

AIRPORT BRIEFING 3 EFB APPLICATION ADMIN GUIDE

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Airport Briefing Admin Guide

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This document supports the back-end Admin Panel of Airport Briefing by Synapse Aviation LLC.

The Admin Panel has been optimized for the Google Chrome browser.

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1 INTRODUCTION

1.1 PURPOSE

This guide provides detailed instructions and considerations for the operation of the Airport Briefing Admin Panel (user and content management system). This document is designed for back-office administrators 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 the Airport Briefing 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 back-end tools of 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 Admin Panel, 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.

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

The Airport Briefing software platform has three main components:

- Admin Panel
- 3D Scene Editor; 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 3D Scene Editor is a sophisticated tool for development of visual briefing/training content in 3D.

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.

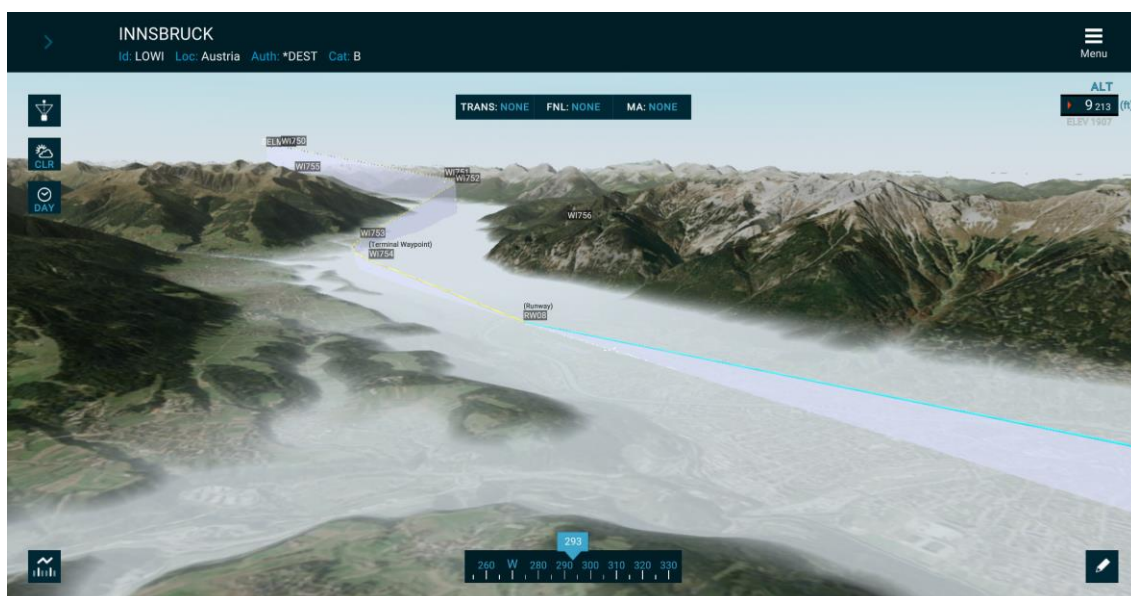


Figure 1 High fidelity interactive 3D graphics

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 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](#).

1.7 TECHNICAL SUPPORT

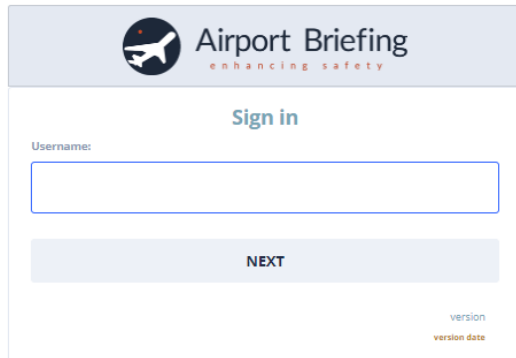
Many operators provide their own technical support for Airport Briefing. In addition, Synapse Aviation provides technical support during official business hours from 08:00 to 16:00 CET (Central European Time) at:

- 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. The Admin panel has been tested and optimized for Google Chrome and Microsoft Edge browsers. 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.

2 ACCESS AND LOGIN



Getting started with Airport Briefing Admin Panel is easy.

The Admin Panel can be accessed at the following url: <https://www.abaws.net/auth/signin>

Enter your Airport Briefing Admin username and click Login, followed by your Password.

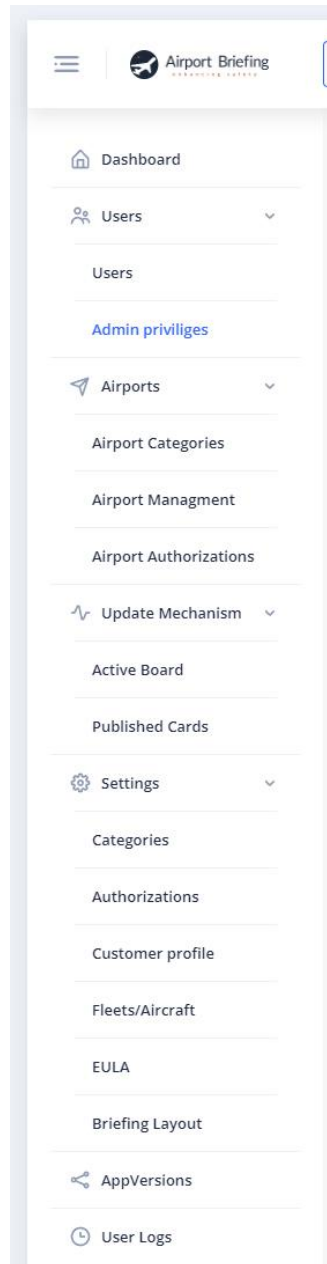
If you need to switch to a different or new account, sign out of your existing account and sign back in to the other account.

Notes:

1. Usernames in Airport Briefing are case sensitive.
2. User accounts are created and managed by the designated EFB Administrator.

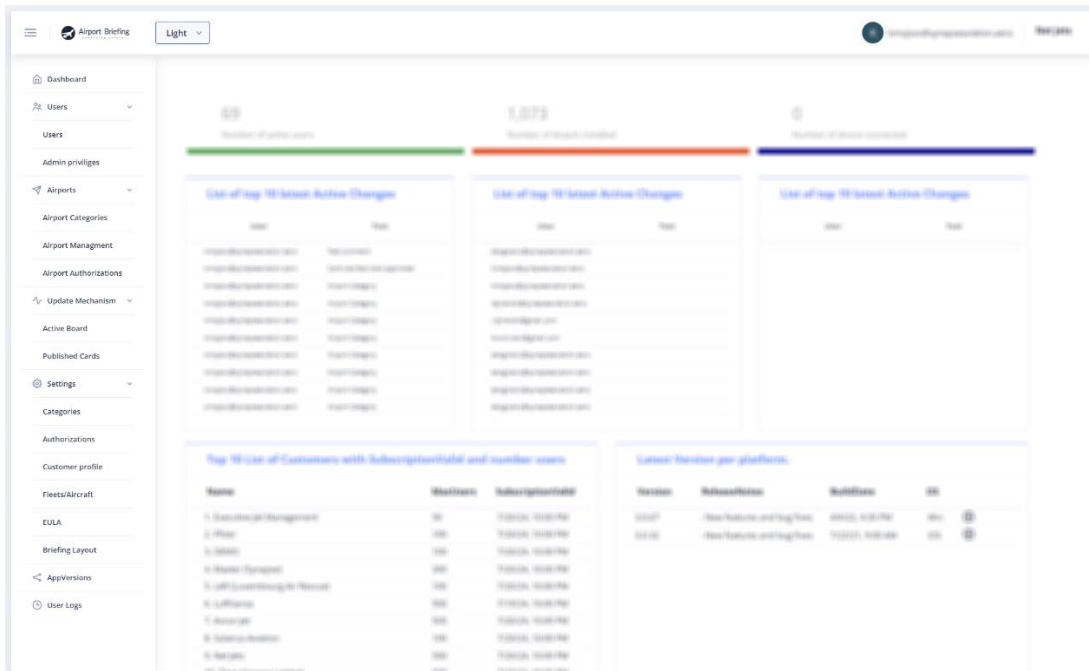
3 ADMIN PANEL PAGES

3.1 THE MAIN SIDE MENU



The main Side Menu will list all the pages and areas of the Admin Panel that you can access. Each hyperlink on the list will open its' respective page.

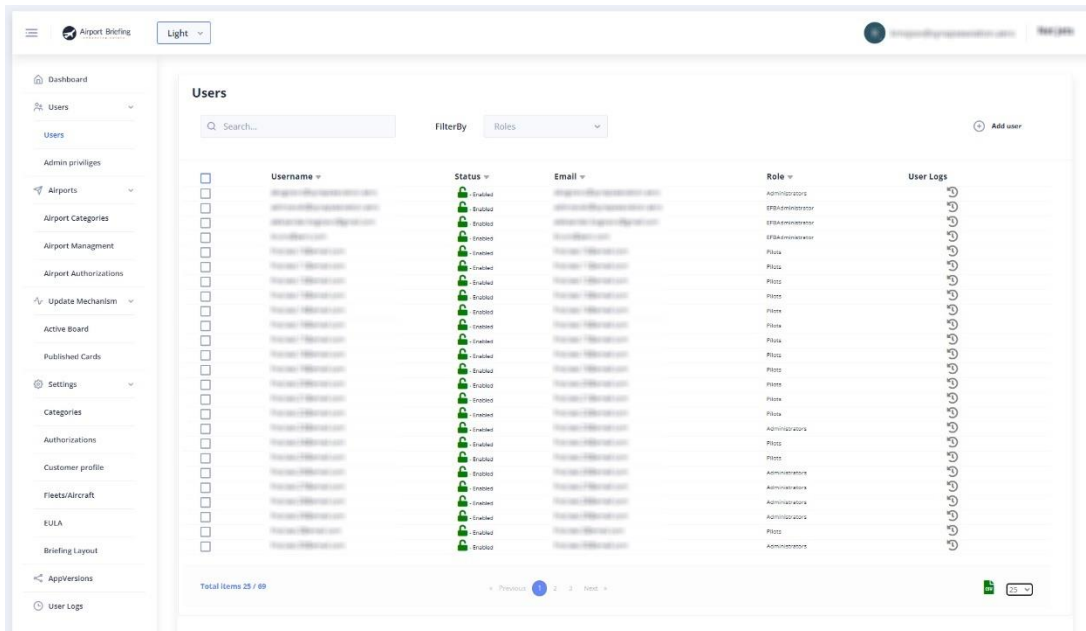
3.2 DASHBOARD



The Dashboard screen is tailored to each customer individually.

The Dashboard screen is your starting point after successful login. You can always navigate back to the dashboard screen by clicking on the first menu item.

3.3 USERS PAGE



The Users page allows creation and management of users in the Airport Briefing platform.

3.3.1 User Roles

Airport Briefing USER ROLES

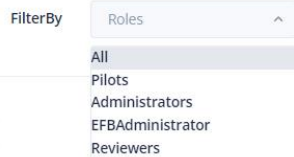


There are four types of users in Airport Briefing called User Roles:


- **Master Admin (EFB Administrator)** has unlimited privileges and may substitute for any other user role type
- **Admin** users can perform actions within the Admin Panel as well as the EFB Application
- **Reviewer** users can view and perform actions assigned to them in the EFB Application
- **Pilot** users are the end-users and can view the content in the EFB Application

Q Search...

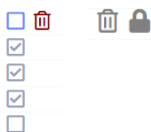
The 'Search' field allows you to quickly find an existing user from the list.



The 'Filter By' dropdown function allows you to select a specific User Role to be shown on the list.

 Add user

Using the 'Add User' option, you can create a new user in the system.

