

Assisted Flight Plan Exchange
AFPEX

Getting Started Guide

www.flightplanningonline.co.uk

Introduction

Welcome to the AFTN Flight Plan Exchange (AFPEX) Quick Start Guide. This guide should only be used as a 'quick reference' and has been designed to assist you in the basic functions of the AFPEX application. It describes the initial login process, password changes, message reception, creation and transmission. A fully comprehensive Operators Manual is accessible within your Mailbox under the [Help](#) menu.

The system has a number of functions available to assist the user in the compilation of messages. It indicates the mandatory fields that are to be completed and checks each message for accuracy and format before allowing it to be sent into the AFTN network.

A 24 hour Helpdesk is available to all users and contact information is provided at the back of this guide.

Minimum System Requirements

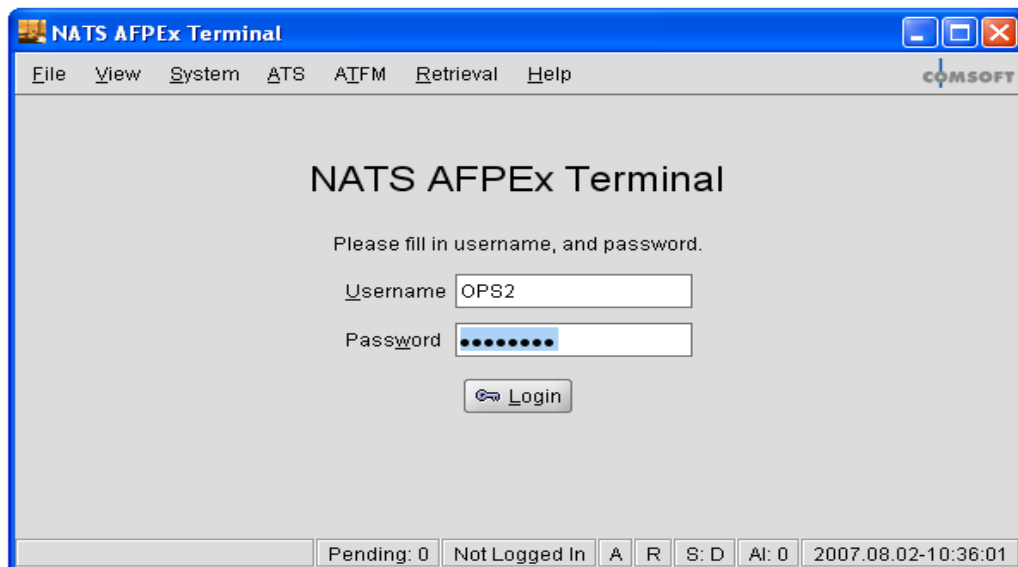
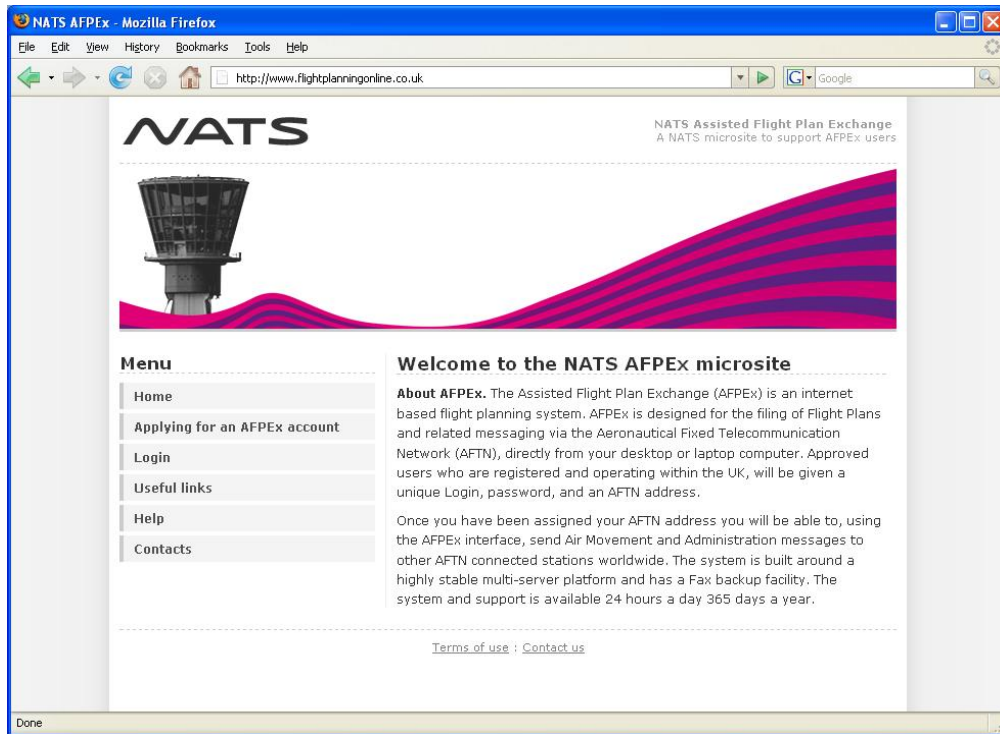
The following are the minimum system requirements that should be installed on your PC to enable access to the AFPEX Application:

