

## Remote Requester Manual



## Table of Contents

<b>Table of Contents</b> .....	<b>ii</b>
<b>Table of Figures</b> .....	<b>v</b>
<b>Table of Tables</b> .....	<b>v</b>
<b>Introduction</b> .....	<b>1</b>
1.1. Purpose. ....	1
1.2. Remote Requester Role Defined.....	1
1.3. JALIS Defined. ....	1
1.4. How This Manual is Organized.....	1
1.5. Assistance and Problem Reporting. ....	1
1.6. Document Conventions.....	2
1.7. How to Use JALIS. ....	2
Use of Menu Bar Options .....	3
Icons and Conventional Keys Used in JALIS.....	4
1.8. Running Reports in JALIS.....	11
<b>Processing the Remote Requester Menu Options</b> .....	<b>14</b>
Accessing the Remote Requester User Menu.....	14
<b>Input Airlift Request</b> .....	<b>16</b>
How to Enter a New Airlift Request .....	16
Request Block .....	20
Departure Block.....	20
Arrival Block .....	21
Request Block Continued.....	21
Coordinators Block .....	21
Request Block Continued.....	22
Pending Block .....	22
Authorized By Block .....	22
Classification Block .....	22
Modification Block .....	23
Verification Block.....	23
Request Block Continued.....	23
How to Duplicate a Request or Add a Lift.....	24
How to Modify a Request.....	25
<b>Input Airlift Request - Addresses Screen</b> .....	<b>26</b>
How to Complete the Input Airlift Request - Addresses/Office Codes Screen .....	26
How to Update Addressee Information.....	27
Request Block .....	28
Addressees Block.....	28
Addressees Office Codes Block.....	28
<b>Input Airlift Request - Passenger Manifests Screen</b> .....	<b>29</b>
How to Complete the Input Airlift Request - Passengers Manifests Screen .....	29
How to Modify Passenger Information.....	30
Request Block .....	31
Passenger Manifests Block.....	31
<b>Input Airlift Request - Cargo Manifest Screen</b> .....	<b>32</b>
How to Complete the Input Airlift Request - Cargo Manifest Screen.....	32
How to update an Existing Cargo Manifest.....	33
Request Block .....	34

Cargo Manifests Block .....	34
<b>Input Airlift Request - Remarks Screen.....</b>	<b>35</b>
How to Complete the Input Airlift Request Remarks Screen .....	35
How to Update Remarks .....	36
Request Block .....	37
Remarks Block .....	37
Remark Texts Block .....	37
<b>Airlift Request Status – Requests.....</b>	<b>38</b>
How to View the Status of an Airlift Request .....	38
Request Block .....	40
Scheduled Lifts Block .....	40
Cancelled Lifts Block .....	41
<b>Airlift Request Status - Flown Lifts.....</b>	<b>42</b>
How To Use the Airlift Request Status - Flown Lifts Screen .....	42
Request Block .....	43
Flown Lifts Block .....	44
<b>Airlift Request Status — Regrets/Passoffs.....</b>	<b>45</b>
Viewing the Airlift Request Status - Regrets/Passoffs Screen .....	45
Request Block .....	46
Regret Status Block.....	47
Passoff Status Block .....	47
<b>Passenger Maintenance.....</b>	<b>48</b>
How to Enter New Passenger Information.....	48
How to Update Existing Passenger Information .....	50
Passenger Block .....	50
Service Block.....	51
Remarks Block .....	51
<b>Airlift Request Report .....</b>	<b>52</b>
How to Run an Airlift Request Report.....	52
Report Block.....	53
Criteria Block .....	53
<b>Summary of Requests Report.....</b>	<b>54</b>
How to Run a Summary of Requests Report.....	54
Report Block.....	56
Criteria Block .....	56
<b>Display Flight Advisory.....</b>	<b>57</b>
How to Display a Flight Advisory .....	57
Scheduled Mission Block .....	58
Scheduled Legs Block.....	59
<b>Display Flight Advisory — Scheduled Lifts.....</b>	<b>60</b>
How to use the Display a Flight Advisory - Scheduled Lifts screen.....	60
Scheduled Mission Block .....	61
Scheduled Lifts Block.....	61
Request Block .....	62
Departure Block.....	62
Arrival Block .....	63
<b>Display Flight Advisory — Manifests Screen .....</b>	<b>64</b>
How to use the Display a Flight Advisory - Manifests screen.....	64
Scheduled Mission Block .....	65
Manifests Block .....	65

<b>Display Flight Advisory — Remarks</b> .....	<b>66</b>
How to use the Display a Flight Advisory - Remarks screen.....	66
Scheduled Mission Block .....	67
Remarks Block .....	67
Remark Texts Block .....	67
<b>Display Flight Advisory — Mission Contacts</b> .....	<b>68</b>
How to use the Display a Flight Advisory - Mission Contacts screen.....	68
Scheduled Mission Block .....	69
Remarks Block .....	69
<b>Display Flight Advisory — Messages</b> .....	<b>70</b>
How to use the Display a Flight Advisory - Messages Screen .....	70
Scheduled Mission Block .....	71
Messages Block .....	71
Message Remarks Block.....	71
<b>Proposed Flight Itinerary</b> .....	<b>72</b>
How to Use Aircraft (L)ist (O)f (V)alues for Proposed Flight Screen .....	72
How to use the Proposed Flight Itinerary Screen .....	73
How to Switch between Aircrafts for easy comparison.....	75
Proposed Flight Block .....	75
Proposed Itinerary Legs Block .....	76
Lifts Block .....	76
<b>Missions for an ICAO Pair Report</b> .....	<b>77</b>
How to Run a Missions for an ICAO Pair Report.....	77
Report Block.....	79
Criteria Block .....	79
<b>Missions thru an ICAO Report</b> .....	<b>80</b>
How to Run Missions thru an ICAO Report .....	80
Report Block.....	82
Criteria Block .....	82
<b>Electronic Log Maintenance</b> .....	<b>83</b>
How to Enter New Log Information .....	83
How to Update Existing Log Information .....	84
Log Entries Block .....	84
Log Texts Block.....	85
<b>Electronic Log Report</b> .....	<b>86</b>
How to Run an Electronic Log Report .....	86
Report Block.....	87
Criteria Block .....	88
<b>Messages Report</b> .....	<b>89</b>
How to Run a Messages Report and Print Flight Advisory Messages .....	89
How to Print Messages Regarding Passoffs or Regrets .....	90
Destination Block.....	91
Print Flight Advisory Block.....	91
Print Request Passoffs or Regrets Block .....	91
<b>E-Mail Messages</b> .....	<b>92</b>
How to E-Mail a Flight Advisory .....	92
How to E-Mail Regret or Passoff Messages .....	93
Messages Block .....	94
E-Mail Regret/Passoff Messages Block .....	94

## **Table of Figures**

Figure 1. JALIS Menu and Icon Bars .....	2
Figure 2 . Sample JALIS Screen .....	5
Figure 3. Sample Cover Page of a JALIS Report.....	11
Figure 4. Use of the "New" Button.....	12
Figure 5. Remote Request User Menu.....	15
Figure 6. Input Airlift Requests - Requests.....	16
Figure 7. Input Airlift Request - Addresses.....	26
Figure 8. Input Airlift Request - Manifests .....	29
Figure 9. Input Airlift Request – Cargo Manifests.....	32
Figure 10. Input Airlift Requests - Remarks .....	35
Figure 11. Airlift Request Status – Requests .....	38
Figure 12. Airlift Request Status - Flown Lifts .....	42
Figure 13. Airlift Request Status - Regrets/Passoffs .....	45
Figure 14. Passenger Maintenance.....	48
Figure 15. Airlift Request Report .....	52
Figure 16. Summary of Requests Report.....	54
Figure 17. Display Flight Advisory - Scheduled Missions.....	57
Figure 18. Display Flight Advisory - Scheduled Lifts .....	60
Figure 19. Display Flight Advisory - Manifests .....	64
Figure 20. Display Flight Advisory - Remarks .....	66
Figure 21. Display Flight Advisory - Mission Contacts .....	68
Figure 22. Display Flight Advisory - Messages .....	70
Figure 23. Proposed Flight Itinerary .....	72
Figure 24. Missions for an ICAO Pair Report.....	77
Figure 25. Missions thru an ICAO Report .....	80
Figure 26. Electronic Log Maintenance.....	83
Figure 27. Electronic Log Report.....	86
Figure 28. Messages Report .....	89
Figure 29. E-Mail Messages.....	92

## **Table of Tables**

Table 1. Use of Menu Bar Options .....	3
Table 2. Icons and Conventional Keys Used in JALIS.....	4



# Introduction

## **1.1. Purpose.**

This chapter, which is an annex to the main body of the Joint Air Logistics Information System (JALIS) End User Manual (EM)-01, provides you, the remote requester, with procedures for using JALIS to accomplish your assigned tasks.

## **1.2. Remote Requester Role Defined.**

Remote requesters are individuals who belong to a military command and who have access to JALIS. Using JALIS, you input airlift requests and view flight information associated with the airlift requests. You accomplish these tasks using the Remote Requester User Menu option within JALIS, which allows you to maintain passenger files; create, maintain, and review airlift requests; and enter proposed plans for flight routes.

## **1.3. JALIS Defined.**

JALIS is a multipurpose on-demand automated scheduling program for Operational Support Aircraft (OSA) and Navy Unique Fleet Essential Aircraft (NUFEA). The program provides an airlift data collection and analysis system for airlift and aircraft management. Through this program, airlift requesters can enter airlift requests and retrieve flight status information. JALIS provides the airlift schedulers with a decision-support tool to develop efficient flight schedules based on the priority of requests and the availability of aircraft assets. The program also provides the aircraft operators with an online tool to communicate the latest aircraft status, retrieve flight assignments, and enter post-mission reporting data. JALIS meets the requirement for multi-service coordinated air logistics scheduling as directed by the Chairman, Joint Chiefs of Staff. The Navy Air Logistics Office (NAVAIRLOGOFF) developed JALIS using the ORACLE programming language.

## **1.4. How This Manual is Organized.**

Chapter 1 plus five other chapters are stand-alone annexes to the JALIS EM. Each chapter outlines the procedures for processing a specific option within JALIS related to a specific role. For example, this chapter deals only with the options supporting the duties and responsibilities of the remote requester.

Chapter 1 is the only document you as the remote requester need to use JALIS. You may, however, wish to look at the entire EM, which provides a system overview, offers information on access and security considerations, provides procedures for logging into JALIS, and lists hardware and software requirements. The EM also contains a glossary of commonly used terms and abbreviations, as well as a list of system errors you may encounter. Your site's Data Administrator has a copy of the entire JALIS EM, including all six chapter annexes.

## **1.5. Assistance and Problem Reporting.**

If you encounter difficulties using JALIS, have questions concerning the information in this document, or need to report a problem, contact the JALIS Help Desk at one of the following numbers:

Toll Free	1-800-535-2585, Ext. 1215
Commercial	504-678-1215
Digital Switched Network (DSN)	678-1215

*The JALIS Help Desk is staffed 24 hours a day, 7 days a week.*

### 1.6. Document Conventions.

The following typographic conventions are used throughout this chapter.

- a. Specific keys on your keyboard are indicated by mixed-case bolded characters enclosed by angle brackets (< >) followed by the word "key," e.g., <Tab> key, <Enter> key.
- b. Keyboard characters are represented by words, even though some keys appear as graphic symbols on your keyboard. For example, the arrow keys are usually depicted on the keyboard with actual arrows pointing to the left, right, up, and down. In this document, such keys are presented as the <Left Arrow>, <Right Arrow>, <Up Arrow>, and <Down Arrow> keys.
- c. Function keys are represented with the letter "F" followed by the applicable number, e.g., <F9>.
- d. Screen buttons are enclosed by braces ({ }), e.g., {Navigate}.
- e. Screen icons are represented by pictures of the actual icon, e.g., .
- f. Pull-down menus, which are found on the menu bar of each JALIS screen, are indicated by their name in bold letters, e.g., **Help**. Individual items within these pull-down menus are indicated by their name in italics, e.g., *File*.
- g. Information that you must type is preceded by the word "type."
- h. Acronyms are spelled out on first reference. On subsequent references, only the acronym is used. Refer to the Glossary of Terms for a complete list of both acronyms and terms used throughout this document.

### 1.7. How to Use JALIS.

The following paragraphs contain information on keys, entering text, accessing screens, and other pertinent information about JALIS.

#### 1.7.1. Menu Bar, Icons, and Conventional Keys.

Figure 1 shows the menu bar and icons available for use.

Table 1 explains the use of each menu bar item (refer to Figure 1).



Figure 1. JALIS Menu and Icon Bars

Table 1. Use of Menu Bar Options

Use of Menu Bar Options		
MENU BAR	OPTIONS OFFERED	OPTIONS EXPLAINED
<b>JALIS</b>		Accesses available screens.
<b>File</b>	Save/Commit	Saves the record that is on the screen.
	Print Screen	Prints the screen that is displayed.
	Exit JALIS	Exits JALIS.
<b>Edit</b>	Cut	“Cuts” selected text to the clipboard (same as in word processing).
	Copy	Copies selected text.
	Paste	Applies cut or copied text to the location of the cursor.
	Clear All	Clears record from the screen.
	Edit	Brings up Notepad (see Section 1.7.3) so you can edit information currently on the clipboard. Furthermore, if the user is on a field that can be edited, choosing “Edit” opens Notepad, where you can edit the information in the field.
<b>Record</b>	Previous	Moves to previous record.
	Next	Moves to next record.
	Delete	Deletes record (that cursor is positioned on).
	Insert	Inserts blank field to enter another record.
	Duplicate	Copies the current record. Does not apply to Airlift Requests (use the “Duplicate Record” option instead).
<b>Query</b>	Enter	Enter Query mode.
	Execute	Execute the Query.
	Last Criteria	Searches using last criteria used.
	Cancel	Cancel Query mode.
	Count Hits	Count number of records that would be retrieved by query.
<b>Window</b>	Cascade	Displays the leading edges of multiple open windows.
	Tile	Allows user to place multiple windows in order; all windows are viewable.
	Arrange Icons	Takes all available Windows icons and reorders them on the screen.
	Window List	Provides user with the list of open and available screens in a current session.
<b>Help</b>	Help	Opens online help.
	Show Keys	Shows keys and corresponding operation.
	List	Shows list of values (if available).
	Debug	For programmer’s use only.
	Display Error	Displays most recent errors that have occurred.

Table 2 explains each icon available to you on the JALIS toolbar and its corresponding key, which can be used instead of the icon. When reading this table, refer to Figure 1.

Table 2. Icons and Conventional Keys Used in JALIS

Icons and Conventional Keys Used in JALIS			
ICON	MEANING	WHAT THE ICON DOES	KEYBOARD KEY
	Save/Commit	Saves your record; commits it to the system.	<F10>
	Print Screen	Prints the displayed screen.	<Shift + F8>
	Query	Searches the system for requested records.	<F7> (to enter Query mode) <F8> (to execute Query)
	Insert Record	Lets you add another record.	<F6>
	Delete Record	Lets you delete a record.	<Shift + F6>
	List of Values	Opens a list of values available for certain fields.	<F9>
	Edit	Opens Notepad, giving you more space for writing remarks and other information.	<Ctrl + E>
	Next Block	Moves you to the next block on a screen.	<Ctrl + Page Down>
	Up Block	Moves you to the previous block on a screen.	<Ctrl + Page Up>
	Previous Record	Moves you to the next record available.	<Shift + Up Arrow>
	Down Record	Moves you to the previous record available.	<Shift + Down Arrow>
	Clear Field	Clears a field you indicate.	<Ctrl + U>
	Clear Form	Clears a screen.	<Shift + F7>
	Help	Opens online help text.	<F1>
	Exit	Exits a screen and returns you to the JALIS welcome screen.	<Ctrl> + q

For other keyboard conventions, refer to **Help**, *Show Keys*.

**1.7.2. Entering Text in JALIS.**

On screen, all information that you type appears in uppercase. However, you need not type in uppercase characters, because JALIS shows all typed-in information in uppercase letters.

**1.7.3. Using Notepad with JALIS.**

Certain screens within JALIS allow you to enter free-form text describing a condition or noting important information. When typing in such information, you may like a larger workspace so you can see all that you have typed, rather than only the amount visible on the screen field.

You can access Notepad by either clicking  on the toolbar or by clicking the **Edit** pull-down menu. Clicking  brings you directly to Notepad. If you use **Edit**, select *Edit* from the menu options. Notepad will pop up. Type in your text. Select **File** from the Notepad toolbar (NOT the JALIS toolbar). Select *Save*, which will save the text you have just entered. Select **File** from the Notepad toolbar again. Select *Exit*. You will be returned to the JALIS screen and your typed-in data will appear in the field.

**1.7.4. Description of the Standard JALIS Screen.**

All JALIS screens have at least six sections, although some screens have as many as eight sections (see Figure 2, Below).

