

REPETITIVE FLIGHT PLAN (RPL)

INPUT APPLICATION

USERS GUIDE (PRFPL)



EUROCONTROL

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6. CREATE NEW LIST (NLST)	06-Jul-2000	6. CREATE NEW LIST (NLST)	12-Nov-2001
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1. INTRODUCTION

1.1. Purpose

The purpose of this User Guide is to provide **AIRCRAFT OPERATORS (AOs)** and/or their Agents with the necessary guidance to exploit the **CFMU RPL Input Application (PRFPL)**.

1.2. Scope

The scope of this document is the preparation and submission of RPL list files to the **CENTRAL FLOW MANAGEMENT UNIT (CFMU)** using the **RPL Input Application (PRFPL)** which is available free of charge for installation on PCs at client sites.

1.3. Intended Audience

The intended readers are **AOs** who are responsible for all aspects of RPL creation and distribution.

1.4. Warning Notice

1. The RPL Input Application (software and documentation) remains the property of the EUROCONTROL Agency and :
 - it may not be used for commercial purposes;
 - it may not be reverse-engineered;
 - it may not be sold, reproduced or copied (except for back-up copies).
2. The RPL Input Application is provided on an “as-is” basis and the Agency provides no express or implied warranty of any kind, included but not limited to those of merchantability and fitness for use of the product. Furthermore, the Agency does not warrant that the operation of this product will be error-free.
3. The Agency also excludes all liability concerning any direct or indirect damage caused by the utilisation of this product.
4. However, every precaution has been taken to ensure that the RPL Input Application diskette is virus free.
5. Some modules of the Product may be derived from third party software and no such party warrants the modules, assumes any liability regarding the use of the modules or undertakes to furnish any support or information relating to the modules.

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6. EUROCONTROL warrants that it has all relevant rights to make the Product available and that, to the best of its knowledge, no proprietary rights of third parties are infringed.
7. All right, title and interest in and to the RPL Input Application, as well as Intellectual property rights embodied therein shall at all times remain with the EUROCONTROL Agency.

1.5. Error Reporting

Operational problems or errors should be reported to the CFMU RPL Office - Brussels :

Telephone : ++32 (0) 2 729.98.47
 Fax : ++32 (0) 2 729.90.42
 e-mail : rpl@eurocontrol.int

Technical problems or errors should be reported to the CSO HELPDESK - Brussels :

CFMU SYSTEM OPERATIONS (CSO) HELPDESK

Telephone : ++32 (0) 2 729.97.27
 Fax : ++32 (0) 2 729.90.23

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2. RPL OFFICE

2.1. General Information

With the introduction of full IFPS operations EUROCONTROL has taken over the responsibility for the reception, processing and distribution of all RPL data for the IFPSzone.

An RPL Office has been established within the CFMU at Haren in order to perform the above task.

The address details of the RPL Office are :

EUROCONTROL - CFMU

FDOD - IFPU1 / RPL Team

Rue de la Fusée, 96

B - 1130 BRUSSELS (BELGIUM)

Telephone : ++32 (0) 2 729.98.47 or 45 or 61

Fax : ++32 (0) 2 729.90.42

SITA : BRUER7X

e-mail : rpl@eurocontrol.int

The RPL Office is staffed **7 days a week 07h00 - 22h00** (Central European Time) including public holidays except 25th December.

2.2. Submission of Data

RPL data files (NLST and RLST) can be sent to the RPL Office by any of the following means of communication :

- e-mail, SITA, POST: magnetic device, FAX (*) and POST hardcopy (*).
(*) Not advised.

It should be noted that currently the quickest way to send RPL data to the CFMU is by e-mail and STATEX Document Management facility, to the relevant above addresses.

In addition, e-mail, STATEX and floppy diskettes remove the risk of an RPL Operator making any typographical errors when copying data from hard copy into the IFPS RPL system.

Hence, the use of magnetic media is recommended. To this end the CFMU has developed a PC based program that runs on any PC with Windows, to automatically convert ICAO format to the CFMU RPL format as it is entered into the system. The program, RPL Input Application, is the subject of this Users Guide.

2.3. Detailed Procedures

The detailed procedures for the treatment of RPLs are published in the BASIC CFMU HANDBOOK - IFPS Users Manual.

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3. INSTRUCTION FOR THE INSTALLATION OF THE EUROCONTROL RPL INPUT APPLICATION

3.1. Systems Requirements

The installation procedure (as the RPL application) runs under **Windows 3.1, NT, 95, 98, Millennium or 2000**. This means that the platform where the RPL software is installed **should** be compatible with **one of the above**.

As it is preferable to submit RPL files to the CFMU RPL Team via e-mail, the PC should have e-mail access suitably configured.

The RPL software requires 1.32 Mb of disk space.

The installation will overwrite a previous version of the RPL Program, however the icon and any other links to the previous installation are not removed. The shortcuts pointing to the old version should be removed manually. This has to be done in the Program manager group for the Windows 3.x users and in the Start/Programs menu for the Windows 3.1, NT, 95, 98, Millennium or 2000 users.