- 500MHz P4 processor (CPU) or equivalent
- 512MB system memory (RAM)
- 56Kb/s network access to the internet
- Graphics card capable of 1024x768 resolution
- Java SE version 6 software installed

Note: You may need to ensure that the Java WebStart application (part of Java SE 6) is enabled as part of your local security policy. Please note that some Apple operating systems do not currently support Java SE 6.

Logging on

Logging on: Open your web browser (e.g. Internet Explorer) and enter the AFPEX home page address www.flightplanningonline.co.uk in your address bar and press the return key. Select **Login**. (AFPEX load shares between 3 servers, so please only bookmark the above address).



Enter your **Username** and your **Password**,

Read and accept the AFPEX terms and conditions, the timer will refresh as you scroll down the page; failure to accept will result in the AFPEX application automatically logging you out.

Check the **Accept** box and click **Login**.

Changing Your Initial Password

After initial logon to AFPEX, for security purposes your password must be changed. The following is a list of limitations that your new password must adhere to:


- It must be at least 8 characters in length
- It must contain at least 1 upper case character
- It must contain at least 1 lower case character
- It must contain at least 1 number
- It must not have been used before
- It must not be contained within the dictionary

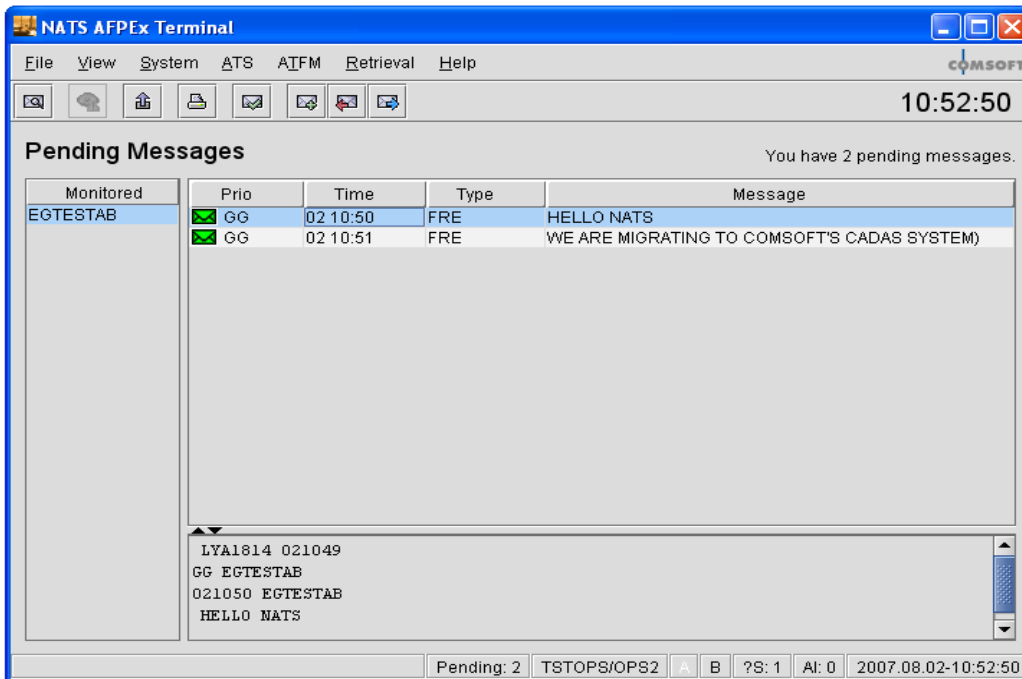
Although this seems complicated, it is necessary to ensure the security of your login and connection to the AFTN. It may help to think of a phrase and take the initial letters, or a memorable word and substitute some letters e.g. change the letter 'E' to a specific number or character such as '3'.

