

## 1.1 VIEW APPLICATIONS

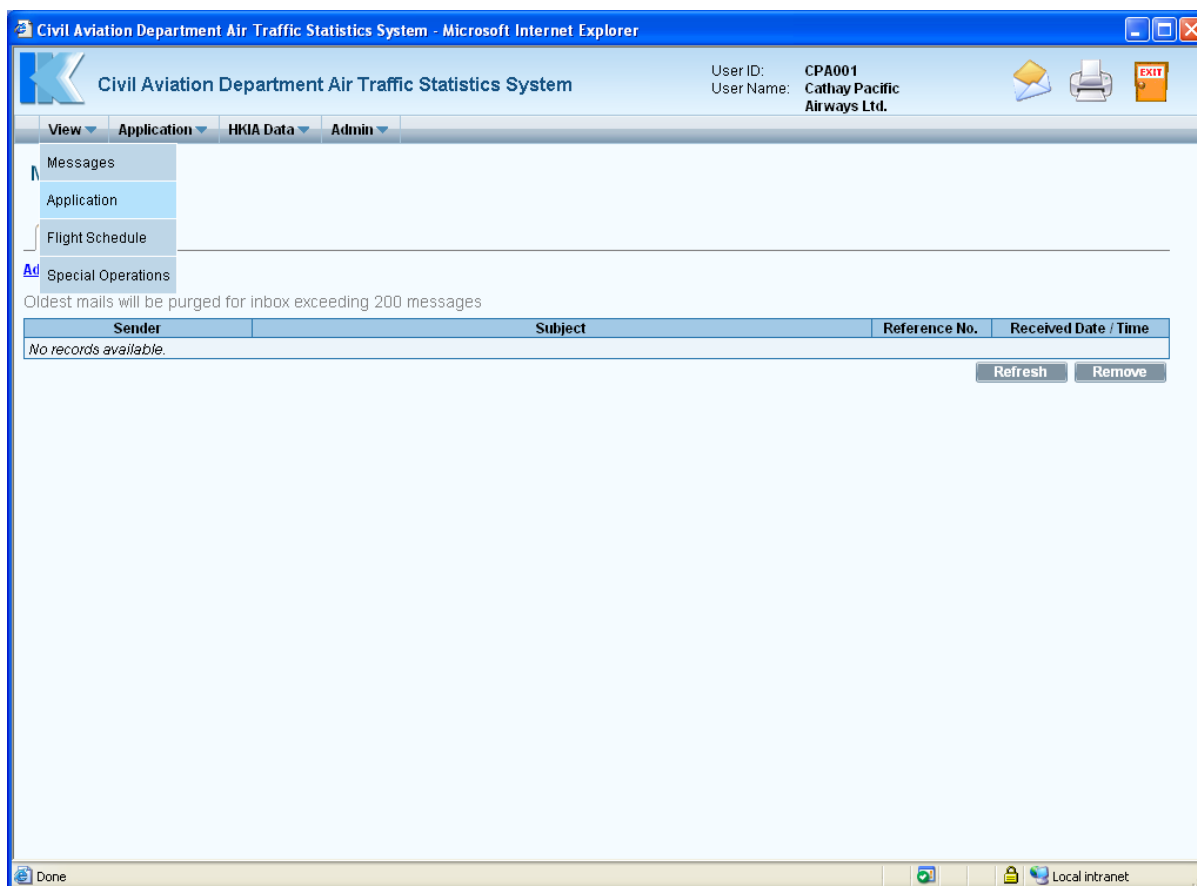
### 1.1.1 Introduction

This section contains procedures for users to

- view / search submitted or draft applications;
- view the status of the submitted applications;
- withdraw submitted applications which have not be approved / disapproved by CAD; and
- delete draft applications in the E-filing System.

### 1.1.2 View Applications

1.1.2.1 From the Main menu, click **View** → click **Application**. The **Search Application** screen will be displayed.



Main Menu

**Submitted Applications**

Operator Name	Application Type	Reference No.	Submitted Date / Time	Last Processed Date	Status
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">000000000108</a>	09/01/2009 14:23:57	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">000000000107</a>	09/01/2009 14:20:37	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">000000000106</a>	09/01/2009 14:06:43	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">000000000097</a>	09/01/2009 13:58:50	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Extra Section Passenger	<a href="#">000000000105</a>	09/01/2009 11:26:13	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">000000000104</a>	09/01/2009 11:19:25	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">000000000102</a>	09/01/2009 10:58:22	09/01/2009	Approved
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">000000000101</a>	09/01/2009 10:33:54		New
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Scheduled All-Cargo	<a href="#">000000000100</a>	09/01/2009 10:33:53		New
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">000000000099</a>	09/01/2009 10:30:03		New

Records 1 to 10 of 54 Match(es)

