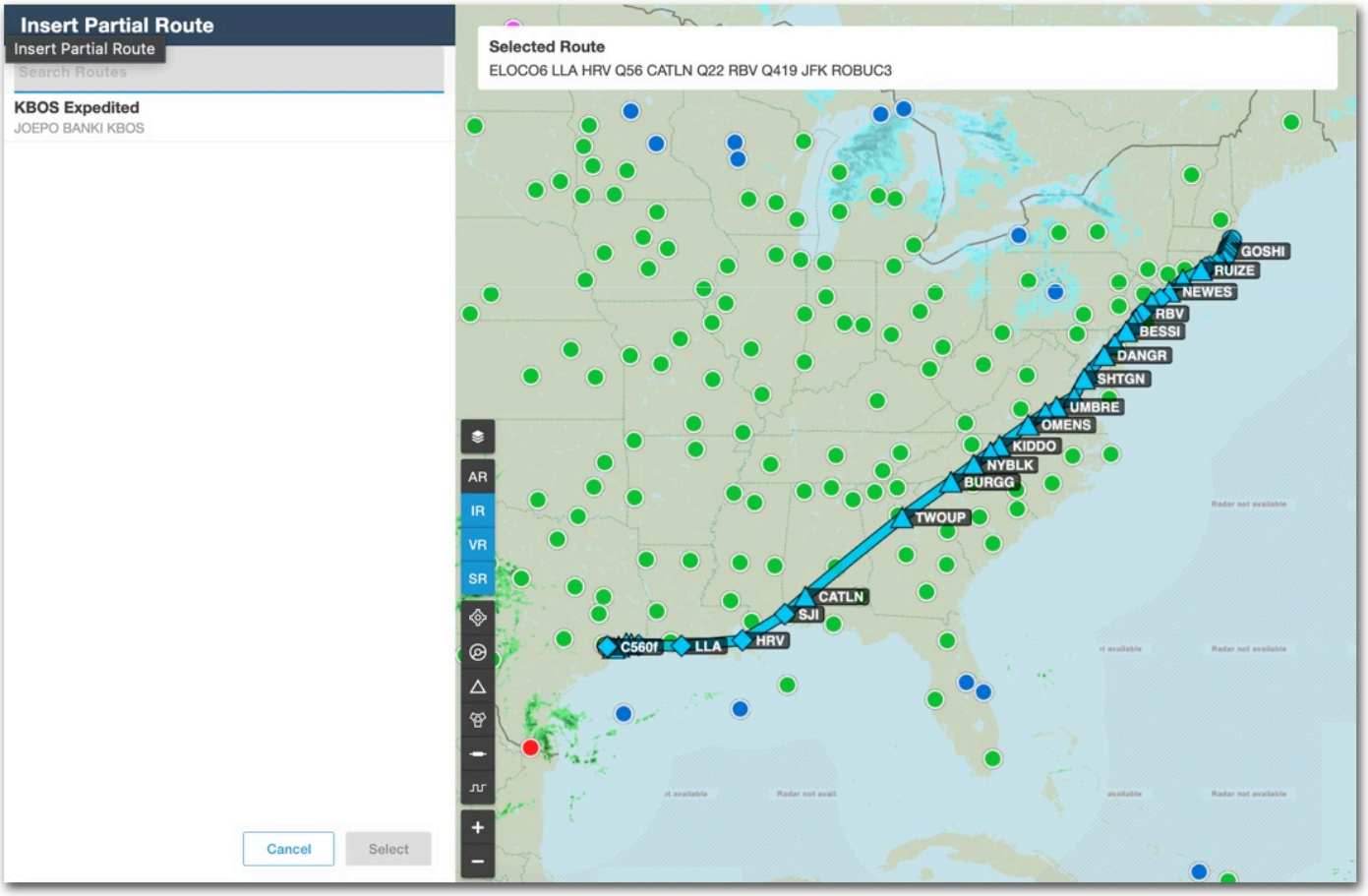


Figure 6-26. Insert Partial Route Pop-Over

6.1.6 MFB Route Builder Adjustments

Military Flight Bag customers have additional route adjustment options to account for training, refueling, and additional military-exclusive special operations. The following waypoint adjustments can be made with an MFB account:

- Insert Track (USA only)
- Add/Remove Fuel
- Add/Remove Payload
- Specifying a Time of Arrival
- Change Flight Rules.

6.1.6.1 Inserting a Track

The Insert Track adjustment allows flight planners to add military training routes (MTR) and aerial refueling routes (AR) to a flight. To add a military training or aerial refueling route:

1. Open **Route Builder** from the Flight Editor.
2. If a route has not yet been defined, select **Generate new route**.
3. Click the add adjustment button **[+]** and open the **Add Adjustment** menu.
4. Select **Insert Track.**
5. Select the type: Military Training or Aerial Refueling route.
6. Specify if the track should be added before or after the selected waypoint.
7. Use the search option to manually specify a track. If adding an MTR, specify the entry and exit points.
8. If adding an MTR, specify the entry and exit points.
9. **Preview** the route (optional).
10. Select **Apply Adjustments**.

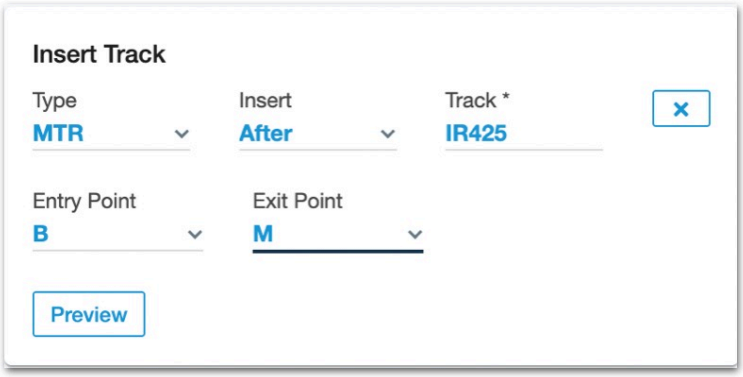


Figure 6-27. Inserting a Track

> **NOTE:** Military training and aerial refueling routes can be viewed on the map by selecting them in **Map Settings → Military Tracks**.

6.1.6.2 Add/Remove Fuel - Military

The add/remove fuel adjustment allows flight planners to add or remove fuel at a waypoint. Fuel loads arriving and departing the waypoint are depicted in the add/remove fuel adjustment menu.

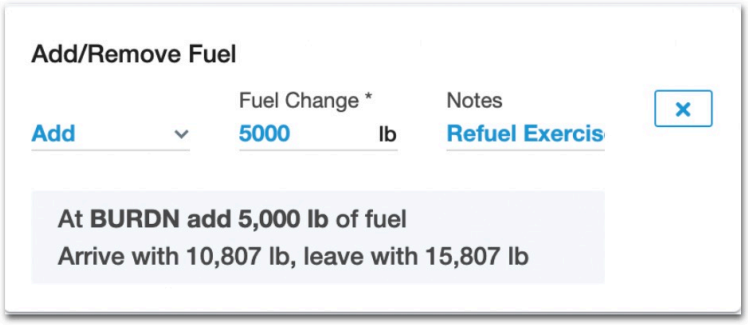


Figure 6-28. Add/Remove Fuel Adjustment

Fuel added or removed from a flight is reflected in the navlog and flight planning results as rendezvous (RZ) points. Fuel load amounts and notes are added to the Remarks column of the Navlog.

ETE	ETA	WIND	FUEL
05:50	20:15Z	30H	20,451

FUEL	LB	TIME
Taxi	250	-
Destination	20,451	05:50
Alternate	0	00:00
Final Reserve	1,700	00:31
Min required	22,401	06:22
Extra	0	00:00
Landing	1,700	-
Ramp out	18,401	06:22
In-air change	4,000	-
RZ 1: AR674-EXIT:GUP/255/40	1,000	-
RZ 2: AR635-EXIT:MLF/260/24	3,000	-
Total	22,401	-

Figure 6-29. Planned RZ Fuel Adjustments

6.1.6.3 Add/Remove Payload - Military

The add/remove payload adjustment allows flight planners to add or remove payload at a waypoint. Payload arriving and departing the waypoint are depicted in the add/remove payload adjustment menu.

Payload added or removed from a flight is reflected in the flight planning results. Payload adjustment amounts and notes are added to the Remarks column of the Navlog.

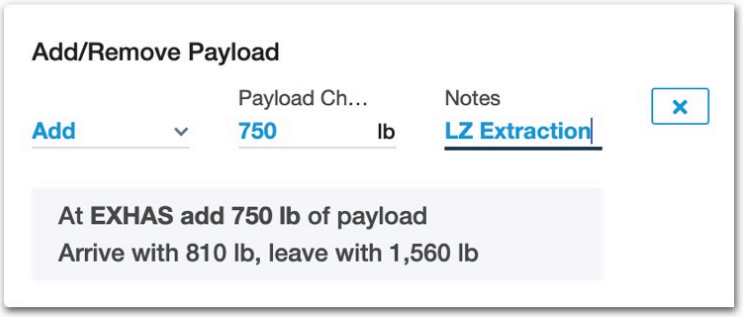


Figure 6-30. Add/Remove Payload Adjustment

6.1.6.4 Add Point Time of Arrival - Military

The Add Point Time of Arrival adjustment allows flight planners to specify an arrival time at a single en route waypoint. When a Time of Arrival is added, Dispatch calculates the required departure time to arrive at the waypoint on time. This feature is useful when the flight has a specific time window for which it must enter an FIR.

When a Time of Arrival is specified, it is not possible to edit the departure time in the Flight Editor. To edit the departure time, Time of Arrival must be removed from the Route Builder.

Only a single time of arrival can be specified per flight. It is not possible to specify Time of Arrival using local time.

To add a Time of Arrival at a point:

1. Open the Route Builder and click the **[+]** adjustment button for the waypoint where the aircraft is to arrive on time.
2. Specify a date and time using the Add Point Time of Arrival Menu.
3. Click **Apply adjustments**.

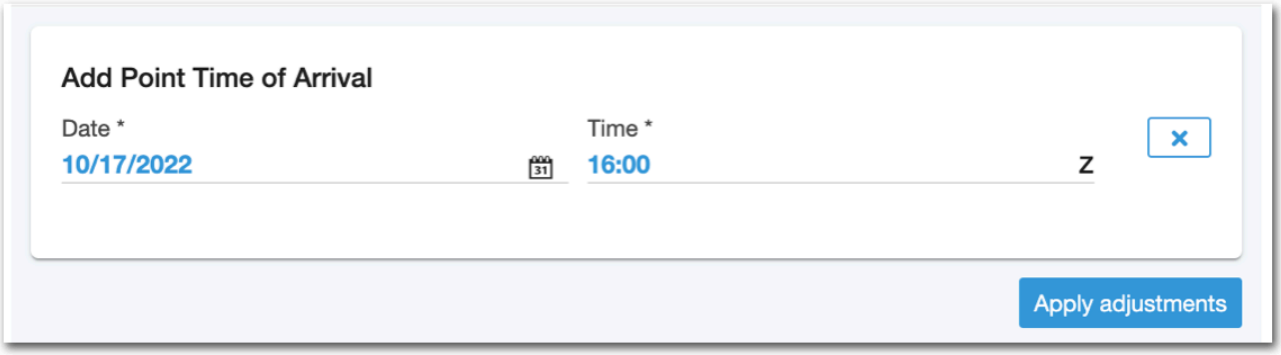


Figure 6-31. Add Point Time of Arrival Menu

6.1.6.5 Changing Flight Rules

Operational Air Traffic (OAT) rules allow military pilots to conduct operations not covered by EUROCONTROL General Air Traffic (GAT) rules. For example, aerial refueling, formation flying, air combat maneuvering, etc. The air traffic type adjustment is only available for flights within Europe that are planned with an MFB Dispatch account.

Flights are normally operated under GAT rules. If the GAT rule is specified at an en route waypoint, the flight prior to that point is assumed to operate under OAT rules. In other words, the flight operates under the opposite flight rule prior to a rule change.

To file a flight plan under OAT rules, specify where in the route OAT rules will begin. If the flight will begin under OAT rules, specify where in the flight GAT rules will begin.

If a flight rule change to OAT is specified, the flight plan must also specify when GAT rules will be resumed. To file a flight plan under OAT rules:

1. Open the Route Builder adjustment menu.
2. Click the **+** button where the flight rules are to change.
3. Select **Change Flight Rules**.
4. Select **OAT** under Air traffic type.
5. Click **Apply adjustments**.

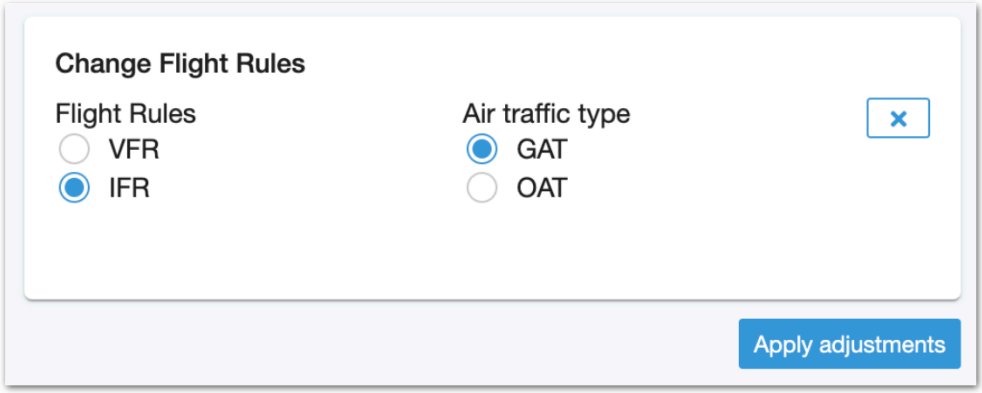


Figure 6-32. Change Flight Rules Menu

6.1.7 Route Tools

Near the top of the Route Builder a **Route Tools**menu provides access the Route Report, NOTAM lookup, and Airspace Crossings report, and Procedure Advisor.

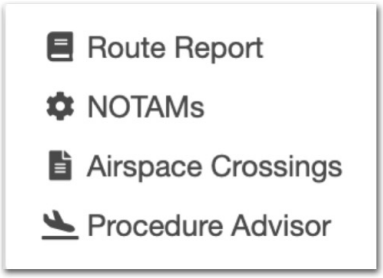


Figure 6-33. Route Tools

6.1.7.1 Route Report

The Route Report searches the Jeppesen Airway Manual for airways in your route and compiles a list of any applicable restrictions.

The Route Report takes a few seconds to generate. If a restriction exists for your route, the Route Report offers the ability to add the restriction as a constraint within the Route Builder.

To generate the Route Report:

1. Click the **Route Builder** button in the Flight Editor.
2. Enter constraints or restrictions (optional) and click **Generate new route**.
3. Select **Route Tools** ➔ **Route Report**

4. If a restriction exists, check the box and click **Avoid Selected Segments** to avoid the restriction if desired.
5. Repeat the above steps as necessary until arriving at a route with no restrictions.

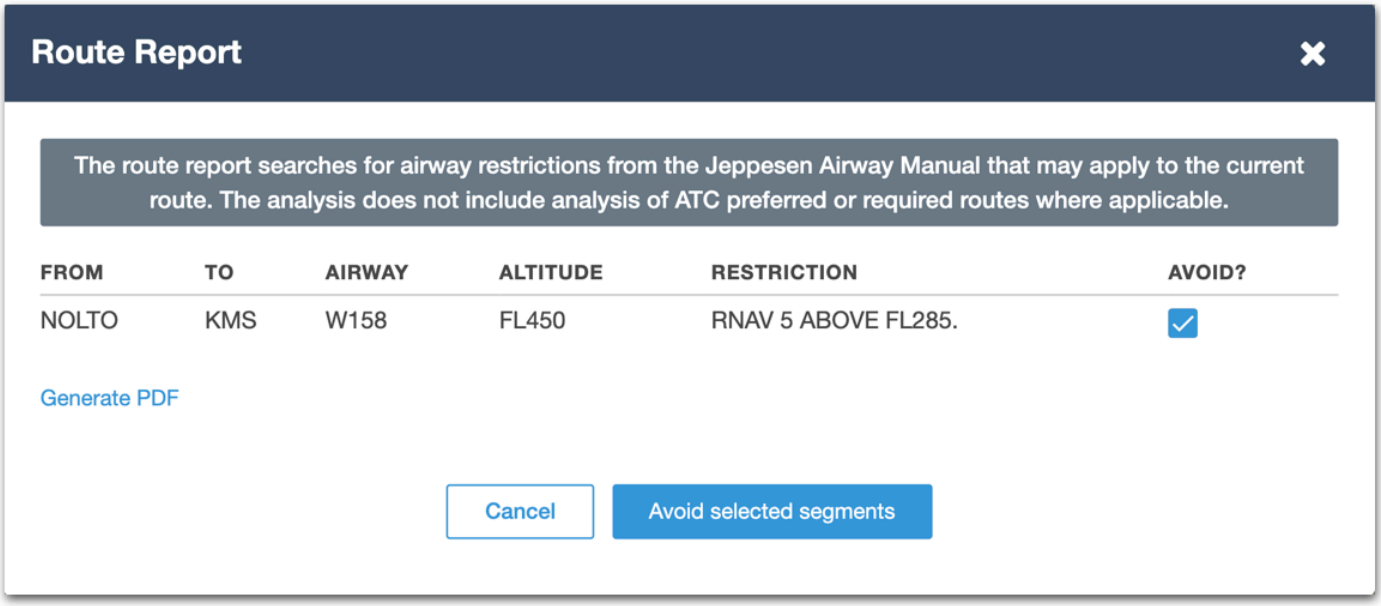


Figure 6-34. Route Report

6.1.7.2 Route Report PDF

The Route Report can also be viewed as a downloadable PDF. To generate a Route Report PDF:

1. Click the **Route Builder** button.
2. Click **Route Tools** ➔ **Route Report**.
3. Click **Generate PDF**.



ROUTE REPORT

Departure	LTAT (Malatya)
Destination	OIAW (Ahwaz)
STD	2021-05-19 19:25Z
ATC Route	BULUT UG8 NARLI UT301 NOLTO W158 KMS

Restrictions

Airway	From	To	Restriction
W158	OI-NOLTO	OI-KMS	RNAV 5 ABOVE FL285.

Figure 6-35. Route Report PDF

> **NOTE:** The Route Report PDF can also be accessed via the **More** dropdown menu in the top right corner of the Flight Editor.

6.1.7.3 NOTAM Lookup

NOTAM Lookup allows you to quickly find NOTAMs that may be relevant to your flight. Type the identifiers of any airport, airspace, or NOTAM separated by a comma or a space in the search field to show matching results.

Click the **Overflown FIRs** dropdown menu to view a list of all FIRs your flight passes through. To add an FIR as a search term, click the FIR in the dropdown menu.

Dispatch orders NOTAM results chronologically by effective date. The newest NOTAMs are placed at the top of the list.

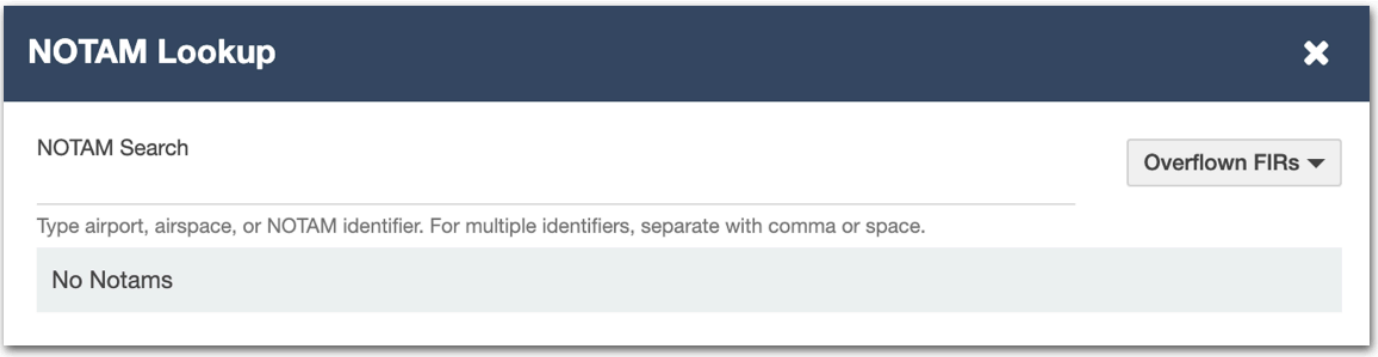


Figure 6-36. NOTAM Lookup

6.1.7.4 Airspace Crossings

The Airspace Crossings Route Tool consists of a table and interactive map. The table lists each point where the route crosses an FIR or international boundary. The map displays these points using magenta markers.

This tool identifies the airspace the route intersects and provides a shortcut for avoiding that airspace. To toggle between FIR and international airspace crossings, use the **Airspace Type Toggle** button at the top of the view.

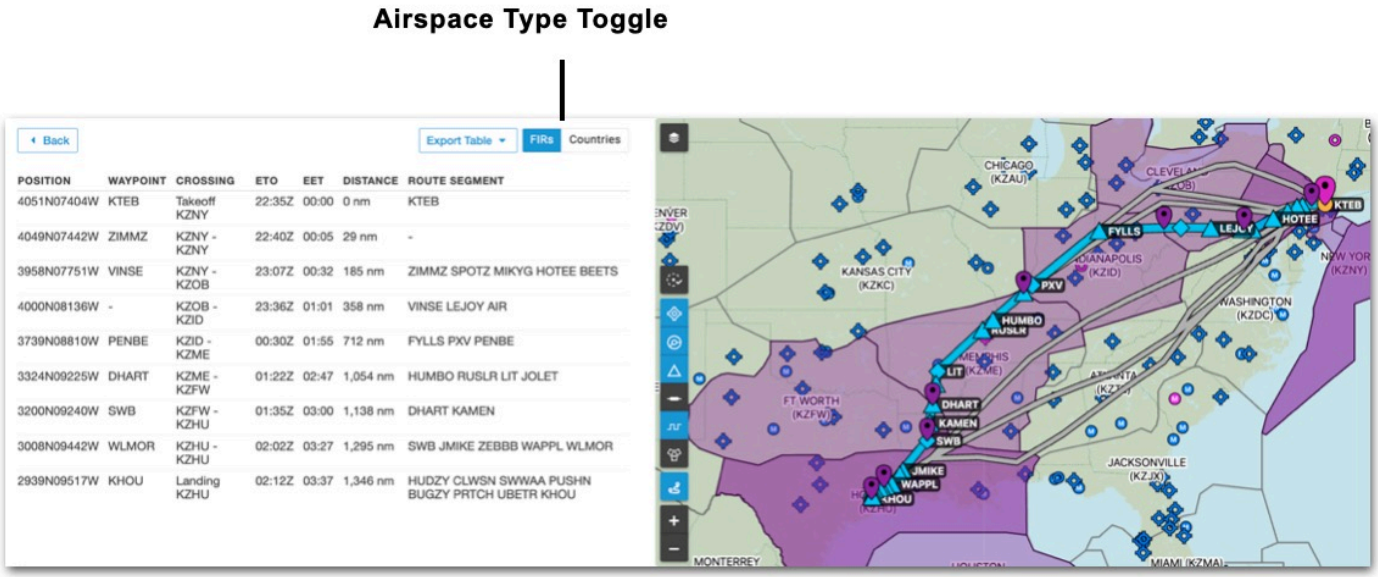


Figure 6-37. Airspace Crossings Route Tool



POSITION	WAYPOINT	CROSSING	ETO	EET	DISTANCE	ROUTE SEGMENT
4051N07404W	KTEB	Takeoff KZNY	22:35Z	00:00	0 nm	KTEB
4049N07442W	ZIMMZ	KZNY - KZNY	22:40Z	00:05	29 nm	-
3958N07751W	VINSE	KZNY - KZOB	23:07Z	00:32	185 nm	ZIMMZ SPOTZ MIKYG HOTEE BEETS
4000N08136W	-	KZOB - KZID	23:36Z	01:01	358 nm	VINSE LEJOY AIR
3739N08810W	PENBE	KZID - KZME	00:30Z	01:55	712 nm	FYLLS PXV PENBE
3324N09225W	DHART	KZME - KZFW	01:22Z	02:47	1,054 nm	HUMBO RUSLR LIT JOLET
3200N09240W	SWB	KZFW - KZHU	01:35Z	03:00	1,138 nm	DHART KAMEN
3008N09442W	WLMOR	KZHU - KZHU	02:02Z	03:27	1,295 nm	SWB JMIKE ZEBBB WAPPL WLMOR
2939N09517W	KHOU	Landing KZHU	02:12Z	03:37	1,346 nm	HUDZY CLWSN SWWAA PUSHN BUGZY PRTCH UBETR KHOU

Figure 6-38. Airspace Crossings Table

Airspace Crossings Interactive Map

The interactive map highlights all airspace where the route intersects an airspace or country boundary (excluding the airspace over international waters).

To avoid an FIR or country's airspace, follow the steps below:

1. Select **FIRs** or **Countries** using the airspace type toggle button.
2. Click within the airspace that the flight should avoid.
3. Click **Add Avoid FIR Constraint** or **Add Avoid Country Constraint** as appropriate
4. Click the **Back** button
5. Click **Generate New Route**.

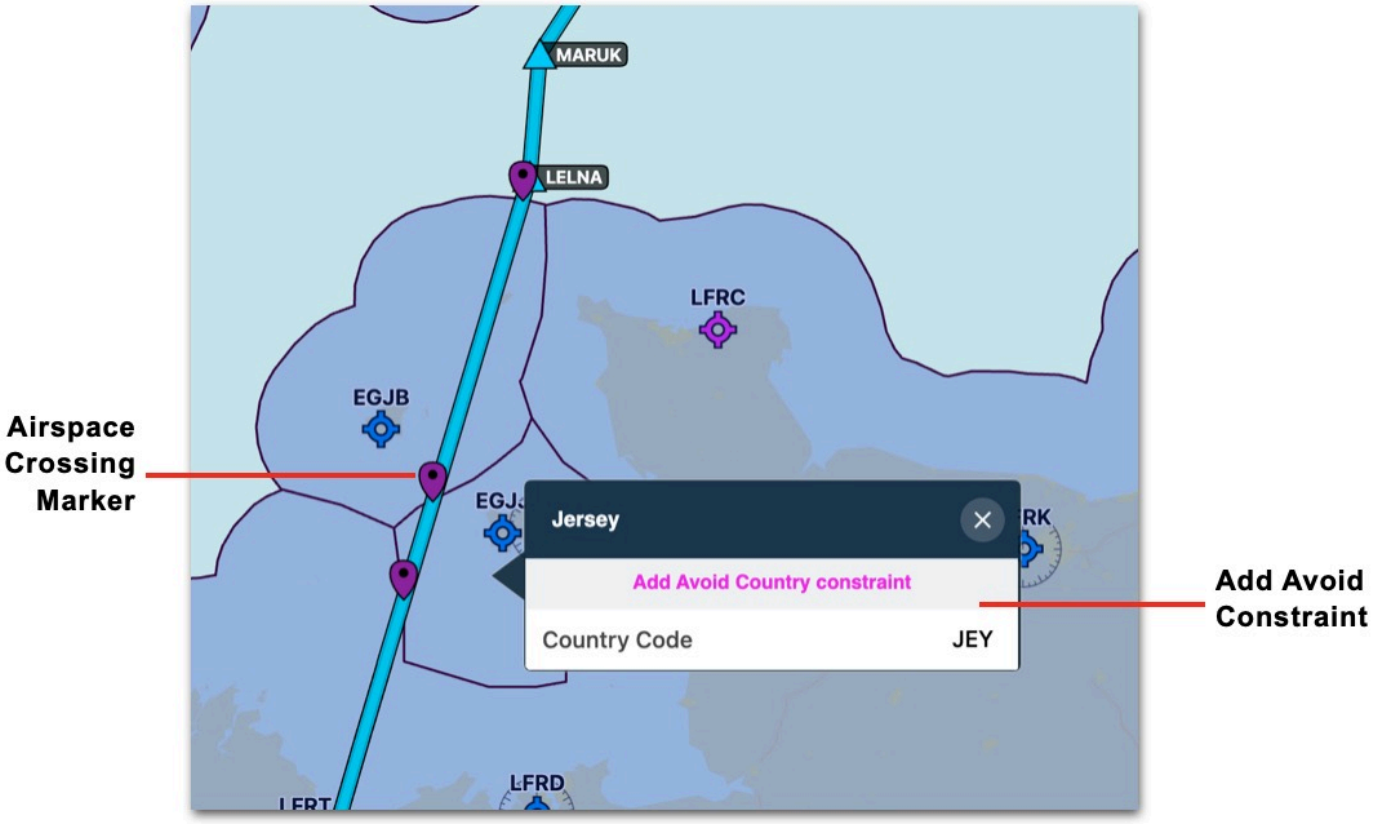


Figure 6-39. Airspace Crossings Interactive Map

Airspace Crossing Table

From left to right, the Airspace Crossing Table displays the following information:

> **Position**
>
> Airspace crossing position in the degree minute coordinate format.

> **Waypoint**
>
> Waypoint nearest to the FIR or country border.

> **Crossing**
>
> Names of the FIR or international borders at the entry and exit points.

> **ETO**
>
> Estimated time over crossing (ETO).

> **EET**
>
> Estimated elapsed time (EET) within the country's or FIR's airspace.

> **Distance**
>
> Distance between border crossings.

> **Route Segment**
>
> Route Segment between border crossings.



POSITION	WAYPOINT	CROSSING	ETO	EET	DISTANCE	ROUTE SEGMENT
4051N07404W	KTEB	Takeoff KZNY	22:35Z	00:00	0 nm	KTEB
4049N07442W	ZIMMZ	KZNY - KZNY	22:40Z	00:05	29 nm	-
3958N07751W	VINSE	KZNY - KZOB	23:07Z	00:32	185 nm	ZIMMZ SPOTZ MIKYG HOTEE BEETS
4000N08136W	-	KZOB - KZID	23:36Z	01:01	358 nm	VINSE LEJOY AIR
3739N08810W	PENBE	KZID - KZME	00:30Z	01:55	712 nm	FYLLS PXV PENBE
3324N09225W	DHART	KZME - KZFW	01:22Z	02:47	1,054 nm	HUMBO RUSLR LIT JOLET
3200N09240W	SWB	KZFW - KZHU	01:35Z	03:00	1,138 nm	DHART KAMEN
3008N09442W	WLMOR	KZHU - KZHU	02:02Z	03:27	1,295 nm	SWB JMIKE ZEBBB WAPPL WLMOR
2939N09517W	KHOU	Landing KZHU	02:12Z	03:37	1,346 nm	HUDZY CLWSN SWWAA PUSHN BUGZY PRTCH UBETR KHOU

Figure 6-40. Airspace Crossings Table

Sharing the Airspace Crossing Table

The Airspace Crossing Table can be exported as a CSV file. To export a CSV file, open the **Export Table** menu and select the CSV file type. The file is automatically downloaded to the computer's default download folder. The file is exported exactly as it is depicted in the table.

6.1.7.5 Procedure Advisor

The Procedure Advisor depicts all available departure and arrival procedures for the flight. The procedures are displayed in list form on the left side of the screen and graphically on the right. Selecting a departure or arrival from the list depicts the procedure on the map. The Procedure Advisor map is interactive and can be panned and zoomed in or out.

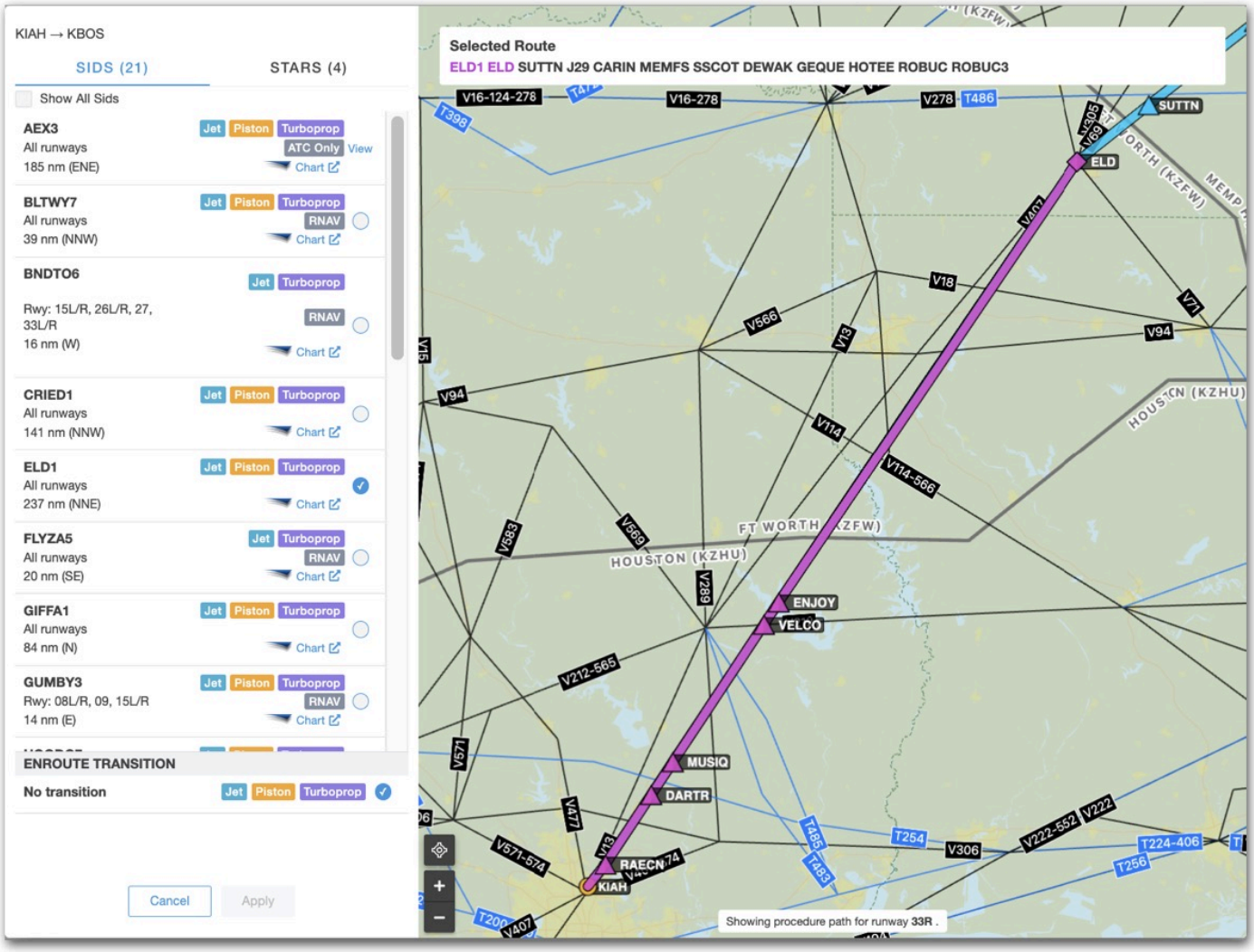


Figure 6-41. Flight Editor - Procedure Advisor

When the Procedure Advisor is first opened, the standard instrument departure procedures (SIDS) are depicted. To view the arrival procedures, click **STARS** near the top of the procedures list.

To the right of the SIDS and STARS label is a numerical value in parenthesis representing the number of available procedures for the airport. The procedure list is divided into two sections. The top section lists all available procedures. The bottom section list any available en route transition points.

Each procedure in the list includes the procedure's name, applicable runway(s), distance to fly the procedure, and tag(s) for the authorized aircraft type. To view a PDF copy of the procedure in a new window, click **Chart**.

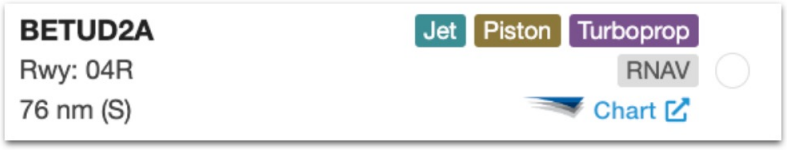


Figure 6-42. Procedure Advisor - Departure Procedure

Add a Departure or Arrival Procedure to Your Flight

To add a departure or arrival procedure to your flight:

1. Select **Procedure Advisor**.
2. Select **SIDS** or **STARS**.
3. Select the desired procedure from the list.
4. Specify the en route transition point.
5. Click **Apply**.
6. Procedures added via the Procedure Advisor are automatically added to the planned route. To exit the Procedure Advisor without adding a procedure to the route, click anywhere outside of the Procedure Advisor or click **Cancel**.

> **NOTE:** ATC Only procedures cannot be selected with Dispatch. If an ATC Only procedure contains an exception, such as authorized for aircraft under 60,000 lbs or as assigned by ATC, it can be selected in Dispatch.

6.1.8 EUROCONTROL Validator

Flight planners familiar with ICAO flight plans and EUROCONTROL route validation messages can manually edit and submit flight plans for validation using the EUROCONTROL Validator.

The EUROCONTROL Validator allows planners to quickly find a valid route if Dispatch isn't able to. The validator is only available for flights that pass through EUROCONTROL administered airspace in whole or in part.

The EUROCONTROL Validator is available in the Route Builder and in the ATC Data view, where the flight's raw FPL message is displayed.

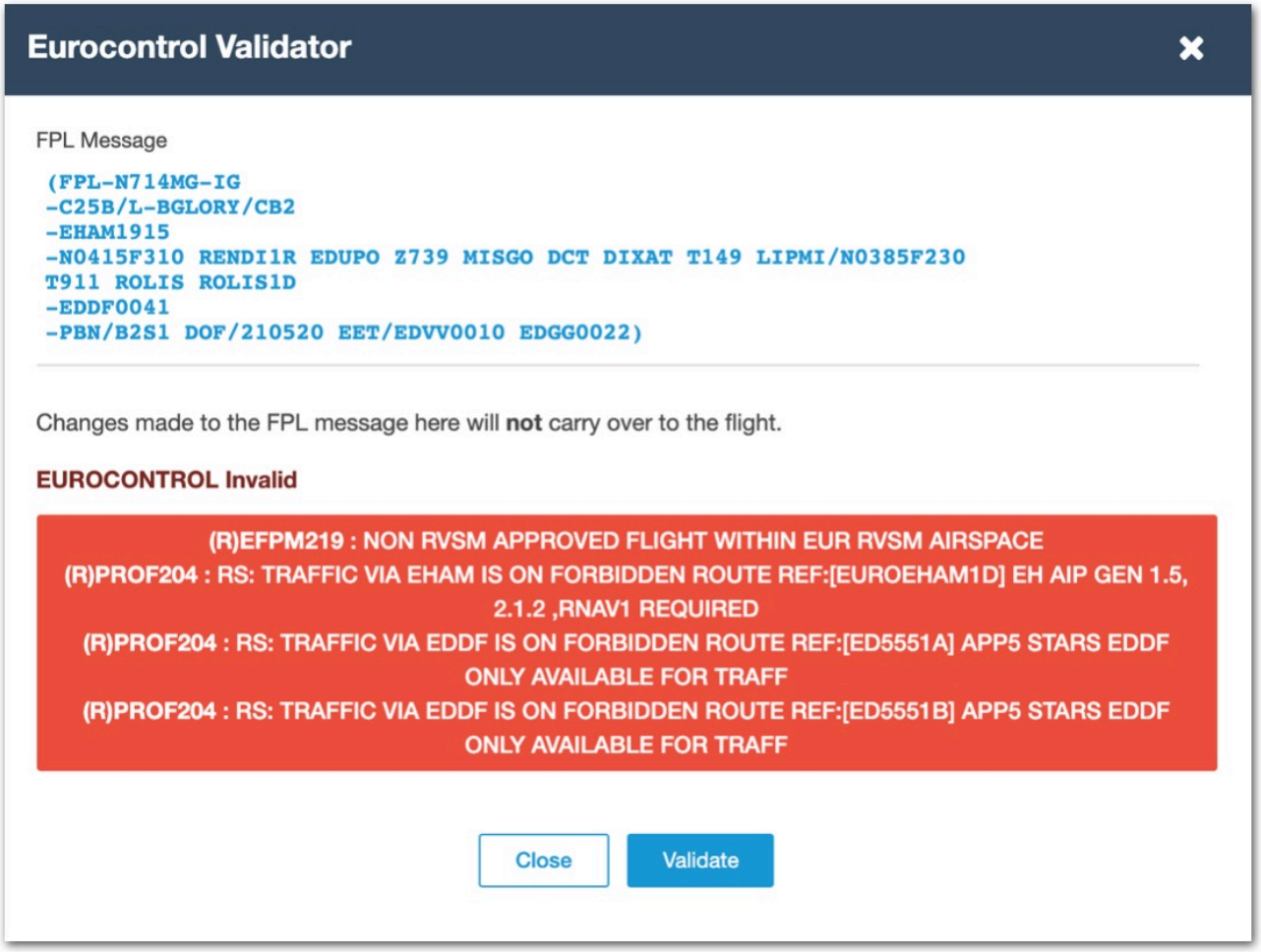


Figure 6-43. EUROCONTROL Validator

6.1.8.1 To use the EUROCONTROL Validator

To use the EUROCONTROL Validator:

1. Open the Route Builder.
2. Click **Validate** in the Route section.
3. Review error messages.
4. Manually edit the FPL Message to correct the errors.
5. Click **Validate** to send the edited plan to EUROCONTROL for validation.
6. Repeat steps 3 thru 5 as necessary.
7. Click **Close** to exit the Validator.

The validation status of the flight plan sent is shown near the bottom of the window - valid messages show "EUROCONTROL Valid" in green, while invalid flight plans show "EUROCONTROL Invalid" in red. A banner with information about why the message is invalid is displayed below.

> **NOTE:** Changes made to the FPL Message within the Validator are not saved or applied to the flight plan itself. As a result, you'll need to manually update the flight plan's details to make it reflect the valid message.

6.2 Route Builder Map

The Route Builder has an interactive map that assists with flight planning. This map is nearly identical to the Interactive Route Map found on the Flight Editor; however, additional functionality is available.

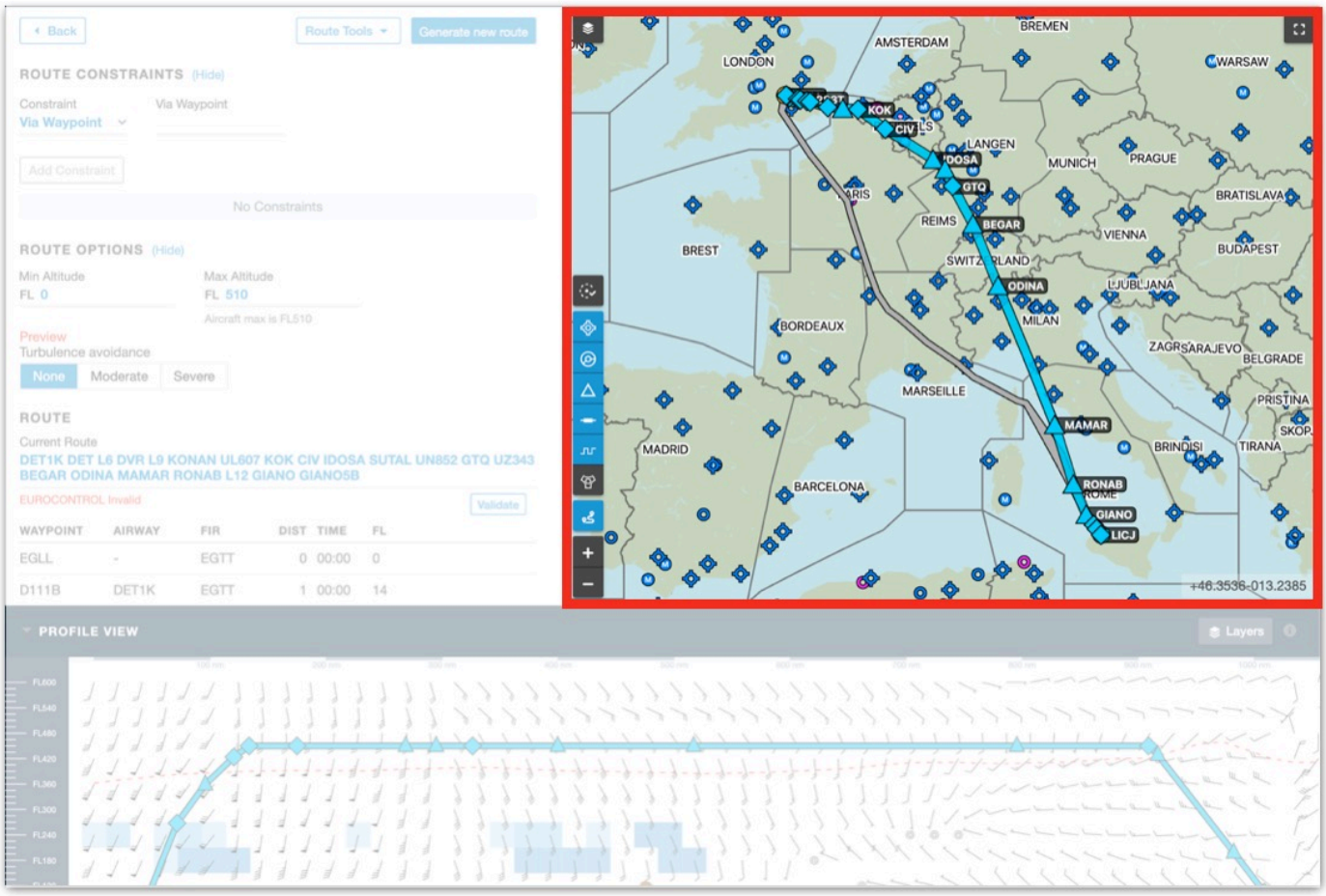


Figure 6-44. Route Builder Interactive Map

6.2.1 Route Builder Map Exclusive Features

Map features that are exclusive to the Route Builder are listed below. Click each link for more information.

- Right Click - Add to Route allows waypoints to be added to the route using right-click.
- Additional Navigation Options allow waypoint constraints to be added using the graphical interface.
- Airspace Crossing Tools allow airspace constraints to be added using the graphical interface.

6.2.1.1 Right Click - Add to Route

Right-click anywhere on the Route Builder Map to reveal the Add to Route menu. The top of the menu displays the coordinates where the map was right-clicked.

Below the coordinates, the nearest waypoints to that location are listed. Click the coordinates or any waypoint in the menu to append the waypoint to the end of the route.

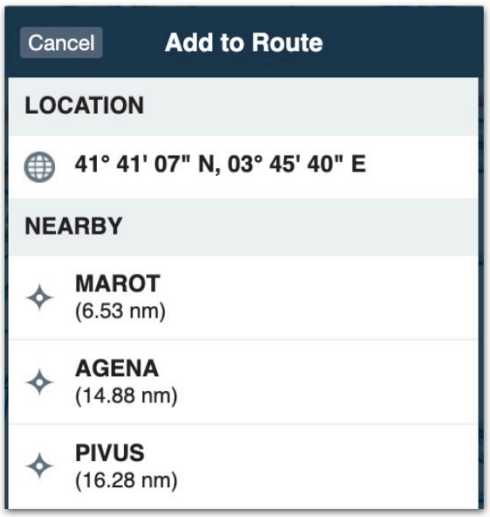


Figure 6-45. Add to Route Menu

6.2.1.2 Route Modification Failures

Using the Add to Route feature to append a waypoint to the end of the route will result in an error if that route contains a terminal arrival procedure. To use this feature, manually remove the arrival procedure from the route string and attempt to add the waypoint again.

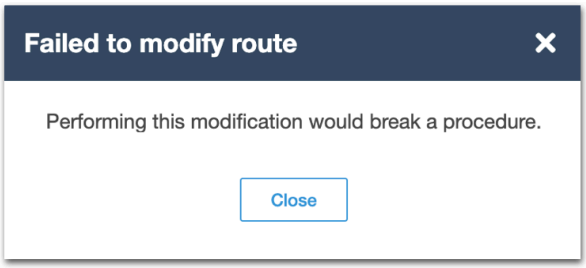


Figure 6-46. Route Modification Error Message

6.2.1.3 Additional Navigation Options

Click any waypoint to reveal the Waypoint Information pop-up. Near the top of the pop-up are three buttons for modifying the route. These options do not apply to airports or navigation aids.

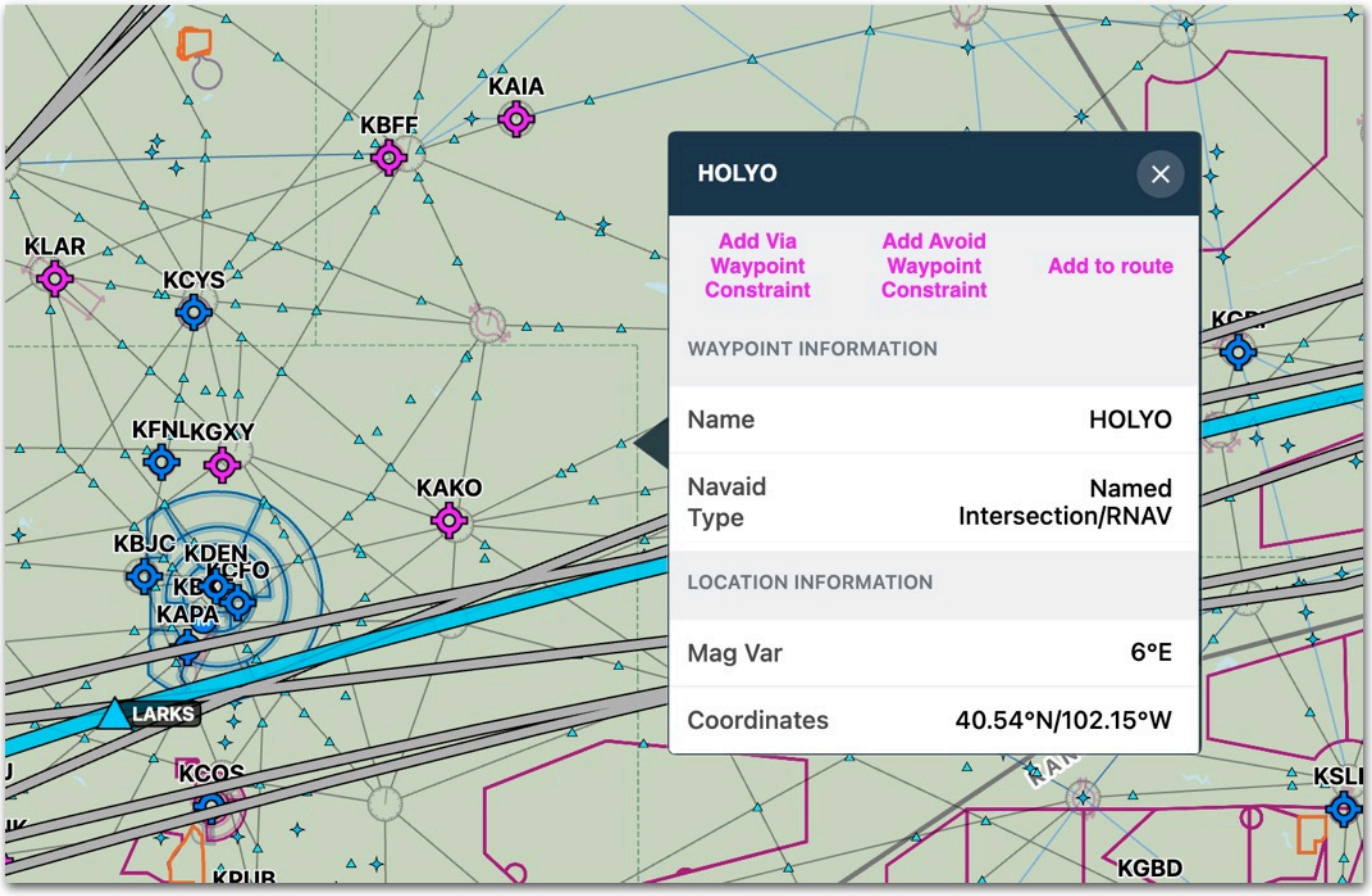


Figure 6-47. Waypoint Navigation Options

- **Add Via Waypoint Constraint** specifies that the waypoint must be included in the route.
- **Add Avoid Waypoint Constraint** specifies that the waypoint must be excluded from the route.
- **Add to route** appends the waypoint to the end of the route. This feature cannot be used if the route includes an arrival procedure.

> **NOTE:** After selecting the **Add Via Waypoint** or **Add Avoid Waypoint Constraint**, the user must select **Generate Route** for the change to occur.

6.3 Profile View

The Profile View displays a cross-section of the flight. Profile View is read from left to right with the departure airport on the left and the destination on the right.

Profile View displays the planned route as with a blue line with navigation aid and waypoint symbols embedded in the route. Below each point, the waypoint's name and estimated time to reach the point is displayed.

Forecast turbulence, icing, wind, and temperature data can be overlaid on the map. The caret in the left corner of the upper toolbar can show or hide the Profile View.

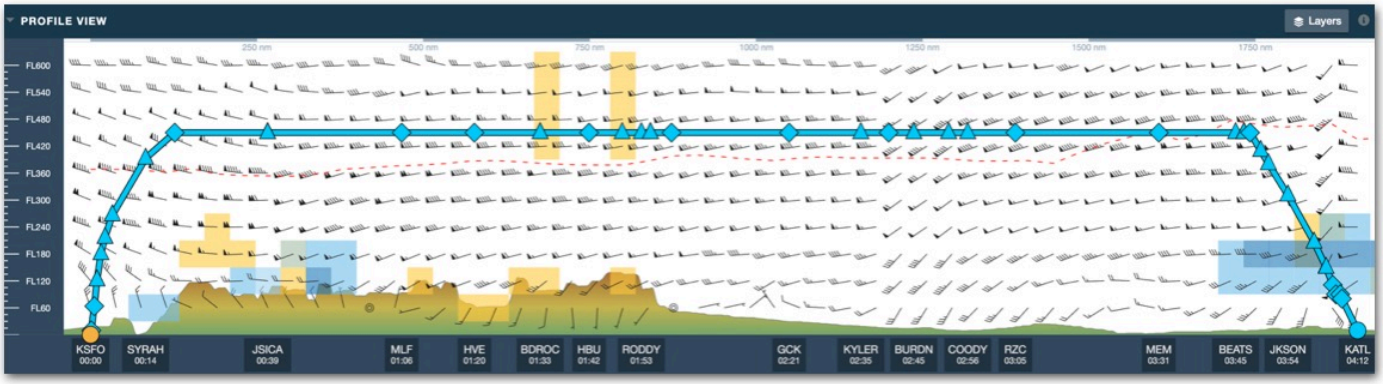


Figure 6-48. Profile View

> **NOTE:** All weather data in the Profile View is provided by the National Centers for Environmental Prediction (NCEP).

6.3.1 Profile View Design

Profile View features are listed below:

> **Route Distance**
>
> Displayed at the top of the Profile View.

> **Altitude**
>
> Displayed on the left side of Profile View and dynamically adjusts based on the flight's planned cruise altitude.

Waypoint Names

The estimated time to reach each waypoint is displayed below the corresponding waypoint symbol.

Weather Overlays

Forecast temperature, winds, icing, and turbulence data can be displayed in the Profile View. See Profile View Weather Layers for more information.

Route Line / Waypoints

The planned route is a blue line with navaid (diamond) and waypoint (triangle) symbols displayed along the route.

Terrain

Displayed at the bottom of the view.

Tropopause

Is displayed as a dashed red line.

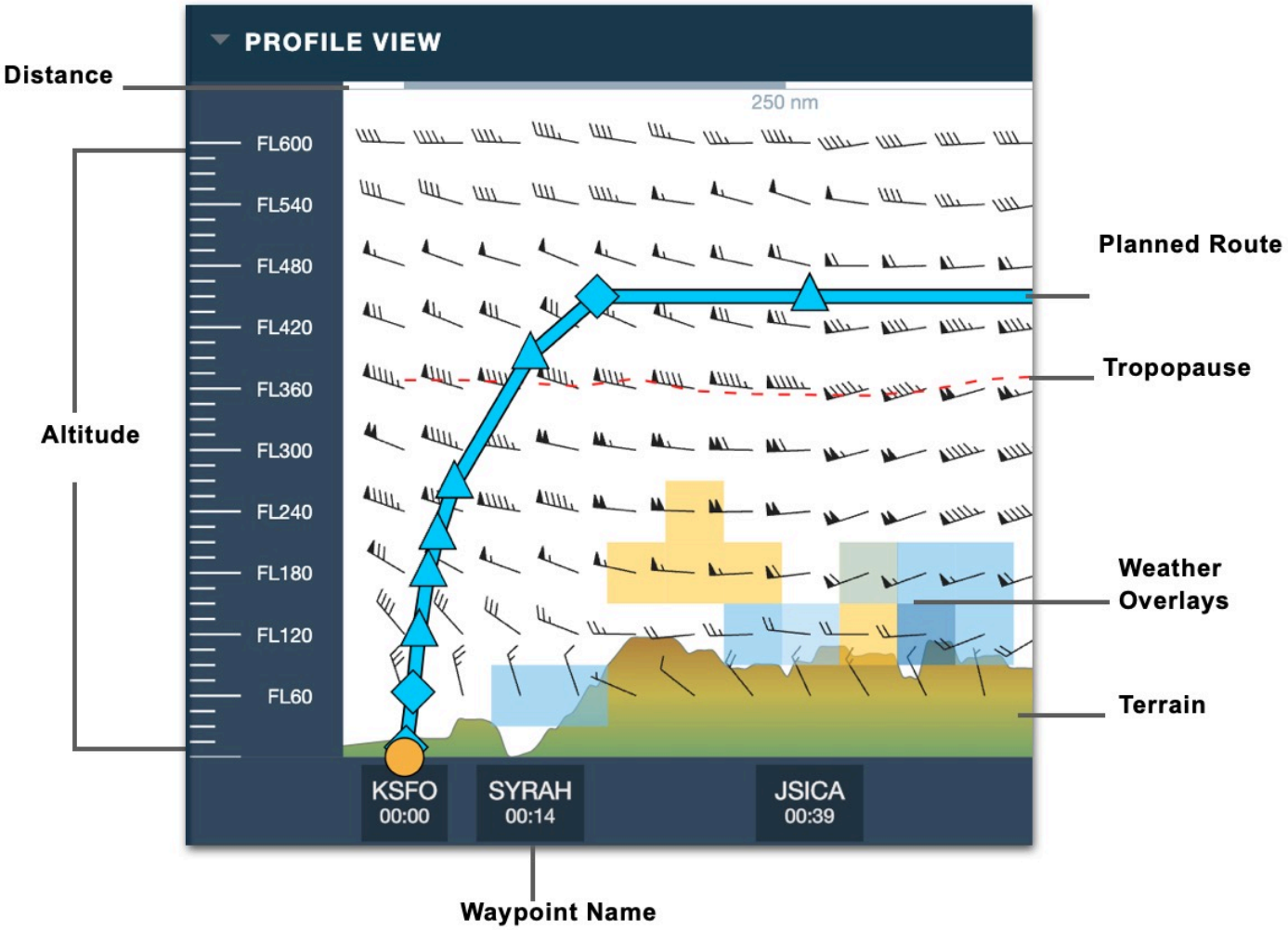


Figure 6-49. Profile View Design

6.3.1.1 Profile View Terrain

Terrain below the planned route is displayed at the bottom of the Profile View. The terrain is color-coded, as depicted below, based on elevation. Terrain cannot be hidden nor does it have any user-controlled settings.

6.3.1.2 Profile View Legend

The Profile View Legend can be displayed by clicking the information button in the right corner of the Profile View upper toolbar.

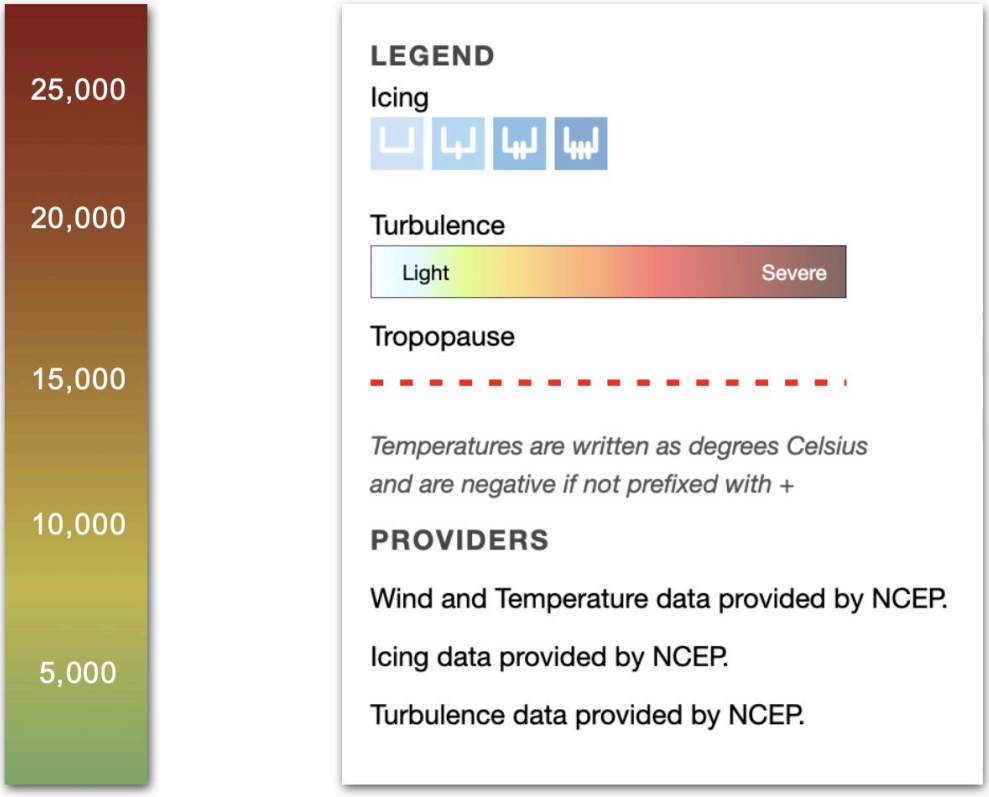


Figure 6-50. Terrain Legend (ft) (Left) / Profile View Legend (Right)

6.3.2 Profile View Weather Layers

The Profile View can display forecast turbulence, icing, wind, and temperature data. Forecast icing and turbulence are depicted as colored squares.

Click the **Layers** button in the upper toolbar to select weather overlays. Weather selections are saved locally to your computer between browser sessions.

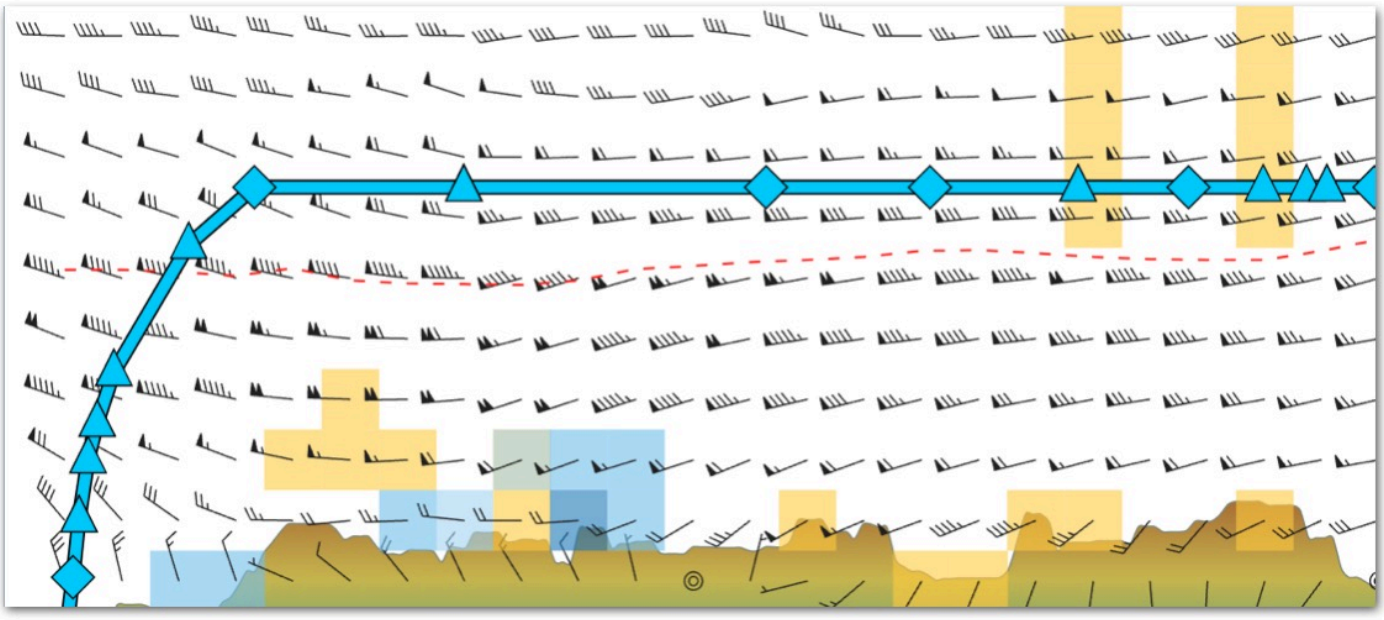


Figure 6-51. Forecast Icing and Turbulence

6.3.2.1 Profile View Turbulence

Turbulence severity is displayed according to the color scale in the following image.

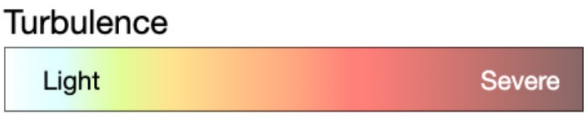


Figure 6-52. Turbulence Color Scale

6.3.2.2 Profile View Icing

Forecast icing is depicted as blue squares (without the icing symbol) according to the legend below. SLD threats (supercooled large drops) are not depicted in this view.



Figure 6-53. Profile View Icing

6.3.2.3 Profile View Temperature and Wind Barbs

Profile View can display wind barbs, temperatures, or neither. Temperature and wind cannot be displayed simultaneously.

All temperatures are displayed in negative degree Celsius unless the "+" prefix is applied. When applied, the temperature is degree Celsius positive.

Wind barbs use standard symbology and reflect wind velocity (see the following table). Short barbs represent 5 knots, long barbs 10 knots, and flags represent 50 knots.

Table 6-1. Wind Barbs Icon Definitions

Barb Icon	Meaning
	Calm
	Variable
	5 knots / 315°
	15 knots / 45°
	60 knots / 270

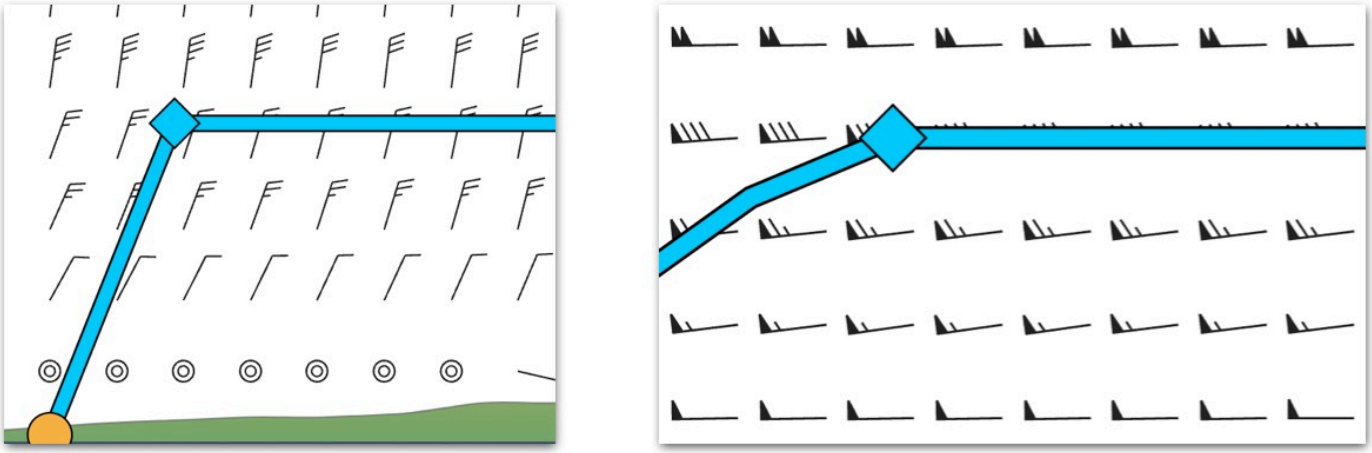


Figure 6-54. Example Crosswind (Left) / Example Tailwind (Right)

RUNWAY ANALYSIS

Runway Analysis (RWA) is an optional takeoff and landing analysis tool for select jet and turboprop aircraft. RWA utilizes performance data and procedures sourced directly from Original Equipment Manufacturer (OEM) to provide maximum takeoff and landing weights for multiple conditions.

When planning with multi-engine aircraft, RWA results (including 1st and 2nd segment climb gradients) are predicated on losing an engine at V_1, ensuring that you can safely operate in the event of an engine failure.

Runway Analysis is designed to meet the guidelines and requirements of Advisory Circular 120-91A and CFR14 part 135.379. Runway Analysis is also EASA and CASA compliant when the ICAO Obstacle Corridor is selected.

Runway Analysis is a per-tail add-on for ForeFlight subscription plans. Visit www.foreflight.com/products/runway-analysis-business/ to view the latest supported aircraft types and purchasing information.

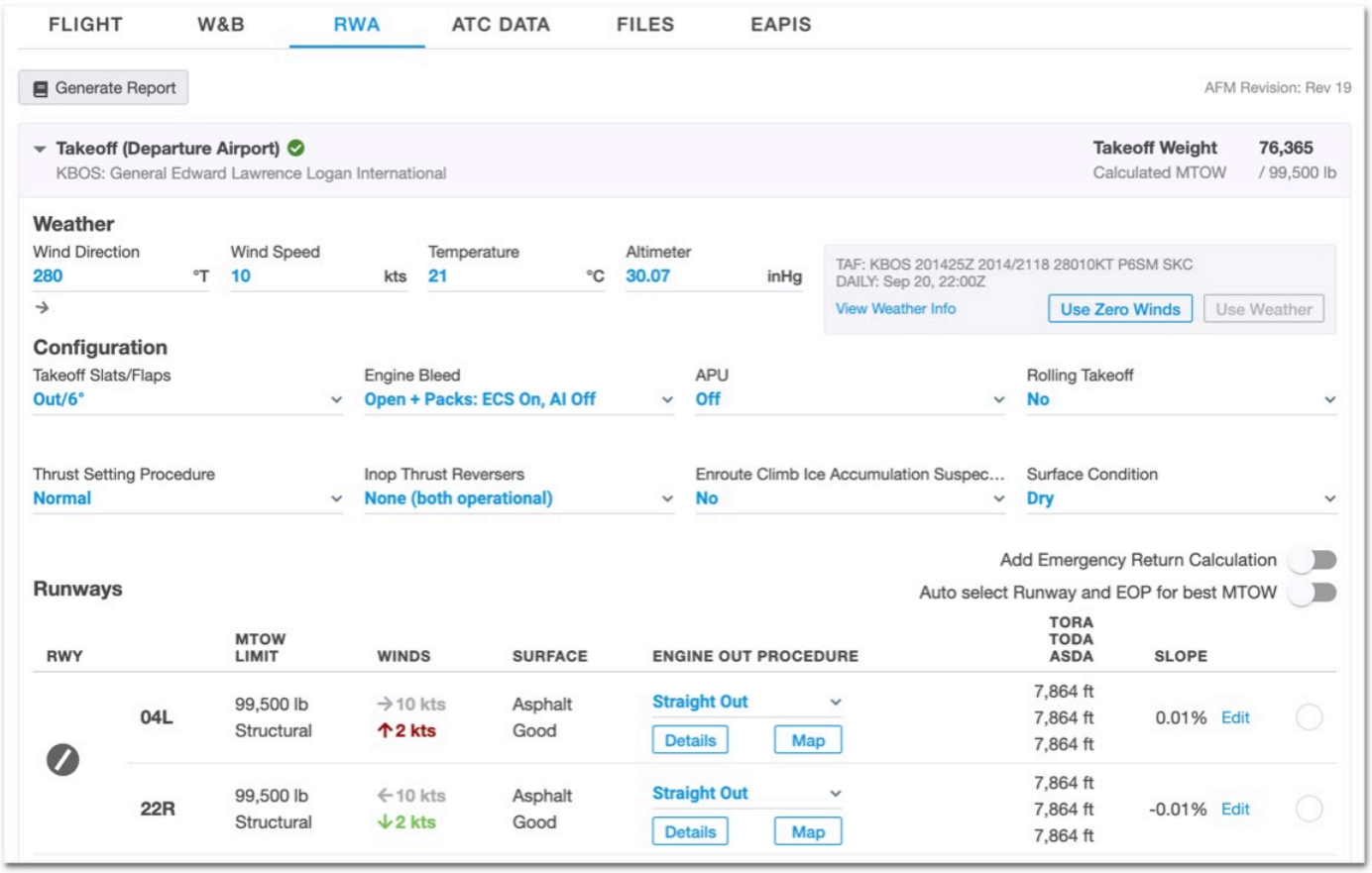


Figure 7-1. Runway Analysis for Departure Airport

NOTE: Runway Analysis can be used to ensure your operations meet the requirements of 14 CFR 135.379.

7.1 Configuring Runway Analysis

When a Runway Analysis license is purchased for an aircraft, two additional fields are added to the Performance section of the Aircraft Profile. The additional fields specify the profile to use and the default aircraft configuration.

If the Runway Profile and Runway Analysis defaults are missing, a Runway Analysis license has not yet been purchased for the aircraft.

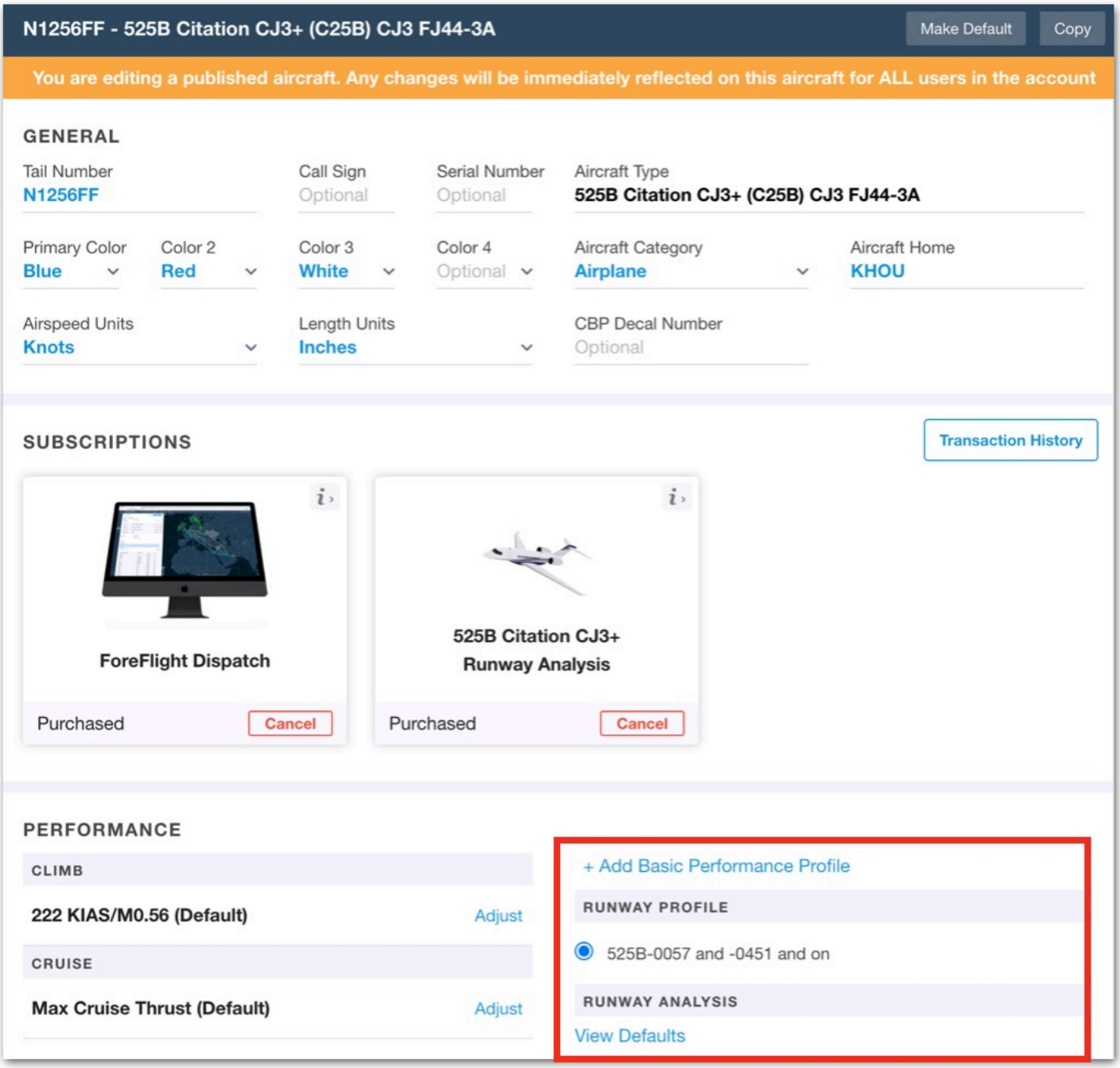


Figure 7-2. Aircraft Profile - Runway Analysis Settings

7.1.1 Runway Profile

The Runway Profile field specifies the serial number, weight limit, or special equipment for which the Runway Analysis data is applicable. If more than one profile exists for the aircraft type, tap the **Runway Profile** setting and choose the correct version for your aircraft.

7.1.2 Runway Analysis Defaults

The Runway Analysis settings within the aircraft profile define the default takeoff and landing configurations. Changes to these defaults apply to all subsequent flights. Available settings are based on manufacturer-provided data.

Some configuration settings may also be adjusted on a per-flight basis by going to **Flight Editor ➔ Runway Analysis ➔ Configuration**.

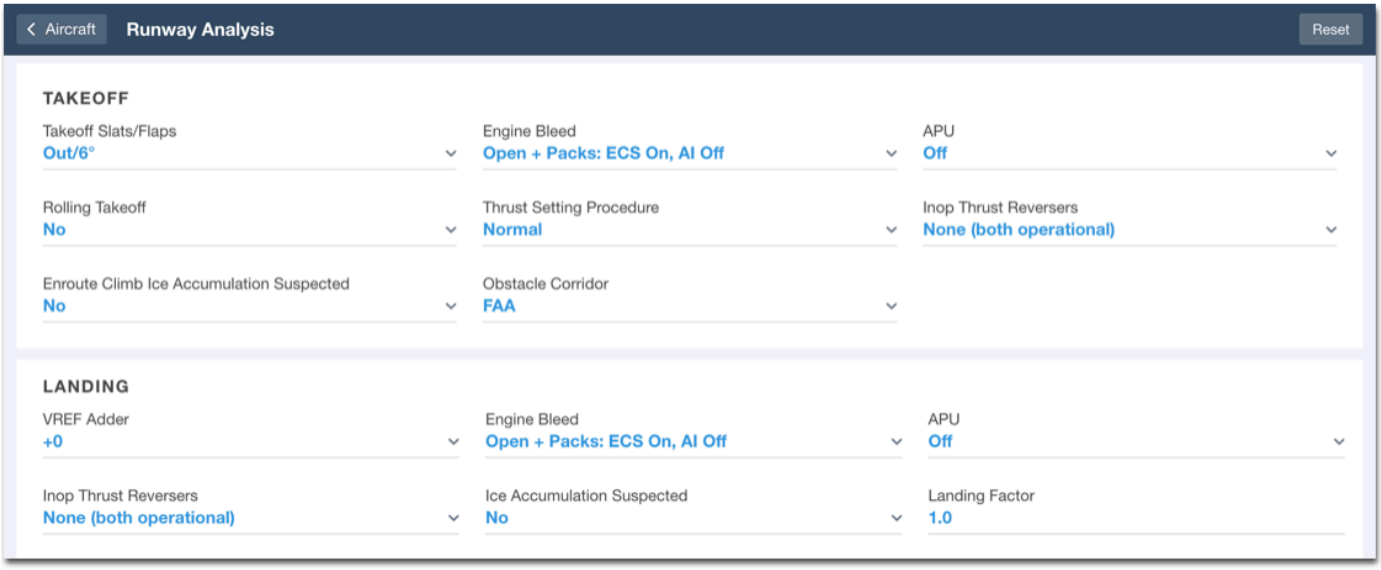


Figure 7-3. Runway Analysis Defaults

7.1.2.1 Obstacle Corridor and Landing Factor

Each aircraft's Runway Analysis settings are unique except for two settings.

- **Obstacle Corridor** - Appears in the Runway Analysis configuration for all multi-engine aircraft. It defines the obstacle corridor used to evaluate the flight path based on regulatory guidance from one of the following: Federal Aviation Administration (FAA), International Civil Aviation Organization (ICAO), European Union Aviation Safety Agency (EASA), or Civil Aviation Safety Authority (CASA). This setting is selectable only in **Aircraft ➔ Runway Analysis** and is automatically populated during flight planning.

- **Landing Factor** - Allows flight planners to specify an amount (e.g. 1.25) by which the Calculated Landing Distance is multiplied to produce a Factored Landing Distance. The Landing Factor is similar to a safety buffer that is generally used to account for wet or dry runway conditions. This setting can also be adjusted on a per-flight basis.

> **IMPORTANT:** Selecting a Landing Factor and a runway Surface Condition multiplies the runway landing distance by the combined factor, which can produce an inaccurate and excessively long factored landing distance.

7.1.2.2 Takeoff Configuration Settings

Takeoff Configuration settings specify the state of the aircraft during takeoff. Options are only visible if they apply to the aircraft type. Invalid configurations defined by the aircraft's flight manual can still be selected. A warning stating that the configuration is invalid will be displayed above the Flight Summary section. An example is selecting thrust reversers with a dry runway for the Citation XLS+.

Common Takeoff Configuration settings include:

> **Anti-Ice/Ice Protection**
>
> Specifies the state of the aircraft's anti-ice system during takeoff.

> **ATR**
>
> Specifies the use of automatic thrust reverse (ATR) during a rejected takeoff.

> **Deice Fluid**
>
> Specifies if deicing fluid is applied.

> **Drag Index**
>
> Specifies a drag index greater than the default of zero. Drag index corrections are intended for special mission aircraft with a higher drag level than standard.

> **Prolonged Flight in Icing Expected**
>
> Specifies if prolonged flight in icing conditions is expected.

> **Spoilers**
>
> Specify if the aircraft's spoilers will be activated automatically or manually in the event of a rejected takeoff.

> **Surface Condition**
>
> Specifies the surface conditions of the departure airport.

> **Takeoff Flaps**
>
> Specifies the flap setting used during takeoff.

> **Thrust Reversers**
>
> Specify the state of the aircraft's thrust reversers during a rejected takeoff.

> **V_1 Type**
>
> Specifies the V_1 speed for takeoff. Takeoff decision speed (V_1) is a calculated value that is affected by multiple variables (takeoff weight, thrust, aircraft configuration, and runway length). Most non-transport category aircraft calculate a single V_1 speed using the balanced field length technique.
>
> Some larger aircraft provide performance results for multiple V_1 speeds. When planning with one of these aircraft types, there are options for selecting a V_1 speed (discussed below).

> **NOTE:** Not all takeoff configurations are visible. Refer to the appropriate AFM for configurations not presented in this section.

7.1.2.3 Balanced Field Length (BFL)

The balanced field length is a condition where the distance required to stop the aircraft after an abort (at V_1) equals the distance required to continue the takeoff and reach 35 ft above the runway surface. With a single V_1 speed, the pilot can abort or continue the takeoff at V_1 in the event of an engine failure.

7.1.2.4 Unbalanced Field Length

When planning with an aircraft that supports unbalanced V1 speed calculations, Takeoff Analysis provides the following options.

> **V_1 Min**
>
> The minimum V_1 speed published for the flight conditions and results in a shorter accelerate-stop distance but a higher accelerate-go distance.

> **V_1 BFL**
>
> The speed that results in equal accelerate-stop and accelerate-go distances.

> **V_1 Max**
>
> The maximum V_1 speed published for the flight conditions and results in a shorter accelerate go distance but a higher accelerate stop distance.

7.1.2.5 Landing Configuration

The following list specifies common Landing Configuration options. Options are only selectable if they are applicable to an aircraft type. Invalid configurations defined by the aircraft's flight manual can still be selected. A warning stating that the configuration is invalid will be displayed above the Flight Summary section.

> **Anti-Ice**
>
> Specifies the state of the aircraft's anti-ice system during landing.

> **Auto-Brakes**
>
> Specifies the amount of auto-brake used during landing.

> **Brake Degrade/Failure**
>
> Specifies if brake degradation or failure during the landing roll is expected.

> **Drag Index**
>
> Specifies a drag index greater than the default of zero. Drag index corrections are intended for special mission aircraft with a higher drag level than standard.

> **Engine Operation**
>
> Specifies if engine thrust is set using the alternate control mode where thrust is set using LP (N1) speed.

> **HUD Guidance**
>
> Specifies if HUD guidance will be utilized during landing.

Landing Flaps

Specifies the flap setting to be used during landing. The available options in the dropdown menu are based on manufacturer data.

Landing Factor

Allows flight planners to add a margin of safety to analysis. The landing factor is multiplied by the actual landing distance.

> **NOTE:** To comply with regulations, when any RCC surface condition is selected, the minimum selectable landing factor is 1.15.

Prolonged Flight in Icing

Specifies if prolonged flight in icing conditions is expected.

Spoilers

Specifies the state of the aircraft's spoilers during the landing roll.

Surface Condition

Allows the flight planner to specify the surface conditions of the arrival airport.

Thrust Reversers

Specify the state of the aircraft's thrust reversers during the landing roll.

V_{REF} Increment

Allows flight planners to increase the V_{REF} speed of an aircraft by specifying an amount of speed to add to V_{REF}. This feature is often used to increase approach and landing speed during periods of gusty winds.

7.2 Runway Analysis Editor

When planning a flight with an aircraft that supports Runway Analysis, Runway Analysis is selectable from the Navigation Bar once a destination and departure airport are entered.

The Runway Analysis page is grouped into a Takeoff and Landing section. Each section can be expanded to reveal Weather, takeoff (or landing) configuration, and Runways.

The top of the Takeoff and Landing sections depict the calculated MTOW or MLW and a green checkmark to indicate compliance with the applicable regulatory requirements.

If aircraft performance or environmental conditions prohibit a safe takeoff or landing on any runway, advisory warnings are displayed. Hover the mouse cursor over the warning to display additional information.

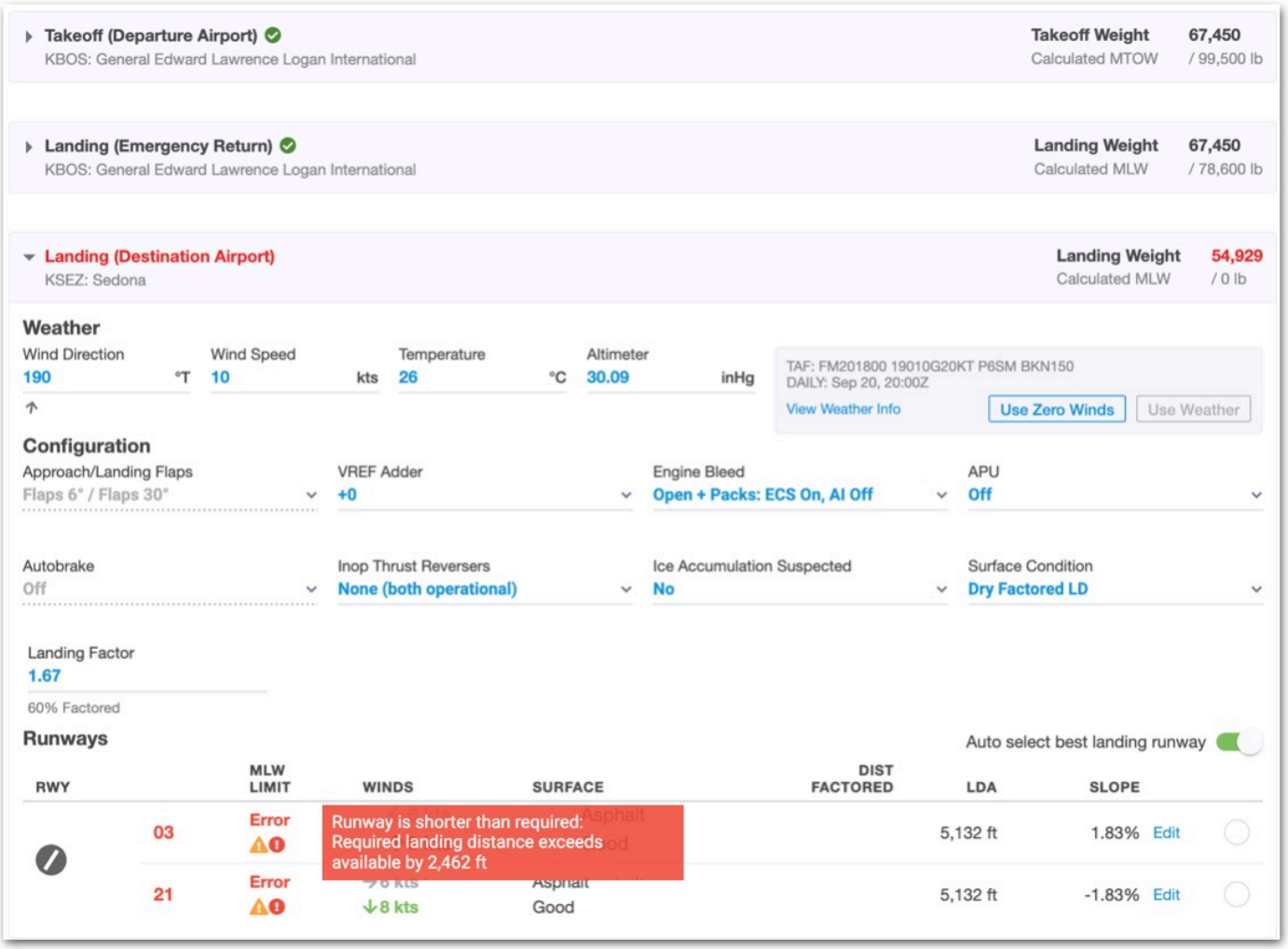


Figure 7-4. Destination RWA with Error Message

7.2.1 Weather

The Weather section populates the airport's METAR, TAF, MOS, or Daily Forecast based on weather availability and the flight's estimated departure time.

7.2.1.1 Flights Within Three Hours

When the flight's departure time is within three hours, Runway Analysis uses the weather data from the airport's METAR. If no METAR is available, Runway Analysis uses the MOS forecast.

7.2.1.2 Flights Beyond Three Hours

When the flight's time to departure is greater than three hours but less than 24, Runway Analysis uses weather from the TAF. The TAF does not include temperature data. As a result, the MOS forecast provides temperature for flights beyond three hours.

The MOS forecast is used when the flight's departure time is beyond the TAF (24-hour) forecast period.

If the departure time is beyond the MOS (72-hour) forecast, or if no MOS exists, Runway Analysis uses the Daily Forecast.

> **CAUTION:** The MOS and Daily Weather forecast should only be used as a supplemental product. Runway Analysis results should be recalculated using the official METAR within three hours of the flight's ETD.

> **NOTE:** The altimeter unit is determined by the METARs in the region. Generally, in the U.S. and Canada, inHg is used. Elsewhere, hPa.

7.2.1.3 Manually Editing Weather (Custom Weather)

Weather information can be manually edited for hypothetical planning or to accommodate scenarios where weather information is not available. To manually edit weather values:

1. Click a weather field (e.g., Temperature).
2. Use the rocker switch or keyboard to manually edit the value.

Custom weather is automatically saved as edits are made. To revert to the appropriate observed or forecast weather based on the flight's ETD, click **Use METAR**, **USE TAF**, or **USE WEATHER**.