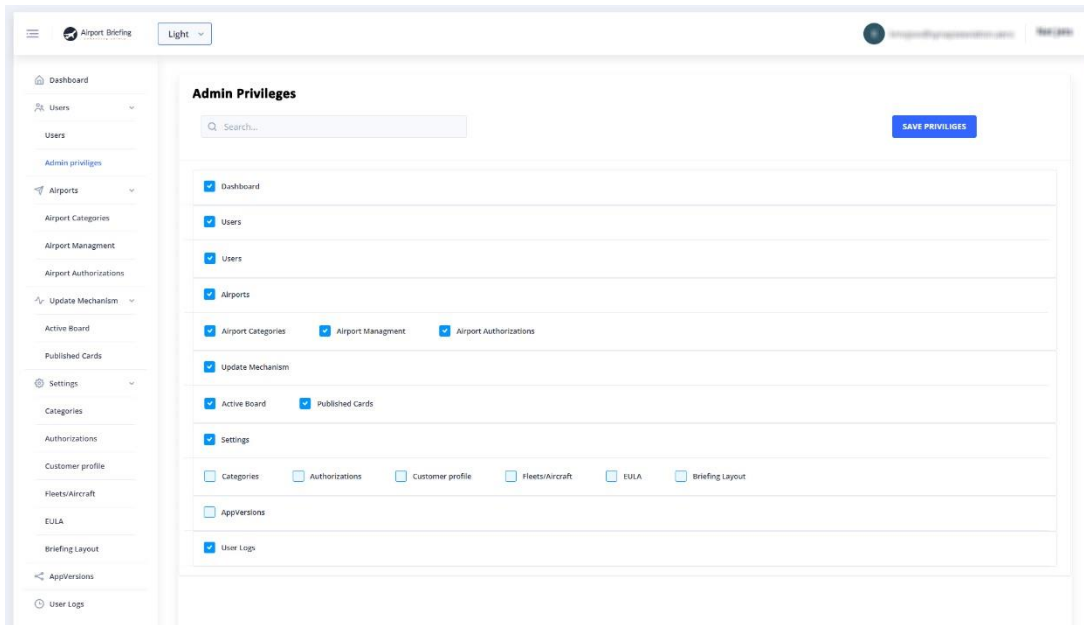


To delete an existing user from Airport Briefing, you can either use the checkboxes on the left for multi-select, or select a single user and click on the respective delete icon.



User Logs for a specific user can be accessed from this page by clicking on the respective user logs icon.

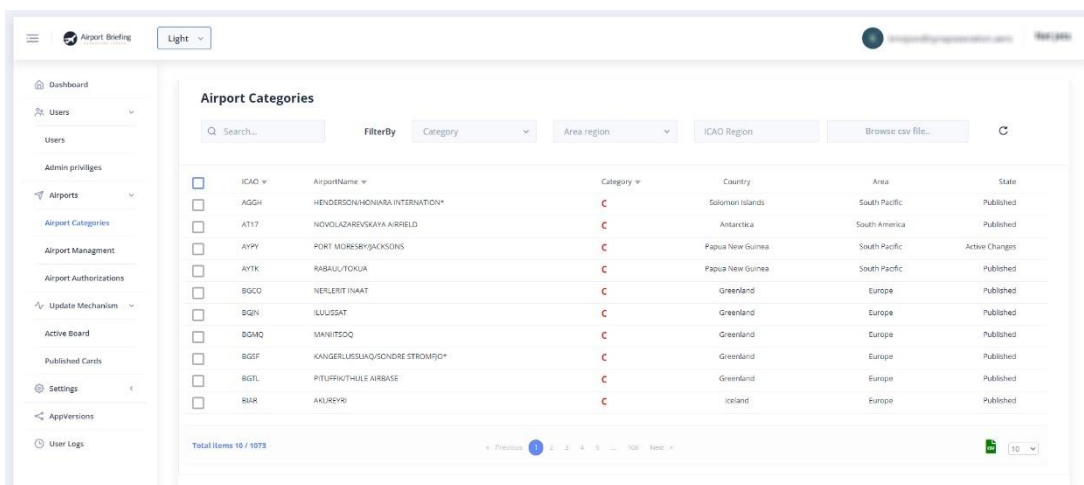
3.4 ADMIN PRIVILEGES



An EFB Administrator can set and manage the privileges of the other Administrators that have access to the system.

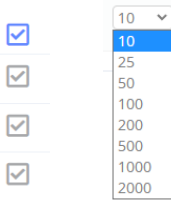
Simply enable or disable the respective pages to allow or restrict access, and when ready, click the Save Privileges button.

3.5 AIRPORT CATEGORIES

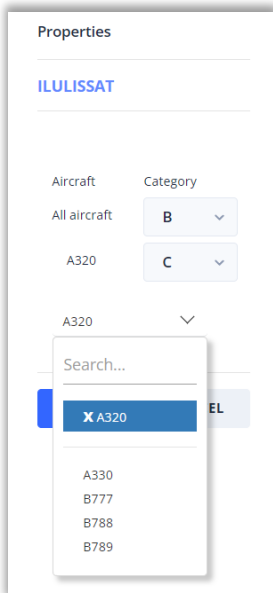


This page is used to set and manage the airport categorization.

Use the Search and Filter By options are there to assist you to manage the list on the screen.



You can select the 'Master Checkbox' in the top-left side to select the airports that are listed and visible on the selected page. If you wish to select all the airports for the given search or filter criteria, you should increase the pagination size from the dropdown list to include the total number of items.



The properties window opens when single or multiple airports are selected from the list.

The All aircraft category is set when applies to all aircraft in the system.

If required, you can add a specific aircraft to the properties list and assign it a different category. Doing so will override the overall/general category for that specific aircraft.

When ready, click on the Save button within the Properties window to save the changes.



You can export and download a CSV file of the entire list of airport categories as assigned within the system, by clicking on the respective green 'CSV' icon on the bottom-right side of the page.

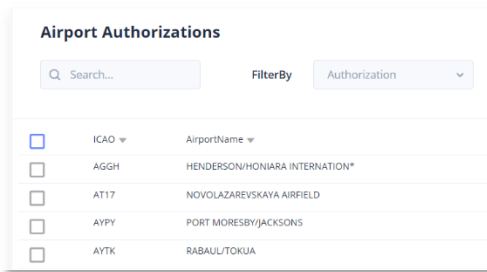
Note: Category types are created and managed on the Settings \ Categories page.

If an airport row is grayed out, it means that the airport state is such that no changes are allowed, as shown in the image below.

<input type="checkbox"/>	BGCO	NERLERIT INAAT	B	Greenland	Europe	Active Changes
<input type="checkbox"/>	BGJN	ILULISSAT	B	Greenland	Europe	Active Changes
<input type="checkbox"/>	BGMQ	MANIITSQQ	B	Greenland	Europe	Pending Publish
<input type="checkbox"/>	BGSF	KANGERLUSSUAQ/SONDRE STROMFJO*	C	Greenland	Europe	Published
<input type="checkbox"/>	BGTL	PITUFFIK/THULE AIRBASE	C	Greenland	Europe	Published
<input type="checkbox"/>	BIAR	AKUREYRI	C	Iceland	Europe	Published

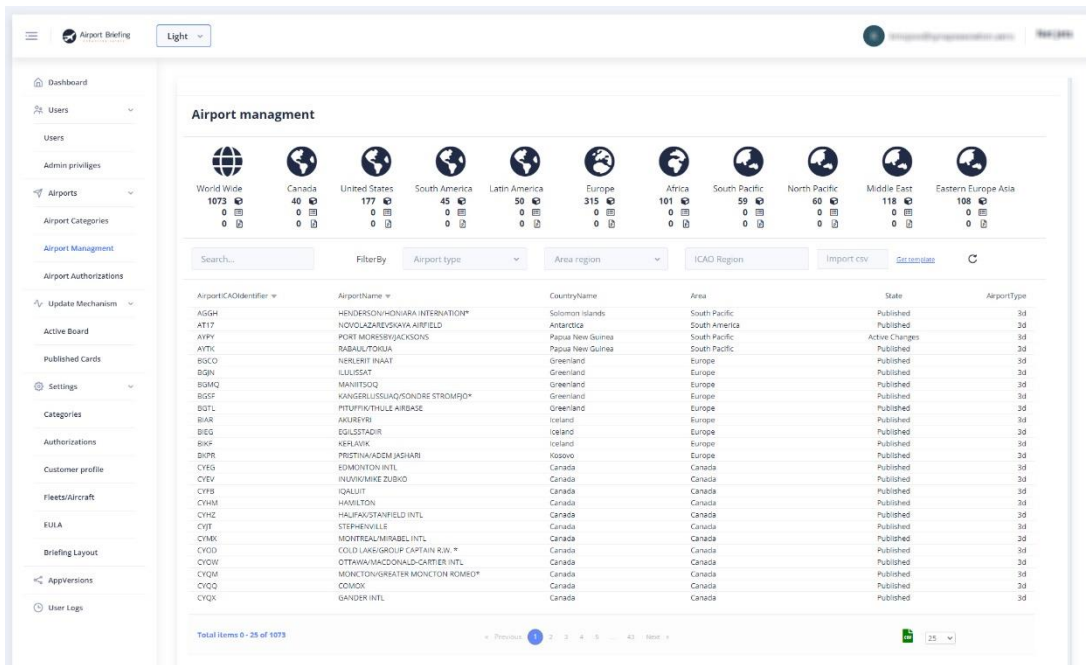
3.6 AIRPORT AUTHORIZATIONS

The Airport Authorizations page is used to set and manage airport authorizations.

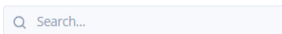


The assignment of airport authorizations on this page is identical to the functionality of airport categories.

3.7 AIRPORT MANAGEMENT



The Airport Management – Home page lists all the airports that are available in your dedicated tenant environment. The list is managed by Synapse Aviation and driven by contractual terms and conditions.



The 'Search' field allows you to quickly find an airport, while the various filter functions allows you to narrow down the list based on a specific set of criteria.

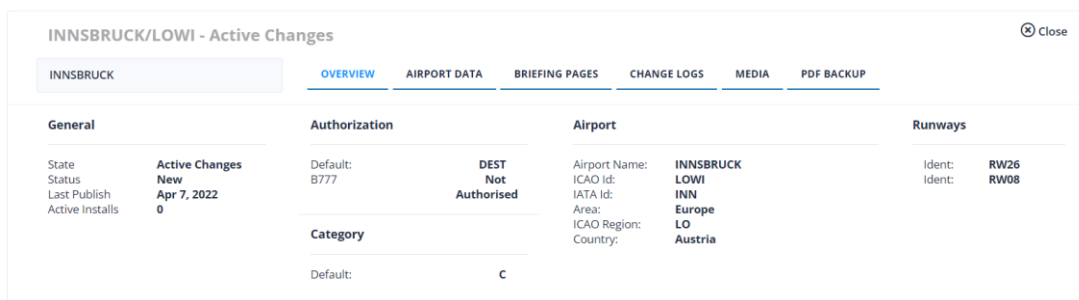
The following details are shown for each of the airports:

- Airport ICAO Identifier
- Airport Name
- Country
- Area
- State
- Airport Type

The State of the airport plays a significant role in Airport Briefing and indicates the present state in the update lifecycle of the airport, as part of the update mechanism. Based on the airport state, you will be either allowed or not allowed to make changes to its content. This is further explained in great detail under the Update Mechanism chapter below.

You can create or manage an airport briefing by clicking on the respective airport from the list.

