

AIRPORT BRIEFING 3 EFB APPLICATION PILOT USER GUIDE

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Airport Briefing Pilot User Guide

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This document supports version 3.0 of Synapse Aviation Airport Briefing for iOS and Windows.

The minimum operating system requirement for this release is iOS 10.0 or Windows 10. At the time of this release, Airport Briefing 3.0 has been tested, and is compatible with iOS 14.0.

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1 INTRODUCTION

1.1 PURPOSE

This guide provides detailed instructions and considerations for the operation of Airport Briefing version 3.0 for iOS and Windows. This document is designed for pilots and support specialists who are new to Airport Briefing. These considerations were identified by Synapse Aviation and their implementation by the user contributes to a safe and efficient operation with this EFB application.

The guide does not substitute for, or prevail over, any of the terms of the Synapse Aviation application End User License Agreement (EULA) or the operating hardware and software product agreements.

This guide will be updated as necessary in case of changes to the Airport Briefing application, in-service feedback, EASA, FAA, or other Aviation Authority requests, or any other valid reasons (e.g. corrections).

1.2 APPLICABILITY

This guide applies to the Airport Briefing EFB Application used on iOS and Windows-based portable EFB (PEDs).

1.3 TERMINOLOGY

The terminology used in this manual is adapted to the level of compliance expected from the user:

- 'Should' is used to specify considerations identified as necessary to ensure safe Airport Briefing operations.
- 'Can', 'May' or 'recommended' is used to provide additional considerations for efficient operations. Adherence by the user with these considerations is recommended.

1.4 GLOSSARY

AMC	Acceptable Means of Compliance
APPR	Instrument Approach Procedure
ARINC	Aeronautical Radio Incorporated
EFB	Electronic Flight Bag
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
GM	Guidance Material
HMI	Human Machine Interface
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
NAA	National Aviation Authority
NOP	Normal Operating Procedures
OEI	One-Engine Inoperative
OM	Operating Manual
OS	Operating System
PED	Portable Electronic Device
REF	3D reference slides or programmed instructions
SA	Synapse Aviation
SID	Standard Instrument Departure

1.5 OVERVIEW

Thank you for using Airport Briefing. Synapse Aviation iOS and Windows applications are continually modified to be fully compatible with the latest operating systems and devices.

Synapse Aviation Airport Briefing is a mobile electronic flight bag (EFB) solution designed for commercial and business aviation flight crews as well as private pilots.

Airport Briefing lays down a technological instrument to effectively comply with the applicable aerodrome competency qualification requirements.

The Airport Briefing software platform has two main components:

- Admin Panel; and
- EFB Application

The Airport Briefing Admin Panel is a cloud-based administrative back-end component. It enables operator functions for fast creation, management, and secure dissemination of high-quality aerodrome briefings.

The Airport Briefing EFB Application is an insightful briefing application with high fidelity. Through well-structured briefing data and extensive use of visuals, Airport Briefing significantly increases the efficiency and situational awareness of flight crews and empower them to handle abnormal and unexpected situations, with readiness.

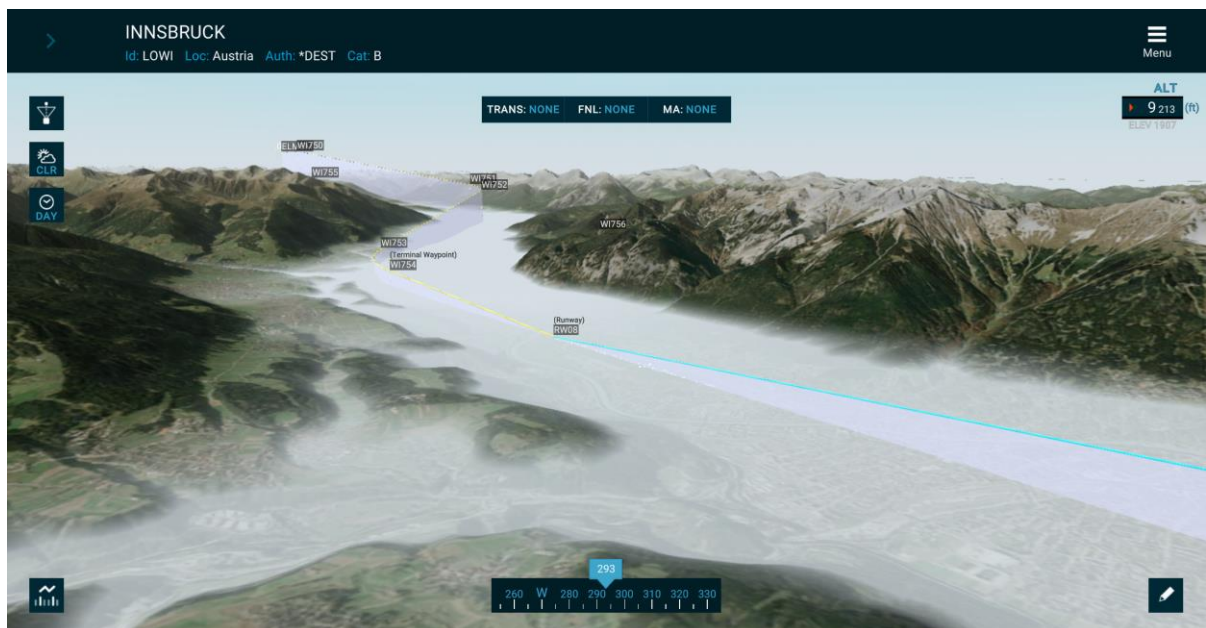


Figure 1 High fidelity interactive 3D graphics

Important notes:

- The system does not present an own-ship symbol, nor provides any information that can be used to derive the aircraft position
- Airport Briefing is not a navigation tool, nor any information it presents shall be considered for that purpose
- Airport Briefing does not calculate or output any mass and balance or performance information

1.6 ADDITIONAL REFERENCES

In addition to this User Guide, Synapse Aviation provides detailed, task-oriented training videos and documentation for Airport Briefing users on the web at the [link] [Airport Briefing Training and Documentation web page](#).