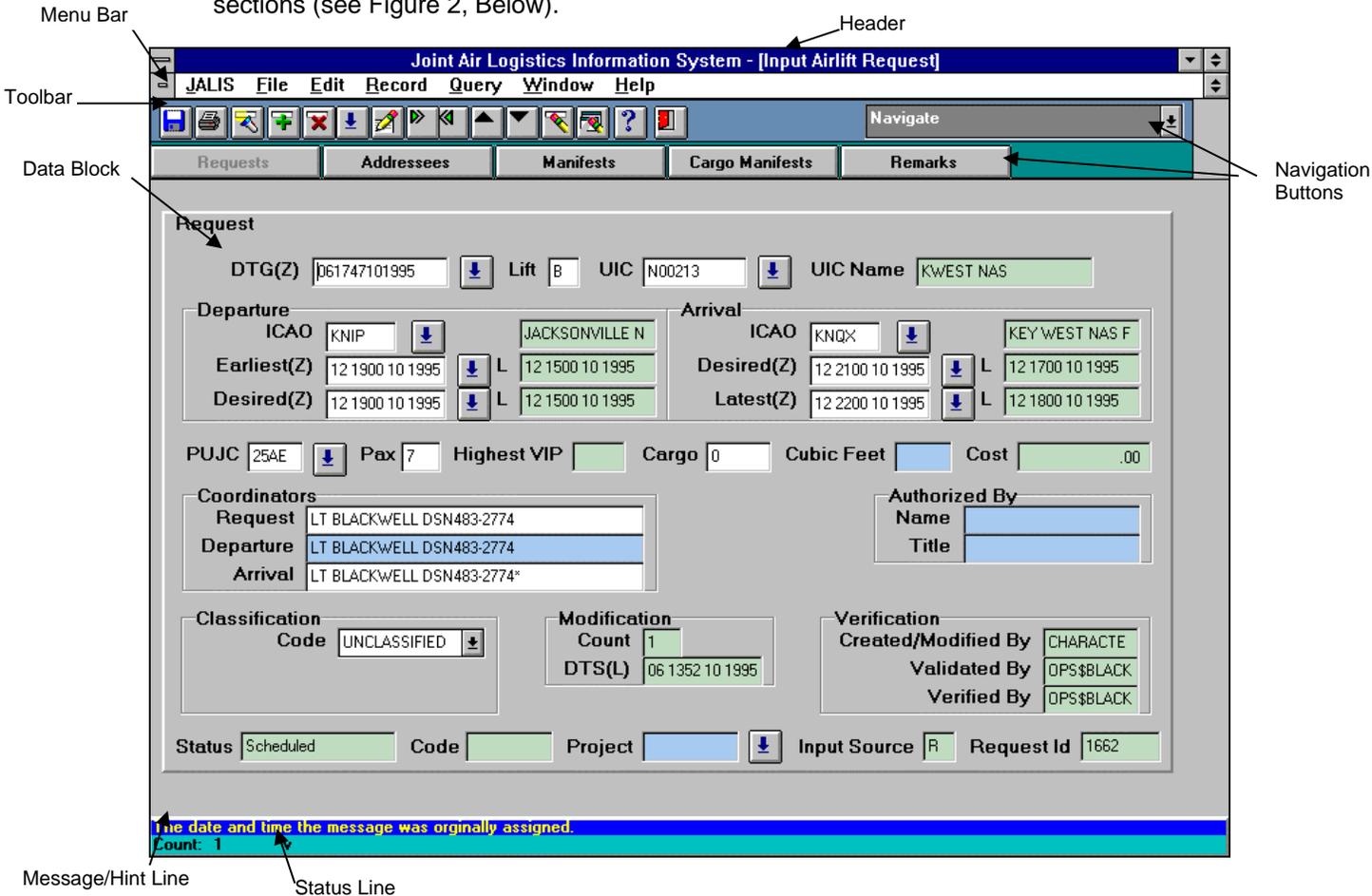


Figure 2 . Sample JALIS Screen

The sections are:

- a. Header – The header is located at the top of the screen. It contains the title of the screen you are currently working.
- b. Menu Bar – The menu bar contains the pull-down menus available for use. These menus are: **JALIS**, **File**, **Edit**, **Record**, **Query**, **Window**, and **Help**. You can access these menus by clicking on them with your mouse or by typing the underlined letter. Refer to Table 1-01 for more information on the Menu Bar.
- c. Toolbar – The toolbar contains icons (or pictures) representing the options available to you (see Table 1-02).
- d. Navigation Buttons – Some JALIS screens have navigation buttons. These buttons allow access to related screens.
- e. Data Block – A data block contains the fields or entry spaces in which you enter, view, or maintain data. Each block represents a logical grouping of related data and is separated into distinct sections identified by a distinct border.
- f. Message/Hint Line – The message/hint line is located at the bottom of each screen in JALIS. This line contains specific instructions about navigation, data content, errors, and general use.

**IMPORTANT:** The message/hint is the most direct point of communication between you and JALIS. **Always monitor** the message/hint line for guidance about how to use JALIS effectively.

- g. Status Line – The status line is located at the very bottom of the screen and provides several standard pieces of information, including:
  1. Record count. JALIS counts the number of records you have scrolled through or entered and indicates the number after the word "**Count:**" at the bottom left of your screen.
  2. Record location. Records that precede or follow the record on which you are currently working are noted by the symbols  $\wedge$  (for precede) and  $\vee$  (for follow) on the status line. Clicking  and  or pressing the **<Up Arrow>** and **<Down Arrow>** keys lets you scroll through the list of records.
  3. "Enter Query" mode. This information is very important. You can save or waste a lot of time depending on whether you want to be conducting a query. If the system has been alerted that you want to enter a query, "Enter Query" appears in the middle of the status line. You cannot commit (save) new data or create new records while in "Query" mode.
  4. Standard List of Values (LOV). For many fields, an LOV is available. To determine whether an LOV is available, click inside the desired field. If the word "List" appears at the right of the status line, you may (1) click the icon to the right of the field you are in to display an LOV; (2) press the **<F9>** key to display an LOV; or (3) click  to display an LOV.

Some fields with LOVs available have an arrow icon to their right. In such cases, you can either click the arrow and the LOV will appear, or you can press the **<Down Arrow>** key to access the LOV.

- h. Information block. If a screen has an information block, it will be yellow and will be located in the upper right-hand corner of the top screen block. Much like the status line, it indicates whether the system is working, idle, and so forth.

#### **1.7.5. Accessing the JALIS Menu and Screens.**

To activate any of the options on the JALIS Menu bar, either mouse click the option or press the designated hot key (the letter that is underscored in the word) on the keyboard. When you do so, a drop-down menu will appear. To make a selection, either mouse click the option or press the designated hot key on the keyboard.

For example, you can mouse click **JALIS** or press the “**J**” key on your keyboard. To select Input Airlift Request, you can mouse click **Input Airlift Rquest** or press the “**R**” key on the keyboard.

There are several ways to access screens. Of course, you can access the screens you need to complete your job using the JALIS menu (described above). However, some JALIS screens contain **{Navigate}** buttons on their toolbars, as well as linking buttons that bring you to task-related screens [see Section 1.7.4(d) and Figure 2, above]. For example, as you will see in Lesson 2.2.1, Input Airlift Request is a multi-step process. Each of the screens you need to complete the process can be accessed from the first screen.

#### **1.7.6. How to Select Options on the Screen and Move from Field to Field.**

You may access screen options (e.g., toolbar options such as **Save/Commit** () , **Insert Record** () , and **Query** () by (1) mouse clicking the icon on the toolbar; (2) using function keys; (3) or using the pull-down menus on the menu bar. Remember, to access these menus, you may use your mouse to click and open them OR press the key that corresponds to the underlined letter on the menu. For example, pressing the **<E>** key will open the **Edit** menu.

Move from field to field on individual screens by pressing the **<Tab>** key or by using your mouse to “click” the next field. Move from block to block by clicking on the next block by clicking .

**Note:** Oftentimes, when you enter a field using the available LOV, the cursor will automatically move to the next field, i.e., you need not **<Tab>** to the next field.

Press the **<Down Arrow>** key to move to separate screen blocks or click  on the toolbar.

#### **1.7.7. Required Fields.**

Required fields are white in color. Valid information must be entered in required fields. The system does not allow you to bypass a required field.

#### **1.7.8. Optional Fields.**

Optional fields are light blue in color. You do not have to enter information in these fields to complete a screen.

#### **1.7.9. Display-Only Fields.**

Display-only fields are gray or green in color, depending on the type of monitor you use. These fields contain system-generated information that is for informational purposes only. You cannot enter or modify information in a display-only field. You may however, query information from the system from certain display fields. Fields that may be queried are reviewed in the description area for each screen.

**1.7.10. Highlighted Fields.**

When your cursor is on a field, the entire field will be colored dark blue or the entire row will be highlighted or white.

**1.7.11. Messages.**

JALIS uses three general classes of messages:

a. Help and status messages

Help/status messages help you navigate through screens/blocks, execute system commands, and enter data into specific fields. An example of a common help message is "Enter a query; press F8 to execute, Ctrl + q to cancel," which is displayed when you are in "Enter Query" mode. This message simply explains the basic options available at this point. Specific status messages such as "Working..." describe the current state of the system.

b. Data entry/field validation messages

Validation messages appear when you enter an invalid value into a specific field. For example, if you enter an International Civil Aviation Organization (ICAO) code that has not been previously defined, JALIS displays a message to inform you that the entry is invalid. JALIS also displays a validation error if you try to bypass a required field. These types of errors are usually corrected simply by entering a new/valid value in the indicated field.

c. System error messages

System error messages indicate that there are problems with JALIS forms, JALIS database tables, or ORACLE. These problems may be software errors, hardware problems, or system operator errors. The messages may describe problems that require intervention by your system administrator, the Data Administrator, or the JALIS support staff.

ORACLE-specific messages use a specific prefix to indicate the source of the error. Errors that relate to the form (screen) have a prefix of FRM. ORACLE system errors have a prefix of ORA. Other errors have similar prefixes. These prefixes are followed by a message number that identifies the type of error. Use this number when you report the problem to the JALIS Help Desk.

Hint messages are displayed in the message line at the bottom of the screen. Error messages are displayed either at the bottom of the screen or in a pop-up screen that appears when the error is made.

### 1.7.11.1. Recovering from an Error Message.

#### **Procedure:**

1. Read the error message carefully.
2. Follow any instructions that are described in the message. If the message tells you to contact the Data Administrator, do so immediately.
3. Before re-entering any data, make sure that your source data is correct. Retrace your steps and try to re-enter the desired data and/or execute the desired command again.
4. Make sure all prerequisite tasks have been completed.
5. If the system does not allow you to try again, or if the same error message is displayed, follow the steps below:
  - a. Write down the error message number and the message text.
  - b. Write down the screen name that appears in the heading.
  - c. Reconstruct and outline the steps that caused the error.
  - d. Contact your JALIS site support person and communicate the above information.

### 1.7.12. Conducting Queries in JALIS.

A query is used to retrieve information from the system. On several of the JALIS screens, you may want to retrieve information about a request, mission, status, type of aircraft, or message (just a few examples). To get this information you simply query the system.

If you do not have many details with which to proceed or you are not sure what you are looking for, then you can perform an open query, i.e., you do not enter any search criteria. Open queries can take longer to run because the system is literally searching every record to find appropriate records for that screen.

On the other hand, if you know what you are looking for or have some information with which to start a search, enter the information into the appropriate field(s) on the screen and then execute the query. The system will use the information you provide as parameters during its search, which usually shortens the search period.

#### **Procedure:**

1. ENTER QUERY – Check the hint line at the bottom of the screen to confirm that the screen is in Query mode. The words “ENTER QUERY” should be present. If the screen is not in Query mode, (1) click  on the toolbar; (2) choose **Query** from the **JALIS** Menu bar and then choose **Enter**; or (3) press the <F7> key on the keyboard to activate the query mode.
2. OPEN QUERY – No information is required. Simply execute the query by (1) clicking  on the toolbar; (2) choosing **Query** from the **JALIS** Menu bar then choose **Execute**; or (3) pressing the <F8> key on the keyboard. The system will populate the screen with information from the database. You can scroll through the retrieved information by using the <Up Arrow> or <Down Arrow> keys or  and  on the toolbar.
3. SPECIFIC QUERY – Enter information in the appropriate fields on the screen (see details

regarding each screen in the related section of this manual). These fields provide parameters for the system to search the database. When you supply parameters, the system is able to conduct the search in a shorter period of time. To execute the query, (1)

click  on the toolbar; (2) choose **Query** from the **JALIS** Menu bar and then choose **Execute**; or (3) press the <F8> key on the keyboard. The system will populate the screen with information based on the parameters you provided. Depending on which field(s) you complete, the system may retrieve only one or more than one record. Therefore, you may need to scroll through the retrieved information by using the <Up Arrow> or <Down Arrow> keys or  and  on the toolbar.

### **1.7.13. Using the Wildcard Option.**

The wildcard option is available as a search assistant for some screen fields and for every LOV. It allows you to search based on an unknown or partially known value. JALIS recognizes the percent sign (%) as a wildcard to indicate a string of characters and an underscore (\_) to indicate an individual character.

#### **Procedure:**

1. If an unknown value exists at the beginning of the term, use as in the following examples:
  - a. %1998 – To search for all the DTGs for that year.
  - b. %berg – To search for all last names ending in “...berg”.
  - c. \_arris – To search for all last names when you aren’t sure whether their name is “Harris” or “Farris.”
2. If an unknown value exists at both the beginning and ending of the term, use as in the following examples:
  - a. %riso% – To search for names/words with these letters in the middle, such as “Harrison” or “Morrison.”

If an unknown value exists at the end of the term, use as in the following examples:

- a. John% – To search for last names that start with “John...,” such as Johnson or Johnston.
  - b. USS% – To search for ships.
3. If an unknown value exists in the middle of a term, use as in the following examples:
    - a. Sm\_th – To search for last names that could be “Smith” or “Smyth.”
  4. For all values of a term, use as in the following examples:
    - a. % – To search for all variables of a term, such as all PUJC Codes or all Cancellation Codes.

#### **Note:**

The use of the wildcard option can result in your query returning more data than intended. For example, using “%son” (percent sign in front) as a search parameter will bring up all names in the system that end in “son,” e.g., Johnson and Person.

The search parameter, “Son%” (percent sign at rear) will bring up all the names in the system that start with “Son,” e.g., Sonders and Sonnett.

The search parameter, "%son" (percent sign at front of parameter and back) will bring up all names in the system that contain the letters "son," e.g., Carlson and Ansonberg.

### 1.8. Running Reports in JALIS.

Reports allow you to gather, review, print, and e-mail specific information about such things as assets, requests, and messages. JALIS allows you to set the parameters for each report using the report screen that is accessed from the menu. Once you enter the parameters, the system compiles the report.

The report "cover" page is the first page you see on every report you run (see Figure 3). It contains the following information: (1) the name of the report; (2) the filename of the report; (3) the name of the person who ran the report; and (4) the date of the report.

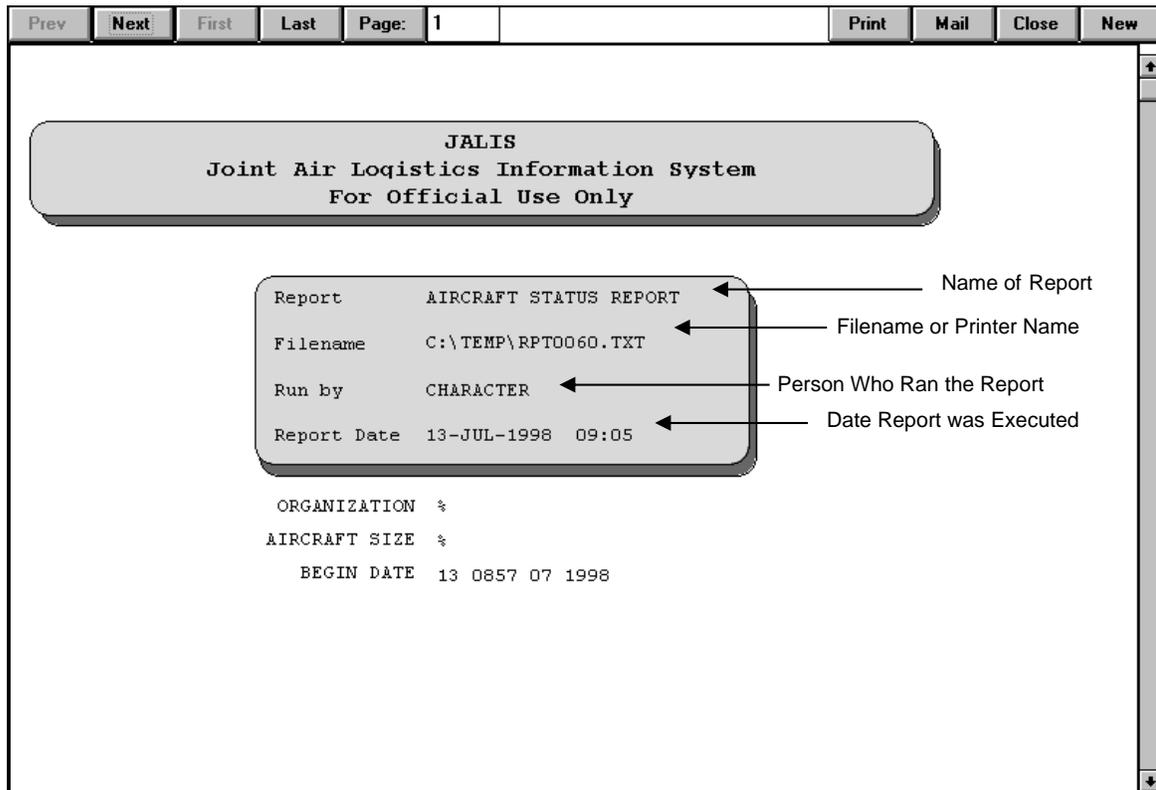


Figure 3. Sample Cover Page of a JALIS Report

In brief, the buttons available for use on the toolbar of the completed report are:

- {Prev}** – click here to move to the previous page of the report. This button will not work if you are on the first page of the report.
- {Next}** – click here to move to the next page of the report. This button will not work if you are on the last page of the report. **IMPORTANT:** If you compile a report and want to print it immediately, you **MUST** click the **{Next}** button. Clicking **{Next}** signals the

system to format the information it has gathered.

- c. **{First}** – click here to go to the first page of the report.
- d. **{Last}** – click here to go to the last page of the report.
- e. **{Page:}** – monitor the box to the right of this button, because it tells you what page you are on. Also, you can go directly to a specific page by clicking on the field where the page number is displayed and typing in the appropriate page number. Click **{Page:}** or press the **<Enter>** key and the cursor will move to that page.
- f. **{Print}** – click here to print the report.
- g. **{Mail}** – click here to e-mail the report. This function is not currently available.
- h. **{Close}** – click here to close the report and return to the first screen.
- i. **{New}** – click here to open another window showing the same report (see Figure 4, Below). Opening two or more windows that contain the same report allows you to easily compare information found in the report.

