

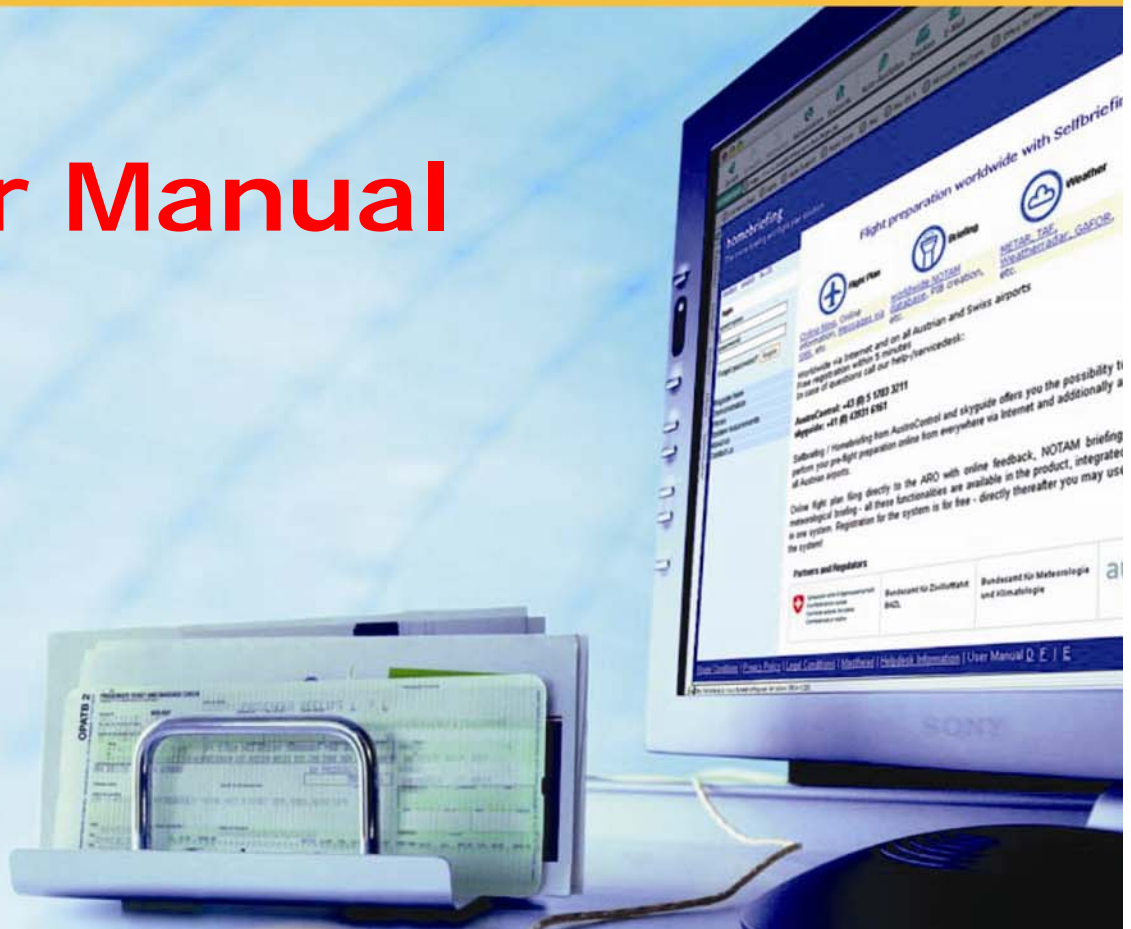
# HOMEBRIEFING

get briefed - take off

english

Homebriefing – the new generation of pre-flight preparation.

## User Manual



austro

CONTROL

skyguide



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## General Information

Homebriefing.com offers you the possibility to perform your pre-flight preparation online from everywhere via Internet and at all AMIE self-briefing (AIS MET Information Environment) terminals at most Swiss general aviation aerodromes and at Austrian aerodromes equipped with Selfbriefing. The product supports following functionalities: online flight plan filing directly to the ARO with online feedback, NOTAM- and meteorological briefing. The system has been jointly developed by skyguide and Austro Control. Meteorological information is provided by Meteo Swiss and by the Austro Control Aviation Weather Service. This service is provided in Switzerland on behalf of the Swiss Confederation, under the supervision of the Federal Office for Civil Aviation. Discrepancies may arise between the actual system layout and its published textual and graphic description set forth in the user manual. However, it does not affect the system functionalities and its usability. Such discrepancies are caused by regular system updates.

## Services available

- Weather, NOTAM, KOSIF/COTSENA
- Interactive flight plan filing
- Interactive flight plan status
- Interactive flight plan messages
- Flight plan-relevant slot status (if applicable)
- Personal user settings
- Legal recording of products
- Flight plan Status-Notification by SMS direct to your Mobil telephone or to your e-mail address
- AIM Helpdesk support.

## System Requirements

- Windows xp
- SVG Viewer version 3 or above
- recommended screen resolution: 1024 x 768 pixels
- Internet access
- Internet Explorer version 5.5 or above
- E-mail address
- Flash player version 6 or above
- Adobe Acrobat Reader version 5 or above

In order to ensure maximum performance and availability of all functions, please use the recommended components listed above. The homebriefing system may also work without any problems with other browser versions or other plugins, but the system has only been tested with the above mentioned ones.

## Helpdesk

### Phone:

#### Single Point of Contact

skyguide AIM Service Centre

**Phone +41 (0) 43 931 61 61**

or

Austro Control Vienna Flight Service Station

**Phone +43 (0) 51 703 32 11**

### e-mail:

[aim.helpdesk@skyguide.ch](mailto:aim.helpdesk@skyguide.ch)

or

[ais.loww@austrocontrol.at](mailto:ais.loww@austrocontrol.at)

SMS service is not available.

