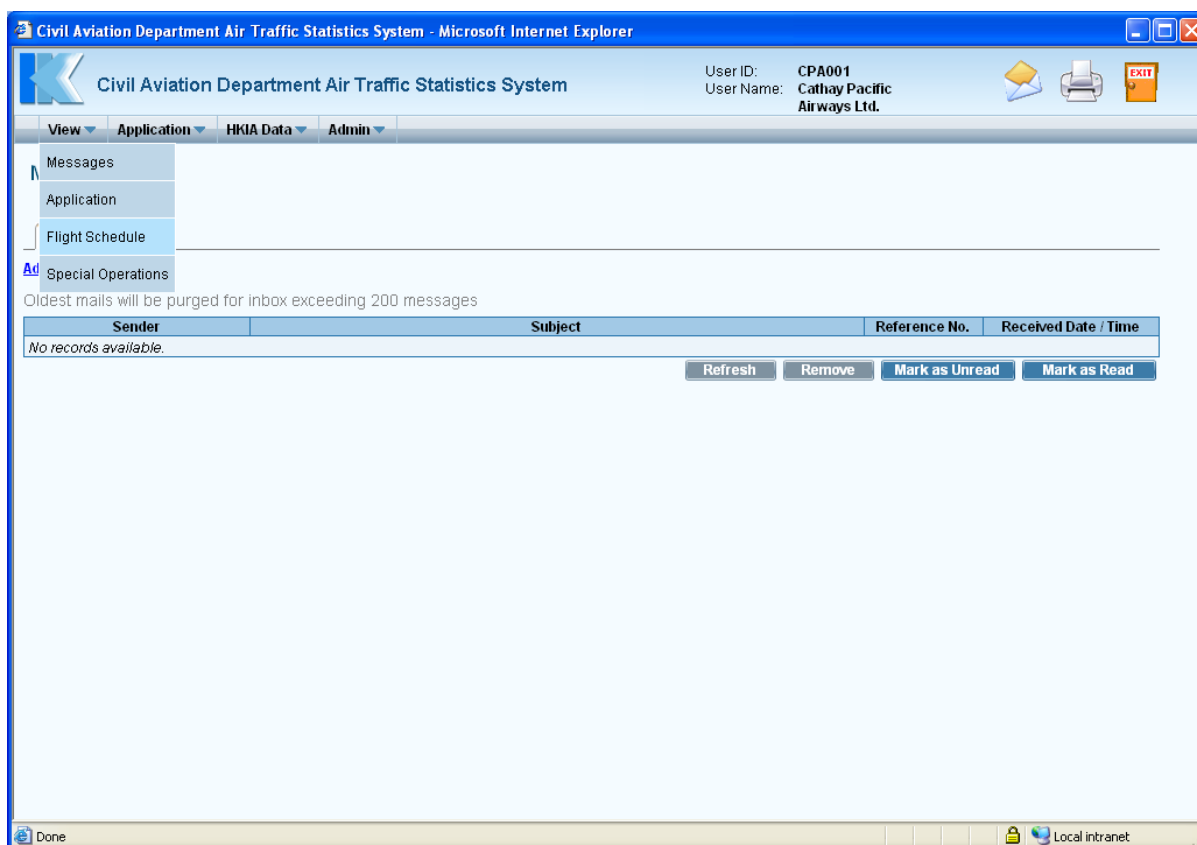## 1.1 VIEW FLIGHT SCHEDULES

1.1.1 Introduction

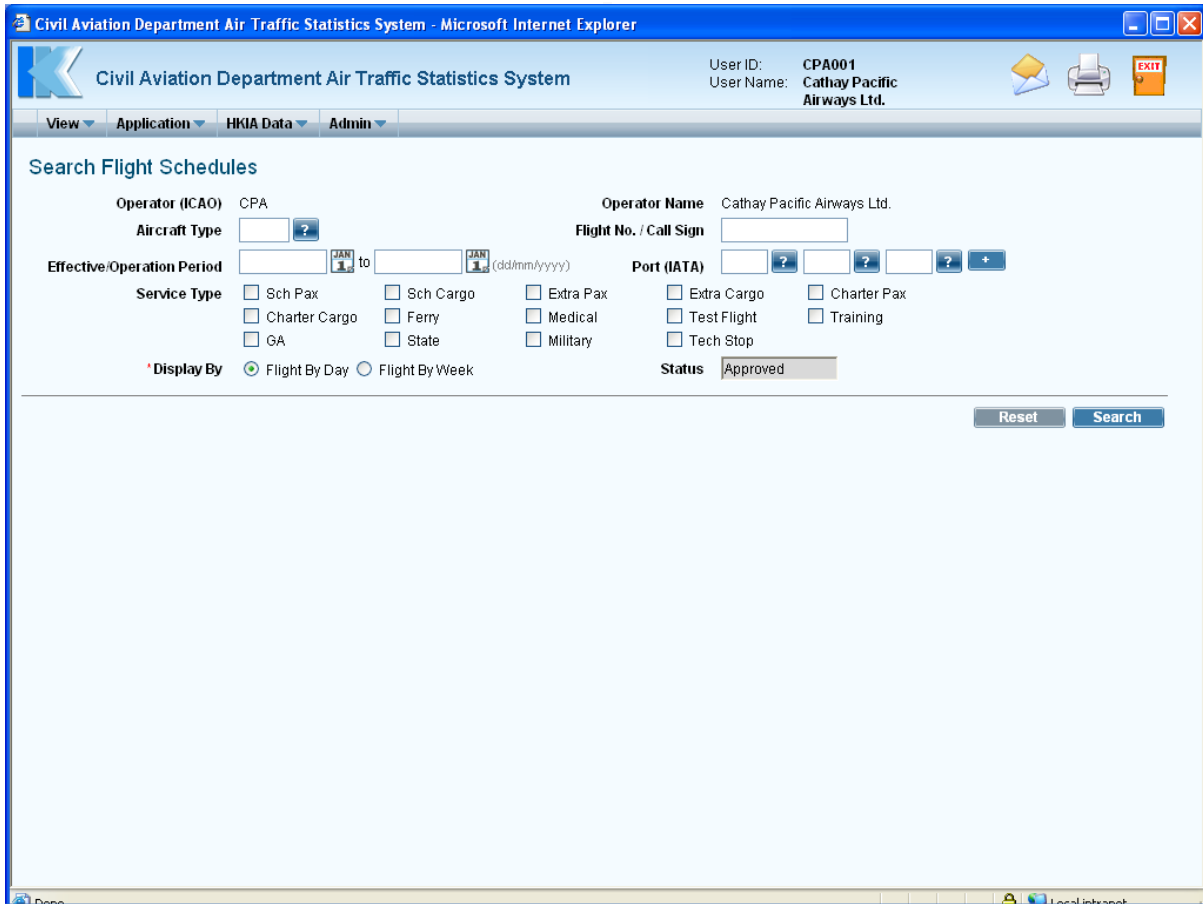This section contains procedures for users to

- view / search flight schedules;
- view the status of submitted flight schedules in the E-filing System; and
