AIRPORT BRIEFING 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.
All comments and feedback shall be forwarded to contact@airportbriefing.aero

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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
TEM	Threat and Error Management

1.5 OVERVIEW

Thank you for using Airport Briefing. Synapse Aviation 3D Scene Editor, Admin Panel, iOS and Windows EFB 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 route, area, and aerodrome competency qualification requirements.

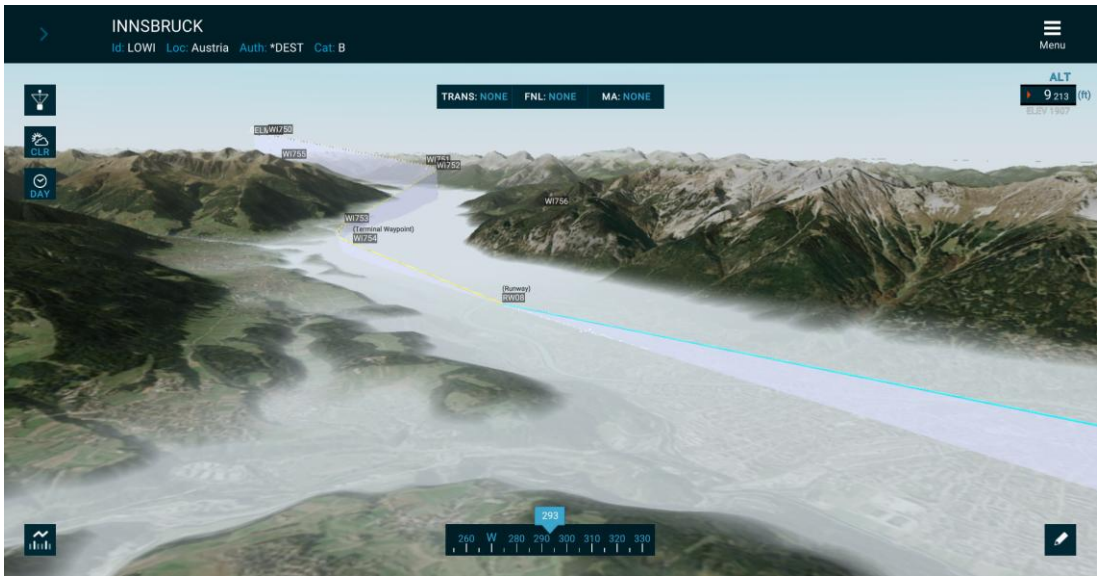
The Airport Briefing software platform has three main components:

- 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 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.



Important notes:

- The system may present an own-ship position as part of a beta feature. This functionality is provided for situational awareness and feature support purposes only and is not certified for navigation use. It shall not be used as a primary or supplementary means of navigation or for determining 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 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

Airport Briefing EFB is designed to operate on supported iOS and Windows platforms and is managed via a web-based Admin Panel.

EFB Application (iOS)

The Airport Briefing EFB application requires:

- iOS version 14.0 or later
- At least 3 GB of RAM

EFB Application (Windows)

The Windows-based EFB application requires:

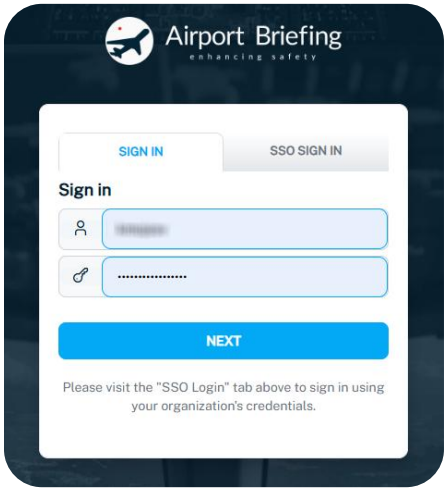
- Windows 10 or later
- A minimum of 3 GB of RAM

Admin Panel

The Airport Briefing Admin Panel is a web-based application and has been tested and optimized for the following browsers:

- Google Chrome
- Microsoft Edge

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.

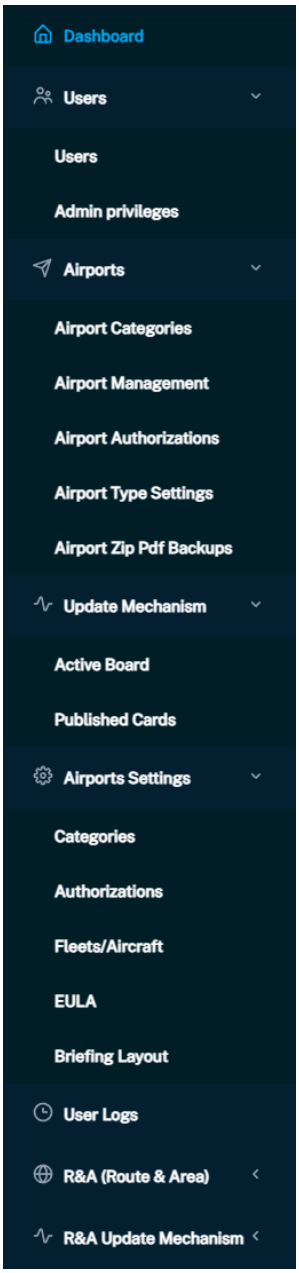
If you need to switch to a different or new account, sign out of your existing account and sign back in to the other account.

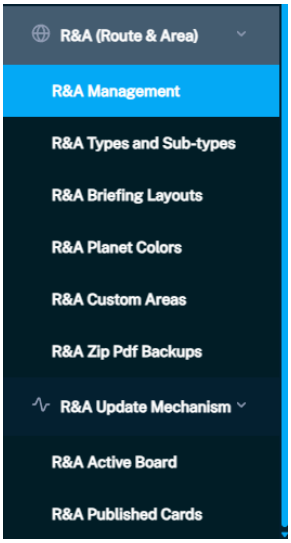
Notes:

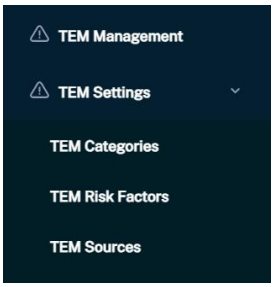
1. Usernames in Airport Briefing are case sensitive.
2. User accounts are created and managed by the designated EFB Administrator.

3 ADMIN PANEL PAGES

3.1 THE MAIN SIDE MENU

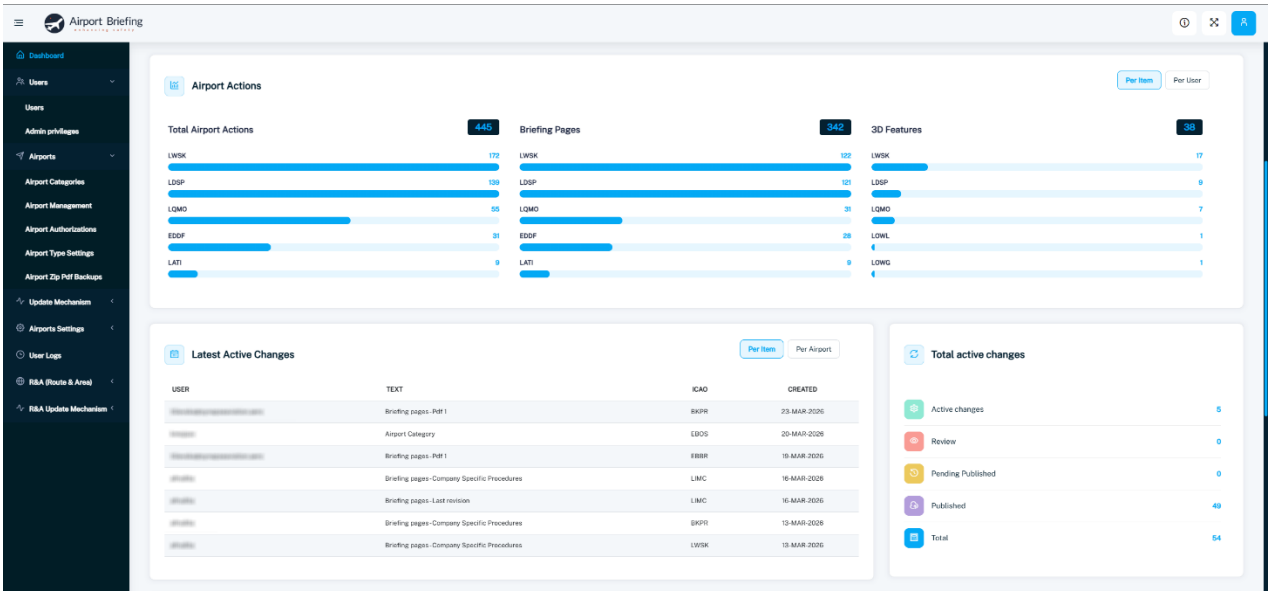






The main Side Menu will list all the pages and areas of the Admin Panel that you can access. Each hyperlink on the list will open its' respective page.

3.2 DASHBOARD

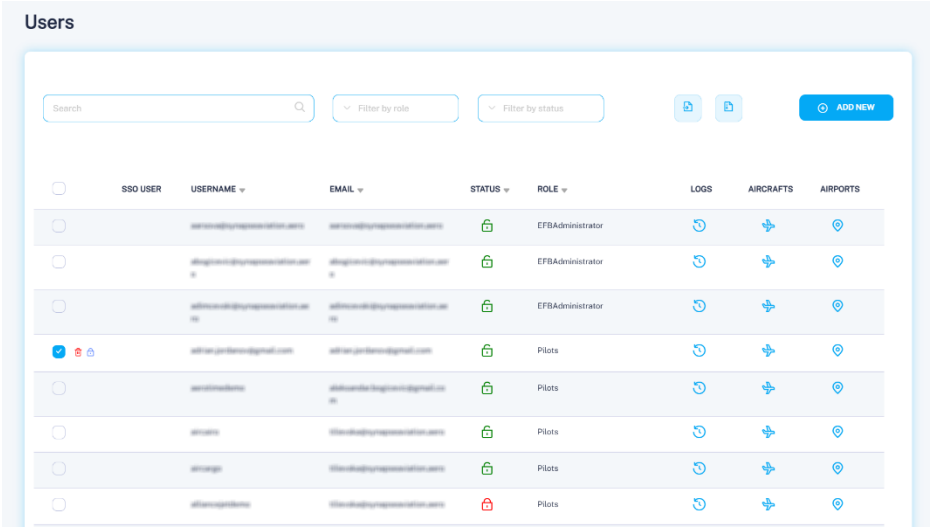


The Dashboard screen is your starting point after successful login. You can always navigate back to the dashboard screen by clicking on the first menu item.

3.3 USERS GROUP

The users pages allow you to manage all users throughout the system, including administrators, reviewers, and pilots.

3.4 USERS PAGE



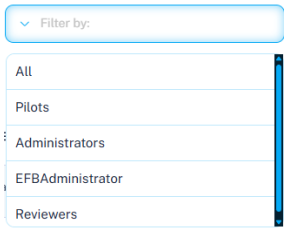
The Users page allows creation and management of users in the Airport Briefing platform.

3.4.1 User Roles

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

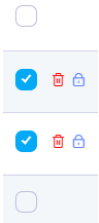
- **Master Admin (EFB Administrator)** has unlimited privileges and may substitute for any other user role type
- **Admin** users can perform actions within the Admin Panel as well as the EFB Application
- **Reviewer** users can view and perform actions assigned to them in the EFB Application
- **Pilot**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

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.

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

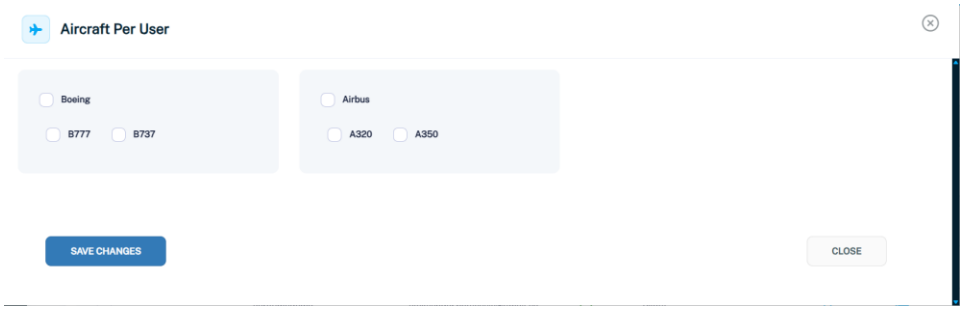


To delete an existing user from Airport Briefing, you can either use the checkboxes on the left for multi-select, or select a single used and click on the respective delete icon.

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

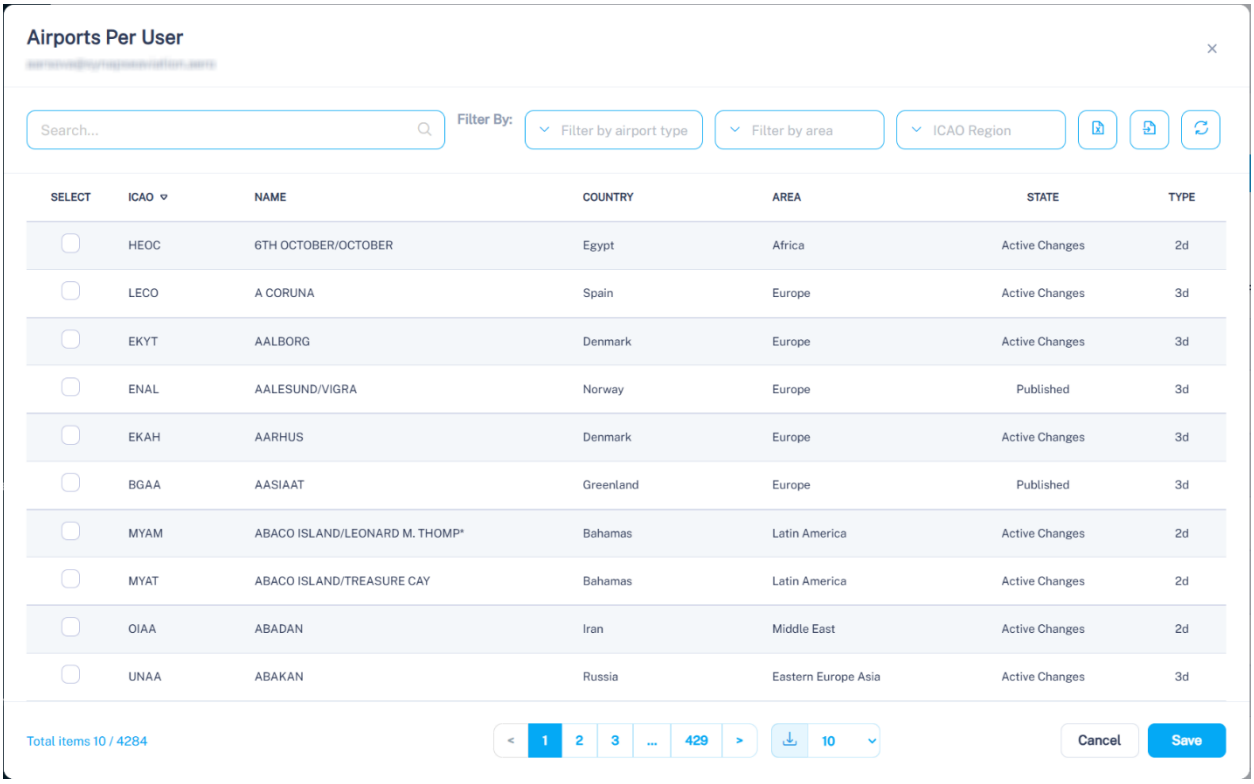
3.4.2 User Aircraft

The AIRCRAFTS function defines which aircraft are available and visible to the selected user within the platform. By default, when no aircraft are selected, the user has access to all aircraft configured in the system. Selecting one or more aircraft restricts the user's access to only those specifically assigned aircraft.



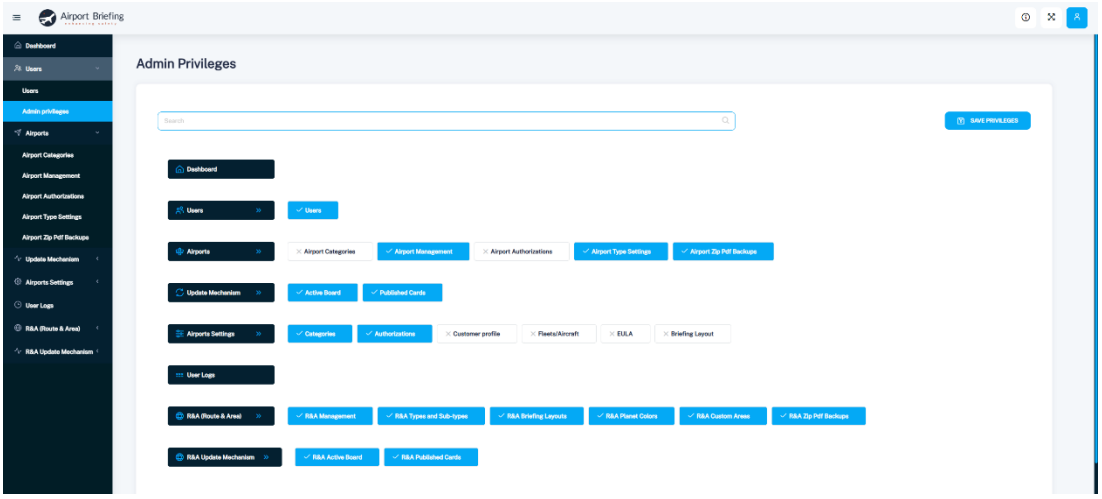
3.4.3 User Airports

The AIRPORTS function defines which airports are available and visible to the selected user within the platform. By default, when no airports are selected, the user has access to all airports configured in the system. Selecting one or more airports limits the user's access to only those specifically assigned airports.



