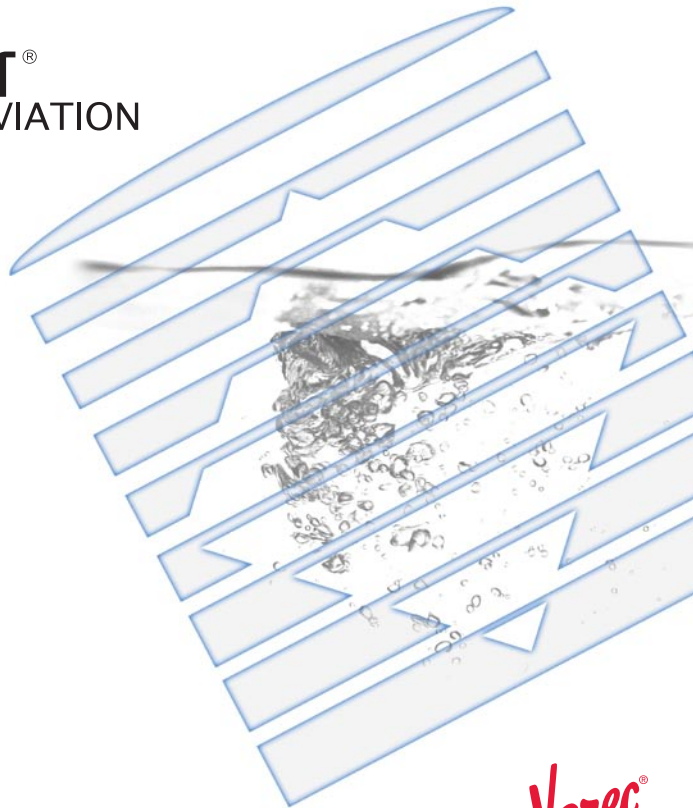


FuelsManager[®] AVIATION



Welcome

Included within the FuelsManager Aviation package is:

- CD-ROM software in DVD case with Quick Start Guide booklet
- Hardware security key (To attach to the back of the computer)
- Mouse pad
- Support label (Place in a visible location on the computer running FuelsManager)

By now, our Project engineers have installed and configured FuelsManager Aviation to operate on your PC, running Microsoft® Windows® 2000, Windows® 2003 Server or XP platforms. If you are familiar with this environment, you will find using all elements of the FuelsManager graphical (HMI) interface second nature.

Depending on your installation, you may be using the FuelsManager Dispatch, IntoPlane/Ticket Kiosk, Fuels Accounting or Web Server Interface to manage your operations. This guide will help to familiarize you with the most common user elements found within each interface.



FuelsManager®
Aviation is available in three Editions: Standard, Professional and Enterprise.



For detailed step-by-step guides, please refer to the User Manual contained on the CD-ROM or the online help systems accessible from FuelsManager.



For more detailed information on how FuelsManager is configured on your network, please contact your system administrator.

Starting FuelsManager Applications

If the FuelsManager Client program is not already running, start FuelsManager from the Windows Start Menu or by “double clicking” the FuelsManager Desktop Icons.



FuelsManager Dispatch Icon



FuelsManager IntoPlane Icon



FuelsManager Accounting Icon



FuelsManager Web Server Icon



Start FuelsManager programs from the Start Menu, select Programs/ FuelsManager and then the desired application.