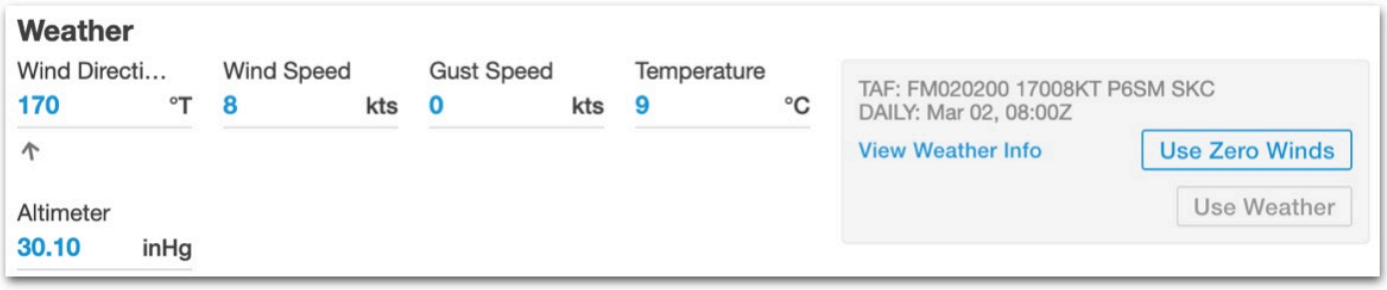


Figure 7-5. Runway Analysis - Manually Edited Takeoff Weather

NOTE: The gust speed is only displayed for aircraft that use gust spreads for runway performance calculations.

7.2.2 Configuration

The Configuration section displays the aircraft's takeoff and landing configuration for the flight. The Configuration section is initially populated with the default selections from the aircraft's Runway Analysis settings. Changes made to the configuration within Runway Analysis are only applied to the current flight.

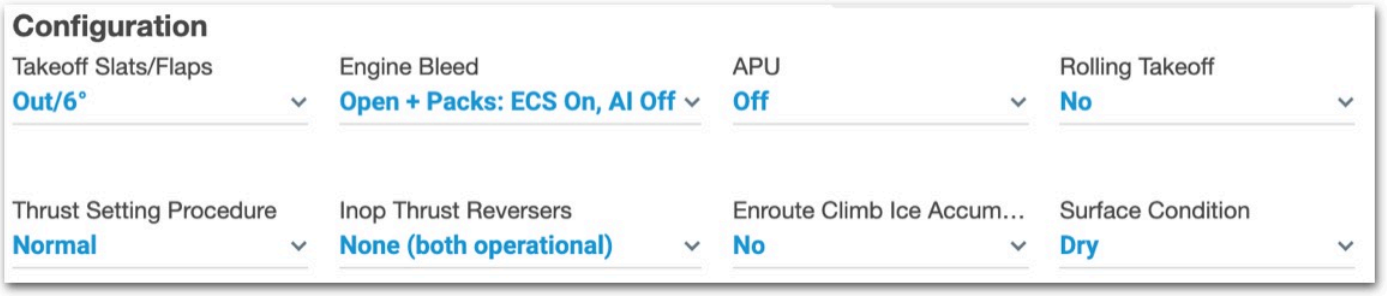


Figure 7-6. Runway Analysis - Takeoff Configuration Options

7.2.2.1 Selecting Invalid Configurations

Certain configuration combinations are prohibited according to the aircraft manual but can still be selected in the Configuration section. If an invalid combination is selected, a warning message will be displayed to alert users. The configuration below shows an aircraft with thrust reversers selected for use on a dry runway, which may be an invalid combination according to some AFMs.

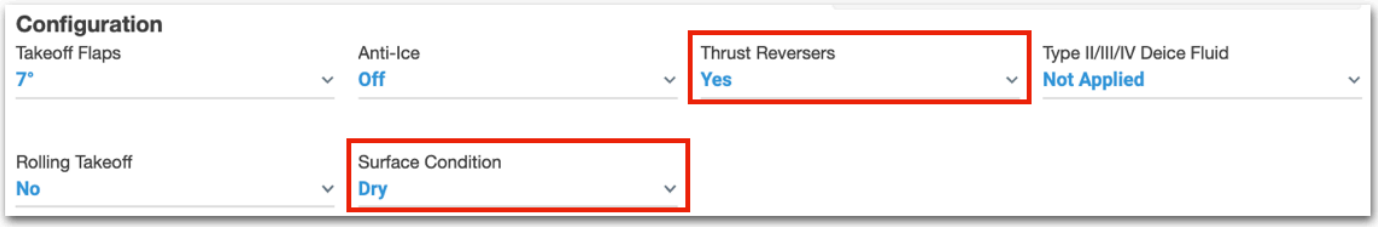


Figure 7-7. Invalid Configuration Settings

Invalid configurations will be displayed in an amber color.

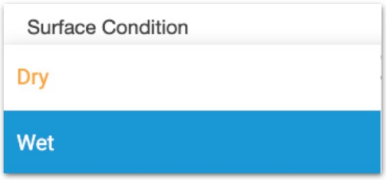


Figure 7-8. Invalid Configuration in Amber

A warning message will be displayed above the Flight Summary section.

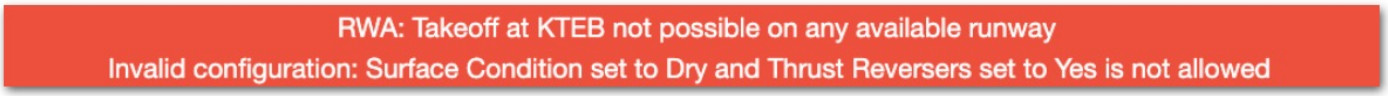


Figure 7-9. Invalid Configuration Warning

7.2.2.2 Editing Default Aircraft Configuration

The default Runway Analysis selections can be edited by an account administrator. To edit the defaults, select **View Defaults** from the Runway Analysis section of the Aircraft page.

For additional information, see the Runway Analysis Section.

> **NOTE:** Dispatch accounts that do not have administrator privileges have *view-only* access to Runway Analysis configuration options.

7.2.2.3 Per Flight Settings

Below the aircraft configuration options, there are three settings. Two for the Departure Runway and one for the Destination Airport.

Add Emergency Return Calculation

Allows flight planners to add the Departure airport as the Emergency Return airport and provide calculations for landing in RWA. Toggling this setting on adds a section to the Runway Analysis page named Landing (Emergency Return). This section calculates an emergency return to the departure airport using the aircraft's listed takeoff weight as a worst-case scenario.

Auto select Runway and EOP for best MTOW

(Enabled by default) Automatically selects the longest runway with the best wind component and the engine out procedure that affords the greatest maximum takeoff weight.

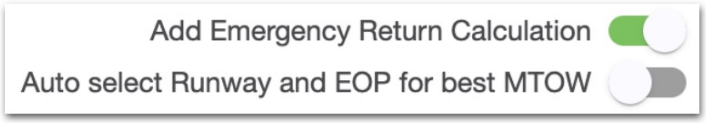


Figure 7-10. Departure Airport Settings

Auto select best landing runway

When enabled, selects available runways that are paved, have the highest MLW, and have the best wind component. If more than one runway is available, factors such as runway condition, surface type, and runway length are factored in.

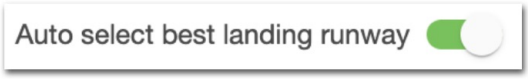


Figure 7-11. Destination Airport Setting

7.2.3 Runways

Runway Analysis results are displayed in a table, with each runway at the airport listed on a separate row. Each row includes the maximum takeoff (or landing) weight, the limiting constraint (see next page), forecast winds, and runway details.

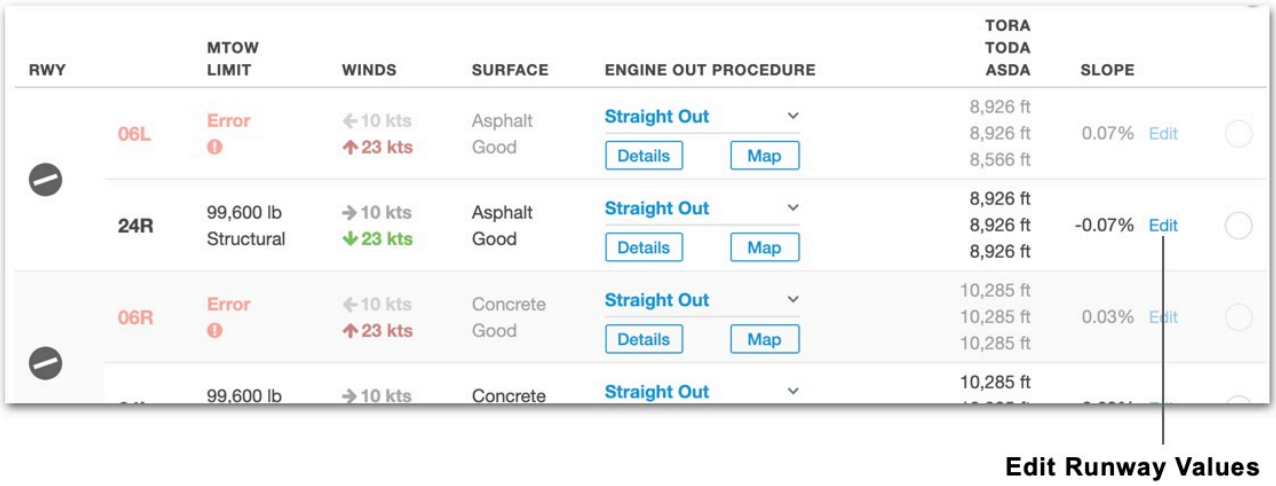
7.2.3.1 Editing Runway Details

Runway slope, take off run available (TORA), take off distance available (TODA), and accelerate stop distance available (ASDA) can be edited for any runway to allow for hypothetical planning.

> **NOTE:** When any of the runway lengths are edited, the edits are made to the start of the runway. This may result in calculations that bring the aircraft closer to obstacles along the departure path.

To edit the runway fields:

1. Select **Edit**.
2. Manually adjust the values.
3. Click **Save** and Dispatch will perform another analysis.



7.2.3.2 Maximum Weights and the Limiting Constraint

Runway Analysis determines the maximum weight an aircraft can depart (or land) while also complying with aircraft limitations, obstacle clearance requirements, and environmental factors. Multi-engine Runway Analysis results are predicated on the aircraft losing an engine at V_1.

Runway Analysis displays the maximum takeoff (or landing) weight and the limiting factor in the second column of the performance table. There are up to ten potential constraints that can limit an aircraft's maximum takeoff weight and seven that can limit the maximum landing weight. Those constraints are detailed in this section.

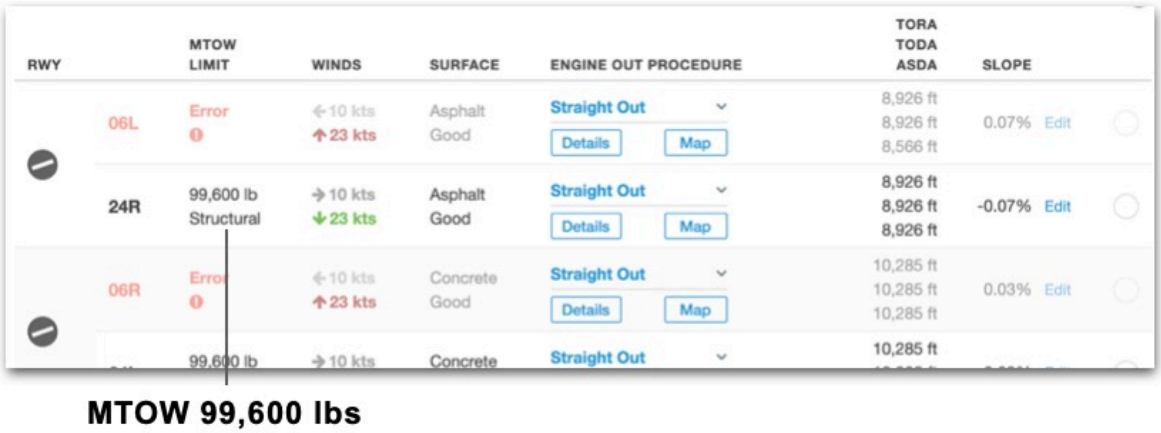


Figure 7-12. Limited by Aircraft Structure

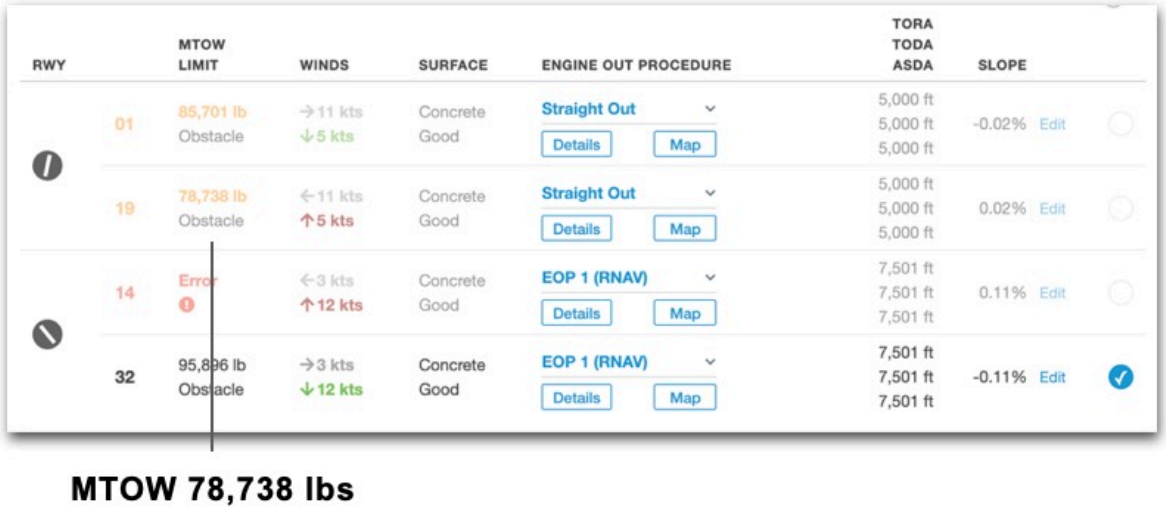


Figure 7-13. Limited by Obstacles

7.2.3.3 Maximum Takeoff Weight Limiting Constraints

A constraint is a variable that can limit the aircraft's maximum takeoff weight. Constraints are displayed in the results section below the MTOW for the runway. The potential takeoff constraints are:

> **Structural (Weight)**
>
> The maximum weight for the aircraft type defined by the aircraft flight manual. If an aircraft is not limited by performance or environmental constraints, MTOW is determined by the aircraft's structural weight limit.

Obstacles

Limits MTOW when the aircraft cannot clear all obstacles along the flight path by the selected FAA or ICAO lateral and vertical distance. If an aircraft cannot clear all obstacles, MTOW is reduced until takeoff is deemed possible.

Runway

(Length) Limits MTOW when the aircraft cannot takeoff or abort, given the available runway distance. If takeoff or abort distances exceed the available runway distances, MTOW is reduced until takeoff is deemed possible.

Climb (Gradient)

Limits MTOW until the aircraft can achieve the minimum climb gradient as required per the aircraft's certification rules. The climb constraint does not consider obstacles.

Temperature

Displayed when the ambient temperature at the airport exceeds the flight manual's published temperature limits.

Wind

Displayed when the runway wind component exceeds the aircraft flight manual's published wind limits.

Brake Energy

Limits MTOW when the distance required to stop after an aborted takeoff exceeds the available runway distance.

Tire Speed

Displayed when the tire speed required to perform a takeoff exceeds the aircraft flight manual's published limits.

V_{MC}

Displayed when V_1 is less than the minimum ground control speed or V_{MCG}..

AFM Data

Displayed when data interpolation is not possible. For example, if the planned takeoff weight is 18,500 lbs, yet performance data only exists for 20,000 lbs and 15,000 lbs, MTOW is limited to 15,000 lbs. When an AFM Data limit is applicable, Runway Analysis uses the next available lower value.

7.2.3.4 Maximum Landing Weight Limiting Constraints

Constraints that have the potential to limit the maximum landing weight are:

Structural Weight

The maximum structural landing weight for the aircraft type as defined by the aircraft flight manual. If an aircraft is not limited by performance or environmental constraints, MLW is determined by the aircraft's structural weight limit.

Runway (Length)

Limits the MLW when the landing distance required exceeds the runway's landing distance available.

Temperature

Displayed when the ambient temperature at the airport exceeds the flight manual's published temperature limits.

Wind

Displayed when the runway wind component exceeds the aircraft flight manual's published wind limits.

Brake Energy

Limits MTOW when the distance required to land exceeds the runway's available landing distance.

Tire Speed

Displayed when the tire speed required to perform a landing exceeds the aircraft flight manual's published limits.

AFM Data

Displayed when data interpolation is not possible. For example, if the landing weight is 18,500 lbs, yet performance data only exists for 20,000 lbs and 15,000 lbs, MLW is limited to 15,000 lbs. When an AFM Data limit is applicable, Runway Analysis uses the next available lower value.

7.2.3.5 Maximum Weight Cautions and Errors

Runway Analysis results are color-coded so that potential issues can be easily identified. If an issue exists, hover over the issue to display additional information. There are two issue types:

Cautions

Displayed in yellow when the planned takeoff (or landing) weight exceeds the maximum weight for the runway as determined by Runway Analysis. In the example below, the planned takeoff weight for the route, payload, and selected fuel policy exceeds the maximum takeoff weight for the runway and cannot be selected.

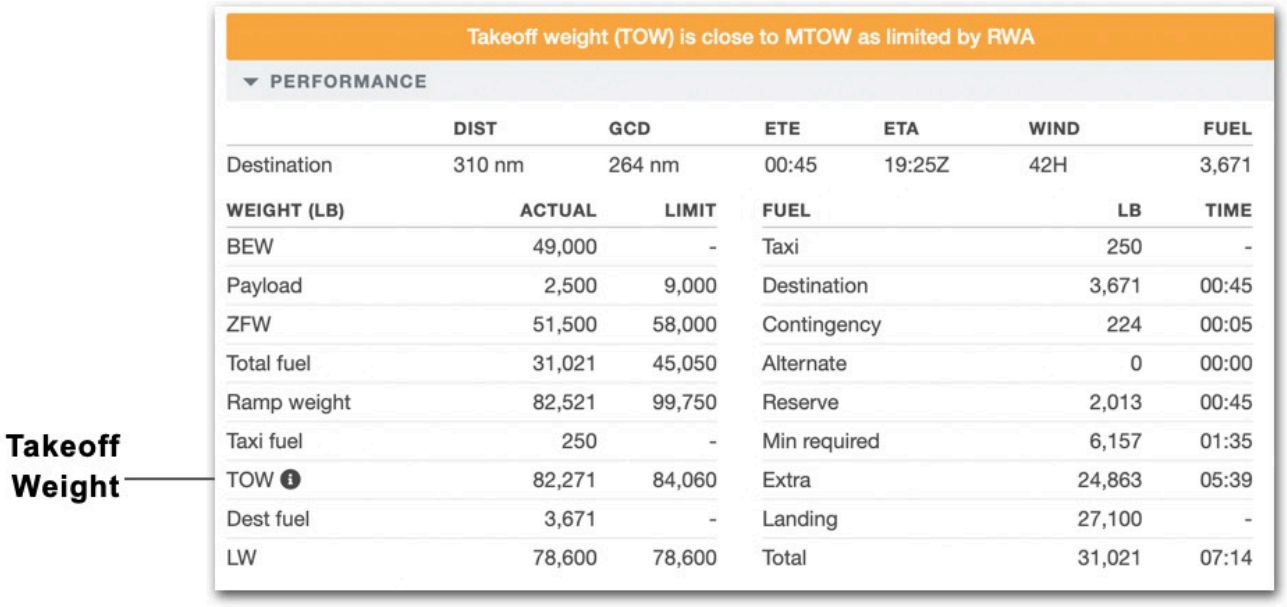


Figure 7-14. Flight Editor - Performance Summary

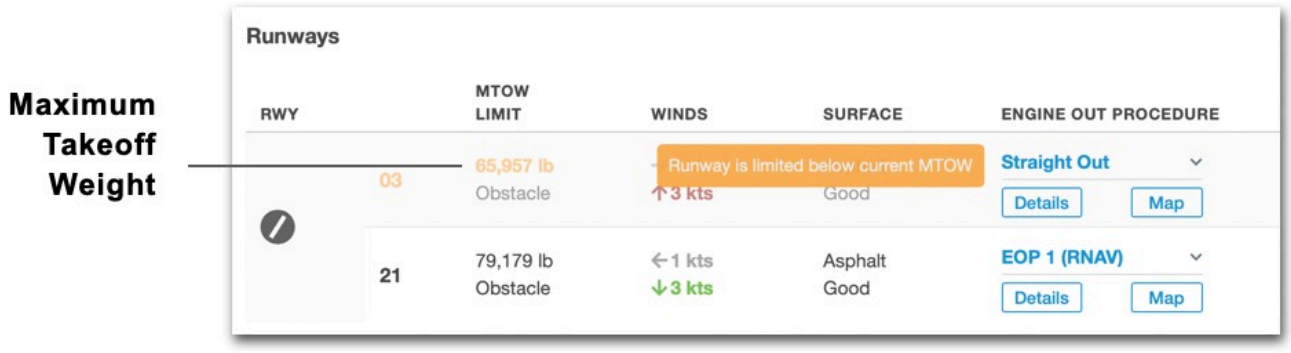


Figure 7-15. Runway Analysis - Results Section

Errors

Displayed in red when an aircraft limitation is exceeded.

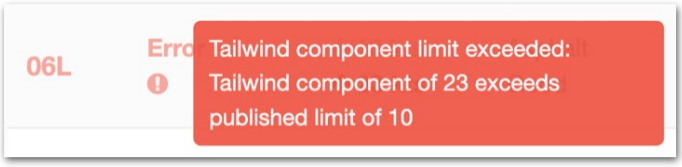


Figure 7-16. Tailwind Constraint Error Message

7.2.3.6 Takeoff Trim

Runway Analysis supports Takeoff Trim for select aircraft (listed below). To generate Takeoff Trim results, the aircraft must have a Weight & Balance profile with the %MAC option enabled.

If Weight & Balance is not calculated with %MAC enabled, the error message "CG Unavailable" is displayed in place of the trim results. Takeoff Trim results are found in the Runway Analysis Report.

Table 7-1. Aircraft that Support Takeoff Trim

- Cessna 680 Citation Sovereign
- Cessna 680 Citation Sovereign+
- Cessna 680A Citation Latitude
- Challenger 300
- Challenger 604
- Challenger 605
- Challenger 650
- Falcon 900DX/900DX API Winglets
- Falcon 900EX/900EX EASy
- Gulfstream 150
- Gulfstream 200
- Gulfstream 280
- Gulfstream 300
- Gulfstream 350
- Gulfstream 400
- Gulfstream 450
- Gulfstream 550
- Gulfstream 650

- Falcon 900LX
- Global 5000 87.7k
- Global 5000 88.7k
- Global 5000 89.7k
- Global 5000 92.5k
- Global 6000 98k
- Global 6000 99.5k
- Global 7500
- Global Express 93.5k
- Global Express 95k, Global Express 96k
- Global Express 98k
- Global XRS 98k
- Global XRS 99.5k, Global 7500
- Gulfstream 650ER
- Gulfstream IV
- Gulfstream IV/SP
- Gulfstream V
- Gulfstream VII-500
- Gulfstream VII-600
- Learjet 35A
- Learjet 40XR
- Learjet 45XR
- Learjet 60XR
- Learjet 70
- Learjet 75
- Phenom 300/300E
- Pilatus PC-12
- Pilatus PC-24

7.3 Engine Out Procedures

The Takeoff (Departure Airport) Runways section provides engine-out procedures for the selected aircraft. A menu for each runway contains all available engine-out procedures.

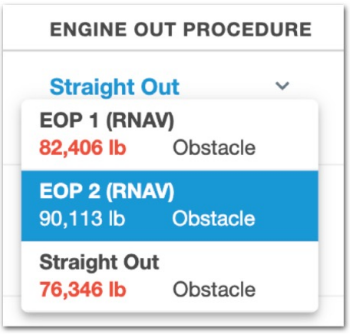


Figure 7-17. Engine Out Procedures

Dispatch reevaluates the flight path when selecting engine-out procedures to determine maximum takeoff weight, factoring aircraft climb performance, terrain, and obstacles along the route.

Select **Details** to view a textual description of the procedure or **Map** to preview the engine out procedure graphically.

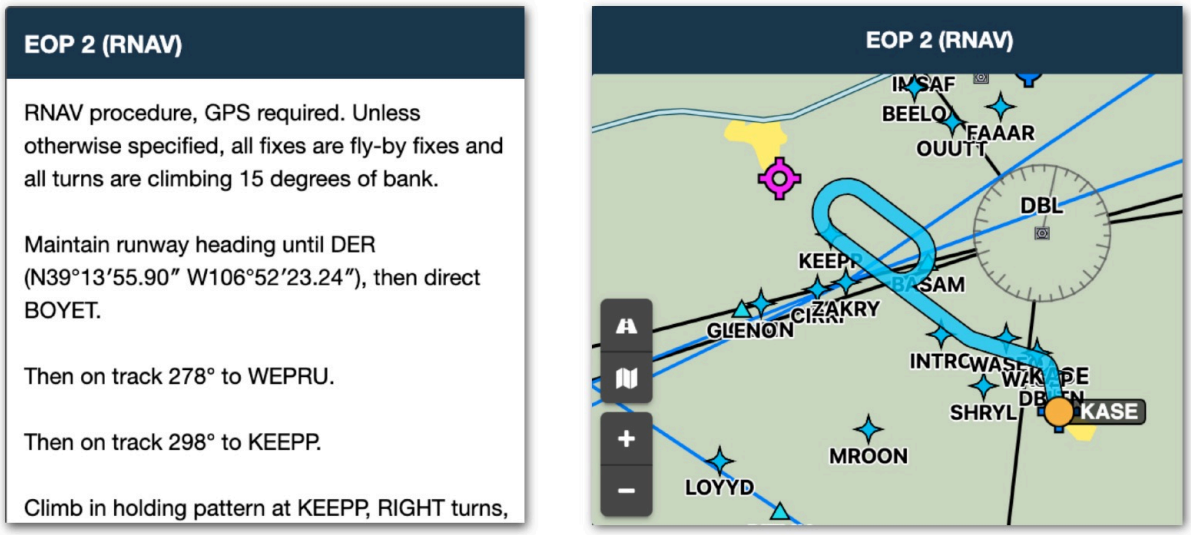


Figure 7-18. Engine Out Procedure - Text (Left), Graphical (Right)

7.3.1 Engine Out Procedures Map

The engine-out procedure map can be panned and zoomed. The buttons on the map can be used to display either a street or aerial map.



Figure 7-19. Street or Aerial Map Selector

7.4 Runway Analysis Report

The Runway Analysis Report is viewed by clicking **Generate Report** at the top of the Runway Analysis view. The report is divided into sections and can be printed or shared from a web browser. Pilots using ForeFlight Mobile can view the report by selecting **Flight → (Takeoff or Landing) → Summary**.

The report's summary and engine-out procedure sections reflect the weather, configurations, and procedures specified on the Runway Analysis page.



Runway Analysis KLAX — KSAT in GLF500 (Gulfstream GVII-G500 - 2x PW814GA)

Created Apr 22 2024 1546Z - Dispatch

TAKEOFF SUMMARY - KLAX - LOS ANGELES INTERNATIONAL

	Takeoff Weight	54,517 lbs
Runway	**Runway / EOP**	25R / EOP 1 (RNAV)
	TORA / TODA / ASDA	12,091 / 12,091 / 12,091 ft
	Lineup Allowance	0 ft

LANDING SUMMARY - KSAT - SAN ANTONIO INTERNATIONAL

	Landing Weight	48,450 lbs
Runway	**Runway**	22
	LDA	8,505 ft
	Slope	0.38%
	Surface Condition	Dry

Figure 7-20. Summary Section



TAKEOFF ENGINE OUT PROCEDURE

RNAV procedure, GPS required. Unless otherwise specified, all fixes are fly-by fixes and all turns are climbing 15 degrees of bank.

Maintain runway heading until DER (N39°13?55.90? W106°52?23.24?), then direct BOYET.

Then on track 278° to WEPRU.

Then on track 298° to KEEPP.

Climb in holding pattern at KEEPP, RIGHT turns, 25 degree bank, 5 NM legs, 298° course inbound. Do not exceed 210 KIAS.

Figure 7-21. Engine Out Procedure Section

Max Takeoff Weight Analysis - KLAX - Los Angeles International - Elevation 128 ft

Runway		06L		06R		07L	07R
TORA/TODA/ASDA		8,926 / 8,926 / 8,566 ft		10,285 / 10,285 / 10,285 ft		12,091 / 12,091 / 12,091 ft	11,095 / 11,095 / 11,095 ft
Slope		0.07%		0.03%		-0.16%	-0.22%
Winds		↓ 0 kts | ← 0 kts		↓ 0 kts | ← 0 kts		↓ 0 kts | ← 0 kts	↓ 0 kts | ← 0 kts
	OAT	EOP 1 (RNAV)	Straight Out	EOP 1 (RNAV)	Straight Out	Straight Out	Straight Out
MTOW (lbs) LIMIT	-6°C	79,600 Structural	79,600 Structural	79,600 Structural	79,600 Structural	79,600 Structural	79,600 Structural

Figure 7-22. Takeoff/Landing/Alternate Runway Analysis Section

WEIGHT AND BALANCE

Weight and Balance (W&B) can be calculated for aircraft that have at least one W&B profile. If a weight and balance profile does not exist for the aircraft, the **W&B** tab is depicted in the upper toolbar. Weight and balance profiles are unique to each aircraft and must be configured on a per-tail basis. See Creating a Weight and Balance profile for additional information.

8.1 Layout

Weight and Balance is divided into two columns, each consisting of smaller sections. Crew, Passengers, Cargo, Aircraft Items, and Fuel are listed in the left-hand column in collapsible sections. A collapsible W&B summary is depicted in the right column above the Weight & Balance envelope.

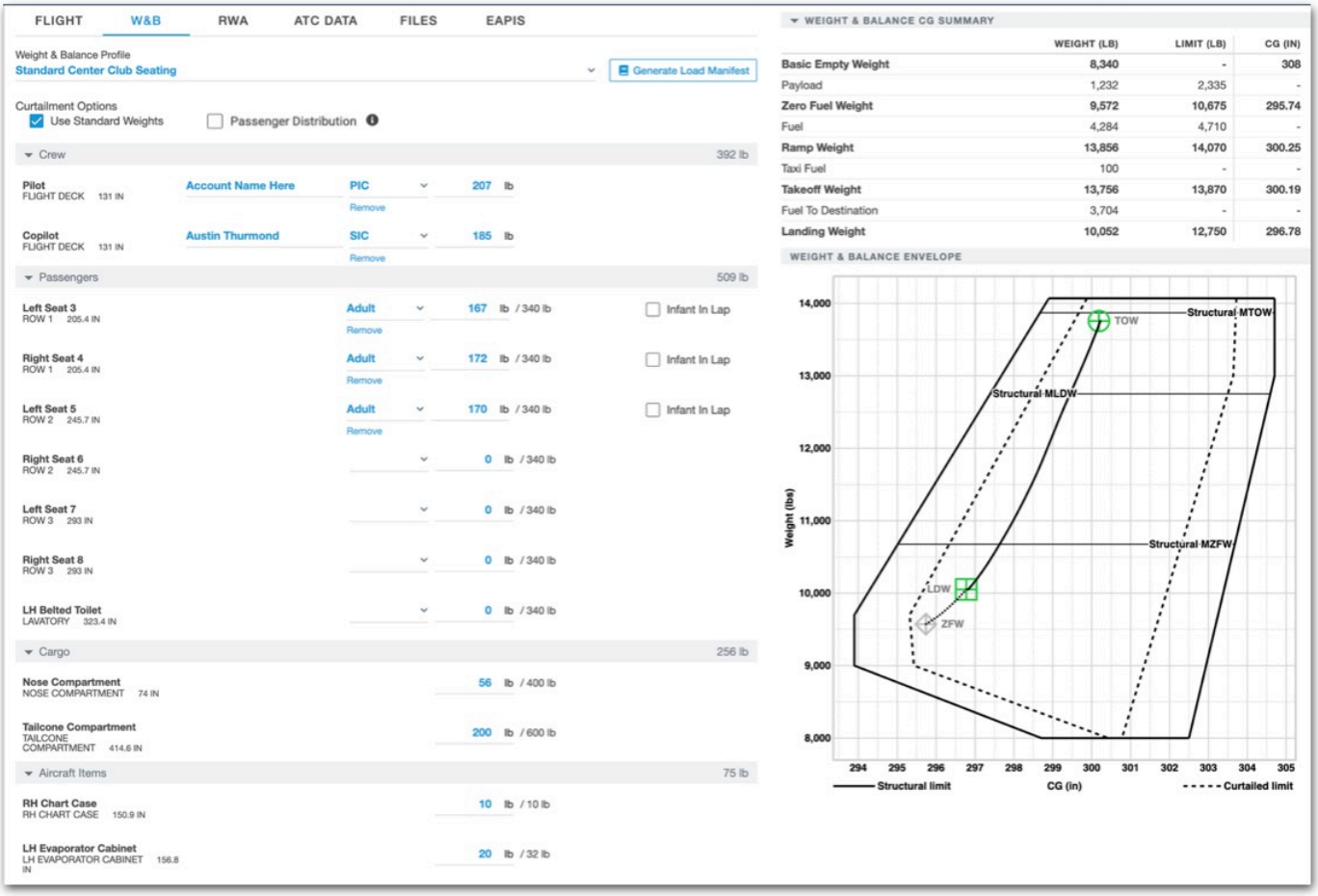


Figure 8-1. Weight and Balance

8.2 Autoload W&B

Payload (crew, passengers, and cargo) can be added to a flight using the Flight Editor or the W&B page. The Autoload W&B feature (enabled by default) automatically copies the crew, passengers, and cargo from the Flight Editor to the W&B page. If Autoload W&B is disabled, payload must be edited on the W&B page.

The Autoload function (described in detail on the following page) assigns payload to produce a centered aircraft CG. In general, the Autoload W&B function assigns pilots, cabin attendants, and additional aircrew to crew stations, passengers to passenger stations, and cargo to cargo stations, starting with the heaviest payload.

IMPORTANT: The station's name determines whether it is a flight crew, cabin attendant, additional crew, or passenger station. See Crew Member Stations for additional information.

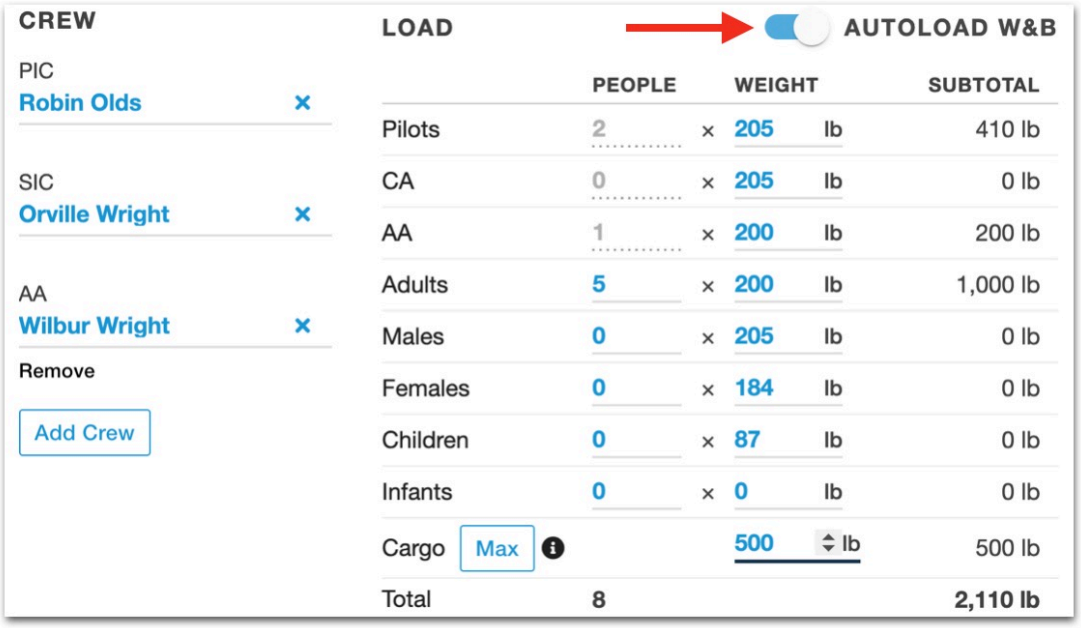


Figure 8-2. Flight Editor - Autoload W&B Toggle Switch

NOTE: If a flight has an infant that will be sitting on a passenger's lap, that infant can be added to the flight using the W&B page.

8.2.1 Autoload Function

The Autoload function does not always result in the optimal (most centered) CG for the aircraft. However, the results achieved by the function are sufficiently similar. The Autoload function uses the following logic.

- Pilots are assigned to the pilot stations, beginning with the heaviest pilots.
- Cabin attendants and additional aircrew are assigned to the crew stations, resulting in the most centered takeoff CG, beginning with the heaviest cabin attendants.
- Passengers are assigned to the passenger stations, resulting in the most centered Takeoff CG, beginning with the heaviest passenger.
- Cargo is assigned to the cargo stations, resulting in the most centered Takeoff CG, beginning with the heaviest cargo.

Once payload is assigned to a station, it is not reassigned. As a result, some scenarios may not result in the optimal CG being determined; however, the amount of time required to Autoload the aircraft is significantly reduced.

If there are not sufficient stations for the flight's payload, the following logic is applied:

- If there are fewer cabin attendants or additional aircrew than crew stations, the leftover crew members are assigned to available crew stations.
- If there are more crew than crew stations, the leftover crew are assigned to passenger stations.
- If there is more cargo than the cargo compartments can hold, the leftover cargo is assigned to passenger stations.

8.2.1.1 Low Priority Passenger Stations

Passengers and crew members not already assigned a seat as described above are assigned to available low-priority stations. These stations are assigned only after all other passenger stations are occupied. A low-priority station is any station that is named lavatory or toilet.

8.2.2 Editing Payload with the W&B Page

If the Autoload function does not load payload appropriately, the payload can be edited using the W&B page. When an edit to payload is made on the W&B page, Autoload W&B is disabled, causing the Flight Editor Crew and Load section to become inactive.

Editing payload on the W&B page makes the W&B editor the default editor. Subsequent edits must also be made with the W&B page.

To make edits on the Flights page after disabling Autoload W&B (either manually or by editing payload on W&B), click the **Autoload W&B** switch to reenable the Autoload function.

If Autoload W&B is enabled after payload edits are made on the W&B page, the payload will be overwritten with the crew and load values from the Flights page.

8.3 Curtailment Tools

Curtailment Tools support operators with approved weight and balance control programs by calculating a curtailed envelope that is more restrictive than the manufacturer's limits to account for loading variability. These tools are designed to comply with the guidelines outlined in Advisory Circular (AC) 120-27.

> **WARNING:** ForeFlight curtailment does not support in-flight passenger movement or average baggage weight. Supported curtailment tools are limited to standard average passenger weight and seating distribution.

8.3.1 Standard Weights

The Standard Weights curtailment option allows weight and balance envelope curtailment using standard average weights, based on known passenger seating locations. Standard average weights are defined in Settings by account administrators.

8.3.1.1 Enabling Curtailment Options

To enable curtailment options in the Weight & Balance view:

1. Select the **Aircraft** tab from the left sidebar.
2. Choose the desired aircraft.
3. Scroll to Default Curtailment Options.
4. Toggle the setting to **On**.

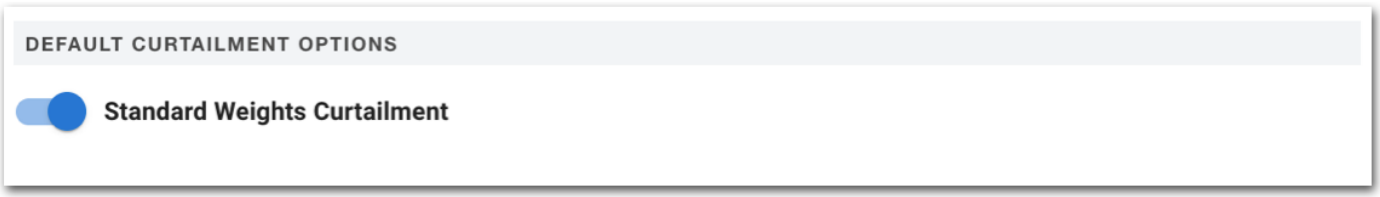


Figure 8-3. Default Standard Weights Curtailment Toggle

8.3.1.2 Enabling Curtailed Weight and Balance Envelope

To enable the curtailed weight and balance envelope, click the **Standard Weights** checkbox in the **W&B** view.

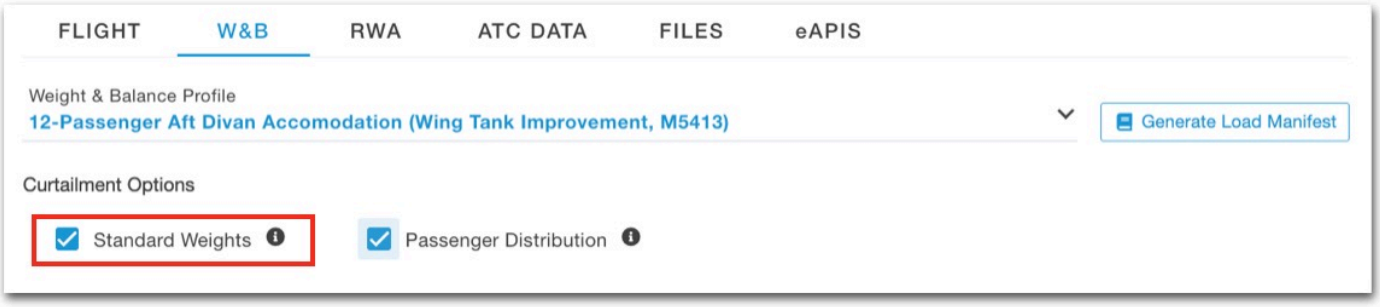


Figure 8-4. Standard Weight and Passenger Distribution Curtailment Options

> **NOTE:** Enabling Standard Weights does not override individual passenger entries with the Standard average weights defined in **Settings**. If actual passenger weights are entered, this option should remain disabled. For aircraft with fewer than five passenger seats, actual weights must be used.

8.3.2 Calculating the Curtailed Operational Envelope

The Standard Weights Curtailed Envelope calculations account for potential imbalances, such as all-male loading or varying distributions of passenger weights, and determine how much the CG could shift under these conditions. It evaluates forward-to-aft and aft-to-forward loading sequences and compares these against the aircraft's cabin centroid to find the greatest possible CG deviation.

The final curtailed envelope is determined by reducing the forward and aft CG limits based on the maximum deviation. This conservative envelope ensures the aircraft remains within manufacturer-approved loading limits when using standard weights. When enabled, the curtailed CG envelope is displayed as a dashed line.

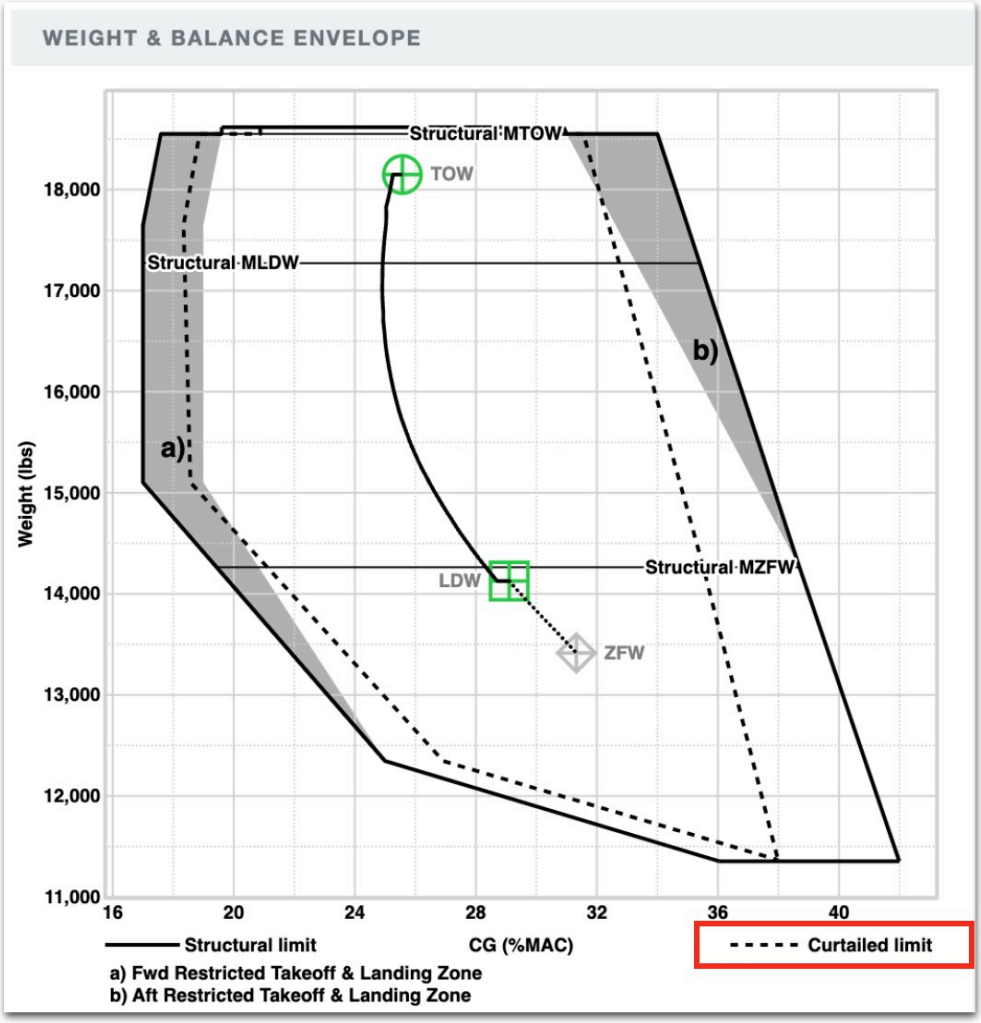


Figure 8-5. Weight & Balance Curtailed Limitations

8.3.3 Passenger Distribution

The Passenger Distribution curtailment tool accounts for non-uniform passenger loading by allowing unrestricted seating throughout the cabin. The tool calculates CG configurations using full forward and full aft seating arrangements to model worst-case loading scenarios.

To enable this curtailment method, select the **Passenger Distribution** checkbox in the **Weight & Balance** view. When active, the curtailed CG envelope appears as a dashed line within the standard limits.

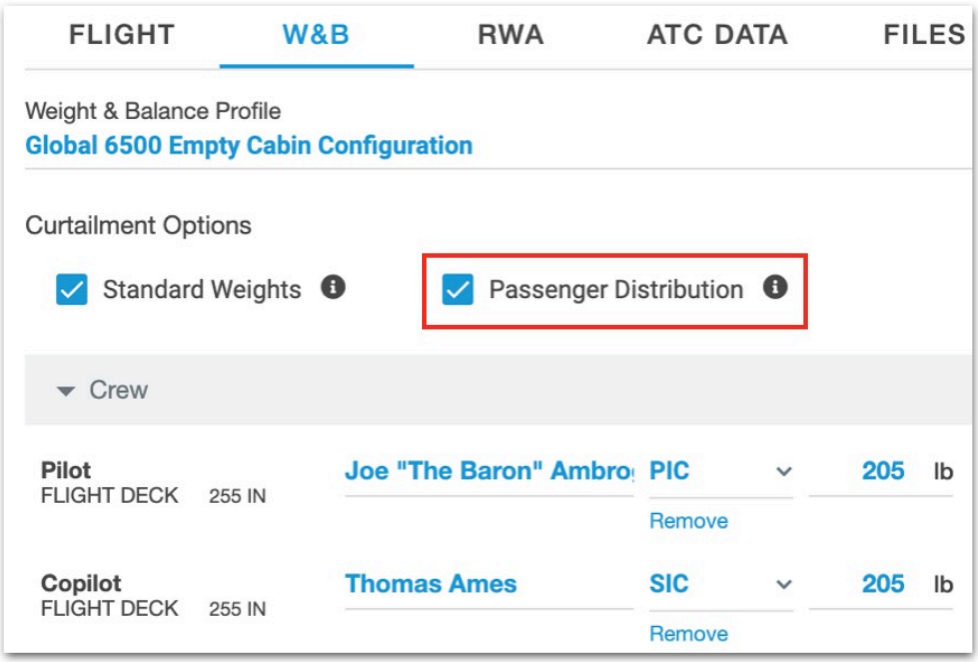


Figure 8-6. Passenger Distribution Toggle

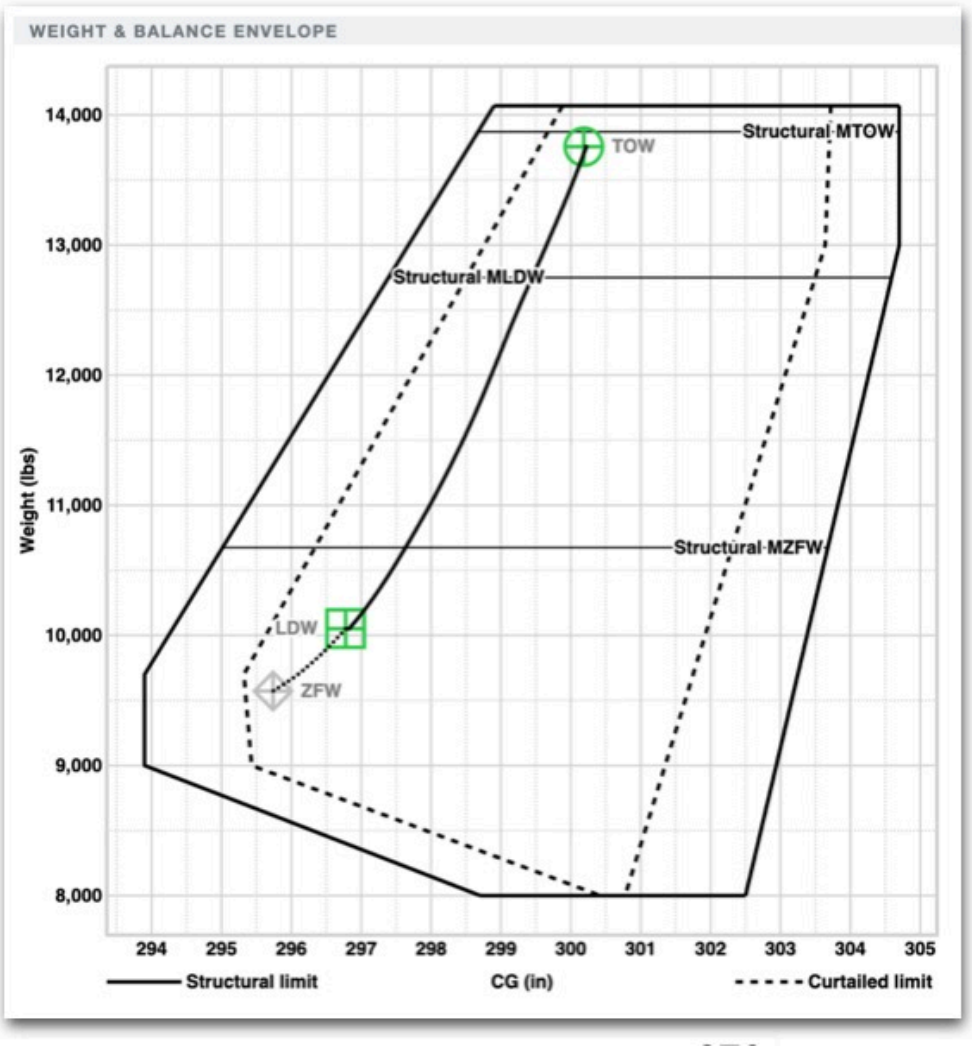


Figure 8-7. Dashed Curtailed Envelope

If the Standard Weights check box is also selected, passenger distribution curtailment is calculated based on standard weights.

> **IMPORTANT:** Selecting the **Passenger Distribution** checkbox does not alter the seating arrangement or recalculate payload. It only displays the curtailed center of gravity (CG) envelope based on worst-case passenger distributions.

8.3.3.1 Calculating the Passenger Distribution Curtailed Operational Envelope

Curtailment is calculated by analyzing passenger weight distribution and its effect on the CG envelope.

- The tool calculates the expected total moment by multiplying each passenger's weight by the distance to the datum and summing the results.

- For forward curtailment, the tool simulates a worst-case scenario by placing the heaviest passenger in the frontmost seat, the next heaviest in the second frontmost seat, and so on. It then calculates the total moment for this configuration.
- The difference between the expected total moment and the forward worst-case moment determines the amount to be curtailed from the forward CG limit.
- The same process is repeated in reverse order to determine the aft curtailment.
- The curtailed envelope is displayed as dashed lines within the forward and aft CG limits.

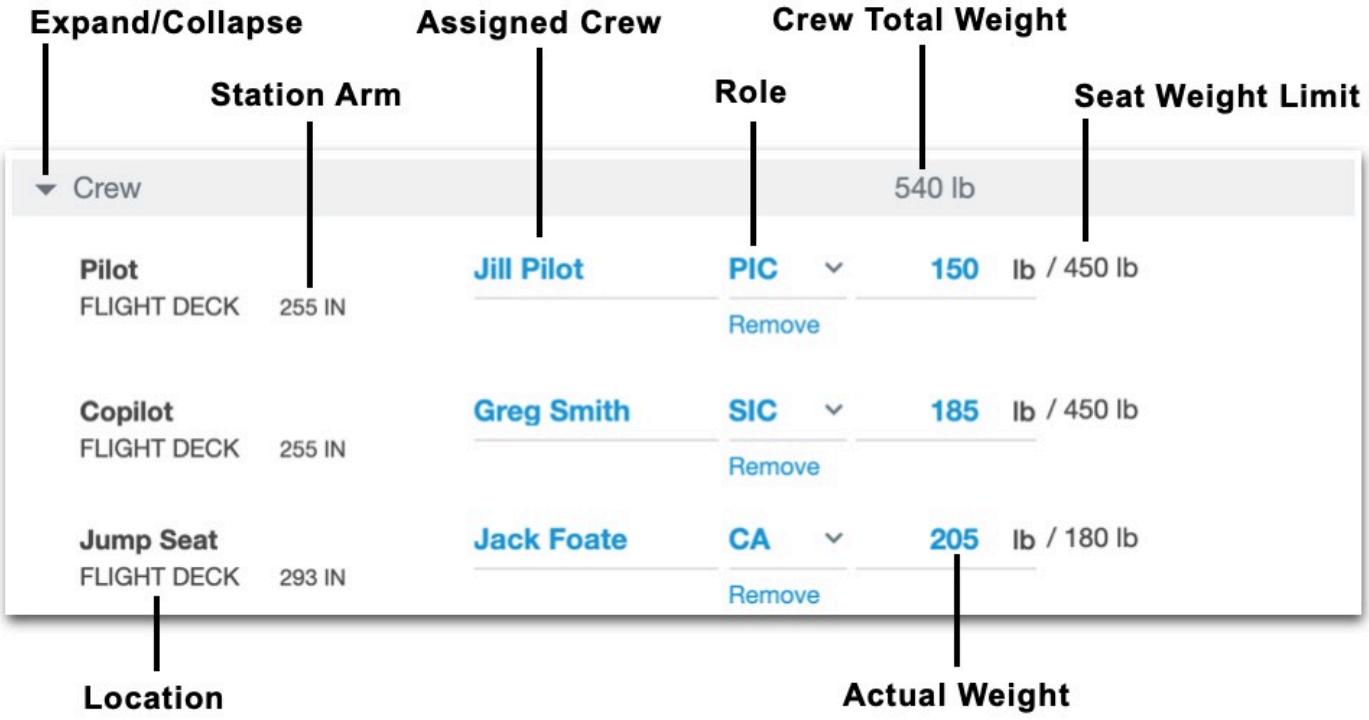
If the calculated CG falls within the curtailed envelope, the aircraft remains within safe limits regardless of passenger seating variation.

8.4 Crew

Crew members assigned to a flight are automatically listed in weight and balance when Autoload W&B is enabled. Crew members can also be assigned to a flight from the **W&B** view.

To assign a crew member from W&B, click the Assigned Crew search field and select the appropriate crew member from your list of users. The user list can be filtered by typing the first few letters of a crew member's name.

Default crew member weights are set by administrators in **Settings → Average → Weights → Specific People Planning**. Crew member actual weights can be edited while flight planning using the Load section on the Flight Editor or the crew section on the **W&B** page.



NOTE: The station's name (e.g., Jump Seat) determines if a station is classified as a Crew or Passenger station. Station names, weight limits, and arms are editable in **Aircraft → Weight and Balance → Stations**. See Crew Member Stations for additional information.

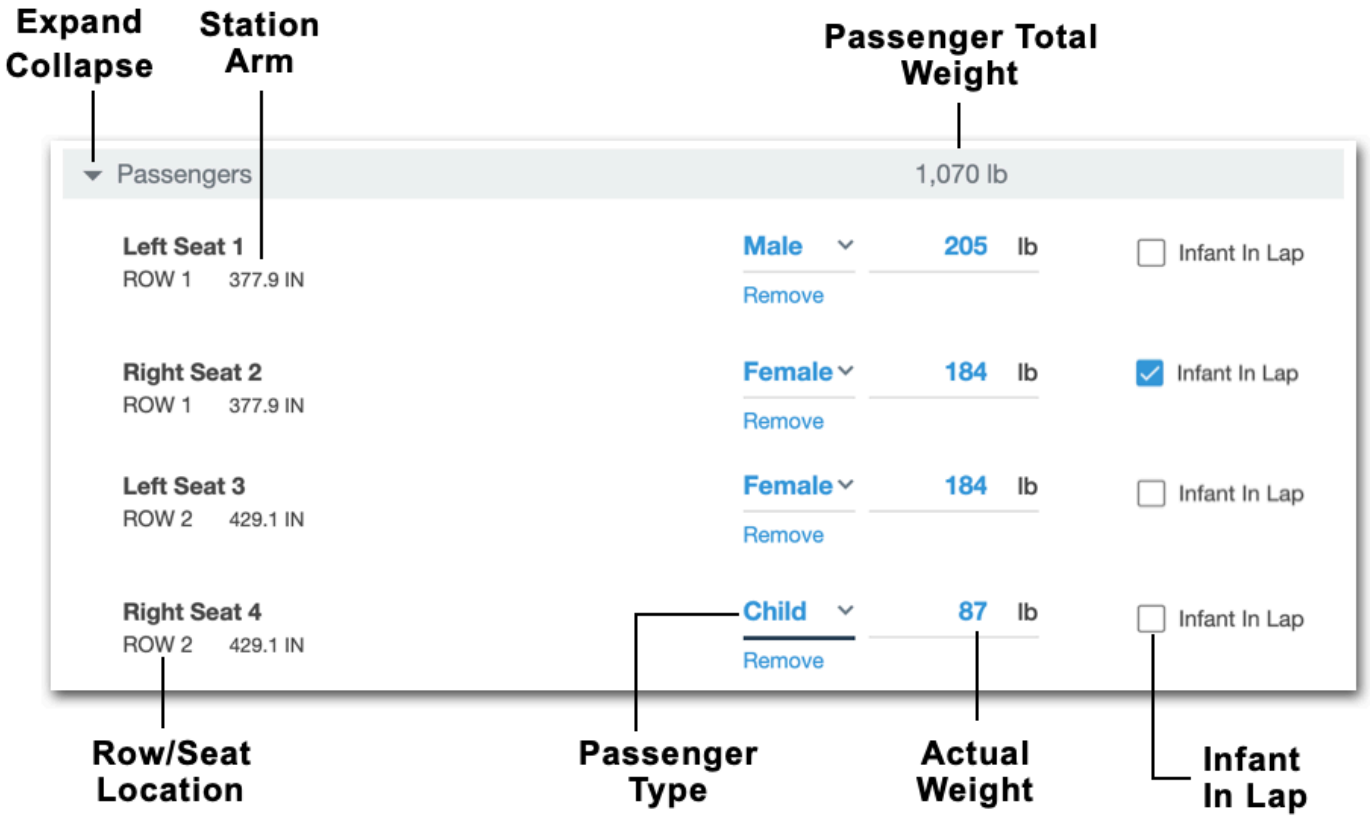
8.5 Passengers

Passengers added to a flight with the Flight Editor are automatically included in W&B when Autoload W&B is enabled. Passengers can also be added to a flight using the W&B page. To add a passenger, click the passenger type field and select an appropriate type from the menu.

> **NOTE:** If passengers are edited using the W&B page, the Flight Editor load section is locked. Subsequent edits must be made using the W&B editor, or Autoload W&B must be manually enabled.

When the passenger type is selected, the default passenger weight is populated for the selected type. Click the weight field, manually edit the weight as needed, or use the rocker switch to make minor adjustments.

Default passenger weights are set by the administrator in **Settings → Average → Weights → Specific People Planning**. Seat limits and station arms are editable in **Aircraft → Weight and Balance → Stations**.



8.5.1 Infant In Lap

Passengers (excluding infant passengers) display an Infant In Lap checkbox to the right of the weight column. The flight's passenger count is increased by one for each Infant In Lap checkbox that is selected.

When an Infant In Lap checkbox is selected, the **Infants In Lap** field is added to the Load section of the Flight Editor. The Infant In Lap count can be adjusted from this view, however, it is not possible to add weight for an Infant In Lap.

> **IMPORTANT:** Infants sitting in the lap of a passenger do not add weight to the flight. To account for the weight of an infant that is sitting in the lap of another passenger, the passenger's weight should be increased by the appropriate amount.

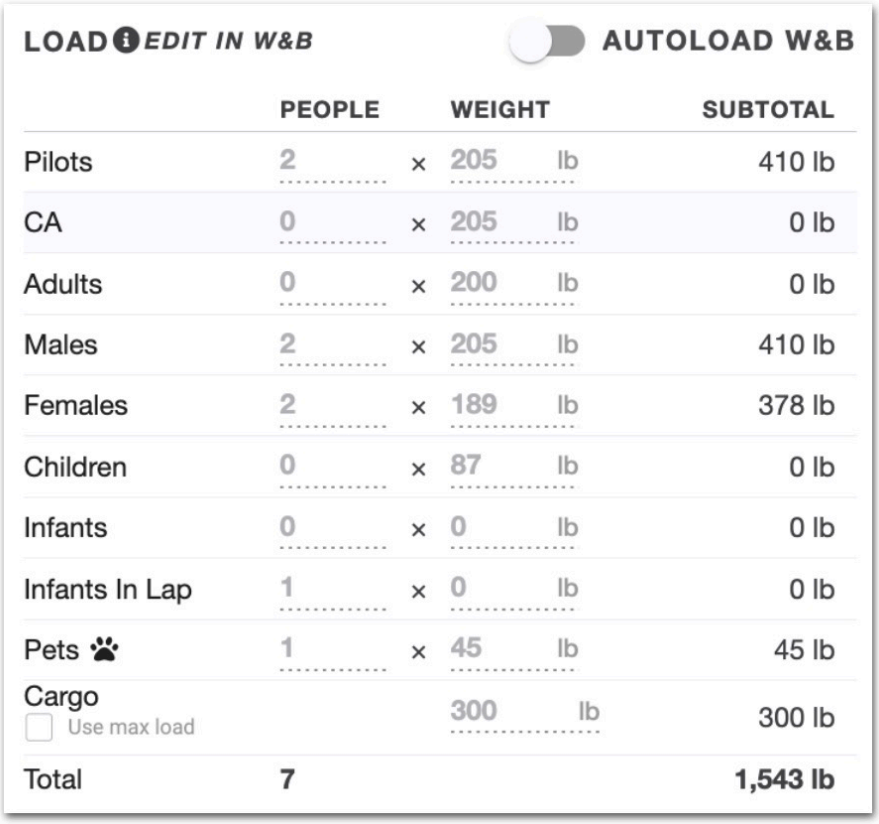


Figure 8-8. Flight Editor Load Summary with Infant In Lap field

8.5.2 Adding Pets

Pets can be added on the W&B page by selecting the seat drop-down menu and scrolling down to Pet. The weight of the pet must be entered manually.

When a pet is added to the W&B page, the Pet field is added to the Load section of the Flight Editor and is not editable. Edits can only be made on the W&B page.

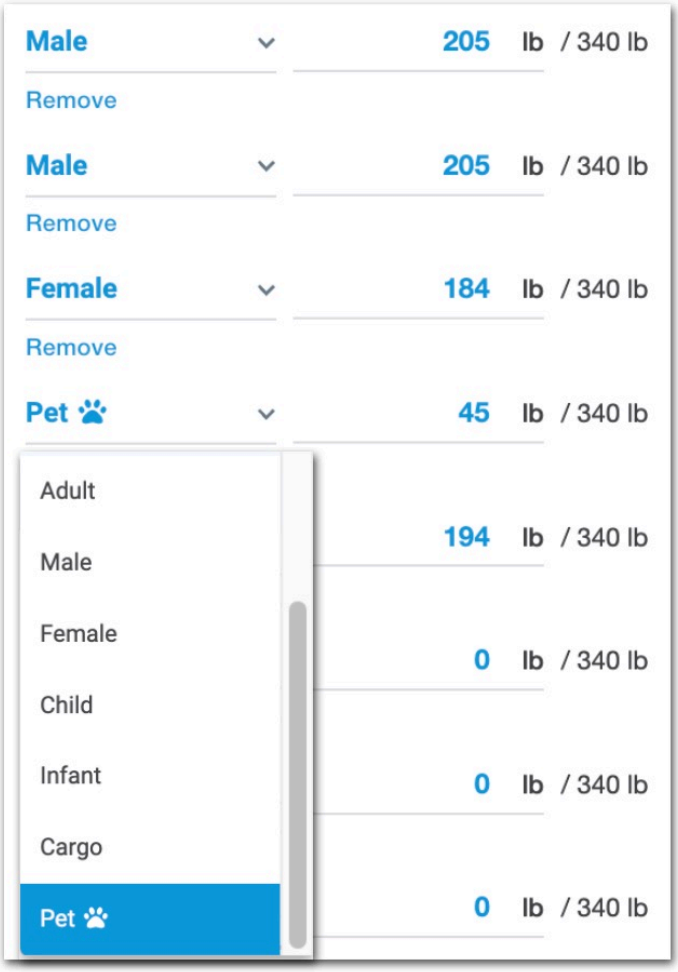


Figure 8-9. Adding a Pet to W&B Page

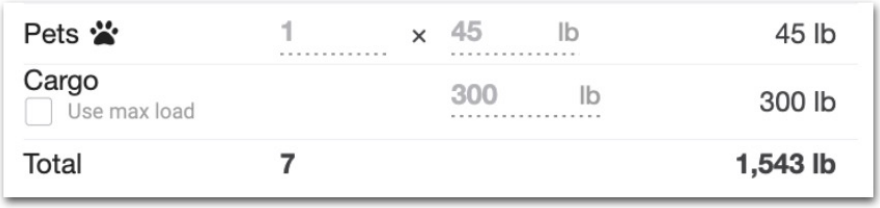
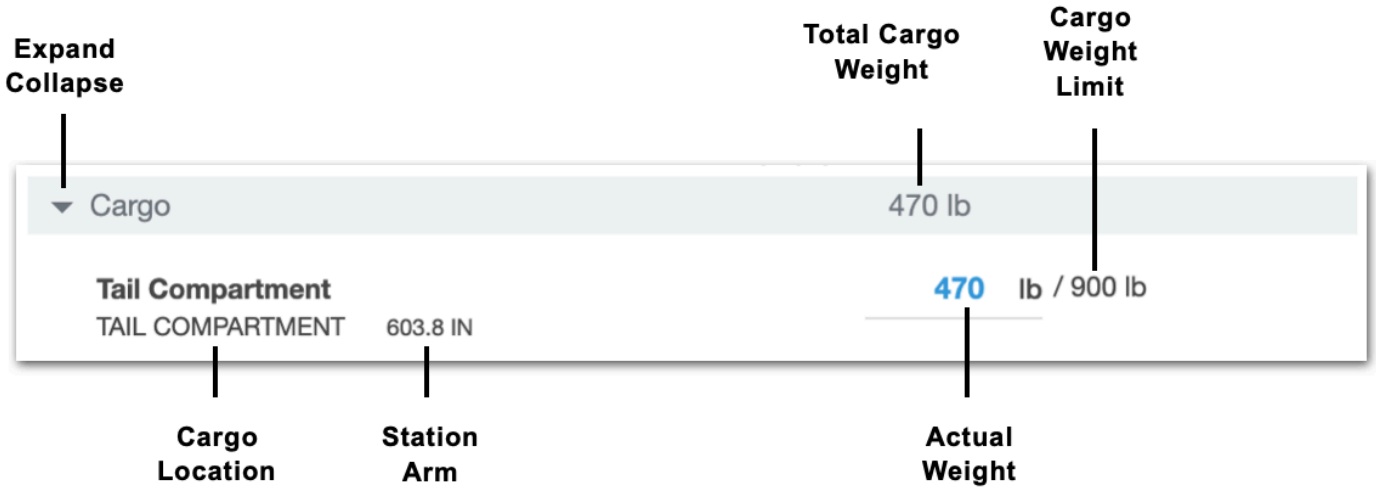


Figure 8-10. Pet Shown on the Flight Editor Load Summary

8.6 Cargo

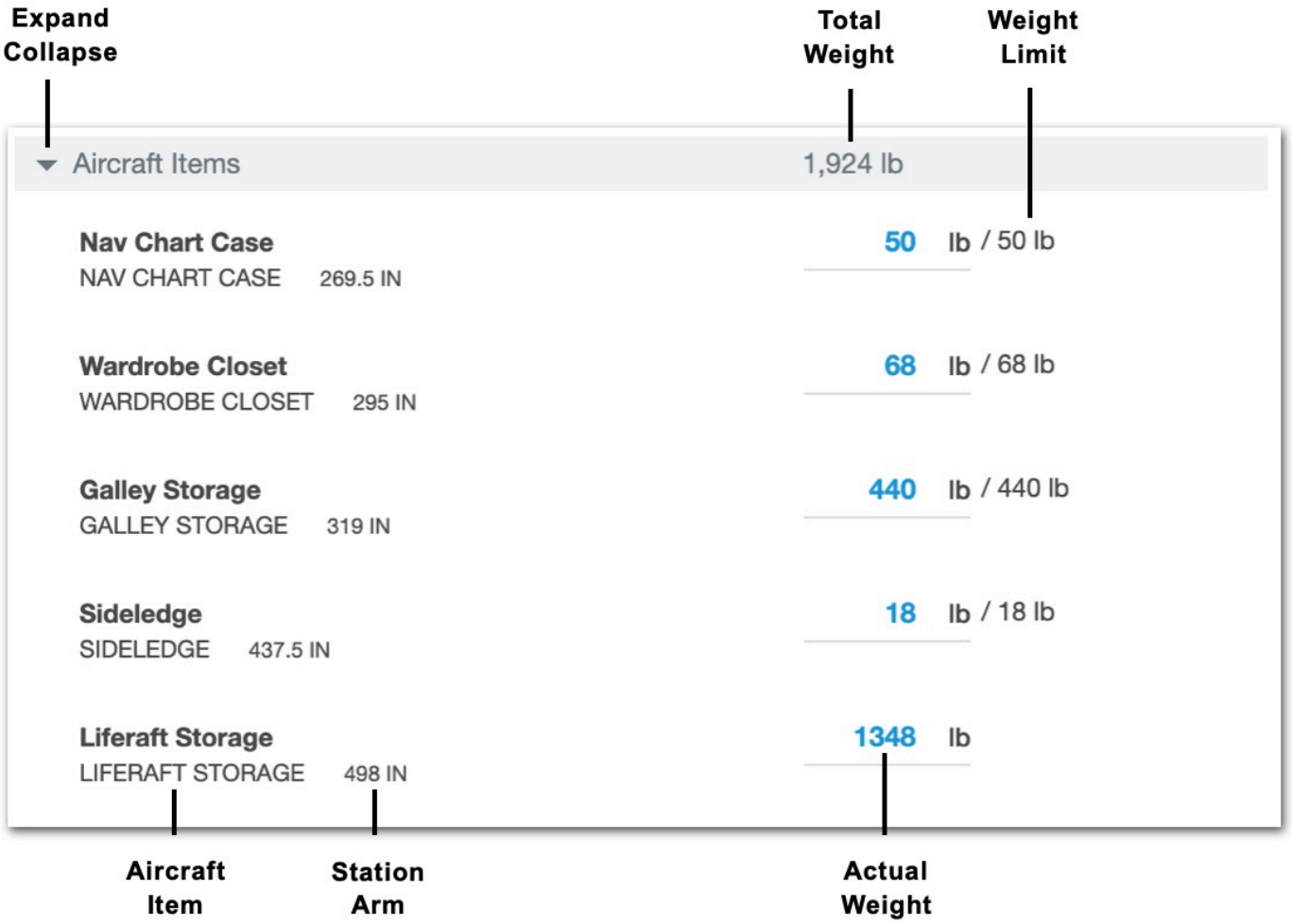
Cargo added to a load is automatically included in Weight and Balance when Autoload W&B is enabled. Cargo weight can be added or edited in W&B. Once cargo weight is edited in W&B, the Flight Editor load section is locked, and subsequent changes must be made in W&B. Weights for cargo can be entered in tenths (e.g., 50.6).

Cargo capacity and station arms are editable in **Aircraft ➔ Weight and Balance ➔ Stations**.



8.7 Aircraft Items

Aircraft items with variable weights configured in **Aircraft → Weight and Balance → Stations** are automatically included in W&B. Aircraft items can be edited in W&B. Once an aircraft item is edited, the load section in the Flight Editor is locked, and subsequent changes must be made in W&B. Weights for aircraft items can be entered in tenths (e.g., 10.2).



8.8 Fuel Stations

When planning with an aircraft with more than one fuel station, the Fuel Stations section displays the flight's fuel per station as determined by the Flight Editor's selected Fuel policy. See section Fuel for details on how fuel is calculated.



Figure 8-11. Fuel Stations Section

8.8.1 Override Fuel Distribution

If an aircraft has the ability to manually fill or transfer fuel between multiple fuel tanks, an **Override Fuel Distribution** checkbox will be visible in the Fuel Stations section to allow manual override of the fuel distribution.

When the **Override Fuel Distribution** is checked, the fuel policy on the Flight Editor page changes to Manual Fuel and is locked for editing on this page. The W&B view must be used to make manual adjustments to the fuel quantity in each tank.



Figure 8-12. Manual Fuel Load Distribution

If the Override Fuel Distribution is deselected, the weight & balance calculation will run again and redistribute the manually entered fuel amount to the optimal distribution using the available fuel tanks.

8.8.2 Ballast Fuel

Ballast fuel is unusable extra fuel that is added to the aircraft's zero fuel weight to move the aircraft's center of gravity within limits. The following aircraft models support Ballast Fuel:

Table 8-1. Aircraft that Support Ballast Fuel

- Cessna 650 Citation III
- Cessna 650 Citation VI
- Cessna 650 Citation VII
- Cessna 700 Citation Longitude
- Cessna 750 Citation X
- Cessna 750 Citation X+

8.8.2.1 Adding Ballast Fuel

Ballast Fuel can be manually added to the W&B page. If an aircraft's center of gravity exceeds the limits and Ballast Fuel can correct the error, a **USE** button is displayed next to the Ballast Fuel row with an amount of fuel to resolve the error.

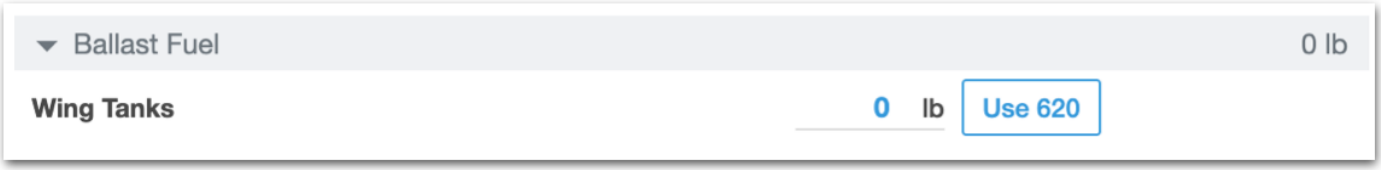


Figure 8-13. Ballast Fuel

Ballast Fuel is included in the flight's Performance Summary, Navlog, and Weight and Balance Load Manifest.

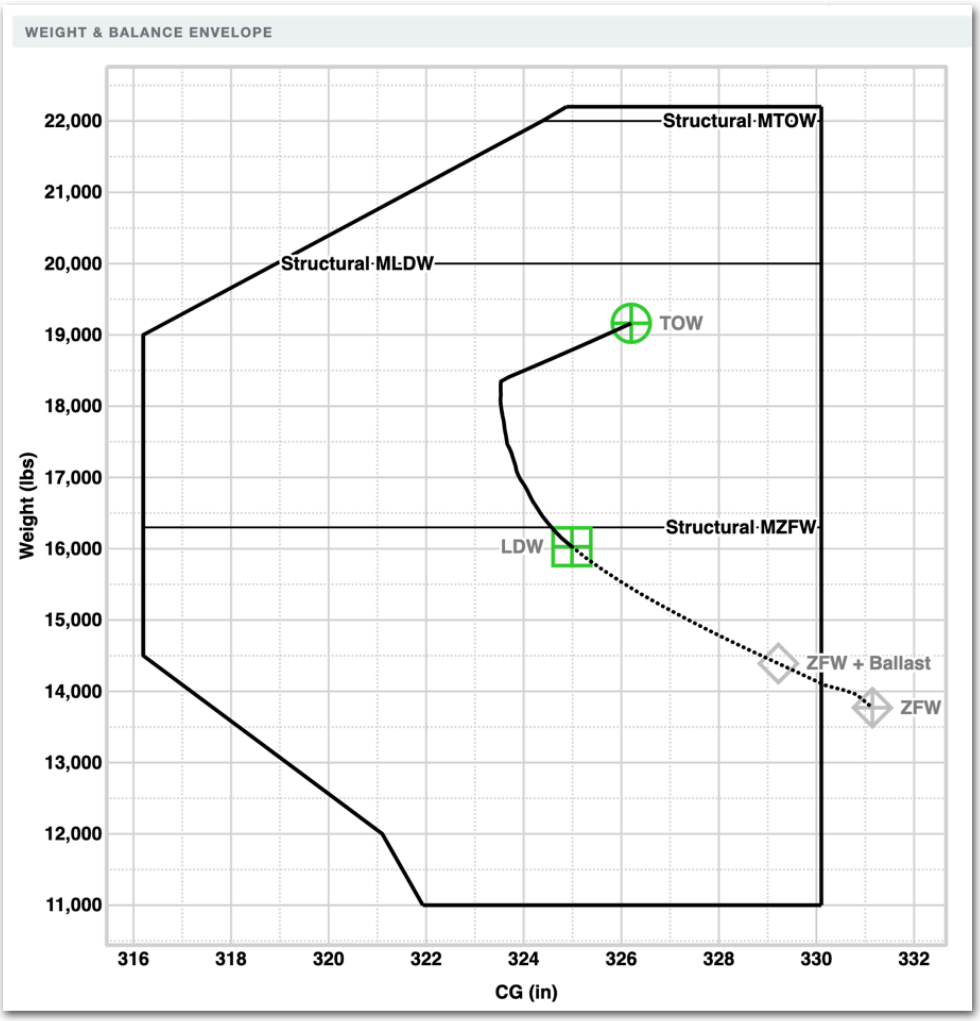


Figure 8-14. W&B with Ballast Fuel

8.9 Cautions and Warnings

Cautions and warnings related to W&B are depicted above the W&B summary. If there are multiple cautions or warnings, select **Click to View** to see the full list.



Figure 8-15. Example W&B Warning

8.9.1 Curtailment Cautions and Warnings

Cautions and warnings pertaining to Curtailment Tools will be presented in the Flight Summary section, while visual representations of deviations from the CG envelope will be displayed on the CG chart. The indications will change as follows:

- The dashed lines of the curtailed envelope turn red.
- The W&B elements outside the envelope (TOW and LDW in the image below) turn red.
- A red warning label, when clicked, provides more information about the errors.

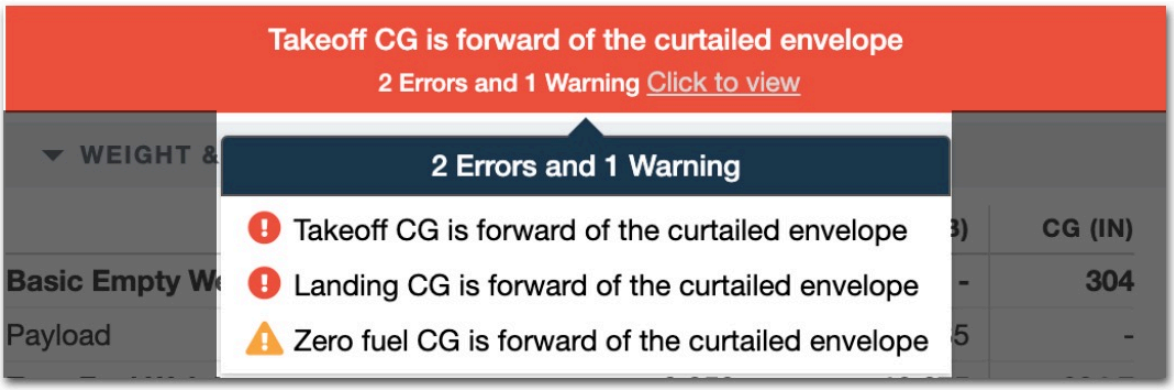


Figure 8-16. Curtailment Warning Messages

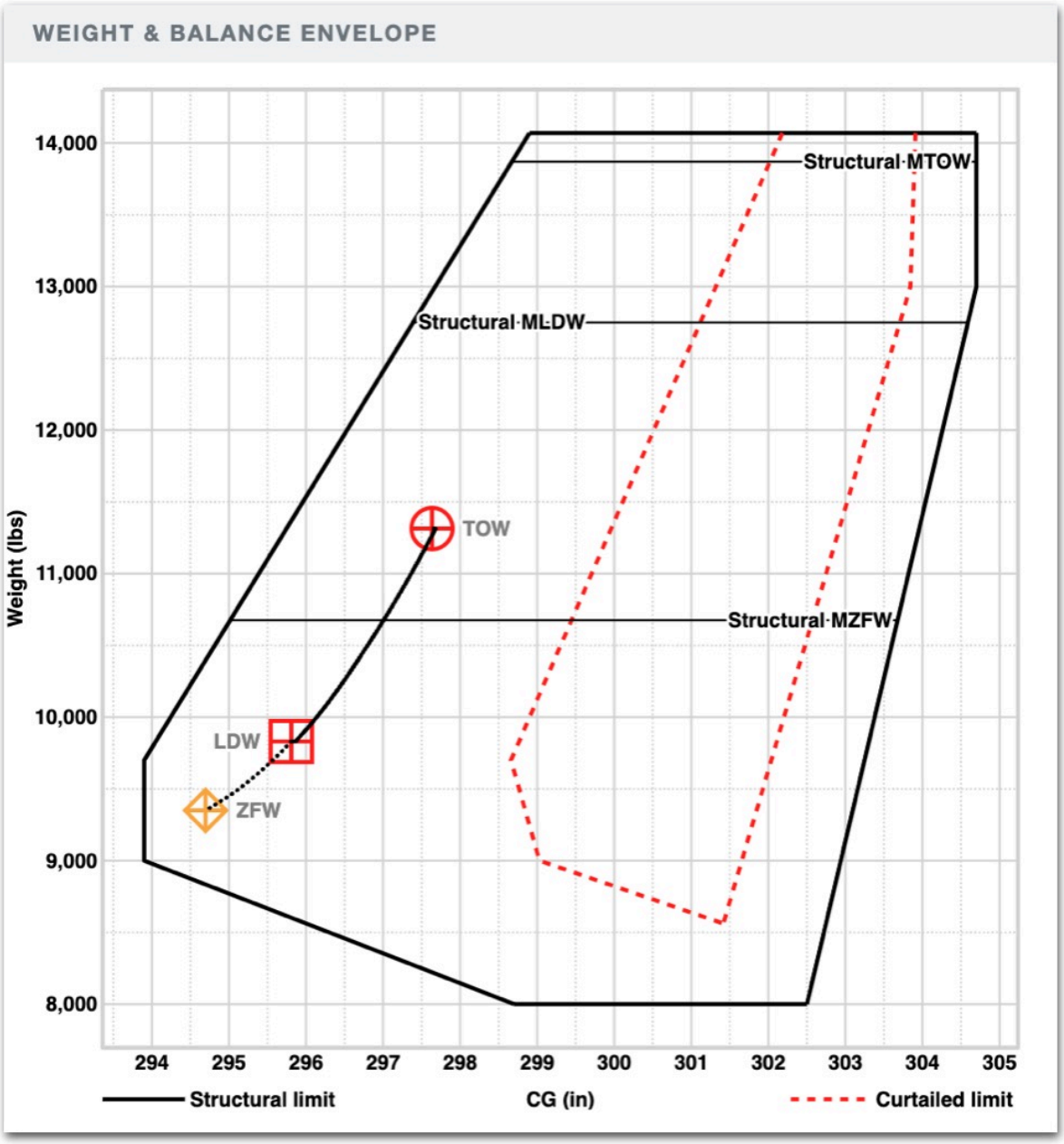


Figure 8-17. CG Out of Curtailment Envelope

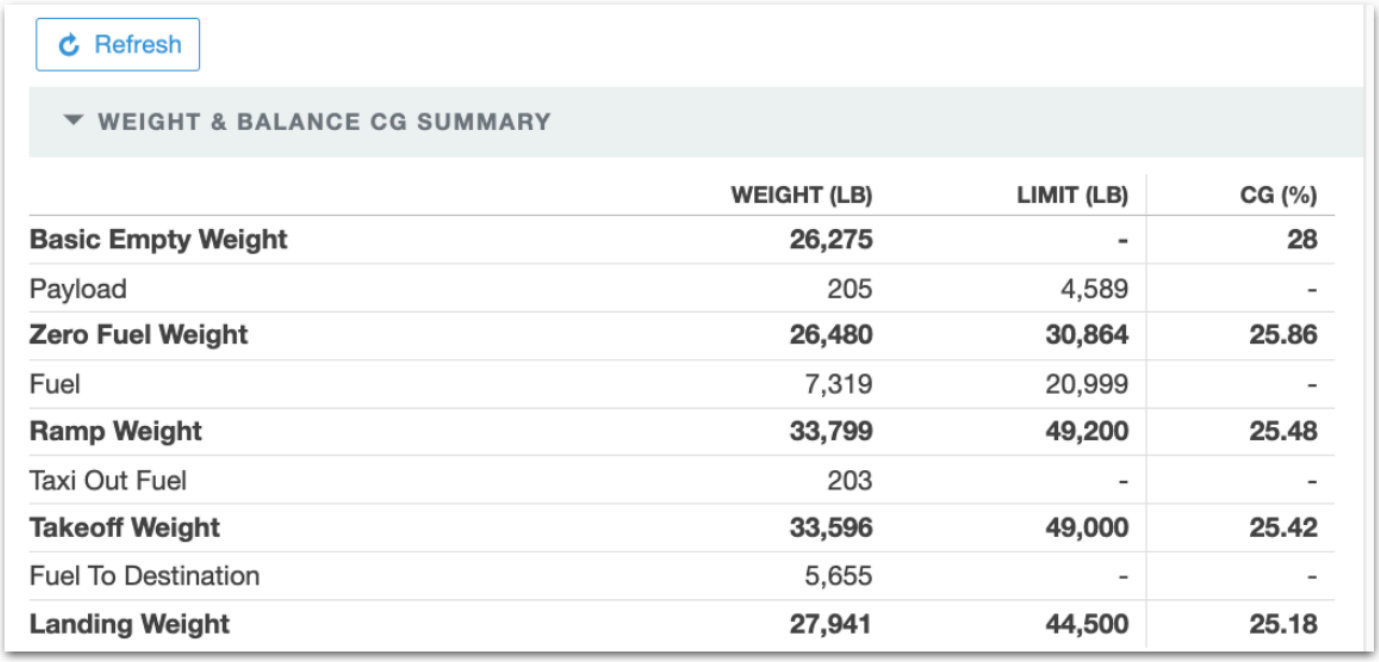
8.10 Weight & Balance CG Summary

The Weight & Balance CG summary depicts weights, limits, and computed CG. The top of the summary lists the aircraft's BEW as specified on the **Aircraft → Weight and Balance → Stations** page.

Payload (passenger and cargo weight) is added to BEW to determine the aircraft's ZFW. Fuel is added to the aircraft's ZFW to determine the aircraft's Ramp Weight. Fuel weight is determined by the Flight Editor Fuel Policy selection.

Taxi fuel is subtracted from Ramp Weight to determine Takeoff Weight. Fuel To Destination is subtracted from Takeoff Weight to determine Landing Weight.

The **Refresh** button updates the data without leaving the section.



	WEIGHT (LB)	LIMIT (LB)	CG (%)
Basic Empty Weight	**26,275**	**-**	**28**
Payload	205	4,589	-
Zero Fuel Weight	**26,480**	**30,864**	**25.86**
Fuel	7,319	20,999	-
Ramp Weight	**33,799**	**49,200**	**25.48**
Taxi Out Fuel	203	-	-
Takeoff Weight	**33,596**	**49,000**	**25.42**
Fuel To Destination	5,655	-	-
Landing Weight	**27,941**	**44,500**	**25.18**

Figure 8-18. Weight and Balance CG Summary

8.10.1 Weight Limit Exceedance

In the event a weight limit is exceeded, the applicable row is depicted in bold red text.



Landing Weight	**38,300**	**38,000**	**509.11**

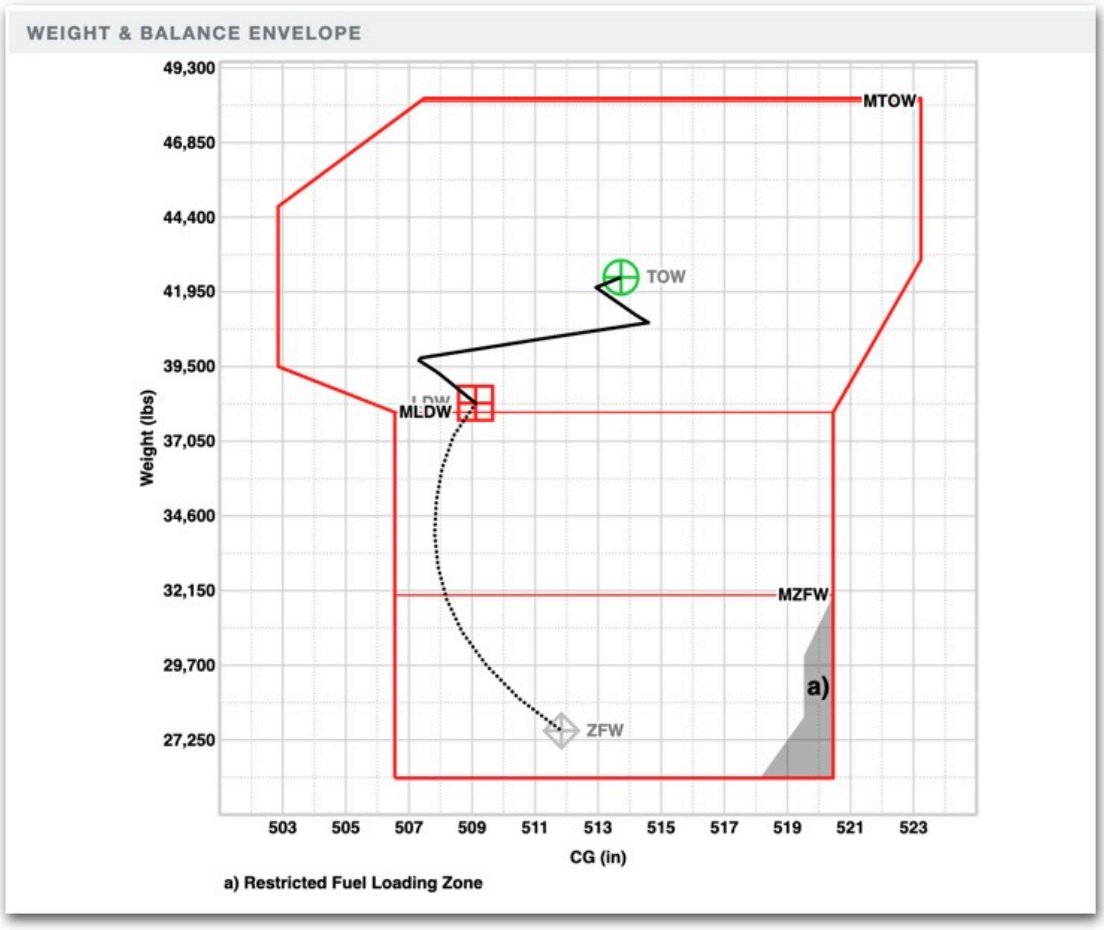
Figure 8-19. Example Weight Limit Exceedance

8.11 Weight and Balance Envelope

Aircraft Weight and CG for the flight is depicted graphically on the Weight and Balance Envelope. Aircraft weight and weight limits are defined by the Y-Axis. CG and CG limits are defined by the X-Axis.

