FLIGHT User Guide

National Interagency Fire Center (NIFC)

February 1, 2025

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Preface

This guide familiarizes users with the FLIGHT application and provides instruction on creating/editing/deleting aircraft use entries and running various use and cost reports.

Purpose and Audience

FLIGHT is a web-based enterprise level system that coordinates and shares incident aviation resource use and cost information in a manner that provides a seamless integration of information and a single location for tracking aircraft and retardant use data.

FLIGHT facilitates a life cycle resource data entry capability by field managers, real time information query by stakeholders and long-term warehousing of data for research and analysis.

Prerequisites and Requirements

Requirement	Description
Internet Browser	FLIGHT is supported in current browsers including Firefox, Safari, and Google Chrome.
FAMauth Account	Users will need an authorized FAMauth account.

Commented [MU1]: Sign in is now through FAMauth. EGP username and passwords are no longer used

Help

For questions or help not addressed in this User Guide, please contact the FLIGHT Help Desk at SM.FS.FLIGHT@usda.gov.

Accessing FLIGHT

To access FLIGHT, you will need FAMAuth access, FLIGHT access and the appropriate FLIGHT role. For help setting up FAMAuth access please call the IAA Helpdesk at 866-224-7677 and mention you need FLIGHT access. For help requesting a role in FLIGHT, please see the steps below.

Once you have access to FLIGHT you will need to be assigned a Role:

Email the FLIGHT Helpdesk at SM.FS.FLIGHT@usda.gov and request to have a role assigned. Alternatively, you can call the IAA Helpdesk on 866-224-7677

In your request, please provide your position (ATBM, Timekeeper, Team Finance, etc.) and the name of the specific base you represent if applicable.

Once you are granted access, log into your FAMAuth user account and navigate to the FLIGHT button under the **Wildland Fire Applications section**. You may select the star at the right corner of the application to pin the button to the top of your screen for quicker access.

Commented [DM2]: @Miller, Jeff - FS, UT @Lennox, Daniel (CTR) - FS, CO Need to verify if there are 3 steps for access. FAMauth access then FLIGHT access then Role access?

Commented [DM3R2]: Removed the EGP account Access requests. Replaced with FAMauth requests

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Aircraft Data Entries

Aircraft Data Entries are the primary means for capturing aircraft use. Each entry covers a single aircraft for a single day. Depending on how many aircraft the user is responsible for, multiple Aircraft Data Entries may need to be created on a given day.

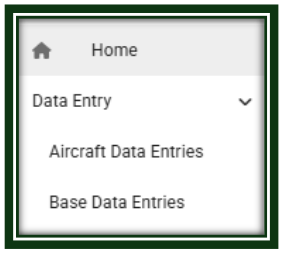
Each Aircraft Data Entry is made up of one or many Data Entry Sections. A Data Entry Section can be recorded to capture aircraft costs such as Flight Legs, Movement/Cancelled Dispatches, Availability, Non-Availability, Extended Standby, etc.

Finding Existing Aircraft Data Entries

Existing Aircraft Data Entries are available to edit based on your assigned Role and what Base(s) you have been granted permission. Editing entries are limited to those with either an **Aviation Data Entry** or **Aviation Manager** role. Further, the list of Aircraft Data Entries will be filtered to the base(s) the user has permission and any personal entries entered previously by the user regardless of base permission.

Commented [MU4]: User would also see entries they themselves had created (regardless of base permission)

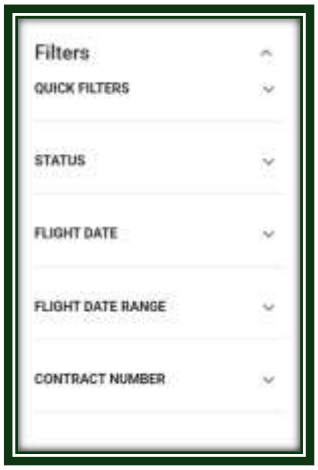
To find a list of Aircraft Data Entries, select **Aircraft Data Entries** on the **Data Entry** toolbar.



The **Aircraft Data Entries** page contains existing Aircraft Data Entries and can be filtered by selecting the ***Show Filters*** button.

Commented [DM5]: Screenshot doesn't match Test. Base Data Entries Tab shows the Incomplete/Completed, not Aircraft Tab. Can have @Maisells, Douglas (CTR) - FS, CO Doug verify in PROD

Commented [MC6R5]: Yep, I have on a list to Conor to have him add that functionality back. Thanks for catch.



The following features help to navigate the Data Entry Forms:

1. The ***Search*** bar aids in the search for a particular entry when many options are present.

2. The entries will automatically appear in 25 rows per page. To adjust the number of entries shown on the page, select the icon to the left of the number 25. To navigate between pages of entries, select either the left or the right icon listed after the entry numbers.

3. If you navigate away from any form without saving, a prompt will appear asking if you wish to continue away and lose the changes you made OR return to the form to continue editing.

