



## **Croatia Control Internet Briefing Manual**

**Croatia Control Internet Briefing :**

**<http://ib.crocontrol.hr/aes/>.**

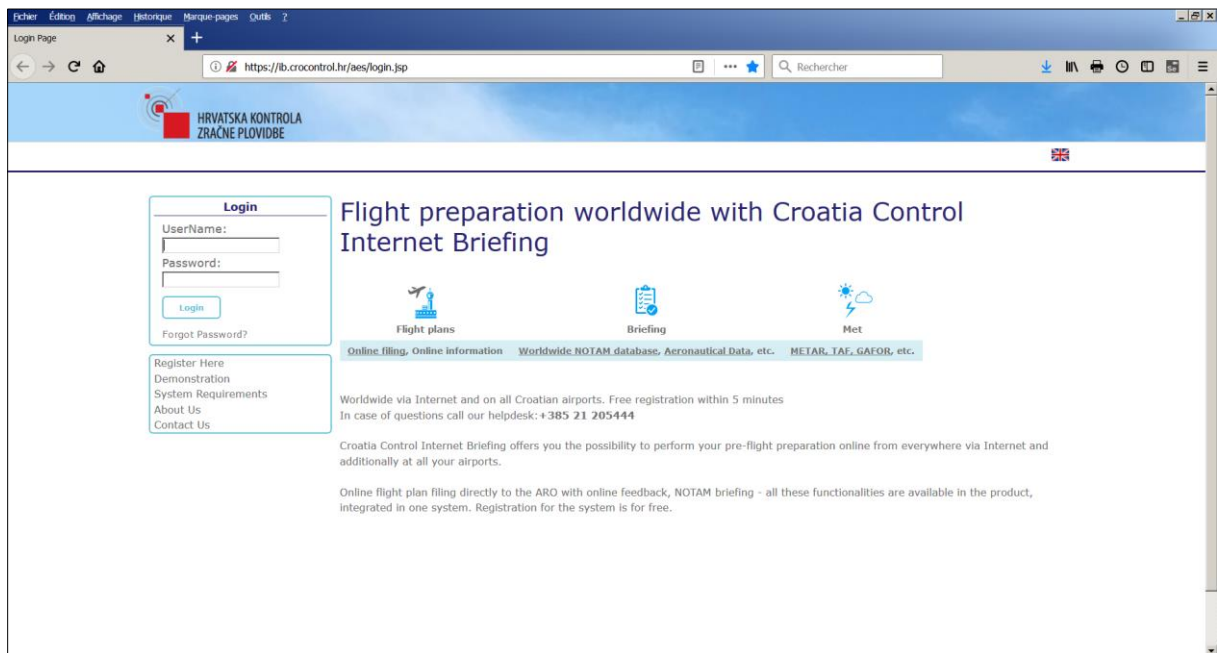


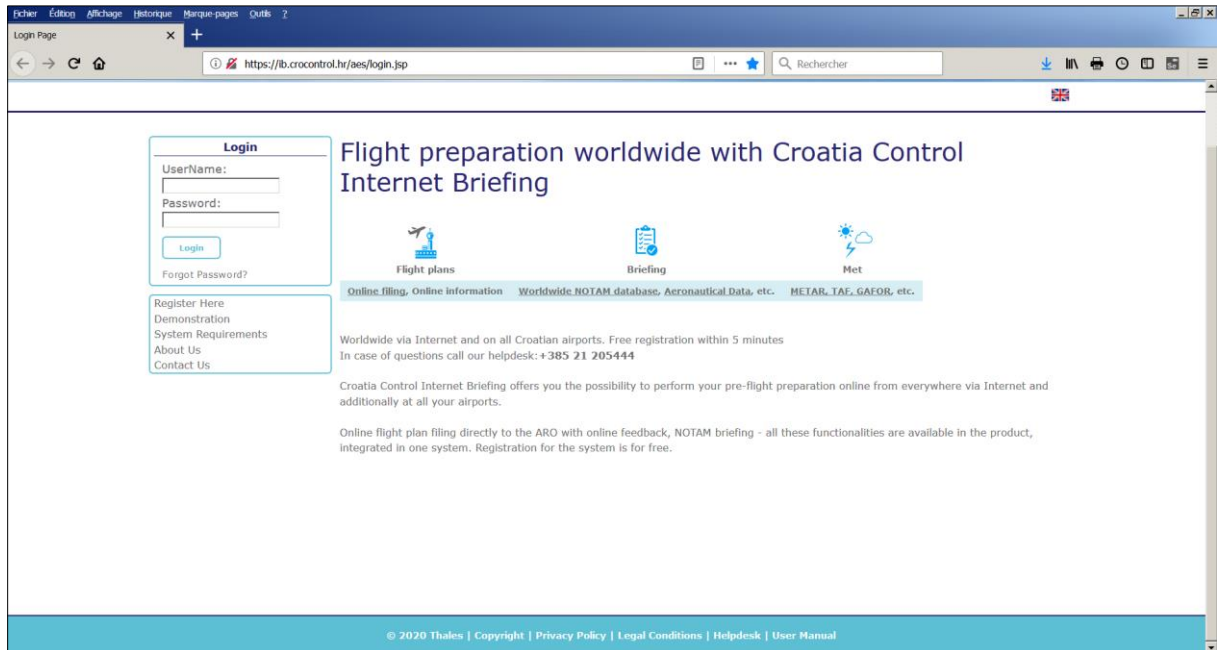
Figure 1. Welcome page

From the Welcome page, you may:

- Log in,
- Request a new password,
- Register on the system,
- Start demonstration,
- Display the system requirements,
- Get some company information,
- Contact the company managing the Web site.

## 1.1. LOGIN

To log in the Croatia Control Internet Briefing application, the Welcome page must be displayed in the Web browser.



On the Welcome page:

- Enter a valid Username and Password
- Click on the Login button
- The "Handbook" page will be displayed.

## 1.2. MAIN PAGE: HANDBOOK

When the log in step is successful, the following Handbook page is displayed.

**Flight Plans & Briefings Overview**

Click an icon to access your entries.

Click on the Search/Refresh button to update your Flight Plan status.

Search/Refresh Last Week

Item	Callsign	Departure	Destination	FOBT	Date	Internal Reference	Slot	FPL Status	Message Status
All								All	
	ZER3101	LDZA	LDDU	20:00	20/03/04		-	-	-
	ZER3101	LDZA	LDDU	20:00	20/03/04	040300003	-	Accepted	ok

Last refresh at 16:58:09 UTC 1 - 2 of 2 Items

**Legend**

- Accepted Flight Plan
- Pending Flight Plan
- Rejected Flight Plan
- Cancelled Flight Plan

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Figure 2. Handbook page





On top of page, from left to right, the main menu includes:

- *Flight Plans* entry to manage your FPL or to create your PIB
- *My Account* entry to manage your settings (for NOTAM, MET,...)
- *Aero-Data* entry to search for static data (aerodromes, aircraft,...)
- *MET* entry to request MET information
- *Links* to access AIP site (*optional*)
- *Help* entry to access FAQ, Helpdesk,...
- *My Profile* entry to manage your personal data (user settings,...)
- Flag icon which allows you to switch the page to another language

Below the Main menu, the Handbook page gives an overview of your FPL and your PIB, listed in reverse chronological order.

In front of each line of handbook, an icon allows to access your existing FPL or your existing briefing data.