## General information concerning the applications

With the registration on homebriefing every selfbriefing terminal can be used with the same login but limited services. Users registered on Selfbriefing may keep there login. After first login you get a 30 day trial phase on homebriefing. Afterwards the use of homebriefing will be charged (see Service Charge and Billing) selfbriefing is always free of charge.

When using the selfbriefing application on an aerodrome the general Web access is banned by a specific site kiosk for system safety reasons.



To assist inputs a help menu on the left side of the window (grey area) is always displayed according to the mouse position on the screen.

### homebriefing

The online briefing and flight plan solution

English | Deutsch | Français

**Login**

UserName:

Password:

[Forgot Password?](#)

[Register Here](#)

[Demonstration](#)

[Prices](#)

[System Requirements](#)

[About Us](#)

[Contact Us](#)

### Flight Preparation Worldwide with selfbriefing/homebriefing



**Flight Plan**  
Online Filing of Flight plans



**Briefing**



**Weather**

[Online Filing, Online Information, Messages via SMS, etc.](#)

[Worldwide NOTAM Database, PIB Creation, etc.](#)

[METAR, TAF, Weatherradar, GAFOR, etc.](#)

**Worldwide via Internet and on all Austrian and Swiss Airports**  
Free registration within 5 minutes  
In case of questions call our help-/servicedesk:

**Austro Control: +43 (0)5 1703 32 11**  
**skyguide: +41 (0)43 931 61 61**

selfbriefing/homebriefing from Austro Control and skyguide offers you the possibility to perform your pre-flight preparation online from everywhere via internet and additionally at all Austrian and Swiss airports.

Online flight plan filing directly to the ARO with online feedback, NOTAM Briefing, meteorological Briefing - all these functionalities are available in the product, integrated in one system. Registration for the system is for free - directly thereafter you may use the system!

**Services currently available**

- interactive flight plan filing
- interactive flight plan messages
- interactive flight plan status
- flight plan relevant slot status
- weather, NOTAMs, KOSIF/COTSENA

**Partners and Regulators**

 <small>Schweizerische Eidgenossenschaft Confédération suisse Confederazione Svizzera Confederaziun svizra</small>	<small>Bundesamt für Zivilluftfahrt BAZL</small>	<small>Bundesamt für Meteorologie und Klimatologie</small>		
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**INFORMATION:**

Please check the following information.  
<http://aviationweather.gov/>

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## Service Charge

Basic charges for homebriefing Service Account for 56 CHF or 36 € per annum contains:

- 1 homebriefing Account
- 2 unlimited, local independent worldwide access to homebriefing services via Internet
- 3 unlimited free access to Selfbriefing terminals including flight plan filing
- 4 NOTAM and Meteo Briefing
- 5 unlimited flight plan filing for flight within state mandate<sup>1</sup> inclusive e-mail or SMS Notification (maximum 200 SMS per annum).
- 6 10 non state mandated flight plan per year

## Ordering

The homebriefing service can be ordered online [www.homebriefing.com](http://www.homebriefing.com) when you register. If you are already registered for the AMIE Selfbriefing service, you can use this existing account also for homebriefing with your current selfbriefing log-in. A one-month trial for homebriefing service is provided after the first log-in.

The additional packages can also be ordered online, under the terms and conditions published. (See Buy Pre-Paid Flightplan)

## Billing

The fees applicable must be paid online by credit card in either Euros or Swiss francs:

	Euros	Swiss francs
Mastercard	X	X
VISA	X	X
Diners Club	X	
American Express	X	
Paybox	X	

All the fees stated are in CHF or EUR and include VAT and all further taxes and charges prescribed by law. The fees stated do not include the cost of internet access or any service charges levied by the internet service provider.

## Registration

### Personal registration requirement:

Please note that, to comply with the requirements of the Swiss Federal Office of Federal Aviation (FOCA), you must register personally and individually in order to use the homebriefing and selfbriefing services. This is because:

1. The system will allow you to create your own individual profile to help you compile, manage and submit your flight plans wherever you may be. This profile is personal and not transferable.
2. The FOCA requires skyguide to make data and information available only to authorised system users. Skyguide can only comply with this requirement by regulating and controlling access to these services.
3. As ICAO Document 9855 specifies, the online exchange of data and information entails various risks. These can be reduced, however, by controlling access to such systems, which includes insisting on due registration procedures.

Needless to say, the registration procedures established comply with all data protection requirements.

The registration is free of charge for following services:

- free access at all Austrian airports
- free access at all Swiss airports
- 1 months free system access to [www.homebriefing.com](http://www.homebriefing.com)

The registration is completed with the agreement to the legal conditions and the form can be printed for your own files. The system sends you an E-mail with your password in order to confirm the registration.

<sup>1</sup> Flight plan under state mandate: Departure aerodrome within collaboration area (Switzerland and Austria)  
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English Deutsch Francais

**Login**

UserName:

Password:

[Forgot Password?](#)

[Register Here](#)

[Demonstration](#)

[Prices](#)

[System Requirements](#)

[About Us](#)

[Contact Us](#)

**Help**  
 Before using the system,  
 you have to register!  
 Registration is for free.

## Login

To access homebriefing, you will need to register (if you have not already done so either homebriefing or in selfbriefing) and log on. Your personal login enables access to your personal data at homebriefing and any selfbriefing terminal within Switzerland and Austria. For login make sure that caps lock is turned off.

## Forgot your password?

Homebriefing user select item on the menu at the left side. With the correct input of personal data your account is recognised by the system. A e-mail with your previous defined password is sent to your e-mail address.

When using a selfbriefing terminal you have to call the helpdesk to reset your password as it is not possible to receive an e-mail on these terminals.

## My Profile

Shows the first name and below the family name from your user settings.

