

Miscellaneous Help bits

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Overview

This window groups several variable lists which do not change very often:

- Aircraft groups
- Rates
- Airports
- Subjects
- Professors
- Resources
- Technicians
- Groups
- Flight types
- Expense types
- Club documents
- Club forms
- Contact groups

Operation

On entering this window, we first decide on which tab we want to work with. As we click the tab, all the items already defined in the list show in the tree view to the left.

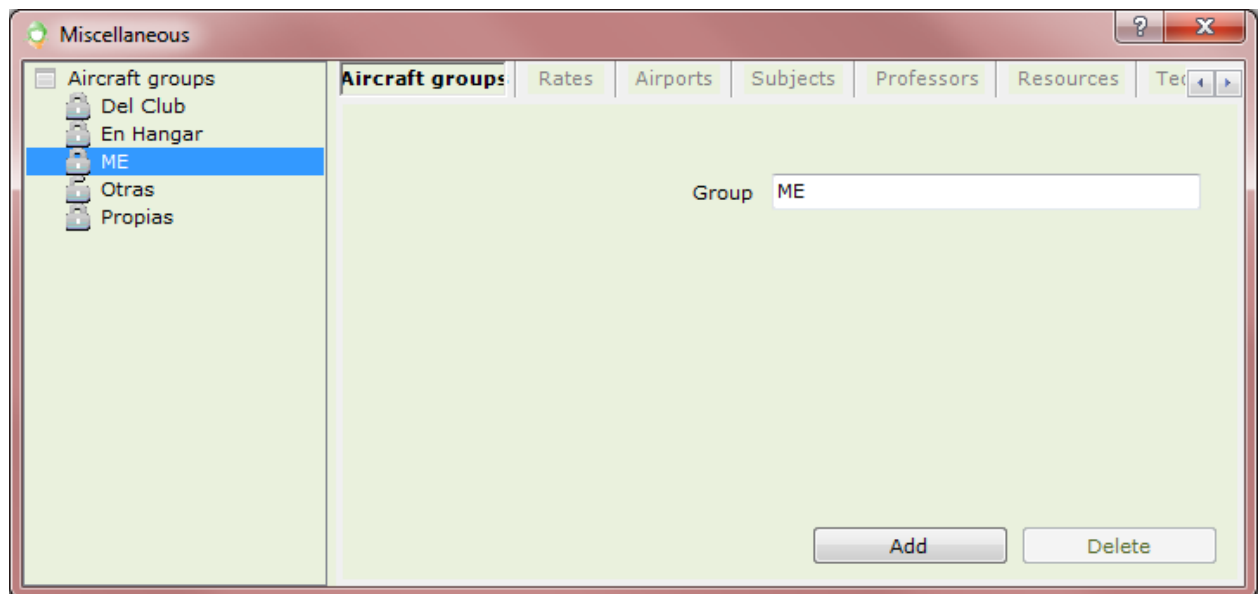
To modify the item information, just write over it.

To add a new item to the list, click on the 'Add' button and fill it its fields.

Let's take a look to the purpose of these lists:



Aircraft groups



It allows classifying the aircrafts in the aircraft window.



At least one aircraft group is necessary for an aircraft to be added to the database.



Rates

Rates must exist for each flight amount to be calculated. Because of that, at least one rate must exist before a flight can be reported.

Rates depend on aircraft type. In the flight entry window, only the rates associated to the aircraft type will show in the list.

Although the most relevant fields are the rate name (up to 32 characters) and hourly price, each item contemplates other factors when calculating a flight amount:

- | | |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tow | It is a fixed amount to be added to each flight. It is used in glider clubs to charge for towing. |
| Max time to charge | Some glider clubs charge only for first x flight minutes. This field is expressed in minutes. |
| Warming | This field expressed in minutes allows removing from the flight amount the time necessary for the engine to warm up. |
| Fuel surcharge | Since the fuel price is the most volatile component of the flight cost, some clubs rather defining a fixed price per hour and a variable surcharge which varies according to the fuel price. It is expressed in percentage. |
| Tax | Use this field, expressed in percentage, to add to the final calculation of the flight amount. Remember that taxes will be applied automatically when invoicing. |

Rate deletion

A rate can be deleted only when an open lock icon appears to its left.