- make changes to approved flight schedules for submission of schedule change applications.

1.1.2 Search Flight Schedules

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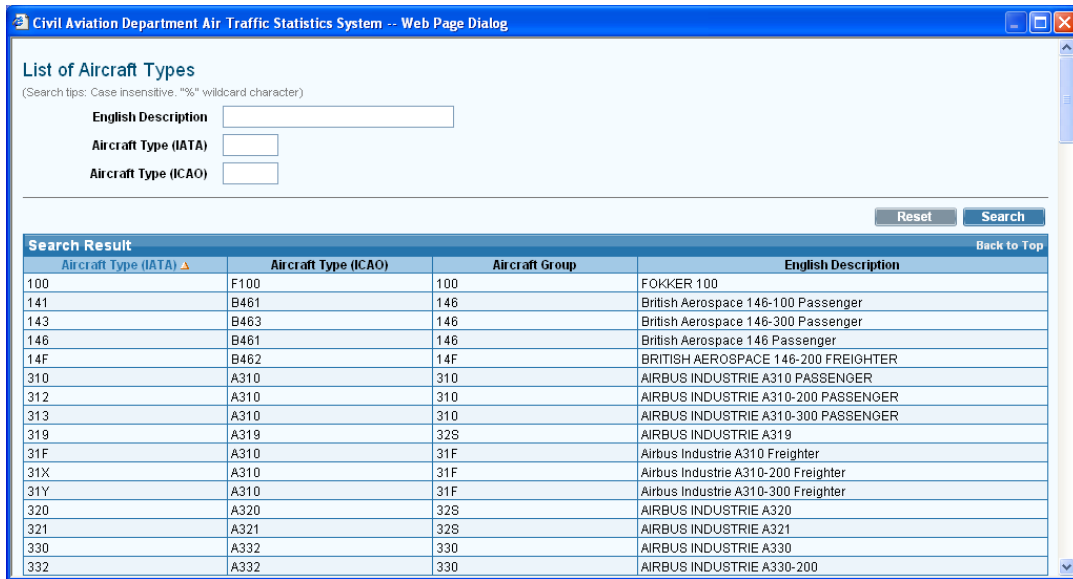

