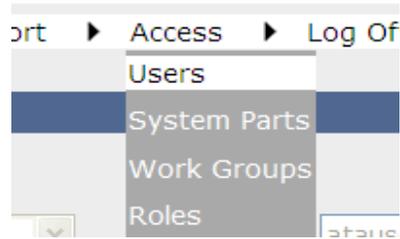


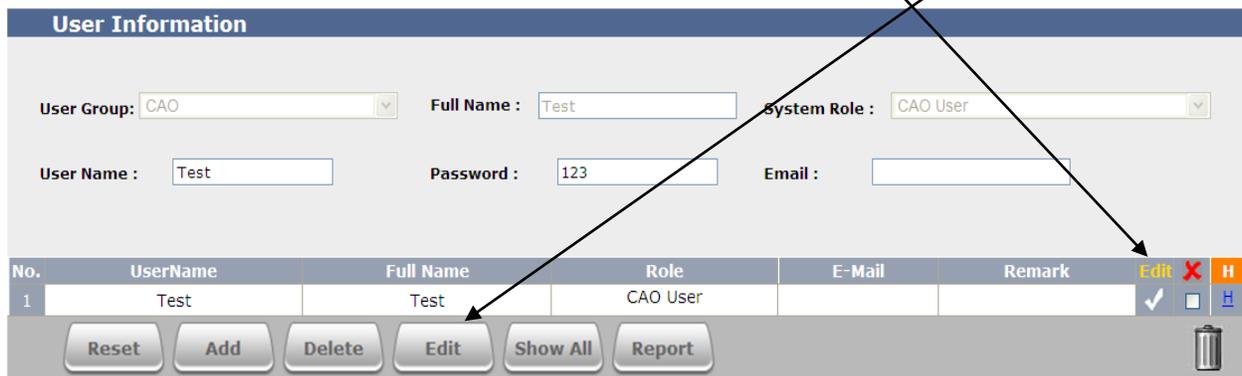
The system's User Manual (Help)

User's Security Information

You can change your security information through the drop – down menu "Access" and clicking the item "Users".



For changing your password, select the relevant record from the bottom grid, apply your changes through the upper panel text boxes and then press the "Edit" button.

A screenshot of the 'User Information' form and grid. The form has fields for User Group (CAO), Full Name (Test), System Role (CAO User), User Name (Test), Password (123), and Email. Below the form is a grid with columns: No., UserName, Full Name, Role, E-Mail, Remark, and Edit. The grid contains one row with No. 1, UserName Test, Full Name Test, Role CAO User, E-Mail, and Remark. The Edit button in the grid is highlighted. Below the grid are buttons for Reset, Add, Delete, Edit, Show All, and Report. Two arrows point from the text above to the 'Edit' button in the grid and the 'Edit' button in the bottom panel.

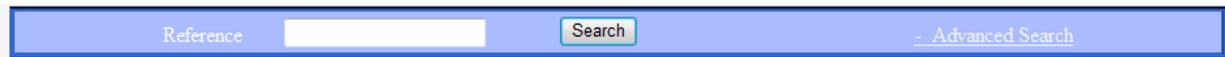
Different statuses of permissions

- **Pending**
Permission requests waiting for a response.
- **Primary approved**
permissions that are primarily accepted.
- **Request Cancelled**
Permissions that are requested for cancellation by the corresponding airline.
- **Primary Cancelled**
Permissions that are primarily approved by CAO for cancellation.
- **Final Cancelled**
Permission requests that are finally approved by CAO for cancelation.
- **Primary Denied**
Permissions requests that are primarily rejected by CAO.
- **Final Denied**
Permissions requests that are thoroughly rejected by CAO.
- **Final Approved**
Permissions requests finally approved by CAO.

