Flyware eLoadsheet User Guide

Version 2.8
November 2024

This document is a User Guide for eLoadsheet Version 8.1.24337.0, released by Flyware.

1. Contents

2. Revision History

Rev. number	Chapter/Figure	Rev. date	Reference	Description
V2.3	Figure 114	Nov 30th 2021	N/A	Change Password figure added.
V2.4	Chapter 9.2	Apr 26th 2022	7.6.22116.0 #4	Option added to restrict allocation of loose deadloads into bulk bays.
V2.4	Chapter 12.1.1 / Figure 84	Apr 26th 2022	7.6.22116.0 #10	Max total SWA value will apply for the combined total SWA weight for both added and removed weights. [40, 41]
V2.4	Chapter 8.1.1 / Figure 27 / Figure 29 / Figure 31 / Figure 32	Apr 26th 2022	N/A	Revised location of the ***Invalid pax information*** label.
V2.5	Chapter 9.2.1 Figure 65, 66	12Th June 23	#6 7.7.22326.0	Adde pallet/ULD upload function. Add from 2022 fall release [33]
V2.5	Chapter 9.1.9 Figure 57	12Th June 23	#7 7.7.22326.0	Added lateral imbalance results view for side-by-side loaded aircraft. [27]
V2.5	Chapter 10.1 Figure 70	12Th June 23	#8 7.7.22326.0	Added Graphical Loading instruction capability [37] [38]
V2.5	Chapter 10.2 Figure 65 Figure 66	12Th June 23	#15 7.8.23156.0	Added MVT message capability. [39]
V2.5	Chapter 9.1.7 Figure 55	12Th June 23	#2 7.8.23156.0	Support for the loading of large pallets in 3 bays with fractions (%) for airbus aircraft [26]
V2.5	Chapter 6.3 Figure 19	12Th June 23	#4 7.8.23156.0	IF is a difference between the destination station in the flight and the destination station coming from the Schedule system the destination station from the

				schedule system is added in red. 15,16
V2.5	Chapter 12.10 Figure 93, 94, 95	12Th June 23	#5 7.8.23156.0	Lir only flight only mode setting available for LIR/LDM/CPM/UCM messages are sent to close flight with out loadsheet transmission.45 46 47 48
V2.5	Capter 8.1.1	12Th June 23	#6 7.8.23156.0	Added Warning to prevent inconsistency in passenger numbers during pax system integration 17
V2.5	Chapter 9.1.6 Figure 49	12Th June 23	#8 7.8.23156.0	Added support for special load display in deadload box. 24 25
V2.5	Chapter 9.1.1 Figure 40, 41	12Th June 23	#9 7.8.23156.0	Changing the remaining weights displayed beside the location names to take into account unsymmetrical load restrictions. **Error! Bookmark not defined.** 22
V2.5	Chapter 6.2.1	12Th June 23	#10 7.8.23156.0	Added ability have 2 limits at the same time for lateral imbalance calculations.
V2.5	Chapter 6.2 Figure 17	12Th June 23	#11 7.8.23156.0	Added Displaying column headers ("weights", "index", "MAC%") in awareness panel. 11
V2.5	Chapter 9.2 Figure 60	12Th June 23	#12 7.8.23156.0	Added contour code info for pallets. 31
V2.5	Chapter 9.2 Figure 60	12Th June 23	#13 7.8.23156.0	Simple edit added edit link 28 29
V2.5	Loading page 9.1 Figure 64	12Th June 23	2# 7.8.23156.0	Simple edit page added special info code multi seletion Rev 30
V2.6	Pax 8.1.1 Figure 28 Loading page9.1 Figure 42	12th Dec 23	#3 7.9.23346.0	Integrated flights with connecting passengers show and short bags and pax with connecting flight number.19 21

V2.6	9.2 Simple Edit Figure 62 Figure 63	12th Dec 23	7.9.23346.0	Added for pallets, pallet stack capability. 32
V2.6	Flight Documents15.3.2 Figure 111	12th Dec 23	7.9.23346.0	Download flight documents in reports >flight documents 49
V2.6	Flight header 6.3	12th Dec 23	7.9.23346.0	Flight schedule changes for tail, crew and destination are processed now additionally in open flights 13,14
V2.6	Reports 15.3.6 Automation status Figure 112	12th Dec 23	7.9.23346.0	Added automation reporting for tracking of active automation processes.50
V2.7	4.1 log in	28th May 24	8.0.24149.0	General info on single sign on (SSO) options. 1
V2.7	4.2 Main Menu Figure 2	28th May 24	8.0.24149.0	Change of colors for toolbars test environment to green.2
V2.7	9.1.4 Figure 50	28th May 24	8.0.24149.0	Added to Finalize actions AVIH confirmation and total count of confirmed bags by Finalization action .23
V2.8	Figure 4	4th Nov 24	8.1.24337.0	Updated figure with automation shown in status 4
V2.8	5.1	4th Nov 24	8.1.24337.0	Automation status ref 7
V2.8	8.1.1 Figure 39 Figure 40	4th Nov 24	8.1.24337.0	Added transit panel 20

3. Flyware - eLoadsheet

This user guide is made for **eLoadsheet**, an online load control system which allows the user to optimize loading of aircraft to achieve lower fuel consumption, higher utilization, and ease of operations.

eLoadsheet is the flagship of the commercial weight and balance solution available from Flyware. It is a major upgrade of the industry accepted eLoadsheet that has been available since 2001.

Originally, eLoadsheet was based on the **Powerloader**, the desktop weight and balance solution from Flyware, first released in 1994.

3.1. *About Flyware*

Flyware is a privately-owned company that offers software and solutions to the airline industry. Flyware offers a complete load control/weight and balance solutions to meet demanding requirements of legacy airlines, low-cost and business operator, commuter airlines and ground handing agents.

Flyware´s core business is to provide software to handle load control/weight and balance to companies of all sizes supplemented by professional services. Flyware operates on a simple objective, to provide the best load control/weight and balance solution supplemented with vast domain knowledge and the relevant consultancy and training needed.

3.2. *Using eLoadsheet*

eLoadsheet is a web-based system and both the use and the administration of the system are from an industry standard web browser. eLoadsheet is a very straight forward application and requires minimum training. Information about the features of the application and how to use them can be view in the system by selecting the icon where it is available or in our user and administrator guides.

Only English alphabetic and numerical characters for text entry fields, either in upper case or lower case, are fully supported in the system. The supported characters are: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9.

3.3. *Flyware Help Desk*

Support and assistance from the Flyware Help Desk can be found in the support contract between Flyware and the airline/operator.

4. eLoadsheet User Interface

4.1. *Log In to eLoadsheet*

A valid username and password are required to access eLoadsheet. Creating users is controlled by the airline/operator eLoadsheet administrator. Please note that users are locked out after three unsuccessful attempts. Contact eLoadsheet administrator responsible for your account to unlock users. To log in, simply enter a username and password and select **Log In**. If users do not remember their password, they can select the **Forgot password** link below the **Password** field, see Figure 1. By selecting **Forgot password** an email with a new password will be sent to the email addressed defined for the user. For more information about create, update and unblock users please see our Administrator guide. Sign in options is available for single sign on for Azure SSO, AWS SSO, Okta SSO. This however is optional and by customer preference and settings. Contact Flyware for more information on the SSO login subject. [1]

Figure 1: Log In window for eLoadsheet

4.2. *eLoadsheet main menu*

After a successful login to eLoadsheet the blue main menu bar becomes visible at the top of the page. The main menu bar contains the main areas of function to navigate through the

[1] Release 8.0 general info on single sign-on SSO options

system. Available menu items are, **Flights**, **Flight Portal**, **Administrator**, **Reports**, **Support** and **Change password** (see Figure 3). Access to menu items is based on the account setup and user privileges. In the following chapters more information will be given on each of the menu items.

The name of the user is always visible at the top right corner of the page and next to the name is the **Logout** button. At the middle of the top section the airline/operator information can be seen.

The color of menus are different between the production environment toolbars. The toolbars in the production environment are blue. The test environment toolbars are green with addition of test on the eLoadsheet logo to distinguish better between test and production environments. [2]

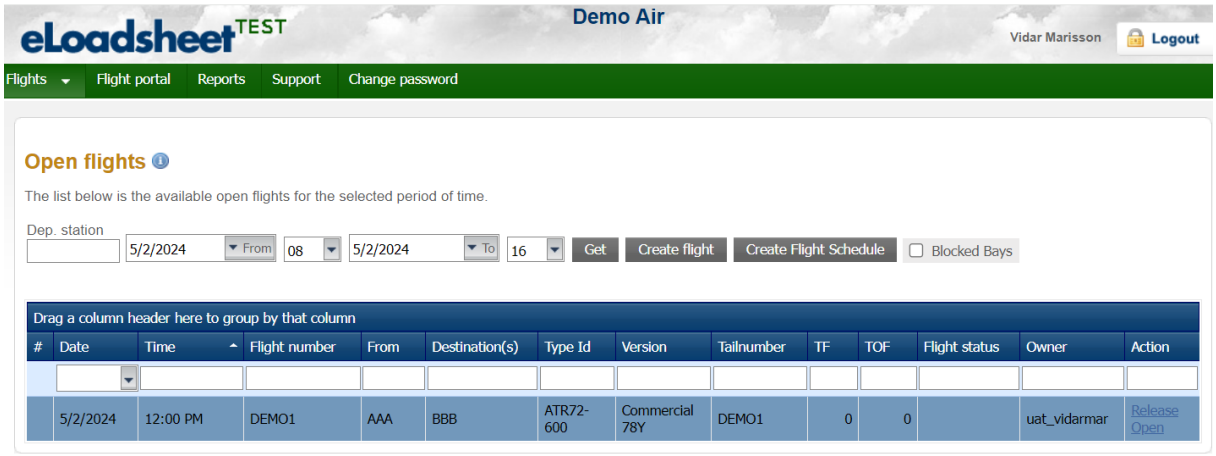

Figure 2: eLoadsheet main menu TEST environment

[2] Release item 2 Release 8.0.24149.0

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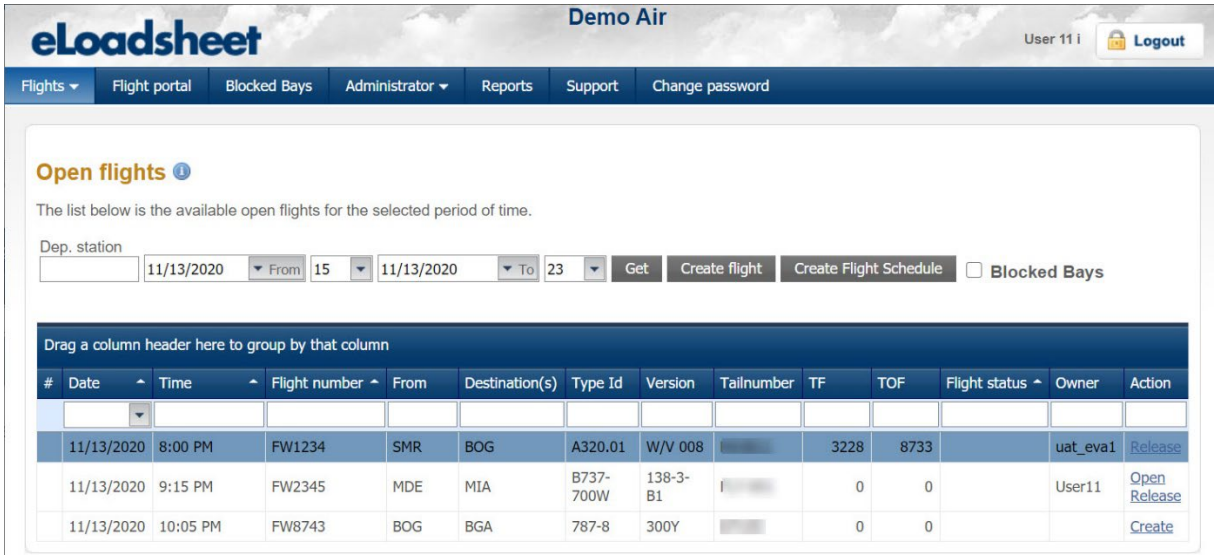


Figure 3: eLoadsheet main menu production environment[3]

[3] Figure updated, eLoadsheet version 7.3.20329.1, item #4.

5. Flights

Starting or continuing with load control process involves opening an available flight or manually creating one. There are few ways of doing that in the system. By hovering over the **Flights** menu, a drop-down menu will be visible with available submenus, see Figure 4. Available submenu items are, **Open flights**, **Finalized flights**, **Create flights**, **Create Flight Schedule** and **Upload Flight Schedule.** Access to submenu items is based on the account setup and user privileges. In this chapter more information will be given on each submenu item.

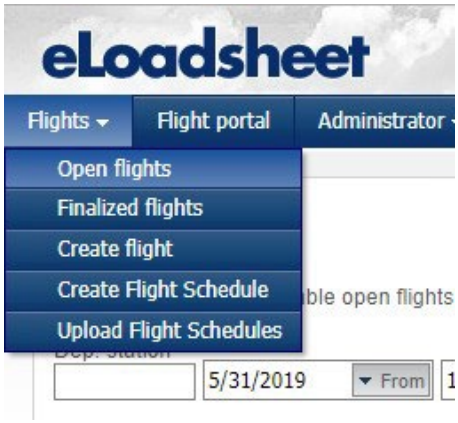


Figure 4: Flights submenu items.

5.1. *Open flights*

Choosing **Flights** and selecting **Open flights** from the drop-down menu will navigate the user to a list of available flights. Previously created (but not finalized) and/or flights that have been created by external systems will be displayed in the list, an example of the **Open flights** list is shown in Figure 5.

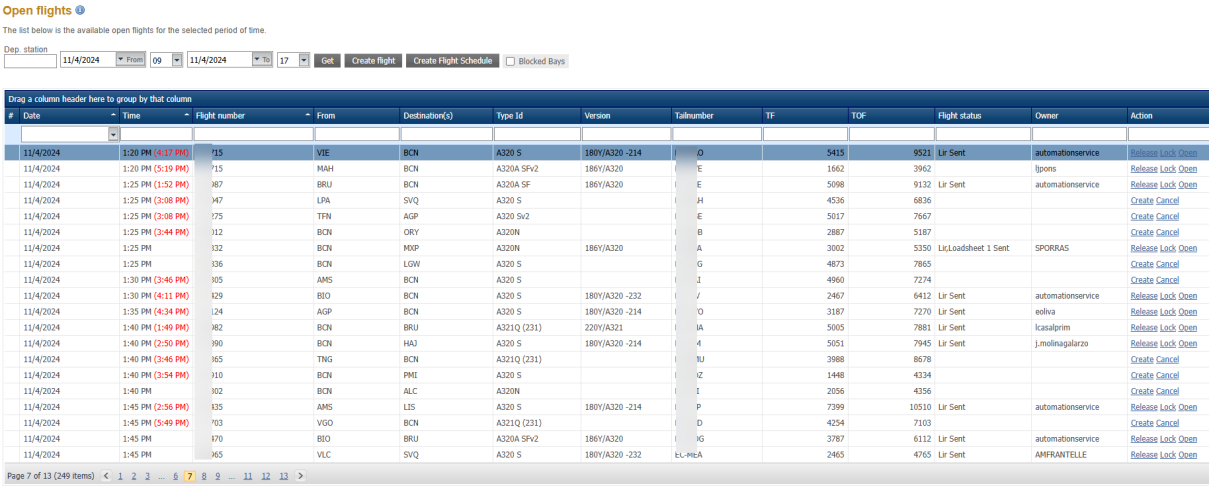


Figure 5: Open flights list example [4]

Available flights for the selected period of time can be seen in Figure 5. To change the time period simply enter the date or select the gray box next to the text area to bring up the calendar. Additionally, specifying the relevant time interval can be done by choosing it from the drop-down field right next to the date field. A default time period can be specified in the airline administrator, see the Administrator guide for more information. Departure station can also be specified to narrow down the list. Selecting the **Get** button will then retrieve a list of flights based on the specified parameters. Please note that maximum date range limit for each search is 31 days.[5]

Action buttons available:

- **Get:** Retrieves available flights based on the specified parameters.
- **Create flight:** The **Creates flight** button allows the user to manually create a flight. Refer to section 5.3 for more details.
- **Create Flight Schedule:** The **Create Flight Schedule** button allows the user to create a flight that can be used to integrate with external systems using the flight key (Scheduled time/date of departure and flight number) as a reference. Refer to section 5.4 for more details.

[4] Figure updated, eLoadsheet version 8.1.24377.0.
[5] eLoadsheet version 7.2.19281.0, item #6.

The **Flight status** column can show various information depending on the airline configuration. Available statuses are the following [6]:

- **Locked:** This status is only available if the airline has the **Lock down** feature enabled (this feature needs to be activated by Flyware upon request). A user with the **Load Manager** privilege can lock a flight for further editing, in case of incident etc. Other users are able to view the flight in read-only mode if it is locked but only users with **Load Manager** privilege are able to unlock a previously locked flight.
- **Cancelled:** This status is only available for airlines with an active schedule integration. This status is shown when eLoadsheet receive a flight cancel status from the schedule integration. If this status is visible no action can be taken, then the flight cannot be opened nor finalized.
- **LIR sent:** This status is visible when the LIR has been sent for the current flight.
- **Loadsheet sent:** This status is visible when the Loadsheet has been sent for the current flight.
- **CLOSED/OPEN:** This status is only available for customers with an active check-in integration and needs to be activated by Flyware upon request. This status shows the leg status from the check-in system.
- **AUTOMATION :** This status is shown as the owner of the flight if automation has been run for the flight.[7]

The **Action** column in the open flights list indicates the availability of the flight. If a flight is available, the action column will contain **Create** or **Open** depending on if the flight has been previously created or not.
If only one dispatcher is allowed per flight (this feature needs to be activated by Flyware) the action column can also include **Release**, only the current user of the flight and users that have the privilege to release a flight will be able to see this option and making the flight available to all other users again.

Available action links in the flight list:

[6] General information added.
[7] Automation ref 8.1.24377.0

- **Create:** This option is only available for flights coming from an external system, manually uploaded flights, or manually created flight using the **Create Flight Schedule** that and have not been opened before. By pressing this link, the load control process (Section 0) will start for the selected flight. If the flight has been canceled, the flight cannot be opened, and the *Flight status* field in the table will display *canceled*. The *Cancel* status is only relevant if the flight schedule is coming from an external system.
- **Open:** Selecting **Open** is to open a flight that has previously been opened (see bulletin above), but not finalized, to continue with the load control process.
- **Release:** This option is only available if the airline/operator has the "*only a single user can work on a flight at a time"* feature enabled. This feature needs to be activated by Flyware. Only the current user of the flight and users that have the privilege to release flights will be able to see this option and making flights available to all other users again. Applicable user roles are Airline Admin, Load Manager, Load Supervisor and Load Flight Release.
- **Lock:** This option is only available if the airline/operator has the *"Lock down"* feature enabled. This feature needs to be activated by Flyware. Only users that have the *Load Manager* user privilege will be able to see this option. They are also able to lock flights for further editing, unlock flights and view flights in read-only mode if it is locked (selecting **Open** on a locked flight to view it in read-only mode).

Users can utilize multiple tabs to work on more than one flight at a time. Right click on the **Create** link on the open flights page and select **Open in new tab** to work on more than one flight simultaneously, see Figure 6.

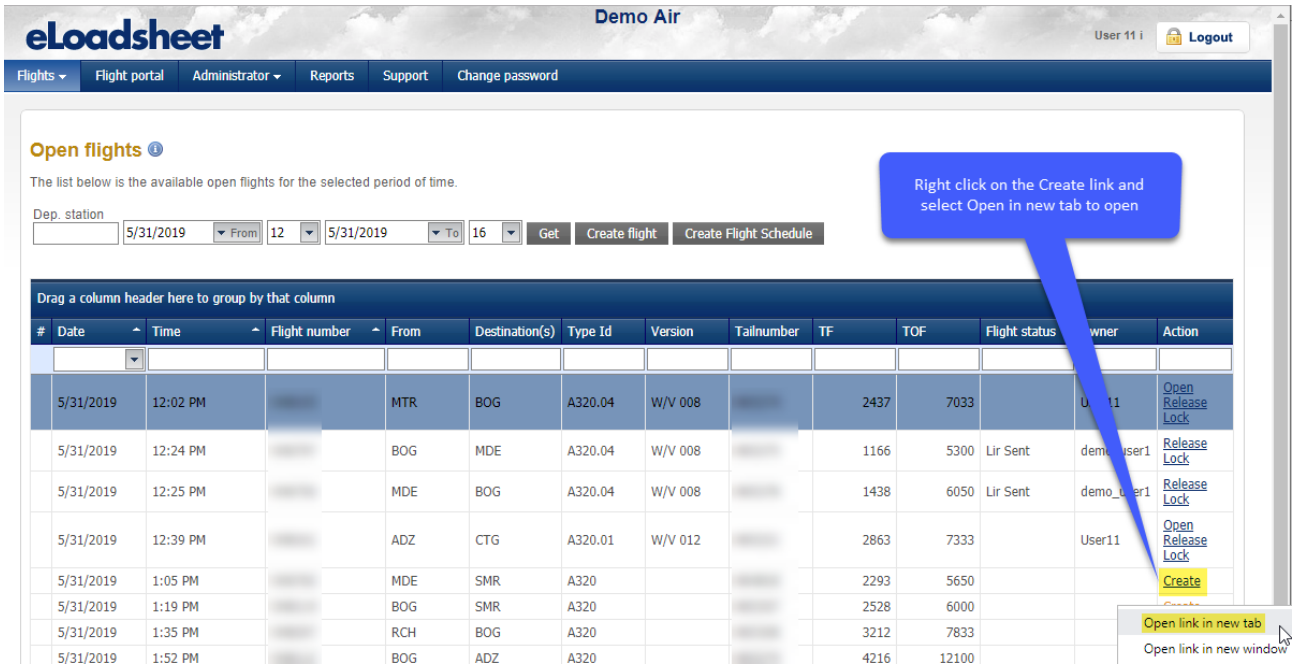


Figure 6: Open flights in multiple tabs

Airlines/operators can override the header in the **Time** column (e.g., Time UTC) on the open and finalized flights pages. This feature is controlled by Flyware and can be enabled upon request.

It is also possible to filter the flight list according to specific parameters. For instance, typing a specific airport code or flight number in the fields directly under the column header will display only flights that contain the specified parameters. Clicking on the **Clear** link to the left will clear all specified parameters. Dragging a column header up to the header area will sort the flight list based on that column.
Please note that if no flights are displayed in the Open flights list, there may be a filter preventing it. By selecting the **Clear** link on the far left removes all existing filters. The **Clear** link is only visible if one or more filters are specified.

5.2. *Finalized Flights*

The **Finalized flights** page displays a list of flights previously finalized in the system. The list shows the flights ordered by the scheduled departure time of the current date. It is possible to expand the selection by hours or a specific date range. To do that, adjust the time or drop-down date selection and click on **Get**. It is also possible to filter the list based on specific parameters like the flight number or, departure station. To do that simply enter the information into the text entry field under the header and the flight list will be filtered accordingly. To remove the filter, remove the filter or click on the **Clear** link on the far left. Please note that maximum date range limit for each search is 31 days.[8]

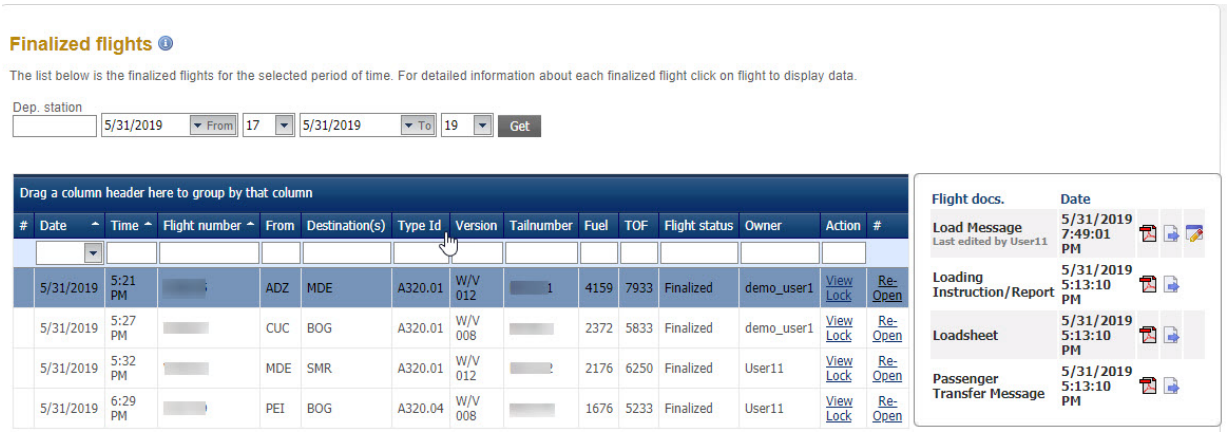


Figure 7: Finalized flights page

Available action in finalized flights list:

- **View:** A finalized flight can be opened read only to view the flight information by pressing the **View** link under the Action column.
- **Lock:** This option is only available if the airline/operator has the *"Lock down"* feature enabled. This feature needs to be enabled by Flyware. Only users that have the *Load Manager* user privilege will be able to see this option. They are also able to lock flights for further editing, unlock flights and view flights in read-only mode if it is locked (selecting **Open** on a locked flight to review it in read-only mode).

[8] eLoadsheet version 7.2.19281.0, item #6.

- **Re-Open:** Selecting the Re-Open link will re-open the flight. Only users with the privilege to reopen flights will be able to see this option. Applicable user roles are Load Controller, Load Manager, Load Supervisor and Load Flight Release.
- **View available documents for a flight:** To view available documents for a flight user must select the flight from the flight list, relevant documents are then displayed under Flight docs on the right side of the page. Selecting the red pdf icon next to the Date will open the relevant document in a new tab.
- **Resend documents:** The user can resend documents by selecting the white and blue icon (see Figure 8) next to the pdf icon and the relevant message will be sent depending on the addresses configuration in the Administrator.

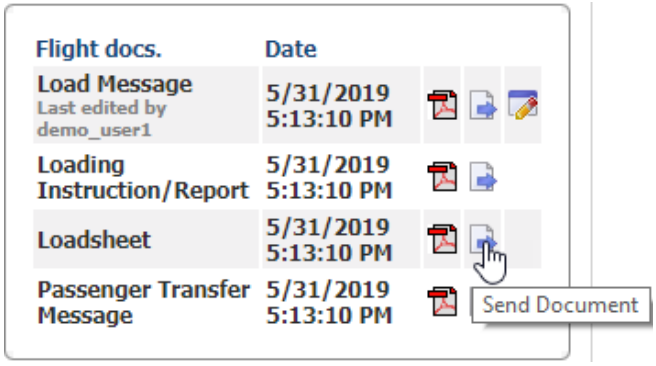


Figure 8: Resend documents, example.

- **Edit LDM (SI information only):** This feature allows the user to edit the LDM message manually after the flight has been finalized. The Finalized Flight list will show the name of the user who performed the last LDM update. The information added is supplementary information only (SI). The LDM can be resent as per illustration after editing message (see Figure 9). This feature is optional and needs to be activated by Flyware.

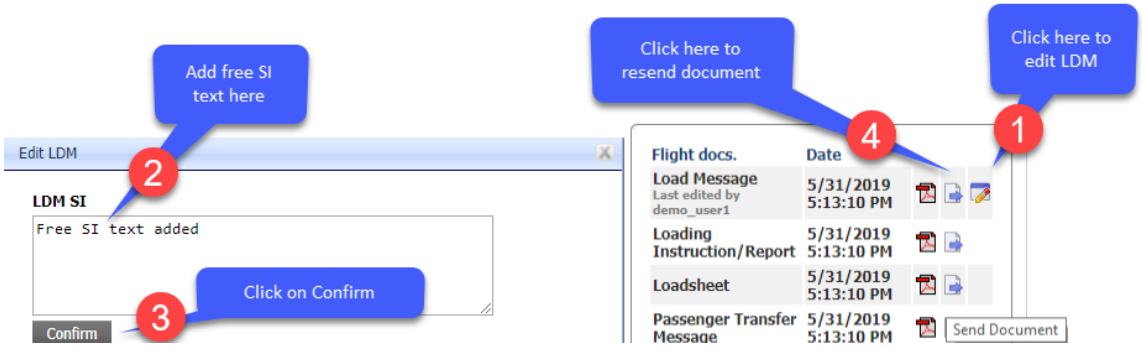


Figure 9: Edit LDM (SI only) example

5.3. *Create flight*

A flight can be manually created by selecting **Create flight** on the **Open flights** page or select it from the **Flights** main menu drop-down menu. When **Create flight** is selected a new page will be displayed (see Figure 10) where the user can manually create a flight. Manually created flights that are created using this method cannot be integrated with an external system.