SELECT	ICAO	NAME	COUNTRY	AREA	STATE	TYPE
	HEOC	6TH OCTOBER/OCTOBER	Egypt	Africa	Active Changes	2d
	LECO	A CORUNA	Spain	Europe	Active Changes	3d
	EKYT	AALBORG	Denmark	Europe	Active Changes	3d
	ENAL	AALESUND/VIGRA	Norway	Europe	Published	3d
	EKAH	AARHUS	Denmark	Europe	Active Changes	3d
	BGAA	AASIAAT	Greenland	Europe	Published	3d
	MYAM	ABACO ISLAND/LEONARD M. THOMP*	Bahamas	Latin America	Active Changes	2d
	MYAT	ABACO ISLAND/TREASURE CAY	Bahamas	Latin America	Active Changes	2d
	OIAA	ABADAN	Iran	Middle East	Active Changes	2d
	UNAA	ABAKAN	Russia	Eastern Europe Asia	Active Changes	3d

3.5 ADMIN PRIVILEGES



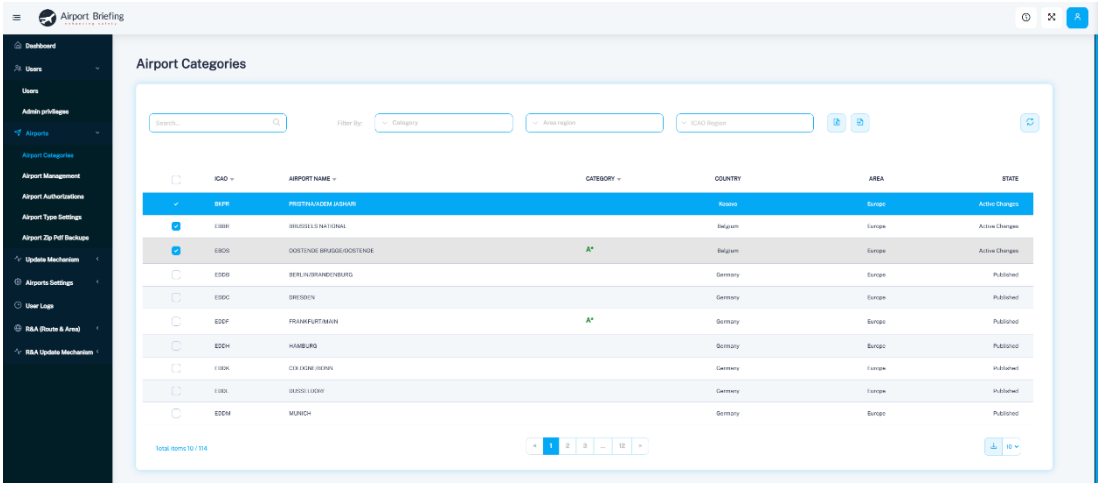
An EFB Administrator can set and manage the privileges of the other Administrators that have access to the system.

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

3.6 AIRPORTS GROUP

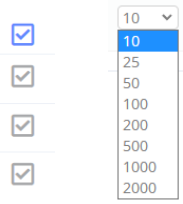
The Airports pages pertain information and setup of all airport specific information including assigning airport categories, authorizations, briefing content, as well as a definition of 2D/3D airports in your tenant.

3.7 AIRPORT CATEGORIES

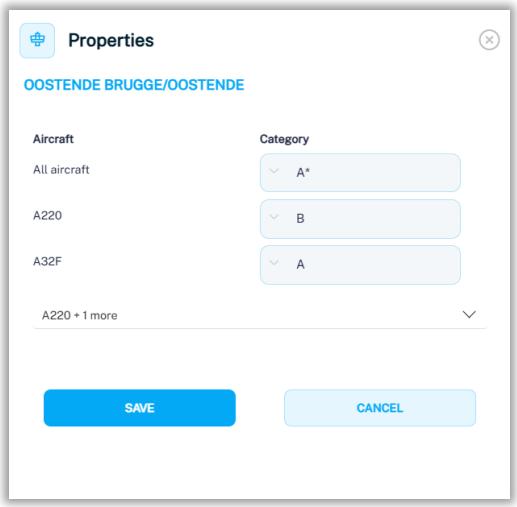


This page is used to set and manage the airport categorization.

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 of the header to select the airports that are listed and visible on the selected page. **Important note:** 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.

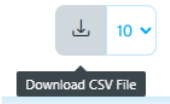


The properties window opens when single or multiple airports are selected from the list.

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.

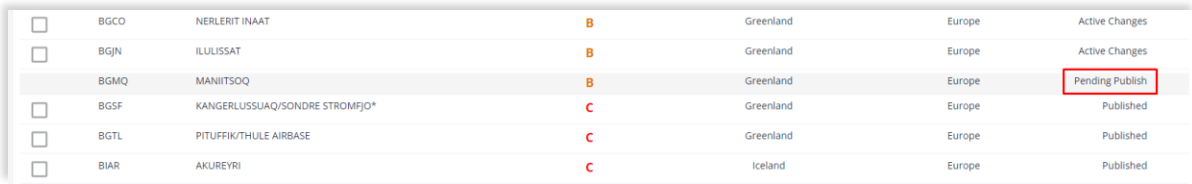
When ready, click on the Save button within the Properties window to save the changes.



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.

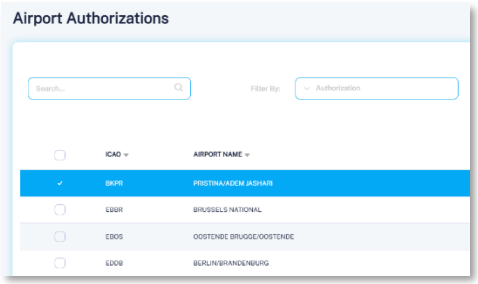
If an airport row is grayed out, it means that the airport state is such that no changes are allowed, as shown in the image below.



	BGCO	NERLERIT INAAT	B	Greenland	Europe	Active Changes
	BGJN	ILULISSAT	B	Greenland	Europe	Active Changes
	BGMQ	MANIITSOQ	B	Greenland	Europe	Pending Publish
	BGSF	KANGERLUSSUAQ/SONDRE STROMFJO*	C	Greenland	Europe	Published
	BGTL	PITUFFIK/THULE AIRBASE	C	Greenland	Europe	Published
	BIAR	AKUREYRI	C	Iceland	Europe	Published

3.8 AIRPORT AUTHORIZATIONS

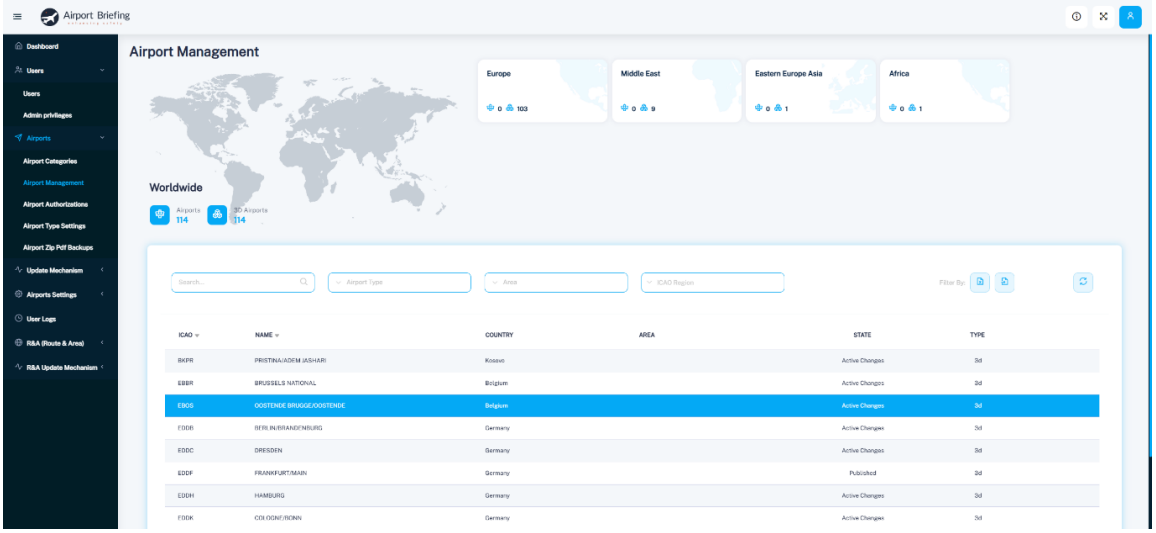
The Airport Authorizations page is used to set and manage airport authorizations.



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

Authorizations are defined by the tenant/company on the Airport Settings / Authorizations page. Examples include DEST (destinations), DALT (destination alternates), OPER (operational), etc.

3.9 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 allow you to narrow down the list based on a specific set of criteria.

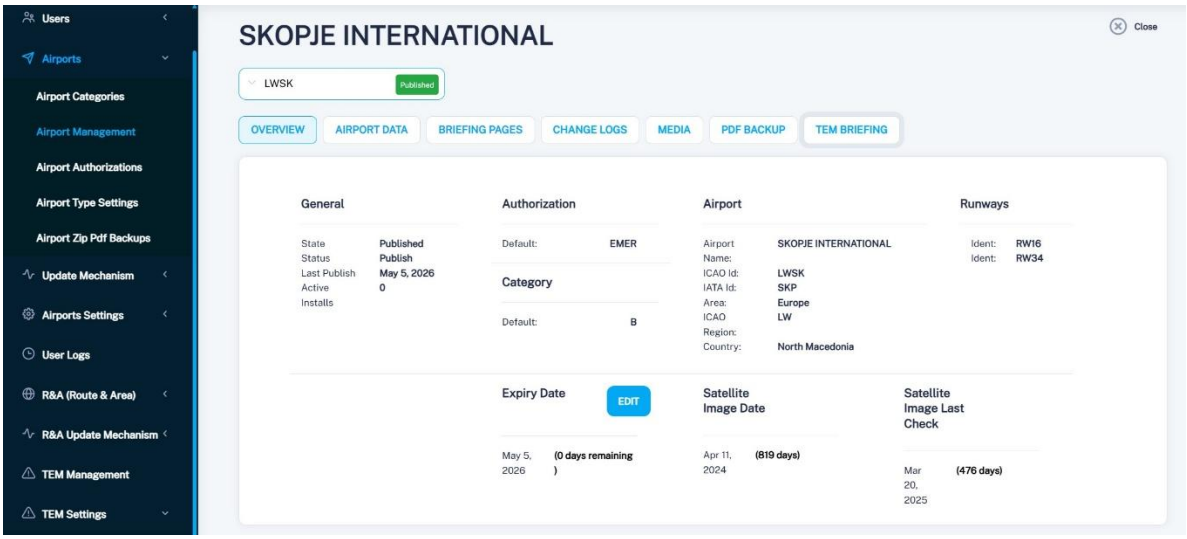
The following details are shown for each of the airports:

- Airport ICAO Identifier
- Airport Name
- Country
- Area
- (Update lifecycle) 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.

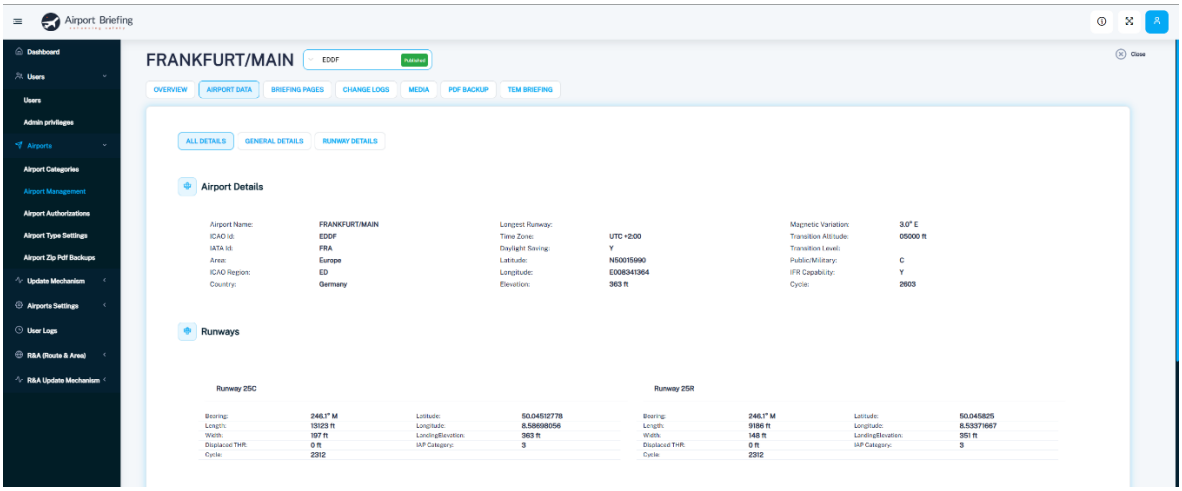
3.9.1 Airport Management – Overview



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
6. Various important dates

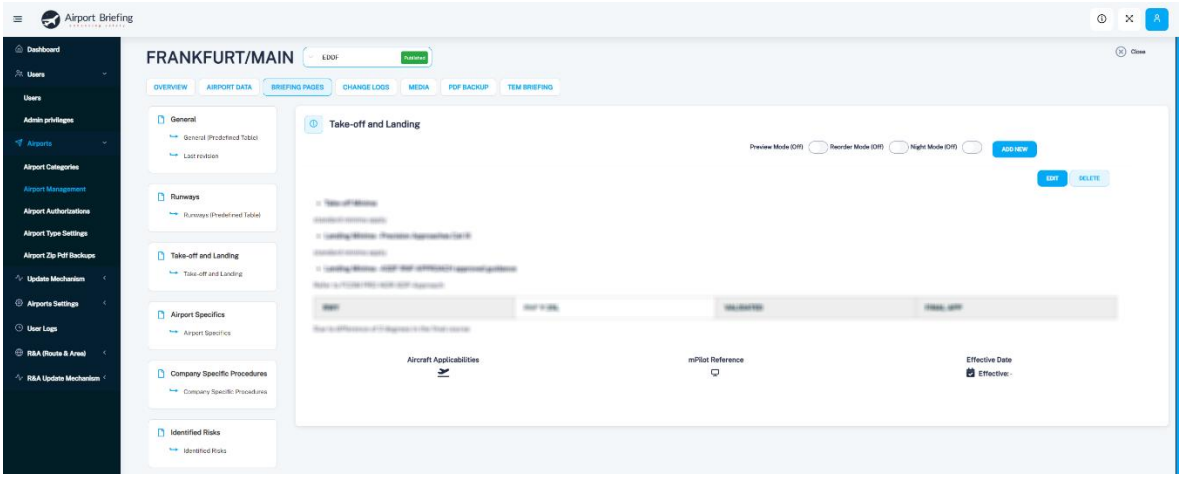
3.9.2 Airport Management – Airport Data



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.

3.9.3 Airport Management – Briefing Pages



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).

3.9.3.1 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

3.9.3.2 Runways (Predefined Table)

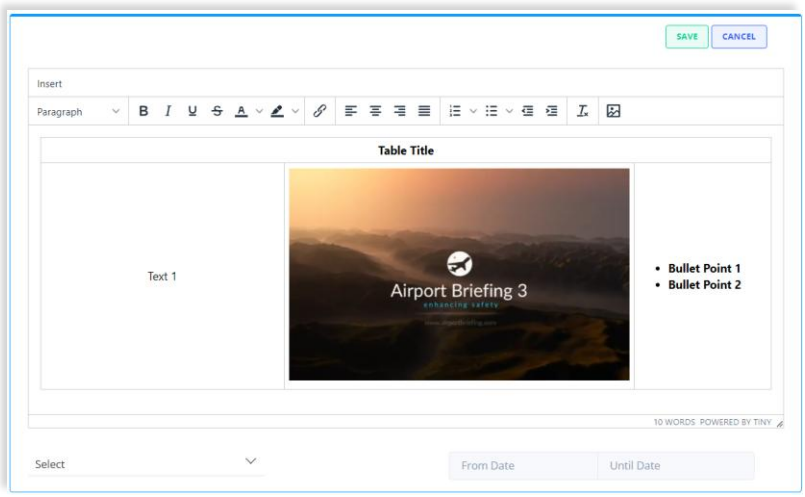
This table is a placeholder with a predefined design and data structure in Airport Briefing. It is showing textual data as shown in the image below.

Runways (Predefined Table)

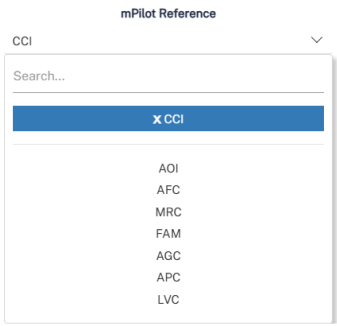
RWY ID	MAG BRG	Length	Width	ILS CAT	DISP THR	THR ELEV
11	105°	11519' (3511m)	148' (45m)	NIL	0 ft	5870 ft
29	285°			1		5873 ft

3.9.3.3 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.