### FPL Icon signification:

	Accepted FPL
	Pending FPL
	Rejected FPL
	Cancelled FPL

### FPL Status signification:

<i>Accepted</i>	FPL has been accepted by ARO system (i.e. validated, stored and distributed)
<i>Pending</i>	FPL is waiting for a manual validation to be performed by an ARO operator
<i>Rejected</i>	FPL has been rejected by an ARO operator
<i>Cancelled</i>	FPL has been cancelled (i.e. a CNL message has been validated, stored and distributed)

### PIB Icon signification:

	NOTAM Briefing (i.e. without MET info)
	NOTAM & MET Briefing

The 1 or 2 letter(s) on the right bottom of the icon gives the type of briefing:

“AD” means Aerodrome,

“RT” means Route,

“Z” means Zone.

At top right of the Main page, user could choose his preferred language.


## 1.3. ERGONOMIC & BEHAVIOUR

Some functional or ergonomic features may appear in different pages of the Croatia Control Internet Briefing application. This paragraph describes these common features.

### 1.3.1. MANDATORY FIELDS

In many pages having some text fields, a star (\*) is displayed after each mandatory field.

Ex:



EOBT (Time)

\*

### 1.3.2. CONTEXTUAL MENU



This icon may appear on left top of some pages and gives you access to some functions related to the displayed page.

Example on FPL Display page:

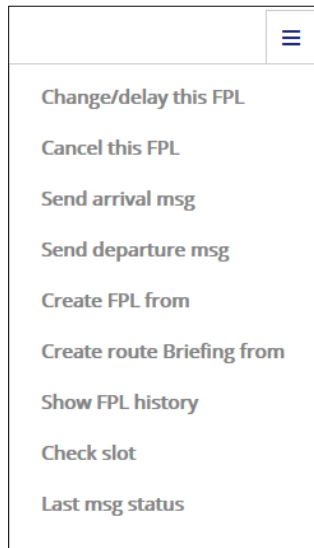


Figure 3. Contextual Menu

### 1.3.3. GRAPHICAL SEARCH


Let you choose graphically your aerodromes and FIRs.

Example from “Route Briefing” page:

Departure	<input type="text"/>	<a href="#">* Graphical Search</a>
-----------	----------------------	------------------------------------

Figure 4. Access to Graphical Search Example

Choose Zone, click on an aerodrome dot (turns red). Click on a FIR area (turns pink). Your choices are confirmed in the Graphical Search page in tabular form. Clicking OK returns you to the Briefing page, with your choices incorporated.



Departure:  Destination:

Alternate destination aerodromes:

Alternate en-route aerodromes in flight order:

Crossed FIRs in flight order:

Figure 5. Graphical Search page

### 1.3.4. TYPE OF BRIEFING

In all Briefing pages, you can choose the type of briefing (i.e. selected information) to be included in the PIB result.

Type of Briefing	<div>Personal Briefing ▼ Minimum Briefing Personal Briefing Maximum Briefing</div>
Destination	<input type="text"/> <a href="#">Graphical Search</a>

Figure 6. Type of Briefing

3 types of Briefing are proposed:

- |                          |  |
|--------------------------|--|
| <b>MINIMUM BRIEFING</b>  | Smallest briefing according to ICAO rules.<br>It contains the minimum amount of information conformant with ICAO rules.  |
| <b>PERSONAL BRIEFING</b> | Briefing according to your NOTAM settings in settings menu.<br>It contains an amount of information that is decided by the NOTAM purpose in the briefing settings. |
| <b>MAXIMUM BRIEFING</b>  | All information available.<br>It contains the maximum amount of information available.   |

### 1.3.5. HOW TO DISPLAY OR TO UPDATE

The Handbook page allows to display or to update an existing FPL or a Briefing result by clicking the leading icon of the relevant item.

#### 1.3.5.1. How to display or Update a FPL

From the Handbook, click on a FPL icon and use the contextual menu to update (Delay, Cancel, etc.)

**Flight Plan**

[Printable Format](#)

Change/delay this FPL  
Cancel this FPL  
Send arrival msg  
Send departure msg  
Create FPL from  
Create route Briefing from  
Show FPL history  
Check slot  
Last msg status

**Flight Plan**

*Do not cause false search & rescue alerts!*

Please close your FPL on Croatia Control Internet Briefing immediately after landing using the arrival message (ARR) for a destination on a non controlled aerodrome.  
If there is no System available please call at the responsible ARO.

3 Message Type	7 Aircraft Identification	8 Flight Rules	Type of Flight
(FPL	- AF001	- V	G
9 Number	Type of Aircraft	Wake Turbulence Category	10 Equipment
-	/ B737	- M	-S /C
13 Departure Aerodrome	Time	Date	
- LDZA	1800	200304	
15 Speed	Level		
- Knots 0230	VFR		
Route			
DCT			
16 Destination Aerodrome	Total EET	Alternate Aerodrome	2nd Alternate Aerodrome
- LFPO	0111		
18 Other Information			

your FPL as follows:

Figure 7. FPL Display / Update

In this example, the contextual menu allows you:

- to change, to delay or to cancel this FPL,
- to send a departure or an arrival message for this FPL,
- to create a new FPL from this FPL,
- to create a route Briefing from this FPL,
- to show the history of this FPL,
- to check the slot,
- to get the last message status.



Before sending any FPL message, the system will displayed the generated message and will ask you to confirm the transmission of this message to the ARO.

### 1.3.5.2. How to display or Update a Briefing

Click on a Briefing icon and use the contextual menu to access functions related to an existing Briefing (new FPL from, New Briefing from, update).

<

Figure 8. Aerodrome Briefing View

This page gives you all information related to this Briefing:

- the parameters provided to request this Briefing,
- the Identification (PIB id), the date/time and the format of the Briefing result,
- if you already have requested an update for this briefing,

Use the “View” link to display the Briefing result.

Use the contextual menu:

- to create a new FPL from this Briefing,
- to create a new Briefing from this Briefing,
- to get an update of this Briefing.

### 1.3.6. BRIEFING RESULT FORMAT

All PIB requests (Route, Zone and Aerodrome) allow the user to get the result in an HTML or a PDF format.

In a same way, the layout of a PIB result is the same for all PIB requests but the PIB header gives you the information regarding the type of briefing (Route, Zone or Aerodrome) and the parameters used for the query.

Example of a Route Briefing result:

# Pre-Flight Information Bulletin



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



[View in PDF](#)

AERONAUTICAL INFORMATION			
ROUTE		PRE-FLIGHT INFORMATION BULLETIN	
Briefing Id	B0400007	Date/Time	04MAR20 1200
Period	04MAR20 1700 TO 04MAR20 2111		
Briefing includes BIRDTAM SNOWTAM ASHTAM NOTAM METEO DOCINFO			
Aircraft Id	AF001	Subject	
Traffic	+V +IV	Purpose	+B +BO +NB +NBO
Lower Level	0	Upper Level	999
ADEP	LDZA	Radius	90 NM
ADES	LFPO	Radius	90 NM
ALTN AD			
FIR	LDZO LFFF		
Route	N0230VFR DCT		
FPL	(FPL-AF001-VG -B737/M-S/C -LDZA1800 -N0230VFR DCT -LFPO0111 -DOF/200304)		

Figure 9. Route Briefing result

Just the first part of an example briefing is shown here (briefings can be very long, with chart images at the end). There are links for viewing as PDF, formatting ready for print.