System's Search Engine Guide

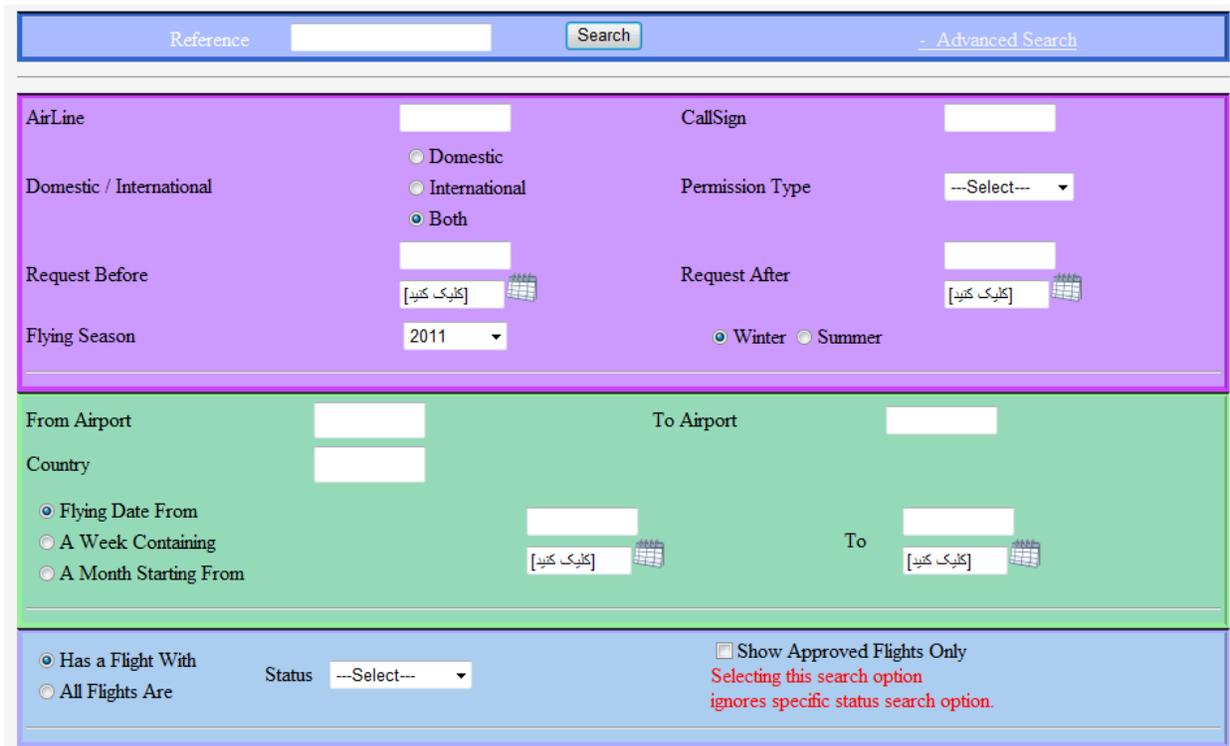
System's search engine accessible through the top of the present page is described as follow:

System's search engine is by default as displayed in the following figure; you can enter your reference number and press the search button in order to start off your search.



Reference [Advanced Search](#)

By clicking the hyperlink "**Advanced Search**", the following page is displayed.



Reference [Advanced Search](#)

AirLine **CallSign**

Domestic / International
 Domestic
 International
 Both

Permission Type

Request Before **Request After**

Flying Season Winter Summer

From Airport **To Airport**

Country

Flying Date From **To**

A Week Containing

A Month Starting From

Has a Flight With **Status** Show Approved Flights Only
Selecting this search option ignores specific status search option.

All Flights Are

Notice

In case that you fill out "**Flying season**" information indicated in the violet area, you will have no need to specify data information available in the green area. In this case, your search will be performed according to the specified date entries.

Green Area

- **Flying Date From**
Performs search based on the specified data internal.
- **A Week Containing**
By selecting this option, search will perform based on the week containing the specified date.
- **A Month starting from**
By selecting this option, search will perform based on the month containing the specified date.