Main Menu

Search Flight Schedules

1.1.2.2 Fill in the suitable search criteria. Fields marked with * are mandatory (i.e. information must be provided).

    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. ***Aircraft Type*** - Use the ***Aircraft Type search*** to choose a suitable aircraft type or input the aircraft type manually in 3-letter (IATA) aircraft code format. The text should be limited to 4 characters.
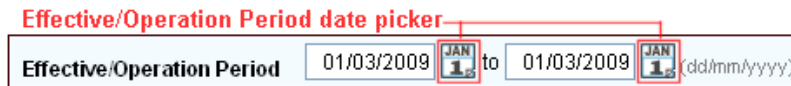
Click *Aircraft Type search*, the **List of Aircraft Types** screen will be displayed. Users can select the suitable aircraft type from the list. .
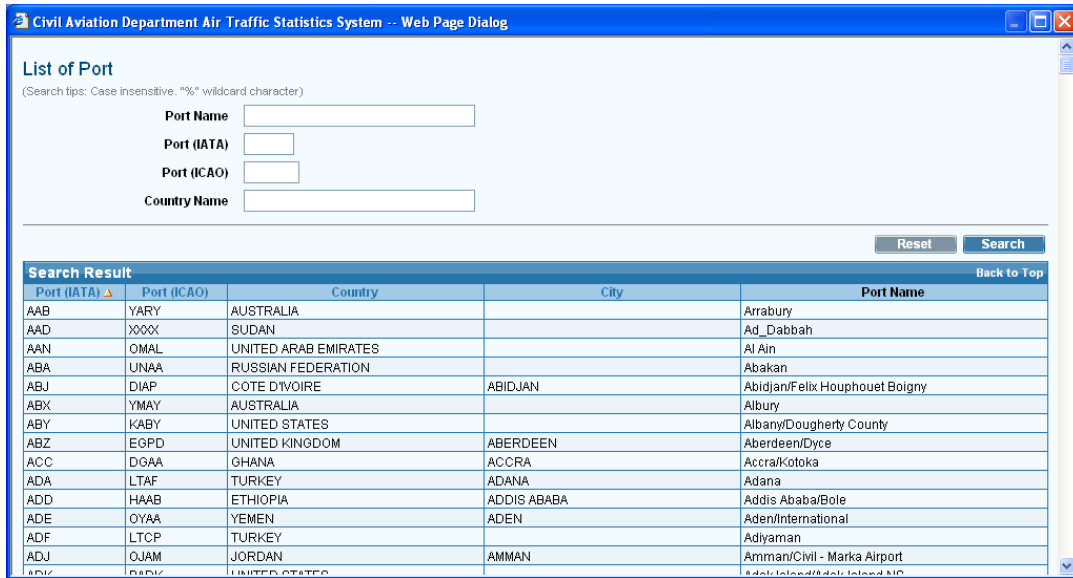

List of Aircraft Types

d. *Flight No./Call Sign* - Input the entire Flight No./ Call Sign (e.g. CPA001) or partial Flight No./ Call Sign by including the "%" character (e.g. CPA% to view all flight numbers starting with CPA).

e. *Effective/Operation Period* - Use the *Effective/Operation Period date picker* to specify the *Effective/Operation Period* or input the dates manually in dd/mm/yyyy format.

f. *Port (IATA)* - Click *Port (IATA) search*, the **List of Port** screen will be displayed. Select the suitable port from the list. If suitable code is not available, input the 3-letter (IATA) port code manually. Click [+] to input more port codes.
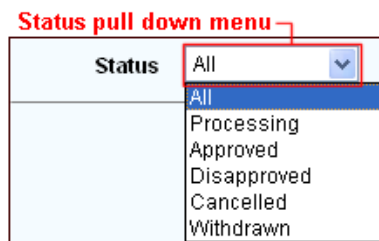
List of Port

g. **Service Type** - Tick **Sch Pax checkbox** to specify the service types.

h. **Display By** - Tick **Flight By Day radio button** to display the flight schedules on daily basis, i.e. one flight schedule per day on each row. Only approved flight schedules will be displayed on daily basis. Tick **Flight By Week radio button** to display flight schedules in a weekly operating pattern.

i. **Status** - If **Flight By Week radio button** is ticked, users are allow to choose the suitable status from the **Status pull down menu**. The possible values are All, Processing, Approved, Disapproved, Cancelled and Withdrawn. If **Flight By Day radio button** is ticked, the status is set to "Approved" and cannot be changed.

1.1.2.3 To clear the search criteria, click [Reset].

1.1.2.4 To perform the search, click [Search]. *Search results grid* will be displayed.

Search results grid

	Service Type	Flight No. / Call Sign △	Effective / Operation Period		DOP 1234567	Aircraft Type	Route	Local Time		Next Date	Status
			From	To				STA	STD		
☐	Sch Pax	CPA001	28/10/2008	28/10/2008	2	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	29/10/2008	29/10/2008	3	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	30/10/2008	30/10/2008	4	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	31/10/2008	31/10/2008	5	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	01/11/2008	01/11/2008	6	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	02/11/2008	02/11/2008	7	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	03/11/2008	03/11/2008	1	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	04/11/2008	04/11/2008	2	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	05/11/2008	05/11/2008	3	A380	HKG-NRT		1030		Approved
☐	Sch Pax	CPA001	06/11/2008	06/11/2008	4	A380	HKG-NRT		1030		Approved

Schedule Change

tick this checkbox to select a flight

1.1.2.5 Users can select the approved flight(s) directly from the search result to submit schedule change application. Tick the checkbox beside the flight(s). Click [Schedule Change]. **Create Schedule Change Application** screen is displayed. For details, please refer to **Flight Schedule Change Application**.