## 1.4. ALL MENUS

The full set of available entries from the Main top menu is presented in the following table:

<b>Main entry</b>	<b>Sub entry</b>	<b>Description</b>
<b>Flight Plans</b>	My flight plans & briefings	Display the Handbook page
	New Route Briefing	Create a new route briefing
	New Zone Briefing	Create a new Zone briefing
	New Aerodrome Briefing	Create a new Aerodrome briefing
	Create flight plan	Create a new FPL
	Flight Plan Import	Fill up a FPL page using a FPL message text
	Flight Plan Templates	Manage FPL templates
<b>My Account</b>	NOTAM Settings	Manage NOTAM settings used for briefing request
	MET Settings	Manage MET settings used for briefing request
	My FIRs	Manage my personal FIR lists
	My Aerodromes	Manage my personal Aerodrome lists
	My Routes	Manage my personal Route lists
	Pilots	Manage my personal Pilot lists
<b>Aero-Data</b>	Aerodromes	Search for aerodromes in static data
	Aircraft	Search for aircrafts in static data
	Routes	Search for routes in static data
	En-Route Airways	Search for en-route airways in static data
	FIR/UIR	Search for FIR/UIR in static data
	Fixes	Search for fixes in static data
	Restrictive Airspace	Search for restrictive airspace in static data
<b>MET</b>	Briefing	Request a MET briefing with text data
	Charts	Request a MET briefing with charts data
	Area Forecasts	Request a MET briefing with area forecast data
	Satellite	Request a MET briefing with satellite pictures
<b>Links</b>	AIP	Link to AIP site (optional)
<b>Help</b>	FAQ	Display the "Frequently Asked Questions" page
	Help Desk	Display the Help desk information (telephone, mail,...)
	Company Information	Display the company information page
<b>My Profile</b>	My flight plans & briefings	Display your Handbook page
	User Settings	Manage your personal information (surname, first name,...)
	User Log	Display your activities on the system (login, FPL, briefings,...)
	Display Message	Display the notification message

## **2. FUNCTIONS FROM THE “WELCOME” PAGE**

The Welcome page gives access to few functions without been logged on the Croatia Control Internet Briefing application.

### **2.1. REGISTERING WITH CROATIA CONTROL INTERNET BRIEFING**

To register with Croatia Control Internet Briefing as a new user, open the main Welcome page, and click the "Register Here" link.

Click Continue button.

Fill in the fields shown. Note that Croatia Control Internet Briefing chooses your password and will send it to you at the e-mail address you enter here.

Fill in all mandatory fields (those marked with asterisk \*). Tick "agree with the legal conditions".

Click Continue button.

Check all data entered correctly.

Click Complete registration button.

Registration was successful. Click "*Go to start page*" link to return to the Welcome page. Wait for your e-mail which will give you your password.

### **2.2. FORGOTTEN PASSWORD**

Click "*Forgot Password ?*" button.

Fill in the personal details requested and click "*Find Password*" button.

You have been recognized as a valid user. Click "*Go to start page*". This takes you to the Welcome page, ready for your log-in.

Wait for your e-mail, which will reveal your forgotten password.

### 3. FUNCTIONS FROM THE “HANDBOOK” PAGE

#### 3.1. “FLIGHT PLANS” MENU

This menu gives you access to the following entries:

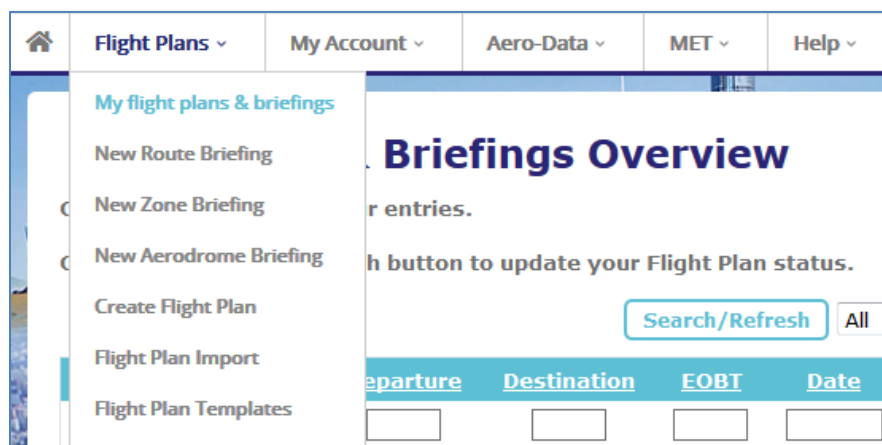


Figure 10. *Flight Plans* Menu

##### 3.1.1. “MY FLIGHT PLANS & BRIEFINGS” ENTRY

This entry displays the "Handbook" page. Refer to the Croatia Control Internet Briefing "Overview" chapter to have a full description of the Handbook page.

### 3.1.2. “NEW ROUTE BRIEFING” ENTRY

This entry allows you to create a new briefing by route. The following page is displayed.

## Route Briefing

Briefing content	<input checked="" type="checkbox"/> NOTAM <input checked="" type="checkbox"/> MET	Type of Briefing	Personal Briefing
Aircraft Id	<input type="text"/> *	Destination	<input type="text"/> *
Departure	<input type="text"/> *	Time of flight	<input type="text"/> *(EOBT)
Date of flight	<input type="text"/> 200304 *	Flight Level	<input type="text"/> *
Total EET	<input type="text"/> *		
Flight Rules	IFR / VFR		
True air speed	<input type="text"/> * knots		
Cruising level interval	<input type="text"/> 000 / <input type="text"/> 999		
Alternate dest. aerodromes	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <a href="#">Personal list</a>		
Alt. aerodromes (in flight order) <a href="#">view more</a>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<a href="#">personal list</a>
Crossed FIRs (in flight order) <a href="#">view more</a>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<a href="#">fill in FIRs from aerodromes personal list</a>

Notam Briefing: STANDARD ROUTE BRIEFING will be performed

Meteo Briefing: There is not enough information yet to determine the type of Briefing

[Display in Browser \(HTML\)](#)
[Display in Printable Form \(PDF\)](#)
[Reset Form](#)

Figure 11. Route Briefing

Select the expected type of Briefing.

Fill up all mandatory fields.

Click on “*Display in browser (HTML)*” button or “*Display in Printable Form (PDF)*” button to get the PIB result.

### 3.1.3. “NEW ZONE BRIEFING” ENTRY

**Zone Briefing**

Briefing content	<input checked="" type="checkbox"/> NOTAM <input checked="" type="checkbox"/> MET	Type of Briefing	Personal Briefing ▾
Flight Rules	VFR ▾	Flight Level	<input type="text"/> *
Region	World ▾	Selected area	<input type="text"/> ▾

[Display in Browser \(HTML\)](#) [Display in Printable Form \(PDF\)](#)

Figure 12. Zone Briefing

Select the expected type of Briefing.

Fill up all mandatory fields.

Click on “*Display in browser (HTML)*” button or “*Display in Printable Form (PDF)*” button to get the PIB result.

### 3.1.4. “NEW AERODROME BRIEFING” ENTRY

**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="#">view more</a> ⓘ		
Area around Aerodrome	<input type="text" value="0"/> * Miles		
NOTAM Flight Level Interval	000/ <input type="text" value="999"/>		
Flight Rules	IFR / VFR ▼	MET Flight Level	<input type="text"/> *

[Display in Browser \(HTML\)](#) [Display in Printable Form \(PDF\)](#)

Figure 13. Aerodrome Briefing

Select the expected type of Briefing.

Fill up all mandatory fields.

If you set 0 in the field **Area around aerodrome**, only NOTAMs about the aerodrome itself will be included in your briefing.

Click on “*Display in browser (HTML)*” button or “*Display in Printable Form (PDF)*” button to get the PIB result.