4. Some forms also have a REVERT button available with the SAVE and CANCEL buttons. This button undoes changes that were made to the current form, restoring the values displayed when the form was loaded.

5. Each page will indicate the required fields by this banner above the form and the icon listed within each required field.

Editing or Deleting Entries

Once you locate the entry you wish to edit, select the pencil icon to the left of the desired entry. If you wish to delete an entry, select the trash can icon on the right side of the data entry table. Then, type "DELETE" in the pop-up prompt bar to confirm the deletion.

Commented [MC7]: has to be DELETE

Commented [BT8R7]: @Maisells, Douglas (CTR) - FS, CO just clarifying, needs to be all caps?

Commented [MC9R7]: @Beaver, Amanda (CTR) - FS, TX Yes

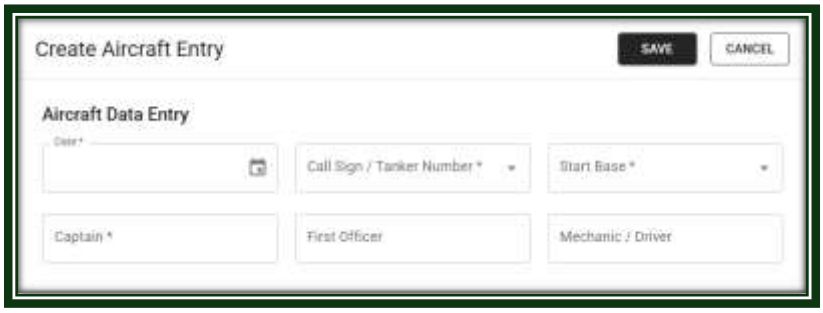
Navigating the Aircraft Data Entry Form

The Aircraft Data Entry form can be broken up into different functional areas.

1. A Header indicating the ***Date***, ***Call Sign/Tanker Number,*** and ***Start Base ID*** . This section allows includes ***Save*** and ***Cancel*** buttons that allow you to Save your entry or Cancel the entry creation.
   Please note that a red and starred field indicates a required field and the "Save" button will not be visible until these fields are completed.
2. A Personnel Section which allows you to indicate the personnel of an aircraft including ***Captain***, ***First Officer***, and ***Mechanic/Driver***.

Commented [MC10]: Might want to mention in general a red and starred field means the field is required and all such fields need to be populated for the SAVE button to be available.

Commented [MC11]: Mechanic/Driver

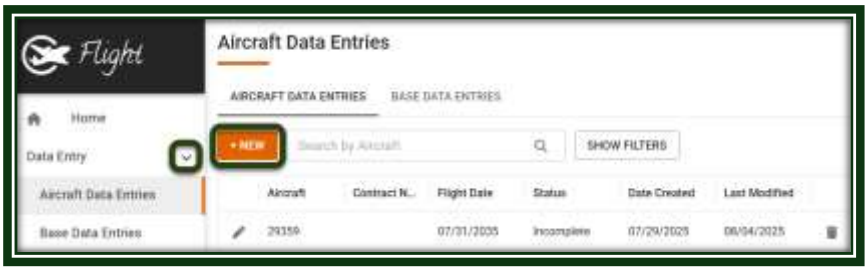


A Data Entry Ribbon can be found above the new aircraft entry and will allow you to access/add additional details such as: ***Availability, Non-Availability, Extended Standby, Flight Leg, Movement/Cancelled Dispatch, RON/Per Diem, Seat Costs, and Misc Costs.***

Commented [DM12]: @Beaver, Amanda (CTR) - FS, TX
The screen shot is different than what is in Test. Aircraft ID is now Call sign/Tanker number, and Piot is now Captain....

Creating New Aircraft Data Entries

To create a new entry, navigate to **Data Entry** on the toolbar and select Aircraft Data Entries. This will navigate to a page showing User Entries you have created and/or have access to. At the Top Left portion of the page, select the +NEW button to add a new Aircraft Data Entry.