3.7.1 Airport Management – Overview



General		Authorization	Airport	Runways
State	Active Changes	Default:	Airport Name:	Ident:
Status	New	B777	INNSBRUCK	RW26
Last Publish	Apr 7, 2022	DEST	LOWI	Ident:
Active Installs	0	Not Authorised	IATA Id:	RW08
		Category	INN	
		Default:	Area:	
		c	Europe	
			LO	
			ICAO Region:	
			Austria	
			Country:	

The Overview page shows read-only data as shown on the image. It includes:

1. General data indicating the present State, Status, Last Publish date, and a count with active installs.
2. Assigned airport Authorizations
3. Assigned airport Categories
4. Basic airport details
5. Runway identifiers

3.7.2 Airport Management – Airport Data

INNSBRUCK/LOWI - Active Changes Close

INNSBRUCK | OVERVIEW | **AIRPORT DATA** | BRIEFING PAGES | CHANGE LOGS | MEDIA | PDF BACKUP

ALL DETAILS | GENERAL DETAILS | RUNWAY DETAILS

Airport details

Airport Name:	INNSBRUCK	Longest Runway:		Magnetic Variation:	4.0° E
ICAO Id:	LOWI	Time Zone:	UTC +1:00	Transition Altitude:	10000 ft
IATA Id:	INN	Daylight Saving:	Y	Transition Level:	
Area:	Europe	Latitude:	N47153700	Public/Military:	C
ICAO Region:	LO	Longitude:	E011203800	IFR Capability:	Y
Country:	Austria	Elevation:	1907 ft	Cycle:	2108

Runways

Runway 26			Runway 08		
Bearing:	257° M	Latitude:	47.26161667	Bearing:	77° M
Length:	6562 ft	Longitude:	11.35701111	Length:	6562 ft
Width:	148 ft	LandingElevation:	1893 ft	Width:	148 ft
Displaced THR:	0 ft	IAP Category:	1	Displaced THR:	197 ft
Cycle:	2110			IAP Category:	0
				Cycle:	2110

The Airport Data page shows read-only data as shown on the image. The source of this data is Lido’s aeronautical SkyData, managed by Synapse Aviation with every AIRAC Cycle.

The General Details and Runway Details tabs are simple means to de-clutter the information on the screen by showing the selected data type only.

3.7.3 Airport Management – Briefing Pages

INNSBRUCK/LOWI - Active Changes Close

INNSBRUCK | OVERVIEW | AIRPORT DATA | **BRIEFING PAGES** | CHANGE LOGS | MEDIA | PDF BACKUP

- ☐ FULL BRIEFING
 - ➔ General
 - ➔ Company Policy
 - ➔ Air Traffic Control
 - ➔ Arrival Procedures
 - ➔ Ground Maneuvering
 - ➔ Departure Procedures
 - ➔ Miscellaneous
 - ➔ Destination Alternates
- ☐ GENERAL
 - ➔ General
- ☐ COMPANY POLICY
 - ➔ Company Policy
- ☐ ATC
 - ➔ Air Traffic Control
- ☐ ARRIVAL
 - ➔ Arrival Procedures

General

Airport Name	INNSBRUCK		
Icao ID	LOWI	Magnetic Variation	4.40° E
IATA ID	INN	Elevation	1907 ft
Location	Austria	Coordinates	E011203800 N47153700
Category	C	Authorization	DEST
UTC Offset:	UTC +1:00	Local Time	0:15

The Briefing Pages is where most of the administrator work is done.

On the left side, the Briefing Layout pages and sections are shown and available for you to access. The Briefing Layout structure is defined and managed on the Settings \ Briefing Layout page.

There are several types of pages and sections in Airport Briefing:

- Page type 'Default' that can hold sections of the type:
 1. General (Predefined Table)
 2. Runways (Predefined Table)
 3. Rich Text (HTML)
 4. Two-Column Table (Plain Text)
 5. Destination Alternates
 6. Take-off Alternates
 7. Weather Reports (Predefined Table)

- Page type 'Pdf' that can only hold a single section of the type Document (Pdf).

3.7.3.1 General (Predefined Table)

This table is a placeholder with a predefined design and data structure in Airport Briefing. It is showing textual data as shown in the image below.

General (Predefined Table)

Airport Name:	KABUL/HAMID KARZAI INTL		
ICAO ID:	OAKB	Magnetic variation:	2° E
IATA ID:	KBL	Elevation:	5877' (1791m)
Location:	Afghanistan	Coordinates:	34° 33.950' N 69° 12.750' E
Category:	B	Authorization:	Not assigned
UTC Offset:	UTC +4.3	Sunrise (LT):	05:25
Local Time:	01:19	Sunset (LT):	18:23

3.7.3.2 Runways (Predefined Table)

This table is a placeholder with a predefined design and data structure in Airport Briefing. It is showing textual data as shown in the image below.

Runways (Predefined Table)

RWY ID	MAG BRG	Length	Width	ILS CAT	DISP THR	THR ELEV
11	105°	11519' (3511m)	148' (45m)	NIL	0 ft	5870 ft
29	285°			1		5873 ft

3.7.3.3 Rich Text (HTML)

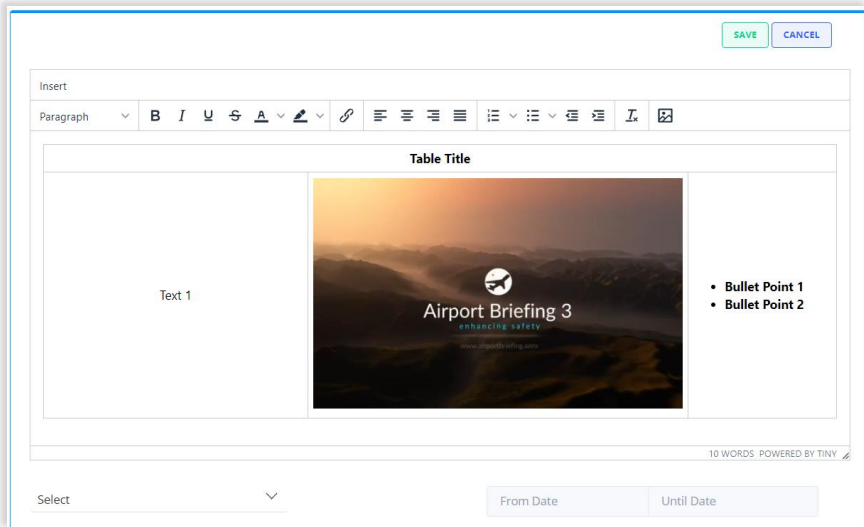
The Rich Text section can be used in virtually all scenarios. Driven by HTML in the background, this section comes with complete

text editor tools and support for tables, images, text formatting, and more.

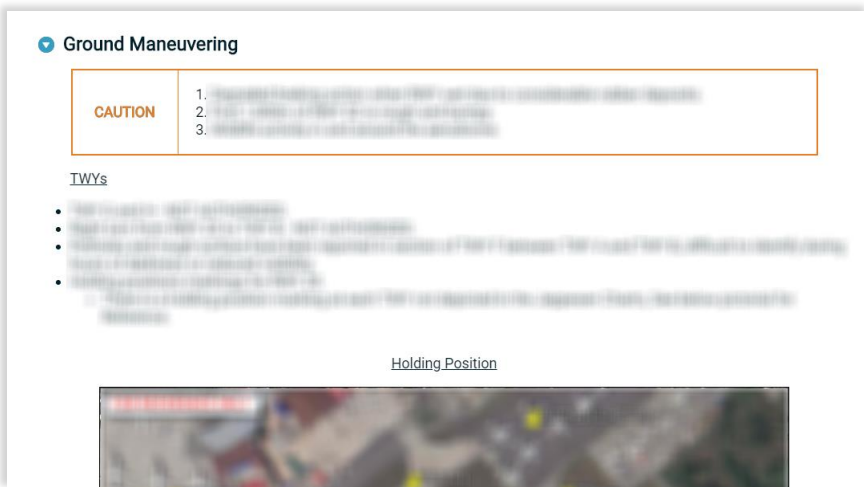
At the bottom of the editor window, you can specify to which aircraft the active record applies by selecting the same from the provided dropdown list.

You can also specify the effectivity period of the record by selecting a starting “From Date”, ending “Until Date”, or both.

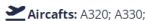

Note: Applicability filters like Aircraft and Dates are optional. If none are applied, the record will apply to all aircraft within the system, and at all times.



Sample output in the EFB application:



Applied effectivity filters:

You can use the Preview and Reorder Modes to preview the expected output or reorder the records within that section.

All Preview Mode (On) Reorder Mode (Off)

3.7.3.4 Two-Column Table (Plain Text)

This type of section allows you to insert data into two columns that will be presented in a tabular format as shown in the image below.

Facilities	
Customs and immigration	0530-1900 (0430-1800)
Fueling	0530-1900 (0430-1800) Outside OPS HR O/R at least 2 HR prior to CLSD time. AVGAS 100LL, JET A1
ATS Reporting office (ARO)	H24
Handling	0530-1900 (0430-1800)
Security	0530-1900 (0430-1800)
RFF	CAT 8 (ICAO)
AIS Briefing office	0500-2200 (0400-2100) Self-briefing
ATS	APP: 0445-2215 (0345-2115)
ATS	TWR: 0445-2215 (0345-2115)
De-icing	0530-1900 (0430-1800)
Types of traffic permitted	IFR / VFR

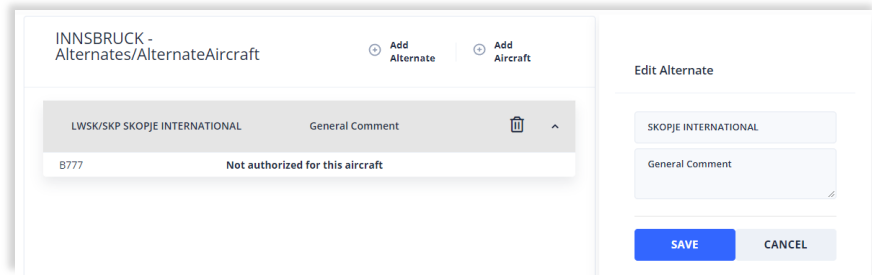
3.7.3.5 Destination Alternates

This table is presented in a predefined format with the data drawn from the database automatically. In addition, you can insert additional comments that apply either to the alternate airport itself or to a specific aircraft.

The table output is shown in the image below.

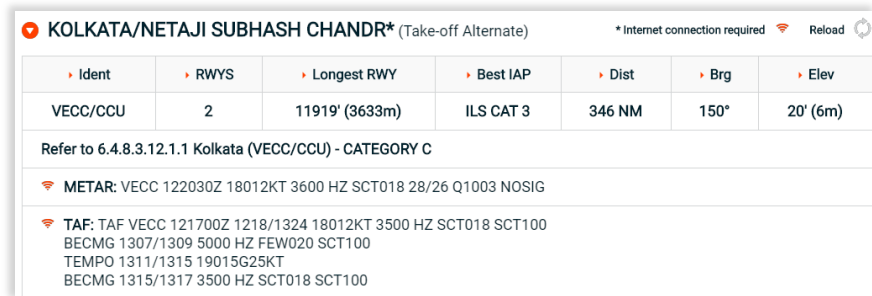
LUCKNOW/CHAUDHARY CHARAN SING* (Destination Alternate) * Internet connection required <input type="button" value="Reload"/> 						
Ident	RWYS	Longest RWY	Best IAP	Dist	Brg	Elev
VILK/LKO	1	9003' (2744m)	ILS CAT 3	245 NM	257°	406' (124m)
Exercise extreme vigilance when maneuvering in and out of the parking stand due to wing tip clearance.						
METAR: VILK 122030Z 10005KT 3500 HZ SCT020 BKN100 28/25 Q1003 NOSIG						
TAF: TAF VILK 121700Z 1218/1303 00000KT 3500 HZ SCT100 BKN200 BECMG 1301/1303 3000 HZ BR						

The admin form has the option to add an alternate and or add an aircraft comment to a selected alternate.