A solid black line depicts the weight and CG of the aircraft as the aircraft burns fuel throughout the flight. A dashed line depicts the weight and CG of the aircraft from the landing weight to the zero fuel weight. If weight or CG is exceeded, the envelope and the exceeded limit are depicted in red.

If **Use Standard Weights** is enabled, a more restrictive dashed curtailed limit is displayed inside the manufacturer's CG envelope. The solid black line represents the payload entered in W&B and not the payload based on standard average passenger weights. See Curtailment Options for more information.



Weight & Balance Envelope with MLW Exceeded

Takeoff Weight	Landing Weight	Zero Fuel Weight
Max Takeoff Weight Limit Exceeded	Max Landing Weight Exceeded	ZFW Exceeded

8.12 Generating a Load Manifest

If a paper copy of the Load Manifest is needed, it can be created by clicking the **Generate Load Manifest** button.

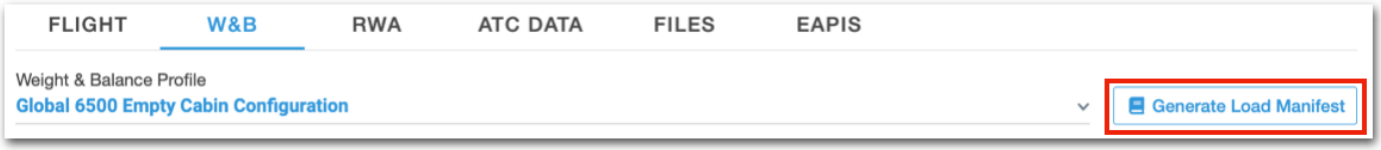
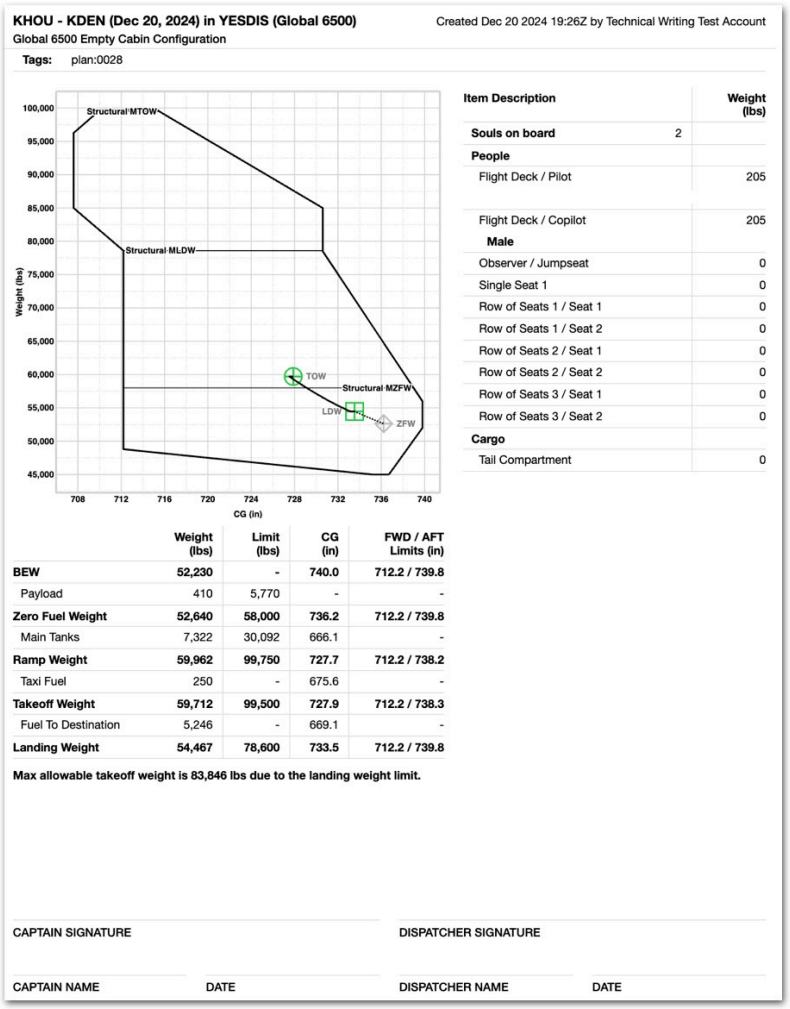


Figure 8-20. Generate Load Manifest Button

A document window will open a manifest that can be printed or saved as a PDF document and attached to the flight as a file.



KHOU - KDEN (Dec 20, 2024) in YESDIS (Global 6500)
Created Dec 20 2024 19:26Z by Technical Writing Test Account
Global 6500 Empty Cabin Configuration
Tags: plan:0028

Item Description		Weight (lbs)
Souls on board	2	
People		
Flight Deck / Pilot		205
Flight Deck / Copilot		205
Male		
Observer / Jumpseat		0
Single Seat 1		0
Row of Seats 1 / Seat 1		0
Row of Seats 1 / Seat 2		0
Row of Seats 2 / Seat 1		0
Row of Seats 2 / Seat 2		0
Row of Seats 3 / Seat 1		0
Row of Seats 3 / Seat 2		0
Cargo		
Tail Compartment		0

	Weight (lbs)	Limit (lbs)	CG (in)	FWD / AFT Limits (in)
BEW	**52,230**	-	**740.0**	**712.2 / 739.8**
Payload	410	5,770	-	-
Zero Fuel Weight	**52,640**	**58,000**	**736.2**	**712.2 / 739.8**
Main Tanks	7,322	30,092	666.1	-
Ramp Weight	**59,962**	**99,750**	**727.7**	**712.2 / 738.2**
Taxi Fuel	250	-	675.6	-
Takeoff Weight	**59,712**	**99,500**	**727.9**	**712.2 / 738.3**
Fuel To Destination	5,246	-	669.1	-
Landing Weight	**54,467**	**78,600**	**733.5**	**712.2 / 739.8**

Max allowable takeoff weight is 83,846 lbs due to the landing weight limit.

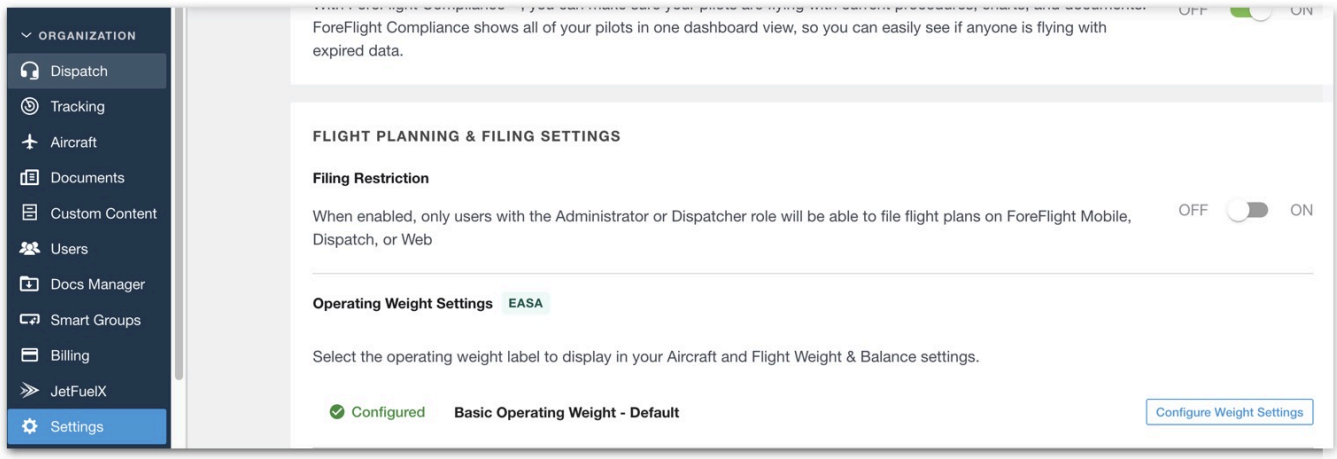
CAPTAIN SIGNATURE
DISPATCHER SIGNATURE
CAPTAIN NAME
DATE
DISPATCHER NAME
DATE

Figure 8-21. Generated Load Manifest

8.13 Operating Weight Settings

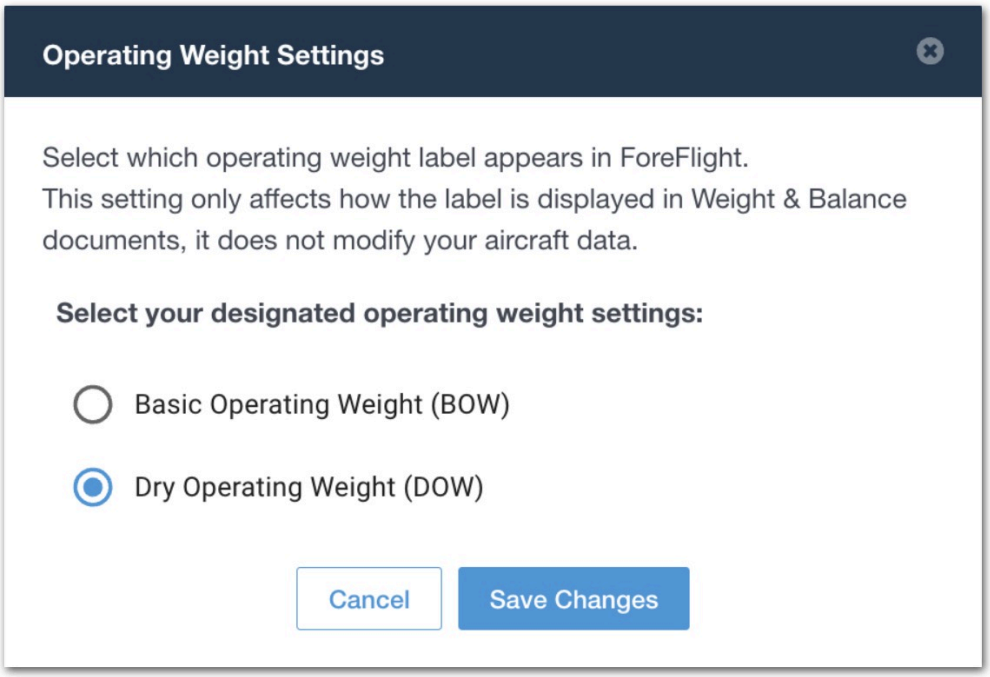
An operator can change the operating weight settings displayed on the load manifest to Basic Operating Weight (BOW) or Dry Operating Weight (DOM). To change operational weight settings:

1. Click **Settings** on the side bar.
2. Scroll down to **Operating Weight Settings**.



3. Click the **Configure Weight Settings** button.

   The Operating Weight Settings pop-over appears.



4. Select **BOW** or **DOW**.
5. Click the **Save Changes** button.

The selected operational weight is displayed on the load manifest that is created when the **Generate Load Manifest** button is clicked.

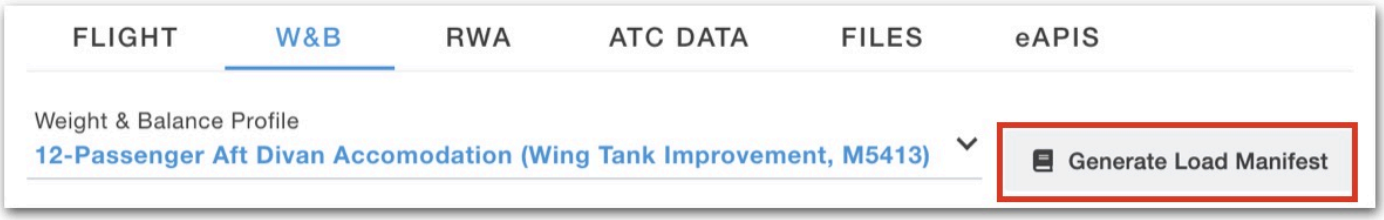


Figure 8-22. Generate Load Manifest Button

	Weight (lbs)	LMC	Limit (lbs)	CG (%MAC)	LMC	FWD / AFT Limits (%MAC)
BEW	**26,275**		**-**	**28.0**		**14.3 / 29.7**
Payload	2,347		4,589	-		-
Zero Fuel Weight	**28,622**		**30,864**	**25.7**		**14.2 / 29.8**
0° Pitch Fuel Tanks	3,649		20,944	20.5		-
Ramp Weight	**32,271**		**49,200**	**25.1**		**14.0 / 30.0**
Taxi Fuel	203		-	24.5		-
Takeoff Weight	**32,069**		**49,000**	**25.1**		**14.1 / 29.9**
Fuel To Destination	2,063		-	25.7		-
Landing Weight	**30,006**		**44,500**	**25.0**		**14.1 / 29.9**

Max allowable takeoff weight is 46,563 lbs due to the landing weight limit.

Figure 8-23. Load Manifest Weight & Balance Section

ATC DATA

This section contains general information about filing flight plans with Dispatch. For more detailed information, refer to the ForeFlight Filing Guide available in-app by selecting **Documents ➔ ForeFlight ➔ ForeFlight Filing Guide** or at www.foreflight.com/support/filing.

Flights are planned in Dispatch using the Flight Editor. Pertinent information from the Flight Editor is automatically copied to the flight plan form. IFR flight plans are supported worldwide, with the exception of flights in Syria or North Korea.

IFR flight plans can be filed up to 28 days in advance (excluding Europe). They will be automatically transmitted at the ATC flight plan acceptance time (generally 22 hours before the proposed departure time). Flight plans filed less than 22 hours before the proposed departure are sent to ATC immediately. Due to EUROCONTROL route validation requirements, flights in Europe can be filed up to 120 hours in advance of the Estimated Off-Block Time (EOBT).

9.1 ATC Data Fields

Select **ATC Data** from the upper toolbar to review flight plan form information. The ATC Data page specifies the Flight Type, Flight Rules, Remarks, Filing Codes, and AFTN addresses to which the flight plan will be sent when filed. This section provides a detailed explanation of the different ATC Data fields and how to file a flight plan.

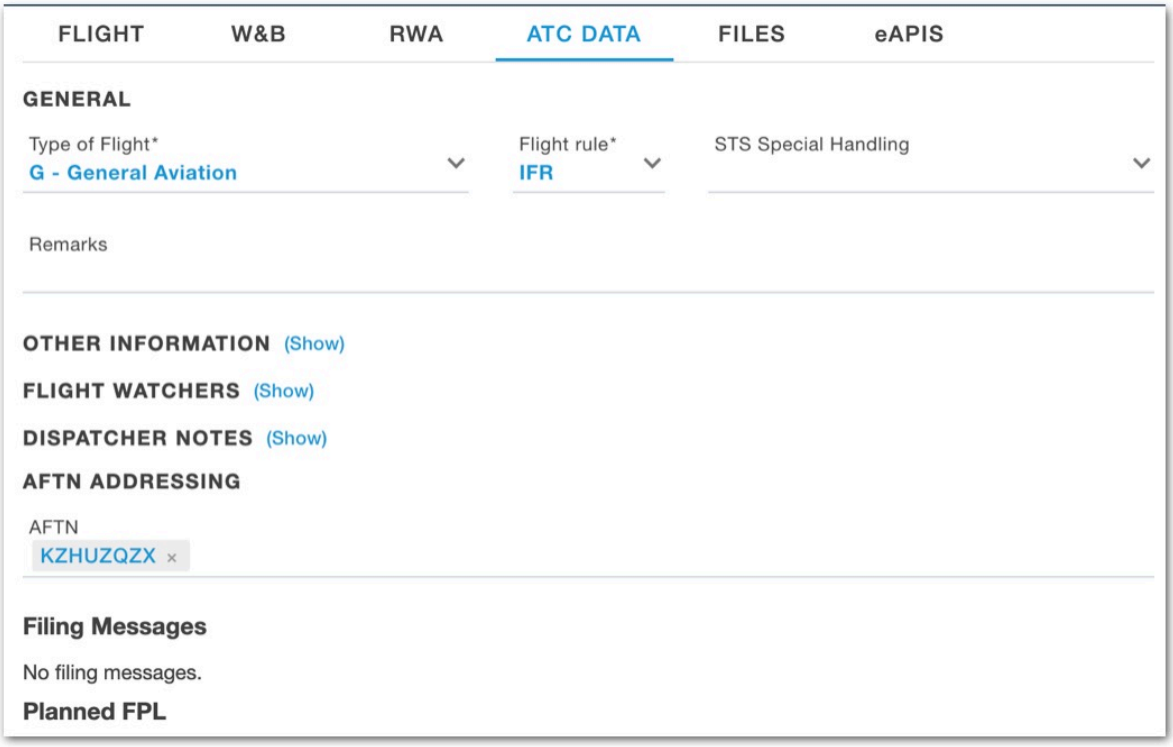


Figure 9-1. ATC Data

9.2 General

The General section lets users input basic flight planning details, including flight type, flight rules, STS special handling codes, and optional remarks.

9.2.1 Type of Flight

To file a flight plan, a flight type must be selected. General Aviation is the default. An Operational Rule is recommended to set a different type as the default.

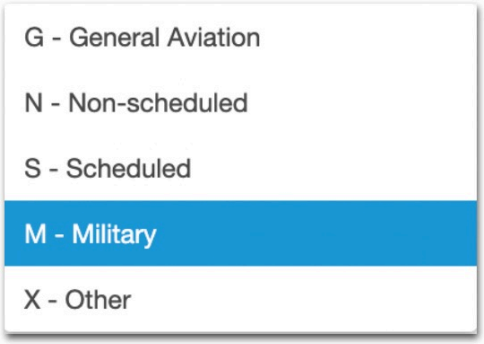


Figure 9-2. Types of Flights

Pilots flying commercially should select scheduled or non-scheduled air transport operations as appropriate. If the flight does not meet one of the available options, select X - Other.

> **NOTE:** Suggested routes will reload when a flight type is changed from (to) a military flight (M) to (from) any other flight type (G, N, S, X).

9.2.2 Plan Type

The ICAO filing form (FAA form 7233-4) is the only form available when filing with Dispatch.

If filing with ForeFlight Military Flight Bag, the DD-1801 filing form is available in addition to the ICAO form. The DD-1801 form is a modified ICAO filing form that accommodates military operations. If filing a flight plan with the intention to transmit to base operations, select the DD-1801 form.

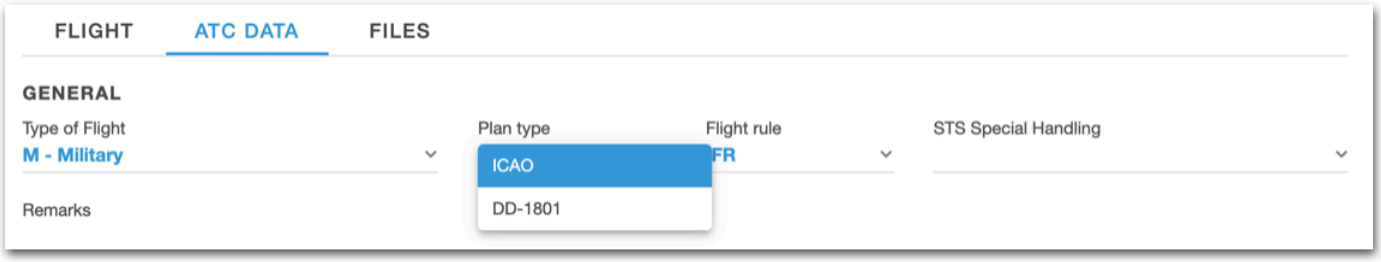


Figure 9-3. ICAO or DD-1801 Plan Type

> **NOTE:** ICAO flight plan forms may be used for any filing if military base operations do not require a signed copy of your flight plan form. For more information regarding the military DD-1801 flight plan form, see this support article.

9.2.3 Flight Rule

Flight Rules are copied from the route section of the Flight Editor. The available flight rules are:

> **IFR**
>
> The flight will be conducted under instrument flight rules.

> **VFR**
>
> The flight will be conducted under visual flight rules.

> **YFR**
>
> The flight will begin as IFR, followed by one or more changes of flight rules. A transition will automatically be added at the last point in the route if a transition is not specified.

> **ZFR**
>
> The flight will begin as VFR, followed by one or more changes of flight rules. A transition from VFR will automatically be added at the first waypoint in the route if a transition is not specified.

9.2.4 STS Special Handling

The STS Special Handling field specifies a special handling status for a flight. For example, aircraft conducting medical flights which require priority handling should select the STS Special Handling code **HOSP**.

Special Handling codes specified on the aircraft profile will be copied to each flight plan for that aircraft. If special handling is not required for every flight, no code should be specified in the aircraft profile. Instead, the code can be specified on the ATD Data page when needed.

Table 9-1. STS Special Handling Codes

Code	Description
Altitude reservation (ALTRV)	A flight operated in accordance with an altitude reservation.
ATFM exempt (ATFMX)	A flight approved for exemption from ATFM measures by the appropriate ATS authority.
Firefighting (FFR)	Firefighting flight.
Flight check (FLTCK)	Flight check for calibration of navaids.
Hazardous material (HAZMAT)	A flight carrying hazardous material.
Head of States (HEAD)	A flight with Head of State status.
Medical flight (HOSP)	A medical flight declared by medical authorities.
Humanitarian (HUM)	A flight operating on a humanitarian mission.
Military separation (MARSA)	A flight for which a military entity assumes responsibility for separation of military aircraft.
Medical Evacuation (MEDEVAC)	A life-critical medical emergency evacuation.
Non-RVSM in RVSM (NONRVSM)	A non-RVSM capable flight intending to operate in RVSM airspace.
Search and rescue (SAR)	A flight engaged in a search and rescue mission.
Military/police (STATE)	A flight engaged in military, customs, or police services.

9.2.5 Remarks

The Remarks section accepts alphanumeric characters (A-Z, 0-9, and spaces). Special characters should not be used in remarks and will be automatically removed. Remarks should be concise. ATC generally only views remarks which are less than 20 characters. Remarks entered on the ATC Data page are copied to the Flight Plan form Other Information **field 18** proceeded by RMK/.

9.3 Other Information

The Other Information fields provide air traffic agencies with additional information not otherwise stated with ICAO codes alone. Some flight plans automatically add Other Information to the Flight Plan form.

Other Information fields are optional. Pilots flying in the US are encouraged to specify **CODE** and **SUR** fields if applicable. See the next pages for Other Information field definitions.

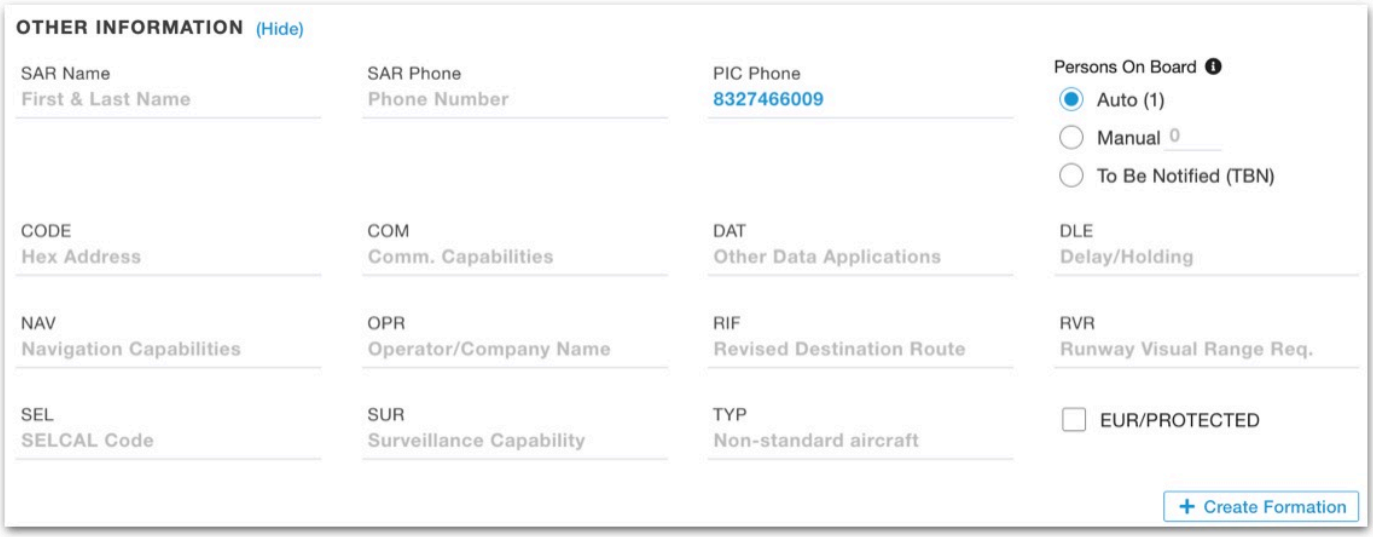


Figure 9-4. Other Information Expanded View

> **NOTE:** All Other Information can be entered in Dispatch and ForeFlight Mobile, except the SAR Name and SAR Phone information, which can only be entered and edited in Dispatch.

9.3.1 Persons On Board (POB)

Persons on board have three selections available:

> **Auto**
>
> Auto-fills POB based on the number of passengers and crew entered on the Flight Editor or Weight & Balance (W&B) tab.

> **Manual**
>
> Allows the planner to enter the number of POB from 0-999.

> **To Be Notified (TBN)**
>
> Selectable if the total number of persons is not known at the time of filing.

NOTE: Changes to POB in this section do not impact the aircraft W&B.

9.3.2 Filing Formation Flights

Formation flights can be filed for up to six aircraft that are the same type. When a flight is released as a formation flight, it will be read-only. To enter aircraft information for a formation flight, follow these steps:

1. Click on the **ATC DATA** button.
2. Click **(Show)** next to the **OTHER INFORMATION** header.
3. Click on the **+ Create Formation** button.

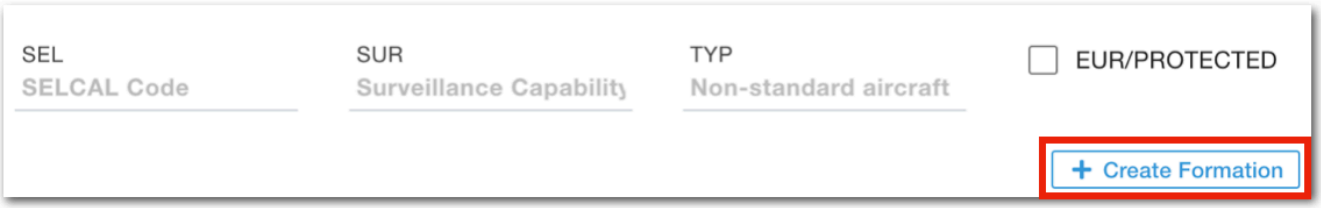


Figure 9-5. Create Formation Button

A new section will appear that allows entry of the aircraft registration for the second aircraft. The Type field will autofill with the same aircraft that was selected for the original flight. Click on the **+ Add formation aircraft** button to add each additional aircraft, not to exceed six.

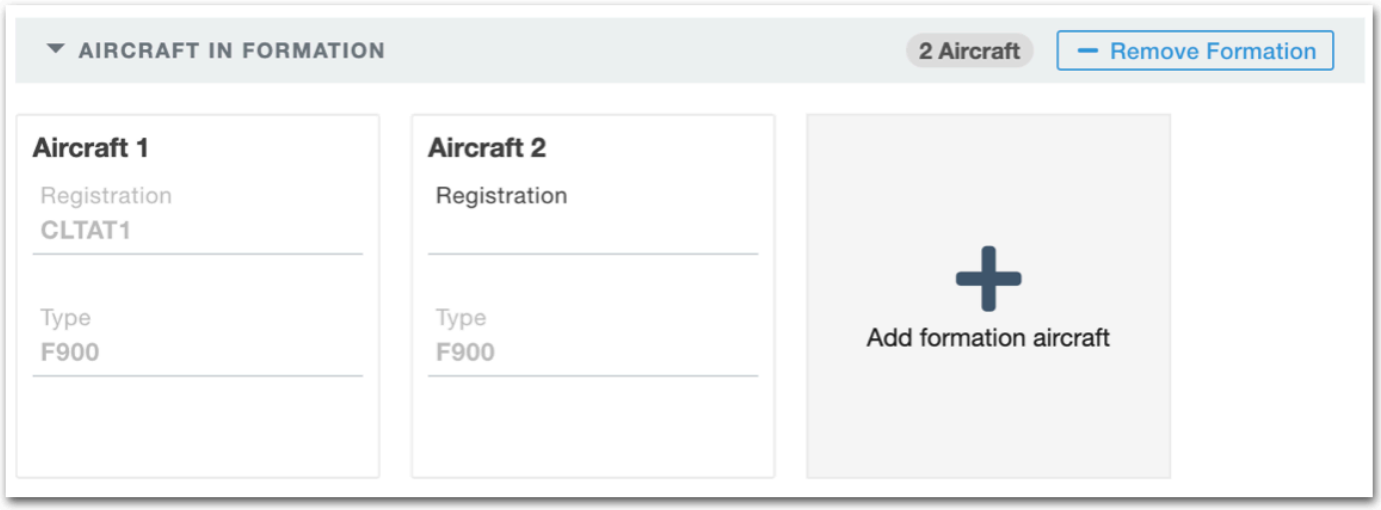


Figure 9-6. Entering Aircraft for a Formation Flight

9.3.3 Other Information Definitions

Other Information definitions are listed in the Other Information Field Options table.

Table 9-2. Other Information Field Options

Field	Description
CODE	Aircraft Mode S hex address (e.g., A519D9). Recommended.
COM	Additional communication capabilities not covered in ICAO Equipment.
DAT	Other data link applications (see AC 90-117).
DLE	Delay at a fix with duration. Insert the delay point(s) and duration of the delay in hours and minutes (hhmm) (e.g. KZLA0120). Used internally by FAA and but not forwarded to ATC.
EET	Estimated elapsed time within FIR boundary (e.g., KZNY0124). EET is automatically calculated by Dispatch.
NAV	Additional navigation capabilities not listed in ICAO Equipment.
OPR	Operator or company name.
ORGN	Flight plan originator contact (e.g., KHOUARCW). Not FAA-required.
PER	Aircraft performance category (e.g., A). Not FAA-required.
RALT	Enroute alternates by ICAO code (e.g., EINN, CYYR, KDTW).

Field	Description
REG	Aircraft registration (e.g., N123AB). Required for CPDLC. Enter if different from aircraft ID. Automatically populated if a call sign is used.
RIF	Route to revised destination (e.g. DTA HEC KLAX).
RVR	Runway Visual Range in meters. Used by EuroControl.
SEL	SELCAL code for HF communication alerting. Assigned to operators, not individual aircraft.
STAY INFO	Additional delay info at waypoints (EuroControl). See this support article for additional information.
SUR	Surveillance capability. E.g., “260B” (1090ES), “282B” (978UAT), “RSP180” (RSP standard).
TALT	Takeoff Alternates (e.g. KTEB).
TYP	Non-standard aircraft type. Required if type is ZZZZ (e.g., homebuilt aircraft).
SAR Name	Name of contact familiar with flight and not onboard the aircraft.
SAR Phone	Contact number for the SAR contact.
EUR/ Protected	When enabled, details will only be available to a restricted audience (e.g., a security sensitive flight). One of more of the following STS indicators must be present: FFR, MEDEVAC, ATFMX, SAR, HEAD.

9.4 Nav Brazil

When creating a flight plan with a destination or overflight of Brazil, a new section named Nav Brazil appears below the Other Information section. The data fields in this section populate the relevant parts of Section 18 (Other Information) of the filed flight plan. The fields presented are:

> **PIC Pilot License #**
>
> Enter the PIC's pilot license number.

> **SIC Pilot License #**
>
> Enter the SIC's pilot license number.

> **Landing/Overflight Permit**
>
> Enter the landing/overflight permit number issued by the Brazilian CAA.

> **Parking Fee**
>
> Enter for any landing/parking fee number.

> **Aircraft From**
>
> Enter the departure airport ICAO code.

> **Slot Code**
>
> Enter the assigned slot code.

> **GEDEC CFM**
>
> Select if appropriate.

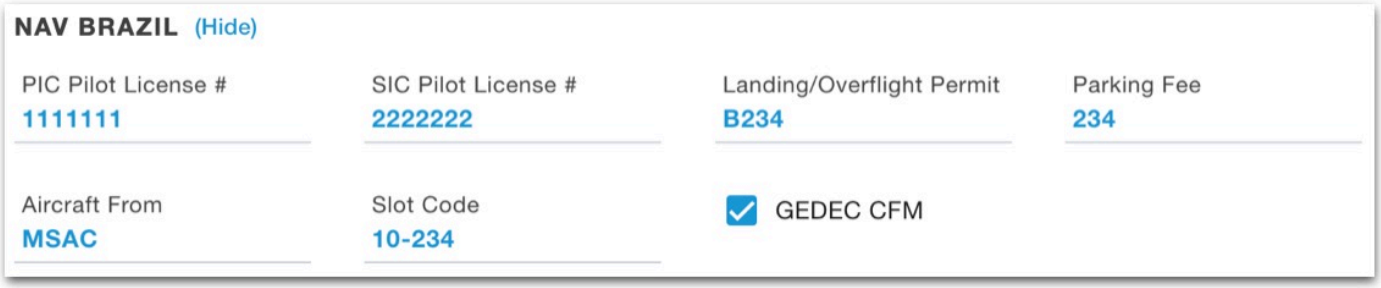


Figure 9-7. Nav Brazil Requirements

The information is automatically transferred with the other flight plan data and is visible in the **ATC DATA** tab in the planned flight section.

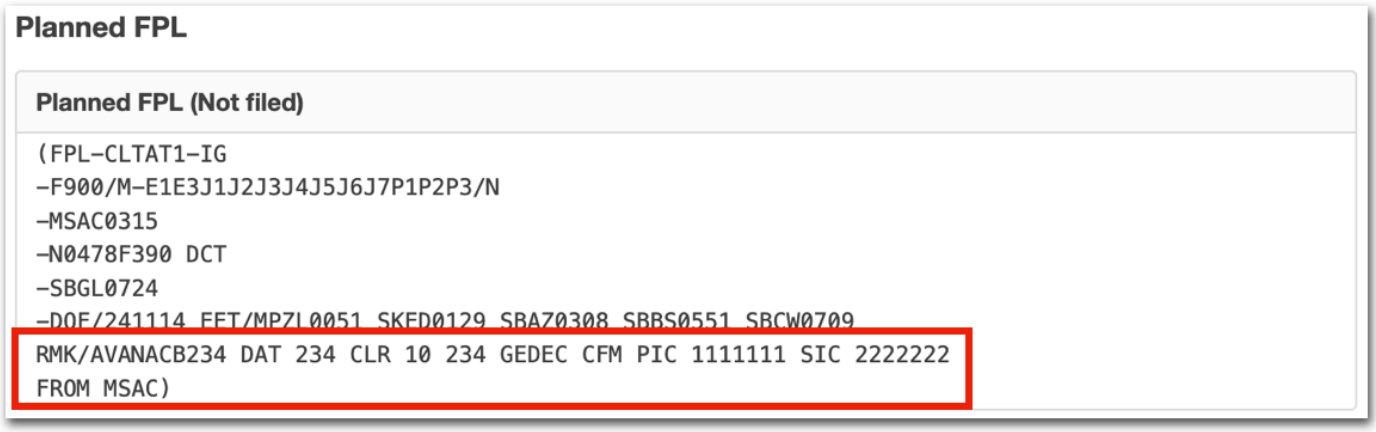


Figure 9-8. Nav Brazil Data Entered in the RMK Section of Planned FPL

9.5 Nav Canada

When filing VFR flight plans in Canada, there are requirements for providing additional details, which can be entered by clicking **ATC DATA** and then selecting the appropriate settings under Nav Canada. Available settings are:

> **Undercarriage**
>
> Input the type of undercarriage of the aircraft.

> **Arrival Report**
>
> Defaults to 1866WXBRIEF.

> **ELT Type**
>
> Select the ELT that matches what is installed in the aircraft.

The information is automatically transferred with the flight plan and visible in ForeFlight Mobile if the crew files from the Flights page.



Figure 9-9. Nav Canada VFR Requirements

9.6 Flight Watchers

Dispatch sends assigned crew members emails when flights are released and edited. Additional email recipients can be added per flight with the ATC Data Flight Watchers feature.



Figure 9-10. Flight Watchers

To add additional email recipients to a flight:

1. Select **ATC Data**.
2. Click **(Show)** to the right of Flight Watchers.
3. Select **Add Watcher**.
4. Select a recipient from the list or manually enter an email address.
5. To add additional watchers, repeat steps 2 - 3.

9.6.1 Flight Watchers in ForeFlight Mobile

When the Watcher is a member of the Dispatch account, the flight will automatically become available in ForeFlight Mobile. Watchers can view and edit flights in ForeFlight Mobile when the flight is released as editable.

9.6.2 Removing a Flight Watcher

To stop flight notifications for a user, click **Remove** below their name.

9.7 AFTN Addressing

Dispatch automatically enters all relevant Aeronautical Fixed Telecommunication Network (AFTN) addressing based on the route and current AIPs. Dispatch also allows flight planners to add additional AFTN addresses.

If manual AFTN addressing is common for your operation, Operational Rules can added to automatically add AFTN addresses based on certain criteria.

If all AFTN addresses are removed, Dispatch will transmit the flight plan to the appropriate AFTN addresses based on the route.

9.8 Filing Messages

The Filing Messages section provides an overview of ATC communication regarding a flight. Dispatch lists all sent flight plan messages as well as any AFTN messages received from ATC.

It's important to note that you do not have to specify which type of message to send. Dispatch automatically determines what sequence of messages to send so that the flight plan is accurately updated within ATC systems.

The following outbound messages can be sent by Dispatch:

> **FPL**
> Outbound Flight Plan Message (FPL).

> **CHG**
> Outbound Modification Messages (CHG). A CHG message is transmitted when any change is made to the flight plan data contained in a previously transmitted FPL.

> **DLA**
> Outbound Delay Message (DLA). Delay Message (DLA) is sent to ATC advising them of the new requested departure time.

> **CNL**
> Outbound Cancellation (CNL) Message.

> **SPL**
> Outbound Supplementary Flight Plan Message (SPL). This type of message will only be sent in reply to a request for supplementary flight plan data.

For some regions of the world, such as the United States and European countries, Dispatch is able to interpret the messages coming in from ATC. Dispatch supports the following incoming message types:

> **ACK**
> Inbound Acknowledgement Message (ACK). ACK responses to FPL, CHG, DLA, and CNL messages.

> **REJ**
>
> Inbound Rejection Message (REJ). REJ responses to FPL, CHG, DLA, and CNL messages.

> **FLS**
>
> Flight plan suspension message sent by EUROCONTROL IFPS. These are sent if the flight plan gets suspended due to a route re-validation, or the aircraft has not taken off within 30 minutes of its ETD.

> **DES**
>
> Flight plan de-suspension message sent by EUROCONTROL if a previously suspended flight plan becomes de-suspended.

> **SAM, SRM, and SLC**
>
> Slot allocation, revision, and cancellation messages. Sent by EUROCONTROL if the flight plan is issued a ground delay (slot time / CTOT).

> **RQS, RQP**
>
> Sent by ATC if they are re-requesting the flight plan (RQP) or requesting supplementary information about the flight (RQS).

If Dispatch receives a message that cannot be automatically interpreted, the message is marked as UNK (unknown). If Dispatch receives an unknown message, a letter icon is put on the ATC Data tab and on the flight list to notify you of the unknown message.

9.8.1 Flight Plan Emails

When a filing message is received from ATC, it is displayed on the Dispatch ATC Data page and an email is sent to flight crews and Flight Watchers (exceptions apply).

> **NOTE:** Inbound "Acknowledge" messages are not delivered via email for flights in the United States or Canada.

9.9 Planned FPL (Flight Plan)

The flight plan, as it will be transmitted to ATC, is depicted near the bottom of the ATC Data page. To view the flight plan form, select **More ➔ ICAO Document** near to upper right corner of the screen.

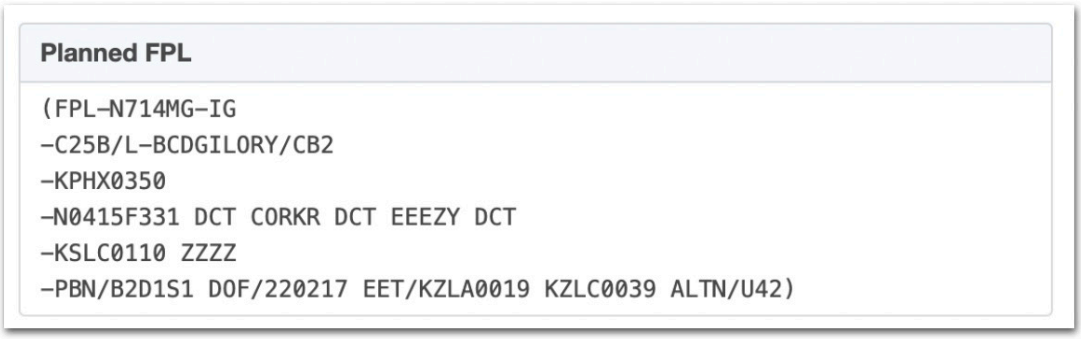


Figure 9-11. FPL Message

9.10 Filing

After reviewing the ATC Data page, select **File** near the bottom right corner of the screen to file the flight plan. If filing from a Military Flight Bag account, select the flight plan form type (**ICAO** or **DD-1801**).

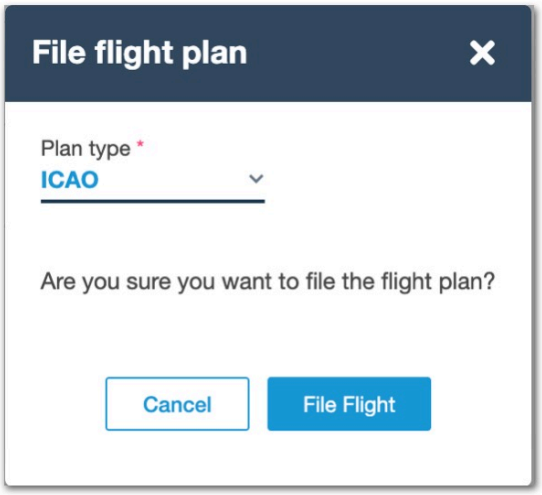


Figure 9-12. File Menu

After selecting **File Flight**, a message is depicted indicating the status of the flight plan (accepted or rejected).

If a flight plan is rejected, a message with information related to the rejection is depicted. Review the message and edit the aircraft profile or flight to clear the message.

9.10.1 Holding Pen FAA

The FAA accepts flight plans within a 24-hour window. Plans filed more than 24 hours in advance face rejection, requiring users to file within 24 hours prior to ETD. To avert this, a holding pen was established. This holding pen queues the flight plan for filing 22 hours before departure, preventing rejection for filing too early.

To check the transmission time of a flight plan held in the holding pen, hover the mouse cursor over the ATC Status located in the flight status bar at the bottom of the page.

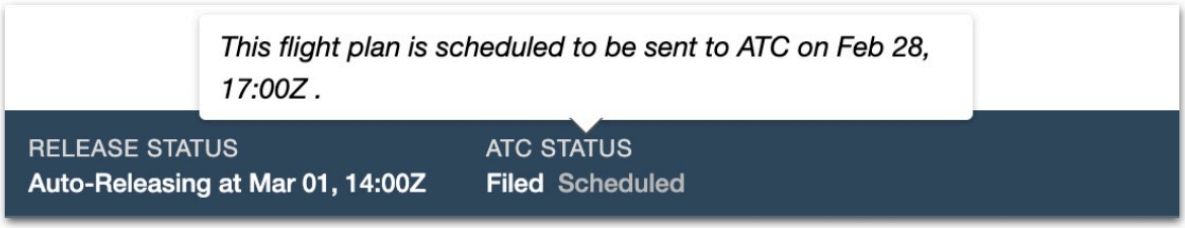


Figure 9-13. ATC Status Message

9.10.2 Holding Pen Eurocontrol

The Holding Pen feature isn't available for flight plans sent to Eurocontrol because they already accept plans filed within a five-day window. Given the constantly changing and complex airspace constraints, filing a flight plan more than five days in advance typically leads to rejection because of Eurocontrol's strict validation criteria.

9.10.3 Expected Departure Clearance Time

Flights that are assigned an Expected Departure Clearance Time (EDCT) or CTOT as a result of ATC traffic management initiatives receive an email notification and text message with information about the expected delay. Emails and text messages are sent to the crew assigned to the flight. Manage email addresses and phone numbers in **ForeFlight Web → Organization**.

If an EDCT (US) or CTOT (Europe) is received, the flight's new expected departure time will be shown below the flight's original ETD and highlighted in orange on the Flight Status Board.

9.11 Flight Plan Changes

To amend a filed flight plan, locate the flight in the Flights list, and click **Edit**. With the Flight Editor open, make the appropriate changes to your flight. Once all changes are complete, click **Save & Amend**.

After clicking **Save & Amend**, a confirmation pop-up will appear on the screen. Click, **Yes, amend flight** to file the amended plan, or click **No** to return to the Flight Editor.

9.11.1 Canceling a Filed Flight

To cancel a filed flight plan, click **Cancel** near the bottom right corner of the screen.

After selecting cancel, a confirmation pop-up appears. Click **Cancel Flight**.

When a flight has been successfully canceled, a confirmation pop-up appears.

IFR flight plans can be amended or canceled up to the lock-out period (typically 45 minutes before the proposed departure time). Once inside the lock-out window, changes require manual coordination with ATC over the phone to amend or cancel a flight plan. See the Filing Guide for specific lock-out times by flight region.

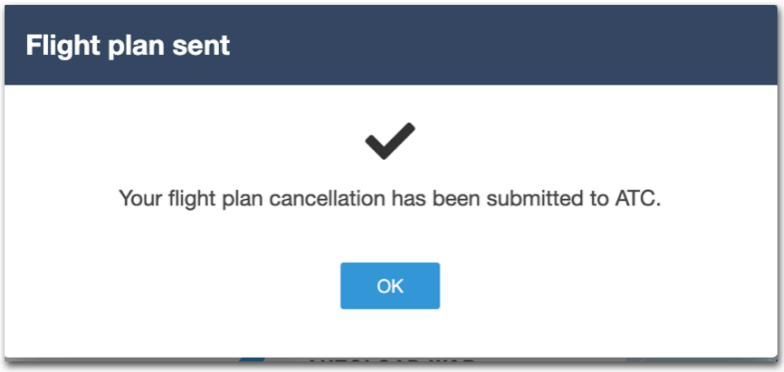


Figure 9-14. Cancellation Confirmation

9.12 Military Filing

To file a DD-1801 flight plan:

1. Plan with the Flight Editor.
2. Review ATC Data.
3. Select **File.**
4. Select **DD-1801.**
5. Select if ATC and Base Ops should be notified or just Base Ops.
6. Enter Base Ops email address.
7. Attach necessary files.
8. Add Remarks (optional).
9. Add Signature.
10. Select **Sign & File**.

If a flight plan is exclusively filed with Base Ops, it's incumbent upon Base Ops to file the flight plan with ATC (if necessary). When filing with the DD-1801 form, a preview of the form is depicted. Above the preview image are options to download or print the form.

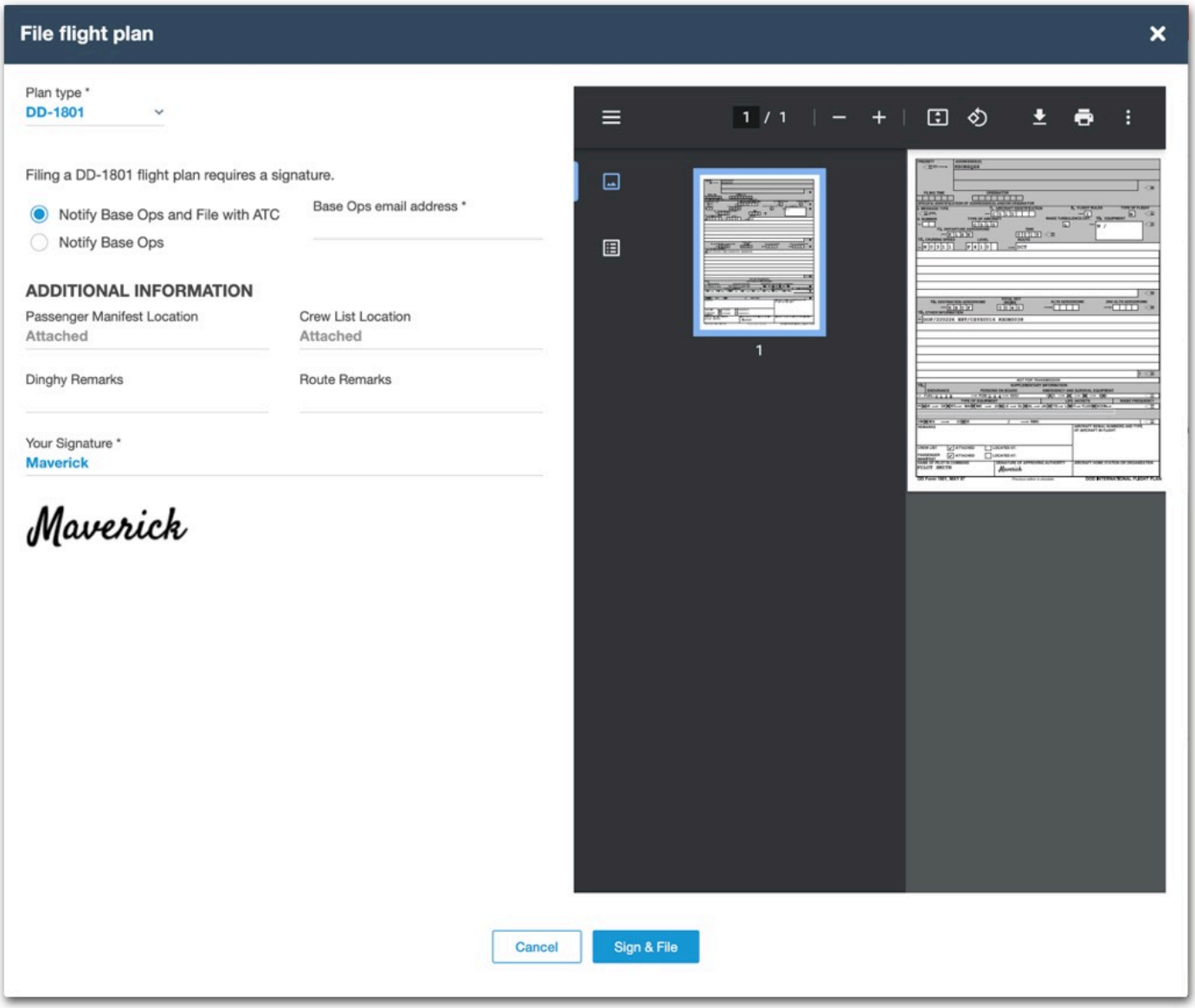


Figure 9-15. DD-1801 Menu

FILES

The Files page allows flight planners and pilots to add files to a flight. Attached flight files can be renamed, downloaded, and deleted from the Files page.

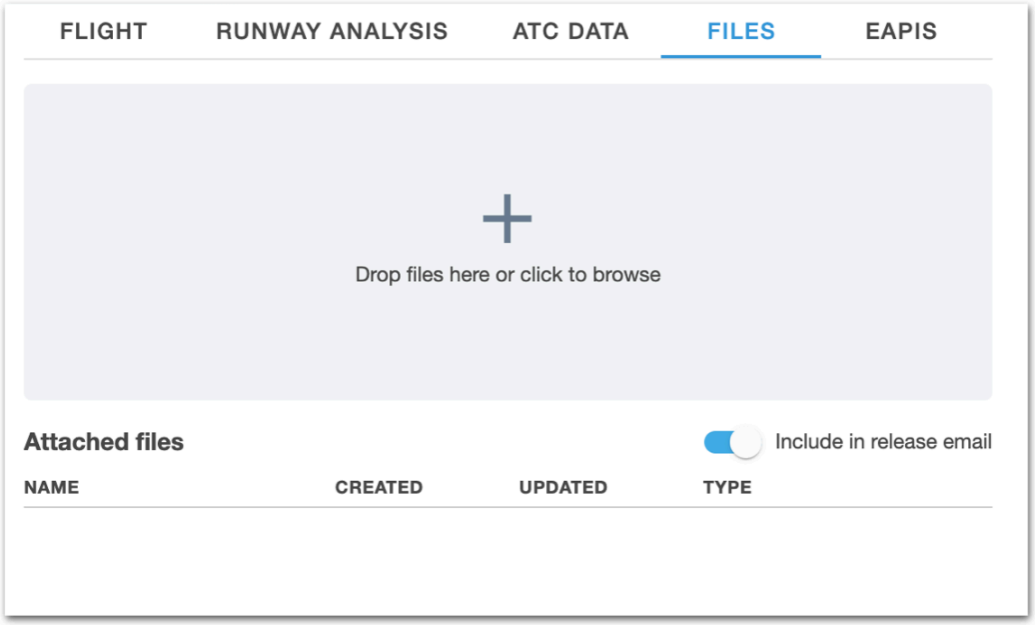


Figure 10-1. Flight Files

10.1 Adding Files

To add files to a flight, select the Files tab from the navigational toolbar and drag and drop files to the upload box. Files can also be added by clicking the upload box to browse and select files from your computer. Files added to a flight are displayed alphabetized in the list view under Attached files.

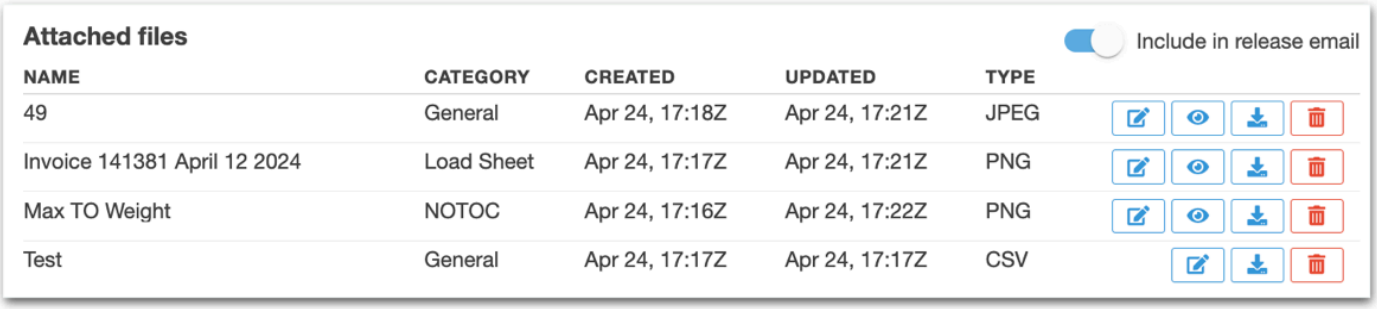


Figure 10-2. Attached Files

10.2 Renaming Files

Files retain their name when they are attached to a flight. To rename a file, click the **Edit** button, select the file name field, and type in the new file name. Select the **Save** button to save the changes. Renaming a file within Dispatch does not rename the file on a computer.

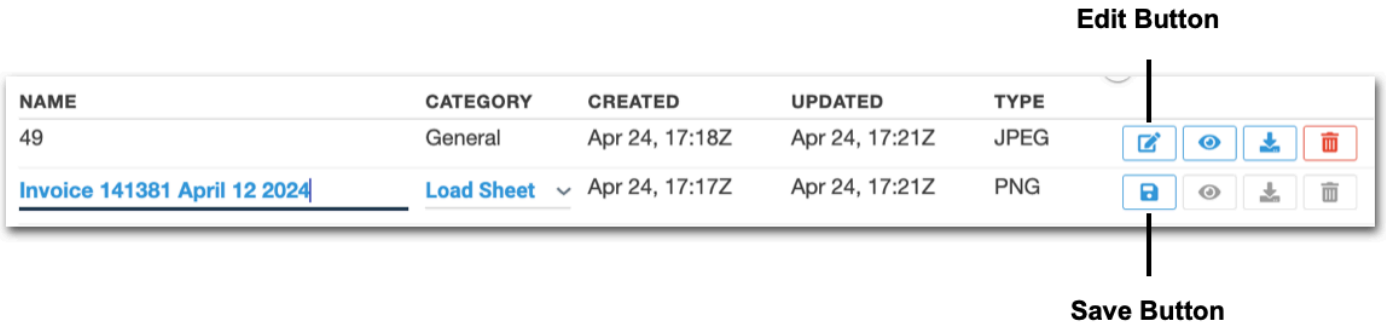


Figure 10-3. Editing File Name and Category

10.3 Changing the Category

Files can be assigned to one of three categories: General (Default), Load Sheet, or Notification to Captain (NOTOC). To assign or change a category, click the **Edit** button, select the category dropdown arrow, and select the new category. Select the **Save** button to save the changes.

> **NOTE:** NOTOC is a written document to inform the pilot-in-command that dangerous goods are being carried as cargo on board the aircraft.

10.4 Downloading Files

Files attached to a flight can be downloaded from the Files page. Click **Download** to save the file to your computer's download folder. If a file is renamed in Dispatch and later downloaded, the updated file name is reflected in the download.

10.5 Releasing Flights with Attachments

Once a flight is released, attached files become available to all crew members assigned to the flight within the Files tab at the top of the Flights view in ForeFlight Mobile. Crew members can view, annotate, or print the files for inflight use.

10.6 Deleting Files

To remove an attachment from a flight, click **Delete**. A confirmation pop-up appears after clicking **Delete** to ensure the file should be deleted. Once a file has been deleted from a flight, it is not possible to restore it. Files cannot be deleted from archived flights.

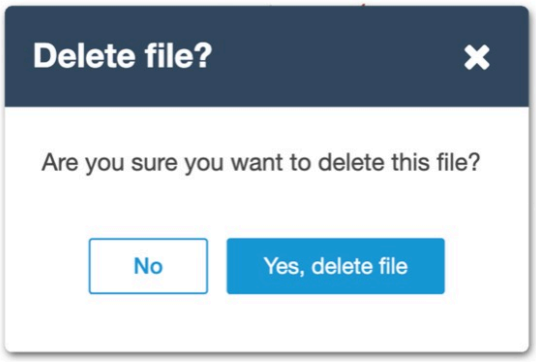


Figure 10-4. Delete File Confirmation Pop-Up

If a file was accidentally deleted, add the file again to the flight from your computer's file system.

> **NOTE:** Files added to a flight in Dispatch can not be deleted from within ForeFlight Mobile.

10.7 Supported File Types

Supported file types include:

- BMP
- BMPF
- CSV
- DOC
- DOXX
- JPG
- GIF
- JPEG
- Key
- Numbers
- Pages
- PDF
- PNG
- PPT
- PPTX
- TIF
- TIFF
- TXT
- XLS
- XLSX

File attachments are limited to 25MB or less.

EAPIS

Aircraft flying internationally between supported nations can electronically submit passenger and crew information using Dispatch's Electronic Advanced Passenger Information System (EAPIS).

The bottom of the EAPIS view indicates if the flight supports EAPIS by displaying **Supported** label (and green checkmark) to the right of the airport's identifier and governing agency.

Nations that do not support EAPIS display a **Not Supported** label (red circle with a diagonal slash). International flights to or from unsupported nations can still produce a General Declaration (GenDec) form for manual coordination.

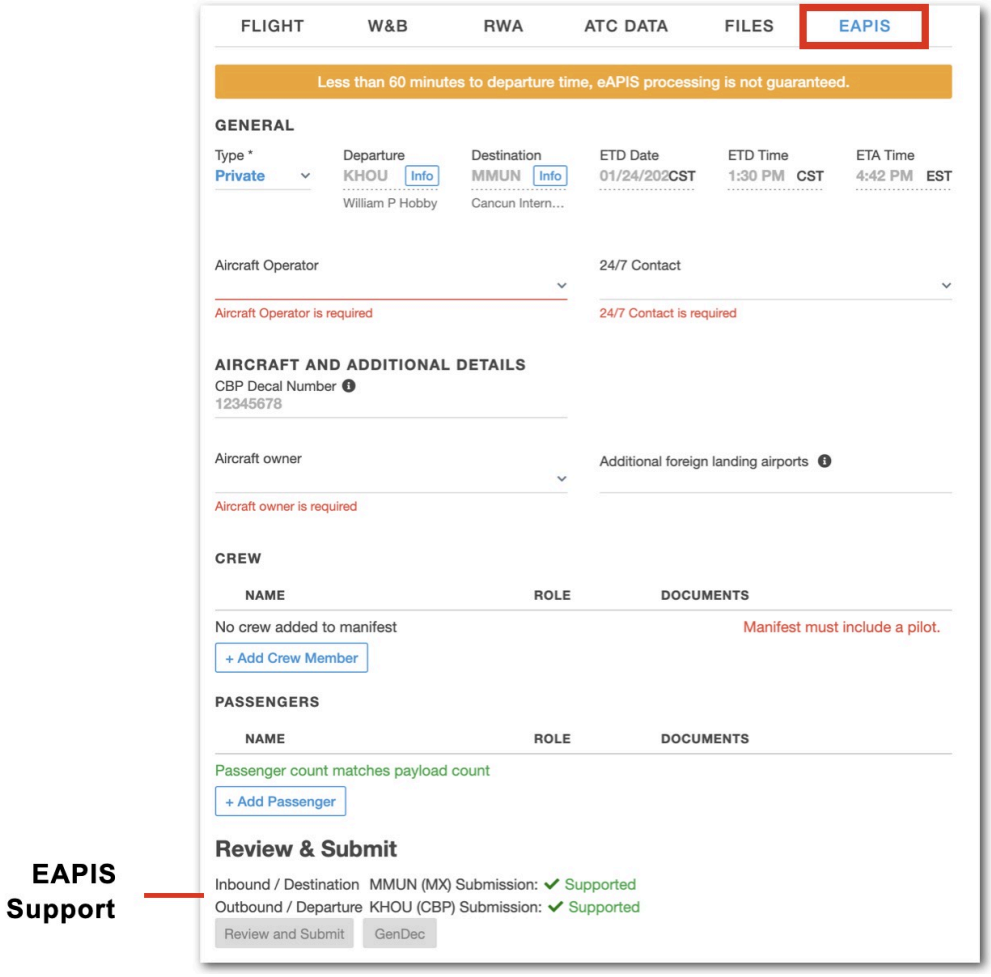


Figure 11-1. EAPIS View

11.1 Supported Nations

The following nations currently support EAPIS:

- Antigua and Barbuda
- Bahamas
- Barbados
- Belize
- Cayman Islands
- Curacao
- Dominica
- Grenada
- Guyana
- Haiti
- Jamaica
- Mexico
- Montserrat
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Suriname
- Trinidad and Tobago
- Turks and Caicos
- United States

11.1.1 Enabling EAPIS

EAPIS is made available in the upper toolbar when an international flight is planned and is automatically enabled for all private flights with no additional configuration required.

To submit EAPIS for commercial flights, flight planners must first email foreflight.com/support/enterprise-portal to provide a sender ID and carrier code.

11.2 EAPIS Design

EAPIS is organized into five sections. Each field within the sections has specific formatting requirements. Each section and its formatting requirements are discussed later in this chapter. If a required field is missing, it is highlighted with red text.

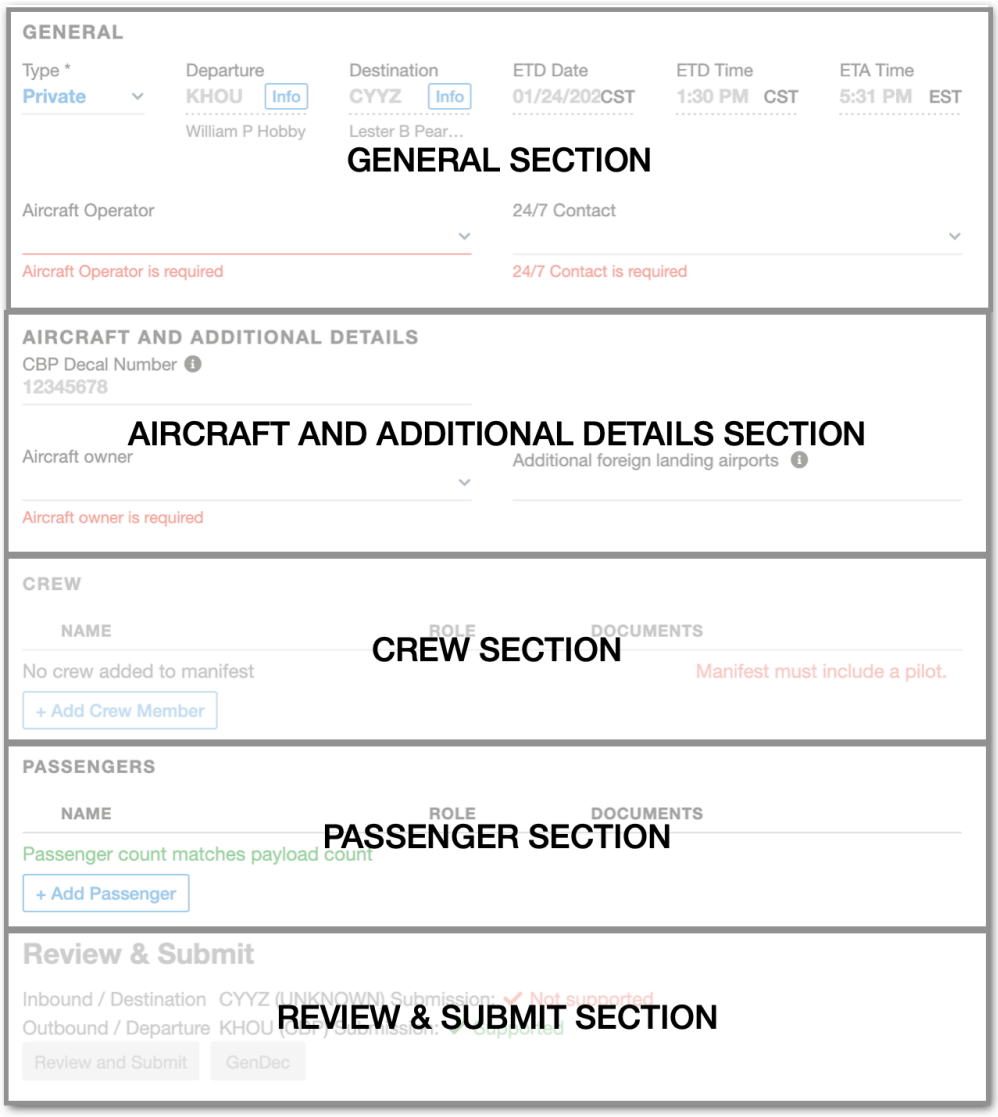


Figure 11-2. EAPIS Sections

11.3 General

The EAPIS General section contains Type, Departure, Destination, ETD Date, ETD Time, and ETA time fields. All fields other than Type are copied from the Flight Editor and are unable to be edited using the EAPIS page.

11.3.1 Type

When planning a new flight, the Type field is blank. Flight planners must choose either a **Private** or **Commercial** flight to populate the remainder of the EAPIS page.

The flight type can be changed as needed prior to submitting passenger information. Private and commercial flights are required to submit identical information with the exception of the following:

- **Private** EAPIS manifests are enabled for all accounts. Flights must enter aircraft owner information.
- **Commercial** flights must enter a Customs and Border Protection (CBP) Carrier Code. Commercial EAPIS requires authorization from ForeFlight. Contact foreflight.com/support/enterprise-portal to enable commercial EAPIS for your account.

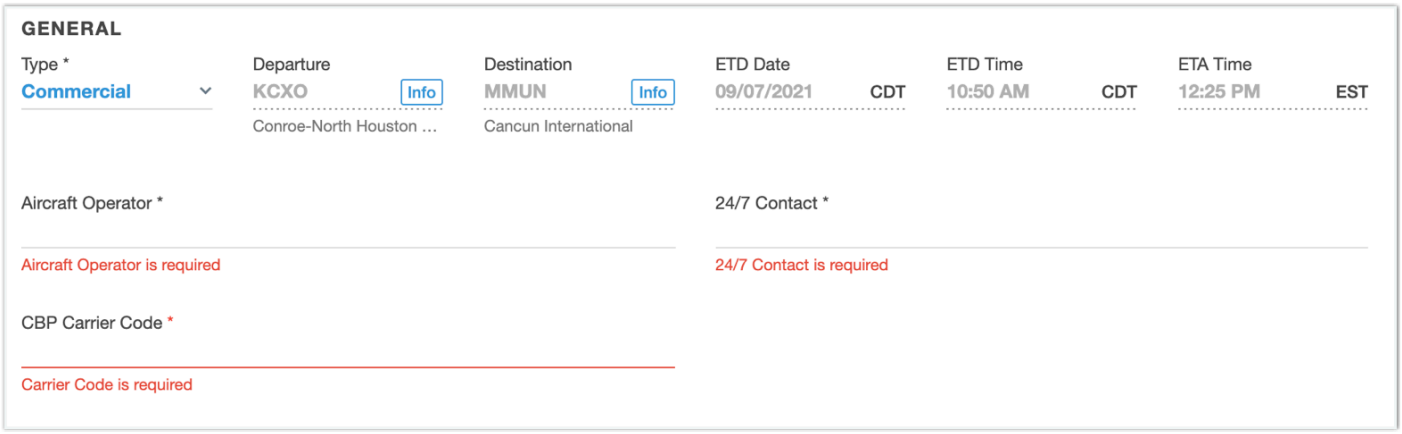


Figure 11-3. Commercial Flight - EAPIS General Section

11.3.1.1 Determining Type

U.S. Customs and Border Protection defines commercial flights as any flight for which revenue is received. A CBP officer's decision as to whether or not an aircraft is being used for commercial or private purposes begins with the U.S. Code of Federal Regulations (CFR) definitions below and is based on the totality of the circumstances, never a single factor such as the aircraft type.

Definitions are listed below to assist flight planners with choosing the correct type of flight.

11.3.1.2 Commercial Aircraft – 19 CFR §122.1(d)

A commercial aircraft is any aircraft transporting passengers and/or cargo for some payment or other consideration, including money or services rendered. If either the arrival or departure leg of an aircraft's journey is commercial, then both legs of the flight are considered commercial.

11.3.1.3 Private Aircraft – 19 CFR §122.1(h)

A private aircraft is any aircraft engaged in a personal or business flight to or from the United States which is not carrying passengers and/or cargo for commercial purposes; or

- Leaving the United States carrying neither passengers nor cargo in order to lade passengers and/or cargo in a foreign area for commercial purposes; or
- Returning to the United States carrying neither passengers nor cargo in ballast after leaving with passengers and/or cargo for commercial purposes.

11.4 Aircraft Operator

The aircraft operator field is a required field which will be either an individual or company. The middle name of the individual is required, if applicable.

Only alphabetic characters are permitted but inclusion of a hyphen or apostrophe is acceptable in the name fields. If a business entity is used, alphanumeric and the following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the @ sign, period, comma and space.

11.4.1 24/7 Contact

The full name and telephone number of a 24-hour emergency contact are required. An email address is not required but is strongly recommended. In the event of a DHS response email with special instructions, a copy of the instructions will also be sent to the email address.

Only alphanumeric characters are permitted, but the inclusion of a hyphen or apostrophe is acceptable. If an email address is entered, alphanumeric and the following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the "at" sign (@), period, comma and space.

11.4.2 Aircraft Owner (Private Aircraft)

The aircraft owner field is a required field which will be either an individual or company. Either the owner or company name field should be completed, not both. The middle name of the individual is required, if applicable.

Only alphabetic characters are permitted but inclusion of a hyphen or apostrophe is acceptable in the name fields. If a business entity is used, alphanumeric and the following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the @ sign, period, comma and space.

11.4.3 CBP Decal Number (Private Aircraft)

CBP Decal Numbers are optional and must be numeric. No alpha or special characters or spaces are permitted. CBP Decal numbers can be entered in the General section of the Aircraft profile. For additional information regarding CBP Decals visit the DTOPS website at www.dtops.cbp.dhs.gov.

11.4.4 Additional Foreign Landing Airports (Private Aircraft)

Enter any additional intended foreign airports (other than the airport of foreign arrival) at which this flight will land within 24 hours of departure from the United States. Use the search bar to search by ICAO identifier, city, or airport name.

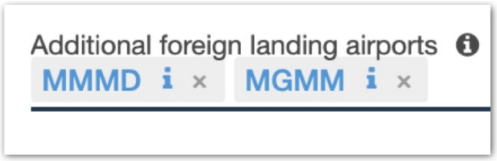


Figure 11-4. Additional Foreign Landing Airports

11.4.5 CBP Carrier Code (Commercial Aircraft)

The Standard Carrier Alpha Code (SCAC) is a unique two-to-four-letter code used to identify transportation companies.

11.5 Crew

Crew members assigned to a flight are automatically added to the crew section. Icons to the left of the crew members indicate if their details are complete.

If the warning icon is present, click **Edit** to open the Crew Editor to resolve any issues. The crew member editor contains all necessary fields for successful submission. Mandatory fields are depicted with an asterisk. Once all mandatory fields are complete and saved, the green checkmark icon is depicted.

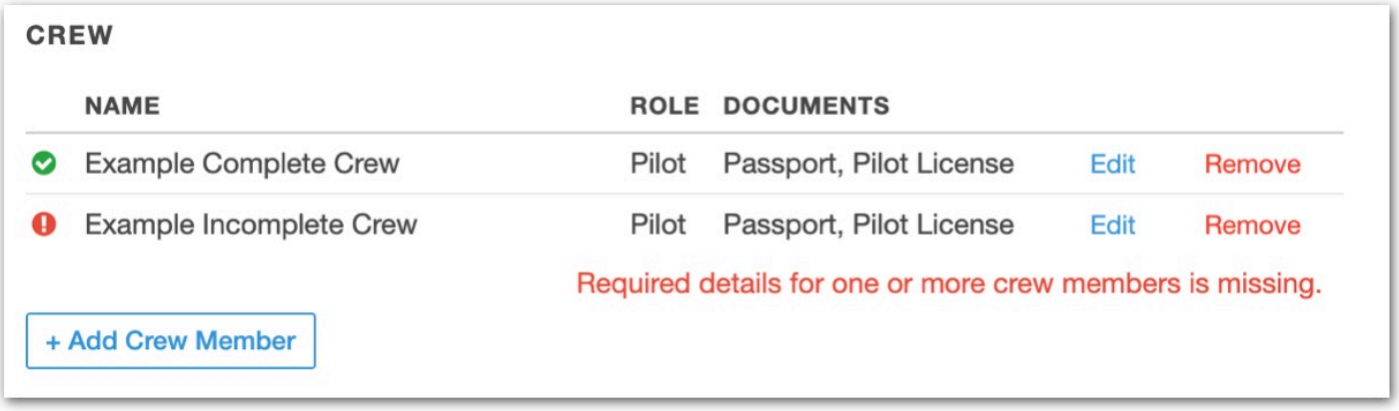


Figure 11-5. EAPIS Crew Member Section

11.5.1 Adding, Editing, Removing Crew Members

To add an additional crew member to the flight, select **+ Add Crew Member**. Adding additional crew members to the EAPIS manifest automatically adds them to the flight. Changes made to a crew member's information are saved for subsequent flights.

To remove a crew member from the manifest, select **Remove**. Removing a crew member from the EAPIS manifest automatically removes them from the Flight Editor.

11.5.2 Crew Editor

The Crew Editor is accessed by selecting **+ Add Crew Member** or by clicking **Edit** for an existing crew member. The editor is dynamic and reflects the information required for the flight.

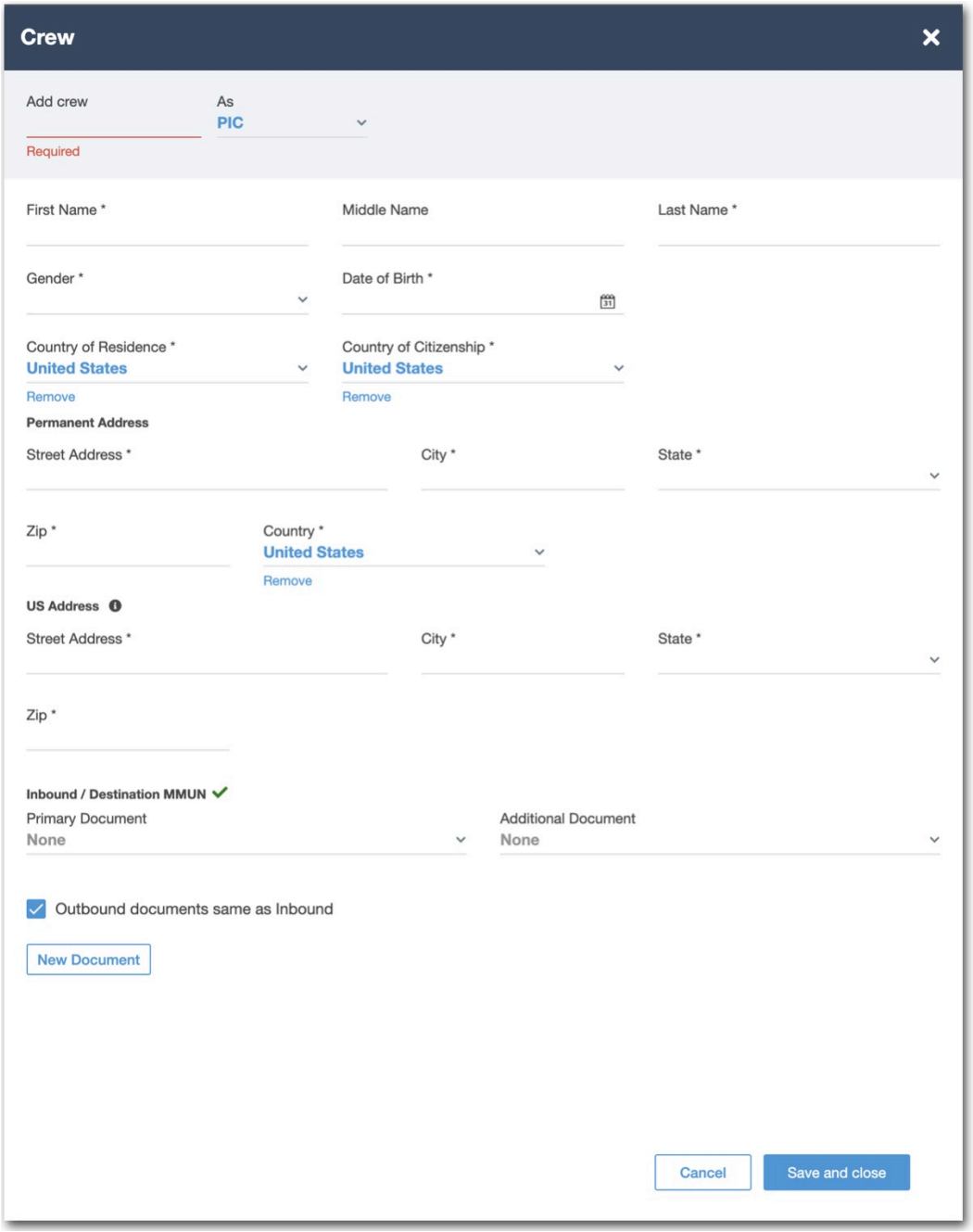


Figure 11-6. Crew Editor

11.5.3 Crew Member Fields

Each crew member field has strict formatting requirements. If formatting requirements are not met or a mandatory field is missing, an error message is depicted and the crew member's information cannot be saved. Formatting requirements for each field are as follows:

11.5.3.1 Add Crew

The Add Crew field is a mandatory field that contains a dropdown menu of the users in your organization. If a crew member was assigned to the flight, the field is automatically populated and is not editable.

To add a crew member that is not a user in your organization, such as a contract pilot, enter a valid email address. The Add Crew field should be completed first when manually adding a crew member. Failing to enter an email address in the Add Crew field first results in all subsequent fields being cleared.

When a crew member is manually added to a flight, they are not added as a user to your organization, however their information is saved for subsequent flights.

11.5.3.2 As

The As field allows flight planners to assign a role to crew members. Choose between PIC, SIC, and CA, or AA.

Crew members assigned to a flight from the Flight Editor will have this field automatically populated. Selecting crew member roles with the Flight Editor is recommended.

11.5.3.3 First Name

Alpha characters are permitted and the complete first name is required. Initials should not be used. Name should be entered as it appears on the travel document (biographical data page of a passport, alien registration card, etc.).

Names should not include prefixes or suffixes (Mr., Mrs., Jr., etc.) unless included in the travel document. In cases where the traveler only has a single name in the travel document (first or last), the single name should be entered in the "Last Name" field.

The First Name field should not be left blank, it should be filled with "FNU". The use of FNU (First Name Unknown) should be limited to instances where the person's legal name consists of one single name.

11.5.3.4 Middle Name

The middle name data is only required if applicable (if it is included in the travel document). Only alpha characters are permitted.

11.5.3.5 Last Name

Error if missing or invalid. Only alpha characters are permitted but the inclusion of a hyphen or apostrophe is acceptable.

Examples:

- O'Neill (no error)
- Sm#th (error, illegal character)

11.5.3.6 Birth Date

The date must be numeric in month (MM), day (DD) and year (YYYY) format. Error if missing or invalid. Use the built-in date picker to ensure proper formatting.

Examples:

- 05-31-2002 (no error)
- 13-12-1970 (error, invalid month)
- 05-32-1970 (error, invalid day)

11.5.3.7 Gender

Error if missing or invalid. Only submissions of male or female are accepted.

11.5.3.8 Country of Residence

Required field. Use the drop-down menu to select the crew member's country of residence.

11.5.3.9 Country of Citizenship

Required field. Use the drop-down menu to select the passenger's country of citizenship.

11.5.3.10 Permanent Address

When arriving or departing the United States, the crew member's permanent address must be submitted. Address fields are saved between flights.

The address should include valid street, city, state, and zip code data. Data should be alphanumeric and special characters as required for each field.

The following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the @ sign , period, comma and space. Blatantly invalid data submissions will be identified as an error and may result in penalty case initiation (i.e., "Unknown", "Refused", "Passenger declined", etc.).

11.5.3.11 U.S. Address

A U.S. address must be submitted when arriving or departing the United States. For crew members who reside within the United States, the U.S. address field should reflect their home/permanent address.

For crew members who reside outside the United States, the U.S. address field should reflect where they will stay (or did stay) during their visit in the U.S.

The address should include valid street, city, state, and zip code data. Data should be alphanumeric and special characters as required for each field.

The following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the @ sign, period, comma and space. Blatantly invalid data submissions will be identified as an error and may result in penalty case initiation (i.e., "Unknown", "Refused", "Passenger declined", etc.).

11.5.3.12 Documents

Two documents can be submitted per crew member (a primary and additional document). The Primary Document and Additional Document drop-down menus indicate if EAPIS is supported and are used to select crew member documents.

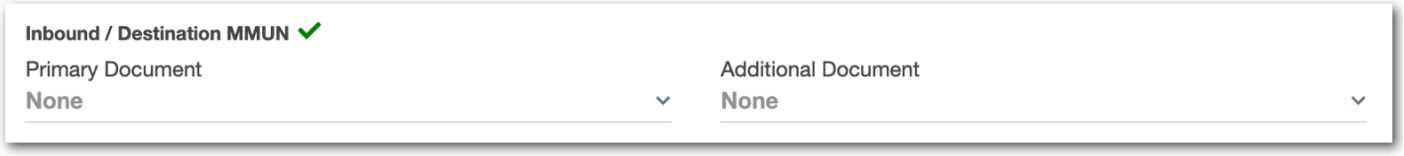


Figure 11-7. Primary and Additional Document Menus

If no documents are available in the drop-down menu, they must be added by following the steps below. Once an EAPIS manifest is saved, the crew member's documents will be saved and available on subsequent flights. To add a new crew member document:

1. Click **New Document**.
2. Select one of the supported document types:
   - Pilot License (required for pilots)
   - Passport
   - Permanent Resident Card.

3. Enter the Document Number (required).
4. Enter the document's expiration date (if applicable).
5. Select the Country of Issuance (required).
6. Click **Add and Select**.

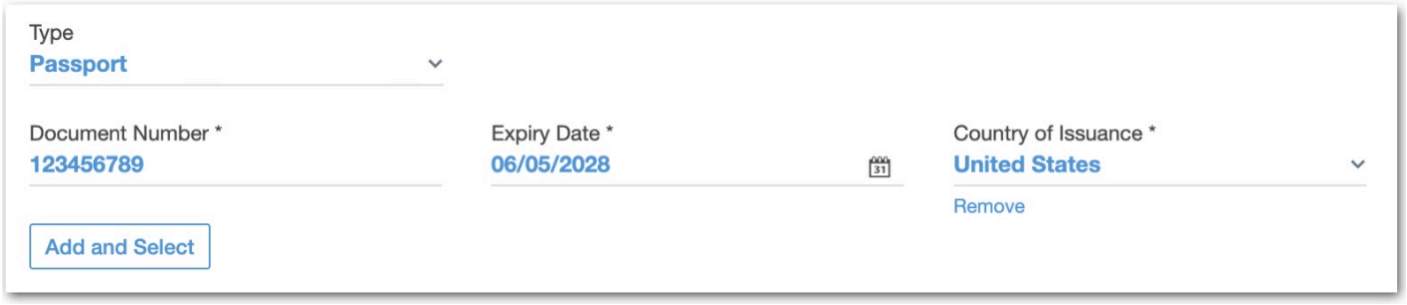
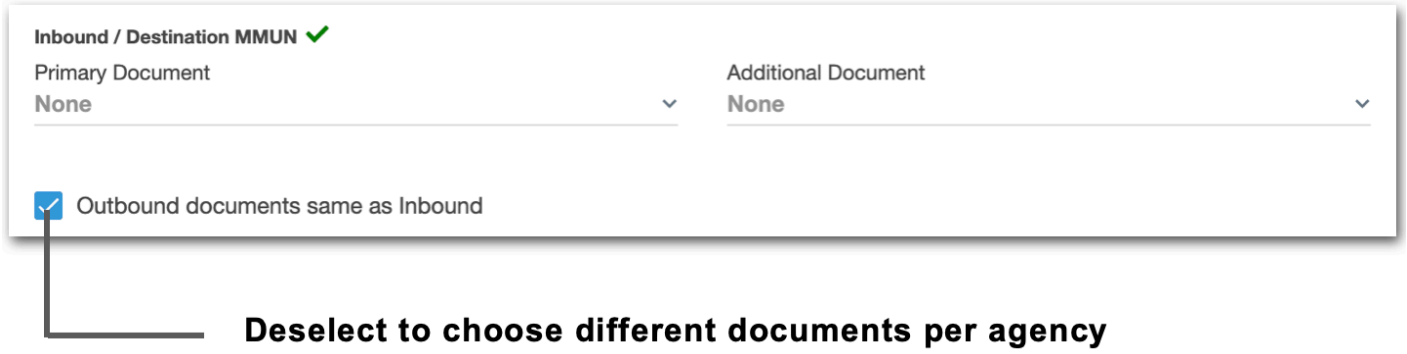


Figure 11-8. Add New Document Menu

11.5.3.13 Outbound and Inbound Documents

The same documents are submitted to the departing and arriving nations' governing agencies by default. If a crew member has multiple documents and wants to submit different documents to each agency, deselect the "Outbound documents same as Inbound" checkbox.



When the checkbox is deselected, individual outbound and inbound document menus are displayed, allowing flight planners to select the most appropriate document for the flight.

The image below is an example of a flight from Houston, Texas to Cancun, Mexico, with a pilot who holds dual citizenship. The flight planner has selected the pilot's Mexican passport for the Inbound (destination) leg and their United States passport for the Outbound (departing) leg.

A primary and additional document can be selected for each agency for all crew members.

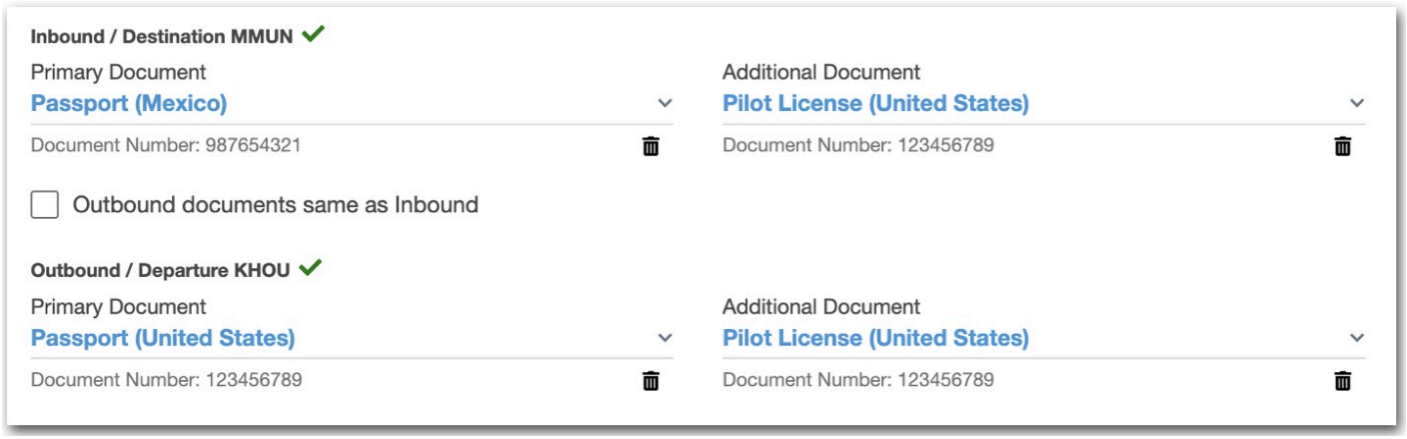


Figure 11-9. Different documents for outbound and inbound legs

11.6 Passengers

Passenger details are entered into the Passenger Editor by selecting **+ Add Passenger**. Passengers that have been entered into the editor previously are accessible from the **Select from existing contacts** menu. Formatting requirements for each passenger field are available on the following page.