### 3.1.5. “CREATE FLIGHT PLAN” ENTRY

The following page is displayed:

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

All fields marked (\*) are mandatory

Flight Plan				
3 Message Type	7 Aircraft Identification	REG	8 Flight Rules	Type of Flight
(PPL	- <input type="text"/> *	<input type="text"/> REG Fill	- I. IFR <input type="text"/> *	G. General Aviation <input type="text"/> *
9 Number	Type of Aircraft	Wake Turbulence Category	10 Equipment	
- 1 <input type="text"/> *	- <input type="text"/> *	/ L - Light <input type="text"/> *	- S <input type="text"/> / C <input type="text"/> * select	
13 Departure Aerodrome		EOBT (Time)	EOBD (Date)	
- <input type="text"/> *		<input type="text"/> *	2020/03/04 <input type="text"/> *	
15 Speed		Level		
- N - Knots <input type="text"/> *		F - Flight Level <input type="text"/> *		
Route				
<div><div><input type="text"/></div><div><div>CFMU RTE</div><div>(CFMU route assistance)</div><div><a href="#">Search</a> (my stored routes)</div></div></div>				
16 Destination Aerodrome		Total EET	Alternate Aerodrome	2nd Alternate Aerodrome
- <input type="text"/> *		<input type="text"/> *	<input type="text"/>	<input type="text"/>
18 Other Information				
<div><div><input type="text"/></div><div>) Field 18 Indicators: <input type="text"/></div></div>				

Supplementary Information							
19 Endurance		Persons on Board		Emergency Radio(tick if equipped)			
-E/ <input type="text"/> *		P/ <input type="text"/> *		R/ <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> E			
Survival Equipment(tick if equipped)				Jackets(tick if equipped)			
Polar	Desert	Maritime	Jungle	Light	Fluores	UHF	VHF
S/ <input type="checkbox"/> P	<input type="checkbox"/> D	<input type="checkbox"/> M	<input type="checkbox"/> J	<input type="checkbox"/> L / <input type="checkbox"/> L	<input type="checkbox"/> F	<input type="checkbox"/> U	<input type="checkbox"/> V
Dinghies							
Number		Capacity		Cover		Colour	
D/ <input type="text"/>		<input type="text"/>		<input type="checkbox"/> C		<input type="text"/>	
Aircraft Colour and Markings							
A/ <input type="text"/> *							
Remarks							
R/ <input type="text"/>							
Pilot-In-Command							
C/ <input type="text"/> *See List							

Fill SMS and e-mail data automatically with  - Select -

☐ I want to receive Flight Plan related messages(SLOT, ACK...)via e-mail.

E-mail address:  (e.g.: test@pilot.com)

Figure 14. FPL Creation (step 1)

Fill up all mandatory fields (you will be prompted when a mandatory field is empty).

Click on “next step” button.

This popup message is displayed:

No emergency radio equipment. Are you sure you want to continue ?

Figure 15. No emergency radio equipment

Click on “OK” if you don’t want to add any emergency radio equipment.

The next page displays a confirmation page holding the FPL message to be created.

**Flight Plan Message (Step 2 of 2)**

Printable format

Flight Plan Creation (PRXXXXXX)

(FPL-TESTFPL-IG  
-B737/M-S/C  
-VLVT2300  
-N0450F240 DCT  
-LFPG0900  
-DOF/181012)

Send

Back

Figure 16. Flight Plan Message (Step 2 of 2)

Click on “*Send*” button to validate your FPL or click “*Back*” to make some modifications.

From main menu, select “*Flight Plans...My flight plans & briefings*” to display your Handbook page.

The new created flight plan heads the list with a “Pending” status. That means it has been transmitted to ARO for a manual validation by an operator.

### 3.1.6. CANCELLING A FLIGHT PLAN

In the listing, the color of the "F" icon changes, depending on whether the FPL is "Pending", or has been "Accepted" or "Rejected" by ARO operator.


Item	Callsign	Departure	Destination	EOBT	Date	Internal Reference	Slot	FPL Status	Message Status
All ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		All ▾	
<a href="#">Graphical Search</a>									
	HPG002	UBBB	LFPG	21:00	18/07/04	040700002	-	Accepted	<a href="#">ok</a>

Figure 17. FPL Cancel (step 1)

You could CANCEL an accepted FPL (if not more than 4 hours old !).

First clicks on its "F" icon to retrieve its Flight Plan page. The Flight Plan page is displayed.

Use the contextual menu (on the top right) and select "*Cancel this FPL*". The "Flight Plan Message" is displayed.

## Flight Plan Message (Step 2 of 2)

 Printable format

Flight Plan Cancellation

(CNL-HPG002-UBBB2100-LFPG-DOF/180704)

Send

Back

Flight plan is cancelled when you see the cancellation symbol in your handbook

Figure 18. FPL CNL Message

Check the ICAO format "CNL" (Cancel) message generated. Click the "Send" button.


Item	Callsign	Departure	Destination	EOBT	Date	Internal Reference	Slot	FPL Status	Message Status
All ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		All ▾	
<u>Graphical Search</u>									
	HPG002	<u>UBBB</u>	<u>LFPG</u>	21:00	18/07/04	040700002	-	Cancelled	<u>ok</u>

Figure 19. FPL Cancelled

Refresh the Handbook page from time to time. Once the ARO operator has validated the cancel, the FPL is shown as "Cancelled" in the Handbook list.



**NEVER try to cancel or otherwise modify a FPL that is "Pending" (Contact Help Desk in such cases)**

### 3.1.7. “IMPORTING A FLIGHT PLAN” ENTRY

In order to create a new FPL, this feature allows you to fill up a FPL page from a free text holding a FPL message or to import several FPL from a file.

#### 3.1.7.1. Import one FPL

From the “Flight Plans” Main menu, select the “Flight Plan Import” entry. The following page is displayed.

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

import only one flightplan: | mass import from a file:

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-AF001-VG  
-B737/M-S/C  
-LDZA1800  
-N0230VFR DCT  
-LFPO0111  
-DOF/200304)

Import Flight Plan

Figure 20. Flight Plan Import (step 1)

The link [ICAO format](#) can be clicked to view a number of typical examples of FPLs in ICAO format (you can paste samples of these).

Copy the text in ICAO format from some other FPL and paste it into the text field.  
Then click on “Flight Plan Import” button.

The standard FPL Creation page is displayed. Complete the page if necessary.

### Import flight plan (Step 2 of 2)

All fields marked (\*) are mandatory

Flight Plan				
3 Message Type	7 Aircraft Identification	REG	8 Flight Rules	Type of Flight
(FPL	- AF001 *	<input type="text"/> REG Fill	- V. VFR *	G. General Aviation *
9 Number	Type of Aircraft	Wake Turbulence Category	10 Equipment	
- 1 *	- B737 *	/ M - Medium *	- S <input type="text"/> / C <input type="text"/> * select	
13 Departure Aerodrome		EOBT (Time)	EOBD (Date)	
- LDZA *		1800 *	2020/03/04 *	
15 Speed		Level		
- N - Knots <input type="text"/> 0230 *		VFR <input type="text"/>		
Route				
<div>DCT</div> <div></div>			<div>CFMU RTE</div> <div>(CFMU route assistance)</div> <div>Search (my stored routes)</div>	
16 Destination Aerodrome		Total EET	Alternate Aerodrome	2nd Alternate Aerodrome
- LFPO *		0111 *	<input type="text"/>	<input type="text"/>
18 Other Information				
<div></div>			<div>Field 18 Indicators: <input type="text"/> - Select - <input type="text"/></div>	
Supplementary Information				

Figure 21. Flight Plan Import (step 2)

All the details of the imported flight plan are placed into a standard Flight Plan form. The FPL is checked and transmitted in the same way as for any flight plan form.

### 3.1.7.2. Import several FPL

To import several FPL at a time, from the “Flight Plans” Main menu, select the “Flight Plan Import” entry and then click on “mass import from a file” tab.

The following page is displayed.

## Import Flight Plan (Step 1 of 2)

☐ import only one flightplan:

☐ mass import from a file:

Create a text file with flightplans in ICAO format then upload it with the file input field

Parcourir...

Aucun fichier sélectionné.

import flight plans

Click on the **Browse** button to select a file on the workstation, then click on **import flight plans** to import all the flight plans contained in the file.