The rates show a closed lock when they are mentioned in any pilot, flight, aircraft or course record.



Airports

The screenshot shows a software window titled 'Miscellaneous' with several tabs: 'Aircraft groups', 'Rates', 'Airports', 'Subjects', 'Professors', 'Resources', and 'Ter'. The 'Airports' tab is active. On the left, a tree view lists airports: CSCS (Cascais), LEAL (Alicante - El Alto), **LEGE (Girona - Costa Brava)**, LEIB (Ibiza), LEIG (Igualeda - Ódenas), LEJR (Jerez de la Frontera), LELL (Sabadell), LEPA (Palma - Son Sant Joan), LERS (Reus), LESO (Donostia), LEZL (Sevilla - San Pablo), LPPT (Lisboa - Portela), and LTBA (Istanbul Ataturk). The main area displays the details for the selected airport: 'Airport' (Girona - Costa Brava), 'Airport code' (LEGE), 'Latitude' (41.5403), 'Longitude' (2.4538), and 'Time zone' ((UTC+01:00) Brussels, Copenhagen, Madrid, Paris). There are 'Add' and 'Delete' buttons at the bottom right.

Airports will be required when entering a flight to report about origin and destination airports.

Let's see the other record components:

Airport This field admits a maximum of 30 characters.

Airport code This field holds the OACI airport code.

When the item refers to an aerodrome with no OACI code, it will be necessary to create a code up to 5 characters long.

Longitude and latitude Current version makes use of longitude and latitude to calculate sunrise and sunset times for the base airport.

Versions to come will use them to guess the origin and destination airports when using mobile devices.

Time zone All hourly information ATO Explorer deals with is saved in UTC format. For this reason, this field is very important because it will be often used to convert UTC times to local times.



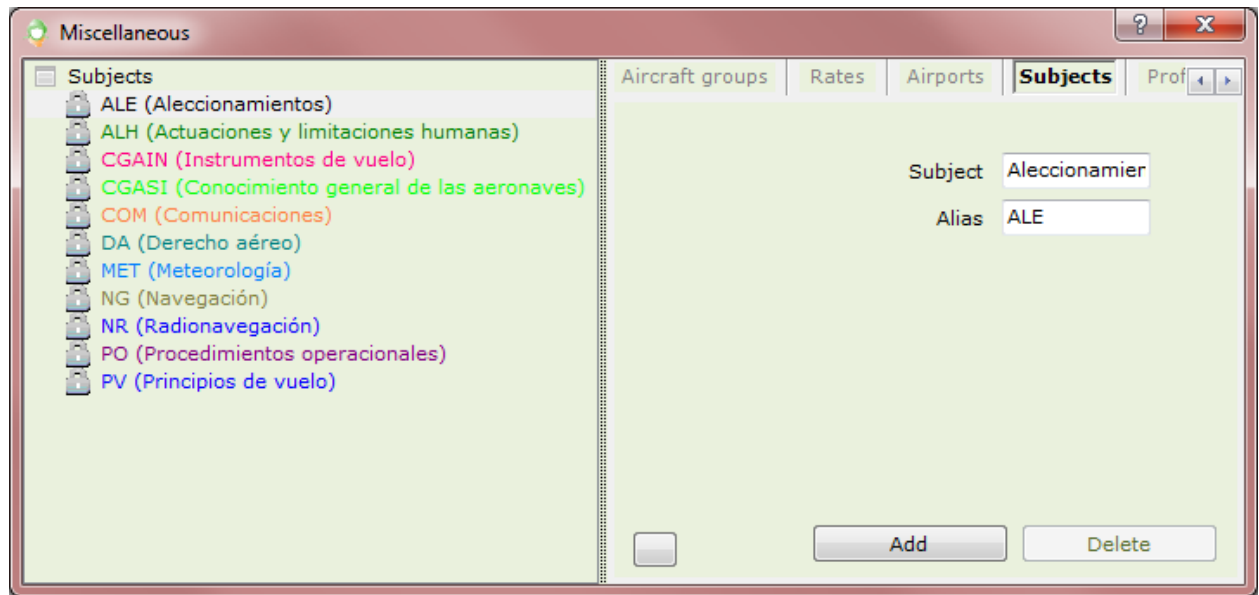
It is necessary to enter at least one airport before reporting the first flight.