3.7.3.6 Take-off Alternates

This table is presented in a predefined format with the data drawn from the database automatically. In addition, you can insert additional comments that apply either to the alternate airport itself or to a specific aircraft. The table output is shown in the image below.



Ident	RWYS	Longest RWY	Best IAP	Dist	Brg	Elev
VECC/CCU	2	11919' (3633m)	ILS CAT 3	346 NM	150°	20' (6m)

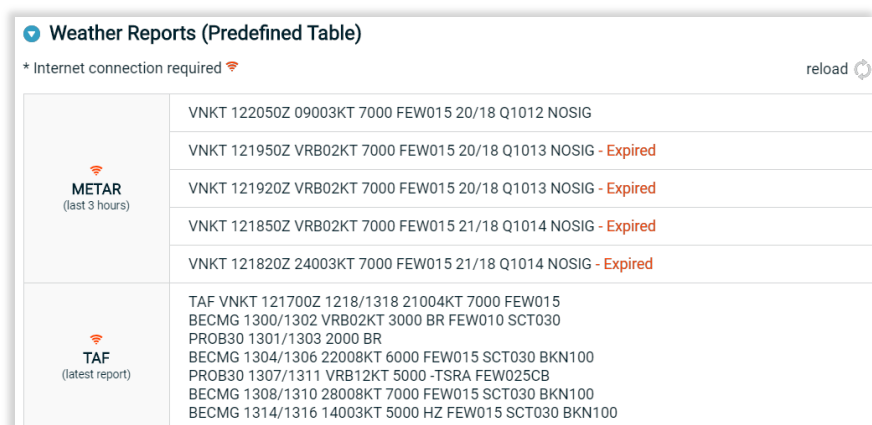
Refer to 6.4.8.3.12.1.1 Kolkata (VECC/CCU) - CATEGORY C

METAR: VECC 122030Z 18012KT 3600 HZ SCT018 28/26 Q1003 NOSIG

TAF: TAF VECC 121700Z 1218/1324 18012KT 3500 HZ SCT018 SCT100
 BECMG 1307/1309 5000 HZ FEW020 SCT100
 TEMPO 1311/1315 19015G25KT
 BECMG 1315/1317 3500 HZ SCT018 SCT100

3.7.3.7 Weather Reports (Predefined Table)

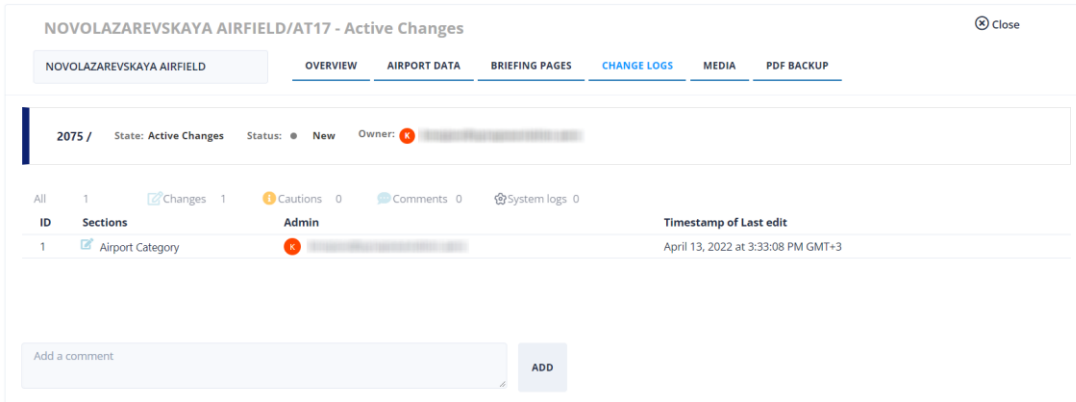
This table is a placeholder with a predefined design and data structure in Airport Briefing. It is showing textual data as shown in the image below.



Weather Reports (Predefined Table)	
* Internet connection required	
METAR (last 3 hours)	VNKT 122050Z 09003KT 7000 FEW015 20/18 Q1012 NOSIG
	VNKT 121950Z VRB02KT 7000 FEW015 20/18 Q1013 NOSIG - Expired
	VNKT 121920Z VRB02KT 7000 FEW015 20/18 Q1013 NOSIG - Expired
	VNKT 121850Z VRB02KT 7000 FEW015 21/18 Q1014 NOSIG - Expired
	VNKT 121820Z 24003KT 7000 FEW015 21/18 Q1014 NOSIG - Expired
TAF (latest report)	TAF VNKT 121700Z 1218/1318 21004KT 7000 FEW015 BECMG 1300/1302 VRB02KT 3000 BR FEW010 SCT030 PROB30 1301/1303 2000 BR BECMG 1304/1306 22008KT 6000 FEW015 SCT030 BKN100 PROB30 1307/1311 VRB12KT 5000 -TSRA FEW025CB BECMG 1308/1310 28008KT 7000 FEW015 SCT030 BKN100 BECMG 1314/1316 14003KT 5000 HZ FEW015 SCT030 BKN100

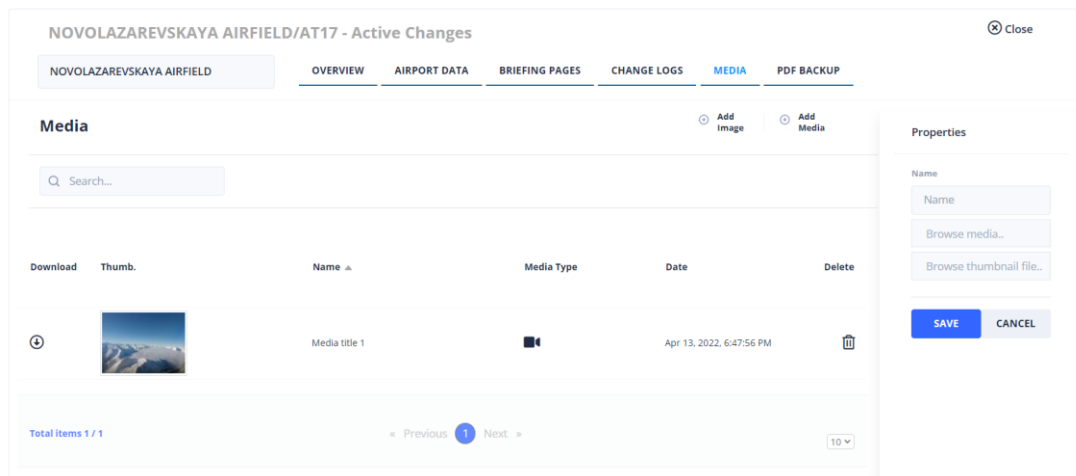
Note: The Weather Reports table is not shown in the Admin Panel.

3.7.4 Airport Management – Change Logs



The Change Logs tab will show an expanded airport card (see Update Mechanism) with details about all ongoing or published changes to the specific airport.

3.7.5 Airport Management – Media



Here you can manage the Company Media for the specific airport. You can upload video and image files.

Notes:








- Editing existing media files is not supported.
- Video file size is limited to 25MB


3.7.6 Airport Management – PDF Backup

NOVOLAZAREVSKAYA AIRFIELD/AT17 - Active Changes Close

NOVOLAZAREVSKAYA AIRFIELD OVERVIEW AIRPORT DATA BRIEFING PAGES CHANGE LOGS MEDIA **PDF BACKUP**

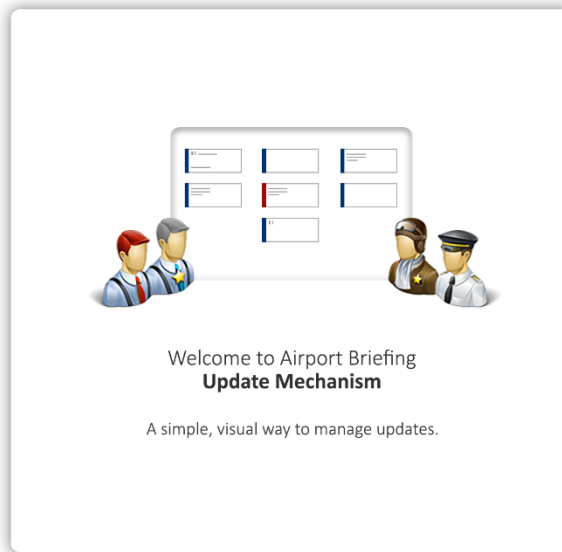
PDF Backup - NOVOLAZAREVSKAYA AIRFIELD

Name	Created	Download
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_1140Z_07Apr2022.pdf	7-APR-2022 / 2:40:16	
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_0838Z_07Apr2022.pdf	7-APR-2022 / 11:38:38	
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_2056Z_06Apr2022.pdf	6-APR-2022 / 11:56:32	
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_1745Z_06Apr2022.pdf	6-APR-2022 / 8:45:39	
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_1728Z_06Apr2022.pdf	6-APR-2022 / 8:28:53	
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_1722Z_06Apr2022.pdf	6-APR-2022 / 8:22:31	
AT17_NOVOLAZAREVSKAYA AIRFIELD_PDF BRIEF_1606Z_29Mar2022.pdf	29-MAR-2022 / 7:06:39	

Total items 7 / 7 « Previous 1 Next »  10 ▾

The PDF Backup page allows you to download a PDF version of the specific airport briefing. The backup file is automatically generated by the system on every ‘Publish’ via the Update Mechanism.

4 UPDATE MECHANISM



The Update Mechanism provides a visual, secure, reliable, and effortless process of data update and synchronization between the system subjects. The result of such a process is an on-time, up-to-date data delivery for each user of the system.

Update Mechanism

Active Board Published

Search

Active Changes	Review	Pending Publish
15	3	2
<p>26 LOW/INN Innsbruck Created June 09, 2020 04:32 UTC</p> <p>12 1 1 0 ● New</p> <ul style="list-style-type: none"> Briefing / HTML / TableName3 Briefing / Runways / Lights Briefing / Weather Briefing / Alternates 	<p>19 JFK/JFK New York John F Kennedy Submitted June 09, 2020 04:32 UTC</p> <p>17 1 1 1 ● Pending</p> <ul style="list-style-type: none"> Idjinevski abogicevic kmojsov 	<p>7 KLAS/LAS Las Vegas McCarran International Approved June 23, 2020 04:32 UTC</p> <p>12 0 1 3 ● Approved</p>
<p>26 LOW/INN Innsbruck Created June 09, 2020 04:32 UTC</p> <p>12 1 1 0 ● New</p> <ul style="list-style-type: none"> Briefing / General / Magnetic Variation 	<p>19 JFK/JFK New York John F Kennedy Submitted June 09, 2020 04:32 UTC</p> <p>17 1 1 1 ● In progress</p> <ul style="list-style-type: none"> Idjinevski abogicevic kmojsov 	<p>4 KIAH/IAH Houston George Bush Intercontinen... Approved June 23, 2020 04:32 UTC</p> <p>2 0 1 1 ● Approved (fast track)</p>
<p>26 LOW/INN Innsbruck Created June 09, 2020 04:32 UTC</p> <p>12 1 1 0 ● New</p> <p>Idjinevski comment- something that he wrote for the reviewers</p>	<p>31 LOWW/VIE Vienna International Submitted June 09, 2020 04:32 UTC</p> <p>15 0 2 1 ● Pending Reject</p> <ul style="list-style-type: none"> Idjinevski 	
<p>17 LOWS/SZG Salzburg Airport Created June 02, 2020 04:32 UTC</p> <p>12 0 2 2 ● Rejected</p>		
<p>28 EDDT/TXL Berlin Tegel Created June 11, 2020 04:32 UTC</p> <p>12 0 1 2 ● Recalled</p>		

The Update Mechanism Interface has two main views, the Active Board and Published. On the **Active Board**, the admin can manage the overall airport update process.