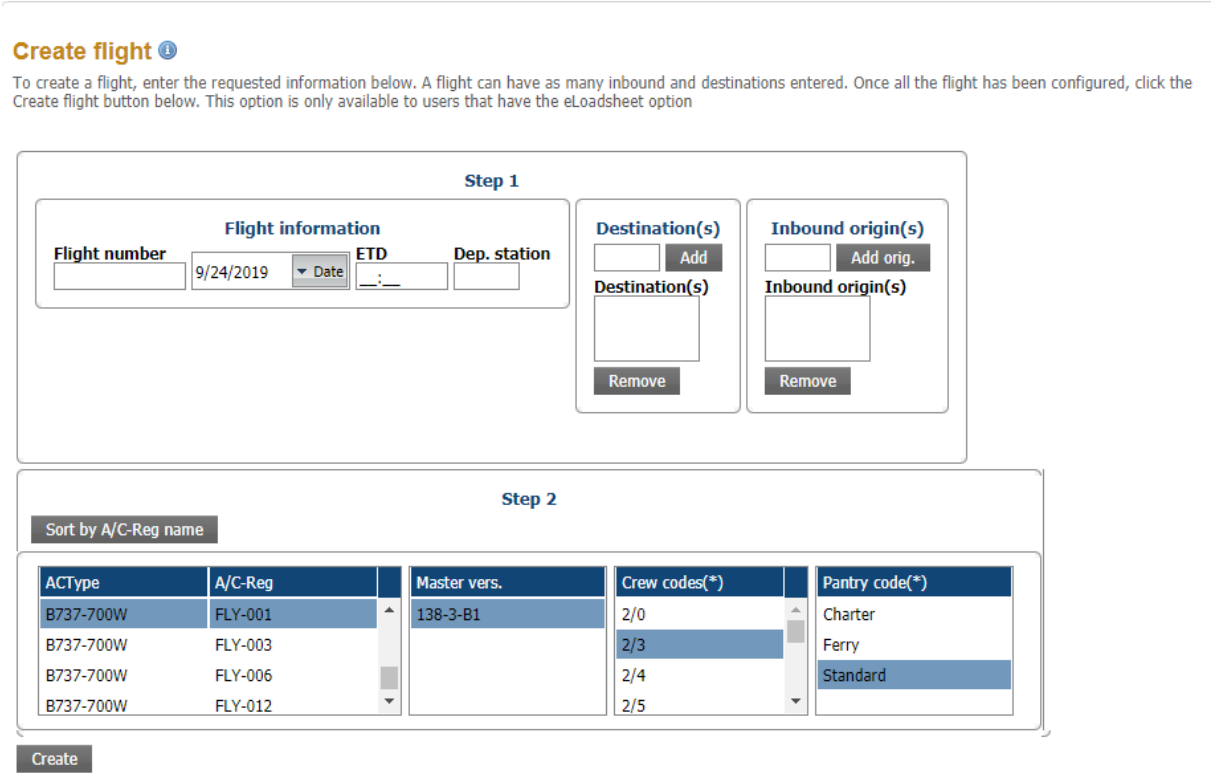


Figure 10: Create flight page [9]

Manually creating a flight involves two steps. First step is to specify the Flight information, flight number, date, ETD, departure station and destination(s); optionally specifying the inbound origin(s). A flight can have as many inbound and destinations as entered.
The second step is where the user selects the aircraft type, registration, master version, crew code and pantry code to be used for that flight. By default, the list is ordered alphabetically

[9] Updated figure, eLoadsheet version 7.1.19175.2, item #16

by *ACType* but by pressing the **Sort by A/C-reg** button it will change the order of the list to alphabetically by *A/C-Reg* (tail numbers).[10]

By selecting the **Create** button below the form will create the flight with default settings for the selected Aircraft type and Master version. With proper privileges, the default settings can be modified in the **Advanced** section during load control.

5.4. *Create Flight Schedule*

A flight can be created by selecting the **Create Flight Schedule** on the **Open flights** page or select it from the **Flights** main menu drop-down menu. The **Create Flight Schedule** allows the user to create flights that can be used to integrate with external systems using the flight key (scheduled time/date of departure and flight number) as a reference.

First, enter the **Flight Number** and select the **Departure date (UTC)** from the calendar drop-down list. Select the **Aircraft Type**, **Tail Number** and **Master Version** using the drop-down list (see Figure 11).

Next, create the flight leg by specifying the **Departure** and **Destination** stations and **Departure Time**. If needed, the **Local Time Offset** can be set from the drop-down list.

Additional flight legs can be created by selecting the **Add leg** button. Removing the last leg can also be done by selecting the **Remove leg** button. In some cases, flight leg(s) depart on a date different from the flight's departure date. This can be accomplished by selecting from the **Day** drop-down list. This feature is optional and needs to be activated by Flyware.

[10] eLoadsheet version 7.2.19281.0, item #13.

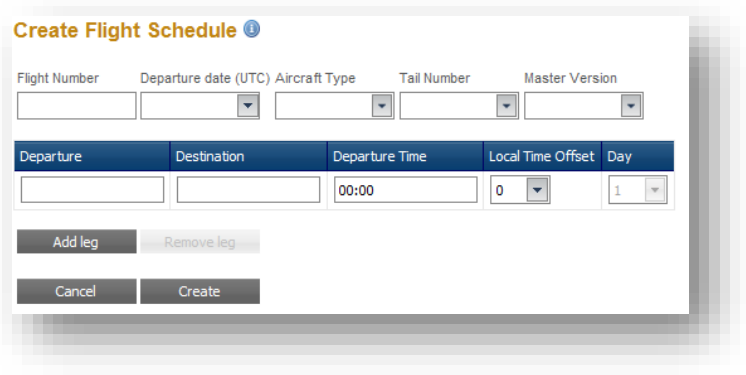


Figure 11: Create Flight Schedule

5.5. *Upload Flight Schedules*

Upload Fight Scheduled allows the user to upload a flight schedule in a standard SSIM format. The system will extract 14 days of schedules from the file and create new flights or update flights already created from another SSIM upload.

To open the **Upload Flight Schedule** page, Figure 12, the user needs to select the **Upload Flight Schedule** from the **Flights** main menu drop-down list. To upload the fights schedule in SSIM format the user needs to press the **Choose File** button and select the relevant SSIM file to be uploaded. After the schedule has been uploaded the **Upload Schedules** button needs to be selected to finish the process.

This feature is optional and needs to be activated by Flyware. Only users with Load manager or Load Supervisor user roles will be able to see this feature.

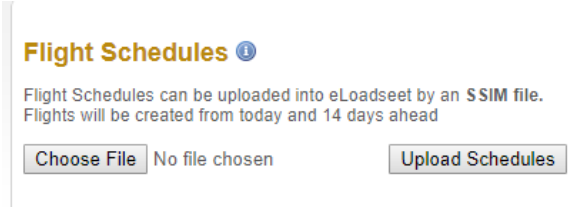


Figure 12: Flight schedule upload

6. Load control process

6.1. *Simple View and Advanced view*

A flight can be viewed and worked on in two different views, **Advanced View** and **Simple View**. The **Advanced View** is the most common view. That view is mostly used by airlines/operators integrated with external systems such as check-in, fuel, crew and/or cargo systems. The **Advanced view** is split into six different pages, **Fuel**, **Pax**, **Deadloads**, **W/B Finalize, Audit Messages** and **Advanced**. See following chapters for more information on each of the pages.

Figure 13: Advanced Load Control view.

The **Simple View** is mostly used by smaller airlines/operators that are not integrated to external systems. The **Simple view** is only split into two pages, **Weight and Balance** and **W/B Finalize**. On the **Weight and Balance** page all information, fuel, passengers and cargo are displayed in a single screen. The user must enter the required information manually. The **Simple view** is available upon request and requires Flyware to activate the feature.

Figure 14: Simple View.

When simple view is used it is possible to toggle between **Simple View** and **Advanced View**. In the **Open flight** list, clicking on the **Open** link will open the flight in **Advanced View**, clicking on the **Simple** link will open the flight in **Simple View** (See Figure 15). It is also possible to select the **Standard View** in the Main Menu bar at the top of the page when working on the flight (see Figure 14).

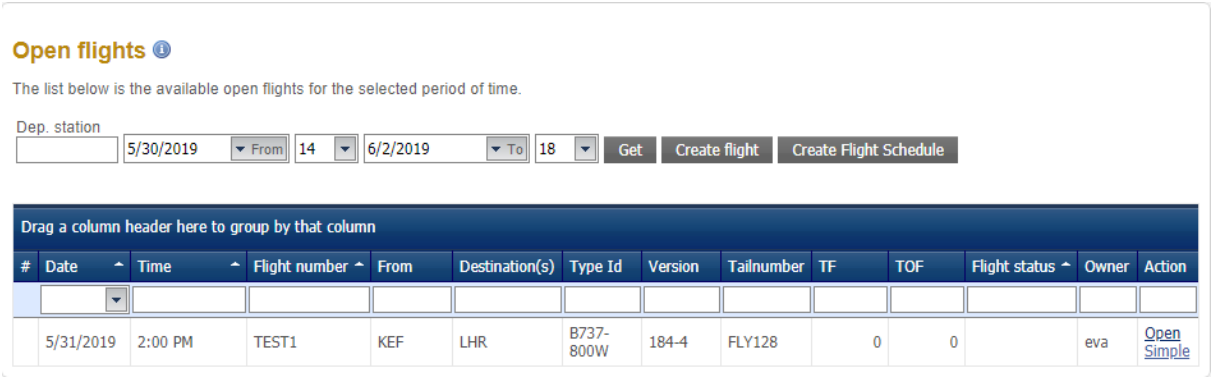


Figure 15: Open flights using Simple View

All inputs in the Simple view are saved by pressing the Enter key.

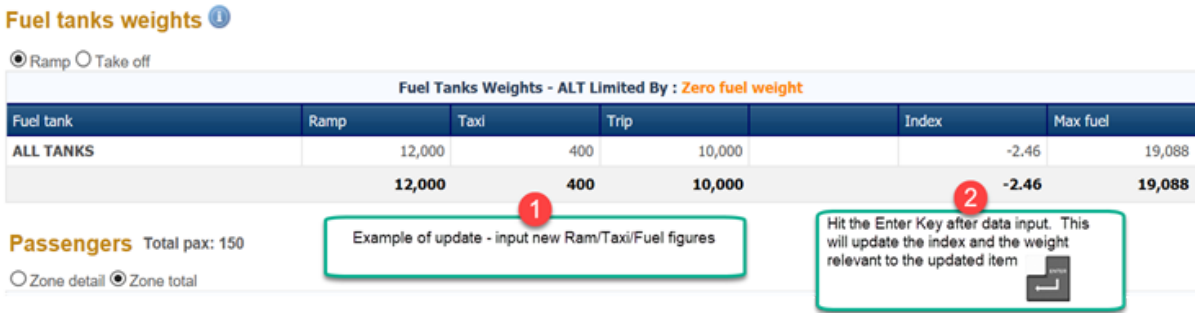


Figure 16: Example of data update in Simple View

It is possible in **Simple view** to autoload passenger into zones. This is the only autoload feature in the Simple view. The Autoload of passenger into aircraft cabin zones is accomplished by:

a) Selecting Zone total (Zone Total can also be set as default in Airline Administrator)
b) Input total passengers (gender split/children/infant or adult/children/Infant)
c) Select autoload

Note: More detailed information about **Simple view** will be included in future version of the User Guide. In the meantime, please contact Flyware if more information is needed.

Fuel tanks weights

Ramp / Take off

Fuel Tanks Weights - ALT Limited By : Zero fuel weight

Fuel tank	Ramp	Taxi	Trip		Index	Max fuel
ALL TANKS	12,000	400	10,000		-2.46	19,088
	12,000	**400**	**10,000**		**-2.46**	**19,088**

Passengers Total pax: 150

Zone detail / Zone total

Zone Total Scenario step 1: Enter Passenger total figures

#		Destination	Male	Female	Child	Infant	Total (Seated)	Max (Seated)
Edit	AutoLoad	**YYR**	70	70	10	0	150	180

Zone Total Scenario step 2: Number of seated passengers: 150

#	Class	Zone	Destination	Male	Female	Child	Infant	Total (Seated)	Max (Seated)
Edit	**Y**	**0A**	**YYR**	24	23	4	0	51	60
Edit	**Y**	**0B**	**YYR**	23	23	3	0	49	60
Edit	**Y**	**0C**	**YYR**	23	24	3	0	50	60
				70	**70**	**10**	**0**	**150**	**180**

Cargo

Excluded positions / Estimated cargo

Bay	Destination	Cargo	Bag	Mail		Total	Max weight
1	**YYR**	0	0	0		0	3,402
3	**YYR**	0	2,200	0		2,200	2,426
4	**YYR**	1,000	0	0		1,000	2,110
5	**YYR**	0	0	0		0	1,497
		1,000	**2,200**	**0**		**3,200**	**9,435**

Actual | Estimated | W & A empty | Comments

DOW	**43262**	MZFW	**62500**	ZFW	**57872**	**74.6956**	**35.2441**	Traffic load	**14610**
TOF	**11600**	MTOW	**77000**	TOW	**69472**	**72.2321**	**32.6973**	ALT	**19238**
RF	**12000**	MRW	**77400**	RW	**69872**	**72.6406**	**32.7931**	Loadsheet valid?	**True**
TF	**10000**	MLDW	**66000**	LDW	**59472**	**77.9816**	**36.2888**	Underload	**4628**

Limit exceeded / ALT limited by

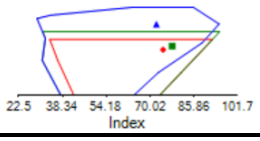


Figure 17: Simple View example

6.2. *Load Control Panel*

The **Load Control Panel** displays various information relevant to the flight. The information is constantly updated and always visible throughout the load control process for both Advanced and Simple View. The Load Control panel is located at the bottom of the page. The panel contains up to four tabs, **Actual**, **Estimated**, **W&A** (Warnings and Advisories) and **Comments**. In addition to this, the envelope is always either based on **Estimated** numbers or **Actual** numbers.

The Load Control Panel can be hidden by selecting the **Hide** button far to the right of the panel, selecting the **Show** button will restore it.

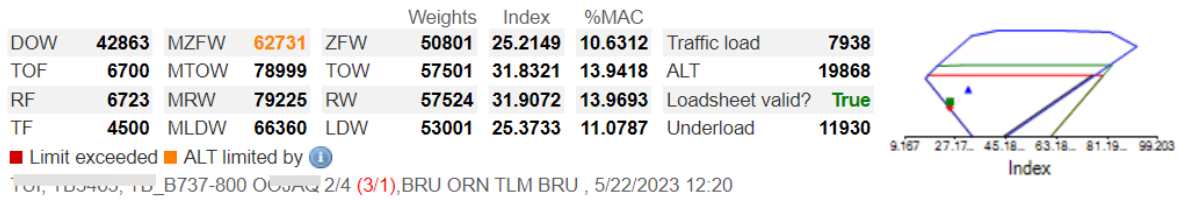


Figure 18: Load Control Panel [11]

6.2.1. *Actual and Estimated tabs*

The actual and estimates panel has the following information:

- **First column**: DOW (Dry operating weight), TOF (Take Off Fuel), RF (Ramp Fuel), TF (Trip Fuel).
- **Second column**: MZFW (Maximum Zero Fuel Weight), MTOW (Maximum Take Off Weight), MRW (Maximum Ramp Weight), MLDW (Maximum Landing Weight). IF active then lateral imbalance limits set in administrator will reduce two upto of the limits selected according to the table set in aircraft settings for lateral imbalance limits. Refer to administrator guide for lateral imbalance settings.[12]
- **Third column**: Shows the gross weights with their respective index value and MAC value:

[11] Updated panel weight Weights/Index/%MAC headings Rev 7.8.23156.0
[12] Added lateral imbalance multiple limit selection Rev 7.8.23156.0

- **Actual tab:** Shows information for ZFW (Zero Fuel Weight), TOW (Take Off Weight), RW (Ramp Weight) and LDW (Landing Weight)
- **Estimates tab**: Shows information for EZFW (Estimated Zero Fuel Weight), ETOW (Estimated Take Off Weight), ERW (Estimated Ramp Weight) and ELDW (Estimated Landing Weight)

- **Fourth column:**
  - Traffic load/Est. traffic load: shows the traffic load both in the **Actual** and the **Estimated** tab. By hovering over the weight value, the user can see how the value is derived: Baggage (total weight/number of bags), Cargo (total weight), Pax Number, Pax weight.
  - **ALT:** Shows the allowed traffic load.
  - **Loadsheet valid?:** If the flight is in trim and does not violate any constraints or limits, loadsheet will be valid and this value will be **True** otherwise this value will be **False**.
  - **Underload:** Shows the difference between the allowed traffic load and the actual/estimated traffic load.
- **Fifth column (This column is only available on the Estimated tab):**
  - **Loading %:** Shows how much (in percent) of estimated passengers and freight has been loaded.
  - **Traffic load:** Shows the actual traffic load, same value as Traffic load in the Actual tab, column four.
  - **To come TL:** Show expected remaining traffic load. By hovering over the weight value, the user can see how the value is derived: Baggage (total weight), Cargo (total weight), Pax Number, Pax weight.

The following markers are also available:

- **Limit exceeded:** If any of the calculated limits for the gross weights are violated, either the envelope or the maximum value, the corresponding weight and index value for the affected gross weight will be highlighted in red.
- **ALT limited by (Allowed Traffic Load limited by):** The limiting Maximum gross weight will be highlighted in orange. For example, if ALT is limited by MTOW, the MTOW weight will be highlighted with orange.

The envelope is always visible in the Load Control Panel and will reflect the loading and fuel figures according to actual or estimates based on which tab is selected. The envelope shows the following information (see Figure 19):

- **Black Line**: Represents the ideal index if available.
- **Blue envelope**: Represents the takeoff envelope.
- **Green envelope:** Represents the landing envelope.
- **Red envelope**: Represents the zero-fuel envelope.
- **Blue triangle**: Represents the loaded index at takeoff weight.
- **Green rectangle**: Represents the loaded index at landing weight.
- **Red diamond**: Represents the loaded index at zero fuel weight.

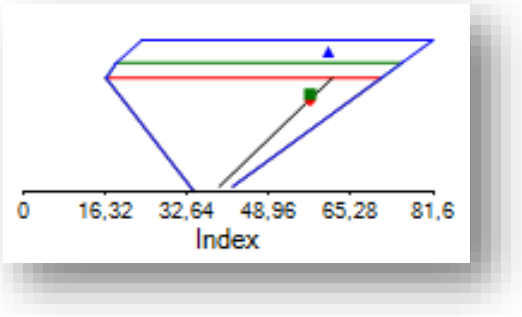


Figure 19: Envelope in the Load Control Panel

6.2.2. *W&A tab*

The **Warnings and Advisories** tab displays the warnings and advisories associated with the flight.

Warnings are displayed if the configuration of the flight somehow exceeds limits. Warnings prevent the flight from being finalized, when warnings are shown in the tap the **Loadsheet valid?** value will be **False**. The tab will display the relevant warning making it easier for the load planner to resolve the issue.

The following warnings are available:

- **AdjacencyRestrictionViolated**: Adjacency Restriction violated.
- **BasicWeightOverrideNotAccepted**: Overridden basic weight does not fall within the accepted range.
- **BayCombinedWeightExceeded**: Bays combined weight exceeded.
- **BayCumulativeWeightExceeded**: Bays cumulative weight exceeded.
- **BayExcludedSpecialCode:** A bay contains special load code that has been excluded.
- **BayMaxHeightExceeded**: Bay max height exceeded.
- **BayMaxWeightExceeded:** Bay max weight exceeded.
- **BayNonFit**: Bay has a ULD/pallet which does not fit.
- **BayOverhangNotAllowed**: Bay has a pallet overhanging it.
- **BayUnsymmetricalLimitExceeded**: Bays unsymmetrical limits exceeded.
- **CompartmentCombinedWeightExceeded:** Compartments combined weight exceeded.
- **CompartmentCumulativeWeightExceeded:** Compartments cumulative weight exceeded
- **CompartmentMaxWeightExceeded:** Compartment max weight exceeded.
- **CompartmentThresholdAlert:** Bay/compartment threshold alert has been reached.
- **EmptyFuel**: No fuel loaded.
- **FlexibleMaxWeightNotAccepted**: Flexible max weights do not fall within the accepted range.
- **FloorMaxWeightExceeded**: Floor max weight exceeded.
- **GalleyMaxWeightExceeded**: Galley max weight exceeded.
- **InFlightEnvelopeExceeded**: In-flight envelope exceeded.
- **LandingEnvelopeExceeded**: Landing envelope exceeded.
- **LandingWeightExceeded**: Landing weight exceeded.
- **LoadInfoCodeLimitExceeded**: Load Info Code limit exceeded.
- **MaxFuel**: Max fuel limit exceeded.

- **MaxWeightOverrideNotAccepted:** Overridden max weights do not fall within the accepted range.
- **RampEnvelopeExceeded**: Ramp envelope exceeded.
- **RampFuelLessThanTakeOffFuel**: Ramp fuel is less than take off fuel.
- **RampWeightExceeded**: Ramp weight exceeded.
- **SOCMaxWeightExceeded:** Max weight for seat occupied by cargo (SOC) exceeded.
- **SWAMaxTotalWeightExceeded:** Max total weight of Service Weight Adjustments (SWA) exceeded.
- **TakeOffEnvelopeExceeded**: Take off envelope exceeded.
- **TakeOffFuelLessThanLandingFuel:** Take off fuel weight is less than landing fuel weight.
- **TakeOffWeightExceeded**: Take off weight exceeded.
- **TIAircraftLimitExceeded**: Transport index aircraft limit exceeded.
- **TIBayLimitExceeded**: Transport index limit for bay exceeded.
- **TIBaysLimitExceeded**: Transport index limit for specific bays exceeded.
- **TICommodityGroupLimitExceeded**: Transport Index limit for commodity group exceeded.
- **TICompartmentLimitExceeded**: Transport index limit for compartment exceeded.
- **ZeroFuelEnvelopeExceeded**: Zero fuel envelope exceeded.
- **ZeroFuelWeightExceeded**: Zero fuel weight exceeded.

Please note that warnings depend on account setup and not all warnings are visible to all airlines/operators.

Advisories are suggestions or notification of issues that do not prevent the finalization of the flight. The tab will display the relevant advisories making it easier for the load planner to resolve if needed.

The following advisories are available:

- **BusinessRuleAction**: Advisory that a business rule has changed flight information.

- **FlightEstimates**: Advisory on flight estimates.
- **FlightMaxWeightOverride**: Flight max weights have been overridden.
- **TotalCommodityToHigh**: Commodity are higher than check weight.
- **UnAllocatedPaxBaggage**: Advisory to alert user that not all baggage has been loaded.
- **UnAllocatedDeadloads**: Advisory to alert user that some baggage, cargo or mail deadloads have not been loaded.
- Please note that advisories depend on account setup and not all advisories are visible to all airlines/operators.

6.2.3. *Comments tab*

Two-way communication is available between **Flight Portal** and **Load Control Panel**. Messages and notifications from Flight Portal are displayed in the **Comments** tap for the load controller to see and act upon if needed. Messages supported are the following:

- Two-way free text communication with **Load Control Panel** and **Flight Portal.**
- Confirmation to load control that loading has been confirmed.
- Confirmation from load control that a loadsheet has been sent.
- Confirmation from load control that a LIR has been sent.

The communication audit trail is always visible in the **Load Control Panel.**
This feature is optional and needs to be activated by Flyware. See more information about **Flight Portal** in the Flight Portal User Guide.

6.3. *Flight header*

When working on a flight, a several information is always visible at the top of the page, called **Flight header** information. The **Flight header** shows the following information:

First row:

- Airline/Operator name
- Flight number
- Aircraft type

- Tail number. If the airline has an active flight schedule integration and the tail number is manually changed or a change is received and processed[13] in flight schedule during load control the tail number that came from the flight schedule integration is always visible and marked in red next to the updated tail number. Example: "New tail number" (Newest tail number from the scheduling system)". If the flight schedule integrations update the tail number after the user has opened the flight in eLoadsheet (pressed the create button on Open flights page) the updated tail number will be shown and marked in red next to the current tail number. Then the user has the option to manually update the tail number to match the tail number coming from the flight scheduling system. If that is done the red text disappear. Example: "Current Tail number" (Newest tail number from the scheduling system)".
- Crew code. If the airline has an active crew integration and the crew code is manually changed or a change in integration feed is received [14]during load control the crew code that came from the crew integration is always visible and marked in red next to the updated crew code. Example: "New crew code" (Newest crew code from the crew system)". If the crew integrations update the crew code after the user has opened the flight in eLoadsheet (pressed the create button on Open flights page) the updated crew code will be shown and marked in red next to the current crew code. Then the user has the option to manually update the crew code to mach the crew code coming from the crew system. If that is done the red text disappear. Example: "Current Crew code" (Newest crew code from the crew system)". If crew information changes during the load control process a notification is displayed in red at the end of the row. Example: "(Crew Changed)".

Second row:

- Departure station.
- Destination station. If there is a destination change The message will be shown in the header and footer of the flight when opened. Is visible when station is changed by

[13] 7.9.23346.0 release item 9
[14] 7.9.23346.0 release item 9

schedule change integration only. The destination station in the scheduling system is shown in header/footer in red in brackets (XXX).[15]

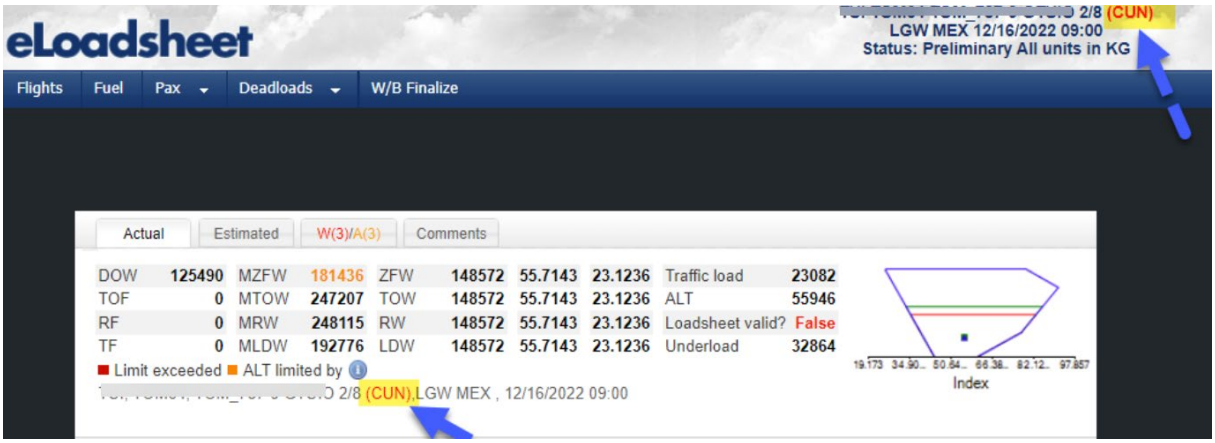


Figure 20 Shedule change exmple.[16]

- Date and time of flight. If the flight time changes the ETD will be shown next to the STD marked in red. Example: "18:20 (18:45)".

Third row:

- Indicates if data are in kg or lbs.

Figure 21: Flight header example

[15] Information added, eLoadsheet version 7.8.23156.0 item #4.
[16] Added , eLoadsheet version 7.8.23156.0 item #4.

6.4. *Situational Awareness (notification globe)*

The **Situational Awareness** icon is located at the far right on the main menu bar. The globe icon turns white when a new and unread update are available. Selecting the icon will open an overlay window with the transaction list. If no unread updates are available, the globe icon is dark blue. Please note that notification globe is not turned on by default and is customized for each customer.

Situational Awareness provides the user with awareness of updates to information from external systems integrated with eLoadsheet. If updates are received from external systems, the user is alerted, and the user can view the information by selecting the globe. The following information can be shown:

- **Fuel**: Fuel information have been updated.
- **Pax:** Overview of when the timed integration was executed.
- **Cargo: C**argo information have been updated.
- **Crew: C**rew information have been updated.
- **Send LIR:** The Loading Instructions Report has been sent.
- **Send Loadsheet**: The preliminary loadsheet has been sent.
- **Flight Portal:** Shows messages sent to the flight from the **Flight Portal** (see more information about the Flight Portal in the Flight Portal user guide).
- **Flight Schedules:** Shows schedule information updates.

The user can acknowledge the notification by clicking on the **Acknowledge** button on the **Situational Awareness** overlay screen, that action will clear the list. **Acknowledge** actions are audited and available in the audit report for the flight.

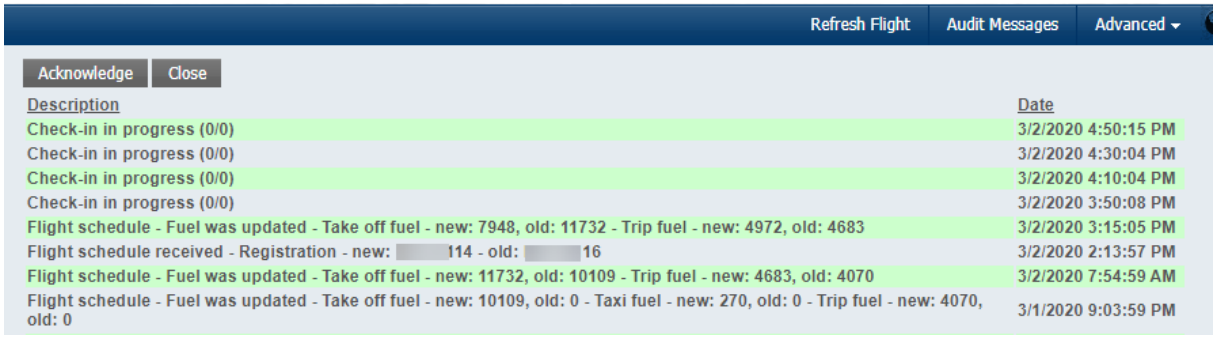


Figure 22: Situational Awareness Example

7. Fuel

Initial part of the load control process is to manage the fuel settings for the flight.
The fuel configuration can be specified for the flight by entering the fuel into the relevant fields.

1. Click on the Edit link for the fuel tank in question.
2. Complete the fuel configuration.
3. Click on the Update link to save the configuration or the Cancel link to cancel the configuration.

The fuel weights can be edited according to Ramp or Take off fuel.

- Ramp will calculate the Takeoff weight from Ramp and Taxi fuel figures.
- Take off will calculate the Ramp fuel from Taxi and Take off fuel figures.

If multiple fuel tanks are available, the summary of the fuel configuration will be presented at the bottom of the table.

If more than one fuel density is available, they will be displayed in a drop-down list. If only one exist, the drop-down field is not displayed.

The Fuel Procedure drop-down column is only displayed if more than one fuel procedure is configured for the aircraft type.