English Deutsch Francais

**My Profile**

AIM

TRAINING

Selfbr. ending 16.04.2010

Homebr. ending 18.05.2009

[Buy Flight Plan Packages](#)

**Flight Plans & Briefings**

[User Settings](#)

[User Log](#)

**MET Legend**

[Display Message](#)

### The account ending

The dates displayed under your name indicate your selfbriefing and homebriefing accounts validities. Two weeks before the account expires the date is overwritten with the warning "Internet access will expire soon". When your account has expired is displayed "Internet access expired". You will also find the number of remaining pre-paid flight plan.

With a click on the link in green, details of your account packages are displayed, with the possibility to extend your account.

### Buy Pre-Paid Flightplan

Allows to purchase a certain number of additional non-state mandated flight plans including online e-mail and/or SMS text messages notifications. They remain valid until the expiration of the user's current basic homebriefing service account (for 36 months maximum). An email is sent when the flight plan credit is ending.

### User settings

To change personal data as password, address, e-mail etc. Flight plan notification service by SMS and/or e-mail has to be activated in this form.

Other Information	
I wish to receive e-mails for Flight Plan related messages	<input checked="" type="checkbox"/>
I wish to receive SMS for Flight Plan related messages	<input checked="" type="checkbox"/>
I wish to receive e-mails from Self/Homebriefing Team	<input checked="" type="checkbox"/>
Enable tooltips	<input checked="" type="checkbox"/>
Connection	<input type="text" value="I use modem access"/>

Displays help information in tooltips glued to mouse cursor

## User log

Display of all interaction with this log-in on home- and or selfbriefing system.

## MET Legend

Display Meteo symbols and abbreviation definition.

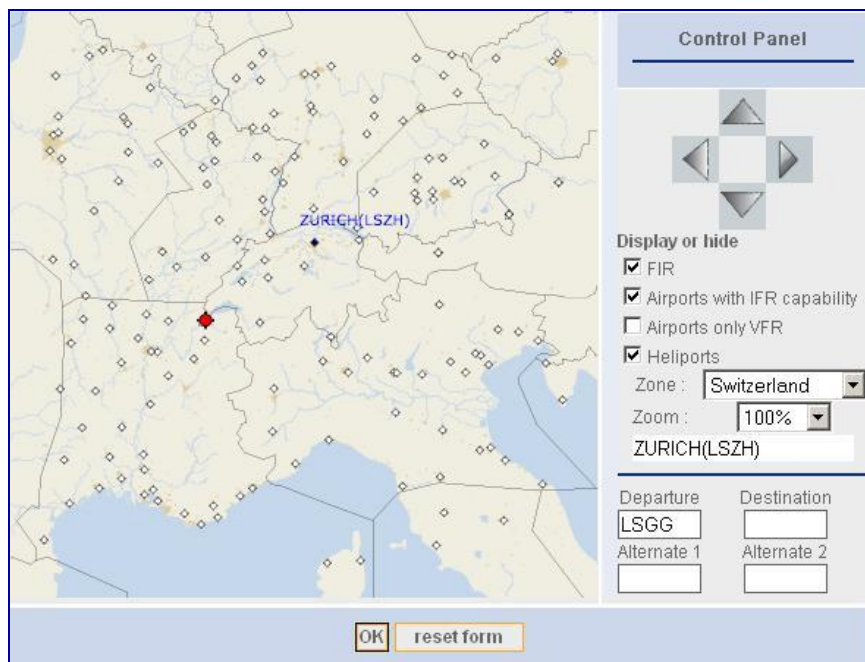
## Display Message

Up to date information proposed by Self/Homebriefing team. This link is very useful if the pop-up blocker of the browser is turned on.



## Graphical search

This feature helps to determine the aerodromes (with the location indicator) and FIRs for flight plan and briefing forms.



## Printed Products

As the HTML-Format does not support Page-Setup for the printer, always click on one of these symbols to get a readable print of your product



or



[Printable format](#)



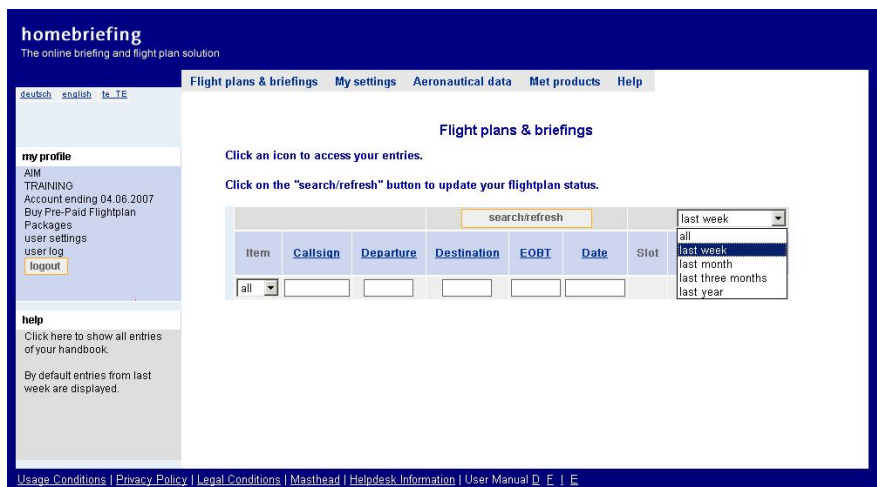
[View in PDF](#)

or select Display in PDF.



## Flight plans & briefings

The page "flight plans & briefings" appears after the login or when selected in the menu. It shows the latest filed flight plans and retrieved briefings. The default is set to "last week".

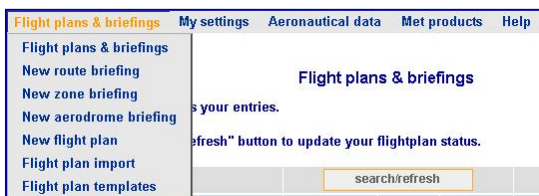


Search and sort parameters can be set for specific briefings and/or flight plans. The "search/refresh" displays all activities stored in the home- and self briefing system for this user according to the chosen parameters. You may create a new briefing and/or flight plan using any data from previous actions.