Longitude and latitude must be entered at least for the base airport, since it allows calculation of sunrise and sunset times.



Subjects



Subject list applies to 'Pro' rate users only.

Subjects allow organising classes within a course and classifying professors according to the subjects they are certified for.

The button to the bottom left allows assigning a colour to a subject.



It is required to define the subject list before entering professors or courses.



Professors

Professor list applies to 'Pro' rate users only.

Let's take a look to the record fields:

The color for each professor in the left-side tree-view control show in red when pilot is available, and green when he's not.

Professor The complete professor name, with a maximum of 32 characters.

Alias It will be often used in planning windows, with a maximum of 5 characters.

Mobile Professor's phone number.

This field expects a telephone number in the form:

An optional + sign followed by 2 or 3 digits for the country

A group of 9 digits, first of them not being zero.

This field shows red when the above conditions are not met.

Contract Labour contract expiration date.

ATO Explorer will warn about it in billboard window and will lead to a warning when trying to assign a class to a professor past its contract expiration date.

Base The airport closer to his/her address.

So far, ATO Explorer makes no use of this information.

email This address is used by ATO Explorer to send week plan notifications.

Pilot This is a field of uttermost importance for ATO Explorer to know



the relationship in between a professor and a pilot record representing the same person.

Colour The button in the lower left corner allows assigning a colour to the professor.

Available This check-box can hold three status values.
When checked, it means the professor is always available.
When cleared, the professor is never available.
When shaded, the professor availability is set in the availabilities window.

Subjects This list shows all items we entered in the subjects tab.
When one of them is selected, it means that the professor is allowed to teach the selected subject.



Subject list is enabled only after the professor record has been created in the database. Because of that, on creating a new professor record, we need to save the record and open it again to assign the subjects.

Notifications In this frame, the professor decides on which is the preferred method to use when sending planning notifications.



Resources

Resource list applies to 'Pro' and 'Premium' rate users only.

Each record has a field for a long name, up to 32 characters, an alias, five, the operational base, which currently is not used, and the resource type which is important from the planning point of view:

Room When the resource is a room, we will set its maximum capacity.

In the planning window, we can assign a professor, a course and an exercise to a classroom.

Room events are always involved in pilot activity calculations.

Compatible resource A resource is this type when it can be assigned for a limited time to a professor or pilot, and this professor or pilot can be assigned to another event at the same time, such as a flight or a class.

A compatible resource example might be the courtesy van used to move from and to the airport: An instructor can book it at the same time he/she is assigned a planned flight.

Compatible resource events are not involved in pilot activity calculations.

Task This type of resource allows assigning a pilot to a task, which will be considered in pilot activity calculations.

One or more pilots can be assigned to a single task event.



Technicians

Miscellaneous

Technicians

- T1 (Otilio Armadón)
- EH (Eurohangars)