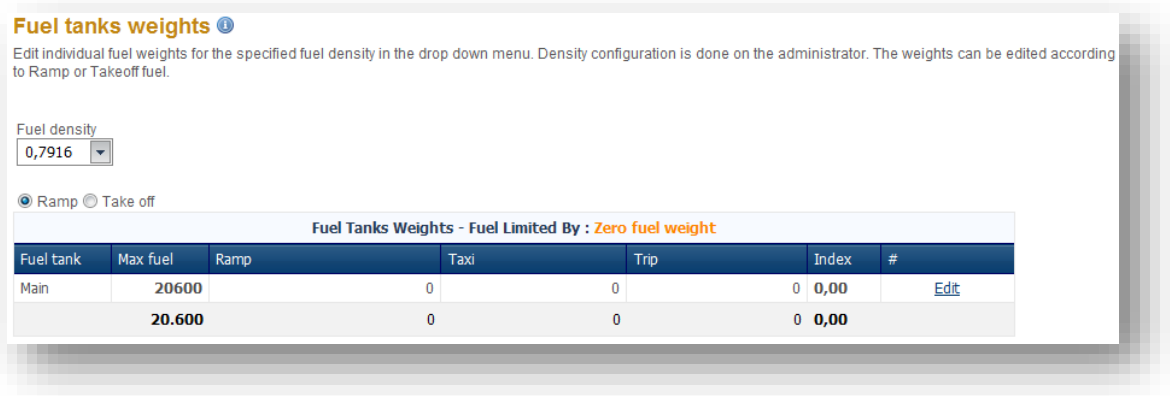


Figure 23: Editing fuel tank weights

Example of fuel procedures as displayed in for an aircraft with one standard fuel procedure and one ferry fuel procedure. In the below example the ferry fuel procedure has been selected.

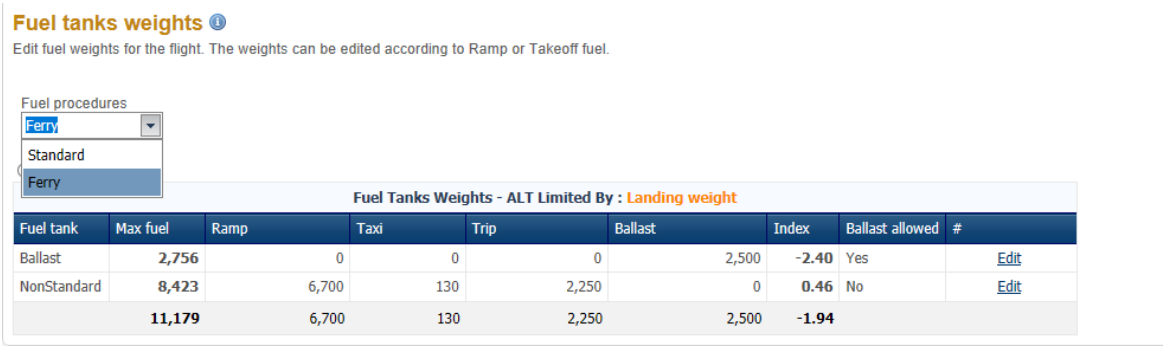


Figure 24: Fuel procedure example

Please note that if aircraft type is change during load control the fuel values are cleared, and the user need to re-enter them.

If an airline/operator is integrated with a flight scheduling system or a flight planning system, fuel information may become available before load control starts. the fuel figures for the flight will then be visible in the open flights list and at the Fuel page.
The user can update the fuel figures any time during the load control process. Please note that after a flight has been created (clicked on create on the Open flights list or manually created) fuel integration will stop. All changes to fuel figures after that needs to be done manually. If airlines/operators are using external flight planning integration please ask Flyware for more information regarding your integration, since integrations varies between airlines/operators.

For customer using an active fuel integration there exists a feature to show and edit the Flight Plan ID on the fuel page. This option needs be enabled upon request by Flyware.

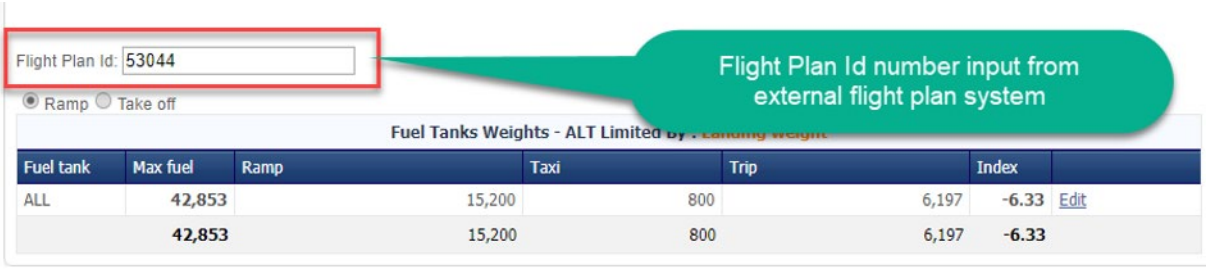


Figure 25: Flight Plan ID field example.

8. Pax

Passenger information can either be manually entered or fed from an external system. There are various trim methods available in the system, it depends on the trim method selected for the aircraft type what configuration is displayed.
The various trim methods will affect the granularity of passenger details. Row level trim method will contain the most details and Zone, Cabin and Free seating will contain aggregated and less granular details.
The trim method can be changed in the Advanced Section under Trim method, only available trim methods specified in the Administrator part can be selected for each Aircraft (see more information in the Administration Guide). To be able to switch to another trim method the user needs to clear all exciting passenger data. The following trim methods are available in eLoadsheet:

8.1. *Row trim*

If passenger assignment is row based or if integrated with external check-in system, then the passenger distribution and trim option is by row. Row based trim is the most accurate trim of the available trim methods. The selections for row-based trim are **Pax**, **Unassigned Pax** and **Seatmap** see Figure 26: Row trim selection Figure 26.

Figure 26: Row trim selection

8.1.1. *Pax*

Passengers are assigned seats manually or using an external check-in system. Choosing **Pax** in the **Main Menu** and selecting **Pax** will display a list that contains all the information on passengers that have been assigned to the flight, manually or by external system (see Figure 27).

This list also gives the option of overriding several set parameters, un-assigning passengers and assigning new passengers to the flight. Dragging a column header up to the header area will sort the flight list based on that column.

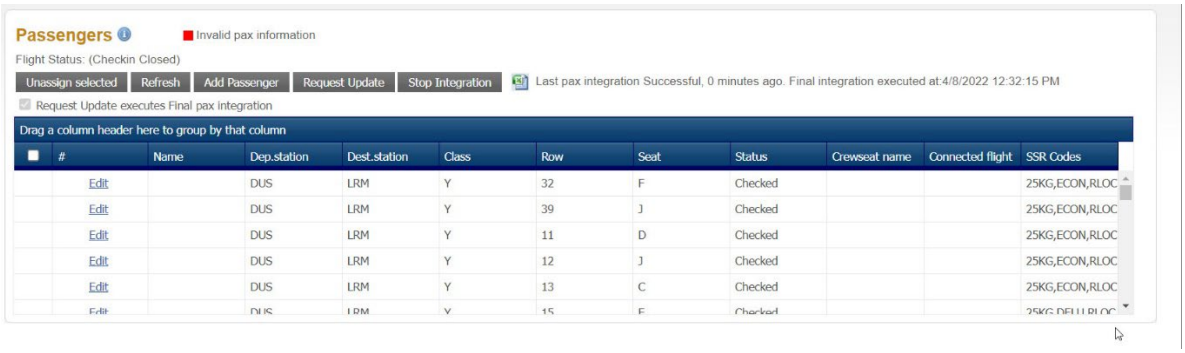


Figure 27: Passengers information list.

If the flight has less than 30 minutes to departure and there is a change to the loadsheet data send from the adapter then the following items will occur[17]:

a) On open flight page the flight will appear on top with the flight status of "**Inconsistent LS**" and also a background color of red will be shown.
b) On open flight page in the communication globe dropdown, a quick message will be shown saying that there is a change to that flight (only for the flight owner)
c) On finalize page there will a message saying that the loadsheet is inconsistent.
d) If the owner of the flight then gets new Loadsheet on the finalize page then the alert message and flight status will go away.

[17] Warning to prevent inconsistency in passenger numbers during integration REV 7.8.23156.0

Information available:

- **Flight Status:** This shows she status from the external check-in system. The most common statuses here are *Open for checkin, Checking Close Pending* and *Checkin Closed*. If there is no check-in integration or if the first integration hasn't been executed there will be no information here.
- **Last pax integration information:** Shows the information about when the last check-in system integration was executed and if it was successful or not. If there is no check-in integration or if the first integration hasn't been executed there will be no information here.
- **Name:** Shows the passenger's name or identification if used. See more information below on this field for integrated flights.
- **Dep.station:** Shows the passenger departure station.
- **Dest.station:** Shows the passenger destination station.
- **Class:** Shows the class if the passenger has been assigned a seat and is located in the Passenger area.
- **Row:** Shows the row if the passenger has been assigned a seat and is located in the Passenger area.
- **Seat:** Shows the seat if the passenger has been assigned a seat in the Passenger area.
- **Status:** Shows the status of the passenger, *Booked*, *Checked*, *Boarded* etc.
- **Crewseat name:** Shows the crew seat name if the passenger has been assigned a crew seat.
- **Connected flights:** Show the connection with foreign external flights in the passenger in light blue color(aqua blue) in passenger list for better awareness. If internal connecting no additional color is shown, only the connecting flight number. [18]

[18] Issue 7.9.23346.0 release item 3

Figure 28 Connecting flight example in pax list showing external connecting flight.
19

- **SSR Codes:** Shows SSR codes if available.

If a row is marked with a red color the passenger listed in that row is invalid (has an invalid seat location etc.).

Action buttons available

- **Unassign selected:** By selecting one or more passengers in the list and then click on this bottom will remove their seat assignment. By selecting passenger, the user needs to click on the first column under the checkbox sign (see Figure 29).

[19] Issue 7.9.23346.0 release item 3

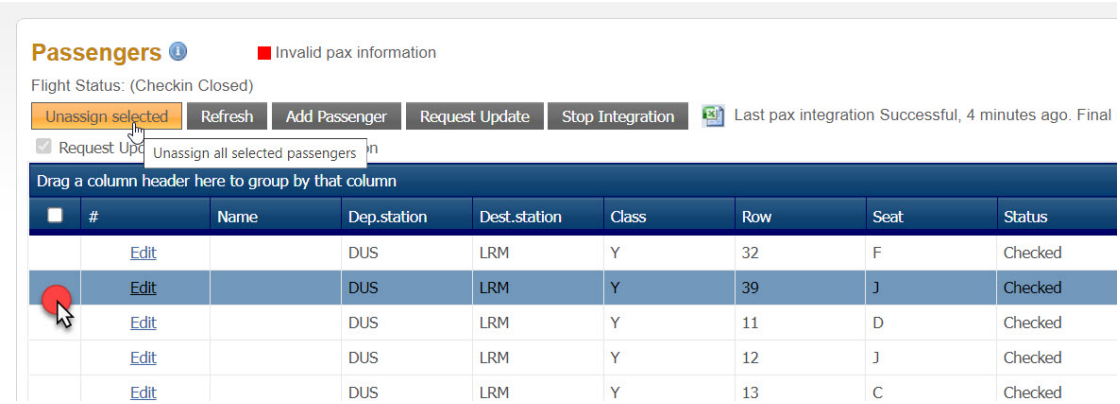


Figure 29: Selecting passenger from the list.

- **Refresh:** This button is used after the Request Update button has been pressed (see more information below).
- **Add Passenger:** This is used to manually add passenger to the passenger list (see Figure 30).

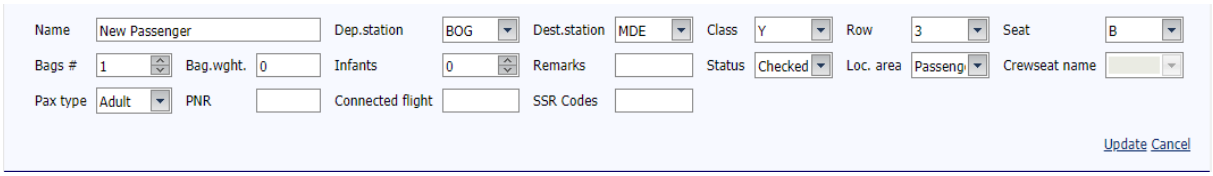


Figure 30: Adding new passenger

The following settings can be set:

- **Name:** This is for information only, can be left empty.
- **Dep.station:** This is only relevant in multi leg flight.
- **Dest.station:** This is only relevant in multi leg flight.
- **Class:** This is only relevant if there are more than one class configured for the current aircraft.
- **Row:** This is only valid input if PassengerArea is selected in Loc. area.
- **Seat:** This is only valid input if PassengerArea is selected in Loc. area.
- **Bag #:** Here the user can add information about number of bags. Please note that this field is information only and will not add bags to the Deadloads.

Deadloads for manually created users need to be created manually on the deadload page.

- **Bag.wght:** Here the user can add information about the bag weight. Please note that this field is information only and will not add bags to the Deadloads. Deadloads for manually created users need to be created manually on the deadload page.
- **Infants**
- **Remarks:** Free text
- **Status:** Here the user can select the status of the passenger, checked, booked etc.
- **Loc. Area:** The user can choose between PassengerArea and CrewLocationArea.
- **Crewseat name:** This is only valid input if CrewLocationArea is selected in Loc. area.
- **Pax type:** The user can choose between Adult, Male, Female, Child and Infant.
- **PNR**
- **Connected flight**
- **SSR Codes**

Note that passengers cannot be deleted in eLoadsheet, only unassigned.

- **Request Update:** Clicking on the **Request Update** button will automatically update the passenger information via the interface. The screen needs to be refreshed to see how the information was updated. An advisory will be displayed when request update is in progress and the **Request Update** button gets grayed out (see Figure 31).

Figure 31: Request update in progress.

- **Stop Integration:** Clicking on **Stop Integration** will automatically stop the check-in integration for the flight. This applies to passenger and baggage information. When

this button is pressed and the page is refreshed the **Request Update** button gets grayed out and two additional buttons becomes available, **Start Integration** and **Clear Pax Data** (see Figure 32).

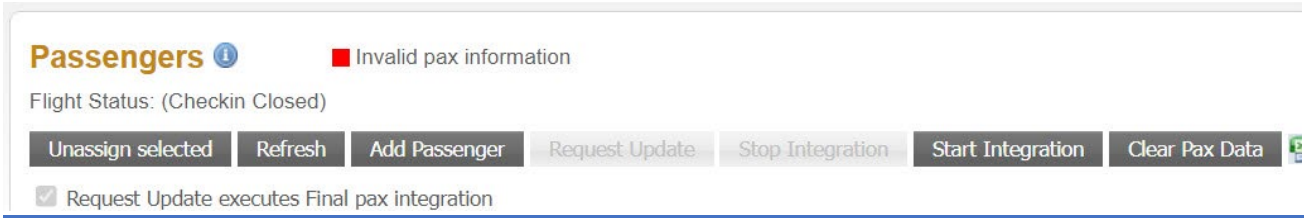


Figure 32: Stop Integration

- **Start Integration:** If the integration has been stopped, clicking on Start Integration will resume the check-in integration. This will override any manual changes already made. This applies to passenger and baggage information.
- **Clear Integrated Data:** Once the integration has been stopped the passenger data (integrated and manually created) can be purged from the flight by clicking on the **Clear Pax Data** button and the user is able to manually enter the flight information or change the trim method.
- **Excel icon:** It is possible to extract the passenger list by clicking on the excel icon.
- **Request Update executes Final pax integration:** This feature is only available if the airline/operator is integrated to an external check-in system. This feature allows the user to request a final integration from the check-in system at any time before the final scheduled integration is executed by selecting the checkbox and pressing the **Request Update** button. This action will behave exactly like the final scheduled integration. No more scheduled integrations will be executed, and all subsequent integration updates needs to be requested manually by pressing the **Request Update** button.

Passenger information can be managed by clicking on the **Edit** link, the field that can be updated are the same as listed above for **Add Passenger**. Note that passengers cannot be deleted in eLoadsheet, only unassigned from the flight.

Please note that if passenger coming from the external check-in system is change the integration must be stopped. If integration is not stopped the next executed integration will override the manual changes. Changes made in the list only changes in eLoadsheet and are not transferred back to the check-in system. It is recommended to not alert any information coming from the check-in system until the final integration has been executed.

Accommodation for The General Data Protection Regulation (EU) 2016/679 standards: Sensitive passenger data coming from check-in system integration have been made anonymous. Values that have been hidden are Name, Address, PNR and Remarks. This function can be disabled by request to Flyware.

If eLoadsheet is integrated with an external check-in system, the passenger and baggage information are automatically updated on a timed schedule. The user can verify the information in the Pax page and request an update anytime if needed.

Passenger marked as “Checked-in” and “Boarded” are included in actual load. Passengers marked as “Booked” are only included in estimated load, but passenger marked as “No-show” passengers are not accounted for any load.

8.1.2. *Unassigned Passengers*

Choosing **Pax** in the **Main Menu** and selecting **Unassigned Passengers** will display a of passengers that have been assigned to the flight but do not have seating assignments or have invalid seating assignments. Passengers without seating assignments are not considered for weight and balance and therefore it is important that all passengers that have been assigned to the flight have been assigned to seats. Dragging a column header up to the header area will sort the flight list based on that column.

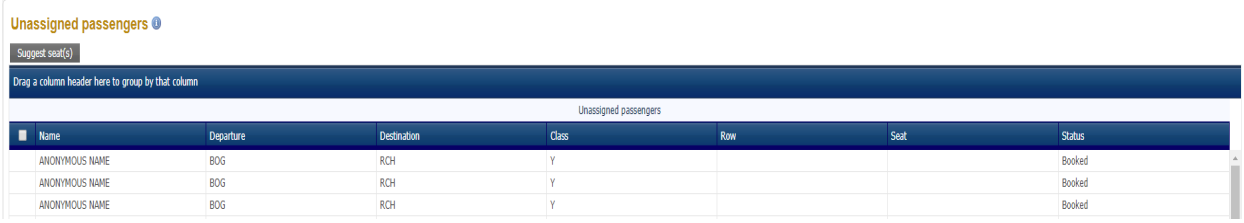


Figure 33: Unassigned passengers

A seat(s) can be suggested by selecting one or more passenger(s) from the list and then click on the **Suggest seat(s)** button. A list with selected passenger(s) and the suggested seat will then be displayed. The next action is for the user to choose between the Cancel and Save

button, whichever is relevant. The user can also only select the passengers that he wants to assign to the new seats. When clicking on the Save button all highlighted passengers will be assigned to the new seats visible on the screen (see Figure 34).

Figure 34: Suggested seat for unassigned passengers' example

When eLoadsheet is integrated, the **Suggest Seat** button is temporarily disabled while the integration is in progress.

8.1.3. *Seatmap*

Choosing **Pax** in the **Main Menu** and selecting **Seatmap** will display a seatmap figure. The seatmap displays all assigned passengers, booked passengers, SOC (seat occupied by cargo), blocked seat, removed seat and seat reserved for crew, color coordinated by type of assignment.

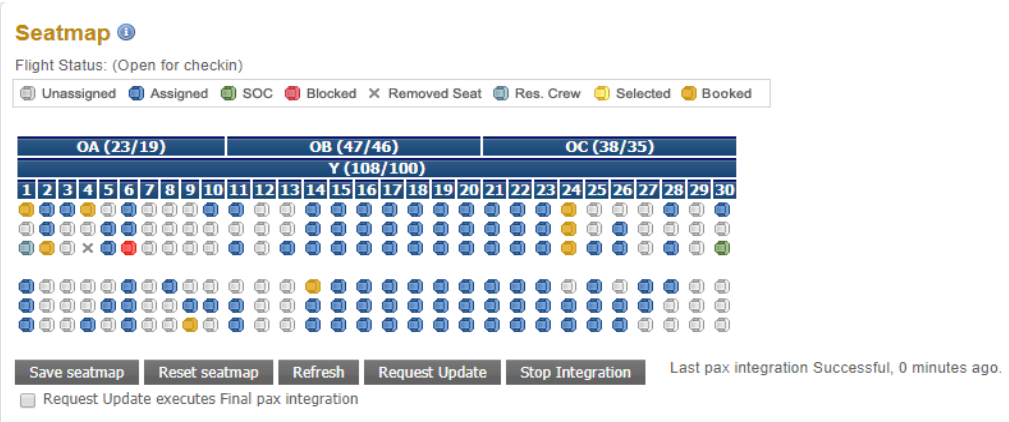


Figure 35: Seatmap example

The seat map allows for various actions such as displaying information by hovering over the relevant seat for assignment information, left click on seats for multiple seat selection and right clicking on the seat for the following options:

- **Block:** This block selected seat(s).
- **Remove seat:** This removes selected seat(s).
- **SOC:** This indicates that seat is occupied by cargo. This is only information. No changes to the weight and index. SOC load can be added in the Deadloads section.
- **Assign:** Assign unassigned passenger to seat.
- **Unassign:** This unassign the passenger in the selected seat(s). This can also be used to unblock seat(s), undo a reserved crew seat(s), remove a SOC or restore previously removed seat(s).
- **Swap:** This is only available if two seats are selected. Then the user can swap these seats. This can be used for example if the user wants to swap two passengers or swap one passenger and SOC.
- **Remove pax:** This is only available if seat with allocated passenger is selected. This will unassign the selected passenger.
- **Res. Crew:** This reserves the seat(s) for crew member(s).
- **Cancel sel.:** This cancel all seats that have been selected.

Please remember to click on the **Save seatmap** button after changing anything in the seatmap.

Information available

- **Flight Status:** This shows the status from the external check-in system. The most common statuses are *Open for checkin, Checking Close Pending* and *Checkin Closed*. If there is no check-in integration or if the first integration hasn't been executed there will be no information here.
- **Last pax integration information:** Shows the information about when the last check-in system integration was executed and if it was successful or not. If there is no check-in integration or if the first integration hasn't been executed there will be no information here.

Action buttons available

- **Save seatmap:** This button needs to be used if any changes have been made on the seatmap.
- **Reset seatmap:** Reverts to the status before changes were made on seatmap. This only applies to changes that have been done since the Save seatmap button was last used.
- **Refresh:** This button is used after the Request Update button has been pressed (see more information below).
- **Request Update:** Clicking on the **Request Update** button will automatically update the information coming from an external check-in system. The page needs to be refreshed to see the updated information (by clicking on the **Refresh** button or refresh the browser). An advisory will be displayed when request update is in progress and the **Request update** button gets grayed out (see Figure 36). **Request Update** button is only displayed if eLoadsheet is integrated with external check-in system and Flyware has activated this function.

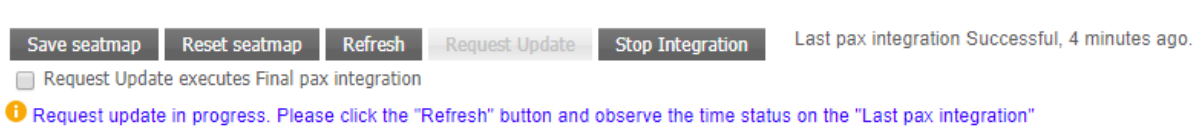


Figure 36: Request update in progress - seatmap

- **Stop Integration:** Clicking on **Stop Integration** will automatically stop the external check-in integration for the flight. This applies to both passengers and baggage information. The page needs to be refreshed to complete the action (by clicking on the

Refresh button or refresh the browser). An advisory will be displayed when stop integration is in progress and the **Request Update** and **Stop Integration** buttons gets grayed out and two additional buttons becomes available, **Start Integration** and **Clear Pax Data** (see Figure 37). This button is only displayed if eLoadsheet is integrated with external check-in and/or cargo system and Flyware has activated this function.

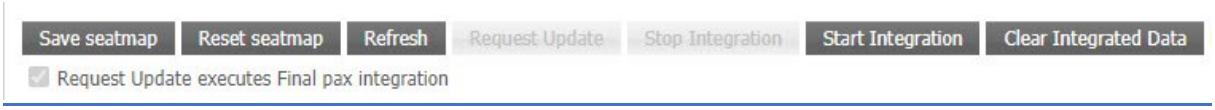


Figure 37: Stop Integration – seatmap

- Start Integration: If the integration has been stopped, by pressing the Stop Integration button, this button becomes available. clicking on **Start Integration** will resume the integration. This will override any manual changes already made, this applies to both passengers and baggage information. This button is only displayed if eLoadsheet is integrated with external check-in system and Flyware has activated this function.
- Clear Pax Data: Once the integration has been stopped the already integrated and manually created passenger data can be purged from the flight by clicking on the **Clear Pax Data** button and the user is able to manually enter the flight information and/or change the trim method.
- Request Update executes Final pax integration: This feature is only available if the airline/operator is integrated to an external check-in system. This feature allows the user to request a final integration from the check-in system at any time before the final scheduled integration is executed by selecting the checkbox and pressing the Request Update button. This action will behave exactly like the final scheduled integration. No more scheduled integrations will be executed, and all subsequent integration updates needs to be requested manually by pressing the **Request Update** button.

Please note that if passenger coming from the external check-in system is change the integration must be stopped. If integration is not stopped the next executed integration will override the manual changes. Changes made on the seatmap only changes in eLoadsheet and

are not transferred back to the check-in system. It is recommended to not change any information coming from the check-in system until the final integration has been executed.

If eLoadsheet is integrated with an external check-in system, the passenger and baggage information are automatically updated on a timed schedule. The user can verify the information in the Pax page and request an update anytime if needed.

Passenger marked as “Checked-in” and “Boarded” are included in actual load. Passengers marked as “Booked” are only included in estimated load, but passenger marked as “No-show” passengers are not accounted for any load.

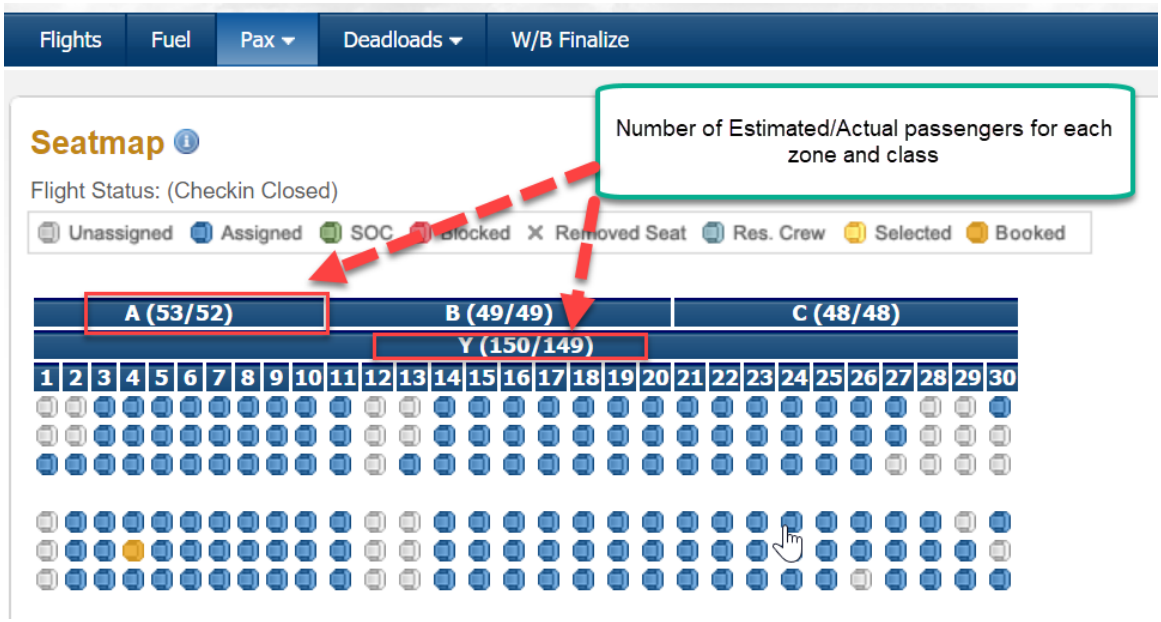


Figure 38: Example of Number of Estimated/Actual passengers for each zone and class.

8.1.1. *Transit* [20]

Choosing **Pax** in the **Main Menu** and then Transit will give user access to transit panel. Note that this feature is optional and is as per request from customers to have this visible. This means only selected customers have this view. The autoload passenger algorithm for transit passengers is as well customized as per customer requirements.

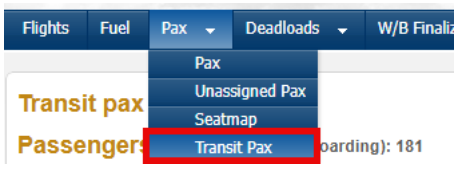


Figure 39 Transit panel selection

The transit panel functionality is to add passengers that are in transit manually into a flight that is integegrated to a passenger check-in system to eLodsheet giving a user friendly option to add passengers manually to a specific zone in the aircraft either by autoload algorithm and by manual selection.

When the system has loaded the manually selected passengers with the autoload algorithm manually then the user can change and confirm movement of the transit passengers between zones in the cabin.

In **Figure 40** the transit panel is shown the main functions are explained as per the bullets on the illustration:

a) Select edit to add transit passenger to the flight. It is only possible to add passengers in transit to remaining seats shown.
b) When the Edit link is selected, and the input is complete AutoLoad is displayed in the same line. Select to execute autoload command. This will distribute the passengers to

[20] Added transit panel Ref 8.1.24377.0

available seats in the cabin as per predefined company autoload algorithm rule or standard distribution autoload rule (depends on what is active for the customer).

c) If relocation is required within the cabin user selects sidepanel “Specify Transit Pax in Zones”. The user can change the pax from one zone to another with in this panel. When a pax is changed as in example 1 female in transit moved from zone A to zone B, then eloadsheet will validate how many seats are available and if the changes match with total passengers in transit and amount of passengers moved. If the validation fails an error is shown on the panel with recommendations example “**PaxType X differ in transit pax: The difference is: X no.**

d) The validation on the input is run in the background when the save button is selected. If the input matches the total of passengers in transit then the save changes action will validate the change and input passengers into the relevant zone. The result is shown in the transit column whith zone distribution on the right.

e) If the user requires to cancel the action the users select cancel change action button. If additional total passengers counts are added the process is repeated from a) to e). Then select the edit link as specified in a) and update totals in transit.