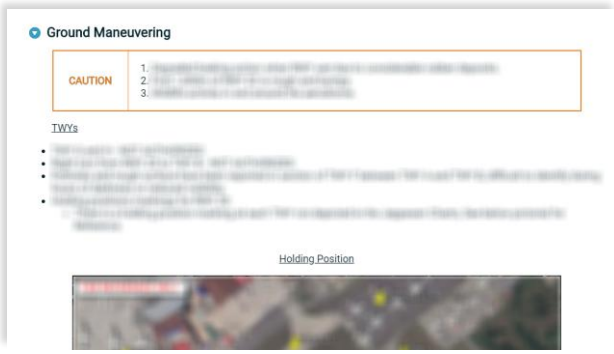


You can also specify the effectivity period of the record by selecting a starting “From Date”, ending “Until Date”, or both.

Selecting an mPilot Reference will create a direct link in the EFB application that serves to open the selected target page in the mPilot app if installed on the same device.

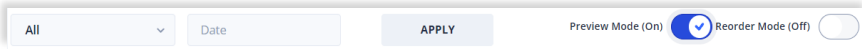
Note: Applicability filters like Aircraft and Dates are optional. If none are applied, the record will apply to all aircraft within the system, and at all times.

Sample output in the EFB application:



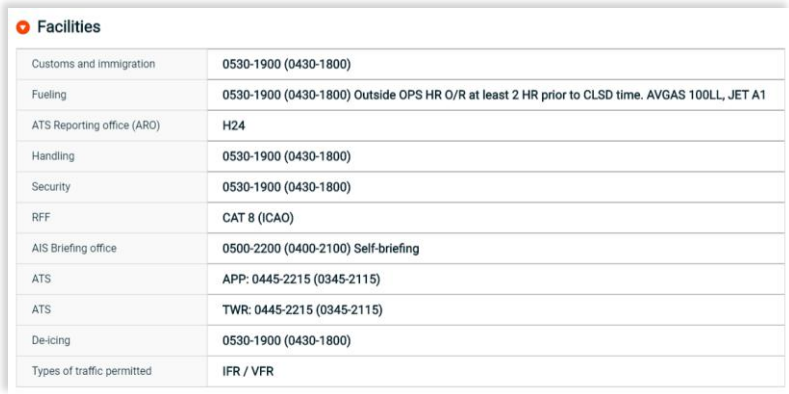
Applied effectivity filters:

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



3.9.3.4 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.



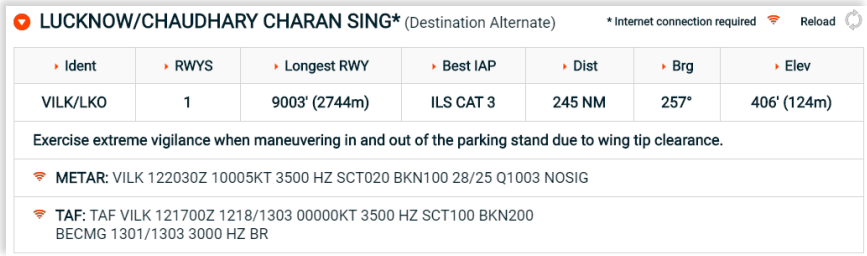
Facilities

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

3.9.3.5 Destination Alternates

This table is presented in a predefined format with 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 Reload

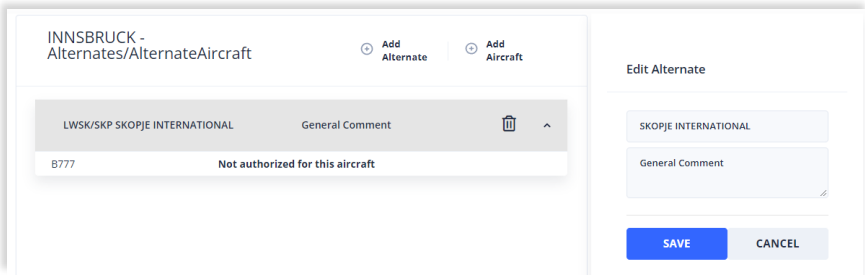
Ident	RWYS	Longest RWY	Best IAP	Dist	Brg	Elev
VILK/LKO	1	9003' (2744m)	ILS CAT 3	245 NM	257°	406' (124m)

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

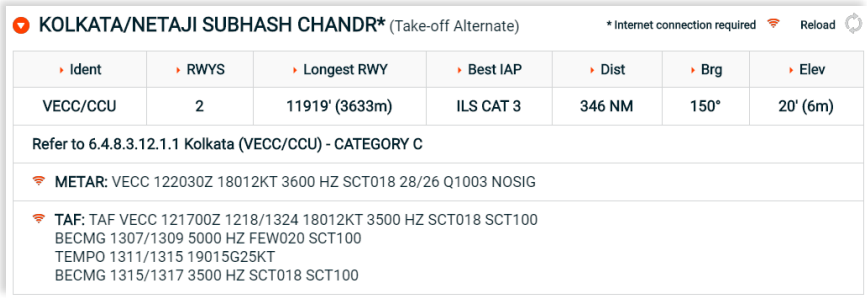
TAF: TAF VILK 121700Z 1218/1303 00000KT 3500 HZ SCT100 BKN200
BECMG 1301/1303 3000 HZ BR

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



3.9.3.6 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.



KOLKATA/NETAJI SUBHASH CHANDR* (Take-off Alternate) * Internet connection required Reload

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

3.9.3.7 Weather Reports (Predefined Table)

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

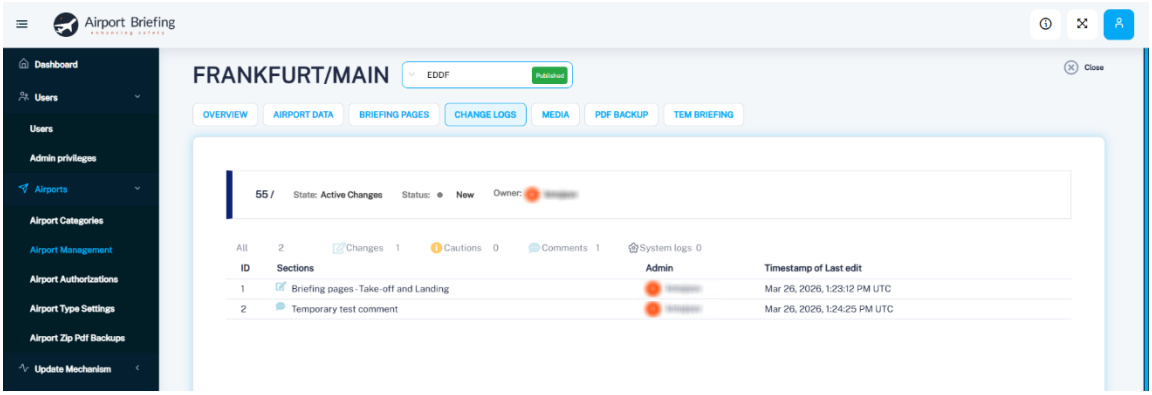
Weather Reports (Predefined Table)

* Internet connection required reload

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

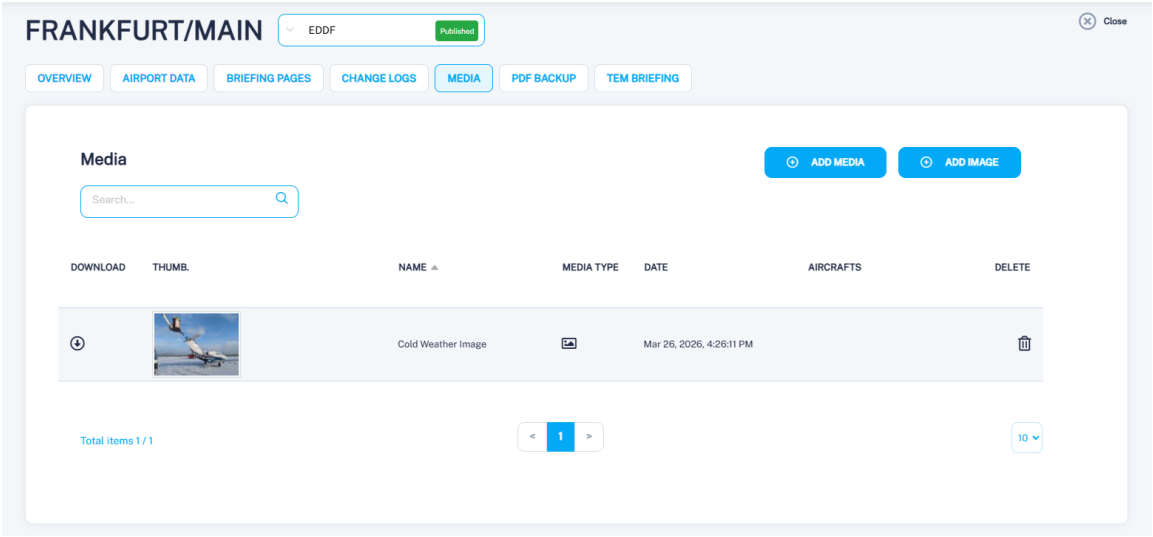
Note: The Weather Reports table is not shown in the Admin Panel.

3.9.4 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.

3.9.5 Airport Management – Media

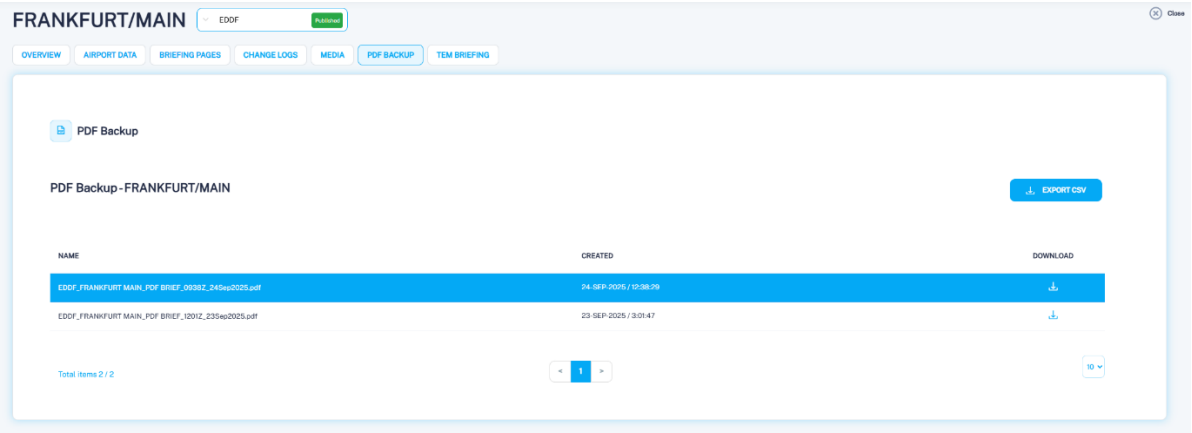


Here you can manage the Company Media for the specific airport. You can upload video and image files.

Notes:

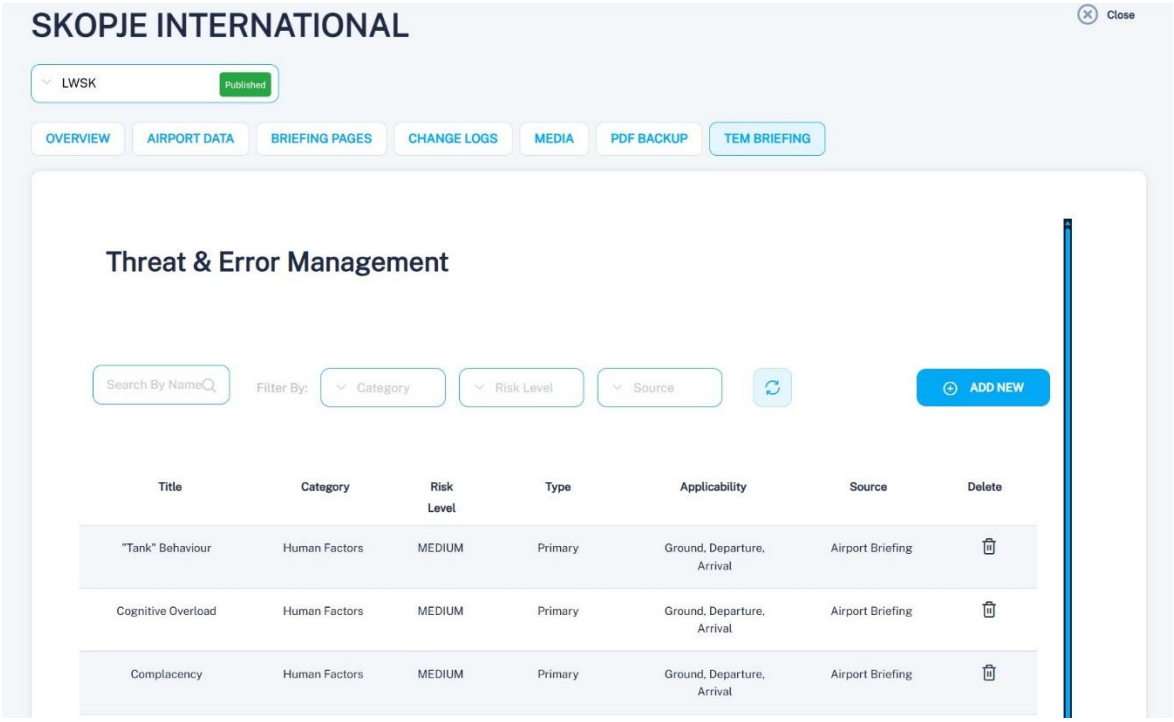
- Editing existing media files is not supported.
- Video file size is limited to 100MB

3.9.6 Airport Management – PDF Backup



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.

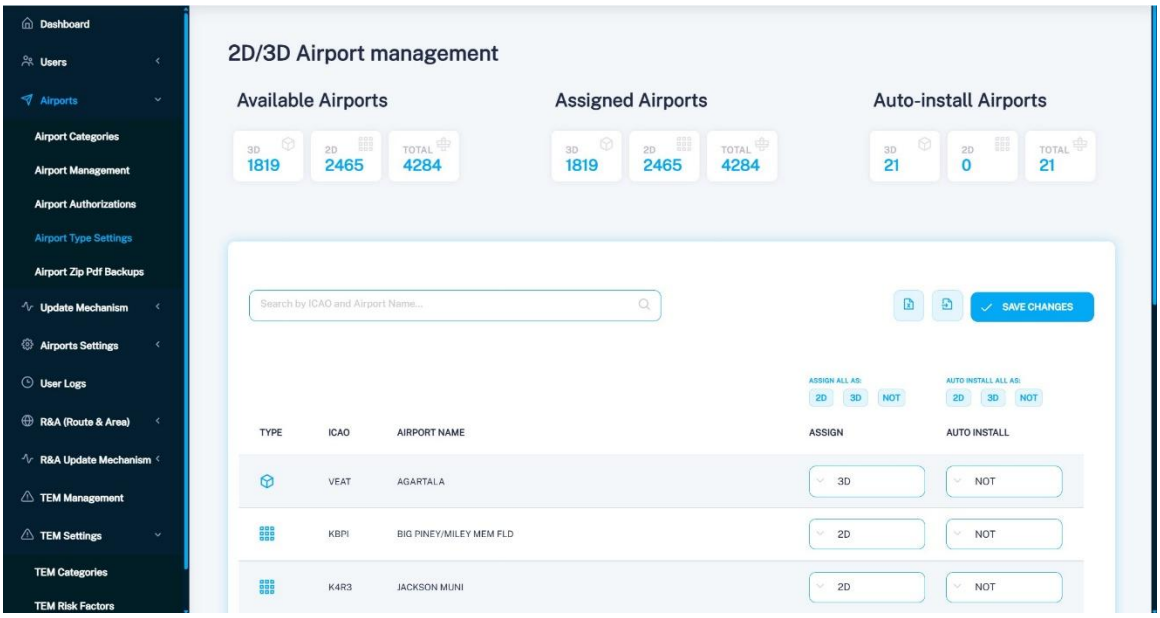
3.9.7 Airport Management – TEM BRIEFING



The TEM BRIEFING page allows you to view and create threats and operational points that will be part of the Adaptive TEM briefing for the selected airport. In general, threats can be created and managed via the dedicated TEM MANAGEMENT section and later assigned to individual airports, or whenever a specific threat applicable to a single airport is required, it can be created via the ADD NEW button as shown on the image above. The creation process is

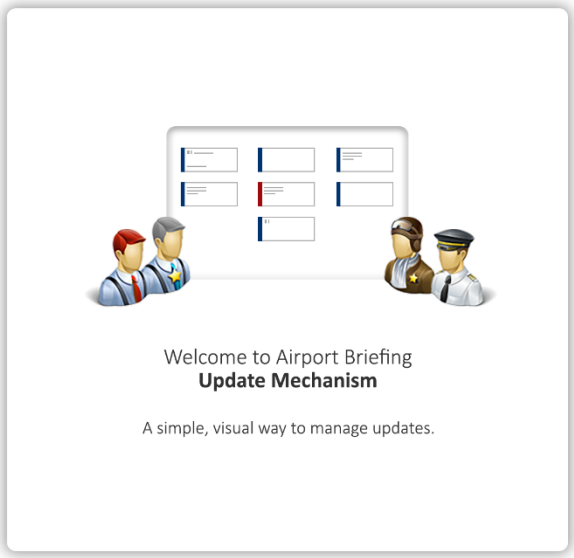
identical in both cases and described in detail under the TEM MANAGEMENT topic later in this document.