Airports | Subjects | Professors | Resources | **Technicians** | G

Technician: Eurohangars

Alias: EH

Contact: Joseph

email: jabrau@gmail.com

Active

Available

Add Delete

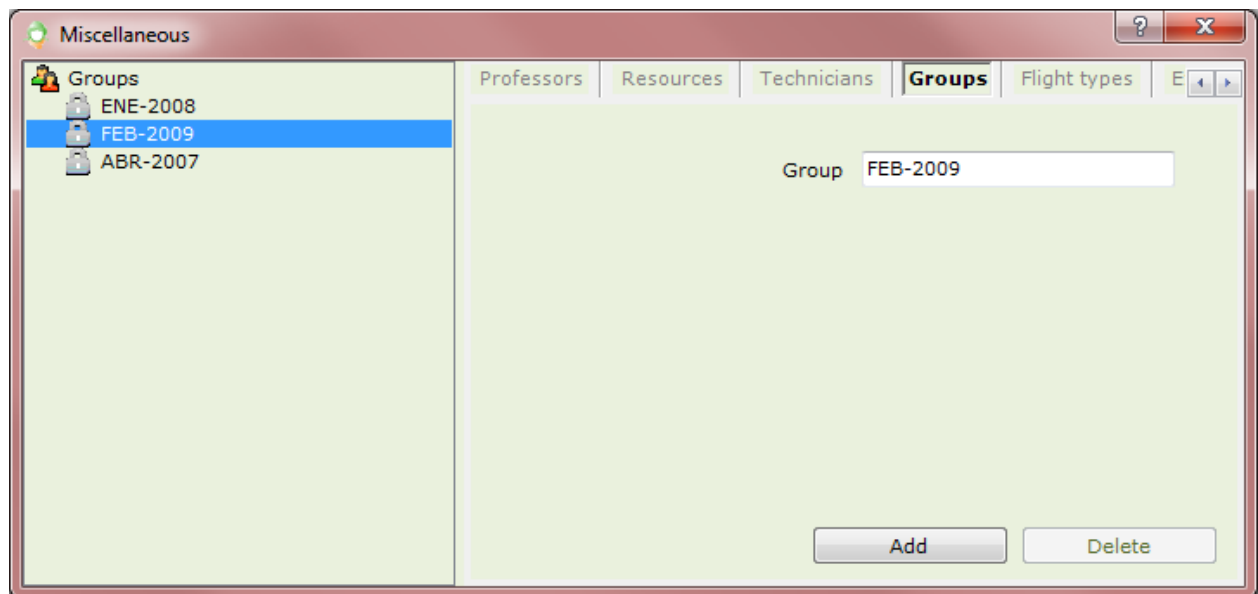
Technician list applies to 'Pro' rate users only.

Each record refers to a CAMO or maintenance workshop.

Technicians are mentioned when entering a maintenance report and its email is included in the list when we send an email from the 'Post Office' option in the main menu and 'All recipients' is selected.



Groups



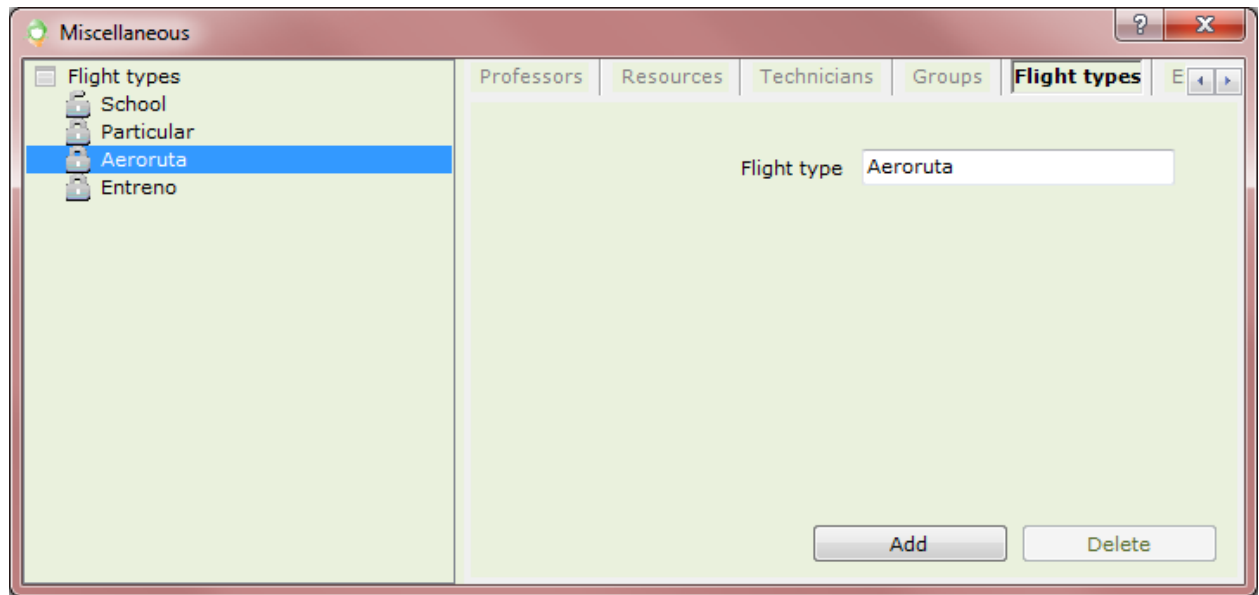
Groups allow pilot classification according to one or more criteria.

Groups may refer to pilot promotions, pilots who often rent airplanes, pilots interested in club activities... and a long etc.

A pilot can belong to zero or more groups. Pilot groups are assigned in the pilot window identification tab.