The flight plans are stored in ICAO format in the file as in the example below.

```
(FPL-FLT0521-IG-A342/H-S/C-YPPH1400-N0300F300 DCT-FAJS0200-)  
(FPL-FLT0522-IG-A342/H-S/C-YPPH1700-N0300F300 DCT-FAJS0200-)  
(FPL-FLT0523-IG-A342/H-S/C-YPPH2000-N0300F300 DCT-FAJS0200-)
```

By default, up to 20 FPL messages can be imported at a time.

### 3.1.8. “FLIGHT PLAN TEMPLATES” ENTRY

The Croatia Control Internet Briefing system allows you to create your own FPL templates. From the “Flight Plans” Main menu, select the “Flight Plan Templates” entry. The following page is displayed:



# Flight Plan Templates

Click on an Item (i.e. the F-Symbol) to view details.

Search

Item	Template ID	Callsign	Departure	Destination	EOBT
	<input type="text"/> TEMPAF1	<input type="text"/> AESAF1	<input type="text"/> LDZA	<input type="text"/> LEPG	<input type="text"/> 18:00
	<input type="text"/> TEMPAF2	<input type="text"/> AESAF2	<input type="text"/> LDZA	<input type="text"/> LEPG	<input type="text"/> 18:00
Last refresh at 14:10:52 UTC					1 - 2 of 2 Items

Figure 22. FPL Templates

It lists the existing FPL templates and allows you to search among your templates those matching specific criteria (id, callsign,etc.).

### 3.2. “MY ACCOUNT” MENU

In the menu **My Account**, you can define and store your own parameters for Briefing request.

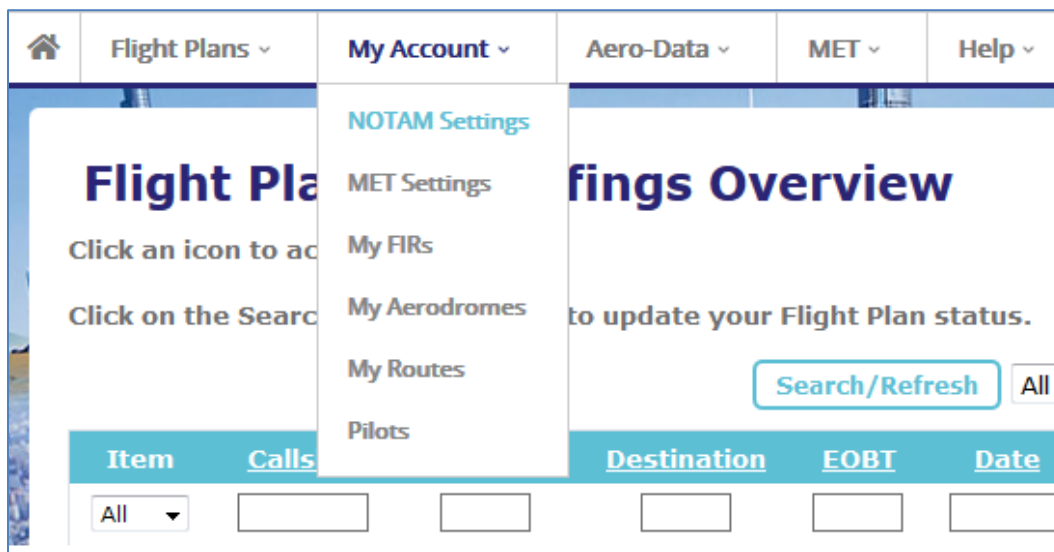


Figure 23. *My Account* menu

#### 3.2.1. “NOTAM SETTINGS” ENTRY

You can choose your personal NOTAM settings used to build the NOTAM-queries for the briefings.

### Notam Briefing Settings

AIS products included in the Briefing

Briefing Time Frame

Include/Exclude NOTAM

Radius of Cylinder around Aerodromes

Series type of NOTAM

Type of NOTAM purpose

☒ NOTAM ☒ SNOWTAM ☒ ASHTAM ☒ BIRDTAM ☒ Non NOTAM Information

Start  hour(s) before Estimated Off-Block Time

End  hour(s) after Estimated Landing Time

☒ Include all NOTAM

☐ Exclude NOTAM with effective date earlier than

days before start of Briefing Time Frame for IFR flights

days before start of Briefing Time Frame for other flights

NM

☒ International ☒ National ☒ Military

#### Settings for AIS Briefings based on a Flight Plan

Calculation Preference

Vertical Limit for En-Route Information

☐ Use Narrow Route instead of Standard Route (width  NM)

+/- FL  around Cruising Level

#### Settings for AIS Briefings not based on a Flight Plan

Cruising Level Interval

Upper Flight Level  (999 interpreted as UNL)

Lower Flight Level  (000 interpreted as GND)

Store Settings

Reset to Default

Figure 24. *My NOTAM Briefing Settings*

The fields are pre-filled by default with standard values. The settings you use will decide the content of any briefing requested. Click **Store Settings** button.

### 3.2.2. “MET SETTINGS” ENTRY

Similarly you can choose your personal MET settings.

#### MET Briefing Settings

These settings will be used for your personal MET Briefings.

MET Product	VFR	IFR	Displayed as ...
METAR/SPECI (SA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text
TAF (FC, FT)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text
Aerodrome Warning (WO)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text
SIGMET (WS, WV, WC)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text
GAMET (FA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Text
AIRMET (WA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Text
Special AIREP (UA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text
Tropical Cyclone Advisories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text
Volcanic Ashes Advisories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Text

Store SettingsReset to Default

Figure 25. My MET Settings

The fields are pre-filled by default with standard values. The settings you use will decide the content of the METEO part of any briefings requested. Click **Store Settings** button.

### 3.2.3. “MY FIRS” ENTRY

You can create your own lists of FIRs and use them to fill up more easily the FIR fields requested during the creation of a Briefing.

#### List of Personal FIRs

You may use your personal FIR lists stored hereunder for your AIS and MET Briefings.

List Name
<input type="text"/>
<u>JOHN FIRS</u>

1-1 of 1 Items

Figure 26. List of Personal FIRs

Use the contextual menu on the top right of the page to manage your FIRs lists.

### 3.2.4. “MY AERODROMES” ENTRY

You can create your own lists of aerodromes and use them to fill up more easily the alternate airport fields requested during the creation of a Briefing.

#### List of Personal Aerodromes

You may use your Personal Aerodrome Lists stored hereunder for your Flight Plans & Briefings.

List Name
<input type="text"/>
<u>JOHN AERODROMES</u>

1-1 of 1 Items

Figure 27. My List of Personal Aerodromes

Use the contextual menu on the top right of the page to manage your aerodrome lists.

### 3.2.5. “MY ROUTES” ENTRY

You can create your own lists of routes and use them to fill up more easily the route field requested during the creation of a Briefing or a FPL.

**List of Personal Routes**

On this page you may store routings which can be accessed later on directly from the Flight Plan mask.

Search

Identifier	Departure Aerodrome	Destination Aerodrome	Flight Rules	Distance
<input type="text"/>	<input type="text"/>	<input type="text"/>	All	
JOHNROUTES	EDDE	VHHH	I	

1-1 of 1 Items

Figure 28. My List of Personal Routes

Use the contextual menu on the top right of the page to manage your Routes lists.

### 3.2.6. “PILOTS” ENTRY

You can create your own lists of pilots and use them to fill up more easily the pilote field requested during the creation of a FPL.

**List of Pilots**

You may use pilot data stored hereunder for the filling of the FPL form (field 19).

Search

Pilot Name
<input type="text"/>
JOHN ALEN

1-1 of 1 Items

Figure 29. List of Pilots

Use the contextual menu on the top right of the page to manage your Pilot lists.