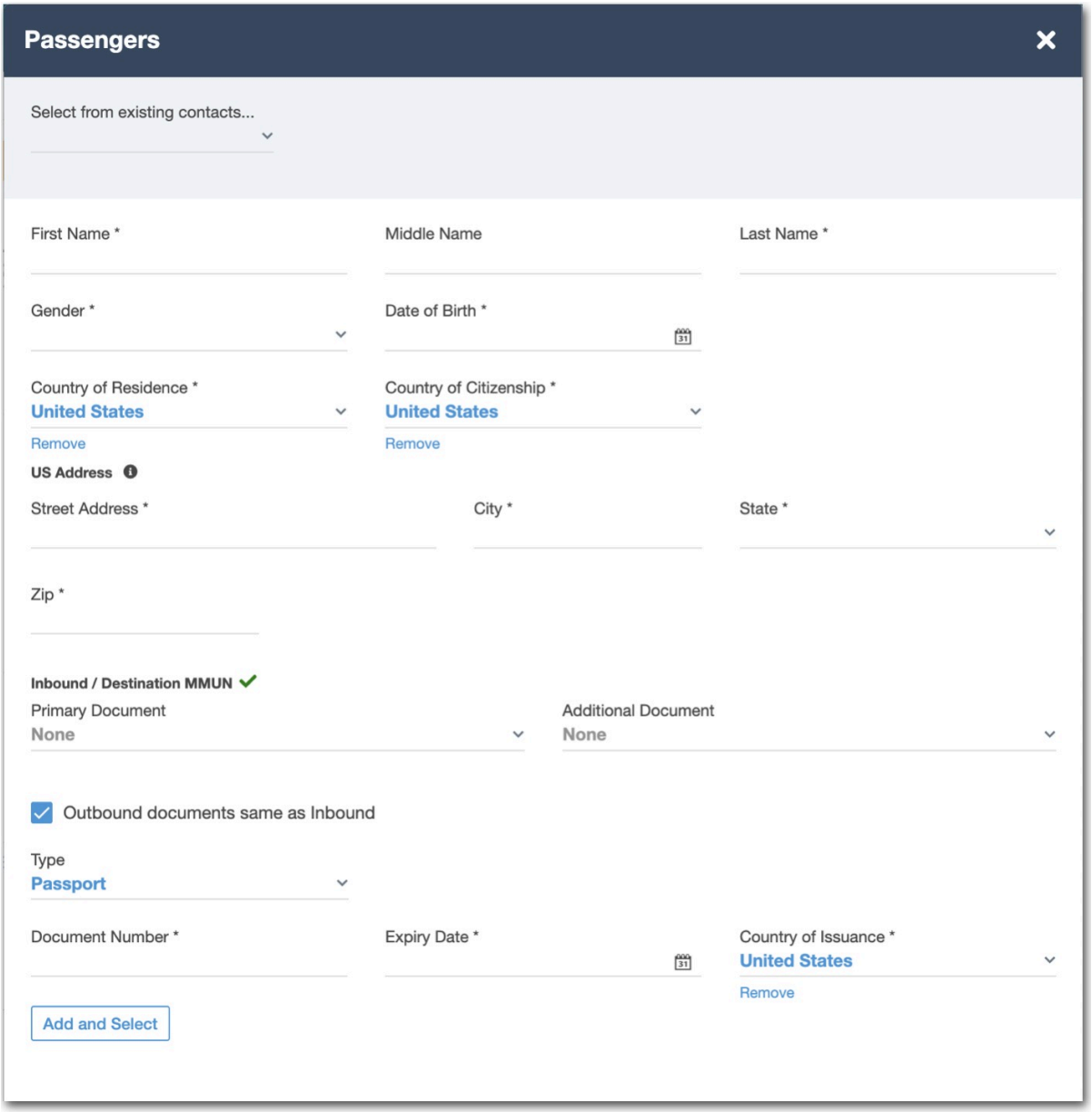


Figure 11-10. Passenger Editor

11.6.1 Passenger Fields

Each passenger field has strict formatting requirements. If formatting requirements are not met, or if a mandatory field is missing, an error message is depicted and the passenger's information cannot be saved.

11.6.1.1 First Name

Alpha characters are permitted and the complete first name is required. Initials should not be used. Name should be entered as it appears on the travel document (biographical data page of a passport, alien registration card, etc.).

Names should not include prefixes or suffixes (Mr., Mrs., Jr., etc.) unless included in the travel document. In cases where the traveler only has a single name in the travel document (first or last), the single name should be entered in the "Last Name" field.

The First Name field should not be left blank, it should be filled with "FNU". The use of FNU (First Name Unknown) should be limited to instances where the person's legal name consists of one single name.

11.6.1.2 Middle Name

The middle name data is only required if applicable (if it is included in the travel document). Only alpha characters are permitted.

11.6.1.3 Last Name

Error if missing or invalid. Only alpha characters are permitted but the inclusion of a hyphen or apostrophe is acceptable.

Examples:

- O'Neill (no error)
- Sm#th (error, illegal character)

11.6.1.4 Birth Date

The date must be numeric in month (MM), day (DD) and year (YYYY) format. Error if missing or invalid. Use the built-in date picker to ensure proper formatting.

Examples:

- 05-31-2002 (no error)

- 13-12-1970 (error, invalid month)
- 05-32-1970 (error, invalid day)

11.6.1.5 Gender

Error if missing or invalid. Only submissions of male or female are accepted.

11.6.1.6 Country of Residence

Required field. Use the drop-down menu to select the crew member's country of residence.

11.6.1.7 Country of Citizenship

Required field. Use the drop-down menu to select the passenger's country of citizenship.

11.6.1.8 U.S. Address

A U.S. address must be submitted when arriving or departing the United States. For passengers who reside within the United States, the U.S. address field should reflect their home/permanent address.

For passengers who reside outside the United States, the U.S. address field should reflect where they will stay (or did stay) during their visit in the United States.

The address should include valid street, city, state, and zip code data. Data should be alphanumeric and special characters as required for each field.

The following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the "at" sign (@), period, comma and space. Blatantly invalid data submissions will be identified as an error and may result in penalty case initiation (i.e., "Unknown", "Refused", "Passenger declined", etc.).

11.6.1.9 Documents

Two documents can be submitted per passenger (a primary and additional document). The Primary Document and Additional Document drop-down menus are used to select passenger documents.

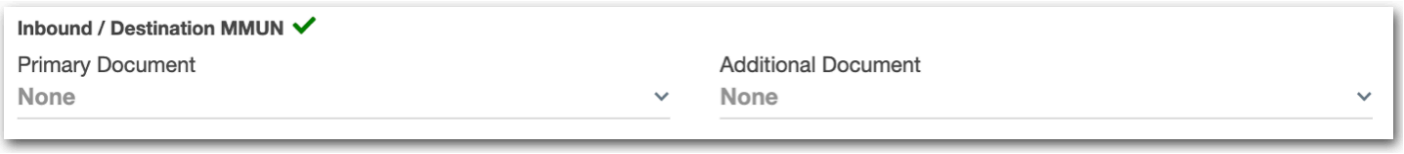


Figure 11-11. Passenger Primary and Additional Document Menu

11.6.1.10 Adding Passenger Documents

If no documents are available in the drop-down menu, they must be added by following the steps below. Once an EAPIS manifest is saved, the passenger's documents will be saved and available to select from the "Select from existing contacts" menu on subsequent flights. To add a new passenger document:

1. Click **+Add Passenger** to open the Passenger Editor.
2. Click **New Document**.
3. Select one of the supported passenger document types:
   - Passport
   - Permanent Resident Card.
4. Enter the Document Number (required).
5. Enter the document's expiration date (if applicable).
6. Select the Country of Issuance (required).
7. Click **Add and Select**.
8. Click **Save and Close** to finish adding the passenger to the flight.

11.6.1.11 Outbound and Inbound Documents

The same documents are submitted to the departing and arriving nations' governing agencies by default. If a passenger has multiple documents and wants to submit different documents to each agency, deselect the "**Outbound documents same as Inbound**" checkbox.

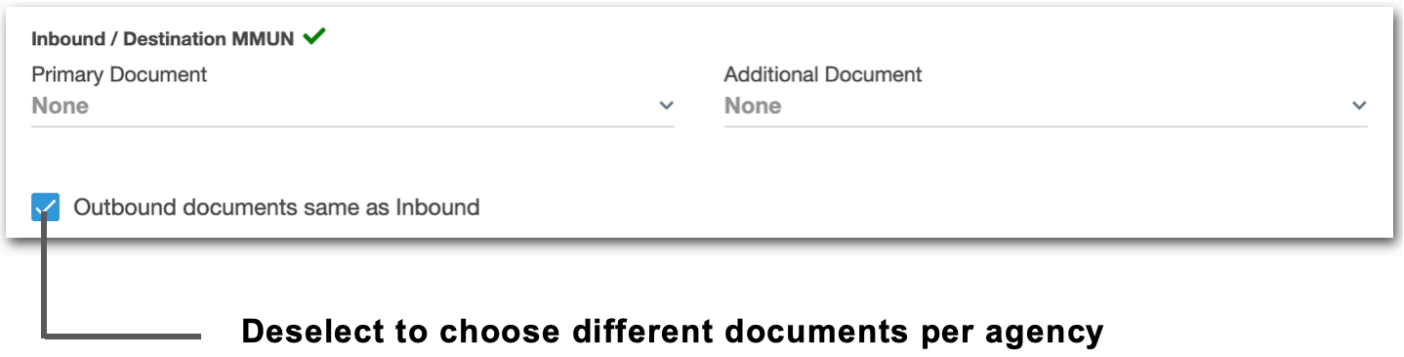


Figure 11-12. Deselect to choose different documents per agency

When the checkbox is deselected, individual outbound and inbound document menus are displayed, allowing flight planners to select the most appropriate document for the flight. Documents selected using the Inbound Documents menu are submitted to the arrival airport's governing agency and documents selected using the **Outbound Documents** menu are submitted to the departing airport's governing agency.

11.7 Submitting EAPIS

Once all fields have been completed, the manifest is ready to be submitted. Follow the steps below to submit EAPIS:

1. Verify the fields in the EAPIS form.
2. Select **Review and submit**.
3. Review the EAPIS form for accuracy.
4. Select **Submit** to transmit.

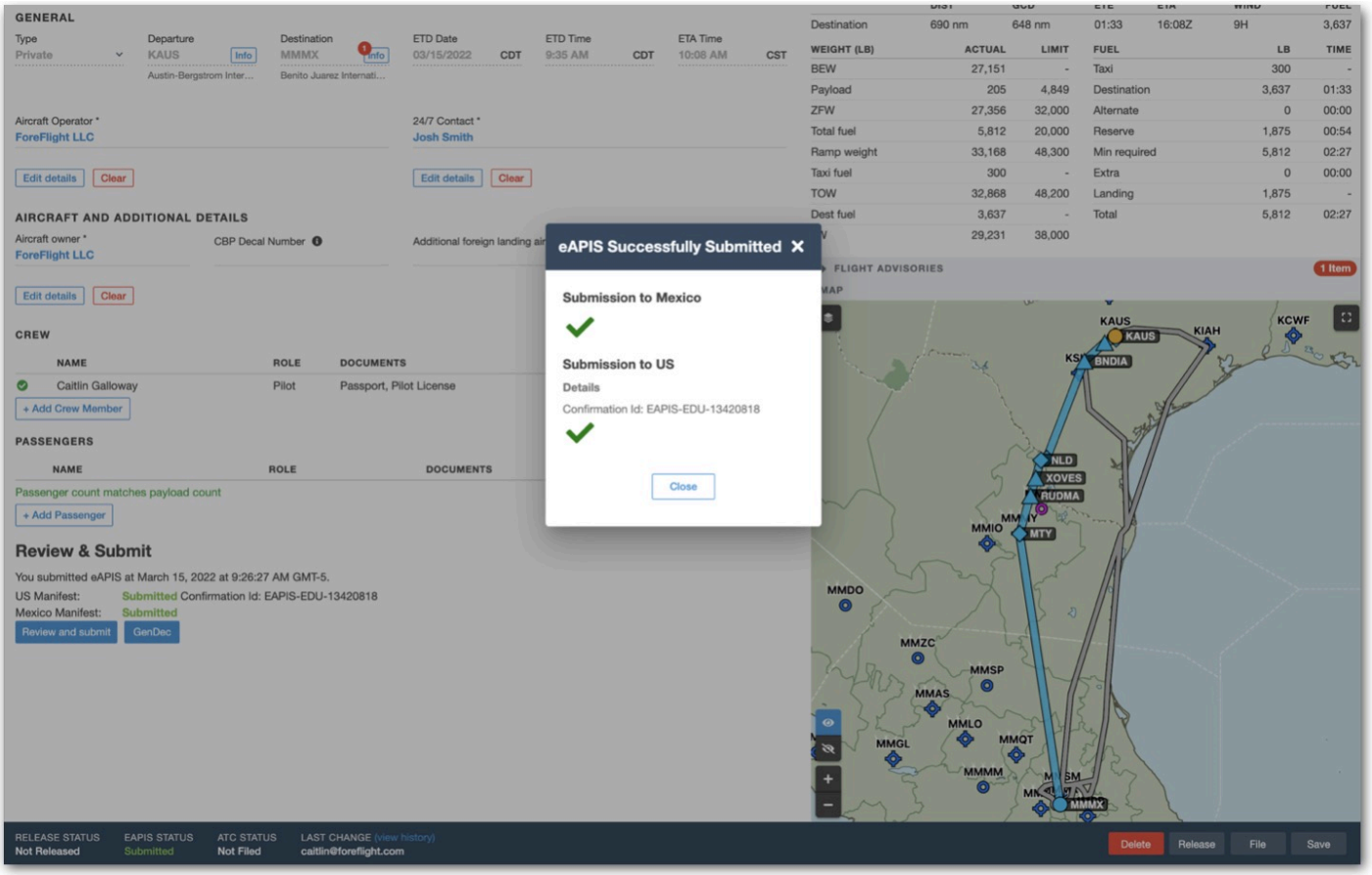


Figure 11-13. EAPIS Successfully Transmitted Pop-up

EAPIS manifests are submitted to supported departing and arriving nations. It is impossible to exclude a supported nation when EAPIS is submitted with Dispatch.

EAPIS confirmation emails are sent to the email address of the flight planner; all assigned crew; and the email address associated with the 24/7 emergency contact. Once an EAPIS manifest is filed, manual coordination may be required with border authorities for changes.

11.7.1 General Declaration Form

The General Declaration (GenDec) form is automatically generated and added to the flight's files when EAPIS is submitted. The GenDec form can be downloaded, printed, or shared by selecting **GenDec** from the bottom of the EAPIS view.

> **IMPORTANT:** If the departure or destination is not a Port of Entry (POE), EAPIS will automatically change it to the closest POE when creating the GenDec form. A flight between two U.S. airports does not require a GenDec. If a GenDec is needed, a PDF GenDec will need to be used instead of using EAPIS.

11.7.1.1 Unsupported Nations - GenDec Form

When both the departure and destination nations do not support EAPIS, a standalone GenDec form can be generated for manual coordination.

> **IMPORTANT:** Generating a GenDec form is not equivalent to submitting electronic passenger information.

To generate the GenDec form, follow the steps below:

1. Complete the EAPIS form as described earlier in this chapter.
2. Select **Review** near the bottom of the EAPIS view.
3. Review the EAPIS form for accuracy.
4. Select **GenDec** to generate a PDF copy of the form.

When generating a GenDec form for a flight to and from unsupported nations, a caution banner is displayed near the top of the EAPIS view.

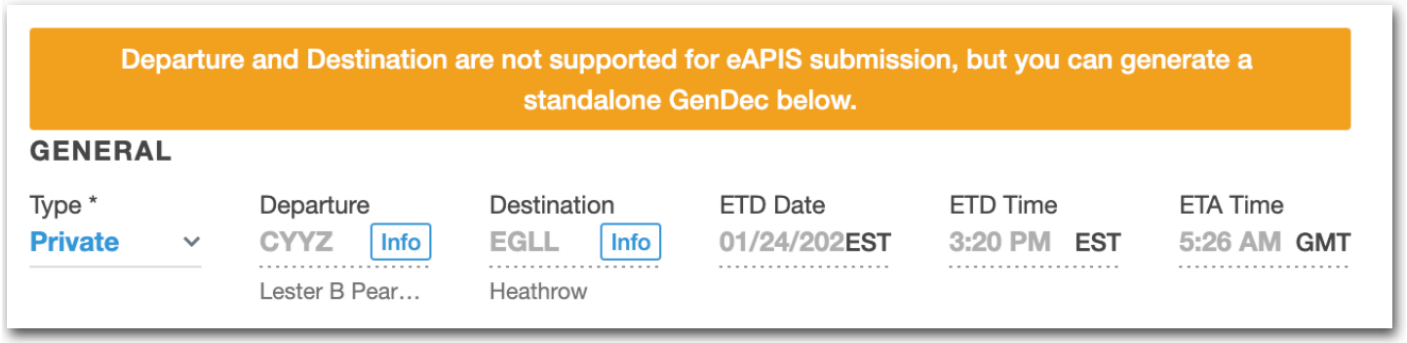


Figure 11-14. EAPIS not supported Caution Banner

11.8 Amendments

EAPIS amendments are required when adding passengers or changing crew. Submitting an amendment is not required when removing passengers from a flight. To amend an EAPIS submission, select **Review ➔ Resubmit**.

To amend the aircraft, departure date, destination, or departure location after an eAPIS form has been submitted, the original request must be canceled via phone. See www.cbp.gov/contact/ports/ for contact information.

Once the original request is canceled, another manifest may be submitted. Acceptance and rejection emails are sent by US Customs and Border Protection. Other nations typically do not send acceptance or rejection emails.

FLIGHT SUMMARY

A Flight Summary is depicted at all times to the right of the Flight Editor. The summary contains buttons for accessing flight documents, a performance section, flight advisories, and an interactive map.

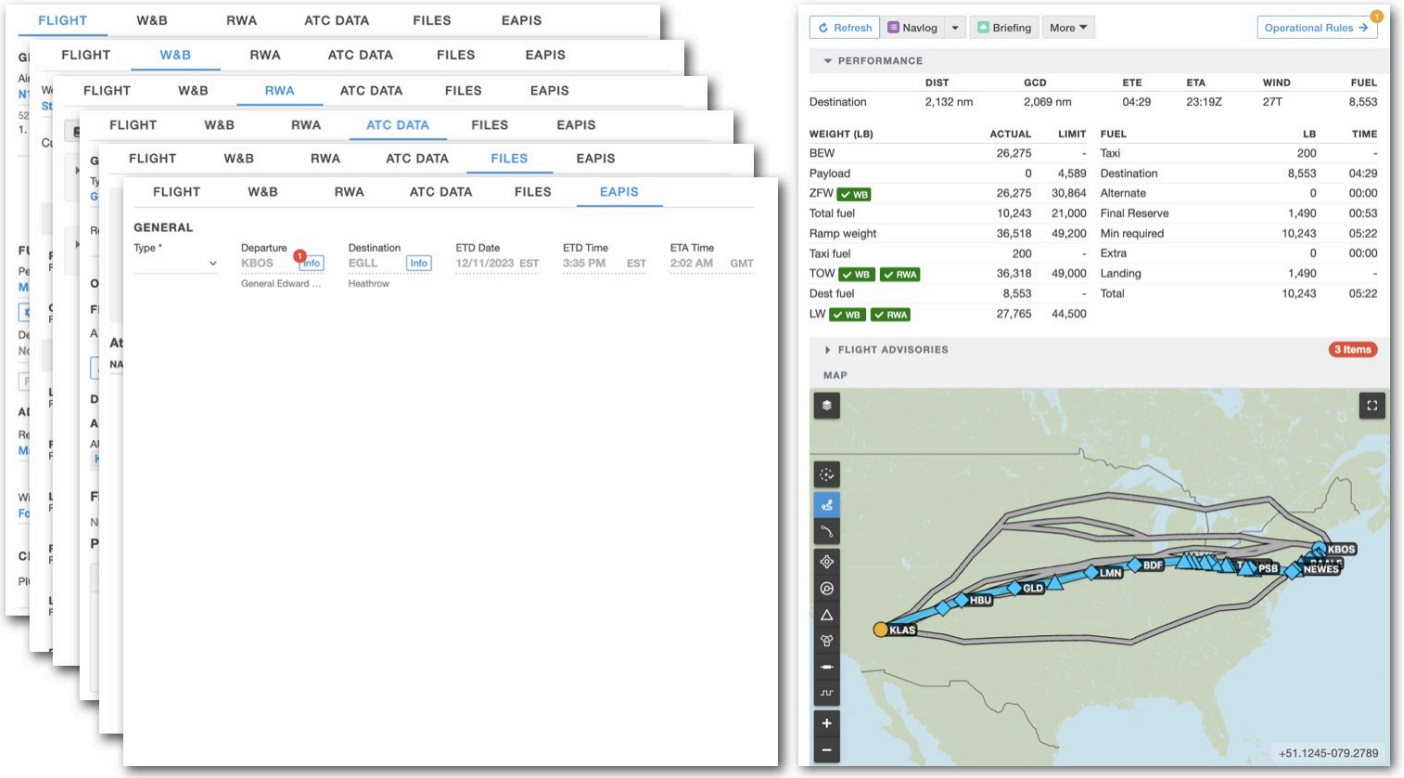


Figure 12-1. Flight Editor Views (Left) / Flight Summary (Right)

12.1 Flight Documents

Documents pertinent to the flight are available near the upper right corner of the flight summary. Selecting the **Navlog**, **Briefing**, or one of the **More** document buttons opens the applicable PDF in a new window.

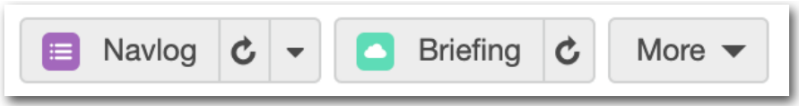


Figure 12-2. Flight Document Buttons

12.1.1 Navlog

As depicted below, the Navlog button is dynamic and will update as navlogs are generated. Before a navlog is generated, the button serves two purposes:

- The **down arrow** opens the template menu for selecting a navlog format.
- The **Navlog** button generates the navlog in the selected template.

Two prebuilt templates (International and Standard) are available by default. If custom navlog templates exist, they are listed above the prebuilt templates.

When a flight's active navlog has been signed in ForeFlight Mobile, it is listed at the top of the template menu. Additionally, when it is selected, the Navlog button is updated with a signature icon. See the ForeFlight Mobile Pilot's Guide in**Documents ➔ ForeFlight ➔ ForeFlight Mobile Pilot's Guide** for more information.

The **Manage Custom Navlogs** button at the bottom of the menu is available to administrator accounts and serves as a shortcut to the Navlog Builder.

Once a Navlog has been generated, a timestamp is depicted in the template menu. Click the refresh button to generate an updated navlog using the latest available data.

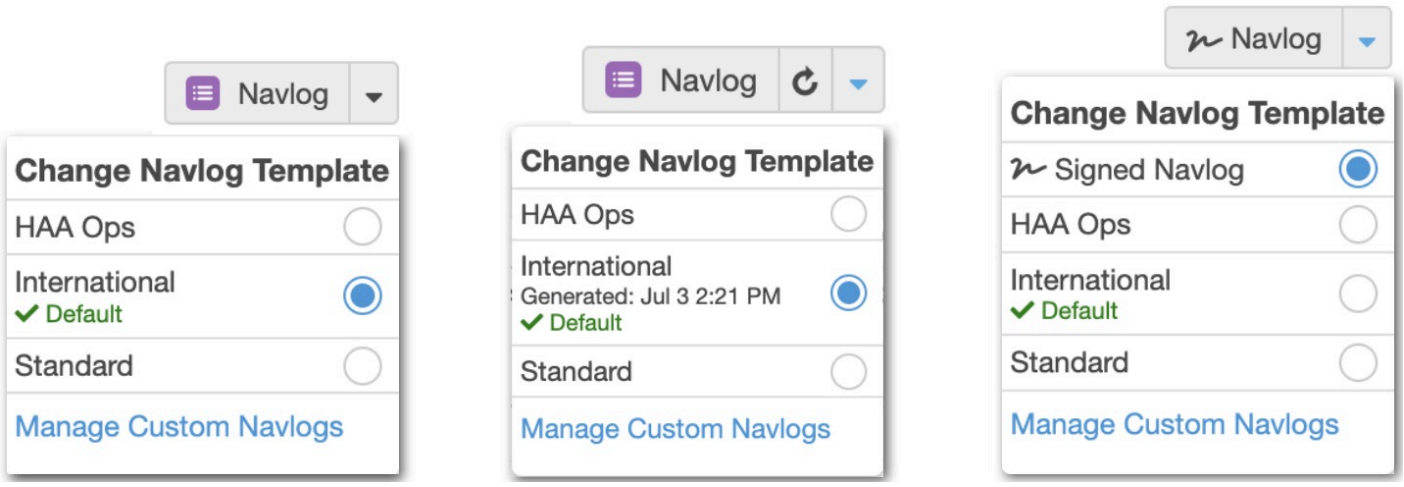


Figure 12-3. Navlog not Generated (L) / Navlog Generated (C) / Signed Navlog (R)

NOTE: Navlogs marked as outdated can be viewed for flights that have been archived.

12.1.1.1 Active Navlog in Progress

If a crew has an Active Navlog in progress open in ForeFlight Mobile, it will display an icon on the Navlog button and also on the Flight page under status. The dispatcher can open the Active Navlog and follow the progress of the flight.

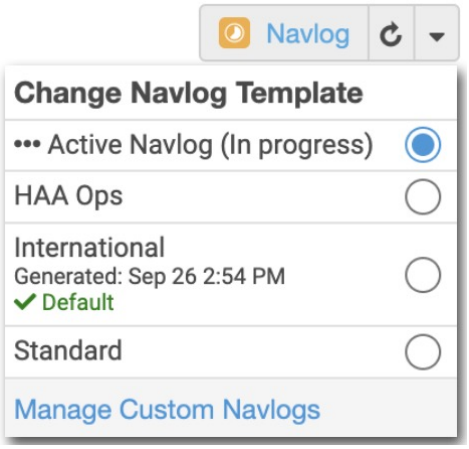


Figure 12-4. Active Navlog in Progress

12.1.1.2 Active Navlog Oceanic Plotting

Oceanic Plotting requires a Dispatch account with Active Navlog activated. Oceanic Plotting is integrated with Active Navlog to track flight progress using ForeFlight Mobile devices.

A flight using the Active Navlog feature and showing the Active Navlog in Progress icon will have the progress updated and can be viewed in Dispatch by clicking on the **Navlog** button. Device connection limitations may not allow real-time updates. Review the Active Navlog and Active Navlog Oceanic Plotting chapters in the ForeFlight Mobile Pilot's Guide for more information.

12.1.2 Briefing

A PDF weather briefing is generated by tapping the **Briefing** button. It contains a Navlog, observed and forecast weather, North Atlantic Tracks (NAT), and applicable NOTAMs in traditional text format. Once generated, a **Refresh** button appears to the right of the **Briefing** button on the Flight Summary view, allowing planners to update the briefing with the latest weather. Briefings do not auto-refresh after the estimated departure time.

> **NOTE:** The NAT document is included in the briefing if the track is within 100 NM of NAT, and NAT appears on the SIGWX page if within 350 NM.

An archived flight will include the last briefing update. Some briefing content can be customized, but only administrators can modify briefing settings via **Settings → Planning Settings**.

> **NOTE:** Briefings marked as outdated can be viewed for flights that have been archived.

For detailed information about the briefing document, refer to the Briefing chapter in the ForeFlight Mobile Pilot's Guide.

12.1.3 More Documents

The More dropdown is used to access the ICAO, Overflight Report, NOTAM, Weather, and Route Report documents for the flight.

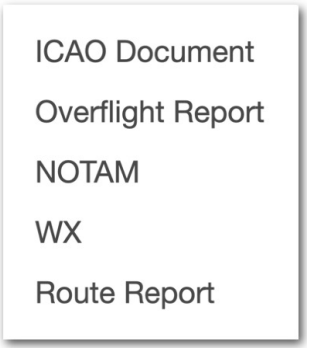


Figure 12-5. More Documents Menu

12.1.3.1 ICAO Document

A formatted PDF of the official ICAO flight plan for each flight can be viewed by clicking ICAO Document under the **More** dropdown list.

12.1.3.2 Overflight Report

The Overflight Report lists FIR and national airspace overflights as well as overflight navigational fees for flights within EUROCONTROL administered airspace. Navigational fees are obtained from a 3rd-party source based on the route flown. The document is typically useful for checking you have the proper overflight permissions in place.

12.1.3.3 NOTAM

View all the NOTAMs that have been issued for the airport by selecting NOTAM from the More dropdown. NOTAMs are grouped according to their type, with sub-sections for Airport, Obstacles, TFR, and ARTCC NOTAMs.

12.1.3.4 WX

The WX document contains a list of applicable METAR and TAFs for all airports relevant to the flight, as well as AIRMET and SIGMETs for any FIRs that the flight transits.

12.1.3.5 Route Report

The Route Report is a PDF report that analyzes the route against the Jeppesen Airway Manual data and outputs all found airway restrictions and notes.

> **NOTE:** Dispatch's Route Report does not yet comply with restrictions outside of the USA and Europe. As a result, it will be necessary to manually check your route against Middle Eastern, African, Asian, etc. airway constraints if applicable.

12.2 Refreshing Flight Data

Dispatch will automatically refresh a flight's performance calculations every time you change the flight, even if that change doesn't directly impact the flight's performance, such as changing the selected destination FBO.

Dispatch will not automatically refresh performance calculations regularly if no changes are made to the flight. Flight information may become stale after a long period of time without changes.

You can manually refresh the flight's calculations by clicking the **Refresh** button to the left of the **Flight Document** buttons. Spinner animations may appear on the **Route Map**, **Performance**, and **Refresh** button while Dispatch is rerunning performance calculations to let you know that the refresh is occurring.

> **NOTE:** Refreshing a flight will also refresh its documents.There may be a slight delay in loading a document immediately after the flight is refreshed.

If any part of the flight crosses EUROCONTROL-administered airspace, Dispatch will also re-validate the flight against EUROCONTROL rules whenever it refreshes the flight's performance calculations. EUROCONTROL validation often takes longer than performance calculations for long flights, so the EUROCONTROL Valid indicator in the page's footer will show a spinner animation while the route is still being validated.

12.3 Operational Rules

The **Operational Rules** button displays a tooltip in the upper right corner to notify the user if operational rules applicable to the flight are in or out of compliance. Selecting the **Operational Rules** button will open the **Operational Rules** sidebar for viewing and editing.

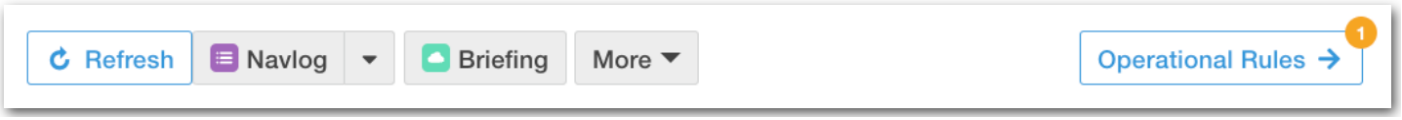


Figure 12-6. Operational Rules Button

Non-applied operational rules are displayed at the top of the sidebar. To make an operational rule compliant, select the **Apply** button. The appropriate change will be made to the flight to apply the operational rule, and the **Not applied** tag will change to **Applied**.

If operational rules need to be changed, select the **Configure Operational Rules** button to go to the **Operational Rules** tab in **Tools**.

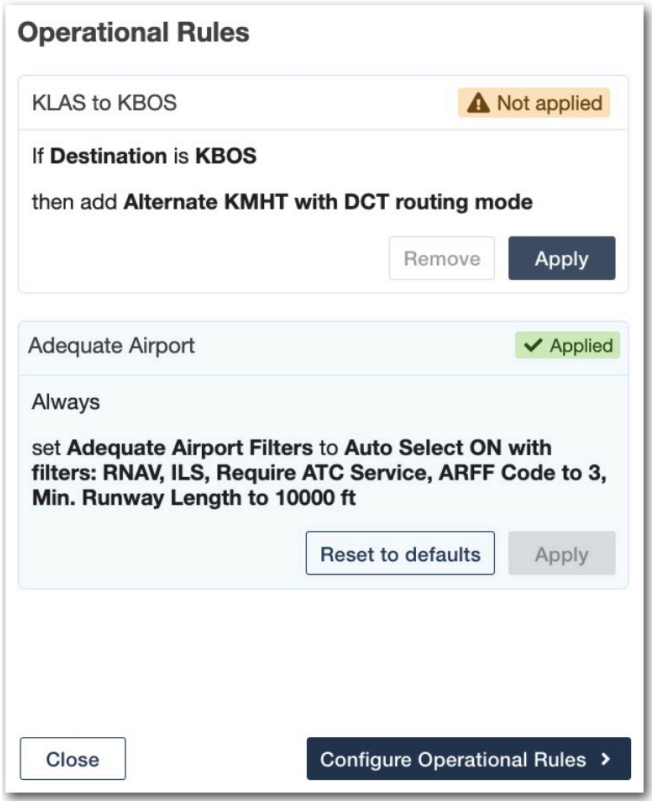


Figure 12-7. Operational Rules Sidebar

12.4 Warning and Error Messages

The Flight Editor view will display warnings and errors when there are problems with your flight. The warnings and errors appear below the flight Document section on the right side of the Flight Editor.

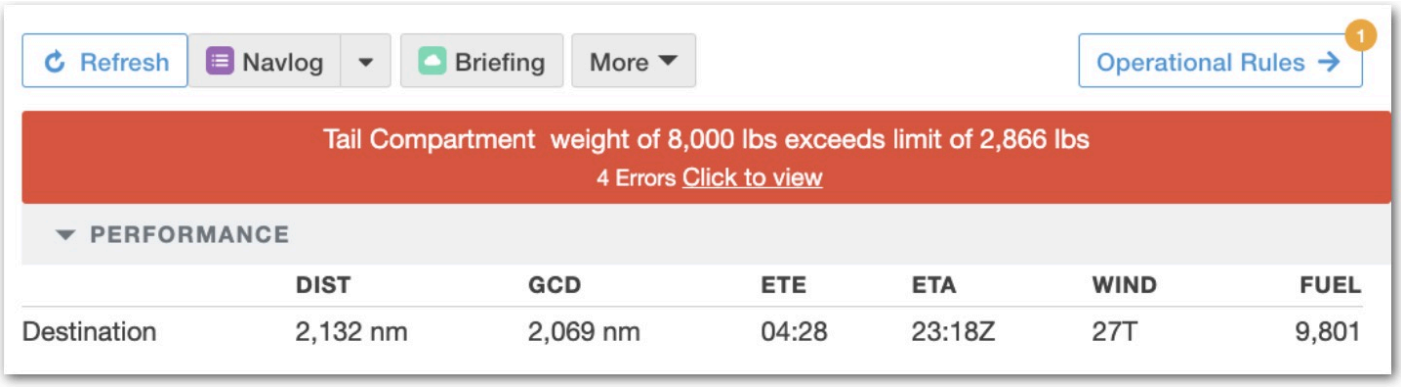


Figure 12-8. Flight Editor - Warning Message

12.5 Performance

Below the Flight Documents is an expandable table containing detailed performance results for the flight. The top row shows flight performance to the airports in your route (including the destination airport and any alternates).

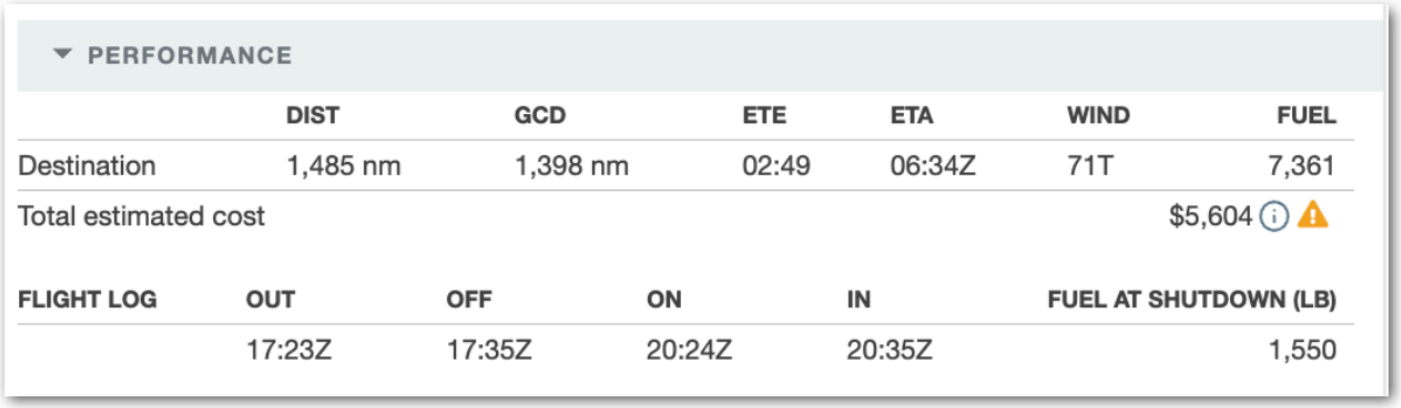


Figure 12-9. Flight Summary - Performance Section

The Flight Log row is only visible after a crew enters an Out, Off, On, or In (OOOI) time in the Active Navlog using ForeFlight Mobile. Refreshing the web page will synchronize with the pilot's mobile device and show current times. The fuel at shutdown will be the amount entered by the crew into the destination RAMP Fuel field on the Active Navlog. If no manual entry is made, it will show "0".

The Total Estimated Cost is displayed at the top of the Performance section. If a dry operating cost is entered in the Fuel section of the Aircraft data, the aircraft cost will be included in the calculation. The fuel cost is determined using the Default Fuel Price set in**Settings ➔ Planning ➔ Fuel Price**. Hovering the cursor over the information icon will reveal detailed cost information.



Figure 12-10. Total Performance Cost

If any required operating cost data is missing, a warning icon will appear. Hover the cursor over the warning icon to display the specific field that needs to be completed.

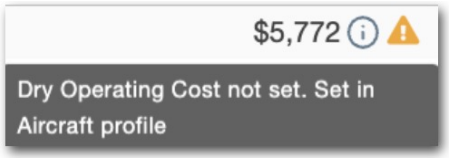


Figure 12-11. Warning Icon

The lower-left table provides information about aircraft weight and compares the calculated weight values against each aircraft's weight limits. The lower-right table includes information about fuel quantities and their associated flight times. See image and Performance Definitions section for information on each field.

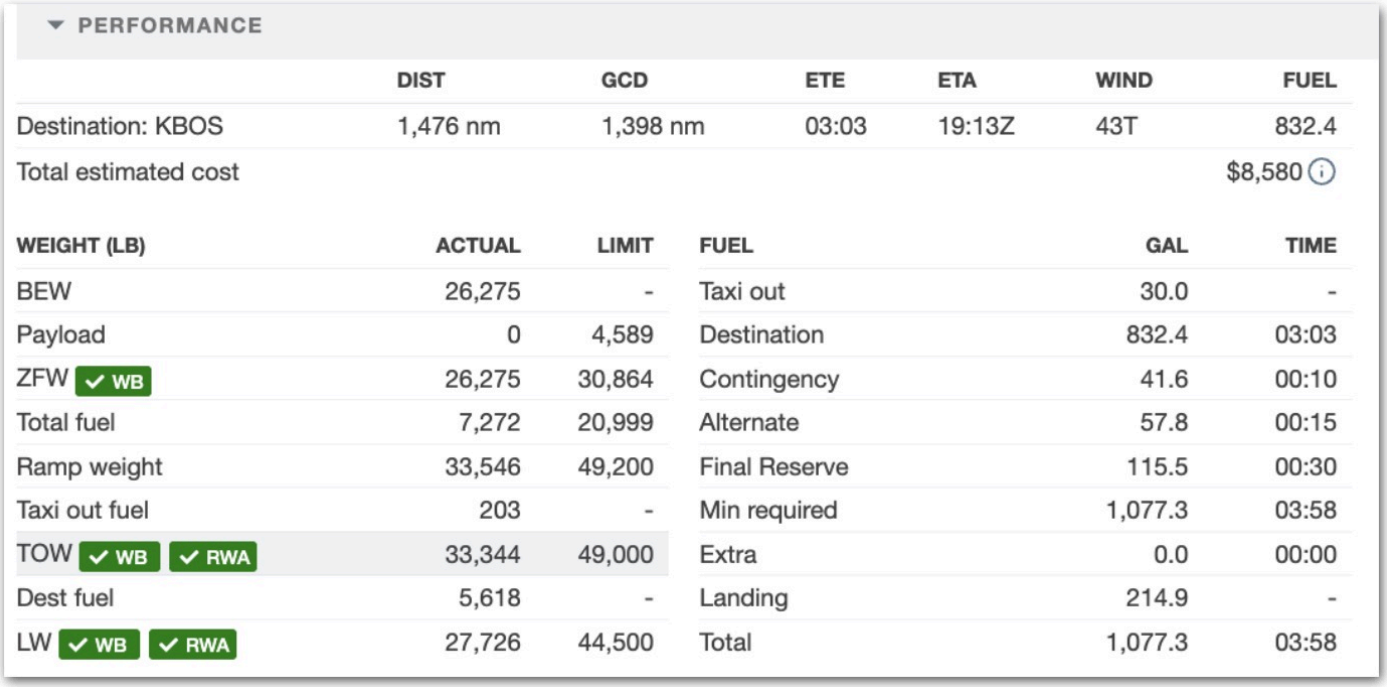


Figure 12-12. Weight and Fuel Columns of Performance Section

12.5.1 Performance Definitions

The following defines items in the performance section:

> **DIST**
>
> Total flight distance based on the selected route.

GCD

Great circle distance.

ETE

Estimated time en route.

ETA

Estimated time of arrival.

Wind

Average wind component for selected routing (H - headwind T - Tailwind).

Fuel

Required fuel from Departure to Destination (No reserves).

OOOI

Out, Off, On, and In times as reported by the crew.

BEW

The basic empty weight of the aircraft.

Payload

Weight of people and cargo on board.

ZFW

Zero fuel weight, the total weight of the aircraft before useable fuel is added.

Total Fuel

Total fuel, including reserves, required for flight.

Ramp Weight

Weight of the aircraft at engine start.

Taxi Fuel

Estimated fuel required to reach the end of the departure runway and from the end of the destination runway to parking.

TOW

Takeoff weight. The estimated weight of the aircraft at the beginning of the takeoff run.

Dest Fuel

Required fuel from departure to the destination (no reserves).

LW

Landing weight. The estimated weight of aircraft at touchdown.

Taxi

Estimated fuel required to reach the end of the departure runway and from the end of the destination runway to parking.

Destination

Required fuel from departure to the destination (no reserves).

Alternate

Fuel required to reach an alternate airport.

Final Reserve

Total calculated reserve fuel.

Additional / ETP

Only visible when ETP Pairs are entered. Additional fuel required for diversionary ETP airports.

Min Required

Minimum legal fuel required (based on flight rules).

Extra

Additional fuel after alternate reserves.

Landing

Fuel remaining at destination (total of reserves and alternate fuel).

> **Total**
>
> Total fuel required for the trip.

12.6 Flight Advisories

Below the performance section is an expandable Flight Advisories section. Flight advisories are displayed when the following forecasted conditions exist along the route of flight:

- Low IFR conditions (destination or departure METAR/TAF)
- GRID Minimum Off-Route Altitiude (MORA) High terrain above 10,000' along route of flight
- Moderate to severe turbulence
- Runway or airport closures
- Hazardous field conditions as a result of snow or ice
- W&B limit exceeded
- Runway Surface Condition (RSC) issued by Nav Canada
- FICON (Field Condition issued by the FAA
- SNOWTAM issued in Europe
- ASHTAM for volcanic ash activity
- Closed runway NOTAMs
- Runway analysis failure on all runways (takeoff or landing)
- An overflight permit is required.

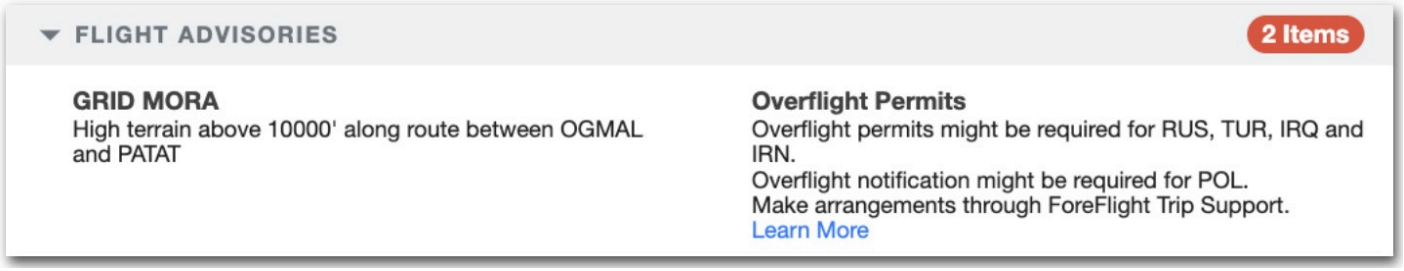


Figure 12-13. GRID MORA and Overflight Permits Flight Advisories

12.6.1 ForeFlight Trip Support

If an overflight permit is required for a flight, a flight advisory will appear with a link to the ForeFlight Trip Support web page. Click on the **Learn More** link in the Flight Advisories section to go to the ForeFlight Trip Support web page and learn about worldwide trip support.

12.7 Briefing NOTAMS

Below the Flight Advisories section is the expandable Briefing NOTAMs section, which displays NOTAMs for the Departure, Destination, Enroute Navigation, and Adequate (Alternate) airports. Additional NOTAMs may appear based on the specific route of flight.



Figure 12-14. Briefing NOTAMS

Click on Briefing NOTAMS to expand the section and display NOTAMS for the flight. NOTAMs will be listed as Unread (listed first), Future, and Older (Marked as read).

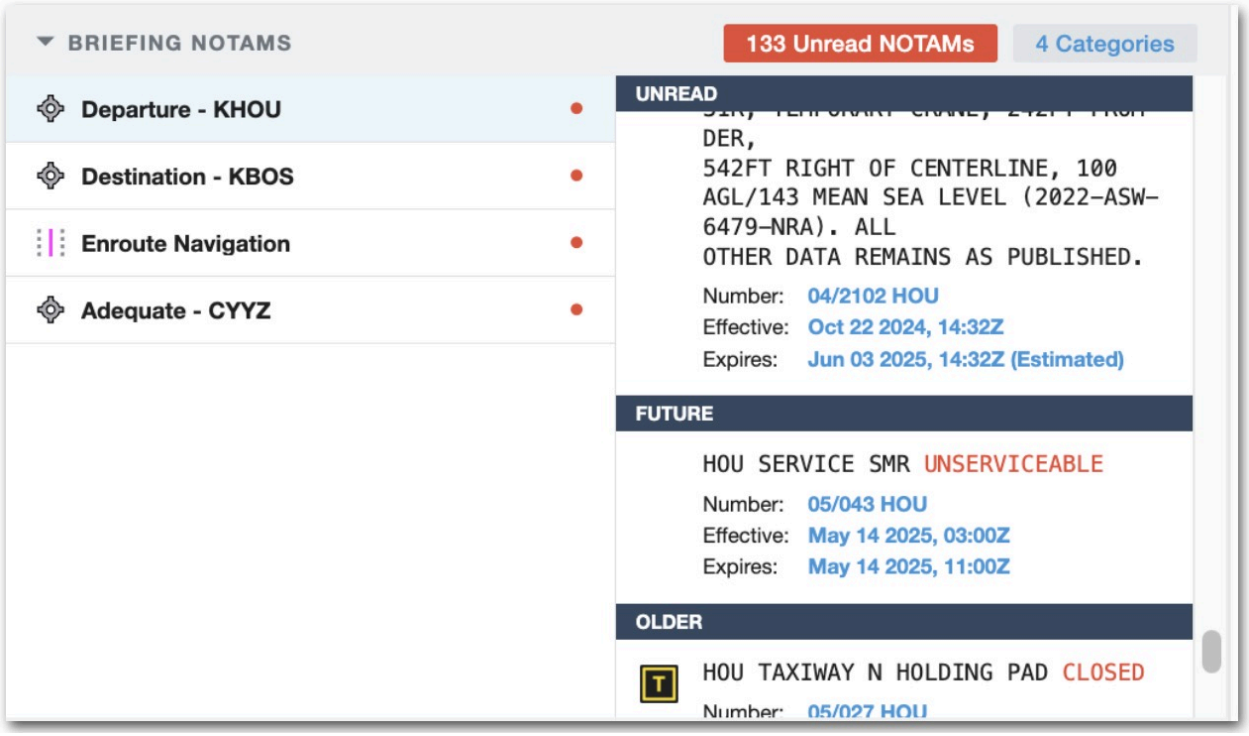


Figure 12-15. Briefing NOTAMS Expanded View

Hover over the top-right corner of a NOTAM to reveal the **Mark as Read** check mark. Clicking it marks the NOTAM as read and moves it to the Older section at the bottom of the list.

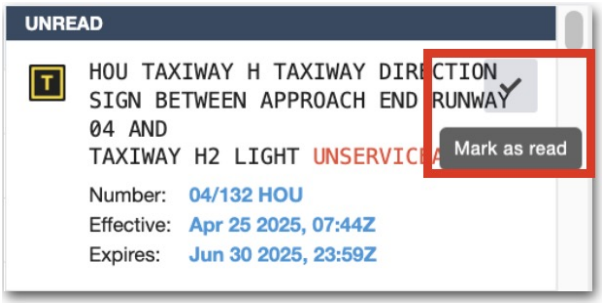


Figure 12-16. NOTAMs Mark as Read

Hover over the top-right corner of an Older NOTAM to reveal the **Mark as Unread** check mark. Clicking it marks the NOTAM as unread and moves it to the Unread section at the top of the list.



Figure 12-17. NOTAMs - Older Mark as Unread

12.8 Interactive Route Map

An interactive map is located near the lower-right corner of the Flight Editor. The map can display additional charts, fuel prices, weather information, live traffic, and suggested routes for the planned flight.

To make the map larger, tap the **fullscreen** button near the top-right corner of the map. Click the button again to return the map to its original size. The map will automatically recenter on the route each time it's resized.

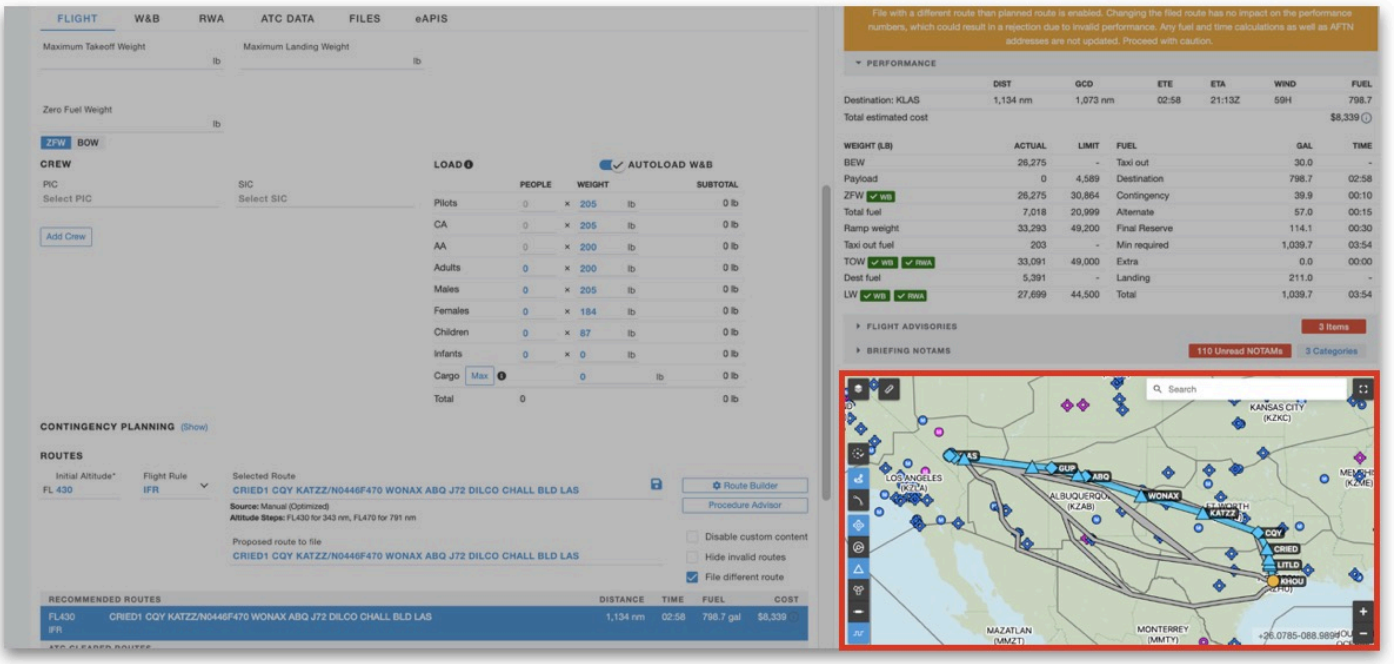


Figure 12-18. Interactive Route Map

12.8.1 Map Layers

The **Layer** button  in the top-left corner of the map displays the layer menu. This menu is used to select charts, traffic, fuel prices, weather information, and more for display on the map.

The layer menu is grouped into sections by thin horizontal lines. Each section can only display one selection at a time with the exception of the AIR/SIGMETs/CWAs, NOTAMs, TFRs, and Traffic section.

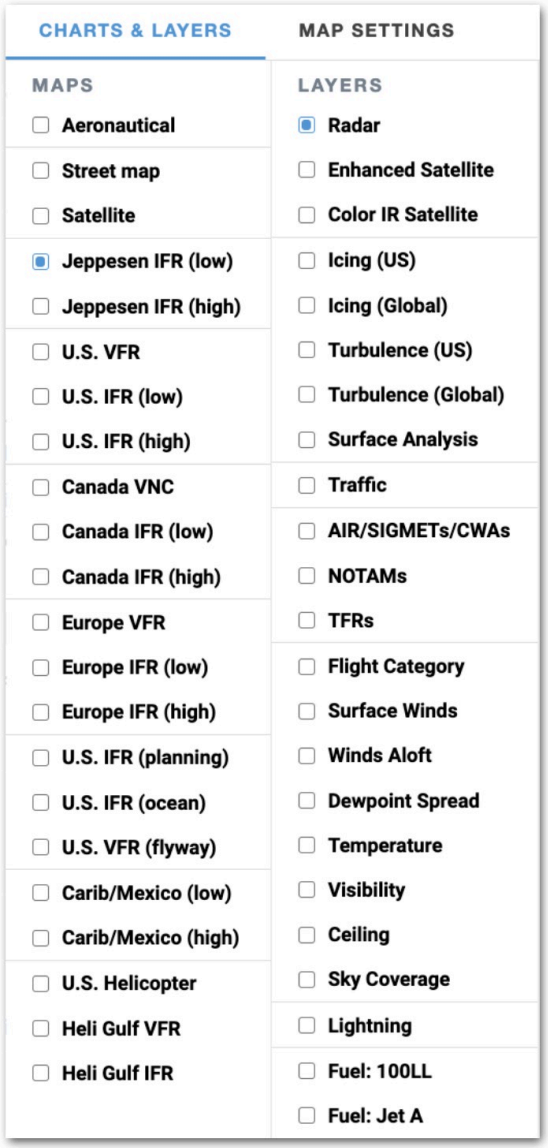


Figure 12-19. Map Menu Layer

12.8.2 Map Settings

The Aeronautical map can be customized by selecting **Map Settings** from the top of the layer menu. Map settings are stored locally on your computer using browser cookies and persist between logins. Settings are grouped into collapsible sections. Only one section can be displayed at a time. Click any section to expand its contents.

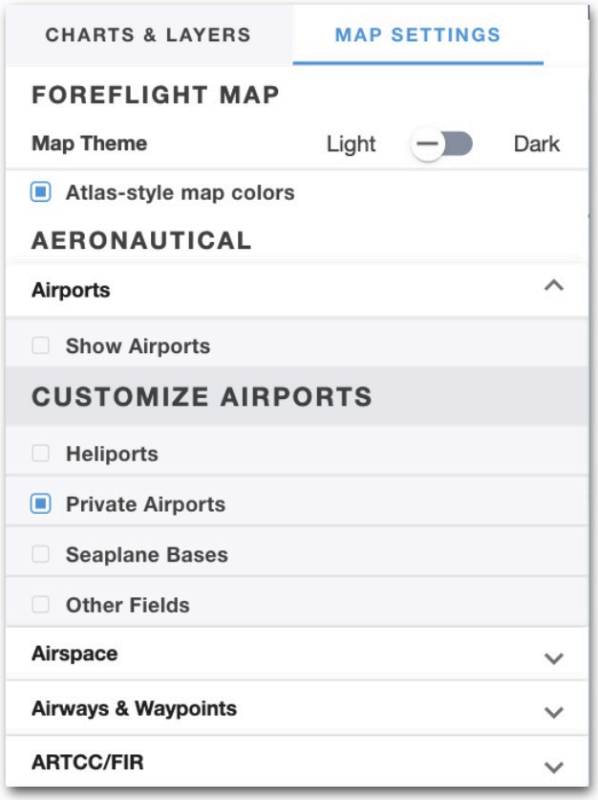


Figure 12-20. Map Settings

Map Theme

Customizes the appearance of the base map.

Airports

Controls which types of airports are displayed on the map when the Aeronautical Map layer is active. Airports are filtered automatically as the map is zoomed out.

Airspace

Controls the type of airspace depicted on the map. Airspace is filtered automatically as the map is zoomed out.

Airways

Controls if high or low airways and their corresponding navigational aids are depicted on the map.

Military Tracks (US MFB Only)

Allows flight planners to depict aerial refueling and military training routes on the map.

> **Oceanic Tracks**
>
> Control if the NAT, PAC, or AUS oceanic tracks are depicted on the map. Tracks can be filtered by their direction of flight with the **East** and **West tracks** toggles.

> **ARTCC / FIR**
>
> Controls if Flight Information Region (FIR) and Upper Information Region (UIR) boundaries are depicted on the map. FIR and UIR cover large areas. The map may need to be zoomed out to view FIR or UIR when enabled.

> **NOTAM Settings**
>
> Control what types of NOTAMS are graphically displayed on the map.

12.8.3 Map Search Bar

A search bar is located in the upper right corner of the map and can be used to find airways, waypoints, places, heliports, and airports.

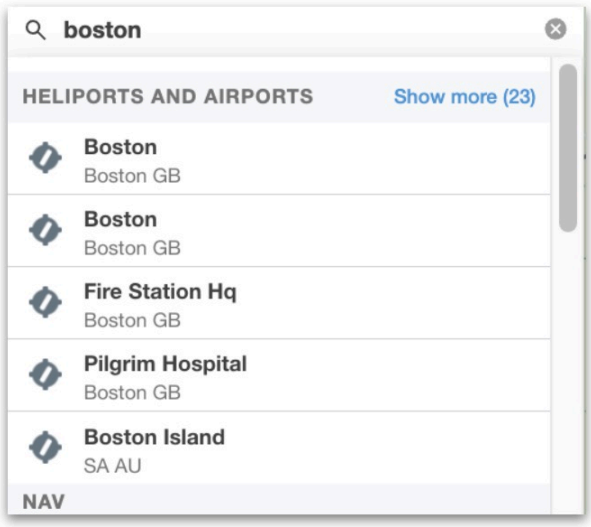


Figure 12-21. Map Search Bar

12.8.4 Map Layer Toggle Buttons

The left side of the interactive map contains buttons for toggling map features on and off. Hover the cursor over the button to reveal the button's purpose. A brief description of each button is also provided below. When a button is toggled on, it will turn blue.

Table 12-1. Map Feature Toggles

Icon	Description
	The map ruler can be activated to show the bearing and distance between two points. Once a ruler is placed, it can be moved by dragging either end to a new position. To remove the ruler, toggle the ruler button off.
	Contingency Planning Toggle for displaying Adequate Airport, ETOPS range rings, and ETP information.
	Suggested routes are displayed on the map by default as gray lines. Click a suggested route to make it the active route. The active route is a blue line with route labels. To hide the suggested routes, click the suggested route toggle button (left).
	The great circle track toggle displays or hides the great circle track between the departure and destination airports.

The following buttons toggle Aeronautical Map features on and off. The Aeronautical Map must be selected to view some of the features.

Table 12-2. Aeronautical Map Feature Toggles

Icon	Description
	Airport toggle for showing or hiding airport icons.
	Airspace toggle for showing or hiding all airspace.
	Waypoint toggle for showing or hiding waypoints.
	Navaid toggle for showing or hiding navigational aids.

Icon	Description
	Airway toggle for showing or hiding airways.
	ARTCC toggle for showing or hiding airspace boundaries.
	The map can be zoomed in and out using standard mouse or trackpad actions. Alternatively, the plus and minus buttons can be used to zoom the map.

12.8.5 AIRAC Data Cycle Selector

Aeronautical Information Regulation and Control (AIRAC) data is a standardized 28-day cycle where aeronautical information, like airspace changes, navigation aids, and procedures, are updated and disseminated globally, ensuring all pilots and air traffic controllers are working with the same current data. If a planned flight is scheduled a few days after a new cycle takes effect, but the current time is just before the switchover, the flight planner may prefer to view the upcoming cycle's data on the map. To accommodate this, the flight planner can choose between active navigation cycles and select the appropriate one based on the flight's estimated departure time.

> **NOTE:** The Data Cycle selector is only visible four days prior to the new data cycle being implemented.

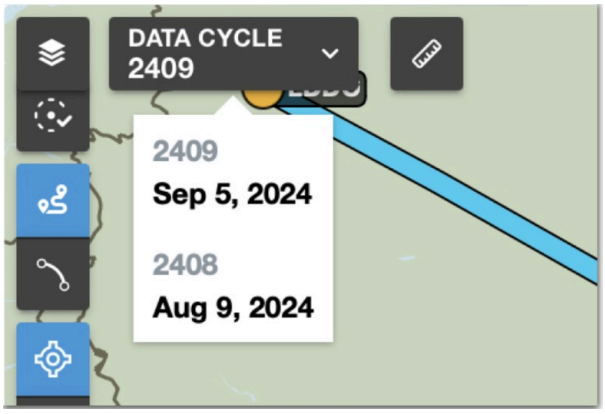


Figure 12-22. AIRAC Data Cycle Selector

12.8.6 Route Editing on the Map

The selected route (highlighted in blue) can be edited on the map using drag and drop, also called rubber-banding. To edit the selected route:

1. Hover the cursor over the selected route.
2. Click and hold the left mouse key.
3. Drag the route line to the desired location.
4. Release the left mouse key.
5. Select the coordinates or a waypoint from the Add to Route pop-up menu.
6. Repeat steps 1-5 as needed.



Figure 12-23. Drag and Drop Route Editing

12.9 Flight Status Bar

The Flight Status Bar contains information about the flight's current status and has buttons to change that status. The left side of the status bar shows when the flight was released, whether the flight was filed, and the last action taken on the flight by a user in Dispatch. Select **(view history)** next to Last Change to see the Flight History.

The buttons on the right side allow you to Save the flight, Release the flight to crew members, File, Amend, Archive, Export, or Delete the flight.

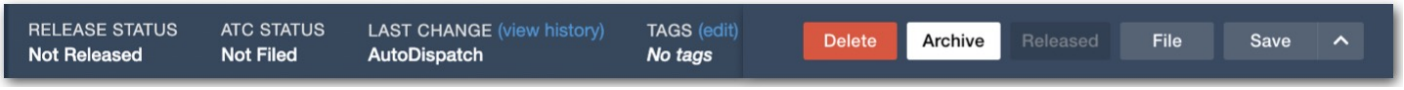


Figure 12-24. Flight Status Bar

12.9.1 Saving Flights

Dispatch saves new flights and changes to existing flights using the **Save** button at the bottom right of the Flight Status Bar. Click on the **Save** button to save all the flight information that has been entered. There is also an option to save with a comment (See section 12.9.1.1). The **Save** button turns gray after the flight has been saved. Once a change is made to the saved flight the **Save** button turns blue and becomes active to allow saving new data.

If a flight has been filed with ATC, the **Save** button will change to **Save & Amend**. Clicking on the **Save & Amend** button will save any changes made and amend the flight plan with ATC. Clicking on the open chevron to the right of the **Save & Amend** button will display a Save without amending button that can be selected if the changes need to be saved without amending the flight plan with ATC.

If changes are made to an existing flight and the user leaves the page before saving it, the changes will not be applied. When attempting to leave the Dispatch Flight Editor page without saving changes, a pop-over will appear, notifying the user that changes have not been saved. Click **Cancel** to stay on the page, or click **Leave** to leave the page and discard your changes.

Saving a flight that has not been released to crew members will not release the flight, but saving a flight that has been released will cause the flight's details and documents to update on crew members' devices.

NOTE: If a user creates a new flight and leaves the page before selecting **Save**, the flight will not appear in the Flights List and all details of the flight will be lost. New flights only appear on the Flights List after they have been saved.

12.9.1.1 Saving Flights With a Comment

To save with a comment, follow these steps:

1. Click on the open chevron to the right of the **Save** button. A **Save with comment** button appears.
2. Click on the **Save with comment** button. The **Add comment** pop-over appears.
3. Type the message in the **Comment** field.
4. Click the **Save** button.

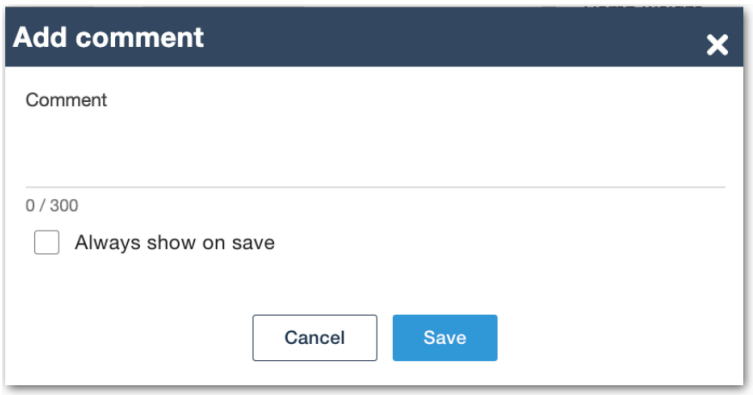


Figure 12-25. Add Comment Pop-Over

The message will be visible on the **Flight History** pop-over. Click **(view history)**, located on the Flight Status Bar, to see the Flight History pop-over.

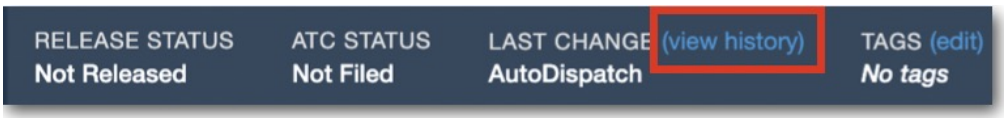


Figure 12-26. View History Button

NOTE: Selecting the **Always show on save** box will cause the **Add comment** pop-over to always show when clicking the **Save** button.

12.9.2 Exporting Flights - Military

ForeFlight Military Flight Bag Dispatch accounts with EFB Bridge privileges have the option to export saved flights in five file types.

> **WAFS (World Area Forecast System) Internet File Service (WIFS) Message**
>
> When selected for export, will add the information from the Most Critical Equal Time Point (ETP) scenarios to the bottom of the WIFS Message in plain text. WIFS Message must be activated in Settings.

> **Common Route Definition (CRD)**
>
> Files contain information describing the detailed flight path and times that an aircraft will fly in a standard xml format. Version number can be selected in CRD Export in settings.

> **Keyhole Markup Language (KML)**
>
> File will contain the route waypoints and ETA in ZULU time. The file will be saved to the user's download folder.

> **Electronic flight folder**
>
> File contains all flight documents and ARINC 633 flight data.

> **ARINC 633 OFP (XML)**
>
> File only contains ARINC 633 flight data in XML file format.

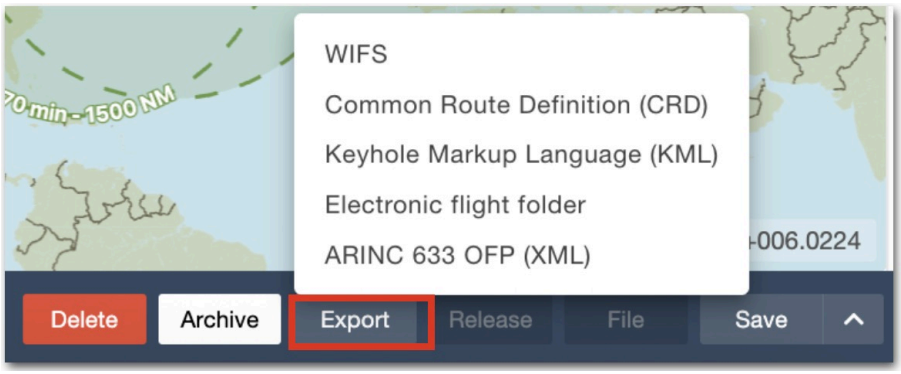


Figure 12-27. MFB Dispatch Export Options

EFB Bridge allows users to view flights that were planned with ForeFlight Military Flight Bag Dispatch in other EFB programs.

To request EFB Bridge privileges, contact team@foreflight.com.

12.9.3 Tags

Tags provide a method for quickly identifying flights with similar characteristics. For example, non-revenue, customer flights, training flights, etc.

Tags can be added by anyone on the account. Each flight can have multiple tags. Tags support letters, numbers, special characters, and additional customizable attributes. Tags are displayed on the Flight Status Board and in the Navlog.

Tags can be added using the Flight Status Board Action Buttons or the Flight Editor Flight Status Bar. When a new tag is added, it is automatically saved. Saved tags appear as users enter tag text.

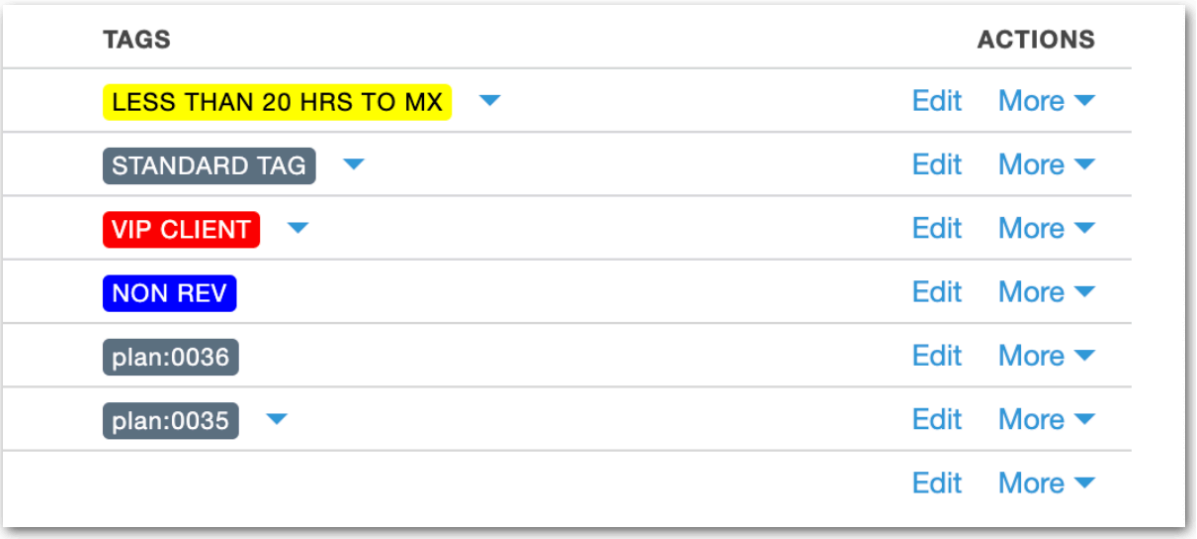


Figure 12-28. Flight Status Board Tags and Action Buttons

12.9.3.1 Tag Character Limits

Individual tags have a 24 character limit. A maximum of 5,000 tag characters are supported per account. Tags that are not used for 60 days are automatically removed. Tags cannot be manually deleted.

Flight tags are automatically copied to subsequent flights when the **Next Flight** option is used. Flight tags can be filtered and searched on the Flight Status Board.

12.9.4 Adding Flight Tags

To add a flight tag using the Flight Editor:

1. Enter a destination and departure airport.
2. Click Tags (**edit**) near the bottom of the screen
3. Using the Flight Tags Menu, manually add tags. Use the **Enter** key or click **Add** to add a tag to the flight.
4. After all tags have been added, click **Update** to complete.

12.9.5 Add a Flight Tag Using the Flight Status Board

To add a flight tag using the Flight Status Board:

1. Click the Flight Status Board **More** Action Button.
2. Using the Flight Tags Menu, manually add tags. Use the **Enter** key or click **Add** to add a tag to the flight.
3. After all tags have been added, click **Update** to complete.

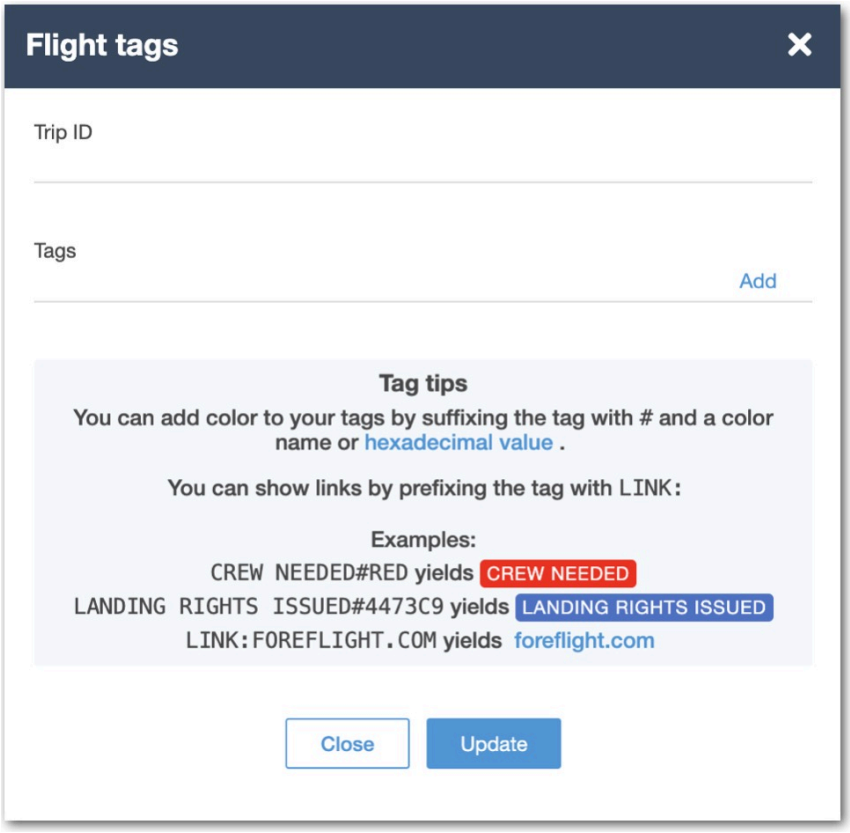


Figure 12-29. Flight Tags Menu

12.9.6 Tag Customization Options

To help differentiate how tags appear in the Flight Status Board, the following customizations can be added. Custom tag attributes are specified while adding or editing tags and are saved for future flights.

12.9.6.1 Tag Colors

The color of a tag can be changed by appending **#COLOR** to the tag description. For example, "TAG #RED", "TAG #GREEN", or "TAG #ORANGE". Alternatively, append the color's hexadecimal value (e.g., TAG #00FF00) to change its color. After adding the tag, its user-specified color is displayed in the tag menu.

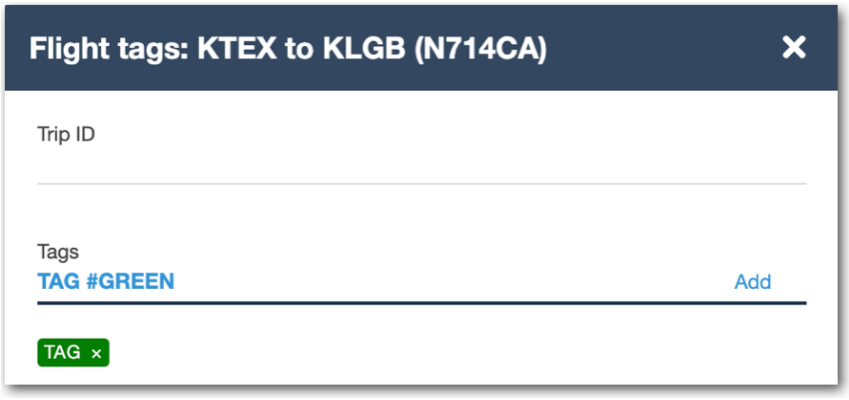


Figure 12-30. Adding Tag Colors

12.9.6.2 Tag Hyperlinks

Tag hyperlinks can be created by prefixing **LINK:** to a URL. For example, LINK:FLYLAX.COM. Clicking a tag with a hyperlink opens the website in a new browser window.

> **IMPORTANT:** Do not add a space between "Link:" and the tag URL.



Figure 12-31. Adding a Tag Hyperlink

12.9.7 Trip ID

Trip ID provides a method for grouping flights within a trip. Trip ID supports letters, numbers, and special characters. Trip ID is an automated or user-generated value. Trip IDs are displayed on the Flight Status Board and the Navlog. To automatically generate Trip IDs, enable the Auto Trip ID setting.

12.9.8 Adding a Trip ID

To manually add a Trip ID:

1. Enter a destination and departure airport.

2. Select (**edit**) from the Tags section (bottom of the screen).
3. Enter a Trip ID or select an existing Trip ID from the list.
4. Select **Update** when complete.

Once a Trip ID is created, it is available to select on subsequent flights. Trip ID is automatically copied to subsequent flights when the **Next Flight** option is used. Flights can be filtered or searched using the Trip ID on the Flight Status Board.

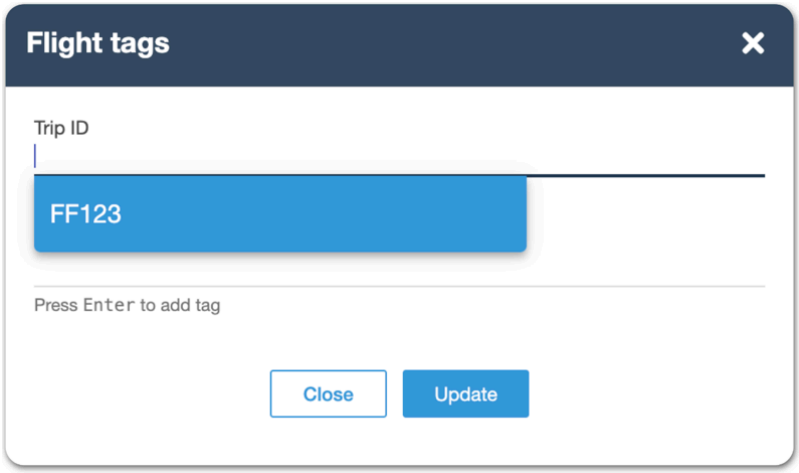


Figure 12-32. Trip ID Menu

AIRPORT INFORMATION

The Airport page provides detailed information about any airport in the world with an International Civil Aviation Organization (ICAO) identifier. It is accessible from the Airports tab on the main sidebar and the Flight Editor.

To open the Airport page from the sidebar, click on the Airports tab. The main Airports view shows the 25 most recently viewed airports. Click on the **Airport Page** button on the right side of the page to open the Airport page. Enter the airport identifier in the search field at the top of the page to open the Airport page for that airport.

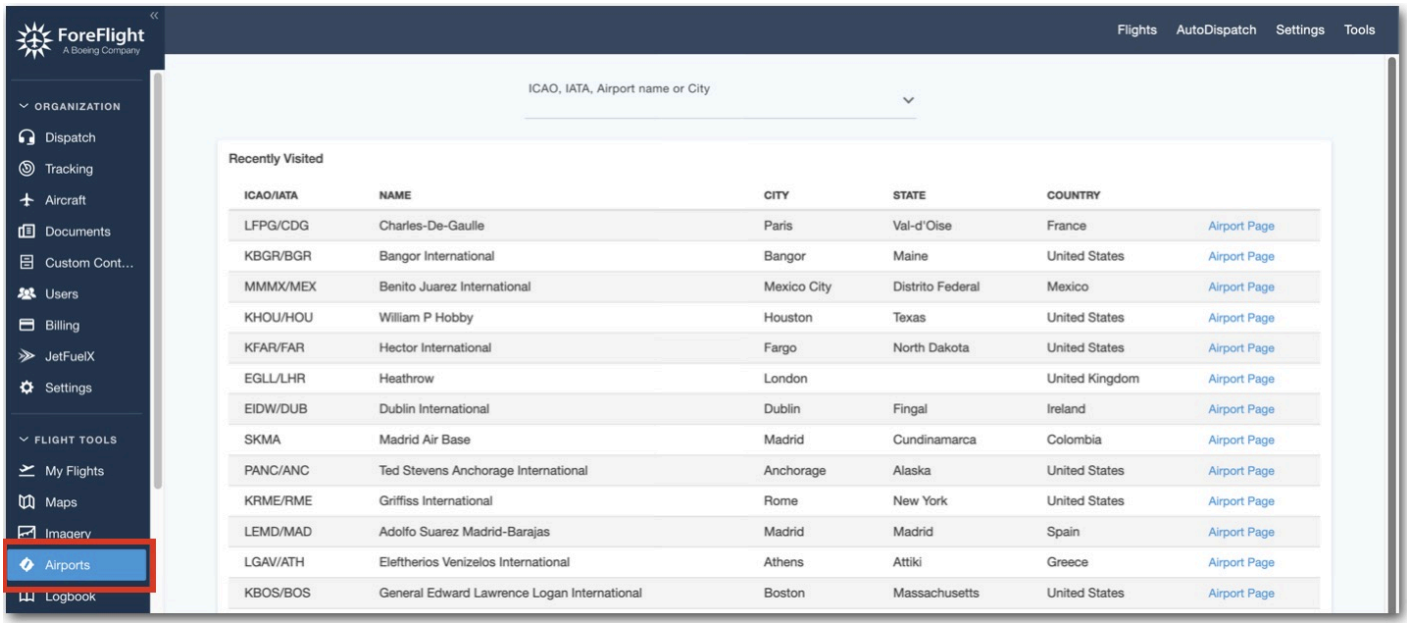


Figure 13-1. Airport View Main Page

To access the Airport page from the Flight Editor, click the **Info** button next to the Departure or Destination fields to open the airport pop-up. Click on the **Go to Airport page** button at the bottom of the pop-up. The Airport Information page will open in a new browser tab.

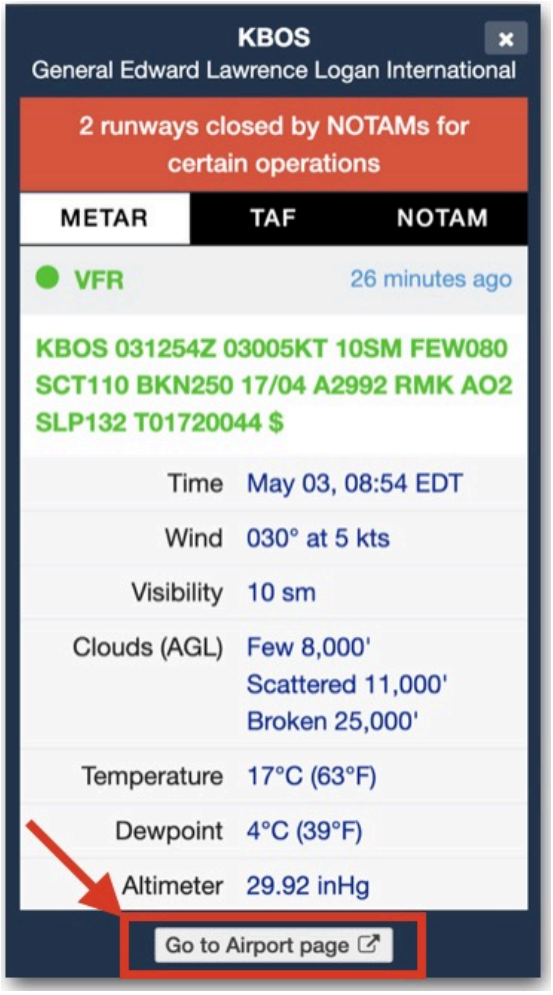


Figure 13-2. Accessing the Airport Page from the Flight Status Board

At the top of the Airport view, a toolbar with buttons enables quick navigation to specific sections. The currently viewed section is highlighted by a blue button with an underline. You can scroll up or down to move between sections or use the toolbar buttons for faster navigation.

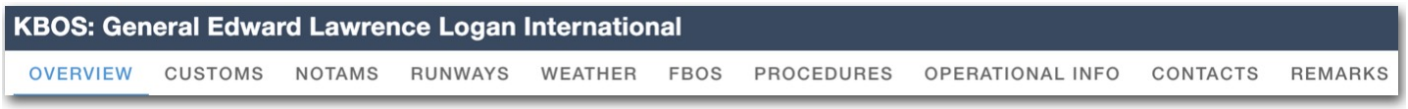


Figure 13-3. Airport Page Toolbar

13.1 Overview

The **Overview** section of the Airport View provides essential information, including the airport location, city, state or province, geographic coordinates, pattern altitude, and magnetic variation. Additionally, it features an airport diagram that can be enlarged by clicking anywhere on it. To minimize the expanded diagram, click it again.

On the right side, an interactive map allows overlaying different maps and weather layers on the airport terminal area. By default, the ForeFlight Aeronautical Map is displayed. Click the **Street** button at the bottom to overlay a street map, or the **Weather** button to display the Composite Radar layer. The **Expand** button in the top right corner toggles between expanding and minimizing the map.

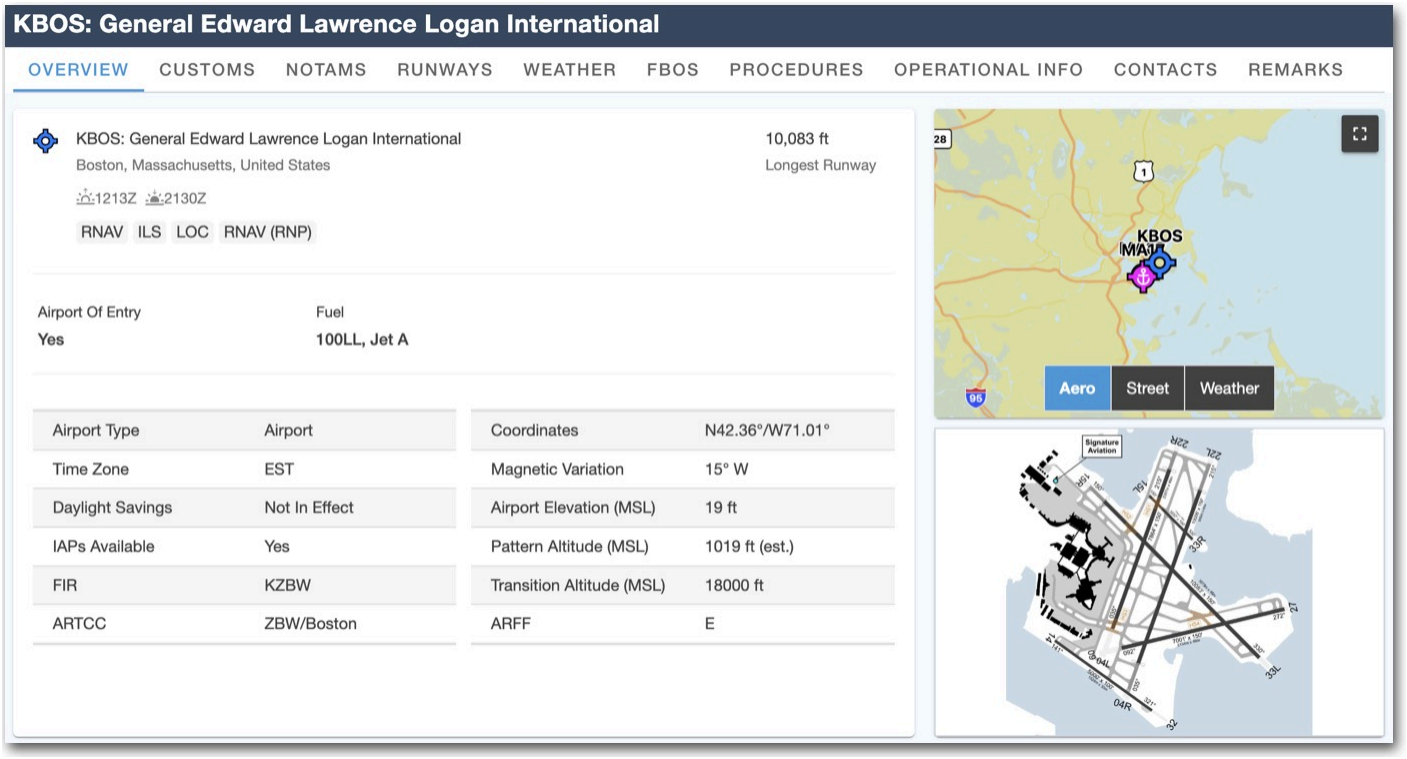


Figure 13-4. Airport Info - Overview

13.2 Customs

The **Customs** section of the Airport View includes regular office hours, service hours for entrance and clearance, contact information, landing permission procedures, inspection processes, and special procedures or miscellaneous guidelines. These sections are displayed only for U.S. airports with a published CBP fact sheet. The information is available to all users.

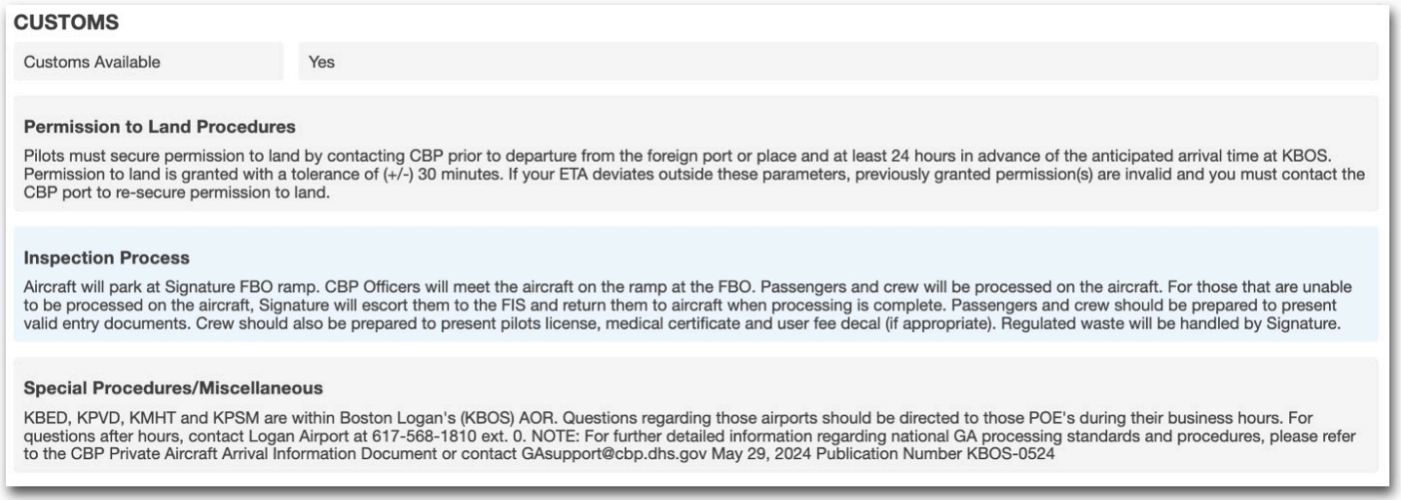


Figure 13-5. Airport Info - Customs

13.3 NOTAMs

The **NOTAMs** section displays past, current, and upcoming airport NOTAMs. Dispatch organizes NOTAMs by type, with sub-tabs for Airport, Obstacles, ARTCC, and TFR NOTAMs. When a large number of NOTAMs of a single type is available, the section becomes scrollable, with a scrollbar appearing on the right.