## New Briefing

Choose either

"new route briefing",  
 "new zone briefing" or  
 "new aerodrome briefing"  
 from the menu "flight plans & briefings".



You may also choose an existing flight plan or briefing for a new briefing. This data is automatically entered without the need for typing in all again. The selected form is displayed.

### Route briefing

<b>Briefing content</b>	<input checked="" type="checkbox"/> NOTAM	<input checked="" type="checkbox"/> MET	<b>Type of briefing</b>	PERSONAL BRIEFING MINIMUM BRIEFING PERSONAL BRIEFING MAXIMUM BRIEFING
<b>Aircraft Id</b>	<input type="text"/> *			
<b>Departure</b>	<input type="text"/> * <a href="#">Graphical search</a>	<b>Destination</b>	<input type="text"/> * <a href="#">Graphical search</a>	
<b>Date of flight</b>	<input type="text"/> 070516*	<b>Time of flight</b>	<input type="text"/> *(EOBT)	
<b>Total EET</b>	<input type="text"/> *			
<b>Flight rules</b>	<input type="text"/> IFR / VFR			
<b>True air speed</b>	<input type="text"/> * knots	<b>Flight level</b>	<input type="text"/> *	
<b>Cruising level interval</b>	<input type="text"/> 000 / <input type="text"/> 999			
<b>Alternate dest. aerodromes</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Alt. aerodromes (in flight order)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>&gt;view more&lt;</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Crossed FIRs (in flight order)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>&gt;view more&lt;</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Notam Briefing:</b>	STANDARD ROUTE BRIEFING will be performed(briefing settings)			
<b>Meteo Briefing:</b>	There is not enough information yet to determine the type of briefing			

MINIMUM = smallest briefing, according to ICAO rules.  
 PERSONAL = briefing according to your NOTAM settings (in settings menu).  
 MAXIMUM = all information available.

In the standard setting a combined NOTAM and METEO briefing is suggested. The mandatory fields are marked with an asterisk.

For PERSONAL BRIEFING see also page 15 My settings. For see Graphical search page 6.

The value entered in the field "flight level" is used for the selection of MET data and is therefore also required for VFR-Flights. It is also set in item 15 in the flight plan form as the requested flight level.

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homebriefing Version 2.0  
 November 2008



### Predefined Zone Briefing

Briefing content:	<input checked="" type="checkbox"/> NOTAM <input checked="" type="checkbox"/> MET	Type of briefing:	PERSONAL BRIEFING
Flight rules:	VFR	Flight level:	0 *
Region:	Europa	Selected area:	ZONE: ADRIATIC SEA EASTERN PART <a href="#">graphical search</a>

display in browser (HTML)    display in printable form (PDF)

MINIMUM = smallest briefing, according to ICAO rules.  
PERSONAL = briefing according to your NOTAM settings (in settings menu).  
MAXIMUM = all information available.

For a zone- and aerodrome briefing the same rules as for route briefing apply.

### Aerodrome Briefing

Briefing content:	<input checked="" type="checkbox"/> NOTAM <input checked="" type="checkbox"/> MET	Type of briefing:	PERSONAL BRIEFING
Aerodrome:	<input type="text"/> * <a href="#">graphical search</a>		
Area around aerodrome:	0 * Miles		
Cruising level interval:	000/999		
Flight rules:	IFR / VFR	Flight level:	<input type="text"/> *

display in browser (HTML)    display in printable form (PDF)

## Display of Briefing

After submitting the request your briefing is displayed on the screen. You can go to the aeronautical information or to the meteorological information.

The briefing can also be used to file a flight plan with the same data entered for this briefing request. All briefing are stored in "flight plans & briefings".

### Pre-Flight Information Bulletin

[Click here to create a flight plan from this briefing.](#)

[View in PDF](#)    [Printable format](#)

[AERONAUTICAL INFORMATION](#)    [METEOROLOGICAL INFORMATION](#)

<b>skyguide</b>		<b>BRIEFING BY ROUTE</b>			
Date/Time	05/10/31 13:45 UTC	<b>PRE-FLIGHT INFORMATION BULLETIN</b>			
Briefing Id	R3100012	Briefing includes	NOTAM/SNOWTAM/MEMO		
		Period	05/10/31 15:00 UTC TO 05/10/31 17:20 UTC		
Aircraft Identifier	HB&BC	Lower Level	000	Traffic	IFR
DEP	LSZH	Upper Level	999	Purpose	GENERAL
DEST	LIPE	Radius	DEP 200NM - DEST 200NM	Subject	
Alternate Aerodrome	LIPK LSZA				
FIR	LSAS LIMM				
FPL or Route					

## Update a Route or Aerodrome Briefing

You can update a registered briefing during a maximum of two days.

**flight plans & briefings**

Click an icon to access your entries.

Click on the "refresh/search" button to update your flightplan status.

Show items of my user group.    search/refresh    all

Item	Callsign	Departure	Destination	EOBT	Date	Slot	FPL status	Message status
all								
	HBABC	LSZH	LIPE	15:00	05/10/31	-	-	-

By clicking on the briefing and selecting "update" in the menu at the left side, the new NOTAM and MET-Data are displayed in the update. The updated briefing is also stored for future reference.

## New Flight Plan

To file a new flight plan either choose "new flight plan" or "flight plan templates" in the Menu "flight plans & briefings" or choose an existing briefing or flight plan by clicking on the symbol.

flight plans & briefings   my settings   met products   help

**my flight plans & briefings**

Click an icon to access your entries.

Click on the "refresh/search" button to update your flightplan status.