This User Guide can also be accessed via the Quick Access Menu button on the Airport Briefing top bar.

1.7 TECHNICAL SUPPORT

Many operators provide their own technical support for Airport Briefing. In addition, Synapse Aviation provides technical support during official business hours from 08:00 to 16:00 CET (Central European Time) at:

- International: +389 2 3113 963
- Email: support@airportbriefing.aero
- Synapse Aviation Customer Support Page on the Web at: airportbriefing.aero

1.8 SYSTEM REQUIREMENTS

The minimum operating system for Airport Briefing 3.0 is iOS 10.0 or Windows 10. At the time of release, Airport Briefing 3.0 has been tested and is compatible with iOS 14.0. The minimum device capability required to run Airport Briefing 3.0 on iOS devices is iPad Air 2 or newer, with a minimum of 2GB RAM memory. Devices running on the Windows platform require a minimum of 2GB RAM memory. For the most recent Airport Briefing hardware and software requirements, see the Airport Briefing page at [link] airportbriefing.aero/systemrequirements.

1.9 UPDATE AND DEPLOYMENT CONSIDERATIONS

The iOS version of Airport Briefing is released through available Apple distribution models. Only one version of the app can be downloaded to the iPad at a time. The windows installer application is available to enterprise customers only, via a dedicated SFTP channel.

It is recommended that you force close the Airport Briefing app before updating to a new version.

The Airport Briefing app requires up to 200 MB of available storage capacity on the iPad. The airport data, including subsequent data updates, may require up to several GB of available storage capacity. The variability in the storage capacity requirement is related to the number and size of the airports and coverage area.

Note: Basic 3D airport requires on average approximately 10-15 MB of storage capacity.

1.10 ABOUT INITIAL DOWNLOAD ON IOS

After you download Airport Briefing, you might need to go to Profile settings and verify that Synapse Aviation is a trusted developer on your iPad. See Verify Trusted Developer (iOS) chapter for instructions.

Note: Refer to the following Apple support article for more information on custom enterprise apps: [link] [Install custom enterprise apps on iOS](#).

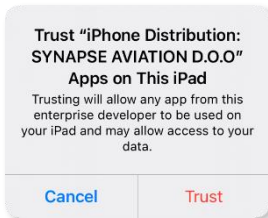
1.11 WHAT IS PRESERVED WHEN UPDATING THE APP

When Airport Briefing is updated from one version to another, the app preserves the following information:

- Customized app settings under user control, including account information and favorite airports.
- Installed airports and associated briefing data.
- Personal media files

1.12 VERIFY TRUSTED DEVELOPER (IOS)

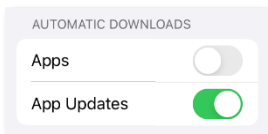
After you download Airport Briefing on iOS, you might be required to access iPad Profile settings and verify that Synapse Aviation D.O.O is a trusted developer on your iPad. To do so:



1. Tap Settings from the iPad Home Screen.
2. Tap General.
3. Tap Profiles & Device Management.
4. Tap the Synapse Aviation LLC. fly-out.
5. Tap Trust Synapse Aviation LLC.
6. Tap Trust to confirm.

Note: Refer to the following Apple support article for more information on custom enterprise apps: [link] [Install custom enterprise apps on iOS](#).

1.13 MANAGING AUTOMATIC APP UPDATES (IOS)



Automatic app updates in the background are available since iOS 7. When a device is fully charged and connected to the Internet, it downloads and installs free app updates without requiring any interaction from the user. Most of the time, automatic app updates are convenient, however, sometimes you might want to stop apps from auto-updating. Maybe the latest version is bugged, or you need an older version for a specific reason.

Preventing Automatic App Updates on iOS

To disable background app updates:

1. Tap Settings from the iPad Home Screen.
2. Tap App Store.
3. Under Automatic Downloads, switch App Updates to OFF.

Note: Preventing the automatic update of the app does not affect the availability of reoccurring data updates to Airport Briefing.

2 GETTING STARTED

Getting started with Airport Briefing is easy. You use basic tablet gestures or desktop controls to interact with the app.

2.1 BASIC TOUCH SCREEN GESTURES

Control mobile device apps using a few simple gestures – tap, touch and hold, swipe, scroll, and zoom.



Tap. Touch one finger lightly on the screen.



Double Tap.



Drag. Move one finger across the screen slowly.



Swipe. Move one finger across the screen quickly.



Scroll. Move one finger across the screen without lifting. Swipe to scroll quickly; touch the screen to stop scrolling.



Zoom. Place two fingers on the screen near each other. Spread them apart to zoom in, or move them toward each other to zoom out.



Go Home (iOS). Swipe up from the bottom edge of the screen to return to the Home Screen at any time.



Quick Access Controls (iOS). Swipe down from the top-right corner to open Control Center; touch and hold a control to reveal more options.

2.2 BASIC DESKTOP CONTROLS

Control desktop applications using a few simple keyboard and mouse controls.