To change your password:


- Click **System** on the toolbar then select **Change Password...** from the dropdown list
- Input your old password - the one supplied on your email for initial login
- Input your new password and repeat as appropriate. A dialogue box will appear if your new password has not been accepted by the system detailing the error. Your new password must conform to the rules above.

Pending Messages

Once logged on, your pending message screen will be displayed (if you exit this screen, click **View** from the toolbar and select **Pending Messages** from the dropdown or type **Ctrl+T**). This screen displays your mailbox on the left hand side and all unacknowledged messages that have been received on the right hand side. The lower pane on the right hand side will display the message in full, a lot like the preview pane in most email applications. Each message can be opened by double clicking on it or highlighting it, then clicking on *View message* icon  at the top left of the screen.



Acknowledging Messages

All messages **must** be 'Acknowledged' once actioned, by highlighting the message and pressing **F12** or clicking the *Acknowledge messages* icon  at the top of the screen.

The messages are stored in your 'Message Folders' (Click **View** on the toolbar and select **Message Folders** from the dropdown). All inbound and outbound messages will be kept here for a period of 30 days, after which they will automatically be deleted by the system.

Creating an FPL Message

To create a new FPL, select **ATS** from the toolbar, then **Flight Plan (FPL)...** from the drop down list or type **Ctrl-F**. An empty FPL form will then be presented.

The screenshot shows the 'Send - FPL - ICAO Flight Plan' window. The form is divided into several sections:

- Missing equipment:** A red cross is present next to this label.
- Prio. Addressees:** Priority is set to 'FF'. Addressees include 'EUCHZMFP' and 'EUCBZMFP'.
- Filing Time Originator Bell:** Filing time is empty. Originator is 'EGGGYFAJ'. Bell is empty. There are checkboxes for 'Address To IFPS', 'Full Addressees List', 'Validation only', and 'Extended Header'.
- 7/Aircraft ID:** 'TEST7'. SSR is empty.
- 8/Flight Rules:** 'I'. Type of Flight is 'G'.
- 9/Number:** Empty. Type of Aircraft is 'DA42'. Wake Turbulence is 'L'.
- 10/Equipment:** Empty. A red cross is present next to the field.
- 13/Departure:** 'ZZZZ'. Time is '1134'.
- 15/Speed:** 'N0140'. Altitude/Level is 'F090'.
- Route:** 'DCT HASTY DCT'.
- 16/Destination:** 'LFAB'. Total EET is '0130'. Alternate and 2nd fields are empty.
- 18/Other:** 'DEP/SCADGHILL DOF/110114'.
- 19/Endurance:** '0500'. Person on Board is '003'. Emergency Radio has checkboxes for UHF, VHF, and ELT.
- Survival Equipment:** Checkboxes for POLAR, DESERT, MARITIME, and JUNGLE. Jackets have checkboxes for J, L, LIGHT, FLUORES, UHF, and VHF.
- Dinghies:** 'D'. Number, Capacity, Cover, and Colour fields are present. A red cross is present next to the Number field.
- Colour and Markings:** Empty.
- Remark:** 'N'. A red cross is present next to the field.
- Pilot:** 'J SMITH'.
- Filed By:** 'USER_A.USER_A'. Group is 'USER_A'. User is 'USER_A'.