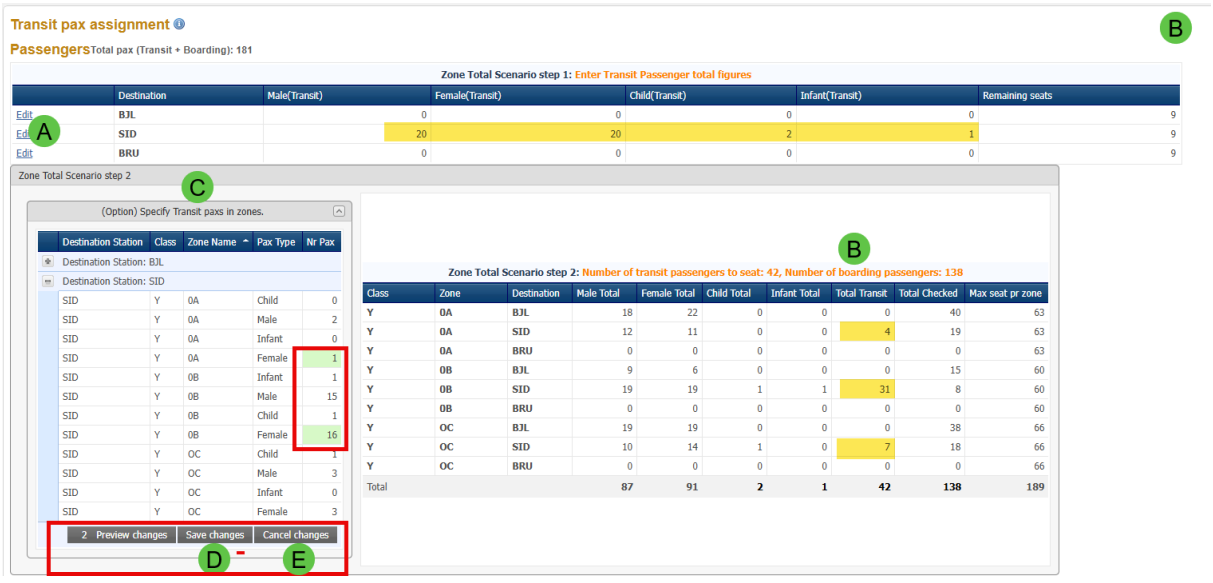


Figure 40 Transit panel

8.2. *Zone trim*

If passenger assignment is zone based, then the passenger distribution and trim option is by zones (see Figure 39). Choosing **Pax** in the **Main Menu** will display a list with available zones for the aircraft per flight leg. Information can be added/edited by clicking on the Edit link in the first column.

Information available

- **Class:** This shows the class assignment for the listed zone and flight leg.
- **Zone:** This shows the zone name for the listed flight leg.
- **Flight leg:** This shows the relevant flight leg.
- **Adult:** This shows how many adults are in the zone for the listed flight leg. This option is 0 if the passenger weight set used for this aircraft is gender split.
- **Male:** This shows how many males are in the zone for the listed flight leg. This option is 0 if the passenger weight set used for this aircraft is not gender split.
- **Female:** This shows how many females are in the zone for the listed flight leg. This option is 0 if the passenger weight set used for this aircraft is not gender split.
- **Child:** This shows how many children are in the zone for the listed flight leg.
- **Infant:** This shows how many infants are in the zone for the listed flight leg.
- **Total:** This show how many persons are in the zone for the listed flight leg.
- **Avail. seats:** This show how many seats are still available in zone.
- **Nr. seats:** This shows the maximum number of seats in each zone for the listed flight leg.
- **Is gender split?:** Indicates whether this weight set uses gender split or not.

Passenger information can be managed by clicking on the Edit link in the first column for each line. Information that can be edited are:

- **Adult:** This is how many adults are in the selected zone for listed flight leg. This option is only available if the passenger weight set used for the aircraft is not gender split.

- **Male:** This is how many males are in the selected zone for listed flight leg. This option is only available if the passenger weight set used for the aircraft is gender split.
- **Female:** This is how many females are in the selected zone for listed flight leg. This option is only available if the passenger weight set used for the aircraft is gender split.
- **Child:** This is how many children are in the selected zone for the listed flight leg.
- **Infant:** This is how many infants are in the selected zone for the listed flight leg.

Please remember to click on the **Update** link after adding/editing the data for the zones.

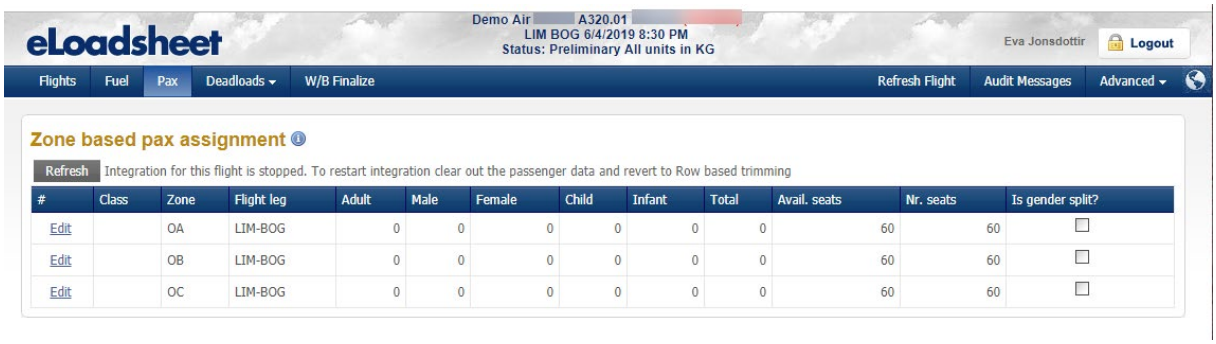


Figure 41: Zone based passengers' assignment

The passenger weight set can be changed in the **Advanced** section under **Weights** - **Pax Weight**.

8.3. *Class Based Passenger Assignment*

If passenger assignment is **Class** based, then the passenger distribution is by class and the passenger information is accordingly. The information is aggregated per class for each flight leg and according to age, gender, and sex. Information can be edited by clicking on ***Edit*** link, this will allow the user to edit the passenger information.

8.4. *Free Seating*

If passenger assignment is Free seating, then the passenger distribution is free seating usually by class. The information is aggregated per class for each flight leg and according to age, gender, and sex. Information can be edited by clicking on ***Edit*** link this will allow the user to edit the passenger information.

The various trim methods will affect the granularity of weight and balance calculation. **Row** level trim method will obviously contain the most details and **Zone**, **Cabin** and **Free** seating will contain aggregated and less granular details.

9. Deadloads

The **Deadload** section allows the user to create, manage and allocate deadloads to relevant positions. Deadloads are either manually entered, fed from external systems or a combination of both. A deadload can be a loose unit, pallet, container, linked pallet, or a special load. Each deadload has one or more commodities. A commodity can for example be baggage or cargo for one destination, that has one locatable unit which can be placed in one bay or compartment. In certain scenarios a deadload may also have more than one locatable unit. That is used when it is desired to place the deadload across more than one bay or compartment. This is often referred to as an overhang.

By hovering over the **Deadload** menu item will show three submenus, **Loading**, **Simple edit** and **Advanced edit**. By clicking on the **Deadload** menu item takes the user to the **Loading** pages that is the main deadload page. In this chapter we will give more information on each subpage.

Figure 42: Deadloads sub menu

Deadloads can be created in the **Simple Edit page** and in the **Advanced Edit** page. On the **Loading** page the deadloads are allocated to relevant positions. If eLoadsheet is integrated to an external check-in and/or cargo system, all deadloads created by the integration service are visible on all pages. The type and configuration of deadloads created by external system are set in the integration service and are customized by Flyware for each airline/operator.

9.1. *Loading page*

The **Loading** page (see Figure 41) shows graphically the compartments and/or bays configured for all decks defined for the aircraft. The compartments and bays positions are displayed with the maximum weights that can be loaded to the position at each time (maximum weight of

the position minus the weight that is currently allocated to the position). If a deadload that has been allocated to certain position exceeds the maximum weight of the position the name and weight value for the position will turned red. Also, by looking at the **Load Control panel** the **Loadsheet Valid?** Field will be false and there will also be a warning in the **W/A** tap letting the user know on what position max weight has been exceeded. Until all warnings have been fixed the flight cannot be finalized.

There are two links located at the top of the **Loading** page, **Edit loads** and **Adv. edit loads**. The **Edit loads** link takes the user to the **Simple edit** page (see chapter 9.2) when the **Adv. Edit loads** link takes the user to the **Advanced edit** page (see chapter 9.3). Next to the links there are information on how deadloads are color coordinated based on deadload type and destination. This can be seen on the deadload itself and is intended to provide a better overview of the deadload information in the **Loading** page.

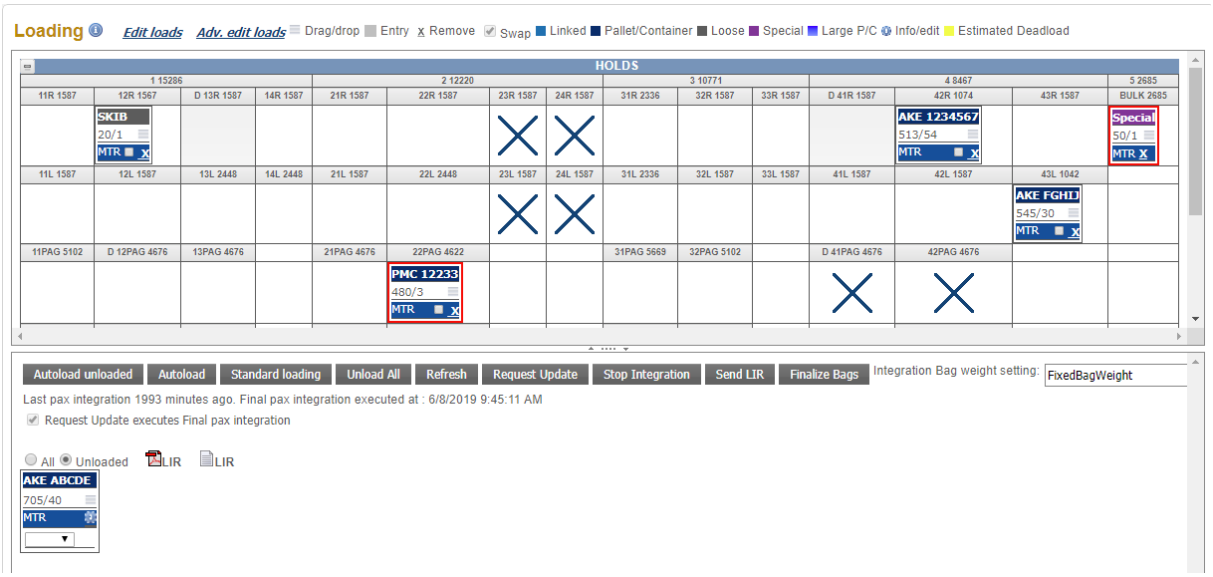


Figure 43: Loading page

Available deadloads can be seen at the bottom of the page above the **Load control panel**. The **All/Unloaded** ratio button on the bottom left toggles between displaying all deadloads or only unloaded deadloads. Loaded deadloads can be seen in relevant positions.

A blue X (see Figure 41) indicates a position that has been excluded by a specific rule configured in the aircraft administration (see Administration guide for more information).

Connecting flight information is shown in loading block. Show deadloads with connecting flight information in the deadload block. The relevant deadload is separated from other deadload showing the deadload final destination in IATA code on the last line of the deadload block along with the flight number in Brackets(). [21]

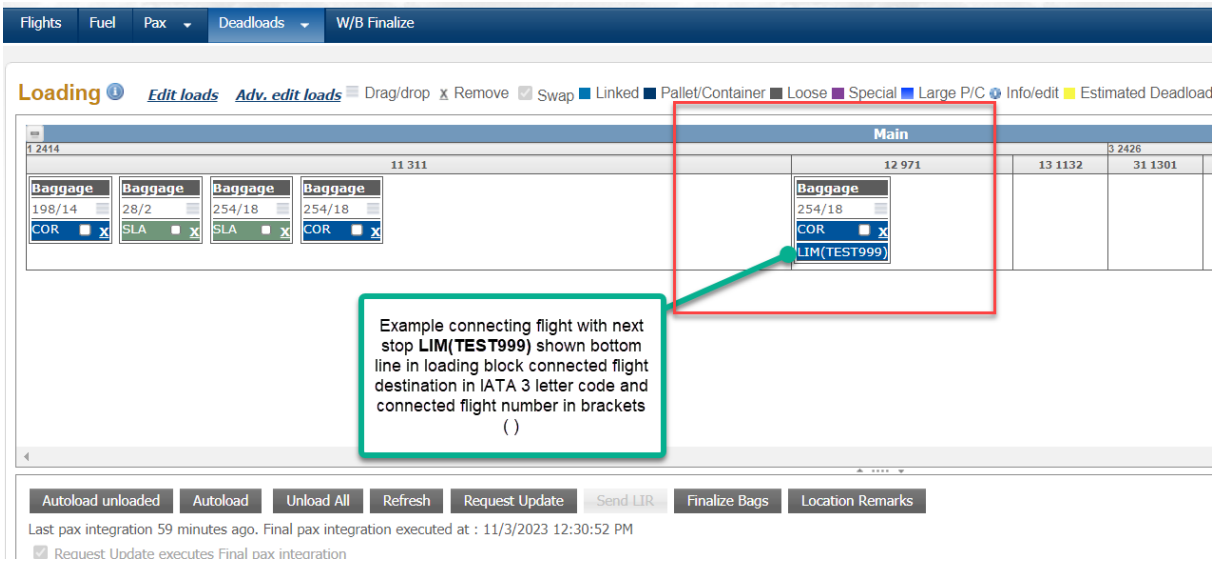


Figure 44 Example of connecting flight deadload information in deadload block

9.1.1. *Unsymmetrical Load settings*

If bays are defined by the administrator as left or right oriented, then the remaining weights displayed beside the location names to take into account unsymmetrical load restrictions.

[21] 7.9.23346.0 release item 3.

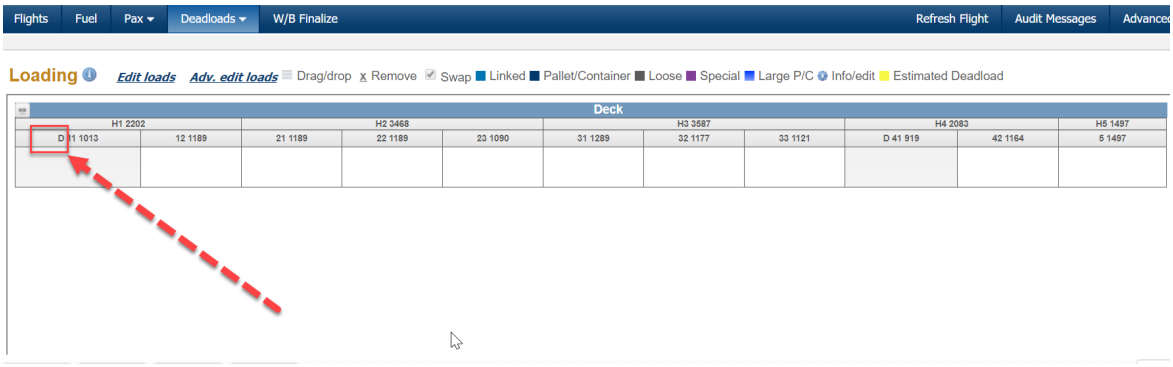


Figure 45: Example of Door prefix on deadload menu

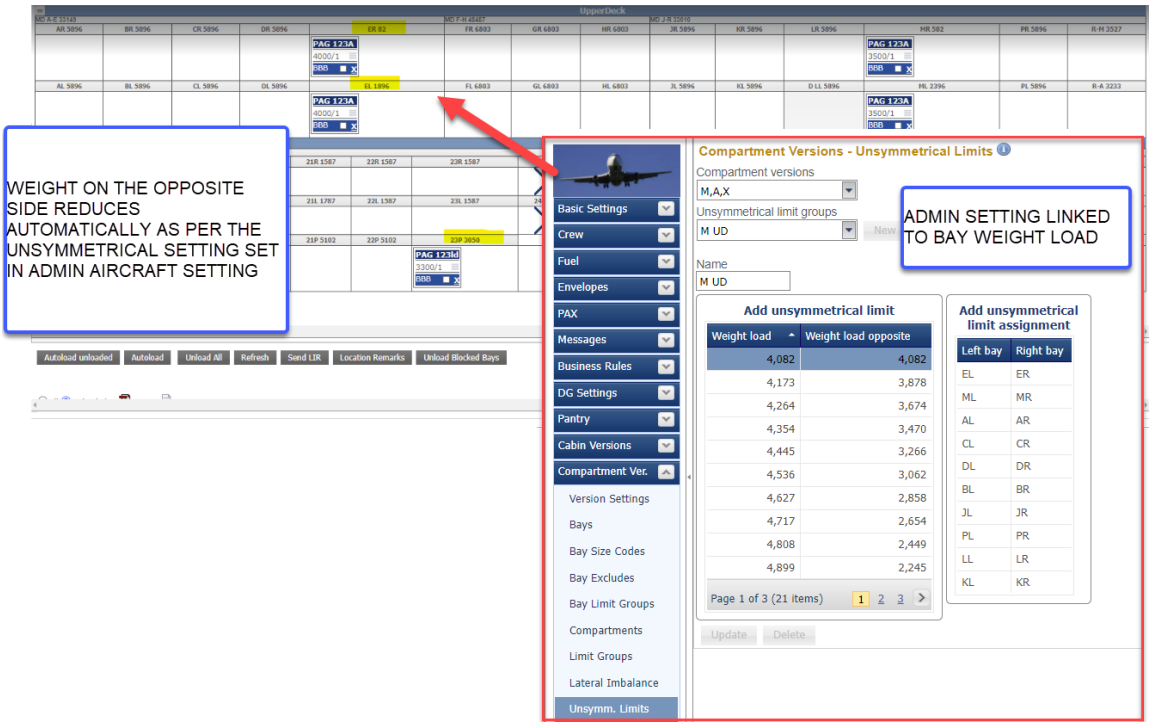


Figure 46 Unsymmetrical Settings for Left an Right oriented bays [22]

9.1.2. *Allocate deadloads*

Allocation of deadloads can be done in several ways both automatically and manually. Following methods are available:

- **Drop-down selection:** A deadload can be allocated to a position by selecting the relevant position in the drop-down menu on the deadload. See more about the deadload itself in chapter 9.1.6.
- **Manual drag and drop:** Manually drag and drop deadload by selecting the deadload and drag it to the relevant position without releasing the button.
- **Autoload unloaded:** Allocates deadloads, that have not yet been allocated, to the most optimum position. Applicable if the user wants to manually specify the position of particular deadload or deadloads and automatically allocate the rest.
- **Autoload:** Allocates all available deadloads to the most optimum position. It is possible to manually assign a deadload to a position and then autoload the remaining deadloads using the **Autoload unloaded** button. Please note if any deadloads does not fit any available position or if the envelope is violated following advisory will be displayed in red: "Autoload failed, please make sure that actual and estimated values are inside the envelope limit„ and those deadloads will not be allocated.
- **Standard loading:** Allocates available deadloads according to standard loading rules configured in the aircraft administrator (see the Administrator guide for more information). This button is only available if one or more standard loading rules have been specified for the aircraft.
- **Transit load:** Allocates transit deadloads in the same position as on the were on previous flight leg. The system manages transit deadloads automatically if the flight is integrated. Note that in a manually created deadload the inbound legs are not created automatically, and the **Transit** button does not process the inbound legs. Is only displayed if Transit deadloads are available.

[22] Unsymmetrical Settings for Bays Rev 7.8.23156.0

Figure 47 Transit Load button example

- Swapping Deadloads: Two deadloads that have already been assigned to positions can be swapped by clicking in the checkbox. The system will ask for a confirmation of the swap.

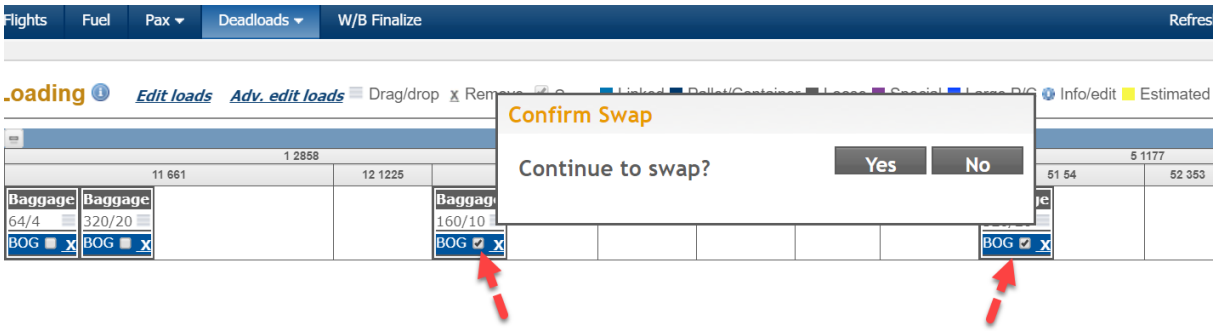


Figure 48: Example of swapping deadload

9.1.3. *Action buttons on Loading page*

The action buttons can be seen below the holds. Some actions may not be relevant, and some are only available to specific users.

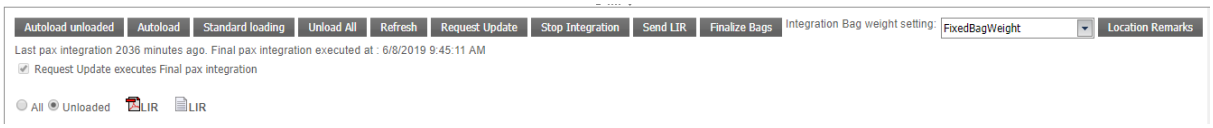


Figure 49: Action buttons on Loading page (example)

- Autoload unloaded: Allocates deadloads, that have not yet been allocated, to the most optimum position. Applicable if the user wants to manually specify the position of particular deadload or deadloads and automatically allocate the rest.

- Autoload: Allocates all available deadloads to the most optimum position. It is possible to manually assign a deadload to a position and then autoload the remaining deadloads using the **Autoload unloaded** button. Please note if any deadloads does not fit any available position or if the envelope is violated following advisory will be displayed in red: "Autoload failed, please make sure that actual and estimated values are inside the envelope limit„ and those deadloads will not be allocated.
- Standard Loading**:** Allocates available deadloads according standard loading rules configured in the aircraft administrator (see the Administrator guide for more information). This button is only available if one or more standard loading rules have been specified for the aircraft.
- Unload all**:** Unloads all allocated deadloads
- Refresh**:** This button is used after the Request Update button or Stop Integration button has been pressed (see more information below).
- Request update **-** Clicking on the **Request Update** button will automatically update the information coming from an external check-in or cargo system. This applies to both passengers and baggage information if no external cargo system is integrated. The page needs to be refreshed to see the updated information (by clicking on the Refresh button or refresh the browser). An advisory will be displayed when request update is in progress and the Request update button gets grayed out. This button is only displayed if eLoadsheet is integrated with external check-in and/or cargo system and Flyware has activated this function.
- Stop integration: Clicking on **Stop Integration** will automatically stop the external check-in/cargo integration for the flight. This applies to both passengers and baggage information if no external cargo system is integrated. The page needs to be refreshed to complete the action (by clicking on the Refresh button or refresh the browser). An advisory will be displayed when stop integration is in progress and the **Request Update and Stop Integration** buttons gets grayed out and two additional buttons becomes available, **Start Integration** and **Clear Integrated Data.** This button is only displayed if eLoadsheet is integrated with external check-in and/or cargo system and Flyware has activated this function.
- Start Integration: If the integration has been stopped, by pressing the Stop Integration button, this button becomes available. clicking on **Start Integration** will resume the

integration. This applies to both passengers and baggage information if no external cargo system is integrated. This will override any manual changes already made. This button is only displayed if eLoadsheet is integrated with external check-in and/or cargo system and Flyware has activated this function.

- **Clear Integrated Data**: If the integration has been stopped, by pressing the Stop Integration button, this button becomes available. Pressing the Clear Integrated Data will remove all information fed from an external check-in or cargo system. This button is only displayed if eLoadsheet is integrated with external check-in and/or cargo system and Flyware has activated this function.
- **Transit Load:** Allocates transit deadloads in the same position as on the previous flight leg. The system manages transit deadloads automatically if the flight is integrated. Note that in a manually created deadload the inbound legs are not created automatically, and the Transit button does not process the inbound legs. Is only displayed if Transit deadloads are available.

Figure 50: Transit Load button example

- **Send LIR:** This button is only available if the Flight Portal is activated (see more information in the user guide for Flight Portal) and/or a pre-defined address(es) has been specified in the airline administration part of the system (see administration guide for more information). This button creates the LIR and sends it to pre-defined addresses and publish it to the Flight Portal.
- **Finalize Bags**: The finalize bags buttons gives the user an option of managing the baggage deadloads for the flight in an easy manner. This button is only displayed if Flyware has activated this function upon request from customer. Refer to 9.1.4 for more information.
- **Toggle baggage weight**: Allows the user to change the baggage weight. Refer to 0 for more detail. When this function is changed the request update function is executed. The page needs to be refreshed to see the updated information (by clicking on the Refresh button or refresh the browser). An advisory will be displayed when Toggle

baggage weight is in progress and the Request update button gets grayed out. This function is only displayed if eLoadsheet is integrated to an external check-in system and Flyware has activated this function.

- **SSR´s:** Provides an overview of SSR codes relevant to the flight. This button is only visible if eLoadsheet is integrated to an external check-in system and one or more SSR codes have been specified in the "SSR's for count" field in the integrator service and there exist any of the specified SSR codes in the flight. This setting is controlled by Flyware.

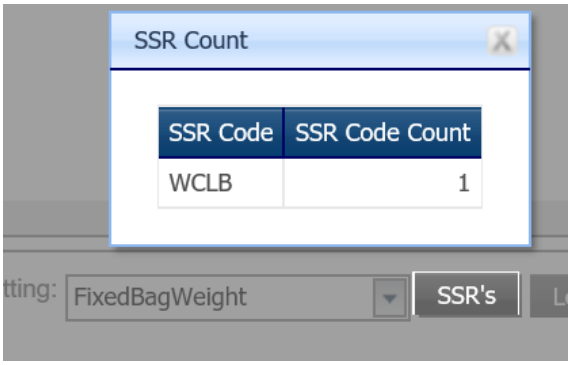


Figure 51: SSR´s button on loading page

- **Request Update executes Final pax integration:** This feature is only available if the airline/operator is integrated to an external check-in system. This feature allows the user to request a final integration from the check-in system at any time before the final scheduled integration is executed by selecting the checkbox and pressing the Request Update button. This action will behave exactly like the final scheduled integration. No more scheduled integrations will be executed, and all subsequent integration updates needs to be requested manually by pressing the Request Update button.

9.1.4. *Finalize Bags*

The **Finalize Bags** button gives the user an option of managing the baggage commodities for the flight in an easy manner.
For customers with check-in system integrated to eLoadsheet: This button becomes available after the final integration has been executed or if the **Stop Integration** button has been

pressed on integrated flights (and **Create Flight Schedule flights)** For Ad-hoc flights (**Create flights**) this button is always available.
For customers with no Check-in System integration: This button is always available.

This button is only displayed if Flyware has activated this function. When pressing the **Finalize bags** button on the loading screen a popup window will appear with information about all commodities available for the flight with the following info codes: B, D, F, TB, SKIB, SKIS, SKIT, WCBD, WCBW and WCLB, AVIH. This popup allows the user to view and manage the baggage commodities/deadloads and displays the following information (see Figure 50):

- **Origin:** Read only.
- **Destination:** Read only.
- **Info Code:** Read only. Shows the info code for the commodity.
- **ULD Number:** This field can only be changed for containers and pallets but not for loose loads. This field shows the ULD number for the deadload. The ULD number can only be edited for the first listed commodity within each deadload. When the ULD number is changed it automatically change it for all other commodity within the deadload.
- **Nr Units:** this field can be changed. When changing this field and moving the cursor the check weight field gets automatically updated. This shows the number of units within the commodity.
- **Weight:** Read only. This is the weight of the commodity, please note that more than one commodity can be within one deadload. The formula for this field is **Nr. Units** * **weight per bag/unit**.
- **Check Weight:** Read only. This is the check weight for the deadload, please note that more than one commodity can be within one deadload. The formula for this field is the sum of weights of all commodities within the deadload + **Tare Weight of ULD** (if applicable). Note: Not all commodities are shown in the **Finalize Bags** view only commodities with the following info codes: B, D, F, TB, AVIH, SKIB, SKIS, SKIT, WCBD,

WCBW and WCLB. Go to **Advanced edit** to see all commodities within the deadload if needed.

- **Position:** Read only. Shows the position of the deadload if it has been allocated.
- **ULD number from gate:** Read only. This fields shows the ULD number entered in **Flight Portal**. If the load is a loose load or a special loose load this field shows LooseUnit or SpecialUnit.
- **Nr. of Units from gate:** Read only. This fields shows the same number as in Nr Units unless a different number has been entered in **Flight Portal.**
- **Tare weight of ULD:** This field shows the tare weight of the ULD. If the load is a loose load this field is set to 0. Tare weights for ULD are configured in the airline administrator, please see the Administrator guide for more information.
- **Weight per bag/unit:** Read only. This field shows the weight per bag/unit within the commodity.