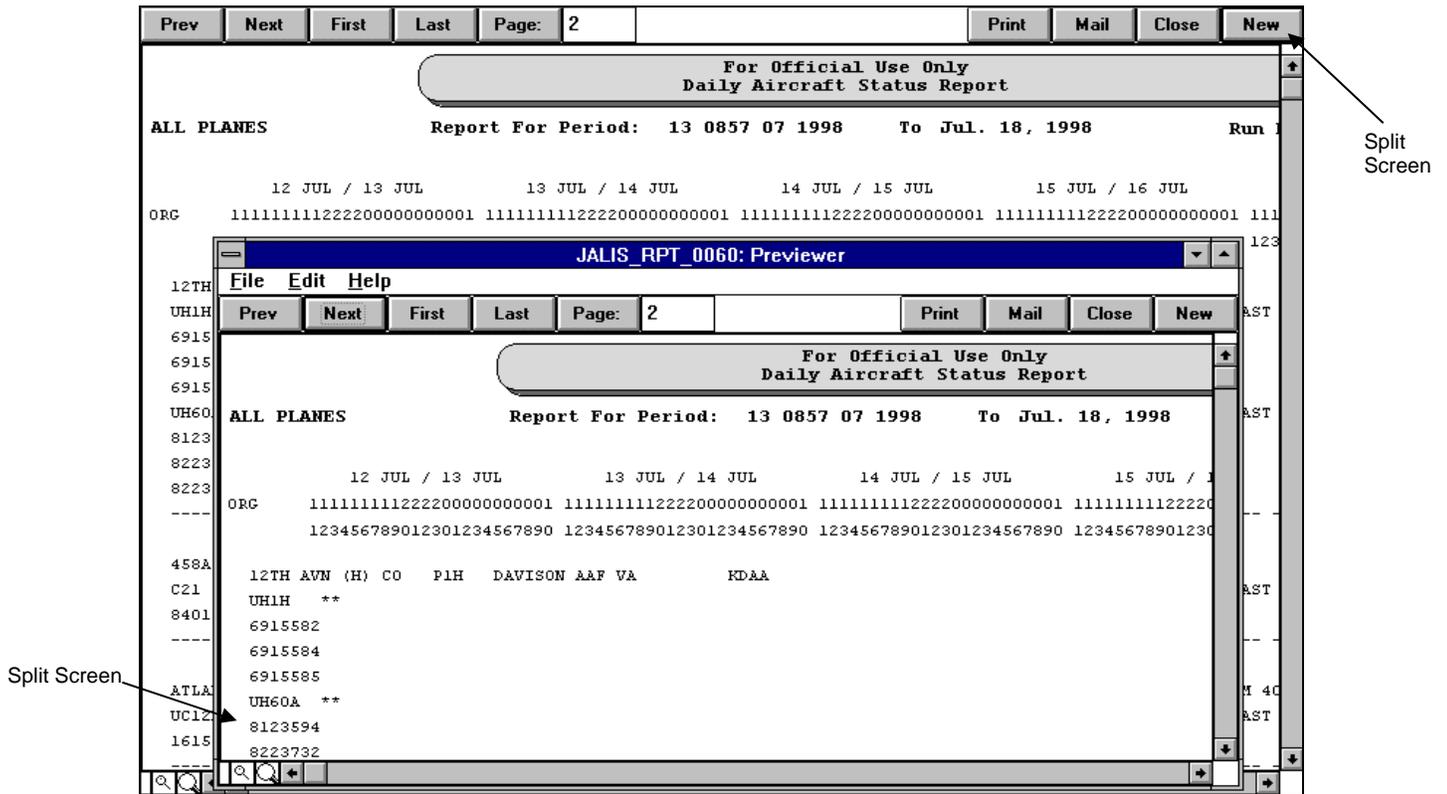


Figure 4. Use of the "New" Button

### 1.8.1. Split Screen.

You can "split" this screen to compare/contrast information on different pages of a report. Look at the upper right-hand side of the screen shown in Figure 4. You see that there is a small white area directly beneath the **{New}** button and directly above the "up arrow" part of the scroll bar. Click this area. Do not release the mouse button. A dotted line appears across the page. Using your mouse (do not release the mouse button), drag the line down the screen. When you reach where you want to split the screen, release the mouse button. The screen is now split into two "windows."

To split the screen vertically, click the white area directly to the left of the small magnifying glass icon on the bottom left-hand side of the screen. Again, click the white area. Do not release the mouse button. A dotted line appears. Drag the line to the point where you want the split to end. Release the mouse button. The screen is now split vertically.

By splitting the screen, you have created two windows for the same report. In this way, you can scroll through one “window” and not the other. Click the arrows on the right-hand side of the window(s) to scroll through the report pages. Click the arrows on the bottom of the window(s) to move through the columns of the screen.

At the bottom left-hand corner of the report are two icons – a small magnifying glass and a large magnifying glass. These icons allow you to reduce and enlarge the page. Click the small magnifying glass to view the entire page of the report on your screen. To return to “normal” view, click the large magnifying glass. Click the large magnifying glass to enlarge the page. To return to “normal” view, click the small magnifying glass.

## Processing the Remote Requester Menu Options

The *Remote Requester User Menu* allows you to perform your remote requester duties. Detailed procedures for processing each option on the *Remote Requester User Menu* are presented in separate paragraphs.

<b>Accessing the Remote Requester User Menu</b>		
<b>STEP</b>	<b>ACTIVITY</b>	<b>ANTICIPATED RESULT</b>
1	Log onto JALIS.	JALIS welcome screen opens.
2	Mouse click <b>JALIS</b> in the menu bar. <i>Click Remote Requester User Menu</i> (see Figure 5, Below).	The following options appear: (1) Input Airlift Request; (2) Airlift Request Status (3) Passenger Maintenance; (4) Airlift Request Report; (5) Summary of Requests Report; (6) Display Flight Advisory; (7) Proposed Flight Itinerary (8) Missions for an ICAO Pair Report; (9) Missions thru an ICAO Report; (10) Electronic Log Maintenance; (11) Electronic Log Report; (12) Messages Report; and (13) E-Mail Flight Advisory.
3	Click the screen you want to access.	The screen you selected opens.

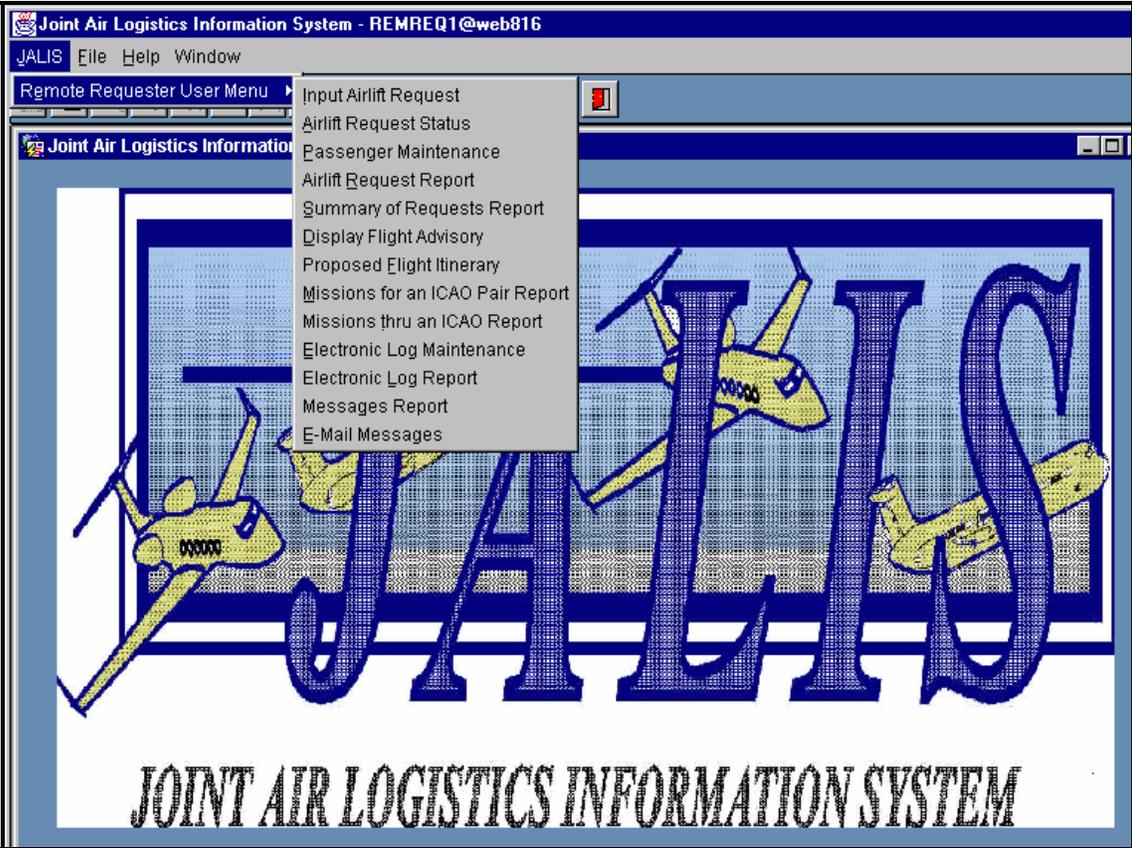


Figure 5. Remote Request User Menu

# Input Airlift Request

Use the Input Airlift Request option to enter all information gained from the requester needed to create a mission.

The screenshot shows a web-based form titled "Input Airlift Requests - JALIS\_REQ\_0010" within an Oracle Developer Forms Runtime environment. The form is organized into several sections:

- Request:** Fields for DTG(Z), Lift (checkbox), UIC, UIC Name, and a dropdown menu.
- Departure:** Fields for ICAO, Earliest(Z), and Desired(Z), each with a dropdown and a "L" checkbox.
- Arrival:** Fields for ICAO, Desired(Z), and Latest(Z), each with a dropdown and a "L" checkbox.
- General:** Fields for PUJC, Pax, Highest VIP, Cargo, Cubic Feet, and Cost.
- Coordinators:** Fields for Request, Departure, and Arrival.
- TCN:** A field for TCN and a Pending checkbox.
- Authorized By:** Fields for Name and Title.
- Verification:** Fields for Created By, Modified By, Validated By, and Verified By.
- Classification:** A dropdown for Code.
- Modification:** Fields for Count and DTS(L).
- Footer:** Fields for Status, Code, Project, Input Source, and Request Id.

Figure 6. Input Airlift Requests - Requests

*This screen appears in Query mode.*

## How to Enter a New Airlift Request

1. Press [Ctrl + q] to cancel query.

## How to Enter a New Airlift Request

2. In the **DTG(Z)** field, type the date and time the request/message was received. Use the DDHHMI(Z)MMYYYY format, where DD = day, HHMI(Z) = time (Zulu), DD = day, and YYYY = year.

**OR**



Click  to the right of this field or press the [F9] key to display a calendar. Click the arrows to the left of the month/year to change the month. The left arrow moves you back, e.g., from July to June; the right arrow moves you forward, e.g., July to August. Change the year using the arrows to the right of the month/year. Again, to move backward, click the arrow that points to the left; to go forward, click the arrow that points to the right. Select the day of the month by clicking on the calendar day. Mouse click to the arrow at the right of the HR field and select the correct hour. You are then moved automatically to the arrow beside the **MIN** field, where you set the appropriate minute. Remember to enter time in Zulu. Select "OK" or press the [Enter] key. The calendar will disappear, and the field is entered. If you enter this field using the calendar, the cursor moves automatically to the next field.

3. [Tab] to **Lift** and type the lift code assigned to the request.
4. [Tab] to **UIC** and type the requester's Unit Identification Code (UIC) OR click to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
5. [Tab] to (Departure) **ICAO** and type the ICAO from which the requester is departing OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].  
*The ICAO name appears in the display-only field adjacent to the **ICAO** field.*

### Tip:

You can double-click either **ICAO** field to move to the ICAO Maintenance screen. On that screen, you can review information relating to the arrival or departure ICAOs, such as the hours of operation and runway lengths. To return to your request, click  or press [Ctrl + q].

6. [Tab] to **Earliest(Z)** and type the earliest date and time the requester can depart OR enter the date and time using the calendar per Step 2 above. Use the DDHHMI(Z)MMYYYY format, where DD = day, HHMI(Z) = time (Zulu), MM = month, and YYYY = year.  
*Local time appears in the display-only field adjacent to Earliest(Z).*
7. [Tab] to **Desired(Z)** and type the requester's desired time of departure OR enter the date and time using the calendar per Step 2 above. Use the DDHHMI(Z)MMYYYY format.  
*Local time appears in the display-only field adjacent to **Desired(Z)**.*
8. [Tab] to (Arrival) **ICAO** and type the requester's arrival ICAO OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].  
*The ICAO name appears in the display-only field adjacent to ICAO.*

## How to Enter a New Airlift Request

9. [Tab] to **Desired(Z)** and type the requester's desired date and time of arrival or enter the date and time using the calendar per Step 2 above. Use the DDHHMI(Z)MMYYYY format.  
*Local time appears in the display-only field adjacent to Desired(Z).*
10. [Tab] to **Latest(Z)** and type the latest date and time the requester can arrive at his/her destination OR enter the date and time using the calendar per Step 2 above. Use the DDHHMI(Z)MMYYYY format.  
*Local time appears in the display-only field adjacent to Latest(Z).*
11. [Tab] to **PUJC** and type the Priority Urgency Justification Category (PUJC) code of the airlift request OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
12. [Tab] to **Pax** and type the total number of passengers to be transported.

**Note:**

Pax is a mandatory field. If no passengers are being moved, you must type "0" to move to the next field.

**Highest VIP** is a system-generated field that is not populated unless/until a very important person (VIP) is manifested.

13. [Tab] to **Cargo** and type the total weight (in pounds) of the cargo to be transported on the lift.

**Note:**

**Cargo** is a mandatory field. If no cargo is to be transported, you must type "0" to move to the next field.

14. [Tab] to **Cubic Feet** and enter the total cubic feet of the cargo. This field is optional.
15. [Tab] to (Coordinators) **Request** and type the name and phone number of the person coordinating the airlift request. Be sure to include the country code (if outside the United States) and the area code.
16. [Tab] to (Coordinators) **Departure** and type the name and phone number of the person coordinating the departure.
17. [Tab] to (Coordinators) **Arrival** and type the name and phone number of the person coordinating the arrival.

**Note:**

There **MUST** be at least two different points of contact (POCs) listed for a request.

18. [Tab] to **Name** and type the name of the person who authorized the airlift request. This field is optional, except for requests that include a VIP.

## How to Enter a New Airlift Request

**Tip:**

If you know you are going to manifest a VIP, you can complete this field and the title field at this time. If you do not do so, you will have to come back later and complete these two fields.

19. [Tab] to **Title** and type the title of the person who authorized the request.
20. [Tab] to **Code**. The system defaults to "Unclassified."
21. [Tab] to **Project** and type the name of the project specific to the request OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter]. This field is optional.

**Modification Count**, which indicates how many times the request has been modified, and **Modification DTS(L)**, which indicates when the request was entered/modified, are automatically entered by the system. Other system-generated fields are **Created By**, which indicates who created the request; **Modified By**, which indicates who last modified the request; **Validated By**, which displays the name of the person who validated the request; **Verified By**, which displays the name of the person who verified the request; **Status**, which indicates if the request is satisfied, unsatisfied, passed off, and so forth; **Regret Code**, which indicates the type of regret; **Input Source**, which indicates how the request was entered into the system - (I)nput manually at a scheduling site, (L)FR generated (created as a result of the LFR and pertains to space-available passengers), (R)emote Input, or (M)essage crack, automatically entered via the gateguard (automatic program from the Communications Center); and the **Request Id**, which is a system-assigned sequential number used to identify the request.

**Tip:**

If more than one regret code applies to the request, a "]" appears. Double-click the status field to view the regret codes.

22. Click  (optional).  
At this point, you have several options.
  - a. You can insert another record. Click  on the toolbar (or press [Enter] from the Project field). The screen will clear and you can now input another airlift request.

**Tip:**

If you opt to press [Enter], the screen will not clear. The cursor will move back to the DTG(Z) field, and you can enter new information.

**Important:**

Save this record before you try to enter another one!

- b. You can exit this screen. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## How to Enter a New Airlift Request

c. You can pull up "Addressees," "Manifests," "Cargo Manifests," and/or "Remarks" screens by clicking the appropriate button located beneath the toolbar. These screens are necessary to complete an Airlift Request.

d. You can move directly to the following screens using the Navigate drop-down menu on the right-hand side of the toolbar: (1) Airlift Request Status; (2) Regret Airlift Request; (3) Passoff Airlift Request; (4) Validate/Verify Airlift Requests; (5) Airlift Request Report; (6) Passenger Maintenance; and (7) ICAO Maintenance.

## Request Block

### *Field Descriptions:*

<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the request was made. Expressed as DDHHMI(Z)MMYYYY.
<b>Lift</b>	The letter assigned to the lift.
<b>UIC</b>	The <b>Unit Identification Code</b> of the organization from which the request originated.
<b>UIC Name</b>	The name of the organization from which the request originated.

## Departure Block

### *Field Descriptions:*

<b>ICAO</b>	A four-character alphanumeric code used to identify the departure airfield or location.
<b>Earliest(Z)</b>	The earliest time the requester can depart from his/her origination point. Expressed as DDHHMI(Z)MMYYYY.
<b>Desired(Z)</b>	The requester's desired departure date and time. Expressed as DDHHMI(Z)MMYYYY.

<b>Arrival Block</b>	
<b>Field Descriptions:</b>	
<b>ICAO</b>	A four-character alphanumeric code used to identify the departure airfield or location.
<b>Desired(Z)</b>	The date and time the requester wants to arrive at his/her destination point. Expressed as DDHHMI(Z)MMYYYY.
<b>Latest(Z)</b>	The latest time the requester can arrive at his/her destination point. Expressed as DDHHMI(Z)MMYYYY.

<b>Request Block Continued</b>	
<b>Field Descriptions:</b>	
<b>PUJC</b>	The <b>Priority Urgency Justification Category</b> of the request.
<b>Pax</b>	The total number of <b>passengers</b> the requester wants to move.
<b>Highest VIP</b>	A system-generated field that is not populated unless/until a <b>very important person</b> is manifested.
<b>Cargo</b>	The total weight of the cargo the requester wants to move. Expressed in pounds.
<b>Cubic Feet</b>	The total cubic feet of cargo that the requester wants to move.
<b>Cost</b>	The total cost for the movement of cargo and passengers.

<b>Coordinators Block</b>	
<b>Field Descriptions:</b>	
<b>Request</b>	The name and phone number of the person who is coordinating the request.
<b>Departure</b>	The name and phone number of the person coordinating the departure.
<b>Arrival</b>	The name and phone number of the person coordinating the arrival.

### Request Block Continued

**Field Description:**

**TCN**                      The **Transportation Control Number** used to account for all manifested cargo assigned to this cargo item.

### Pending Block

**Field Description:**

**Pending**                      Indicates if this airlift request is pending.

### Authorized By Block

**Field Descriptions:**

**Name**                      The name of the official who authorized the GSA request.

**Title**                      The title of the official who authorized the GSA request.

### Classification Block

**Field Description:**

**Code**                      A code used to indicate a particular person or department at a PLAD.

### Modification Block

**Field Descriptions:**

<b>Count</b>	The number of times the request has been modified.
<b>DTS(L)</b>	<b>(Date Time Stamp (Local))</b> The date and time the record was entered into the system. Expressed as DDHHMMI(Z)MMYYYY.

### Verification Block

**Field Descriptions:**

<b>Created By</b>	The log-in ID of the person who created the request.
<b>Modified By</b>	The log-in ID of the person who last modified the request.
<b>Validated By</b>	The log-in ID of the person who validated the request.
<b>Verified By</b>	The log-in ID of the person who verified the request.

### Request Block Continued

**Field Descriptions:**

<b>Status</b>	A description of the request status.
<b>Project</b>	The name of the special project specific to the request.
<b>Code</b>	A code used to indicate a particular person or department at a PLAD.
<b>Input Source</b>	How the request was entered into the system: (I)nput manually at a scheduling site; (L)FR generated; (R)emote input; or (M)essage crack.
<b>Request ID</b>	A system-assigned unique identifier for the request.

## How to Duplicate a Request or Add a Lift

### Note:

Use the duplicate a request option when the next lift you wish to add to the request includes the same or most of the same information as the current lift/request.