Blue Area

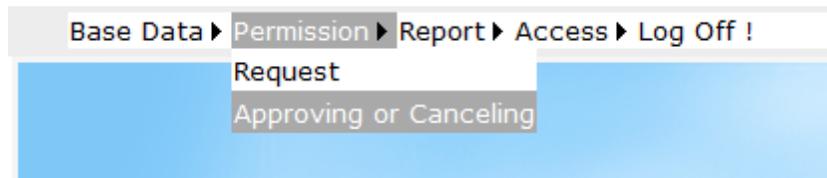
Has a Flight With

Selects the records having at least a flight leg with the specified status.

- **All Flights Are**
Selects the records having all flight legs with the specified status
- **Show Approved Flights only**
All records with approved status legs will be shown. For example, a flight leg specified under the status of "**Request Canceled**" will also be displayed because it is not finally cancelled.

Permission request

For requesting a flight permission selects the sub-item "**Request**" from the drop-down menu item "**Permission**".



Through selecting the sub-item, the following page will be displayed.

Base Data ▶ Permission ▶ Report ▶ Access ▶ Log Off ! بازار تبدیل تاریخ

راهنمای سیستم

Request Flight Permission

Airline Name:
 Call Sign:
 Permission Type: Request Remark:

Permission Route

Source	<input type="text"/>	Destination	<input type="text"/>
Dep Time	<input type="text"/>	Arr Time	<input type="text"/>
<input type="button" value="Add"/>			
There Is No Record ...!			

Permission Fleet Types

- Airbus[A300B4-600 ,C4-600,F4-600]
- Airbus[A300B2,B4,C4,F4]
- Airbus[A310,CC-150 Polaris]
- Airbus[A320-231]
- Airbus[A300-600ST Beluga]
- Boeing[727-200]
- Boeing[737-200]
- Boeing[747SP]
- Fokker[100]

Permission Dates

Date From:

Recurrence

Amendment

Permission Is for Amendment

Pending Flights Permissions

Show Finalizes

There Is No Record ...!

page 1 of 0 Go to Page

Call Sign

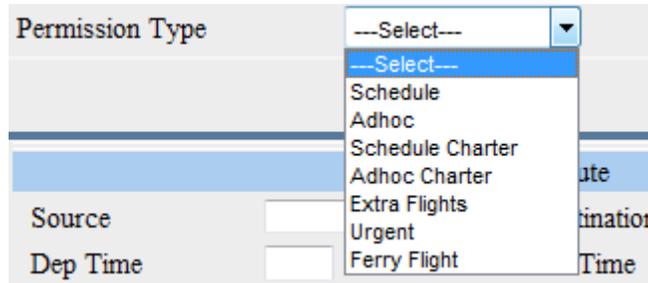
Call Sign

In this section, airline's three – letter ICAO code is shown by default. The flight's call sign will be specified after the ICAO code.

Notice: In any call sign, flight date must be identified as unique.

Permission Type

Type of flight permission will be selected as displayed in the following.



Permission Type

---Select---

---Select---

Schedule

Adhoc

Schedule Charter

Adhoc Charter

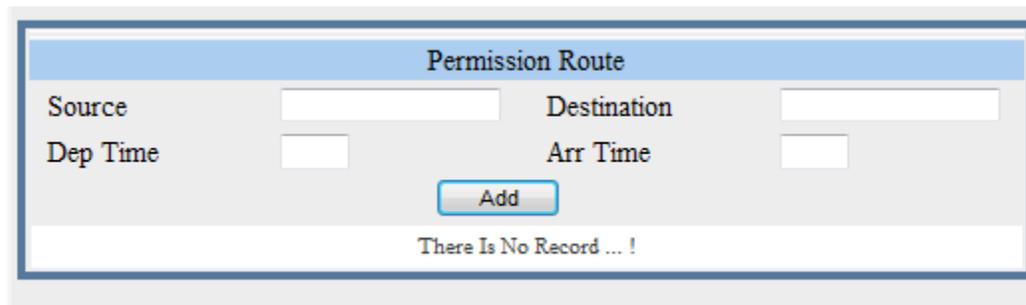
Extra Flights

Urgent

Ferry Flight

Permission Route

In this section, flight information will be entered for each individual leg.