Show items of my user group.    search/refresh    last week

Item	Callsign	Departure	Destination	EOBT	Date	Slot	FPL status	Message status
all								
	HBFIX	LSZH	LIPK	15:00	05/10/31	-	-	-
	HBCVD	LSZH	LIPE	13:38	05/10/31	-	-	-
	HBABC	LSZH	LIPE	15:00	05/10/31	-	-	-
	HBBIX	EDXW	LSZH	15:15	05/10/31	-	Pending	<a href="#">to ARO</a>
	HBBIN	EDXW	LSZH	12:00	05/10/31	-	Pending	<a href="#">to ARO</a>
	AESRTE2	LSZH	LSGG	12:00	05/10/27	-	-	-
	AESRTE2	LSZH	LSGG	12:00	05/10/27	-	-	-
	AERO	LSZH	LSZH	12:34	05/10/27	-	-	-
	AERO	LSZH	LSZH	12:34	05/10/27	-	-	-
	AERO	LSZH	LSZH	12:34	05/10/27	-	-	-

Last refresh at 14:29:08 UTC    1-10 of 14 Items

Pages (1) 2    [next](#)

**Legend**

- accepted flightplan
- pending flightplan
- rejected flightplan
- cancelled flightplan

my profile  
AIS TRAINING  
Account ending 30.04.2007  
my user settings  
my user log  
[logout](#)

help  
Click here to access this briefing!

You may then create briefings or flight plans based on this one - without typing in all information again.

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## Flight Plan Form

for filling instruction see

### ITEM 9: TYPE OF AIRCRAFT (2 to 4 characters)

### ITEM 13: Departure time UTC !

### ITEM 15: ROUTE

- **DCT Segments**
- VFR routings **geographical location names**

### ITEM 18: OTHER INFORMATION

Do not use ↵ carriage return.

For correct entries in all the fields, help and examples are available on the left side of the page.

For graphical search see page 6.

### TYPE OF AIRCRAFT

INSERT: the appropriate designator as specified in ICAO document 8643, "Aircraft type designators", if no such designator has been assigned, or in case of formation flights comprising more than one type,

or

INSERT: ZZZZ, and SPECIFY in item 18 the (numbers and) type(s) of aircraft preceded by TYP/.

### ROUTE

#### Flights along designated ATS routes

INSERT if the departure aerodrome is located on, or connected to the ATS route, the designator of the first ATS route, or, if the departure aerodrome is not on, or connected to the ATS route, the letters DCT followed by the point of joining the first ATS route, followed by the designator of the ATS route

*NOTE. - Do not insert SID and STAR names. Insert the last point of the SID as the first - and the first point of the STAR (or the IAF, where no STAR is available) as the last designator of the route.*

THEN

INSERT each point at which either a change of speed or level, a change of ATS route, and/or change of flight rules is planned,  
**DCT Segments** "DCT" between two points shall not be used in IFR routings except for published segments. VFR routings **geographical location names** as given on the aeronautical chart ICAO 1:500 000 Switzerland are accepted by Swiss ATS units in VFR flights plans.

### OTHER INFORMATION

#### Item 18 of a flight plan:

The DOF (date of flight) is automatically set according to the entry in item 13. Further entries can be selected with the pull-down button. To set the remark "IFPS route amendment accepted" activate the item.

EET/ Significant points or IFR boundary designators and accumulated estimated elapsed times to such points or FIR boundaries when so prescribed by the appropriate ATS authority.

*Note - Switzerland requires the accumulated estimated elapsed time for a point over which a change of flight rules from VFR to IFR is intended.*

### Flight Plan Message (Step 1 of 2)

Flight Plan

3 Message Type (FPL)	7 Aircraft Identification -	8 Flight Rules - I. IFR	Type of Flight G. General Aviation
9 Number - 1	Type of Aircraft -	Wake Turbulence Category L - Light	10 Equipment - S / C
13 Departure Aerodrome -	Time -	Date 2008/11/21	
15 Speed - N - Knots	Level F - Flight Level		
Route [Empty field] Search			
16 Destination Aerodrome -	Total EET -	Alternate Aerodrome [Empty field] Graphical Search	2nd Alternate Aerodrome [Empty field] Graphical Search
18 Other Information [Empty field]			IFPS RTE AMDT ACPT <input type="checkbox"/> Field 18 Indicators: - Select -

Supplementary Information

19 Endurance - E /	Persons on Board P /	Emergency Radio (tick if equipped) R / <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> E
Survival Equipment (tick if equipped)		
Polar <input type="checkbox"/> S /	Desert <input type="checkbox"/> D	Maritime <input type="checkbox"/> M
Jungle <input type="checkbox"/> J	Jackets <input type="checkbox"/> J /	Light <input type="checkbox"/> L
	Fluores <input type="checkbox"/> F	UHF <input type="checkbox"/> U
		VHF <input type="checkbox"/> V
Dinghies		
Number D /	Capacity [Empty field]	Cover <input type="checkbox"/> C
Colour [Empty field]		
Aircraft Colour and Markings A /		
Remarks R /		
Pilot-In-Command C /		
Fill SMS and e-mail data automatically with - Select -		
<input type="checkbox"/> I want to receive Flight Plan related messages(SLOT, ACK...)via SMS. SMS capable Phone No.: [Empty field] (e.g.: 4369912345678 )		
<input type="checkbox"/> I want to receive Flight Plan related messages(SLOT, ACK...)via e-mail. E-mail address: [Empty field] (e.g.: test@pilot.com)		
<input type="button" value="next step"/>		<input type="button" value="Reset Form"/>

## Notification

This section allows homebriefing users to receive SMS and/or e-mail notifications. Default is set according to your User settings see page 6. This section might not be visible, when using selfbriefing or when it is not activated in your user settings. Modification apply only for the current flight plan.