1. To access the request you want to duplicate, you must type specific information about the request so the system can locate it. For example, if you input the DTG, lift letter, and UIC, you will obtain the exact request you want to duplicate because these three fields serve as unique identifiers for each request. If you know only some of this information, or if you know other information about the request, enter it in the appropriate field(s).

If you decided to duplicate the request immediately after you input it, i.e., the request is still on your screen, proceed to Step 4.

2. Click  or press [F8] to execute the search. The query will take a minute or longer, depending on how much information you entered to aid in the search.
3. If you did not enter the DTG, lift letter, and UIC, click  and  to scroll through the requests until you find the one you want to duplicate OR press the [Up Arrow] or [Down Arrow] keys to scroll through the list.
4. Click  OR press the [Down Arrow] key. The following message appears: "Do you wish to add another lift?" Click "Yes." The "Duplicate Record Mode Activated" note will appear in the upper right-hand side of the screen.
5. Enter the next **Lift** letter.
6. [Tab] to the **Departure ICAO** field. Type the new departure **ICAO** (if different from the first) OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
7. Enter all information on this screen that must be changed.
8. Once the new information is entered, you **MUST** save the record. If you do not the system will not allow you to modify any other information.
9. At this point, you can modify any field(s) on any of the appropriate screens.
10. To add additional lift(s), repeat the above process as needed.
11. When you have finished duplicating the request, click .
12. Click  or press [Ctrl \_+ q] to return to the JALIS welcome screen.

## How to Modify a Request

**Note:**

Use the modify a request option to update information on an existing request.

1. To access the request you want to duplicate, you must type specific information about the request so the system can locate it. For example, if you input the DTG, lift letter, and UIC, you will obtain the exact request you want to duplicate because these three fields serve as unique identifiers for each request. If you know only some of this information, or if you know other information about the request, enter it in the appropriate field(s).
2. Click  or press [F8] to execute the search. The query will take a minute or longer, depending on how much information you entered to aid in the search.
3. If you did not enter the DTG, lift letter, and UIC, click  and  to scroll through the requests until you find the one you want to duplicate OR press the [Up Arrow] or [Down Arrow] keys to scroll through the list.
4. When you find the request you want, click on the field(s) that needs to be changed and enter the new information. you may modify information in any of the related screens by clicking the appropriate screen button and navigating to the appropriate fields.
5. Click .
6. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Input Airlift Request - Addresses Screen

Use the Input Airlift Request -- Addressees screen to enter and modify information about PLADs for messaging purposes regarding the request.

Oracle Developer Forms Runtime - Web  
JALIS File Edit Record Query Help Window

Requests Addressees Manifests Cargo Manifests Remarks

Joint Air Logistics Information System - QATEST@web816 - [Input Airlift Requests - REQ0010]

Request

DTG(Z) 27 0818 11 1999 Lift A UIC N09934 UIC Name VF 213

Addressees

PLAD	Action/Info
	ACTION

Addressee Office Codes

Code

Figure 7. Input Airlift Request - Addresses

### How to Complete the Input Airlift Request - Addresses/Office Codes Screen

The first four fields display the request's DTG(Z), lift letter, UIC, and UIC name. This information will be displayed throughout the remaining screens of this request.

1. In the **PLAD** field, type the Plain Language Address (PLAD) of any additional addressees for messaging purposes OR click  on the toolbar or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].

## How to Complete the Input Airlift Request - Addresses/Office Codes Screen

2. [Tab] to **Action/Info** and indicate whether the PLAD listed is an action or an information addressee by clicking  to the right of the field or by pressing the [Down Arrow] key to display an LOV. Highlight your choice.  
It is now time to enter the applicable code for the PLAD. You need not have a code for each PLAD. However, PLADs and codes should be entered in conjunction with each other, i.e., if you enter a PLAD, enter the code. Save the PLAD. Enter the next PLAD and the next code, if applicable. Save the PLAD and continue entering PLADs and codes as needed.
3. Click .
4. Type the office **Code** that denotes the particular person or department to receive the message OR click  on the toolbar or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].

If you need to enter more than one PLAD, click . Then, click back to the **PLAD** field. Press the [Down Arrow] key and enter the additional PLADs. Make sure you enter the **Action/Info** field for each corresponding PLAD as well as any corresponding office codes. Remember, you must save each PLAD before entering a new one.

5. Click .  
At this point, you have several options:
  - a. You can exit this screen. Click  or press [Ctrl + q] to return to the JALIS welcome screen.
  - b. You can pull up "Request," "Manifests," "Cargo Manifests," and/or "Remarks" screens by clicking the appropriate button located beneath the toolbar.

## How to Update Addressee Information

1. Use the Input Airlift Request screen to find the request you want to modify.
2. Navigate to the appropriate fields and make your modifications.
3. Click .
4. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

<b>Request Block</b>	
<b>Field Descriptions:</b>	
<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the request was made. Expressed as DDHHMMI(Z)MMYYYY.
<b>Lift</b>	The letter assigned to the lift.
<b>UIC</b>	The <b>Unit Identification Code</b> of the organization from which the request originated.
<b>UIC Name</b>	The name of the organization from which the request originated.

<b>Addressees Block</b>	
<b>Field Descriptions:</b>	
<b>PLAD</b>	The airfields address.
<b>Action/Info</b>	A code that indicates whether the PLAD is an action or info PLAD.

<b>Addressees Office Codes Block</b>	
<b>Field Description:</b>	
<b>Code</b>	A code used to indicate a particular person or department at a PLAD.

# Input Airlift Request - Passenger Manifests Screen

Use the Input Airlift Request -- Passenger Manifests screen to enter and modify information about passengers on a request.

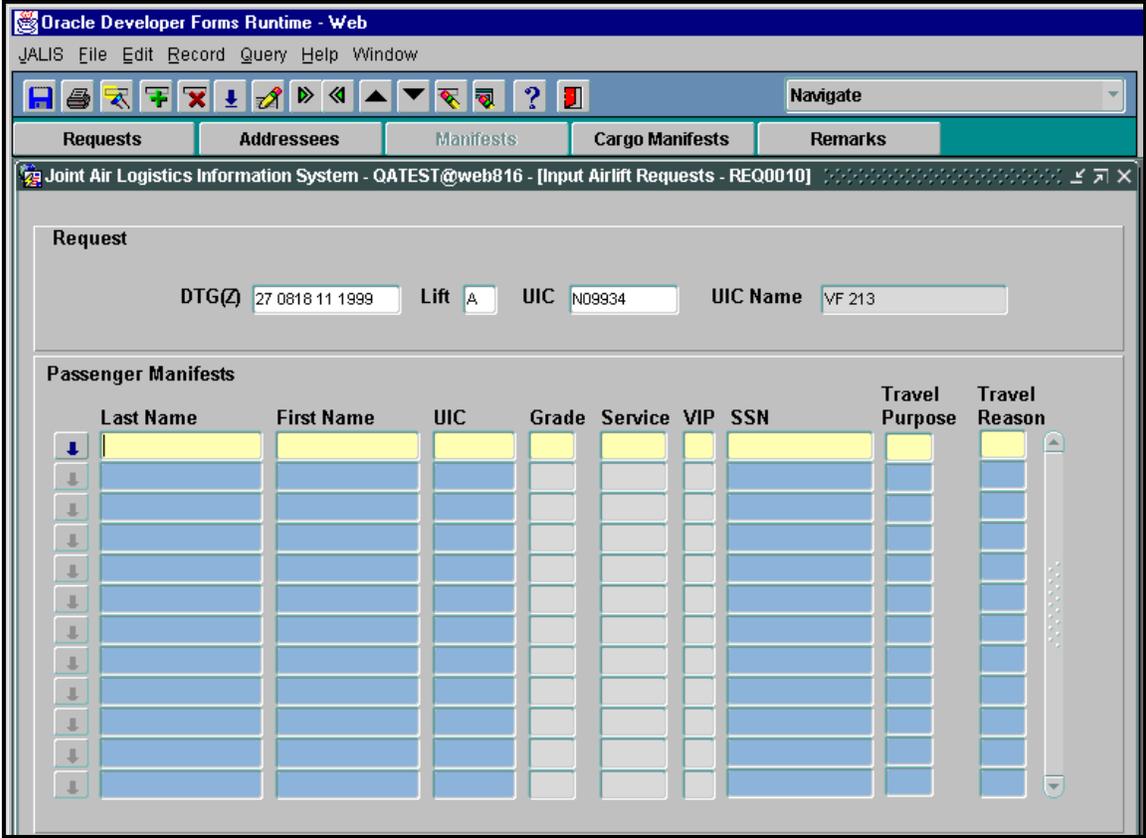


Figure 8. Input Airlift Request - Manifests

## How to Complete the Input Airlift Request - Passengers Manifests Screen

The **DTG(Z)**, **Lift**, **UIC**, and **UIC Name** fields contain the request information entered on the first screen.

## How to Complete the Input Airlift Request - Passengers Manifests Screen

1. If you know the passenger has traveled before, or if you are unsure if the passenger has traveled before, type his/her last name in the **Last Name** field. Click  to the left of the **Last Name** field. The system will now conduct a search and pull up passengers with that last name.  
Scroll through the list (either click the arrow at the bottom of the scroll bar OR press the {Down Arrow} key) and find the name of the passenger to be entered on the manifest. Highlight your choice and click "OK" or press [Enter].  
**HOWEVER**  
If you know the passenger has never traveled before, or did not appear in the search when you entered his/her last name, you must go to the JALIS menu and choose the Passenger Maintenance option, where you will enter the passenger information into the system.
2. When the passenger's name is entered from the Passenger Selection screen, the **Last Name, First Name, UIC, Grade, Service, VIP, and SSN** fields will be populated automatically.
3. In the **Travel Purpose** field, type the travel purpose code for the passenger OR click  on the toolbar or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
4. If you have another passenger(s) to manifest, press the [Down Arrow] key. Repeat Steps 1 through 4 until all passengers on the request have been manifested.
5. Click  (optional). The save is not optional if you had to manifest the passenger using the Passenger Maintenance screen.  
At this point, you have several options:
  - a. You can exit this screen. Click  or press [Ctrl + q] to return to the JALIS welcome screen.
  - b. You can pull up "Request," "addressees," "Cargo Manifests," and/or "remarks" screens by clicking the appropriate button located beneath the toolbar.

## How to Modify Passenger Information

1. Use the Input Airlift Request screen to find the request you want to modify.
2. Navigate to the appropriate fields and make your modifications.
3. Click .
4. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

<b>Request Block</b>	
<b>Field Descriptions:</b>	
<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the request was made. Expressed as DDHHMMI(Z)MMYYYY.
<b>Lift</b>	The letter assigned to the lift.
<b>UIC</b>	The <b>Unit Identification Code</b> of the organization from which the request originated.
<b>UIC Name</b>	The name of the organization from which the request originated.

<b>Passenger Manifests Block</b>	
<b>Field Descriptions:</b>	
<b>Last Name</b>	The passenger's last name.
<b>First Name</b>	The passenger's first name.
<b>UIC</b>	The <b>Unit Identification Code</b> of the organization that employs the passenger.
<b>Grade</b>	A code that indicates the GM, GS, or military rank of the passenger to be airlifted.
<b>Service</b>	The description of the service code.
<b>VIP</b>	A two-character code used to identify a <b>Very Important Person</b> .
<b>SSN</b>	The <b>social security number</b> of the passenger.
<b>Travel Purpose</b>	A two-character code that indicates for what purpose the individual is utilizing OSA assets.
<b>Travel Reason</b>	A code that indicates the passenger's purpose for travel.

## Input Airlift Request - Cargo Manifest Screen

Use the Input Airlift Request -- Cargo Manifest screen to manifest cargo on an airlift request.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar reads "Oracle Developer Forms Runtime - Web". The menu bar includes "JALIS", "File", "Edit", "Record", "Query", "Help", and "Window". The toolbar contains various icons for file operations and navigation. The main window title is "Joint Air Logistics Information System - QATEST@web816 - [Input Airlift Requests - REQ0010]". The interface is divided into several sections:

- Request:** Fields for DTG(Z) (27 0818 11 1999), Lift (A), UIC (N09934), and UIC Name (VF 213).
- Cargo Manifests:** Two sections for entering cargo details. The first section is populated with:
  - Cargo Code: E4
  - Cargo Description: AIRCRAFT SPARES, PARTS-OTHER
  - TCN: (empty)
  - Largest Item: YES (selected)
  - Length: 24, Width: 12, Height: 12
  - Heaviest Item: YES (selected)
  - Weight: 50
- The second section is empty, showing default values for all fields.

Figure 9. Input Airlift Request – Cargo Manifests

### How to Complete the Input Airlift Request - Cargo Manifest Screen

1. In the **Cargo Code** field, type the appropriate cargo code OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
2. [Tab] to **TCN** and type the transportation control number (TCN) used to track the cargo. This field is optional.
3. [Tab] to **Largest Item** and change the status to "NO" if the cargo you are manifesting is not the largest item. This field defaults to "YES." To change the status to "NO," you must click the circle next to "NO."
4. [Tab] to **Length** and type the length of the cargo being manifested. Enter this measurement in inches.

## How to Complete the Input Airlift Request - Cargo Manifest Screen

5. [Tab] to **Width** and type the width of the cargo being manifested. Again, enter this measurement in inches.
6. [Tab] to **Height** and type the height of the cargo being manifested. Enter this measurement in inches.
7. [Tab] to **Heaviest Item** and change the status to "NO" if the cargo you are manifesting is not the heaviest item. This field defaults to "YES." To change the status to "NO," you must click the circle next to "NO."
8. [Tab] to **Weight** and type the weight of the cargo. Enter this measurement in pounds.
9. Do you have more cargo to manifest? If no, proceed to Step 10. If yes, press the [Down Arrow] key. Repeat Steps 1 through 8.

**Tip:**

You need only manifest two cargo items: the heaviest item and the largest item. If they are one and the same, you only need to complete the first block of this screen. When they are different, i.e., the largest item is not the heaviest and vice versa, you must complete both blocks.

10. Click  (optional).  
At this point, you have several options:
  - a. You can exit this screen. Click  or press [Ctrl + q] to return to the JALIS welcome screen.
  - b. You can pull up "Request," "Addressees," "Manifests," and/or "Remarks" screens by clicking the appropriate button located beneath the toolbar.

## How to update an Existing Cargo Manifest

1. Use the Input Airlift Request screen to find the request you want to modify.
2. Navigate to the appropriate fields and make your modifications.
3. Click .
4. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

<b>Request Block</b>	
<b>Field Descriptions:</b>	
<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the request was made. Expressed as DDHHMMI(Z)MMYYYY.
<b>Lift</b>	The letter assigned to the lift.
<b>UIC</b>	The <b>Unit Identification Code</b> of the organization from which the request originated.
<b>UIC Name</b>	The name of the organization from which the request originated.

<b>Cargo Manifests Block</b>	
<b>Field Descriptions:</b>	
<b>Cargo Code</b>	A letter code that identifies the type of cargo to be lifted.
<b>TCN</b>	The <b>Transportation Control Number</b> used to account for all manifested cargo assigned to this cargo item.
<b>Largest Item</b>	A flag that indicates if this cargo is the single largest item being transported on the lift.
<b>Length</b>	The length of the cargo. Expressed in inches.
<b>Width</b>	The width of the cargo. Expressed in inches.
<b>Height</b>	The height of the cargo. Expressed in inches.
<b>Heaviest Item</b>	A flag that indicates if the cargo is the heaviest item being transported on the lift.
<b>Weight</b>	The weight of the cargo. Expressed in pounds.

## Input Airlift Request - Remarks Screen

Use the Input Airlift Request -- Remarks screen to enter and modify pertinent remarks regarding such things as passenger or cargo regarding a specific airlift request.

Figure 10. Input Airlift Requests - Remarks

### How to Complete the Input Airlift Request Remarks Screen

1. In the **Usage** screen field, indicate if the remarks are to be used for scheduling, messaging, or both. Type your selection OR click  on the toolbar or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
2. Click .

**Note:**

If you have a remark to enter, it must be entered in conjunction with each usage code.

**System-Generated, Created/Modified By, and DTS(L)** are system-generated, display-only fields.

## How to Complete the Input Airlift Request Remarks Screen

3. In the **Remark texts** field, enter any necessary remarks about the request, passengers, or cargo.

**Note:**

If no other passengers are allowed on this flight, enter "NOPA" in the **Remarks Texts** field.

4. Do you have more than one type of remark to enter? If yes, save your first remark. Then press the [Down Arrow] key and repeat Steps 1 through 3.

5. When all appropriate steps have been completed, click .  
At this point, you have several options:

- a. You can exit this screen. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

- b. You can pull up "Request," "Addressees," "Manifests," and/or "Cargo Manifests" screens by clicking the appropriate button located beneath the toolbar.

## How to Update Remarks

1. Click  or press the [F7] key.
2. Type the **DTG(Z)** and **UIC** of the request whose remarks you want to update
3. Click  or press the [F8] key to execute a search.
4. Click the  and  on the toolbar or press the [Up Arrow] and [Down Arrow] keys to scroll through the list of records produced by the search. When you find the request you want to update, navigate to the appropriate fields and make your modifications.
5. Click .
6. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

<b>Request Block</b>	
<b>Field Descriptions:</b>	
<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the request was made. Expressed as DDHHMI(Z)MMYYYY.
<b>Lift</b>	The letter assigned to the lift.
<b>UIC</b>	The <b>Unit Identification Code</b> of the organization from which the request originated.
<b>UIC Name</b>	The name of the organization from which the request originated.

<b>Remarks Block</b>	
<b>Field Descriptions:</b>	
<b>Usage</b>	The code that indicates whether the remark will be used for messaging, scheduling, or both.
<b>System Generated</b>	A flag that indicates if the remark was generated by the system.
<b>Created/Modified By</b>	The log-in ID of the person who created or modified the record.
<b>DTS(L)</b>	<b>(Date Time Stamp (Local))</b> The date and time the request was entered into the system. Expressed as DDHHMI(Z)MMYYYY.

<b>Remark Texts Block</b>	
<b>Field Description:</b>	
<b>Text</b>	The text of the remark.

## Airlift Request Status – Requests

Use the Airlift Request Status screen to view the status of a request, as well as information pertinent to the request, such as scheduled and/or canceled lifts. This screen is display only.

**Important:**

You can view only those airlift requests that fall under your scheduler's code and which equal or fall below your security classification.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The main window is titled "Joint Air Logistics Information System - QATEST@web816 - [Airlift Request Status - REQ0050]". The interface includes a menu bar (JALIS, File, Edit, Record, Query, Help, Window) and a toolbar with various navigation icons. Below the toolbar, there are tabs for "Requests", "Flown Lifts", and "Regrets/Passoffs". The "Requests" tab is active, showing a "Request" section with the following data:

DTG(Z)	Lift	UIC	Req Pax	Req Cargo	Sch Pax	Sch Cargo	Flown Pax	Flown Cargo	Reg Pax	Reg Cargo	Pass Pax	Pass Cargo
4 1430 11 1955	A	FFMQXD	20	0					20	0		

Below the request details, there are sections for "Scheduled Lifts" and "Cancelled Lifts".