Click. Click the left mouse button to select or interact with the items on the screen.



Double Click.



Left Click. See Click above.



Double Click.



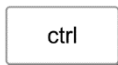
Right Click. Access hidden menu options.



Scroll Wheel. Used to scroll up and down on any page without using the vertical scroll bar. The scroll wheel can also be used as a third (middle) **button**.



Numeric Key.

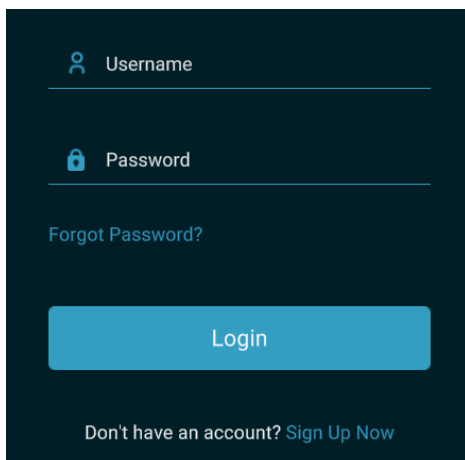


Control Key. Control key Ctrl is a modifier key that, when pressed in conjunction with another key or action, performs a special operation.



Control + C. Copy function (ctrl+v for paste, ctrl+z for undo)

2.3 LOGIN



Enter your Airport Briefing username and password and tap Login.

If you have forgotten your password, tap the “Forgot Password” option and follow the on-screen instructions for changing your password.

If you need to switch to a different or new account, sign out of your existing account and sign back in to the other account.

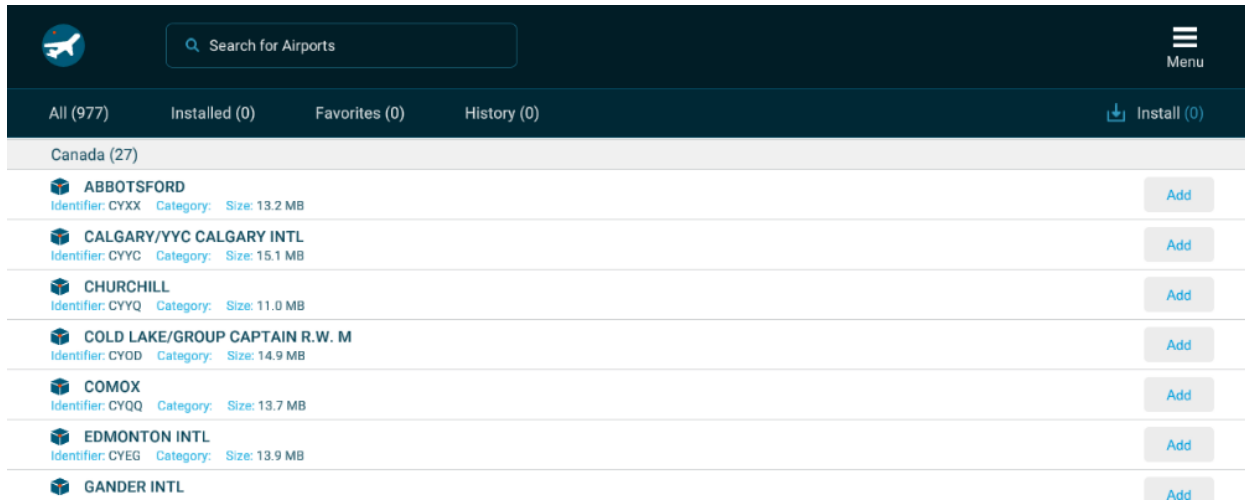
Note: Username in Airport Briefing must be a unique and verified e-mail address.

2.4 EULA

After login, Airport Briefing will download and show you the EULA (End-User License Agreement) for you to review and accept. Please read through the agreement carefully as the content may vary depending on the operator.

Note: You must accept the EULA in order to continue using Airport Briefing.

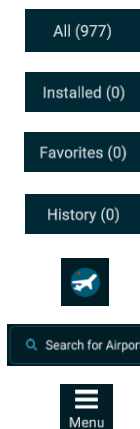
2.5 HOME SCREEN



The home screen is your new starting point after successful login. You can always navigate back to the home screen by tapping on the round Airport Briefing logo in the top-left corner of the screen.

To start your briefing process, you first need to download and install your selection of airports. With the [All] tab selected, scroll through the list of available airports, or use the search field from the top bar to quickly find your airports of interest.

Tap on each airport to add it to the bucket list for install and when ready tap the [Install (#)] button to start the download and install process. A progress bar will appear to keep you informed until your selected airports have been successfully installed on your device. You can access the installed airports by tapping on the [Installed (#)] tab where they are stored for offline use.



All tab. All airports that are available for you to download.

Installed tab. All your installed airports.

Favorites tab. All your favorite airports.

History tab. Your briefing history.

Home. Go back to the home screen.

Search for Airports. Smart airport search field.

Quick Access Menu.

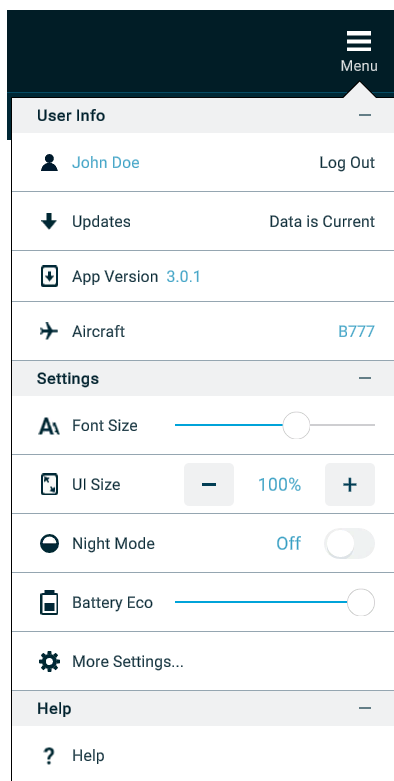
Note: The home screen may look different from the one shown here as it subject to customization by the operator.