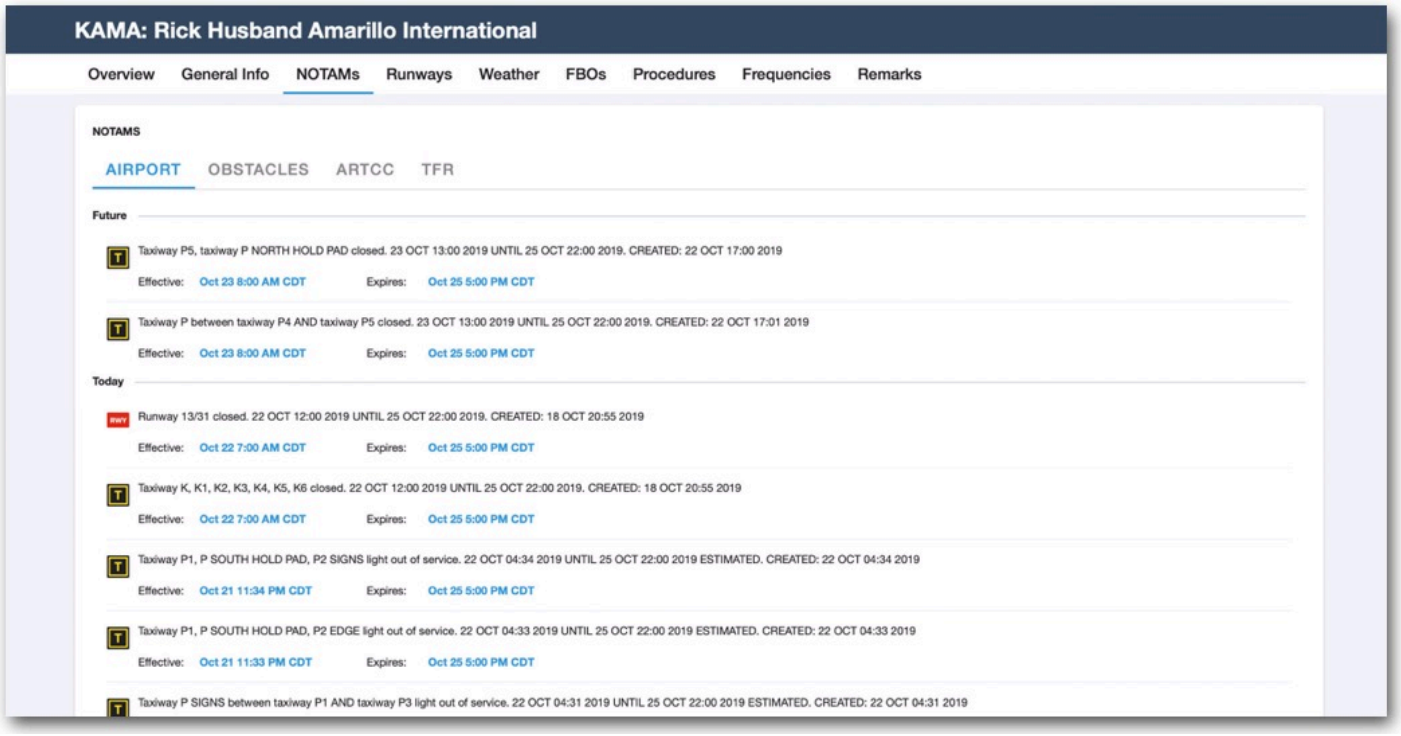


Figure 13-6. Airport Info - NOTAMs

13.4 Runways

The **Runways** section provides detailed information about each runway at the airport. On the left, a diagram shows the runway orientation, dimensions, surface material, and condition. On the right, two columns present additional details, including glideslope indicators, displaced thresholds, lighting types, and touchdown elevations.

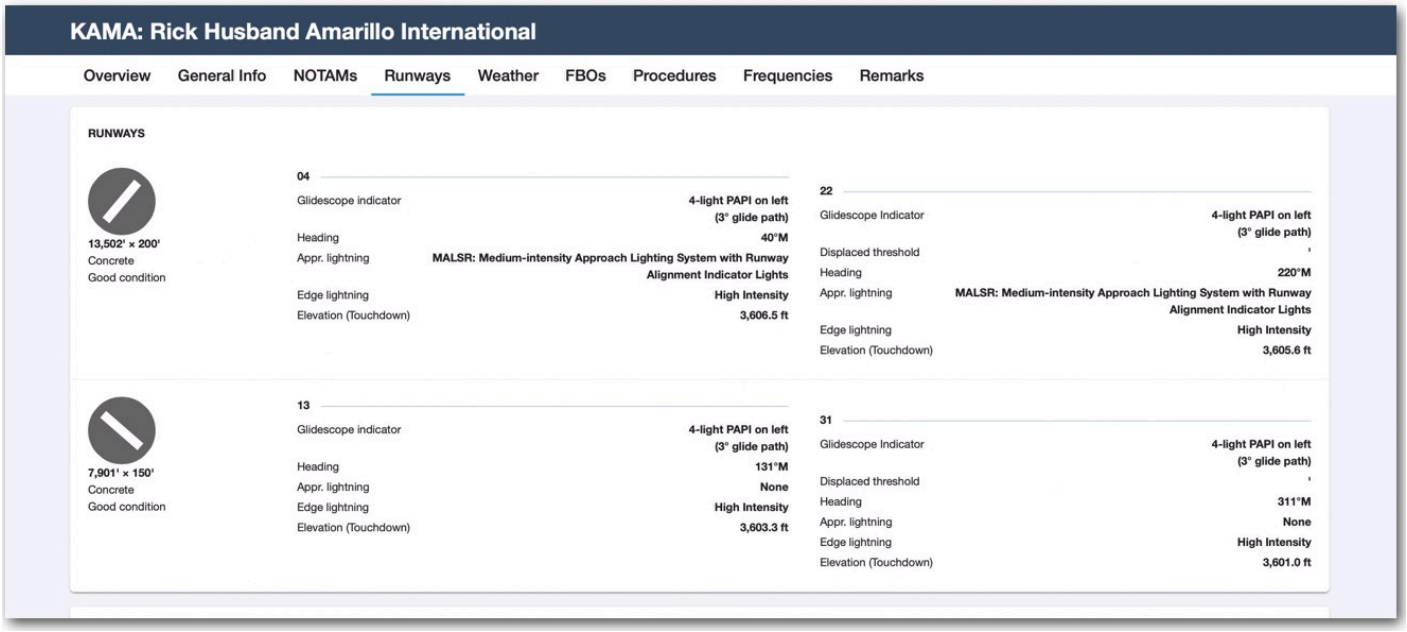


Figure 13-7. Airport Info - Runways

13.5 Weather

The **Weather** section displays the latest METAR, including color-coded flight categories and plain-language weather details. If available, the section also provides the latest Digital ATIS (D-ATIS) and TAF, with flight category and weather information for each forecast period.



Figure 13-8. Airport Info - Weather

13.6 FBOs

The **Fixed Base Operators (FBOs)** section lists service providers at the airport. Each FBO summary displays fuel prices, phone numbers, and radio frequency by default. Clicking the **Show** button below a summary reveals additional details, including a description, address, contact information, available services, amenities, and accepted payment methods. Click **Hide** to collapse the expanded details.

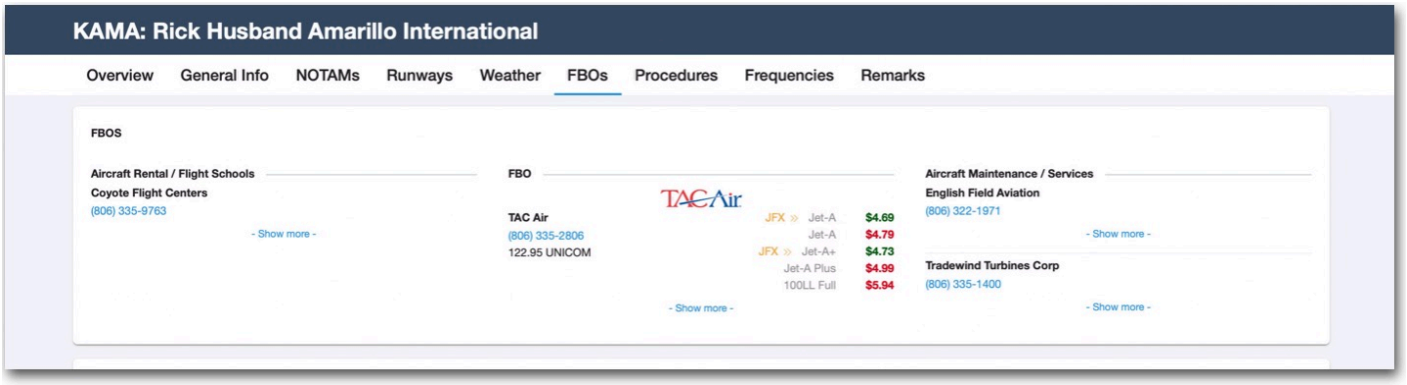


Figure 13-9. Airport Info - FBOs

> **NOTE:** If a contract fuel account is linked to the **JetFuelX** feature in ForeFlight, fuel membership pricing is available for an FBO, and the lowest contract fuel prices for each fuel type offered are displayed next to an orange **JFX »** indicator. Additionally, any price tiers associated with the contract fuel membership are included in the expanded FBO details.

13.7 Procedures

The **Procedures** section provides links to airport terminal procedures. Clicking a procedure name opens it in a new tab as a PDF, where it can be viewed, printed, or downloaded. To view or download multiple procedures at once, select the checkbox next to each procedure, then click the **Download** or **Open in a New Tab** icon.



Figure 13-10. Airport Info - Procedures

13.8 Operational Info

The **Operational Information** section contains tabs for operating hours and frequencies. The **Frequencies** tab presents a detailed list of airport frequencies, grouped by type, along with corresponding phone numbers, if available.



Figure 13-11. Airport Info - Operating Hours

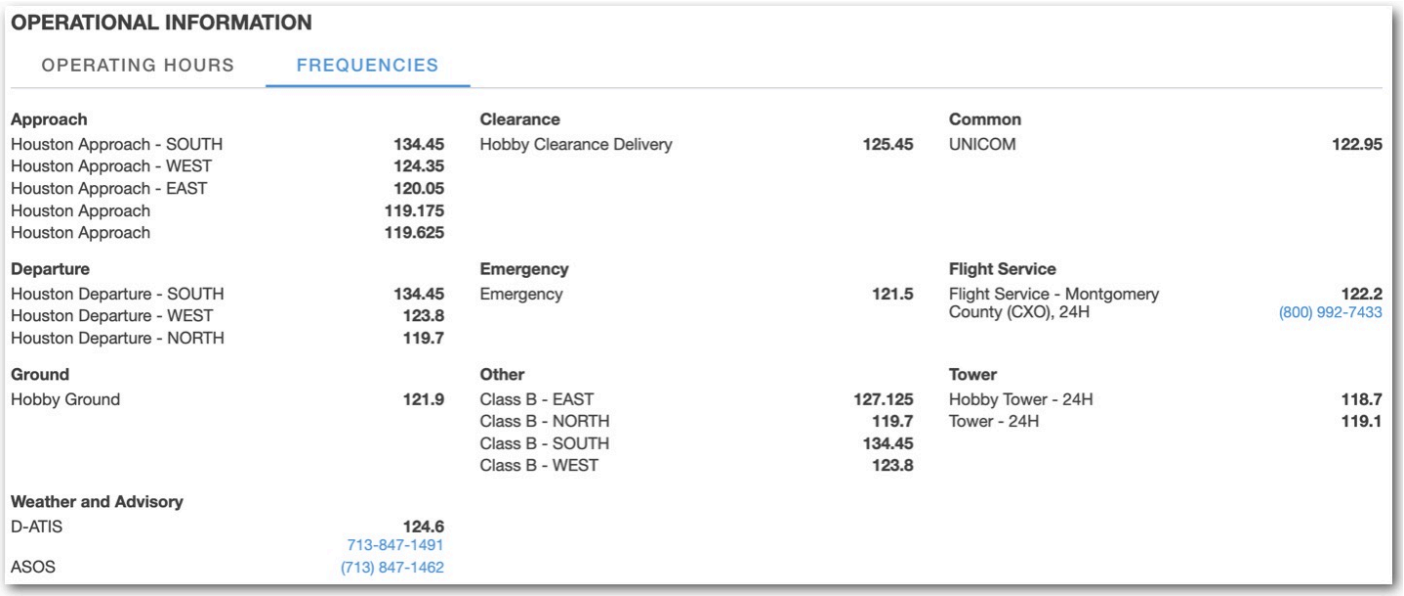


Figure 13-12. Airport Info - Frequencies

13.9 Contacts

The **Contacts** section provides contact information for airport managers and owners for inquiries related to airport operations or information.



Figure 13-13. Airport Info - Contacts

13.10 Remarks

The **Remarks** section provides important information about the airport, as listed in the FAA Chart Supplement (A/FD). This may include details about aeronautical facilities, service and maintenance availability, operational procedures, potential hazards, and other essential information necessary for the safe and efficient operation of aircraft at the airport.



Figure 13-14. Airport Info - Remarks

AUTODISPATCH

The tab contains **Tankering Opportunities** and **Savings**. Access **AutoDispatch** by selecting **Dispatch ➔ Settings ➔ AutoDispatch** from the sidebar.

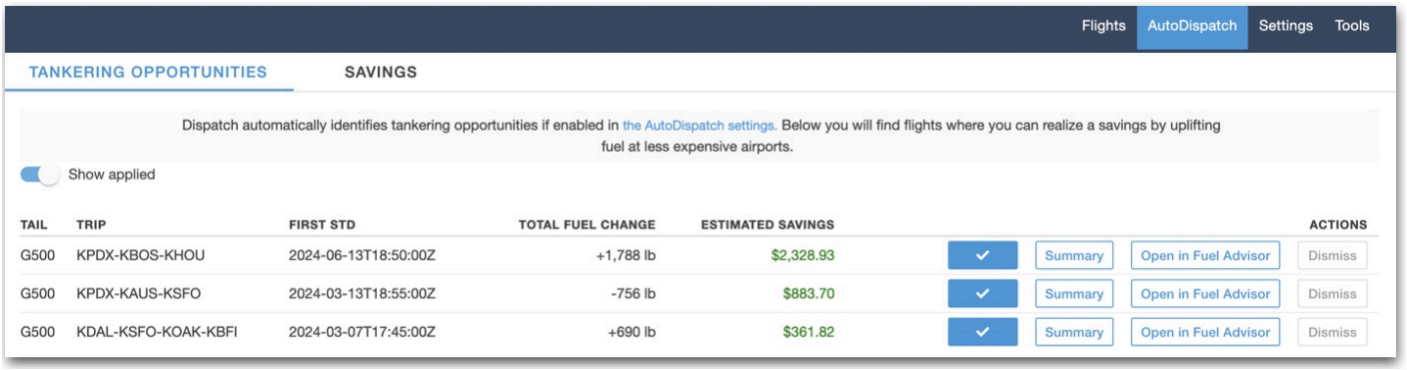


Figure 14-1. AutoDispatch Page

14.1 Tankering Opportunities

Tankering Opportunities is a feature that automatically identifies trip sequences with fuel tankering opportunities for the purpose of cost savings. **Tankering Opportunities** is a component of Fuel Advisor, which is an add-on purchase for each aircraft.

Tankering Opportunities considers aircraft performance, fuel costs, and facility fees at departure airports when making recommendations for tankering. These recommendations are only generated for uninterrupted flight sequences involving a single aircraft tail.

> **IMPORTANT:** Total fuel savings will be different if prices change after the **Tankering Opportunity** is applied.

14.1.1 Enabling Tankering Opportunities

Tankering Opportunities must be enabled in AutoDispatch settings for the feature to function.

14.1.2 Tankering Opportunities View

The **Tankering Opportunities** view will display trip summaries that have been identified for potential fuel cost savings. Each trip summary will be displayed on a separate line. When a new tankering opportunity is available, a notification with a number will appear in the top right corner of the **AutoDispatch** tab. The number represents how many tankering opportunities are available to view. The notification will remain visible until the **Apply** or **Dismiss** buttons are selected for the flights listed.

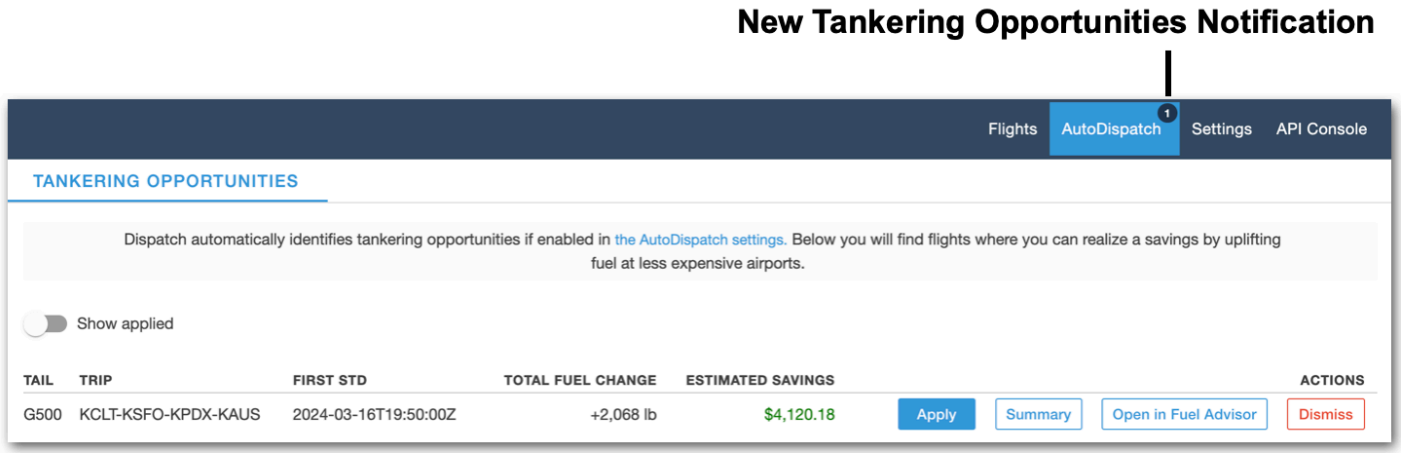


Figure 14-2. Tankering Opportunities View

The **Show applied** toggle, when selected on, will show only trip sequences where tankering was applied.

14.1.2.1 Trip Summary Details

The following information is displayed for each trip summary:

> **Tail**
>
> Displays the tail number.

> **Trip**
>
> Displays the trip sequence for each airport.

> **First Scheduled Time of Departure (STD)**
>
> Shows the departure time from the first airport in the trip sequence

> **Total Fuel Change**
>
> Displays the amount of fuel that will change if tankering is applied.

> **Estimated Savings**
>
> Displays the savings if tankering is applied.

Actions Buttons:

Action buttons:

> **Apply Button**
>
> Implements the proposed tankering to the trip sequence.

> **Summary Button**
>
> Opens a Tankering Opportunity Summary pop-over.

> **Open in Fuel Advisor Button**
>
> Opens the Tankering Opportunity in Fuel Advisor.

> **Dismiss Button**
>
> Removes the trip summary from the **Tankering Opportunities** page. The tankering opportunity can still be viewed in **Fuel Advisor**.

14.1.3 Tankering Opportunity Summary

The **Tankering Opportunity Summary** pop-over is divided into **Flight Summary** and **Trip Changes with Savings**. The **Flight Summary** section displays recommended changes to fuel uplifts for each leg. The T**rip Changes with Savings** displays current and proposed changes to fuel uplifts with estimated savings.

To open the**Tankering Opportunity Summary** pop-over, click the **Summary** button for the desired flight summary on the **Tankering Opportunities** view.

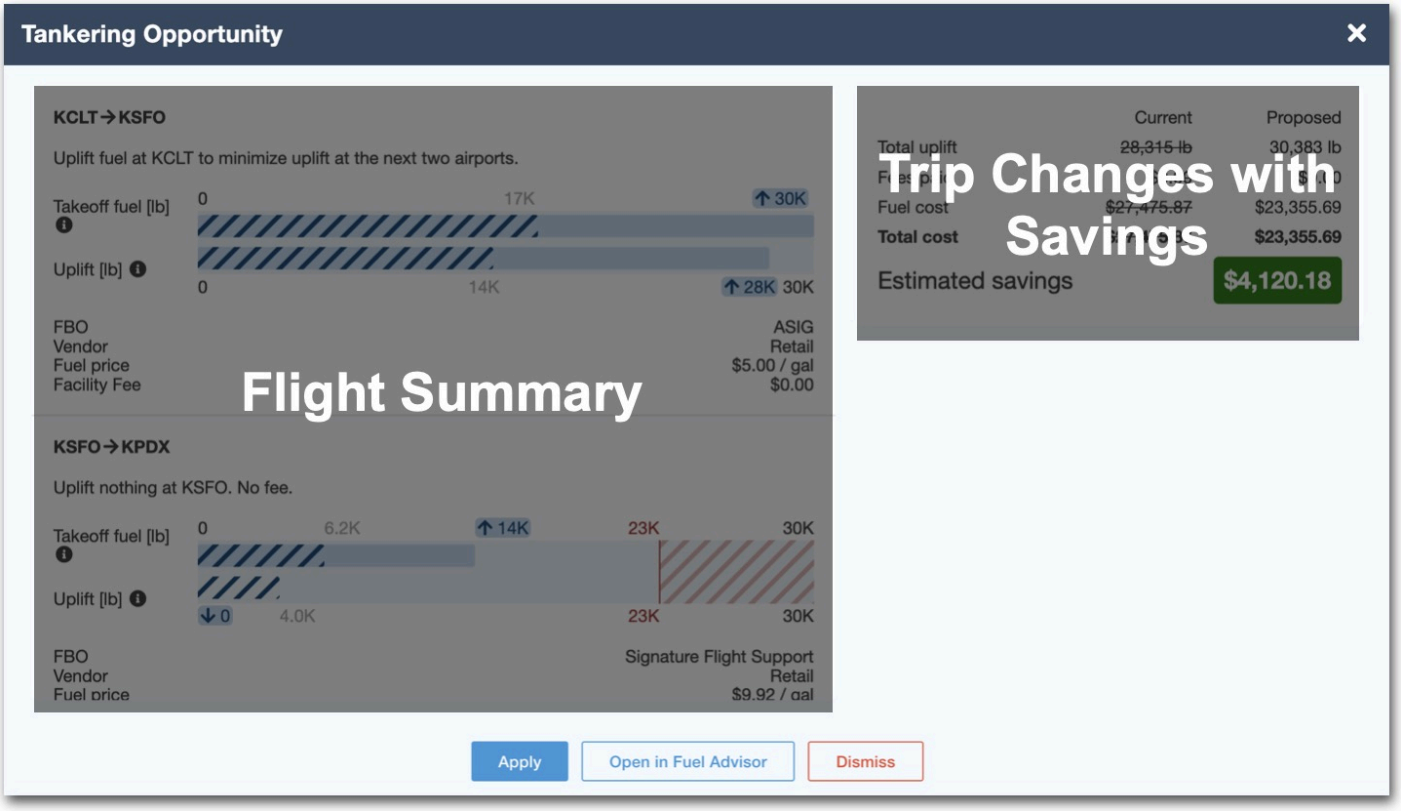


Figure 14-3. Tankering Opportunity Summary Pop-Over

14.1.3.1 Flight Summary Details

The **Flight Summary** section of the **Tankering Opportunity Summary** displays detailed information on how to execute the tankering plan.

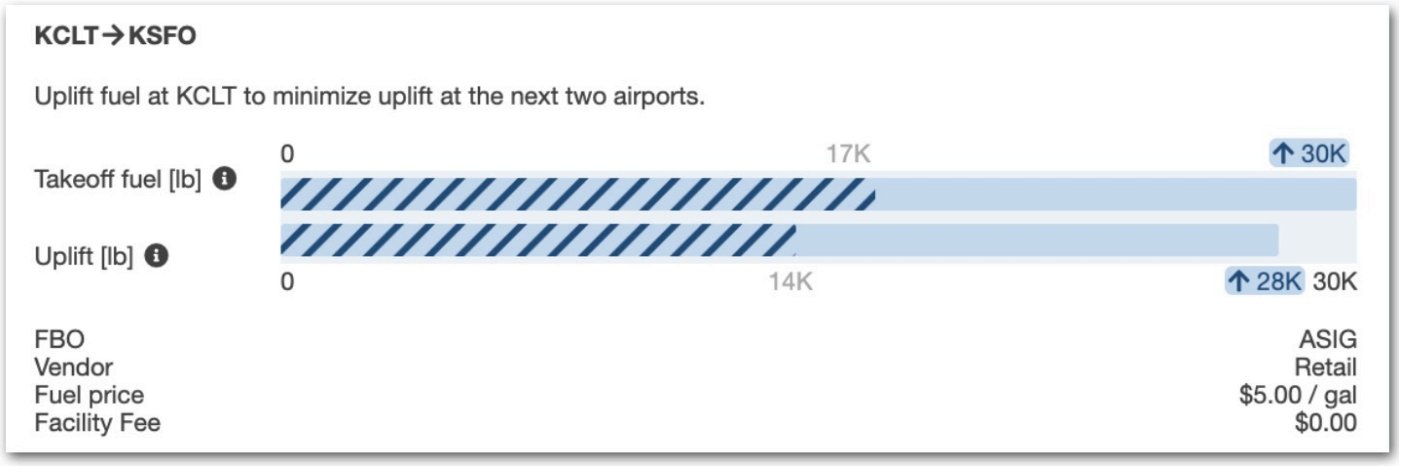


Figure 14-4. Tankering Opportunity Flight Summary Details

IMPORTANT: The numbers displayed for takeoff and uplift fuel are rounded to the nearest hundred for thousands and the nearest thousand for ten thousand. The maximum usable fuel for the aircraft used in the above picture is 30,250 pounds. It is rounded to 30K in the takeoff fuel row.

NOTE: The fuel computations begin with the Default Reserve Fuel setting for the selected aircraft. Actual tankering adjustments will depend on the current fuel quantity. The pilot can enter actual fuel quantities in ForeFlight Mobile.

Flight Summary Definitions

Each item in the Flight Summary is explained below:

Departure and Destination Airports

Shows the departure and destination airports for the current leg.

Uplift Plan

Describes the uplift plan at the departure airport.

Takeoff Fuel

The minimum fuel required for the flight (17K) is represented by the hashed bar. The minimum fuel required plus the tankering fuel is represented by the solid blue bar (30K).

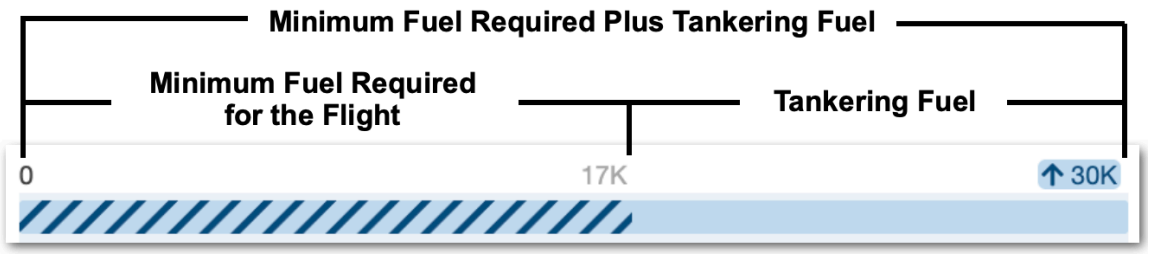


Figure 14-5. Takeoff Fuel Quantity Bar

Takeoff Fuel Information Icon

Hovering the cursor over the **information icon** for takeoff fuel will display a message with precise takeoff fuel adjustments and includes any runway or weight & balance limitation adjustments. The takeoff fuel in the message was reduced to 22,661 lbs, as displayed by the red hashed bars below.

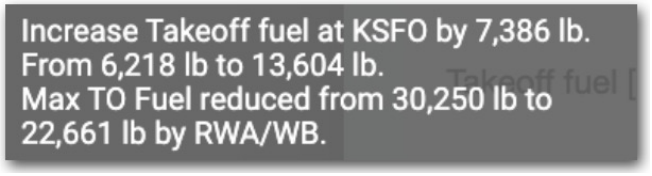


Figure 14-6. Takeoff Fuel Information Icon



Figure 14-7. Red Hashed Bar Shows Reduced Takeoff Fuel Limit

Uplift Fuel

The minimum uplift fuel required for the flight (14K) is represented by the hashed bar. The minimum uplift fuel required plus the tankering fuel is represented by the solid blue bar (28K).

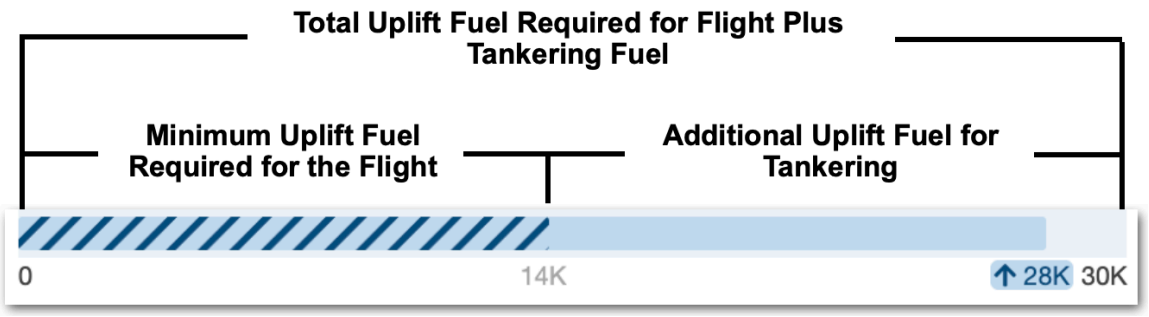


Figure 14-8. Uplift Fuel Quantity Bar

Uplift Fuel Information Icon

Hovering the cursor over the **information icon** for uplift fuel will display a message with precise fuel uplift adjustments and the cost change.



Figure 14-9. Uplift Fuel Message

FBO Information

The name of the FBO recommended and fuel pricing information, including any fees, will be shown at the bottom of the Flight Summary Details.

14.1.3.2 Trip Changes with Savings

The total amounts prior to applying **Tankering Opportunities** for fuel uplift, fees, fuel cost, and total cost are shown below in the Current column.

The total amounts after applying **Tankering Opportunities** are shown in the Proposed column with the estimated savings highlighted in green.

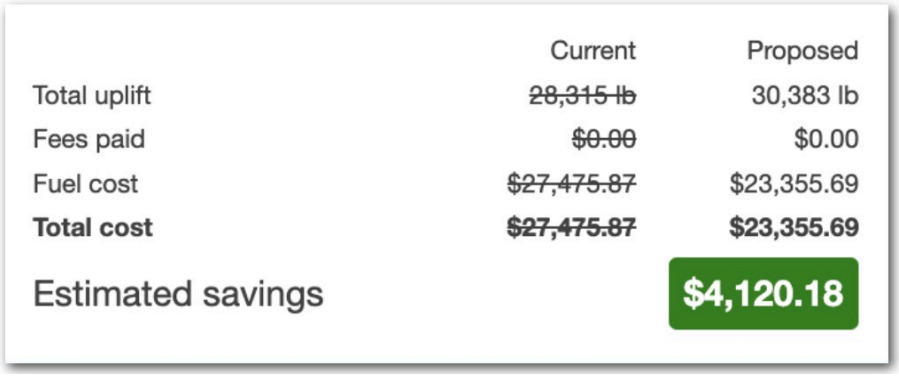


Figure 14-10. Trip Changes with Savings Section

If a flight arrives at the final destination with fuel exceeding the default fuel reserve, a value will be assigned to that amount and will be added to the trip savings report.

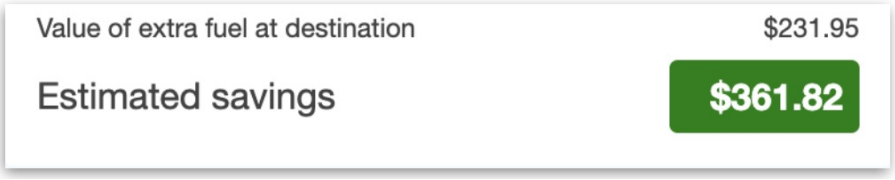


Figure 14-11. Value of Extra Fuel at Destination

14.2 Savings

An overview of the savings found by **Tankering Opportunities** can be viewed on the **AutoDispatch** page. Date ranges can be set to view savings for a specified time frame.

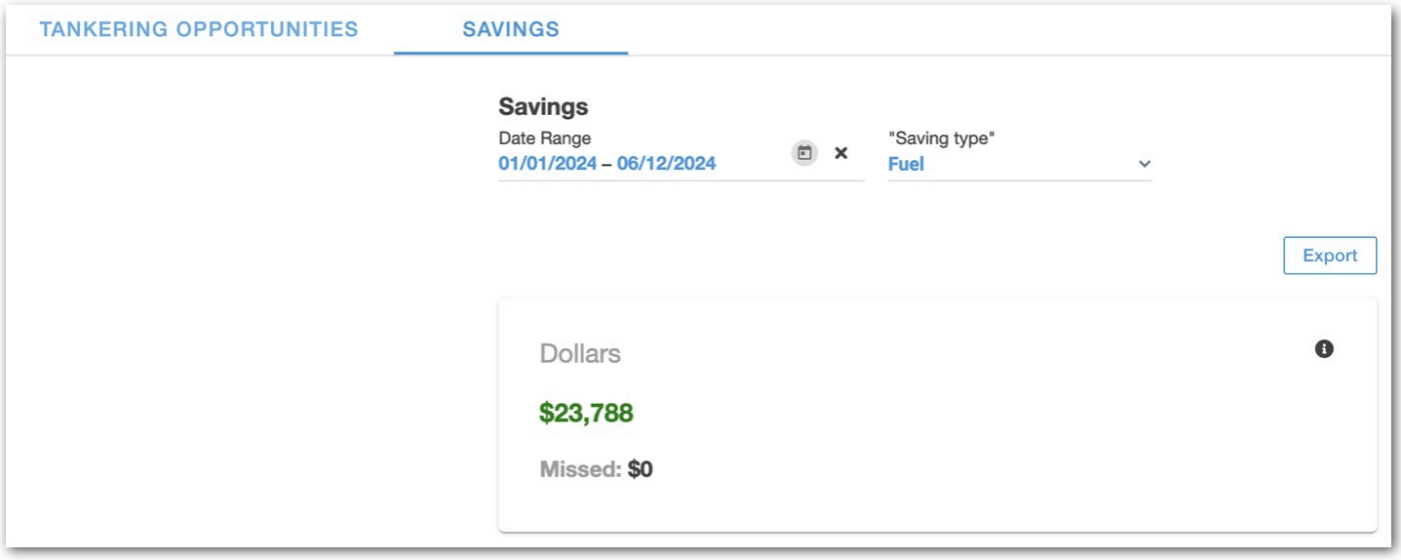


Figure 14-12. Savings from Tankering Opportunities

14.2.1 Viewing Savings

To view savings, enter the desired date range and select **Fuel** in the Saving type field. Savings will look for all fuel savings from **Tankering Opportunities** and applied scenarios in **Fuel Advisor** for the specified date range and display the total savings amount.

14.2.1.1 Missed Savings

Missed savings displays the estimated savings from **Tankering Opportunities** that were not applied. This amount represents how much could have been saved had **Tankering Opportunities** been applied.

14.2.2 Exporting CSV (comma-separated values) File

A CSV file can be exported to the device being used by clicking on the **Export** button.

SETTINGS

Dispatch settings are divided into two sections. Each section is described in detail in this chapter. Only account administrators have access to settings. To adjust settings, select **Settings** from the upper toolbar and select a section from the navigation toolbar at the top of the screen.

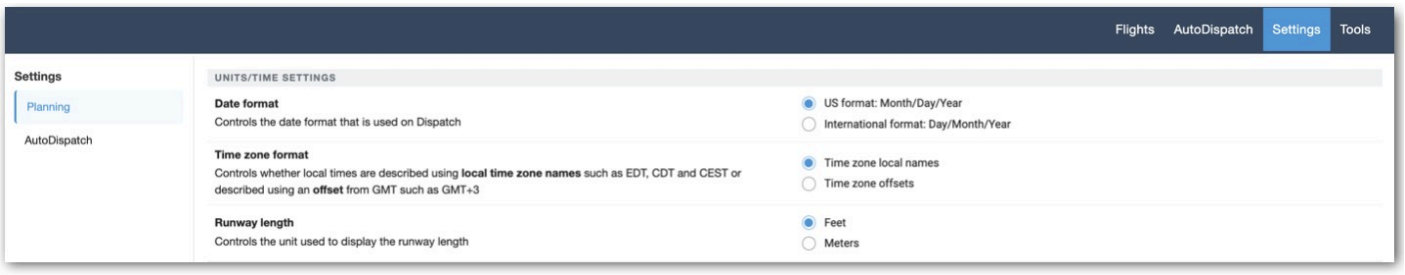


Figure 15-1. Settings Navigtion Toolbar

15.1 Planning Settings

The Planning Settings tab contains settings that affect flight planning. Select **Settings → Planning → Settings** and scroll to the appropriate section to modify behavior.

15.1.1 Units/Time Settings

The following settings are found in the Units/Time section:

> **Date Format**
>
> Specifies the formatting for date and time within Dispatch. Choose between the US or International format.

> **Runway Length**
>
> Specifies the unit of measure for runway length. Choose between feet or meters.

> **Time Zone Format**
>
> Determines if local times are described using local time zone names such as EDT, CDT, and CEST or described using an offset from GMT such as GMT+3. Choose between local names or offset.

15.1.2 Email

Email settings affect how email is sent and received.

> **Organizational Email**
>
> The Organization Email setting allows flight planners to specify a reply-to email address that is used for replying to emails sent from Dispatch. A reply email will only be available for flights created after the address was specified.

> **Use Organization email as Flight Watcher**
>
> This setting adds the email address associated with the Dispatch account to the Flight Watcher list for all flights. See Flight Watcher for additional information.

15.1.3 Weather

Weather settings affect what weather information is included in the briefing.

En-route Airport METAR/TAF

Controls if the briefing should include METARs and TAFs for automatically selected en-route airports along the route of flight. Choose between On, Off, or Auto.

- **Off** disables en route METARs and TAFs for all flights.
- **On** enables en route METARs and TAFs for all flights.
- **AUTO** only includes METARs and TAFs for low altitude flights (cruise altitude of FL180 or below).

Significant Weather Chart

Controls if only the most relevant significant weather chart based on ETD of a flight should be included or if an extra chart for +6 hours later should be added.

Extra Wind Chart Altitudes

Controls if the briefing should include two additional wind charts for altitudes above and below the flight's final cruise altitude.

15.1.4 Briefing Report NOTAMS

NOTAM settings control which types of NOTAMs are included in a briefing. These settings apply to flights planned both with Dispatch and ForeFlight.

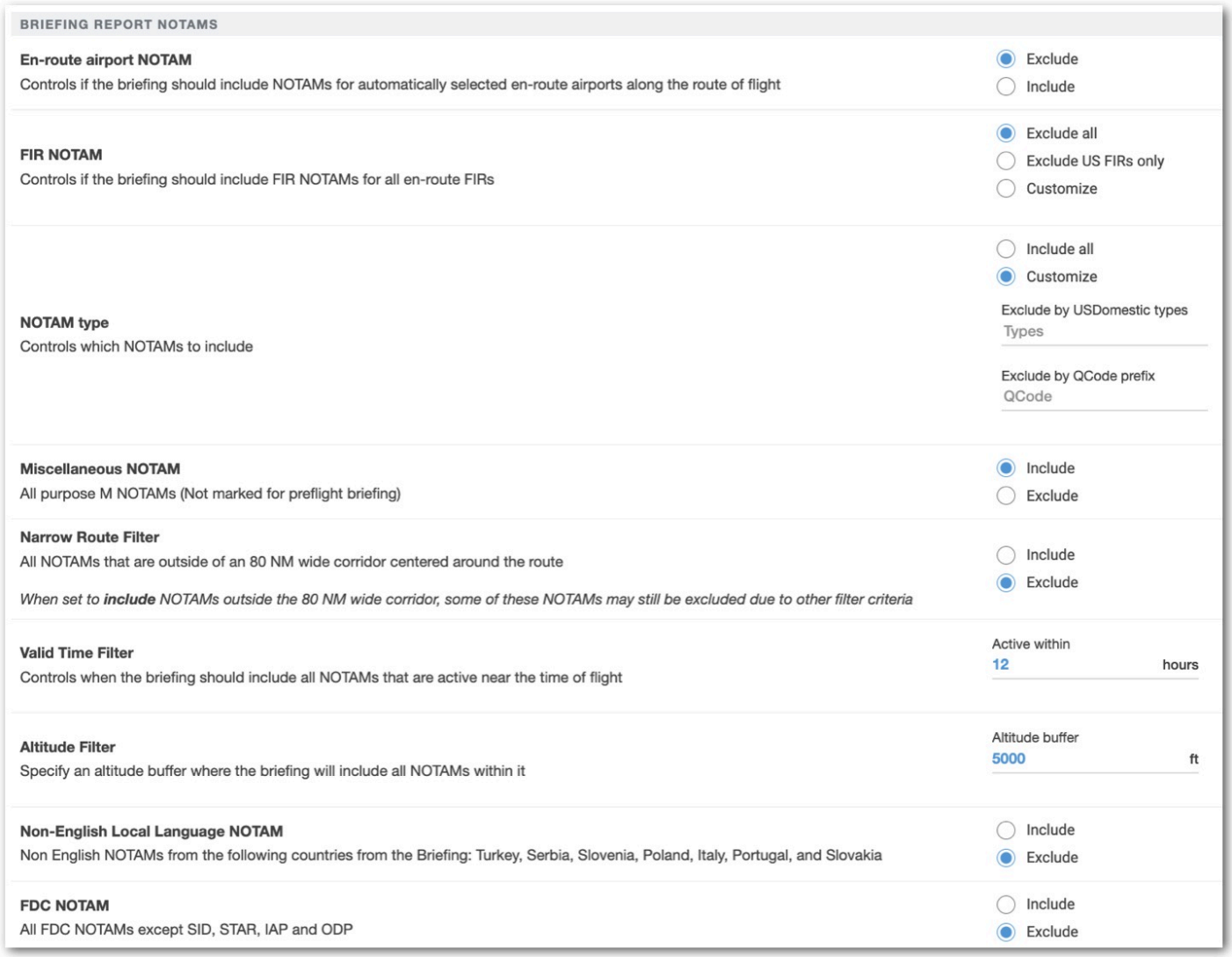


Figure 15-2. Flight Briefing NOTAM Settings

En-route airport NOTAM

Controls if the briefing should include NOTAMs for airports within 25nm of the route centerline. Select **Exclude** to disable en route airport NOTAMs for all flights. Select **Include** to enable airport NOTAMs within 25 nm of the route centerline for all flights. NOTAMs (and METAR/TAFs) are only included if the airport has at least one runway longer than the minimum runway length for the selected aircraft.

FIR NOTAM

Controls if the briefing should include Flight Information Region (FIR) NOTAMs for en-route FIRs.

NOTAM Type

controls which NOTAMs to include in the Briefing report. Selecting **Include all** will show all NOTAMs. **Customize** allows the user to exclude by US domestic types or by International Qcode prefix.

- The Qcode prefix are the second and third letters of the 5-digit Q code. For example, FF is the code for firefighting and rescue and could be displayed as Q**FF**LC in the Briefing report. Enter only FF to exclude this Q NOTAM from the Briefing. Multiple codes can be entered separated by a comma or by pressing the enter button between the codes.
- Domestic codes are entered in the same manner. Some examples of domestic codes are RWY (Runway) and SID (Standard Instrument Departure).

> **NOTE:** Changes are not retroactive. Only new flights will exclude the NOTAM types entered in these fields.

Miscellaneous NOTAM

Controls if NOTAMs not marked for preflight briefing are included. This feature is disabled by default. Miscellaneous NOTAMs are those with an ICAO NOTAM-purpose code of "M".

Narrow Route Filter

Determines how far from the route centerline a NOTAM must be to be included in the briefing. When enabled, NOTAMs within 80 nm are included. When excluded, only NOTAMs within 25 nm are included.

Valid Time Filter

Evaluates the time the flight is expected to be active and includes NOTAMs in the briefing that are active within the user-defined interval. The default interval is 12 hours. The minimum is zero and the maximum is 72 hours.

Altitude Filter

Evaluates the flight's cruise altitude and flight level buffer. The default buffer is 5,000 ft (FL50). Only NOTAMS within the user-specified buffer above or below the flight's cruise altitude are included in the briefing. For example, a flight briefing at FL300 with the default buffer will yield NOTAMs from FL250 to FL350.

> **Non-English Local Language NOTAM**
>
> Controls if the briefing should include the following non English NOTAMs: Turkey, Serbia, Slovenia, Poland, Italy, Portugal, Slovakia.

> **FDC NOTAM**
>
> Controls if terminal procedure NOTAMs issued by Flight Data Centers (FDC) should be included in the briefing. These NOTAMs are regulatory in nature

15.1.5 Flight List

Flight List settings manage the layout and data displayed on the **Flight Status Board** page.

> **Error & Warning Label**
>
> Filters the errors and warnings that trigger the warning icon to be displayed on the **Flight Status Board** page. See Warning Icon for more details.

> **Unread NOTAMs Warnings**
>
> Displays a notification in the **Flights** view for any NOTAMs that remain unread between the time the flight was planned and the specified time range. The range can be set from 1 to 72 hours; setting it to 0 disables the warning.

> **Show Flight Plan ID**
>
> Adds a **Plan ID** column to the **Flight Status Board** page. Each new flight will be assigned a **Flight Plan ID** upon creation.
>
> - The first four digits (0000-9999) of the **Flight Plan ID** represent the flight number, and the last four digits (01-9999) represent the version number (e.g., 0001-02).
> - The version number will increment whenever significant changes occur, such as modifications to the destination, route, flight rules, or POB (Persons on Board).

NOTE: When the Plan ID and Auto Trip ID settings are both enabled, the tag generated by the Auto Trip ID setting will match the Plan ID. Users can change tags, so it is not preferred to have both active at the same time.

15.1.6 Attachments

Attachment settings control which documents are automatically added to a Flight's Files.

Attach WB Load Summary

Automatically attaches the flight's Weight and Balance Load Summary when the flight is released. If the Weight and Balance is updated with Dispatch, the updated Load Summary will automatically replace the existing Load Summary in the Flight's Files when the flight is saved. If the Weight and Balance is updated using ForeFlight Mobile, the Load Summary will not be updated in the Flight's Files. This setting is enabled by default.

Attach DD1801 (MFB Only)

Automatically attaches the flight's DD1801 filing form when a flight plan is filed.

15.1.7 Other Documents

The Other Documents settings control which documents are included in the briefing.

Jeppesen Airway Manual Analysis

Shows all relevant airway restrictions and notes based on your route of flight. Choose between On, Off, and Auto.

- **Off** - Disables the Jeppesen Airway Manual (JAM) analysis for all flights.
- **On** - Enables the JAM analysis for all flights.
- **AUTO** - Only includes the JAM analysis for flights that are fully or partially outside of North America, Europe, and the North Atlantic region.

Organized Track Messages

Controls if organized track messages should be included in the briefing for oceanic flights. Track messages are included if the planned route is within 100 NM of the specific oceanic track system. Track routes are plotted on the SigWX chart if the planned route is within 350 NM of the tracks. Choose between Off, only for direction of flight, or both directions. Dispatch automatically limits these messages to the track system applicable to the flight (e.g., North Atlantic Tracks (NAT), Pacific Organized Track System (PACOTS), or Australian Organized Track Structure (AUSOTS).

ICAO Flight Plan

Controls if a PDF version of the ICAO flight plan should be included in the briefing package.

> **Overflight Report**
>
> Controls if an overflight report should be included in the briefing package.

15.1.8 FMS

FMS settings allow adjustments to FMS uplink and Recall and enable WIFS upload.

> **FMS Uplink/Recall**
>
> Specifies if the uplink recall number should be generated when the flight is saved, when the flight is filed, or when the flight has been filed or released. Once a recall number is generated, it is incremented if any of the following have changed:
>
> - Tail Number
> - Departure
> - Destination
> - Route

> **Filed Route**
>
> Allows filing a different route than the flight planned route. The filed route of a flight can be modified in the **ATC Data** tab when **Allow** is selected. Enable WIFS upload (Select MFB Function) adds functionality to generate a SITA message that can be sent to WAFS Internet File Service (WIFS).

> **Enable WAFS (World Area Forecast System) Internet File Service (WIFS) Email (Military)**
>
> When selected to **ON** generates a Société Internationale de Télécommunications Aéronautiques (SITA) message that can be sent to WIFS when Exporting Flight information.

> **WIFS Email**
>
> Determines the email to which WIFS messages will be sent.

15.1.9 RAIM

RAIM settings control the default RAIM analysis type.



Figure 15-3. Settings - RAIM Analysis

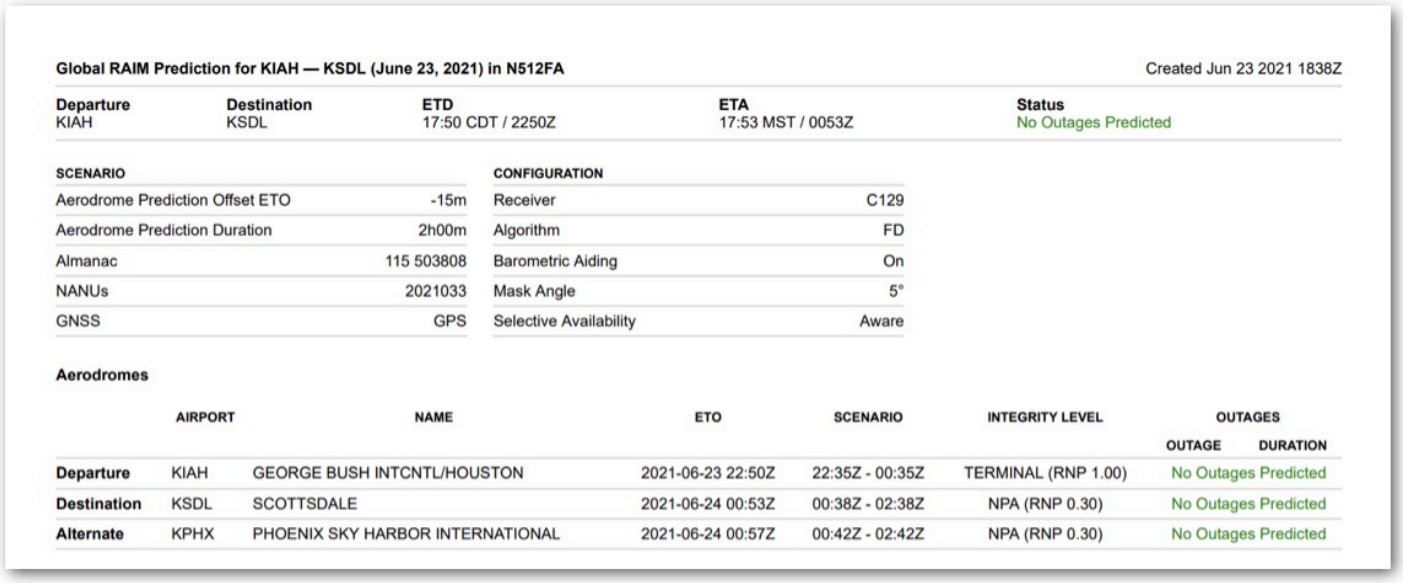
RAIM Analysis offers flight planners the ability to specify a Basic or Advanced RAIM analysis based on the region of flight. The advanced RAIM analysis produces an advanced RAIM availability report in the briefing.

> **Basic United States**
>
> Only predicts RAIM availability for domestic US flights using FAA data. With this option selected, international flights will not include RAIM availability results. This option is the recommended setting for US-only operators.

> **Basic United States, Advanced Internationally**
>
> Predicts RAIM availability for US domestic flights using FAA RAIM prediction tools and a 3rd party RAIM prediction tool for international flights. For global operators requiring RAIM availability, this is the recommended setting.

> **Advanced for all flights**
>
> Predicts RAIM availability for all flights with a 3rd party RAIM prediction tool.

NOTE: RAIM is only available 72 hours prior to the estimated departure time.



Global RAIM Prediction for KIAH — KSDL (June 23, 2021) in N512FA

Created Jun 23 2021 1838Z

Departure	Destination	ETD	ETA	Status
KIAH	KSDL	17:50 CDT / 2250Z	17:53 MST / 0053Z	No Outages Predicted

SCENARIO		CONFIGURATION	
Aerodrome Prediction Offset ETO	-15m	Receiver	C129
Aerodrome Prediction Duration	2h00m	Algorithm	FD
Almanac	115 503808	Barometric Aiding	On
NANUs	2021033	Mask Angle	5°
GNSS	GPS	Selective Availability	Aware

Aerodromes

	AIRPORT	NAME	ETO	SCENARIO	INTEGRITY LEVEL	OUTAGES	
						OUTAGE	DURATION
Departure	KIAH	GEORGE BUSH INTCNTL/HOUSTON	2021-06-23 22:50Z	22:35Z - 00:35Z	TERMINAL (RNP 1.00)	No Outages Predicted	
Destination	KSDL	SCOTTSDALE	2021-06-24 00:53Z	00:38Z - 02:38Z	NPA (RNP 0.30)	No Outages Predicted	
Alternate	KPHX	PHOENIX SKY HARBOR INTERNATIONAL	2021-06-24 00:57Z	00:42Z - 02:42Z	NPA (RNP 0.30)	No Outages Predicted	

Figure 15-4. Advanced RAIM Availability Report

15.1.10 Contingency Planning

> **Adequate Airports Auto-select by default**
>
> Determines whether the Adequate Airports "Auto select" toggle is on or off by default.

> **ETOPS Entry Exit**
>
> When enabled, includes ETOPS entry and exit points in the Navlog.

15.1.11 Trip ID & Tags

> **Auto Trip ID**
>
> Adds a new tag to the flight when it is saved. The tag contains the text "plan:" followed by a four-digit, auto-incremented number (e.g. plan:0381).

NOTE: Auto Trip ID does not automatically generate a trip ID, despite what the name suggests. Instead, it creates a tag. To assign a trip ID, it must be entered manually using the Adding a Trip ID function.

> **Auto Tag**
>
> Automatically applies tags to a saved flight based on its characteristics. The following tags may be added:
>
> - Intra-Eurocontrol

- Inter-Eurocontrol
- Intra-US
- Inter-US
- Oceanic
- RCF
- ETP
- ETOPS

15.1.12 CRD Export

The CRD export version can be selected to match the version required for export.



Figure 15-5. CRD Export

15.1.13 Fuel Policies

Allow users to change reserve fuel policy per flight

Determines whether or not pilots can select a reserve policy other than the one specified in the aircraft profile. When set to **Restrict**, the Advanced Fuel Options are disabled and flights are released in read-only mode.

15.1.14 Fuel Price

Default Fuel Price

Represents the cost per gallon of fuel used in flight cost calculations. This field must be filled in to display the estimated fuel cost in the performance section of the flight summary.

15.1.15 Routes

> **Automatic Cruise Level Adjustment**
>
> When toggled On, will automatically adjust the cruise level to ensure compliance with regulatory cruise altitudes.

15.1.16 Warnings

> **Altitude Warning**
>
> When selected On will warn the crew if the filed altitude is not a cruise altitude based on applicable regulations. The warning will be displayed at the top of the Flight Summary section.

15.1.17 Weight & Balance

The **Weight & Balance** section specifies default weights and weight units.

> **Include Dispatcher Signature**
>
> Setting adds a field to the Weight & Balance Load Summary for dispatchers to manually sign and date the form.

> **Weight Unit**
>
> Determines whether occupant weights are entered using pounds or kilograms.

> **Crew and Passenger Average Weights**
>
> Specifies the default average weight for crew and passengers.

> **Load Summary Weight Label**
>
> Controls if the Load Summary uses the labels "mass" or "weight".

> **Weight & Balance Envelope Curtailment Settings**
>
> Control how much the standard weight deviates when weight & balance curtailment is enabled. See Curtailment Optionsfor additional information.

> **Last Minute Change Limit**
>
> Sets the weight limit the pilots are allowed to make in Last Minute Change (LMC). This can be set to a maximum of 500 lbs (227 kg) or 5% for read-only released flights. Set it to 0 to disable the Last Minute Change (LMC).

Advanced Weight Options

allows users to define the following weights on a per-flight basis:

- Maximum Takeoff Weight (MTOW)
- Maximum Landing Weight (MLW)
- Basic Operating Weight (BOW) or Zero Fuel Weight (ZFW).

IMPORTANT: Flights released to ForeFlight Mobile with a manually entered BOW or ZFW may display incorrect values in the Weights and Payload tables when viewed on older versions of the app. However, fuel calculations, the Navlog, and the Briefing remain accurate. To ensure full accuracy across all data, upgrade ForeFlight Mobile to version 16.8 or later.

15.1.18 Crew Capabilities

Release mode

Controls if the crew should be allowed to change or update the flight using ForeFlight Mobile.

Lock release mode

Controls if Dispatchers can change the release mode.

The Require organization login to view release email attachments

Setting controls access to flight attachments. When set to On, it provides the highest level of security by requiring crew members to log in via ForeFlight Mobile or ForeFlight Dispatch Guide to view attachments. When set to Off, attachments can be accessed directly through the release email without authentication, which is useful for ad-hoc pilots without ForeFlight Mobile, but reduces security.

The Require organization login to view release email briefing

Setting controls access to the flight briefing. When set to On, it offers the highest security by requiring crew members to log in via ForeFlight Mobile or ForeFlight Dispatch Guide. When set to Off, the briefing can be viewed directly from the release email without authentication, which is convenient for ad-hoc pilots without ForeFlight Mobile but reduces security.

15.1.19 Scheduling Integration

API Update Mode controls when associated scheduling integrations are blocked from making changes to flights.

The following settings can be selected:



Figure 15-6. API Update Mode Options

> **Default**
>
> Lets ForeFlight Dispatch determine when changes are allowed and when they are blocked. The default allows pilots and dispatchers to manually change the following flight data without blocking out the scheduling system:
>
> - Runway Analysis
> - Weight & Balance
> - Refresh performance
> - Refresh Navlog/Briefing.

> **Block after filing**
>
> After a flight is filed, all schedule changes will be blocked.

> **Block after dispatcher changes**
>
> After a dispatcher makes changes to a flight, all schedule changes will be blocked.

> **Block after release**
>
> After a flight is released, all schedule changes will be blocked.

NOTE: When using the default mode, some scheduling integrations may forcibly update the flight even if a pilot or dispatcher has made manual changes.

15.1.20 Features

> **Preview Features**
>
> Enables upcoming features on ForeFlight Dispatch Guide. Features in preview will be marked to indicate they have not yet been made generally available.

> **Flight Deletion**
>
> Controls who is allowed to delete flights. Choices are **All** or **Admins Only**. The default setting is **All**.

> **SID/STAR Selection**
>
> Allows the user to select the **Shortest** or **Longest** distances for SID/STAR route planning. The shortest/longest SID/STAR will be suggested in the Recommended Route. The flight plan will still be calculated with the shortest transition/approach connected to the SID/STAR. The setting defaults to **Shortest**.

> **Custom Takeoff & Landing Weight Options**
>
> When enabled, shows a section, Advanced Weight Options , on the flight page with options for providing per-flight weight limits for takeoff and landing.

15.1.21 Flights Export (Download Flight Report)

Flights Export allows account administrators to export a CSV file of all flights for the selected month and year. Enter the month and year, then click the **Download CSV** button to generate a report.

15.2 AutoDispatch

AutoDispatch customizes how flights are updated and released.

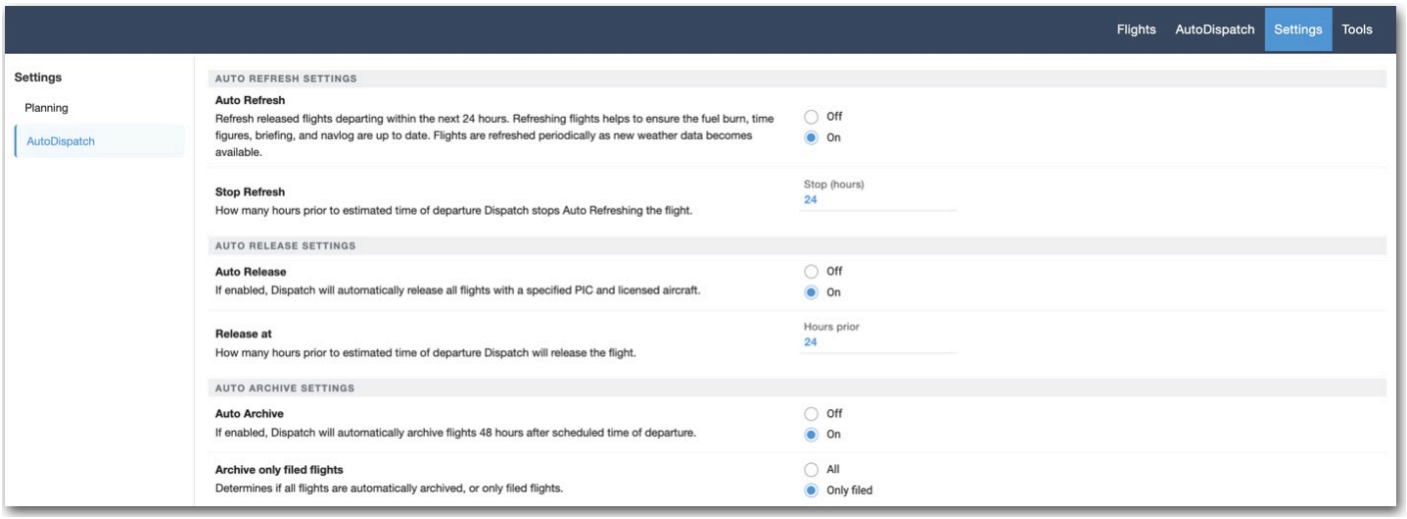


Figure 15-7. AutoDispatch Settings

15.2.1 Auto Refresh Settings

There are two Auto Refresh settings:

> **Auto Refresh**
>
> Updates flights hourly with the latest data. When this setting is disabled, the flight reflects data that was available when the flight was saved. To refresh a flight more often than once an hour, pilots can manually refresh the flight (using Dispatch or ForeFlight Mobile).

> **Stop Refresh**
>
> Only available when the Auto Refresh setting is enabled. This setting determines when the automatic hourly refresh stops. The minimum value that should be set is one.

NOTE: Auto refresh only updates a flight's planning data, briefing, and navlog. Auto refresh does not change a flight's route.

15.2.2 Auto Release Settings

Auto Release

Automatically releases all flights with a specified PIC and licensed aircraft. Once a flight is released, the crew and flight watchers (if applicable) receive email notifications, and the flight becomes available in ForeFlight Mobile.

Release at

Option is active only when the Auto Release setting is turned on. This setting determines the number of hours before the estimated departure time that Dispatch will automatically release the flight. The default release time is set to 24 hours. For saved flights, the Auto Release will occur at the specified Release at time.

15.2.3 Auto Archive Settings

There are four Auto Archive settings:

Auto Archive

Automatically archives select flights 48 hours after the flight's ETD.

Auto Archive Time Window

Defines how many hours after the scheduled departure time a flight will be automatically archived by Dispatch. The maximum setting is 48 hours.

CAUTION: Setting a short archive window (e.g., 1–2 hours) may result in a long flight being archived while still in progress, which can lock the flight in ForeFlight Mobile.

Archive only filed flights

Setting is only available when the Auto Archive setting is enabled. This setting determines if all flights or if only flights that have been filed should be archived.

Remove archived flights from pilots

Will remove archived flights from pilot devices after 30 days.

NOTE: See Archived Flights for more information.

15.2.4 Auto Delete Settings

> **Auto Delete**
>
> Will automatically delete flights 730 days after the scheduled time of departure.

15.2.5 Auto Tanker Settings

There are three Auto Tanker Settings:

> **Auto Tankering**
>
> Automatically optimizes planned fuel uplift to save money on multi-leg trips when enabled.

> **Start of day**
>
> Can be set by the user to determine what time (UTC) the day starts.

> **Max Trip Duration**
>
> Can be set by the user to determine how many days will be searched for multi-leg trips. The maximum setting is seven days.

15.2.6 Auto Route Settings

> **Auto Routing**
>
> Automatically assigns an optimized route to new flights that do not yet have a route assigned when enabled.

> **Route Source Preference**
>
> Determines which route sources to use and how they are prioritized. AutoDispatch will select routes by:
>
> - Highest preference (as ordered in source preferences)
> - Lowest fuel consumption.

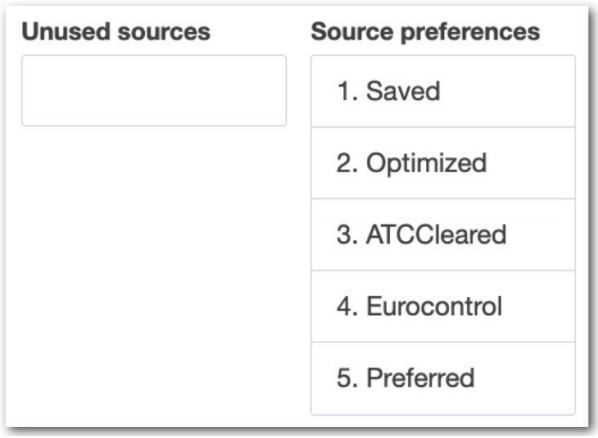


Figure 15-8. Default Route Source Preferences

The default route preference can be used or can be re-ordered by clicking on the preference and dragging it to the new desired preference order. If a source preference is not desired, drag and drop it to the unused sources column to the left.

Auto Routing is initiated when a flight departure time falls within the optimized time window as entered in the Auto Route Settings. The route will be selected following the guidelines found in the Potential Route List and the source preferences set in the Route Source Preferences.

The Route list is populated using settings in Dispatch and the Aircraft tab and are displayed as Saved, Recommended, ATC Cleared, Eurocontrol, or Preferred depending on route availability. When more than one route exists in a route category they will be listed by priority. For example, ATC cleared routes are displayed with the most recently used at the top of the list.

If a route with a lower priority has potential savings, Dispatch will suggest Route Opportunities using the Improvement Metric and Improvement Value settings.

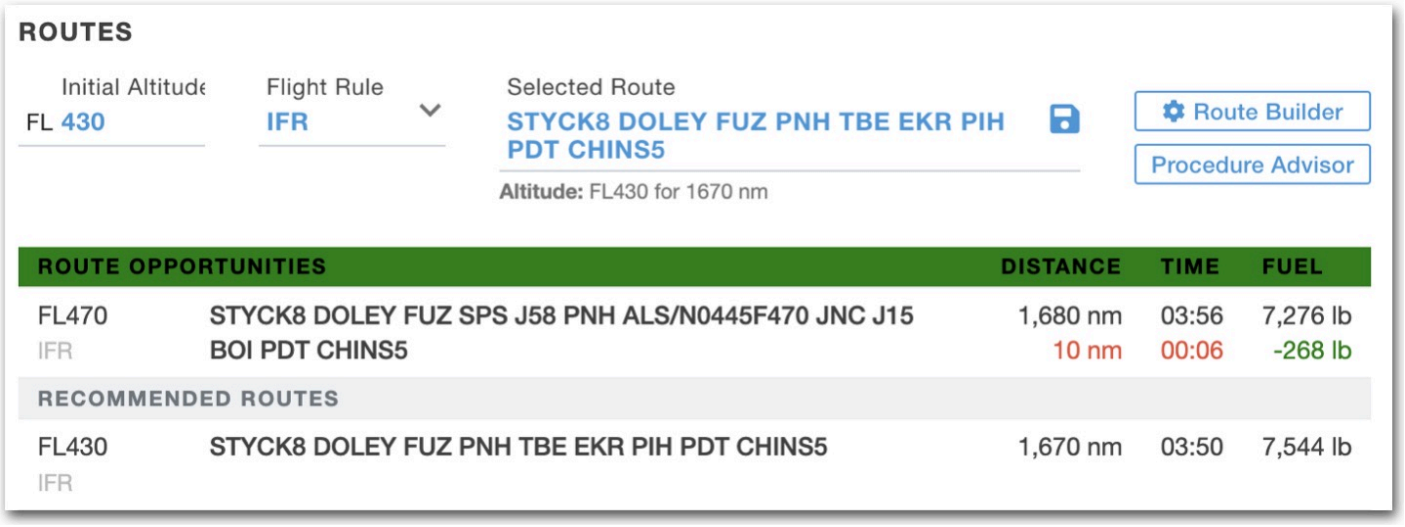


Figure 15-9. Selected Route and Route Opportunities

Start optimizing at

Only available when Auto Routing is On. It specifies how many hours prior to ETD Dispatch will start generating optimized routes for a flight. The default is 24 hours; 72 hours is the maximum.

Stop optimizing at

Only available when Auto Routing is On. It specifies how many hours prior to ETD Dispatch will stop generating optimized routes for a flight. The default is 3 hours; 72 hours is the maximum.

Improvement Metric

Determines whether time or fuel will be used to evaluate route opportunities.

Improvement Value

Determines the minimum fuel value improvement required to suggest route opportunities.

Optimize Flight Level

When **Off** is selected, Dispatch will respect the existing flight level when generating Route Opportunities. When **On** is selected, Dispatch will use the results provided by the optimized source.

> **NOTE:** If using FMS uplink, a recall number is generated either when the flight is saved or released/filed based on the **FMS Uplink/Recall** settings. If the flight's tail number, departure, destination, or route are changed, the recall number is automatically incremented and depicted on the new Navlog.

TOOLS

Dispatch tools are divided into seven sections. Each section is described in detail in this chapter. Only account administrators have access to tools. To adjust tools, select **Tools** from the upper toolbar and select a section from the navigation sidebar at the left side of the screen.

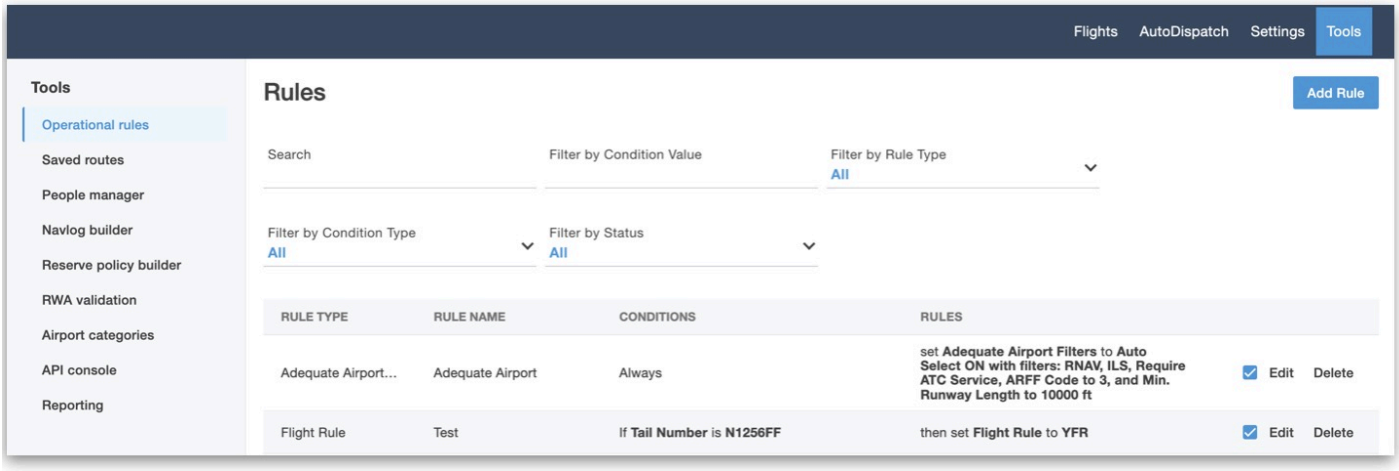


Figure 16-1. Tools Navigation View

16.1 Airport Categories

Airport Categories uses classifications to categorize airports based on factors such as runway length and availability. The specific definitions and criteria for these categories may vary depending on the regulatory authority or organization. For precise definitions of **Airport Categories**, it is advisable to consult the official documentation and guidelines provided by relevant authorities such as EASA for Europe, FAA for the United States, or ICAO for international standards.

Organizations have the option to use predefined airport categories set by regulatory agencies or create custom categories tailored to their specific needs.

To access the **Airport Categories** view, select **Custom Content ➔ Airport Categories**.

16.1.1 Airport Category Fields

The **Airport Categories** view will list each category consisting of the following six fields:

> **Identifier**
>
> Displays the ICAO airport identifier.

> **Aircraft Type**
>
> If a single aircraft is selected, the aircraft type will be displayed. If the category applies to all aircraft, **All** will be displayed.

> **Category**
>
> A single airport category (A, B, C) will be displayed for the airport and aircraft combination.

> **Review Date (Optional)**
>
> If a review date is entered, it will be displayed in black letters if it is greater than 28 days from the due date. If it is less than 28 days from the due date, it will turn orange. Once the review date has passed, it will turn red to indicate that the review is overdue.

> **Created By**
>
> The email address of the user who created the airport category will be displayed.

> **Comment (Optional)**
>
> Comments that have been entered will be displayed. These comments are visible on the Flight Editor page next to the departure or destination airports (if designated). They can be viewed by hovering the cursor over the category.

At the top of the page, there's a filter that allows users to search through all airport category entries by specifying the identifier or aircraft type. This narrows down the displayed listings to only those that match the search criteria.

16.1.2 Adding Airport Categories

To add an Airport Category:

1. Select **Custom Content** from the sidebar.
2. Click **Airport Categories** from the top menu.
3. Click the **Add** button.
4. In the **Airport** field, enter the ICAO airport identifier.
5. Select the **Aircraft Type** from the dropdown list. All aircraft in the user's account will be visible.
6. Select the **Airport Category** desired.
7. (Optional Field) Enter a review date (mm/dd/yyyy).
8. (Optional Field) Enter **Comments**.
9. Click **Save**.

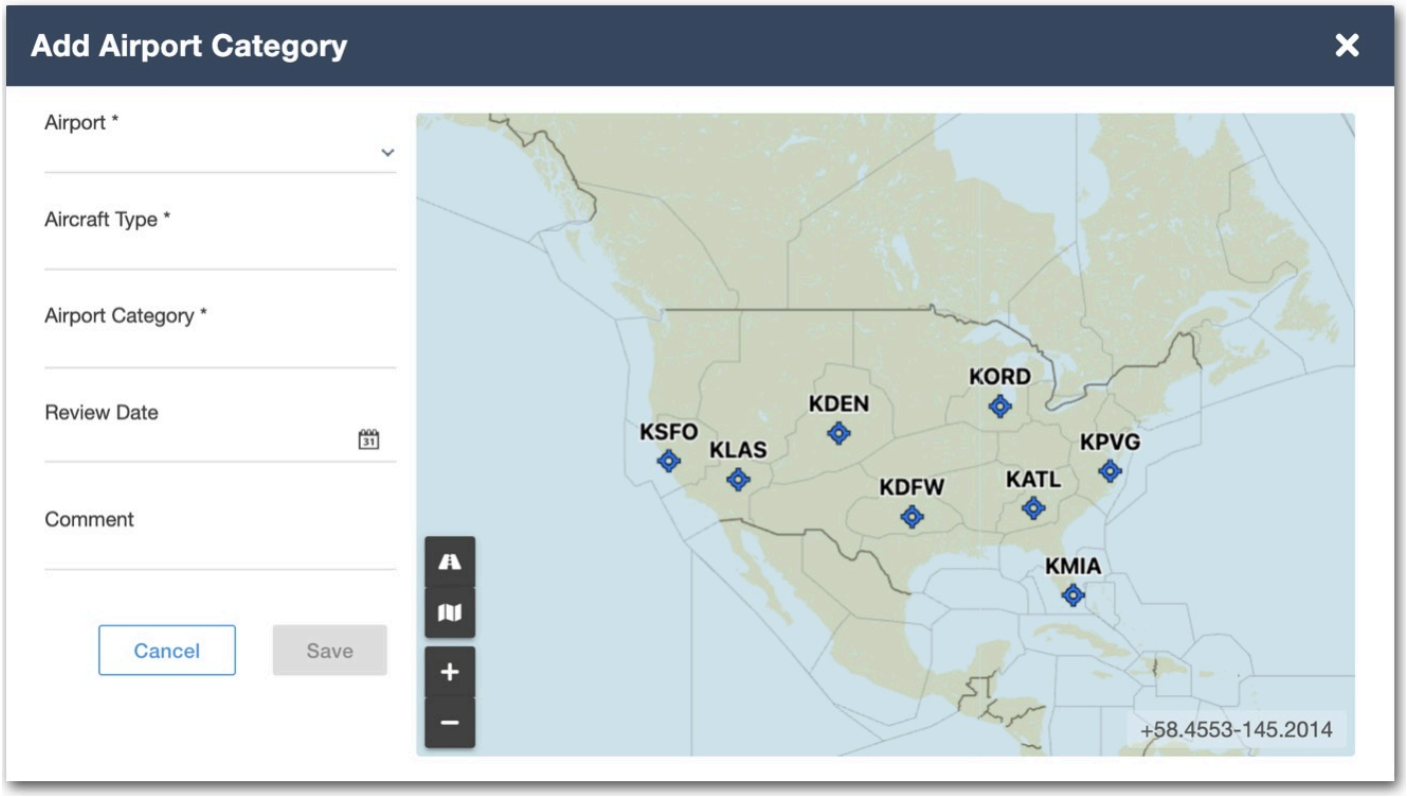


Figure 16-2. Add Airport Category Pop-Over

16.1.3 Editing Airport Categories

All **Airport Category** fields can be edited. To edit an **Airport Category**:

1. Click **Custom Content** in the sidebar.
2. Click **Airport Categories**
3. Click the **Edit** button for the airport category that needs editing.

   In the Edit Airport Category popover, enter new values in the Airport, Aircraft Type, and Airport Category as necessary. The Review Date and Comment fields are optional.
4. Click **Save**.

16.1.4 Bulk Importing Airport Categories

Multiple airport categories can be imported in bulk file transfer. Bulk airport categories must be formatted in a CSV file or KML file.

CSV files can be created with spreadsheet programs like Microsoft Excel, Google Sheets, or Apple Numbers. KML files can be made with mapping programs like Google Earth or Google My Maps.

16.1.4.1 Creating CSV Files

Airport Category CSV files must follow the formatting rules defined in this section. CSV files must contain a single table with at least five columns. The review date and comments columns are optional fields. Each column defines one of the Airport Category fields. CSV files do not need column names. Names in the example below are provided for informational purposes.

Table 16-1. CSV File Format

Airport	Aircraft Type	Category	Review Date (yyyy-mm-dd)	Comments

When creating a CSV file, each airport category is defined on its own row. There's no limit to the number of rows a file can contain. To create an airport category CSV file for bulk import:

1. Open a new spreadsheet with your preferred program.
2. Add a single table with five columns.
3. Add enough rows for the number of airport categories in the file.
4. Fill in the table with your airport category data.
5. Save the file using a .csv extension.

Table 16-2. Example CSV File

Airport	Aircraft Type	Category	Review Date (yyyy-mm-dd)	Comments
KHOU	F900	A	2025-03-26	Comment
KLAS	F900	B	2025-03-26	Comment
KTEX	All	C	2025-03-26	Comment

> **NOTE:** Using All for Aircraft Type must be entered as "All"; otherwise, the file will be rejected.

16.1.4.2 CSV File Field Formatting

CSV files must follow the formatting listed below. If a CSV file does not follow the formatting, it will not import to Dispatch.

> **Airport (Required)**
>
> Must be an airport with a valid ICAO airport identifier.

> **Aircraft Type (Required)**
>
> Must be no more than four characters.

> **Category (Required)**
>
> Enter a single category.

> **Review Date (Optional)**
>
> Enter a date in yyyy-mm-dd format.

> **Comments (Optional)**
>
> Enter desired comments.

16.1.4.3 Naming Airport Category CSV Files

Airport Category CSV files do not have requirements for naming. An example of a possible file name is "airport_categories.csv."

16.1.4.4 Importing Files (Airport Categories)

To import CSV or KML files into Airport Categories:

1. Select **Custom Content** from the sidebar.
2. Click **Airport Categories** from the top menu to display the Airport Category view.

3. Click the **Import** button.

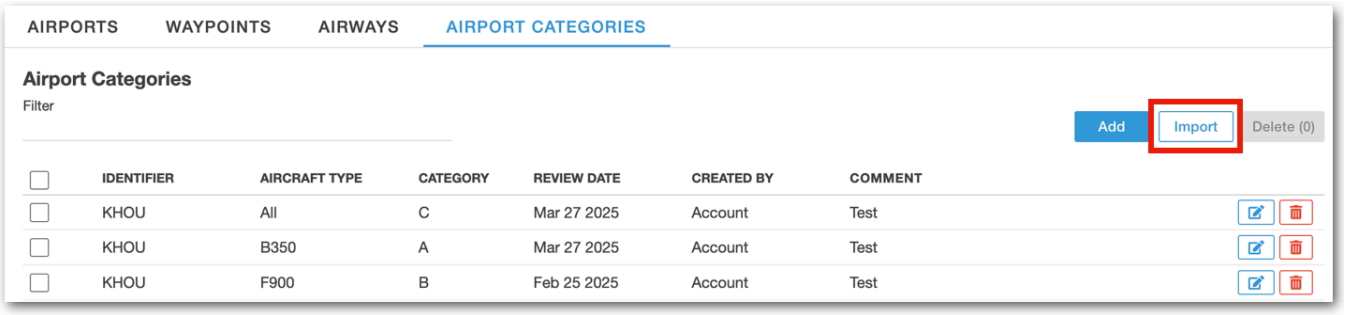


Figure 16-3. Importing Files to Airport Categories

4. Drag and drop files or browse the computer for the file to import.

   If the import was successful, the Airport Categories will be visible on the Airport Categories view.

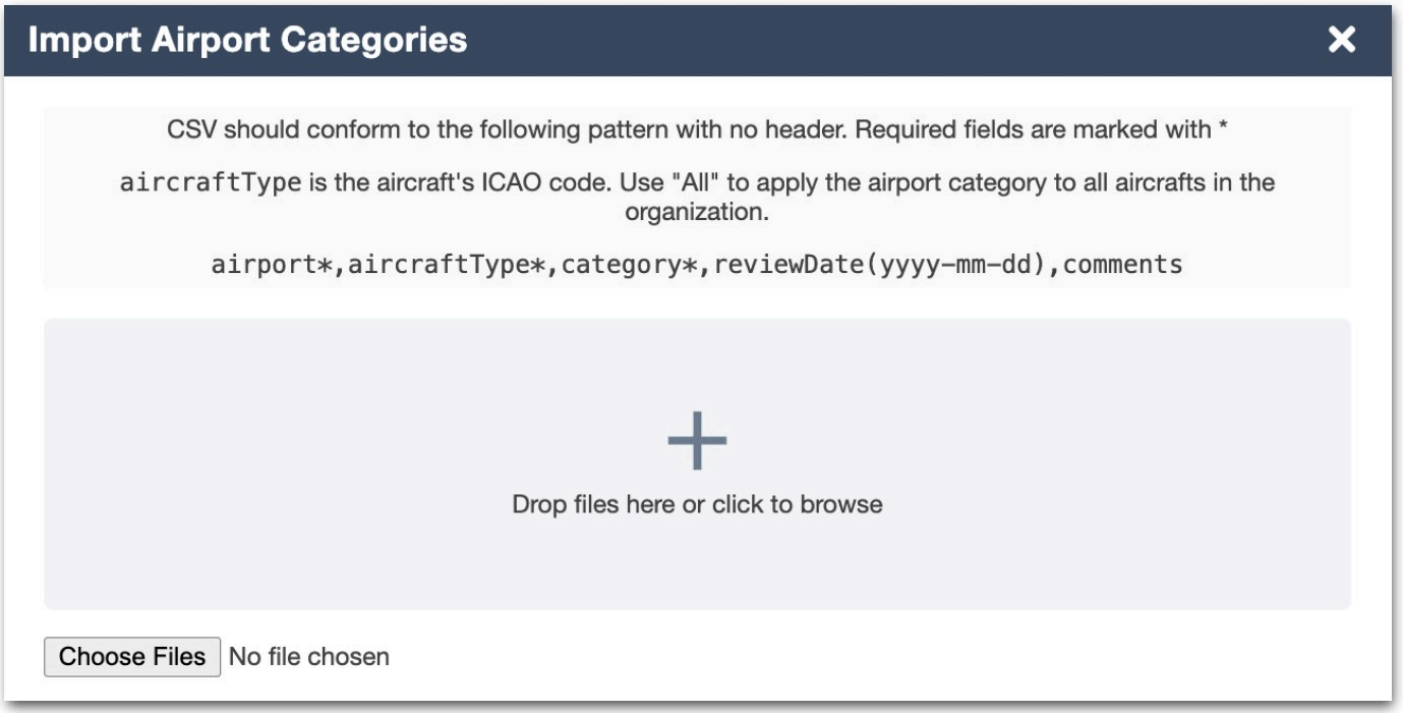


Figure 16-4. Import Airport Categories by Dropping Files or Browsing

16.2 Airport Procedures

The **Airport Procedures** capability defines reusable airport-level maneuvering distances for departures and arrivals when the operationally flown Standard Instrument Departure (SID) or Standard Terminal Arrival Route (STAR) extends beyond the route modeled by ForeFlight Dispatch.

After an airport procedure is configured in **Tools**, selecting the airport in **Flight Editor** automatically adds the applicable departure or arrival maneuvering distance to the flight plan. ForeFlight Dispatch includes the additional distance in trip fuel calculations.

Airport Procedures reduces repetitive manual entry and account for known terminal routing extensions, including noise abatement procedures, air traffic control vectoring, and complex arrival flows. This allows the expected maneuvering distance to be included directly in trip fuel instead of being absorbed by reserve fuel.

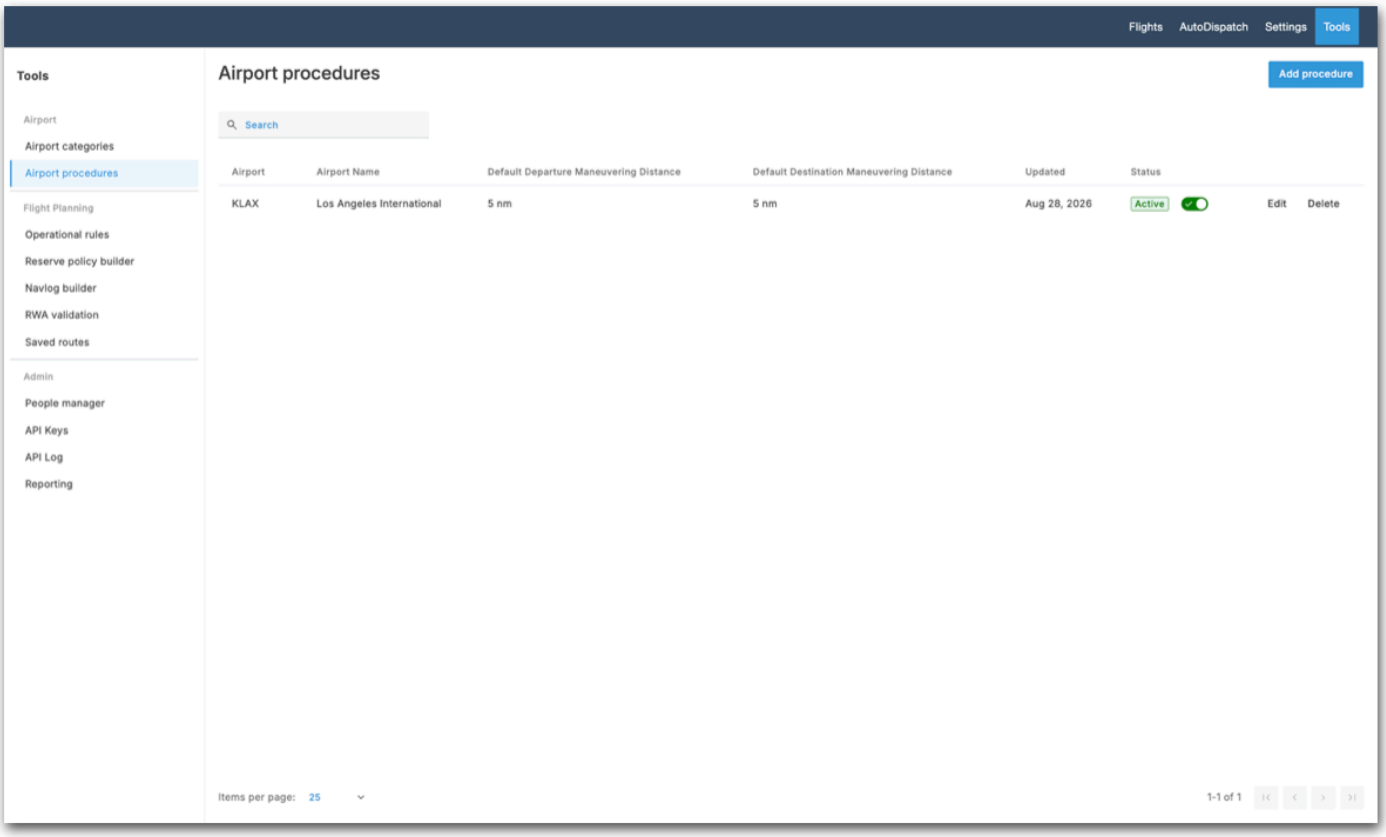


Figure 16-5. Airport Procedures

16.2.1 Adding Airport Procedures

To add an Airport Procedure, follow these steps:

1. Login to ForeFlight Web.
2. Select the **Dispatch** tab on the left sidebar.
3. Select **Tools** on the top navigation bar.
4. Select **Airport Procedures** from the left sidebar.
5. Select the **Add Procedure** button.



Figure 16-6. Add Procedure Button

6. Enter the desired Airport identifier (e.g., KLAX).
7. Specify the Default Departure Maneuvering Distance and Default Destination Maneuvering Distance (in nautical miles).
8. Select the **Active** toggle to activate the procedure when saving.

9 Select **Save** to create and activate the procedure.

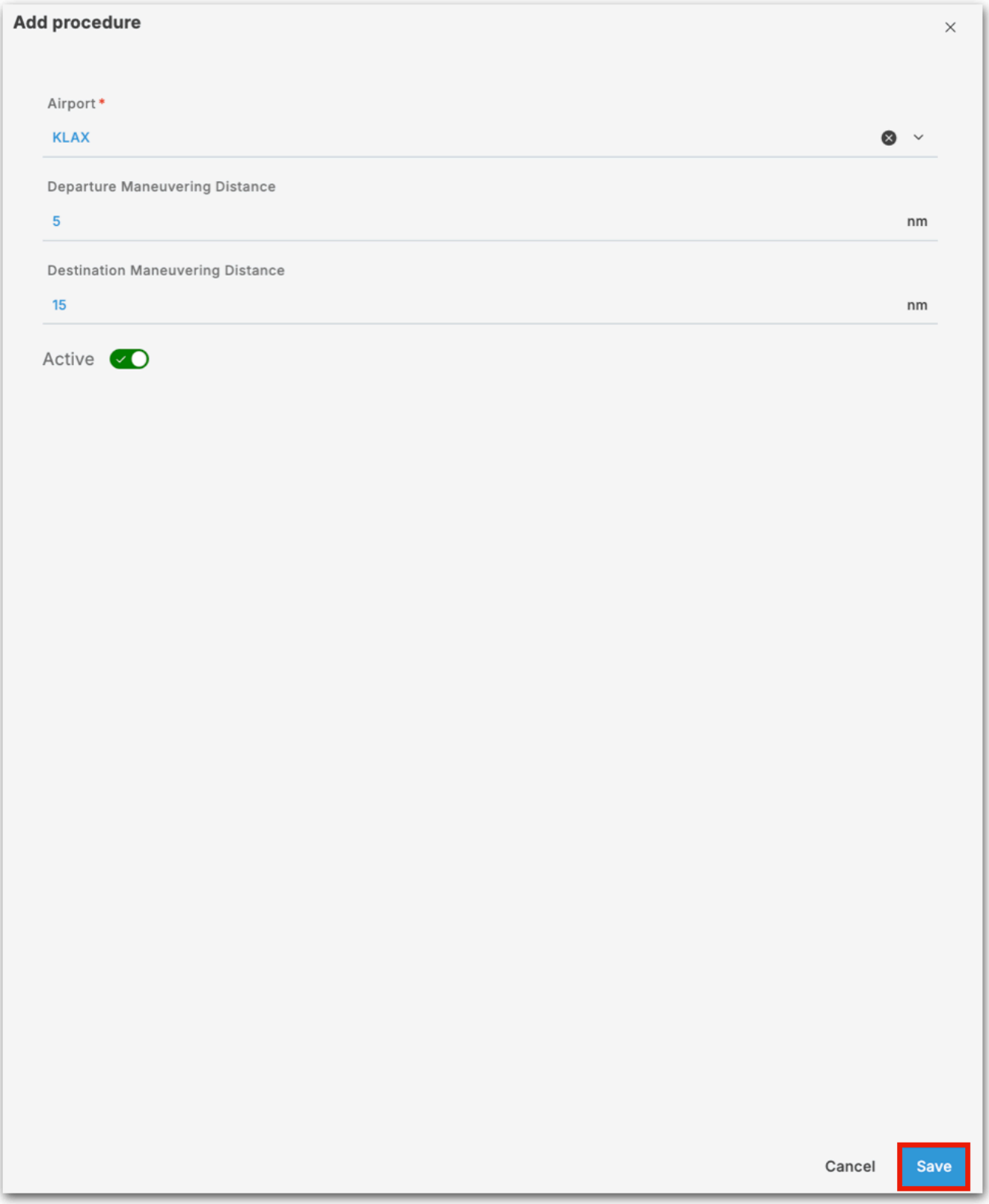


Figure 16-7. Add Procedure Pop-Over

16.3 Operational Rules

Operational rules allow administrators to define automated actions based on certain flight conditions. An example of an operational rule is specifying KLGA as the default alternate airport when planning flights to KTEB.