3.10 2D/3D/TEM AIRPORT MANAGEMENT

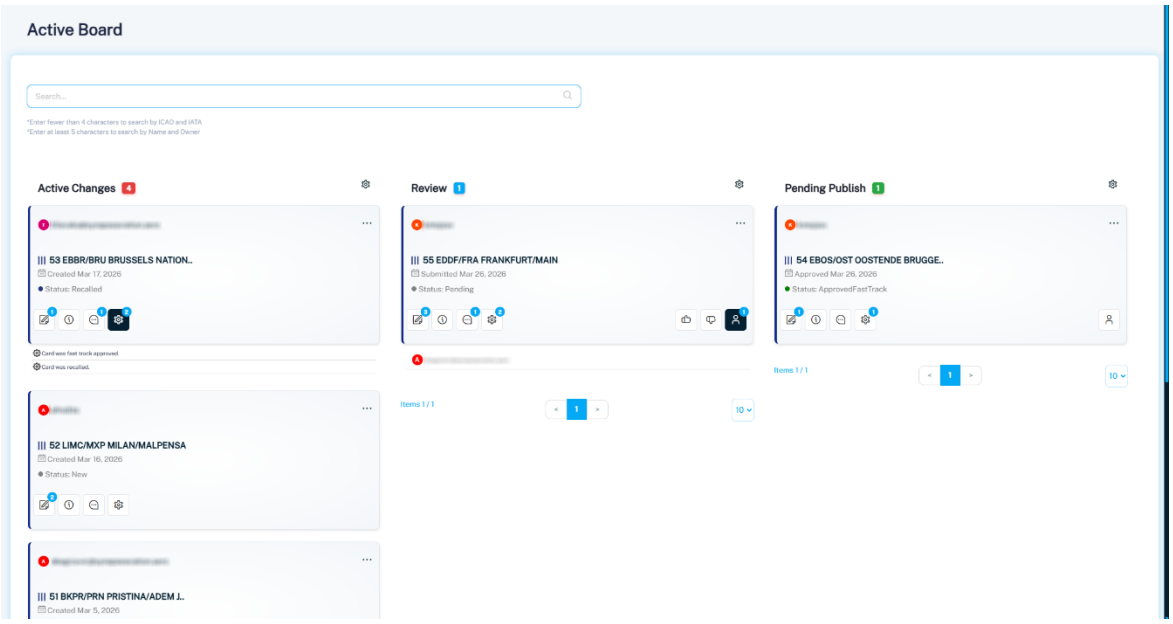


The 2D/3D/TEM AIRPORT MANAGEMENT screen allows you to define which airports will be distributed and available as 2D only (briefing data without 3D) or complete including 3D, and which airport will have the Adaptive TEM available. Also, define which airports must be downloaded as per company policy upon initial user login.

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.



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.

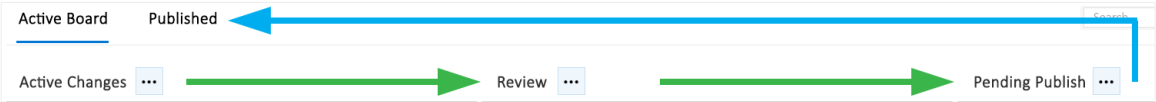
The **Search** field at the top of the page allows quick search of an airport card in all column lists.

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

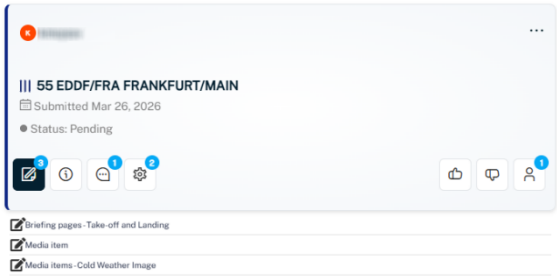
The key element of the Update Mechanism is the airport **Card** which represents an airport within the system and when created it is placed on the Active Board. The Active Board has three columns, one for each airport State. Normally, the publishing lifecycle of one airport begins with the creation of 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”.

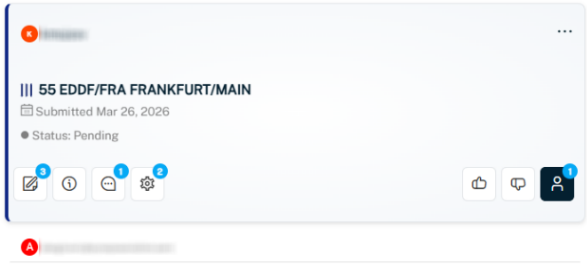
All published airport updates are removed from the **Active Board** and moved into the **Published** section which lists the complete history of all published updates.



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

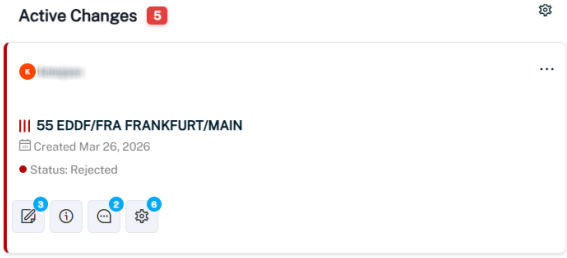
A Card in the Active Changes list is a representation of an airport and is created or updated automatically when making edits to an airport. This is done via the airport Admin Panel pages or the 3D Scene Editor. When an airport is in the Active Changes state, the airport is **unlocked** and **open**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



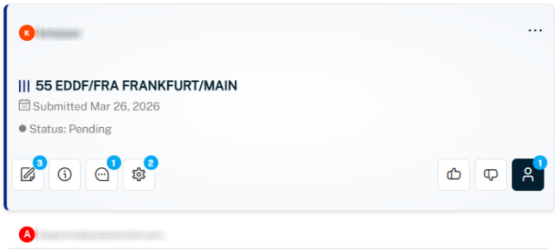
Where:

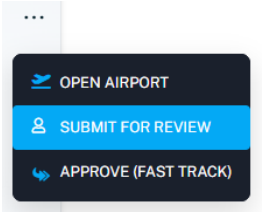
1. **"Airport Owner".** When an airport is submitted for Review (or after a reject or recall), the **submitting Admin** becomes its new owner.
2. Status **Rejected** (red circle) is automatically assigned by the system indicating that the airport hasn't passed the Approval process. The color of the stripes 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.*

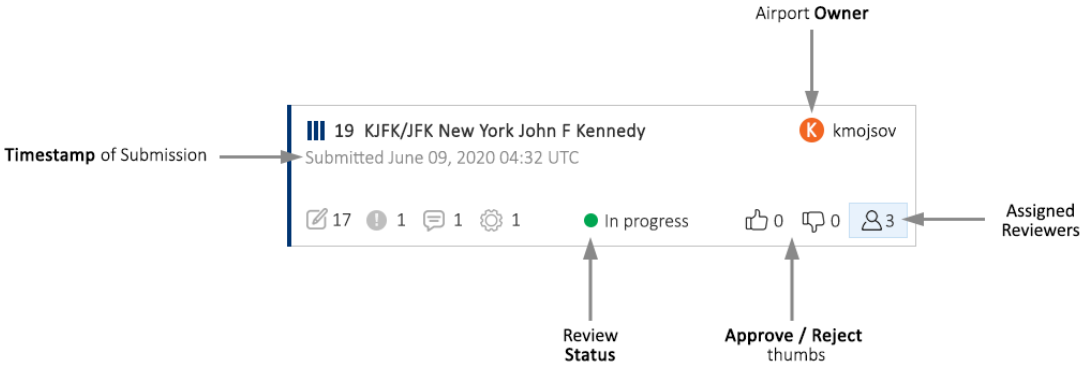
4.4 AIRPORT CARDS – REVIEW STATE





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.*

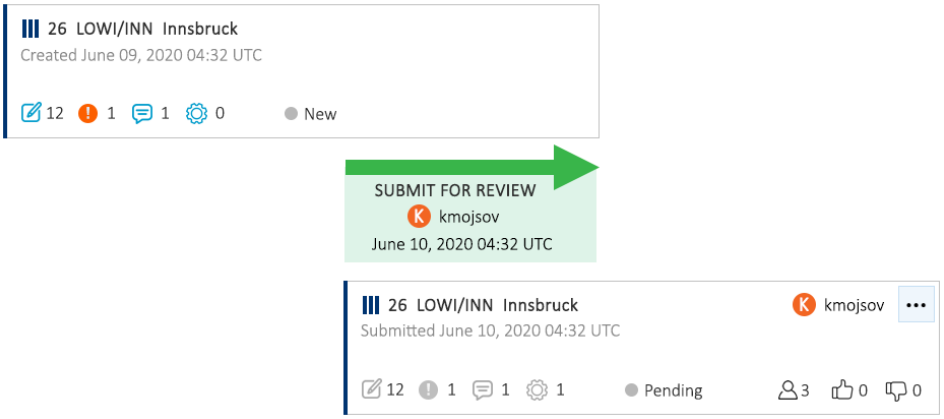
The Date (**timestamp**) is updated every time it is submitted for review, alongside the new "owner" admin.



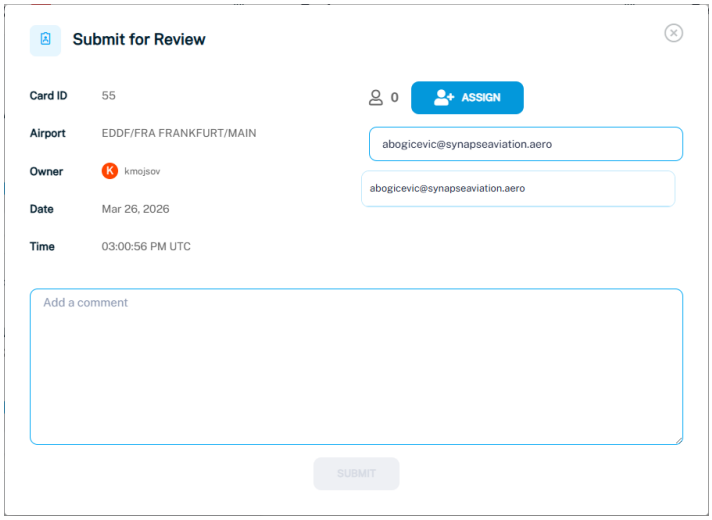
The following Statuses are possible in the Review state:

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.

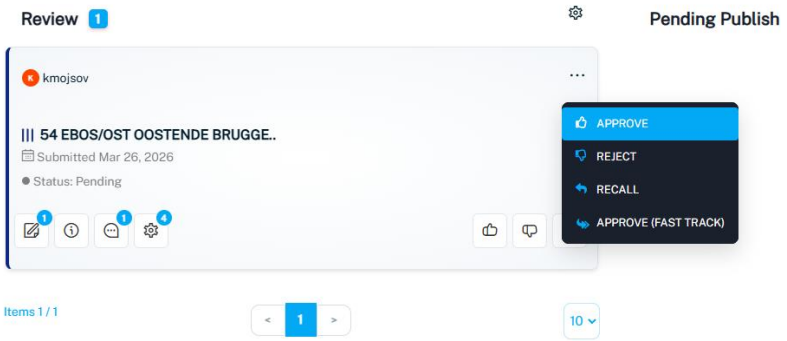


Consequently, an appropriate pop-up window is presented to the administrator to add the required details including Reviewer(s), and complete the process. The image below shows a draft sample of such a pop-up.

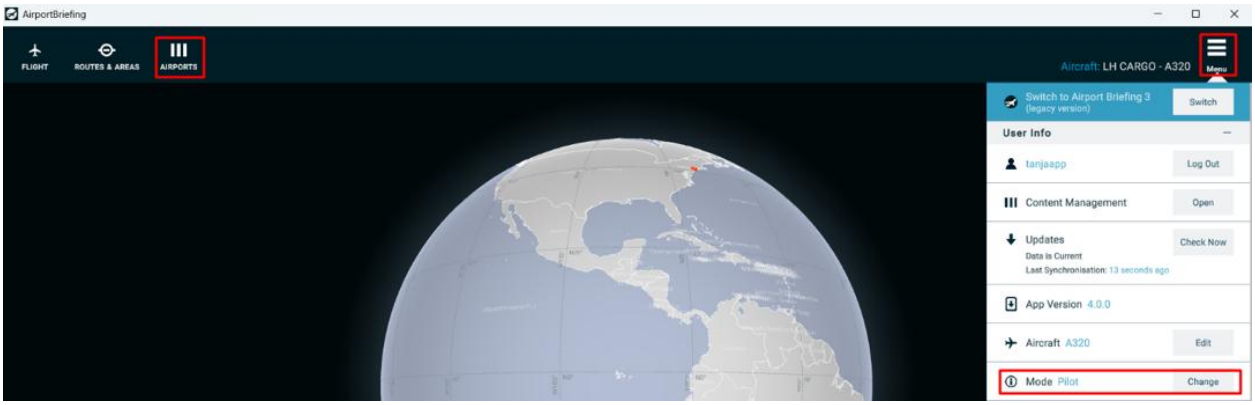


Note: Once the Review is underway and the airport is in a Review state, **any Admin** with Submit privileges can **Assign new Reviewers** or **Remove assigned ones** provided they have **not started** the review process.

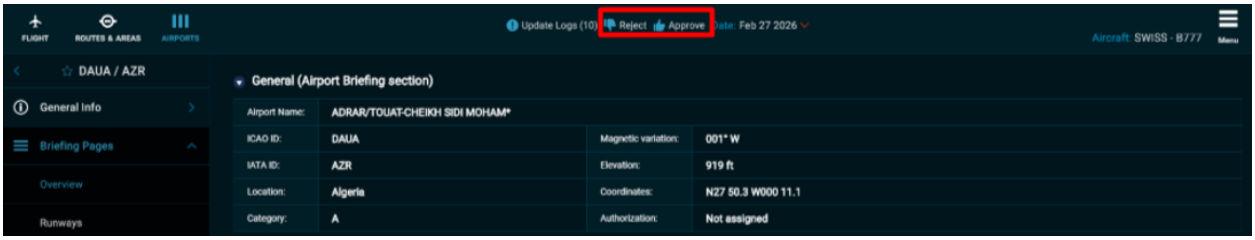
If the assigned reviewer is also an administrator, he or she can perform the Approve or Reject action from the Active Board as well by clicking on the appropriate context-menu button, as shown in the image below.



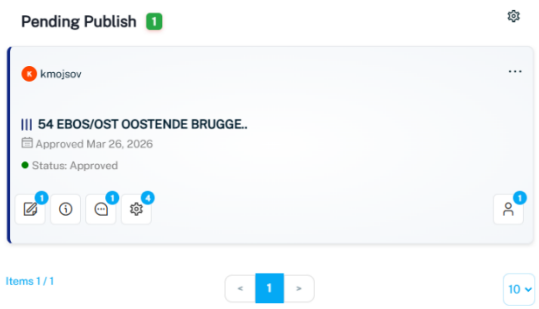
The review process is typically carried out directly within the EFB application. If you have been designated as a Reviewer, the airport will appear under the AIRPORTS tab in **Reviewer Mode**. You can switch modes using the **Menu** located in the upper-right corner of the EFB application.



Once the airport is installed in this mode 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

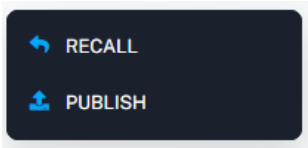


A Card in the Pending Publish list is automatically created when the review process for a given airport is completed successfully (by all assigned Reviewers) **or** when an Admin exercises his 'Fast Track Approve' privilege action. This card shows the total number of reviewers that participated in the 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.

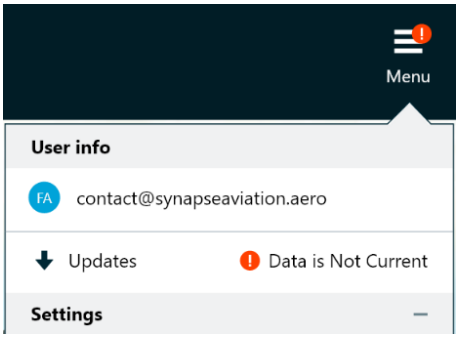
The airports in the Pending Publish state have the following two statuses:

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.



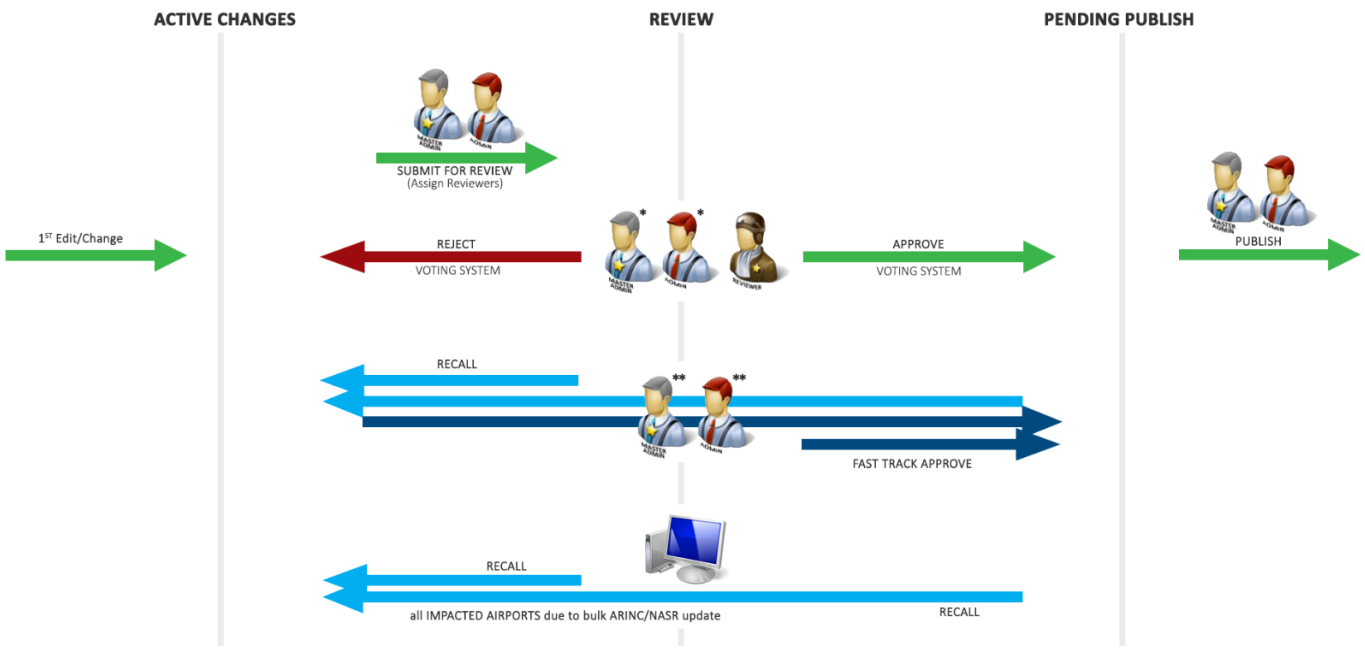
Whenever an airport is published, Airport Briefing will notify the end-users by:



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.