Apart from when being New or Published, airports have three key **States**:

1. All airports with ongoing **Active Changes** are listed in the left column.
2. All airports which have been submitted for review are listed in the middle column, **Review** state, and
3. All airports that are ready for publication are listed in the right column. **Pending Publish** state.

The **Search** field at the top of the page allows quick search of an airport card in all column lists.

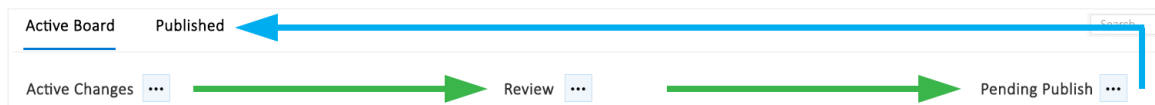


The search action looks into all available cards within the system to show on the screen, regardless if they have been loaded on the screen or not at the moment. The search function looks at **ICAO codes, IATA codes, and Airport Names**.

4.1 KEY ELEMENTS

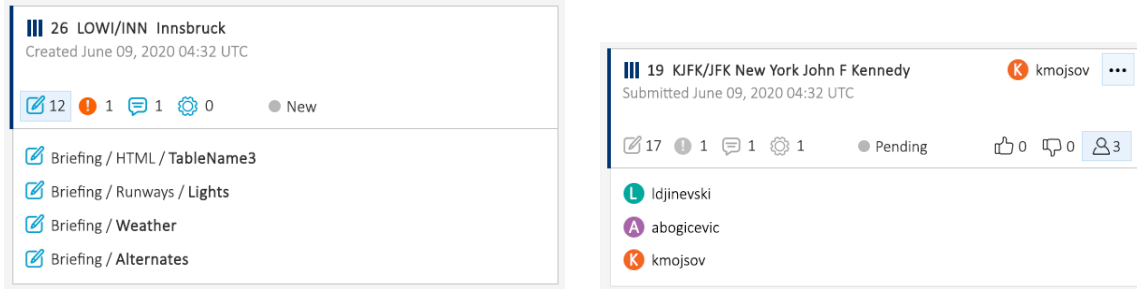
The key element of the Update Mechanism is the airport **Card** which represents an airport within the system and when created it is placed on the Active Board. The Active Board has three columns, one for each airport State. Normally, the publishing lifecycle of one airport begins with the creation of its card in the **left column** for “Active Changes” then moves right to the **middle column** for a “review” and lastly ends in the **right column** where the airport is “ready for publish”.

All published airport updates are removed from the **Active Board** and moved into the **Published** section which lists the complete history of all published updates.

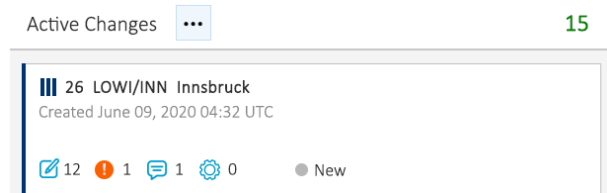


4.2 QUICK PREVIEW

Each card can expand and show a quick preview of the Active Changes (left) also called ‘Change Logs’ and assigned Reviewers (right) by clicking on the respective icons.







4.3 AIRPORT CARDS – ACTIVE CHANGES STATE



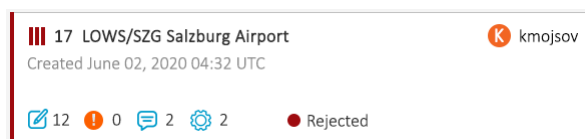
A Card in the Active Changes list is a representation of an airport and is created or updated automatically when making edits to an airport. This is done via the airport Admin Panel pages or the 3D Scene Editor. When an airport is in the Active Changes state, the airport is **unlocked** and **open** for edits.

When a new card is created, it contains:

1. **Unique** Card ID (System assigned number in a sequence)
2. ICAO/IATA codes and Airport Name
3.  Number of (Unique) Active Changes
4.  Number of (Potentially Conflicting) Active Changes (Reserved to Synapse Aviation)
5.  Number of Admin comments
6.  Number of System logs
7. Status 'New' with Gray circle
8. A Date of the **first change (edit)** and when the card was created.
9. **"Airport Owner"** - the Admin who initiated the first edit and created the card.

Note: Items 3, 4, 5, and 6 above, are associated with sections of an airport, and such references are stored in the database as Update Logs collectively.

In special cases when the card is brought back from one of the other states, the card may look slightly different.

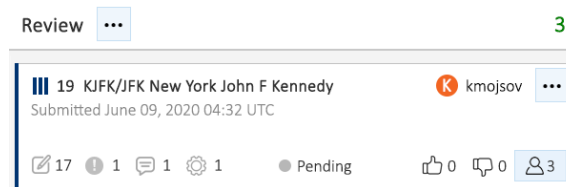


Where:

1. **“Airport Owner”**. When an airport is submitted for Review (or after a reject or recall) the **submitting Admin** becomes its new owner.
2. Status **Rejected** (red circle) is automatically assigned by the system indicating that the airport hasn’t passed the Approval process. The color of the stripes also changes to **dark red**.
3. Status **Recalled** (blue circle) is automatically assigned by the system whenever the airport has been recalled (withdrawn) from the ‘Review’ or ‘Pending Publish’ states back to the ‘Active Changes’ state.

*Note: At the Active Changes state, the **timestamp** remains unchanged and always shows the first change at that airport i.e. when the card was created, regardless if it has been brought back by a reject or recall.*

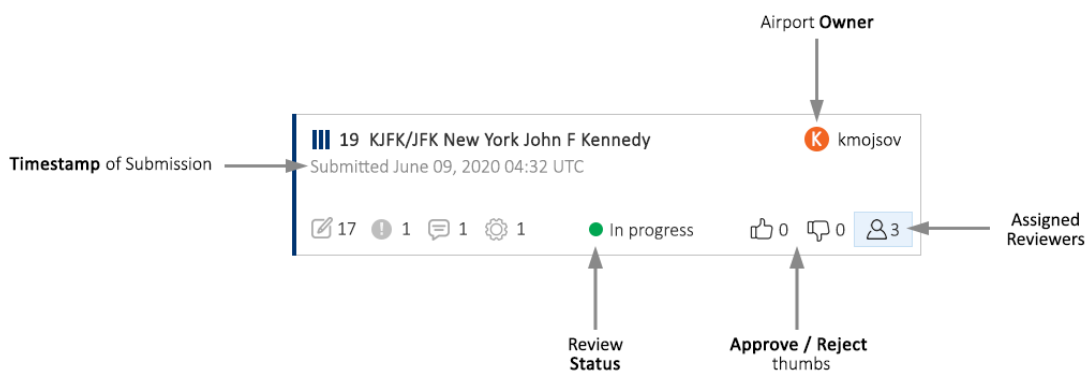
4.4 AIRPORT CARDS – REVIEW STATE



SUBMIT FOR REVIEW 

A Card in the Review list is created when an Admin selects the **Submit for Review** action for a given airport from the Active Changes list. At this point, the Admin becomes its **“Owner”** and the card is automatically assigned the status **Pending**. When an airport is in the Review state, the airport is **locked** and **closed** for new edits. *Note also that the 4 icons left of the status are still functional but grayed out, shifting the focus on the review icons on the right which are normally black.*

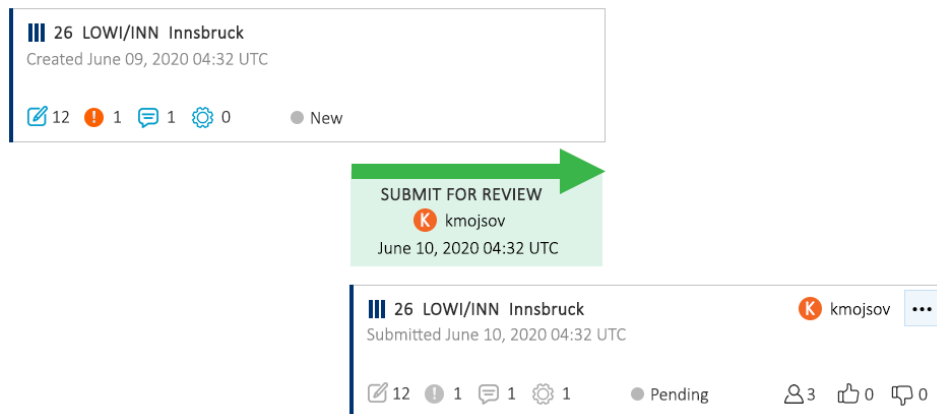
The Date (**timestamp**) is updated every time it is submitted for review, alongside the new **“owner”** admin.



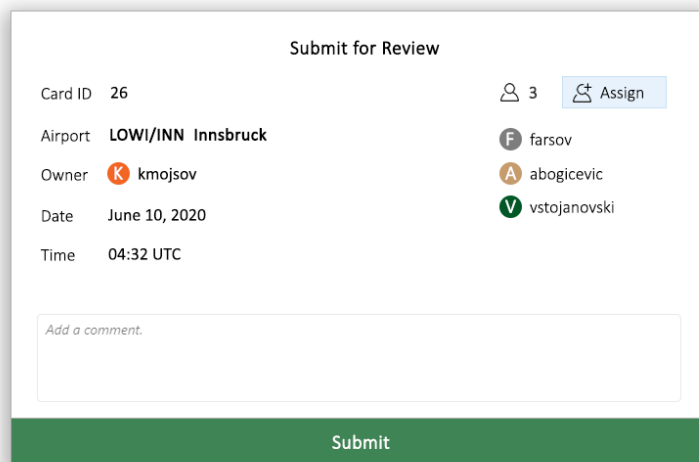
The following Statuses are possible in the Review state:

1. **Pending** (Gray circle - when **none** of the assigned Reviewers has started/downloaded the airport for review.)
2. **In progress** (Green circle - when at least one Reviewer has started the review.)
3. **Pending Reject** (Red circle - when one or more Reviewers are still reviewing **and** at least one has already performed Reject. The Card is kept in Review state until **all** assigned Reviewers have completed their review, **or** the card has been recalled.)

The following image illustrates the **Submit for Review** process.

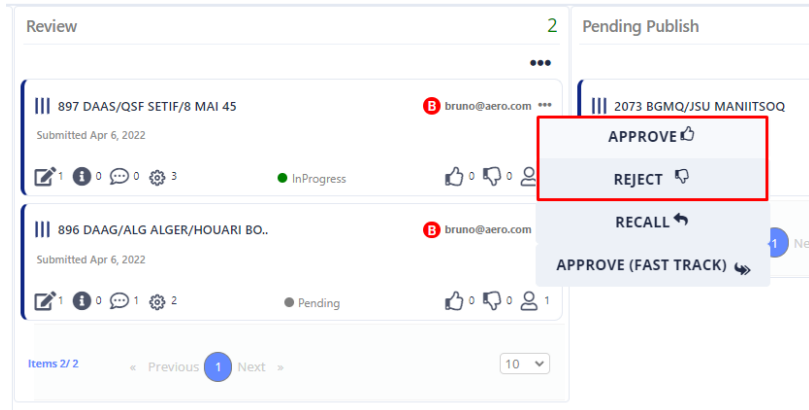


Consequently, an appropriate pop-up window is presented to the administrator to add the required details including Reviewer(s), and complete the process. The image below shows a draft sample of such a pop-up.