Fill out the form as required, making use of the Help menu. All mandatory fields are highlighted with a red cross: ✖. Hovering over or right-clicking text boxes provides assistance/advice to what should be entered. If invalid data is entered then the cross ✖ will remain until valid data is entered.

'Direct' Help can be accessed by selecting **Help** and then **Direct Help**. This will change your mouse pointer and allows you to click on the area of the Flight Plan that you require help with.

For full and complete information of how to file a flight plan, please refer to the CAP 694 or the further guides and documentation available on www.myafpex.co.uk.

Please note: that the FPL Form defaults to settings for an IFR flight. Remember to select the correct Flight rules in item 8. The addressing assistance provided is dependant on the correct flight rules being selected.

Message Addressing

FPL Messages

Please refer to UK AIP ENR 1.10/1.11

When a FPL message template is opened, AFPEX automatically enters your default originator address into the Originator field, your mailbox, and fills the Departure field with your default aerodrome designator (this will be set up by CACC NATS depending on the details you have given on your initial application form). If you do not have a default aerodrome then 'ZZZZ' will be placed into the departure field. You must then specify, in field 18, your point of departure – **DEP/Glebe Farm Strip 10NM North of EGBE**, for example.

Depending on the type of flight rule entered, the system will automatically enter some mandated AFTN addresses. When the type of flight selected is Instrument Flight Rules ('I' in field 8) then the IFPS addresses, **EUCHZMFP** and **EUCBZMFP**, are automatically entered into the Address line.

When Visual Flight Rules ('V' in field 8) is selected, AFPEX will enter the appropriate VFR AFTN addresses associated to the departure, destination, first alternate airfields etc. that have been entered in fields 13 and 16.

The Assisted Addressing function of AFPEX will also input the FIR addresses of the departure and destination FIRs. However as VFR Flight Plans are not validated on route, AFPEX is unable to capture the address of any FIR that is flown through. This is easily accomplished by right clicking on an empty address box and adding the relevant VFR address, as so:

- Right clicking on a blank addressee field on the FPL template
- Select **VFR Addressees ▶ Add VFR Addressees**
- Select every region that the flight will be passing through. Hold down the **Ctrl** key while clicking to select multiple entries.

The Assisted Addressing function will also input the addresses of any special VFR requirements within the U.K., such as Blackbushe.

'Y' and 'Z' flight rules allow the user to select a mixture of both the required IFR and VFR AFTN addresses for mixed flight rules. The system will add the addresses in a combination of the 'I' and 'V' options as described earlier. It is the pilot's responsibility to insure that any FPL message is addressed correctly and you can manually add/delete the AFTN addresses as required.

Please Note: It is the responsibility of the pilot to ensure that their Flight Plan is addressed properly; AFPEX will assist you with this. However, the pilot must be fully compliant with any flight planning requirements within the U.K. and of any foreign FIRs. Further information is available on www.myafpex.co.uk.

ATFM Messages – (Air Traffic Flow Messages)

When preparing ATFM messages, the AFPEX system will automatically enter the IFPS ATFM AFTN addresses into the first field and the user can add/remove as required.

For both FPL and ATFM the form defaults to display 7 boxes for entering AFTN addresses. Should it be necessary to add more addresses, check the box [Full Address List](#) and an additional 14 boxes will appear (Total 21). 21 AFTN addresses is the maximum number allowed on each message transmission.

If, for example, the flight rules on an FPL need to be changed and the system attempts to add in excess of 21 addresses automatically, a pop-up menu will be displayed advising the user to drop one or more of the AFTN addresses. Should this happen, the user should remove a number of addresses to leave on 21 and then re-produce the FPL including the addresses that were removed. Should this occur, you can call the Helpdesk for guidance if required.