3.2. Installation from Diskette

Before you start the installation procedure, you should take a back-up of the install diskette.

- Insert diskette in drive **A** .
- Click on **"Start"** .
- Click on **"Run"** .
- Type **A:\setup** .
- Click on **OK** .
- Continue and follow instructions on the screen.

The application exists under Start → Programme → CFMU Entry V1.3.0

At this stage you may wish to create a shortcut to the desktop, i.e. the icon will appear on start up on the desktop.

Drag and drop **RPL Entry V1.3.0** icon on the desk top.

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3.3. Installation from e-mail Attachment

It is necessary to perform some small set-up actions (to create the required directory structure and then to extract the files into the directory you have created) before you will be able to install the application.

Follow the following steps :

- a) On your preferred drive (for the purpose of this description the C:\ drive is assumed) create a folder called : **RPL** .
- b) Inside the RPL folder create another folder (sub-folder) called : **Disk1**
- c) Double click on the attachment : **RPL_Prog.ZIP** .
- d) If the window that opens is titled "WinZip Wizard – Welcome" then click on the button : "**WinZip Classic**", otherwise skip to the next step.
- e) In the "WinZip" window click on the button : "**Extract**".
- f) In the center of the "Extract" window your directory structure is displayed, select the path to the "**Disk1**" folder i.e. C:\ RPL\ **Disk1** and then click on the "**Extract**" button. The files are now copied to the **Disk1** folder. Once this is complete you can close the WinZip window.
- g) In **Disk1**, double click on the file called : "**Setup**" - the installation will now begin and you can follow the on-screen instructions.

3.4. Other Additional Instructions

Please be advised that when installing this program, you must ensure that the local short date setting within the PC is entirely numeric. With Windows 3.1 this is the normal setting but with later versions it may be necessary to change your short date format and this can be done from the "Regional Settings" control in the setting window. The short date format should be set to, for example dd/MM/yy or yyyy/MM/dd . In Windows 95 you may edit the file "win.ini" by hand and find the line "sShortdate=" in the [Intl] section and set it to, for example yy/MM/dd .

When saving an RPL data file ensure that it is being saved to the correct directory, usually c:\rpl

This is particularly important in Windows as the save action has a default which saves the files to the last directory to which a file was saved, even when the previous save action was performed in another program.

In certain circumstances under Windows 95, a General protection Fault may occur.

This is because the RPL file has been saved to another directory. Note, also you may not be able to open such a file as the path name may be incorrect.

Note : The option to multiple copy an RPL only exists when creating an RLST.

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4. OVERVIEW OF APPLICATION

4.1. Description

The **RPL Input Application (PRFPL)** groups all of the functions to :

- a) Manage RPLs in files.
- b) Generate formatted files on diskettes.
(see BASIC CFMU HANDBOOK – IFPS Users Manual) and
- c) Produce the listing of RPLs according to the ICAO format.

The RPL Input system comprises three main functions :

- a) **Manage RPL Files**
 - Create New List.
 - Create Revised List.
 - Open an Existing List.
 - List the Existing Files.
- b) **Manage RPLs**
 - List RPL records.
 - Update header.
 - Update one RPL record.
 - Update configuration data.
- c) **Generate Formatted Output**
 - Create RPL diskette.
 - Create ICAO listing.

4.2. Files Used by the RPL Input Application

With the **RPL Input Application (PRFPL)**, RPLs are stored in files on the computer's hard disk.

The information is stored in a file whose extension (the three letters after the dot) is **RPL**. Normally the name of the file is generated from the information it contains.



RPL files must NOT be opened using a different application (Word, Excel, etc). These programs will corrupt the very strict ICAO format for RPL files. If it is necessary to open an RPL file using another application make a copy first, however, it should be remembered that any modifications made in this copy cannot be "re-imported" into the original RPL file !

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Typically a new hard disk file is created for every “**Create**” operation, either **Create New List** or **Create Revised List**. Diskettes are generated from these files. The diskette file may be exactly the same as the hard disk file or it may be much shorter if the client chooses to omit “**Existing**” RPLs from the diskette.

The RPL Input Application keeps a LOG of what has happened. This LOG file has the originator code in its name. For instance, for a user with code “**ABC**”, the LOG file is ABC_RFP.LOG. The LOG file can be found in the same directory as the application.

The RPL Input Application file also stores some configuration information in the file CFMU.INI which is in your Windows directory.

4.3. Action

Repetitive Flight Plans can be :

- “**New**”
- “**Existing**”
- “**Cancelled**”

“ New ”	Repetitive Flight Plans	are marked with a	+
“ Cancelled ”	Repetitive Flight Plans	are marked with a	-
“ Existing ”	Repetitive Flight Plans	have no mark	or
		are marked with a	space

The mark is known as the Action.

A RPL is only “**New**” when it is being first submitted to the CFMU. After that, the RPL is “**Existing**”. An “**Existing**” RPL may be at a later stage “**Cancelled**”.

