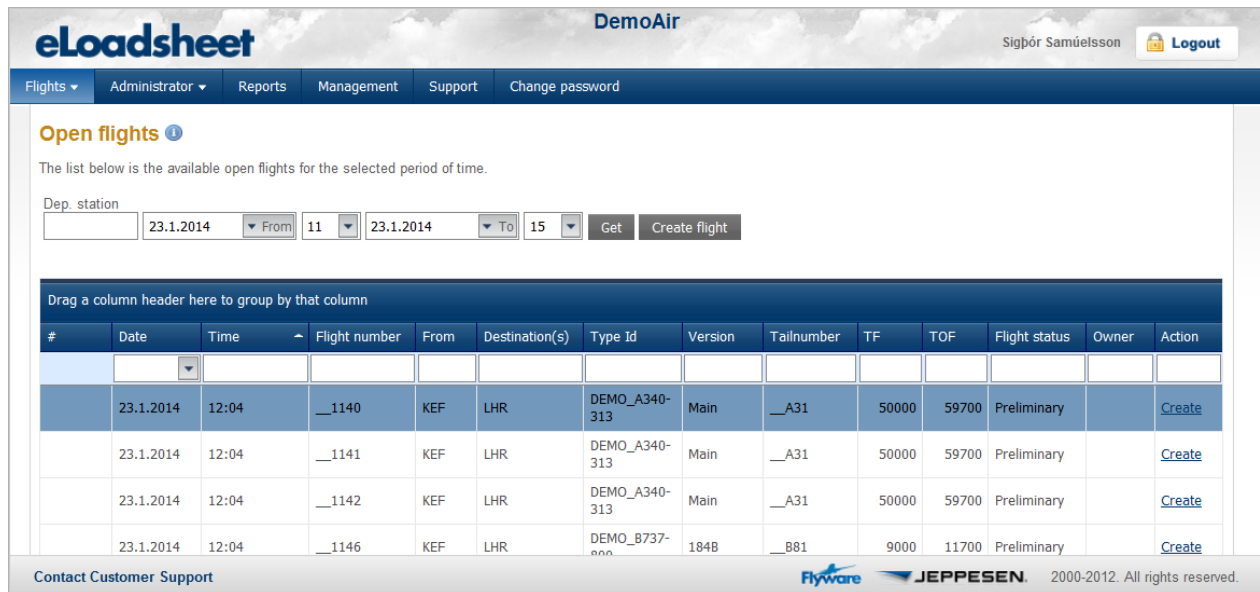


eLoadsheet Quick Reference Guide

This **eLoadsheet Quick Reference Guide** is intended to establish the steps needed to load plan a flight in eLoadsheet. Please refer to the eLoadsheet User Guide for an extensive overview of the system.



eLoadsheet DemoAir

Sigbór Samúelsson [Logout](#)

Flights Administrator Reports Management Support Change password

Open flights ⓘ



The list below is the available open flights for the selected period of time.

Dep. station

23.1.2014 From 11 To 23.1.2014 15 Get Create flight

Drag a column header here to group by that column

#	Date	Time	Flight number	From	Destination(s)	Type Id	Version	Tailnumber	TF	TOF	Flight status	Owner	Action
	23.1.2014	12:04	__1140	KEF	LHR	DEMO_A340-313	Main	__A31	50000	59700	Preliminary		Create
	23.1.2014	12:04	__1141	KEF	LHR	DEMO_A340-313	Main	__A31	50000	59700	Preliminary		Create
	23.1.2014	12:04	__1142	KEF	LHR	DEMO_A340-313	Main	__A31	50000	59700	Preliminary		Create
	23.1.2014	12:04	__1146	KEF	LHR	DEMO_B737-800	184B	__B81	9000	11700	Preliminary		Create

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Menu Item

Flights – the load planning takes place in the Flights section. Clicking on **Flights** will always bring the user back to the main menu.

Administrator – the configuration data for the aircraft can be seen in this section in read only mode.

Reports – reports available for the demo user

User Settings – user can change his password.

Management – this section is for systems administrators only.

eLoadsheet Load Planning

When logging into eLoadsheet using the credentials acquired in the demo signup, the user will be defined as a demo user with access to a demo airline. For the demo airline, a number

of previously created flights are available with passenger and cargo information configured and ready to be used.

Create an Account

To create a demo account, go to the following web page (Icelandic environment) and fill out the requested information:

<http://eloadsheet.flyware.net/eLS/usermodule/usersignup.aspx>

1. Log in to eLoadsheet

After the demo account has been created, go to the following web page and log into the eLoadsheet Icelandic environment:

<http://eloadsheet.flyware.net/els>

Once successfully logged in, select **Open Flights** from the drop down list under Flights from the **Main Menu**. This will open the **Open Flights screen**.



2. Create/Open Flight

A number of flights have been created to make things as straight forward. To open an existing flight simply click on the Create link in the flight list.

Another option is to create a flight manually. To do that, click on the **Create Ad hoc flight** button to create a flight manually and fill out the relevant information.

Step 1.

Fill out the **Flight number**, **EDT**, the three/four letter code for **Departure Station** and **Destination**. Click on the **Add** button to add the destination.

Step 2

Select the **ACType**, **A/C-Reg** and the **Master version** once it appears. Once all is completed click on the **Create** button to complete the flight creation steps. Optionally specify Crew Code and pantry Code.