When updating the number of pieces per commodity, the average bag weight as calculated when the commodity was created is used to update the check weight of the commodity. The average bag weight is only updated by the integration service for deadloads/commodities created by the integration service.
Please note that **Linked Pallets** with more than one locatable unit are not shown in the **Finalize Bags** view.
The **Finalized Bags** button is only available if the feature has been enabled for the airline/operator. To enable this feature please contact Flyware.

[23]**Figure 52: Finalized Bags view.**

[23] Release item 3 version 8.0.24149.0

9.1.5. *Toggle Baggage Weight*

This feature needs to be activated by Flyware and is only available if airline/operator is integrated to an external check-in system. This feature makes it possible to toggle between actual average bag weight from the check-in system and the fixed planning weight.
When user toggles between these weights a **Request update** will be executed and after that all deadloads created by the integration service will be updated with the specified bag weight.

Before the first integration is executed the value will be set to "(not set)". After the first integration has been executed this value will be set to the value specified in the integrator service. Flyware manage all settings in the integrator service.

The planning weight depends on the airline/operator setup. It can come from the integrator service as well as from the airline or aircraft administrator. See more information about bag weight settings in the administrator guide.

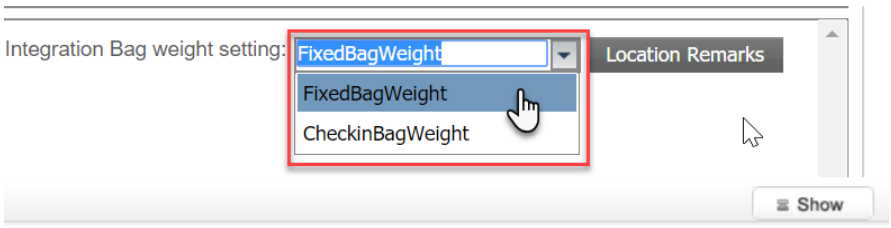


Figure 53: Toggle baggage weight

9.1.6. *Deadload Information*

Various information can be seen on the deadload item itself (see

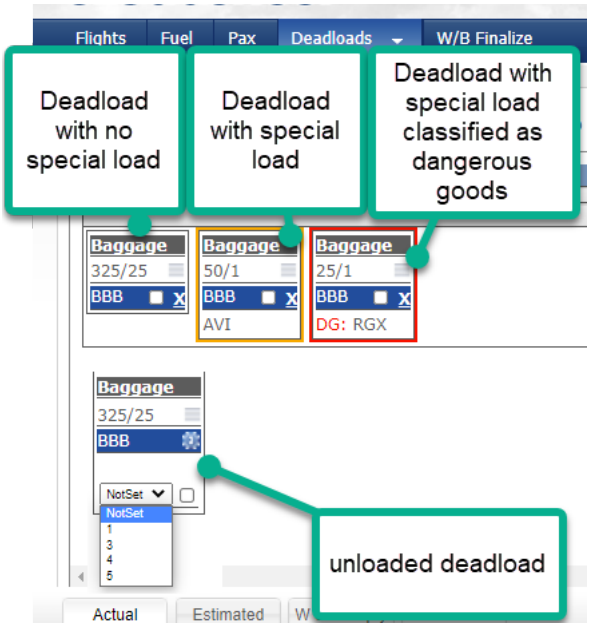


Figure 52). Different destinations and deadload types are color coded for ease of management and efficiency. Each deadload item displays various information.

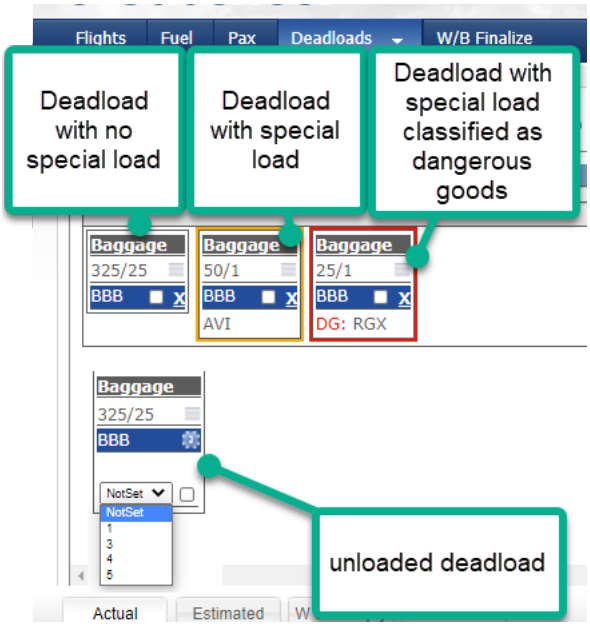


Figure 54: Deadload item information [24]

The header color and text specify the type of deadload (baggage, cargo, mail etc.). The ULD number is also displayed in the header if relevant. In the middle of the deadload the check weight and number of units is displayed (weight/no. Units).
The information at the bottom is different between allocated and unallocated deadloads.

- For both, the destination of the deadload is displayed and a checkbox that can be used to swapping positions between two deadloads.
- Deadloads that have been allocated to a position also display a blue x that is used to unallocated the deadload if needed.
- Displaying for each item, on separate rows below the destination, their special/DG code(s) and Remarks (first 10 characters only, the rest being visible by hovering). Deadloads with special code should also appear with orange borders to differentiate them with DG (red borders).[25]

[24] Rev 7.8.23156.0 added support for special load display in deadload box.
[25] Rev 7.8.23156.0 added support for special load display in deadload box.

- Deadloads that have not yet been allocated to a position do have a dropdown menu which can be utilized to allocate the deadload. They also have an information icon that can be selected for further information. By selecting the icon (see Figure 50) a popup window is displayed. The popup window shows the commodity groups in the deadload and presents the user with management options for the deadload. The following information can be viewed and/or edited in the popup window:

  - **Total weight:** The user can update the total check weight of the deadload by entering the new weight and press the **Update** button.
  - **Number Units:** The user can update the number of units of the deadload by entering the new number of units and press the **Update** button.
  - **Commodities information:** The user can view the following commodity information Origin, Destination, Special Load Code, No of Units and Weight (actual or estimated).
  - **Relocate Commodities:** The user can relocate selected commodity groups to a different deadload:
    - Select one or more deadloads by checking checkbox for the relevant deadload, optionally select all by clicking on the checkbox in the header.
    - Specify the target deadload from the drop-down list.
    - Select the **Relocate** button.
    - The commodities will be relocated to the target deadload.
  - **Empty ULD**: By pressing the Empty ULD button the user will delete all commodities from the deadload. If the airline uses the Finalize bags feature, this option should NOT be used.

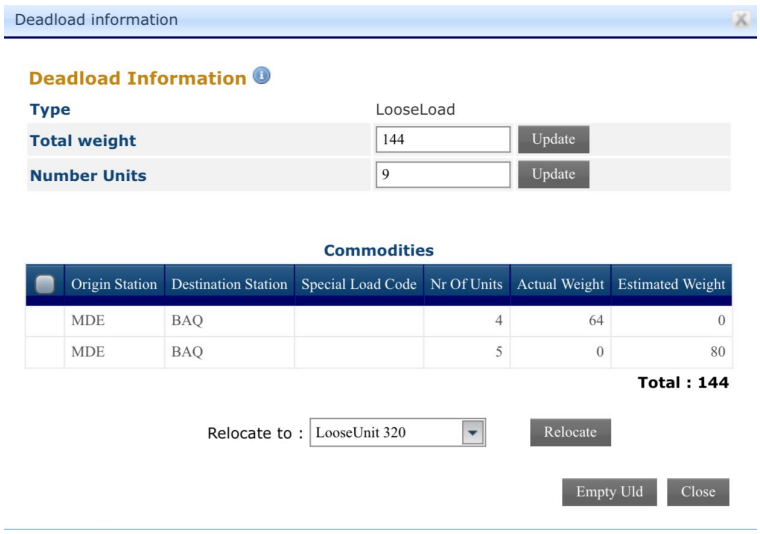


Figure 55: Deadload popup information

9.1.7. *Blocked Bays*

Flights containing blocked bays can be seen on the **Open flights** page. The blocked bay display is intended to prohibit loading into blocked bay positions. Please note that this feature needs to be enabled by Flyware upon request.

Users can filter flights with blocked holds if needed in the **Open flights** page by selecting the **Blocked Bays** tick box. Information about affected bays are shown in the **Flight status** column.

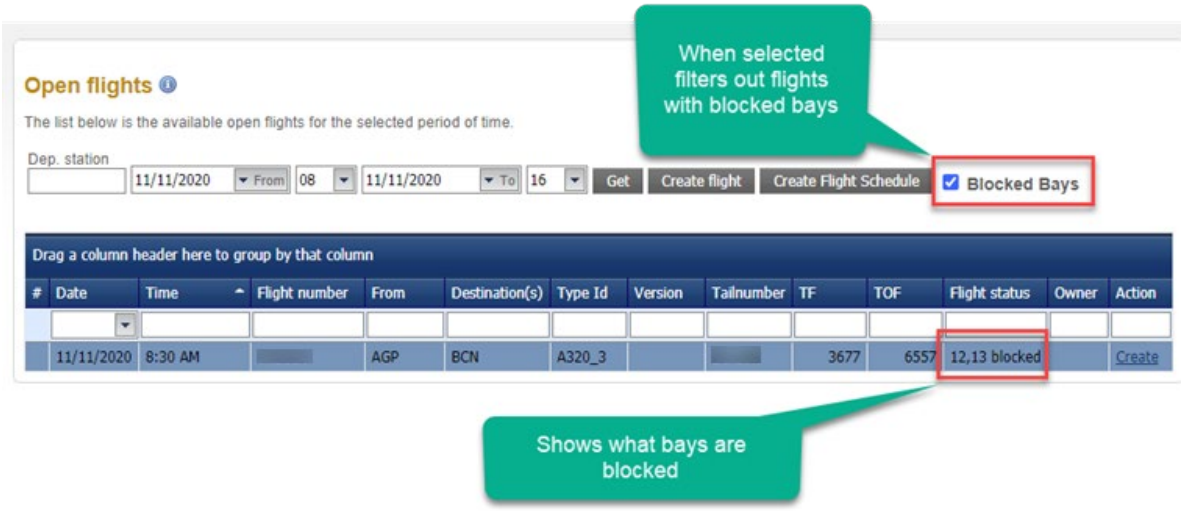


Figure 56 Open Flights page view for blocked bays

When a user opens a flight with blocked bays, the blocked bays are clearly marked in **RED** on the **Deadloads** page, see Figure 55.

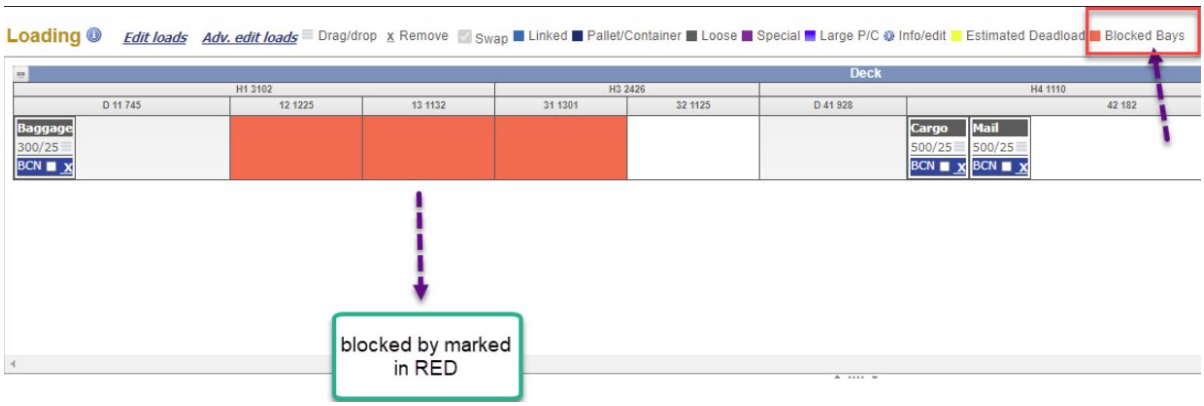


Figure 57 Blocked bays loading page example

When a bay is blocked no deadloads can be loaded into that bay. Additional advisory in the warning panel states blocked bays, see Figure 56.

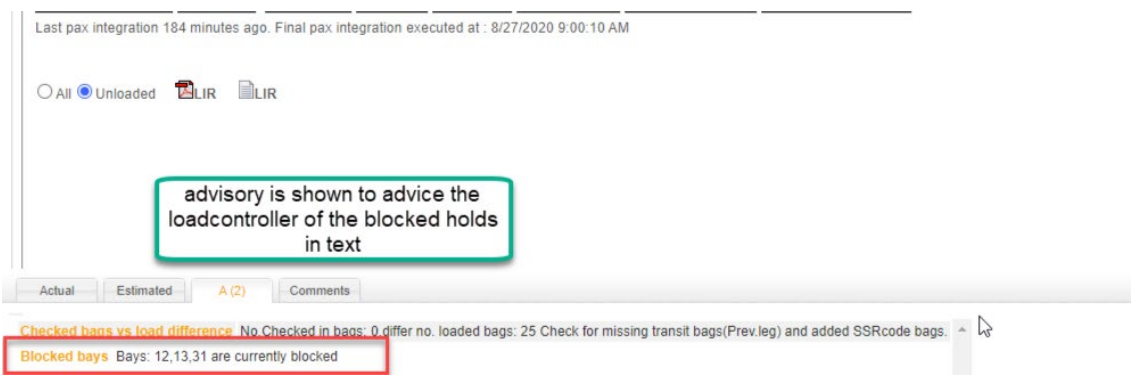


Figure 58 Example of warning for blocked bays.

A bay can be blocked when user is working on the flight. When that happens, the user needs to refresh the page/flight to see the blocked bays in red on the deadload page. However, if a deadload has previously been loaded into the blocked bay the flight cannot been finalized and all documents get unavailable until the deadload has been moved from the blocked bay (even though the page/flight has not been refreshed). To move the deadload the user can either

move it/them manually to another bay or select the **Unload blocked Bays** action button and then reload the affected deadload(s) to bays that are not blocked.

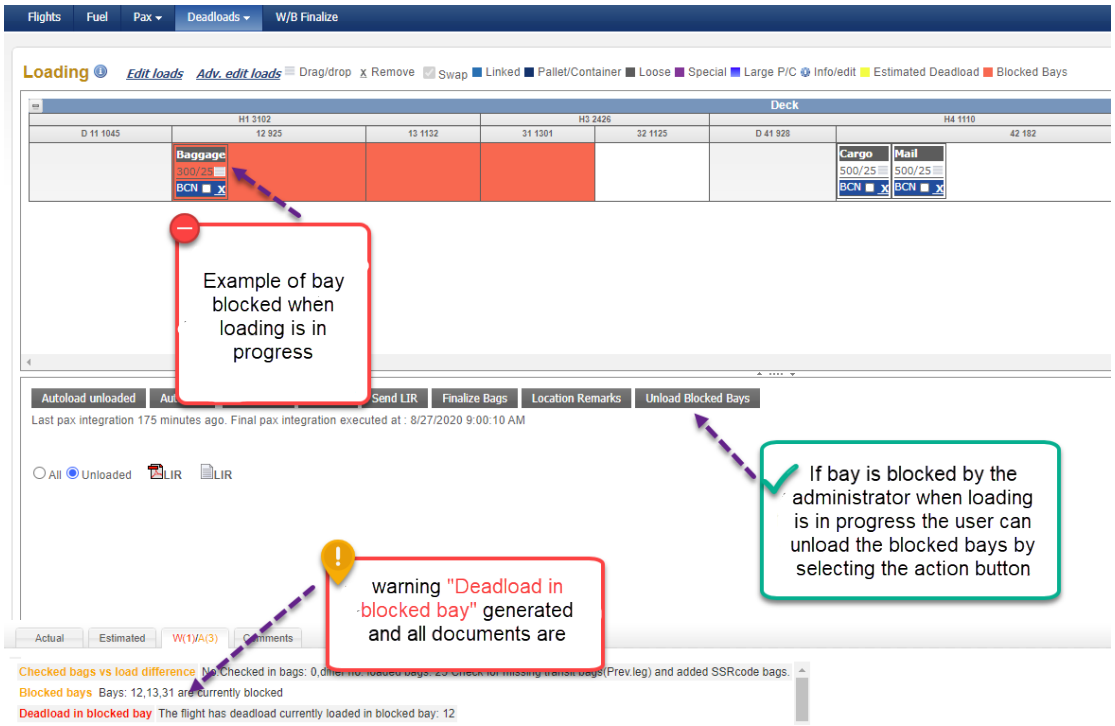


Figure 59 Example of blocked bays during load control.

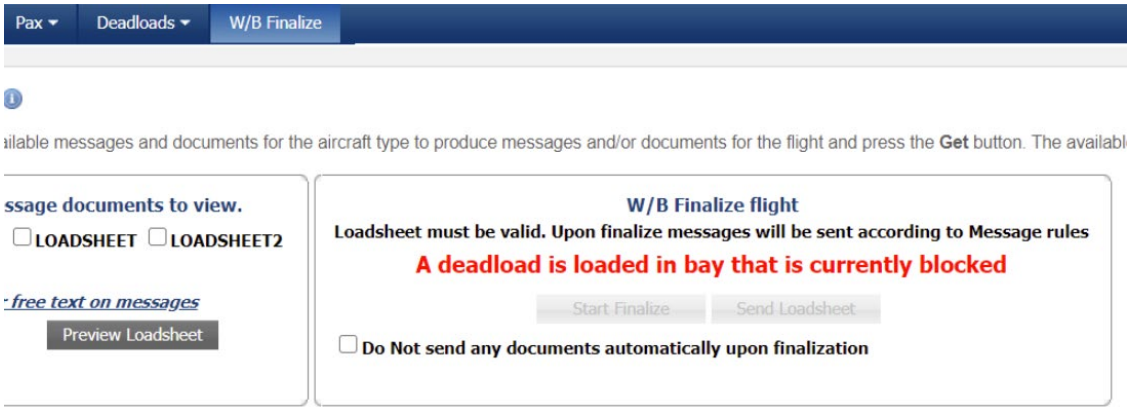


Figure 60 W/B Finalize page example of warning when a deadload is loaded in a currently blocked bay.

Blocked Bays - LIR document markings

Remark **INOP** can be automatically added to the LIR for bays that are blocked. The auto populated added text to LIR can be edited if required by selecting **Location Remarks** action button on the **Deadloads** page, edit the text and press the **Update** action button. Please note that this does not always apply for airlines/operators that are utilizing customized LIR.

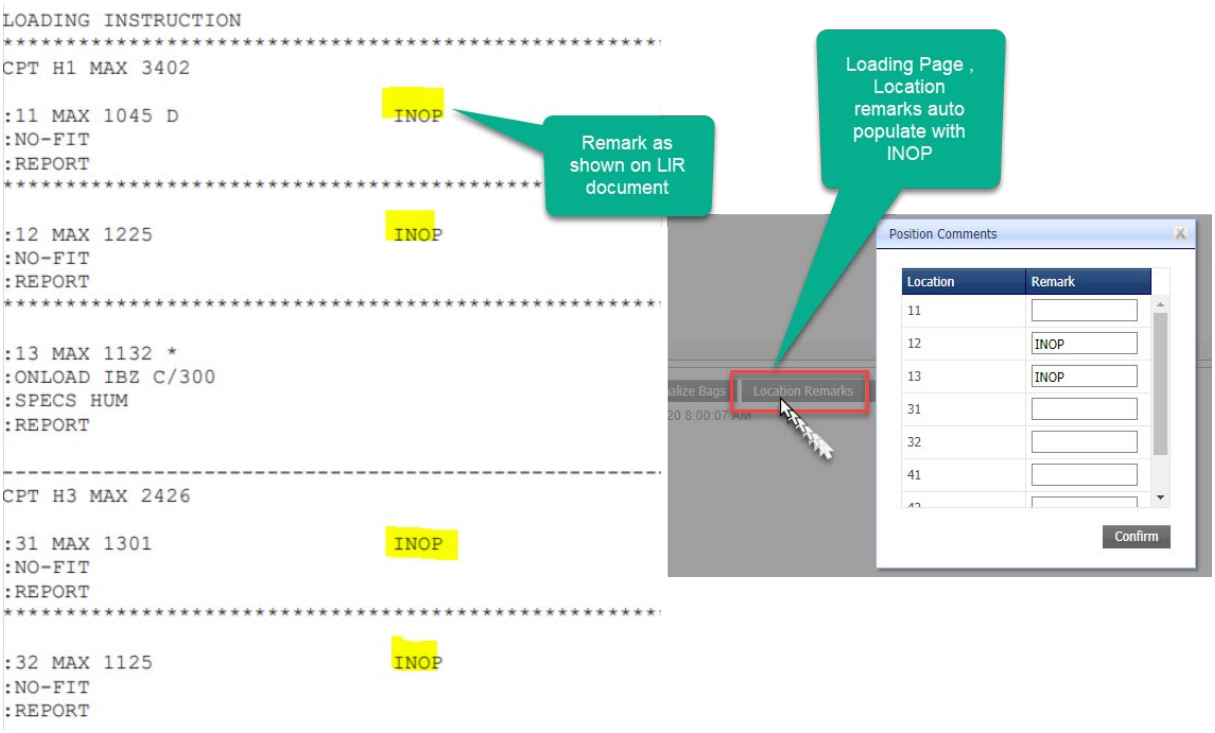


Figure 61 Example of remarks on LIR document when bays are blocked

9.1.8. *Large pallet/ULD support* [26]

In eLoadsheet here is a support for Large pallet/ULD support. The large pallets 16 and 20 foot can be supported both in standard bays and where a fraction (%) is needed to devide the pallets/uld over 2 to 3 positions.

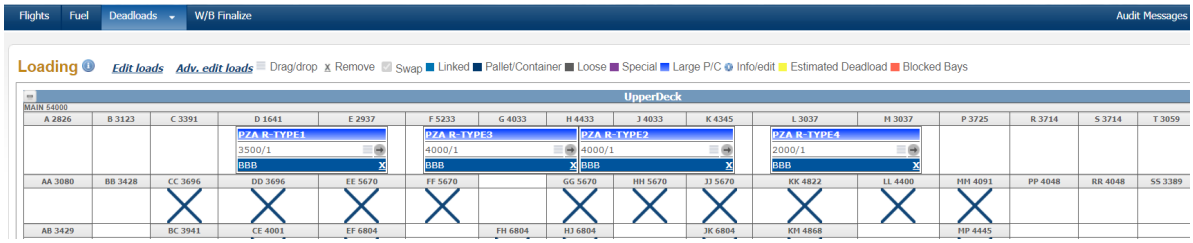


Figure 62 large pallet support

As shown in figure above then the 16ft in the example is overlapping 2-3 positions. The eLoadsheet user with admistrator privelidges can set the pallet in compartment version settings to a fixed percentage to overlap 2 or 3 positions example overlap 1st pos 10%, 2nd 40% and 3rd 50%. If no selection in fraction percentage is done the large pallet will overlap if set 2 positions and divide weight and index in fraction of 50/50.

9.1.9. *Lateral imbalance results view* [27]

Available on request for operators that have side-by-side loading is lateral imbalance results on result panel. This feature must be activated by Flyware for the operator. This feature is interactive and displays results instantly to the user. Contact our support team for more information and to requires the setting to be active.

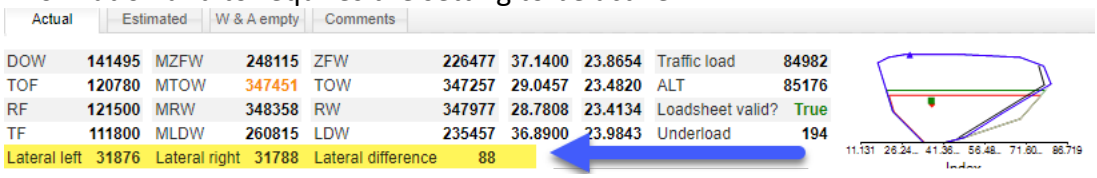


Figure 63 Lateral imblance results view

[26] Large pallet support 7.8.23156.0
[27] Lateral imbalance support 7.7

9.2. *Simple Edit*

The **Simple Edit** page displays an overview of all deadloads available for the flight and allows new to be created. Each deadload has one or more commodities. A commodity can for example be baggage or cargo. The page displays both deadloads that load controller has manually created and deadloads created by the integration service, if applicable. The deadloads created by the integration service are remarked with „Created From Service“ in the **Remarks** column.

The figure below shows the simple edit page:

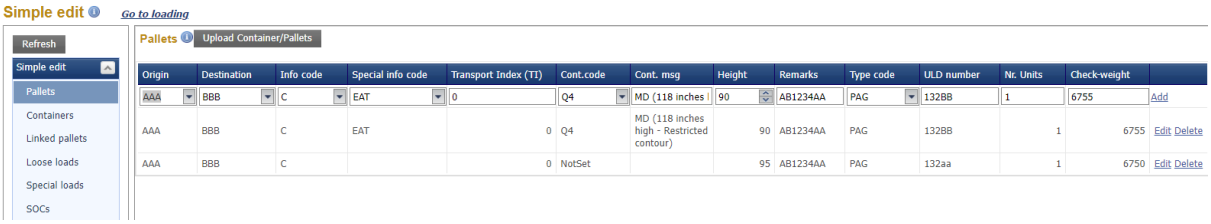


Figure 64: Simple Edit page example [28]

A default info code value can be set and changed under the Airline/Aircraft administrator part of the system. The default value is initially set to 'B'. This setting only applies to the 'Containers', 'Loose loads' and the 'Special loads' tabs. For the rest of the tabs the default value is not configurable and is set to 'C' by default.
When the load controller creates a baggage item, by specifying the load info code B, D, TB, BF, BT, BH, BS, BG, BD and sets the number of units and leaves the check weight as 0, the system will use the following rule to determine the weight per piece for the deadload:

- If the flight is using the average bag weight coming from the external check in system, this will be the weight per piece according to the last integration with the check-in system. If the last integration has not executed when the deadload is created, it is highly likely that the average bag weight will change during the next integration, and this will not be reflected in manually created deadloads. It’s recommended to only create manually deadloads after the final integration with the external check-in system has been completed. The average bag weight will be fetched from the first deadload remarked as „Created From Service“.

[28] Simple edit page update Rev 7.8.23156.

- If either the departing or the destination station of the flight has a bag weight association, this bag weight will be used.
- If neither the departing station nor the destination station of the flight have a bag weight association, eLoadsheet will use the bag planning weight from a passenger weight set used in the flight.
- The weight per piece as determined according to these rules will be used in the finalize bags page and will never change.
- All elements can be edited by selecting the Edit link at the end of the imput line after the input is added. [29]

When the load controller creates a deadload with info code SKIS, SKIT or SKIB and sets the number of units and leaves the check weight as 0, the system will use the following rule to determine the weight per piece for the deadload:

- If the weight for the selected info code has been specified in the airline administrator eLoadsheet will use that weight. If no weight has been specified, the weight value will be 0.

Please see the Administration guide for information about how to change the default info code, specify default containers/pallets type code and how to specify the weights for the selected info code.

Available info codes and special info codes are the codes relevant to IATA Airport Handling Manual Revision.
Different type of deadloads have different set of parameters. Below you can see the available input parameters for each type.

Pallets: Pallets editing is only available if size codes are defined in the airline section of the system. eLoadsheet maintains a list of Type codes which are mapped to Size Codes. This functionality is to allow eLoadsheet to function with a cargo management system which may not use the same ULD / Pallets definitions as eLoadsheet (See Figure 63).

[29] Simple edit page update Rev 7.8.23156.

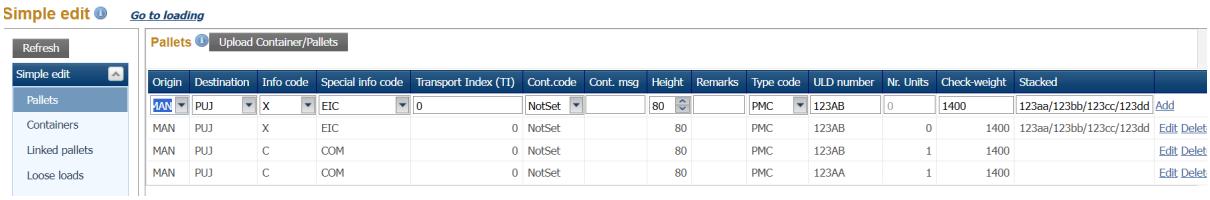


Figure 65: Simple Edit -> Pallet's view

Available inputs parameters:

- Origin
- Destination
- Info code: If **Info code** *X* is selected, the **Nr. Units** field get disabled.
- Special info code (optional). Note multiple select function available with checkboxes. Contact Flyware to activate settings for airline.

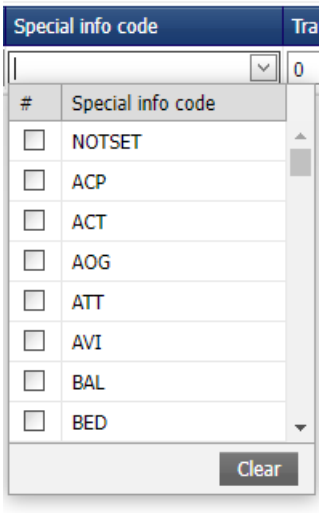


Figure 66 Multiple select of special info code option. [30]

- Transport Index (optional)
- Cont. code (optional): Describes the contour, forklift holes and other relevant information. List of code added on dropdown menu. [31]

[30] Simple edit page added special info code multi seletion Rev 7.8.23156 .
[31] Added contour code information Rev 7.8.23156 .