It is not possible to amend directly an “**Existing**” RPL. The “**Existing**” RPL must first be “**Cancelled**” using a “**-**” and then a “**New**” RPL or RPLs must be filed using the “**+**”.

RPLs are submitted to the CFMU in the form of either a **NEW LIST (NLST)** or a **REVISED LIST (RLST)**.

RPLs in a **NEW LIST** are all “**New**”.

In a **REVISED LIST**, most RPLs are usually “**Existing**”, at least one is “**New**” or “**Cancelled**”.

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When a **REVISED LIST** is created from another list, see **Create Revised List**, then all **"New"** RPLs are changed to **"Existing"** and all **"Cancelled"** RPLs are left out of the **REVISED LIST**.

When the **Create file on Diskette** facility is used, it is possible to omit all **"Existing"** flights (see CFMU.INI).

This is explained in more detail in § 8.3. Quick Guide - How to Create an RPL File on Diskette.

It is recommended to keep existing **"New"** RPLs in your working files on your hard disk as these may one day become **"Cancelled"** or form the basis of **"New"** RPLs.

4.3.1. **Help Facility**

A comprehensive and easy-to-use help facility is provided in support of this application. Do not hesitate to click on **Help**, at any point in the application, if required.

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5. RPL INPUT APPLICATION (PRFPL)

5.1. Definition

The RPL Input Application enables a user to create RPL list files to submit to the CFMU. The RPL Input Application also enables a print out to be made of ICAO Repetitive Flight Plan Listings.

5.2. Description

The **RPL Input Application (PRFPL)** works with a file that is kept normally on the hard disk. The application enables a user to submit a **NEW LIST** of RPLs for the beginning of a season, or produce a **REVISED LIST**. The application enables a user to Close the file any time and Open it again later in order to continue work.

The initial screen from which all other actions are made is hereafter called the RPL Input Application and appears as follows:

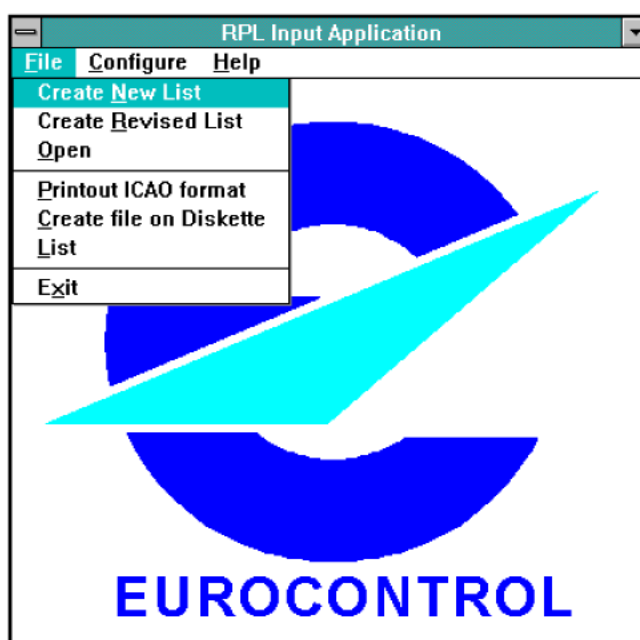
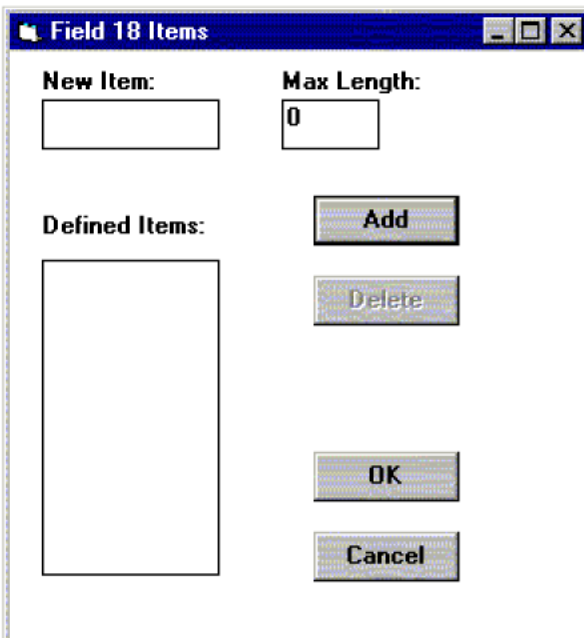


Figure 5—1 RPL Input Application Main Menu

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5.3. FIELD 18 Configuration

It is possible for the user to define additional FIELD 18 elements for use within the application. When a new FIELD 18 element has been defined for use within the European region, rather than having to wait for a new version of the RPL Input Application software to become available, it is possible to define the new element from the "Configuration" tab of the "RPL Input Application" window. Once a new element has been configured it will appear in the drop down menu of items for insertion into FIELD 18 for each flight being created/edited.