When you have filled in at least all mandatory fields (marked with \*) click on **"next step"**.

## Additional AFTN addresses

4 AFTN address fields are displayed. With the link "more..." lines the user can add more AFTN addresses. The fields are not mandatory, when you have finished click on **"next"**.

## Step 2 to file a flight plan

The flight plan is displayed for validation. For correction press back to make changes in the form.

By clicking on button "Validate" the flight plan is validated against the IFPUV (IFPS offline). The validation is made in the background then an IFPUV answer is displayed (no error messages or error messages with description).

For flight plan correction the IFPUV message can be recalled by clicking on the link "IFPUV REPLY"

After correction of the flight plan the validation can be re-launched as many times as needed, before sending the flight plan

Finally by clicking on button **"send"** from step 2 of 2 the flight plan is forwarded to the ARO for distribution. The page "flight plans & briefings" is displayed.

## Status of flight plan

Legend	
	accepted flightplan
	pending flightplan
	rejected flightplan
	cancelled flightplan

The legend shows the meaning of the symbols.

The flight plan status "pending" shows that it is still being processed.

Important: Refresh the list from time to time, as the page does not refresh automatically!

**my flight plans & briefings**

Click an icon to access your entries.

Click on the "refresh/search" button to update your flightplan status.

Item	Callsign	Departure	Destination	EOBT	Date	Slot	FPL status	Message status
<input type="checkbox"/> Show items of my user group.	search/refresh		all					
FPL		LS						
	HBPIA	LSGG	LSZH	11:00	05/11/01	-	Pending	<a href="#">to ARO</a>
	HBCVD	LSZH	LIPE	10:00	05/10/27	-	Pending	<a href="#">to ARO</a>
	FPVFR07	LSZA	LSZS	11:15	05/09/08	-	Arrived	<a href="#">ok</a>
	FPVFR06	LSZH	LOWI	09:45	05/09/08	-	Arrived	<a href="#">ok</a>
	FPVFR5B	LSGG	LSGL	09:40	05/09/08	-	Cancelled	<a href="#">ok</a>
	HBKCS	LSZH	LSMO	16:00	05/09/20	-	Accepted	<a href="#">to IFPS</a>
	FPVFR04	LSZR	LSZL	09:30	05/09/08	-	Arrived	<a href="#">ok</a>

**Attention:** An accepted flight plan with an exclamation mark means that the flight plan has been changed either by the IFPS (Integrated initial flight plan processing system) or the Helpdesk. For safety reason the pilot shall use the updated flight plan.

**Comply with the rules and procedures published in AIP Switzerland.**

## Update of flight plan

By clicking on of the symbol any accepted flight plan can be changed, delayed or cancelled. A rejected flight plan can be modified and sent again. Do not change a "pending" flight plan – for assistance call the Helpdesk. AMIE Selfbriefing user press "push-button" on top of AMIE-Terminal.



## Flight plan import

This feature for homebriefing users only allows you to copy a flight plan from an external source.

**Import Flight Plan (Step 1 of 2)**

Paste your flight plan in [ICAO format](#) into the box below. Then click on the "import flight plan" button. Your flight plan will be checked and taken over into the flight plan form.

```
(FPL-OEABC-IS
-CRJ2/M-SERWY/S
-LOWS0550
-N0450F340 TRAUN L856 MANAL UL856 DERAK UM982
TINIL
-LFFG0120 LFPO
-DOF/070506 RVR/200)
```

The function "flight plan import" is not available in the AMIE self briefing system.

**Examples for ICAO FPLs:**

```
(FPL-OEABC-VG
-DV20/L-S/C
-LOWI0800
-N0090VFR WHISKEY
-LOWI0001
-ST5/EET0200 , RMK/THIS IS A REMARK DOF/051102
-E/0500 P/003 R/E J/F
A/RED WHITE
C/HUBER)

(FPL-OEABC-VG
-C150/L-OV/C
-LOGG1220
-N0080VFR LH MK VM
-LOWK0130 LOWG
-DOF/050719)

(FPL-OEABC-IN
-A321/M-SEHRWY/S
-LOWW0915
-N0458F340 OSPEN UM984 BZO/N0458F350 UM984
NEDED/N0456F370 UM984
DIVKO UM852 VERSO UL129 LUNIK
-LEPA0157 LEIB
-EET/LIMM0030 LFFF0106 LECB0135 SEL/APHL OPR/TESTAIR
DOF/050719
RVR/75 ORGN/LOWWZPX)
```

Strictly adhere to the ICAO format.

## Flight plan templates

A flight plan template is a predefined flight plan for a specific flight which is frequently performed. In the menu "flight plans & briefings" it is possible to store flight plans. To create a new flight plan template click on "create new template" in the menu at the left side.

Flight plans & briefings My settings Met products Help

**Flight plan templates**

Click an icon to access your entries.

Item	Template ID	Callsian	Departure	Destination	EOBT
	HBNIX	HBNIX	LSZH	LOWW	18:00

Last refresh at 13:09:20 UTC 1-1 of 1 items

AIM TRAINING  
Selfbr. ending 16.04.2010  
Homebr. ending 18.05.2009  
Buy Flight Plan Packages  
**Flight Plans & Briefings**  
User Settings  
User Log  
**MET Legend**  
  
Display Message

**Select Item**

Use this Template  
delete this template  
change this template  
create route briefing from  
create template from

**Flight Plan Template**

Select an action from the menu on the left

**Flight Plan**

Template ID 7 Aircraft Identif

- ANNE01 - N1707

---

9 Number Type of Aircraft ift Wake Turb

-  / M20P ] -

---

13 Departure Aerodrome Time

- LSGG

With a click on this template is displayed. You can use it for a new flight plan, delete or change it. It is also possible to create a template out of a template and to create a briefing out of a template

# My settings

In the menu "my settings" your personal queries for NOTAM and METEO, can be stored.