- Cont. msg (optional): Container message
- Height (optional)
- Remarks (optional). Maximum number of characters is 50.
- Type code: Available type codes are specified in the airline administrator.
- ULD number
- Nr. Units: This field can only be equal to zero if **Info Code** *X* is selected.
- Check-weight: The tare weight is included in the check weight. If **Info code** *X* is selected and this field is left as zero, the system will use the tare weight defined in the administrator for the selected pallet.
- Stacked: Allows a pallet stack to be generated. The pallet numbers in stack are separated with "/". Allows upto 10 pallets in a stack. If assigned info code X or speciaæ info code EIC then the pallet is not counted as freight. [32]

Containers: Containers editing is only available if size codes are defined in the airline section of the system. eLoadsheet maintains a list of Type codes which are mapped to Size Codes. This functionality is to allow eLoadsheet to function with a cargo management system which may not use the same ULD / Container definitions as eLoadsheet (see Figure 65)

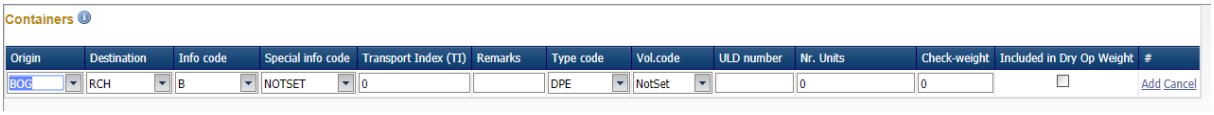


Figure 67: Simple Edit -> Container's view

Available inputs parameters:

- Origin
- Destination
- Info code: If **Info code** *X* is selected, the **Nr. Units** field get disabled.
- Special info code (optional) Note multiple select function available with checkboxes. Contact Flyware to activate settings for airline. Refer to Figure 64 Multiple select of special info code .

[32] 7.9.23346.0 release item 7

- Transport Index (optional)
- Remarks (optional). Maximum number of characters is 50.
- Type code: Available type codes are specified in the airline administrator.
- Vol. code (optional): Volume, for example half or one forth.
- ULD number
- Nr. Units: This field can only be equal to zero if **Info Code** *X* is selected.
- Check-weight: The tare weight is included in the check weight. If **Info code** *X* is selected and this field is left as zero, the system will use the tare weight defined in the administrator for the selected container.
- Included in Dry Op Weight: specifies if the deadload is included in the DOW or not. This feature allows the tare weight on the ULD to be Included in Dry Operating Weight. This is feature is mainly used when airlines/operators transport empty ULDs to/from a destination. IATA Information code (Info code) "X" should be assigned to mark out the ULD as empty container. The ULD will then not be included when listing up the totals of each compartment in the "LOAD IN COMPARTMENTS" section. These ULDs are not included in the Load Messages.

Linked pallets: Linked pallets editing is only available if relevant type codes are defined for the aircraft. Linked pallets are a collection of pallets that can only be loaded serially or parallel on decks. Note that ULD numbers, ex. 5555,6666 must be comma separated and Check-weights, ex. 2500,2500 must be comma separated.

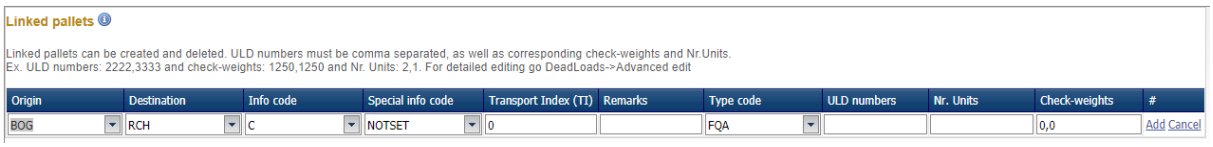


Figure 68: Simple Edit -> Linked Pallets view

Available inputs parameters: (see Figure 66)

- Origin
- Destination
- Info code: If **Info code** *X* is selected, the **Nr. Units** field get disabled.

- Special info code (optional). Note multiple select function available with checkboxes. Contact Flyware to activate settings for airline. Refer to Figure 64 Multiple select of special info code .
- Transport Index (optional)
- Remarks (optional). Maximum number of characters is 50.
- Type code: Available type codes are specified in the airline administrator.
- ULD number. Maximum number of characters is 11.
- Nr. Units: This field can only be equal to zero if **Info Code** *X* is selected.
- Check-weight: The tare weight is included in the check weight. If **Info code** *X* is selected and this field is left as zero, the system will use the tare weight defined in the administrator for the selected pallets.

Loose Loads/Special loads: Loose and special loads consist of the same parameters but differ by type code.

An airline setting is available allowing the airline/customer to restrict allocation of loose deadloads into bulk bays, i.e., preventing users from allocating them into containerized position. This setting is enabled by Flyware upon request from the customer.

Loose loads

Origin	Destination	Info code	Special info code	Transport Index (TI)	Remarks	Description	Nr. Units	Check-weights	#
BOG	RCH	B	NOTSET	0			0	0	Add Cancel
BOG	RCH	B		0	Created From Service		20	320	Delete
BOG	RCH	B		0	Created From Service		20	320	Delete

Figure 69: Simple Edit -> Loose loads view

Special loads

Origin	Destination	Info code	Special info code	Transport Index (TI)	Remarks	Description	Nr. Units	Check-weights	#
BOG	RCH	B	NOTSET	0			0	0	Add Cancel

Figure 70: Simple Edit -> Special loads view

Available inputs parameters: (see Figure 67 and Figure 68)

- Origin
- Destination

- Info code
- Special info code (optional)
- Transport Index (optional)
- Remarks (optional). Maximum number of characters is 50.
- Description (optional). Maximum number of characters is 11.
- Nr. Units
- Check-weight

SOCs: This is an option to add a cabin weight (SOC) that is included in the Zero Fuel Weight but no in the Dry Operating Weight.

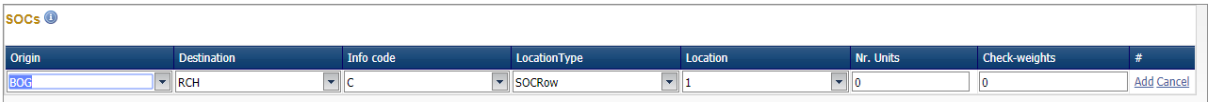


Figure 71: Simple Edit -> SOCs view

- Available inputs parameters: (see Figure 69)
- Origin
- Destination
- Info code
- Location Type: Available selection depends on the setup of the aircraft.
- Location: Available selection depends on the setup of the aircraft.
- Nr. Units
- Check-weight

9.2.1. *Uploade pallets/ULDs feature* [33]

To ease work for aircraft that have many ULDs then there is an upload feature available in the simple edit page.

[33] Added Rev 7.7.22326.0 Pallet upload feature

This feature allows the users if an aircraft with ULDs to upload multiple ULDs and pallets in one go. The file format required is .csv format

Upload Container Pallets from an existing csv file Format of Pallet type line

Format of Pallets type line:

a) OriginStation
b) FinalDestination
c) LoadInfoCode (REQUIRED)
d) SpecialLoadCode
e) TRANSPORT_INDEX(REQUIRED),
f) ContourCode
g) Contourmessage
h) Height
i) Remarks
j) TypeCode(REQUIRED)
k) UldNumber(REQUIRED)
l) NrOfUnits(REQUIRED)
m) CheckWeight(REQUIRED)

Format of Container type line:

a) OriginStation
b) FinalDestination
c) LoadInfoCode(REQUIRED)
d) SpecialLoadCode(s)
e) TRANSPORT_INDEX (REQUIRED) set 0 at minium,
f) Remarks,
g) TYPE_CODE(REQUIRED)
h) VolCode
i) ULD_NUMBER(REQUIRED),
j) NrOfUnits(REQUIRED)1 minimum ,
k) CheckWeight (REQUIRED)
l) [ISINCLUDEDINDRYOPWEIGHT(REQUIRED) set 0 for if set set 1 if not set.

NOTES (REQUIRED) is (REQUIRED), Other may be empty. Spec Codes separated by '/'.
VolCode Enum valid values 'OneForth','Half',ThreeForths','NoVolumeAvail'

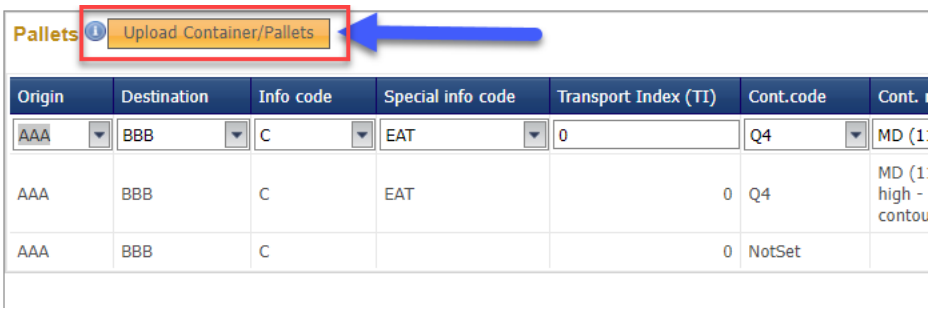


Figure 72 Upload Container/Pallets function

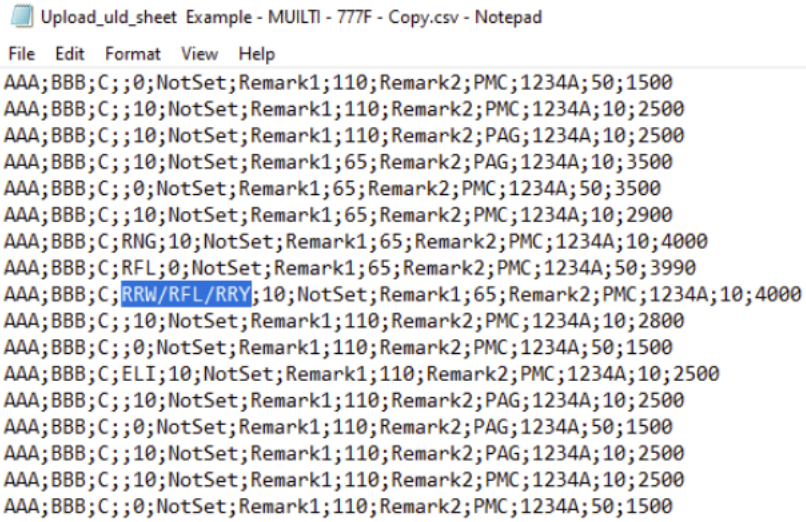


Figure 73 Example of Pallet Container file upload

9.3. *Advanced Edit*

Deadloads can be edited, created, imported, or deleted in eLoadsheet. In the **Advanced Section** of eLoadsheet deadloads can be managed or created from scratch. The **Advanced section** covers more details for the configuration of a deadload. Each deadload has one or more commodities. A commodity can for example be baggage or cargo bound for one destination.

Locatable units are not editable and are the calculated weight of commodities and the tare weight of the selected deadload. The only time the locatable unit is editable is when you "Create deadload", then locatable unit must be added with a given ULD number and type. A commodity must also be added subsequently to the newly created deadload. At least one commodity must be present in the deadload if not the info code for the deadload will be **X**, empty container. Commodities can be added or removed on selected deadloads as desired except for deadload type: **Linked Pallet** with more than one locatable unit as that type is un-editable.

A commodity group is either an actual commodity group or an estimated commodity group. If it is an actual commodity group, actual weight is set, if it is an estimated commodity group, the estimated weight is set. This is for example used during integration with external check-in system, when the integration adapter needs to create estimated commodity groups before receiving information about the checked-in baggage. Whether a commodity group has an actual weight, or an estimated weight has no effect on the calculations, i.e., if it has actual weight, the actual weight is used, if it has an estimated weight, the estimated weight is used.

Service Created deadloads (deadloads created by the integrator) are shown in **Advanced Edit**. Service Created deadloads can only be edited when the integration has stopped or completed, and only a limited set of properties can be edited. Commodity Groups cannot be edited.

The figure below shows the **Advanced edit** page:

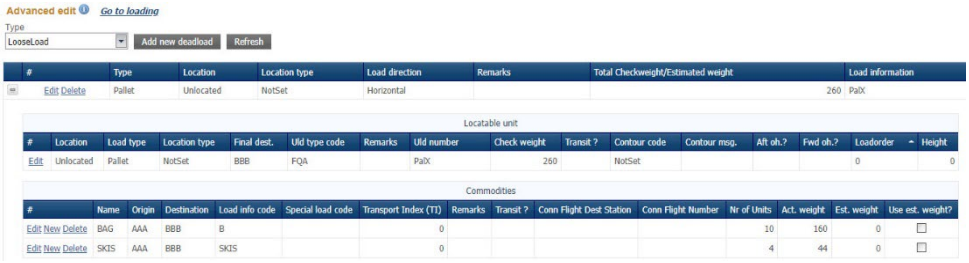


Figure 74: Advanced Edit Page.[34]

[34] Figure updated, eLoadsheet version 7.5.21334.0, item #26.

The load controller can see both deadloads that has been manually created and the deadloads that have been created from the integration service if applicable. The deadloads created from the integration service, are remarked with „Created From Service“.

A default **Load info code** value can be set and changed under the Airline/Aircraft administrator part of the system. The default value is initially set to 'B'. The default **ULD Type code** can also be specified in the Aircraft administrator. [35]
When the load controller creates a baggage item (commodity), by specifying the load info code B, D, TB, BF, BT, BH, BS, BG, BD and sets the number of units and leaves the check weight as 0, the system will use the following rule to determine the weight per piece for the commodity:

- If the flight is using the average bag weight coming from the external check in system, this will be the weight per piece according to the last integration with the check-in system. If the last integration has not executed when the commodity is created, it is highly likely that the average bag weight will change during the next integration, and this will not be reflected in manually created deadloads. It’s recommended to only create manually deadloads after the final integration with the external check-in system has been completed. The average bag weight will be fetched from the first deadload remarked as „Created From Service“.
- If either the departing or the destination station of the flight has a bag weight association, this bag weight will be used.
- If neither the departing station nor the destination station of the flight have a bag weight association, eLoadsheet will use the bag planning weight from a passenger weight set used in the flight.
- The weight per piece as determined according to these rules will be used in the finalize bags page and will never change.

When the load controller creates a commodity with info code SKIS, SKIT or SKIB and sets the number of units and leaves the check weight as 0, the system will use the following rule to determine the weight per piece for the commodity:

[35] Text updated, eLoadsheet version 7.5.21334.0, item #13.

- If the weight for the selected info code has been specified in the airline administrator eLoadsheet will use that weight. If no weight has been specified, the weight value will be 0.

Please see the Administration guide for information about how to change the default **Load info code**, **ULD type code** and how to specify the weights for selected info code.[36]

Available info codes and special info codes are the codes relevant to IATA Airport Handling Manual Revision 41, year 2021.

[36] Text updated, eLoadsheet version 7.5.21334.0, item #13.

10. W/B Finalize Screen

The W/B Finalize page presents two important aspects of the load planning process. It manages the Weight and Balance documents and complete the Weight and Balance process by finalizing the flight.

10.1. *Select message documents to view*

Selecting the specified message types and press the **Get** button (see Figure 73) will display the output on the screen. The available messages and documents to the aircraft type are specified in the administrator. The output can be printed, or a PDF file can be created. The desired output documents can be selected by clicking on the checkbox and they will be displayed below.

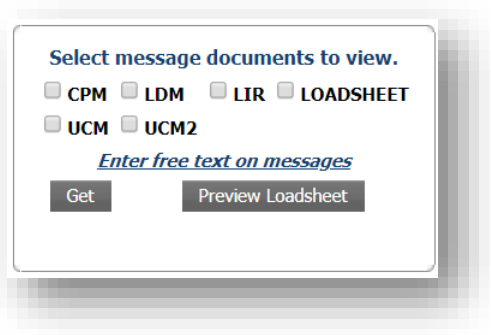
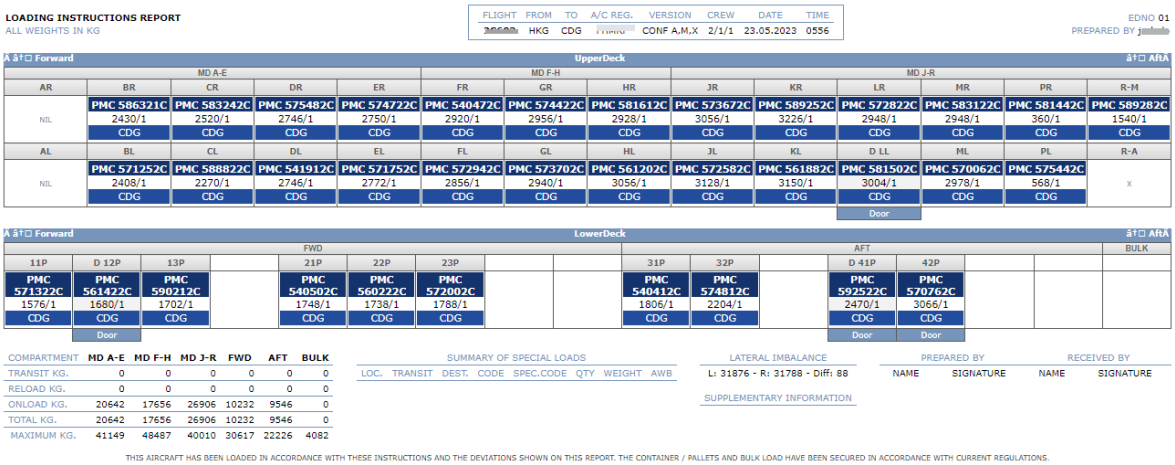


Figure 75: Example of documents and messages selection

Most documents are based on IATA standard. Customization of the documents needs to be coordinated with Flyware. The documents that is not a standard IATA message is Flyware version of Graphical Loading instruction. [37]

[37] Graphical Loading instruction report added Rev 7.7



LOADING INSTRUCTIONS REPORT
ALL WEIGHTS IN KG

FLIGHT	FROM	TO	A/C REG.	VERSION	CREW	DATE	TIME
[redacted]	HKG	CDG	[redacted]	CONF A,M,X	2/1/1	23.05.2023	0556

EDNO 01
PREPARED BY [redacted]

Forward — UpperDeck — AftA

MD A-E					MD F-H			MD J-R					
AR	BR	CR	DR	ER	FR	GR	HR	JR	KR	LR	MR	PR	R-M
NIL	PMC 586321C	PMC 583242C	PMC 575482C	PMC 574722C	PMC 540472C	PMC 574422C	PMC 581612C	PMC 573672C	PMC 589252C	PMC 572822C	PMC 583122C	PMC 581442C	PMC 589282C
	2430/1	2520/1	2746/1	2750/1	2920/1	2956/1	2928/1	3056/1	3226/1	2948/1	2948/1	360/1	1540/1
	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG
AL	BL	CL	DL	EL	FL	GL	HL	JL	KL	D LL	ML	PL	R-A
NIL	PMC 571252C	PMC 588822C	PMC 541912C	PMC 571752C	PMC 572942C	PMC 573702C	PMC 561202C	PMC 572582C	PMC 561882C	PMC 581502C	PMC 570062C	PMC 575442C	
	2408/1	2270/1	2746/1	2772/1	2856/1	2940/1	3056/1	3128/1	3150/1	3004/1	2978/1	568/1	x
	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	CDG	
										Door			

Forward — LowerDeck — AftA

FWD								AFT				BULK
11P	D 12P	13P		21P	22P	23P		31P	32P	D 41P	42P	
PMC 571322C	PMC 561422C	PMC 590212C		PMC 540502C	PMC 560222C	PMC 572002C		PMC 540412C	PMC 574812C	PMC 592522C	PMC 570762C	
1576/1	1680/1	1702/1		1748/1	1738/1	1788/1		1806/1	2204/1	2470/1	3066/1	
CDG	CDG	CDG		CDG	CDG	CDG		CDG	CDG	CDG	CDG	
	Door									Door	Door	

COMPARTMENT	MD A-E	MD F-H	MD J-R	FWD	AFT	BULK
TRANSIT KG.	0	0	0	0	0	0
RELOAD KG.	0	0	0	0	0	0
ONLOAD KG.	20642	17656	26906	10232	9546	0
TOTAL KG.	20642	17656	26906	10232	9546	0
MAXIMUM KG.	41149	48487	40010	30617	22226	4082

SUMMARY OF SPECIAL LOADS

LOC.	TRANSIT	DEST.	CODE	SPEC.CODE	QTY	WEIGHT	AWB

LATERAL IMBALANCE
L: 31876 - R: 31788 - Diff: 88

SUPPLEMENTARY INFORMATION

PREPARED BY		RECEIVED BY	
NAME	SIGNATURE	NAME	SIGNATURE

THIS AIRCRAFT HAS BEEN LOADED IN ACCORDANCE WITH THESE INSTRUCTIONS AND THE DEVIATIONS SHOWN ON THIS REPORT. THE CONTAINER / PALLETS AND BULK LOAD HAVE BEEN SECURED IN ACCORDANCE WITH CURRENT REGULATIONS.

Figure 76 Graphical Loading Instruction report example [38]

When the user requests the latest version of any available document (by using the **Get** button on the **W/B Finalize page**), the system returns a new version only if there have been any changes. If there are no changes the last generated document is returned. All generated documents are versioned, the version is visible on some documents in the header. Version number can be viewed in the Report section of the system. Note that the version number of messages is incremented if the flight status is changed, for example from Preliminary to Finalized. It is possible to preview the Loadsheet by clicking on the Preview Loadsheet, this will not increment the loadsheet version number. A loadsheet is only available if the aircraft is in trim. The status can be seen in the Load Control Panel.

It is possible to enter free text on the available messages. To do so, click on the **Enter free text on messages** link (see Figure 73).

[38] Graphical Loading instruction report added Rev 7.7

Figure 77: Add free text to selected documents example

To manually at a free text to the loadsheet, simply input the text into the text box and click on the **Update** button (see Figure 75). To insert free text on other messages, check each message to display the text field for that particular message to insert the text. Unchecking a message will remove the free text from that message.

10.2. *Movement Messages (MVT)*[39]

Movement Messages (MVT) can be generated and transmitted and transmitted from finalized TAB. The Movement messages(MVT) can addionally be accessed from the Advanced Tab ref Chapter 12.

The movement message format is in accordance with IATA standards AHM-780,AHM-783,AHM-784 and AHM-785.

Following messages can be generated

- Arrival

[39] MVT Messages added 7.8.23156.0

- Departure
- Estimated Arrival
- EStimated Departure
- Next Info
- Return from Airborne
- Return from Ramp
- Delayed Take-off
- Arrival Taxi
- Request Message

The Movement messages panel can in addition be accessed from the Flight Portal Ref chapter 13.

User inputs into fields data followed by save that generates the MVT message. The MVT messages are transmitted when the Send button is selected on the MVT panel. Addresses are pre programmed by the eLoadsheet admistrator on the message rule panel and messages required are picked by the airline from the Message tab under airline settings. Ref er to Admin manual for further details.

The Movement message (MVT) feature needs to be turned on from the Flyware side.

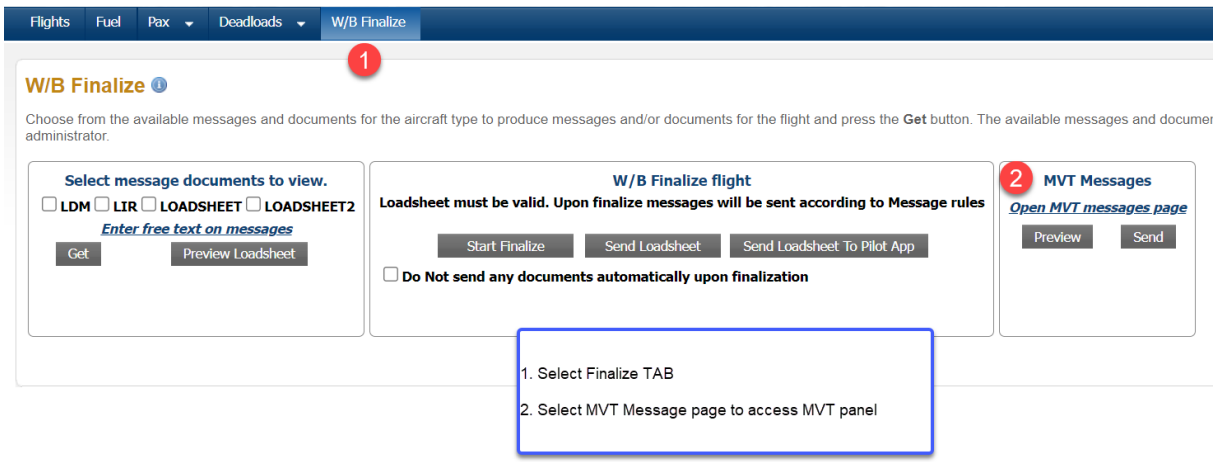


Figure 78 MVT message panel access from Finalized Page 39

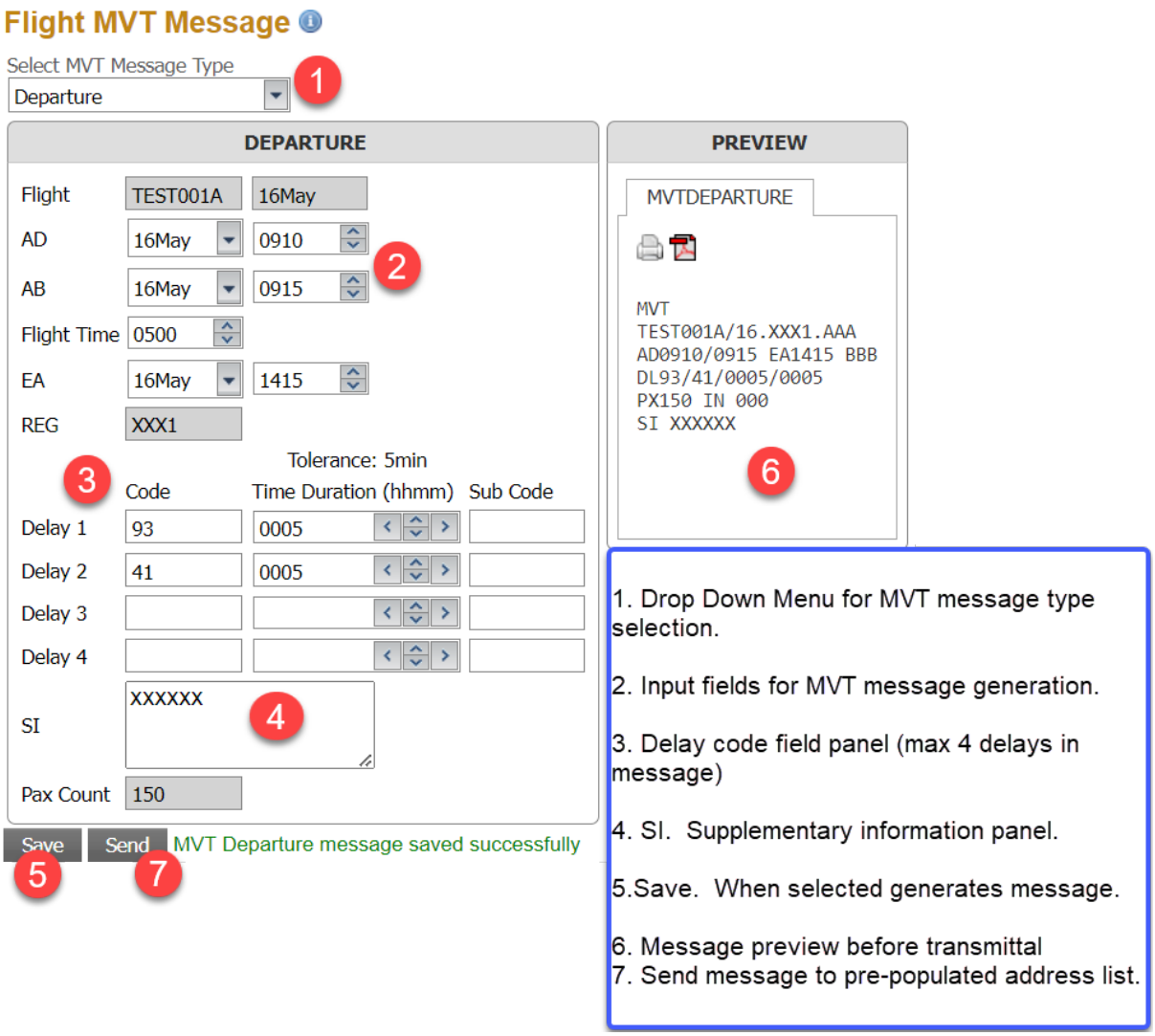


Figure 79 MVT message example

10.3. *W/B Finalize flight*

Once the flight configuration is complete and the flight is in trim the load plan process can be finalized. There are two different methods available in eLoadsheet to finalize a flight, default finalize process and start/confirm finalize process. It depends on the airline/operator settings witch one is available to users. The settings are managed by Flyware. Detailed information on each method will be provided below.

10.3.1. *Default Finalize Process*

By using the default finalization process the W/B Finalize button will be available if the loadsheet is valid (see Figure 78). The Finalize button is grayed out if the loadsheet is not valid. By pressing that button will close the flight and generate the desired documents and dispatch them to predefined addresses/locations. The system always generates new versions of all documents because the status of the flight changes from Preliminary to Finalized. Using this process the user is not able to view the final version of the documents until after finalization.