**Scheduled Lifts:**

Mission	Lift	Pax	Cargo	Display FADV
				Display FADV

**Cancelled Lifts:**

Mission	Lift	Pax	Cargo	Canx Code	Description	Display FADV
KG9260301	A	20	0	P	TESTING	Display FADV
						Display FADV

Figure 11. Airlift Request Status – Requests

### How to View the Status of an Airlift Request

This screen appears in Query mode when you enter it via the menu. As such, you will have to perform a search to find the request you want to view (see Step 1). However, if you entered this screen via the Input Airlift Request screen, you will pull in data from the request that you were last working (proceed to Step 5).

You can also enter this screen by double-clicking the Status field in the Input Airlift Request screen (proceed to Step 5).

## How to View the Status of an Airlift Request

1. Run an open query or enter the **DTG, Lift, UIC, Req Pax,** and/or **Req Cargo** to do your query. If you enter the **DTG(Z)**, be sure to use the DDHHMMI(Z)MMYYYY format, where DD = day; HHMMI(Z) = time (Zulu); MM = month; and YYYY = year.

**Tip:**

The more information you enter, the less time it will take the system to run the search.

2. Click  or press the [F8] key to execute a search. When the search is complete, the screen will be populated. The search may take a minute, so be patient.
3. Press the [Up Arrow] and [Down Arrow] keys to scroll through the list of records produced by the search OR click  and .
4. To view information about the scheduled lifts for the request, look at the second block of this screen.
5. Want more information about a particular lift? Click the Display FADV (Flight Advisory) button adjacent to the lift you want to view. The Display FADV screen appears. This is a display-only screen. You can view more detailed information about the scheduled mission and its lifts using the buttons beneath the toolbar. These buttons are: Scheduled Lifts, Manifests, Remarks, Mission Contacts, and Messages.
6. Click  or press [Ctrl + q] to return to the Airlift Request Status screen.
7. To view canceled lifts, look at the third block of the screen. Information about canceled lifts is displayed.
8. Want more information about a particular lift? Click the Display FADV button adjacent to the lift you want to view. The Display FADV screen appears. This is a display-only screen. You can view more detailed information about the scheduled mission and its lifts using the buttons beneath the toolbar. These buttons are: Scheduled Lifts, Manifests, Remarks, Mission Contacts, and Messages.
9. Click  or press [Ctrl + q] to return to the Airlift Request Status screen.  
**At this point, you have several options:**
  - a. You can exit this screen and return to the JALIS welcome screen. Click  or press [Ctrl + q].
  - b. You can view information about the lifts of the request. Click the Flown Lifts button beneath the toolbar.
  - c. You can view information about the regret/passoff status of the request. Click the Regrets/Passoffs button beneath the toolbar.

<b>Request Block</b>	
<b>Field Descriptions:</b>	
<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the message was assigned originally. Expressed as DDHHMMI(Z)MMYYYY.
<b>Lift</b>	A unique identifier for the request specific to the DTG and UIC.
<b>UIC</b>	<b>(Unit Identification Code)</b> The code that uniquely identifies an organization.
<b>Req Pax</b>	<b>(Requested Passengers)</b> The total number of passengers on a request.
<b>Req Cargo</b>	<b>(Requested Cargo)</b> The total amount of cargo on a request. Expressed in pounds.
<b>Sch Pax</b>	<b>(Scheduled Passengers)</b> Indicates if any/all of the passengers have been scheduled on a mission.
<b>Sch Cargo</b>	<b>(Scheduled Cargo)</b> Indicates if any/all of the cargo has been scheduled on a mission.
<b>Flown Pax</b>	Indicates if any/all of the <b>passengers</b> have already been flown.
<b>Flown Cargo</b>	Indicates if any/all of the cargo has already been flown.
<b>Reg Pax</b>	<b>(Regretted Passengers)</b> Indicates if any/all of the passengers have been regretted.
<b>Reg Cargo</b>	<b>(Regretted Cargo)</b> Indicates if any/all of the cargo has been regretted.
<b>Pass Pax</b>	<b>(Passed Off Passengers)</b> Indicates if any/all of the passengers have been passed off to another scheduling organization.
<b>Pass Cargo</b>	<b>(Passed Off Cargo)</b> Indicates if any/all of the cargo has been passed off to another scheduling organization.

<b>Scheduled Lifts Block</b>	
<b>Field Descriptions:</b>	
<b>Mission</b>	Displays the mission number assigned to the request.
<b>Lift</b>	Identifies the lift(s) of the request. Notice that if there is more than one lift on the mission, you can scroll through the list using either the [Up Arrow] and [Down Arrow] keys or the scroll bar to the right of the field.

<b>Scheduled Lifts Block</b>	
<b>Pax</b>	Indicates the number of <b>passengers</b> on the lift.
<b>Cargo</b>	Indicates the amount of cargo on the lift.

<b>Cancelled Lifts Block</b>	
<b><i>Field Descriptions:</i></b>	
<b>Mission</b>	The number used to identify the mission.
<b>Lift</b>	A letter used to identify the lift.
<b>Pax</b>	The number of passengers scheduled to be flown.
<b>Cargo</b>	The amount of cargo scheduled to be flown. Expressed in pounds.
<b>Canx Code</b>	<b>(Cancellation Code)</b> The status of a scheduled lift.
<b>Description</b>	The description of the regret type code.

## Airlift Request Status - Flown Lifts

Use the Airlift Request Status — Flown Lifts screen to view information about lifts that have already been flown on a particular request.

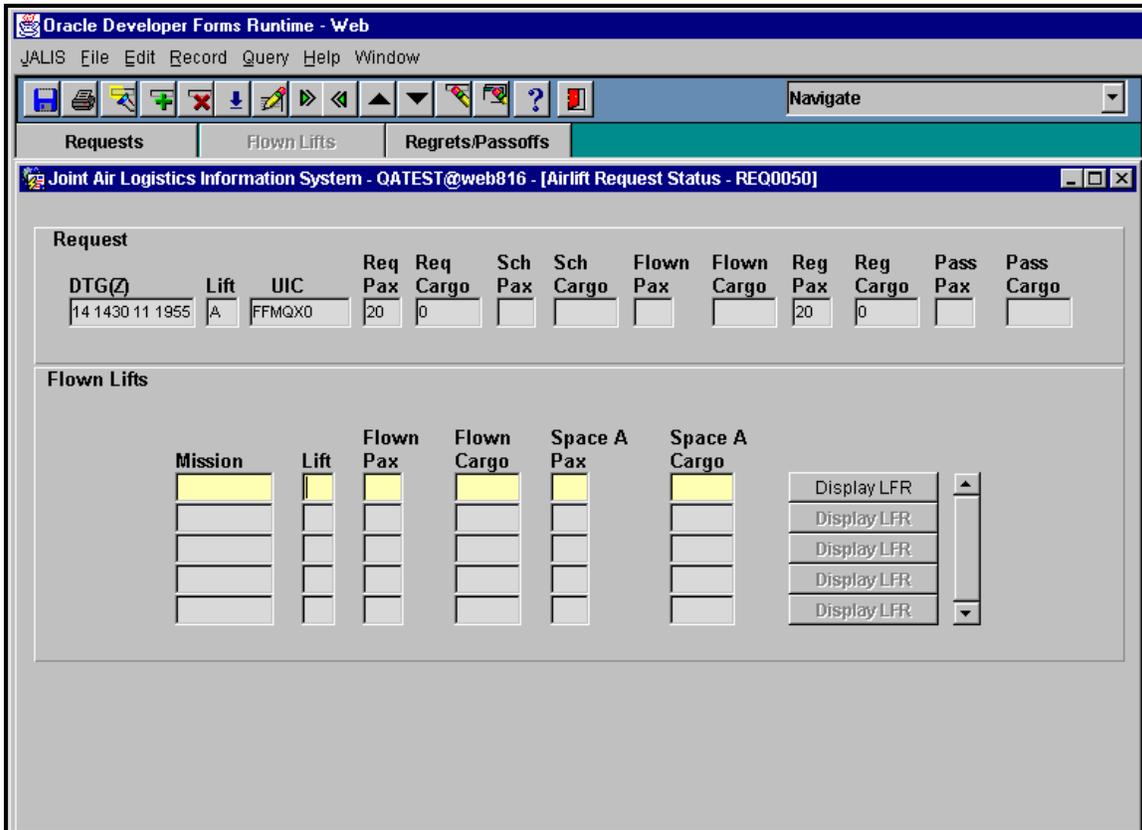


Figure 12. Airlift Request Status - Flown Lifts

### How To Use the Airlift Request Status - Flown Lifts Screen

1. This screen is entered via the Airlift Request Status screen, where you performed a query to find the request for which you want to view information. Therefore, when you enter the Flown Lifts screen, the appropriate request information, i.e., the DTG(Z), Lift, and UIC, will already be displayed.
2. If you wish to view any LFRs for the mission, click the Display LFR button to the right of the appropriate mission/lift in the Flown Lifts block of this screen. When you have finished viewing the LFR(s), click  or press [Ctrl + q] to return to the Flown Lifts screen.

**Tip:**

To print a screen, click  on the toolbar or press [Shift + F8].

## How To Use the Airlift Request Status - Flown Lifts Screen

At this point, you have several options:

- a. You can exit this screen and return to the JALIS welcome screen. Click  or press [Ctrl + q].
- b. You can return to the Airlift Request Status screen. Click the Requests button beneath the toolbar.
- c. You can view information about the regret/passoff status of the request. Click the Regrets/Passoffs button beneath the toolbar.

### Request Block

#### *Field Descriptions:*

<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the message was assigned originally. Expressed as DDHHMMI(Z)MMYYYY.
<b>Lift</b>	A unique identifier for the request specific to the DTG and UIC.
<b>UIC</b>	<b>(Unit Identification Code)</b> The code that uniquely identifies an organization.
<b>Req Pax</b>	<b>(Requested Passengers)</b> The total number of passengers on a request.
<b>Req Cargo</b>	<b>(Requested Cargo)</b> The total amount of cargo on a request. Expressed in pounds.
<b>Sch Pax</b>	<b>(Scheduled Passengers)</b> Indicates if any/all of the passengers have been scheduled on a mission.
<b>Sch Cargo</b>	<b>(Scheduled Cargo)</b> Indicates if any/all of the cargo has been scheduled on a mission.
<b>Flown Pax</b>	Indicates if any/all of the passengers have already been flown.
<b>Flown Cargo</b>	Indicates if any/all of the cargo has already been flown.
<b>Reg Pax</b>	<b>(Regretted Passengers)</b> Indicates if any/all of the passengers have been regretted.
<b>Reg Cargo</b>	<b>(Regretted Cargo)</b> Indicates if any/all of the cargo has been regretted.
<b>Pass Pax</b>	<b>(Passed Off Passengers)</b> Indicates if any/all of the passengers have been passed off to another scheduling organization.

Request Block	
<b>Pass Cargo</b>	<b>(Passed Off Cargo)</b> Indicates if any/all of the cargo has been passed off to another scheduling organization.

Flown Lifts Block	
<b>Field Descriptions:</b>	
<b>Mission</b>	Displays the mission number assigned to the request.
<b>Lift</b>	Identifies the lift(s) of the request. Notice that if there is more than one lift on the mission, you can scroll through the list using either the [Up Arrow] and [Down Arrow] keys or the scroll bar to the right of the field.
<b>Flown Pax</b>	Indicates the number of passengers flown on the lift.
<b>Flown Cargo</b>	Indicates the amount of cargo flown on the lift.
<b>Space A Pax</b>	Indicates the number of <b>space-available passengers</b> flown on the lift.
<b>Space A Cargo</b>	Indicates the amount of <b>space-available cargo</b> flown on the lift.

## Airlift Request Status — Regrets/Passoffs

Use the Airlift Request Status — Regrets/Passoffs screen to view the status of a lift(s) on a specified request. This screen is display only.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The title bar indicates the application is 'Joint Air Logistics Information System - QATEST@web816 - [Airlift Request Status - REQ0050]'. The main window is divided into three sections:

**Request**

DTG(Z)	Lift	UIC	Req Pax	Req Cargo	Sch Pax	Sch Cargo	Flown Pax	Flown Cargo	Reg Pax	Reg Cargo	Pass Pax	Pass Cargo
14 1430 11 1955	A	FFMQX0	20	0					20	0		

**Regret Status**

Pax	Cargo	Regret Code	Description	Display Message
20	0	T	CNX OF REQUEST BY REQUESTOR	Display Message...
				Display Message...
				Display Message...
				Display Message...

**Passoff Status**

Pax	Cargo	Passed To	Scheduler Name	Transfer DTS	Display Message
0	0			18 0759 12 2000	Display Message...
					Display Message...

Figure 13. Airlift Request Status - Regrets/Passoffs

### Viewing the Airlift Request Status - Regrets/Passoffs Screen

1. This screen is entered via the Airlift Request Status screen, where you performed a query to find the request for which you want to view information. Therefore, when you enter the Regrets/Passoffs screen, the appropriate request information, i.e., the DTG(Z), Lift, and UIC, will already be displayed.
2. If you wish to view any pertinent remarks regarding a regret status, click Display Message adjacent to the appropriate lift in the Regret Status block. To return to the Airlift Request Status – Passoffs/Regrets screen, click  or press [Ctrl + q]. From there, you can return to the main JALIS screen by again clicking  or pressing [Ctrl + q].

## Viewing the Airlift Request Status - Regrets/Passoffs Screen

- To view pertinent remarks regarding a passoff status, click Display Message adjacent to the appropriate lift in the Passoff Status block. To return to the Airlift Request Status – Passoffs/Regrets screen, click  or press [Ctrl + q]. From there, you can return to the main JALIS screen by again clicking  or pressing [Ctrl + q].

**Tip:**

To print a screen, click  on the toolbar or press [Shift + F8].

## Request Block

### Field Descriptions:

<b>DTG(Z)</b>	<b>(Date Time Group (Zulu))</b> The date and time the message was assigned originally. Expressed as DDHHMI(Z)MMYYYY.
<b>Lift</b>	A unique identifier for the request specific to the DTG and UIC.
<b>UIC</b>	<b>(Unit Identification Code)</b> The code that uniquely identifies an organization.
<b>Req Pax</b>	<b>(Requested Passengers)</b> The total number of passengers on a request.
<b>Req Cargo</b>	<b>(Requested Cargo)</b> The total amount of cargo on a request. Expressed in pounds.
<b>Sch Pax</b>	<b>(Scheduled Passengers)</b> Indicates if any/all of the passengers have been scheduled on a mission.
<b>Sch Cargo</b>	<b>(Scheduled Cargo)</b> Indicates if any/all of the cargo has been scheduled on a mission.
<b>Flown Pax</b>	Indicates if any/all of the passengers have already been flown.
<b>Flown Cargo</b>	Indicates if any/all of the cargo has already been flown.
<b>Reg Pax</b>	<b>(Regretted Passengers)</b> Indicates if any/all of the passengers have been regretted.
<b>Reg Cargo</b>	<b>(Regretted Cargo)</b> Indicates if any/all of the cargo has been regretted.
<b>Pass Pax</b>	<b>(Passed Off Passengers)</b> Indicates if any/all of the passengers have been passed off to another scheduling organization.

<b>Request Block</b>	
<b>Pass Cargo</b>	<b>(Passed Off Cargo)</b> Indicates if any/all of the cargo has been passed off to another scheduling organization.

<b>Regret Status Block</b>	
<b>Field Descriptions:</b>	
<b>Pax</b>	The number of <b>passengers</b> on which partial action was taken.
<b>Cargo</b>	The amount of cargo on which the partial action was taken.
<b>Regret Code</b>	A code assigned to a specific regret type.
<b>Description</b>	The description of the regret type code.

<b>Passoff Status Block</b>	
<b>Field Descriptions:</b>	
<b>Pax</b>	The number of <b>passengers</b> on which partial action was taken.
<b>Cargo</b>	The amount of cargo on which the partial action was taken.
<b>Passed To</b>	An identification number used by a scheduling authority.
<b>Scheduler Name</b>	The name of the scheduling organization.
<b>Transfer DTS</b>	<b>(Transfer Date Time Stamp)</b> The date and time the record was transferred to the passoff UIC. Expressed as DDHHMM(Z)MMYYYY.

## Passenger Maintenance

Use the Passenger Maintenance screen to enter and maintain passenger information.

The screenshot shows a web browser window titled "Joint Air Logistics Information System" with a menu bar (File, Edit, Record, Query, Help, Window) and a toolbar. The browser address bar shows "Joint Air Logistics Information System - QATEST@web816 - [Passenger Maintenance - VAL0130]". The main content area is titled "Passenger" and contains the following fields:

- Last Name:
- First Name:
- Middle Initial:
- UIC:   UIC Name:
- SSN:
- Weight:
- Employer:
- Deactivated Date:
- Service:
- Code:
- VIP Code:
- Rank:
- Rank Abbr.:
- Remarks:
- Created/Modified By:  DTS(L) 05 0935 02 2001

Figure 14. Passenger Maintenance

*This screen appears in Query mode.*

### How to Enter New Passenger Information

1. Click  or press [Ctrl + q] to cancel Query mode.
2. Type the **Last Name** of the passenger requesting travel.
3. [Tab] to **First Name** and type the passenger's first name.
4. [Tab] to **Middle Initial** and type the passenger's middle initial. This field is optional.

## How to Enter New Passenger Information

5. [Tab] to **UIC** and type the passenger's Unit Identification Code OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your choice and click "OK" or press [Enter].

**UIC Name** is entered automatically when you complete the UIC field.

6. [Tab] to **SSN** and type the passenger's nine-digit Social Security Number (SSN). This field is optional.
7. [Tab] to **Weight** and type the passenger's weight. The standard entry for this field is 200.
8. [Tab] to **Employer** and type the name of the passenger's employer. This field is optional.
9. [Tab] to **Deactivated Date(L)** and type the date that this passenger is deactivated from the system. Use the DDMMYYYY format, where DD = day, MM = month, and YYYY = year. This field is optional.
10. [Tab] to **Remarks** and type any necessary remarks about the passenger. This field is optional.

**DTS(L)** and **Created/Modified By** are display-only, system-generated fields.

11. Click  to the right of **Service** to display an LOV. Highlight your selection and click "OK" or press [Enter].

**Code**, **VIP Code**, **Rank**, and **Rank Abbr.** fields are populated when you make your selection from the LOV.

**Tip:**

This field **MUST** be completed before you save/commit this record. Furthermore, you **MUST** use the LOV to make your selection.

**Tip:**

To save time on the system search, type in the appropriate (Service) **Code** and then click  to the right of **Service**. You have, in essence, performed a query. Therefore, the list that is displayed will only contain records with the code you entered.