Please Note: The Central Flow Management Unit (CFMU) will send ACKNOWLEDGEMENT and/or REJECTION messages in reply to all your sent messages relating to IFR flights. Please check your pending messages regularly, after sending a flight plan or related message, as responses from you may be required.

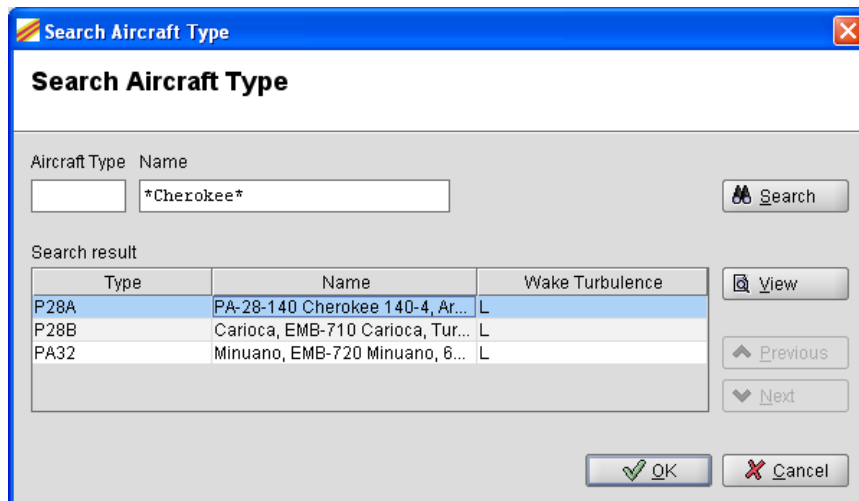
There is no acknowledgement after submitting a VFR flight plan, but it will be shown in your Out message folder after the flight plan has been sent.

Assisted Field Entry Tables

There are a number of tables contained within AFPEX to assist in the compilation of the FPL messages. They can be accessed by right clicking over the relevant box.

Type of Aircraft (Field 9)

Type of aircraft can be entered either manually or by selecting the comprehensive list contained within the AFPEX Application. To do this, **right-click** the Type of Aircraft field to open the Search Aircraft Type dialogue.



To list all aircraft types that are contained within the application, click the **Search** button and a comprehensive list will be displayed. If your aircraft type is not listed insert '**ZZZZ**' in the required field (9) and **TYP/plain language description of aircraft type**, in the field 18.

To specify the Aircraft Type or Name enter either the complete name or the first letter of the aircraft type followed by the wildcard '*' or '/', click search and the system will display only those aircraft types as search result that match your criteria. Be aware that the search is case-sensitive, i.e. the system distinguishes between small letters and capitals.

For example, to search all aircraft types starting with 'P', type 'P*' in the Aircraft Type box, click **Search** and then scroll the list for the correct type. Similarly if you wanted to search for any type contain an 'X', Type '*X*' and then **Search**.

The Search result lists all matching aircraft by Type, followed by the Name and the Wake Turbulence of the aircraft type in question. You can view details on an aircraft type by selecting it from the search result list and clicking View.

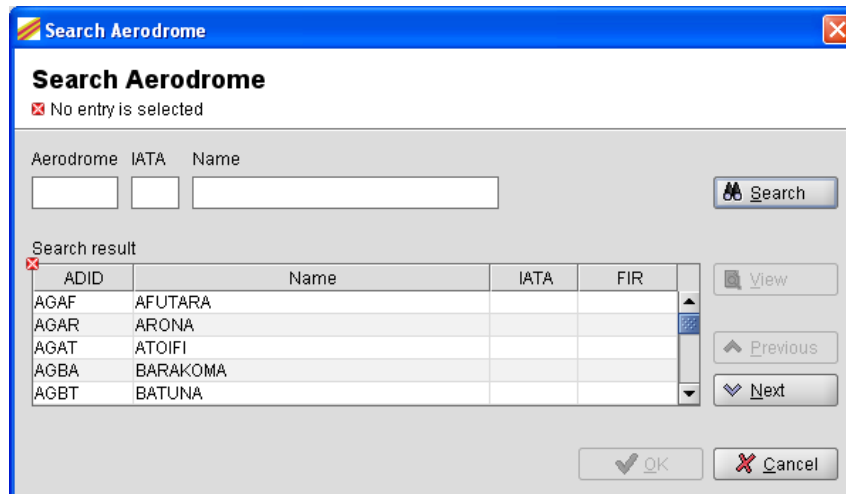
The system can only display a maximum of 250 entries. If there are more entries in the database that you need to view then the Previous/Next buttons should be used to scroll to the next/previous page of entries.