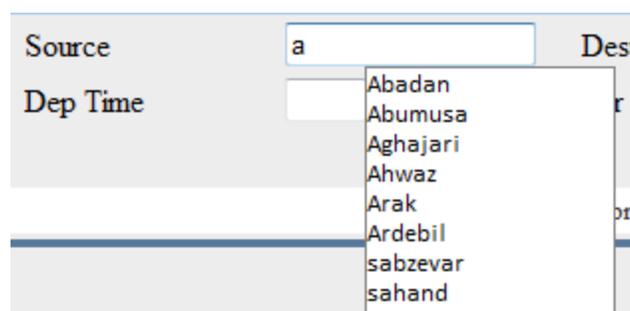
Permission Route

Source Destination

Dep Time Arr Time

There Is No Record ... !

For selecting an airport, you need to specify its IATA/ICAO code through corresponding source and destination list boxes.



Source Dest

Dep Time

Abadan

Abumusa

Aghajari

Ahwaz

Arak

Ardebil

sabzevar

sahand

The Specify Arrival and Departure Times and press the "**Add**" button. Now the following figure will be displayed.

Permission Route

Source Destination

Dep Time Arr Time

Leg No.	Source	Destination	Dep. Time	Arr. Time		
1	Ilam	Ramsar	10:00	10:20	<input type="button" value="Select"/>	<input type="button" value="Remove"/>

Pressing the "**Remove**" button will delete the corresponding flight leg. Pressing the "**Select**" button will select the present record so that you will be able to edit the relevant information.

Permission Route

Source Destination

Dep Time Arr Time

Leg No.	Source	Destination	Dep. Time	Arr. Time		
1	Ilam	Ramsar	10:00	10:20	<input type="button" value="Select"/>	<input type="button" value="Remove"/>

Permission Fleet Type

Specify type of airplane(s) flown under the relevant flight permission.

Permission Fleet Types

- Airbus[A300B4-600 ,C4-600,F4-600]
- Airbus[A300B2,B4,C4,F4]
- Airbus[A310,CC-150 Polaris]
- Airbus[A320-231]
- Airbus[A300-600ST Beluga]
- Boeing[727-200]
- Boeing[737-200]
- Boeing[747SP]
- Fokker[100]

Permission Date

Through this section, click the "Date From" text box in order to select a date.

Permission Dates

Date From

← February, 2012 →

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

Today: February 28, 2012

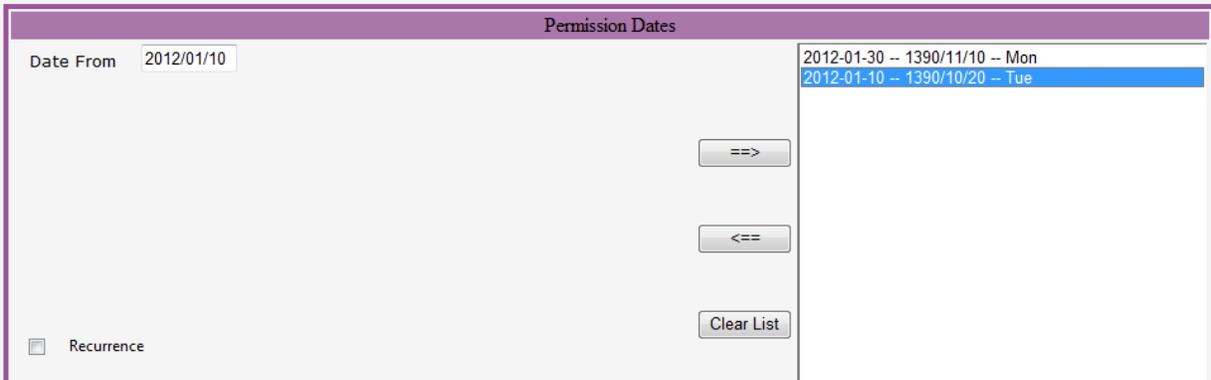
Recurrence

==>

<==

Clear List

Pressing the right arrow button  will display the selected date in the right side panel as appeared.