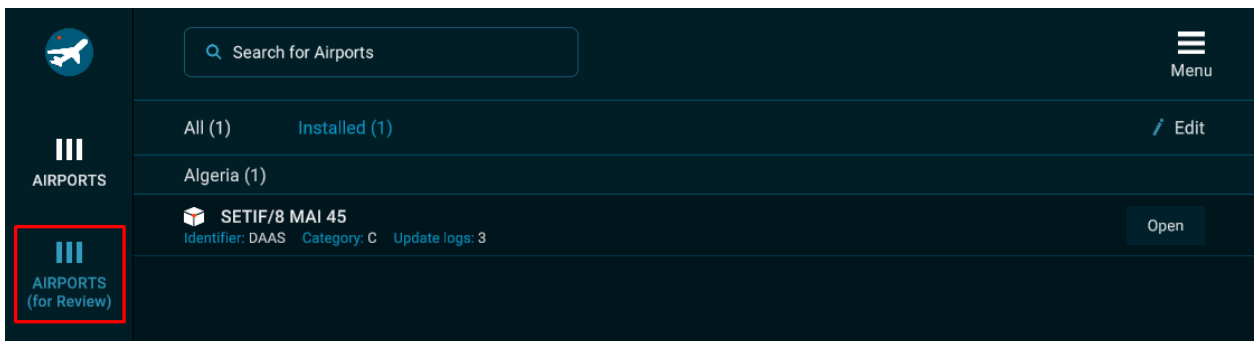


Note: Once the Review is underway and the airport is in a Review state, **any Admin** with Submit privileges can **Assign new Reviewers** or **Remove assigned ones** provided they have **not started** the review process.

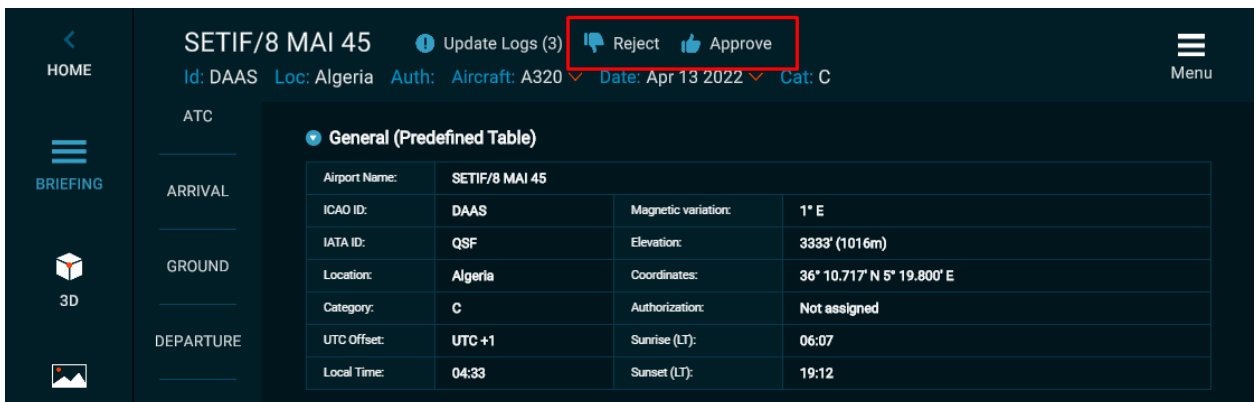
If the assigned reviewer is also an administrator, he or she can perform the Approve or Reject action from the Active Board as well by clicking on the appropriate context-menu button, as shown in the image below.



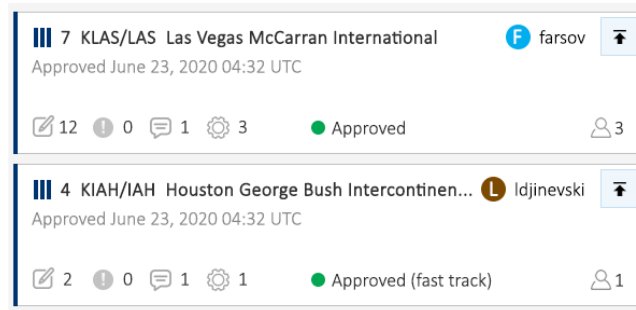
Normally, the review process is performed from within the EFB application. If you have been assigned as a reviewer, the airport will appear under the **AIRPORTS (for Review)** Tab.



Once the airport is installed from this tab with the latest data, the reviewer can check the latest proposed changes and either Approve or Reject the same. Tapping on the Update Logs () button will open the expanded airport card with various details about this airport update.



4.5 AIRPORT CARDS – PENDING PUBLISH STATE



A Card in the Pending Publish list is automatically created when the review process for a given airport is completed successfully (by all assigned Reviewers) **or** when an Admin exercises his ‘Fast Track Approve’ privilege action. This card shows the total number of reviewers that participated in the process. When an airport is in the Pending Publish state, the airport is again **locked** and **closed** for new edits until it is either published or recalled.

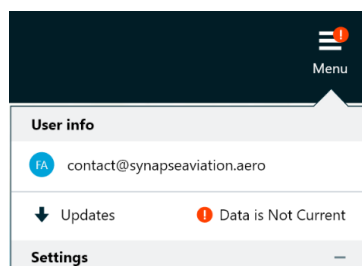
The airports in the Pending Publish state have the following two statuses:

1. **Approved** – as a result of the review process
2. **Approved (Fast Track)** – when the admin assumed the responsibility and promoted the airport to a Pending Publish state.

Publishing an airport generates a system log noting the Admin with a Timestamp.



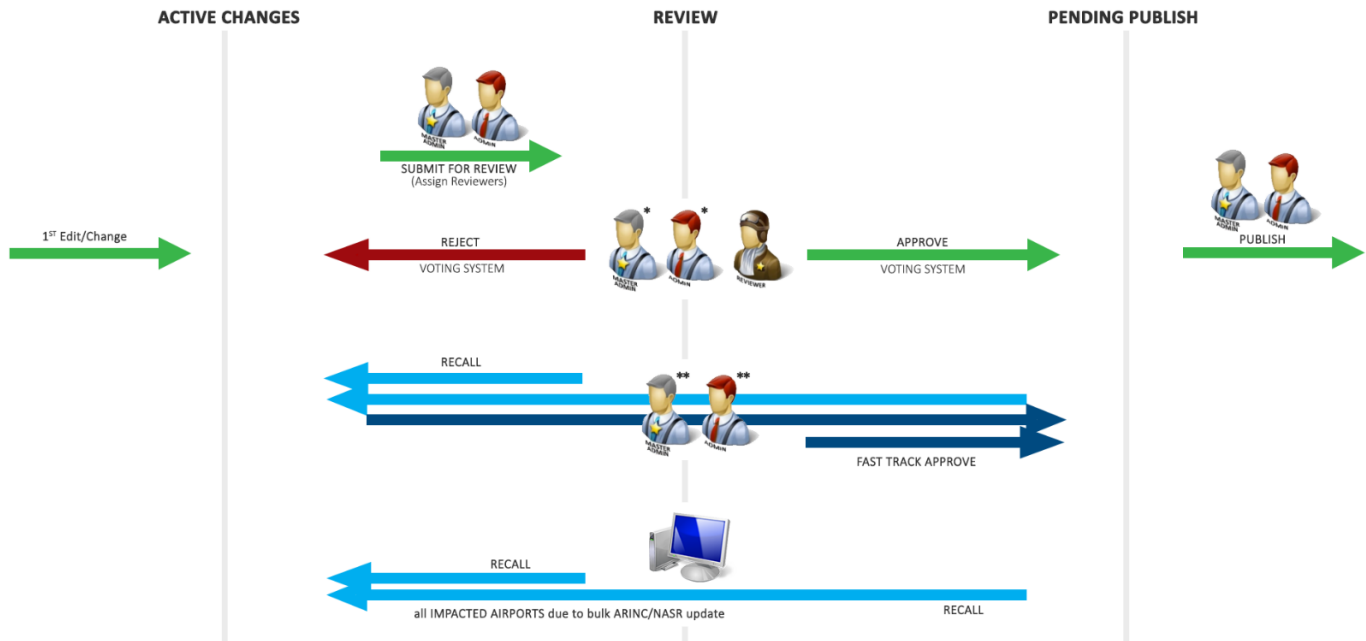
Whenever an airport is published, Airport Briefing will notify the end-users by:




1. Amber notification icon at the Quick Access Menu button
2. Amber notification icon and “Data is Not Current” message at the Updates section of the Quick Access Menu
3. For iOS users, Airport Briefing will send a push notification advising them of the same.

4.6 ADMIN ACTIONS

The administrators in Airport Briefing can perform actions on the cards and either “promote” them or “demote” them, as necessary. The Actions that are available to the administrators are shown in the image below.

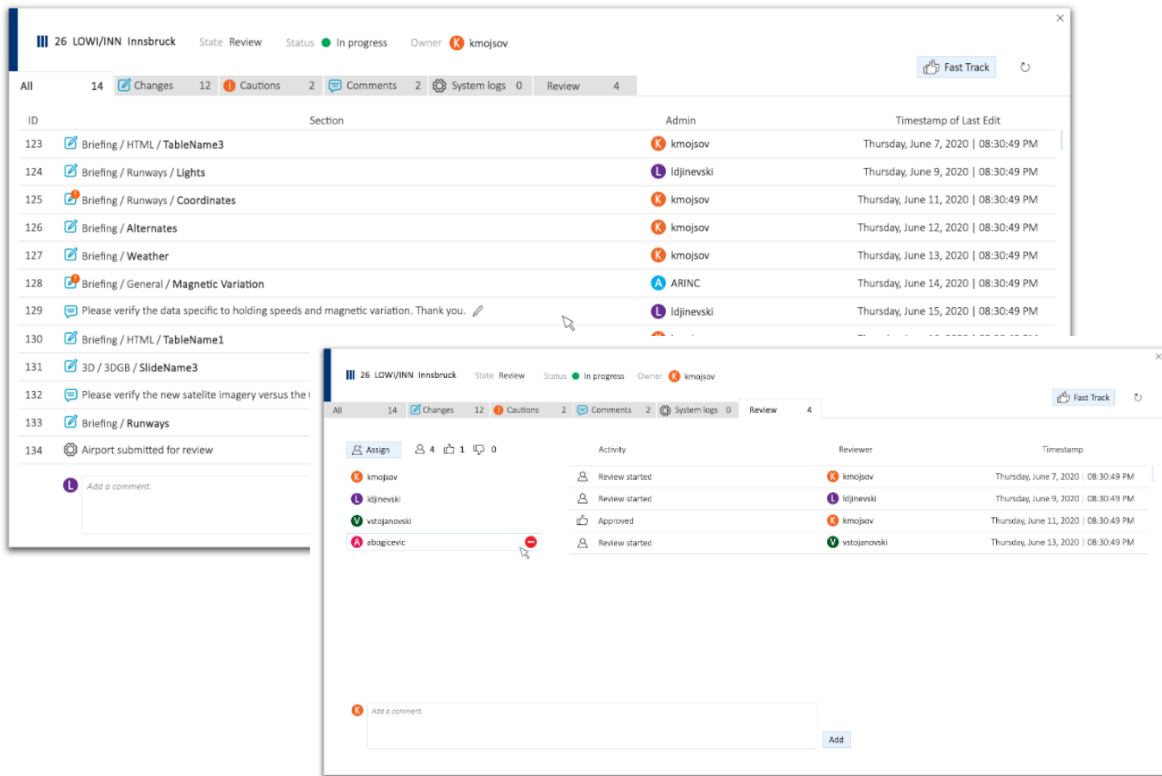


1. **Submit for Review** (change from Active Changes to Review)
2. **Fast Track Approve** (change from Active Changes **or** Review directly to Pending Publish, bypassing or canceling the review phase)
3. **Approve** (cast a vote or opinion for a positive review. Once all assigned reviewers have expressed their positive opinion, the state is automatically changed from Review to Pending Publish. Note that all assigned reviewers must express a positive opinion)
4. **Reject** (cast a vote or opinion for a negative review. Once all assigned reviewers have expressed their opinion with at least one of them being negative, the state is changed from Review back to Active Changes, and the card Status indicated Rejected)
5. **Recall** (an operation where the Admin or the System may cancel the review process at any stage and pull the airport card back to Active Changes)

 the Admins can access the Actions via the button floating on each airport card or next to the column headers.