The screenshot shows a window titled "Field 18 Items". Inside the window, there are two input fields at the top: "New Item:" and "Max Length:". Below these is a "Defined Items:" section which contains a large, empty rectangular box, presumably for a list of items. To the right of this box are four buttons: "Add", "Delete", "OK", and "Cancel".

Figure 5—2 FIELD 18 Configuration

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6. CREATE NEW LIST (NLST)

6.1. Definition

A **NEW LIST** contains new flight data and is sent to the CFMU at the beginning of the season. New Lists are known as **NLSTs**.

6.2. Description

A **NEW LIST** is empty at the beginning of the action. To create a **NEW LIST** click on menu item **File** in the RPL Input Application window with the left-hand mouse button and then click on **Create New List**.

Alternatively the key combination **Alt + "F"** will open the **File** menu after which **"N"** will select **Create New List**.

Figure 6—1 Submission Header Details

The first screen which appears is the "Submission Header Details".

Some header fields might be filled in by default, other fields must be completed before continuing. After editing the header, the user should click on the **OK** button in order to access the RPL Window where the user may **Create** RPLs. The work can be saved at any time.

Details of the list header may be edited :

- a) **ICAO originator** : ICAO Company Designator.
- b) **Submission Validity** : From/Until in the format YYMMDD.
- c) **File Number** : In the format YY followed by the incremented submission number.
- d) **Season** : Winter / Summer / other.
- e) **Supplementary data** : Relevant to Item 19 of an FPL

When the Submission Header Details are complete, click on **OK** and a blank NLSTform screen will appear.

Figure 6—2 Repetitive Flight Plans

To create each new RPL the user should click on the **New** button and complete the appropriate items displayed in the Repetitive Flight Plan window.

The element “RVR/” can be used in Item Q (record 4) to indicate the minimum RVR requirement for a flight. This information will be forwarded by IFPS to the ATC units as well as to TACT where it may be used for ATFM purposes when low visibility procedures apply.

The aircraft Comms/Nav and SSR equipment (FIELD10) can be indicated by means of the “EQPT/” element in Item Q (Record 4). If the “EQPT/” element is provided in the RPL, the WHOLE of the Comms/Nav and SSR fit applicable to that flight must be given and both FIELD10a and FIELD10b must be present (e.g. EQPT/SRY/C).

On completion the user should click on the **OK** button, and the newly created RPL NLST will appear in the RPL window.

The **NLST** may be saved by clicking the **Save** button. Clicking on **Close** will return the user to the RPL Input Application screen.

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6.3. Quick Guide - How to Create a New List (NLST)

- a) Choose **File** in the Main Menu.
- b) Select **Create New List**.
- c) Fill in the fields in the Submission Header Details.
- d) Click on **OK**.
- e) Click on **New** to create a new **RPL**.
- f) Fill in the required fields.
- g) Click on **OK**.
- h) Click on **Save** to save the **NLST**.
- i) Click on **OK** (confirm saving to the correct file).
- j) Click on **Close** to go back to the Main Menu.

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7. CREATE REVISED LIST (RLST)

7.1. Definition

A **REVISED LIST** is sent to the CFMU if there is a change to an existing RPL listing. **REVISED LISTS** are sometimes known as **RLSTs**.

7.2. Description

To create a **REVISED LIST**, click on menu item **File** in the RPL Input Application screen with the left-hand button mouse and then click on **Create Revised List**.

Alternatively the key combination **Alt + "F"** will open the **File** menu and **"R"** will select **Create Revised List**.

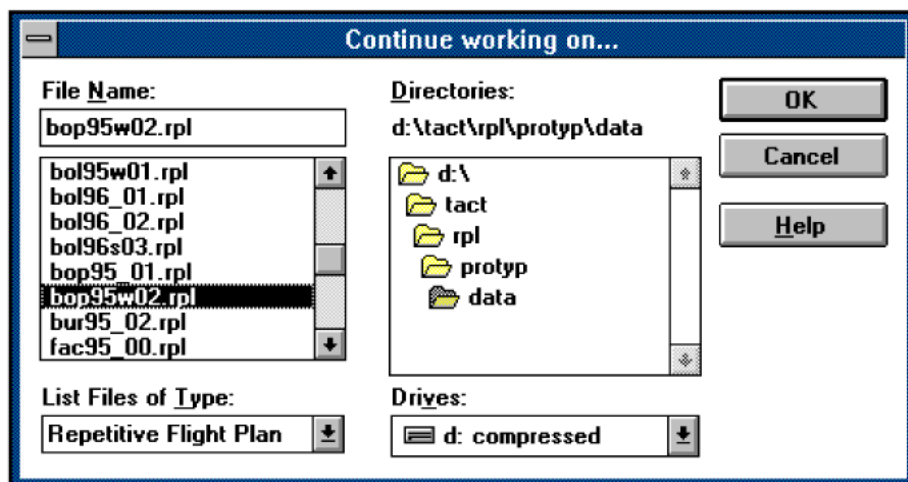


Figure 7—1 Create Revised List

A Revised List may be created from nothing or from an **"Existing"** list. After choosing **Create Revised List**, the user will see the **"Opening A File"** window. Normally the most recently used file will be suggested as the basis for the Revised List. Any other file may also be chosen. Click **OK** to use the file shown. Click **Cancel** to start a Revised List which is empty. The Selection Window will then be displayed.