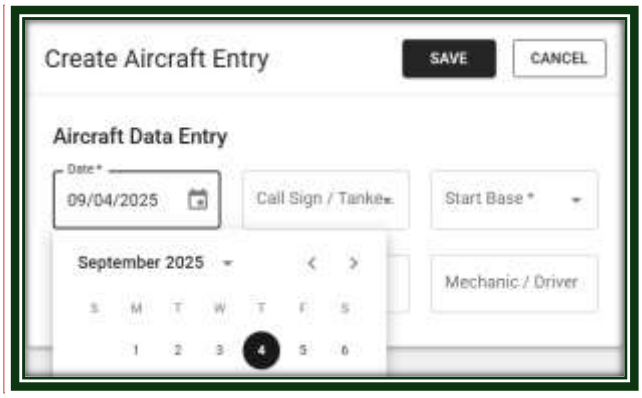


Completing the Date/Aircraft/Start Base Fields

1. Select or enter the date and time of aircraft use in the **Date** field.

Commented [MC13]: Date field

Commented [MU14]: Time portion of Date Picker has been removed



2. Search for the aircraft by either Call Sign or Registration Number from the Call Sign / Tanker Number dropdown list.

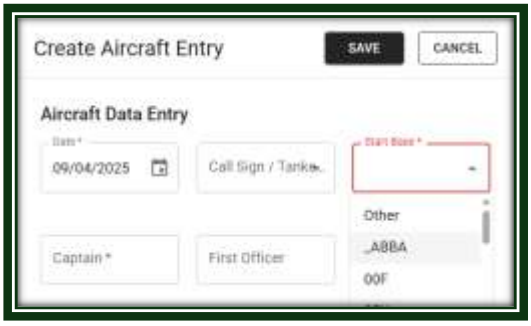
3. In the **Start Base ID** field, enter the FAA Identifier of the base where the aircraft is beginning its day.

Commented [MC15]: Not implemented yet but if OTHER is selected here to emulate an aircraft coming from another base at the start of a season, two other fields: OTHER BASE and TIME ZONE should render. Stay tuned.

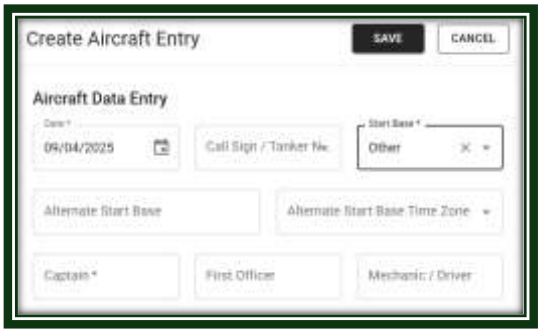
Commented [BT16R15]: check this is prod.

Commented [BT17R15]: snap needed here

Commented [MC18]: resnap, they've replaced the airport names with the abbreviations for now (to match legacy)



***NOTE: If "Other" is selected from this menu, two other fields will populate: Alternate Start Base and Alternate Start Base Time Zone.**



4. In the Personnel Section, enter the name of the Captain, First Officer, and Mechanic/Driver in the indicated fields. Once complete, select the SAVE button.

Adding Additional Details

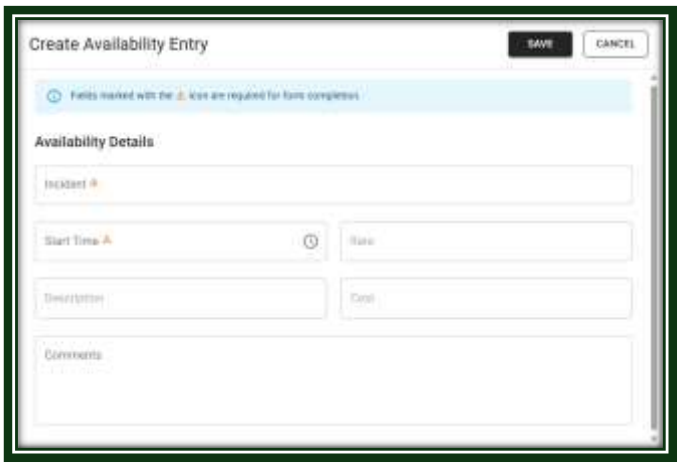
Once you have saved your new entry, you will be able to add additional details from the Data Entry Ribbon. You may add **Availability, Non-Availability, Extended Standby, Flight Leg, Movement/Cancelled Dispatch, RON/PER DIEM, SEAT COSTS, and MISC COSTS.**

Commented [MC19]: as well as RON/PER DIEM, SEAT COSTS, and MISC COSTS

Availability

Availability entered here will be credited as a Full Day. Any deductions to a full day must be entered under either the Non-Availability or Misc Costs Data Entry Sections as appropriate.

1. Select Availability from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. The Incident may be pre-populated according to a default set by the COR or PI. The default, including if blank, may be overwritten by selecting an Incident using the Incident dropdown or by typing into the **Incident** field.
3. Enter the Start Time using 2400hr format.
4. The Rate, Description, and Cost will all populate according to defaults set by the COR/PI. Enter comments as necessary and select **Save.**



Adding Non-Availability

Financially, Non-Availability will be deducted from total amount of Availability on the date of entry. Before assessing NA, it is important that Availability has already been entered and to ensure the incident both AV and NA are charged to match.