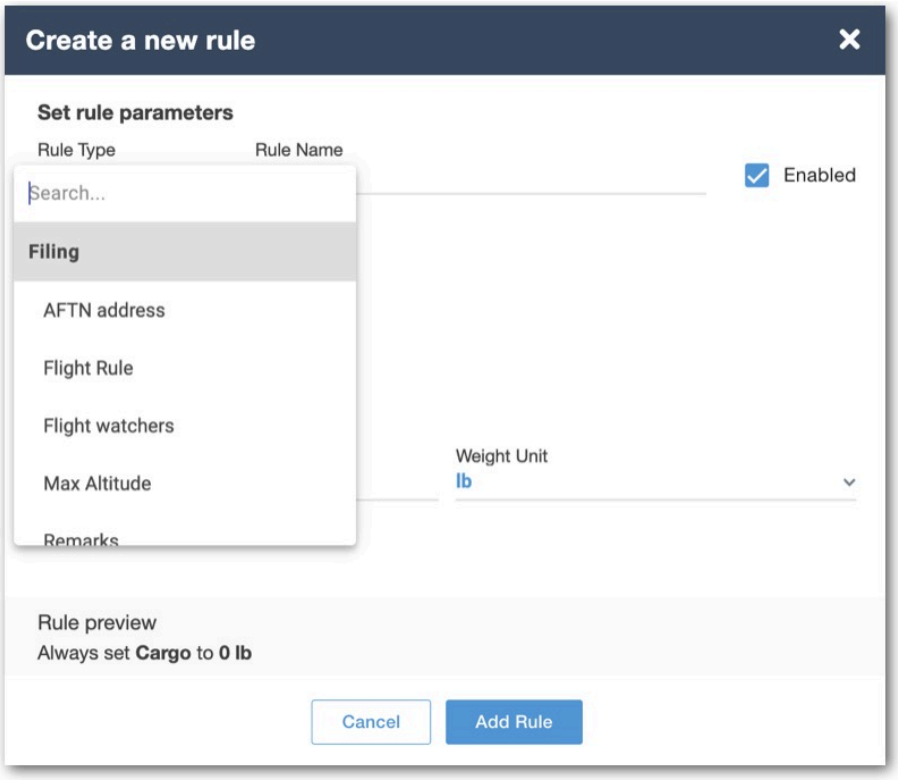


Figure 16-8. Creating an Operational Rule

16.3.1 Adding Operational Rules

To add an operational rule, select **Tools ➔ Operational Rules ➔ Add Rule**. Choose the appropriate rule type from the dropdown menu. Rule type definitions are found later in this section. Provide a name for your rule to make remembering the purpose of the rule easier.

Every rule consists of a rule type, condition(s), and result. After choosing a rule type, specify the conditions to which the rule will apply. Conditions can be tail numbers, aircraft types, departure airports, destination airports, airspace, and more. Multiple conditions can be combined within a single operational rule by selecting **+ Add condition**.

With your rule type and conditions specified, select the result. For example, if Destination is KPHX and Aircraft Type is C510, then set Fuel Policy to Maximum Fuel. New rules are enabled by default. Disable a rule with the checkbox in the upper-right corner.

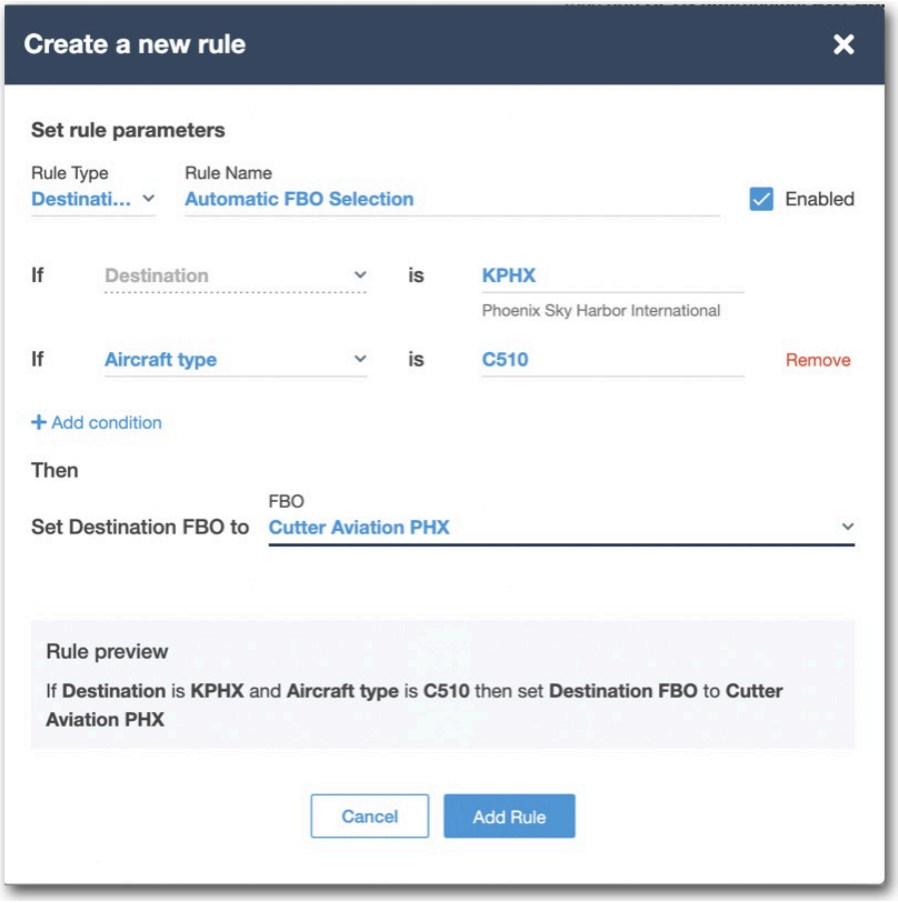


Figure 16-9. Operational Rule Preview

> **NOTE:** Deleting operational rules will not change any previously saved flights. It only prevents the rule from being applied in the future.

16.3.2 Operational Rule Triggers

Specific flight planning actions prompt operational rules to be evaluated. If an operational rule is not triggered by a specific action, it cannot be applied. Operational rule triggers vary by rule type. Operational rule triggers are:

- A flight condition, i.e., tail number, aircraft type, destination airport, or departure airport is specified in Dispatch. (**Condition**)
- A change is made to the flight. (**Change**)
- The flight is saved. (**Save**)

16.3.3 Operational Rule Definitions

Operational rules and the actions that prompt checks are described below:

Table 16-3. Operational Rule Definitions

Rule Type	Definition	Trigger
Adequate Airport Filter	Allows the flight planner to filter searches for Adequate Airports by approach, airport facility, airport categories (if available for the aircraft), rescue and fire fighting, and minimum runway length. Non-ETOPS ranges can be selected as 60, 120, or 180 minutes. Auto select can be toggled on to automatically search for adequate airports that meet the filter criteria.	Condition
AFTN Address	Specifies one or more AFTN addresses that should be sent a copy of the flight plan once it is filed. Enter each AFTN address (one at a time) in the field and click **Add**. Flight plans with the specified conditions have the AFTN addresses automatically added to the AFTN Addressing field in the ATC Data tab anytime a change is made.	Change
Alternate	Specifies alternate airports (takeoff or landing) if certain conditions are met. The alternate airport operational rule is checked each time the departure/ destination airport, tail number, or aircraft type is entered. Alternate airport routing can be specified as direct, automatic, or manual. Selecting manual requires an alternate airport to be entered.	Condition
Avoid Controlled Airspace	Allows the flight planner to specify airspace that should be avoided when certain conditions are met. Specify the Type of Airspace followed by the airspace using the dropdown menus.	Condition
Avoid Country	Allows the flight planner to specify countries that should be avoided when certain parameters are met. Specify the country to avoid using search or the dropdown menu.	Condition

Rule Type	Definition	Trigger
Avoid Custom Shape	Allows the flight planner to specify a shape to be avoided when certain parameters are met. See Avoid Custom Shape for more information.	Condition
Avoid FIRs	Allows the flight planner to specify airspace that should be avoided when certain parameters are met. Use the Airspaces dropdown menu to specify the FIR to avoid. The Set Avoid FIRs airspaces can be searched by country.	Condition
Avoid Special Use Airspace	Allows the flight planner to specify special use airspace that should be avoided when certain conditions are met. Specify the Type of Airspace followed by the Special Use Airspace using the dropdown menus.	Condition
Block Automation	Allows the flight planner to set conditions which would block a flight from being filed/released automatically.	Condition
Callsign	Adds a callsign when specified flight conditions are met.	Condition
Cargo	Allows the user to set cargo weights for departure, destination, aircraft type, and tail number when specific conditions are met.	Condition
Company Note	Allows the flight planner to add a free-text note to a flight, which will appear in the Flight tab in the Navlog Notes section. A check box can be selected to include the rule name with the note. It can also be added to aCustom Navlog.	Condition
Custom Navlog	Selects the specified Navlog format when flight conditions are met.	Condition
Custom Occupant Weight	Allows for designated default crew and passenger weights based on certain flight criteria.	Condition
Destination FBO	Allows the flight planner to specify an FBO when a specific destination airport is selected.	Condition

Rule Type	Definition	Trigger
Flight Attachment	Allows for files to be attached to flights automatically when flight is saved with certain conditions met. Supported file types include PDF, TIFF, TIF, JPG, JPEG, GIF, PNG, BMP, BMPF, TXT, DOC, DOCX, XLSX, XLS, PPTX, PPT, CSV, Pages, Key, and Numbers. File attachments are limited to 25MB or less.	Save
Flight Rule	Allows the flight planner to set the flight rule to VFR, IFR, YFR, or ZFR as determined by setting the departure, destination, or aircraft type.	Condition
Flight Watchers	Adds Flight Watchers to the flight when criteria is met.	Condition
Fuel Policy	Applies a specified fuel policy if certain conditions are met. Choose between maximum, extra, manual, and landing fuel policies.	Condition
Max Altitude	Allows the flight planner to set the maximum altitude/ FL based on the total distance of the route of flight.	Condition
Other Information	When an Operational Rule is made for Other Information, "EUR/PROTECTED" will be added to line 18, RMK, for the flight plan.	Condition
Remarks	Allows the flight planner to automatically add text to the Remarks (RMK) field of the ICAO flight plan form when specific criteria is met. The Remarks section accepts alphanumeric characters (A-Z, 0-9, and space). If special characters are used, the flight plan will be rejected.	Condition
Reserve Fuel Policy	Allows the flight planner to set the reserve fuel policy automatically based on departure, destination, aircraft type, or tail number.	Condition
Saved Partial Route	Allows a partial route to be automatically included in the Route Builder when specific flight conditions are met.	Change

Rule Type	Definition	Trigger
Specific Crew	Allows for designated crew members based on certain flight conditions. The specific crew operational rule supports ad hoc crew members.	Condition
Taxi Fuel	Allows the flight planner to specify taxi fuel when certain criteria is met.	Condition
Taxi Minutes	Allows the flight planner to specify taxi fuel in minutes. Taxi fuel consumption rate is based on the aircraft profile's Start/Taxi/Takeoff value. Aircraft Start/Taxi/ Takeoff fuel is equal to ten minutes taxi time. For example, an aircraft with a Start/Taxi/Takeoff fuel value of 100 lbs adds 200 lbs of fuel when this rule is applied and Set Taxi minutes to is equal to 20 minutes.	Condition
Type of Flight	Allows for the specification of the flight type (G, M N, S, X) based on specific conditions. For example, specify the flight type General Aviation for all flights departing or arriving at a particular airport. Or specify all flights as Scheduled Air Service for a specific type of aircraft.	Condition
Weight & Balance Profile	Allows a Weight & Balance profile to be set for specific tails. Conditions can also be set for departure or destination airports.	Condition

16.3.4 Viewing Operational Rules

Access the list of Operational Rules by selecting **Tools → Operational Rules**. Search, filter, view, edit, and delete operational rules that have been added to your organization from this view.

Rules are ordered chronologically with the oldest rules appearing at the top of the list. Enabled rules have a green check mark and the status is shown as active. Disabled rules have a gray "X" and the status is shown as inactive. The status toggle can be used to disable an operational rule without deleting it.

Select **Edit** to change rule parameters. Disabled operational rules are not applied to future planned flights. Operational rules applied to planned flights can be disabled by going to **Flight Editor View → Operational Rules**.

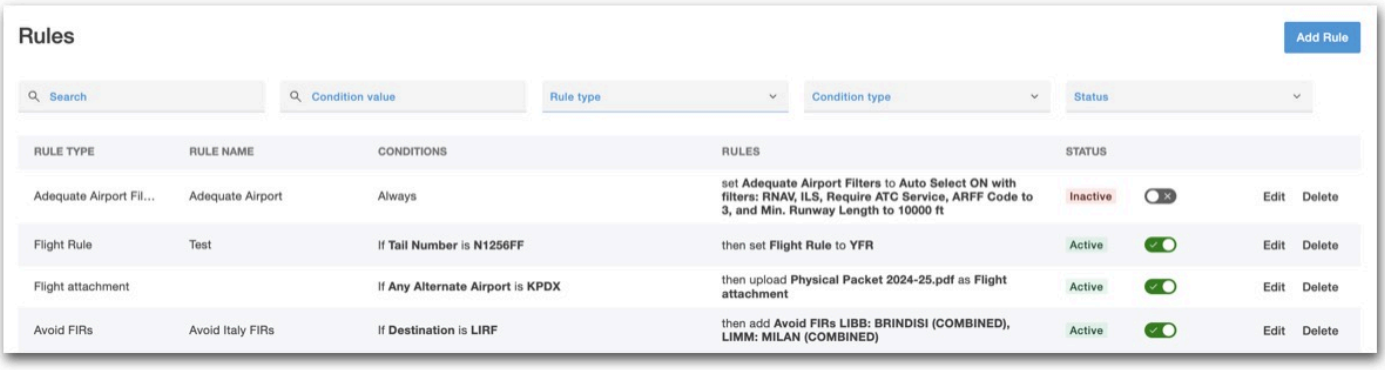


Figure 16-10. Viewing Operational Rules

NOTE: Flights planned in ForeFlight Mobile do not trigger operational rules. For example, the alternate airport operational rule will not be applied until the tail number, aircraft type, destination airport, or departure airport (condition) is selected in Dispatch. It may be necessary to deselect and then select the condition in Dispatch for the operational rule to be triggered.

16.4 Reserve Policy Builder

The **Reserve Policy Builder** allows an organization's administrators to modify defined regulatory reserve fuel policies already available or to create user-defined reserve fuel policies. To access the **Reserve Policy Builder**, select **Tools → Reserve Policy Builder**.

The **Reserve Policy Builder** page has two sections: a list of existing reserve policies on the left, and an editor on the right where custom policies can be created and edited.

To edit an existing reserve policy, click **Copy** next to an existing policy on the left. This displays the reserve policy's settings in the editor and allows modifications to all fields.

To create a custom reserve policy, click Create New on the left side of the page or **create a new one** on the right side. A blank reserve policy template will be displayed and allow modification of all fields.

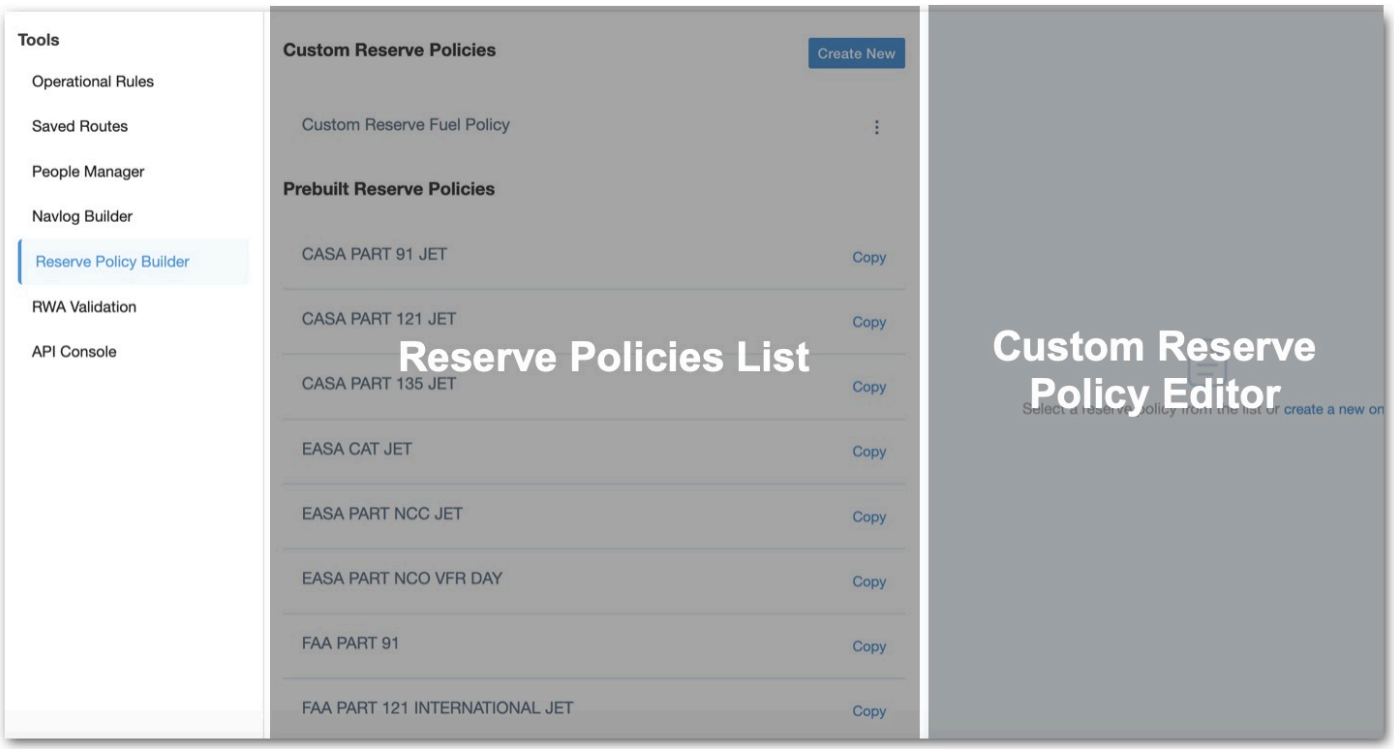


Figure 16-11. Reserve Policy Builder Page

16.4.1 Managing a Custom Reserve Policy

After all of the modifications are made to the Custom Reserve Policy, click the **Save** button in the Header to save the file. The file will be stored at the top of the **Reserve Policy** list. If a file has been worked on and wasn't saved, the file will remain in the **Custom Reserve Policies** list and display **Unsaved changes** to the right of the file name, allowing a user to continue modifications and save the file. Once a file is on the list, it can be copied, renamed, or deleted using the menu button to the right of the file name.



Figure 16-12. Managing Custom Reserve Policies

16.4.2 Reserve Policy Builder Sections

The **Custom Reserve Policy Editor** is made up of seven sections.

> **Header**
>
> The Header displays the name of the Reserve Policy and allows the selection of weight or volume settings.

> **Fuel Settings**
>
> Determines where extra fuel will be displayed in the Flight Summary section of the Flight Editor.

> **Contingency Fuel**
>
> Allows modifications to destination and alternate contingency fuel by time or fuel amount.

> **Final Reserve Fuel**
>
> Allows a user to create a custom Final Reserve Fuel policy with or without an alternate.

> **Holding Fuel**
>
> Allows users to create holding rules with or without an alternate.

> **Alternate Fuel**
>
> Allows users to create alternate rules using time, fuel flow, altitude, and minimum fuel.

> **Approach Fuel**
>
> Allows users to adjust approach fuel to either auto or manual to calculate fuel quantity for an approach.

16.4.2.1 Header

The Header shows the name of the current reserve fuel policy and allows the user to select the fuel quantity in pounds, kilograms, gallons, or liters. A menu button allows copying, renaming, or deleting the current fuel policy.



Figure 16-13. Reserve Policy Builder Header

16.4.2.2 Fuel Settings

The Fuel Settings section determines which category, Extra or Discretionary, any excess fuel will be moved to. Extra or Discretionary fuel is displayed in the flight summary fuel section of the Flight Editor page. Manually entered extra fuel or discretionary fuel for a flight will not be moved.

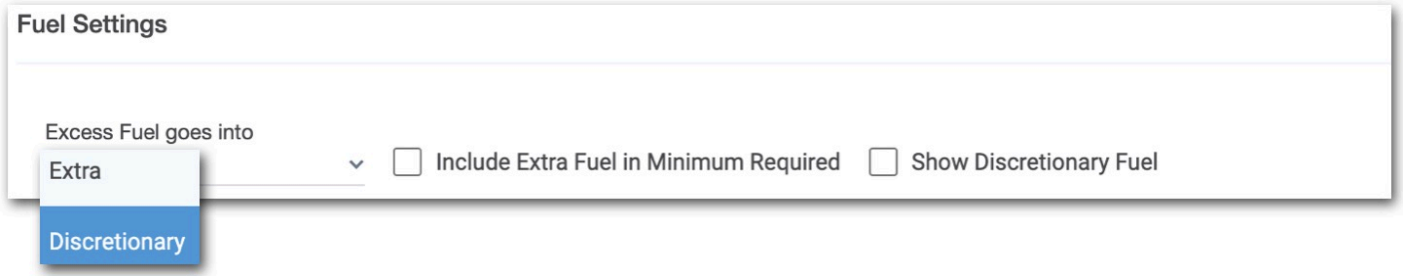


Figure 16-14. Reserve Policy Builder Fuel Settings

16.4.2.3 Contingency Fuel

Contingency fuel allows a user to define fuel parameters using a percentage of destination or alternate fuel or time. The minimum and maximum fuel and time can also be set.

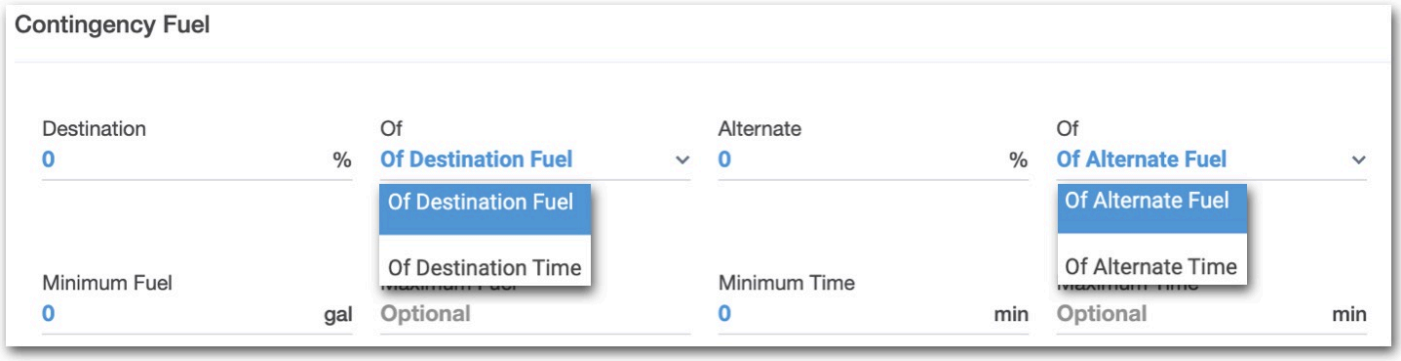


Figure 16-15. Reserve Policy Builder Contingency Fuel

16.4.2.4 Final Reserve Fuel

Final Reserve Fuel allows users to set parameters for a minimum time using cruise, alternate, or holding fuel flow. The altitude flight reference can be set from the TOD, 1500' above airport, or entering a custom altitude. Minimum fuel can also be set if a user wants to ensure a defined minimum fuel. The Final Reserve Fuel without alternates section is hidden by default and will be visible when the Advanced Options is toggled on.

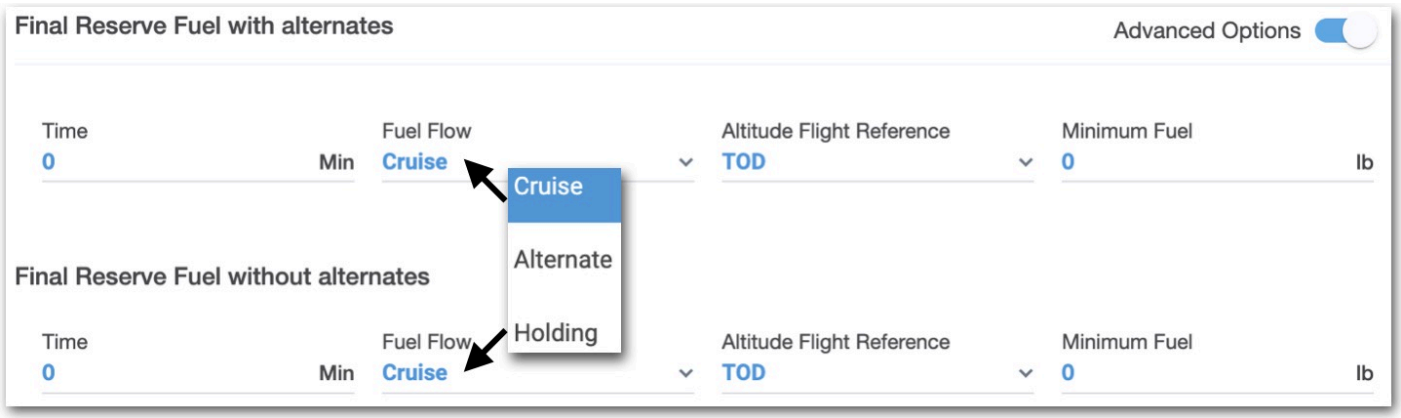


Figure 16-16. Reserve Policy Builder Final Reserve Fuel

16.4.2.5 Custom Altitude

The altitude flight reference for the final reserve fuel, holding fuel, and alternate fuel has a drop-down menu with the option to enter a custom altitude. If selected, a custom altitude field appears for entering the altitude. A toggle allows selection between MSL and AGL.

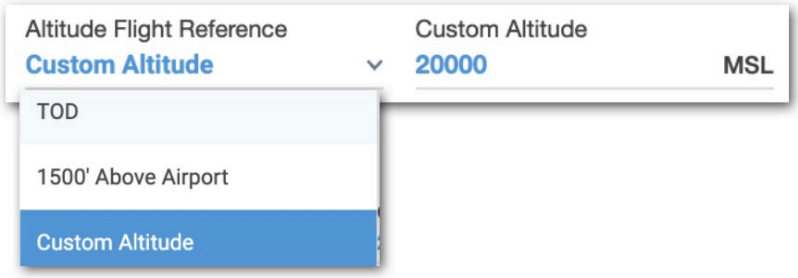


Figure 16-17. Custom Altitude

16.4.2.6 Holding Fuel

Holding Fuel allows users to set parameters for a minimum time using cruise, alternate, or holding fuel flow. The altitude flight reference can be set from the TOD, 1500' above airport, or entering a custom altitude. Minimum fuel can also be set if a user wants to ensure a defined minimum fuel. The Holding Fuel without alternates section is hidden by default and will be visible when the Advanced Options is toggled on.

Selecting displays the Holding Time field in Advanced Fuel Options on the Flight Editor view, allowing a holding time entry for each flight.

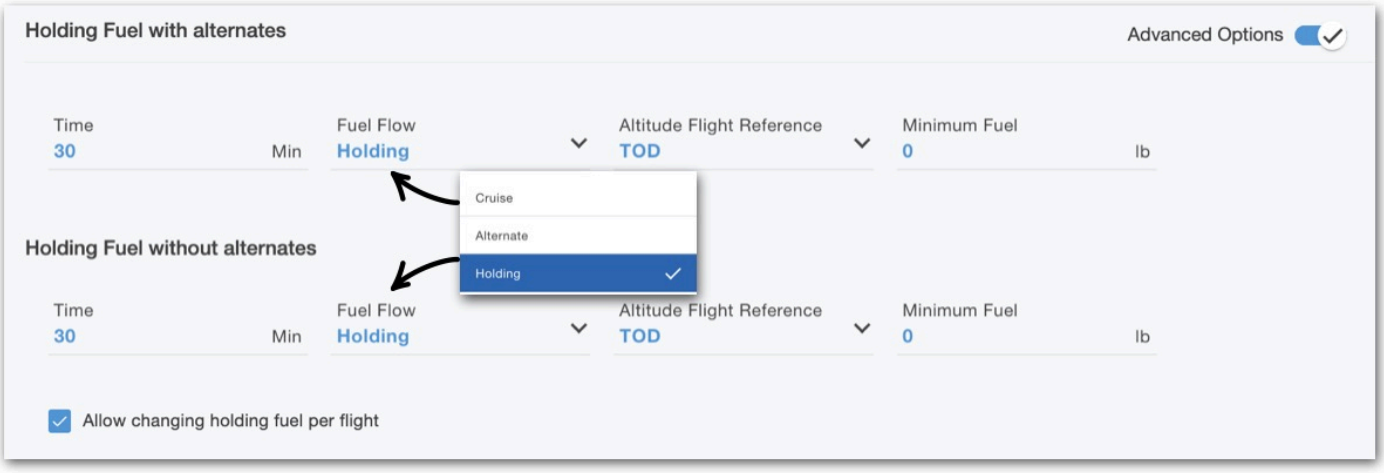


Figure 16-18. Holding Fuel With and Without Alternates

16.4.2.7 Alternate Fuel

Alternate Fuel allows users to set parameters for a minimum time using cruise, alternate, or holding fuel flow. The altitude flight reference can be set from the TOD, 1500' above airport, or entering a custom altitude. Minimum fuel can also be set if a user wants to ensure a defined minimum fuel. The **Alternate Fuel without alternates**is hidden by default and will be visible when the **Advanced Options** is toggled on.

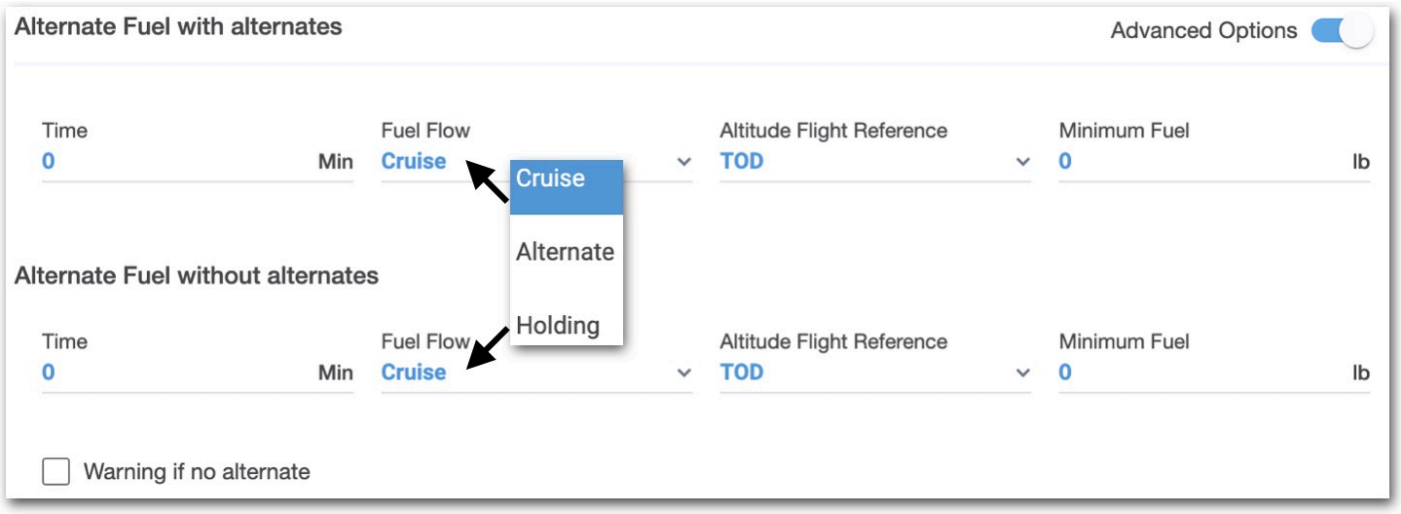


Figure 16-19. Reserve Policy Builder Alternate Fuel

16.4.2.8 Approach Fuel

Approach Fuel allows a user to define the amount of fuel to fly an approach. Select Manual to enter a specific fuel amount or Auto to have Dispatch calculate the amount.

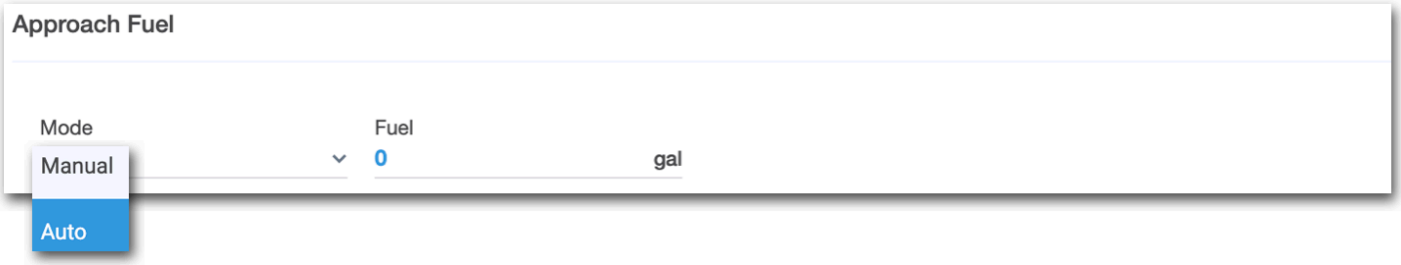


Figure 16-20. Reserve Policy Builder Approach Fuel

16.5 Navlog Builder

Flight departments with unique Navlog requirements can use the **Navlog Builder** to specify the content and formatting of their Navlog. To access the **Navlog Builder**, select **Tools ➔ Navlog Builder**. A video tutorial of the is available here: Custom Navlog Builder in Dispatch.

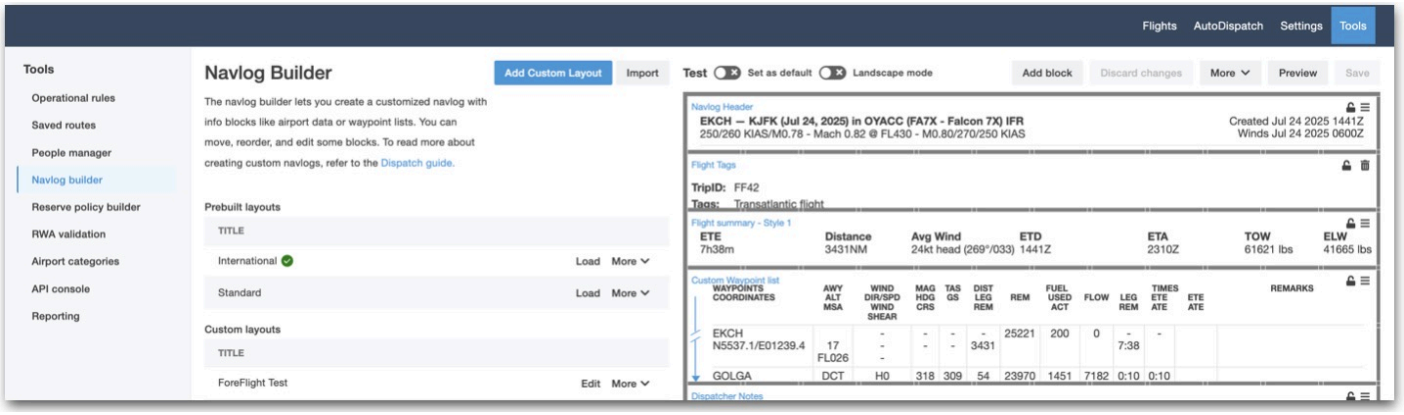


Figure 16-21. Tools - Navlog Builder

16.5.1 Navlog Types

Navlogs are grouped on the left side of the screen under the Prebuilt Layouts and Custom sections.

16.5.1.1 Prebuilt Navlogs

Prebuilt Navlogs do not require any setup, however, they also cannot be edited. There are two Prebuilt Navlog formats (International and Standard).

16.5.1.2 Custom Navlogs

Custom Navlogs allow flight departments to specify the content and layout of the Navlog using the editor on the right side of the screen. Custom Navlogs can be created from scratch, imported, and exported. The International and Standard prebuilt Navlogs can also be copied to Custom Navlog and edited.

> **NOTE:** Document orientation can only be edited for Custom Navlogs.

16.5.2 Building Custom Navlogs

Custom Navlogs can be imported or built from scratch.

To build a new custom Navlog from scratch:

1. Select **Tools** ➔ **Navlog Builder** **Add Custom Layout**.
2. Enter a name for the custom Navlog and select **Save**.
3. Document orientation can be set by toggling the **Landscape mode** on for landscape orientation or leaving off for portrait.
4. Above the Navlog Builder, select **Add Blocks** or click anywhere in the builder to reveal the **Add Information Block** pop-up.
5. Click the **Information Sections** dropdown near the top of the pop-up to select the information you want to be depicted in the Navlog.
6. Manually configure the block as desired.
7. Click **Add Info Block**.
8. Drag and resize the Info Block within the grid to meet your formatting needs.
9. Repeat steps 3 - 7 as necessary.
10. Select **Preview** to view a sample of the custom Navlog in a new window.
11. Once all edits are complete, select **Save**.

Once the custom Navlog is saved, it can be renamed, copied, previewed, set as default, and exported using the **More** menu.

16.5.2.1 Editing a Prebuilt Navlog

The Standard and International Navlogs cannot be edited, however, they can be copied. Copied Navlogs are saved as Custom Navlogs where they can be edited.

To edit a Prebuilt Navlog:

1. Click **More** ➔ **Copy** for either the Standard or International Navlog.
2. Enter a name for the new copy of the Navlog and select **Save**.

3. The new Custom Navlog is loaded into the Navlog Builder.
4. Manually edit the Navlog as desired.
5. Once all edits are complete, select **Save**.

16.5.3 Exporting a Custom Navlog

Custom Navlogs can be exported and shared with other Dispatch customers.

To export a Custom Navlog:

1. Click the Custom Navlog **More** dropdown menu and select **Export**.
2. The Custom Navlog (.fnf) file is automatically saved to your computer.
3. Locate the downloaded file on your computer and share via email or other file-sharing service.

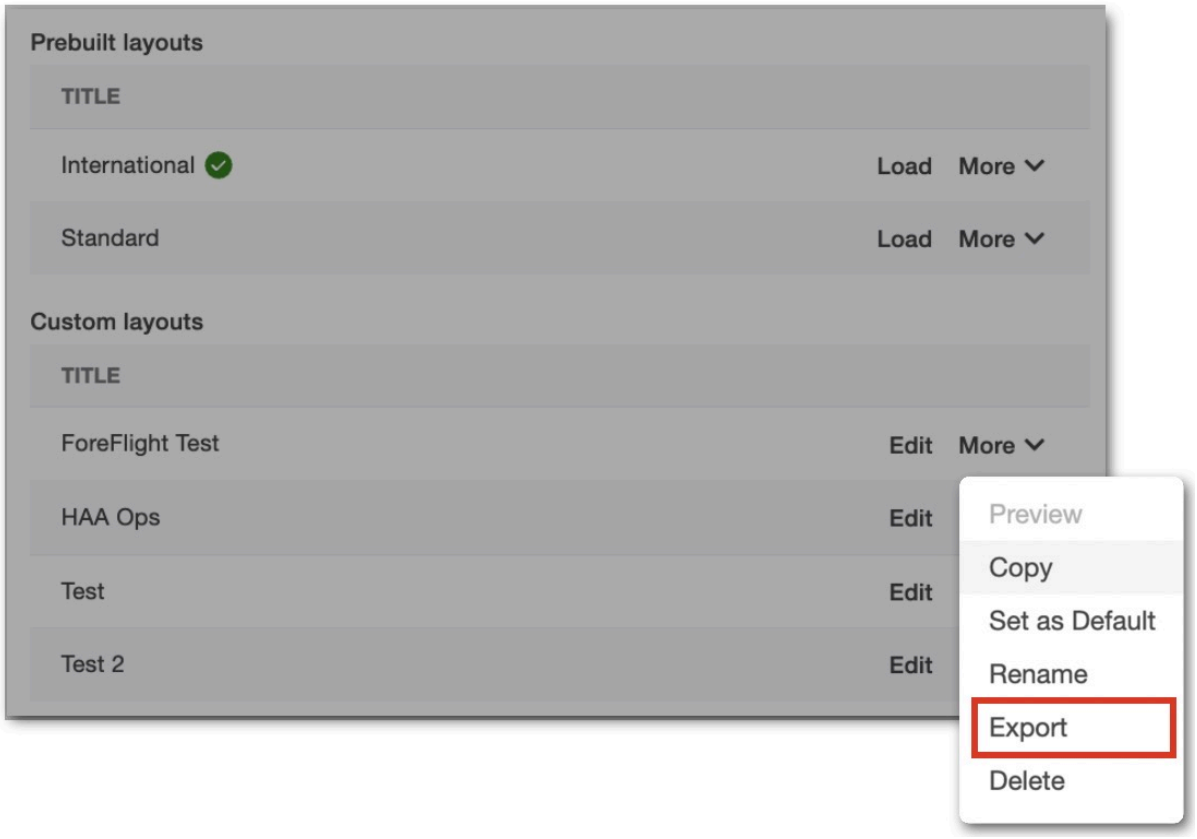


Figure 16-22. Custom Navlog More Menu

16.5.4 Importing a Custom Navlog

To import a Custom Navlog:

1. Click **Import**.
2. Select the (.fnf) Navlog file from your computer's file browser.
3. Provide a name for the Custom Navlog.
4. Click **Save**.

Once an imported Navlog is saved, it is added to your list of Custom Navlogs and can be previewed, set as the default Navlog, copied, renamed, exported, and deleted with the **More** button.

16.5.5 Turbulence Shear Values

Forecasted turbulence information is available in the ForeFlight Briefing. This turbulence data provides a more advanced and reliable solution compared to wind shear values used in some other flight planning tools.

For those using Dispatch, wind shear values can be included if needed by utilizing the custom NavLog Builder.

ForeFlight's wind shear value provides a general indication of wind shear along the route. At each waypoint, this value is calculated based on wind data from the midpoint (by distance) of the preceding leg. Wind shear is determined using wind speeds 1,000 feet above and 1,000 feet below the projected aircraft altitude with the following formula:

Wind Shear Value = Windspeed Above − Windspeed Below / 2

Example:

- Aircraft cruising at FL350
- Windspeed at FL360 = 100 knots
- Windspeed at FL340 = 90 knots

Wind Shear Value = 100 − 90 / 2 = 5

There are no minimum or maximum values for wind shear based on this calculation. For a more accurate forecast of turbulence, refer to the **WIND/TEMP/TURB** graphics in the ForeFlight-generated briefing. These charts display the Eddy Dissipation Rate (EDR), the ICAO standard for reporting turbulence.

16.5.5.1 Adding Wind Shear Values to the Custom Navlog

To add wind shear values to the custom Navlog:

1. Open the NavLog Builder.
2. Add a **Custom Waypoint List** block using the Information Sections dropdown menu.
3. Edit one of the existing Waypoint Data columns and select **Wind Shear**.

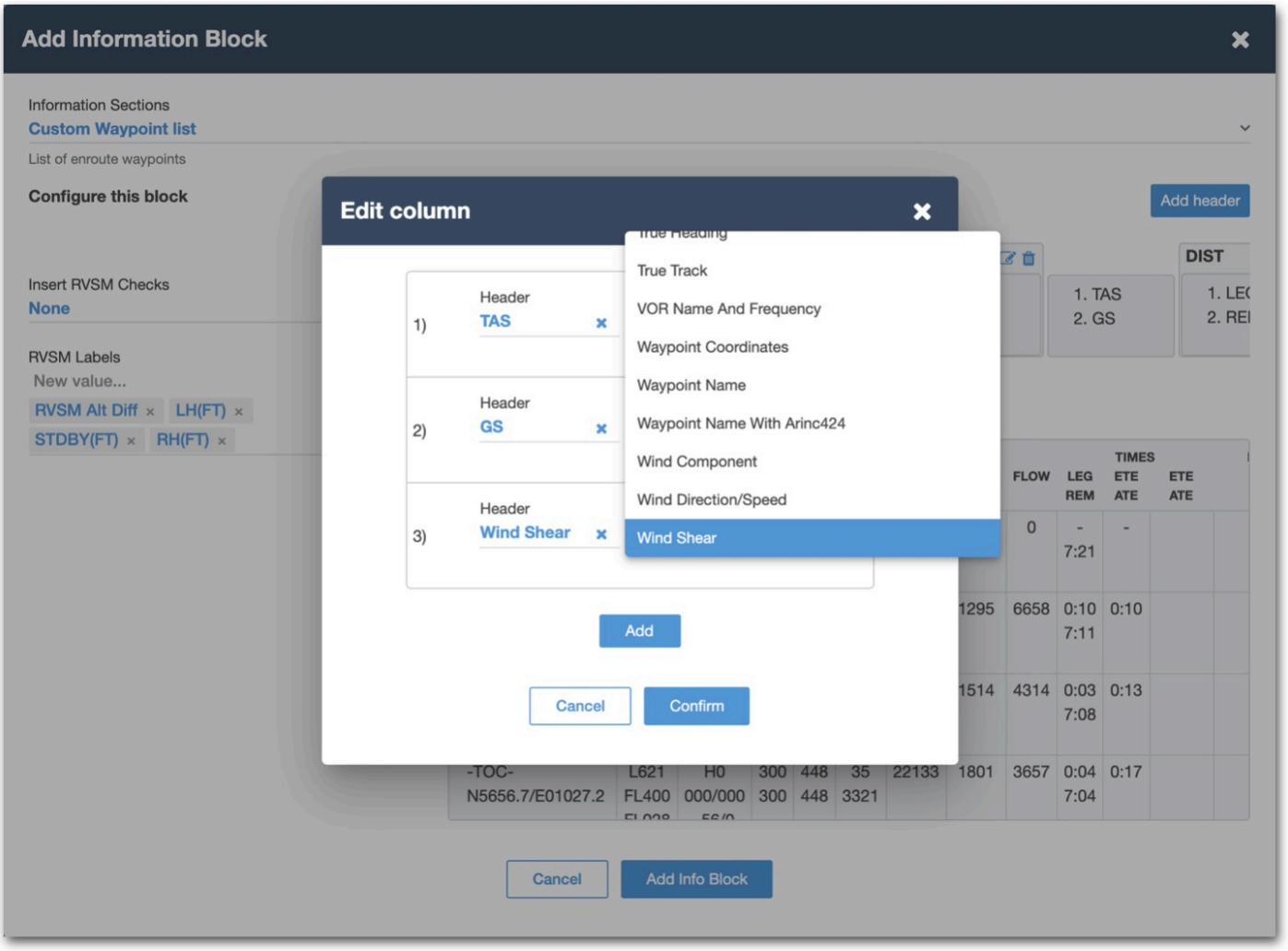


Figure 16-23. Adding Wind Shear Values to the Navlog

16.6 RWA Validation

RWA Validation provides a tool for users to compare ForeFlight Dispatch Guide RWA calculations to those from an AFM. This validation can be used to show compliance with verification policies. It can be found by clicking **Tools → RWA Validation**.

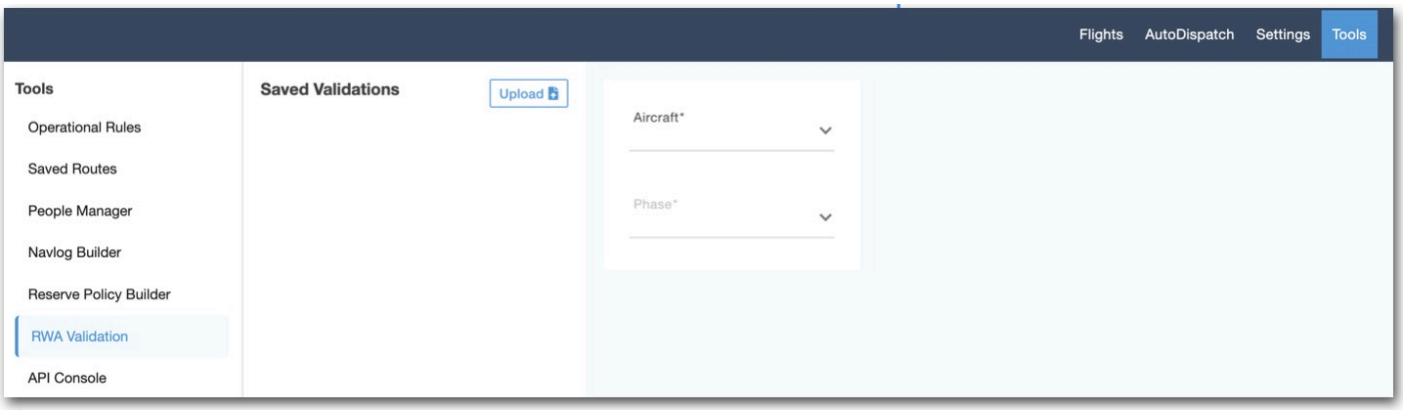


Figure 16-24. Tools - RWA Validation

16.6.1 Aircraft

The Aircraft field lists all aircraft types within the organization that have Dispatch and RWA. A single aircraft calculation will suffice for all tails of the same aircraft. Click on the dropdown arrow to see a list of aircraft. An aircraft selection is required.

16.6.2 Phase

Phase requires the user to select whether the calculations will be for Takeoff or Landing. Select the appropriate phase of flight.

16.6.3 RWA Initial Data

After selecting an aircraft and phase of flight, a performance planning view will be displayed, allowing the user to enter takeoff or landing data. When the desired data has been entered, select the button. This performs RWA calculations that are displayed below the performance view. The results can be compared to the AFM calculations.

> **NOTE:** The validation isn't specific to an airport, so a user can calculate the AFM chart data using whole numbers and enter the same data into the Performance Planning view.

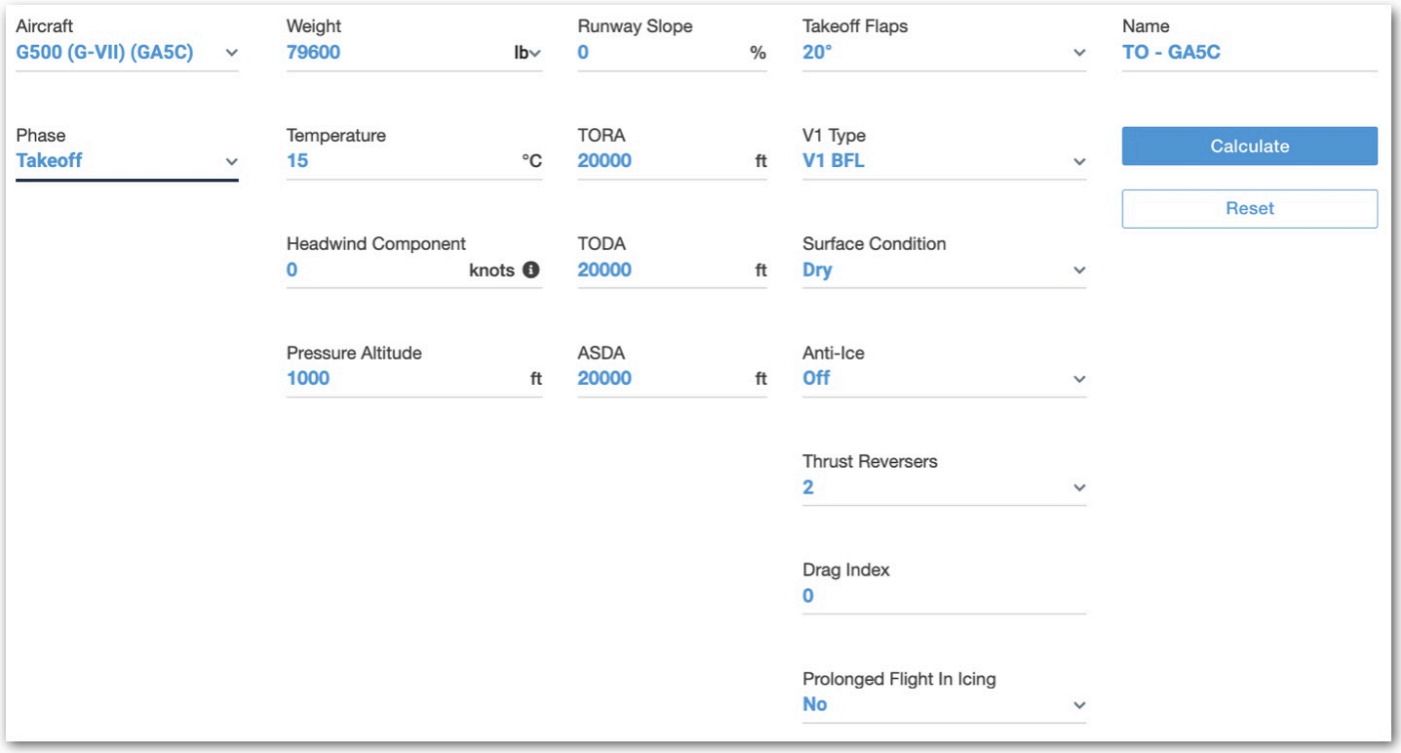


Figure 16-25. Runway Validation Performance Planning View

16.6.4 RWA Performance Validation

Enter performance calculations from the AFM into the appropriate fields and compare them to RWA results. The difference is shown as absolute delta deviations and percent deviations from the AFM. After the entries are complete, select the **Accept Validation** button to save the results.

	FF	AFM		Δ	%Δ
Takeoff Thrust N1 (Percent)	93.2	93	Percent	0.2	0.2%
V1 (KIAS)	130	130	KIAS	0	0%
VR (KIAS)	137	137	KIAS	0	0%
V2 (KIAS)	148	148	KIAS	0	0%
Accel-Stop Distance (Feet)	5,616	5600	Feet	16	0.3%
Accel-Go Distance (Feet)	5,616	5600	Feet	16	0.3%
Level-Off MSL (Feet)	2,490	2500	Feet	-10	-0.4%
2nd Seg Gross Climb Gradient (at level-off) (Percent)	4.9	5	Percent	-0.1	-2%
VSE (KIAS)	198	198	KIAS	0	0%
Enroute Net Climb Gradient (Percent)	4.6	4.5	Percent	0.1	2.2%

Accept Validation

Figure 16-26. RWA/AFM Comparison Data

16.6.5 Saved Validations

Saved validations will be listed on the left side of the page and can be downloaded, edited, or deleted. CSV files can also be uploaded.



Figure 16-27. Saved RWA Validations

16.7 Saved Routes

Dispatch Saved Routes can be used to save routes as either primary, alternate, or partial. Primary routes can only be used between the planned departure and destination airports, while alternate routes can only be used for alternate routing between the primary destination and the alternate destination. Saved routes can be viewed and edited by selecting **Tools → Saved Routes**.

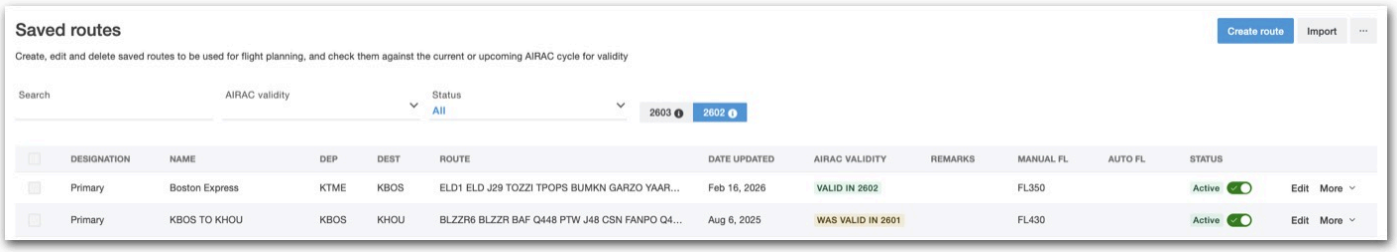


Figure 16-28. Saved Routes List

Clicking the select box to the left of a route will replace the Search field with **Validate Against** and **Find and Replace** buttons.

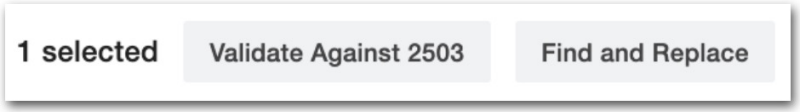


Figure 16-29. New Buttons Revealed When a Route is Selected

16.7.1 Adding a New Route

To add a route, open the Flig itor view under the Flights tab, enter a departure and destination then scroll down to the Routes section. When the desired route is in the Selected Route field, click the **Save** icon displayed on the right side of the route.

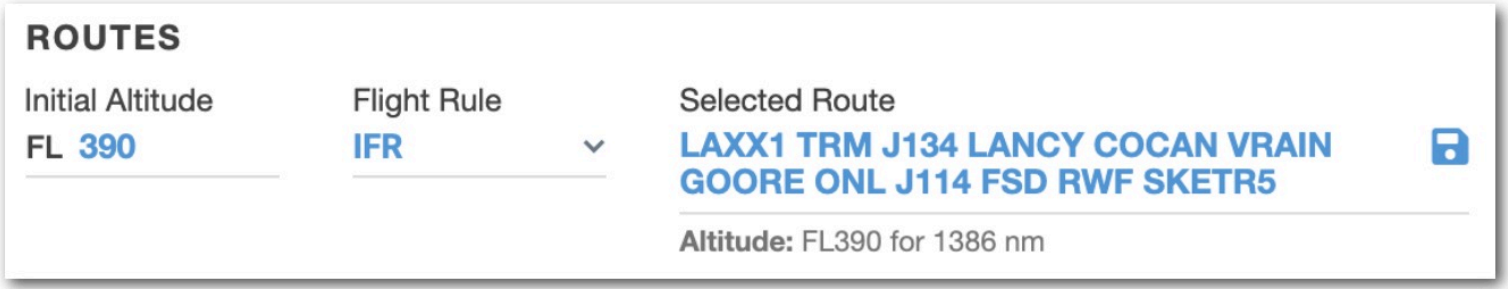


Figure 16-30. Routes Section on the Flight Editor View

After clicking the **Save** icon, a pop-over appears with a prompt to name the route. If no name is specified, the departure and destination airport identifiers will be used to automatically generate a name for the route.

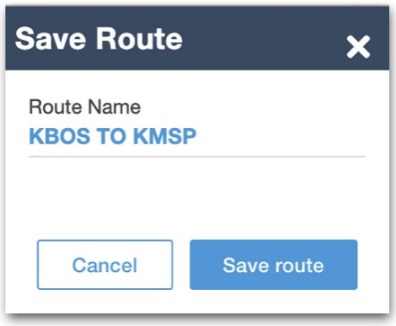


Figure 16-31. Save Route Pop-Over

> **NOTE:** Routes with the same name, whether spelled in uppercase or lowercase, are considered identical and will receive a notification before being allowed to override.

Creating a Route in Saved Routes

A new route can also be created by selecting the **Create Route** button at the top of the Saved Routes main view.

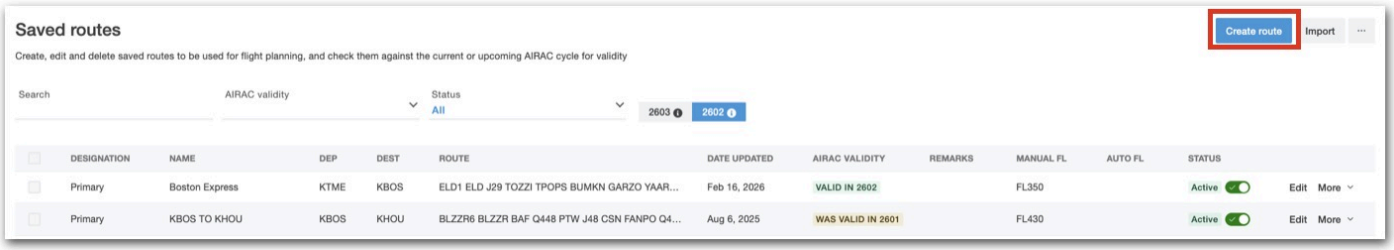


Figure 16-32. Create Route Button

Clicking on the **Create Route** button opens the Create new route pop-over.

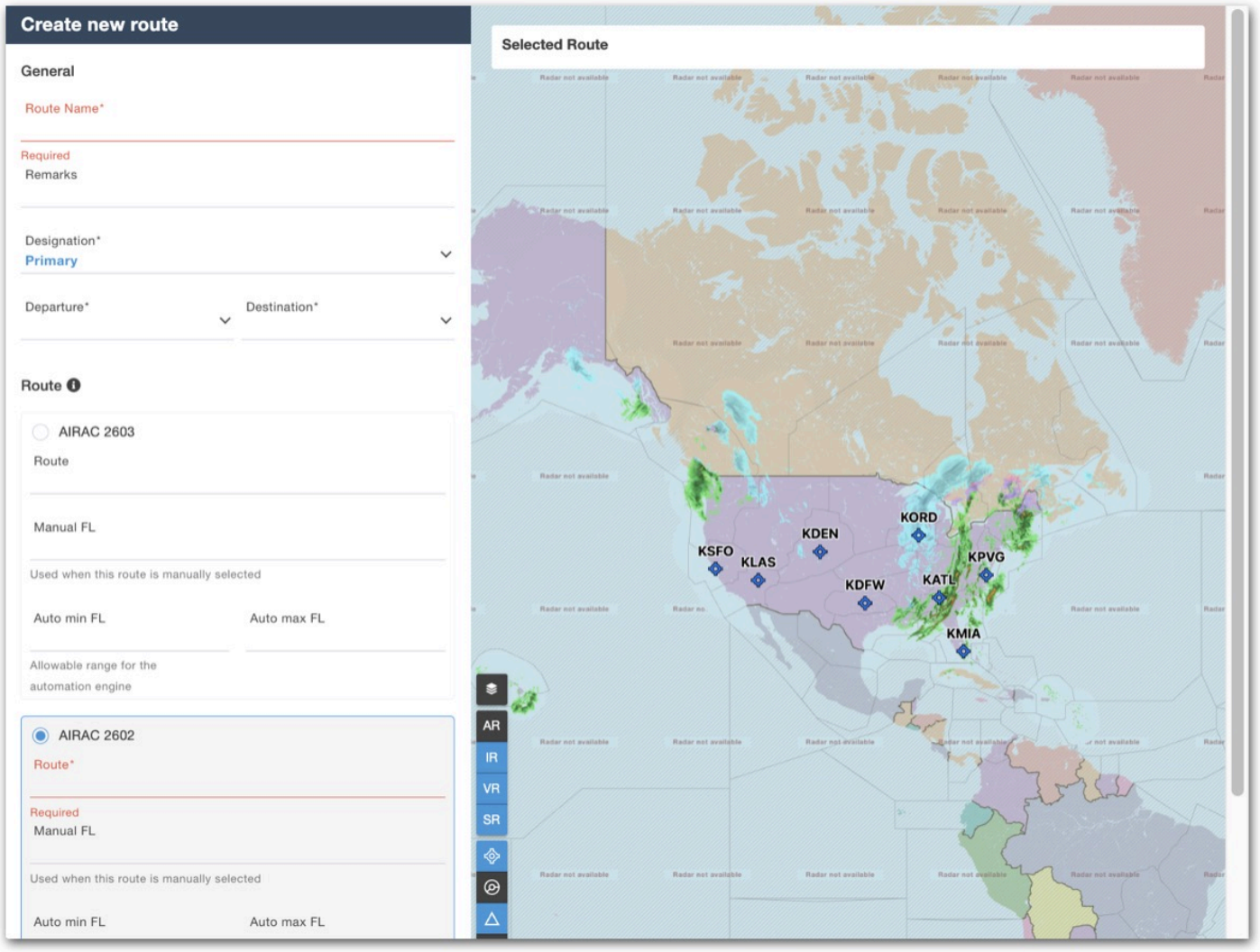


Figure 16-33. Create New Route Pop-Over

General

The General fields include information to define the route. The following fields are available for entry:

> **Route Name (Required)**
>
> The route name is assigned by the user to easily identify the saved route. It can be the departure and destination airports or any other name assigned by the user.

> **Remarks**
>
> Remarks can be entered as needed.

Designation (Required)

- Primary: The primary route between the departure and destination airports.
- Alternate: The route from the destination to the alternate airport.
- Partial: A partial route that can be used to add waypoints to build a complete route

Departure

The departure airport.

Destination

The destination airport.

Route

The Route fields define route waypoints and altitudes. Routes can be entered for the current and upcoming Aeronautical Information Regulation and Control (AIRAC) cycles and may include different routes for each cycle. Selecting an AIRAC cycle on the Saved Routes main view displays the route entered for that cycle.

NOTE: Two routes can only be entered during the AIRAC overlap period. At other times only the current AIRAC cycle route can be entered.

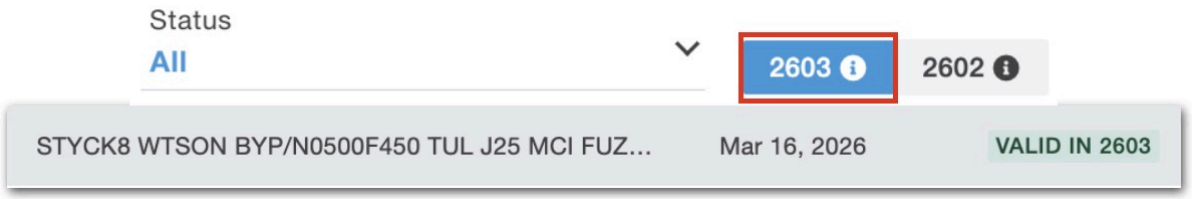


Figure 16-34. AIRAC Cycle 2603 Selection

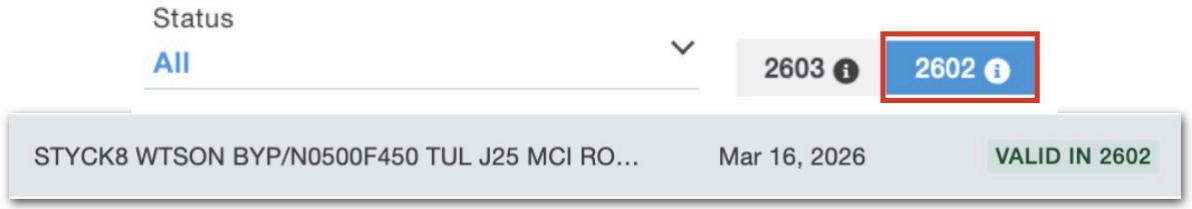


Figure 16-35. AIRAC Cycle 2602 Selection

The available route fields include:

> **AIRAC Cycle**
>
> Click on the AIRAC Cycle bubble to be used.

> **Route**
>
> Enter the route from the departure to destination airport. Do not include the airports.

> **Manual Flight Level (FL)**
>
> Enter a flight level (FL) that will be included in the route if the route is selected manually.

> **Auto Min FL**
>
> Sets the minimum FL that will be used if using the automation engine.

> **Auto Max FL**
>
> Sets the maximum FL that will be used if using the automation engine.

16.7.2 Editing a Saved Route

Saved routes can be edited by selecting **Tools → Saved Routes** and clicking the **Edit** button to the right of the saved route. Edit the designation, route name, flight level, and route string as desired. Click the **Save** button to save the changes.

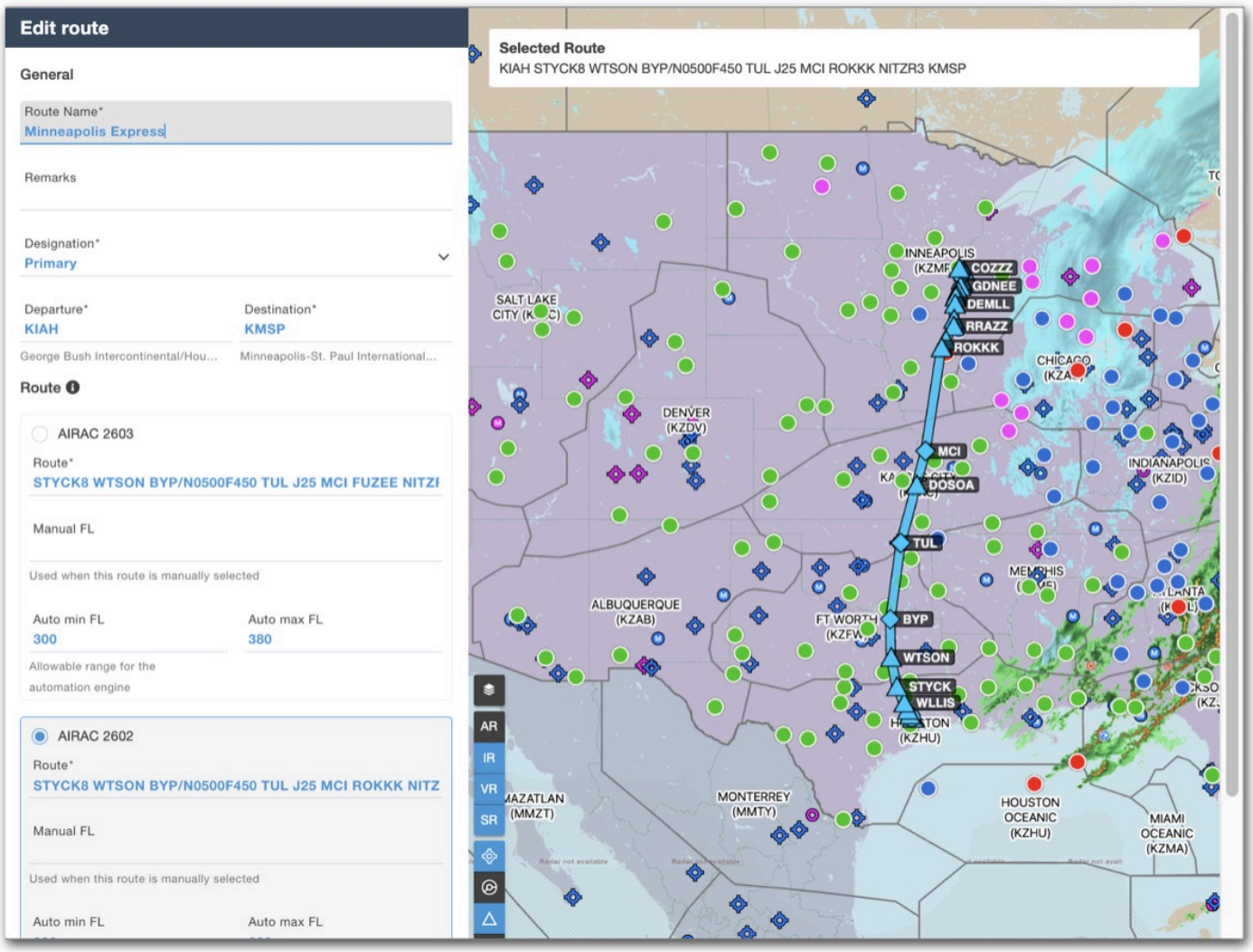


Figure 16-36. Edit Route Pop-Over

16.7.2.1 Find and Replace Route Elements

Find and Replace allows users to search all saved routes by departure, destination, or waypoint, and to replace specific elements within multiple selected routes.

Clicking the **Find and Replace** button in the upper right corner of the Saved Routes view opens the **Find and Replace** popover.

Clicking the select box to the left of a route will replace the Search field with **Validate Against** and **Find and Replace** buttons.

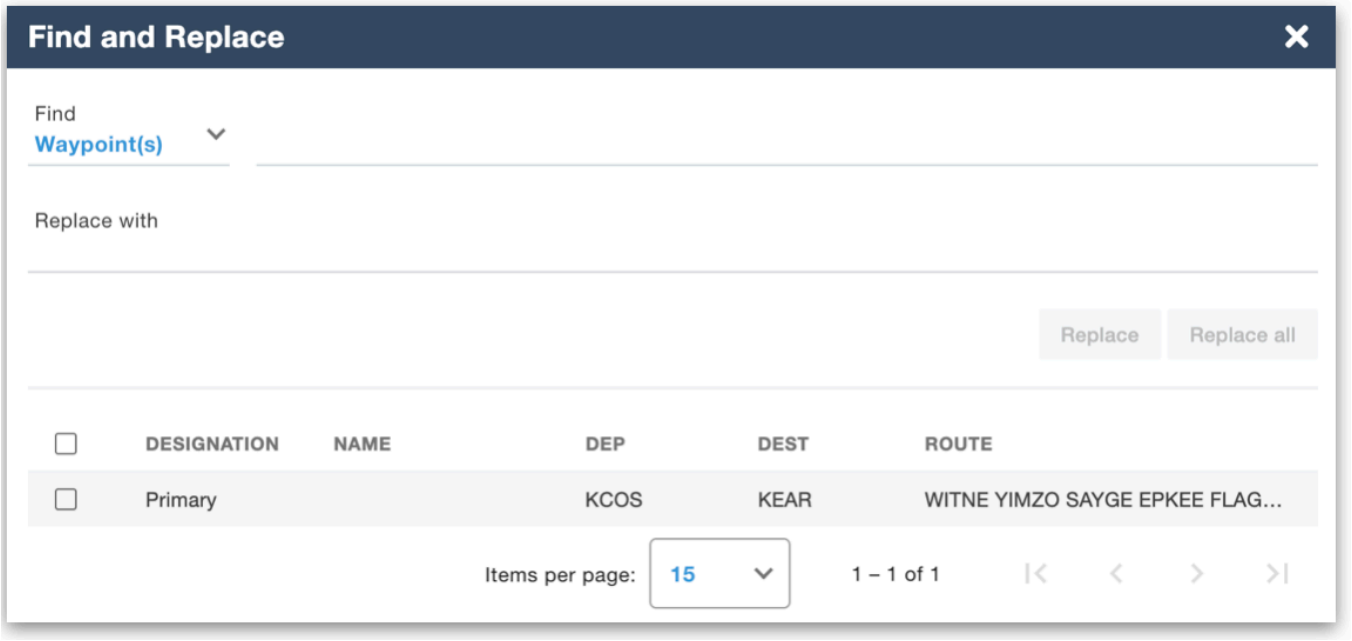


Figure 16-37. Find and Replace Popover

16.7.3 Deleting a Saved Route

To delete a saved route, select **Tools → Saved Routes →** Delete.

16.7.4 Bulk Importing Saved Routes

Multiple routes can be imported using a bulk file transfer. The file must be formatted as a CSV file**.** CSV files can be created with spreadsheet programs like Microsoft Excel, Google Sheets, or Apple Numbers.

16.7.4.1 Creating CSV Files

Saved Route CSV files must follow the formatting rules defined in this section. CSV files can include the following fields (asterisks denote mandatory fields) and should not include the column headers. Each column defines one of the route fields. Follow these guidelines when creating CSV files:

- Route Name, Route, and Designation fields are always required.
- Departure and Destination are required for Primary and Alternate designations.
- Departure and Destination should be omitted for a Partial route.
- The Designation field values must be Primary, Pri, Alternate, or Partial.
- Flight Level is a numeric value between 0 and 999.

Table 16-4. Saved Route CSV File Fields

Route Name*	Departure	Destination	Route*	Designation*	Flight Level

*Asterisks denote mandatory fields.

16.7.4.2 Create a Route CSV File for Bulk Import

When creating a CSV file, each route is defined on one row. There's no limit to the number of rows a file can contain. To create a route CSV file for bulk import:

1. Open a new spreadsheet with your preferred program.
2. Add a single sheet with four columns.
3. Add enough rows for the number of routes in the file.
4. Fill in the sheet with the data.
5. Save the file using a .csv extension.

> **IMPORTANT:** Multiple files can be imported to populate the Saved Route list. If a file contains a duplicate Route Name, the file import will be rejected.

Table 16-5. CSV File Example

Route Name	Departure	Destination	Route	Designation	Flight Level
Route1	KBOS	KRDU	PATSS7 PATSS NELIE Q75 GVE MELTN ALDAN4	Primary	360
Route2	KBOS	KCLT	PATSS7 PATSS NELIE Q75 GVE LYH CHSLY5	Primary	410
Route 101	KBOS	KMYR	SSOXS7 SSOXS Q167 RIFLE HEADI Q97 PAACK WYLMS	Primary	360

16.7.4.3 Naming Saved Route CSV Files

The Saved Route CSV has no naming conventions but must be a CSV file. As an example, a file could be named "routelist.csv."

16.7.4.4 Importing Files

To import a CSV into Saved Routes, follow these steps:

1. Select **Dispatch ➔ Tools**.
2. Click **Saved Routes** from the left sidebar to display the Saved Routes list.
3. Click the **More Options** button in the upper right corner.
4. Click on **Import Routes**.
5. Drag and drop files or browse the computer for the file to import.
6. Click the **Save Route** button to add to the Saved Route list.



Figure 16-38. Bulk Importing CSV File to Saved Routes

16.7.5 Aeronautical Information Regulation and Control (AIRAC) Validation

A saved route can be validated using either the current or the upcoming AIRAC cycle. To check the effective dates of the data cycle, hover the cursor over the information button. If the cycle is current or within four days of the next cycle, the effective dates will be displayed. If the cycle is not current, a message will indicate that the data is not available.



Figure 16-39. AIRAC Cycle Availability Examples

To validate a route, follow these steps:

1. Select the route that will be validated.
2. Select either the current or upcoming data cycle.
3. Click on the **More** button to open the Validate popover.
4. Click the **Validate** button.

   If the route is successfully verified, the validity status will change to **VALID**.

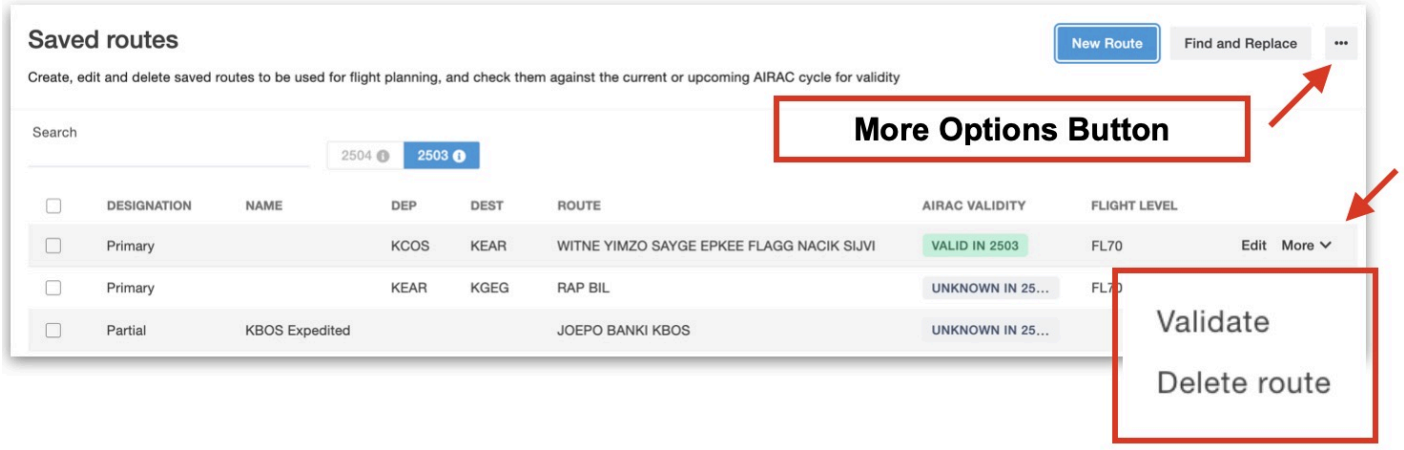


Figure 16-40. AIRAC Validity

To validate all routes, click on the **More Options** button in the upper right corner of the Saved Routes main view, and click **Validate all routes**.

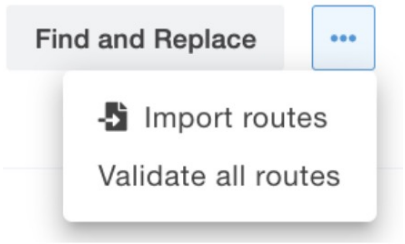


Figure 16-41. Validate All Routes

If a route is not valid, the validity status will change to INVALID, and a warning flag will appear next to the route. If the issue is identifiable, such as an unrecognized waypoint, the specific discrepancy will be displayed in the route field.

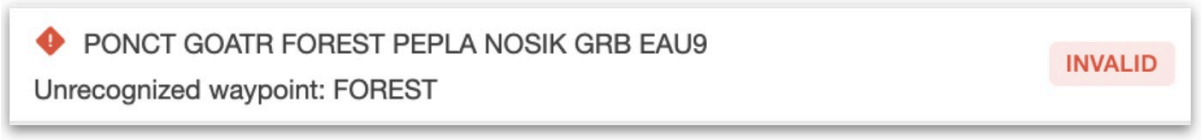


Figure 16-42. Invalid AIRAC Route

16.8 People Manager

The **People Manager** setting enables administrators to manage crew members and passengers who are not listed as organizational users.

This feature is intended for ad-hoc crew members or passengers who frequently fly with the organization. These individuals can be added, edited, or deleted as needed.

- Crew members added in **People Manager** can be selected during flight planning and in **eAPIS**.
- Passengers can only be selected in **eAPIS**.

See ad-hoc for more information.

The People Manager list also includes organizational users, which allows administrators to enter additional personal information and add documents.

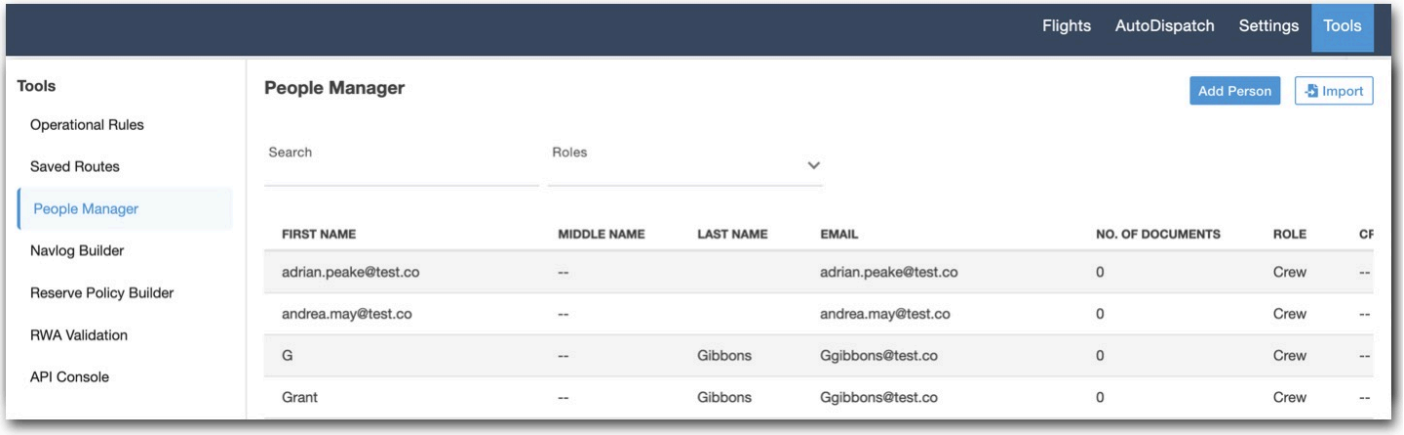


Figure 16-43. People Manager List

> **NOTE:** All confidential information is stored in secure storage.

16.8.1 Adding People

To add a single person to People Manager, select **Tools → People Manager**, and click **Add Person**. In the pop-over that appears, select **Crew member** or **Passenger** and enter the desired personal information. Fields with an asterisk are required to save a new person.

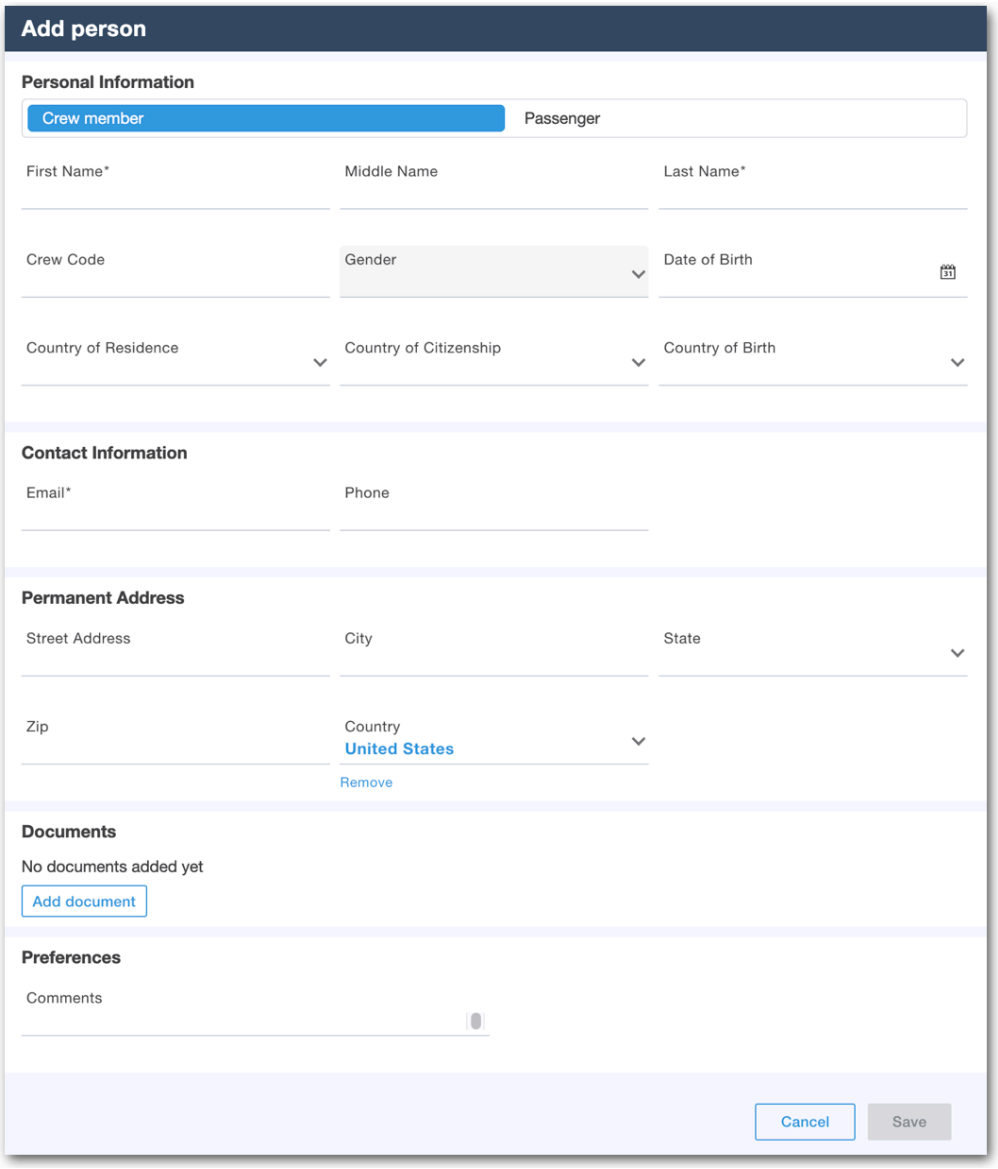


Figure 16-44. Add Person Pop-Over

> **NOTE:** Dispatch does not validate whether a crew code has already been assigned, allowing the same crew code to be assigned to multiple individuals.

16.8.2 Adding Documents

Document information for passports, pilot certificates, and permanent resident cards can be entered by scrolling down to the bottom of the Add Person pop-over and selecting the **Add Document** button.

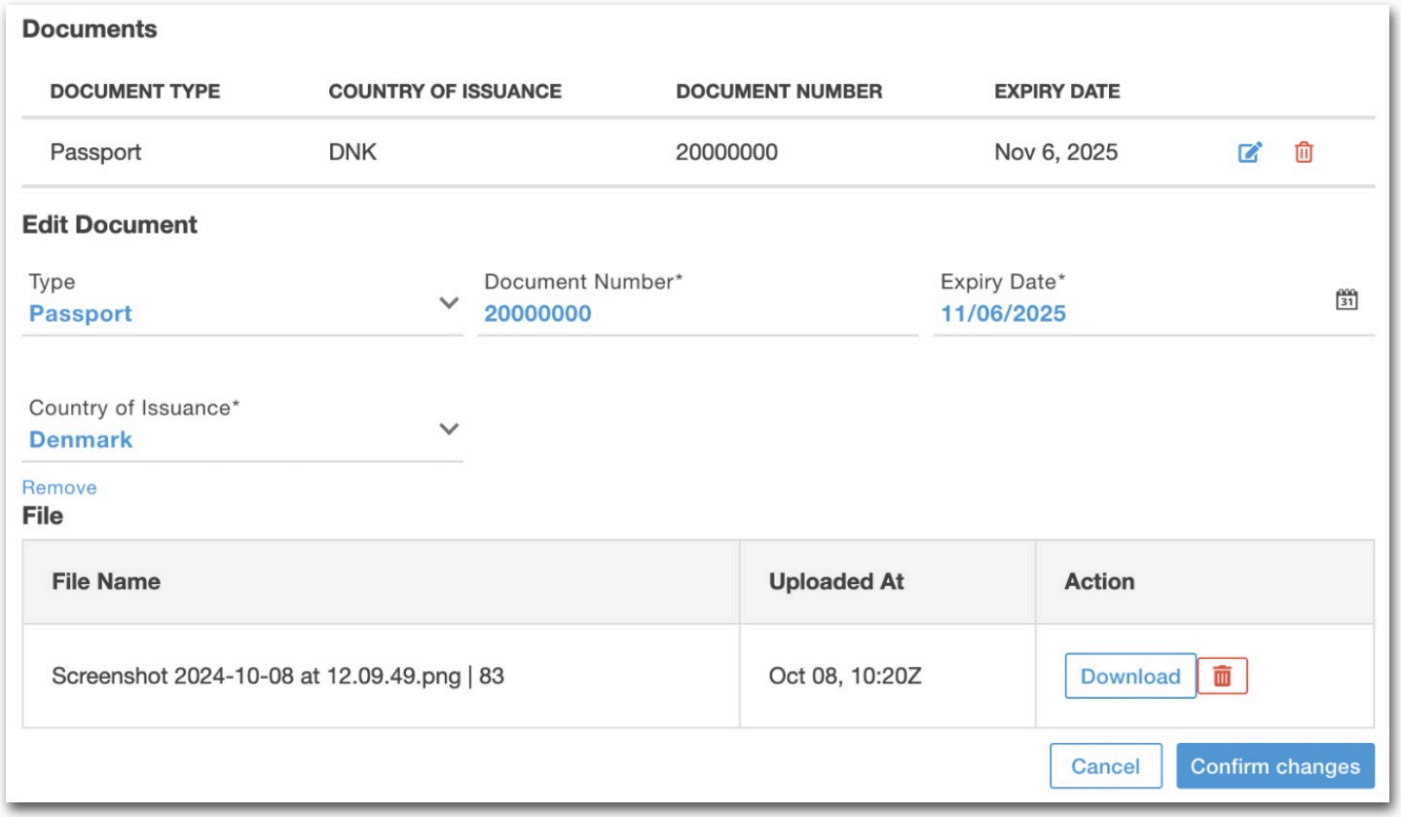


Figure 16-45. Adding Documents in People Manager

16.8.3 Editing People

To edit a person, click the **Edit** button and adjust their name or email address as required. When complete, click the **Save** button.