12. Click .
13. To enter another record, press the [Down Arrow] key. The form will be cleared and the cursor will move to **Last Name**. Repeat Steps 1 through 11 until you have entered all the records.
14. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## How to Update Existing Passenger Information

1. Type the **Last Name** of the passenger whose record you want to modify.
2. Click  or press the [F8] key to execute a search.
3. Navigate to the fields you want to change and make your modifications.
4. Click .
5. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Passenger Block

### ***Field Descriptions:***

<b>Last Name</b>	The passenger's last name.
<b>First Name</b>	The passenger's first name.
<b>Middle Initial</b>	The passenger's middle initial.
<b>UIC</b>	The Unit Identification Code (UIC) of the organization that employs the passenger.
<b>UIC Name</b>	The name of the organization that employs the passenger.
<b>SSN</b>	The passenger's nine-digit Social Security Number.
<b>Weight</b>	The weight (in pounds) of the passenger.
<b>Employer</b>	The specific command within the government or name of the military or civilian company that employs the passenger.
<b>Deactivated Date</b>	The date and time that the passenger became deactivated from the system. Expressed as DDMMYYYY.

<b>Service Block</b>	
<b>Field Descriptions:</b>	
<b>Service</b>	Select the branch of service.
<b>Code</b>	A code that identifies the military branch or government organization to which the passenger belongs.
<b>VIP Code</b>	The (V)ery (I)mportant (P)erson code.
<b>Rank</b>	A code indicating the GM, GS, or military rank of the passenger to be airlifted.
<b>Rank Abbr.</b>	The appropriate rank abbreviation.

<b>Remarks Block</b>	
<b>Field Descriptions:</b>	
<b>Remarks</b>	Any pertinent remarks about the passenger.
<b>Created/Modified By</b>	The log-in ID of the person who created the record.
<b>DTS(L)</b>	The system date and time the record was created or modified.

## Airlift Request Report

The Airlift Request Report option allows you to run a report listing all airlift requests requested during a selected time frame.

The screenshot shows a web-based form titled "Airlift Request Report" within the "Oracle Developer Forms Runtime - Web" environment. The form is for the "Joint Air Logistics Information System - QATEST@web816" and is for report "REQ0080". The date is "26-FEB-2001". The form contains several input fields: "Output To" is set to "PDF"; "File Name" is "C:\TEMP\REQ0080.TXT"; "Number of Copies" is "1"; "DTG(Z)" is "021800071966"; "Lift" is "B"; "UIC" is "N09172"; and "UIC Name" is "VP-64". A "Run Report" button is located in the top right corner of the form area.

Figure 15. Airlift Request Report

### How to Run an Airlift Request Report

1. In the **Output To** field, type the destination of the report OR click  to the right of the field or press the [F9] key to display an LOV. Click on your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key.
2. [Tab] to the **File/Printer** field and type the printer name or file name you want to use to print the report.
3. [Tab] to the **Number of Copies** field and type the number of copies you want to print. This field defaults to "1."
4. [Tab] to the **DTG(Z)** field and type the date time group originally assigned to the request.

## How to Run an Airlift Request Report

5. [Tab] to the **Lift** field and type the lift letter.
6. [Tab] to the **UIC** field and type the Unit Identification Code (UIC) of the organization to be included in the report OR click  to the right of the field or press the [F9] key to display an LOV. Click on your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key.
7. Press the [Tab] key and then press the [Enter] key to run the report OR click the Run Report button.

**Tip:**

To stop a report while it is running, click the Cancel Report button.

8. Click the Close button to return to the screen where you set the report parameters.
9. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Report Block

### **Field Descriptions:**

<b>Output To</b>	The report format type. (PDF, HTML or HTML CSS)
<b>File/Printer</b>	The path where the report will be saved/printed.
<b>Number of Copies</b>	The number of copies to print.

## Criteria Block

### **Field Descriptions:**

<b>DTG(Z)</b>	The <b>date time group (Zulu)</b> of the original request.
<b>Lift</b>	The lift code that corresponds with the UIC and DTG.
<b>UIC</b>	The <b>Unit Identification code</b> .
<b>UIC Name</b>	The name of the unit.

## Summary of Requests Report

Use the Summary of Requests Report to run a report listing a summary of the statuses of airlift requests within a specified range.

The screenshot shows a web-based Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web". The browser address bar shows "Joint Air Logistics Information System - QATEST@web816 - [Summary of Requests Report - REQ0140F]". The form itself is titled "Summary of Requests Report" and has a "Run Report" button in the top right corner. The form contains several input fields and dropdown menus:

- Output To:** A dropdown menu set to "HTML" with a download icon to its right.
- File Name:** A text input field containing "C:\TEMP\REQ0140.TXT".
- Number of Copies:** A text input field containing "1".
- Start Date(Z):** A date input field containing "14 1036 12 2000" with a download icon to its right.
- End Date(Z):** A date input field containing "19 1036 12 2000" with a download icon to its right.
- User ID:** A text input field containing "QATEST" with a download icon to its right.
- Start UIC:** A dropdown menu set to "%" with a download icon to its right.
- End UIC:** A dropdown menu set to "%" with a download icon to its right.
- Start PUJC:** A dropdown menu set to "%" with a download icon to its right.
- End PUJC:** A dropdown menu set to "%" with a download icon to its right.

Figure 16. Summary of Requests Report

### How to Run a Summary of Requests Report

1. In the **Output To** field, type the destination of the report OR click  to the right of the field or press the [F9] key to display an LOV . Highlight your selection and click "OK" or press [Enter].
2. [Tab] to **File Name** and type the printer name or file name you want to use to print the report.
3. [Tab] to **Number of Copies** and type the number of copies you want to print. This field defaults to "1."

## How to Run a Summary of Requests Report

4. [Tab] to **Start Date(Z)** and type the start date of the report. Use the DDHHMI(Z)MMYYYY format, where DD = day; HHMI(Z) = time (Zulu); MM = month; and YYYY = year.  
**OR**  
Click  to the right of this field or press the [F9] key to display a calendar. Click the arrows to the left of the month/year to change the month. The left arrow moves you back, e.g., from July to June; the right arrow moves you forward, e.g., July to August.  
Change the year using the arrows to the right of the month/year. Again, to move backward, click the arrow that points to the left; to go forward, click the arrow that points to the right. Select the day of the month by clicking on the calendar day. Mouse click to the arrow at the right of the HR field and select the correct hour. You are then moved automatically to the arrow beside the MIN field, where you set the appropriate minute. Remember to enter time in Zulu.  
Select "OK" or press the [Enter] key. The calendar will disappear, and the field will be entered. If you enter this field using the calendar, the cursor will move automatically to the next field.
5. [Tab] to **End Date(Z)** and type the end date of the report or complete this field using the calendar per Step 4 above.
6. [Tab] to **User ID** and type your ID OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
7. [Tab] to **Start UIC** and type the first UIC parameter that you want for the range of the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
8. [Tab] to **End UIC** and type the closing UIC parameter that you want to use for the range of the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
9. [Tab] to **Start PUJC** and type the PUJC code that you want to use as the start range of the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
10. [Tab] to **End PUJC** and type the PUJC code that you want to use as the end range of the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter]. Press the [Tab] key.
11. Click the Run Report button or press [Enter].  

**Note:**  
If you want to stop a report while it is running, click the Cancel Report button.
12. When you have finished with the report, click the Close button on the toolbar to return to the Summary of Requests Report screen.
13. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Report Block

***Field Descriptions:***

<b>Output To</b>	The report format type. (PDF, HTML or HTML CSS)
<b>File/Printer</b>	The path where the report will be saved/printed.
<b>Number of Copies</b>	The number of copies to print.

### Criteria Block

***Field Descriptions:***

<b>Start Date</b>	The start date of the report.
<b>End Date</b>	The end date of the report.
<b>User ID</b>	The user's ID.
<b>Start UIC</b>	The opening UIC parameter of the report.
<b>End UIC</b>	The ending UIC parameter of the report.
<b>Start PUJC</b>	The opening PUJC parameter of the report.
<b>End PUJC</b>	The ending PUJC parameter of the report.

## Display Flight Advisory

Use the Display Flight Advisory screen to view flight advisories for selected missions. This screen is display only. You CANNOT make any changes to a flight advisory. This option allows you to view the information about a flight. The advisory contains "From" and "To" addresses called PLAD (Plain Language Address). The body of the advisory contains the Flight Mission number, the Itinerary, Scheduled Lifts, Manifests, Remarks and Mission Contacts.

Leg	ETA(Z)	ICAO	Field Name	ETD(Z)	Grnd Time Type	Lift	Sch Pax	Sch Cargo	Aval Pax	Aval Cargo	Flt Time	Lay Over
1	04 1610 10 1995	KNHZ	BRUNSWICK NAS ME	04 1610 10 1995								
2	04 1852 10 1995	KNHK	PATUXENT RIVER NAS M	04 1932 10 1995		A	4	0	3	0	2:42	0:40
3	04 2002 10 1995	KNGU	NORFOLK NAS VA	04 2042 10 1995		B	5	0	2	0	0:30	0:40
4	04 2312 10 1995	KNHZ	BRUNSWICK NAS ME	04 2312 10 1995							2:30	0:00
<b>Total</b>											5:42	1:20

Figure 17. Display Flight Advisory - Scheduled Missions

*This screen appears in Query mode.*

### How to Display a Flight Advisory

1. Type the desired **Mission** number or **Call Sign**.

**Note:**

When conducting a query, information may also be entered in one or more of the following fields: **Mission, Call Sign, A/C (Aircraft) Type, Rig, Canx (Cancellation) Code, LFR, Lock Out, and/or Created/Modified By.**

## How to Display a Flight Advisory

2. Click  or press [F8]. When the search is complete, the screen will be populated.

The first block of this screen displays the following information about the mission itself: **Mission, A/C Type, LFR, Squadron, Said, Call Sign, Rig, Lock Out, Squadron Phone No., Augmented Crew Ind., Classification, Canx Code, Created/Modified By, Mission Mod Count and Message Mod Count.**

The second block of the screen displays the following information about the legs scheduled on the mission: **Leg, ETA(Z), ICAO, Field Name, ETD(Z), Grnd Time Type, Lift, Sch Pax, Sch Cargo, Aval Pax, Aval Cargo, Flt Time, Lay Over and Total.**

3. At this point, you can:

Click the Scheduled Lifts button to view information about the lifts of the mission.  
or

Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Scheduled Mission Block

### ***Field Descriptions:***

<b>Mission</b>	The assigned mission number.
<b>A/C Type</b>	The type of aircraft scheduled for the flight.
<b>LFR</b>	Displays whether or not any LFRs have been filed.
<b>Squadron</b>	The squadron scheduled to fly the mission.
<b>Said</b>	A system-assigned unique identifier for the mission.
<b>Call Sign</b>	A unique identifier for a given aircraft for a particular flight.
<b>Rig</b>	The internal configuration for the aircraft.
<b>Lock Out</b>	Indicates if the mission is currently being worked on by another person.
<b>Squadron Phone No.</b>	The squadron's telephone number.
<b>Augmented Crew Ind.</b>	Indicates if the mission requires an augment crew.
<b>Classification</b>	The classification of the mission.

<b>Scheduled Mission Block</b>	
<b>Canx Code</b>	The cancellation code (if applicable), as well as a description of the code.
<b>Created/Modified By</b>	The log-in ID of the person who created/modified the mission.
<b>Mission Mod Count</b>	Indicates how many times the mission has been modified.
<b>Message Mod Count</b>	Indicates how many times the generated messages have been modified.

<b>Scheduled Legs Block</b>	
<b>Field Descriptions:</b>	
<b>Leg</b>	Identifies the different legs scheduled for the mission.
<b>ETA(Z)</b>	Indicates the estimated time of arrival (Zulu) for each leg.
<b>ICAO</b>	Indicates the arrival ICAO for each leg.
<b>Field Name</b>	Indicates the field name of the ICAO(s).
<b>ETD(Z)</b>	Indicates the estimated time of departure (Zulu) for each leg.
<b>C/C</b>	Ground Time Type – indicates the type of ground time required for the leg.
<b>Lift</b>	A letter identifying a scheduled request unique to the scheduled mission.
<b>Sch Pax</b>	Indicates the number of passengers scheduled.
<b>Sch Cargo</b>	Indicates the amount of scheduled cargo.
<b>Aval Pax</b>	Indicates the number of unscheduled available passengers seats.
<b>Aval Cargo</b>	Indicates the amount of unscheduled available cargo space.
<b>Flt Time</b>	Indicates the amount of flight time needed to complete the leg.
<b>Lay Over</b>	Indicates the length of any layovers.

## Display Flight Advisory — Scheduled Lifts

Use the Display Flight Advisory — Scheduled Lifts screen to view information about lifts on a mission.

Oracle Developer Forms Runtime - Web  
JALIS File Edit Record Query Help Window

Scheduled Missions | **Scheduled Lifts** | Manifests | Remarks | Mission Contacts | Messages

Joint Air Logistics Information System - QATEST@web816 - [Display Flight Advisory - SMSN0200]

Scheduled Mission  
Mission: AOF260166

Lift	Pax	Cargo	Canx Code	Description	Dep ICAO	Field Name	Arr ICAO	Field Name
A	4	0			KNHK	PATUXENT RIVER NAS MI	KNGU	NORFOLK NAS VA
B	5	0			KNGU	NORFOLK NAS VA	KNHZ	BRUNSWICK NAS ME

Request DTG(Z): 28 1234 09 1995  
Lift: B  
UIC: N57012  
UIC Name: COMNAV AIRL  
Req Coordinator: LCDR YARNOFF / DSN: 564-4321  
PUJC: 25AI  
Pax: 4  
Cargo: 0

**Departure**  
ICAO: KNHK  
Proximity ICAO: KADW KDCA  
Desired(Z): 04 1930 10 1995  
Earliest(Z): 04 1930 10 1995  
Early:  
Dep Coordinator: LCDR YARNOFF / DSN: 564-4321\*

**Arrival**  
ICAO: KNGU  
V564-4735/3922  
Proximity ICAO: KORF KNTU KPHF KLFI KRIC LFTH LESJ LERS I  
Desired(Z): 04 2030 10 1995  
Required(Z): 04 2030 10 1995  
Late:  
Arr Coordinator: LCDR YARNOFF / DSN: 564-4321\*\*

Figure 18. Display Flight Advisory - Scheduled Lifts

### How to use the Display a Flight Advisory - Scheduled Lifts screen

1. Because you enter this screen from the Display Flight Advisory screen, where you performed a query to view a specific mission, the current mission number carries over to the Scheduled Lifts screen.
2. The following information is displayed as each lift in the list is highlighted, i.e., the cursor is positioned on the lift:

The scheduled missions block of this screen displays the following information about the mission itself: **Mission**

## How to use the Display a Flight Advisory - Scheduled Lifts screen

The scheduled lifts block of the screen displays the following information about the lifts scheduled on the mission: **Lift, Pax, Cargo, Canx Code, Description, Dep ICAO, Field Name, Arr ICAO and Field Name.**

The third block of this screen displays the following information about the mission itself: **Request DTG(Z), Req Coordinator, Lift, PUJC, UIC, Pax, UIC Name and Cargo.**

The Departure block of this screen displays the following information about the mission itself: **ICAO, Proximity ICAO, Desired(Z), Earliest(Z), Early and Dep Coordinator.**

The Arrival block of this screen displays the following information about the mission itself: **ICAO, Proximity ICAO, Desired(Z), Required(Z), Late and Arr Coordinator.**

3. At this point, you can:

Click the Manifests button to view information about passengers scheduled on the mission.

or

Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Scheduled Mission Block

#### ***Field Description:***

<b>Mission</b>	The assigned mission number.
----------------	------------------------------

### Scheduled Lifts Block

#### ***Field Descriptions:***

<b>Lift</b>	The mission lift letter assigned to this request and is unique to this flight.
-------------	--

<b>Pax</b>	Indicates the number of passengers scheduled for the lift.
------------	--

<b>Cargo</b>	Indicates the amount of cargo scheduled for the lift.
--------------	---

<b>Canx Code</b>	Indicates the cancellation code used.
------------------	---------------------------------------

<b>Description</b>	The description of the cancellation code.
--------------------	---

<b>Scheduled Lifts Block</b>	
<b>Dep ICAO</b>	The departure ICAO.
<b>Field Name</b>	The name of the departure ICAO.
<b>Arr ICAO</b>	The arrival ICAO.
<b>Field Name</b>	The name of the arrival ICAO.

<b>Request Block</b>	
<b><i>Field Descriptions:</i></b>	
<b>Request DTG(Z)</b>	The date–time group of the request
<b>Req Coordinator</b>	The name of the person who coordinated the request.
<b>Lift</b>	The letter identifying the lift.
<b>PUJC</b>	The Priority Urgency Justification /Category code assigned to the request.
<b>UIC</b>	The Unit Identification Code (UIC) of the organization from which the request originated.
<b>UIC Name</b>	The name of the UIC.
<b>Pax</b>	The number of passengers on the request.
<b>Cargo</b>	The amount of cargo on the request.

<b>Departure Block</b>	
<b><i>Field Descriptions:</i></b>	
<b>ICAO</b>	The departure ICAO and telephone number.
<b>Proximity ICAO</b>	Proximity ICAOs for the departure ICAO.
<b>Desired(Z)</b>	The desired departure time.
<b>Earliest(Z)</b>	The earliest departure time.

### Departure Block

<b>Early</b>	A message that indicates how many hours difference there is between the actual departure time versus the requested departure time.
<b>Dep Coordinator</b>	The name of the departure coordinator.

### Arrival Block

***Field Descriptions:***

<b>ICAO</b>	The arrival ICAO and telephone number.
<b>Proximity ICAO</b>	Proximity ICAOs for the arrival ICAO.
<b>Desired(Z)</b>	The desired arrival time.
<b>Required(Z)</b>	The required arrival time.
<b>Late</b>	A message that indicates how many hours difference there is between the actual arrival time versus the requested arrival time.
<b>Arr Coordinator</b>	The name of the arrival coordinator.



## How to use the Display a Flight Advisory - Manifests screen

3. At this point you can:

Click the Remarks button to view remarks about the passengers, cargo, or the flight itself.

**OR**

Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Scheduled Mission Block

#### *Field Description:*

<b>Mission</b>	The assigned mission number.
----------------	------------------------------

### Manifests Block

#### *Field Descriptions:*

<b>Lift</b>	The mission lift letter assigned to this request and is unique to this flight.
<b>Last Name</b>	The passenger's last name.
<b>First Name</b>	The passenger's first name.
<b>MI</b>	The passenger's middle initial.
<b>UIC</b>	The Unit Identification Code (UIC) of the organization that employs the passenger.
<b>UIC Name</b>	The name of the organization.
<b>Rank</b>	A code indicating the GM, GS, or military rank of the passenger to be airlifted.
<b>VIP</b>	A two-character code used to identify VIP passengers.