Note: The Publish All action requires additional time to complete and depending on the number of airports in the list may take up to 20-30 minutes.

4.7 EXPANDED AIRPORT CARD



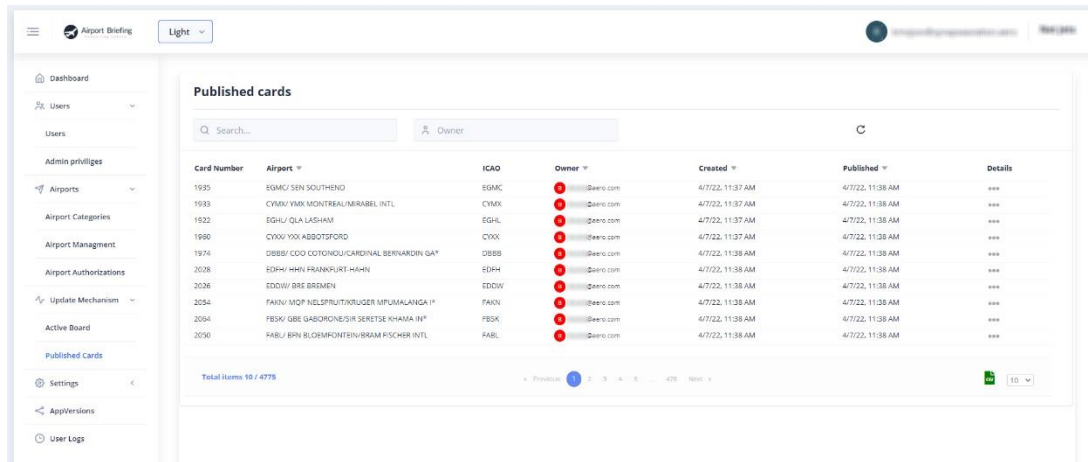
The expanded airport card can be accessed by double-clicking on the airport cards either from the Active Board or the Published cards list.

Here you will find detailed information about the overall status including all the Change Logs and Comments in chronological order. Each change log is accompanied by the user who made the action and the timestamp when it occurred.

The expanded card also gives you the opportunity to add a comment as one of the logs.

When the airport state is in Review, a dedicated tab is available with additional information regarding the review process. Here you can also add new reviewers or remove existing ones, as long as they haven't started the review process.

4.8 PUBLISHED CARDS



Card Number	Airport	ICAO	Owner	Created	Published	Details
1935	EGMC/ SEN SOUTHERN	EGMC	qero.com	4/7/22, 11:37 AM	4/7/22, 11:38 AM	...
1933	CYUM/ YMX MONTREAL/MIRABEL INTL	CYMX	qero.com	4/7/22, 11:37 AM	4/7/22, 11:38 AM	...
1923	EGHL/ QLA LASHAM	EGHL	qero.com	4/7/22, 11:37 AM	4/7/22, 11:38 AM	...
1960	CYXX/ YXX ABBOTSFORD	CYXX	qero.com	4/7/22, 11:37 AM	4/7/22, 11:38 AM	...
1974	DBBB/ COO COTONOU/CARDINAL BERNARDIN GA*	DBBB	qero.com	4/7/22, 11:38 AM	4/7/22, 11:38 AM	...
2028	EDFH/ HHN FRANKFURT HAHN	EDFH	qero.com	4/7/22, 11:38 AM	4/7/22, 11:38 AM	...
2026	EDDW/ BRS BRIDMEN	EDDW	qero.com	4/7/22, 11:38 AM	4/7/22, 11:38 AM	...
2054	FAKN/ MQP NELSFRUIT/UGER MPUMALANGA I*	FAKN	qero.com	4/7/22, 11:38 AM	4/7/22, 11:38 AM	...
2054	FBSK/ GBE SABORONZIR SERETSE KHAMA I*	FBSK	qero.com	4/7/22, 11:38 AM	4/7/22, 11:38 AM	...
2090	FABL/ BRN BLOEMFONTEIN/IRAM F-SCHER INTL	FABL	qero.com	4/7/22, 11:38 AM	4/7/22, 11:38 AM	...

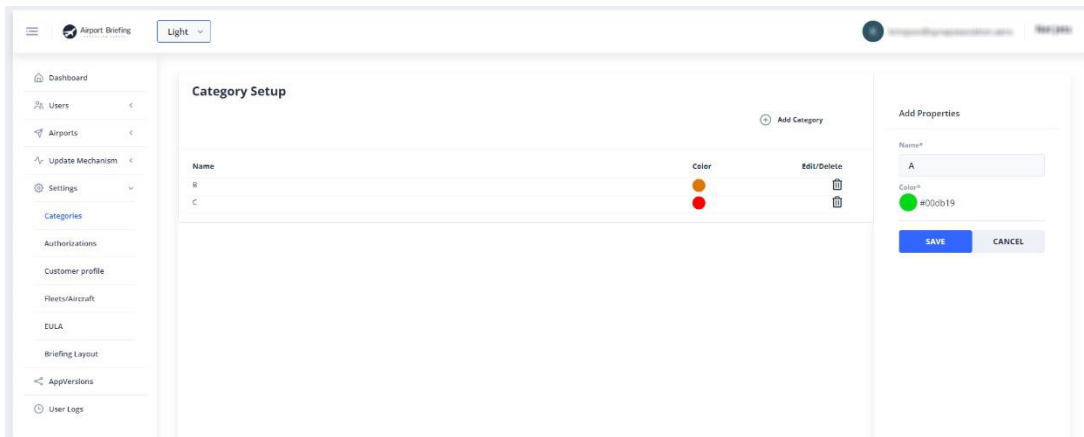
The Published page gives chronological overview of all airport cards (updates) that have been published to date. Clicking on the Details (...) icons will open the expanded card for the respective airport.

5 SETTINGS

5.1 CATEGORY SETUP

This page is used to create and manage the available airport categories.

To create a new category, click on the Add Category button and use the properties window to save the changes. You can also edit an existing category by selecting it from the list.



Note: You will not be permitted to delete a category that has been assigned to any airport in the system.

5.2 AUTHORIZATION SETUP

This page is used to create and manage the available airport authorizations.

To create a new authorization, click on the Add Authorization button and use the properties window to save the changes. You can also edit an existing authorization by selecting it from the list.

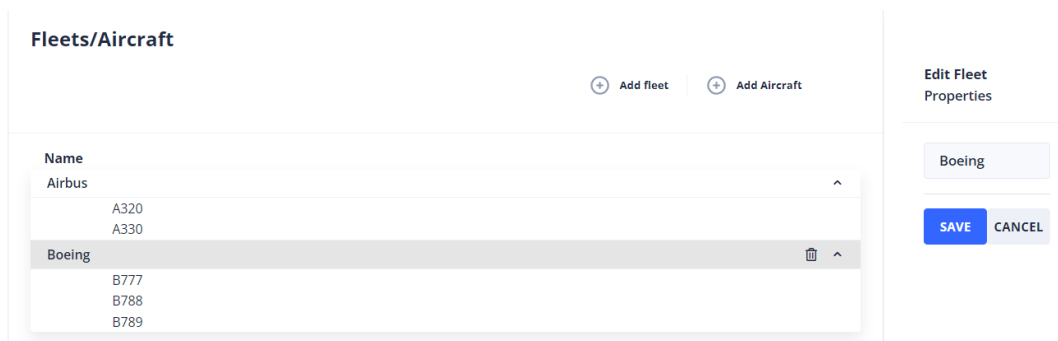


Note: You will not be permitted to delete an authorization that has been assigned to any airport in the system.

5.3 FLEETS/AIRCRAFT SETUP

This page is used to create and manage the available fleets and aircraft in the system.

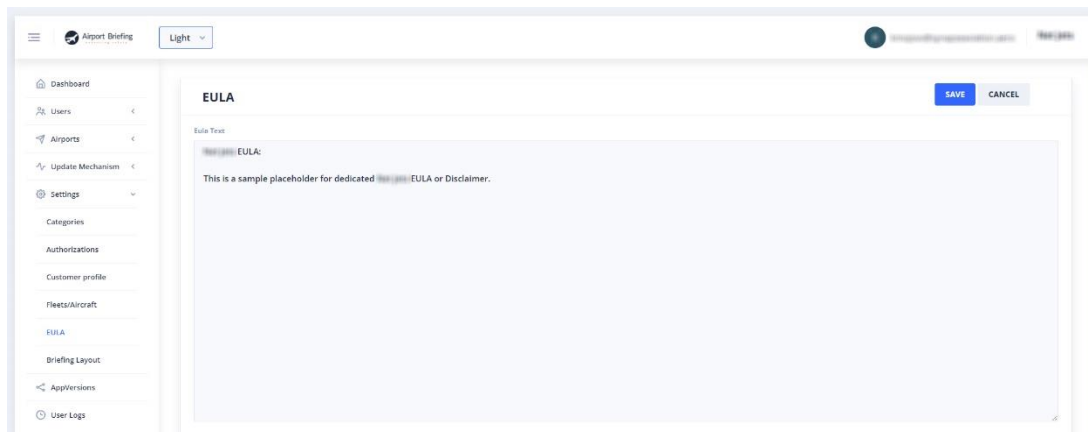
To create a new fleet, click on the Add fleet button and use the properties window to save the changes. You can then add an aircraft to that fleet by selecting it from the list and clicking on the Add aircraft button.



Note: You will not be permitted to delete a fleet or an aircraft that has been assigned to any record in the system.

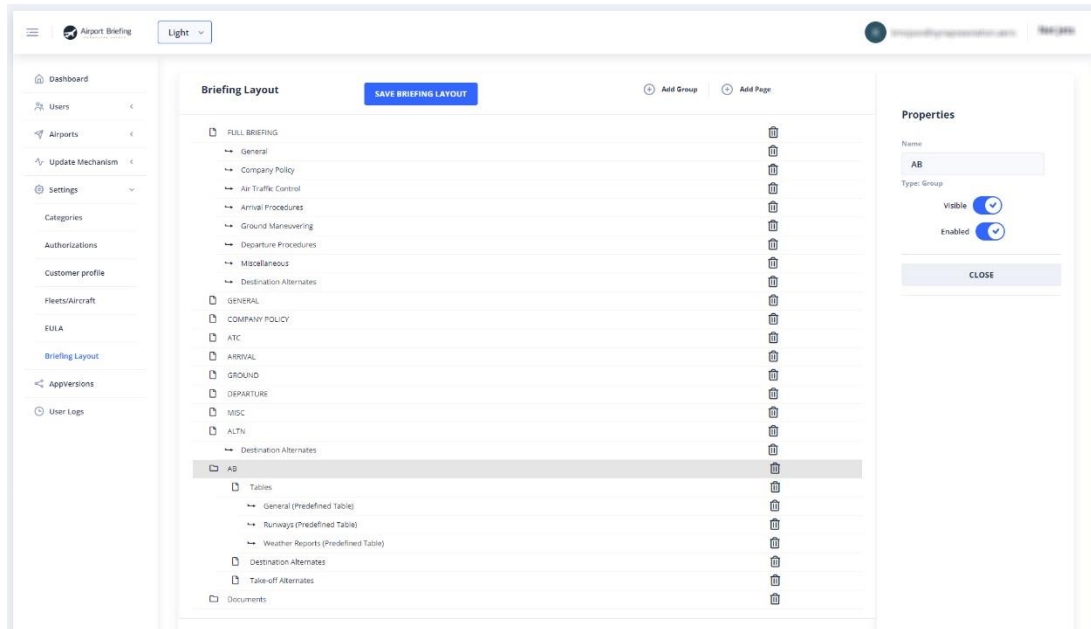
5.4 EULA SETUP

This page is used to create and manage the end-user license agreement that is presented in the EFB application on initial login.