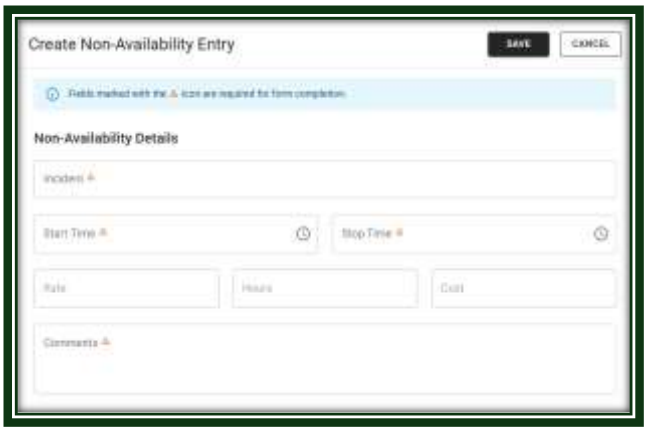
1. Select Non-Availability from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the +NEW button on the upper left-hand side of the page.
2. The Incident may be pre-populated according to a default set by the COR or PI. The default, including if blank, may be overwritten by using the Incident dropdown or by typing into the **Incident** field

Commented [MC20]: add mention of the Unsaved Changes Detected modal which is on all of the forms. If the user navigates away from the form without saving, they will get a prompt to continue away and lose the changes they had or return to the form to continue editing.

Commented [BT21R20]: revist/resnap

Commented [MC22R20]: Per Conor, functionality to be reimplemented in Tanstack architecture

3. Enter the Start Time and Stop Time using 2400hr format.
4. The Rate, Hours, and Cost will calculate automatically.
5. Comments are **required** for the Non-availability data entry section. Without comments, the section may be saved and returned to later. Until comments are added, the Non-availability section will be flagged as incomplete and thus block an attempt to Submit the Aircraft Data Entry.
6. Select **Save**. To assess a full day of Non-Availability, a data entry section for Availability is still required. The Availability entry is simply negated by adding the Non-Availability Data Entry Section with total hours that match the contract duty day for the aircraft.



Adding Extended Standby

The Extended Standby Data Entry Section is designed for aircraft where the crew's rate per hour is consistent. For SEATs, use the SEAT Costs Data Entry Section which accommodates different Extended Standby rates for Pilot and Driver.

1. Select Extended Standby from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button on the upper left-hand side of the page.
2. Select an Incident using the Incident Search.
3. Enter Start Time and Stop Time using 2400hr format.

Commented [MC23]: make a separate step

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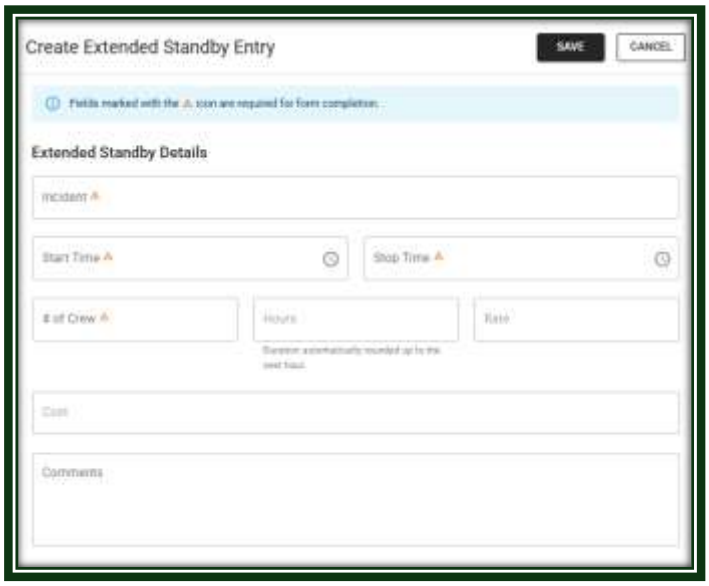
Commented [MC24]: add image

Commented [MC25]: User also need to enter the # of crew. The rate will be pulled in and the hours and cost will be calculated. Select Save.

4. Enter the # of Crew. The Hours, Rate, and Cost will calculate automatically. Select **Save**.



Adding Flight Leg

1. Select **Flight Leg** from the Data Entry Ribbon located above the Data Entry form.
2. In the **Flight Leg** section of the form:
    a. Select the Mission Code from the dropdown menu.
    b. The Incident Search field can find incidents based on Name, Order Number, or Job Code. Begin typing using the search method of your choice of by using the dropdown menu.
    c. Enter the Start/Stop times in 24hr format and Depart From/Arrive At airfields.

Commented [MC26]: Note typically the ADE person enters the Start time and Depart From base and Saves at this point (the aircraft just took off). They will come back to this form at a later date and add the return and retardant information. 5/13/25 (this is not yet implemented but will be)

3. In the **Retardant** section of the form:
    a. Select the Chemical Type from the dropdown. The dropdown is limited to the chemical types listed as available for the current flight leg's departure base.
    b. Enter either the Retardant Weight or Retardant Gallons. Once either is entered, FLIGHT will automatically calculate the other.
    c. Enter either the Average Refract or Micromotion Specific Gravity reading in the **Refract/Specific Gravity** field.
    d. The Retardant Rate Per Gallon and Retardant Cost will auto-populate with the retardant as specific on the retardant contract for the base.

4. In the Advanced Chemical Options section of the form, if applicable, you may:
    a. Select the box next to any of the Chemical Options that apply.