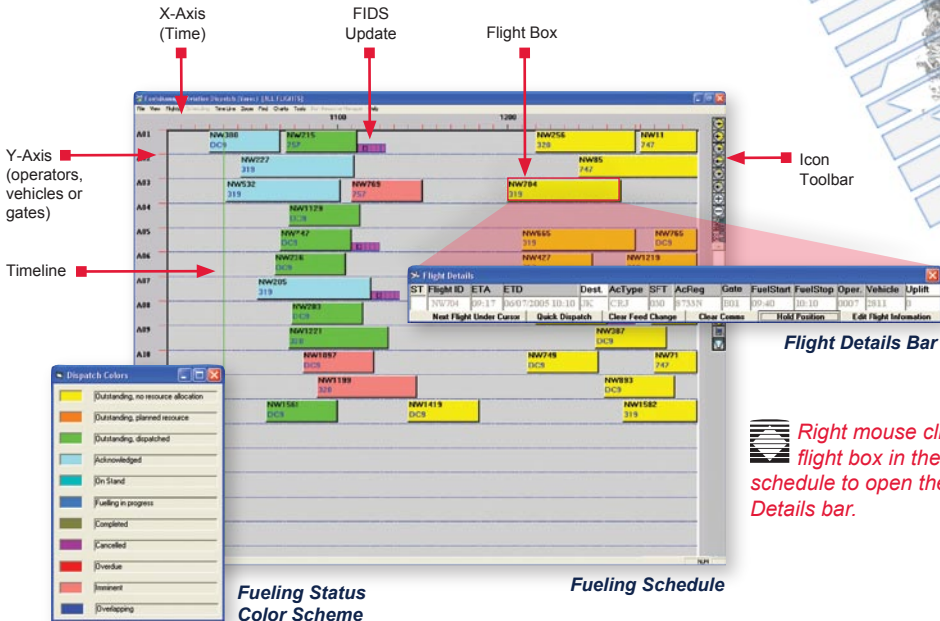
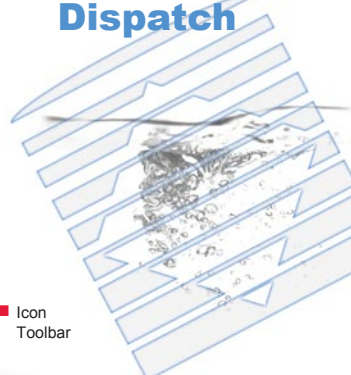
Access the User Manual online from the 'Help' Menu. Then use the bookmarks to navigate to the desired topic.



Dispatch Fueling Schedule

The Fueling Schedule is a valuable tool for managing and dispatching flights. From this single screen you are able to view, modify, add, cancel or deactivate flights. The length of each flight box represents the estimated fueling time and its color represents the current fueling status. All flight information can be viewed from the Flight Details bar.

FuelsManager Dispatch



Right mouse click a flight box in the fueling schedule to open the Flight Details bar.



Flight Updates

Each of the six FIDS Update codes represent a specific change to the fueling schedule.

T	Estimated time of departure change
D	Destination change
A	Aircraft type change
R	Aircraft tail number change
L	Gate change
U	Fuel Load change



All FIDS changes can be viewed using standard flight status indicators.

Fuel Schedule Icons

Expand Timescale



Back 1 Hour



Back 3 Hours



Back 6 Hours



Back 1 Day



Shrink Timescale



Forward 1 Hour



Forward 3 Hours



Forward 6 Hours



Forward 1 Day



Increase Y-Axis
(eg. Gates)



Increase Y-Axis
(eg. Vehicles)



Filter



Operations Log



Feed Information



Decrease Y-Axis
(eg. Gates)



Decrease Y-Axis
(eg. Vehicles)



Refresh



FIDS





Flight Information

You are able to add or modify existing flights from the Flight Information dialog box. All updated flight information is highlighted in the Flight Details bar and updated in the Fueling Schedule.

Dispatch Information

Departure Information

Fueling Information

Action Buttons

Company Information

Arrival Information

Flight Information

The 'UPDATING FLIGHT' dialog box contains the following sections:

- Dispatch Information:** Status (COMPLETED), Activity (REFUEL), Ticket (000028177), Linked Ticket, Update button.
- Departure Flight:** Flight (1741), Destination (FTZ), Aircraft Type (CRJ), Ship Number (4733N), STD (06/07/2005 10:10), ETD (06/07/2005 10:10), Fuel Start Time (06/07/2005 09:40), Fuel Time (300 minutes).
- Fueling:** Operator (035), Vehicle (2811), Gate (301), Pit, Dual Fueling (Primary/Secondary), Out Time (06/07/2005 10:58), Start Time (06/07/2005 11:00), Finish Time (06/07/2005 11:01), Meter Stop (0001300), Meter Start (0000000), Volume (001300 US Gal), Up/lt (00000).
- Companies:** Consumer (FA), Vendor (FS), Owner (JA), Product (JAF).
- Arrival Flight:** Flight (9872), STA (06/07/2005 09:40), ETA (06/07/2005 09:17), Origin (SBN).
- Action Buttons:** Dispatch, Cancel Flight, Uncancel, Print Ticket, Next Ticket.
- Company Information:** Consumer No., Vendor, Owner, Product.
- Arrival Information:** Flight, STA, ETA, Origin.

Click a flight box in the Fueling Schedule to open the Flight Details dialog box.

After all resources are allocated to flights, the action buttons can be used to dispatch a flight or update a previously dispatched flight.

Tank Distribution

Fuel load distribution can be manually input via the Tank Distribution dialog box.

Aircraft Tank Distribution for Flight Number: 15W2803

New and Previous Information

Fuel Distributions

The 'Aircraft Tank Distribution' dialog box contains the following sections:

- New and Previous Information:** Remark (Updated Flight), Planner, Phone, Aircraft Type (737), Ship Number (00000), Density (6.74 LBS/Gal), Freeze Point (41.2 Fahrenheit), LEFT (0.0), CENTER (000), RIGHT (000), Total (000).
- Fuel Distributions:** Pounds input fields for LEFT, CENTER, RIGHT, and Total.
- Buttons:** Edit, Save, Cancel, Last Update.

Tank Distribution



Fuel Ticket Kiosk

By following the on screen instructions, you are able to print fueling ticket assignments and also enter the completed fueling transaction data back into the FuelsManager system.

Select Item from a List

Select Item from a Drop-down List

Calculated or Validated Data

Navigation & Action Buttons

Final Gauge Values

Flight: NW704 Ship: 331NW

Tank	Actual	
LEFT	11000	lb
CENTER	00000	lb
RIGHT	11000	lb
Total	22000	lb

<< Stick

Enter Aircraft Info

Ship #: 331NW

Aircraft Type: 319

Gate:

Pit: A01
A02

>>

Flight: NW704 Ship: 331NW


Arrival	Final	Added	
Weight: 5000	22000	17000	lb
Volume: 2409	2550	61	161 gal (US)
Density: 6.83			lb/gal(US)
Status: APPROVED			

<< Help >>

Fuel Ticket Kiosk Interface

FuelsManager Fuel Ticket Kiosk



 You are able to navigate or enter data using the keypad or touch screen.



IntoPlane Fueling

The IntoPlane fueling interface mirrors your fueling operations. Each screen provides an opportunity to input, verify or calculate information, such as flight information or fuel loads.

Select Item from a List

Select Item from a List

Flight #	STD
NW540	08:48 07/06
NW653	09:01 07/06

Refresh (F1) Other (F2)

<<

Select Item from a Drop-down List

Enter Vehicle ID

Vehicle:

<<

Navigation & Action Buttons

Actual	Arrival	Added	
25000	22000	3000	lbs
Density		6.76	lb/gal(US)
Added	Pumped	Difference	
444	445	1	gal
Tolerance		185	gal
Status: APPROVED			
Help (F1)		Remark (F2)	
<<		>>	

Calculated or Validated Data


FuelsManager IntoPlane Fueling



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IntoPlane Refueling Interface

 You are able to navigate or enter data using the keypad or touch screen.



Journal

Track individual book inventory for all customers by building a journal of daily activity. Specify a date range, manager, owner and product, view daily summaries and individual transaction details.