## Display Flight Advisory — Remarks

Use the Display Flight Advisory — Remarks screen to view remarks about the passengers, cargo, or the flight itself.

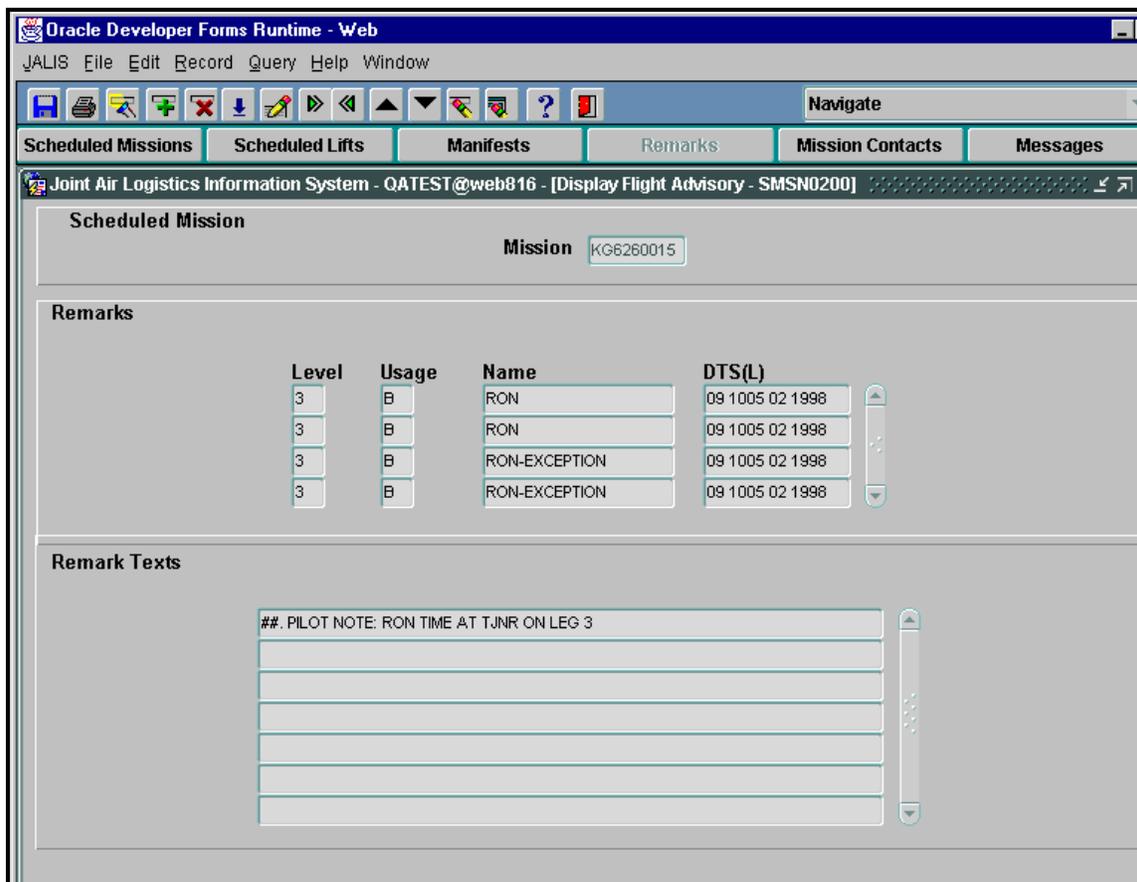


Figure 20. Display Flight Advisory - Remarks

### How to use the Display a Flight Advisory - Remarks screen

1. Because you enter this screen from the Display Flight Advisory screen, where you performed a query to view a specific mission, the current mission number carries over to the Remarks screen.
2. The following information is displayed.

The Scheduled missions block of this screen displays the following information about the mission itself: **Mission**

The Remarks block of the screen displays the following information about the lifts scheduled on the mission: **Level, Usage, Name and DTS(L).**

## How to use the Display a Flight Advisory - Remarks screen

The Remarks Texts block of this screen displays the following information about the mission itself:  
**Remarks**

**Note:**

The remarks that appear in the Remark Texts field apply to the Level field that is highlighted.

3. At this point you can:

Click the Mission Contacts button to view points of contact for a flight.

**OR**

Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Scheduled Mission Block

**Field Description:**

**Mission**                      The assigned mission number.

## Remarks Block

**Field Descriptions:**

<b>Level</b>	The level of the restriction.
<b>Usage</b>	A code that indicates whether the remark is used by scheduling, messaging, or both.
<b>Name</b>	The name of the remark or restriction.
<b>DTS(L)</b>	The date and time the record was created by the system for this flight or modified. Expressed as DDHHMMI(Z)MMYYYY.

## Remark Texts Block

**Field Description:**

**Text**                              The text of the remark.



## How to use the Display a Flight Advisory - Mission Contacts screen

### 3. At this point you can:

Click the Messages button to view messages about the flight.

OR

Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Scheduled Mission Block

### *Field Description:*

**Mission**                      The assigned mission number.

## Remarks Block

### *Field Descriptions:*

**Type**                              A code that indicates the type of contact made.

**Contact**                            The name of the person contacted.

**Time of Call(L)**                    The date and time the call was made. Expressed as DDHHMM(L)MMYYYY.

**Called By**                            The name of the person who made the contact.

**Memo**                                The text of the memorandum.

## Display Flight Advisory — Messages

Use the Display Flight Advisory — Messages screen to view messages about the flight.

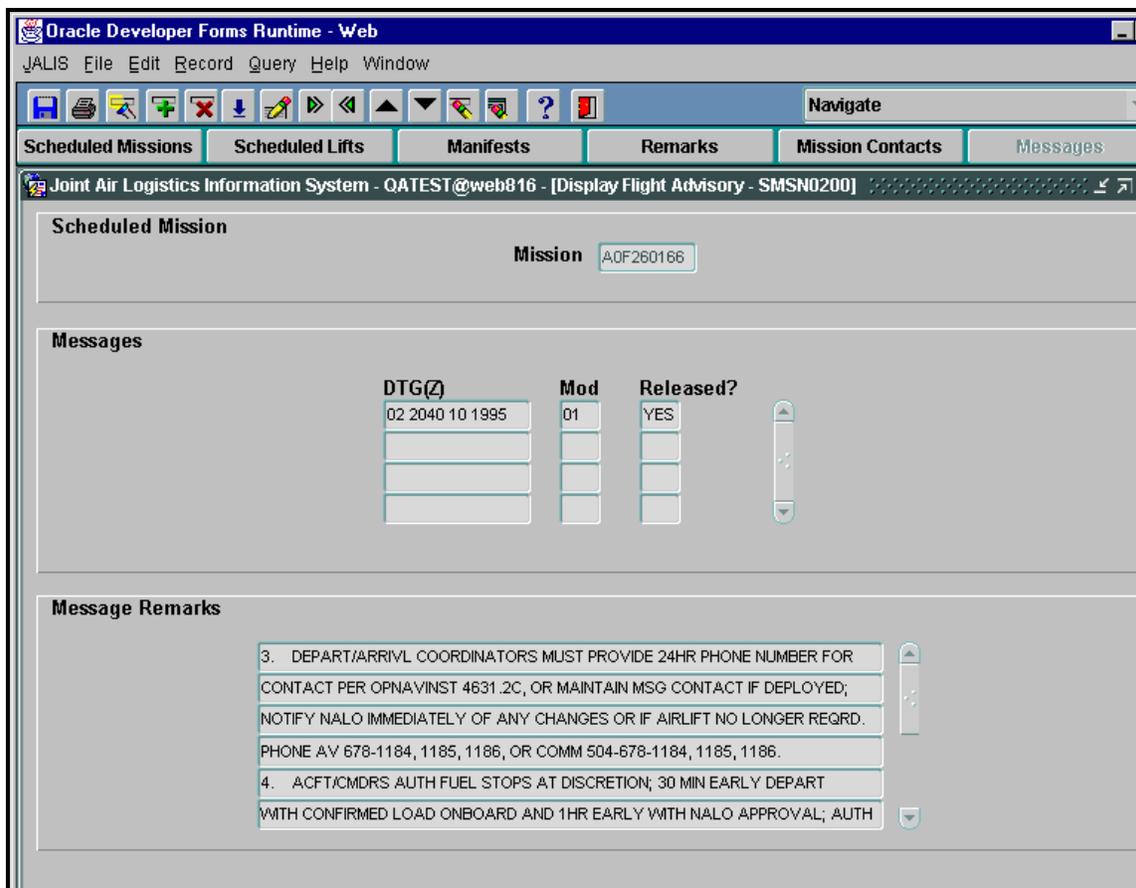


Figure 22. Display Flight Advisory - Messages

### How to use the Display a Flight Advisory - Messages Screen

1. Because you enter this screen from the Display Flight Advisory screen, where you performed a query to view a specific mission, the current mission number carries over to the Messages screen.

**Tip:**

The remarks that appear in the Message Remarks field apply to the DTG(Z) field that is highlighted.

2. The following information is displayed:

The Scheduled Mission block of this screen displays the following information about the mission itself: **Mission**

## How to use the Display a Flight Advisory - Messages Screen

The Messages block of the screen displays the following information about the mission: **DTG(Z), Mod, Released?**

The Message Remarks block of this screen displays the following information about the mission itself: **Text**

3. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Scheduled Mission Block

***Field Description:***

<b>Mission</b>	The assigned mission number.
----------------	------------------------------

### Messages Block

***Field Descriptions:***

<b>DTG(Z)</b>	The date-time group of the message.
<b>Mod</b>	The number of times the message has been modified.
<b>Released?</b>	Indicates if the message has been released.

### Message Remarks Block

***Field Description:***

<b>Text</b>	The text of the message.
-------------	--------------------------

## Proposed Flight Itinerary

The Proposed Flight Itinerary options allows you to build a possible flight itinerary for a given or multiple requests. This screen is used solely as a tool to provide you with information regarding flight times, distances and costs. This screen has no bearing on the role of the scheduler or the actual flight schedule in support of a request.

**Proposed Flight** Start Date (Z) 10 1022 01 2001 -- Ready --

Aircraft: [A7] Rig: 33 Air Speed: 500 Climb Factor: .6 Grnd Time: 01:00 Seats: 24 Cargo: 0 Crew Day: Normal Crew Day Avg. A/C Cost: 1710.00

Leg	ICAO	Ground Type	Ground Time	F/S Time	HF/S Time	Pax	Cargo	Flight Time	Mission Time	Dist	Military Cost	Comm. Cost
		N										
<b>Totals</b>												

Note: Comm. Cost uses average salary in calculations

**Lifts**

*** On Leg ***		*** Off Leg ***		Pax	Cargo	Comm. Cost

Figure 23. Proposed Flight Itinerary

**Note:**

When you click on Proposed Flight Itinerary on the menu, the Aircraft LOV screen will be displayed.

### How to Use Aircraft (L)ist (O)f (V)alues for Proposed Flight Screen

1. Click  or press the [F8] key to execute a search.

## How to Use Aircraft (L)ist (O)f (V)alues for Proposed Flight Screen

2. Click  and  on the toolbar or use the [Up Arrow] and [Down Arrow] keys to scroll through the list.
3. Highlight the aircraft you want to use and double click on the field or press the [Enter] key.

## How to use the Proposed Flight Itinerary Screen

### Note:

When you enter the Proposed Flight Itinerary Screen, the Proposed Flight Block is populated with information selected from the Aircraft LOV screen. The information displayed is Rig, Air Speed, Climb Factor, Ground Time, Seats, Cargo, Crew Day and Average A/C cost.

1. In the **Start Date(Z)** field which is populated with the current date and time, to change the date and time, type the start date and time of the planning day. Use the DDHHMMI(Z)MMYYYY format, where DD = day, HHMMI(Z) = time (Zulu), MM = month, and YYYY = year.

### OR

Click  to the right of this field or press the [F9] key to display a calendar. Click the arrows to the left of the month/year to change the month. The left arrow moves you back, e.g., from July to June; the right arrow moves you forward, e.g., July to August. Change the year using the arrows to the right of the month/year. Again, to move backward, click the arrow that points to the left; to go forward, click the arrow that points to the right.

Choose the appropriate day of the month by clicking on the calendar day.

Mouse click to the arrow at the right of the HR field and select the correct hour. You are then moved automatically to the arrow beside the MIN field, where you set the appropriate minute.

Click "OK" or press the [Enter] key. The calendar will disappear, and the field will be entered.

If you use the calendar to enter this field, the cursor will move automatically to the next field.

### Note:

Air Speed, Climb Factor and Crew Day can be changed at any time thereby causing changes in the Leg and Lift blocks.

2. **Leg** is a system-generated, display-only field. It will appear in sequential order, i.e., 1, 2, 3, and so forth.
3. Click  to navigate to the **ICAO** field and type the departure ICAO OR click  or press the [F9] key to display an LOV. Highlight your selection and click "OK."

## How to use the Proposed Flight Itinerary Screen

- [Tab] to **Ground Type**. If the default value, "N" (normal), is correct, proceed to Step 5. If the ground type needs to be changed, type in "A" for Navaid or "L" for Latitude/Longitude for the leg or click  or press the [F9] key to display an LOV. Highlight your choice and click "OK."

**Note:**

All originating Legs and ending legs of the flight must be "N".

- [Tab] to **Ground Time** and type the amount of ground time needed to load/unload passengers/cargo. Use the HHMI format. Enter hours in the first block of this field; minutes in the second block of this field.
- [Tab] to **F/S Time** and type the fuel stop time of the specified aircraft. Again, use the HHMI format.
- [Tab] to **HF/S Time** and type the amount of time needed for a high altitude fuel stop for the specified aircraft. Again, use the HHMI for mat.
- [Tab] to **Pax** and type the amount of passengers.
- [Tab] to **Cargo** and type the amount of cargo (in pounds).

**Note:**

Double-check to ensure that your ICAO list ends with the word "TERM."

**Note:**

The last five fields; **Flight Time**, **Mission Time**, **Dist.**, **Military Cost** and **Commercial Cost** are populated by the system.

**Note:**

Any changes to the following fields will cause the program to update the previous information.

- [Tab] to **On Leg #** and type the leg number. The next block which contains the **ICAO** code system populates.
- [Tab] to **Off Leg #** and type the leg number. The next block which contains the **ICAO** code system populates.
- [Tab] to **Pax** and type the number of passengers.
- [Tab] to **Cargo** and type the amount of cargo (in pounds).
- Commercial Cost** is system generated.

## How to Switch between Aircraft for easy comparison

1. Place the cursor in the **Aircraft** field.
2. Click  on the toolbar. (This will return you to the Aircraft LOV screen.)
3. Click  on the toolbar.
4. Click  and  on the toolbar or use the [Up Arrow] and [Down Arrow] keys to scroll through the list.
5. Highlight the aircraft you want to see and double click on the field or press the [Enter] key. (This will return you to the Proposed Flight Itinerary screen.)

## Proposed Flight Block

### ***Field Descriptions:***

<b>Start Date(Z)</b>	The date and time the flight is scheduled to begin.
<b>Aircraft</b>	The type of aircraft.
<b>Rig</b>	The rig configuration for that aircraft.
<b>Air Speed</b>	Air speed for the mission.
<b>Climb Factor</b>	Climb factor for the mission.
<b>Grnd Time</b>	The amount of ground time required for that aircraft.
<b>Seats</b>	The number of seats available on this rig configuration.
<b>Cargo</b>	The amount of cargo space (in pounds) available on this rig configuration.
<b>Crew Day</b>	Type of Crew Day: (N)ormal, (S)hort, (A)ugmented or (V)IP
<b>Avg. A/C Cost</b>	The average cost of the aircraft in this type of flight.

### Proposed Itinerary Legs Block

**Field Descriptions:**

<b>Leg</b>	Indicates the different legs scheduled for the mission.
<b>ICAO</b>	A four-character alphanumeric code used to identify an airfield or location.
<b>Ground Type</b>	The ground time hours and minutes.
<b>Ground Time</b>	The amount of ground time required for that aircraft. Expressed as HHMM.
<b>F/S Time</b>	The amount of time allotted for a fuel stop. Expressed as HHMM.
<b>HF/S Time</b>	A flag that indicates if there is a summer high altitude fuel stop.
<b>Pax</b>	The number of passengers.
<b>Cargo</b>	The amount of cargo (in pounds).
<b>Flight Time</b>	The flight time of the leg.
<b>Mission Time</b>	The total mission time.
<b>Dist</b>	The distance between the departure ICAO and the arrival ICAO.
<b>Military Cost</b>	The military cost of the flight.
<b>Comm. Cost</b>	The commercial cost of the flight.

### Lifts Block

**Field Descriptions:**

<b>On Leg #</b>	Indicates the ICAO # from which the flight will depart.
<b>ICAO</b>	Indicates the ICAO from which the flight will depart.
<b>Off Leg #</b>	Indicates the ICAO # where the flight will arrive.
<b>ICAO</b>	Indicates the ICAO where the flight will arrive.
<b>Pax</b>	The number of passengers affected during this leg of the flight.
<b>Cargo</b>	The amount of cargo (in pounds) affected during this leg of the flight.
<b>Comm. Cost</b>	The commercial cost of this leg of the flight.

## Missions for an ICAO Pair Report

The Missions for an ICAO Pair Report option allows you to run a report of missions scheduled for a particular ICAO pair. This report enables you to find a scheduled mission that has not yet been flown and that has room for more passengers or cargo.

The screenshot shows a web-based form titled "Missions for an ICAO Pair Report" within the Oracle Developer Forms Runtime environment. The form is dated "08-JAN-2001" and includes a "Run Report" button. The form fields are as follows:

Field	Value
Output To	HTML
File/Printer	C:\TEMP\MSN050R2.TXT
Number of Copies	1
Start Date(Z)	08 0914 01 2001
End Date(Z)	13 0914 01 2001
Dep. ICAO	KNBG
Arr. ICAO	KNIP
Pax	1
Cargo	0
Priority	1

Figure 24. Missions for an ICAO Pair Report

### How to Run a Missions for an ICAO Pair Report

1. In the **Output To** field, type the destination of the report OR click  to the right of the field or press the [F9] key to display an LOV. Click on your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key.
2. [Tab] to the **File/Printer** field and type the printer name or file name you want to use to print the report.
3. [Tab] to the **Number of Copies** field and type the number of copies you want to print. Press the [Tab] key.

## How to Run a Missions for an ICAO Pair Report

4. [Tab] to **Start Date(Z)** and type the start date of the report. Use the DDHHMI(Z)MMYYYY format, where DD = day; HHMI(Z) = time (Zulu); MM = month; and YYYY = year.