**Drafted Applications**

Operator Name	Application Type	Reference No.	Earliest Eff. Date	Last Saved Date / Time
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Charter All-Cargo	<a href="#">000600000039</a>		10/12/2008 11:26:05
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Schedule Change	<a href="#">000200000027</a>		09/12/2008 17:28:03
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Charter All-Cargo	<a href="#">000700000039</a>		10/12/2008 11:26:05
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Charter All-Cargo	<a href="#">000300000039</a>		10/12/2008 11:26:05
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Charter All-Cargo	<a href="#">000200000039</a>		10/12/2008 11:26:05
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Charter All-Cargo	<a href="#">000800000039</a>		10/12/2008 11:26:05
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Charter All-Cargo	<a href="#">000400000039</a>		10/12/2008 11:26:05
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Schedule Change	<a href="#">000700000027</a>		09/12/2008 17:28:03
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Schedule Change	<a href="#">000100000027</a>		09/12/2008 17:28:03
<input type="checkbox"/> Cathay Pacific Airways Ltd.	Schedule Change	<a href="#">000800000027</a>		09/12/2008 17:28:03

**Search Application**

1.1.2.2 On the **Search Application** screen, the latest 10 applications submitted by the user are displayed on the *Submitted Applications* grid in descending order of *Submitted Date/Time*. Click column headers of *Operator Name*, *Application Type*, *Reference No*, *Submitted Date/Time*, *Last Processed Date* to sort the list accordingly. Users can view only the applications in their own accounts.

1.1.2.3 To open the application and view the flight schedule details, click the Reference No. link.

column headers

Submitted Applications							Back to Top
	Operator Name	Application Type	Reference No.	Submitted Date / Time	Last Processed Date	Status	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">00000000108</a>	09/01/2009 14:23:57	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">00000000107</a>	09/01/2009 14:20:37	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">00000000106</a>	09/01/2009 14:06:43	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	<a href="#">00000000097</a>	09/01/2009 13:58:50	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Extra Section Passenger	<a href="#">00000000105</a>	09/01/2009 11:26:13	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">00000000104</a>	09/01/2009 11:19:25	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">00000000102</a>	09/01/2009 10:58:22	09/01/2009	Approved	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">00000000101</a>	09/01/2009 10:33:54		New	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled All-Cargo	<a href="#">00000000100</a>	09/01/2009 10:33:53		New	
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">00000000099</a>	09/01/2009 10:30:03		New	

Reference No. link

Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer

Civil Aviation Department Air Traffic Statistics System

User ID: CPA001  
User Name: Cathay Pacific Airways Ltd.

View Application HKIA Data Admin

Preview Seasonal Schedule Application

Reference No. 00000000099      Related Application Ref. No. -  
 Season Summer 2008      Service Type Sch Pax  
 Operator (ICAO) CPA      Operator Name Cathay Pacific Airways Ltd.

Flight Schedules									Back to Top
Flight No.	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	Route	Local Time		Next Date
	From	To					STA	STD	
CPA0705	01/08/2008	31/08/2008	4 6	CR2	287	HKG-STR		1130	
CPA0704	01/08/2008	31/08/2008	4 6	CR2	287	STR-HKG	1825		
CPA1010	30/03/2008	01/04/2008	1234567	340	243	HKG-ADD		2350	
CPA1000	30/03/2008	01/04/2008	1234567	340	243	ADD-HKG	2225		

Code Description

No records available.

Remarks -

Discard Print

Done Local intranet

Preview Seasonal Schedule Application

- 1.1.2.4 For advance search, input the desired search criteria to filter the records displayed in the *Submitted Applications* grid:
- Operator (ICAO)** - For registered operators, their Operator code is displayed automatically. Users can choose a suitable operator code from the **Operator (ICAO) pull down menu**.
  - Operator Name** - The name of the Operator will be displayed according to the selected code. Users can input the full name of the operator manually. The text should be limited to 100 characters. Please ensure that the name should tally with the one used in E-filing applications. For registered agents, they can input partial Operator

Name by specifying "%". For example, to search all operator names start with "Cathay" by specifying "Cathay%". Similarly, to search all operator names containing "Air" by specifying "%Air%".

- c. **Application Type** – Tick the *checkbox(es)* to specify application type(s). More than one checkbox can be selected at one time. For example,

**Scheduled Passenger checkbox**

Application Type	<input checked="" type="checkbox"/> Scheduled Passenger
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- d. **Reference No.** – Input the **start reference no.** or **end reference no.** or both. For example, input 12 for reference no. 00000000012. The specified value must be a number not exceeding 12 numerals.

**start reference no.                      end reference no.**

Reference No.		to	
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- e. **Submitted Date/Time** - Use the **Submitted Date / Time (From/To) date picker** to specify the range of submitted date or input manually in dd/mm/yyyy format.