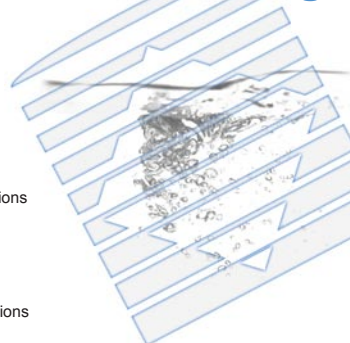
Menu Bar
Icon
Toolbar
Daily Transaction
Summary Filter

The screenshot displays the FuelsManager Journal application. The main window shows a list of transactions with columns for Date, Customer, Fuel/Book ID, Receipts, LP Receipts, Deficit, Gross, Fuel Receipts, Transfers, AMT, Book Book ID, Residuals, and Loss Book ID. A red box highlights a specific transaction, and a red arrow points to it from the label 'Individual Transactions Details'. A smaller window titled 'Accounting Entry' is open, showing a detailed view of the selected transaction with columns for Date, Fuel Book ID, Receipts, Comments, Receipts, Status, Book, Start, and Stop. A red arrow points to this window from the label 'Daily Transactions List'. Another window titled 'Filter' is open, showing various filters for Date, Customer, Fuel Book ID, and Receipts. A red arrow points to this window from the label 'Daily Transactions Summary Filter'. The interface includes a menu bar at the top, an icon toolbar, and a toolbar with various icons.

Transaction Journal

Individual Transactions Details

FuelsManager Fuels Accounting



Daily Transactions Summaries

Daily Transactions List



Drill down through daily transaction lists to individual transaction details from the Fuels Accounting Journal.




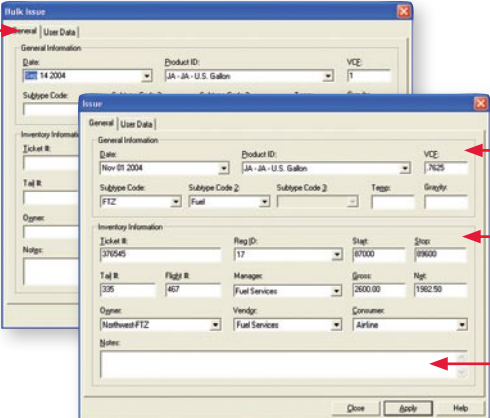
Create a report from the Journal and export data to Microsoft® Office (Excel, Word), Adobe® Acrobat (PDF) or other standard format (CSV, XML).



Entering Transaction Data

Each Transaction dialog box (issues, defuels, requests, etc.) provides a single point of data entry for individual transactions. Transaction data may also be automatically imported from the FuelsManager IntoPlane System.

 *Use the pre-specified list boxes to easily select the desired information.*



Detail Tabs

General Information

Inventory Information

General Information

Inventory Information

Add Notes

**Bulk Issue and Issue
Transaction dialog boxes**





Meter Reconciliation

Identify your daily gains and losses through your equipment meters by comparing close out records to the transaction total for each piece of equipment.

Inventory Reconciliation

From a single dialog box you can easily perform your daily reconciliation (book vs. physical inventory) to provide an up to date view of gain or loss. Each month, save time and quickly identify monthly gain/loss and apply adjustments.

 *Unreconciled transactions appear highlighted (blue) in the comparison window.*

 *Add, modify or delete transactions from the Meter and Inventory Reconciliation dialog boxes.*

Date	Begin Inv (€)	Trans Totals (€)	Book Inv (€)	Physical Inv (€)	Variance (€)	Total Var (€)	Receipt (€)
05/01/05	300000	-175997	124003	124000	97	97	0
05/02/05	124000	126813	248993	247602	-2211	-2114	300000
05/03/05	247902	-174795	72907	70345	-2462	-4576	0
05/04/05	70344	190097	220442	220799	357	-423	300000
05/05/05	220799	-123672	96927	95321	-596	-4625	0
05/06/05	96329	127966	324287	325607	1320	-3605	300000
05/07/05	325607	-211168	114439	115001	562	-2943	0
05/08/05	114439	96951	114692				
05/09/05	87654	102417	190071				
05/10/05	225432	-172080	53372				
05/11/05	225432	0	225432				
05/12/05	225432	0	225432				
05/13/05	225432	0	225432				
05/14/05	225432	0	225432				
05/15/05	225432	0	225432				
05/16/05	225432	0	225432				
05/17/05	225432	0	225432				
05/18/05	225432	0	225432				
05/19/05	225432	0	225432				
05/20/05	225432	0	225432				
05/21/05	225432	0	225432				
05/22/05	225432	0	225432				