2.6 DATA FILTERING

Airport Briefing employs data filtering for refining data sets based on selected aircraft and present date/time. This means the data sets are refined into simply what you need, without including other data that can be repetitive and or irrelevant.

If your operator is utilizing the option for data filtering per fleet/aircraft, the data set that will be presented to you is governed by your choice of aircraft. Date/time filtering on the other hand is fully automatic and happens at run-time. This is achieved in Airport Briefing by scanning for records with applied date/time effectivity to determine if the record is applicable on the present date.

2.7 QUICK ACCESS MENU



2.7.1 User Info



The first row shows the username under which Airport Briefing is registered to.

 Updates

2.7.2 Data Status

The Updates gives you a quick information weather your data is current or not. You can tap anywhere on the Updates row to open the update window for more details.

 App Version 3.0.1

2.7.3 App Version

The App Version field displays the currently installed version of Airport Briefing. Depending on the operator setup, an amber notification icon may show to indicate that a new version is available. If so, you can tap anywhere on the row to open a separate window for more details.

 Aircraft

2.7.4 Aircraft

If your operator is using the Aircraft feature, this is where your currently selected aircraft is displayed. Tap on the aircraft if you wish to change it.

 Brightness

2.7.5 Adjusting Display Brightness (iOS)

The Brightness slider in Airport Briefing lets you decrease or increase the display brightness for your iPad until the iPad goes to sleep or is restarted.

 Font Size

2.7.6 Adjusting Font Size

The Font Size slider lets you increase or decrease the appearance or size of the dynamic briefing content throughout Airport Briefing.

 UI Size


2.7.7 Adjusting the Scale of the User Interface

The +/- controls let you change the size of the text, buttons, menus, and windows i.e., all static items throughout Airport Briefing.

 Night Mode

2.7.8 Changing between Day and Night modes

To adjust the display for optimal viewing in low-light conditions you can turn the Night Mode On by tapping on the toggle switch.

 More Settings...

2.7.9 More Settings

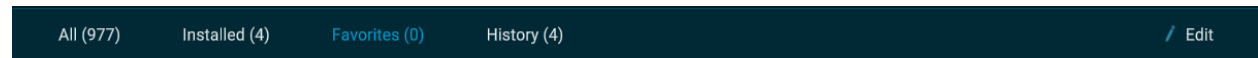
Tap on this option if you want to access all settings within Airport Briefing.

 User Guide

2.7.10 Help

This User Guide is available to you at any time without the need for internet. Simply tap and the User Guide will open in full-screen mode.

2.8 ACTIVE SELECTIONS AND COLOR CODING



Inactive buttons & links have white labels.

Actively selected buttons & links have blue labels.

Disabled buttons & links have gray labels.

3 AIRPORTS

3.1 MANAGING AIRPORTS

3.1.1 The “All” airports list

The “All” airports list shows all the airports that are available for you to download. The list is managed by your operator.

3.1.2 Installing Airports

Installing airports in Airport Briefing is simple, just tap an airport to select it and then tap Install. Once the download and install are complete, the airport will remain available on the device without the need for an internet connection.

3.1.3 Uninstalling airports

Sometimes you may wish to free up some space on your device by uninstalling airports from your device. To do that:

1. Tap on the Installed tab to show the list of installed airports.
2. Tap on the Edit option on the right side of the top bar.
3. Select the airports you wish to uninstall.
4. Tap Uninstall.

Important note: Uninstalling an airport will permanently delete your personal media files from that airport if any. Make sure you back-up all your media files from those airports you are about to delete.

Note: Downloading many airports at once may require significant time for the operation to be completed, therefore, make sure that you allocate sufficient time in such case.

Note: Briefing history records are kept by Airport Briefing even when the airport is uninstalled. For example, if you reinstall an

airport, the newly installed airport will get and show “Last Briefed” information.

Hint: You can select all of the listed airports at one by double-tapping on the “All” tab title.

3.2 AIRPORT TYPES

There are two types of airports that may be available to you in Airport Briefing. They differ in the briefing content or more specifically the availability of 3D. Consequently, they are called Non-3D and 3D airports.

BELGRADE/BATAJNICA-PUKOVNIK-PI
Identifier: LYBT Category: A

Non-3D airport

 BELGRADE/NIKOLA TESLA
Identifier: LYBE Category: A Size: 10.7 MB

3D airport

4 DATA

4.1 ABOUT

There are two data layers or data streams in Airport Briefing. They differ in both source and nature, as well as the managing entity.

4.1.1 Synapse Aviation data

Synapse Aviation provides the primary data layer in Airport Briefing. It includes:

1. Airport data including runways, lighting, MSA information, gates, etc.
2. Navigation data for familiarization in Airport Briefing such as approaches, departures, nav aids, waypoints, etc.
3. 3D airports specifically designed for use in Airport briefing
4. Data-driven briefing information such as APPR in 3D, REF slides in 3D, etc.