Flight types



Flight types allow classifying the flight purpose so later on we can get reports on flight types.

This field can contain a maximum of 16 characters.

In version 1.2.3.0, there are two management reports on that:

- Flights per flight type
- Flight hours per flight type

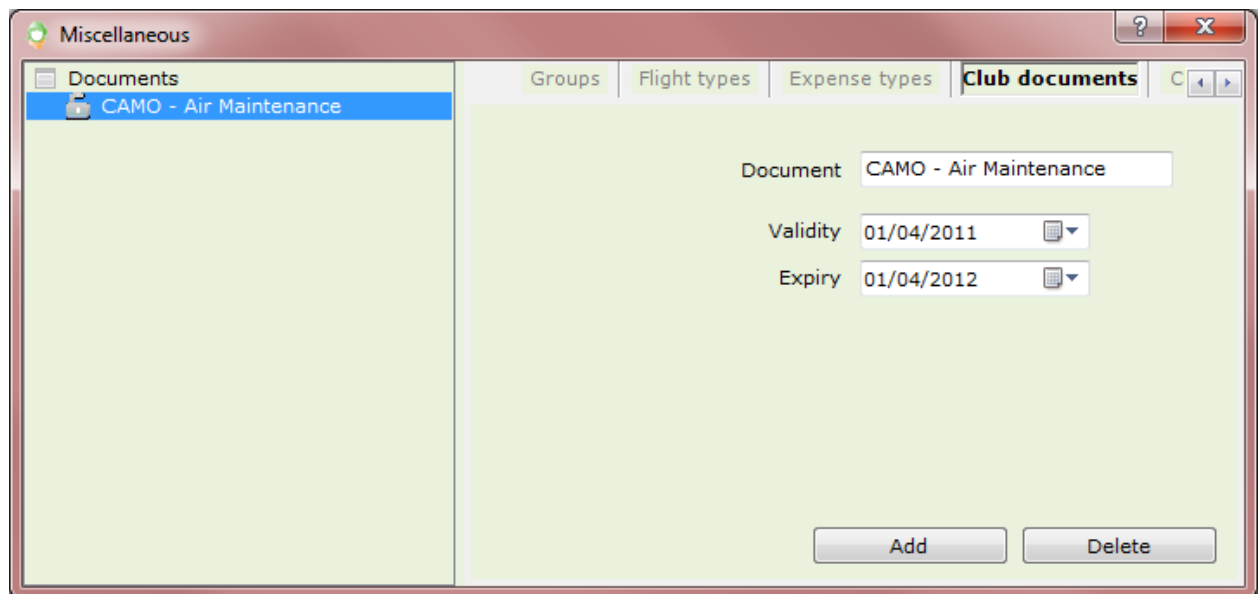


At least one flight type must exist before entering a flight.

It is not necessary to enter the 'school' flight, since it is created automatically as soon as we add the first flight type to the database.