To enter an aircraft type into your message, either **double-click** on the required entry or highlight it and click **OK**.

Departure/Destination/Alternate (Fields 13, 16)

You can either enter the departure, destination and alternate aerodrome(s) Aerodrome Location indicator (ADID), or search for them using the comprehensive list contained within the AFPEX Application.

To use the Search function, **right-click** in the relevant field (while empty) on the FPL form (Departure, Destination, Alternate etc.) which will open the Search Aerodrome dialogue.



ADID	Name	IATA	FIR
AGAF	AFUTARA		
AGAR	ARONA		
AGAT	ATOIFI		
AGBA	BARAKOMA		
AGBT	BATUNA		

To list all aerodromes within the database, click the **Search** button and a comprehensive list will be displayed.

To Specify an Aerodrome, enter the Aerodrome ID (ADID) or Aerodrome name. Then by clicking **Search** the application will display only the entries that match your search criteria. At the moment IATA codes and FIRs have not been loaded into this area of the AFPEX application.

The Search result lists all matching aerodromes by ADID followed by the Name. You can view further details on an aerodrome by selecting it from the Search result list and clicking **View**.

As before using the wildcard can assist your search. For example to list all airfields in France type '**LF***' in the aerodrome field and click **Search**. Scroll through the list for the required airfield. Similarly to perform a search for Shobden, type '**sho***' into the Name field, click **Search** and select as before.

The system can only display a maximum of 250 entries. If there are more entries in the database that you need to view then the Previous/Next buttons should be used to scroll to the next/previous page of entries.

To enter the Aerodrome into your message, either **double-click** on the required entry or highlight it and click **OK**.

Should your airfield of choice not be listed then enter '**ZZZZ**' and enter **DEP/plain language description of Departure airfield**, **DEST/plain language description of Destination airfield** and/or **ALTN/plain language description of Departure airfield**, into Field 18 of the FPL form.

Flight Routeing (Route)

IFR and **Mixed IFR/VFR** flight routing assistance as detailed in the SRD (Standard Routeing Document) has been included in the AFPEX Application. These can be found by going to **File** and then selecting **Search Preferential Routes** from the drop down list. This will display the following:

Name	Dep	Dest	Route
EGAA - EGBB - ...	EGAA	EGBB	DCT LISBO DCT IOM L10 WAL CHASE3A
EGAA - EGBB - ...	EGAA	EGBB	DCT LISBO DCT IOM L10 WAL CHASE1C
EGAA - EGBB - ...	EGAA	EGBB	DCT LISBO DCT IOM CHASE1E
EGAA - EGBB - L...	EGAA	EGBB	LISBO DCT RINGA L10 WAL CHASE3A
EGAA - EGBB - L...	EGAA	EGBB	LISBO DCT PEPOD DCT IOM L10 WAL CHA...

To select a specific route, enter the Departure and Destination ADID in the relevant fields and click **Search**. Any available route between these two Aerodromes will be displayed. To display the routes available in the SRD just click the **Search** button with no Departure or Destination details. This will display the entire list of routes available. To enter the required route into the FPL form, either **double click** on your selection, or highlight it and click **OK**.

Once any route is selected and displayed in the FPL form, it can be amended manually by the user to meet their requirements.

