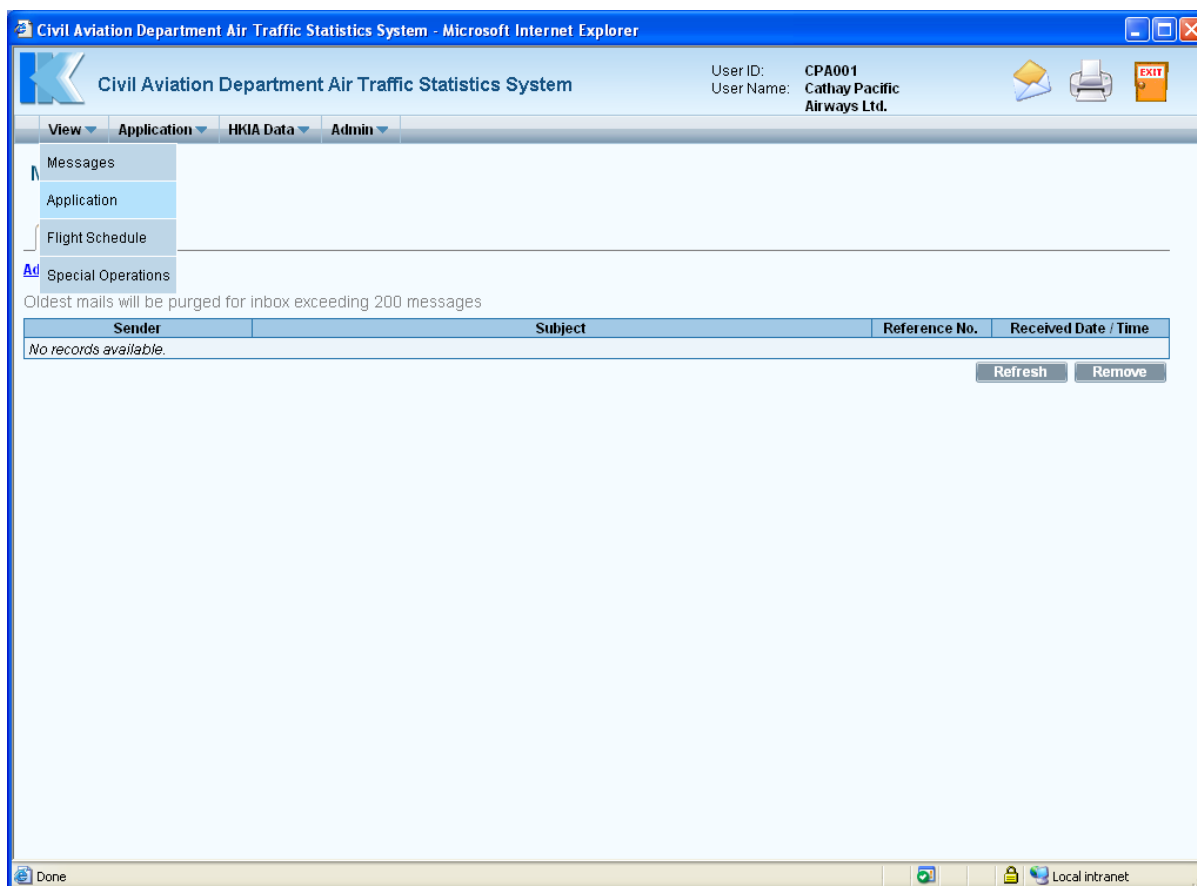## 1.1 VIEW APPLICATIONS

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

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.

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:

  a. **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**.

  b. **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,

d. *Reference No.* – Input the **start reference no.** or **end reference no.** or both. For example, input 12 for reference no. 000000000012. The specified value must be a number not exceeding 12 numerals.

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.

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.

1.1.2.5 To clear the entered search criteria, click [Reset].

1.1.2.6 Click [Search] 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 [Withdraw].

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 [Yes] to proceed with the withdrawal or click [No] 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

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

	Service Type	Flight No. / Call Sign	Effective / Operation Period		DOP	Aircraft Type	Route	Local Time		Next Date	Status
			From	To	1234567			STA	STD		
☑	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 [Yes] to proceed with the withdrawal or click [No] 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 [Delete].

Draft Applications					Back to Top
☐	Operator Name	Application Type	Reference No.	Earliest Eff. Date ▽	Last Saved Date / Time
☐	Cathay Pacific Airways Ltd.	Charter Passenger	000000000004	05/12/2008	05/12/2008 14:25:50
☐	Cathay Pacific Airways Ltd.	Scheduled All-Cargo	000000000006	02/12/2008	05/12/2008 18:44:33
☐	Cathay Pacific Airways Ltd.	Scheduled Passenger	000000000005	02/12/2008	05/12/2008 16:11:53
☐	Cathay Pacific Airways Ltd.	Schedule Change	000000000027	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 [Yes] to proceed with the deletion or click [No] to cancel deletion and exit E-filing System.