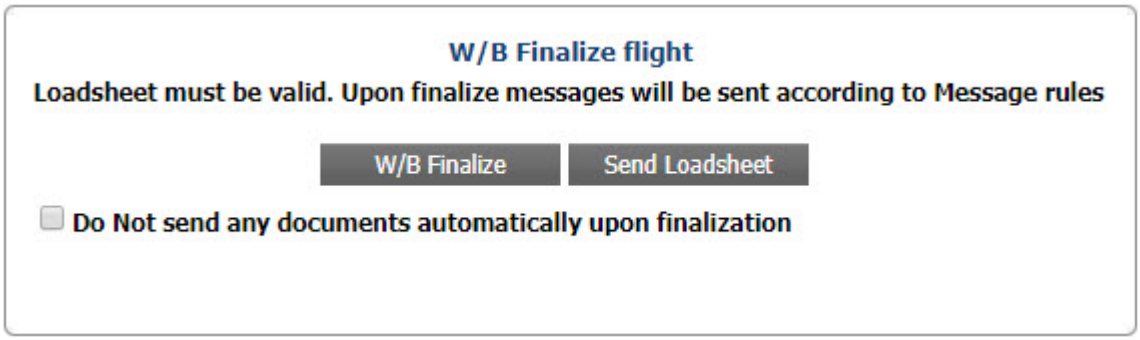


Figure 80: Default Finalize Process view

10.3.2. *Start/Confirm Finalize Process*

The Start/Confirm Finalize Process allows the finalization process to include confirmation/verification of all messages before closing the flight and sending all messages to predefined addresses/locations. The user starts the finalization process by pressing the **Start Finalize** button (see Figure 79). By pressing the Start Finalize button the system generates all requested documents and displays them for review. After the review the user can decide if they need to do any additional changes or if they are ready to confirm the finalization process. If additional changes are need the user is always able to press the Cancel button (see Figure 80) and make any necessary changes. If everything is as expected the user will need to confirm the finalize process by pressing the **Confirm Finalization** button (see Figure 80). Once the confirmation process is complete the system will close the flight without incrementing the version number of documents.

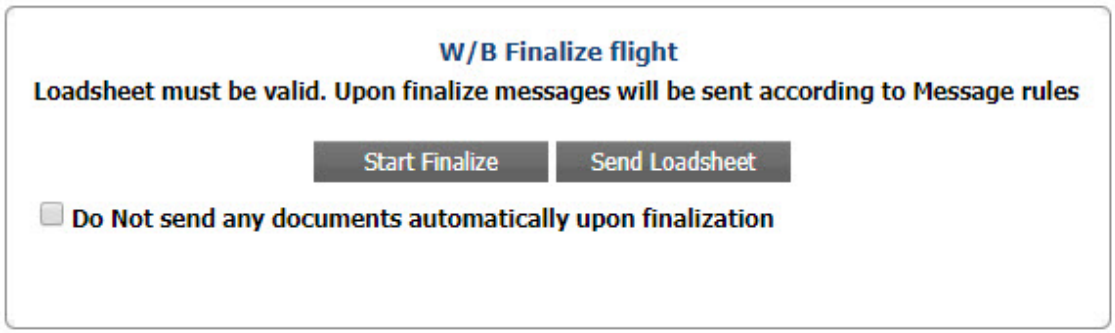


Figure 81: Start/Finalize Flight Process view

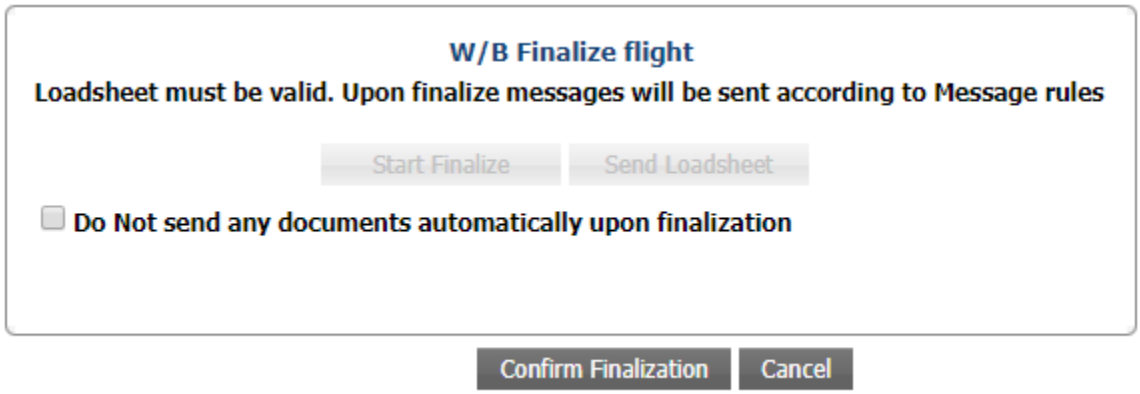


Figure 82: Confirm Finalization view

10.3.3. *Send Loadsheet*

The **Send Loadsheet** button allows user to send a loadsheet before finalization to a predefined addresses/location. The address is configured in the airline settings section of eLoadsheet. This action will also publish the loadsheet to the Flight Poral. This feature is an optional and may not be available to all users. This option needs to be activated by Flyware.

10.3.4. *Do Not send any documents automatically upon finalization*

An option is available to finalize flight without sending any messages by selecting the appropriate check box before finalizing the flight.

10.3.5. *Readback verification to messages*

If the delivery of a message(s) fails, the system will display a popup window to the user which document type was not delivered. For an FTP message delivery, the popup window will be displayed if the delivery to the folder cannot be verified.

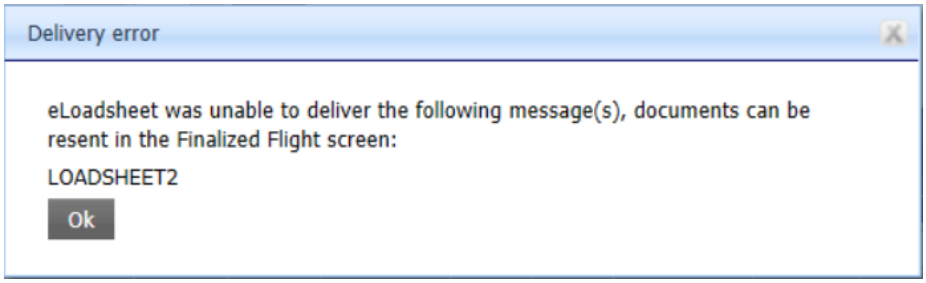


Figure 83: Readback Verification Example of FTP delivery Error on Finalized Page

10.3.6. *Advisory information*

Advisory information is added on the Finalized Page if deadloads are not allocated and if the tail number have been changed as shown in Figure 82. Optional advisory on finalized page can also be customized. Example: "**LMC not Allowed**", his only applies to customers with customized LMC method.

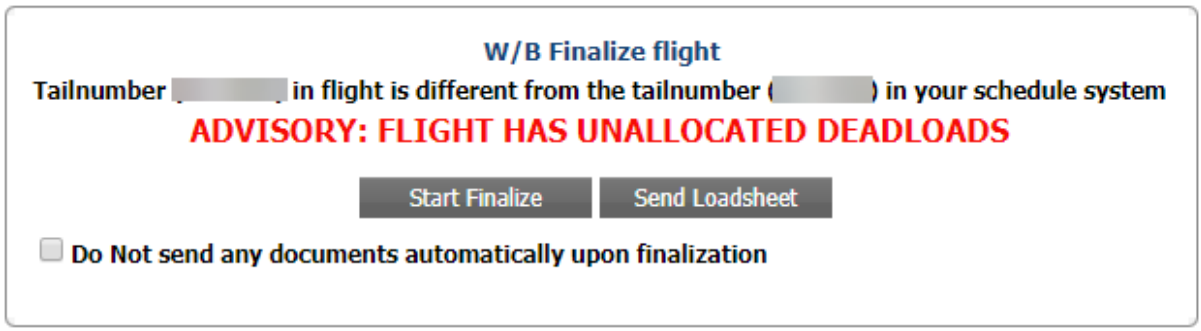


Figure 84: Advisory messages example

11. Audit Message

In the main menu to the right, the **Audit Message** section can be opened. The audit messages are a collection of audit capabilities that are to ensure the integrity of the configuration of a flight. There are three types of audit messages available Audit list, Limits results audit list and Flight warnings.

All the messages are stored with the flight information and can additionally be exported to a PDF document or printed directly from the screen.

11.1. *Audit List*

An audit list captures all the user activity during the load control process. All user interaction is captured in the audit list and each interaction is represented in the list of actions performed for this flight.

11.2. *Limits and Result Audit List*

Built into the information management are means to ensure the integrity of limits and constraints for the aircraft configuration are intact. During the flight processing eLoadsheet will check an extensive set of limits and constraints against the load plan to ensure all the limits and constraints are intact for the flight. As each check is performed a list is accumulated and the result of the relevant check is set. All the checks should end with the value true to represent the successful validation.

11.3. *Flight Warnings*

Information regarding this is coming soon.

12. Advanced

Various options are available in terms of adjusting or modifying the default set of configurations relevant to flights. These options are available from the Advanced section in the main menu and is only available to users with proper privileges.

The available options are to modify SWA, max weights, dry operating weight, pax weights, pantry, dangerous goods, crew code, crew weights, crew names, trim method, change aircraft type, estimates and NOTOC/free text. Additionally to access MVT message panel and access to change if flight will only send LIR or all messages.

All these values can be set by external systems, changed manually or a combination of the two. The image below displays the Advanced section and lists the relevant possibilities.

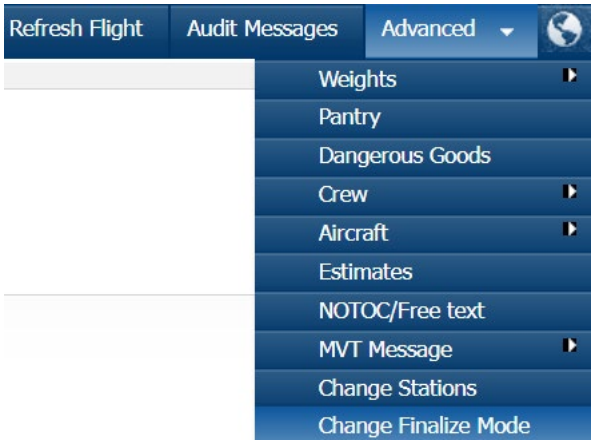


Figure 85: Advanced view

Note the following:

- Changing advanced settings only affect the flight in question.
- Advanced default settings are set in the administration part of the system.
- It is not always necessary to make changes to the default settings for the flight.

12.1. *Weights*

12.1.1. *SWA*

Service Weight Adjustment (SWA) is supported by eLoadsheet, and the combination of items associated can be added or removed using the **Advanced** function like the one below.

The box on the right will list up the **SWA** items that are associated with the flight. The box on the right allows the user to manually configure a **SWA** item to be used for the flight. The destination needs to be specified along with a description of the **SWA** item, its weight and location or index contribution information. SWA information is displayed on the loadsheet unless the airline/operator has specifically asked to remove it.

The airline/operator can specify the **SWA** limit in the aircraft administrator. The **SWA** limit will apply for the combined total SWA weight for both added and removed weights. The absolute value of the combined total is then compared to the Max total SWA value specified in aircraft administrator (see the eLoadsheet Administration guide for information about specifying the SWA limit).[40]

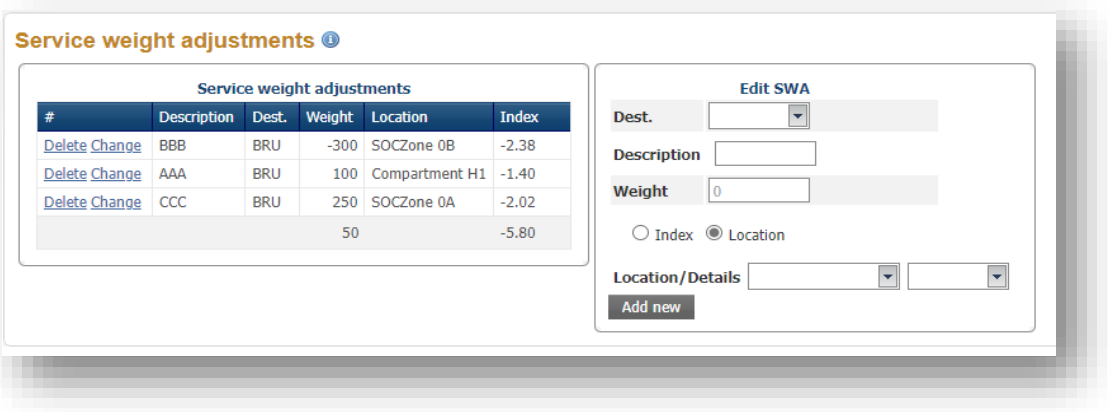


Figure 86: Service Weight Adjustment example. [41]

[40] Text added, eLoadsheet version 7.6.22116.0, item #10.
[41] Figure updated, eLoadsheet version 7.6.22116.0, item #10.

12.1.2. *Max Weights*

Flexible maximum weights offer the possibility of configuring flexible maximum weights for MRW, MTOW, MLW, and MZFW. Each tail number has structural weight limitations that cannot be exceeded. The active maximum weight limitations can be modified by using the Flexible maximum weights, but they cannot exceed the structural limitation of the aircraft. The relevance of this is to specify a different maximum weight set that has a positive effect on overflight charges.
To change the maximum weight, press the **Override** button and edit the maximum weights when finished press the **OK** button. To revert back to the structural weights, press the **Use Struct Weights** button.

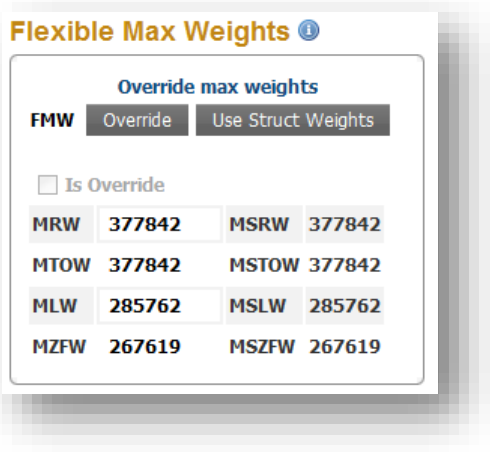


Figure 87: Max weight example

12.1.3. *Dry Operating Weight*

The Dry Operating Weight page shows the weight and index for the aircraft. The DOI and DOW can be modified in the screen for the current flight by updating either the Basic Weight/Index or by setting the Dry Operating Weight index. It depends on the aircraft settings specified in the administration part of the system.

The system calculates the Dry Operating Weight and Index automatically based on the Basic Weight and Index and the current crew code and pantry code. The screen will also show the individual index and weight contribution to make it clear how the total weight and index are

calculated. The user is always able to revert to the default values by selecting the **Default (reset)** option (see Figure 86).

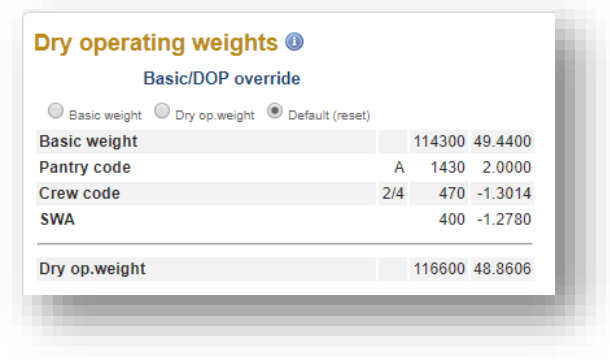


Figure 88: Dry Operating Weight example

12.1.4. *Pax Weights*

eLoadsheet supports specifying multiple passenger weight sets, this can be done in the Administrator. A specific weight set can be set as default, but the default passenger weight set can be changed in this screen. The available options are:

- Change the passenger weight set by selecting a new one in the drop-down list.
- Change the individual weights in the set, the changes are only relevant for the current flight (select [Edit weight] in the drop-down box under Code.

Figure 89: Passenger weights override example.

In general, the default pax weight is specified in the in the aircraft type in the administration section. eLoadsheet supports dynamically changing the pax weight used per class based on a city pair. This needs to be specified in the **Airline** settings section.

When switching from gender split to non-gender split passenger weight set, passengers are automatically migrated from male/female to adults. Vice versa the adult data are cleared. When pax weights are changed a message will be displayed, “Pax Weight Changed”, confirming the change.

12.2. *Pantry*

In the Pantry screen the user can select a different pantry code to be used for the flight. The pantry code list is configured in the Administration section.
There is also the possibility of modifying the pantry information by overriding the pantry weight individually by galley location. The system will automatically calculate the weight and index contribution. To do that, select *Override* from the **Select Pantry Code** drop down list. Another possibility is to set a fixed value for the pantry weight and index. To do that, click on the **Use Fixed value?** checkbox in the **Total Pantry** section of the page and specify the weight and index.

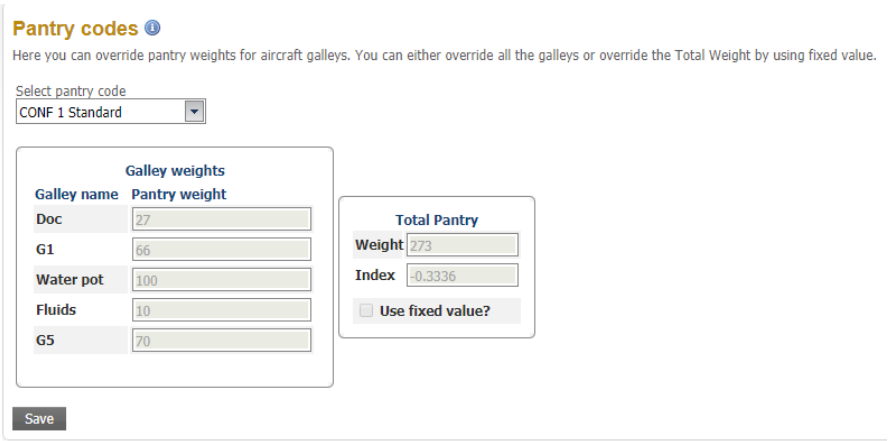


Figure 90: Pantry codes screen.

12.3. *Dangerous Goods*

Dangerous goods conditions are configured for each aircraft type in the administration part of the system. Dangerous Goods conditions can be modified in this section. The section will show what conditions are available and allow the user to manage them for the flight. Default conditions are enforced on the flight, others are optional. This feature is optional and may not be available to all users.

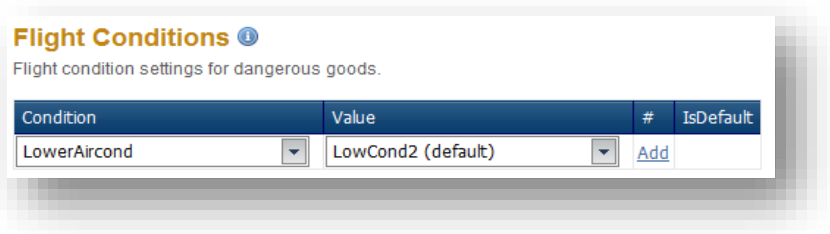


Figure 91: Dangerous goods settings example

12.4. *Crew*

12.4.1. *Crew Code*

In this section the user can manually change the selection of crew code for the flight. The available crew codes can be selected from the drop-down menu and the resulting combination will be displayed in the fields. Available crew codes are defined in the Administrator section of eLoadsheet. If the system is integrated with an external crew system, the crew code may be automatically set overriding the current default crew code.

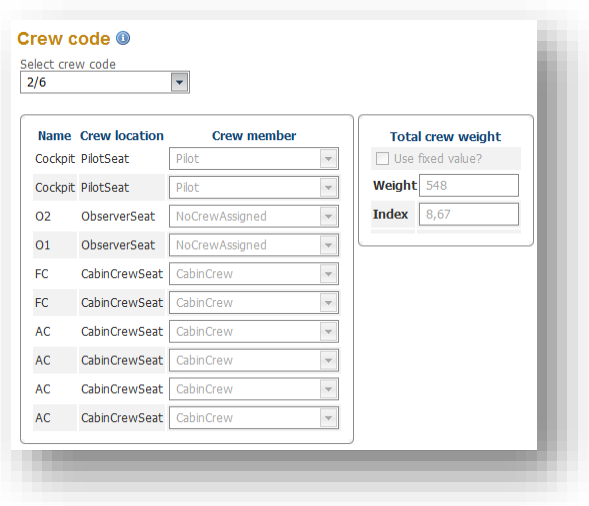


Figure 92: Crew codes screen

12.4.2. *Crew Weights*

The Crew weight settings can be modified by selecting the Crew Weights. To manually modify the setting the Override checkbox needs to be selected and the associated weight can then be modified.

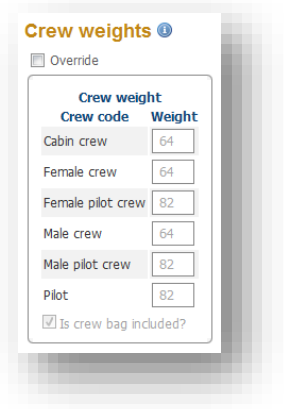


Figure 93: Crew weights override example

12.4.3. *Crew Names*

Crew names can be modified by selecting the Crew Names tab from the drop-down list under **Advanced** in the main menu. The capabilities are to allocate the crew member names and ID number and associate with the configuration. The available fields are for the crew member name, rank and ID. Rank can be any of the following:

- Captain
- Commander
- First Officer
- Copilot
- Flight engineer
- Second Officer
- Observer
- Engineer
- Purser

- Cabin Supervisor
- Steward
- Stewardess
- Chef
- Cabin Crew
- Flight attendant
- Ninth Crew
- Staff
- ALM
- Mechanic[42]
- Loadmaster[43]

If the system is integrated with an external crew system, the crew information is automatically provided including the crew names, ranks and ID.

Action	Name	Rank	Crew identifier
Update Cancel		NotSet	
Delete	FERRA	Captain	00001395
Delete	MAYRE	Copilot	00001445
Delete	SALTEL	Copilot	00001411
Delete	RAQUELMARTIN	Copilot	00001413
Delete	KONG	CabinCrew	00004557
Delete	SOUSA	CabinCrew	00004712
Delete	CASAJUS	CabinCrew	00004459
Delete	FOURNEL	CabinCrew	00003741

Figure 94: Crew names example

[42] Rank added, eLoadsheet version 7.5.21334.0, item #3.
[43] Rank added, eLoadsheet version 7.5.21334.0, item #3.

The **Dispatcher Name** is the dispatcher responsible for creating the flight plan for the flight. Manually entering the dispatchers name will display the name on the loadsheet for some customers. This feature is an optional and may not be available to all users.

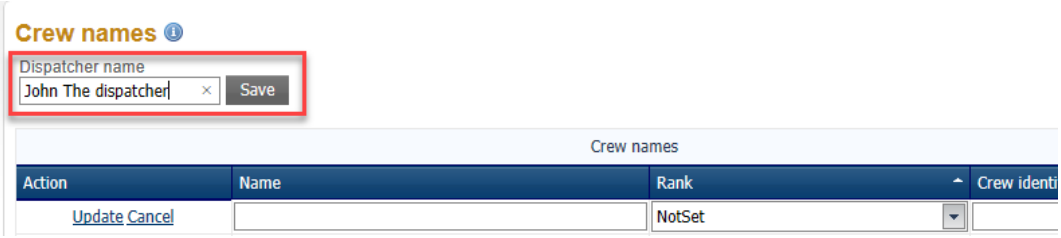


Figure 95: Dispatcher name field

12.5. *Aircraft*

The user can change the trim option, optimization method and the aircraft configuration in the Aircraft section.

12.5.1. *Trim Methods*

Allows the user to select how the trim should be configured. Available options for cabin trim are Row based, Zone based, Class Based and Free Seating. Available options for load trim are Compartments and Bays. The aircraft will be trimmed according to the selection. The trim option available is configured in the administrator.
Please note that the Trim method selected will change precision of the weight and balance calculation for the flight.

Please note the Auto Load function (refer to 9.1.3) is directly linked to Bay loading method. If the loading trim compartments is selected autoload function will not be available.

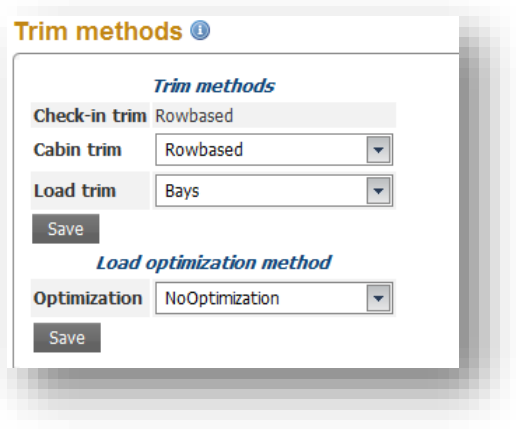


Figure 96: Trim methods

Load Optimization Method Controls the method used for autoloading deadloads. Available options are:

- NoOptimization**:** No optimization
- EaseOfUnloading**:** Allocation of deadloads to be according to the destination and making the unloading easier, also considers the ideal index where applicable.
- *CenterOfGravity***:** optimization is based on the ideal index if applicable, otherwise on the center of gravity.

12.5.2. *Change A/C regs*

This section allows the user to change the aircraft type, registration (tail number) and masterversion for the flight. The screen will display the aircraft configured for the flight and the user will need to specify the new aircraft type, A/C Reg and masterversion. By default, the list is ordered alphabetically by *Aircraft type* but by pressing the **Sort by A/C-reg name** button it will change the order of the list to alphabetically by *A/C-Reg* (tail numbers).

Pressing the **Change** button will change the registration for the flight. It is recommended to verify the changes by checking if the *Flight header* in the top banner reflects the new registration (tail number).

Please note that changing aircraft registration within the same aircraft type all loaded information will remain the same. If a different aircraft type is selected then all fuel, pax and deadloads data needs to be added again.

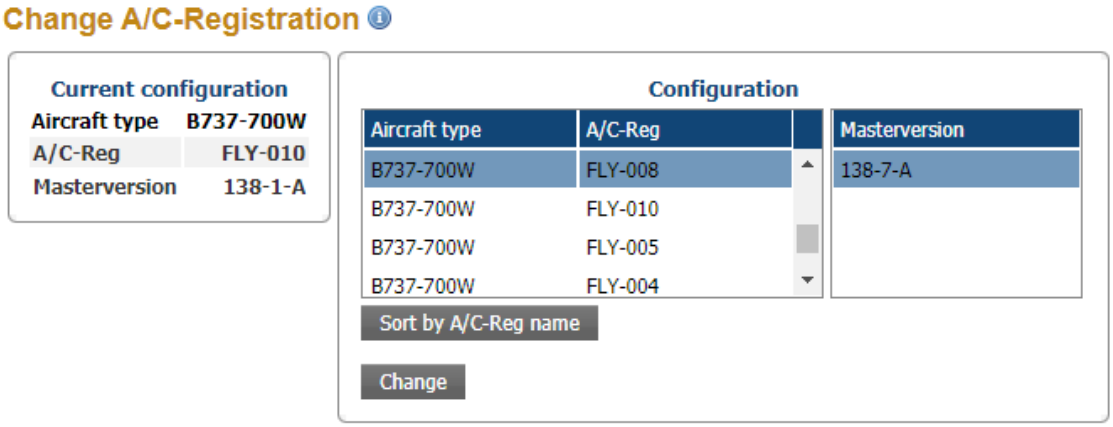


Figure 97: Change A/C Registration example

Note the following:

- Making changes to the aircraft may cause seating arrangements for some passengers to become invalid. This is corrected in the Unassigned list in the Pax main menu.

12.6. *Estimates*

The estimates section provides an overview of the estimates for the flight. The estimates are displayed for passengers and freight. The estimates can either be manually set, based on a historical average or come from an external system automatically. The estimated information is managed by each flight leg.

12.6.1. *Freight Estimates*

The freight estimated information is displayed in the following sections:

- **Estimated freight:** The information on the estimated freight is displayed in this part for the flight leg with the possibility of modifying the information. To modify, click on Edit and enter the desired weight value for the estimation. If integrated with an external cargo system this weight can be feed to the system automatically.
- **Historic freight weight:** Gives the user the possibility to use average freight weight from past flights. More detailed information regarding this is coming soon.

- **Baggage weights:** The baggage weights information will display the relevant baggage weights on specified flight legs. The information is maintained for Actual, Estimated and Estimated to come.
    - **Actual**: Based on the Bag Weight setting, the baggage weights of all checked in passengers is calculated.
    - **Estimated:** Actual + Estimated to come.
    - **Estimated to come:** Number of passengers to come * bag weight planning weight.

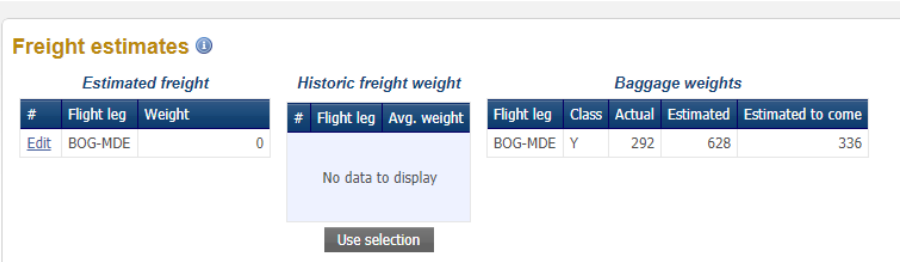


Figure 98: Freight estimates example

12.6.2. *Pax Estimates*

The Pax Estimates will allow the user to view and edit information for the flight.

- **Estimated pax:** Allows the user to view and edit information regarding estimated number of passengers.
    - **Estim. Pax #:** Estimated number of passengers expected on this flight. This number would typically be set during integration with an external check-in system. This includes actual passengers + estimated passengers to come.
    - **Corrected pax #:** If the estimated pax # is less than the number of passengers booked on this flight, it will be reflected here.
    - **Pax # to come:** Corrected pax # - number of booked passengers.
    - **Pax wght:** Sum of total weight of passengers in each category, using the passenger's weights + pax planning weight * number of pax to come.

- **Historic pax data:** Gives the user the option of using average number of pax for past flights as an estimate for the flight. More detailed information regarding this is coming soon.

Figure 99: Pax estimates example

- **Actual pax #:** Displays the actual passenger information at this moment.
- **Passengers:** Displays information on the status of checked in/booked passengers per flight leg. The information is oriented according to class, age, gender, children and infants.

- **Booking:** If available, this will display information on how many passengers are booked on the flight according to each flight leg. Particular information on the billing status and waitlist is also indicated.

12.7. *NOTOC/Free Text*

The NOTOC/Free text section allows the user to enter free text that will be displayed on the selected message or document. Clicking in the checkbox for relevant message or document will display the free text area for it. Entering the text into the free text area and clicking on the Save button after each text entry will place the text on the relevant document or message.