## 3.3. “AERO-DATA” MENU

From the main menu bar, this menu allows you to access the main static data needed to use in the Croatia Control Internet Briefing system. All this data are in a read-only mode. That means you are not allowed to modify them and are provided only for verification purpose.

For each type of static data (aerodrome, aircraft, routes,...), some search criteria are available to help you to retrieve specific data.



Aerodrome Details	
Definition	
ICAO Code	FMEP
ATA/IATA Code	
Location	
Name	SAINT PIERRE PIERREFONDS
Description	
Localization	
Area Code	AFR
Country ICAO Code	FM
FIR ICAO Code	FMMM
Latitude	S21° 19' 18.00"
Longitude	E055° 25' 32.00"
Geodetic Datum	
Magnetic Variation	019.0W
Aerodrome Elevation	60 Ft
Information	
IFR Capabilities	Yes
Recommended Navaid Id	

Figure 32. Aerodrome Details

Note: the screenshot here above does not present all parts of the Aerodrome Details page.

### 3.3.2. “AIRCRAFT” ENTRY

List of Aircraft Types			
<input type="text"/> <input type="button" value="Search"/>			
Designator	Name	Wake Turbulence	Engine Code
<input type="text"/>	<input type="text"/>		
<u>PIL</u>	Pilln, T-35 Pilln, T-35 Tamiz, Tamiz, ECH-51 Pilln, Pilln, T-35A Pilln, T-35B Pilln, T-35C Pilln, T-35D Pilln, T-35S Pilln, Pilln, T-35 Pilln, PA-28R-300 Pilln, Pilln	Light	L1P
<u>TPIL</u>	Aucn, T-35DT Turbo Pilln, T-35TX Aucn, Turbo Pilln	Light	L1T
1-2 of 2 Items			

Figure 33. Aircrafts List

To display an item, click on the corresponding aircraft designator.

Aircraft Types Details	
Definition	
Designator	TPIL
Name	Aucn, T-35DT Turbo Pilln, T-35TX Aucn, Turbo Pilln
Manufacturer	ENAER, ENAER, ENAER, ENAER
Information	
Wake Turbulence	Light
Engine Code	L1T

Figure 34. Aircraft Details

### 3.3.3. “ROUTES” ENTRY

**List of Routes**

Identifier	Departure Aerodrome	Destination Aerodrome	Flight Rules	Distance
<input type="text"/>	<input type="text" value="UB"/> <input type="button" value="Search"/>	<input type="text" value=""/> <input type="button" value="Search"/>	<input type="button" value="All"/> ▾	
<a href="#">Graphical Search</a>				
<a href="#">HPG001</a>	UBBB	LFPG	I	

1-1 of 1 Items

Figure 35. Route Page

To display an item, click on the corresponding route identifier.

**Route Details**

Identifier

HPG001

Departure Aerodrome

UBBB

Destination Aerodrome

LFPG

Route

N0450F230 DCT GINET DCT KURAK DCT LOBIN DCT ALUBI DCT ABRAN DCT LAPKA DCT OKORA DCT PEROL DCT DEPIN DCT SOLGO DCT NANCY DCT

Flight Rules

I

Distance

Alternate Aerodrome(s)

FIR(s)

Figure 36. Route Details

### 3.3.4. “EN-ROUTE AIRWAYS” ENTRY

**List of En-Route Airways**

Enroute airway Identifier	FIX Country ICAO Code	FIX Identifier
<input type="text" value="P87"/>	<input type="text"/>	<input type="text"/>
<a href="#">P87</a>		
<a href="#">P870</a>		
<a href="#">P874</a>		

1-3 of 3 Items

**En-Route Airway Details**

Enroute airway Identifier : P870

Enroute airway description :

Area Code	FIX Country ICAO Code	FIX Identifier	FIX Type	Level	Outbound Bearing	Outbound Bearing	Minimum Altitude	Minimum Altitude	Maximum Altitude	Distance	Allowed direction
EUR	LO	<a href="#">MILGO</a>	Waypoint	L	278.0 M						
							FL140		FL245	070.7 NM	
EUR	LO	<a href="#">RASTA</a>	Waypoint	L							
EEU	EE	<a href="#">DOBAN</a>	Waypoint	L	176.0 M						
							FL095	FL095	FL195	027.5 NM	
EEU	EE	<a href="#">NAVOT</a>	Waypoint	L	176.0 M	356.0 M					
							FL095	FL095	FL195	087.1 NM	
EEU	EV	<a href="#">SOKVA</a>	Waypoint	L		356.0 M					

1-5 of 5 Items

Figure 38. En-Route Airway Details

3.3.5. “FIR/UIR” ENTRY

**FIR/UIR List**

Search

Find option : Find Only FIR

FIR UIR ID	FIR UIR Indicator	FIR UIR Name
<div>LF</div> <div>Graphical search</div>	<div>FIR or UIR</div>	
<a href="#">LFBB</a>	FIR	BORDEAUX
<a href="#">LFFF</a>	FIR	REIMS
<a href="#">LFFF</a>	FIR	PARIS
<a href="#">LFFF</a>	UIR	FRANCE
<a href="#">LFMM</a>	FIR	MARSEILLE
<a href="#">LFRR</a>	FIR	BREST

1 - 6 of 6 Items

Figure 39. FIR/UIR Page



To display an item, click on the corresponding FIR/UIR identifier.

## FIR/UIR Details

Definition

Identifier	LFMM
Indicator	FIR
Name	MARSEILLE
Description	

Area

Area Code	EUR
-----------	-----

Information

FIR Upper Limit	FL195
UIR Lower Limit	
UIR Upper Limit	
Weighted Center Latitude	N42° 46' 00.00"
Weighted Center Longitude	E005° 47' 00.00"
Weighted Radius	248 NM

Figure 40. FIR/UIR Details

### 3.3.6. “FIXES” ENTRY

### List of Fixes

Search

Identifier	Country ICAO Code	Name	Type	Related Airport(s)
<input type="text" value="A"/>	<input type="text" value="LF"/>		<input type="text" value="NDB Navaid"/>	
<a href="#">AB</a>	LF	ALBI LE SEQ	NDB Navaid	Enroute
<a href="#">ABY</a>	LF	ALBERT BRAY	NDB Navaid	Enroute
<a href="#">AG</a>	LF	AGEN	NDB Navaid	Enroute
<a href="#">AGO</a>	LF	ANGOULEME	NDB Navaid	Enroute
<a href="#">AL</a>	LF	ALENCON	NDB Navaid	Enroute
<a href="#">ALM</a>	LF	AIX-LES-MILLES	NDB Navaid	Enroute
<a href="#">AMB</a>	LF	AMBOISE	NDB Navaid	Enroute
<a href="#">AP</a>	LF	COLMAR-MEYENHEIM	NDB Navaid	Enroute
<a href="#">AR</a>	LF	AURILLAC	NDB Navaid	Enroute
<a href="#">AS</a>	LF	ANGERS-AVRILLE	NDB Navaid	Enroute
<a href="#">AT</a>	LF	ANNECY MEYTHET	NDB Navaid	Enroute
<a href="#">AUB</a>	LF	AUBENAS	NDB Navaid	Enroute
<a href="#">AV</a>	LF	AVORD	NDB Navaid	Enroute
<a href="#">AVD</a>	LF	AVORD	NDB Navaid	Enroute
<a href="#">AX</a>	LF	AUXERRE	NDB Navaid	Enroute

1 - 15 of 15 Items

Figure 41. Fixes Page

To display an item, click on the corresponding Fixe identifier.