## NOTAM settings

The default settings are shown below. MEMO is not implemented yet.

The NOTAM-queries for briefings are selected according these parameters.

Type of NOTAM purpose: The purpose is set by the publishing NOF<sup>2</sup>.

Operational: should contain NOTAM which have a significant influence to a safe flight.

General: should contain NOTAM with important subject.

All: contains all NOTAM

To overrule these settings in a briefing, choose in item "type of briefing" other than personal briefing. (Operational = Minimum, All = Maximum)

To retrieve NOTAM about Obstacles, obstacle lights and navigation warnings as parachute jumping, select ALL in item "type of NOTAM purpose".

**Notam Briefing Settings**  
Use this window to customize your AIS briefings

AIS products included in the briefing	<input checked="" type="checkbox"/> NOTAM	<input checked="" type="checkbox"/> SNOWTAM	<input checked="" type="checkbox"/> MEMO
Briefing time frame	start <input type="text" value="1"/> hour(s) before estimated off-block time	end <input type="text" value="2"/> hour(s) after estimated landing time	
Include/Exclude NOTAM	<input checked="" type="radio"/> Include All NOTAM <input type="radio"/> Exclude NOTAM with effective date earlier than <input type="text" value="90"/> days before start of briefing time frame for IFR flights than <input type="text" value="30"/> days before start of briefing time frame for other flights		
Radius of cylinder around aerodromes	<input type="text" value="0"/> NM		
Type of NOTAM purpose	GENERAL		
<b>Settings for AIS Briefings based on a Flight Plan</b>			
Vertical limit for en-route information	+/- FL <input type="text" value="60"/> around cruising level		
<b>Settings for AIS Briefings NOT based on a Flight Plan</b>			
Cruising level interval	upper level FL <input type="text" value="999"/> (999 interpreted as UNL)	lower level FL <input type="text" value="0"/> (000 interpreted as GND)	
<input type="button" value="store settings"/>		<input type="button" value="reset to default"/>	

## MET settings

**Met Briefing Settings**  
These settings will be used for your personal MET briefings.

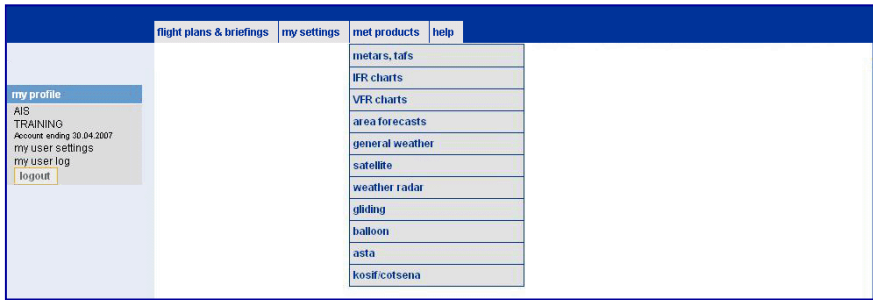
Met Product	VFR	IFR Low	IFR	Displayed as ...
SA (METAR)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	text
FC (short TAF)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	text
FT (long TAF)	-	-	<input checked="" type="checkbox"/>	text
WS, WV, WC (SIGMET)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	text
WA (AIRMET)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	text
UAxx31 (special area)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	text
ASTA	<input type="checkbox"/>	-	-	text
Advisories (tropical, volcanic...)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	text
Met Product	VFR	IFR Low	IFR	Displayed as ...
KOSIF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Link
Met Product	VFR	IFR Low	IFR	Displayed as ...
Significant weather chart	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Used in every type of briefing <input type="radio"/> image <input checked="" type="radio"/> link
Significant weather chart low	<input type="checkbox"/>	<input type="checkbox"/>	-	<input type="radio"/> image <input checked="" type="radio"/> link
Wind and temperature charts				
Met Product	VFR	IFR Low	IFR	Displayed as ...
Level 020	<input type="checkbox"/>	-	-	Used in every type of briefing <input type="radio"/> image <input checked="" type="radio"/> link
Level 050	<input type="checkbox"/>	<input type="checkbox"/>		
Level 100	<input type="checkbox"/>	<input type="checkbox"/>		
Level 180	<input type="checkbox"/>	<input type="checkbox"/>	Choose number of charts	
Level 240	-	-	<input type="text" value="3"/>	
Level 300	-	-		
Level 340	-	-		
Level 390	-	-		

Similarly you can choose your personal MET settings. By scrolling down the page, additional settings for bulletins and other MET-Products can be defined as your standard.

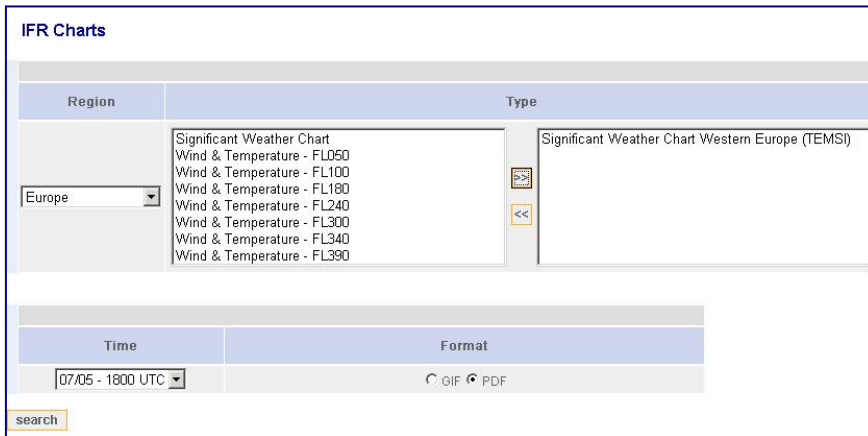
If you store your settings they will be automatically included when you retrieve your next route/aerodrome/zone briefing.