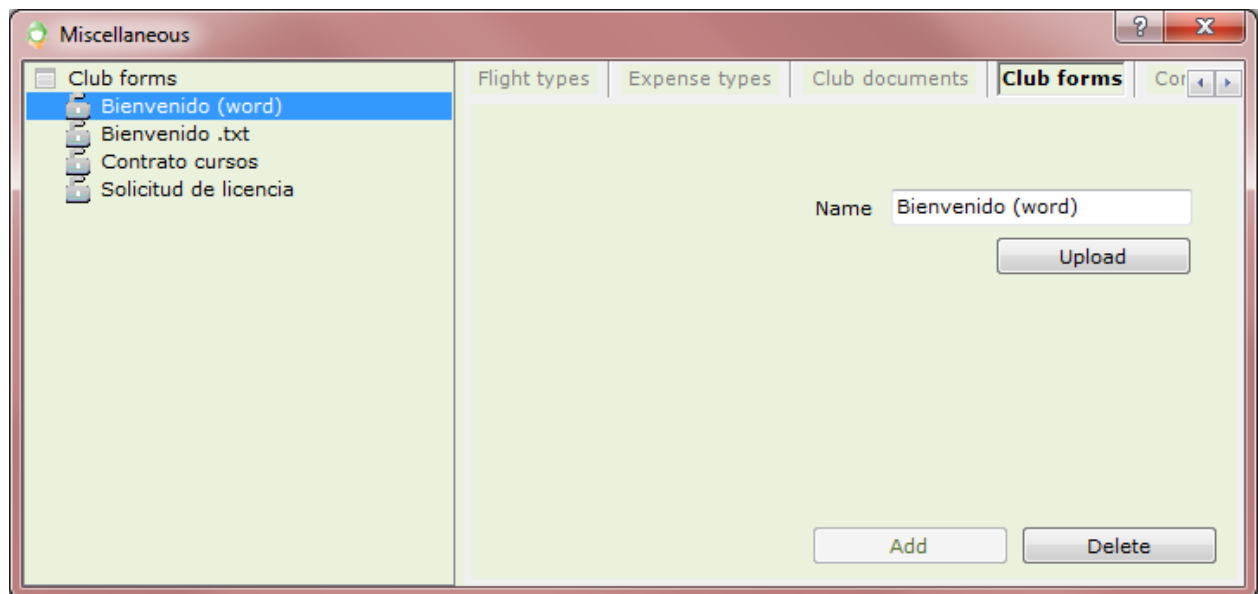
Club documents



We will add a new entry here for each club document we wish to control.
Documents about to expire in less than X days will appear in the billboard window.
The X value is the same used for 'Licence' in the preferences window warnings tab.



Club forms



Club forms are Word 2010 documents with embedded bookmarks which, when the document is build, are substituted by the selected pilot fields.

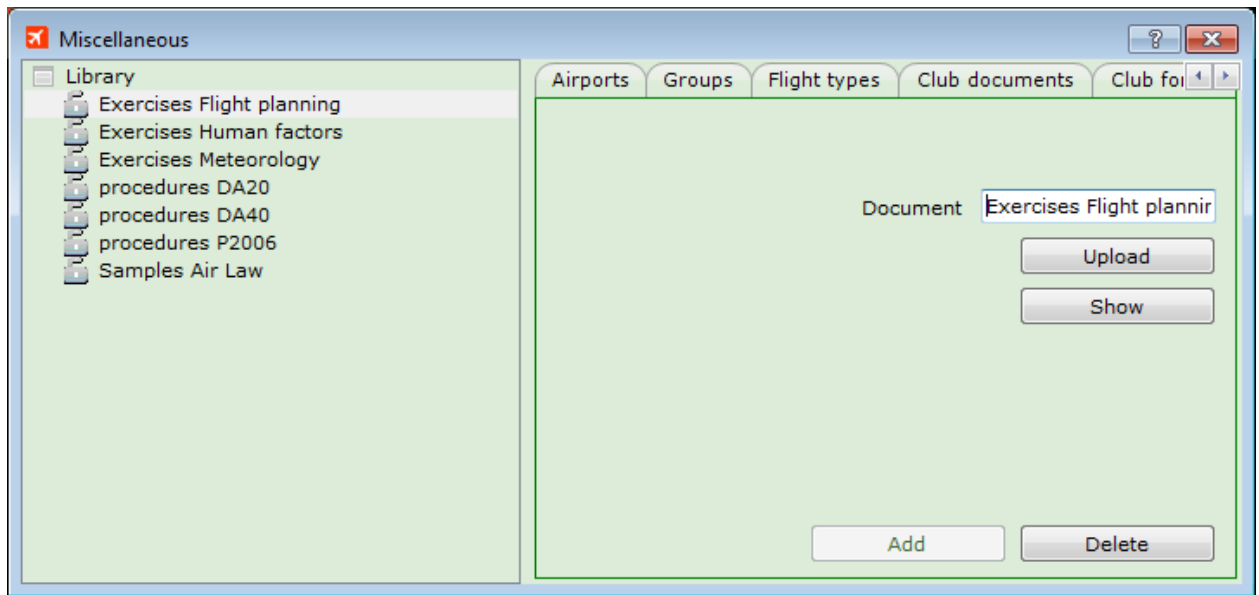
Documents listed here will appear as menu options in the Pilot window forms menu.

To upload a new form, click on 'Upload' button. A file dialog will appear to select the file from your local network. Then write a name for the document and press the 'add' button, which will be now enabled.

For more information about forms, please have a look to the help on pilot window, forms section.