## NDB Navaid Details

Definition

Identifier	AMB
Name	AMBOISE
Related airport(s)	Enroute
Description	

Frequency	0341.0 KHz
-----------	------------

Localization

Area Code	EUR
Country ICAO Code	LF
FIR ICAO id	LFFF
UIR ICAO id	LFFF
Latitude	N47° 25' 05.40"
Longitude	E001° 02' 27.60"
Geodetic Datum	
Magnetic Variation	002.1W

Figure 42. Fix (NDB) Details

### 3.3.7. “RESTRICTIVE AIRSPACES” ENTRY

## List of Restrictive Airspaces

Search

Country ICAO Code	Type	Designation	Multi Code	Level	Name
FM	C - Caution				
FM	C	ANTANARIVO		L	ANTANANARIVO FUEL DUMPING AREA

1-1 of 1 Items

Figure 43. Restrictive Airspace Page

To display an item, click on the corresponding Restrictive Airspace identifier.

## Restrictive Airspace Details

Definition

Country Code	FM
Type	Caution
Designation	ANTANARIVO
Multi Code	
Name	ANTANANARIVO FUEL DUMPING AREA
Lower Limit	07972 Ft
Unit Indicator Lower Limit	Above mean sea level
Upper Limit	Unlimited
Unit Indicator Upper Limit	
Area Code	AFR
Controlling Agency	

Activation Information

Figure 44. Restrictive Airspace Details

Note: the screenshot here above does not present all parts of the Restrictive Airspace Details page.

### 3.4. “MET” MENU

From the main menu bar, this menu allows you to access the MET products available in the Croatia Control Internet Briefing system. All this data are in a read-only mode.

Like the static data, for each type of MET products (METAR, TAF, etc.) you have to input some parameters to retrieve them.

#### 3.4.1. “BRIEFING” ENTRY

**MET Briefing**

**Airport departure/destination**

Departure

Destination

**FIRs [view more](#)**

**My Personal FIRs** ☐ ☐

**Aerodromes [view more](#)**

**My Personal Aerodromes** ☐ ☐

**MET Product**

- ☒ METAR
- ☒ TAF
- ☒ SIGMET
- ☒ GAMET
- ☒ AIRMET
- ☒ Special AIREP (UA)
- ☒ Tropical Cyclones Advisory
- ☒ Volcanic Ash Advisory
- ☒ Aerodrome Warning

**Submit**

Figure 45. Briefing

Input and select the criteria for the expected MET products and click on “Submit” link to get the MET information concerning your criteria.

### 3.4.2. “CHARTS” ENTRY

## Charts

Time for low level charts

1500 UTC

Time for middle and high level charts

1200 UTC

SIGMET

+

Low level

[Croatia](#)

[Austria](#)

[France](#)

[Germany](#)

[Romania](#)

[Serbia and Montenegro](#)

[Slovenia](#)

[United Kingdom](#)

Middle and high level

[Europe](#)

[Africa](#)

[Asia](#)

[Asia Polar](#)

[Indian Ocean](#)

[North America](#)

[South America](#)

Display in Browser (HTML)

Display in Printable Form (PDF)

Figure 46. MET Charts

Select the criteria for the expected MET products and click on “Display in Browser (HTML)” link to get the MET information in HTML format or click on "Display in Printable Form (PDF)" link to get the result in PDF format.

### 3.4.3. “AERA FORECATS” ENTRY

#### Area Forecasts

Time for middle and high level charts

##### Others

CB	+
CAT FL450	+
CAT FL390	+
CAT FL340	+
CAT FL300	+
CAT FL270	+
CAT FL240	+
ICT FL300	+
ICT FL240	+
ICT FL180	+
ICT FL140	+
ICT FL100	+
ICE FL300	+
ICE FL240	+
ICE FL180	+
ICE FL140	+
ICE FL100	+

[Display in Browser \(HTML\)](#)

[Display in Printable Form \(PDF\)](#)

Figure 47. Area Forecats

Select the criteria for the expected MET products and click on “Display in Browser (HTML)” link to get the MET information in HTML format or click on "Display in Printable Form (PDF)" link to get the result in PDF format.

#### 3.4.4. “SATELLITE” ENTRY

##### Satellite Picture

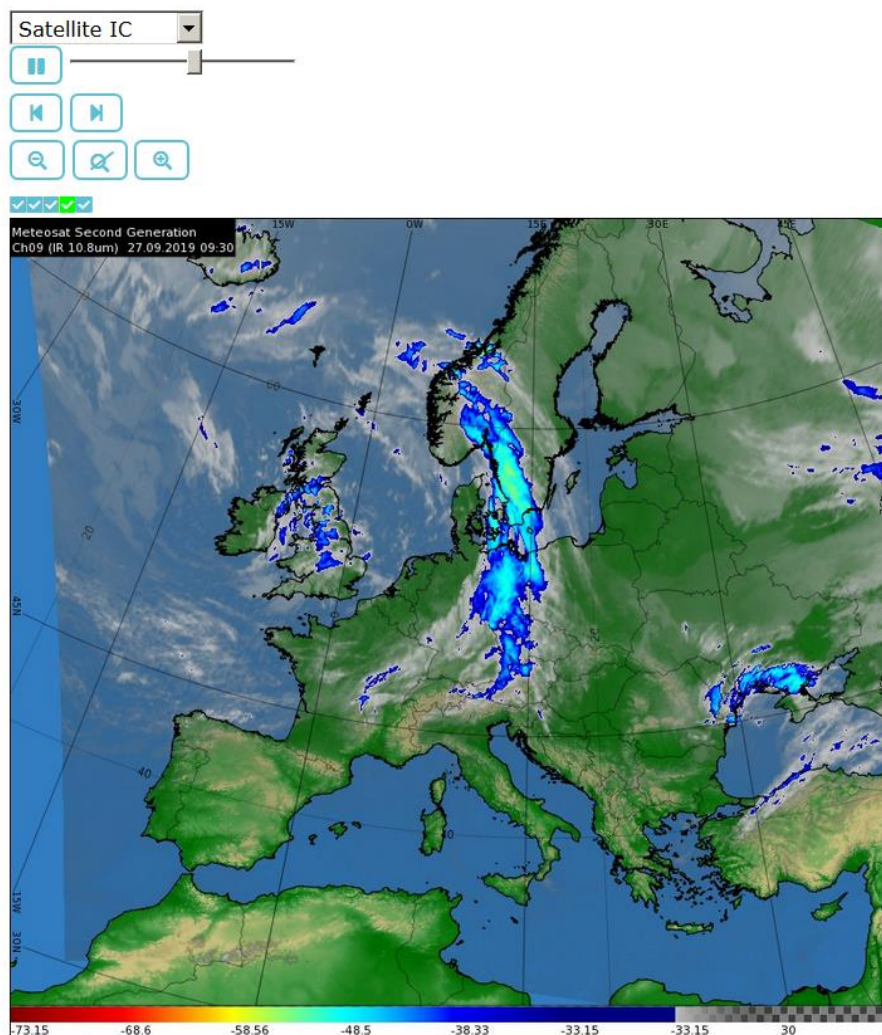


Figure 48. Satellite

Select the type of satellite image and the system will automatically display the relevant image. Using the different button under the image title, you can:

- Freeze or unfreeze the animated picture,
- Move from a picture to the previous/next one,
- Increase or decrease the picture size.

#### 3.5. “HELP” MENU

All entries in this menu provide you with different helps for the Croatia Control Internet Briefing system.

##### 3.5.1. FAQ

This menu entry gives the Frequently Asked Questions for Croatia Control Internet Briefing system and their respective answers.

### **3.5.2.    HELPDESK**

This menu entry gives the information to contact the Croatia Control Internet Briefing support.

### **3.5.3.    COMPANY INFORMATION**

This menu entry gives the information of the organization responsible for the Croatia Control Internet Briefing site.