16.8.4 Deleting People

To delete a person, click **Delete**. Once a person is deleted, they will no longer be selectable when planning a flight.

16.8.5 Bulk Importing People

Multiple people can be imported using a bulk file transfer. The file must be formatted as a CSV file. CSV files can be created with spreadsheet programs like Microsoft Excel, Google Sheets, or Apple Numbers.

16.8.5.1 Creating CSV Files

People CSV files must follow the formatting rules defined in this section. CSV files should include the following fields and should not include the column headers. Each column defines one of the people fields.

Table 16-6. People CSV File Fields

First Name	Last Name	Email	Crew Code

When creating a CSV file, each person is defined on their own row. There's no limit to the number of rows a file can contain. To create a people CSV file for bulk import:

1. Open a new spreadsheet with your preferred program.
2. Add a single sheet with four columns.
3. Add enough rows for the number of people in the file.
4. Fill in the sheet with the data.
5. Save the file using a .csv extension.

> **IMPORTANT:** Use a single CSV file to import people. Using multiple files could result in duplicate entries, as each file will be uploaded with all its data.

Table 16-7. Example CSV File Fields

First Name	Last Name	Email	Crew Code
Orville	Wright	owright@test.co	FF0001
Wilbur	Wright	wwright@test.co	FF0002
Robin	Olds	rolds@test.co	FF0003

16.8.5.2 Naming People CSV Files

The People CSV has no naming conventions other than it must be a CSV file. As an example, a file could be named "crewmember.csv".

16.8.5.3 Importing Files (People Manager)

To import a CSV into People Manager:

1. Select **Dispatch → Tools**.
2. Click **PEOPLE MANAGER** from the top menu to display the **People Manager** list.
3. Click the **Import** button.

4. Drag and drop files or browse the computer for the file to import.
5. Click the **Save People** button to add to the People list.

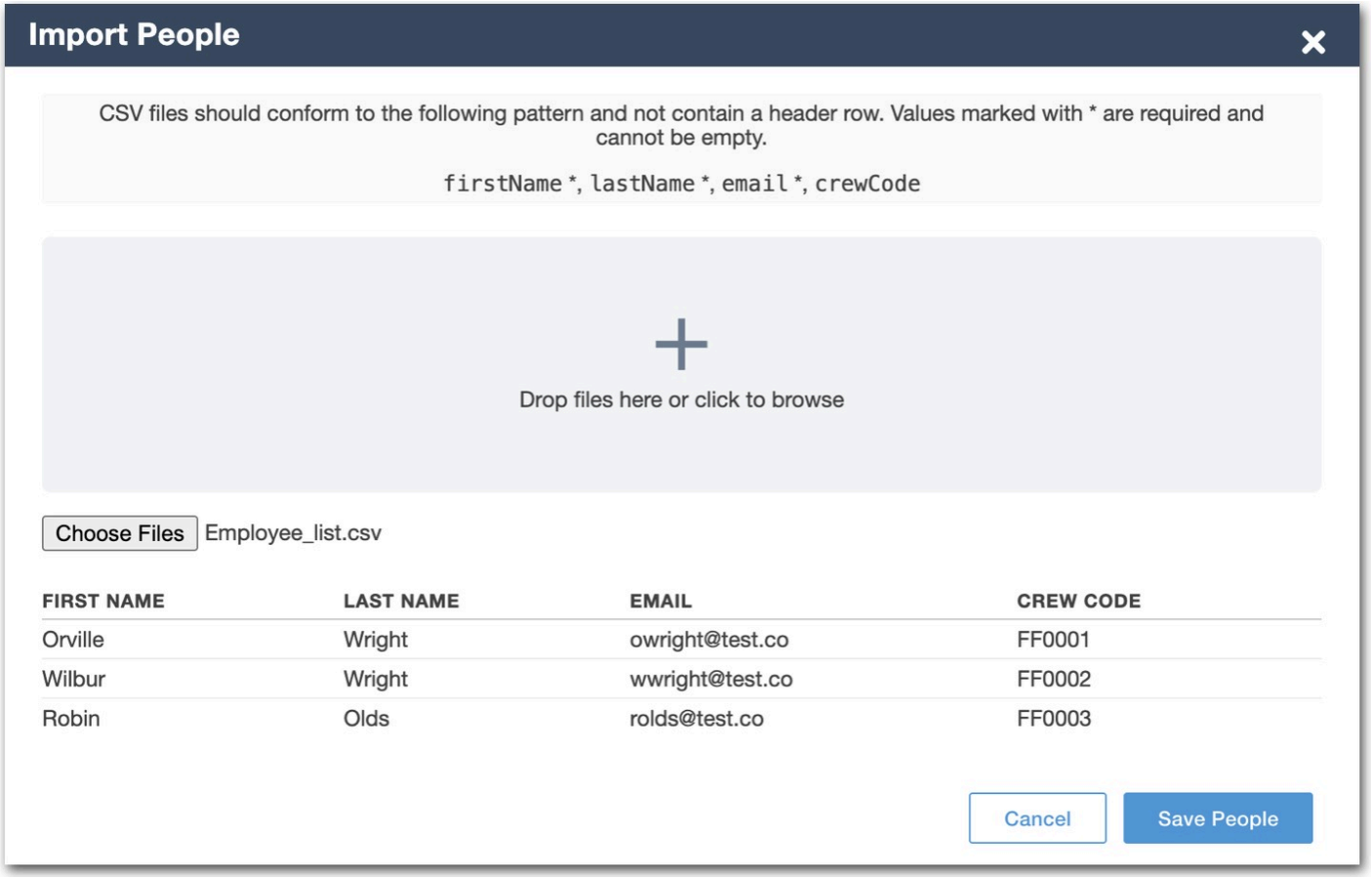


Figure 16-46. Import People Pop-Over

16.9 API Console

Dispatch uses an API to integrate with scheduling software, FSP, and other systems enabling data to be sent to and from Dispatch.

When a flight is edited using ForeFlight Mobile or Dispatch, updates to the flight via an integrated service will not be possible, except when an optional instruction is provided to force an update. Check with your integration provider for more details.

16.9.1 Scheduling Integrations

The following crew scheduling providers integrate with Dispatch to automatically ingest newly-scheduled flights, complete with all relevant information flight planners need to start working on the flight right away. For more information visit www.foreflight.com/products/dispatch/integrations.

16.9.2 Flight Service Integrations

Dispatch integrates with the following FSPs, giving them direct access to your flight plans within Dispatch. For more information, visit www.foreflight.com/products/dispatch/integrations.

16.9.3 Other Integrations

Dispatch integrates with other providers such as Preflight Mitigator to sync flight data from Dispatch to automate the creation and assignment of risk assessments.

16.9.4 Generating API Keys

An API key connects a third-party system to a ForeFlight Dispatch Guide account. The **API Console**, available to administrator accounts, provides tools for generating API keys and viewing the request history associated with existing API keys.

API keys provide full access to account data through the API and should be kept confidential.

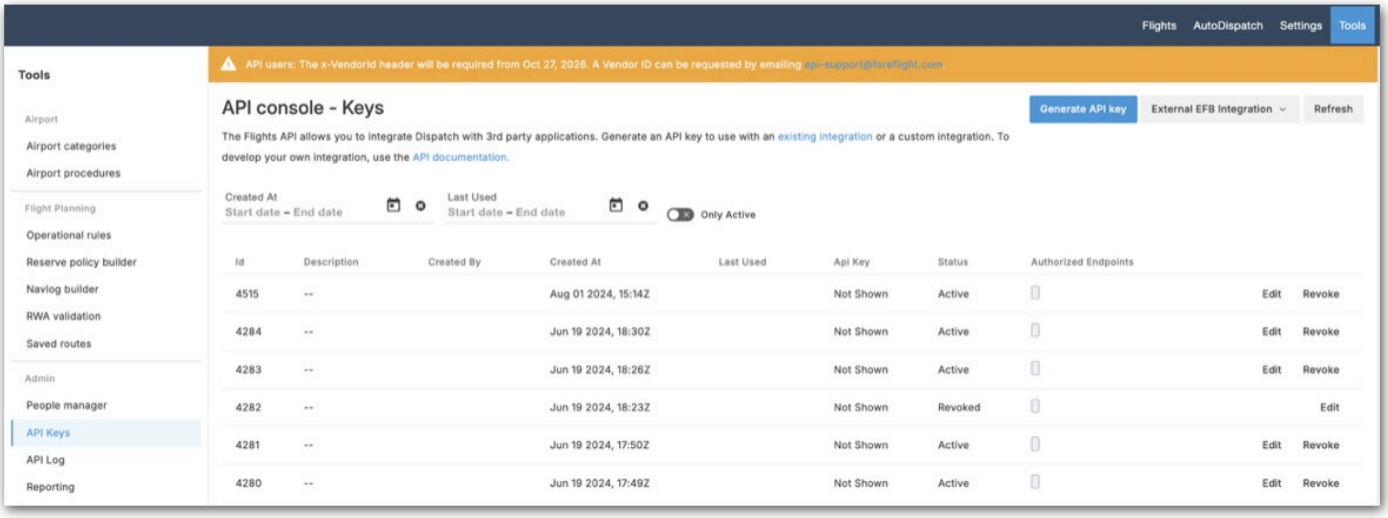


Figure 16-47. API Console Keys

16.9.4.1 Generating API Keys

On the API Keys tab, you can generate an API key for integration with an existing third-party product or access the documentation to build your integration.

The API Keys page also displays a record of when API keys have been created, including the user it was created by, date and time generated, the API key, and current status (Active or Revoked).

Click the **Generate API key** button in the top right-hand corner to generate a new API key. You can also filter the list of previously generated keys using the Created At, Last Used, and Only Active fields.

> **IMPORTANT:** After generating an API key, make sure to save it. Once generated, keys are not shown again and cannot be retrieved.

16.9.4.2 Flight Schedule API

The Flight Schedule API allows for easy import of flights into Dispatch from a flight scheduling system. Flights may be imported individually or in batches. Flights can be updated through the scheduling API as the schedule changes.

View a list of currently supported scheduling integrations here.

16.9.4.3 Flights API

The Flights API allows for more detailed interaction with the Dispatch system. It allows you to create flights with detailed data, retrieve fuel burn and times for those flights, as well as the briefing and Navlog. You can also run ad-hoc performance calculations for already set-up aircraft as well as generic aircraft. The quotation API is a simplified performance API that will estimate time and fuel burn using fewer parameters and routing approximation.

> **IMPORTANT:** After generating an API key, make sure to save it. Once generated, keys are not shown again and cannot be retrieved. If the security of an API key has been compromised, immediately revoke it and generate a new one to prevent unauthorized access.

16.9.5 Requests and Responses

The Request and Responses section stores and displays the most recent API requests made using an API key associated with your ForeFlight account. Use this tool to identify how and when your third-party applications are interacting with your ForeFlight account.

The table is automatically sorted by the request date so that the most recent requests will be at the top of the table. The Request Path matches to an API operation, which will tell what action was attempted. For instance, public/api/schedule/flights and public/api/flights are responsible for creating new flights externally.

The Request and Response JSON links present the option to view or download the text files that will give more details about the action that was attempted and the result. The HTTP status code will show the presence of any significant errors. Less severe warnings, such as mismatched aircraft or crew, will only be present in the Response JSON.



Figure 16-48. Requests and Responses for API

16.9.5.1 Viewing JSON Request or Response

To view a Request or Response JSON, click on the **Eye** icon. When clicked, a dialog view opens with the JSON already formatted.

RECEIVED AT ↓	REQUEST METHOD	REQUEST PATH	REQUEST	RESPONSE	STATUS CODE
Aug 18 2023, 19:40Z	DELETE	Delete Flight			Success
Aug 18 2023, 19:40Z	DELETE	Delete Flight			Success
Aug 18 2023, 19:40Z	DELETE	Delete Flight			Success
Aug 18 2023, 19:40Z	DELETE	Delete Flight			Success
Aug 18 2023, 19:40Z	POST	Upload flights			Success
Aug 18 2023, 14:14Z	POST	Upload flights			Success
Aug 18 2023, 13:42Z	POST	Upload flights			Success
Aug 18 2023, 13:08Z	POST	Upload flights			Success

Figure 16-49. JSON Request/Response View Button



Figure 16-50. Request JSON Dialog View

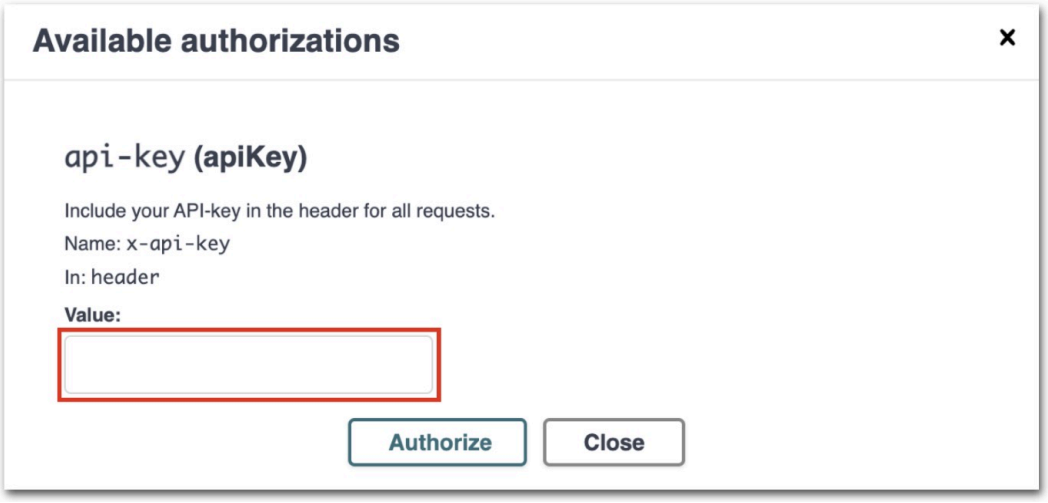


Figure 16-51. Available Authorizations Pop-Over

16.9.5.2 API Rate Limiting

Dispatch limits the number of calls an integrated service can make using the API. When the rate limit is exceeded, API requests are blocked, resulting in missing flights or flight details.

The default rate limit is set to 30 calls per 120 seconds. However, an organization's limits can be manually adjusted by ForeFlight. When a call is made using the API, the response header includes the rate limit time frame (e.g., 120 sec) and the remaining calls for the time frame (limit remaining).

If a higher API rate limit is needed, contact team@foreflight.com.

16.9.6 WebHooks

A webhook is a way for applications to communicate with each other in real time by sending messages over the web using HTTP POST messages. When an event occurs in one application, it can trigger the webhook to send a message to another application, allowing the two applications to share data.

16.9.6.1 Registering a Webhook

Registering a webhook is required to initiate communication between Dispatch and external integration software.

> **NOTE:** It is assumed the user has the knowledge required to utilize a webhook, including generating the URL that the webhook should call and registering the webhook.

To set up webhook integrations, follow these steps:

1. From the **Tools** tab, click on **API CONSOLE**.
2. Click on the **API documentation** link from the Generated keys paragraph.

   This will take the user to the Flights API swagger integration page.
3. Click on the **Authorize** button to open the **Available authorizations** pop-over.
4. Enter the API key in the **Value** field.
5. Click on the **Authorize** button to save.

This logs into API and will allow access to authorized API's in Dispatch. Scroll down the page to the APIKeyInfo section.

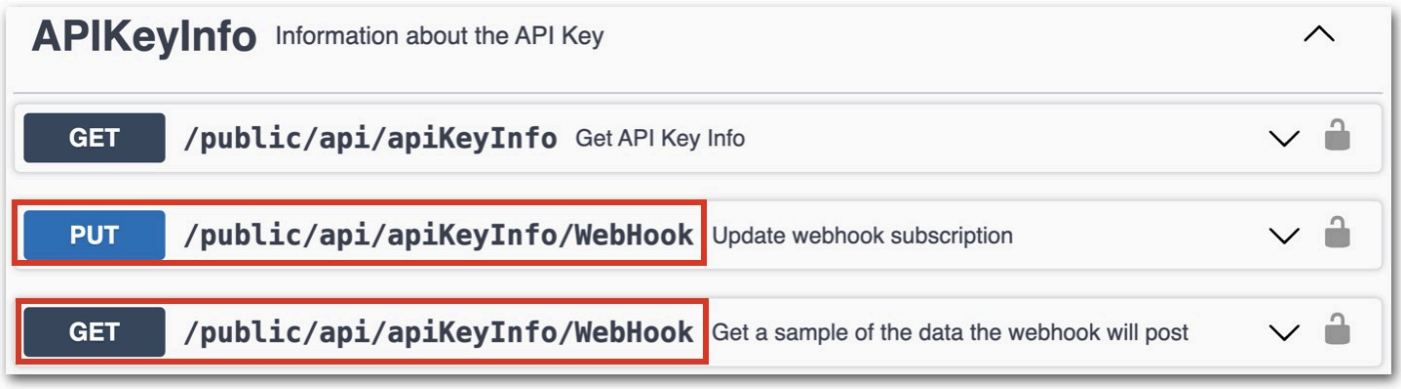


Figure 16-52. Swagger APIKeyInfo for Updating WebHook Information

Click on the **PUT** or **GET** line to open the Webhooks Parameters pop-over. In the URL string field, enter the webhook-designated URL, and in the secret string field, enter a secret value that will be displayed to verify information requests are authentic.

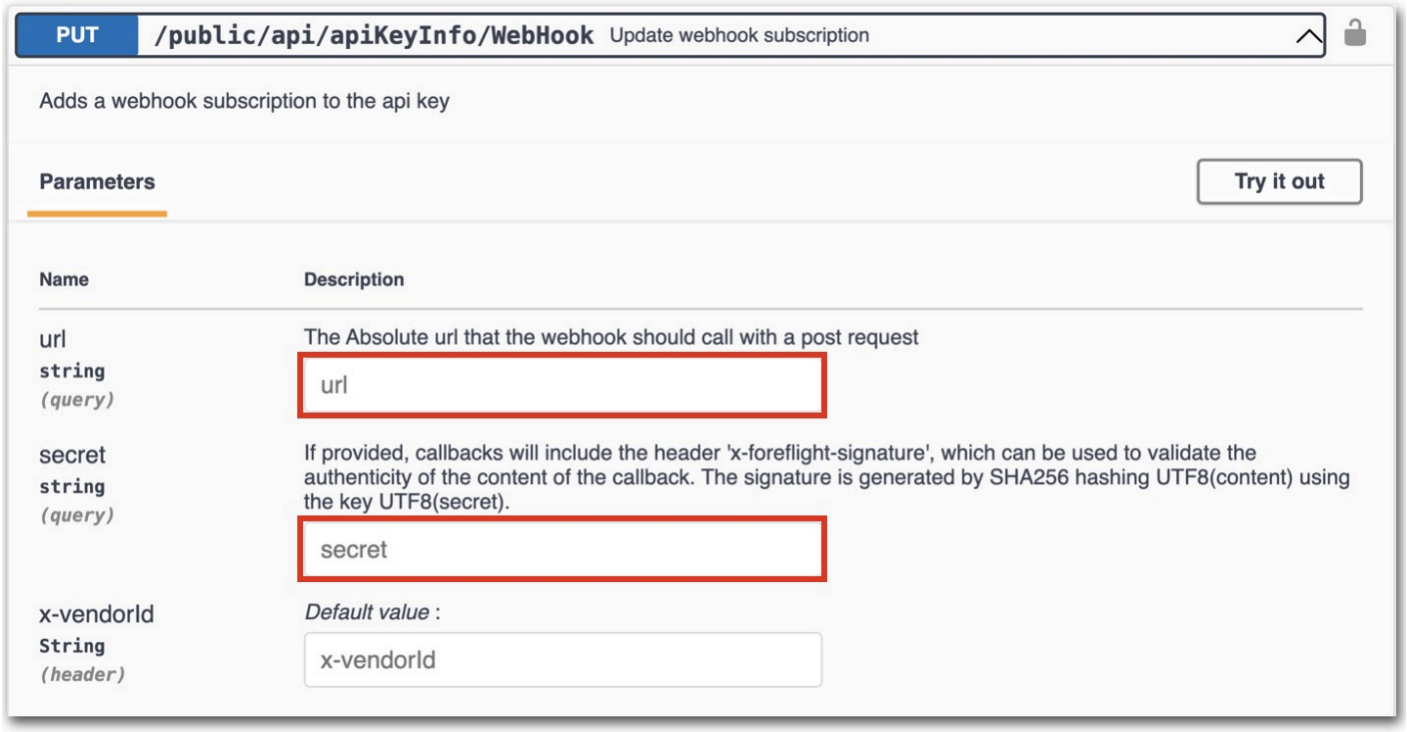


Figure 16-53. Parameters for Adding a WebHook Subscription

16.9.6.2 Webhook Requests

When a webhook is registered to an account, certain events will trigger a request. These events are listed below:

- Flight creation
- Flight deletion
- Filing - whenever anything filing-related changes.
- Flight updates:
  - Departure date
  - Departure airport
  - Destination airport
  - Aircraft
  - Souls on board
  - Time in, Time out, Time on, Time off
  - Route
  - Cruise altitude
  - Recall Number

> **NOTE:** The events listed for webhook requests may have items added or removed and may not be included on the list.

16.10 Reporting

Reporting allows customers to submit flight time and fuel usage data. It enables CSV file generation for selected time periods, streamlining data analysis and tracking.

> **NOTE:** Reporting requires a subscription to Active Navlog.

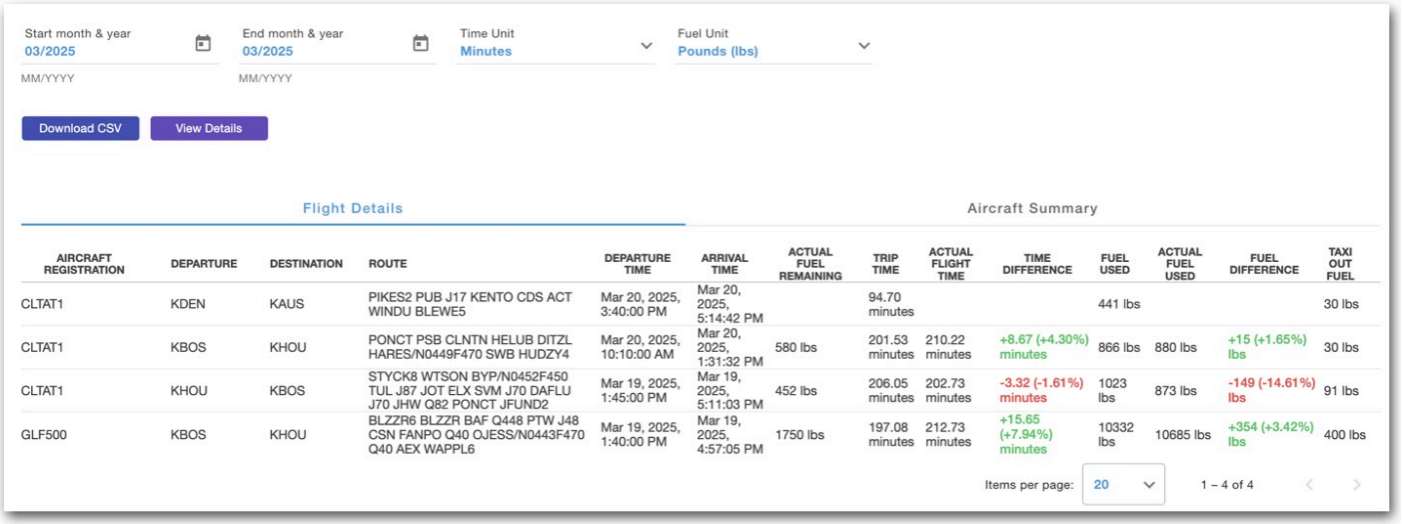


Figure 16-54. Reporting Main View

16.10.1 Viewing Reporting Flight Information

The main Reporting view consists of two sections: Flight Details and Aircraft Summary. To populate the lists, specify the following search parameters:

- Start month and year.
- End month and year.
- Time units to determine how time is displayed.
- Fuel units to determine how fuel is displayed.

After the search parameters are set, click on the **View Details** button.

16.10.1.1 Flight Details View

The **Flight Details** view displays key information for both upcoming and completed flights.

AIRCRAFT REGISTRATION	DEPARTURE	DESTINATION	ROUTE	DEPARTURE TIME	ARRIVAL TIME
N1256FF	KPDX	KAUS	WHAMY5 IMB KU75M MTJ KA33W PHILS DILLO/N0401A175 VFR	Mar 20, 2025, 5:40:00 PM	Mar 20, 2025, 9:13:26 PM

Figure 16-55. Flight Details Information Left Side

Once a flight is completed, and the actual Out, Off, On, and In times are entered, the pilot must add a signature to close the flight. After the flight is closed, the system will post the actual flight data to Aviate Insight in Dispatch.

ACTUAL FUEL REMAINING	TRIP TIME	ACTUAL FLIGHT TIME	TIME DIFFERENCE	FUEL USED	ACTUAL FUEL USED	FUEL DIFFERENCE	TAXI OUT FUEL
580 lbs	201.53 minutes	210.22 minutes	+8.67 (+4.30%) minutes	866 lbs	880 lbs	+15 (+1.65%) lbs	30 lbs

Figure 16-56. Flight Details Information Right Side

The following fields are populated after the actuals post:

- Actual Fuel Remaining
- Actual Flight Time
- Time Difference
- Actual Fuel Used
- Fuel Difference.

16.10.1.2 Aircraft Summary View

To view the Aircraft Summary, click on the **Aircraft Summary** tab. This will change the view and display information specific to a particular aircraft.

AIRCRAFT	FLIGHTS	AVERAGE FUEL DIFFERENCE	AVERAGE TIME DIFFERENCE
N1256FF	2	+354 (+3.42%) lbs	+15.65 (+7.94%) minutes

Figure 16-57. Aircraft Summary View

The fields displayed include:

> **Aircraft registration**
>
> Aircraft registration.

> **Flights**
>
> The number of flights performed during the date range selected.

> **Average Fuel Difference**
>
> Fuel difference for all flights performed by the aircraft during the selected time period.

> **Average Time Difference**
>
> Time difference for all flights performed by the aircraft during the selected time period.

16.10.2 Downloading CSV Files

To download a CSV file, click the **Download CSV** button. A file containing the data shown in the Flight Summary and Aircraft Summary will be saved to the downloads folder on the computer where the download was initiated.

CUSTOM CONTENT

The **Custom Content** view, accessible from the **left sidebar**, provides tools for adding, editing, and viewing custom **Airports**, **Airways**, and **Waypoints**. This section offers a detailed overview of how to create, manage, and maintain custom navigation content within Dispatch.

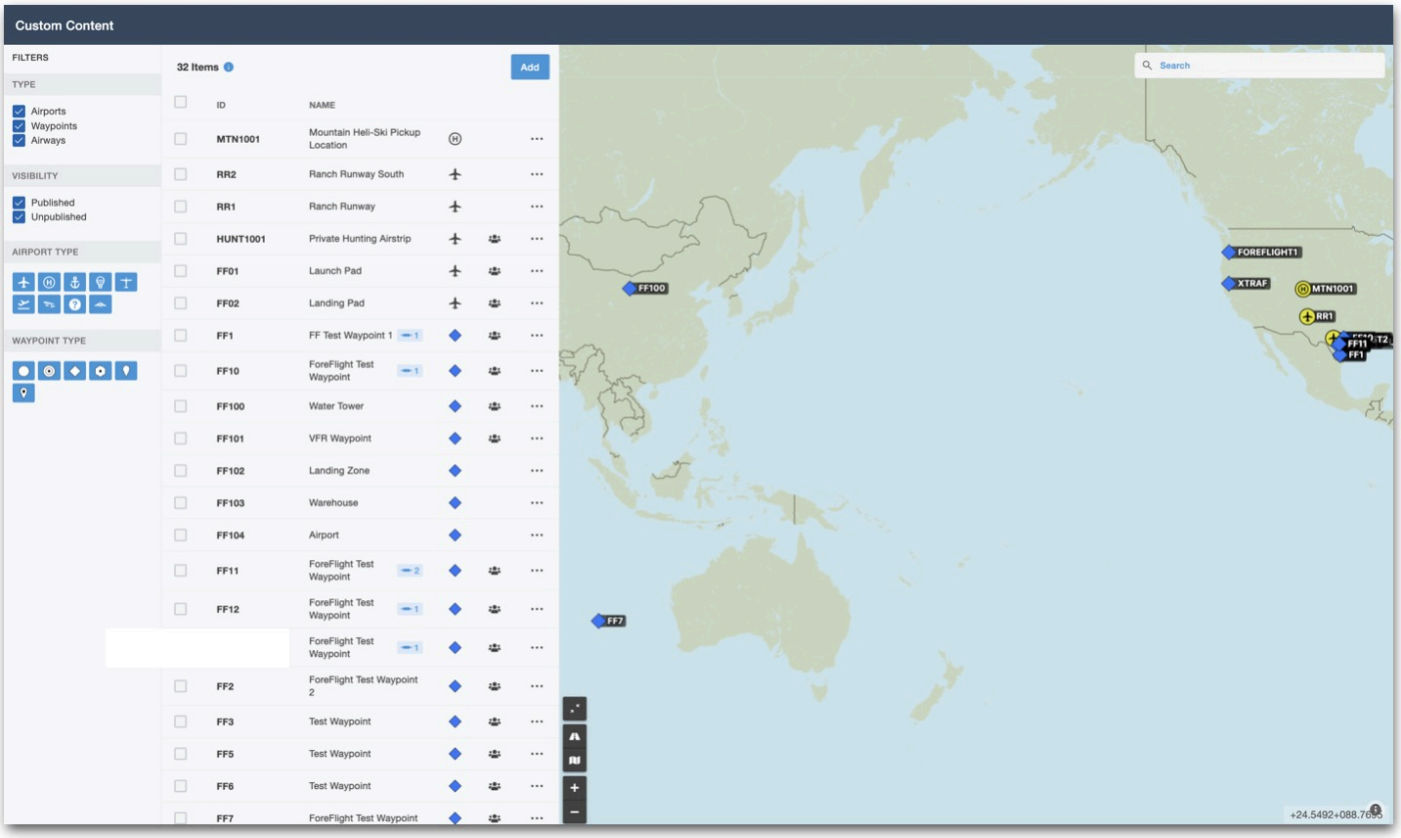


Figure 17-1. Custom Content Main View

17.1 Custom Content Coordinate Entry Format

Custom airports and waypoints are identified by coordinates, which must be entered in specific formats to ensure proper mapping and saving within Dispatch. The system supports multiple coordinate entry formats, including the Degree Minute Second (DMS) latitude/longitude format, which can be entered with or without degree (°), minute ('), and second (") symbols.

17.1.1 Coordinate Formatting Rules

- **Latitude**: Six digits beginning or ending with N (North) or S (South).
- **Longitude**: Seven digits beginning or ending with E (East) or W (West).
- If the **longitude** is less than 100 degrees, a **leading zero** must be included.
- Latitude and longitude minute and second values must be less than 60.
- **No spaces** should be included between characters.
- If **seconds are omitted**, latitude and longitude should be **four and five digits**, respectively.
- When seconds are omitted, Dispatch assumes the seconds are **00**.

17.1.2 Coordinate Entry Examples

The following are examples of acceptable coordinate entry formats:

- **N5528E01019** – Coordinates begin with a cardinal direction, seconds omitted.
- **5528S01019W** – Coordinates end with a cardinal direction, seconds omitted.
- **N552836E0101951** – Coordinates begin with a cardinal direction, seconds included.
- **552836N0101951E** – Coordinates end with a cardinal direction, seconds included.
- **55°28'36"N,10°19'51"E** – Coordinates end with cardinal direction, seconds and symbols included.

If an incorrect format is used, Dispatch will display an error message indicating the formatting issue.

17.2 Content Editor

The Content Editor enables users to manage a database of custom airports, airways, and waypoints. These can be added when a departure or destination airfield, which is sourced by third parties, is not included in the ForeFlight database. Account administrators can create custom content, making them accessible to all users within the account for flight planning in Dispatch or ForeFlight Mobile.

The left panel of the Content Editor view lists all custom content, where users can add, edit, view, or remove entries. The right panel features a map that visually plots the geographical locations of the custom content.

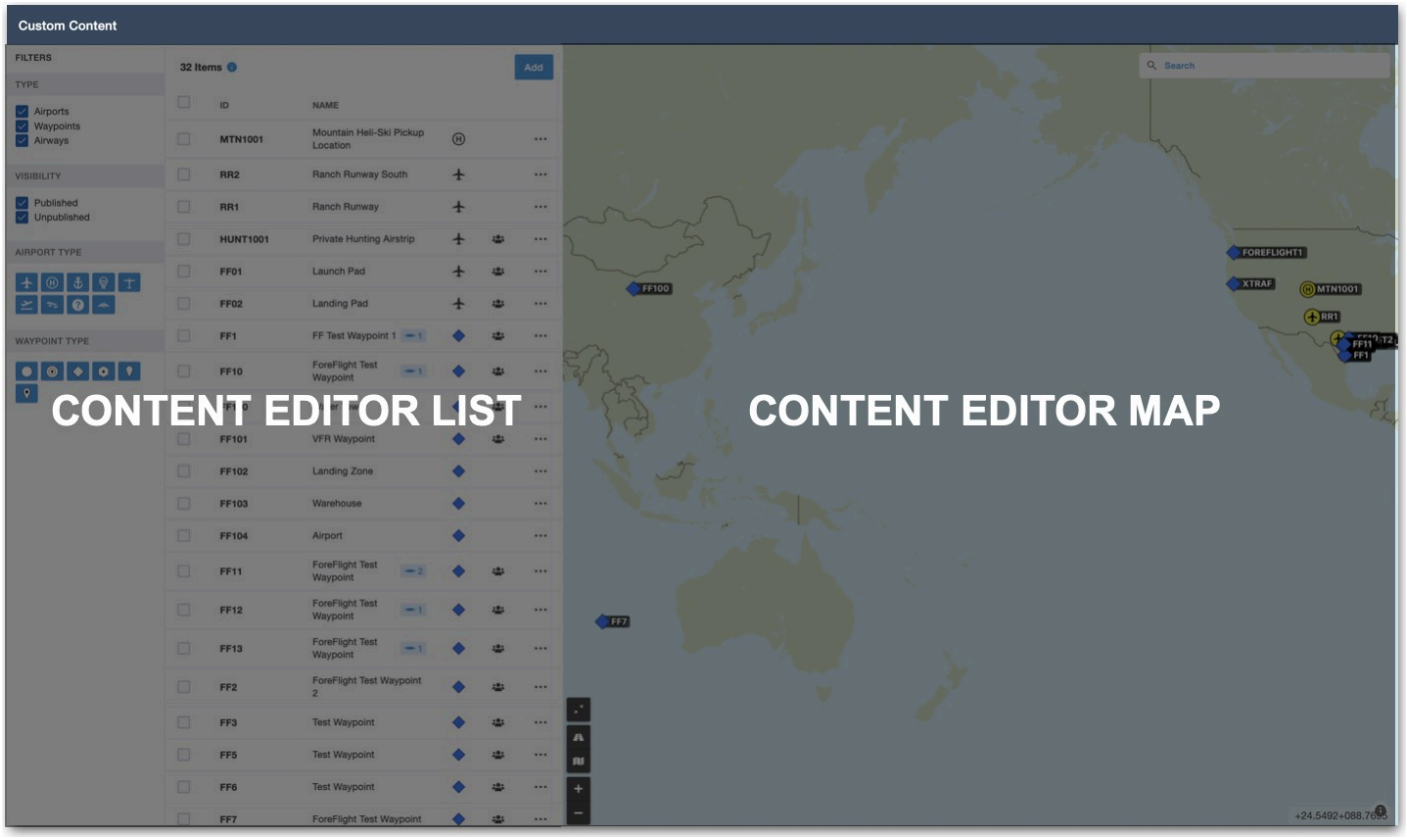


Figure 17-2. Content Editor List and Map Views

17.2.1 Content Editor List

The Content Editor List displays all custom content for easy management and editing. The following sections detail these functions.

17.2.1.1 Content Editor Filters

The Custom Content view can display all available custom items or be filtered to show only specific content. Filters can be applied to the following:

- Type
- Visibility
- Airport Type
- Waypoint Type.

Custom Content Type Filter

The Type filter will display or omit Airports, Waypoints, or Airways. If the check box is selected, the content Type will be displayed on the list and the map.

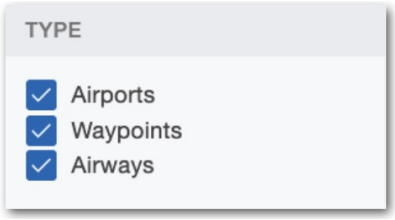


Figure 17-3. Type Filter

Visibility Filter

The Visibility filter will display or omit Custom Content that is either Published or Unpublished. If the check box is selected, the content Type will be displayed on the list and the map.

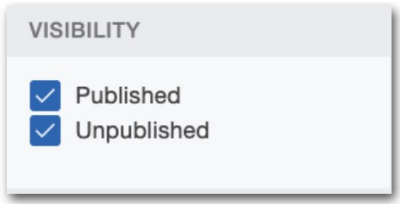


Figure 17-4. Visibility Filter

Airport Type Filter

The Airport Type filter allows users to display or hide specific custom airports. Clicking an airport icon deselects that type, removing it from both the list and the map. Clicking the icon again reselects it, making it visible again.

Hovering the cursor over the Airport icon will display the airport type. The following Airport Types are listed:

- Airport
- Heliport
- Seaplane Base
- Ballonport
- Gliderport
- STOLport
- Ultralight
- Unknown
- Hang Glider.

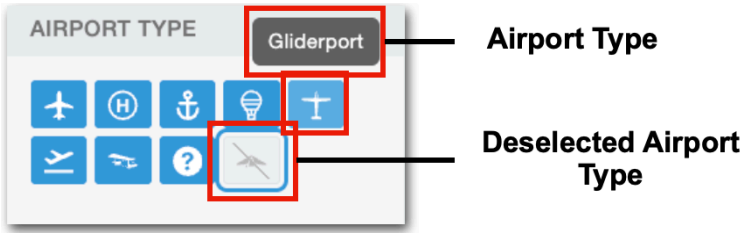


Figure 17-5. Airport Type Filter

Waypoint Type Filter

The Waypoint Type filter allows users to display or hide specific custom waypoints. Clicking a waypoint icon deselects that type, removing it from both the list and the map. Clicking the icon again reselects it, making it visible again.

Hovering the cursor over the Waypoint icon will display the waypoint type. The following Waypoint Types are listed:

- Solid Circle
- Bullseye
- Diamond
- Hexagon
- Solid Pin
- Dotted Pin

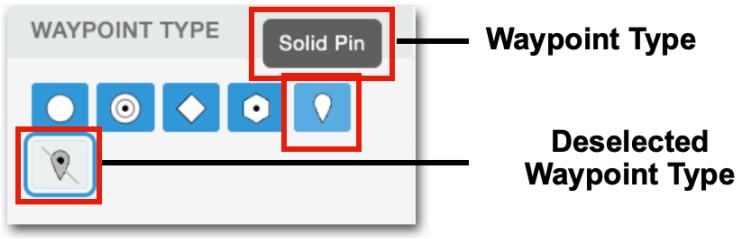


Figure 17-6. Waypoint Type

17.2.1.2 Content Editor Data Row

The Custom Content data rows display all available Airports, Waypoints, and Airways. Each row includes the following information, when applicable:

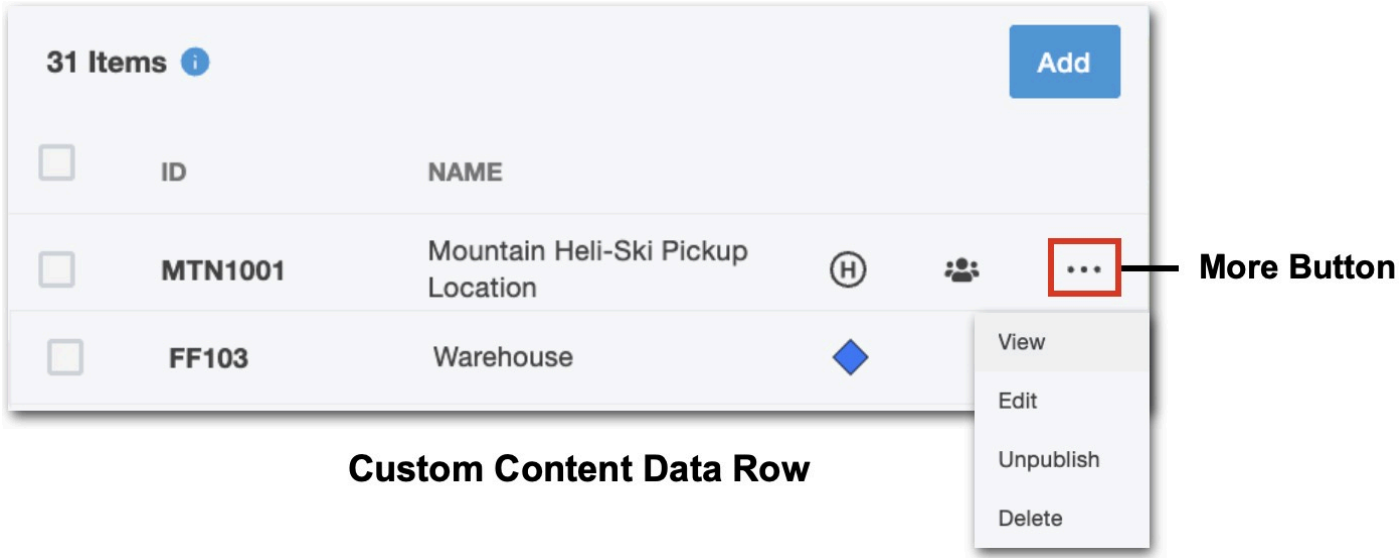


Figure 17-7. Custom Content Data Row

> **ID**
>
> Displays the content ID.

> **Name**
>
> Displays the Custom Content name.

> **Airport/Waypoint Icon**
>
> Shows an icon if associated with an Airport or Waypoint.

> **Published/Unpublished**
>
> Displays a published icon when the content is published; no icon appears if the content is unpublished.

More Button

Provides access to these additional actions:

View

Opens the Custom Content view to display detailed information.

Edit

Opens the Custom Content Edit view to allow entering or updating information.

Unpublish

Unpublishes the custom content, making it unavailable to ForeFlight Mobile users. Once unpublished, the button changes to **Publish**. If selected, will publish the content, making it available to ForeFlight Mobile users.

Delete

Permanently removes custom content.

17.2.1.3 Content Editor Add Button

Select the **Add** button to add a new Airport, Airway, or Waypoint. Select Import Waypoints to bulk upload Waypoints.

17.2.2 Content Editor Map

The Content Editor Map visually displays all content that has been created. Custom Content will show a symbol for the type of content along with the identifier. Examples include:

Table 17-1. Custom Content Symbols

Type	Icon
Airport	
Heliport	
Unknown	

Type	Icon
Waypoint	

17.2.2.1 Map Control Buttons

The map provides the following controls:

> **Fit Map Content**
>
> Zooms the map to display all of the content on the Custom Content list.

> **Street Map**
>
> Toggles between street and base map.

> **Aerial Map**
>
> Toggles between Ariel map and base map.

> **Zoom**
>
> Click on the **+** or **-** buttons to zoom the map in or out.

> **Search Bar**
>
> Allows the entry of a single Custom Content identifier. Once the content is shown on the Custom Content list, use the **Fit Map Content** button to zoom the map to the waypoint.

To reset the list and map, click the X in the Search Bar.

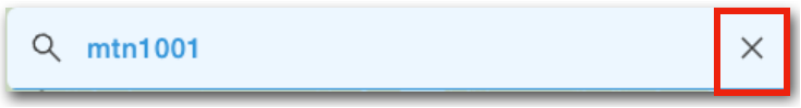


Figure 17-8. Map Search Bar

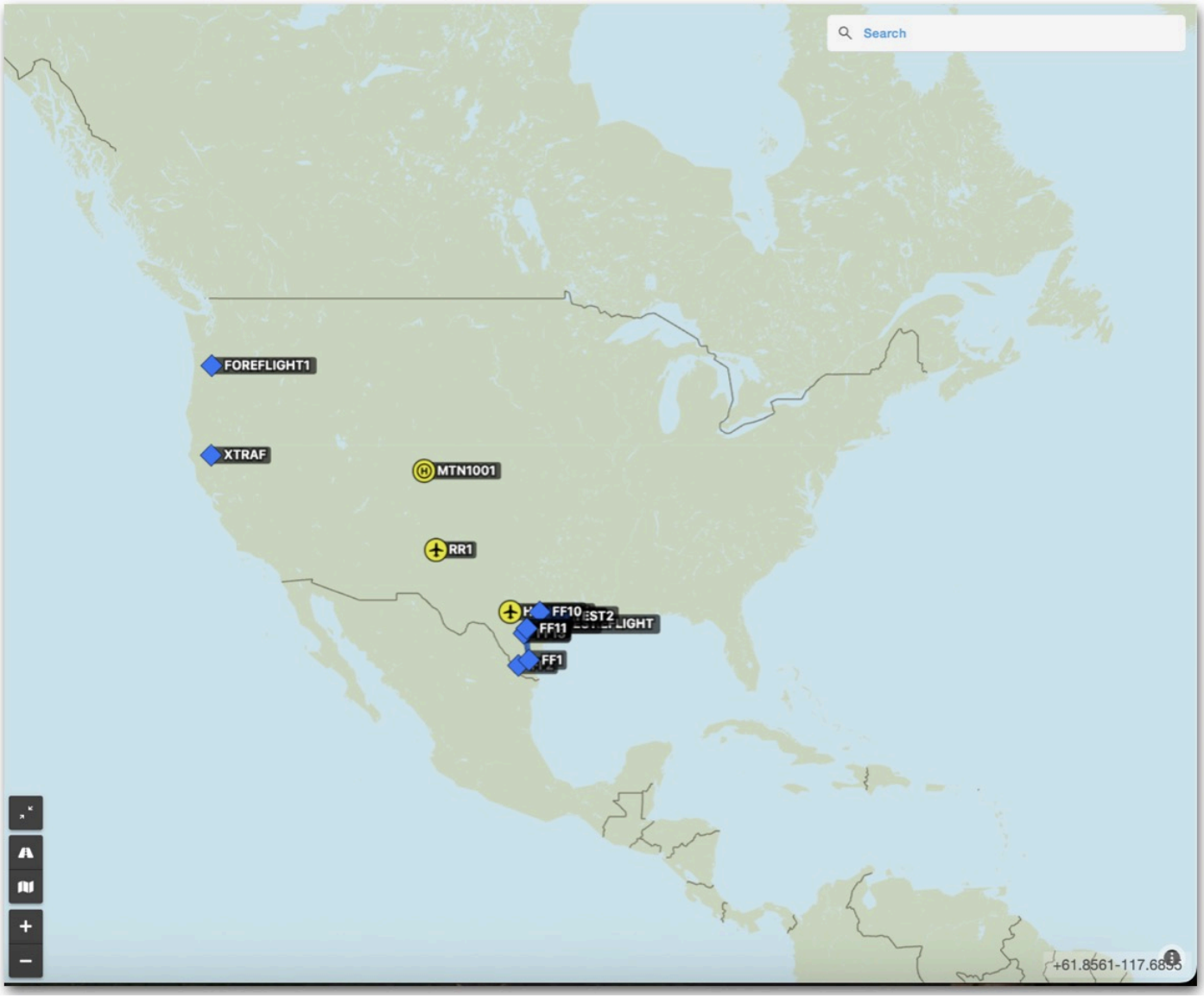


Figure 17-9. Custom Content Map

17.3 Custom Airports

If a departure or destination airfield is not found in the aviation database, account administrators can create a custom airport. Once created, custom airports can be published to make them available to all users on the account when planning flights in Dispatch and ForeFlight Mobile.

When a flight that includes a custom airport is released, it becomes read-only. When published, the custom airport is also automatically added to the crew member's ForeFlight Mobile airport list, allowing it to appear on the Maps view.

17.3.1 Adding a Custom Airport

To add a custom airport, click on the **Add** button on the Content Editor list view, then click **Airport**. This will open the Basic Information view, where data can be entered into the following custom airport fields:

> **Airport Identifier (Required)**
>
> A unique, unpublished identifier not found in any navigation database. It can be up to twelve alphanumeric characters long with no spaces or tabs allowed.

> **Airport Name (Required)**
>
> A user-defined descriptive name for the custom airport allowing alphanumeric characters, spaces, and special characters.

> **Airport Coordinates (Required)**
>
> Define the airport location by using one of the following two options:

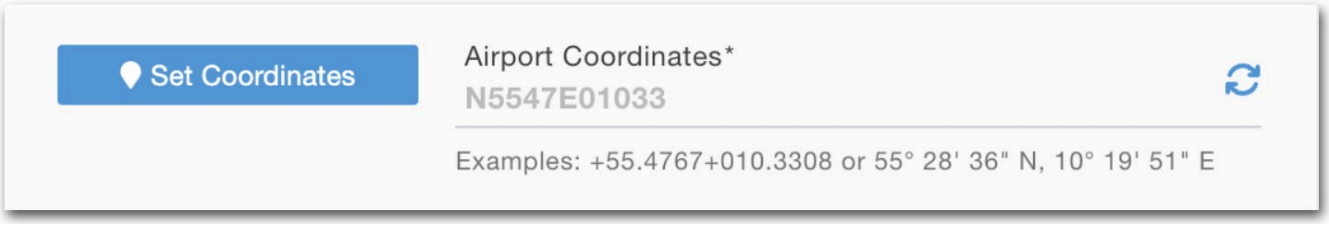
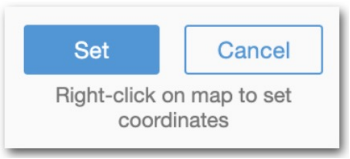


Figure 17-10. Custom Airport Coordinate Entry

Set Coordinates

Lets users select a location on the map. Clicking the button switches the view and activates the cursor. To set the coordinates, zoom in on the desired location and right-click on the map. The selected coordinates will automatically populate the **Airport Coordinates** field. To save the entry, click the **Set** button.



Airport Coordinates (Required)

Allows manual entry of the airport location. Coordinates must be entered in an allowable format (see **Custom Content Coordinate Entry**).

Elevation (Required)

Enter the airport's elevation in MSL. This data supports climb/descent profiles and fuel planning.

Magnetic Variation (Required)

Enter in one-degree increments, selecting the **West** or **East** button as appropriate.

Airport Type (Required)

Choose from options such as heliports, glider ports, or other airport categories.

Airport Status (Required)

Select one of the following:

Operational

The airport is open and operational.

Closed Indefinitely

The airport is closed for an undetermined amount of time.

Closed Permanently

The airport is permanently closed.

> **City**
>
> Enter a recognizable location, such as a nearby city, town, or landmark, to aid in identifying the airport.

> **Filing Preference**
>
> Choose to file using the coordinates or the airport identifier. To use the identifier, it must be registered in an aviation database for flight plan filing.

> **Publish Toggle**
>
> Enable to make the custom airport visible to all organizational users in ForeFlight Mobile.

Once all required information fields are filled out, the **Save** button will turn blue, indicating the airport information can be saved.

17.3.2 Custom Airport Information View

To open the Airport View click on **More → View** from the Custom Content list row for the desired airport. The Airport view displays detailed information about the airport, including data for runways, frequencies, and contacts. Click on the appropriate row to open that view to add or edit information.

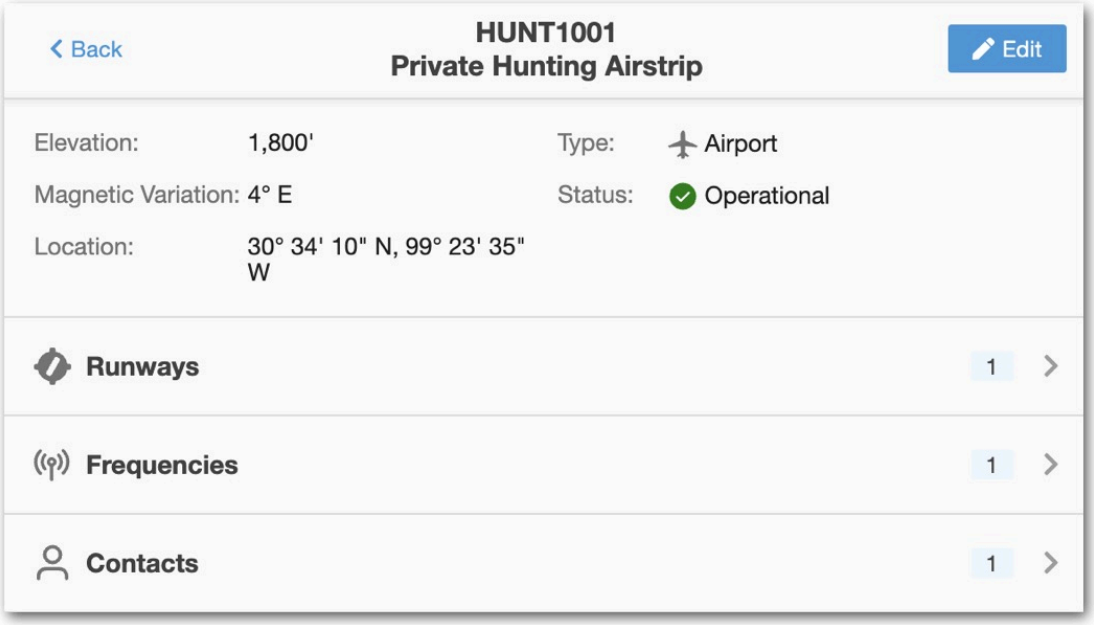


Figure 17-11. Custom Airport Information View

17.3.3 Runway View

Runway details can be added to custom airports to define specific runway characteristics.

17.3.3.1 Adding Runway Data

To add runway data:

1. Click on **More → Information** for the custom airport.
2. Click on the **Runways** row to open the Runways view.
3. Click on the **+Add** button to open the **Create Runway** view.

17.3.3.2 Available Fields for Runway Setup

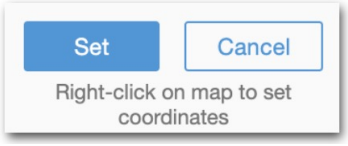
Available fields for runway setup include:

Base Runway Configuration

Sets the start point for the runway and can be entered using the Set Coordinates button (clicking a location on the map) or manually in the Start Point Coordinates field.

Set Start Point

This option lets users select a start point on the runway map. Clicking the button switches the view and activates the cursor for selection. To set the coordinates, zoom in on the desired location and right-click on the map. The selected coordinates will automatically populate the **Start Point Configuration** field. To save the entry, click the **Set** button.



Start Point Coordinated (Required)

Allows manual entry of the runway start point. Start point coordinates must be entered in allowable formats in order to be saved (see Custom Content Coordinate Entry).

Heading

Enter runway heading (1 to 360 degrees, magnetic or true).

Runway Identification

Automatically calculated based on the runway heading entered but can be edited. If applicable, L (Left), R (Right), or C (Center) can be defined.

Dimensions

Enter the runway length and width in feet.

Surface Features

Defines the runway attributes.

Surface Type (Required)

Select the runway surface material (e.g., asphalt, gravel, grass).

Surface Quality

Assess the runway condition (e.g., poor, fair, good, excellent).

Edge Lighting (Required)

Select the lighting system, or intensity, or Yes to confirm the presence of edge lighting.

Gradient Percentage

Enter the runway gradient as a percentage. If unknown, leave set to zero.

Glide Angle

If an approach glide angle is known for a specific runway, it can be entered.

Traffic Pattern

A preferred direction for the traffic pattern can be selected.

17.3.3.3 Reciprocal Runway

Custom airport runways can have bidirectional runways by clicking the **Add Reciprocal Runway** button. This will autofill most fields with the base runway information. All data fields can be filled in and edited in the same way as the base runway.

17.3.4 Frequencies View

Custom airport frequencies can be set up for a single-use frequency or multiple frequencies to accommodate various aviation needs.

17.3.4.1 Adding Frequency Data

To add a frequency in the Frequencies view:

1. Click **More ➔ Information**.
2. Click anywhere on the **Frequencies** row to open the Frequencies view.
3. Click on the **+Add** button to open the **Create Frequency** view.
4. Fill in the required and optional fields:

> **Name (Required)**
> Name of the frequency.

> **Description**
> Provide more detail about the frequency.

> **Frequency Type (Required)**
> Select from the available options.

> **Frequency (Required)**
> Enter the frequency.

> **Phone Number (Required)**
> A phone number for the entity responsible for the frequency.

5. Click **Save**

Once saved, the frequency appears under the **Frequencies** row, with a number indicating the total number of saved frequencies. To view or edit, click the **Frequencies** row, then select a frequency to open the edit view and access all data fields.

17.3.5 Contacts View

Custom airport contacts can be set up for single or multiple contacts.

17.3.5.1 Adding Contact Data

To add a contact in the **Contacts** view:

1. Click **More ➔ Information**.
2. Click anywhere on the **Contacts** row to open the Contacts view.
3. Click on the **+Add** button to open the **Create Contacts** view.
4. Fill in the required and optional fields:

   Name (Required)
   Name of the contact.

   Organization
   Organization name.

   Title (Required)
   Contact's title.

   Email Address (Required)
   Email address.

   Phone Number (Required)
   Contact's phone number.

   Contact Address
   Contact's address.

5. Click **Save**

Once saved, the contact appears under the **Contacts** row, with a number indicating the total number of saved contacts. To view or edit, click on the **Contacts** row, then select a contact to open the edit view and access all data fields.

17.4 Custom Waypoints

User waypoints are custom waypoints that are created and managed by Dispatch administrators. An organization can create multiple waypoints for commonly used navigation points. When published, User Waypoints created in Dispatch are synchronized to all organizational user ForeFlight Mobile accounts and are available for flight planning.

> **NOTE:** User Waypoints will be converted to coordinates when included on an FAA flight plan.

17.4.1 Adding a Custom Waypoint

To add a Custom Waypoint, click on the **Add** button on the Content Editor list view, then click **Waypoint**. This will open the **Create Waypoint** pop-over.

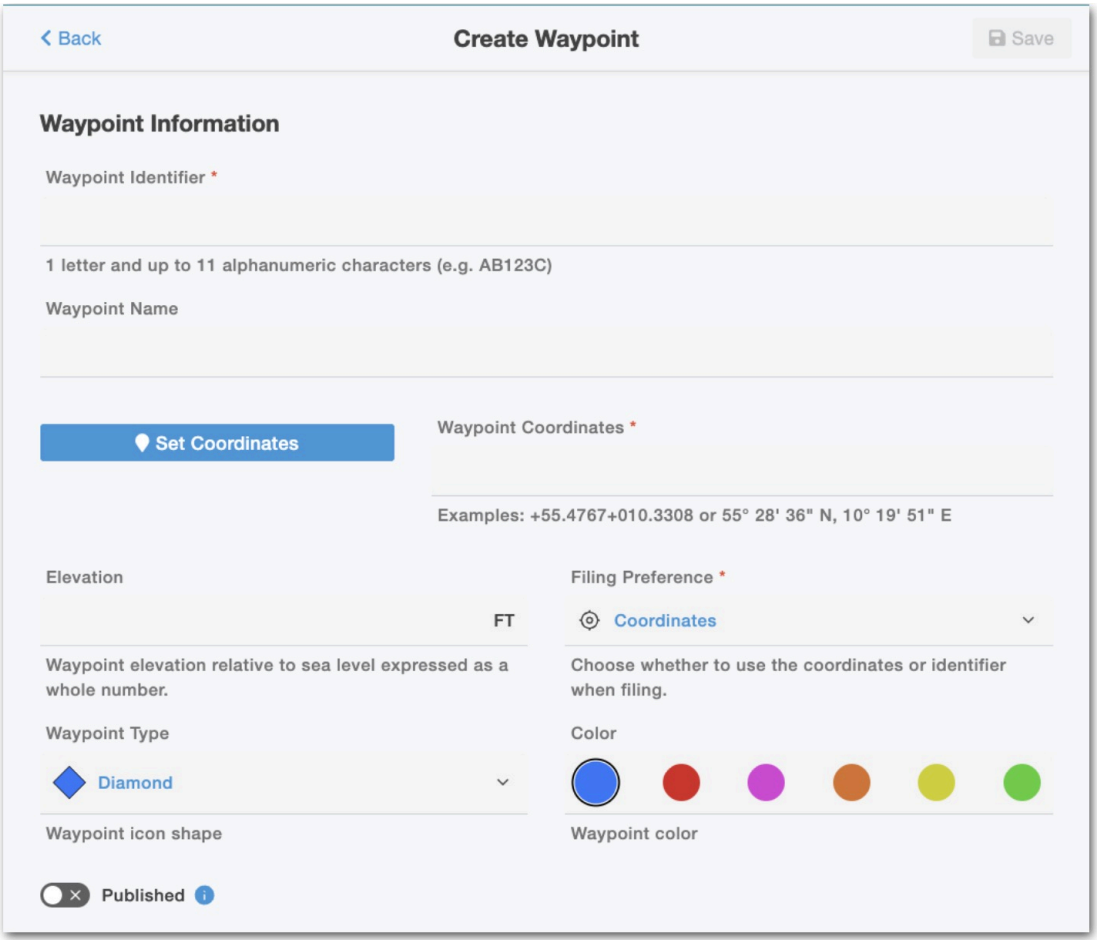


Figure 17-12. Create Waypoint Pop-Over

Data can be entered into the following Custom Waypoint fields:

Waypoint Identifier (Required)

The identifier is a unique name assigned by the organization that must have one letter followed by up to 11 alphanumeric characters and no spaces between characters.

Waypoint Name

The name allows the organization to provide more details about the waypoint. The description can be any combination of characters.

Set Coordinates

Lets users select a location on the map. Clicking the button switches the view and activates the cursor. To set the coordinates, zoom in on the desired location and right-click on the map. The selected coordinates will automatically populate the **Waypoint Coordinates** field. To save the entry, click the **Set** button.

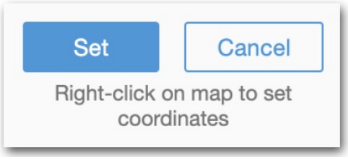


Figure 17-13. Set Coordinates

Waypoint Coordinates (Required)

Allows manual entry of the airport location. Coordinates must be entered in an allowable format (see Custom Content Coordinate Entry).

Elevation (Ft)

Waypoint elevations must be entered in meters without commas. Meters will be converted to feet when displayed on the waypoint list.

Filing Preference

Select **Coordinates** or **Identifier**.

Waypoint Shape

Select one of the following shapes (default is Diamond):

- Waypoint ShapeSolid Circle
- Bullseye
- Diamond

- Hexagon
- Solid Pin
- Dotted Pin.

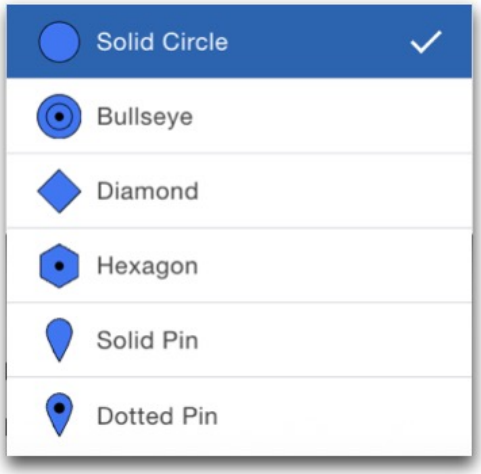


Figure 17-14. Waypoint Shape

Waypoint Color

Select one of the following colors (default is Blue):

- Blue
- Red
- Fuchsia
- Orange
- Yellow
- Green.



Figure 17-15. Waypoint Color

Published

Displays a published symbol when a waypoint is selected to be published.

Once all required information fields are filled out, the **Save** button will turn blue, indicating the waypoint information can be saved.

17.4.2 Custom Waypoint More Button

The **More** button on a Custom Waypoint list row provides access to these additional actions:

> **Edit**
>
> Opens the Edit Waypoint view to allow entering or updating waypoint information.

> **Unpublish**
>
> Unpublishes the custom content, making it unavailable to ForeFlight Mobile users. Once unpublished, the button changes to **Publish**, which, if selected, will publish the content, making it available to ForeFlight Mobile users.

> **Delete**
>
> Permanently removes the Custom Waypoint.

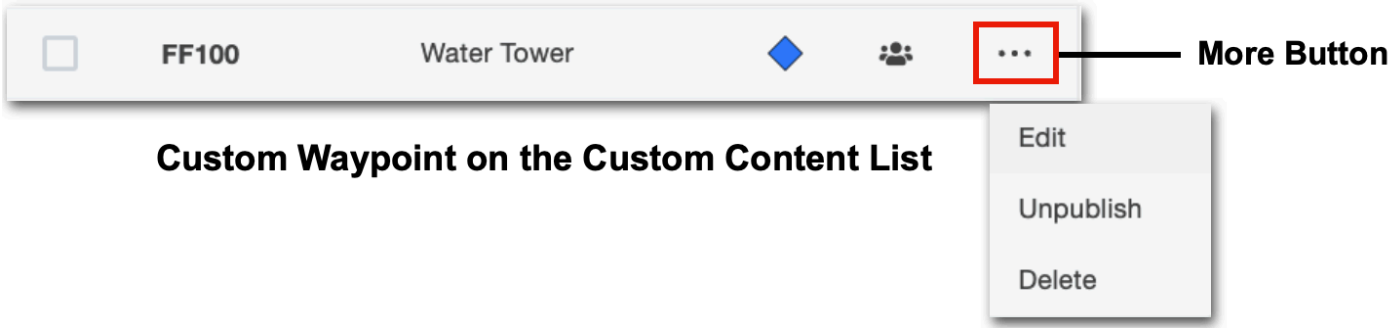


Figure 17-16. Custom Waypoint on the Custom Content List

17.4.3 User Waypoints Assigned to User Airways

Custom Waypoints can be used to build Custom Airways. A Custom Waypoint assigned to a Custom Airway cannot be deleted or the Published status changed. The **Delete** and **Publish/Unpublish** buttons are disabled on the waypoint list.

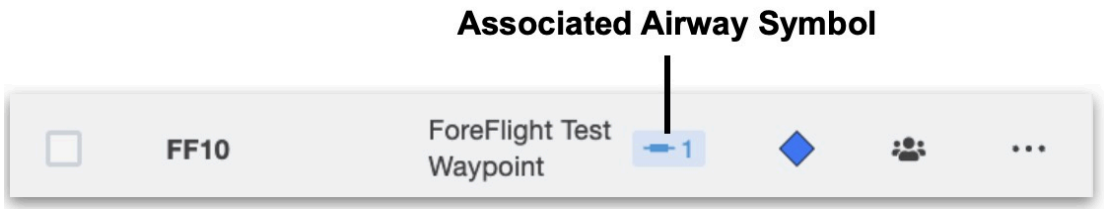


Figure 17-17. Associated Airway Symbol

17.4.4 Adding User Waypoint Distance Rings - Military

MFB One and MFB One International subscribers can create up to three distance rings around each user waypoint to convey radial distances in NM, SM, or KM. Existing user waypoint distance rings can be displayed or hidden from the map, and shared with other users in CSV files.

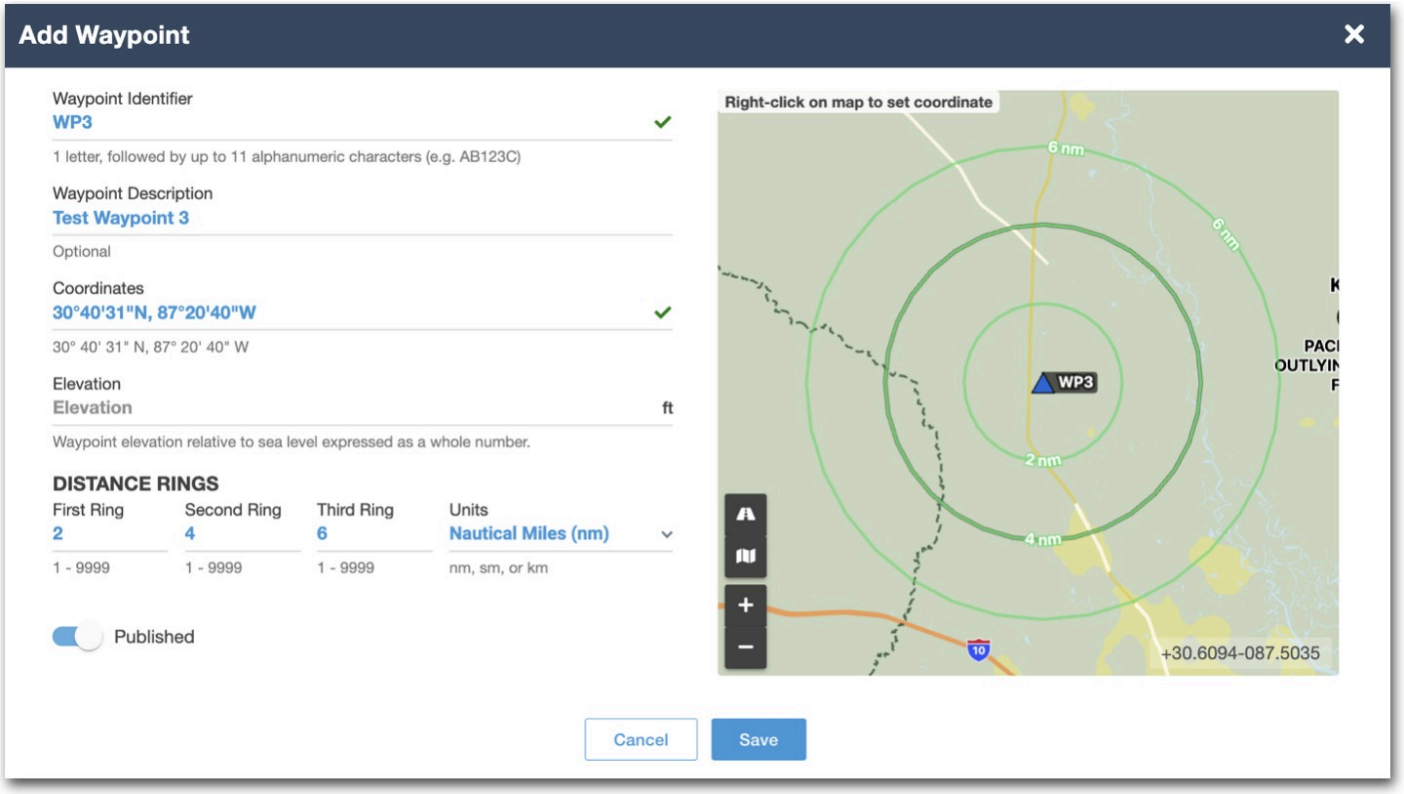


Figure 17-18. User Waypoint Distance Rings

Follow the steps in Adding User Waypoints. Before saving the waypoint, follow these additional steps:

1. Enter the ranges for the number of rings to be displayed.
2. Select the distance unit.
3. Click **Save**.

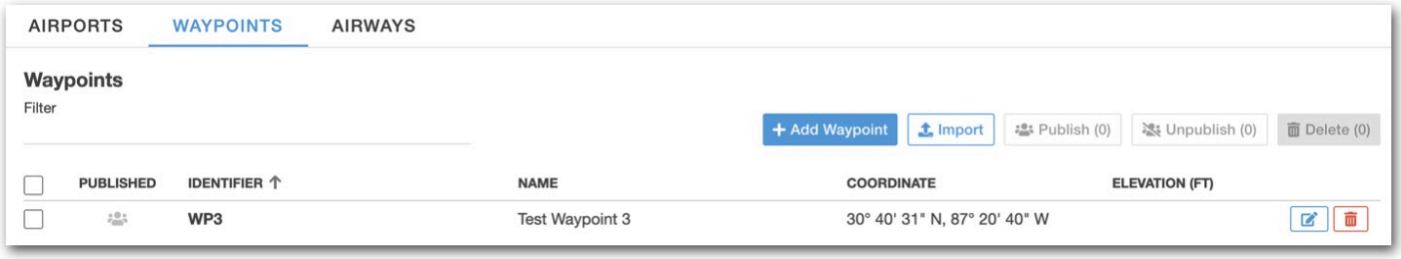


Figure 17-19. Saved Waypoint in Custom Content

17.4.5 Building a Route with Custom Waypoints

Once a database of Custom Waypoints is created, it can be used to build routes for planning a flight using the Routes section in the Flight Editor. To build a route, follow these steps:

1. Enter a departure and destination airport. These can be ICAO designated airports or user-defined Custom Airports.
2. Enter Custom Waypoints in the **Selected Route** field.
3. When the route is complete, click the **Save**

Alternatively, the Route Builder can be utilized to input waypoints, which will adhere to the same rules as the Selected Route field.



Figure 17-20. Route Section of the Flight Editor Page

17.4.6 Releasing Flights to ForeFlight Mobile

Once a route is created, it can be saved and released to the crew. Selecting the release button will send the flight information to the ForeFlight account of the assigned crew. When a flight containing Custom Waypoints is released to the crew, the flight is read-only.

> **NOTE:** In order to receive the flight, including the Custom Waypoints in ForeFlight Mobile, the crew member must be included in the organization as a user. Ad hoc crew members will not receive Custom Waypoints.

17.4.7 Bulk Importing User Waypoints

Multiple Custom Waypoints can be imported in bulk file transfer. Bulk Custom waypoints must be formatted in a CSV file or KML file. Up to five files can be uploaded with a maximum file size of 10MB.

CSV files can be created with spreadsheet programs like Microsoft Excel, Google Sheets, or Apple Numbers. KML files can be made with mapping programs like Google Earth or Google My Maps.

17.4.7.1 Creating CSV Files (Custom Waypoints)

Custom Waypoint CSV files must follow the formatting rules defined in this section. CSV files must contain a single table with at least three columns. The name, elevation, filing preference, waypoint color, and waypoint shape columns are optional. Each column defines one of the waypoint's fields. CSV files do not need column names. Names in the example below are provided for informational purposes.

Table 17-2. Custom Waypoint CSV File Fields

Identifier	Name	Latitude	Longitude	Elevation	Filing Preference	Waypoint Shape	Waypoint Color

When creating a CSV file, each waypoint is defined on its own row. There's no limit to the number of rows a file can contain. To create a Custom Waypoint CSV file for bulk import:

1. Open a new spreadsheet with your preferred program.
2. Add a single table with three to eight columns.
3. Add enough rows for the number of Custom Waypoints in the file.
4. Fill in the table with your Custom Waypoint data.
5. Save the file using a .csv extension.

Table 17-3. Example CSV File Entry Table

FF7	ForeFlight Test Waypoint	-29.243	97.565	101	Coordinates	Circle Sold	Blue

FF8	ForeFlight Test Waypoint	30.153	-97.453	85	Coordinates	Diamond	Red
FF9	ForeFlight Test Waypoint	30.256	-97.125	89	Coordinates	Target	Yellow
FF10	ForeFlight Test Waypoint	30.556	-97.123	120	Coordinates	Hexagon	Green
FF11	ForeFlight Test Waypoint	29.456	-98.123	97	Coordinates	PinSolid	Orange
FF11	ForeFlight Test Waypoint	29.234	-98.234	1756	Identifier	PinDotted	Magenta

17.4.7.2 CSV File Field Formatting (Custom Waypoints)

CSV files must follow the required format. Files that do not conform will not import to Dispatch.

> **Identifier (Required)**
>
> Must be formatted with the following properties:
>
> - Should consist of 1 letter followed by up to 11 alphanumeric characters. For example, "FF7" or "N".
> - No special characters, or spaces between letters or numbers.

> **Name**
>
> Custom Waypoint descriptions are displayed in the waypoint list in Dispatch, and the Custom Waypoint pop-up when tapped in the maps view of ForeFlight Mobile. Descriptions support letters, numbers, and special characters.

> **Latitude/Longitude (Required)**
>
> Bulk importing user waypoints requires coordinate entry in the decimal degree format. Prefix latitude or longitude values with a minus sign to notate the southern or western hemisphere (e.g., -97.711). ForeFlight assumes the northern and eastern hemispheres if no minus sign is entered.

> **Elevation**
>
> Custom Waypoint elevations must be entered in meters and without commas. Meters will be converted to feet when displayed on the waypoint list.

> **Filing Preference**
>
> Enter either "Coordinates" or "Identifier".

> **Waypoint Shape**
>
> Enter one of the following shapes:
>
> - CircleSolid
> - Target
> - Diamond
> - Hexagon
> - PinSolid
> - PinDotted
> - Airport
> - NoIcon.

> **Waypoint Color (Optional)**
>
> Enter one of the following colors:
>
> - Blue
> - Red
> - Magenta
> - Orange
> - Yellow
> - Green.

17.4.7.3 Naming User Waypoint CSV Files (Custom Waypoints)

Custom Waypoint CSV files must be named "user_waypoints.csv." The file name should use lowercase letters with no spaces. If a Custom Waypoint file is not named properly, the waypoints will not be added to Dispatch.

17.4.7.4 Importing Files (Custom Waypoints)

To import CSV or KML files into User Waypoints:

1. Select **Custom Content**from the sidebar.
2. Click the **Add** button from the top of the Custom Content list.
3. Click the **Import** button to open the **Import Waypoints** pop-over.
4. Drag and drop files or browse the computer for the file to import. The waypoints from the CSV file will populate at the bottom of the Import Waypoint pop-over.
5. Click the **Save Waypoints** button.

If the import was successful, the waypoints will be visible on the Custom Content list.

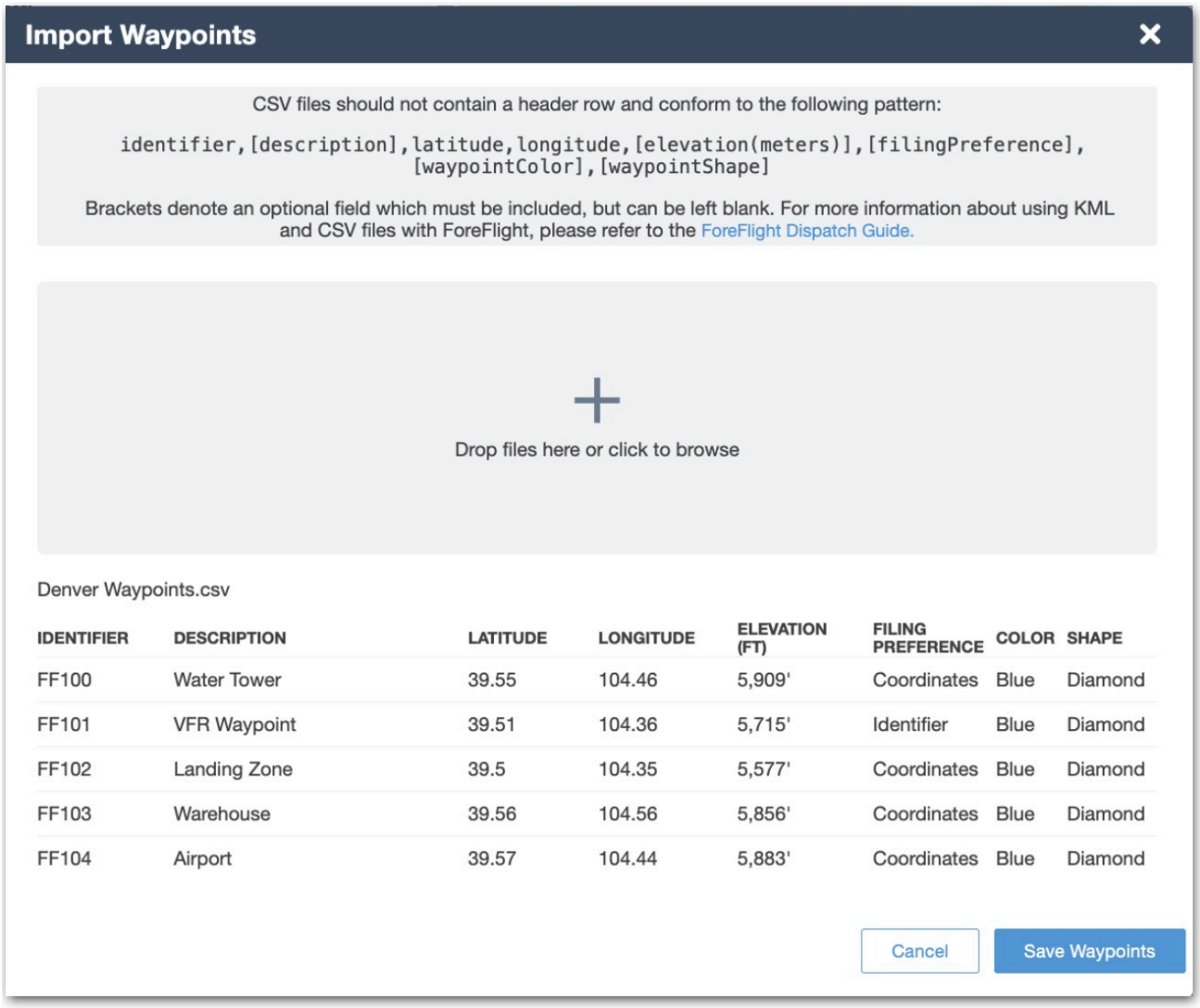


Figure 17-21. Import Waypoints by Dropping Files or Browsing

17.5 Custom Airways

Custom Airways can be used to create unique airways specific to organizations for use during flight planning and in-flight. A Custom Airway can only use an organization's User Waypoints. Custom Airways can be created by account administrators and are available for dispatchers when planning a flight. When a flight containing a Custom Airway is released, the flight is read-only.

17.5.1 Adding a Custom Airway

To add a custom airway, click on the **Add** button on the Content Editor list view, then click **Airway**. This will open the Create Airway pop-over, where data can be entered into the following custom airway fields:

> **Airway Identifier (Required)**
>
> A unique, unpublished identifier not found in any navigation database. Enter a single letter followed by 1-11 alphanumeric characters with no spacing.

> **Airway Description**
>
> Enter a unique airway description to help identify the airway.

> **Filing Preference (Required)**
>
> Select coordinates or identifier.

> **Waypoint Sequence**
>
> Select from a drop-down list of custom waypoints.

> **Published Toggle**
>
> Select to share the Airway with all organizational users.

> **NOTE:** User Airways can only be built using User Waypoints. FAA waypoints are not recognized and cannot be entered into a User Airway.

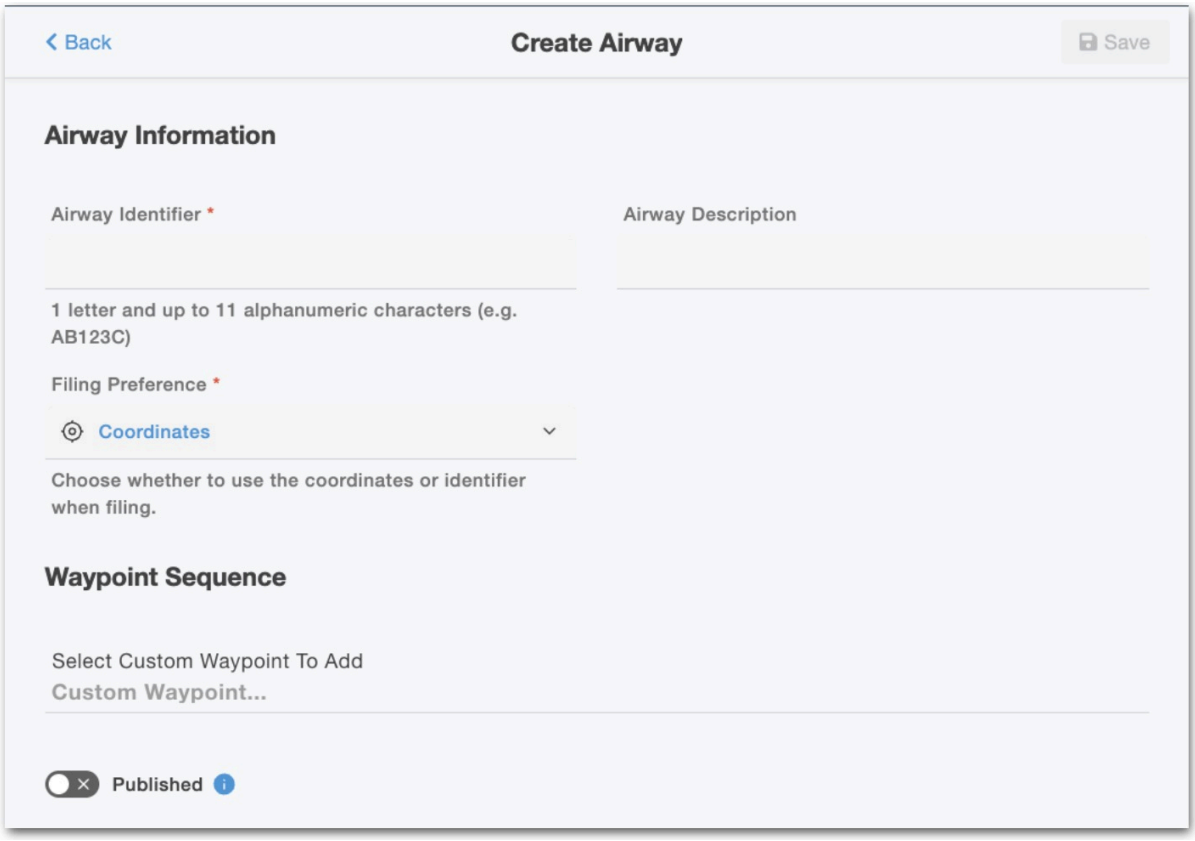


Figure 17-22. User Airway Pop-Over

17.5.2 Building a Route with a User Airway

Once a User Airway is created, it can be used to build routes for planning a flight. To build a route using a User Airway, follow these steps in the Flight Editor:

1. Enter a departure and destination airport. These can be ICAO-designated airports or user-defined Custom Airports.
2. Enter User Airway and any User Waypoints in the Selected Route field.
3. When the route is complete, click the **Save**button on the bottom right of the page.

   Alternatively, the Route Builder can be used to enter the Airways.

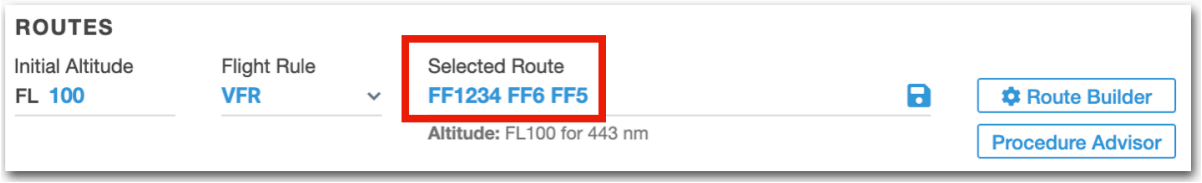


Figure 17-23. Build Route in Selected Route Field

> **NOTE:** User Airways are currently not recognized by the FAA's flight planning system and cannot be included in a flight plan that will be filed with the FAA.

FLIGHT RELEASES

Dispatch allows planners to send flights to assigned crew members using Flight Releases. Flights released with Dispatch automatically appear in ForeFlight Mobile on the assigned crew member's device. Changes made to a flight with Dispatch are automatically updated on the crew member's device. Similarly, if a flight is released as editable, assigned crew members can update the flight using ForeFlight Mobile. Those changes are then synced and reflected on all assigned crew member devices.

When releasing a flight with Dispatch, flight planners can choose whether or not flights can be modified by the assigned crew. This decision is made at the time of release using the **Release as Read-Only** or **Release as Editable** option. When a flight is released, the flight appears in ForeFlight Mobile and the crew members receive an email notification.

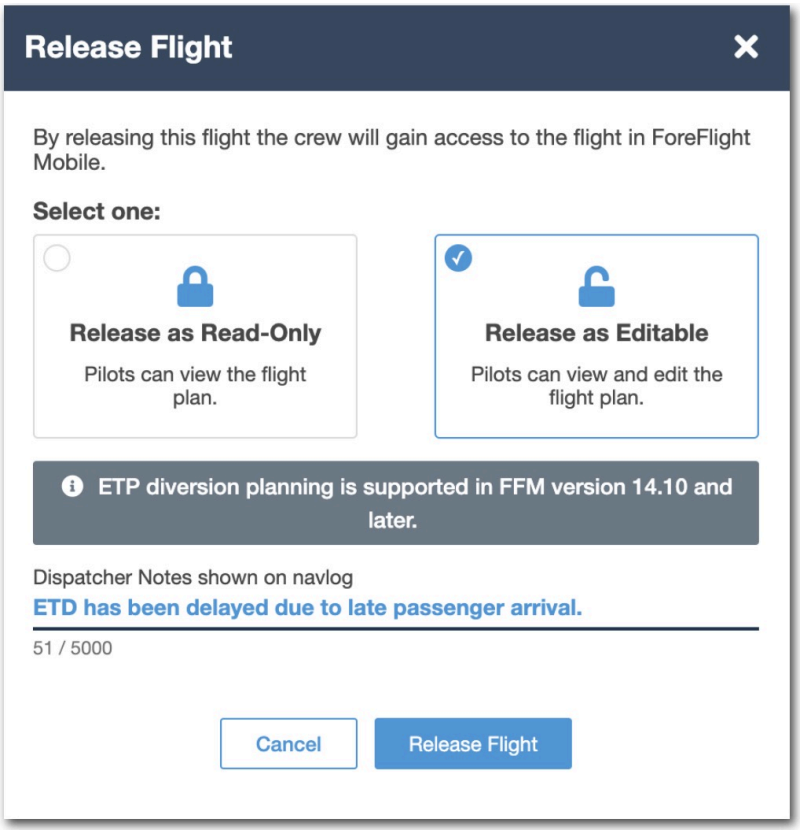


Figure 18-1. Release Flight View

18.1 Releasing Flights

To release a flight, follow the steps below:

1. Plan a flight using the Flight Editor.
2. Save the flight by clicking the **Save** button in the Flight Status Bar.
3. Release the flight to the assigned crew by clicking the **Release** button in the Flight Status Bar.
4. Select **Release as Read-Only** or **Release as Editable**.
5. Enter Dispatcher Notes (optional).
6. Click **Release Flight**.

If there are any warnings or errors present on a flight that is being released, the Release Flight view displays a red warning banner to bring attention to these issues. To view the warnings and errors, close the Release Flight view and return to the Flight Planning page.

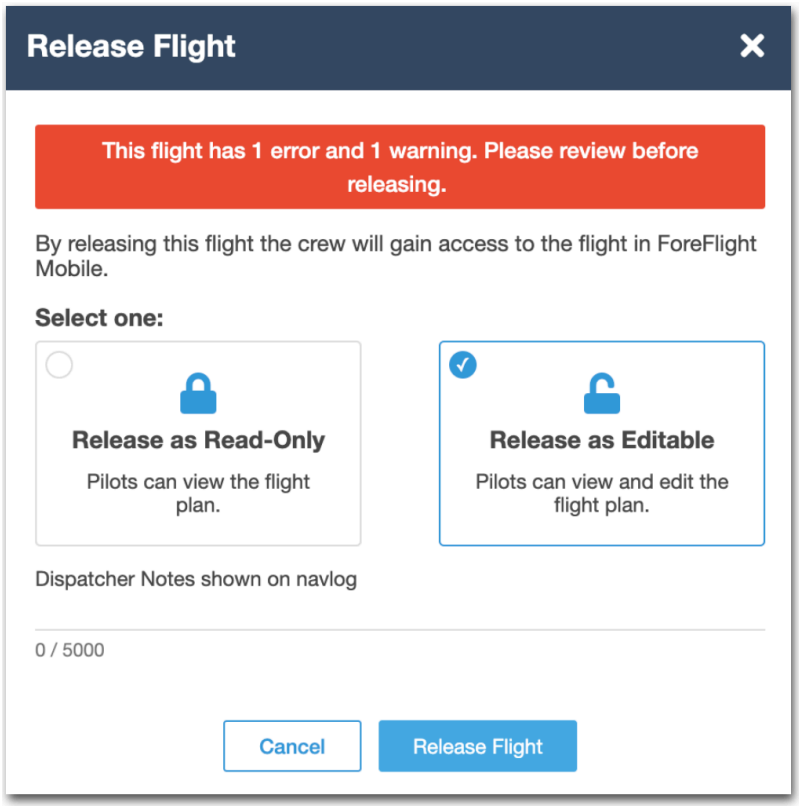


Figure 18-2. Release Flight View with Warning Banner

A red warning banner will be visible on the Flight Planning page. Select **Click to view** to open the error view and see the listed warnings and errors.