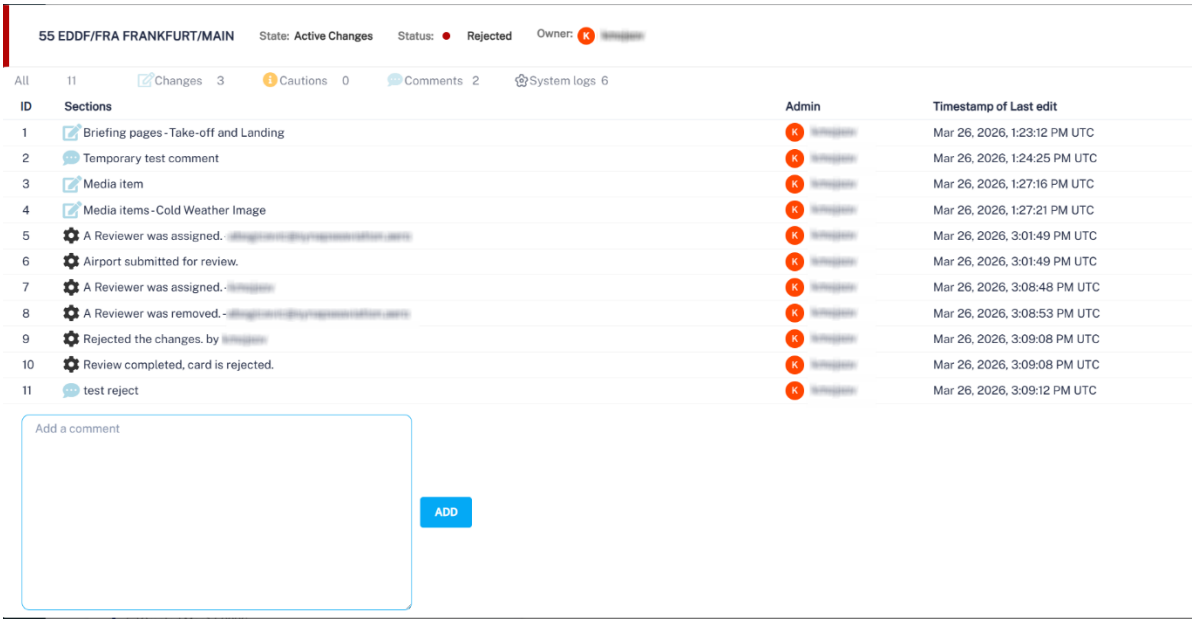


1. **Submit for Review** (change from Active Changes to Review)
2. **Fast Track Approve** (change from Active Changes **or** Review directly to Pending Publish, bypassing or canceling the review phase)
3. **Approve** (cast a vote or opinion for a positive review. Once all assigned reviewers have expressed 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



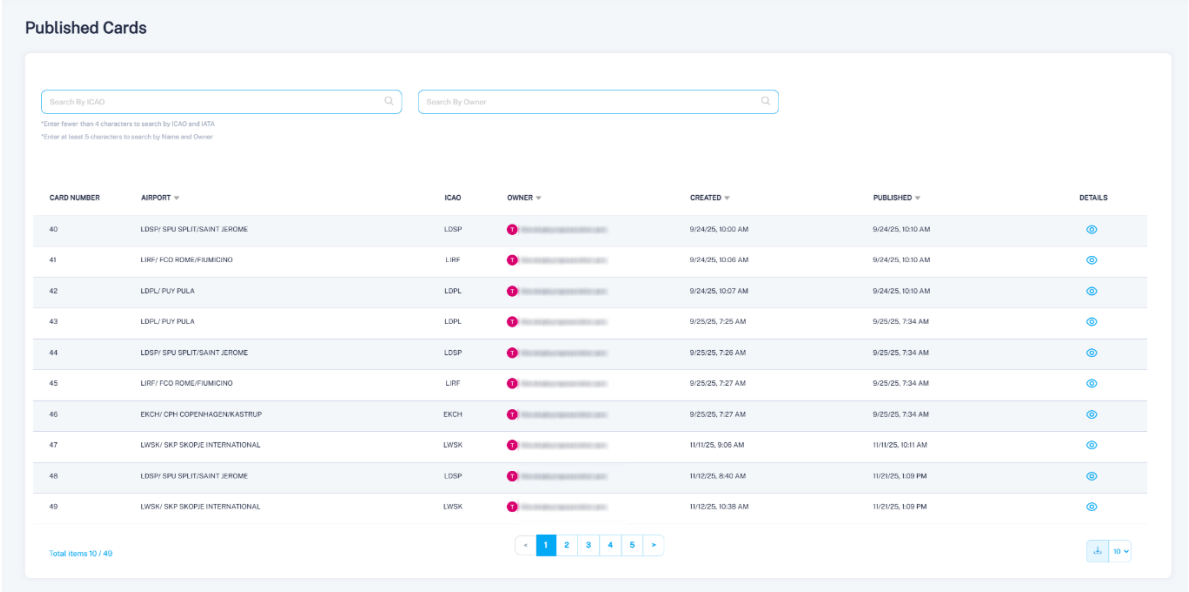
The expanded airport card can be accessed by double-clicking on the airport cards either from the Active Board or the Published cards list.

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



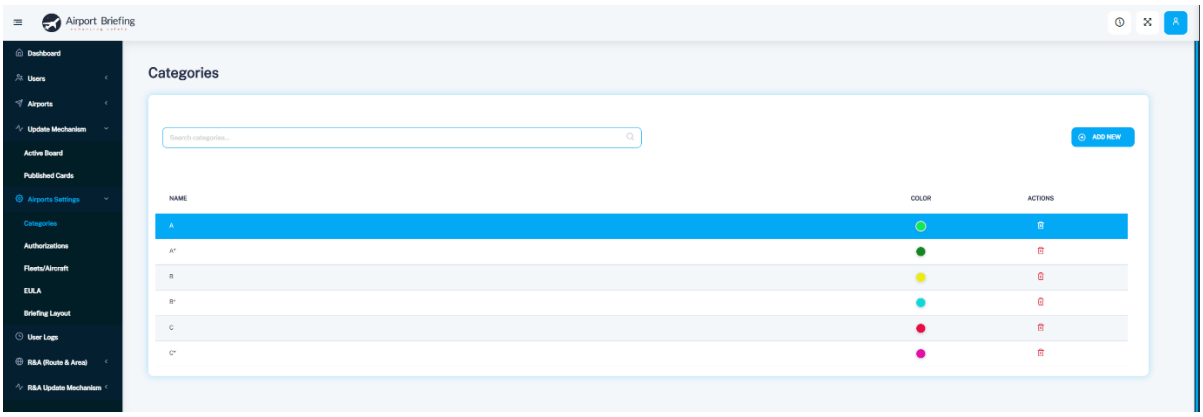
The Published page gives chronological overview of all airport cards (updates) that have been published to date. Clicking on the Details icons will open the expanded card for the respective airport.

5 AIRPORT 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.

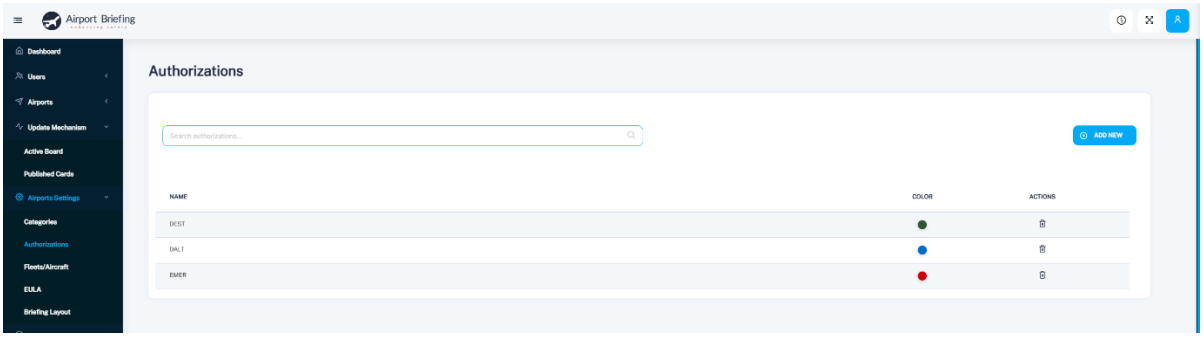


Note: You will not be permitted to delete a category that has been assigned to any airport in the system.

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.

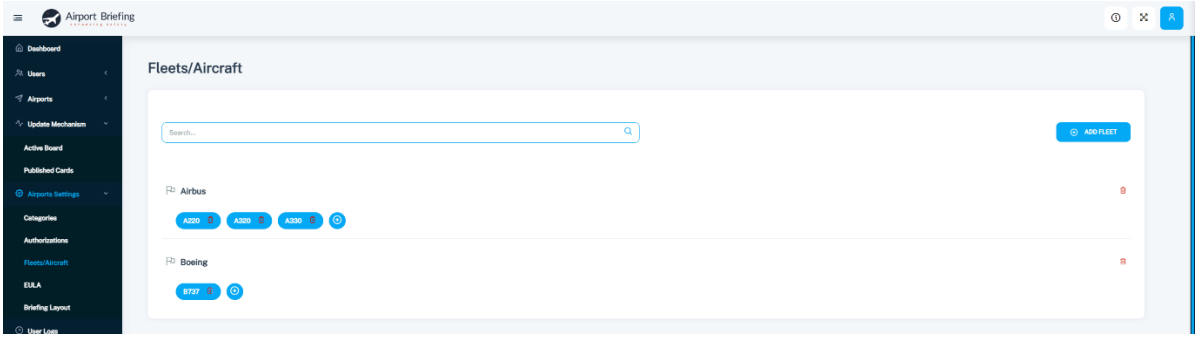


Note: You will not be permitted to delete an authorization that has been assigned to any airport in the system.

5.3 FLEETS/AIRCRAFT SETUP

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

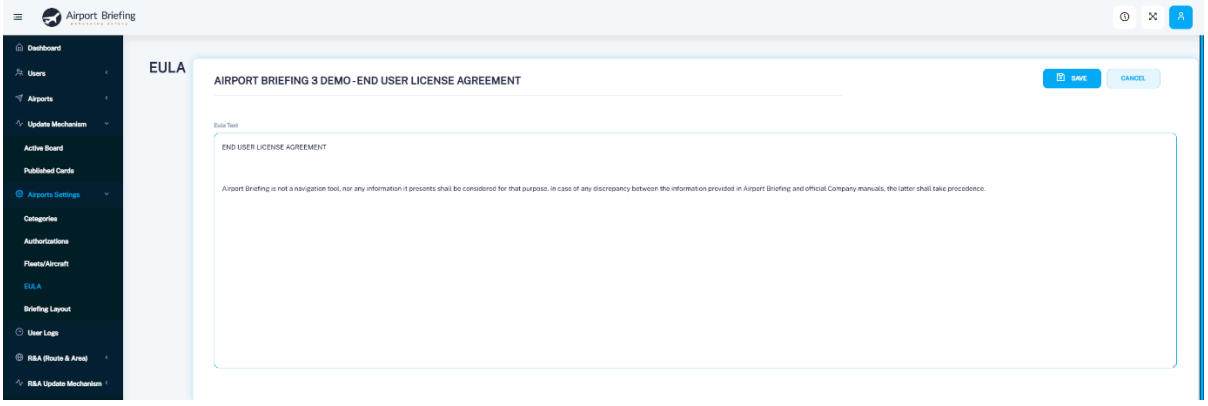
To create a new fleet, click on the Add fleet button and use the properties window to save the changes. You can then add an aircraft to that fleet by selecting it from the list and clicking on the Add aircraft button.



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

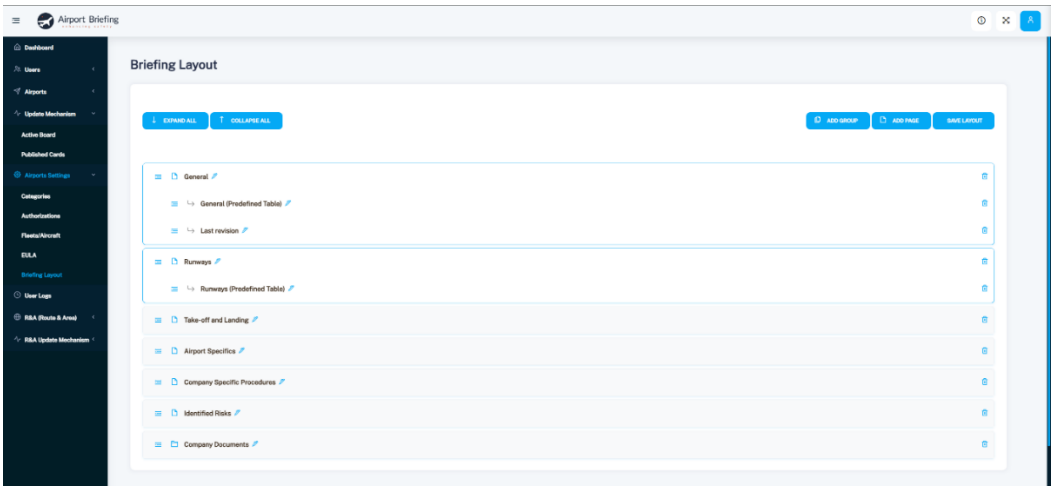
5.4 EULA SETUP

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

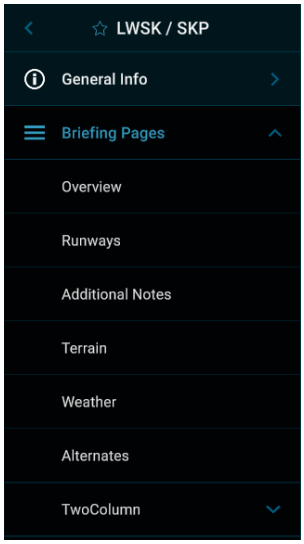


5.5 BRIEFING LAYOUT SETUP

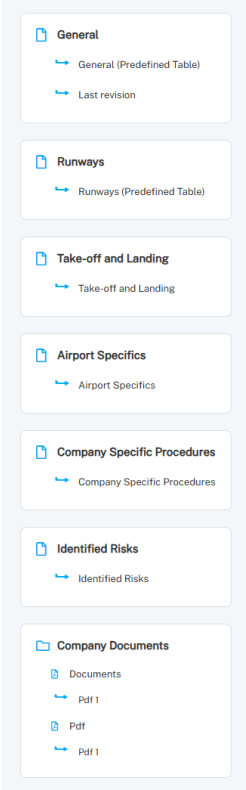
This page is used to create and manage the briefing structure in Airport Briefing.



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:

1. Groups
2. Pages
3. Sections

Where

1. Groups can nest or hold multiple Pages
2. Default Pages can hold multiple Sections (minimum one)
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 using Groups and Pages.

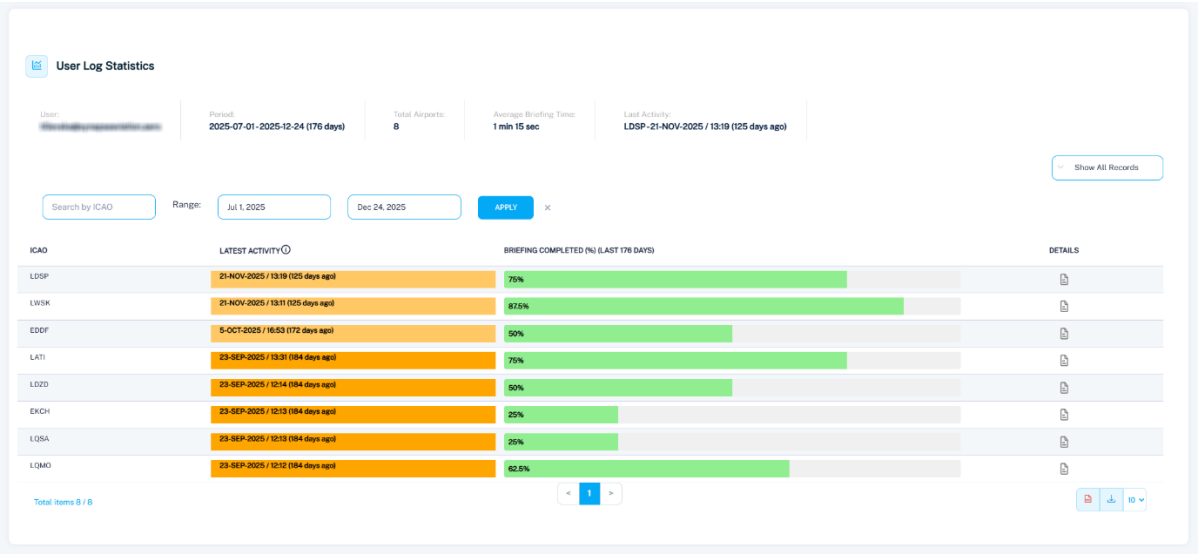
Once you have added a group or a page, you can select it from the list and use the properties window to **add a Section**, or modify their name (title) and section color. The section colors impact the color icons in the EFB application.