### 3.6. “MY PROFILE” MENU

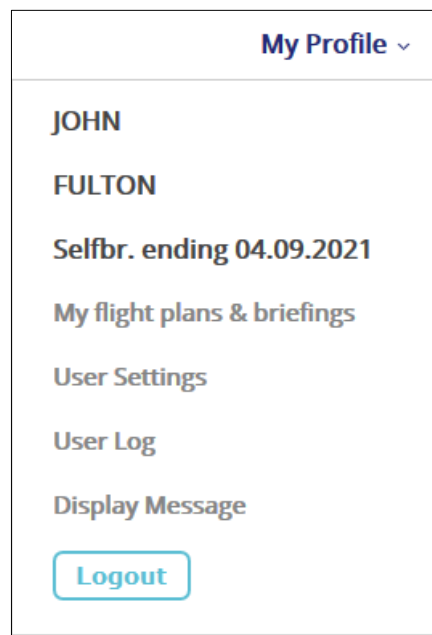


Figure 49. *My Profile* menu

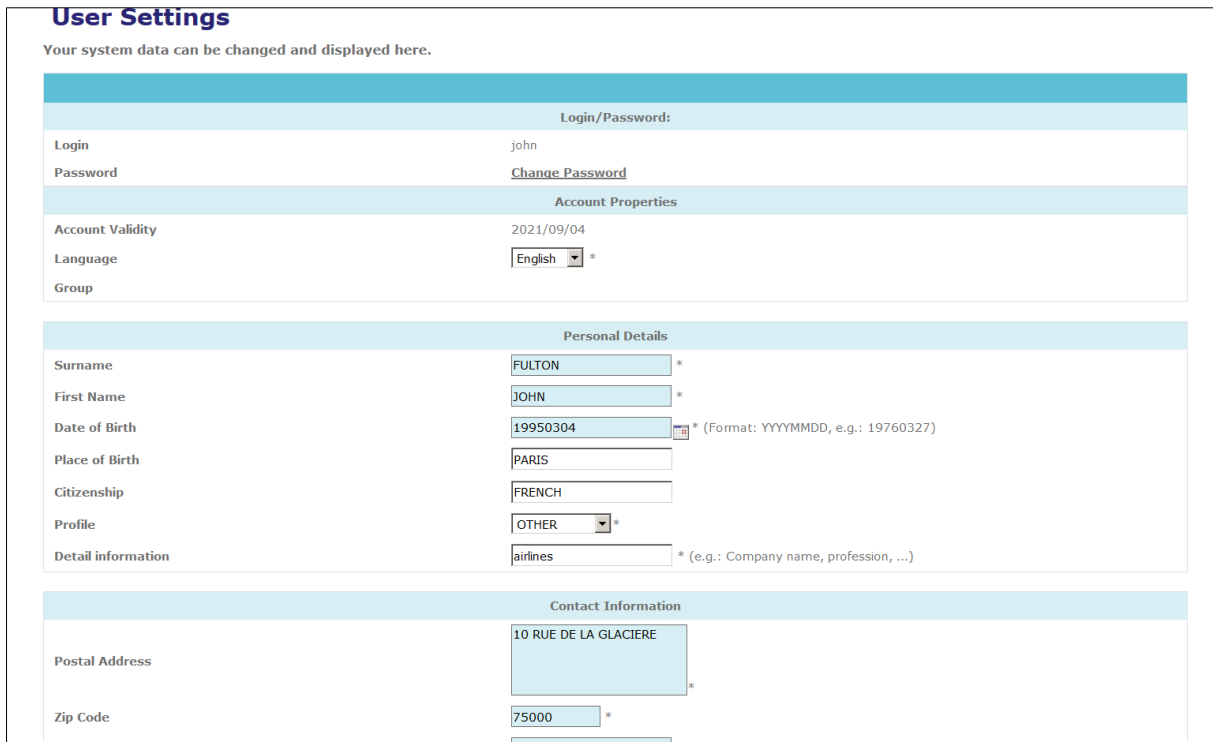
This popup menu gives:

- Your surname,
- Your firstname,
- The validity date for your selfbriefing account,
- A shortcut to your handbook,
- Access to your user settings, logs and displayed message.



### 3.6.1. USER SETTINGS

The user settings are your personal data provided during the subscribing step. You may update some of them during the validity period of your subscription.



**User Settings**

Your system data can be changed and displayed here.

Login/Password:	
Login	john
Password	<a href="#">Change Password</a>

Account Properties	
Account Validity	2021/09/04
Language	English *
Group	

Personal Details	
Surname	FULTON *
First Name	JOHN *
Date of Birth	19950304 * (Format: YYYYMMDD, e.g.: 19760327)
Place of Birth	PARIS
Citizenship	FRENCH
Profile	OTHER *
Detail information	airlines * (e.g.: Company name, profession, ...)

Contact Information	
Postal Address	10 RUE DE LA GLACIERE *
Zip Code	75000 *

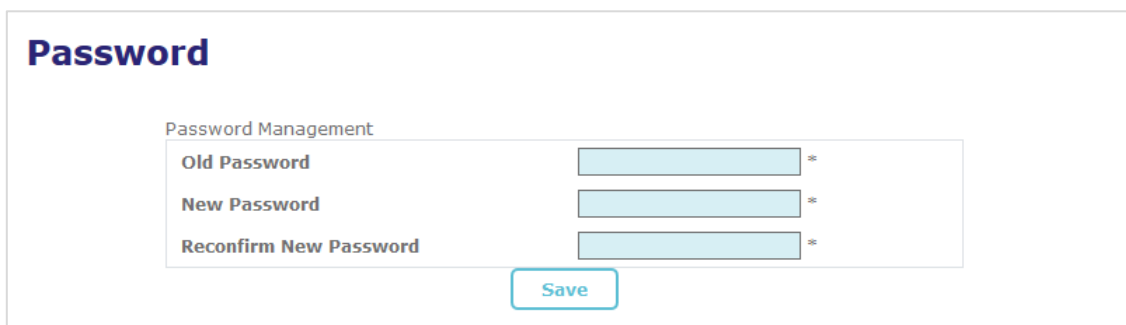
Figure 50. User Settings

Modify some fields and click on "Save" button to save your personal data.

### 3.6.2. HOW TO CHANGE YOUR PASSWORD

Log in, and click "User Settings".

Click "Change Password" link. The following page is displayed:



**Password**

Password Management

Old Password	<input type="password"/>	*
New Password	<input type="password"/>	*
Reconfirm New Password	<input type="password"/>	*

[Save](#)

Figure 51. Change of password

Fill in your current password.

Enter the new password (twice, to confirm).

And click "Save" button.

### 3.6.3. USER LOG

The following page is displayed and gives your activities on the Croatia Control Internet Briefing system.

User Log

Here is a list of all actions

Search

Date yyMMdd	Activities	Actions
<input type="text"/>	<div>All</div> <div>Meteo activities</div> <div>Meteo activities</div> <div>Meteo activities</div> <div>Meteo activities</div> <div>Login and Connection</div> <div>Logout Activities</div> <div>Meteo activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Aeronautical activities</div> <div>Login and Connection</div> <div>Logout Activities</div>	<div>All</div> <div>Asta</div> <div>Asta</div> <div>Special Products for Gliding</div> <div>Satellite Picture</div> <div>from Intranet position</div> <div>Logout</div> <div>Metars, Tafs</div> <div>Display Restrictive Airspaces</div> <div>List of Restrictive Airspaces</div> <div>Display ndb navaid</div> <div>List of Fixes</div> <div>Display Fir/Uir</div> <div>Fir/Uir List</div> <div>Display Enroute Airways</div> <div>List of Enroute Airways</div> <div>List of Routes</div> <div>from Intranet position</div> <div>Logout</div>

Figure 52. User Log

Date, activity type and actions criteria allows you to search for specific data.

### 3.6.4. DISPLAY MESSAGE

This item displays the current information message from the Croatia Control Internet Briefing.

**(End of Main Document)**