If the Revised List is based on an **"Existing"** file then the header for the Revised List will be based on the old one. Typically the serial number will be incremented by one. If the Revised List is not based on an **"Existing"** number then the user must edit the header, using the Submission Header Details screen.

When a Revised List is created from a New List then all **"New"** Repetitive Flight Plans are changed to **"Existing"**. When a Revised List is created from a previous Revised List, the effects of **"Cancelled"** and **"Added"** (new) RPLs are applied and only **"Existing"** Repetitive Flight Plans are displayed.

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Creating a Revised List based on an **“Existing”** list does not destroy the previous file. A new file is created when the user saves the Revised List. The user can delete files in the normal way using File Manager. Old files can be useful for copying Repetitive Flight Plans which are very similar to new ones, a procedure that saves a lot of time and typing.

Three options are available with the RLST:

- a) **To cancel** an RPL.
- b) **To modify** an RPL.
- c) **To add** an RPL.

i. **Cancel an RPL**

Highlight the RPL which is to be cancelled by clicking on it. Click on the **Edit** button to reveal the flight plan details.

Figure 7—2 Cancel a RPL

Change the status indicator to **Cancel** without altering any/other field on the screen. Click on **OK**. The RPL listing screen will re-appear with a “-” in front of the cancelled RPL.

ii. **Modify an RPL**

To modify an RPL the **“Existing”** RPL must first be **“Cancelled”** using the procedure described in a) above and a New RPL containing the revised information must be created.

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This is done by copying the details of the original RPL and then editing the relevant fields. Highlight the “**Cancelled**” RPL. Click on the **Copy** button, a window will appear asking the user to confirm the number of copies required. Clicking on **OK** will reveal the flight plan details. Change the RPL status to **New**. Modify the appropriate items and then click on **OK**. The new RPL will appear in the listing preceded by a “+”.

iii. **Add an RPL**

Click on the **New** button in the RPL listing screen. Change RPL status to “**New**”. Fill in all the required fields and then click on **OK**. The new RPL will appear in the RPL listing preceded by a “+”.

7.3. **Quick Guide - How to Create Revised List (RLST)**

- a) Choose **File** in the Main Menu.
- b) Select **Create Revised List**.
- c) Select the file you want to base the RLST on.
- d) Fill in the fields in the Submission Header Details.
- e) Click on **OK**.

7.3.1. **How to Cancel an RPL**

- a) Highlight the RPL you want to cancel.
- b) Click on **Edit**.
- c) Change the RPL Status to “**Cancelled**” without changing any other field.
- d) Click on **OK**.

7.3.2. **How to Modify an RPL**

- a) Cancel the RPL according to the procedure in § 7.3.1.
- b) Highlight the “**Cancelled**” RPL.
- c) Click on **Copy**.
- d) Confirm number of copies required.
- e) Change RPL Status to “**New**”.
- f) Modify the appropriate elements.
- g) Click on **OK**.

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7.3.3. How to Add an RPL

- a) Click on **New** to create a new RPL.
- b) Fill in the required fields.
- c) Change RPL status to "**New**".
- d) Fill-in the required fields.
- e) Click on **OK**.
- f) Click on **Save** to save the RLST.
- g) Click on **Close** to go back to the Main Menu.

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8. CREATE A DISKETTE

8.1. Definition

This window permits the user to create a diskette suitable for submission to the CFMU. The user must choose which file to submit.

8.2. Description

From the RPL Input Application screen, select **File** then **Create file on Diskette**.

The screen will offer a list of all the RPL files. The programme will always present the user with the latest file which has been worked on. Selecting another user code, where applicable, will suggest the most recent file for that user.

Alternatively, a file name may be entered in the normal way.

Choose the appropriate file, the appropriate drive (A or B) and click on **OK**.

The RPL file will be copied to the diskette in IFPSRPL format.

The sort order will be based on Aircraft Identification, Aerodrome of Departure and Action (i.e. "+", "-" or "space").