4.1.2 Operator data

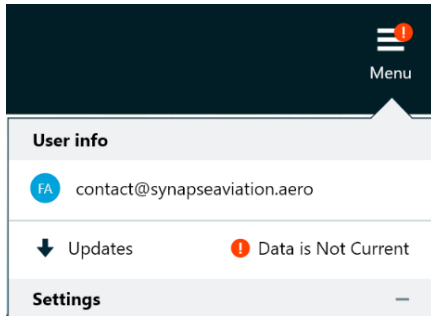
With an enterprise account, your operator may provide you with a secondary data layer, including:

1. Operator and or fleet specific briefing pages (BRIEFING Feature)
2. Additional REF slides or programmed instructions in 3D (3D Feature)
3. OEI slides or programmed instructions in 3D (3D Feature)
4. Media files - images and videos (MEDIA Feature)

4.2 UPDATE MECHANISM

Airport Briefing is supported by a sophisticated update mechanism that is used for update notifications and dissemination of data updates.

Whenever there is an update available for you, Airport Briefing will notify you by:



1. Aural alert saying that there is a new update available. (This option may be disabled in Settings)
2. Amber notification icon at the Quick Access Menu button
3. Amber notification icon and “Data is Not Current” message at the Updates section of the Quick Access Menu

4.3 PERFORMING DATA UPDATE

Performing data updates in Airport Briefing is easy. You can tap anywhere on the Updates row from the Quick Access Menu to see more details about your pending update. The same can also be done via the Settings page.

[image not found]

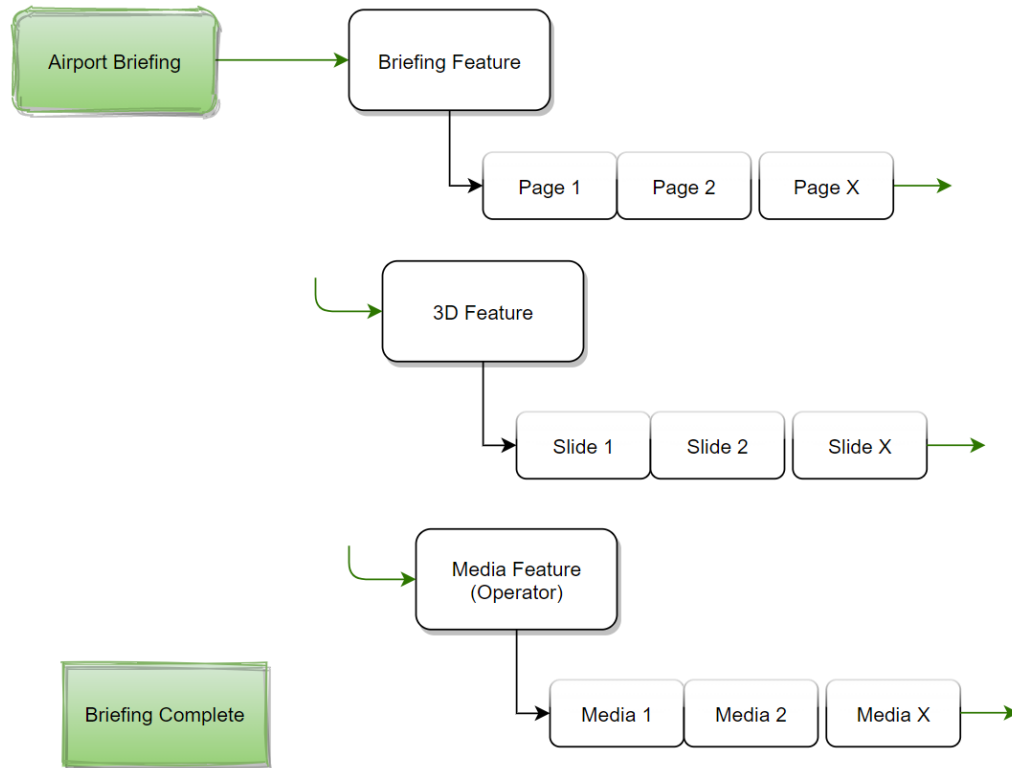
Based on the provided information on the updates details page, your internet connection, and the time available, you can either start the update process immediately by tapping on the ‘Update’ button or postpone the same for later by closing the pop-up window.

Note: You cannot use Airport Briefing during an update process. You can stop the process anytime by taping on the ‘Cancel’ button, however, the process will likely start from the beginning the next time you choose to redo the update.

5 BRIEFING PROCESS

Airport Briefing has been designed with human factors and human-machine interface considerations in mind, making the briefing process intuitive and easy.

For example, the flowchart below describes a typical briefing process.



Note: Airport Briefing is highly customizable. Subject to operator setup, the briefing structure may differ significantly from one operator to another.

The following chapters provide guidelines for each feature and how to achieve the desired outcome through effective briefing.

5.1 USING THE BRIEFING FEATURE

The Briefing feature in Airport Briefing enables continuation and conformity with the legacy type or linear briefing media with bulk textual and tabular data, but also employs technological functions for smart content preview and much-improved user experience.

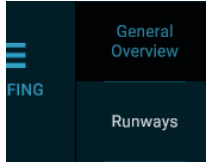
5.1.1 Briefing Structure

The Briefing structure for Aviator users is pre-defined and managed by Synapse Aviation, whereas for enterprise users the operator may choose a different and more detailed briefing structure.



5.1.2 Accessing the Briefing feature

If enabled, the Briefing feature is the first feature that is selected automatically when you open an airport. If you navigate away from the Briefing feature, you can always go back to it by tapping on the BRIEFING button at the top of the main side-menu.