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

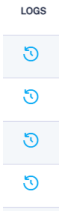
Notes:

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



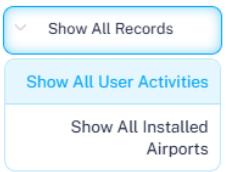
Airport Briefing has real-time collection and synchronization of all briefing activities with the back-end. If the EFB application loses internet connection, the briefing/user logs will be synced with the back-end when the application comes again in internet range.



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

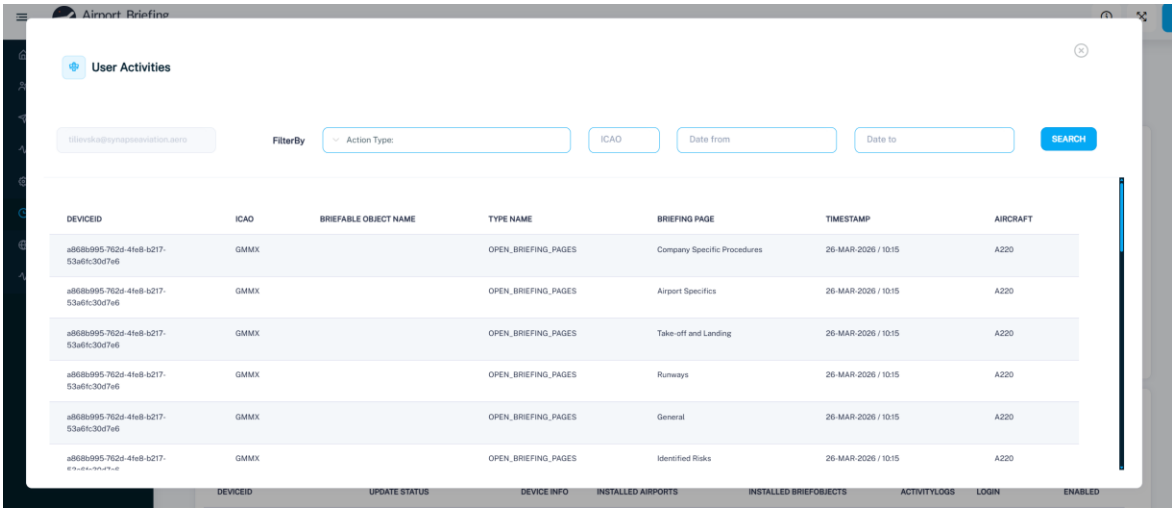
Once a user is selected from the search field, the briefing records will be populated on the screen as shown below.

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.



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.

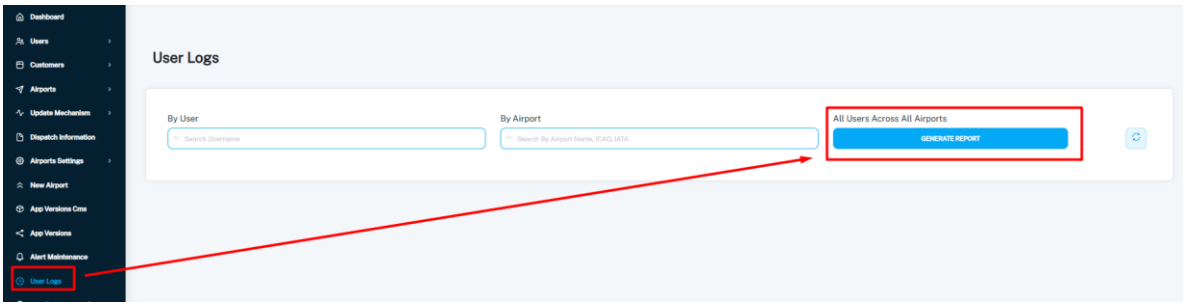
6.1 GENERATING A CUSTOM USER LOG REPORT

PLATFORM	ACCESS	OUTPUT
Admin Panel (CMS)	EFB Administrators only	Excel download link by email

Use this procedure to request a consolidated user log report for all users across all airports for a selected period

Open User Logs

Log in to the Admin Panel (CMS) with your EFB Administrator account. Open User Logs from the left menu, then select GENERATE REPORT under All Users Across All Airports.



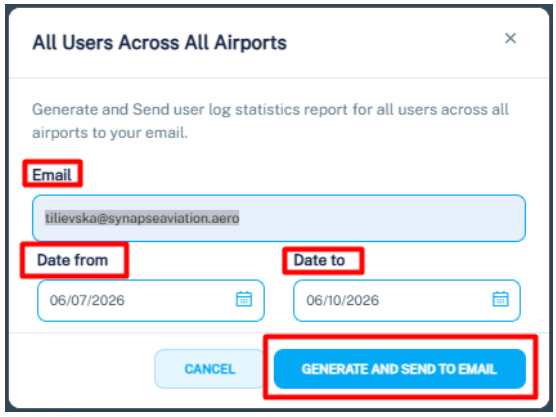
1. Open User Logs and select GENERATE REPORT
2. Check your email address and reporting period
3. Click GENERATE AND SEND TO EMAIL

4. Download the Excel report

In the **All Users Across All Airports** window, check the following fields:

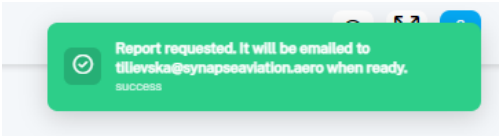
Email: The email address of the user generating the report is displayed automatically and cannot be changed. The report can only be sent to this address. For security reasons, sending it to another address is not permitted, to prevent disclosure to unauthorized recipients.

Date from / Date to: The default period is the last three months. Adjust the dates to the period you need.



Check the reporting period, then select **GENERATE AND SEND TO EMAIL**. The report will be sent only to your automatically displayed email address.

A green confirmation message appears to confirm that the report has been requested and will be emailed when ready.



Confirmation that the report request was submitted successfully.

Wait for the confirmation message to disappear. You can then continue working in the Admin Panel while the report is generated.

When the report is ready, you will receive an email at your automatically displayed email address with the subject User Log Statistics. Select Download the Excel report in the email to download and open the report.

Current reporting scope

The report currently includes opened briefing pages only. Activity in the 3D view and Routes & Areas is not yet included.

Download link availability

The download link is available for 24 hours. Download and save the report within this period. Delivery by download link makes larger reports easier to retrieve without email attachment size restrictions.

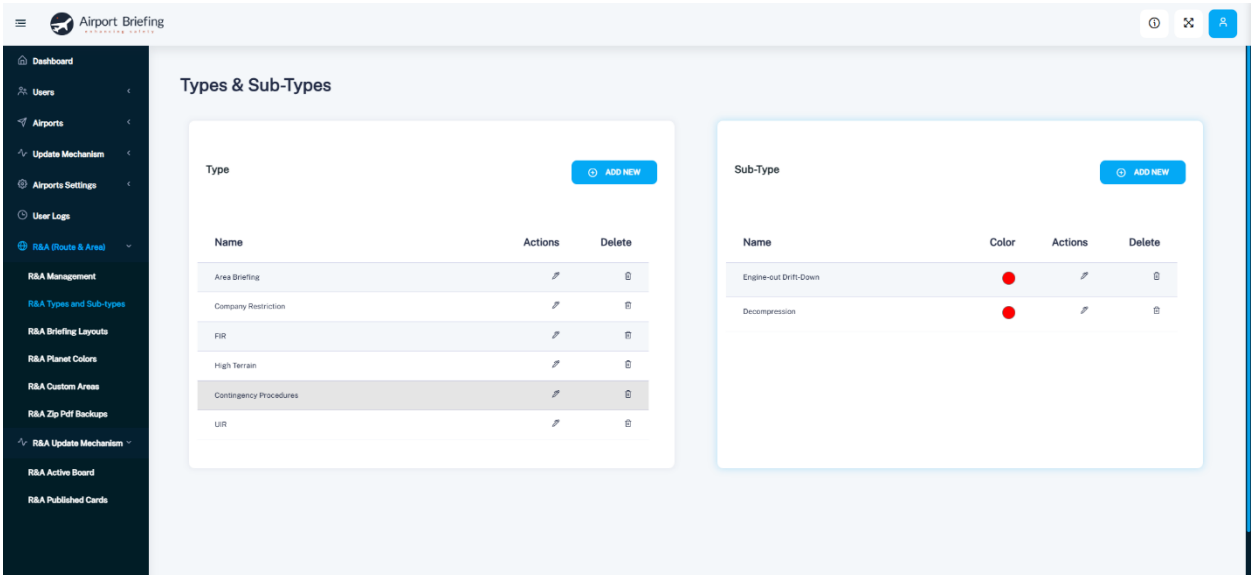
7 R&A (ROUTE AND AREA) GROUP

7.1 R&A TYPES AND SUB-TYPES

The R&A Types and Sub-Types page is used to define and manage the classification structure of Route and Area (R&A) briefings. This structure determines how briefing content is organized and presented within the EFB application.

The page is divided into two sections:

- **Types (left panel)**
- **Sub-Types (right panel)**



7.1.1 Types

The Type represents the primary classification of a briefing and can be considered as a high-level category.

Administrators can:

- Create a new Type by selecting the Add New button
- Edit an existing Type using the edit (pencil) icon
- Delete a Type using the delete (bin) icon

Some Types may be predefined within the system and may not be editable or removable.

Examples of Types include:

- Contingency Procedures
- Area Briefings
- SCBs

7.1.2 Sub-Types

The Sub-Type represents a secondary classification and provides further granularity within a selected Type. It can be considered as a subcategory of a briefing.

Administrators can:

- Create a new Sub-Type using the Add New button
- Edit the name and visual properties of a Sub-Type
- Delete a Sub-Type if no longer required

If no Sub-Type is explicitly created or assigned, a default Sub-Type will automatically be applied to the Type.

Examples of Sub-Types include:

- Engine Out Procedures
- Decompression Routes
- Drift Down Profiles
- Regional groupings (e.g. Alps, Himalayas, North America)

7.1.3 Sub-Type Color and Appearance

Each Sub-Type includes a configurable color property, which is used for visual identification within the EFB application.

When editing a Sub-Type:

- A color can be selected using the color picker
- The transparency (alpha) of the color can also be adjusted

The selected color is displayed in the EFB as a rectangular tag next to the briefing title, allowing users to quickly identify the classification of the content.

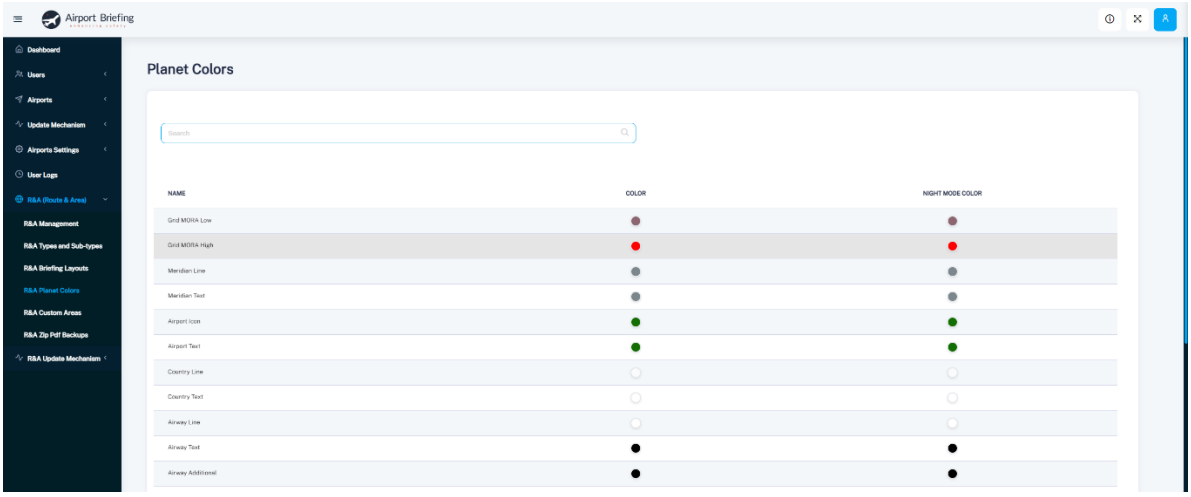
7.1.4 Operational Use

When creating or editing an R&A briefing, the administrator assigns:

1. **Type (mandatory)**
2. **Sub-Type (optional)**

This classification directly affects how briefings are grouped, filtered, and visually presented in the EFB application.

7.2 R&A PLANET COLORS



The R&A Planet Colors page is used to configure the visual appearance of the enroute globe within the EFB application.

This page allows administrators to define how various graphical elements are displayed in both Day Mode and Night Mode, ensuring optimal readability and alignment with operator preferences.

7.2.1 Overview

The page presents a list of visual elements (objects) used on the enroute globe. Each row represents a specific element, such as:

- Grid MORA (Low / High)
- Meridian lines
- Text labels
- Airport symbols and labels
- Country borders and labels
- Airway lines and labels

For each element, two color configurations are available:

- Color (Day Mode)
- Night Mode Color

These settings directly affect how the globe is rendered in the EFB application.

7.2.2 Editing Colors

To modify the color of a specific element:

1. Select the desired row from the list
2. A configuration panel will open from the right-hand side

3. Select the color field to open the color picker
4. Choose the desired color
5. Repeat the process for the Night Mode color, if required
6. Select Save to apply the changes

The color picker allows full customization of the color selection, including adjustment of transparency where applicable.

7.2.3 Operational Use

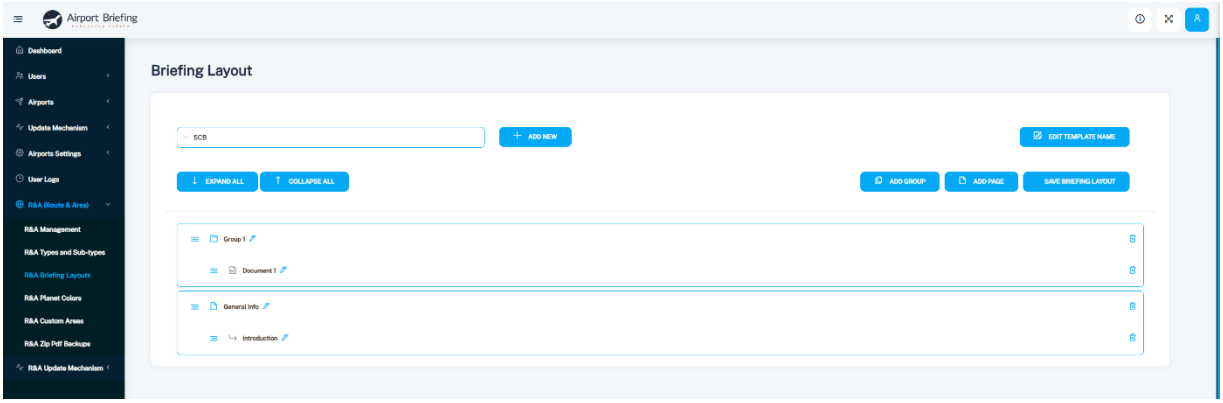
The configured colors are applied to the enroute globe and influence:

- Visual clarity of map elements
- Differentiation between data layers
- Usability in varying lighting conditions (day vs night operations)

Proper configuration of these settings should ensure that:

- Critical elements remain clearly visible
- Visual clutter is minimized
- The display remains consistent with operational and human factors considerations

7.3 R&A BRIEFING LAYOUTS



The R&A Briefing Layouts page is used to create and manage structured templates for Route and Area (R&A) briefings.

A briefing layout defines how content is organized and presented within the EFB application. It determines the structure of the navigation menu and the arrangement of content elements within each briefing.

Layouts are reusable and can be assigned to multiple R&A briefings.

7.3.1 Overview

A briefing layout is composed of the following elements:

- Groups (optional)
- Pages
- Sections (mandatory for standard pages)

This hierarchical structure defines how content is displayed in the EFB:

- Groups act as containers for organizing pages
- Pages represent selectable items (buttons) in the EFB menu
- Sections define the content areas within a page

7.3.2 Layout Structure

Groups

- Groups are optional organizational elements used to group related pages
- A layout may contain multiple groups or none
- Groups can be renamed, enabled/disabled, or hidden using the properties panel

Pages

Pages represent individual entries in the EFB menu

Pages can exist either:

- As standalone pages, or
- Within a group

There are two types of pages:

1. **Default Page**
   Used for structured content
   Must contain at least one section
2. **PDF Page**
   Used to display a single PDF document
   Can only contain one document
   Must be created within a group (not as a standalone page)

Sections

- Sections are required for all Default Pages
- Each page must contain at least one section
- Multiple sections can be added to a single page

Available section types:

- **Rich Text (HTML)** – for formatted textual content
- **Two-Column Table (Plain Text)** – for structured tabular information

Each section can be:

- Renamed
- Assigned a color (used for visual identification in the EFB)

7.3.3 Creating and Editing Layouts

Administrators can manage layouts using the available controls:

- Add Group – creates a new group within the layout
- Add Page – creates a new standalone page
- Edit (pencil icon) – opens the properties panel for groups, pages, or sections
- Expand All / Collapse All – controls the visibility of the full layout structure
- Save Briefing Layout – saves all changes

To add pages within a group or sections within a page, the respective element must first be selected using the edit (pencil) function, which opens the properties panel.