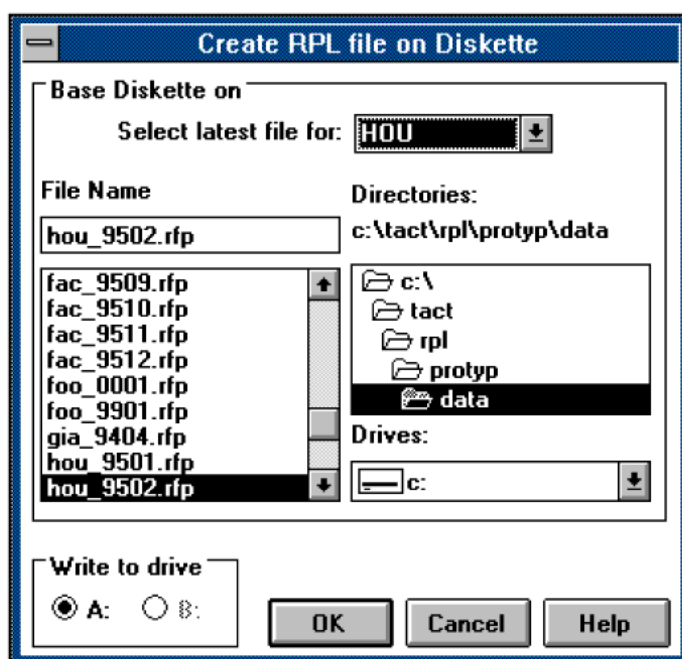


Figure 8—1 Create RPL file on Diskette

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8.3. Quick Guide - How to Create an RPL File on Diskette

- a) Insert a diskette.
- b) Choose **File** in the Main Menu.
- c) Select **Create file on diskette**.
- d) Select required file.
- e) Select target drive.
- f) Click on **OK**.

Note : Regardless of your preferred sorting order RPL in the file will always be sorted by :

- i. Aircraft Identification.
- ii. Aerodrome of Departure.
- iii. Action : **"Cancelled"**.
"New".

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9. CREATE A PRINTOUT IN ICAO FORMAT

THE CFMU RPL TEAM PREFERS DATA TO BE PROVIDED IN ELECTRONIC FORMAT.

9.1. Definition

This function permits the user to print RPL list files in ICAO format.

9.2. Description

From the RPL Input Application screen, select **File** then **Printout ICAO format**.

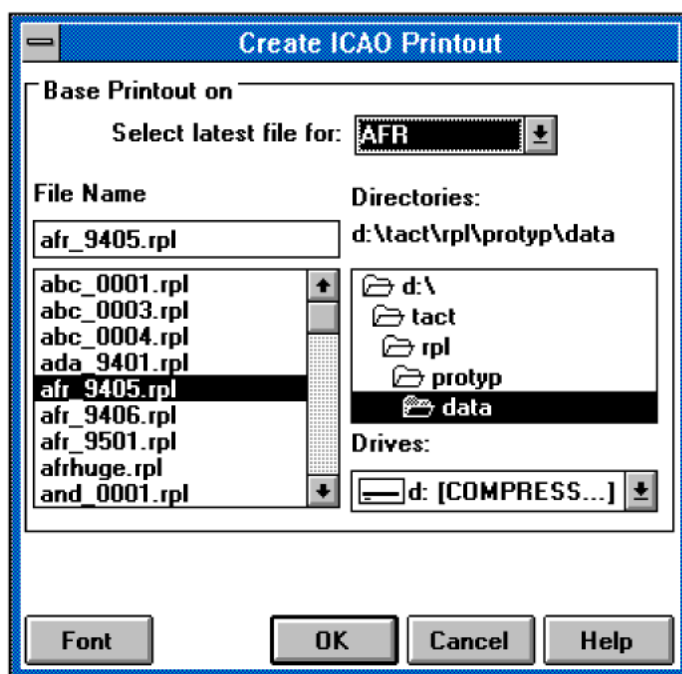


Figure 9—1 Create ICAO Printout

The user will be presented with a warning as a reminder, that CFMU prefers IFPS RPL format on diskette. Click on **OK**, then select the appropriate file for which a printout is required. Click on **OK** again.

The “**Print Setup**” screen is presented next. Users are recommended to select “**landscape**” as the orientation in order to enhance readability.

Details for ICAO printout

Please enter the details below. They appear on every page of the ICAO printout.

Field A your details

Name: A Big Company

Address: ABC House
238 Wolverhampton Way
London
EC2 6PQ

Phone: +44 181 234 5678

Fax: +44 181 234 5679

SITA: SITAADD AFTN: AFTNADDR

Field B Addressee(s)

Name: Eurocontrol

Germany
UK

Field G Supplementary data [Item 19 of the FPL]

Name, telephone number, SITA address to contact in an emergency. (maximum 32 characters)

A Smith 003227299020

OK Cancel Help

Figure 9—2 Details for ICAO Printout

Following the “**Print Setup**” screen, the user will be requested to enter the additional data required for the ICAO format i.e. :

- Field A : Operators Name and Address;
- Field B : The Addressees and
- Field G : Supplementary data.

Complete the relevant details and click on **OK**. The RPL listing will be printed.

9.3. Quick Guide - How to Print in the ICAO Format

- a) Choose **File** in the Main Menu.
- b) Select **Printout ICAO format**.
- c) Select the file you want to print.
- d) Click on **OK**.
- e) Fill in the **Print Setup**.
- f) Click on **OK**.
- g) Fill in the Details for the ICAO Printout.
- h) Click on **OK**.

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10. SORT RPL RECORDS

10.1. Definition

This function permits the user to sort RPL records using any combination of the fields displayed in a sort order selection window. The route of flight is not included as one of the sort options.

10.2. Description

In order to display the options and select the required sort criteria, the appropriate file (NLST or RLST) which the user wishes to be sorted, should be opened.