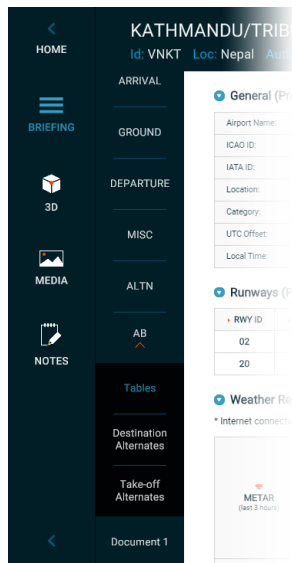


5.5 BRIEFING LAYOUT SETUP

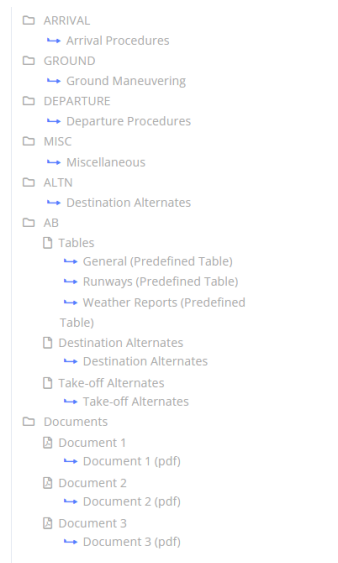
This page is used to create and manage the briefing structure in Airport Briefing.



The briefing layout is replicated throughout the Admin Panel Briefing Pages and the EFB application as shown below.



Mobile EFB application



Admin Panel – Briefing Pages

With the Briefing Layout Setup the layout can be structured using three distinctive components:

 Add Group |  Add Page |  Add Section

1. Groups
2. Pages
3. Sections

Where

1. Groups can nest or hold multiple Pages
2. Default Pages can hold multiple Sections
3. PDF Pages are reserved for documents, one per page.

Use the buttons on the top of the page add any of the available options to create your briefing structure.

Once you have added a group, page or section, you can select it from the list and use the properties window to modify their name (title) and the section color. The section colors impact the color icons in the EFB application.

 Air Traffic Control

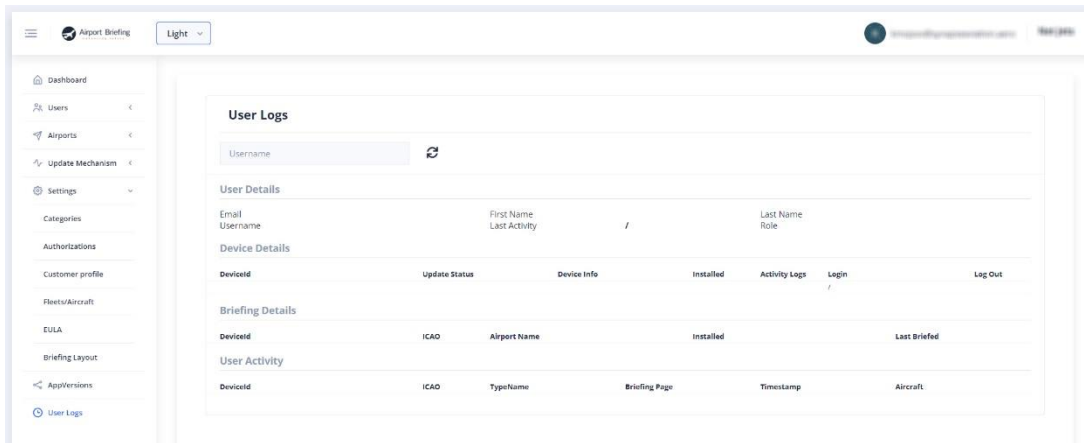


To re-arrange the items in the list, you can drag and drop the items to match the desired layout and then click Save Briefing Layout.

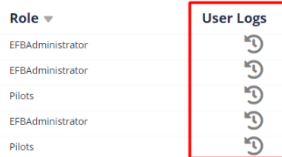
Notes:

1. Deleting an existing item from the list is permitted only if there is no data associated with it.
2. The new Briefing Layout will be synced with the EFB application next time the user starts the application.

6 USER LOGS

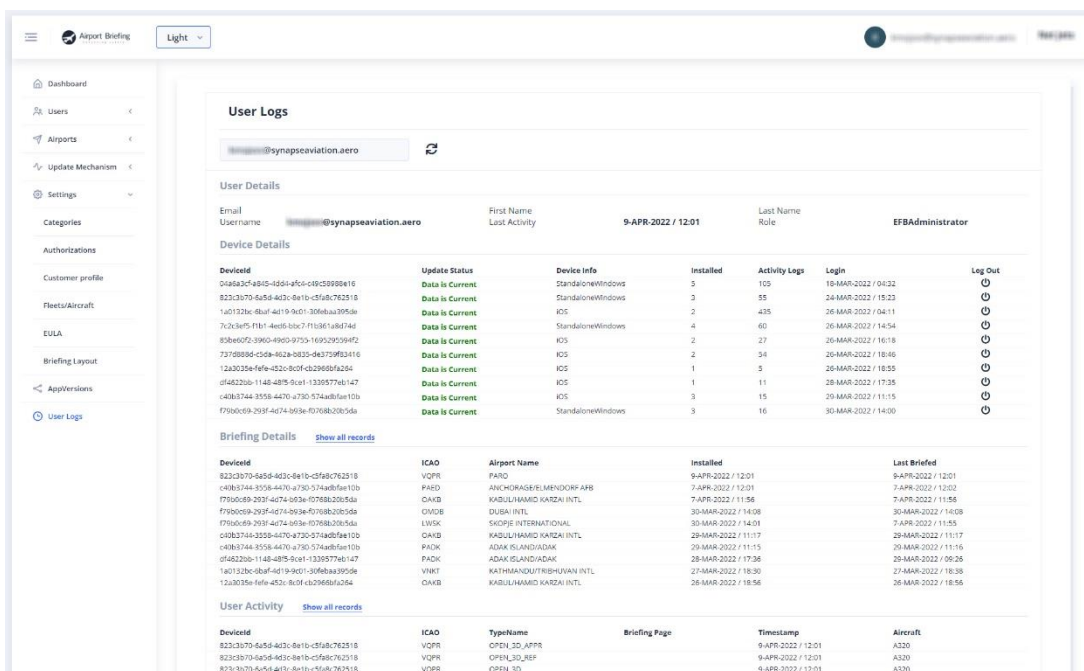


Airport Briefing has real-time collection and synchronization of all briefing activities with the back-end. If the EFB application loses internet connection, the briefing/user logs will be synced with the back-end when the application comes again in internet range.



The user logs for a specific user can also be accessed from the Users page by clicking on the user logs icon.

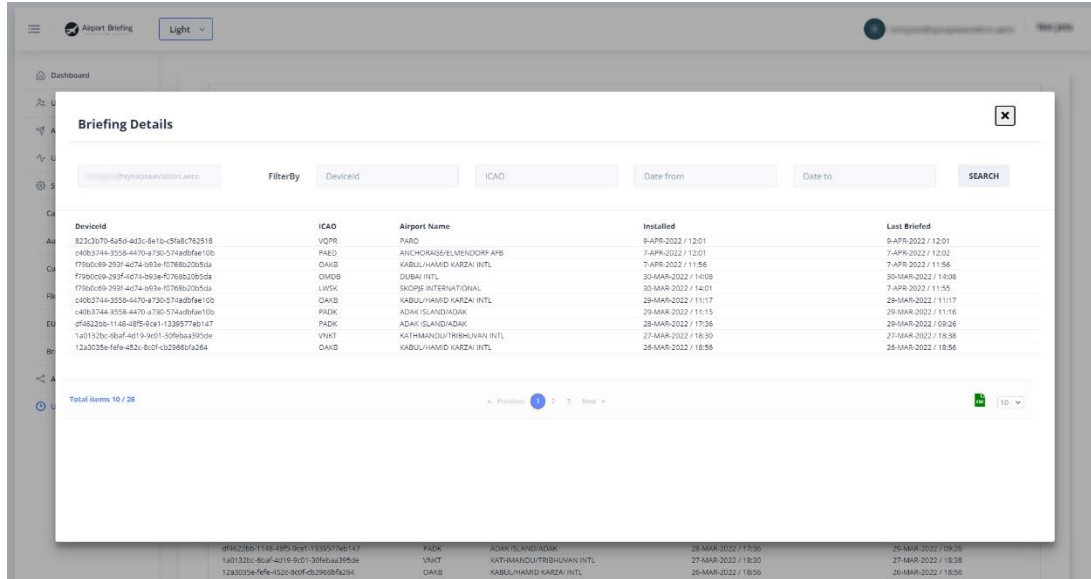
Once a user is selected from the search field, the briefing records will be populated on the screen as shown below.



The information provided are stored in compliance with the applicable crew records requirements and available on this page.

Clicking on the Show all Records links next to Briefing Details and User Activity will open a pop-up window with the entire list of records for the selected user.

The image below shows the briefing records for the selected user along with information on which airports he/she has briefed, and when.



DeviceId	ICAO	Airport Name	Installed	Last Briefed
822c3070-6563-4d51-8a1b-c5687c2318	WOPR	PABO	9-APR-2022 / 12:01	9-APR-2022 / 12:01
c4083744-3558-4470-a730-57a4dbf6ae10b	PAED	ANCHORAGAS/ELMENDOKOP APB	7-APR-2022 / 12:01	7-APR-2022 / 12:02
7750c669-293f-4c74-b93e-fc766b20265da	OWAB	KABUL/HAMID KARZAI INTL	7-APR-2022 / 11:56	7-APR-2022 / 11:56
f7190c09-293f-4c74-b93e-fc766b20265da	OMDB	DUBAI INTL	30-MAR-2022 / 14:09	30-MAR-2022 / 14:09
0706c059-293f-4c74-b93e-fc766b20265da	LWSK	SINGAPORE INTERNATIONAL	30-MAR-2022 / 14:01	7-APR-2022 / 11:55
c4083744-3558-4470-a730-57a4dbf6ae10b	OWAB	KABUL/HAMID KARZAI INTL	29-MAR-2022 / 11:17	29-MAR-2022 / 11:17
c4083744-3558-4470-a730-57a4dbf6ae10b	PADK	ADAK ISLAND/ADAK	29-MAR-2022 / 11:15	29-MAR-2022 / 11:16
07462220-1148-48f5-82a1-1339577a6147	PADK	ADAK ISLAND/ADAK	29-MAR-2022 / 17:36	29-MAR-2022 / 09:26
1201320c-802f-4219-9c01-3566a29f559e	VNVT	KOYAHAMOLU/TREBUJAN INTL	27-MAR-2022 / 18:59	27-MAR-2022 / 19:06
12a3035a-fef4-432c-800f-cb2968f6254f	OWAB	KABUL/HAMID KARZAI INTL	26-MAR-2022 / 18:56	26-MAR-2022 / 18:56

You can export and download a CSV file of the entire list of briefing records or user activity, by clicking on the respective green 'CSV' icon on the bottom-right side of the view.



7 APPENDIX 1 – ‘HOW TO’ VIDEOS

Reserved