Selection Criteria

Results

Inventory Reconciliation

Vehicle ID	Meter Start	Meter Stop	Differential	Total Volume	Variance
18906	43618	49363	5745	5744	1
18907	60416	77621	14415	14415	0
18908	61630	60607	8977	8976	0
18909	60025	74752	14727	14727	0
18910	61216	82306	21090	21090	0

Vehicle Id	Start	Stop	Volume	Transaction Alias	Date
18906	43618	45912	1994	Issue	05/03/05 14:18 C
18906	45812	46794	1182	Issue	05/03/05 20:08 C
18906	46794	49485	1671	Issue	05/03/05 18:54 C
18906	49485	49262	819	Issue	05/03/05 19:44 C
18907	68114	69436	3322	Issue	05/03/05 10:18 C
18907	73547	73623	76	Issue	05/03/05 12:41 C

Selection Criteria

Results Show Gain/Loss for Selected Equipment

Transactions by Vehicle

Meter Reconciliation



Closeout

The Closeout feature allows you to lock down transactions that have been reconciled. Any modification made after closeout results in a permanent record of the correction being logged. From the Closeout dialog box you are also able to review a manager and product's book/physical Inventories, as well as view an audit trail of all modifications.

Closeout
Criteria

Date	Net Book Inventory	Gross Book Inventory	Net Phy
04/30/1999	13432109.000	13432110.000	
05/31/1999	14923447.900	14923671.000	-3
06/30/1999	17270198.378	16571847.000	409
07/31/1999	14981126.355	14980288.000	1
08/31/1999	16260534.000	16260817.000	3
09/30/1999	17663760.000	17663162.000	1
10/31/1999	16881920.000	16884036.000	1

Closeout Data
per Manager and
Product

Closeout



View your Net and Gross variance since the last closeout period.



A closed out period appears highlighted (blue) in the Fuels Accounting Journal.



Use the Reverse Post feature to modify any incorrect transactions and maintain an audit trail.

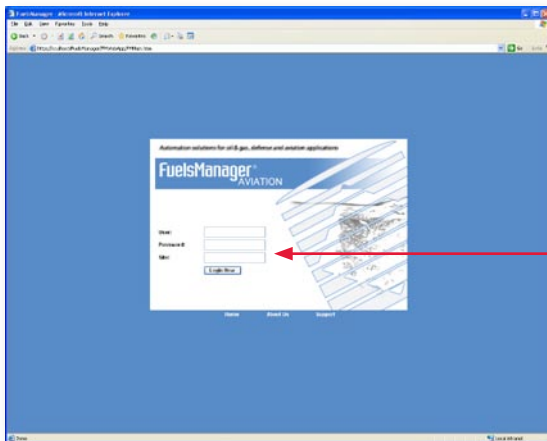


Starting FuelsManager Web Server

From your desktop, open Microsoft Internet Explorer or “double click” on the FuelsManager Web Server desktop icon. If the FuelsManager Web Server is not set as your homepage, enter the address provided by your administrator. Write the address below for future reference.

My FuelsManager Web Server address is:

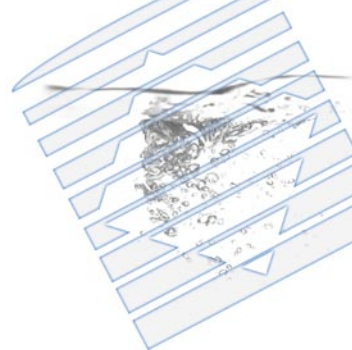
When the Login screen appears, enter your user name, password and site you want to access.