Select **Sort** and the following screen will be displayed.

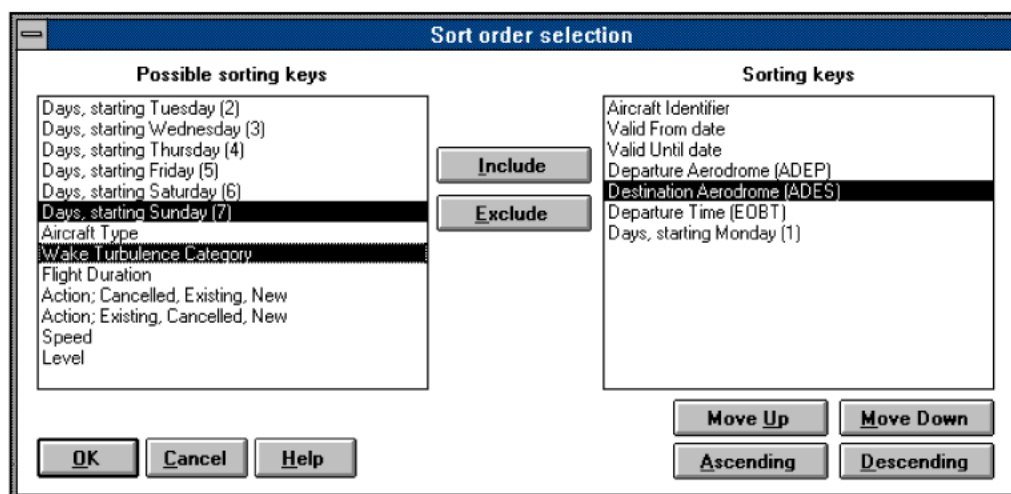


Figure 10—1 Sort Order Selection

The list on the right may show all of the keys which are being used for the sort criteria in **Descending** order. In this example, the list shows the default sorting order.

The list on the left shows all the sort order criteria which are currently not being used. Sorting keys may be “**Included**” in or “**Excluded**” from the sort order by highlighting the appropriate criteria and selecting **Include** or **Exclude** as necessary.

If no sorting parameters are selected new records will be added to the bottom of the list.

The individual criteria within the right-hand list can be moved within the order by highlighting and then selecting either **Move Up** or **Move Down** as required. The sense of the order may be selected as **Ascending** or **Descending**.

Click on **OK** once the sort order has been established in accordance with the users requirements. Any subsequent printout will reflect the chosen sort order.

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10.3. Quick Guide - How to Sort RPL Records

- a) Open the file you want to sort (NLST or RLST).
- b) Choose **Sort**.

Note : On the right you will see the selected sorting keys. On the left you will see other possible sorting keys.

10.3.1. How to Include a Sorting Key into your Selection

- a) Highlight the sorting key in the left window.
- b) Click on **Include**.

10.3.2. How to Exclude a Sorting Key from your Selection

- a) Highlight the sorting key in the right window.
- b) Click on **Exclude**.
- c) If no sorting parameters are selected new records will be added to the bottom of the list.

10.3.3. How to Change the Order of Selected Sorting Keys

- a) Highlight the sorting key in the right window.
- b) Click on **Move Up/Move Down** to move the sorting key.

10.3.4. How to Print RPL in the Preferred Sorting Order

- a) Sort RPL in the preferred order.
- b) Choose **File** in the Main Menu.
- c) Select **Print**.

11. LIST OF SUBMITTED DISKETTES

11.1. Definition

This function permits the user to review the list of diskettes which have been submitted to the CFMU.

11.2. Description

The system keeps a record of each diskette which has been submitted to the CFMU. Each time the user works on a file the corresponding entry is updated.

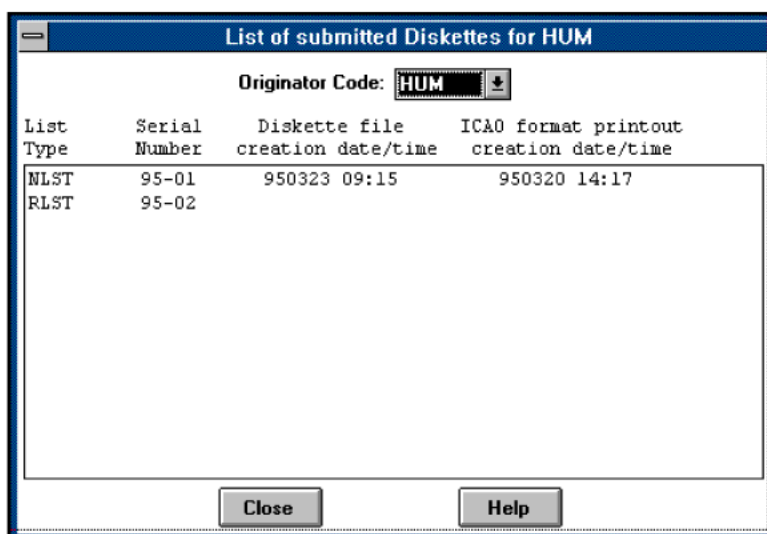


Figure 11—1 List of Submitted Diskettes for HUM

From the RPL Input Application screen, select **File** then **List**.

