

Start and watch

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1 Upload the daily schedule

Open dispatch. Upload or revise schedule PDF. Check the date, aircraft, routes, additions and removals. Click Apply updated schedule. Printed PDF actual times are ignored.

ILLUSTRATED EXAMPLE

Upload or revise schedule PDF

Review date, aircraft, routes and changed legs.

Apply updated schedule

2 Watch the current leg

Use Cards for the simplest view. Filter to one aircraft if helpful. The active flight stays visible. Expand a minimized group to see other legs. Table is available when you want a wider overview.

ILLUSTRATED EXAMPLE

N36HF | Trip 74155 | JRA → HPN

Actual Off

1400

Actual On

Enter from text

Tap an amber received time to acknowledge it.

A crew can prepare one pilot iPad, then use Join crew on the second. Both receive the same assignments and send Off/On reports here. Dispatch still acknowledges each Off and On.

Receive and acknowledge

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3 Tap each received time

An amber actual marked Received awaits your action. Tap it to acknowledge. Green means the pilot stamp and dispatch action have synced. Delivery alone is insufficient. Acknowledge Off and On separately.

ILLUSTRATED EXAMPLE

Time received

1400

After you tap it

1400

Acknowledge Off and On separately.

4 Act on overdue warnings

Amber ETD: no Off by departure time. Amber ETA: no On by the adjusted arrival estimate. ETA shifts from actual Off. Red: a timing overlap needs review. Acknowledge conflict clears the alert. The affected ETD can remain red until departure, reassignment or an estimate change resolves it. Warnings never block operation.

ILLUSTRATED EXAMPLE

Estimated departure

Overdue • no Off

Estimated arrival

Overdue • no On

Red conflict? Review the affected next departure.

Acknowledging clears the alert; the next ETD may stay red as a reminder. Accept lateness or adjust the plan separately. A landed leg stays visible until its received times are acknowledged.

Update the plan

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5 Use revised PDFs for normal changes

Update FOS, then upload the revised schedule PDF and review it. Validated movements keep actuals and acknowledgments across trip/aircraft changes. Repeated routes use ETD/ETA or ATD/ATA and aircraft continuity. A flown leg cannot be removed. If its trip disappears, retain the leg and assign it to the correct trip; unresolved movements stay flagged.

ILLUSTRATED EXAMPLE

Upload / import revised PDF**Current trip → compare changes → apply**

Amber manual value? Reconcile with the verified schedule.

6 Bridge immediate changes manually

Use Manual edit only when a change cannot wait for FOS and revised documents. Adjust ETD, aircraft or an airborne destination as needed; edit the following departure separately. Entries turn amber. Update FOS, upload the revised schedule when available, then turn Manual edit off.

ILLUSTRATED EXAMPLE

[off] Manual edit → [on] Manual edit**Move / cancel trip****+ Add leg after this one**

A disagreeing revision keeps manual values amber and notifies you to check FOS. Matching revisions clear amber. Use uploaded value explicitly to replace an override. Pilot tabs update after reconciliation.

Text reports and end of day

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7 Enter a texted time

After a crew text, press Stamp now for receipt time or Enter reported time (HHMM / HH:MM). The box stays amber until the pilot stamp arrives. Your text entry counts as acknowledgment; the original pilot time replaces it and both sides turn green automatically, regardless of the delay.

ILLUSTRATED EXAMPLE

Actual Off

14:00

Stamp now

or enter HHMM / HH:MM

Stamp now or enter reported time. Pilot sync completes it.

8 Save the log, then clear the board

Click Daily PDF summary and save the day's Off/On log. Then Clear schedule to prepare the next day. Confirm you have the right date. Past records remain in audit history.

ILLUSTRATED EXAMPLE

Daily PDF summary

Clear schedule

Save the day's log first.

Clear schedule removes the board, not the audit history.

No dispatch text entry? A delayed pilot push still needs your acknowledgment. Each Off/On requires action by both parties. Amber and red fields never block flight following.