Permission Dates

Date From

Recurrence

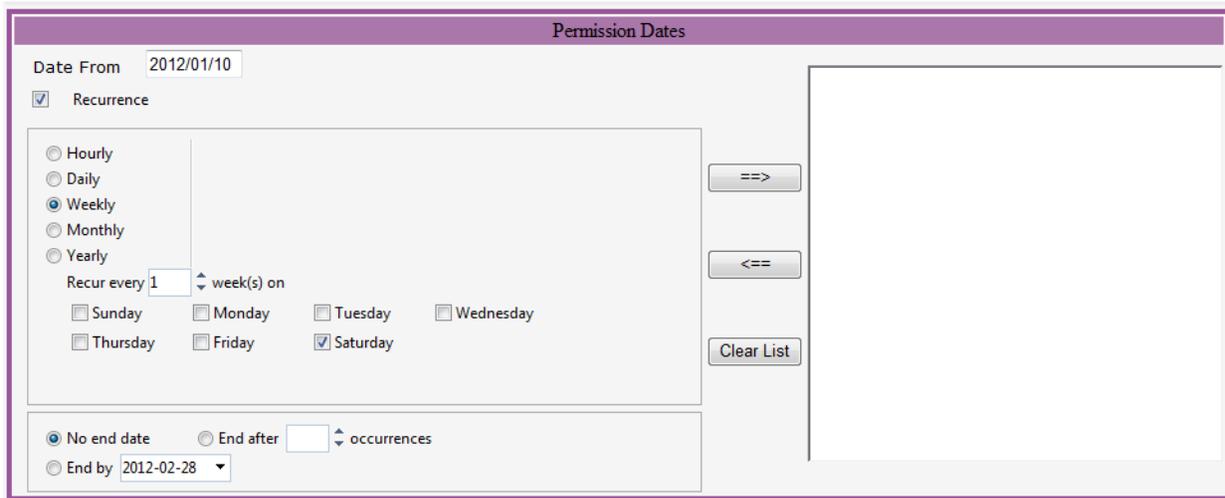
2012-01-30 -- 1390/11/10 -- Mon
2012-01-10 -- 1390/10/20 -- Tue

==>
<==
Clear List

Pressing the left arrow button  will remove the selected date from the right hand side panel.

Recurrence

Selecting the option will display the following page. By regarding your flight pattern, specify your options.



Permission Dates

Date From

Recurrence

Hourly
 Daily
 Weekly
 Monthly
 Yearly

Recur every week(s) on

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

No end date End after occurrences
 End by

==>
<==
Clear List

Notice: Be sure to specify the item "**End by**".

Amendment

Permission can be modified as indicated by "**Complement**" and "**Change**".



The screenshot shows a web form titled "Amendment". At the top left, there is a checked checkbox labeled "Permission Is for Amendment". Below this, the "Type" section has two radio buttons: "Complement" (which is selected) and "Change". To the right of the radio buttons is a text input field labeled "Original Permission No." and a button labeled "Show Dates". At the bottom of the form is a wide text input field labeled "Remark".

Complement

You only need to specify the previous reference number through the text box "**Original Permission No**".

Change

In addition to reference number, you also need to specify the dates must be cancelled by pressing the button "**Show Dates**".

