1.1 FLIGHT SCHEDULE CHANGE APPLICATION

1.1.1 Introduction

This section contains procedures for submission of applications for schedule change or flight cancellation.

1.1.2 Create Flight Schedule Change Application

1.1.2.1 There are two ways to select particular approved flight schedules:

a. From the View Flight Schedules screen - after performing a search in Search Flight Schedules screen, select the approved flights for schedule change and tick the checkbox beside the flight(s). Click Schedule Change Application. Create Schedule Change Application screen is displayed.

b. From the Main menu, click Application → click Schedule Change → click Flight Schedule. The Create Schedule Change Application screen will be displayed.
1.1.2.2 Fill in the search criteria to retrieve the approved flights for schedule change. Fields marked with * are mandatory (i.e. information must be provided).

c. **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.

d. **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%".

e. **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.

f. **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).

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

![Port search](image)

i. **Application Type** – Tick **Application Type checkbox** to indicate the type of application to be searched.

![Application Type checkbox](image)

j. **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.

1.1.2.3 Click **Search** to display the search result on the **Flight Schedules** table. Only approved flights will be retrieved.

1.1.2.4 Click **Reset** to clear all the input search criteria.

1.1.2.5 To select a flight record for schedule change, tick its checkbox and then click **Select**. Only one flight can be selected at one time. **Create Schedule Change Details** screen will be displayed.
1.1.2.6 To revise flight schedules,

a. Click . The flight schedule will be copied to the Flight Schedules Selected for Schedule Change grid. The Type of Change is set to "Revise". All flights details are editable.

b. Modify flight details as needed. In this example, modify the Flight No. / Call Sign to "CPA0012", Effective Period To as "03/01/2009" and Route to "HKG-SIN" respectively.
c. Click **Save** to save the made changes. Create Schedule Change Details screen will be closed. The revised flights will be displayed in the **Flight Schedules Selected for Schedule Change** grid.

d. Repeat steps 1.1.2.6 to select second flight schedule for amendments.
1.1.2.7 To cancel flight schedules,

a. Click **Cancel** to copy the flight record to the **Flight Schedules Selected for Schedule Change** grid. The **Type of Change** is set as "Cancel".

b. Click **Save** to save the made changes. Create Schedule Change Application screen will be displayed with the original and revised information in **Flight Schedules Selected for Schedule Change** grid.
1.1.2.8 Users can input other search criteria and select **Display By** "Flights By Day", each flight record will be broken down by day in the search result.

<table>
<thead>
<tr>
<th>Flight Schedules Selected for Schedule Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Change</strong></td>
</tr>
<tr>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Original</td>
</tr>
<tr>
<td>Repeat</td>
</tr>
</tbody>
</table>

1.1.2.9 Repeat steps 1.1.2.5 to 1.1.2.7 above to select other flight schedules for schedule change.

1.1.2.10 To input information related to this application, click the **Remarks** link to display input box.

1.1.2.11 Review / Modify the Application before submission:

a. To cease the application, click **Discard** to remove the entered information and exit E-filing System.

b. To submit the application, click **Submit** and continue the procedures in **Submit Schedule Change Application** in section 1.1.4.

c. To continue the application procedures at a later time, click **Save** to save the application as a draft. A message indicating that the application is successfully saved will be displayed.
1.1.2.12 Click \( \text{Click} \) and exit E-filing System. Refer to section 1.1.5 Update Schedule Change Application to continue the application procedures at a later time.

1.1.2.13 If users have manually entered a value in the fields such as Aircraft Type or Port Code, not selected from the pull down menu \( \checkmark \) or search screen \( ? \), the users will be prompted to provide additional information through the \text{Input Description for New Codes} screen when saving the application. If information is not available, users can click \( \text{Save} \) to save the application as a draft and exit the E-filing System. Refer to section 1.1.5 Update Schedule Change Application to continue the application procedures at a later time.

1.1.3 Preview Flight Schedule Change Application

1.1.3.1 Click \( \text{Preview} \), \text{Preview Schedule Change Application} screen is displayed.

a. If user previews the application from \text{Create Schedule Change Application} screen, Reference No. of the application is blank because the application has not been saved or submitted yet.

b. If user previews the application from \text{Update Schedule Change Application} screen (details provided in section 1.1.5), Reference No. of the application is generated by the system when the application is saved.

c. \text{Code Description grid / Remarks} is displayed with the description entered previously, if any.
1.1.3.2 Click Modify to modify the flight details, if required Update Schedule Change Application screen is displayed. For details, please refer to section 1.1.5.

1.1.3.3 If the application is ready for submission, click Print to print the application for own record. Set the page orientation to landscape. Click OK.
1.1.4 Submit Flight Schedule Change Application

1.1.4.1 Click **Submit** to proceed with the submission of application.

1.1.4.2 A message indicating that the application is submitted successfully will be displayed.

1.1.4.3 Click **OK**. **Search Application** screen is displayed for users to view the submitted application.

1.1.4.4 A system generated message will be sent to the user's inbox confirming that the application has been submitted to CAD for processing. An email will be sent to the email address of the Responsible Person of this account to remind users to check inbox message in the E-filing System.
1.1.5 Update Flight Schedule Change Application

1.1.5.1 From the Main menu, click View → click Application. The Search Application screen will be displayed. Users can add/modify/delete flight schedules in a previously saved draft application.
1.1.5.2 Click Reference No. link to open the draft application. Update Schedule Change Application screen is displayed.

1.1.5.3 To modify a flight schedule change schedule,

   a. Select the flight by ticking checkbox beside the flight. Only one flight schedule can be selected at one time.

   b. Click Modify. Update Schedule Change Application screen is displayed.

   c. Modify the Schedule Change Details as needed. For example, modify the Effective Period To to "16/12/2008".
d. Click **Save** to save the changes

![Record saved.

![OK](OK.png)](OK.png)

e. Click **OK**. **Update Schedule Change Application** screen is displayed with updated information in the **Flight Schedules Selected for Schedule Change** grid.

![Updated Flight Schedules Selected for Schedule Change grid](Updated_Grid.png)

f. Repeat steps a to e above to update another flight schedule.

1.1.5.4 To delete a flight schedule change,

a. Select the flight by ticking the checkbox beside the flight to be deleted. Only one flight schedule can be deleted at one time.

b. Click **Remove** under **Flight Schedules Selected for Schedule Change** grid.

![Click this checkbox to select a flight](Select_Flight.png)

c. A message will be prompted to confirm deletion.
d. Click **Yes** to proceed with the deletion. Or click **No** to cancel deletion and return to **Update Schedule Change Application** screen.

e. Repeat steps a to d above to remove another flight schedule change.

1.1.5.5 After updating the application, click **Preview** on the **Update Schedule Change Application** screen to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.