<sup>2</sup> NOF = NOTAM Office  
© 2008 homebriefing

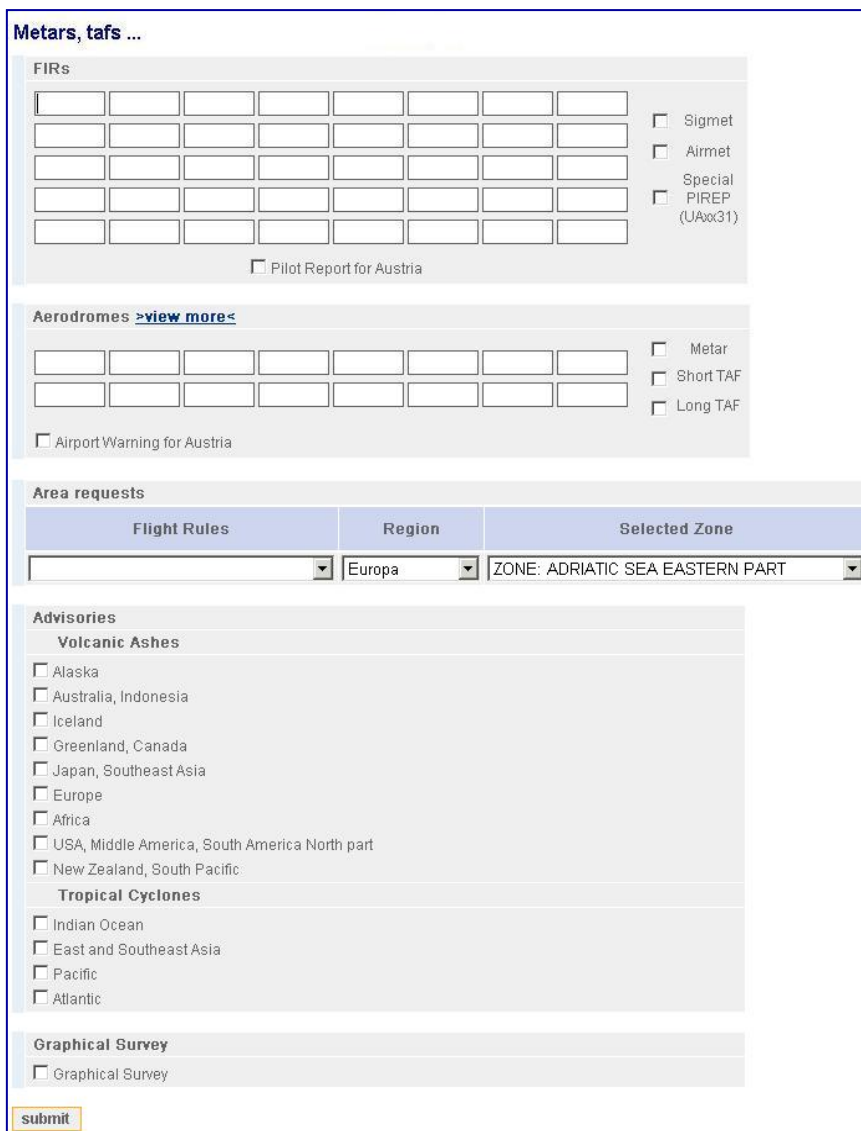
# MET Products and KOSIF / COTSENA Chart



In the menu "met products" you get MET-Charts, other specific meteorological data and the KOSIF/COTSENA Chart.



Click on the product in left window and >> - only the charts in the right window will be displayed.



For METARs and TAFs enter the Location Indicator of FIRs and aerodromes.

## Group Management

The Group management function is actually foreseen for small airlines, flight clubs etc.

Creation of an own user group means that you will have the right to create new users for your group later on!

The following steps help you to create a group user and/or add members to a group.

### Define group user

To create a group of user, you will need first to register as Administrator of the group, this shall be done during your registration.

1. Press "register here"
2. Follow the registration instructions, enter all user data
3. Select the "do you want to manage a user group" checkbox
4. Enter a "group name" just below

**Group Settings** (only for small airlines or flight clubs etc...)  
Fill this field to create your own user group - you are automatically group manager of it - when logging in to the system you may create new users belonging to your group.

Do you want to manage a user group

Group Name

I have read and agree with the [legal conditions](#)

5. Press "continue"
6. Press "complete registration"

Now you are automatically group manager - when logging in to the system you may create new users belonging to your group.

### Define as group manager additional members of the group

1. Select Menu "my settings" and "user management"
2. Select link on left side "create new user"
3. Enter all user data (blue background are must elements) and save.

Repeat for additional members.

Login	Name	First Name
AIMGROUP	AIM	TRAINING

### Delete a member of a group

1. Select Menu "my settings" and "user management"
2. Select the user you want to delete
3. Select the link on left side "delete user".

Repeat for additional deletion of members.

### Reset password of a member

1. Select Menu "my settings" and "user management"
2. Select the user you want to reset the password
3. Select the link on left side "reset password".

Repeat for additional password resets of members.

Remember the group manager is responsible for the whole group. This means, he has to make sure that the account is valid and that enough non-state-mandated flight plans are available. As with a single account the group manager has the view of all products he can buy online for a group.

## Help functions

Following support is offered under the menu "help":

<b>help</b>	
<b>FAQ</b>	= most frequently asked questions
<b>helpdesk</b>	= Address and phone of helpdesk
<b>demo version</b>	= Computer based training (CBT) for Selfbriefing
<b>company information</b>	= Address and phone of skyguide and Austro Control

In the footer the User Manual is always accessible.

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## Telephone

For homebriefing see menu help, helpdesk.

At Swiss aerodromes AMIE selfbriefing terminals are equipped with direct dialling push-buttons on top of the AMIE-station.