Replacing or deleting the text in each box will and clicking on **Update** will automatically modify it. To remove one of the messages, uncheck the relevant checkbox/s.
Please note that this is the same feature as in chapter 10.1

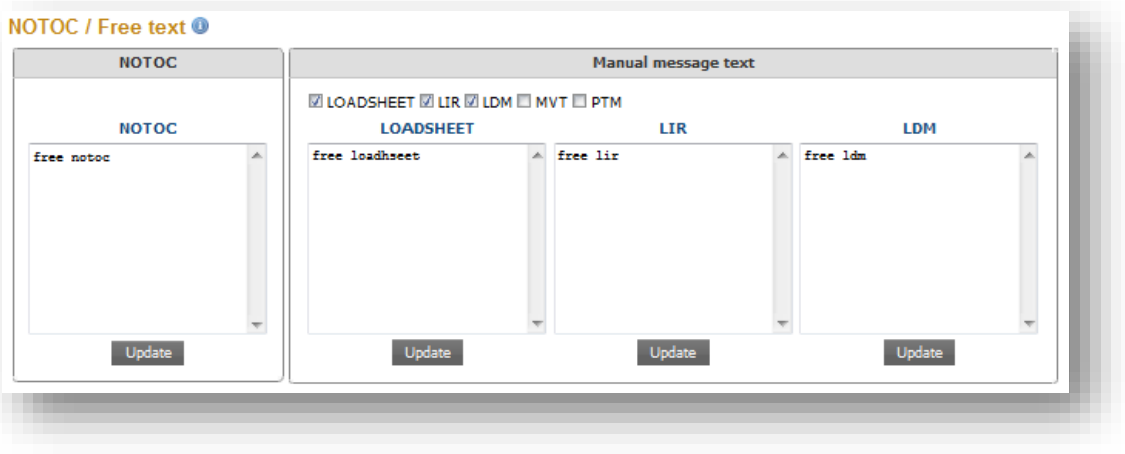


Figure 100: NOTOC /Free text example

12.8. *MVT Message*

Access to MVT transmission panel refer to chapter 10.2 for full details.

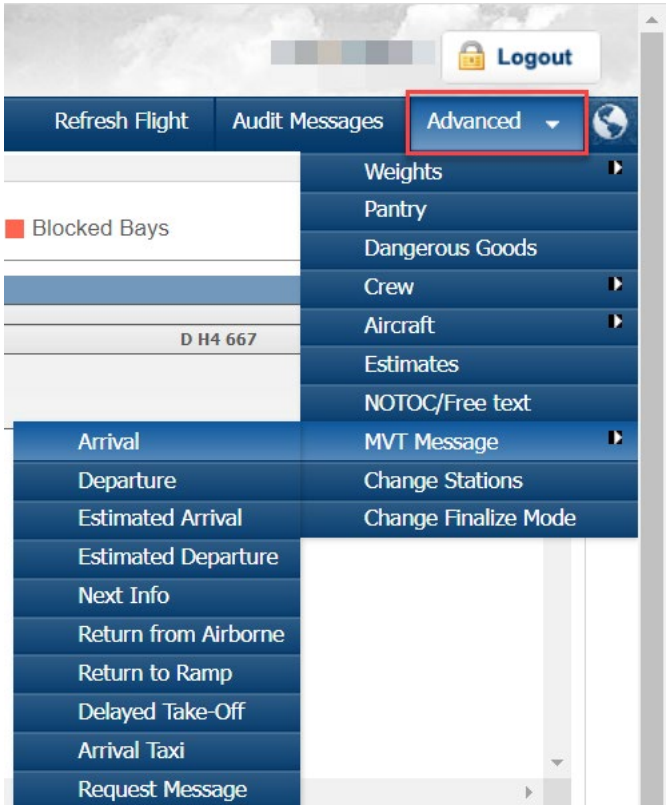


Figure 101 Advance Panel / MVT Messages [44]

[44] MVT message added rev 7.8.23156.0

12.9. *Change Stations*

This section allows the user to change departure and destinations stations on a created flight. Only users with the following user roles will be able to use this feature: *Airline Admin*, *Load Manager* and *Load Supervisor.* Please note that this functionality is currently only available for two legged flights.

Pressing the **Update** button will change the departure or/and the destination station for the current flight. It is recommended to verify the changes by checking if the *Flight header* in the top banner reflects the new station(s).

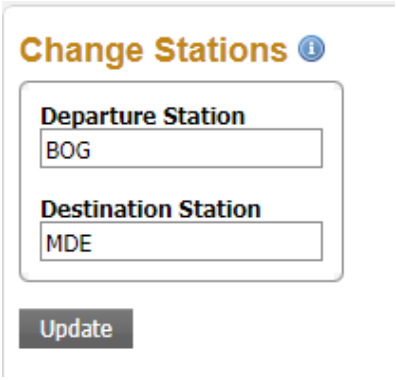


Figure 102: Change Stations view

12.10. *LIR only mode*

In the advanced menu click change finalize mode the user can change the flight mode to close the flight only by sending the LIR. This is to enable the airline to create the LIR and to send the LDM / CPM & UCMs without the creation and finalization of the loadsheet in eLoadsheet. This means that after the flight is sends final documentation and changes status to Finalize it will send all documents except loadsheets. [45]

[45] LIR only mode REV 7.8.23156.0

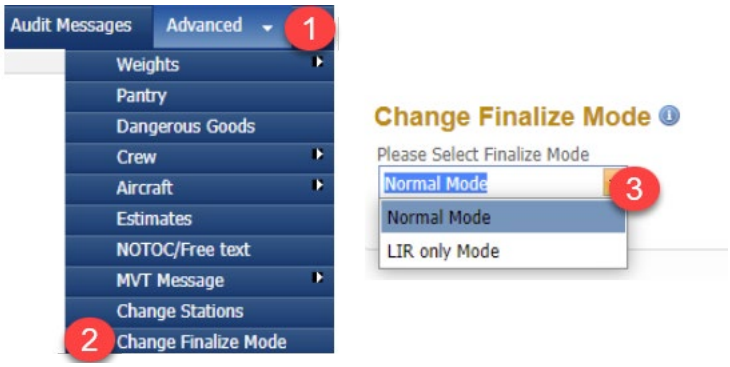


Figure 103 Change transmission to send all docs exept loadsheet[46]

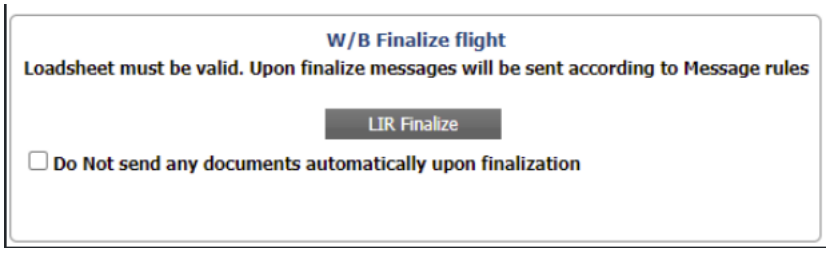


Figure 104 Finalize selection after change [47]

After finalization the flight will be shown at the “Finalized flight page” with the flight status “LIRFinalize”

[46] LIR only mode REV 7.8.23156.0
[47] LIR only mode REV 7.8.23156.0

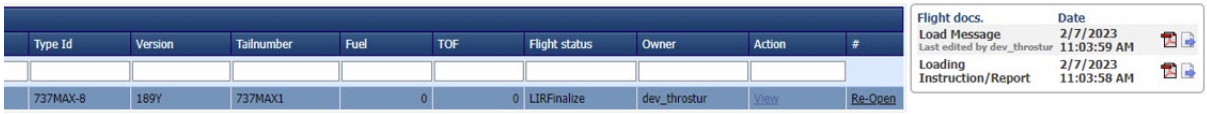


Figure 105 Finalize page view after finalization of LIR only mode.[48]

[48] LIR only mode REV 7.8.23156.0

13. Flight Portal

Please see User Guide for Flight Portal.

14. Administrator

Please see Administrator guide.

15. Reports

The Reports section is available from the main menu and will provide access to information from the system. The information can be viewed on the screen or downloaded as a PDF or an Excel document. The search criteria can be defined by selecting from one of the drop-down boxes, specifying search parameters manually and specifying a time range. Only users with the Report user privilege will be able to see this section.

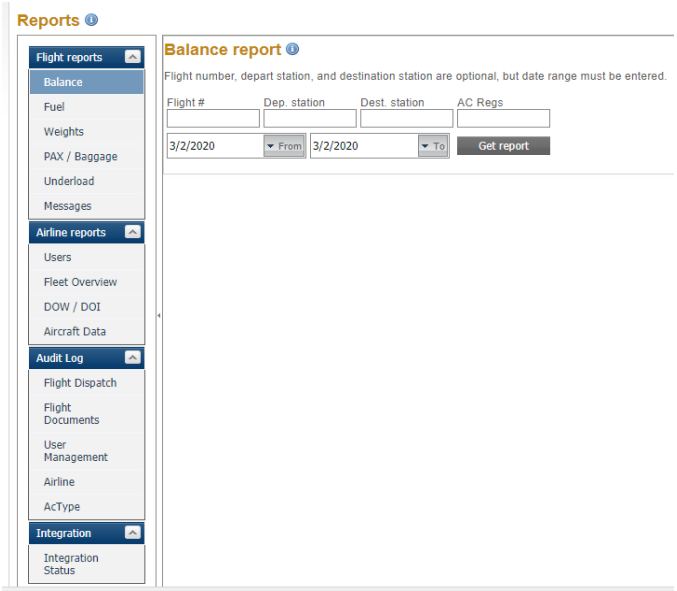


Figure 106: Report section

15.1. *Flight reports*

The Flight Report provides access operational reports for Balance, Fuel, Weights and Pax/Baggage. The reports can be specified to a particular flight number, departure station, destination and/or Registrations – filtered by a date range. Users can filter reports on relevant fields for flight number, Departure station, destination station and or aircraft register (excluding Message report).

A timeout method is used for flight reports in cases of long running queries exceeding certain limits. This is done to avoid significant load to the system in certain occasions and limits each database query to 90 seconds (configurable by Flyware). In cases of timeout a modal window appears stating that the timeout has occurred and encourage the user to either try again or to narrow this filtering criteria if possible.

Reports and content are as follows:

15.1.1. *Balance*

Balance report Includes balance information for finalized flights.

Outputs:

- Dep.time (Departure time)
- ACType (Aircraft type)
- Dep. (Departure station)
- Dest. (Destination station)
- Flight # (Flight number)
- AC Regs (Aircraft registration)
- Version (Aircraft version configuration – Master version)
- Stab trim (Stabilizer trim setting)
- TOB (Takeoff index (B stands for balance))
- TOW (Takeoff weight)
- ZFB (Zero fuel index (B stands for balance))
- ZFW (Zero fuel weight)
- LB (Landing index (B stands for balance))

- LW (Landing weight)
- Traffic Load (Total payload or traffic load)
- MACZFW (Actual Mean Aerodynamic Cord (percentage) value at zero fuel weight)
- MACTOW (Actual Mean Aerodynamic Cord (percentage) value at takeoff weight)
- MACLAW (Actual Mean Aerodynamic Cord (percentage) value at landing weight)

15.1.2. *Fuel*

The Fuel report includes fuel information for finalized flights.
Outputs:

- Dep.time (Departure time)
- ACType (Aircraft type)
- Dep. (Departure station)
- Dest. (Destination station)
- Flight # (Flight number)
- AC Regs (Aircraft registration)
- Version (Aircraft version configuration – Master version)
- LF (Landing fuel)
- RF (Ramp fuel)
- TOF (Take off fuel)
- TXI (Taxi fuel)
- Trip (Trip or burn fuel)

15.1.3. *Weights*

Weights report displays relevant flight information in addition to weight related information for finalized flights.
Outputs:

- Dep.time (Departure time)
- ACType (Aircraft type)
- Dep. (Departure station)
- Dest. (Destination station)
- Flight # (Flight number)
- AC Regs (Aircraft registration)
- Version (Aircraft version configuration – Master version)
- TOB (Take off index (B stands for balance))
- TOW (Take off weight)
- ZFB (Zero fuel index (B stands for balance))
- ZFW (Zero fuel weight)

- LB (Landing index (B stands for balance))
- LW (Landing weight)
- Traffic Load (Total payload or traffic load)
- ALT (Allowed traffic load)
- Underload (Actual Underload)

15.1.4. *PAX/Baggage*

Displays fight information, detailed passenger information and deadload information for finalized flights.

Outputs:

- Dep.time (Departure time)
- ACType (Aircraft type)
- Dep. (Departure station)
- Dest. (Destination station)
- Flight # (Flight number)
- AC Regs (Aircraft registration)
- Version (Aircraft version configuration – Master version)
- Deadload (Payload information)
- Deadload +DOP (Payload + Dry Operating Weight)
- Crew # (Crew count)
- Pax load (Passengers load in kg/lbs)
- PAX # (Passengers count)
- Freight (Cargo weight)
- Baggage (Baggage weight)
- A (Adult passenger count)
- M (Male passenger count)
- F (Female passenger count)
- C (Child passenger count)
- I (Infant passenger count)
- G Split (Gender split)

15.1.5. *Underload*

Displays flight information focused on providing Underload information for finalized flights.

Outputs:

- Dep.time (Departure time)
- ACType (Aircraft type)
- Dep. (Departure station)
- Dest. (Destination station)
- Flight # (Flight number)
- AC Regs (Aircraft registration)
- Version (Aircraft version configuration – Master version)
- Traffic Load (Total payload or traffic load)
- ALT (Allowed traffic load)
- Underload (Underload)

15.1.6. *Message*

Report for what messages have been sent, to whom and if they were successful. This takes into account messages sent before finalization and after the final documentation is transmitted.

Outputs:

- Flight # (Flight number)
- Dep. (Departure station)
- Dest.station (Destination station)
- Dep.time (Departure time)
- Message (Message type sent example LDM, Loadsheet, PTM)
- Edition Number (Document edition number)
- Recipients (Recipient email address or ftp/sftp address)
- Delivery Date (Message delivery date and time)

- Message Error (Message error, example of error shown: Unable to connect to the remote server; Thread was being aborted)
- User (Shows the user that sent the message from eLoadsheet)

15.2. *Airline reports*

15.2.1. *Users*

Lists all users and associated information (Name, Address, Email, Phone number, Country, Station, Username and Roles).

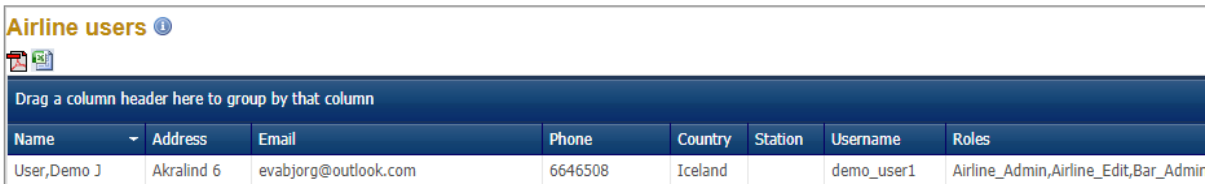


Figure 107: Users list example

15.2.2. *Fleet Overview*

Lists all tail numbers (registrations) and associated information (Aircraft Type, Tail Number and Tail Active Status).

Figure 108: Fleet overview example.

15.2.3. *DOW / DOI*

Lists all the DOW (Dry operating weight) / DOI (Dry operating index) for current airline. The report shows the following information:

- Aircraft Type
- Tail Number (registration)
- Crew Code
- Pantry Code
- DOW (dry operating weight)
- DOI (dry operating index)

Figure 109: DOW/DOI example

15.2.4. *Aircraft Data*

Creates a report with all main data for individual aircraft types in either a printable format or a pdf file. This only applies to Live aircraft types. In future revisions of eLoadsheet more data will be added to this report. If the pdf icon is selected and save as then the file name will be the same as the aircraft type.

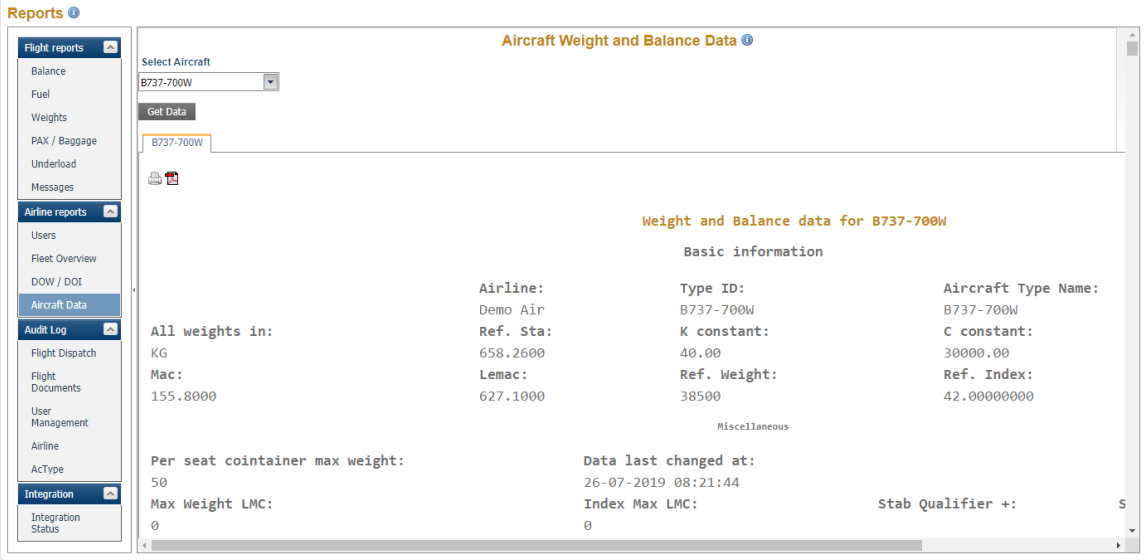


Figure 110: Example of aircraft data printout.

15.3. *Audit Log*

The **Audit log** reports shows the audit trail for transactions for different sections. For all sections, a drop-down list for specific categories and a specific user and/or flight number can be set to search for a given search criteria. It is required to specify at least either “Username” or “Flightnumber” also the maximum time range limit for each search is 48 hours.

The audit log captures the object that has been changed, the type of change as well as several properties associated with the change. Actions made regarding check-in and cargo integrations such as manual requests for update are also shown in this report.

Figure 111 Audit log example.

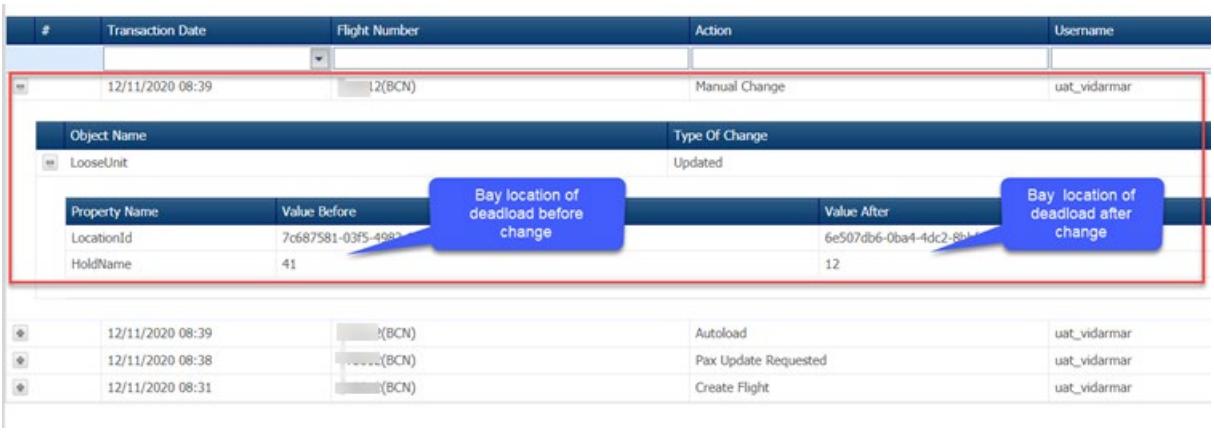


Figure 112 Example of detail in audit log.

15.3.1. *Flight dispatch*

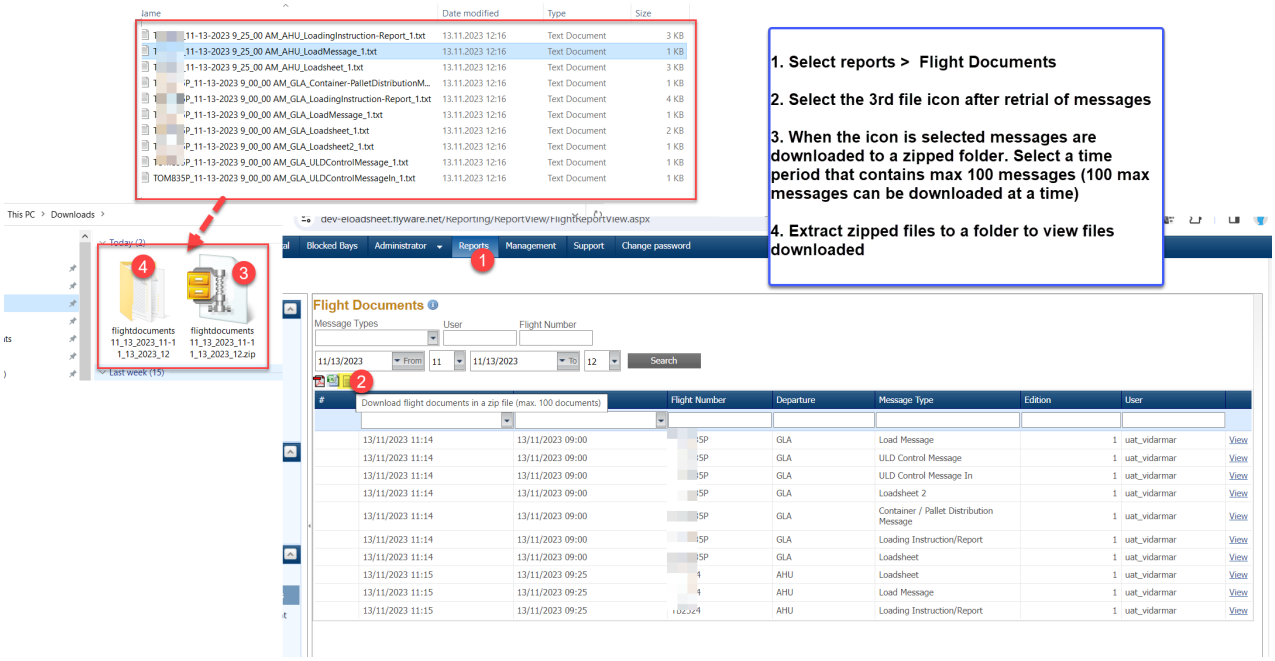
Shows user action made during the load control process within the selected time interval. Results can be filtered by username, flight number or specific action.

15.3.2. *Flight Documents*

Shows all created documents for all flights within the selected time interval. The log goes back 365 days (1 year). The report shows the following information:

- Creation Time (The timestamp when the document was created)
- Departure time (Departure time for the flight)
- Flight Number
- Departure (Departure station)
- Messages Type
- Edition (Document version number)
- User (The user that created the document)
- View (The document can be viewed by selecting this link)

Message download function. Ability to download a copy of all messages generated. However, the selection range for direct download is 48 hours or 100 messages(max). [49]



[49] 7.9.23346.0 release item 7

Figure 113 Message download from archive option example

15.3.3. *User management*

Audit log for changes made to users within the selected time interval. Results can be filtered by username or specific action.

15.3.4. *Airline*

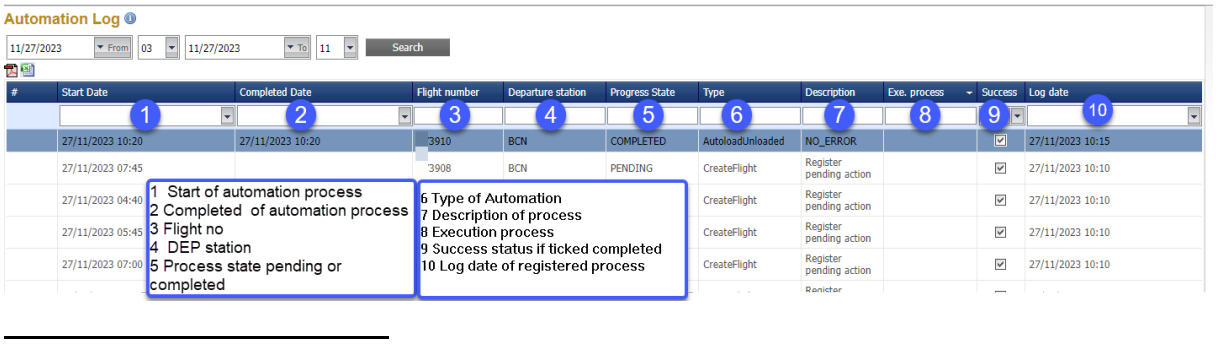
Audit log for changes made to the airline data within the selected time interval. Results can be filtered by username or specific action.

15.3.5. *AC type*

Audit log for changes made to the aircraft data within the selected time interval. Results can be filtered by username, aircraft type or specific action.

15.3.6. *Automation status* [50]

Audit log for tracking automation process. Report shows status of each flight automation action.



[50] Release 7.9.23346.0 Automation reporting

Figure 114 Example of automation processing report

15.4. *Integration*

15.4.1. *Integration Status*

The search criteria can be defined by selecting from one of the drop-down boxes, specifying search parameters manually or specifying time interval. The **Integration status** report lists all integration activities for each flight. The date interval limit for integration status report is one day or 24 hours. If users experience slowness or timeout during export, please consider narrowing your search and filtering. All results in this report can be expanded for more detailed information by selecting the plus sign at the far left of the result. Please note that Integration type needs to be selected from the **Integration Type** drop down list. Default value is **checkin**.

Outputs:

- **StartDate:** Date and time of request from eLoadsheet to the external system.
- **EndDate:** Date and time of response back from the external system to eLoadsheet.
- **Total time:** Total response time between the request and response (EndDate – StartDate: hh:mm:ss:ms)
- **ServiceTime:** Exact response time for the service transaction in milliseconds.
- **IntegrationType:** Type of integration response.
- **RequestOrderType:** Type of request, available options are Timed Update Request, Manual Request Update, Stop Integration and Manual Last Request Update.
- **Status:** Type of status of the response, available options are Pending, Working, Done, Error, None, DoneWithError.
- **Message:** Shows relevant service update message, for example: “3 flights Integrated from Newskies” or “2 flights Integrated from Newskies - (1) failed”.
- **Get the XML:** Get files for all active adapters in the integration service (if available). The hyperlink for downloading the file is one every individual flight. Please note that these files are only kept for few days for each flight, 7 days for check- in system integration and 14 days for other integrations.

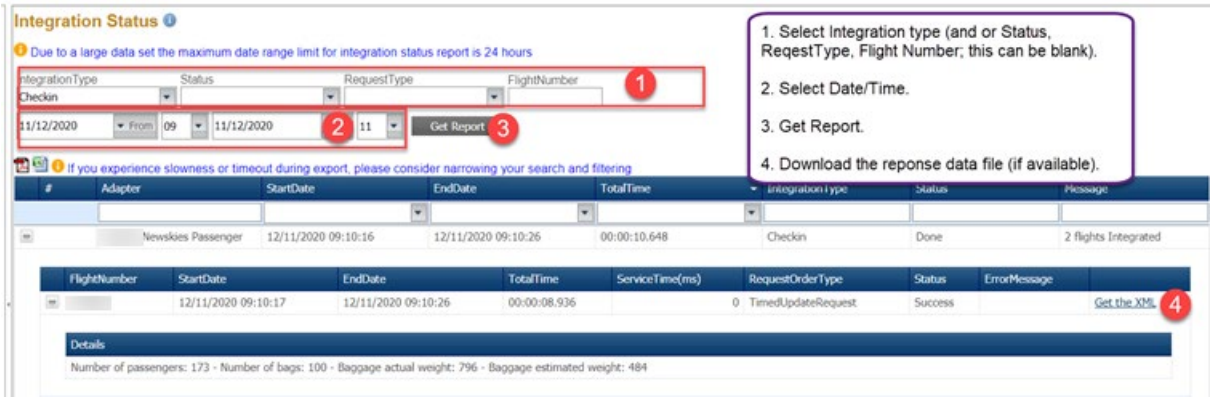


Figure 115: Integration Status Example.

16. Support

The Support page from the main menu contains the documentation for eLoadsheet and Powerloader:

a) User guides
b) Quick reference guides
c) Administrator guide

Powerloader can be downloaded from the **Support** page.

The **Support** screen also has information on AHM data and how it is relevant to eLoadsheet and Powerloader.

17. Change password

Selecting the **Change Password** from the drop-down list under **User Settings** will allow a user to manage his password. At any time, it is possible to click on the large eLoadsheet logo on the far left above the menu bar to navigate to the starting point from where the main menu item User Settings is always accessible.

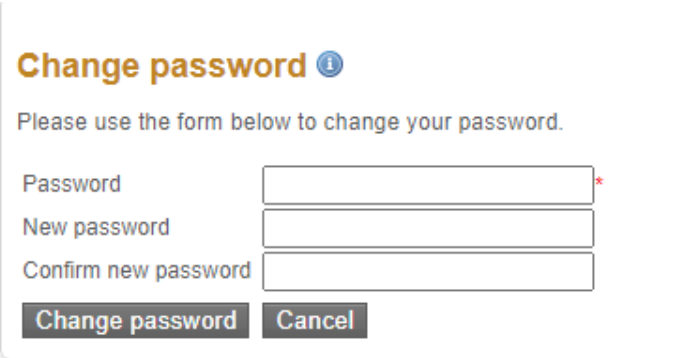


Figure 116: Change password view