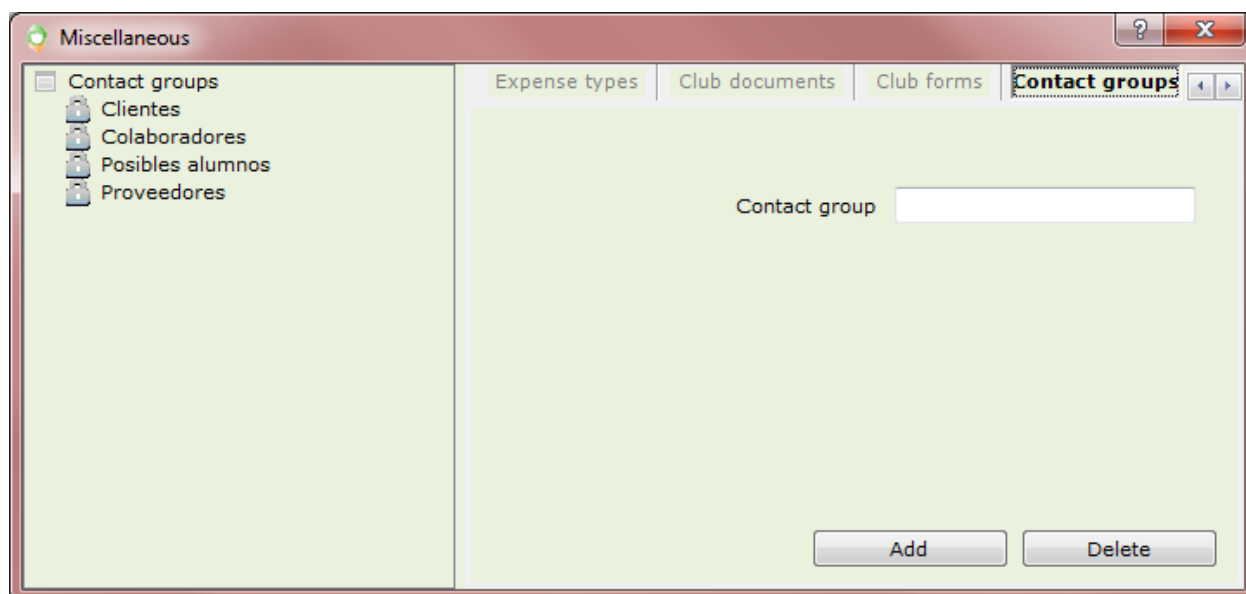
Library



This tab allows saving documents to the library, so that users with granted permissions can download them from the 'Library' option in the main menu. This option is available to premium rate users only.



Contact groups



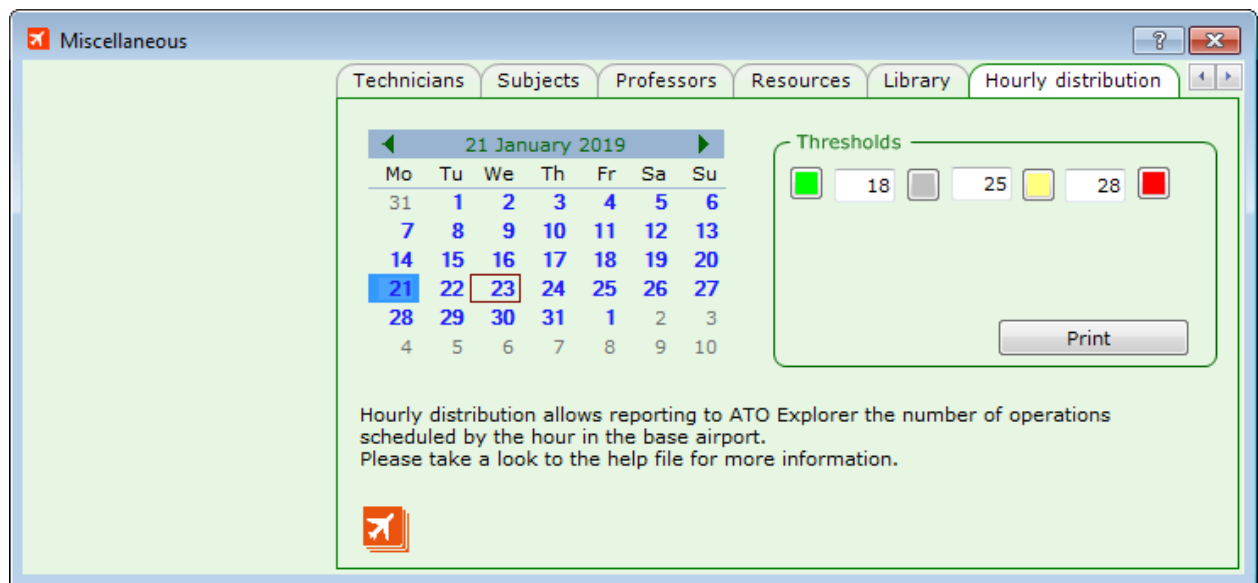
Contact groups are used to classify the entries in the contacts window, which is an option accessed from the main menu.