5.1.3 Briefing Pages

The Briefing feature is divided into sub-menu Pages. You can access each page by tapping on its corresponding sub-menu button which in turn will change the briefing content on the screen.

General

Airport Name:	JOHN F KENNEDY
ICAO ID:	KJFK
IATA ID:	JFK

5.1.4 Briefing Sections

The Briefing Pages contain sections, each one with its title and content. For better readability and user experience, you can collapse and expand the content of each section by tapping on the section title (e.g. General).

If the operator is using the aircraft and or date filtering options, Airport Briefing will filter out the content and present it to you based on your selected aircraft and present date.

5.2 USING THE 3D FEATURE

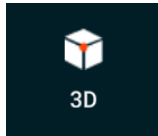
The 3D feature in Airport Briefing is an interactive briefing environment with high fidelity. Through well-structured briefing instructions and extensive use of visuals, you can significantly increase your familiarity and spatial awareness with the airport and its surrounding environment, and do it under various daylight and or meteorological conditions.

5.2.1 The benefit of interactive 3D

As the acquisition and interpretation of information is highly influenced by expectations, pre-flight briefing is crucial. The idea behind intensive pre-flight briefings and the use of multi-media tools is to help pilots develop a clear picture of their flight. By being able to 'fly-through' the departure or approach in advance, pilots can develop a better mental picture of the environment. - Adapted from Endsley & Robertson (2000)

5.2.2 3D View Layout





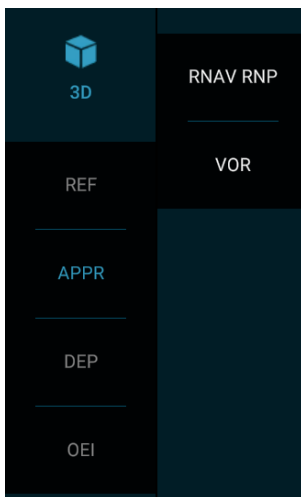
5.2.3 Accessing the 3D feature

You can access the 3D feature of an airport by tapping on the 3D feature button on the main side-menu, just below the BRIEFING feature.

Note: Non-3D airports will have this button grayed-out as it is not available.

5.2.4 Slides or Programmed Instructions

Depending on your setup, you may see all or a combination of the following briefing group options:



1. **REF** – Reference Briefing Slides or Programmed Instructions
2. **APPR** – Approach Familiarization Slides
3. **DEP** – Departure Familiarization Slides
4. **OIE** – One-Engine Inoperative Slides or Programmed Instructions

Each briefing group option expands a sub-menu with slides or programmed instructions providing you with a briefing content and guided structure for your briefing process.

Each Slide or Programmed Instruction can hold information on a specific topic, being a threat, airport or surrounding feature, point of importance, or similar.

When you tap on a particular slide, Airport Briefing moves the camera to a predefined location, sets the daylight and meteorological conditions, and shows a variety of information in and out of the camera view.

IMPORTANT NOTE: Airport Briefing visually depicts SID and APPR procedures in 3D for familiarization purposes and to support situational awareness. Make sure you always brief the SID or APPR procedures from approved source.

WARNING: The visualization of approach and departure procedures may be erroneous as it's done by parsing and interpreting ARINC 424 navigation data. Please report all errors so we can continuously improve the visualization logic.

5.2.5 Moving around the scene

The 3D feature has two cameras for you to choose from. You can toggle between the two by tapping on the Camera Type button in the top left part of the screen.



Target camera. With the target camera selected, the camera moves around the target of the camera which is projected facing forward on the terrain. Whenever you are interacting with the target camera, a crosshair with vertical and horizontal bars appears on the screen momentarily to identify the target.

Free camera. With the free camera selected, you can be looking around without moving the camera position. Whenever you are interacting with the target camera, a crosshair with diagonal bars appears on the screen momentarily.

The following table provides details on finger gestures and mouse/keyboard actions for interaction with the cameras.

Action	Tablet (touch screen)
	Desktop (mouse & keyboard)
Orbit (move camera around the target) Look around (Free camera)	Tap and drag
	Click and drag
Quickly move to a desired location	Double Tap on terrain
	Double Click on terrain
Zoom	Two-finger pinch
	Scroll wheel
Pan	Two-finger drag
	Middle-mouse button drag
Free Flight (Keyboard only)	Not applicable
	Keys A, W, S, D

5.2.6 Heading and Altitude information

The magnetic compass shows the present heading of the camera as you turn around in the scene.



The altimeter provides you with the present altitude of the camera above mean sea level. When in flight-path simulation mode, the altimeter is showing the altitude of the flight path below the aircraft model as it flies through the procedure.



5.2.7 Changing the Weather

You can change the weather on the scene anytime by tapping on the WX button in the 3D view which will open a contextual pop-up menu with a variety of weather options.



PRESETS. A list of pre-defined weather sceneries. Each selection will change the environment according to your selection.

METAR. If available, the latest METAR will be presented and Airport Briefing will attempt to simulate the actual conditions based on the report.

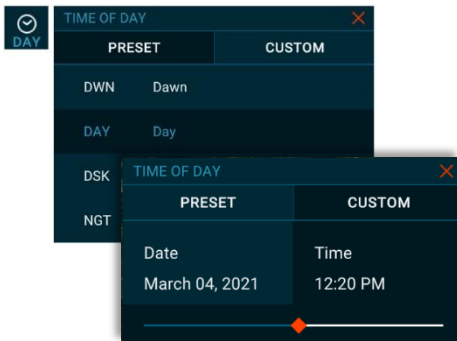
TAF. If available, the latest TAF will be broken down and distributed accordingly into rows or buttons for you to choose from. Just like the METAR, Airport Briefing will try and simulate each of the options upon selection.