**Web Server
Login Screen**

■ Login Details

FuelsManager Web Server



**FuelsManager Web
Server Icon**



*Add (Bookmark) the
FuelsManager Web
Server to your Internet
favorites for easy access in
the future.*



Web Server Interface Elements

If your organization has installed a Web Server for FuelsManager, you are able to use a standard web browser to access data relevant to your business operations; this includes web ticketing and reports via the Internet/Intranet.



Many elements in the main window provide hyperlinks to more detailed information.

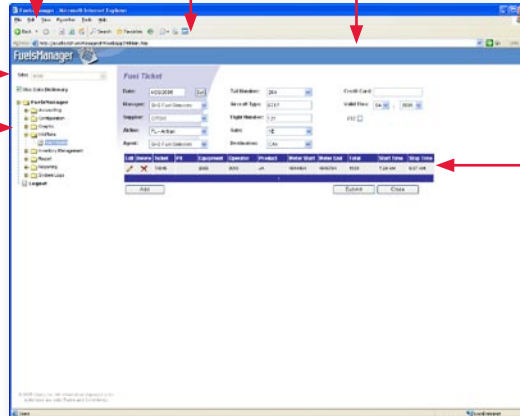
Internet Explorer Menu Bar

Internet Explorer Toolbar

FuelsManager Web Server Address (URL)

Site List

Treeview



Use the Treeview to show specific information in the main window.

Main Window Content (Fuel Ticket Entry Shown)

Web Server Fuel Ticket Entry



The "Data Dictionary" allows you to label interface elements in your business terms.

Web Ticketing

The Web Ticketing display allows you to enter fuel transactions information into the FuelsManager Fuels Accounting system.

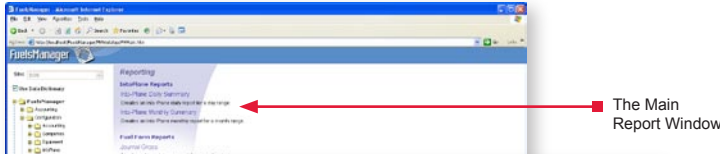


To update the information shown, use the browser refresh button.



Web Server Reports

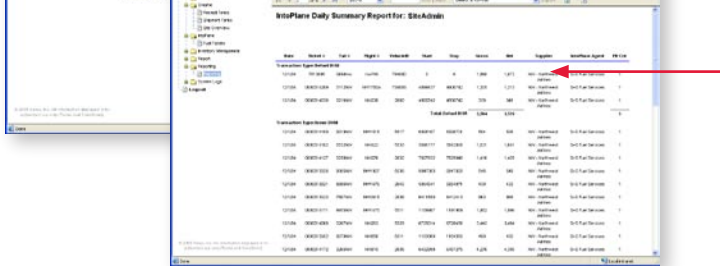
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The main report window shows a list of all available reports.



Report Selection Criteria



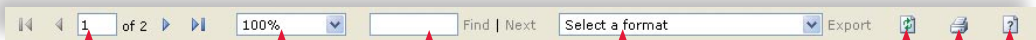
Report Results

Report

Export your report to Microsoft Office.

To navigate quickly through reports, use the "Search" feature.

Report Toolbar



Navigate

Scale View

Search

Export

Refresh

Print

Help

Fuel Schedule Icons

Expand
Timescale



Back
1 Hour



Back
3 Hours



Back
6 Hours



Back
1 Day



Shrink
Timescale



Forward
1 Hour



Forward
3 Hours



Forward
6 Hours



Forward
1 Day



Increase
Y-Axis
(eg. Gates)



Increase
Y-Axis
(eg. Vehicles)



Filter



Operations Log



Feed
Information



Decrease
Y-Axis
(eg. Gates)



Decrease
Y-Axis
(eg. Vehicles)



Refresh



FIDS



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