VFR routes should be added point to point by using 2- or 3-letter navigation aid designators or 5-letter reporting point designators separated by **DCT** (direct). More precise routings can be achieved by using a 3-digit magnetic bearing and 3-digit distance from these points e.g. OCK2800012 indicates a point that is on the 280° radial at 12 nautical miles. Latitude and Longitude may also be specified in the form 5102N00235W. Visual Reference Points, Aerodrome codes and Geographical locations are *not* valid route items.

Other Information (Field 18)

You may enter your information in any order, using the appropriate oblique strokes and AFPEX will automatically sort this information into the required order before transmission of the message. Should invalid data be entered in this field, then the cross **✘** will remain displayed and the system will identify to the user the incorrect data that should be edited or deleted.

Ctrl+E will check the information and display any errors at the top of the screen.

Please ensure that there is not a 'space' after the last character in Field 18 as this will highlight an error and prevent the message being sent.

Commonly used formatting in Field 18:

Date of Flight:

To enter the 4th of May 2010: **DOF/100504**

For an elapsed time:

To enter an elapsed time of 40 minutes to the EGTT/LFFF FIR boundary flying from England to France: **EET/LFFF0040**

To enter a remark:

For example to indicate that the you would be happy, when submitting an IFR plan, with a reroute that would make your flight acceptable to IFPS: **RMK/IFPS REROUTE ACCEPTED.**

Supplementary Information (Field 19)


Field 19 is mandatory for Roaming users. The convention when completing Field 19 is to cross out items which are not carried. Field 19 is not transmitted when the flight plan is submitted; instead it is held by the system and only transmitted when requested such as in overdue action or an emergency. Therefore, please do not input anything within Field 19 that relates to your route or requirements. All of these requests should be put into Field 18. It is suggested that a contact number is put into the Remarks field.

Storing, Loading and Sending the Message

Flight Plan is complete


No messages will be transmitted until all of the red ✖ symbols have been eliminated from the message form. This indicates that all mandatory fields have been correctly completed. It may be necessary to use **Ctrl+E** to validate but the system will tell you this.

Store this Message


Prior to sending the FPL (or other message type) you may wish to store this message for future use. To do this, click **File** and **Store**, or click the *Store data* icon . Give your message a unique name, ensure that the **'U'** radio button is highlighted and click **OK**.

(The radio buttons at the top indicate: A - All
G - Group
U - User)

Load this Message

To use this stored message again, select the appropriate template from **ATS** section, click **File** and **Load**, or click the *Load data* icon . Select the stored message by highlighting and click **OK**.


Send the Message

To send the message, click on the **Send** icon  located at the top left of the FPL for or type **Ctrl+T**.

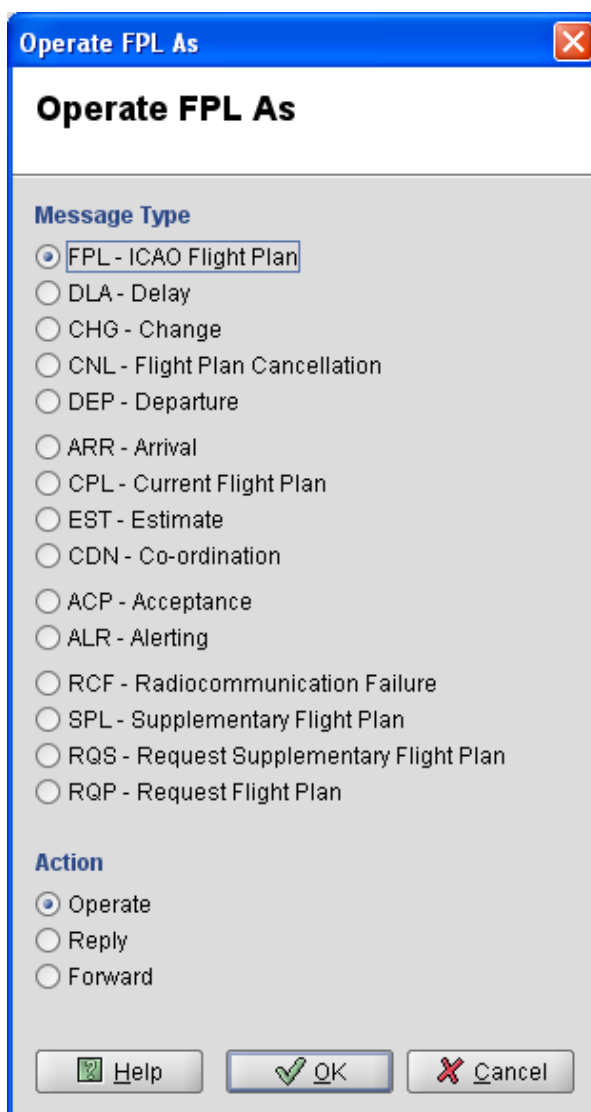
The message will then be shown in your Out folder under **View, Message Folders**. It will remain there for 30 days.