Note: If the weather engine is set to 'Basic Environment' the contextual pop-up menu only allows modification of the overall visibility on the scene.

5.2.8 Changing the Time of Day

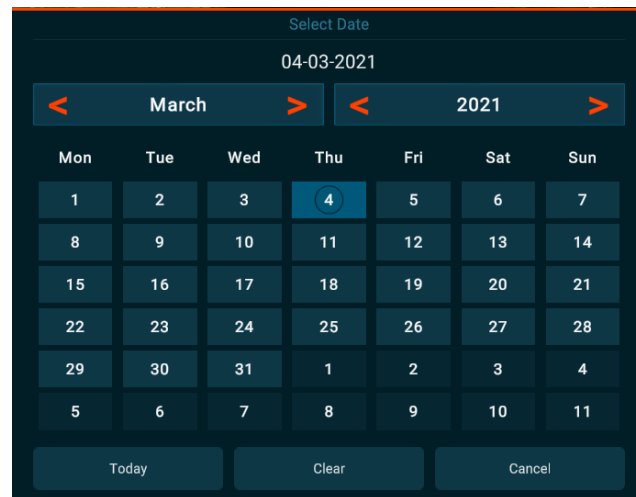
Airport Briefing 3D engine is utilizing a physically-based environment relative to the geo-location of the airports.

You can change the time of day on the scene anytime by tapping on the TIME button in the 3D view which will open a contextual pop-up menu with a variety of date/time options.



PRESETS. A list of pre-defined time of day presets. Each selection will change the environment according to your selection.

CUSTOM. If you wish to manually adjust the date and time you can do so by tapping on the custom tab. Here you can adjust the time via the time slider or access the date picker by tapping on the Date section.



Note: If you feel that the scene lighting is too dark during the 'Day' hours, try changing the date or month towards the summer or winter months which will, in turn, increase the elevation of the sun above the horizon and increase the scene lighting intensity.

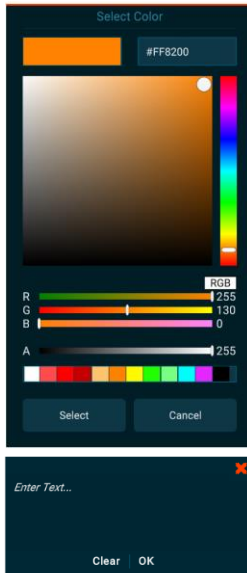
5.2.9 Using the Pen Tool

Use the pen tool to draw or annotate important points directly in the 3D view and save as visual note under your account, for the given airport.

With the given pen tool controls you can:

- Adjust the brush size
- Adjust the color and opacity of your brush
- Insert and position custom text on the view
- Undo changes
- Save the image in your PERSONAL MEDIA folder for the given airport.

Note: To save the image, it is required that you insert a desired filename for the same before saving.



5.2.10 Play a slide Voice-Over Audio

Some slides or programmed instructions may have embedded description that Airport Briefing can read it out loud to you.

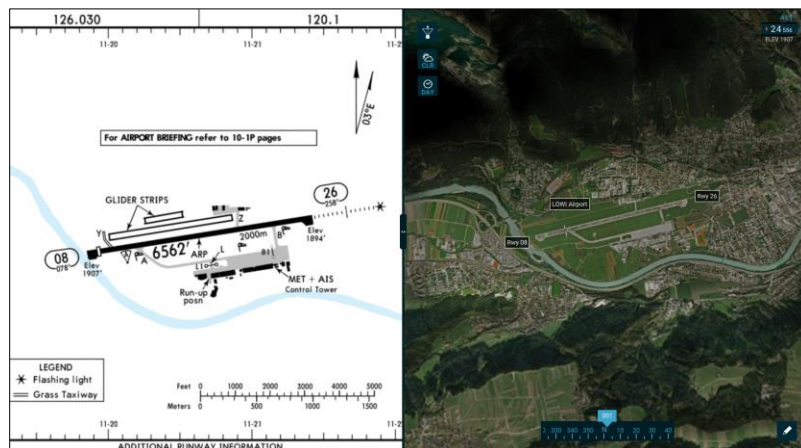


When available, you can play the voice-over audio by tapping on the voice-over button which appears at the bottom-left corner of the the 3D view.

5.2.11 Show a slide Attachment

Some slides or programmed instructions may have embedded PDF Attachment or Image that you can recall in split-screen view mode.

When available, you can recall the attachment on the screen by tapping on the attachment button which appears at the bottom-left corner of the the 3D view.



5.2.12 Flight Path Simulation

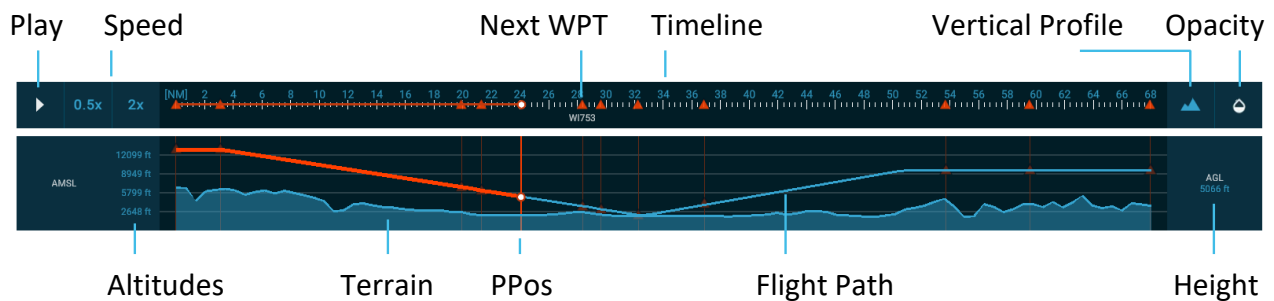


Certain REF and OEI slides, and all APPR and DEP slides have an embedded flight simulation data or functionality. When such slides are selected, the SIMULATION button will appear in the bottom-left corner of the 3D view.