It is necessary to add at least one contact group to be able to add a new contact.



Hourly distribution



This option is available to premium rate users only.

The hourly distribution allows ATO Explorer to be informed of the number of operations expected per hour at the base airport.

The file with the information must be in Microsoft Word 10 format or higher, containing a single table having no format, with eight columns and one row for each hour of the day, as the example on the next page.

To dump the information to ATO Explorer, simply drag this file with extension ".docx" from the Windows file explorer to any place in the time distribution tab but the thresholds frame.

In the calendar, the days that appear in blue already have the time distribution information in the database. Otherwise, the grey colour is used.

Print button

The print button gets enabled after clicking a day to select the week to be printed.

Thresholds

These values are used in the Planning Pro window to define the colour to show depending on the number of manoeuvres forecasted.

When set as in the previous figure, colours used will be:

- Green when the number of operations is less or equal to 18
- Gray when the number of operations is greater than 18 but lower or equal 26
- Yellow when the number of operations is greater than 26 but lower than or equal 28
- Red when the number of operations is greater than 28.



An example of compatible .docx Microsoft Word file:

| | DAY | 14/05/2018 | 15/05/2018 | 16/05/2018 | 17/05/2018 | 18/05/2018 | 19/05/2018 | 20/05/2018 |
|------|-----|------------|------------|------------|------------|------------|------------|------------|
| HOUR | | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| 0 | | 0 | 0 | 1 | 1 | 0 | 0 | 1 |
| 1 | | 1 | 1 | 2 | 1 | 1 | 1 | 1 |
| 2 | | 1 | 0 | 0 | 0 | 0 | 1 | 0 |
| 3 | | 1 | 1 | 1 | 1 | 1 | 0 | 1 |
| 4 | | 0 | 0 | 1 | 0 | 1 | 0 | 0 |
| 5 | | 9 | 10 | 9 | 9 | 11 | 11 | 9 |
| 6 | | 14 | 13 | 17 | 15 | 14 | 11 | 14 |
| 7 | | 13 | 12 | 11 | 16 | 12 | 11 | 11 |
| 8 | | 20 | 18 | 20 | 20 | 14 | 18 | 22 |
| 9 | | 18 | 17 | 21 | 16 | 19 | 18 | 23 |
| 10 | | 24 | 19 | 19 | 15 | 19 | 15 | 13 |
| 11 | | 14 | 14 | 12 | 13 | 13 | 15 | 14 |
| 12 | | 17 | 14 | 16 | 12 | 13 | 13 | 8 |
| 13 | | 16 | 16 | 16 | 15 | 16 | 15 | 19 |
| 14 | | 15 | 17 | 20 | 19 | 16 | 16 | 18 |
| 15 | | 18 | 17 | 30 | 20 | 26 | 24 | 33 |
| 16 | | 30 | 24 | 33 | 22 | 26 | 33 | 28 |
| 17 | | 24 | 16 | 24 | 19 | 21 | 25 | 20 |
| 18 | | 29 | 20 | 28 | 27 | 23 | 35 | 24 |
| 19 | | 25 | 16 | 15 | 19 | 18 | 20 | 20 |
| 20 | | 18 | 12 | 9 | 18 | 14 | 17 | 13 |
| 21 | | 6 | 6 | 5 | 9 | 11 | 8 | 11 |
| 22 | | 5 | 6 | 5 | 7 | 6 | 5 | 5 |
| 23 | | 3 | 2 | 1 | 1 | 3 | 4 | 3 |