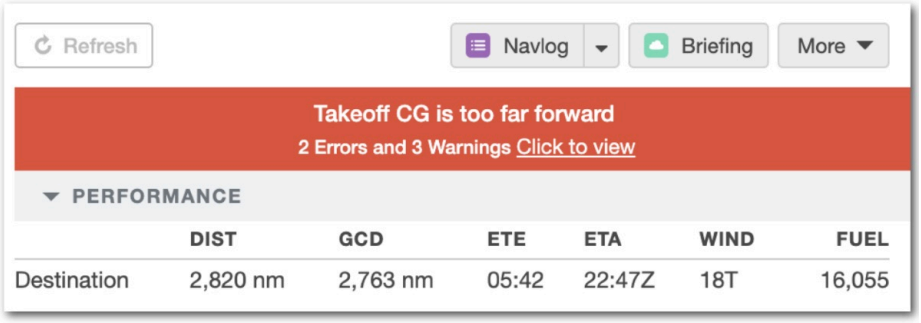


Figure 18-3. Select Click to view to see Errors and Warnings

If using the Manual Fuel setting on the Flight Planning page and the fuel entered is less than the minimum required to complete the flight, the following warning message will be displayed after the **Release** button is selected.

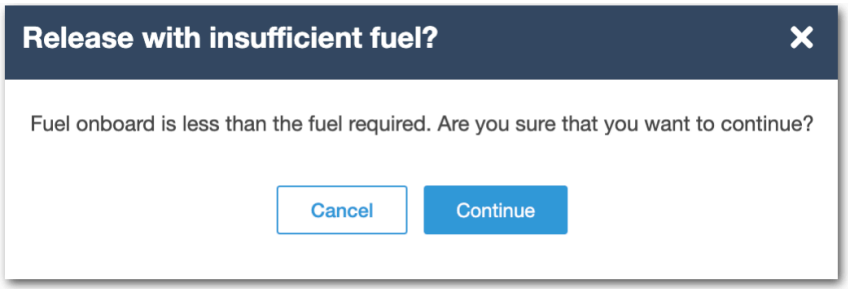


Figure 18-4. Release with Insufficient Fuel Pop-over

> **CAUTION:** Warnings and errors should be reviewed before releasing a flight, but will not prevent a flight from being released.

18.1.1 Dispatcher Notes

The **Dispatcher Notes** field allows dispatchers to share important information with the flight crew. Notes entered here are displayed in both the **Navlog** and the **Flight** tab in the **Navlog Notes** section. Each entry can include up to 5,000 characters, including letters, numbers, special characters, and emojis.



Figure 18-5. Dispatcher Notes

18.2 Read-Only Flights

If a flight is planned using a Dispatch feature that is not yet supported in ForeFlight Mobile it will not be possible to release the flight as editable. The feature that limits the flight from being released as editable is indicated on the Flight Release Panel.

Read-only flights display a lock icon in ForeFlight Mobile to indicate that the flight is locked from editing. Pilots can view all the read-only flight details; however, all fields are grayed out and cannot be edited by the crew using ForeFlight Mobile.

Flights that contain Dispatch-only features or are released as read-only, appear in ForeFlight Mobile and ForeFlight Web alongside other flights. A list of Dispatch exclusive features can be found on the next page.

18.2.1 Dispatch Exclusive Features

The following features are currently only available with Dispatch and will result in a ForeFlight Mobile read-only flight when released.

- Historical or Fixed Wind Model is applied.
- ERA, RCF, or IAP PNR Contingency Fuel Policy is selected.
- Contingency fuel is added in minutes.
- CASA Part 135 or CASA Part 121 reserve fuel policy is selected.
- A Custom reserve fuel policy is selected.
- The flight includes a custom airport.
- Any of the following adjustments are entered using Route Builder:
  - Cruise Profile Change
  - Insert Orbit
  - Change Flight Rules
  - Add Point Time of Arrival (*Military Flight Bag* only)
  - Add/Remove Fuel (*Military Flight Bag* only)
  - Add/Remove Payload (*Military Flight Bag* only).
- Any of the following aircraft profile RAIM settings are entered:
  - RAIM departure integrity level is below 1
  - RAIM enroute integrity level is below 2
  - RAIM arrival integrity level is below 0.3

- RAIM mask angle is above 5
- RAIM baro-aiding is disabled.

18.2.2 ForeFlight Mobile version 14.10 and earlier

In addition to the features already listed, if releasing a flight to a pilot with ForeFlight Mobile version 14.10 or earlier installed, the following features will result in a read-only flight:

ETP airports are specified.

18.2.3 ForeFlight Mobile version 14.6 and earlier

In addition to the features already listed, if releasing a flight to a pilot with ForeFlight Mobile version 14.6 or earlier installed, the following features will result in a read-only flight:

- Auto or Manual routing to the alternate airport is specified.
- An alternate cruise profile to the alternate airport is selected.

18.2.4 ForeFlight Mobile version 13.7 and earlier

In addition to the features already listed, if releasing a flight to a pilot with ForeFlight Mobile version 13.7 or earlier installed, the following features will result in a read-only flight:

- The aircraft profile has climb or descent bias applied.

18.3 Editable Flights

Flights that are released as editable can be updated by the crew using ForeFlight Mobile. When an editable flight is updated by a crew member using ForeFlight Mobile, the changes are synced and displayed in Dispatch and the other assigned crew member's devices. Changes made to a flight can be tracked in the flight's history.

18.4 Canceling Released Flights

The only way to cancel a flight that has been released is to delete the flight in Dispatch. Deleting the flight will delete the flight for any assigned crew members, effectively un-releasing it. Delete flights either by using the Flight Status Bar located in the Flight Editor or by using the Action Buttons found on the Flight Status Board.

18.5 Releasing Flights from the Flight Status Board

While viewing the Flight Status Board, click the **More** action button for a flight that has not yet been released. The Release option is available just under File. Click **Release** and confirm that you want to release the flight to share it with the assigned crew members in the account's default release mode (editable or read-only). If no crew members have been selected for the flight, then the Release option will not be selectable.

18.6 Flights Created by Crew Members

When a crew member uses their mobile device to create a new flight with a Dispatch-enabled aircraft, the flight is added to Dispatch as an unreleased flight. Flights created by crew members using aircraft that are not enabled for Dispatch will not appear in Dispatch and cannot be edited by anyone other than the crew member who created it.

> **IMPORTANT:** Flights created on a ForeFlight Mobile device and later released in Dispatch may be archived with altered information. Specifically, when pilot-created flights are released, they may not be correctly archived. Releasing pilot-created flights is not recommended for those who are subject to regulatory checks, as flights cannot be guaranteed to not have changed post-flight.

18.7 Releasing to Jeppesen FliteDeck Pro

Flights created with Dispatch can be released to Jeppesen FliteDeck Pro. Changes made in FliteDeck Pro are not reflected in Dispatch. A callsign and crew are necessary to release to FliteDeck Pro. The release includes route strings, alternates, and ETPs/ETOPS.

To release flights to Jeppesen FliteDeck Pro, follow the steps below:

1. Send an email to foreflight.com/support/enterprise-portal/ and request access to the Dispatch FDP integration.
2. Once your account has been activated, openDispatch and select **Settings → Release → General**.
3. Verify Jeppesen FliteDeck Pro is enabled. This setting is enabled by default when your account is activated.
4. Open the Dispatch API Console and generate an API key.
5. Send the API Key to yourself so that you can retrieve it on an iPad.

   Using the iPad that has Jeppesen FliteDeck Pro installed, follow the steps below:
6. Open the iPad's Settings app and select **FD Pro → Services**.
7. Enter the following details:
   - Name
   - Password = your API key
   - URL = **https://fojar.ac.foreflight.com/API**

8. Open FliteDeck Pro and complete the following steps:

   Ⓐ Open a Flight tab

   Ⓑ Tap **Flight**

   Ⓒ Tap **Import**

   Ⓓ Search for a call sign or tail number

   Ⓔ Tap the flight to import

   Ⓕ Tap Load Flight.

18.8 Archived Flights

Flights can be archived manually or automatically. Archived flights are read-only and cannot be edited or deleted, including any attached files.

If required, an archived flight can be unarchived using an administrative account.

Archived flights display a lock icon on the Flight Status Board. Archiving and unarchiving history is recorded in the Flight History.

Files can be added to flights after they have been archived. However, they cannot be deleted. Archived flights can be copied. A copied archived flight creates a new flight that is identical to the previous flight, with the exception of being archived.

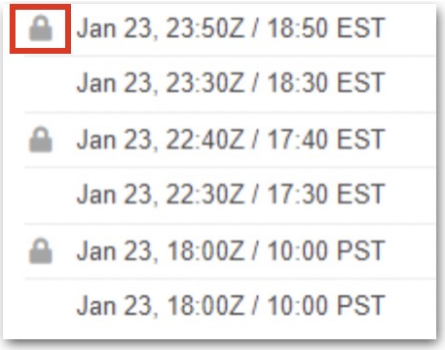


Figure 18-6. Archived Flights

18.8.1 Manually Archiving Flights

Flights can be manually archived after they have been saved using the Flight Editor or the Flight Status Board. To archive a flight using the Flight Status Board, click the More Action Button and select **Archive**.

To archive using the Flight Editor, click **Archive** in the Flight Status Bar.

18.8.2 Automatically Archived Flights

Filed flights are automatically archived 48 hours after the estimated time of departure. Auto archive times can be set from 1-48 hours after a flight has departed using the Auto Archive feature.

18.8.3 Remove archived flights from pilots

Removes archived flights from pilot devices after 30 days.

18.8.4 Unarchiving Flights

Only administrative account holders can unarchive a flight. To unarchive a flight, view it in the Flight Editor and select **Unarchive** from the Flight Status Bar. Unarchived flights do not automatically archive. It is not possible to unarchive a flight from the Flight Status Board.

JETFUELX

JetFuelX is a ForeFlight feature that allows Dispatch customers to link contract fuel accounts to ForeFlight so fuel prices can be compared using Dispatch or ForeFlight Mobile. Fuel card information is uploaded into the ForeFlight Dispatch account and linked to published organization aircraft. The JetFuelX feature is available to Premium and Business Performance subscribers.

Users can link existing contract fuel accounts or sign up for new accounts with participating fuel vendors. When a contract fuel account is linked, contract fuel prices are displayed on the Dispatch Interactive Map and throughout ForeFlight Mobile. It also enables the Dispatch fuel release feature.

> **NOTE:** Fuel accounts cannot be linked to a sub-org within a Business Performance Parent account. They must be added to the parent account.

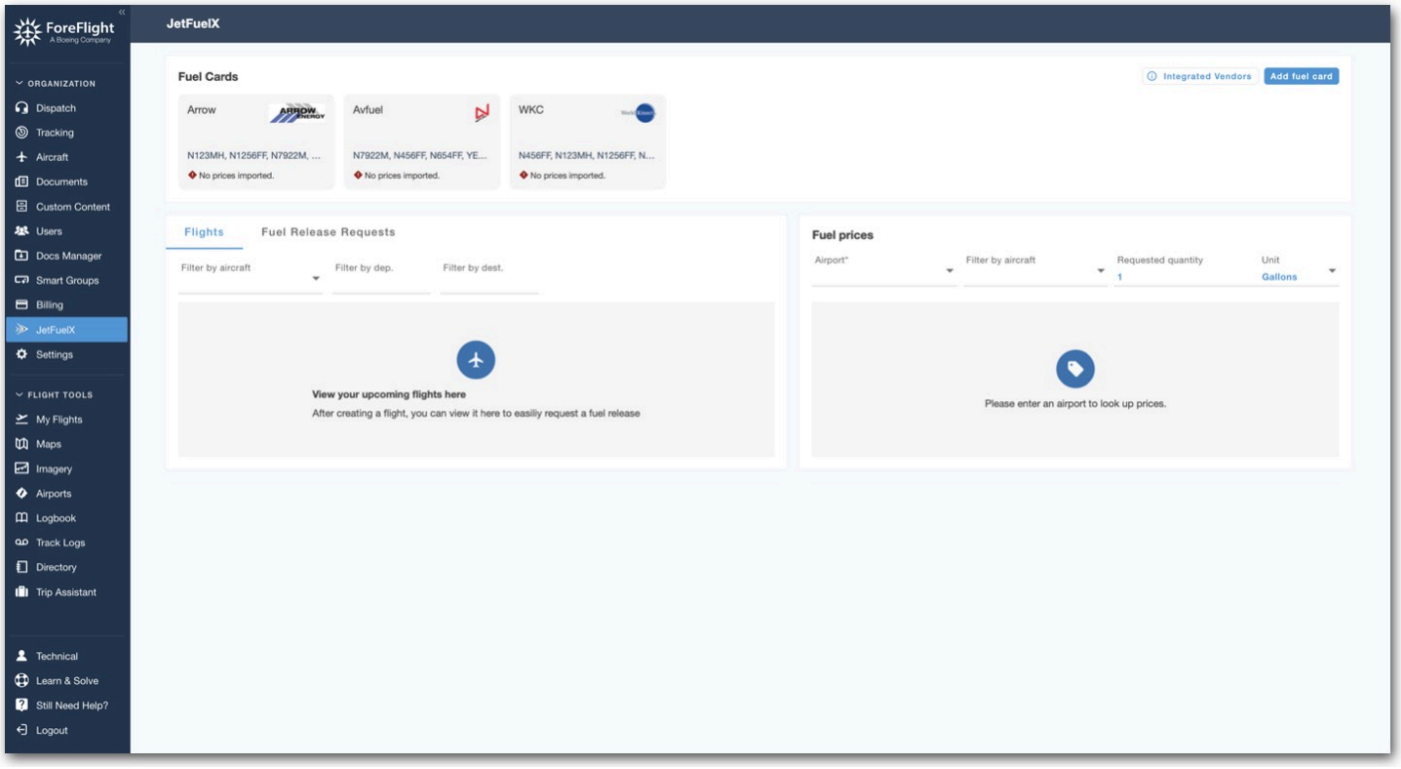


Figure 19-1. JetFuelX Main View

19.1 JetFuelX Main View

The JetFuelX Main View is the primary view for JetFuelX in Dispatch. It provides a comprehensive overview of:

- **Fuel Cards**: Accounts linked to vendors.
- **Fuel Release Requests**: A sortable and searchable table of requested fuel releases.
- **Fuel prices**: A tool for browsing fuel prices associated with the user's cards.

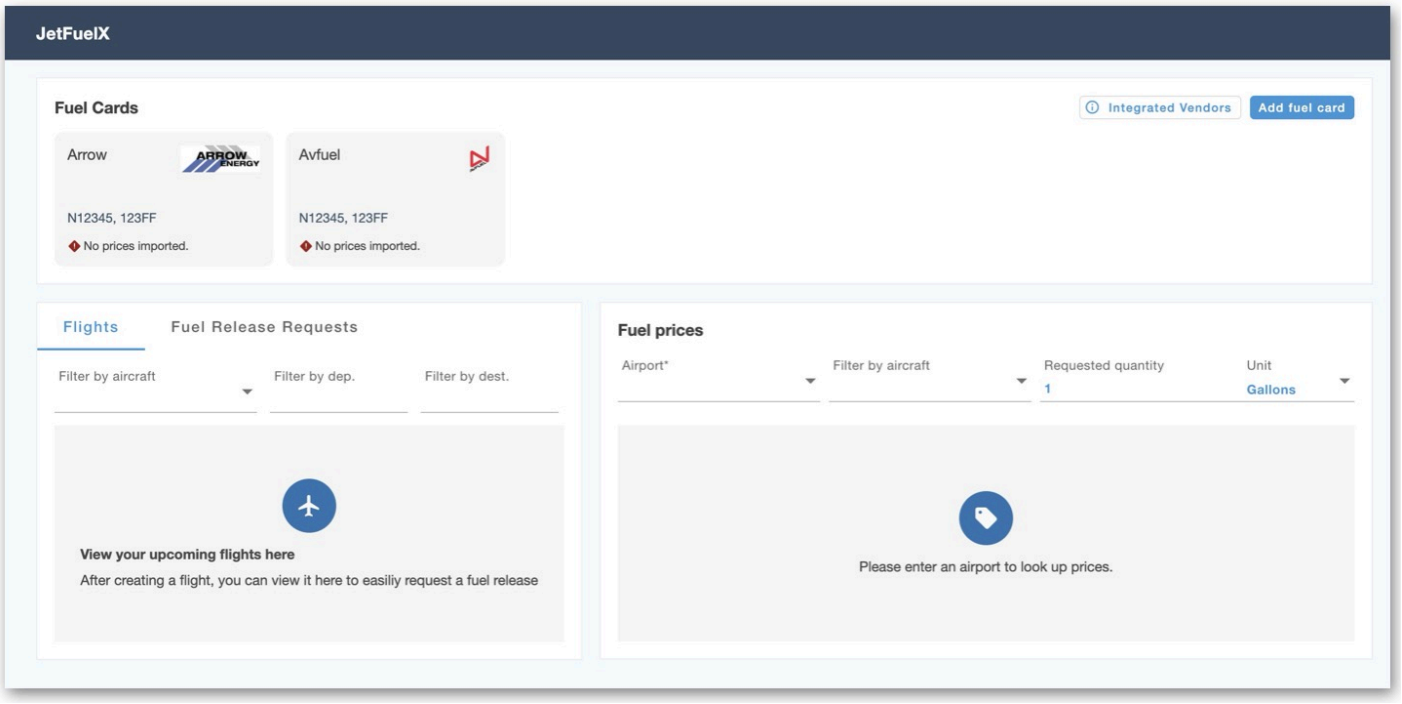


Figure 19-2. Zoomed-In JetFuelX Main View

19.2 Fuel Cards

Vendors send fuel price data directly to the user's ForeFlight account. Fuel cards can be added, edited, and removed. At least one aircraft profile must be linked to each fuel card. Status indicators on each fuel card show if prices have been imported, and if so, when. Vendor CSV price files can be manually imported.

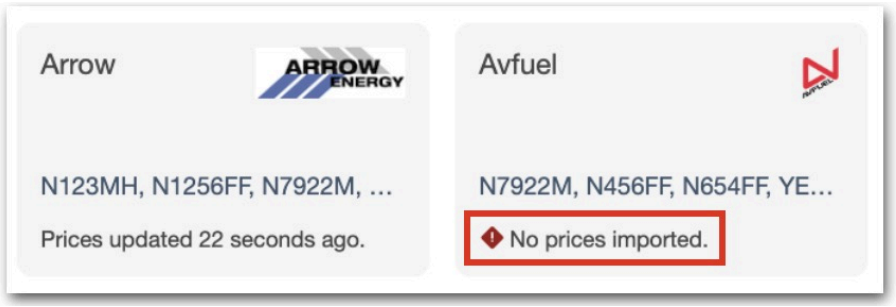


Figure 19-3. Fuel Card Status Indicator

> **NOTE:** JetFuelX uses the term cards to represent all accounts. Vendors may not necessarily issue a physical card.

19.2.1 Applying for Contract Fuel Accounts

Before using the **JetFuelX** feature, users must have already signed up with one or more participating contract fuel providers. The application process varies by vendor and is outside the scope of ForeFlight guides. Users can access participating fuel vendor websites from within ForeFlight Web.

1. Log into **plan.foreflight.com**.
2. Select **JetFuelX**
3. Click the **Integrated Vendors** button.
4. Click a vendor icon to navigate to their website.
5. Complete the vendor application process.

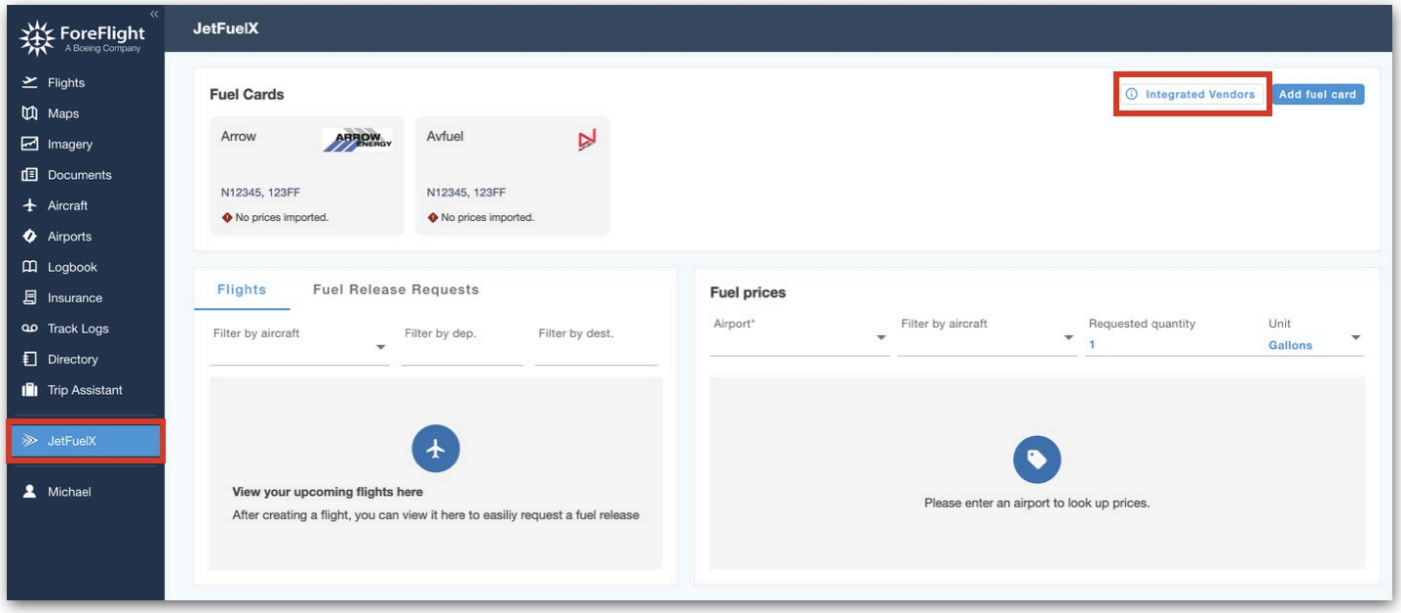


Figure 19-4. Applying for Contract Fuel Account

19.2.2 Linking Fuel Cards

The process to link fuel cards is similar for all users, however:

- Individual account holders can assign fuel cards to any aircraft profile.
- Business account holders can assign fuel cards only to aircraft profiles set up as organization aircraft and published by their organization.

To link a fuel card, follow these steps:

1. Log into plan.foreflight.com and select **JetFuelX** from the sidebar.
2. Click **Add fuel card** to open the **Add fuel card** popover.
3. Select a vendor or use the search bar to find a vendor.
4. **Card/Account Number** - enter a card or account number if one is listed in the contract fuel account.
5. **Card/Account Name** - enter the name on the contract fuel account.
6. **Description -** enter any other useful information about the card.
7. **Aircraft -** select one or more aircraft profiles.

8. If adding a CAA fuel card, follow these additional steps:

   For CAA, click **Connect CAA Account**. In the CAA login window, enter the account username and password, and click **Login**. Then, return to the **Add fuel card** popover.

9. If adding a Jetex or Everest Fuel card, follow these additional steps:

   Enter the **Integration ID** or **Customer ID** received from the vendor. The input field contains a yellow email icon button, which can be clicked to open an email client with the subject and receiver populated.

10. Click **Add fuel card**.

After adding a fuel card, it may take up to a week for some vendors to begin sending fuel price data.

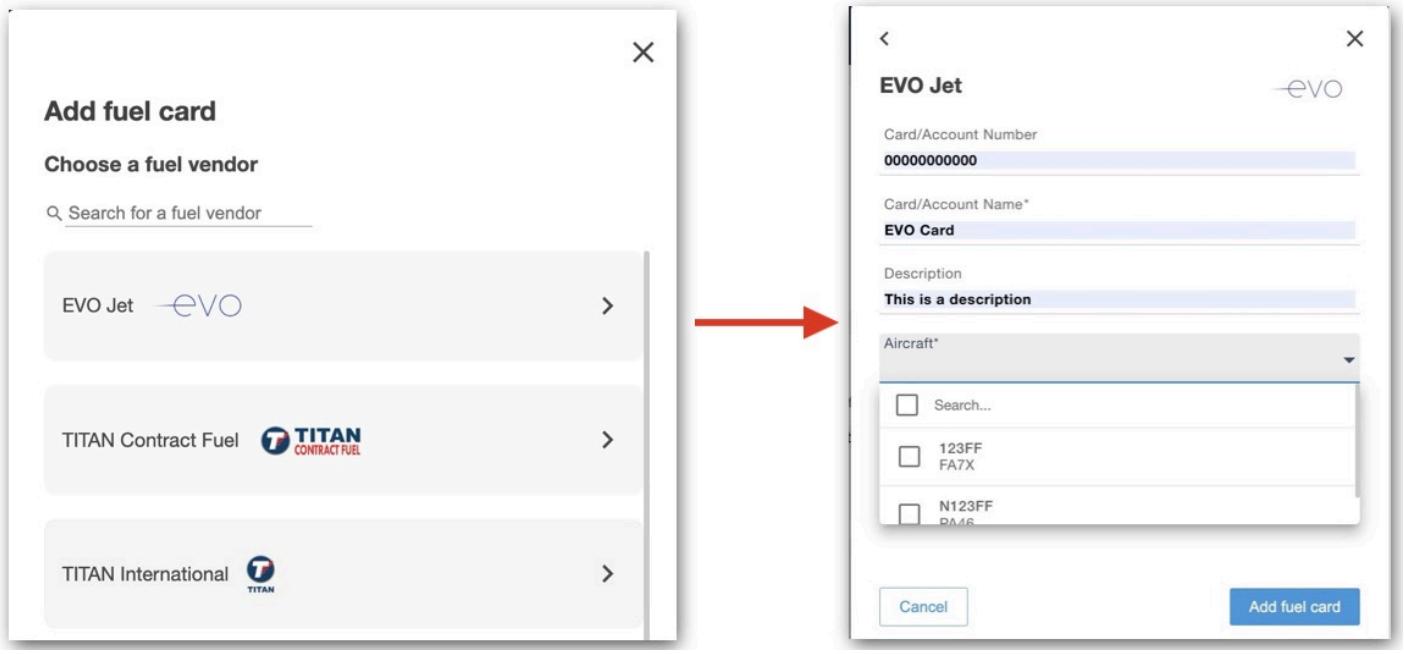


Figure 19-5. Link Fuel Card

19.2.3 Automatic Price Updates

Adding a contract fuel card triggers an automated email to the fuel vendor requesting they provide regularly scheduled fuel price data to the user's ForeFlight account. This email includes all of the information the vendor needs to send price updates to the account.

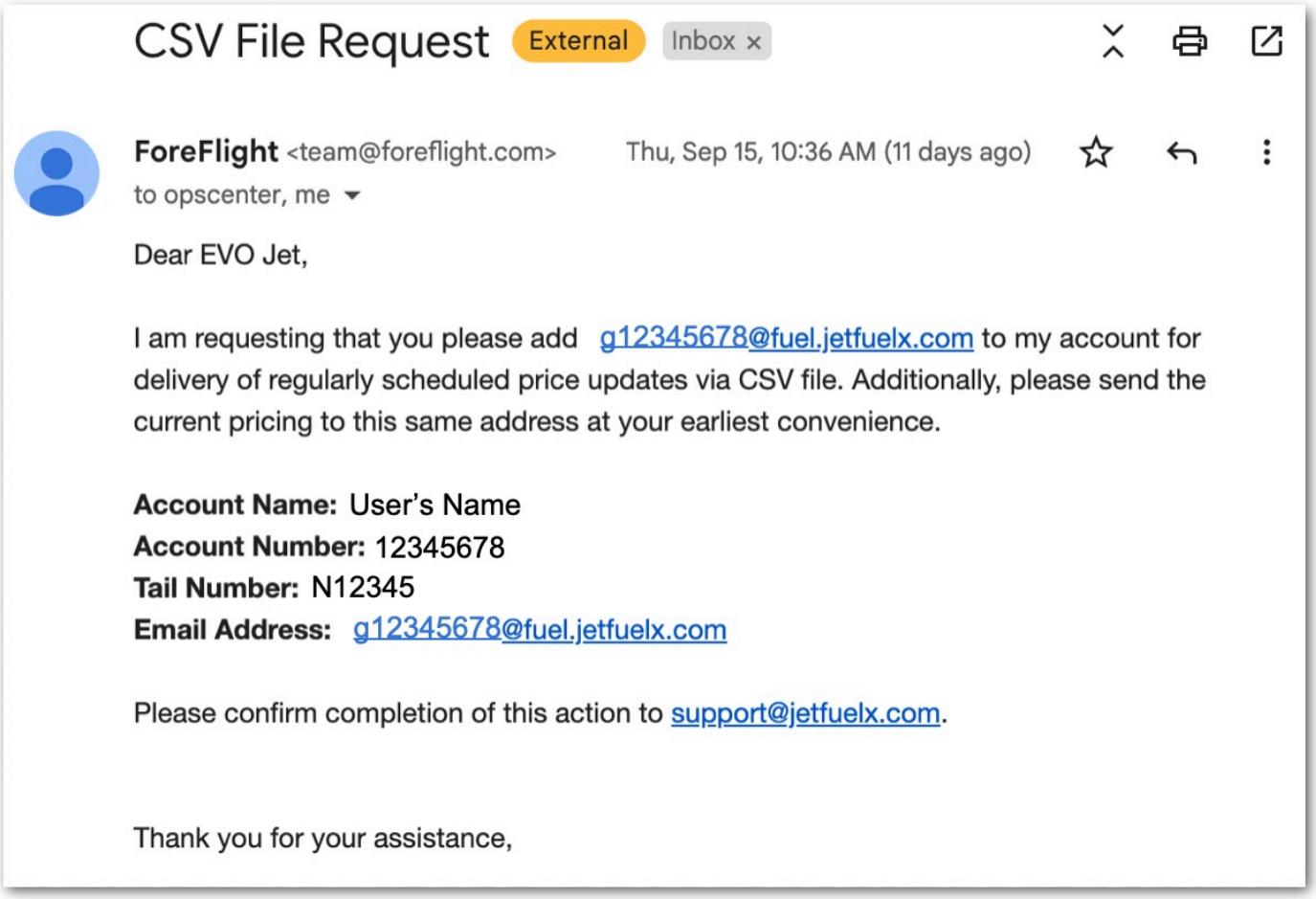


Figure 19-6. Example of ForeFlight's Email to Fuel Vendors

Within one week, the vendor should start sending contract fuel prices to the ForeFlightaccount, and the fuel card will display a **Prices updated** status message. This message will display the date of the most recent update.

19.2.4 Manual Price Updates

A red status symbol displays on the fuel card along with the message, **No fuel prices imported**, if prices have not been received. If the vendor send prices in a CSV file, users may update prices manually by forwarding the fuel price emails or importing the file from the vendor into ForeFlight Web.

19.2.4.1 Price Updating by Forwarding Emails

To set up forwarding:

1. Log into **plan.foreflight.com** and select **JetFuelX**.

2. Click the fuel card to be updated.
3. Click **Upload fuel prices**.
4. On the **Import prices** popover, **Copy** the email address ending in @fuel.jetfuelx.com. This is the unique JetFuelX import email address to be used to forward emails from the contract fuel provider.
5. Locate the vendor email containing the CSV file. This email will most likely be sent to the address listed on the contract fuel membership account. Forward the email to the @fuel.jetfuelx.com account copied in the previous step.
6. Use the process dictated by the email provider to set up auto-forwarding of all future emails from the email address the vendor used above to the @fuel.jetfuelx.com email address.

> **NOTE:** @fuel.jetfuelx.com addresses are receive-only and cannot respond to any messages. If an email provider requires a confirmation reply to its request for auto-forwarding, it will be necessary to forward the email or manually import the CSV files instead. This is described below.

19.2.4.2 Price Updating by Manually Importing CSV Files

To manually import price updates to a JetFuelX account using the vendor CSV file:

1. Locate and download the vendor CSV file (either on the vendor's website or in an email from the vendor).
2. Log into plan.foreflight.com and select **JetFuelX** from the sidebar on the left side of the page.
3. Click the fuel card to be updated.
4. Click **Upload fuel prices**.
5. At the top of the Import Prices page, drag and drop the CSV file from the computer to the gray box, or click **Browse your computer** and use the popover window to locate and import the CSV file.

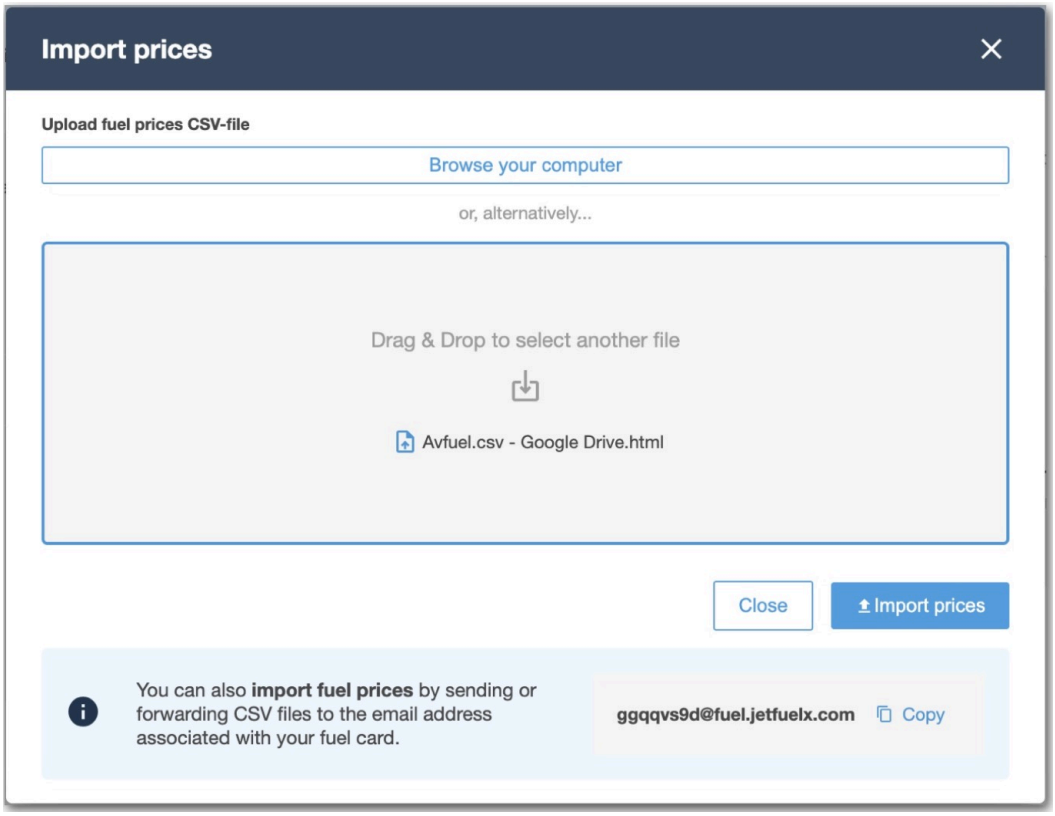


Figure 19-7. Import Prices Popover

19.3 Fuel Card View

Click a fuel card on the dashboard to see a more detailed view of the fuel card. Fuel prices can be managed and requests for fuel releases can be viewed. The fuel card can be edited or deleted from this view.

19.3.1 Editing Fuel Card

To edit the account information for a fuel card:

1. Log into plan.foreflight.com and select **JetFuelX** from the sidebar.
2. Click the fuel card to be edited.
3. Click the **...** at the top right.
4. Click **Edit card**.
5. Edit the account information as necessary.
6. When finished, click **Update fuel card**.

> **NOTE:** For CAA, click **Connect CAA Account**. In the CAA login window, enter the account username and password, and click Login. Then, return to the Add fuel card popover.

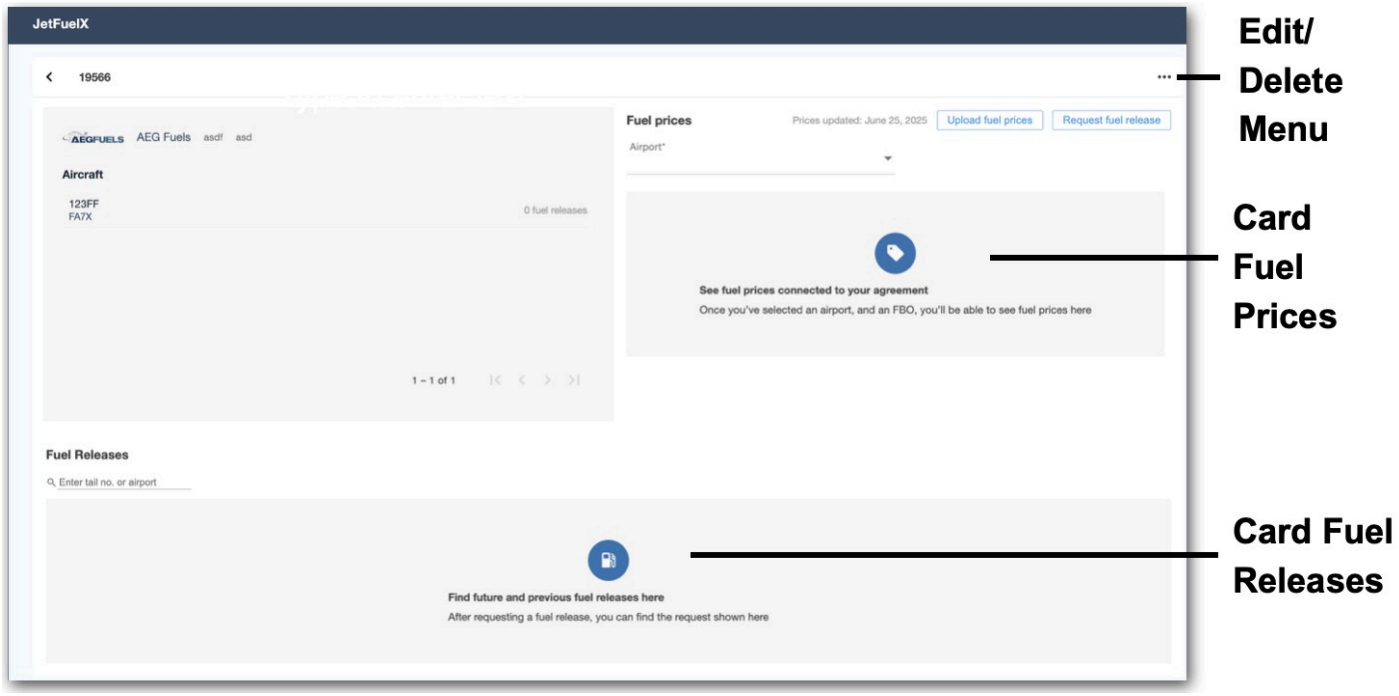


Figure 19-8. Fuel Card View

19.3.2 Delete Fuel Card

Deleting a fuel card will remove existing contract fuel prices from ForeFlight and notify the vendor to stop sending prices to the associated ForeFlight account. To delete a fuel card:

1. Log into plan.foreflight.com and select **JetFuelX**
2. Click the fuel card to be deleted.
3. Click the **...** at the top right.
4. Click **Delete card.**
5. In the Delete fuel card popover, click **Delete Fuel Card** to confirm.

19.3.3 Card Details

The upper left section of the fuel card view contains an expanded version of the smaller view displayed the dashboard. It shows a paginated view of all aircraft assigned to the card with information about the number of fuel releases associated with each aircraft.



Figure 19-9. Fuel Card Details

19.3.3.1 Fuel Prices (Card Specific)

The Fuel prices view in the detailed fuel card view shows prices for the specific fuel card. To view prices, select an airport and an FBO. Click the right-pointing arrow to deselect the FBO so another airport or FBO can be chosen.

Click the **Request fuel release** button to generate a fuel release request form.

> **NOTE:** If the vendor does not support fuel releases, the button will be disabled.

If a fuel card has not received prices, it will be indicated by a **No prices imported** message in the Fuel prices section. It can take up to seven days before prices are received from the vendor and updated on the card. Alternatively, prices can be manually uploaded (see Manual Price Updates).

19.4 Fuel Releases

The Fuel Releases view contains requests for fuel releases that have been submitted. Hovering over **ETA**, **ETD** or **Created** column headers will reveal an arrow. Click the arrow to toggle the direction in which the rows are sorted.

The list can be filtered by entering a tail number or an airport code in the search field.

Click the **More** button to reveal a menu with the option to open the confirmation. Click **Open confirmation** to show the Fuel Release Confirmation that was originally displayed when the fuel release was requested.

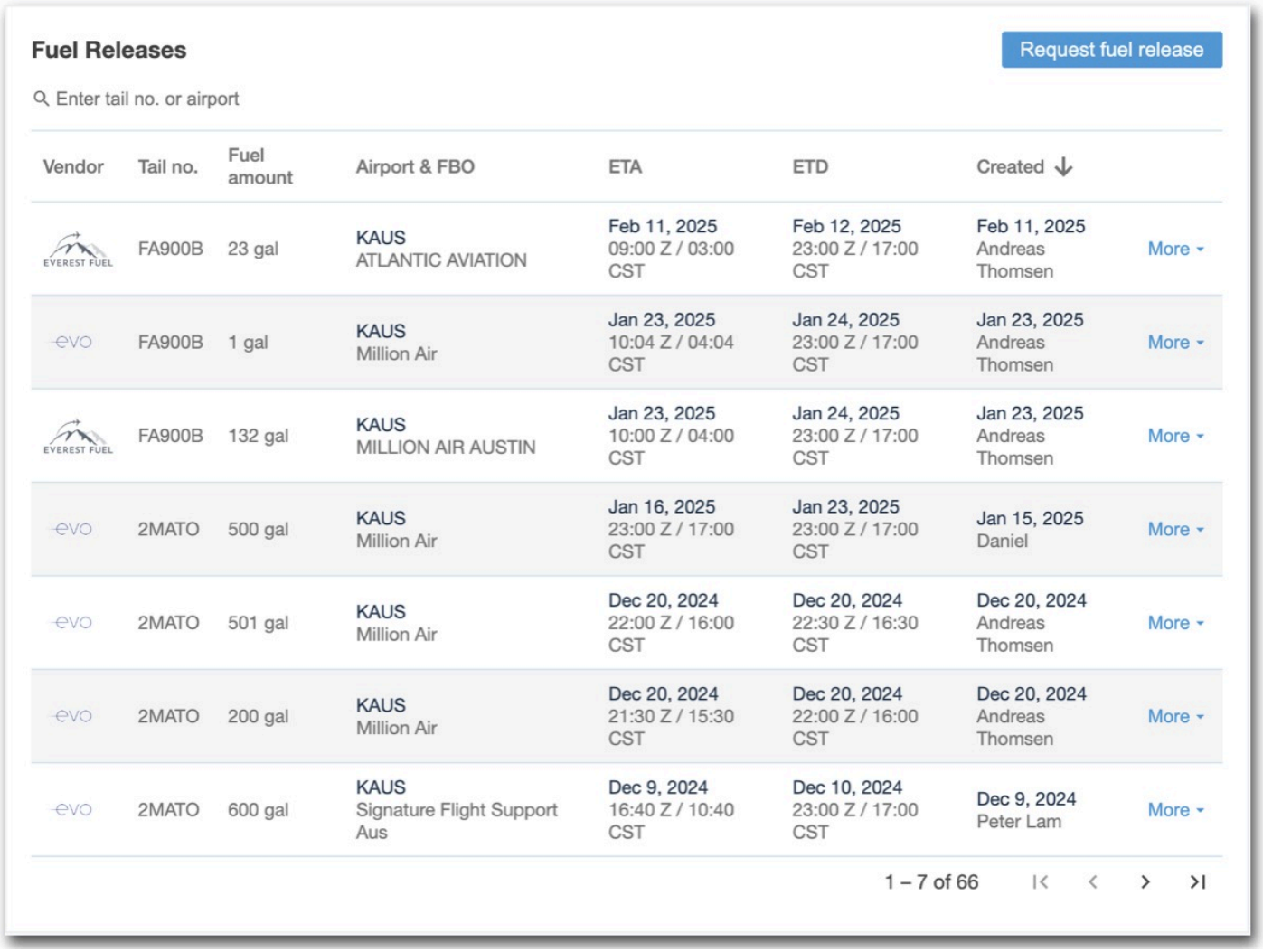


Figure 19-10. Fuel Releases

19.4.1 Request Fuel Release

Click the **Request fuel release** button to open a Fuel Release Request form.

19.5 Fuel Prices

The Fuel prices section of the dashboard enables browsing prices associated with all of the fuel cards at a given airport. The prices are grouped into FBO expansion panels. Each FBO panel can be expanded to show the prices at that specific FBO. Each price item lists the vendor who offers the price, the date the prices were updated, a list of aircraft for which the price is available and an optional note from the vendor.

Click **Request fuel release** to open a Fuel Release Request form.

- Prices are grouped by the fuel provider
- The lowest available contract price option is marked with dollar signs **$$$**.

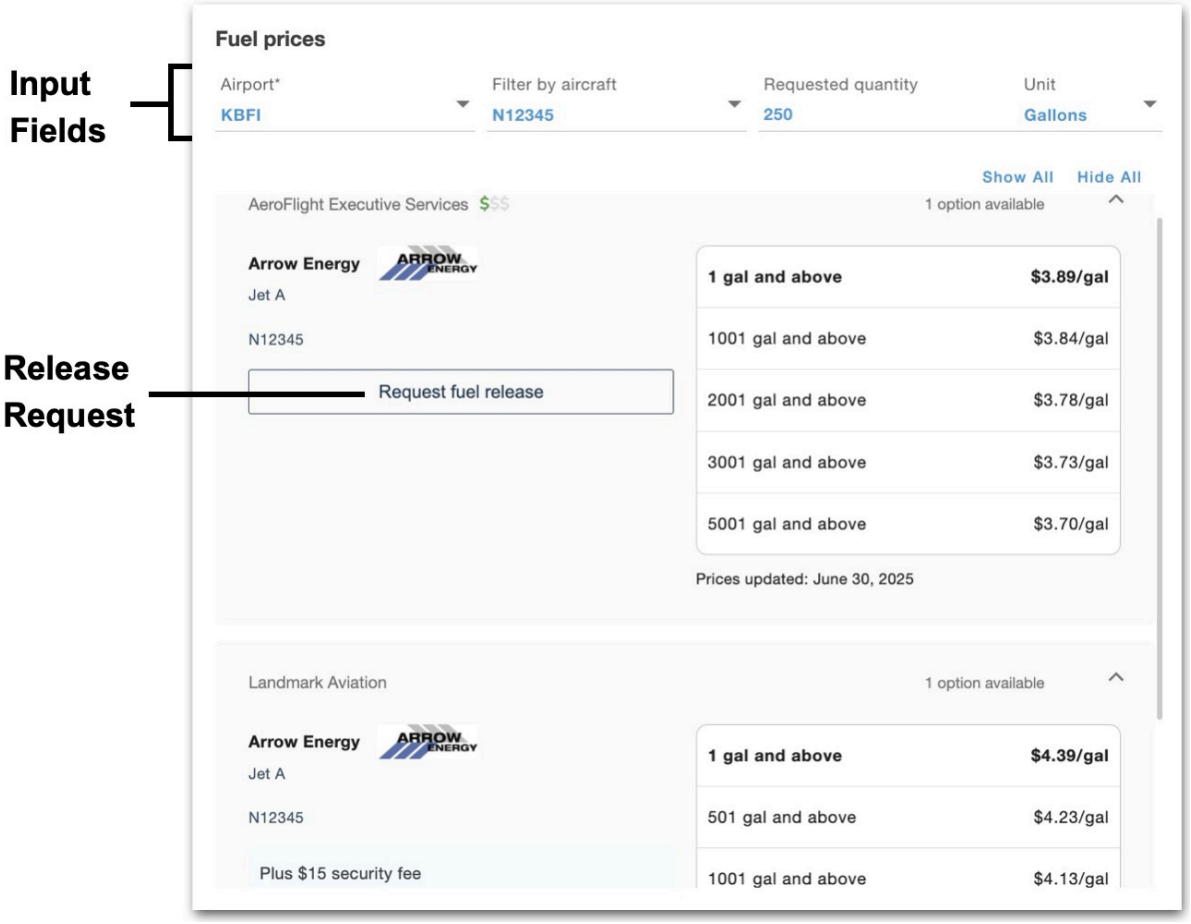


Figure 19-11. Fuel Price Browser

19.5.1 Input Fields

The following Fuel Price input fields are available:

Airport (Required)

Select an airport to display the offer prices at the airport.

Aircraft

Select an aircraft to filter the results to that specific aircraft.

Quantity

Enter a quantity of fuel to highlight the results for the corresponding range that includes the entered value.

Unit

Select the desired fuel units.

19.6 Fuel Release Requests

The request form is divided up into 3 sections: Details, Fuel card, and Comment.

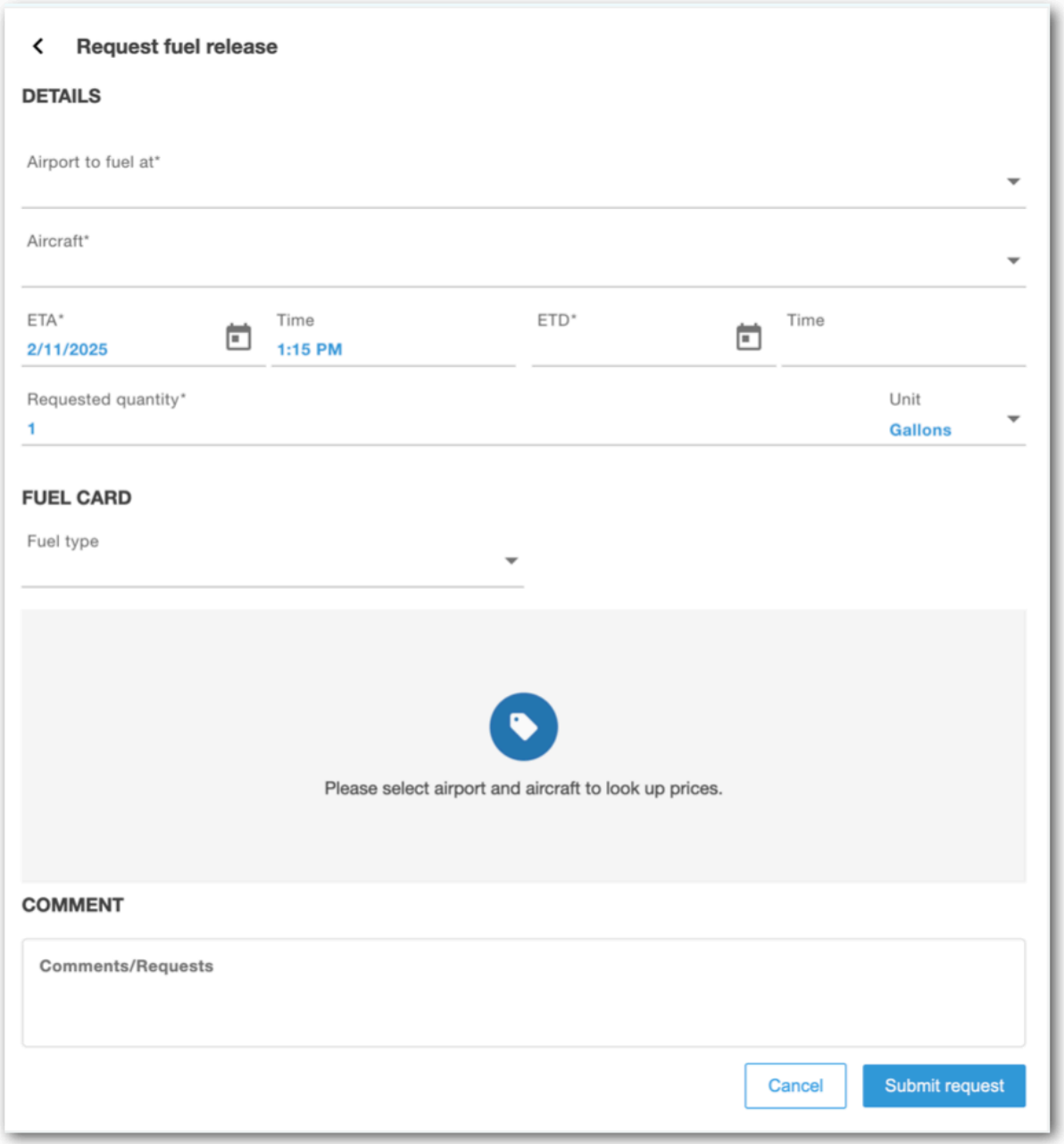


Figure 19-12. Fuel Release Request Form

19.6.1 Details

Fill the details fields for the fuel release request.

19.6.2 Fuel Card

The **FUEL CARD** section will populate after an airport and aircraft are selected.

- Prices are grouped by fuel provider
- The lowest available contract price option is marked with a **$$$** icon
- Summary is shown if price selected from collapsed panel
- Summary section displays total cost.

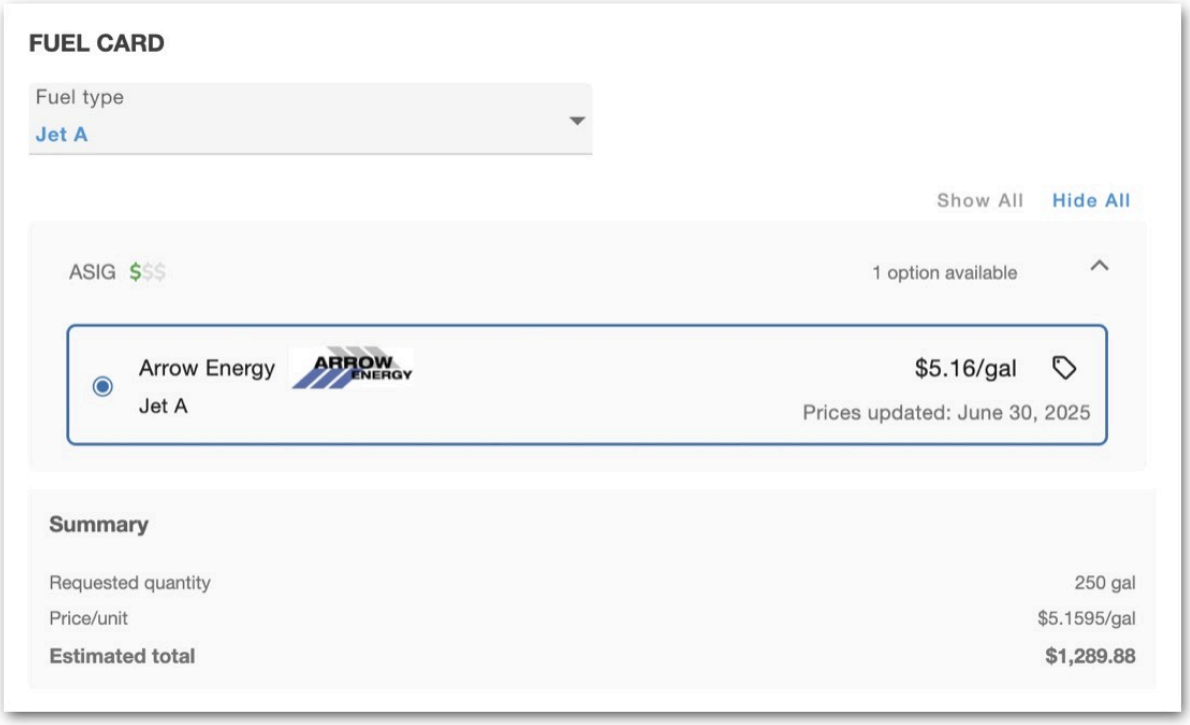


Figure 19-13. Fuel Card

19.6.2.1 Price Option

The price option can be selected by clicking anywhere within the FBO's line. The price/unit is based on the requested quantity entered in the details section. Additional tiers can be viewed by clicking on the price tag icon.

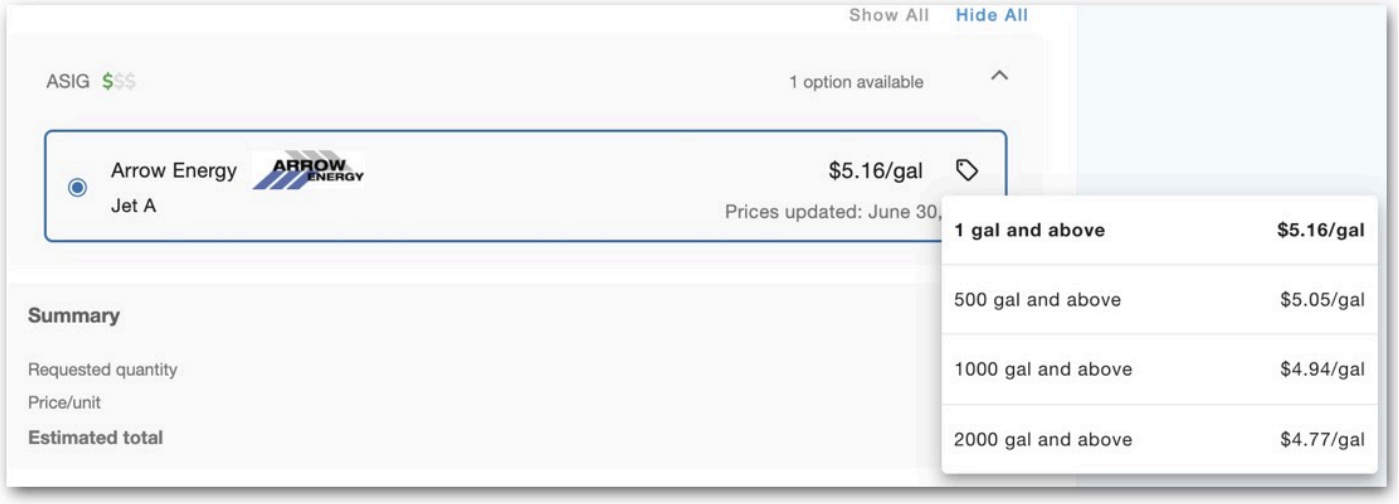


Figure 19-14. Price Option

19.6.3 Comment

Comments can be added to the fuel request using the **COMMENT** section entry.

19.6.4 Fuel Release Request Confirmation

After a successful request submission, the Fuel Release Request Confirmation will display, indicating that ForeFlight has sent the request.

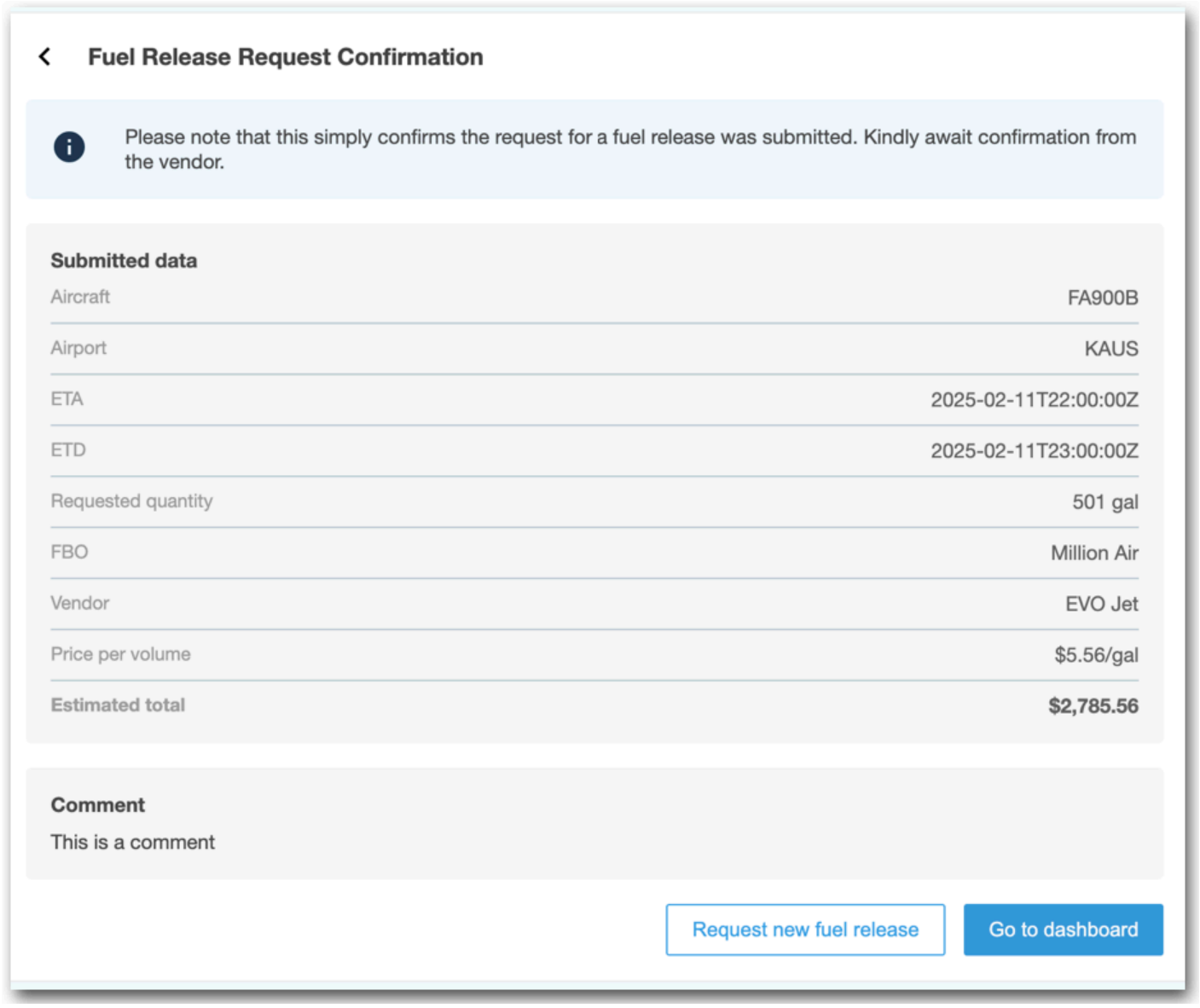


Figure 19-15. Fuel Release Request Confirmation

NOTE: The Fuel Release Request Confirmation is not a confirmation from the vendor.

FLIGHT SERVICES

Flight Services provides FSPs with limited visibility into customer account data to support flight planning and monitoring. This access enables coordination with customer organizations to review operational details and observe flight activity in real time.

Flight Services extends these capabilities by offering a set of planning tools that support tasks such as route generation, weather and NOTAM review, fuel planning, and compliance verification. These features assist FSPs in performing essential planning functions for customer organizations.

> **NOTE:** This chapter outlines the capabilities available to flight service providers and highlights differences in features compared to standard customer accounts.

> **IMPORTANT:** Access to features within customer accounts may be limited for FSPs. Available functionality is determined by the specific agreements established between the FSP and each customer organization.

20.1 Flight Services Dispatch FSP Main View

When selected, theDispatch tab defaults to the **Flights** tab, displaying the **Flight Status Board**. This view presents a consolidated list of flights from all associated customer organizations. The FSP can view and organize individual flights using the search fields at the top of the page to apply filters as needed.

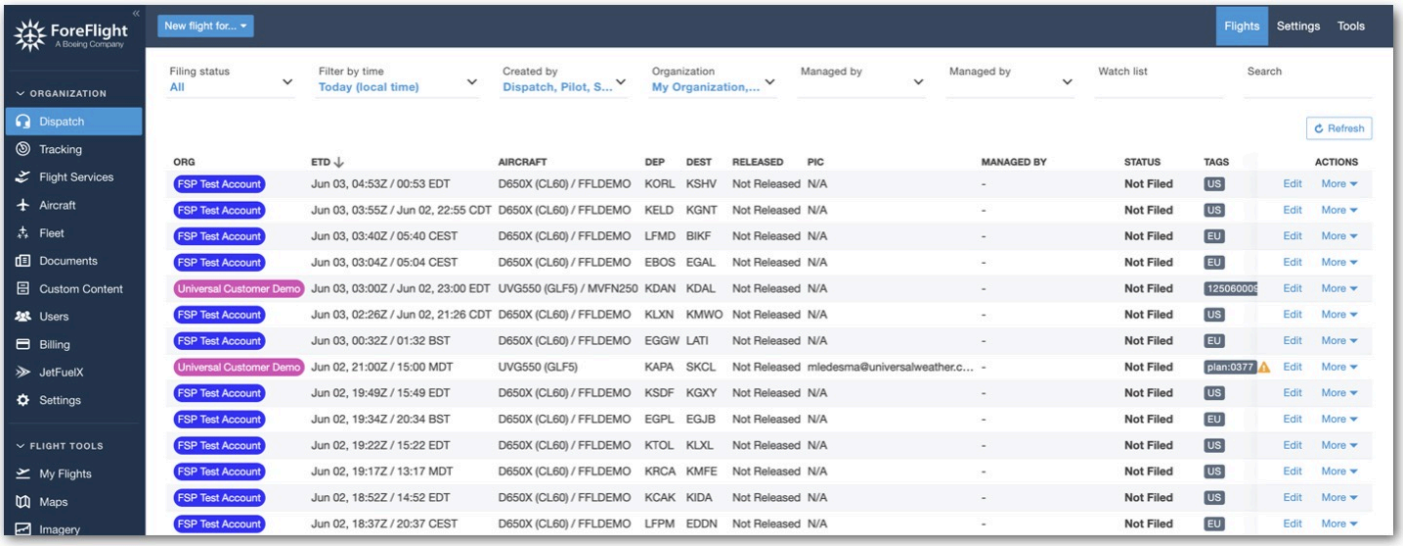


Figure 20-1. Flight Services Dispatch Main View

Individual flights can be opened from the **Flight Status Board** by double-clicking the flight entry or selecting the **Edit** button. These actions open the corresponding customer account in the **Flight Editor,** allowing the FSP to manage it directly.

The **New Flight For…** button, located in the upper-left corner, allows the planner to select an organization using the dropdown menu. This opens the **Flight Editor** view for the selected organization, enabling flight creation and planning.

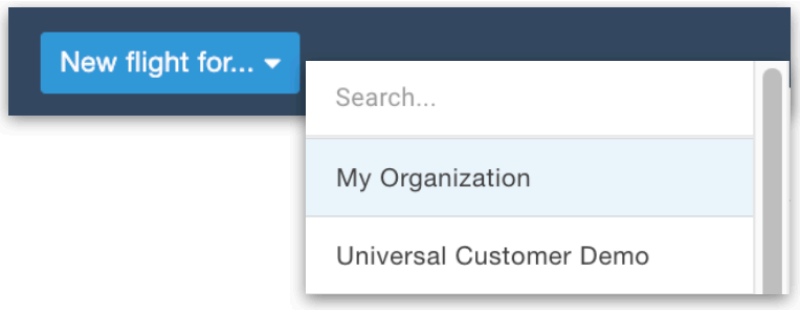


Figure 20-2. New Flight for… Drop-Down Menu

20.1.1 Search Fields

The search fields filter flights displayed on the Flight Status Board. The top search bar includes two additional fields specific to FSP accounts:

- Organization
- Managed by (**Tier 2 feature**).

Selecting the **Organization** drop-down menu displays a list of all organizations managed by the FSP. A single organization can be selected for focused viewing, or all organizations can be displayed by toggling **Select All**.

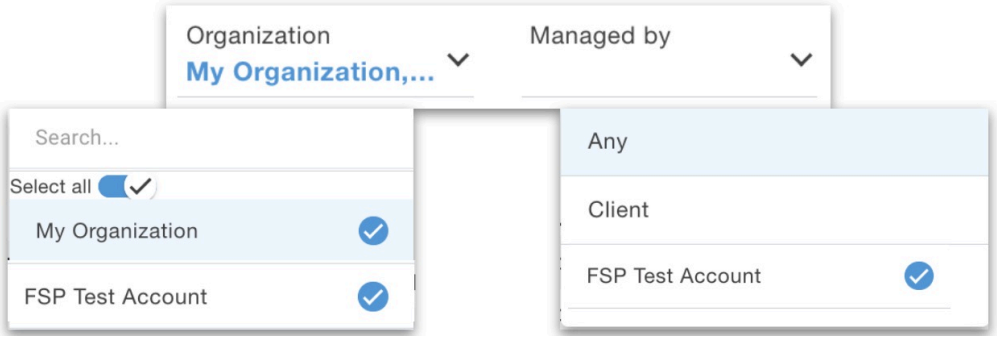


Figure 20-3. FSP Search Fields

Selecting the **Managed By** dropdown menu displays filtering options to show any flight managed by the FSP or selected organization flights.

The **Organization** and **Managed By** fields are displayed on each flight information line within the **Flight Status Board**, providing clear visibility into the associated organization and the account managing the flight.

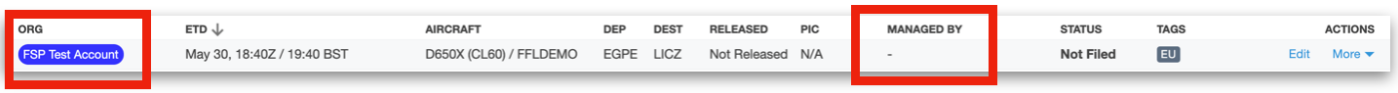


Figure 20-4. Flight List on Flights View

20.2 Flight Editor View

The **Flight Editor** view provides the same functionality available to the customer, including access to all planning tools and options. It also includes a **Take Ownership** toggle, allowing the flight service provider to assume management of the flight if needed.

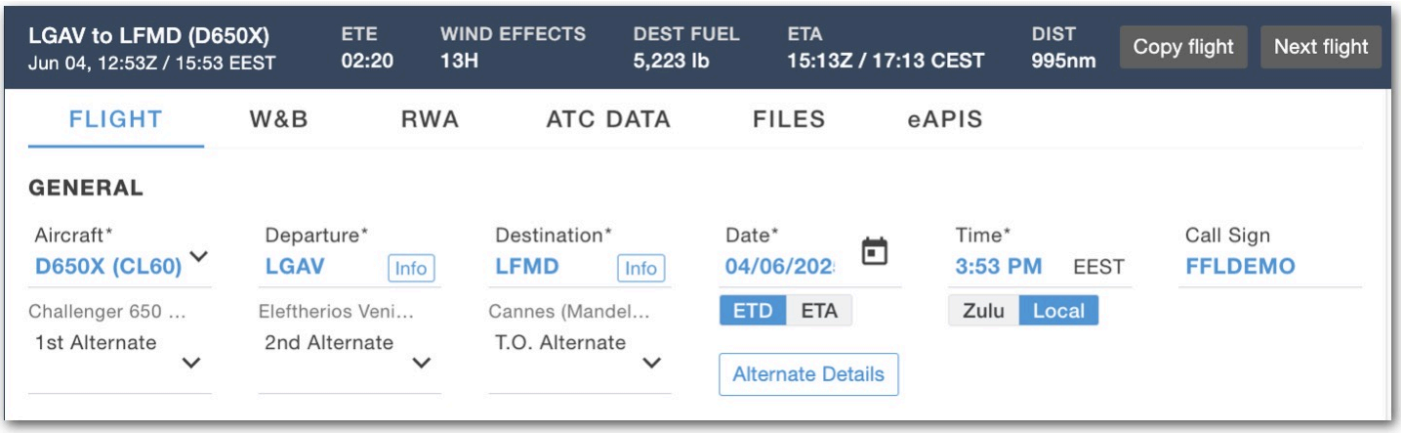


Figure 20-5. Flight Editor View

20.2.1 Take Ownership - Tier 2 Feature

The **Take Ownership** toggle is located on the bottom of the **Flight Status Bar**. When selected, a green checkmark appears, indicating that ownership of the flight has been transferred to the FSP. The customer can still view the flight, but can no longer edit or delete it.

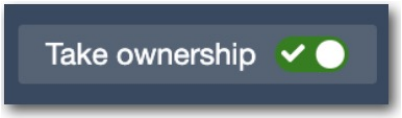


Figure 20-6. Take Ownership Toggle

Flight ownership is indicated in the **Managed By** column on the FSPs Dispatch main view. This column displays the current owner of each listed flight.

Use **Enable "Take Ownership" by Default** in FSP Settings to automatically take ownership of a flight.

20.2.2 Navlog FSP Tag

Selecting the **NavLog** drop-down button displays a list of available templates that can be selected. Templates created by the FSP are marked with an identifying tag.

NOTE: Navlog templates created by a customer will not have a tag added.



Figure 20-7. Change Navlog Template Button (Left), Navlog FSP Tag (Right)

20.3 Flight Services Tab

Selecting the **Flight Services** tab displays the **Flight Services** main view and lists all customer organizations by customer, email, and organization name.

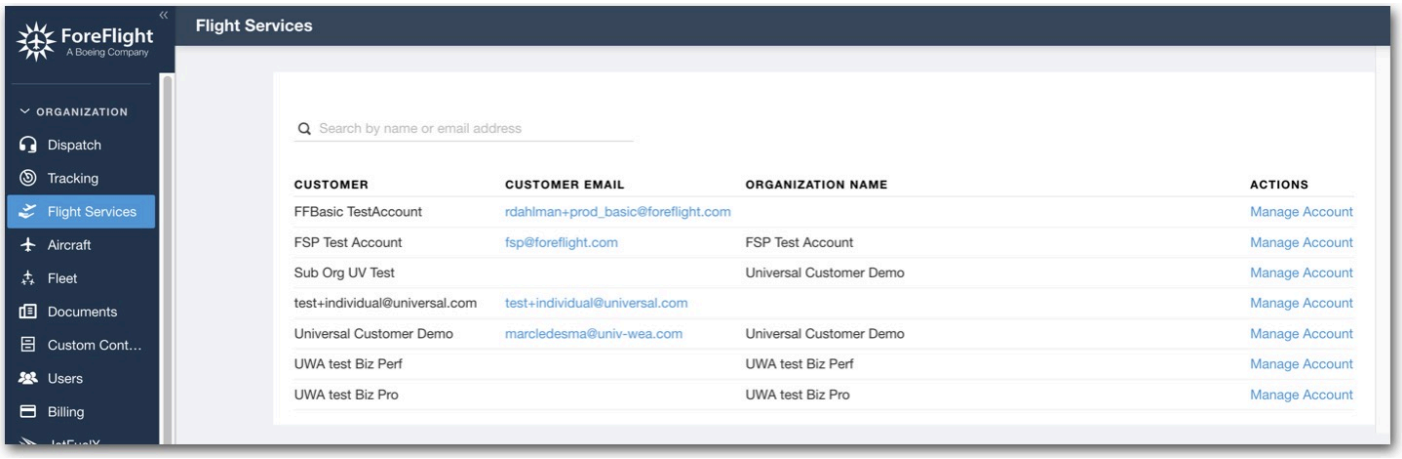


Figure 20-8. Flight Services Main View

Each entry includes a **Manage Account Actions** button, which opens the corresponding customer account for flight planning and management tasks.

When the **Manage Account Actions** button is selected, a popover appears to confirm the action before opening the selected organization's account. Select **Manage** in the popover to open the account.

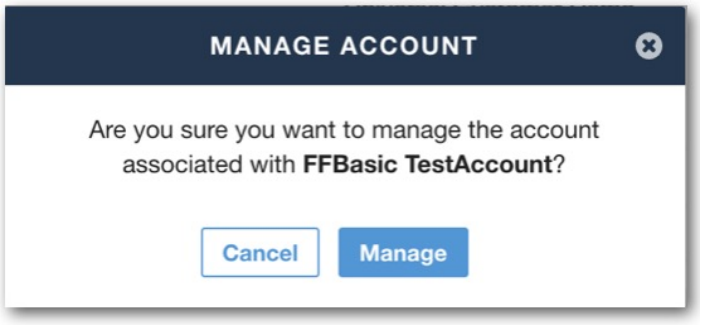


Figure 20-9. Manage Account Popover

20.3.1 Managing Customer Accounts

The Account Management main view displays the customer's Dispatch account, which provides access to features necessary for performing flight planning and management tasks.

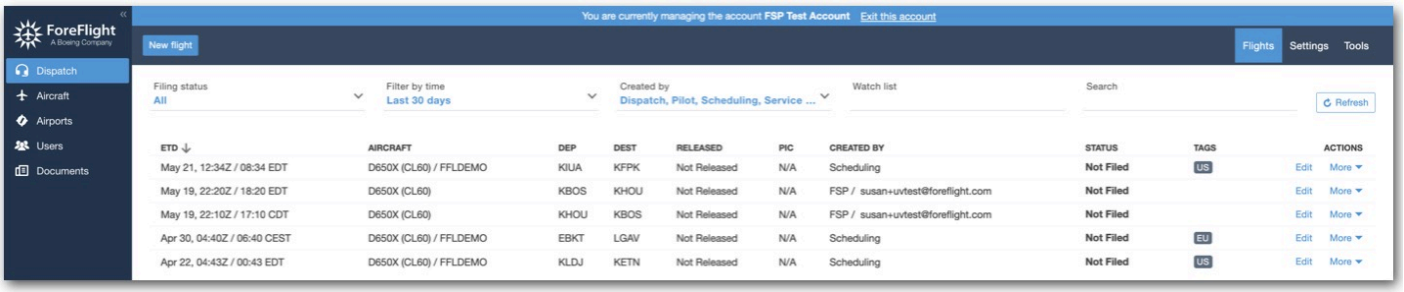


Figure 20-10. Customer Account Management Main View

A message is displayed at the top of the main view that identifies the organization account being managed. To exit the account, click on the **Exit This Account** link to return to the **Flight Services** main view.



Figure 20-11. Account Management Message

20.4 Account Navigation Sidebar

The Account Navigation sidebar will display the tools that the organization allows for flight planning and monitoring. The available features are:

- Dispatch
- Aircraft
- Airports
- Users
- Documents

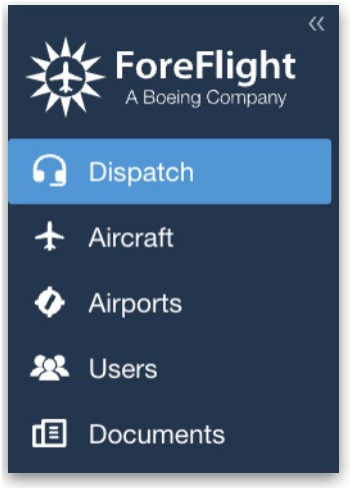


Figure 20-12. Account Navigation Sidebar

20.4.1 Settings Tab

The FSP Settings tab has the same functionality as the customer's account, with added functionality for **Take Ownership** settings. All other planning settings available to the FSP are identical to those in the customer account. For additional information, refer to **Settings**.

The **FSP Settings** can be accessed from the main Dispatch view by selecting **Settings → Planning** .

20.4.1.1 Enable “Take Ownership” by Default - Tier 2 Feature

The **Take Ownership** feature includes an FSP planning setting that, when set to **On**, automatically assumes ownership of a flight.

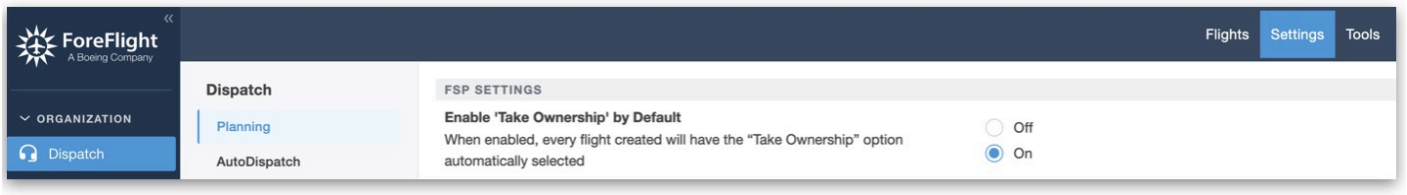


Figure 20-13. Enable Take Ownership Planning Setting

20.4.2 Tools Tab

The Tools tab for the FSP has the same functionality as the customer's account with added functionality for **Operational Rules** and **Saved Routes**. See Tools for more details.

20.4.2.1 FSP Global Operational Rules (Tier 1 & 2 Feature)

Global operational rules allow an FSP to configure policies for a single account, multiple accounts, or all customer accounts. This enables tailored procedures while supporting broad rule enforcement when needed.

> **IMPORTANT:** To create a Global Operational Rule, the FSP must use their Dispatch account, not the customer account.

Creating an FSP Global Operational Rule

To create a Global Operational Rule, the FSP must use their Dispatch account, not the customer account.

1. In the main Dispatch view, select the Tools tab.
2. In the left sidebar, ensure **Operational Rules** is selected and the Rules view is displayed.
3. Click **Add Rule** to open the **Create a New Rule** popover.
4. From the **Condition** dropdown, select **Organization**.

5. In the **Organizations** field, select one or more FSP accounts from the dropdown menu, or use **Select All** to apply the rule to all organizations.

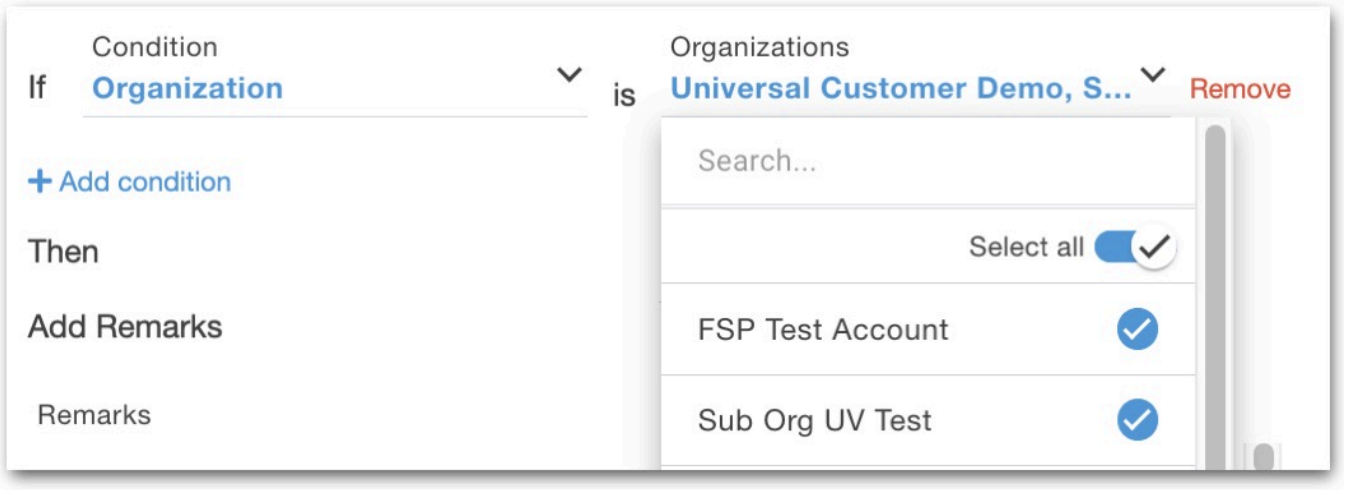


Figure 20-14. Add Condition Fields

> **NOTE:** When **Select All** is toggled on, the rule preview displays the word "any," and the rule applies to all current and future organizations.



Figure 20-15. Rule Preview

6. Add additional conditions as needed.

7. The operational rule is added to the **Rules** list, where it can be edited or deleted.

The operational rule is added to the **Rules** list, where it can be edited or deleted.

> **NOTE:** New operational rules apply only to newly created flights. They do not affect flights that were planned before the rule was added.

Viewing Global Operational Rules in the Customer Account

When managing a customer account, an FSP can view any global operational rules that apply to that account. The **Applied By** column will display the FSP if the rule was created by them. The **Edit** and **Delete** buttons are disabled to prevent changes to global operational rules from within the customer account. This ensures visibility without allowing unauthorized modifications.



Figure 20-16. Global Operational Rules List View

A tag appears in the Flight Summary section under Operational Rules, identifying the designated FSP. For more context, refer to the Operational Rules section in the Flight Summary chapter.

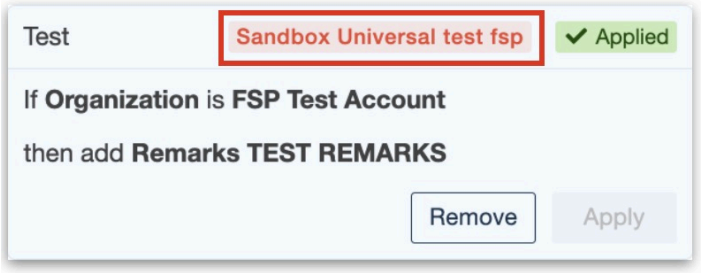


Figure 20-17. FSP Tag for Operational Rules

> **NOTE:** The customer can view the operational rules created by the FSP but cannot edit or delete them.

20.4.2.2 FSP Customer Operational Rules (All FSPs)

A customer operational rule is configured by the FSP specifically for an individual customer account. It can be edited or deleted by the FSP while managing that account and is only visible to the FSP when managing the customer account.

To create a customer operational rule, toggle **FSP Rule** to **On**. A green checkmark confirms that the rule will be created as a customer rule.



Figure 20-18. FSP Customer Rule

> **NOTE:** Global operational rules support most rule types and are suitable for broad application across accounts. Customer rules, created within individual customer accounts, support all rule types.

20.4.2.3 Saved Routes (Tier 1 & 2 Feature)

Saved routes appear in the flight planning view under **Routes** and are populated from both the customer account and the FSP. Routes saved by the customer appear under **Saved Routes**, while FSP-created routes are listed under **FSP Saved Routes**, labeled with the FSP name. When managing a single organization, any routes saved by that organization are also visible. Both sets of routes are accessible to the FSP when managing the customer account. See Saved Routes for more details.

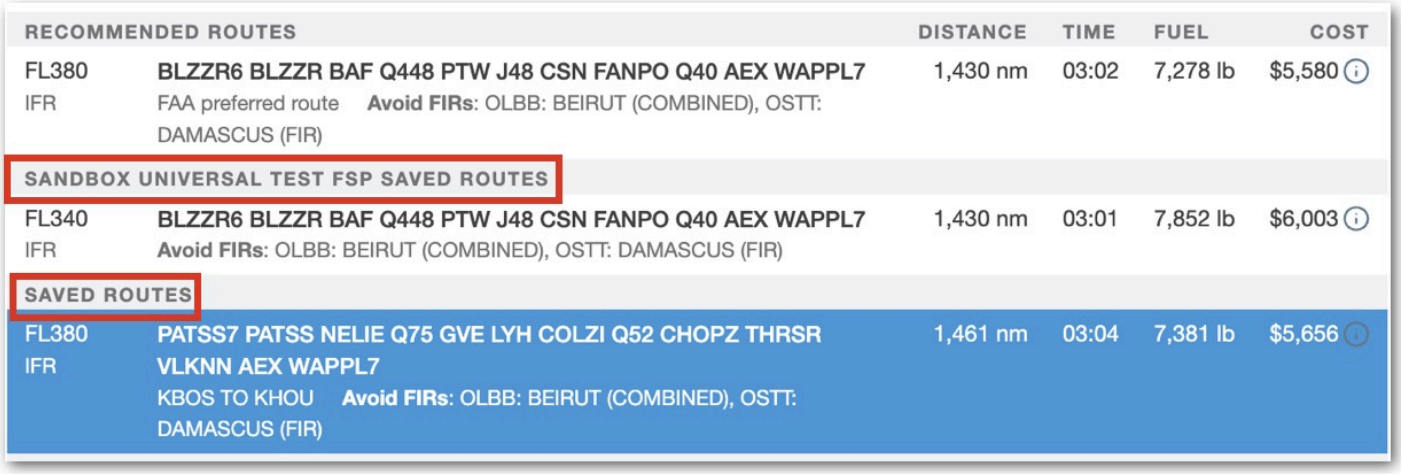


Figure 20-19. FSP Saved Routes Displayed in Routes

20.4.3 Aircraft Tab

The Aircraft tab for the FSP has the same functionality as the customer's account. See Aircraft for more details.

20.4.4 Airports Tab

The Airports tab for the FSP has the same functionality as the customer's account. See Airports for more details.

20.4.5 Users Tab

The Users tab for the FSP has the same functionality as the customer's account.

20.4.6 Documents Tab

The Document tab for the FSP has the same functionality as the customer's account.

CHANGE HISTORY

Date	Change Summary
September 2026	• The capability to define both Zero Fuel Weight (ZFW) and Basic Operating Weight (BOW) simultaneously within the Edit Flight view. • Added Airport Procedures in Tools to adjust maneuvering distances for Standard Terminal Arrival (STAR) and Standard Instrument Departure (SID). • Navlogs show planned route only, not ATC Filed route
April 2026	• A search bar was added to the Dispatch Map. • The Dispatch Map zoom buttons were moved to the right side of the map. • Text was added to Historical Winds to help the user understand the UI. • A new toggle was added to **Tools → Holding Fuel** to allowing adding on a per flight basis.
March 2026	• CRD Import/Export can set a default version number (Military). • Routes can be created for different Aeronautical Information Regulation And Control (AIRAC) cycles. • A note was added to the JetFuelX chapter clarifying who can link fuel accounts. • Added information about toggles in the Flight Editor routes section for disabling custom content, hiding invalid routes, and filing a different route than planned. • Added a note in Runway Analysis (RWA) to caution against adding a landing factor and a runway surface condition simultaneously. • Standard Instrument Departures (SID) and Standard Terminal Arrival Routes (STAR) are depicted on the planning map.
February 2026	• Tracking: Fleet status can be displayed on the TV View. • Tracking: A back button was added to the Flight Details view. • Tracking: A time zone selector was added to the header. • Tracking: Compact/Detailed mode toggle was added to the Real-time view. • Dispatch: ALT1 column was added to the Flight Status Board view. • Dispatch: ALT1 was added as a searchable field in the search bar on the Flight Status Board. • Enable option to see DOM or BOM on the W&B manifest. • Removed Trip Assistant.

Date	Change Summary
January 2026	• New style applied to the guide.
October 2025	• The Custom Content chapter was updated to a new user interface.
September 2025	• Virtual Waypoints can be deactivated in the **Aircraft ➔ General** section. • Atlas-style colors are available for the Dispatch Map. • Changes made to **Aircraft ➔ Filing** will be included on future planned flights. • **Airport ➔ Procedures** can be opened in a new tab. • Syria is now included as a supported country for filing.
August 2025	• Added filing preference, waypoint shape, and color when adding and importing Custom Waypoints. • Clarified where passenger names can be entered in People Manager.
July 2025	• The JetFuelX chapter was updated for new UI and functionality. • New obstacle corridor options were added for EASA and CASA. • Tracking TV button moved to settings. • Tracking added a new TV Views list to display active TV Views. • Tracking added a Lost Connection Recovered event in settings. • Tracking added a Download Position Report button to the Flight Details view. • Updated screenshots for new UI in Navlog Builder.
June 2025	• Airport Categories moved from Custom Content to Tools. • FSP name added to Route header. • Local/Zulu time toggle added to **Account ➔ Settings**. • Operational Rules display the FSP origin organization.
May 2025	• Flight Services chapter was added to the Dispatch Guide. • TV View was added to Tracking. • Company Notes was added as an Operational Rule. • Timeframe was changed for Auto Archive using settings. • Refresh button added to W&B tab. • New unread NOTAMs are flagged after a flight is planned and before departure, using time frames in settings. • Block time sources added to Flight Details view in Tracking. • **Military Only** - WIFI Message will add the Most Critical ETP to the bottom of the WIFS message.
June 2021	• Original Version



ForeFlight

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