To activate a simulation for a given flight path:

1. Tap the button to show the simulation timeline
2. Tap on the Play button to start the simulation. The presently selected camera will go and play from the beginning of the flight path or the PPos position if moved.

Tap on the Terrain button to show the vertical profile information below the simulation timeline. This may greatly enhance your simulation experience.

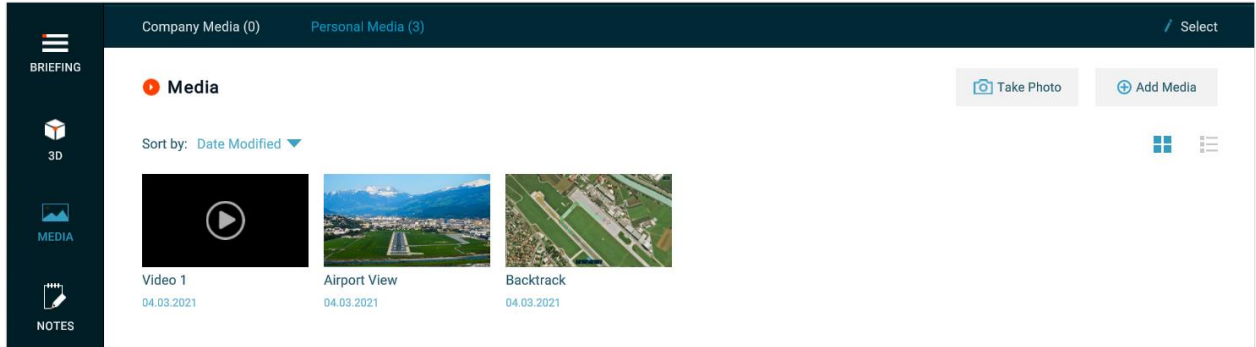


Sometimes you may want to reduce the flight path opacity to be able to see better the environment below the flight path. You may do so by tapping on the Opacity toggle button which will in-turn cycle through five pre-defined opacity levels from 0 to 100%.

Note: Deselecting the Flight Path Simulation mode will force the camera to return back to its initial (airport load) view.

5.3 WORKING WITH MEDIA FILES

The MEDIA feature allows organized storage of personal videos and images as well as controlled dissemination of operator media files.



To add a new photo or video:

- Open Media.
- Tap the Take Photo or Add Media button.
- Take a photo or select the file from your drive.
- Tap Done.

Note: Your personal files are stored under the Personal Media tab, and accessible only to you, whilst operator files are stored under the Company tab.

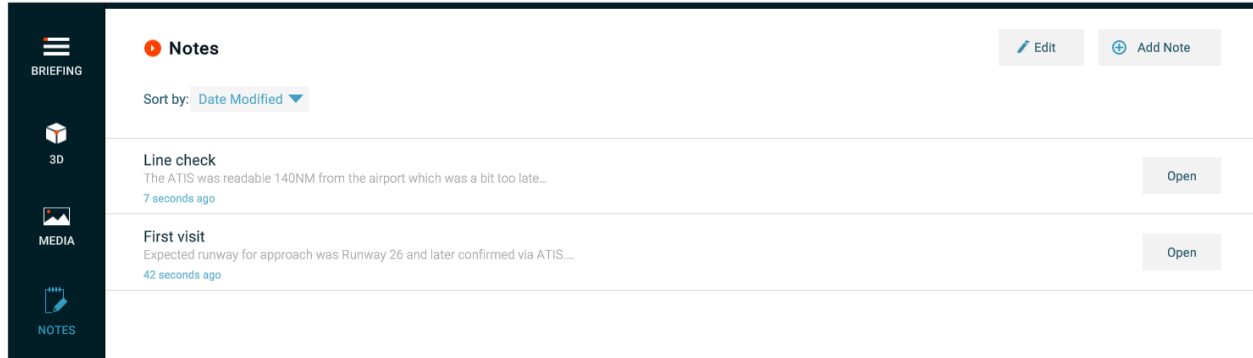
To delete a photo or video:

- Open Media.
- Tap the Select button from the top bar.
- Select the file from the Media view.
- Tap the delete button on the bottom right corner of the screen.

Note: Media files from the Company tab cannot be deleted by the user.

5.4 TAKING NOTES

With NOTES, you can capture a quick thought or record your experience for later review when operating to an airport.



To create a new note:

- Open Notes.
- Tap the Add New button, add a title and then create your note.
- Tap Done.

To delete a note:

- Open Notes.
- Tap the Edit button to show Delete buttons next to each note.
- Tap the delete button.

Notes:

- You can sort your notes by Name or Date Modified using the 'Sort by' dropdown function.
- Notes are personal data and stored under your account for each airport individually.

5.5 REPORTING

Reserved

5.6 QUIZ

Reserved

5.7 TOOLS

Reserved

6 SETTINGS

Reserved