Show finalizes

By pressing the button **Show Finalizes** all finalized permissions will be displayed. (Any Permission not responded by Civil Aviation Organization of Iran)

Finally, by entering all information and pressing the "**Add**" button at the bottom of the page, the below table will be displayed.

No.	Reference	Call Sign	Permission Type	From	To	To	To	To					Edit	✖
1	34171	IRA9001	Ferry Flight	IKA	THR	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
2	34170	IRA9000	Ferry Flight	THR	IKA	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
3	34169	IRA4709	Schedule	IKA	DXB	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
4	34168	IRA4709	Schedule	IKA	DXB	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
5	34167	IRA4709	Schedule	IKA	DXB	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
6	34166	IRA4708	Schedule	DXB	IKA	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
7	34165	IRA4708	Schedule	DXB	IKA	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
8	34164	IRA4708	Schedule	DXB	IKA	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
9	34163	IRA3499	Schedule Charter	AZD	BGW	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>
10	34162	IRA3498	Schedule Charter	BGW	AZD	---	---	---	Finalize	IRA	Clone	Make Roundtrip	✓	<input type="checkbox"/>

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In the following page, the buttons "**Finalize**", "**Clone**", and "**Make roundtrip**" will operate as it is described below:

Finalize

If a record be finalized, it is undrafted so that it will be ready for consideration by CAO's experts.

Clone

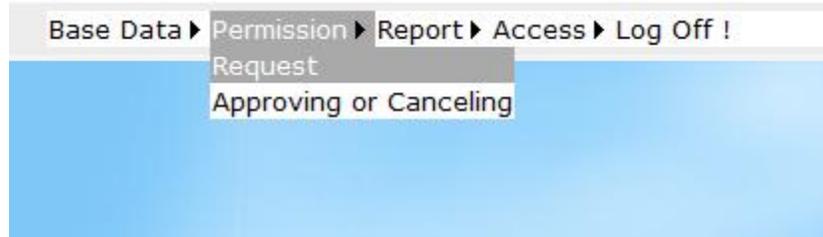
By regarding the call sign specified in the text box adjacent to the relevant "**Clone**" button, a similar record will be created as duplicate. After the new record added, the relevant flight leg's call sign and times need to be changed.

Make Roundtrip

Pressing this button will create a new record with inversed flight leg so that it will be ready for any editing and add process.

Cancel Request (Applied only to final approved permissions)

Select the sub item "**Approving or Cancelling**" from the drop-down menu "**Permission**" as shown in the below figure.



Then the following page will be shown.

Reference
Search
+ Advanced Search

PLEASE NOTE: Grid buttons below are ONLY to facilitate and speed up the procedures. Please make sure before use!

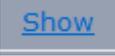
Using Request and Revise buttons sends a cancel request for all not finally confirmed flights

Please Click Show Button to View Detail Information

لطفا توجه فرمایید: دکمه های جدول زیر صرفا به منظور سهولت و تسریع در امور بوده. لطفا قبل از استفاده اطمینان حاصل نمایید!
استفاده از دکمه های Request و Revise به منزله درخواست کنسلی برای تمامی پرواز های تولید نهایی شده می باشد
لطفا برای مشاهده جزئیات درخواست روی گزینه Show کلیک نمایید