Sending a Flight Related message

Using the sent Flight Plan information, it is possible to create other messages related to that FPL, such as an ARR or CHG message. This saves time as the system will extract the required information and addressing from the FPL to construct a new message ready for editing and sending.

Select a FPL from Message folders or by using the retrieval function, click on the message to highlight, **right-click** and select **View** to open the Flight Plan. From the open flight plan, click **File** and **Operate FPL as**, or the *Operate FPL message as other type* icon .

For example, when you have arrived, or for an arriving aircraft, you may want to close the flight plan by sending an Arrival message – ARR. Select related FPL message as described above and the following screen will appear:



Operate FPL As




Operate FPL As

Message Type

- FPL - ICAO Flight Plan
- DLA - Delay
- CHG - Change
- CNL - Flight Plan Cancellation
- DEP - Departure
- ARR - Arrival
- CPL - Current Flight Plan
- EST - Estimate
- CDN - Co-ordination
- ACP - Acceptance
- ALR - Alerting
- RCF - Radiocommunication Failure
- SPL - Supplementary Flight Plan
- RQS - Request Supplementary Flight Plan
- RQP - Request Flight Plan

Action

- Operate
- Reply
- Forward

 Help  OK  Cancel

Check the box next to the ARR - Arrival message type and click **OK**. AFPEX automatically displays an Arrival message template containing all the required details ready for the arrival time to be added, message checked/edited and sent. All the message types shown above may be created using this function.

Troubleshooting

User name or password Error

Any entry will be checked against the user profile stored in the database on the server. If the user name or password is entered incorrectly and does not match the profile, the following pop-up will appear:

"Username and password do not match!"

You will be allowed **three** attempts to login then the system will automatically lock you out. (As an additional security feature, you will **not** be notified that you have exceeded your login attempts). Should you be locked out of the AFPEX application, you should contact the AFPEX Helpdesk on 0845 6010 483.

Already Logged on

If you attempt to log onto your AFPEX mailbox when you are already logged on, the following pop-up will be displayed:

"This user is already logged in. Do you want to login?"

If you select **Yes**, the system will automatically force any other user currently logged in on the same login to be logged out allowing you to complete the login process. If you select **No** the login process will be aborted leaving the initial login connected. If you believe nobody else should be using your account and this error continues to occur it is recommended that a change of password is carried out. If it continues to occur then please notify the AFPEX Helpdesk.

Auto Logout

As an additional security feature, AFPEX will recognise if the user does not carry out any functions such as moving the mouse or making any key strokes on their keyboard during their login session for a pre-determined period of time. Should this occur the user will be automatically logged out and the following pop-up will be displayed and the user should log back into their AFPEX account:

"The session has been idle too long. You have been logged out"

Useful Links

AFPEX Online Training and Resources

www.myafpex.co.uk

Eurocontrol AIS database

www.ead.eurocontrol.int

CAP694 – UK Flight Planning Guide

www.caa.co.uk/cap694

Eurocontrol CFMU

www.cfm.eurocontrol.int

Contact us

24 Hour Helpdesk:

0845 601 0483

(From abroad)

+44 1489 612792

Registration / General Enquiries:

0845 601 0484

Email:

flightplanningonline@nats.co.uk

(Not for flight plan submission, office hours only.)