PDF Page Considerations

PDF Pages have specific limitations:

- Each PDF Page can contain only one PDF document
- Multiple PDF documents require multiple PDF Pages
- PDF Pages must be placed within a group

This allows administrators to create structured document sequences within the EFB menu.

7.3.4 Operational Use

Briefing layouts are a core component of the R&A briefing workflow.

When creating a Route or Area briefing, the administrator must assign a Briefing Layout, which defines:

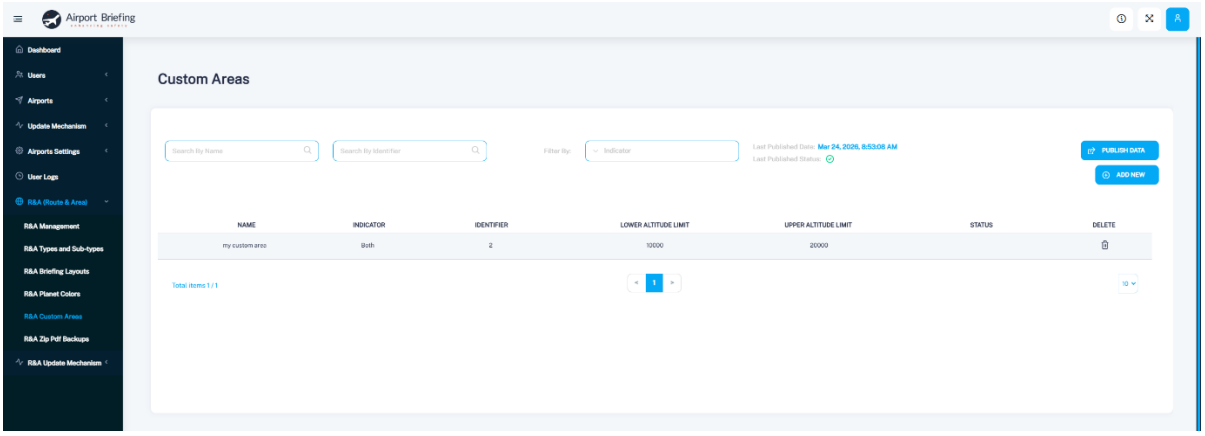
- The structure of the menu / briefing
- The placement of content
- The types of content that can be populated

The layout is then populated with actual briefing data (text, tables, or documents).

Proper use of layouts ensures:

- Consistent presentation across briefings
- Efficient content management
- Clear and intuitive navigation for end users

7.4 R&A CUSTOM AREAS



The R&A Custom Areas page is used to create and manage user-defined geographical areas that can be used as reference objects for Route and Area (R&A) briefings.

Custom Areas enable administrators to define briefing applicability in locations where no suitable aeronautical object (e.g. waypoint, airway, FIR, or airspace) exists in the underlying navigation data.

7.4.1 Concept Overview

In the Airport Briefing system, R&A briefings are associated with physical objects on the enroute map. These objects are derived from aeronautical data and may include:

- Waypoints
- Airways
- FIR/UIR boundaries
- Restricted or controlled airspaces

When an aircraft operates within or in proximity to these objects, the system automatically identifies and presents the relevant briefings to the crew.

Custom Areas extend this concept by allowing administrators to define their own geographical regions, which can then be used in the same way as standard aeronautical objects.

A Custom Area is typically defined as a polygon consisting of three or more coordinate points, representing a specific region of operational interest.

7.4.2 Page Overview

The Custom Areas page provides a list of all defined custom areas within the system.

The following functions are available:

- Search By Name / Identifier – allows quick location of specific areas
- Filter By – enables filtering based on defined criteria

- Add New – initiates the creation of a new Custom Area
- Publish Data – synchronizes Custom Areas with EFB devices

The table displays key information for each Custom Area, including:

- Name
- Indicator
- Identifier
- Lower and Upper Altitude Limits
- Status

7.4.3 Publishing Requirement

Custom Areas created or modified within the Admin Panel are not immediately available in the EFB application.

To make them operational, the administrator must select the "**Publish Data**" button, which:

- Uploads the Custom Area definitions to the backend
- Synchronizes the data with connected EFB devices
- Enables visualization of the areas on the enroute globe

Failure to publish will result in the Custom Areas not being available in the EFB application.

7.4.4 Operational Use

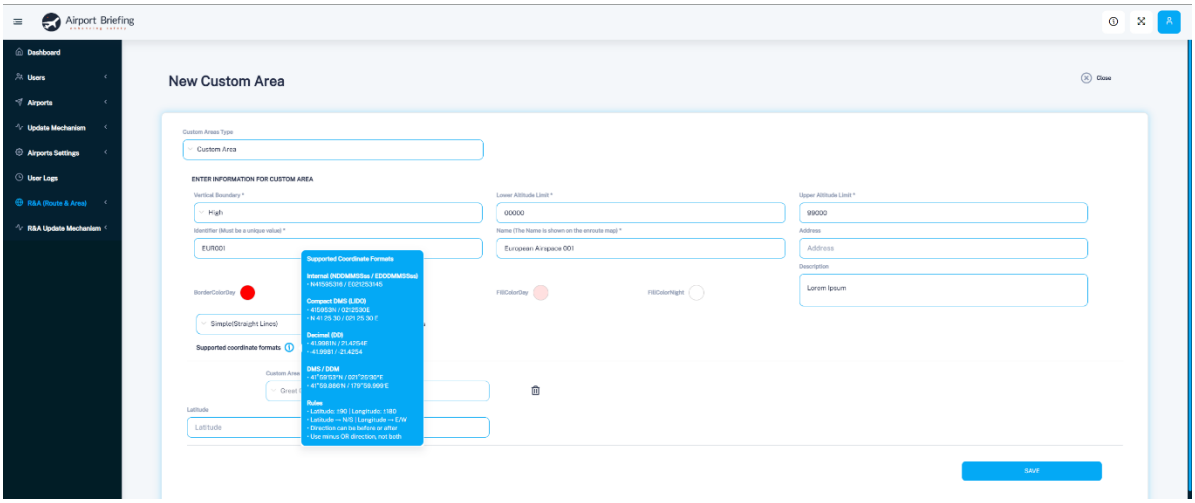
Custom Areas allow operators to define regions that are operationally significant but not represented in standard aeronautical datasets.

Typical use cases include:

- Company-specific operational zones
- High-risk or special procedure areas
- Geographic regions requiring additional briefing
- Temporary or scenario-based areas of interest

Once created and published, Custom Areas can be used as triggering objects for R&A briefings, ensuring that relevant information is presented to the flight crew when operating within those defined regions.

7.4.5 New Custom Area



The New Custom Area page is used to define a new geographical area that can be used as a reference object for Route and Area (R&A) briefings.

Administrators must first select the Custom Area Type, which determines how the area will be created and what inputs are required.

Custom Area Types

The following options are available:

- **Custom Area** (Allows manual definition of an area using coordinates or geometric shapes)
- **FIR / UIR** (Allows selection of an existing Flight Information Region (FIR) or Upper Information Region (UIR) from the aeronautical database.)
- **Restricted Airspace** (Allows reuse of existing restricted airspace definitions.)
- **Controlled Airspace** (Allows reuse of controlled airspace from the aeronautical dataset.)
- **KML File** (Allows import of a polygon from an external KML file (e.g. created in Google Earth))

Using Existing Aeronautical Objects

When selecting FIR/UIR, Restricted Airspace, or Controlled Airspace:

- A selection window is presented with available objects
- The administrator must select the desired object using the assign (paperclip) icon
- The selected object is then used as the geometry of the Custom Area

Additional properties can still be defined, including:

- Lower and Upper Altitude Limits
- Vertical Boundary

- Border and Fill Colors (Day/Night)
- Description

General Properties

The following fields are applicable when creating a Custom Area:

- Vertical Boundary - defines whether the area applies to:
  - Low
  - High
  - Both
- Lower Altitude Limit / Upper Altitude Limit - defines the vertical extent of the area (in feet)
- Identifier - must be a unique value within the system
- Name - displayed on the enroute map in the EFB application
- Address (optional) - may be used for internal or operator-specific referencing
- Description - displayed in the EFB when the area is selected
- Border Color / Fill Color (Day and Night) - Defines the visual appearance of the area on the enroute globe. Transparency can be adjusted using the color picker

Geometry Definition

When Custom Area is selected, the administrator must define the shape of the area using one of the following methods:

Circle

- Requires: Latitude, Longitude, Radius (distance)
- Creates a circular area centered on the defined coordinates
- This is the simplest method of defining an area

Simple (Straight Lines)

- Defines the area as a polygon using coordinate points
- Each point is connected using great-circle lines

Requirements:

- Minimum of three coordinate points
- Each point must include:
- Latitude
- Longitude

This method is typically used for standard polygonal areas.

Complex (Straight Lines and Arcs)

- Allows creation of advanced shapes using a combination of:
  - Great-circle lines
  - Clockwise or counterclockwise arcs

Additional parameters may be required, including:

- Center latitude and longitude (for arcs)
- Radius (distance)

Each geometric segment must be properly defined and terminated (with “End” component) to ensure correct shape construction.

This method should be used only when more precise or irregular geometries are required.

Coordinate Input

Coordinates must be entered using supported formats.

To view accepted formats:

- Select or hover over the information icon next to “Supported Coordinate Formats”

The system supports multiple coordinate formats, including:

- Decimal (DD)
- Degrees, Minutes, Seconds (DMS)
- Compact formats

All coordinates must comply with the defined rules for:

- Latitude and longitude ranges
- Direction indicators (N/S/E/W)

KML Import

When selecting KML File:

- The administrator can upload a polygon file created externally (e.g. Google Earth)
- The system will extract the geometry and create the Custom Area accordingly

Creation of KML files is outside the scope of this manual.

7.4.6 Saving the Custom Area

Once all required fields and geometry are defined:

- Select Save to create the Custom Area

The newly created area will then appear in the Custom Areas list and must be published before it becomes available in the EFB application.

7.5 R&A MANAGEMENT

The Route & Area (R&A) Management page is the primary workspace for creating and managing Route and Area briefings within the Airport Briefing system.

R&A briefings are designed to provide context-specific operational information linked to geographical objects on the enroute map. These objects may include:

- Waypoints or fixes
- Airways or airway segments
- FIR/UIR boundaries
- Airspaces
- Custom Areas defined by the operator

By associating briefing content with these objects, the system enables automatic and dynamic delivery of relevant information to the flight crew.

When an aircraft operates within or in proximity to these objects, the EFB application detects the association and includes the corresponding briefings within the Flight Brief, ensuring that the crew is presented with relevant information based on their current or planned route.

This approach allows briefing content to be:

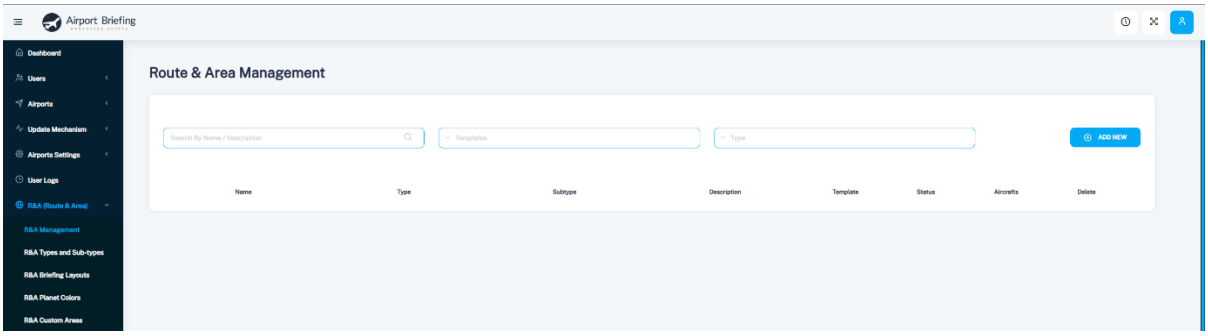
- Context-aware
- Automatically triggered
- Consistently presented across operations

7.5.1 Page Overview

The R&A Management page displays a list of all existing Route and Area briefings available within the system.

The following functions are available:

- Search By Name / Description
- Allows quick identification of specific briefings
- Filter by Template
- Filters briefings based on the assigned briefing layout
- Filter by Type
- Filters briefings based on their classification (Type/Sub-Type)
- Add New (Initiates the creation of a new Route or Area briefing)



The table provides key information for each briefing, including:

- Name
- Type and Sub-Type
- Description
- Assigned Template
- Status
- Applicable Aircraft

7.5.2 Operational Context

Each Route and Area briefing is composed of:

- A defined geographical scope (linked to one or more map objects)
- An assigned Briefing Layout (template structure)
- Populated content (text, tables, or documents)

The combination of these elements determines:

- **Where the briefing is applicable**
- **How it is structured**
- **What information is presented to the crew**

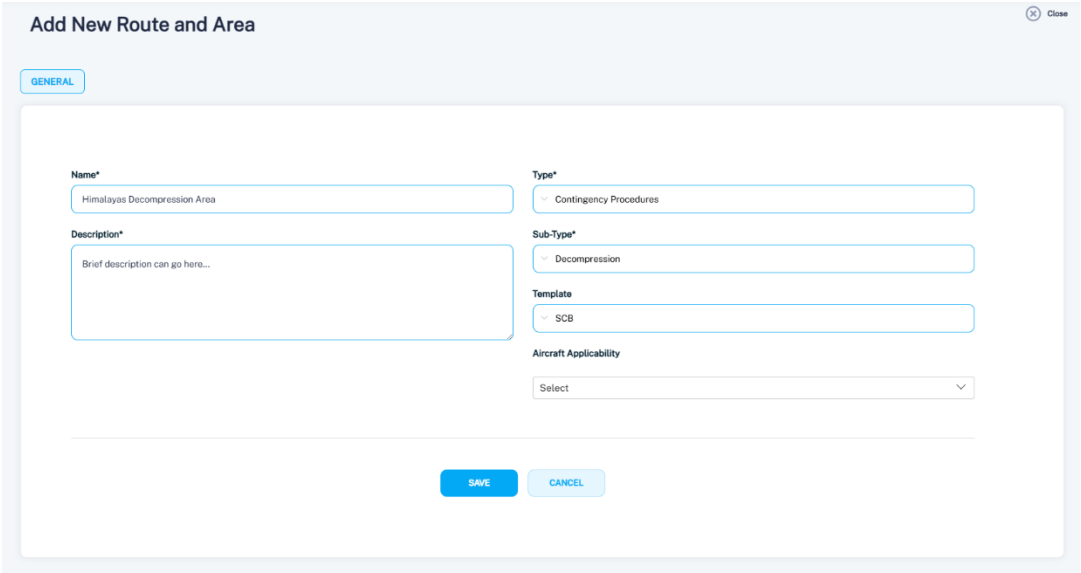
Detailed procedures for creating, configuring, and assigning Route and Area briefings are provided in the following sections.

7.5.3 ADD NEW ROUTE AND AREA BRIEFING – GENERAL

The Add New Route and Area page represents the initial step in the creation of a new Route and Area (R&A) briefing.

This step is used to define the basic metadata and configuration of the briefing before any content or geographical applicability is assigned.

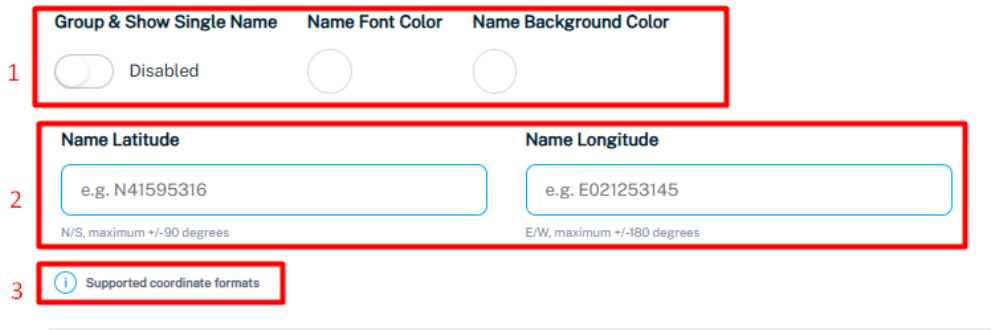
Completion of this section is required to initiate the briefing creation process.



The following fields are available:

- **Name*** - Defines the title of the briefing. This name will be displayed in the EFB application.
- **Description*** - Provides a short description of the briefing content. This may be used to give additional context to the user.
- **Type*** - Defines the primary classification of the briefing, based on the predefined Types configured in the system.
- **Sub-Type*** - Defines the secondary classification of the briefing. This is linked to the selected Type and is used for further categorization and visual tagging.
- **Template** - Specifies the briefing layout to be used. The selected template determines the structure of the briefing (pages, sections, and content format).
- **Aircraft Applicability** - Allows selection of specific aircraft or fleets to which the briefing will apply. If not restricted, the briefing will be considered applicable to all aircraft.

(*Fields marked with an asterisk are mandatory.)