Commented [MC27]: resnap, retardant type field will be present instead of loading. This will also autopopulate with the retardant as specific on the retardant contract for the base.

Commented [MC28]: According to Jeff, this section is not normally used for the sunny day case.

Chemical Specific Incident gives the user the option to charge the FLIGHT chemical costs to a different incident than that entered at the start of the flight leg. To do so, check the associated box and use the Chem Specific Incident search to find the alternate incident.

Offload is used to record if and how much chemical was removed from the aircraft before taking flight. This field may be used even if the chemical was subsequently reloaded onto the aircraft and is used to track the "life" of the load for AFUE as well as a count for Full-Service Retardant payments. To record an offload, check the associated box and enter an approximate number of gallons removed during the offload.

Reload is recorded by checking the appropriate box and entering the same information as a regular load with the exception that the Chemical Type is unrestricted. Chemical which is entered as a reload will not be charged to the incident but will be reported as delivered.

Landed Loaded is used only when an aircraft lands with its complete load. If a Jettison occurs, either full or partial, use the Jettison Advanced Option below. If the landed loaded box is checked, the chemical load will be further tracked on subsequent flight legs.

Jettison tracks when some or all of the chemical load is not delivered to an incident. If a Jettison occurs during the flight leg in question, check the appropriate box; select whether it was a Full Load or Partial Load jettison from the Jettison Load Type dropdown; and finally, if Partial Load is selected, enter either the estimated Retardant Weight or Gallons dropped.

5. In the Flight Cost section of the form:
    a. Once all previous Flight Leg and Retardant information has been entered, the Flight Cost and Landing Fee portions of a Flight Leg will populate

automatically and make calculations using the defaults selected by the COR/Aviation Managers according to their respective Admin abilities.

b. Comments are only required if using the $0 Non-Rev flight rate. If using a contract rate, no comment is required. The user may then Save or Cancel the entry.

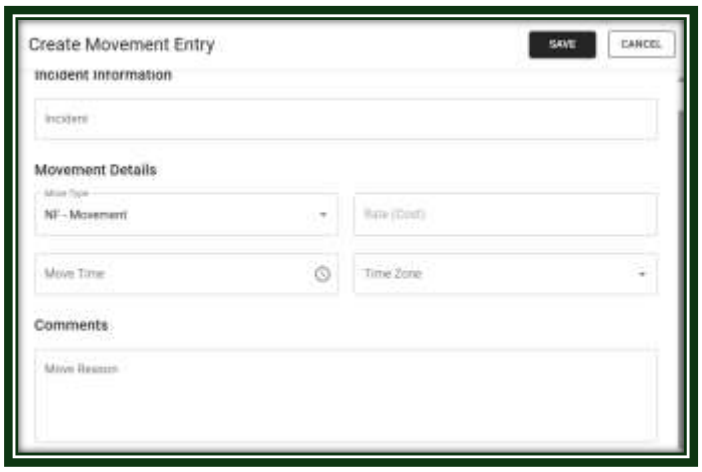
Commented [MC29]: The Landing Fee will also be pulled in from the landing fee information for the arrive at base.

Commented [MC30]: Comments appear to be required in order to save

Adding Movement/Cancelled Dispatch

1. Select Movement/Cancelled Dispatch from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button to add a new entry.
2. Select an Incident using the Incident Search.
3. Select Move Type from the dropdown. For a ramp move, select NF – Movement. Note: While on-ground cancelled dispatches may be recorded as CD- Cancelled Dispatch.
4. Enter the Move Time using 2400hr format.
5. Enter Move Reason as necessary and select Save.

Commented [MC31]: Move Reason

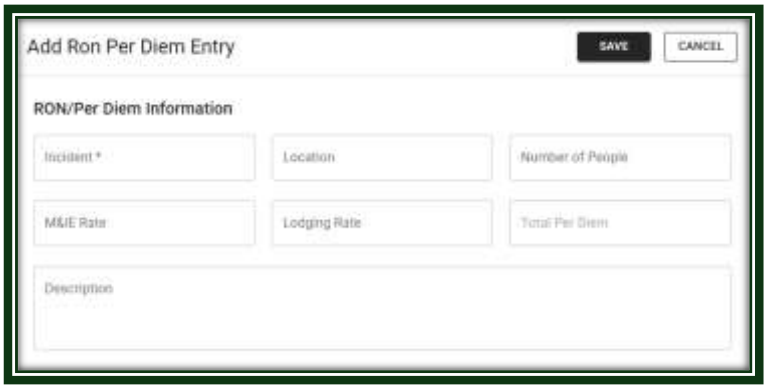


Adding RON/Per Diem

1. Select RON/Per Diem from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button to add a new entry.
2. Select an Incident using the Incident Search.
3. Enter Location and the Number of People the entry will apply for.

4. Enter M&IE Rate and Lodging Rate. If unknown, reference the GSA Per Diem Website.
5. Total Per Diem will calculate automatically.
6. Enter Description as necessary and select Save.