Reference	Airline	Call Sign	Int.	Routes	Request Date	Approve	Status	Request Cancel	Details	✓	Change
32733	IRAN AIR	IRA3447	✓	GBT→BGW	2012/02/08	Sch. Ch.	Fin. Approved x 2	Request	Show	■	NA
32732	IRAN AIR	IRA3446	✓	BGW→GBT	2012/02/08	Sch. Ch.	Fin. Approved x 2	Request	Show	■	NA
32622	IRAN AIR	IRA3367	✗	MHD→THR	2012/02/06	Ext. F.	Fin. Approved x 5	Request	Show	■	NA
32621	IRAN AIR	IRA3366	✗	THR→MHD	2012/02/06	Ext. F.	Fin. Approved x 5	Request	Show	■	NA
30660	IRAN AIR	IRA3360	✗	THR→MHD	2012/01/18	Ext. F.	Fin. Approved x 16	Request	Show	■	NA
30646	IRAN AIR	IRA3366	✗	THR→MHD	2012/01/18	Ext. F.	Fin. Approved x 4	Request	Show	■	NA
30180	IRAN AIR	IRA3369	✗	MHD→THR	2011/12/28	Ext. F.	Fin. Approved x 1	Request	Show	■	NA
30179	IRAN AIR	IRA3368	✗	THR→MHD	2011/12/28	Ext. F.	Fin. Approved x 1	Request	Show	■	NA
30176	IRAN AIR	IRA3367	✗	MHD→THR	2011/12/28	Ext. F.	Fin. Approved x 13	Request	Show	■	NA
30175	IRAN AIR	IRA3366	✗	THR→MHD	2011/12/28	Ext. F.	Fin. Approved x 13	Request	Show	■	NA
30162	IRAN AIR	IRA2282	✗	KSH→THR	2011/12/27	Ext. F.	Fin. Approved x 1	Request	Show	■	NA
30161	IRAN AIR	IRA2283	✗	THR→KSH	2011/12/27	Ext. F.	Fin. Approved x 1	Request	Show	■	NA
30065	IRAN AIR	IRA3499A	✓	SYZ→BGW	2011/12/20	Adhoc	Fin. Approved x 1	Request	Show	■	NA
30055	IRAN AIR	IRA0605A	✓	MHD→KWI	2011/12/20	Adhoc	Fin. Approved x 1	Request	Show	■	NA
29961	IRAN AIR	IRA3362	✗	THR→MHD	2011/12/12	Ext. F.	Fin. Approved x 1	Request	Show	■	NA
29960	IRAN AIR	IRA3363	✗	MHD→THR	2011/12/12	Ext. F.	Fin. Approved x 1	Request	Show	■	NA
29959	IRAN AIR	IRA3362	✗	THR→MHD	2011/12/12	Ext. F.	Fin. Approved x 1	Request	Show	■	NA

This will apply for cancelling permissions in whole or part; for a complete (whole) cancellation, press the "**Request**" button; In this case, cancellation request will be registered for all legs of flight permission.

For partial cancellations, press the  button which will display the following page.

IRAN AIR 32733 2/8/2012 IRA3447 Schedule Charter

Gorgan => BAGHDAD Has no Duration

[Hide Checking Panel](#) [All Days](#) Saturday Friday Thursday Wednesday Tuesday Monday Sunday

All ALL Flights Flights of Status 

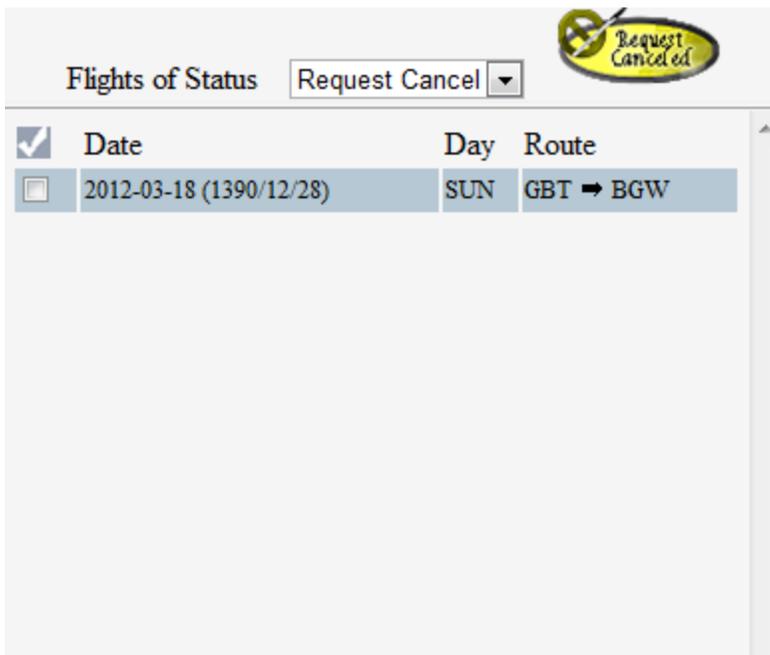
<input checked="" type="checkbox"/>	Date	Day	Route	Status
<input type="checkbox"/>	2012-03-18 (1390/12/28)	SUN	GBT → BGW	
<input type="checkbox"/>	2012-03-11 (1390/12/21)	SUN	GBT → BGW	