3. Fuel settings

Once the flight has been created, the flight is opened and the Fuel section is displayed. To enter the fuel figures, select the **Edit** link.

Fuel density
0,80

Ramp Take off

Fuel Tanks Weights - Fuel Limited By : **Ramp weight**

Fuel tank	Max fuel	Ramp	Taxi	Trip	Index	#
Fuel Tank	20600	12000	300	9000	3,36	Edit
	20.600	12.000	300	9.000	3,36	

Set the fuel for the flight, i.e. 7000 for **Ramp**, 800 for **Taxi** and 5000 for **Trip**. Once set, click on the **Update** link on the right to save the fuel settings.

Fuel density
0,80

Ramp Take off

Fuel Tanks Weights - Fuel Limited By : **Ramp weight**

Fuel tank	Max fuel	Ramp	Taxi	Trip	Index	#
Fuel Tank	20600	12000	300	9000	3,36	Update Cancel
	20.600	12.000	300	9.000	3,36	

4. Pax

Select Pax from the **Main menu** and click on the submenu items to view the pax information. There are three possibilities:



Pax

Shows the passengers allocated to the flight. The view will be different based on the trim option selected. To select a different trim option, choose **Advanced** from the main menu item then **Aircrafts** and finally **Trim Methods**

Unassigned passengers

Shows all passengers that have been assigned to the flight but have not been allocated to seats.

Seat map

If applicable, shows the seat map for the flight. The seat map may or may not be displayed.

5. Deadloads

Deadloads are managed in the Deadload section of the Main menu:



Selecting from the Deadload menu item will give three possibilities:

Loading

Shows the aircraft hold and the available deadloads. Deadloads need to be allocated to the desired position by **Drag and drop**, selection from the drop down menu on the deadload itself or **Autoloaded** (not available for all deadload types).

The **Loading instructions** are available on the loading page, a **LIR** pdf icon that can be clicked to open it.

Simple Edit

Create or delete dead loads with minor configuration. To create a deadload, fill in the required information (**Destination, Origin, Info Code, Special info code, Remarks, Number of units** and **Check weight**) and click on the **Add** button on the right. Once the deadload has been created, it needs to be allocated to a desired position on the **Loading** page.

Loose loads ⓘ

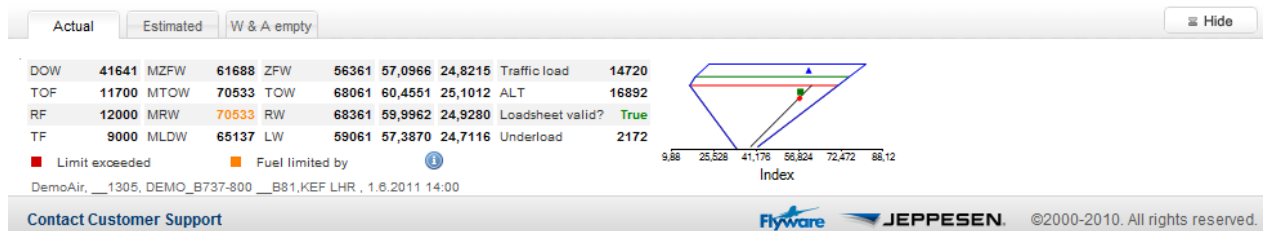
Destination	Origin	Info code	Special info code	Remarks	Nr. Units	Check-weights	#
<input type="text" value="SYD"/>	<input type="text" value="DPS"/>	<input type="text" value="C"/>	<input type="text" value="NOTSET"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Add Cancel

Advanced edit

Advanced possibilities are available from the **Advanced edit** menu item. Select it to create a deadlock with detailed information on the deadlock (**Locatable Unit** and **Commodities**)

6. Load Control panel

The **Load Control Panel** is always visible on the bottom of each page. It displays the **Actual** data and **Estimates** for the flight as well as warnings and advisories. The envelope is displayed graphically as well. The panel can be seen below:



7. W/B Finalize

To view the Loadsheet, Loading instructions and other messages, click on the W/B finalize menu item from the main menu.

View Loadsheet and other messages

To view the messages, click in the checkbox of the desired document and click on the **Get** button. The messages will be displayed on the bottom of the page.

Select message documents to view.

LDM
 LOADSHEET
 LIR
 PTM

[Enter manual NOTOC/message text](#)

Enter manual NOTOC or free text

It is possible to create a manual NOTOC or enter free text on the available messages. To do so, click on the **Enter manual NOTOC/message link**. This will display the text addition page like the one below, enter the desired text and click on update:

NOTOC / Free text ⓘ

<p>NOTOC</p> <p style="margin-top: 20px;">NOTOC</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p style="text-align: center; margin-top: 10px;">Update</p>	<p>Manual message text</p> <p><input checked="" type="checkbox"/> LDM <input type="checkbox"/> LOADSHEET <input type="checkbox"/> LIR <input type="checkbox"/> PTM</p> <p style="margin-top: 10px;">LDM</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div> <p style="text-align: center; margin-top: 10px;">Update</p>
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Finalize W/B flight

If the Loadsheet is valid and all configurations are complete, the flight can be closed by clicking on the **W/B Finalize** button.

W/B Finalize flight

Flight can only be weight and balance finalized if loadsheet is valid. Upon finalize messages will be sent to predefined addresses/locations automatically.

W/B Finalize