Commented [MC32]: Comments (Description)



Adding Seat Costs

SEAT Costs combines five sections specific to the SEAT Contracts: Extended Standby – Pilot (EP); Extended Standby – Driver (ET); Service Vehicle Mileage (SML); Additional Service Vehicle with Driver (SD); and Additional Personnel (P01). While combined into a single Data Entry Section, each of the five items should be considered separately. Though P55 appears in the Seat Cost Type, it will be included separately in this guide.

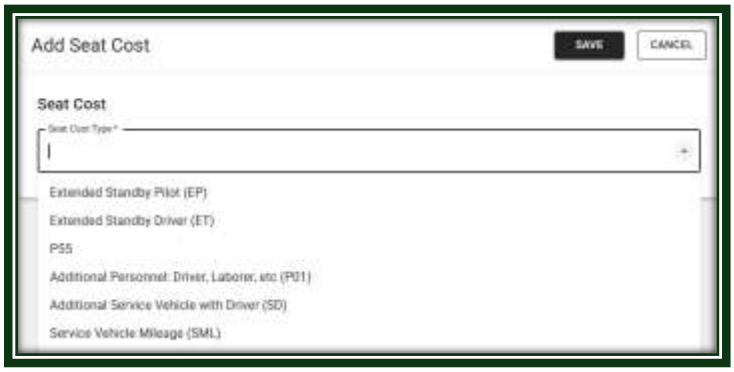
The following are general rules when adding SEAT Costs:

1. Select Seat Cost from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button to add a new entry.
2. Select **Seat Cost Type** from the section dropdown.
3. Each of the six sections has its own Incident Search. An Incident selected in one section applies to that section only. Ensure that each of the six sections have an Incident selected whether all the same or different.
4. Times should be entered using 2400hr format.
5. Except for the Base Dropdown to designate the Driver's location, all other fields are recorded as a number (e.g., number of Total Miles, or number of Additional Vehicles, etc.)

Commented [MC33]: six

Commented [MC34]: six

6. Hours, Rates, Cost, and Totals are each either populated given rates defined by the COR/PI or automatically calculated.
7. Each of the six sections has its own **Comments** field to make notes specific to each.
8. When all sections are complete, select Save.



Adding Misc. Costs

Misc Costs can be used to capture aircraft Costs not accounted for in the other Data Entry Sections. Misc Costs can be either Negative or Positive to reflect whether it is either a Credit or Charge.

1. Select Misc Costs from the Add additional data entry section dropdown.

2. Select an Incident using the Incident Search.

3. Enter the Cost. Use a (-) negative sign in front of the entered Cost to denote a deduction of the total amount paid to the aircraft.

4. Comments are required for the Misc Costs data entry section. Without comments, the section may be saved and returned to later. Until comments are added, the Misc Costs section will be flagged as incomplete and thus block an attempt to Submit the Aircraft Data Entry.

5. Select Save.

Commented [MC35]: six

Commented [MC36]: actually they are not and this must be investigated

Commented [BT37R36]: @McAdoo, David (CTR) - FS, DC -- any thoughts here?

Commented [MU38R36]: Checked current state. All fields are required to get the "check-mark" though none of the fields currently denote that with an *

Commented [AB39R36]: If the gist here is that all comments are necessary for this field, I think we should leave this as-is and the dev side can support this as necessary?

Commented [MC40R36]: In order for the Misc Cost child record, on a parent Aircraft Data Entry record, to have a status of complete, all three fields need to be populated. A user can SAVE the record without data in one or more of these fields but the status is left incomplete and because of that. the aircraft data entry person cannot SUBMIT the record on the General tab. We are currently redoing the front end and deploying the new forms (not out in PROD yet but in TEST and the fields are not marked with a star but should be)

Save and Submit

Saving and/or Submitting an Aircraft Data Entry stores all entered information for the current entry. If multiple "tabs" are open, each is considered independent and requires a separate **Save** or **Submit**.

An Aircraft Data Entry will need to be Saved before the Submit button is available.

- When multiple browser tabs are open, each tab will need to be saved independent of the others.
- While completing a Data Entry Section, selecting Save backs up both the section as well as the complete Aircraft Data Entry.
- The **Save** button at the at the top of the **Create Aircraft Entry form (Under General tab in ribbon)** saves the entry.

Submit not only saves the data but ensures each Data Entry Section is complete. Some Reports may not populate fully if the corresponding Aircraft Data Entries have not been Submitted.

The Submit option is only available if each Data Entry Section is showing complete on the Summary Table (signified by the checkmark in the Status column). The Submit option will be found in the "**General**" section, which is the first option on the Data Entry Ribbon. If the Status column says "Incomplete", the corresponding Data Entry Section needs to be completed before the user will have the option to Submit.

Commented [MC41]: AS of 5/13/25, there is yet to be a submit button

Commented [BT42R41]: @McAdoo, David (CTR) - FS, DC -- will there be a Submit button added?