**Submitted Date / Time (From/To) date picker**

Submitted Date / Time		to		(dd/mm/yyyy)
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- f. **Status** - Select to view applications of various statuses from the **Status pull down menu**. The possible values of status are:

- **New** - Newly submitted application yet to be processed by CAD.
- **Processing** - Application is being processed by CAD.
- **Returned** - Application has been returned by CAD for users' follow-up action.
- **Approved** - All flight schedules in the application have been approved.
- **Disapproved** - All flight schedules in the application have been disapproved.
- **Processed** - Application has been processed and contains flights of different status. For example, some flights are approved while other flights have been processed by CAD but of different status (e.g. disapproved)
- **Withdrawn** - Application has been withdrawn by the user.
- **Lapsed** - Submitted Applications contains lapsed flight schedules, i.e. the proposed date(s) of operation has / have been passed.

**Status pull down menu**


Status	All
o. Earliest Eff. Date	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;"> <ul style="list-style-type: none"> <li>All</li> <li>New</li> <li>Processing</li> <li>Returned</li> <li>Approved</li> <li>Disapproved</li> <li>Processed</li> <li>Withdrawn</li> <li>Lapsed</li> </ul> </div>

1.1.2.5 To clear the entered search criteria, click .

1.1.2.6 Click  to display those submitted applications meeting the search criteria. Please note that the draft applications will only be displayed in the *Draft Applications* grid.

### 1.1.3 Withdraw Application

1.1.3.1 Only the **New or Processing** applications can be withdrawn. CAD will be notified of the withdrawal of applications or selected flight schedules.



1.1.3.2 To withdraw an application, select the application by ticking the checkbox beside the application in the *Submitted Applications* grid. Click .

*tick this checkbox to select a flight*

Submitted Applications <span style="float: right;">Back to Top</span>						
	Operator Name	Application Type	Reference No.	Submitted Date / Time	Last Processed Date	Status
<input checked="" type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	000000000110	09/01/2009 17:36:38		New
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	000000000109	09/01/2009 17:34:03		New
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	000000000108	09/01/2009 14:23:57	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	000000000107	09/01/2009 14:20:37	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	000000000106	09/01/2009 14:06:43	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Special Operation (Code Sharing)	000000000097	09/01/2009 13:58:50	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Extra Section Passenger	000000000105	09/01/2009 11:26:13	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	000000000104	09/01/2009 11:19:25	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	000000000102	09/01/2009 10:58:22	09/01/2009	Approved
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	000000000101	09/01/2009 10:33:54		New



1.1.3.3 If the selected applications are **Supporting Document, Lease Aircraft and Schedule Change** applications, a message will be prompted to confirm withdrawal.



1.1.3.4 Click  to proceed with the withdrawal or click  to cancel withdrawal and exit E-filing system.

For other applications contains flight schedules such as Seasonal Schedules, Extra Section or Charter, etc., users can either withdraw the whole application or selected particular flight schedules.

Application for Withdrawal											
<input type="checkbox"/>	Service Type	Flight No. / Call Sign	Effective / Operation Period		DOP	Aircraft Type	Route	Local Time		Next Date	Status
			From	To				STA	STD		
<input type="checkbox"/>	Sch Pax	CPA750	01/10/2008	01/04/2009	1234567	340	HKG-BKK-BOM		1535		New

**Application for Withdrawal**

1.1.3.5 Tick all or specific flight schedules of the application to withdraw.

<input checked="" type="checkbox"/>	Service Type	Flight No. / Call Sign	Effective / Operation Period		DOP 1234567	Aircraft Type	Route	Local Time		Next Date	Status
			From	To				STA	STD		
<input checked="" type="checkbox"/>	Sch Pax	CPA750	01/10/2008	01/04/2009	1234567	340	HKG-BKK-BOM		1535		New

tick this checkbox to select a flight

1.1.3.6 A message will be prompted to confirm withdrawal.



1.1.3.7 Click  to proceed with the withdrawal or click  to exit E-filing System.

1.1.3.8 Users can check the withdrawn status of the selected application / flight schedules in the **Search Application** screen in sections 1.1 / **Search Flight Schedules** screen respectively.

### 1.1.4 Delete Draft Application

1.1.4.1 To delete draft applications, tick the checkbox beside the flight schedule application and click .

Draft Applications					Back to Top
<input type="checkbox"/>	Operator Name	Application Type	Reference No.	Earliest Eff. Date	Last Saved Date / Time
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Charter Passenger	<a href="#">000000000004</a>	05/12/2008	05/12/2008 14:25:50
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled All-Cargo	<a href="#">000000000006</a>	02/12/2008	05/12/2008 18:44:33
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Scheduled Passenger	<a href="#">000000000005</a>	02/12/2008	05/12/2008 16:11:53
<input type="checkbox"/>	Cathay Pacific Airways Ltd.	Schedule Change	<a href="#">000000000027</a>	01/12/2008	09/12/2008 17:28:03

tick this checkbox to select a flight

1.1.4.2 A message will be prompted to confirm deletion.



1.1.4.3 Click  to proceed with the deletion or click  to cancel deletion and exit E-filing System.