Select the desired legs from the following page

<input checked="" type="checkbox"/> All	ALL Flights			
<input checked="" type="checkbox"/> Date	Day	Route	Status	
<input type="checkbox"/> 2012-03-18 (1390/12/28)	SUN	GBT → BGW		
<input type="checkbox"/> 2012-03-11 (1390/12/21)	SUN	GBT → BGW		

And then press the  button; by doing this, the following information will be displayed where by pressing the  button you can remove each record from the list.

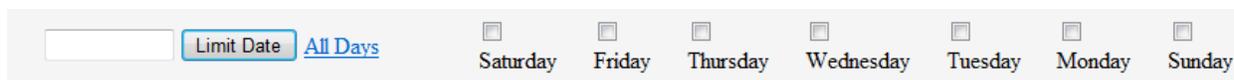


<input checked="" type="checkbox"/>	Date	Day	Route
<input type="checkbox"/>	2012-03-18 (1390/12/28)	SUN	GBT → BGW

The upper menu bar helps you to select easily desired days from "**All Flights**" list or you can use the "**Limit Date**" button by specifying a date.

Finally for registering status of "**Request Cancel**" for flight legs shown in the right

hand side panel, Press the  button available at the bottom of the page.



[Limit Date](#) [All Days](#) Saturday Friday Thursday Wednesday Tuesday Monday Sunday

Permission Report

Reference			
AirLine	IRAN AIR	CallSign	
Domestic / International	<input type="radio"/> Domestic <input type="radio"/> International <input checked="" type="radio"/> Both	Permission Type	---Select---
Request Before	<input type="text"/> [کلیک کنید]	Request After	<input type="text"/> [کلیک کنید]
Flying Season	2011	<input checked="" type="radio"/> Winter <input type="radio"/> Summer	
From Airport	<input type="text"/>	To Airport	<input type="text"/>
Country	<input type="text"/>		
<input checked="" type="radio"/> Flying Date From	<input type="text"/>	To	<input type="text"/>
<input type="radio"/> A Week Containing	<input type="text"/>		
<input type="radio"/> A Month Starting From	<input type="text"/>		
<input checked="" type="radio"/> Has a Flight With	Status	<input type="radio"/> Show Approved Flights Only	
<input type="radio"/> All Flights Are	---Select---	Selecting this search option ignores specific status search option.	
Airline Panel Reports		<input type="radio"/> گزارش آماری مجوزها <input checked="" type="radio"/> گزارش جزئی مجوزها	
<input type="button" value="Report"/>			

After filling out the system is search engine form, two options will be available through the dark green area of the following page:

Permissions Statistical Report

This option shows only a brief listing of permissions, their status, and flying days of a week.

Notice: In the status column, a brief description of the present status of the permissions will be displayed.

Different statuses are described briefly through the following examples:

- 1- **Wed has been approved:** Wednesday has been approved by CAO.
- 2- **(Wed) under consideration:** Wednesdays are requested but not yet considered and status is pending.
- 3- **No Fightable Dates:** Permissions are being considered but no legs have been permitted by flying legs.

Partial Permission Report

This option contains information for flight legs and their status as well as those given in "**Permissions Statistical Report**".