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Commented [DM43]: @Lennox, Daniel (CTR) - FS, CO Please verify order of operations. Jeff showed me that the Submit button does not appear unless Saved first.

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Commented [MC44]: has not been implemented as of 5/13/25

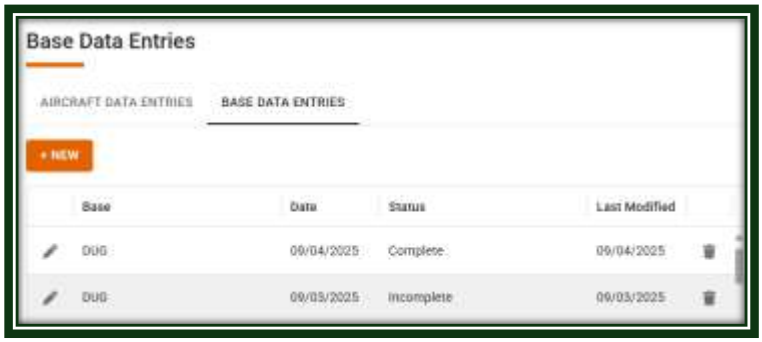
Use **Save** to store entered data throughout the day.

Use **Submit** at the end of the day when the entry is complete.

Base Data Entries

Base Data Entries are used to record non-aircraft related costs specific to retardant payment and reporting. The **Base Data Entries** page contains existing Aircraft Data Entries and can be filtered between a specific ***Base, Incomplete*** Data Entries and ***Completed*** Data Entries.

The Process for finding existing Base Data Entries, and Editing or Deleting existing Base Data Entries is the same process laid out in the Aircraft Data Entry portion of this guide.



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Commented [DM45]: Screenshot doesn't match Test. Base Data Entries Tab shows the Incomplete/Completed, not Aircraft Tab. Can have @Maisells, Douglas (CTR) - FS, CO Doug verify in PROD

Commented [MC46R45]: Yep, I have on a list to Conor to have him add that functionality back. Thanks for catch.

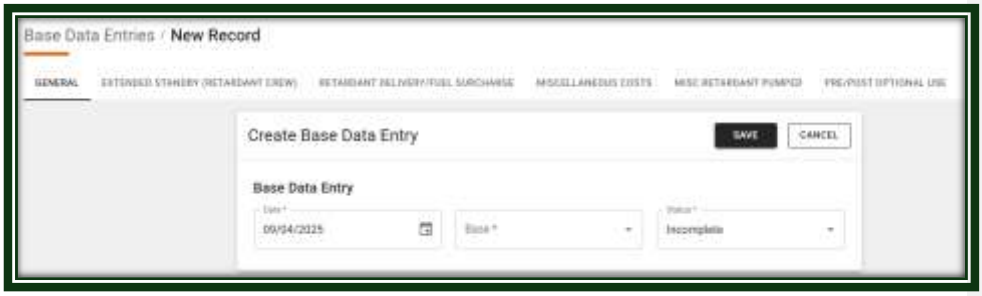
Commented [MC47]: This currently needs to be restored 5/12/25

Commented [AB48]: Add this link after creating the Index

Creating New Base Data Entries

To create a new entry, navigate to **Data Entry** on the toolbar and select Base Data Entries. This will navigate to a page showing User Entries you have created and/or have access to. At the Top Left portion of the page, select the **+NEW** button to add a new Base Data Entry.

A new record will populate along with a Data Entry Ribbon where additional details can be added including: ***Extended Standby (Retardant Crew), Retardant Delivery/Fuel Surcharge, Miscellaneous Costs, Misc Retardant Pumped,*** *and* **Pre/Post Optional Use.**



Adding Additional Details

Once you have saved your new entry, you will be able to add additional details from the Data Entry Ribbon. You may add ***Extended Standby (Retardant Crew), Retardant Delivery/Fuel Surcharge, Miscellaneous Costs, Misc Retardant Pumped,*** and /or **Pre/Post Optional Use.**

Extended Standby (Retardant Crew)

1. Select ***Extended Standby (Retardant Crew)*** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.

2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.

3. Enter the Start Time and Stop Time using 2400hr format.
4. Optionally, you may add # People, Hours, Rate, and/or Cost.
5. Enter comments as necessary and select **Save.**

Retardant Delivery/Fuel Surcharge

1. Select ***Retardant Delivery/Fuel Surcharge*** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.
3. Select the **Retardant Type** from the Dropdown and enter the **Number of Deliveries** and **Fuel Surcharge Cost** fields. The **Total Fuel Surcharge Cost** will then auto-populate.
4. Select **Save.**

Miscellaneous Costs

1. Select ***Miscellaneous Costs*** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.

2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.

3. Enter the **Cost**, **Brief Description,** and **Remarks** fields. Note that all fields are required to Save the entry.