OR

Click  to the right of the field or press the [F9] key to display a calendar. Click the arrows to the left of the month/year to change the month. The left arrow moves you back, e.g., from July to June; the right arrow moves you forward, e.g., July to August. Change the year using the arrows to the right of the month/year. Again, to move backward, click the arrow that points to the left; to go forward, click the arrow that points to the right.

Select the day of the month by clicking on the calendar day.

Mouse click to the arrow at the right of the HR field and select the correct hour. You are then moved automatically to the arrow beside the MIN field, where you set the appropriate minute. Remember to enter time in Zulu.

Click "OK" or press the [Enter] key. The calendar will disappear and the field will be entered. If you use the calendar to enter this field, the cursor will automatically move to the next field.

5. [Tab] to **End Date(Z)** and type the end date of the report or enter the date using the calendar per Step 4. Enter the date using the DDHHMI(Z)MMYYYY format.
6. [Tab] to the Dep. ICAO field and type the departure ICAO OR click  to the right of the field or press the [F9] key to display an LOV. Click on your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key.
7. [Tab] to the Arr. ICAO field and type the arrival ICAO OR click  to the right of the field or press the [F9] key to display an LOV. Click on your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key.
8. [Tab] to the **Pax** field and type the number of passengers you want to fly.
9. [Tab] to the **Cargo** field and type the amount of cargo (in pounds) you want to fly.
10. [Tab] to the **Priority** field and type the first digit of the appropriate PUJC code OR click  to the right of the field or press the [F9] key to display an LOV. Click on your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key. Press the [Tab] key.
11. Press the [Enter] key or click the Run Report button.

### Tip:

To stop a report while it is running, click the Cancel Report button.

12. Click the Close button to return to the screen where you set the report parameters.
13. Press [Ctrl + q] or click  to return to the JALIS welcome screen.

### Report Block

***Field Descriptions:***

<b>Output To</b>	The report format type. (PDF, HTML or HTML CSS)
<b>File/Printer</b>	The path where the report will be saved.
<b>Number of Copies</b>	The number of copies to print.

### Criteria Block

***Field Descriptions:***

<b>Start Date(Z)</b>	The start date of the report.
<b>End Date(Z)</b>	The end date of the report.
<b>Dep. ICAO</b>	A four-digit code used to identify the location of the departure ICAO.
<b>Arr. ICAO</b>	A four-digit code used to identify the location of the arrival ICAO.
<b>Pax</b>	The total number of passengers.
<b>Cargo</b>	The total weight of the cargo. Expressed in pounds.
<b>Priority</b>	The priority urgency justification category code of the request.

## Missions thru an ICAO Report

Use the Missions thru an ICAO screen to run a report of scheduled missions going through a specified ICAO. This report will enable you to schedule passengers through a particular ICAO.

oboHELP HTML - Help-Files - MOD\_JALIS\_RPT\_0030F.htm  
Oracle Developer Forms Runtime - Web  
JALIS File Edit Record Query Help Window  
Joint Air Logistics Information System - QATEST@web816 - [Missions thru an ICAO Report - RPT0030F]  
29-DEC-2000 Run Report  
Output To HTML File/Printer C:\TEMP\REQ0100.TXT Number of Copies 1  
Start Date(Z) 29 0823 12 2000  
End Date(Z) 29 0823 12 2000  
ICAO

Figure 25. Missions thru an ICAO Report

### How to Run Missions thru an ICAO Report

1. In the **Output To** field, type the destination of the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
2. [Tab] to **File Name** and type the printer name or file name you want to use to print the report.
3. [Tab] to **Number of Copies** and type the number of copies you want to print. This field defaults to "1."

## How to Run Missions thru an ICAO Report

4. [Tab] to **Start Date(Z)** and type the start date of the report. Use the DDHHMI(Z)MMYYYY format, where DD = day; HHMI(Z) = time (Zulu); MM = month; and YYYY = year.

**OR**

Click  to the right of the field or press the [F9] key to display a calendar. Click the arrows to the left of the month/year to change the month. The left arrow moves you back, e.g., from July to June; the right arrow moves you forward, e.g., July to August.

Change the year using the arrows to the right of the month/year. Again, to move backward, click the arrow that points to the left; to go forward, click the arrow that points to the right.

Select the day of the month by clicking on the calendar day. Mouse click to the arrow at the right of the HR field and select the correct hour. You are then moved automatically to the arrow beside the MIN field, where you set the appropriate minute. Remember to enter time in Zulu.

Click "OK" or press the [Enter] key. The calendar will disappear and the field will be entered. If you enter this field using the calendar, the cursor will move automatically to the next field.

5. [Tab] to **End Date(Z)** and type the end date of the report or enter the date using the calendar per Step 4. Use the DDHHMI(Z)MMYYYY format.
6. [Tab] to **ICAO** and type the ICAO for which you are running the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
7. Click the Run Report button or press the [Enter] key.

**Tip:**

To stop a report while it is running, click the Cancel Report button.

8. Click the Close button to return to the Display Missions thru an ICAO screen.
9. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Report Block

***Field Descriptions:***

<b>Output To</b>	The report format type. (PDF, HTML or HTML CSS)
<b>File/Printer</b>	The path where the report will be saved/printed.
<b>Number of Copies</b>	The number of copies to print.

### Criteria Block

***Field Descriptions:***

<b>ICAO</b>	The code used to identify the airports/airfields to be included in the report.
<b>Start Date(Z)</b>	The start date of the report. Expressed as DDHHMI(Z)MMYYYY.
<b>End Date(Z)</b>	The end date of the report. Expressed as DDHHMI(Z)MMYYYY.

## Electronic Log Maintenance

Use the Electronic Log Maintenance screen to enter and maintain log texts of business units and flown missions.

Figure 26. Electronic Log Maintenance

### How to Enter New Log Information

1. In the **Log Type** field, type the abbreviation for the kind of log entry to be made OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].

**Tip:**

Valid abbreviations are: OPS – Operations Log Entry; REM – Remote Problem Reporting; and SYS – Systems Log Entry.

**DTS(L)** and **Created/Modified By** are display-only, system-generated fields.

## How to Enter New Log Information

2. Click  (Next Block) to move cursor to log texts block.
3. In the **Log Texts** field, type your information.
4. Click  .
5. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## How to Update Existing Log Information

1. Click  or press the [F7] key.
2. Type the **Log Type** you want to update OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
3. Click  or press the [F8] key to execute a search.
4. Click  and  on the toolbar or press the [Up Arrow] and [Down Arrow] keys to scroll through the list of records produced by the search.
5. When you find the record you want to update, navigate to the **Text** field and make your changes.
6. Click  .
7. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Log Entries Block

### **Field Descriptions:**

<b>Log Type</b>	A code that designates log entries for systems, operations, or remote problems.
-----------------	---

<b>Log Entries Block</b>	
<b>DTS(L)</b>	The date and time the record was entered into the system or modified.
<b>Created/Modified By</b>	The log-in ID of the person who created or modified the record.

<b>Log Texts Block</b>	
<b>Field Description:</b>	
<b>Text</b>	The text of the log entry.

# Electronic Log Report

Use the Electronic Log Report option allows you to run a report listing log entries for a time period you specify.

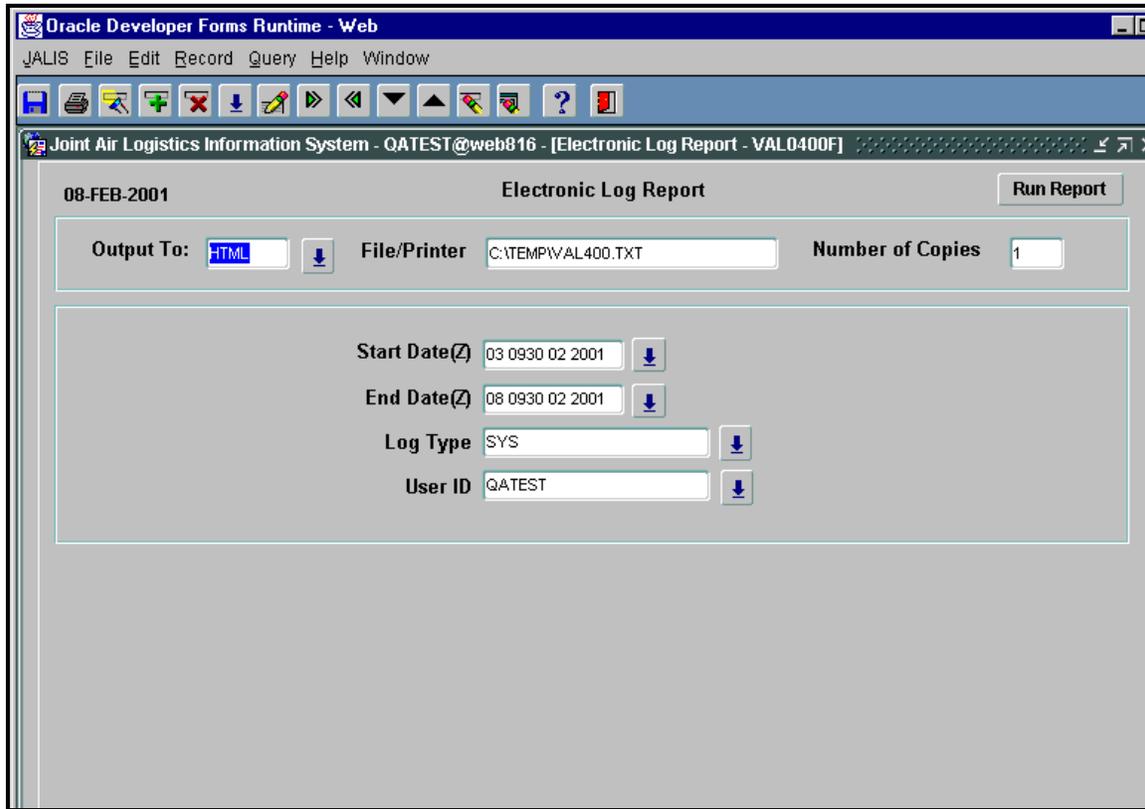


Figure 27. Electronic Log Report

## How to Run an Electronic Log Report

1. In the **Output To** field, type the destination of the report OR click  to the right of the field or press the [F9] key to display an LOV . Highlight your selection and click "OK" or press [Enter].
2. [Tab] to **File Name** and type the printer name or file name you want to use to print the report.
3. [Tab] to **Number of Copies** and type the number of copies you want to print. This field defaults to "1."

## How to Run an Electronic Log Report

4. [Tab] to **Start Date(Z)** and type the start date of the report. Use the DDHHMI(Z)MMYYYY format, where DD = day; HHMI(Z) = time (Zulu); MM = month; and YYYY = year.  
**OR**  
Click  to the right of this field or press the [F9] key to display a calendar. Click the arrows to the left of the month/year to change the month. The left arrow moves you back, e.g., from July to June; the right arrow moves you forward, e.g., July to August. Change the year using the arrows to the right of the month/year. Again, to move backward, click the arrow that points to the left; to go forward, click the arrow that points to the right. Select the day of the month by clicking on the calendar day. Mouse click to the arrow at the right of the HR field and select the correct hour. You are then moved automatically to the arrow beside the MIN field, where you set the appropriate minute. Remember to enter time in Zulu. Select "OK" or press the [Enter] key. The calendar will disappear, and the field will be entered. If you use the calendar to enter this date, the cursor will automatically move to the next field.
5. [Tab] to **End Date(Z)** and enter the date using the calendar per Step 4 above.
6. [Tab] to **Log Type** and type the kind of log entries you want to include in the report OR click  to the right of the field or press the [Down Arrow] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
7. [Tab] to **User ID** and type your ID OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection and click "OK" or press [Enter].
8. Click the Run Report button.

**Tip:**

To stop a report while it is running, click the Cancel Report button.

9. Click the Close button.
10. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## Report Block

### **Field Descriptions:**

<b>Output To</b>	The report format type. (PDF, HTML or HTML CSS)
<b>File/Printer</b>	The path where the report will be saved.

<b>Report Block</b>	
<b>Number of Copies</b>	The number of copies to print.

<b>Criteria Block</b>	
<b>Field Descriptions:</b>	
<b>Start Date(Z)</b>	The first date on the report.
<b>End Date(Z)</b>	The last date on the report.
<b>Log Type</b>	A code that designates log entries for system, operations or remote problems.
<b>User ID</b>	The log-in ID of the person who created or modified the record.

# Messages Report

The Messages Report option allows you to print flight advisory messages, regret messages, and passoff messages.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web" with a menu bar (JALIS, File, Edit, Record, Query, Help, Window) and a toolbar. The main content area is titled "Messages Report" and includes a "Run Report" button. The form is divided into three sections:

- Destination:** Contains fields for "Output To" (set to HTML), "File Name" (C:\TEMP\MSG0070.TXT), and "Number of Copies" (1).
- Print Flight Advisory:** Contains two dropdown menus: "Message DTG(Z)" and "Mission Number", separated by "-- OR --".
- Print Request Passoffs or Regrets:** Contains two dropdown menus: "Message DTG(Z)" and "Request DTG(Z)", separated by "-- OR --", and a "Request Org" dropdown menu below.

Figure 28. Messages Report

### How to Run a Messages Report and Print Flight Advisory Messages

1. In the **Output To** field, type the destination of the report OR click  to the right of the field or press the [F9] key to display an LOV . Highlight your selection and click "OK" or press [Enter].
2. [Tab] to **File Name** and type the printer name or file name you want to use to print the report.
3. [Tab] to **Number of Copies** and type the number of copies you want to print. This field defaults to "1."

## How to Run a Messages Report and Print Flight Advisory Messages

4. In the **Message DTG(Z)** field, type the date-time group of the message you want to print OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection.  
**OR**  
In the **Mission Number** field, type the number of the mission for which you want to print messages OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your selection. Click "OK" or press the [Enter] key.
5. Press the [Tab] key and then press the [Enter] key OR click {Run Report}.
6. To cancel a report, click {Cancel Report}.

## How to Print Messages Regarding Passoffs or Regrets

1. In the **Message DTG(Z)** field, type the date-time group of the message for which you are running the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your choice. Click "OK" or press the [Enter] key.  
**OR**  
In the **Request DTG(Z)** field, type the date-time group of the request for which you are running the report OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your choice and your selection or press the [Down Arrow] key until your selection is highlighted. Click "OK" or press the [Enter] key. Press the [Tab] key.  
**OR**  
In the **Request Org** field, type the UIC of the organization from which the request originated OR click  to the right of the field or press the [F9] key to display an LOV. Highlight your choice. Click "OK" or press the [Enter] key. Press the [Tab] key.

**Tip:**

You cannot enter two date fields; enter either the **Message DTG(Z)** field or the **Request DTG(Z)** field.

2. Click the Run Report button or press the [Enter] key.

**Tip:**

To cancel a report that is running, click the Cancel Report button.

3. Click the Close button to return to the screen where you set the report parameters.
4. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Destination Block

**Field Descriptions:**

<b>Output To</b>	The report format type. (PDF, HTML or HTML CSS)
<b>File/Printer</b>	The path where the report will be saved.
<b>Number of Copies</b>	The number of copies to print.

### Print Flight Advisory Block

**Field Descriptions:**

<b>Message DTG(Z)</b>	The date and time the message was generated.
<b>Mission Number</b>	The number that identifies the mission being scheduled.

### Print Request Passoffs or Regrets Block

**Field Descriptions:**

<b>Message DTG(Z)</b>	The date and time the message was generated.
<b>Request DTG(Z)</b>	The date and time the request was created.
<b>Request Org</b>	The Unit Identification Code (UIC) of the organization from which the request originated.

## E-Mail Messages

Use the E-Mail Messages screen to send out flight advisories by electronic mail.

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web" with a sub-window titled "Joint Air Logistics Information System - QATEST@web816 - [E-Mail Messages - MSG0090]". The main content area is divided into two sections:

- E-Mail Flight/Cancellation Messages:** A table with three columns: "Mission", "Email Address", and "Status". The first row has "A0B201200" in the "Mission" column and a yellow highlight in the "Email Address" column.
- E-Mail Regret/PassOff Messages:** A table with seven columns: "Req DTG(Z)", "Req UIC", "Req Lift", "Msg DTG(Z)", "Msg Lifts", "Email Address", and "Status". The first row has yellow highlights in the "Req DTG(Z)", "Req UIC", "Req Lift", "Msg DTG(Z)", "Msg Lifts", and "Email Address" columns.

A "Send" button is located at the bottom center of the form.

Figure 29. E-Mail Messages

### How to E-Mail a Flight Advisory

1. Type the **Mission** that corresponds to the flight advisory you want to e-mail OR click  to the right of the field or press the [F9] key to display an LOV . Highlight your selection and click "OK" or press [Enter].
2. [Tab] to **Email Address** and type the electronic mail address of the person to whom you are sending the message.

## How to E-Mail a Flight Advisory

**Tip:**

You can send multiple flight advisories to the same/multiple e-mail addresses. To enter a new flight advisory, press the Down Arrow key to move to the second row of the **Mission** field. Repeat Steps 1 and 2.

3. Click the Send button. Watch the **Status** field for messages regarding the status of your e-mail.
4. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

## How to E-Mail Regret or Passoff Messages

1. Type the **Req DTG(Z)** that corresponds to the flight advisory you want to e-mail OR click  to the right of the field or press the [F9] key to display an LOV . Highlight your selection and click "OK" or press [Enter].

**Note:**

After selecting the **Req DTG**, **Req UIC**, **Req Lift**, **Msg DTG(Z)** and **Msg Lifts** are system generated.

2. [Tab] to **Email Address** and type the electronic mail address of the person to whom you are sending the message.

**Tip:**

You can send multiple flight advisories to the same/multiple e-mail addresses. To enter a new regret/passoff message, press the Down Arrow key to move to the second row of the **Req DTG(Z)** field. Repeat Steps 1 and 2.

3. Click the Send button. Watch the **Status** field for messages regarding the status of your e-mail.
4. Click  or press [Ctrl + q] to return to the JALIS welcome screen.

### Messages Block

**Field Descriptions:**

<b>Mission</b>	The number that identifies the mission being scheduled.
<b>E-Mail Address</b>	The electronic address to which the message is being sent.
<b>Status</b>	Displays the status of the e-mail messages.

### E-Mail Regret/Passoff Messages Block

**Field Descriptions:**

<b>Req DTG(Z)</b>	<b>(Request Date Time Group (Zulu))</b> The date time group of the request.
<b>Req UIC</b>	<b>(Request Unit Identification Code)</b> The Unit Identification code of the organization who originated the request.
<b>Req Lift</b>	<b>(Request Lift)</b> A unique identifier for the request specific to the DTG and UIC.
<b>Msg DTG(Z)</b>	<b>(Message Date Time Group (Zulu))</b> The date and time the message was sent.
<b>Mission</b>	The number that identifies the mission being scheduled.
<b>E-Mail Address</b>	The electronic address to which the message is being sent.
<b>Status</b>	Displays the status of the e-mail messages.