Click on **Close** to exit.

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12. TROUBLE-SHOOTING

12.1. Date Field not recognised/valid

The application requires the "short date" format, configured in the PC, to be in a numeric format such as; yy/mm/dd or yyyy/mm/dd or dd/mm/yy.
See § 3.4. for details.

12.2. File Format not recognised/valid

If the file format is not recognised it is probable that the file has been opened using another application (Word, Excel, etc.). Unfortunately, once this has been done the correct format cannot be recovered.
See § 4.2. for details.

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13. **DICTIONARY OF ABBREVIATIONS**


ACRONYM	DEFINITION
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AO	Aircraft Operator
CFMU	Central Flow Management Unit
EUROCONTROL	European Organisation for the Safety of Air Navigation
FDOD	CFMU - Flight Data Operations Division
FPL	Flight Plan Message (ICAO format)
ICAO	International Civil Aviation Organization
IFPS	Integrated Initial Flight Plan Processing System
IFPU	IFPS Unit
NLST	New List
RLST	Revised List
RPL	Repetitive Flight Plan
SITA	Société International de Télécommunications Aéronautiques
URB	CFMU - User Relations Bureau

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More information is given overleaf concerning the completion of this form

CFMU URB	AGENCY CONTACTS DATABASE CFMU CLIENTS UPDATE FORM mailto:cfmu.opsdoc@eurocontrol.int		 EUROCONTROL	
Submitted by			21-10-03	
ORGANISATION				
English name				
Usual name				
Acronym				
Type				
GENERAL ADDRESS				
Street line 1				
Street line 2				
Street line 3				
P.O. Box		Postcode P.O. Box		
Postcode		City		
Country			Country ISO Code	
Phone		Fax		
e-mail				
AFTN		SITA		ICAO
				IATA
WEB			ICAO Area Code	
PERSON				
Last name (English)				
Last name (Original)				
First name			Type	
Title	Mr <input type="checkbox"/>	Ms <input type="checkbox"/>	Other	
Function				
Unit				
Office				
Phone		Fax		
e-mail_1		e-mail_2		
Mobile				
RESERVED FOR EUROCONTROL CFMU URB/RQP				
GROUP				
Name				
Status	Member <input type="checkbox"/>	Observer <input type="checkbox"/>	Participant <input type="checkbox"/>	Document <input type="checkbox"/>
CFMU DOC required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
CFMU WPs required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Mailing	Labels	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	e-mail	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Fax	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

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ORGANISATION	
English Name	Name of the organisation transcribed in English.
Usual name	Name of the organisation, as it is generally used to address the organisation. Mostly in the original language of the organisation, sometimes in English or another language, in which the organisation is usually addressed.
Acronym	Short name

Type	
Government Body	Examples: Ministry of Transport, Ministry of Defence, Embassy, Permanent Representation to EU, ...
Regulatory Authority / C.A.A.	Examples: C.A.A., Military regulatory Authority, Accident and Incident Investigation Offices/Bureaus, ...
Air Navigation Service Provider	Examples: Headquarters, Director Of Operations, Head of Operations, FMP, FMP Adjacent, ARO, AIS, Tower, AMC, Meteorological services, Training, ...
International Organisation	Examples: EC, ECAC, EUROCAE, ESA, BEI, EBRD, ISO, ICAO, United Nations, NATO, EUROCONTROL, ...
Association / Federation	Examples: ACI, IATA, CANSO, ETF, ATC EUC, IFATCA, AECMA, AEA, IFALPA, IACA, FATSEA, ERAA, ...
Aircraft Operator	All airspace users: Passenger and Cargo airlines, Business/Corporate Aviation, General Aviation, Air work Companies, Flying Clubs, Military Aviation, ...
Handling Agent	Organisations which are not AOs themselves but provide flight planning or ATFM messages exchange services to other AOs.
Airports & Airport Services	Examples: Fraport, BIAF, Aéroports de Paris, ...
Industry	Examples: ATM System manufacturers, Communication system manufacturers, Aircraft and Aircraft Engine manufacturers, Avionics, ...
Consultant	Examples: Microsoft, Oracle, consultancy companies

GENERAL ADDRESS & PERSON	
Phone Fax Mobile	Area code separated by a space from local code. Local code formatting = 3 digits, space, 4 digits. For example : 2 729 4717 (in Belgium) Area Code = 2 - Local Code = 729 4717
Web	URL of the organisation's website.
AFTN	AFTN code of the Organisation (capital letters).
SITA	SITA code of the Organisation (capital letters).
IATA	IATA code of the Organisation (capital letters).
ICAO	3- or 4-letter ICAO code specific to the client (capital letters).
ICAO Area	2-letter code for the ICAO location of the organisation (capital letters). This field is required, because some countries – e.g. China – are divided in several regions with a different ICAO area code.