4. Select **Save.**

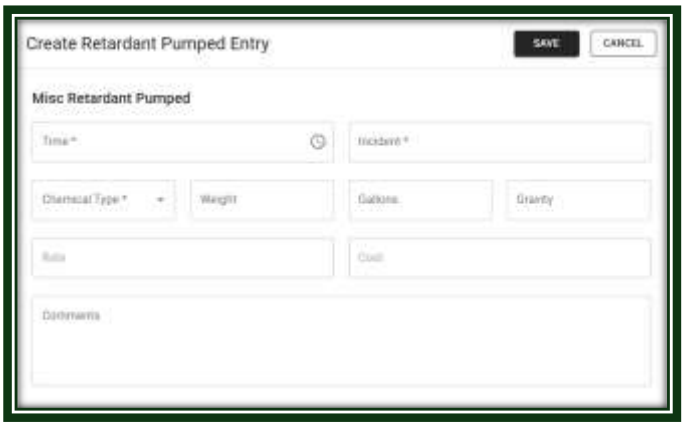
Misc Retardant Pumped

1. Select ***Miscellaneous Retardant Pumped*** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.

2. Enter **Time** using 2400hr format. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.

3. Select **Chemical Type** from the Dropdown menu and enter **Weight, Gallons,** and **Gravity** as applicable. **Rate** and **Cost** will the auto-populate.

4. Enter comments as necessary and select **Save.**



Pre/Post Optional Use

1. Select ***Pre/Post Optional Use*** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.

2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options. Cost will auto-populate upon selection.

3. Select **Save.**

Reports

Currently you can create the following reports in FLIGHT:

- Aircraft Daily Use Summary
- Daily Incident Cost Summary
- Landing Fees
- Retardant Use
- Flight Leg Report (Custom)
- Base Retardant Report
- Base Activity Report

You can toggle through reports using either (1) the options on the side panel bar or (2) by selecting any of the reports and using the navigation ribbon above the report.

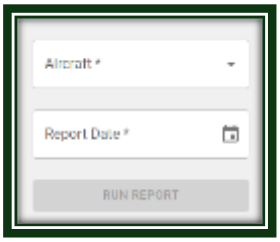
1. 

2.

Aircraft Daily Use Summary Report

This report summarizes aircraft use and cost for a particular date. To run this report:

1. Navigate to Reports on the left-hand toolbar and select Aircraft Daily Use Summary.
2. Select the Airtanker and Report Date, then select **Run Report**.



Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

Daily Incident Cost Summary Report

This report summarizes incident aircraft use and cost that can be tailored to a particular base or be inclusive of all bases for a single date. To run this report:

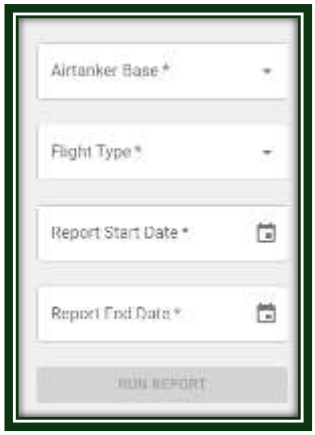
1. Navigate to Reports on the left-hand toolbar and select Daily Incident Cost Summary.
2. Select the Incident, Airtanker Base and Report Date, then select Run Report.

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

Landing Fees Report

This report creates a printable invoice tracking Landing Fees for a particular base and a range of dates. To run this report:

1. Navigate to Reports on the toolbar and select Landing Fees.
2. Select the Airtanker Base and date range, then select Run Report.



To download the report, select the Download PDF button under the Run Report button.

Retardant Use Report

This report summarizes the total retardant gallons and cost for a particular base and a range of dates. To run this report:

1. Navigate to Reports on the toolbar and select Retardant Use.
2. Select the Airtanker Base and date range, then select Run Report.

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

Flight Leg Report (Custom)

This report allows users to create a customizable report that can be manipulated to display desired data.

1. Navigate to Reports on the toolbar and select Flight Leg Report.
2. Select one or more of the following: Incident, Airtanker Base, Airtanker and/or Date Range. Select Refresh Grid. At least one field, but up to all fields, must be selected.

Commented [MU49]: It could be helpful to emphasize that none of the fields are required, just at least one. It seems the other reports have made it the intuitive assumption that it's all required severely limiting it's utility, instead of being the one different one.

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

Base Retardant Report

This report creates a brief year-to-date summary of retardant totals by chemical type for a particular base.

1. Navigate to Reports on the toolbar and select Base Retardant Report.
2. Select the Airtanker Base, then select Run Report.

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

Base Activity Report

This report builds a summary of the Base Data Entries created for a particular base. To run this report:

1. Navigate to Reports on the toolbar and select Base Activity Report
2. Select the Airtanker Base, then click Run Report. Optionally, an Incident and Date Range can be selected to limit the report to those respective costs or entries.

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

Bulk Base Delivery Record Report

This report builds a summary of Bulk Base Delivery Records. To run this report:

1. Navigate to Reports on the toolbar and select Bulk Base Activity Report
2. Select the Airtanker Base, Report Start Date, and Report End Date then click Run Report.