Use these settings in the Admin Panel to control how Object and Briefing names appear on the globe. This can be particularly useful when multiple objects have been applied to the briefing via the Applicability tab. You can group names, customize label colors and set label coordinates to improve visibility and reduce overlap.

Actions

- **Save** - Saves the initial configuration and proceeds to the next stage of the briefing creation process.
- **Cancel** - Discards the current input and returns to the previous page.

7.5.4 APPLICABILITY

The Applicability tab is used to define the geographical scope of a Route and Area (R&A) briefing by assigning it to specific objects on the enroute map.

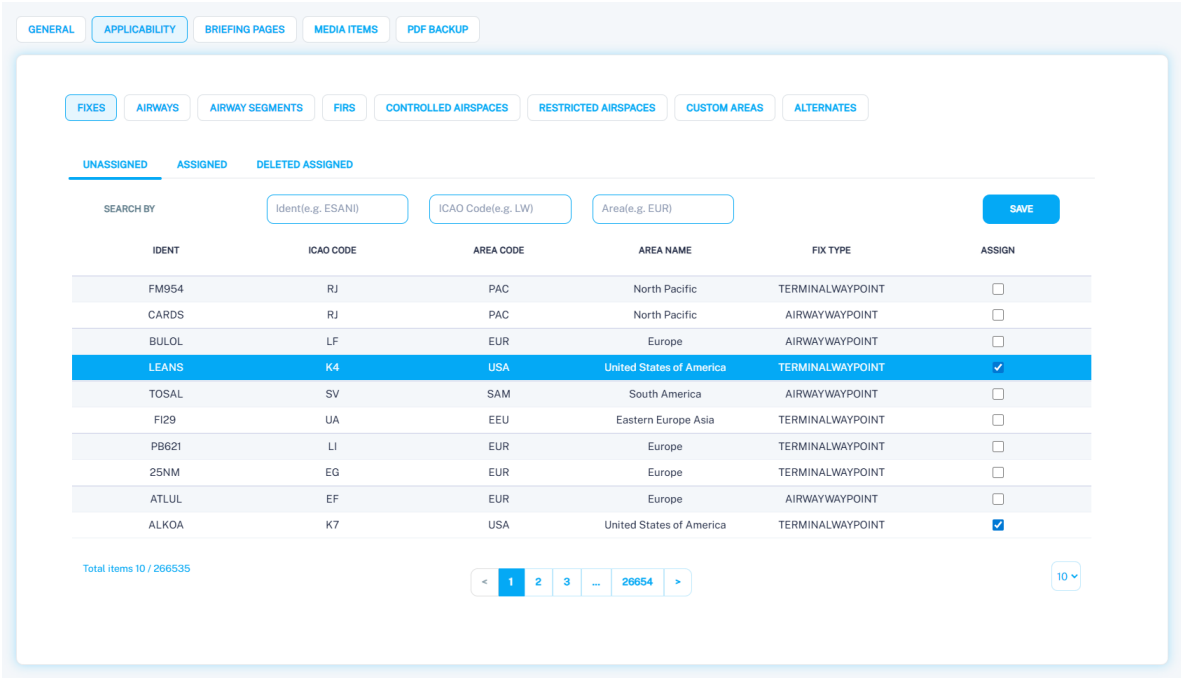
This step determines where the briefing will be active and under which conditions it will be presented to the flight crew in the EFB application.

Overview

The Applicability page is organized into categories representing different types of objects:

- Fixes
- Airways
- Airway Segments
- FIRs
- Controlled Airspaces
- Restricted Airspaces
- Custom Areas
- Alternates

Each category represents a different type of geographical or operational reference that can be used to trigger the briefing.



Assignment Principle

Within each category, objects are managed through two primary tabs:

- Unassigned - Displays all available objects of the selected type
- Assigned - Displays objects that have been linked to the current briefing

The workflow is identical across all categories.

Assigning Objects

To assign an object (e.g. Fix, Airway, FIR, or Custom Area) to the briefing:

- Ensure the relevant category tab is selected (e.g. Fixes)
- Use the search fields to locate the desired object
- Select the Assign icon in the corresponding row

Once assigned:

- The object is removed from the Unassigned list
- It appears under the Assigned tab

This confirms that the object is now linked to the briefing.

Example: Fixes

In the Fixes category, the list includes various navigation points such as:

- Airway waypoints

- Terminal waypoints
- Radio navigation aids (e.g. VOR, NDB, Localizer)

Each row provides identifying information, including:

- Ident
- ICAO Code
- Area Code and Name
- Fix Type

These can be used to accurately locate and assign the correct object.

Operational Effect
All assigned objects collectively define the applicability envelope of the briefing.
When a flight:

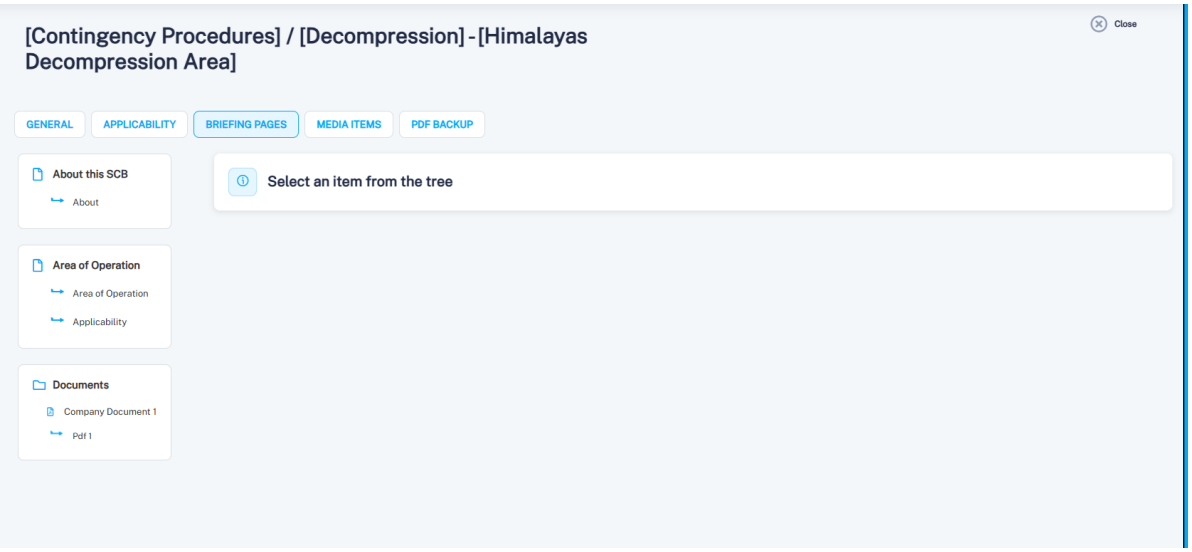
- Passes through
- Operates within
- Or comes in proximity to any of the assigned objects, the corresponding briefing will be automatically included in the Flight Brief within the EFB application.

Important Considerations

- Multiple objects can be assigned to a single briefing
- Objects from different categories can be combined
- Accurate assignment is critical to ensure correct briefing triggering

NOTE: The DELETED ASSIGNED tab will list aeronautical objects that have been deprecated by a new AIRAC cycle and as such will no longer be associated with the Route or Area briefing.

7.5.5 BRIEFING PAGES



The Briefing Pages tab is used to populate the Route and Area (R&A) briefing with content, based on the selected briefing layout.

The structure displayed on this page is automatically generated from the assigned Template, including:

- Groups (if applicable)
- Pages
- Sections

Content Population

Administrators can select any item from the structure tree to populate its content.

Depending on the section type, content may include:

- Rich text (formatted content)
- Tables
- Linked documents (PDF pages)

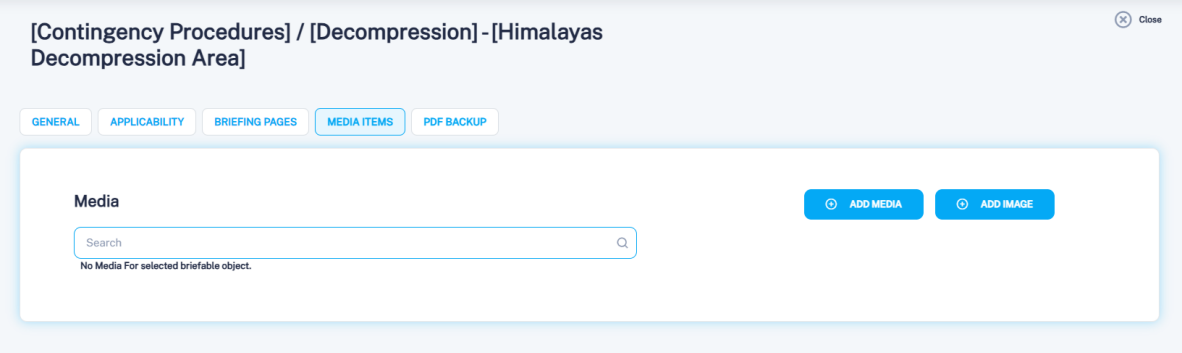
Workflow

- Select a page or section from the tree structure
- Enter or update the required content
- Save changes

Note:

The process for managing Briefing Pages is identical to the functionality described under Airport Briefing – Briefing Pages.

7.5.6 MEDIA ITEMS



The Media Items tab is used to manage supplementary media content associated with the Route and Area (R&A) briefing.

Administrators can:

- Add media files
- Add images
- Search and manage existing media items

Note:

The functionality of this page is identical to the Airport Briefing – Media Items section.

7.5.7 PDF BACKUP

The PDF Backup tab is used to generate and manage PDF exports of the Route and Area briefing.

This allows administrators to:

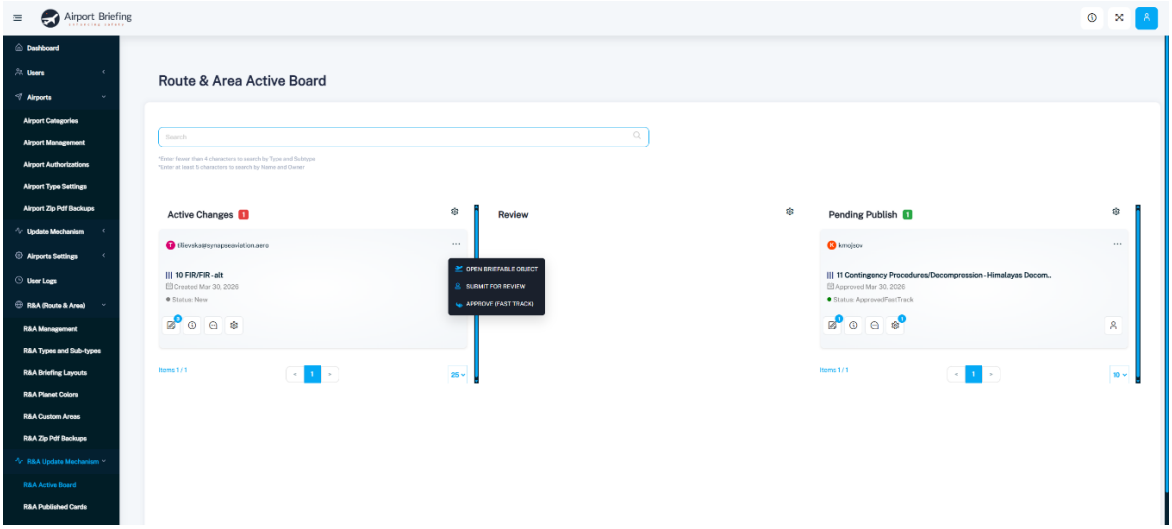
- Export the briefing content
- Download generated PDF files

- Maintain offline or archival copies of the briefing

Note:

The functionality of this page is identical to the Airport Briefing – PDF Backup section.

7.6 R&A UPDATE MECHANISM



The R&A Update Mechanism manages the lifecycle of Route and Area (R&A) briefings, from initial creation through review and final publication.

The process is presented on the Active Board, where briefings progress through defined stages, such as:

- Active Changes
- Review
- Pending Publish

Each briefing is represented as a card, allowing administrators to:

- Open and edit the briefing
- Submit it for review
- Approve and publish changes

Operational Flow

The Update Mechanism ensures that:

- Changes are controlled and traceable
- Content is reviewed prior to publication
- Only approved briefings are distributed to EFB devices

Note:

The functionality and workflow of the R&A Update Mechanism are identical to those described in the Airport Briefing – Update Mechanism section of this manual.

Refer to that section for a detailed explanation of:

- States and transitions
- User actions and permissions
- Publishing logic and behavior

8 ADAPTIVE TEM

Adaptive TEM is an Airport Briefing feature that allows operators to manage structured Threat and Error Management content from the Admin Panel. It is designed to support company-specific TEM frameworks by enabling administrators to create, maintain, and distribute threats, operational points, training elements, and policy reminders in a controlled and standardized way.

Within the **TEM Framework**, each item can include operational content such as descriptions, associated risks, mitigations, common errors, applicability rules, and source information. These items can then be assigned to one or more airports, fleets, operational contexts, or other defined areas of applicability, depending on the company configuration.

The adaptive behavior is driven by **Risk Modifiers**. Risk Modifiers are configurable formulas that evaluate operational conditions and determine when a TEM item becomes applicable and what risk level should be presented to the crew. These formulas may consider factors such as weather, runway selection, lighting conditions, aircraft type, airport characteristics, company procedures, and other available data.

Once configured and assigned, the EFB application performs the evaluation continuously, reducing the need for repetitive manual administration. Administrators are therefore responsible mainly for maintaining the framework, content, applicability, and modifier logic, while the operational evaluation is handled automatically in the application.

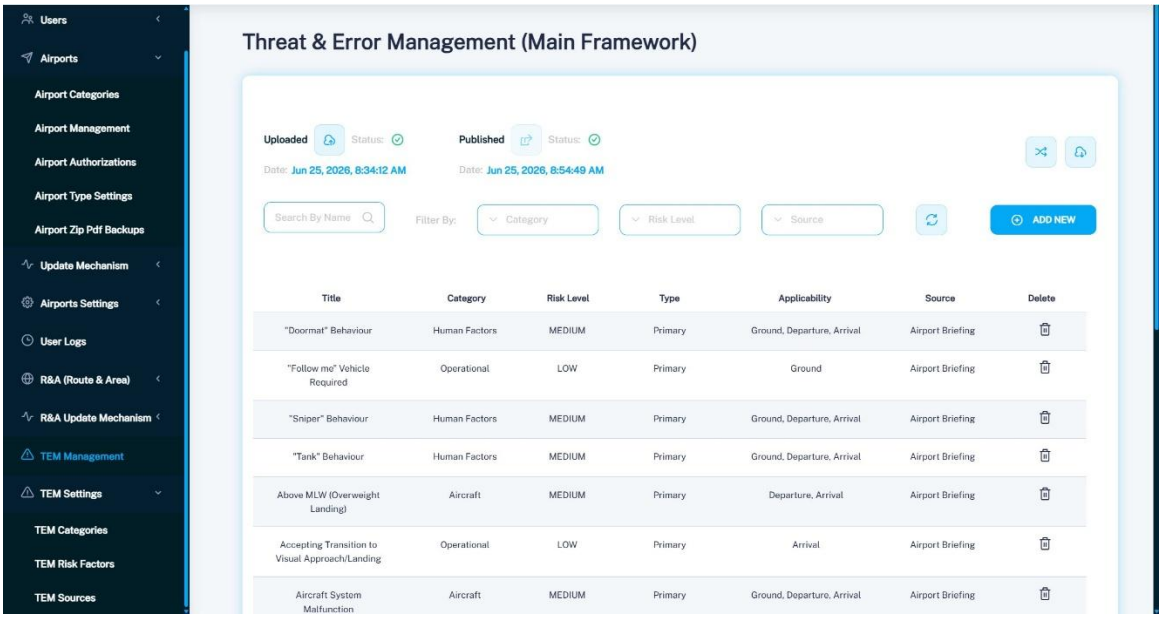
In addition to framework-based TEM items, administrators may also create airport-specific threats or operational points directly at airport level. These items use their own custom content and are applicable only to that airport. When created this way, they do not form part of the overall TEM Framework.

8.1 TEM MANAGEMENT

The **TEM Management** page is the central administration page for the company-level Adaptive TEM Framework. It lists all threats and operational points that form part of the operator's main TEM framework and provides access to the detailed configuration page for each individual item.

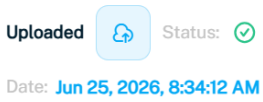
Each listed item represents a **framework-level TEM element**, such as a threat, operational point, training element, or policy reminder. From this page, administrators can review the existing framework, search or filter items, open an item for detailed editing, create new framework items, manage airport assignments, and synchronize additional content from the baseline Airport Briefing TEM framework.

The table displays key information for each item, including its **Title**, **Category**, **Risk Level**, **Type**, **Applicability**, **Source**, and **delete** option. Selecting an item opens its detailed management page, where the administrator can review or modify its content, risk modifiers, applicability, mitigations, common errors, and other related data.

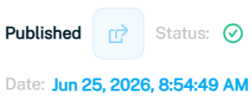


The **Add New** button is used to create a new company-level TEM item within the main framework. Items created here become part of the overall TEM Framework and can later be assigned to one or more airports.

<u>IMPORTANT:</u> Unlike Route & Area updates, the TEM Framework is managed and distributed as a single overall framework package. Changes made to one or more TEM items are collected within the framework and are then uploaded or published at framework level.



The **Upload** function applies to the entire TEM Framework. Once administrators complete their changes, including content updates and airport assignments, the Upload button makes the updated framework available for review, testing, and edit-mode validation in the EFB application. This allows administrators and reviewers to verify the changes before releasing them operationally.

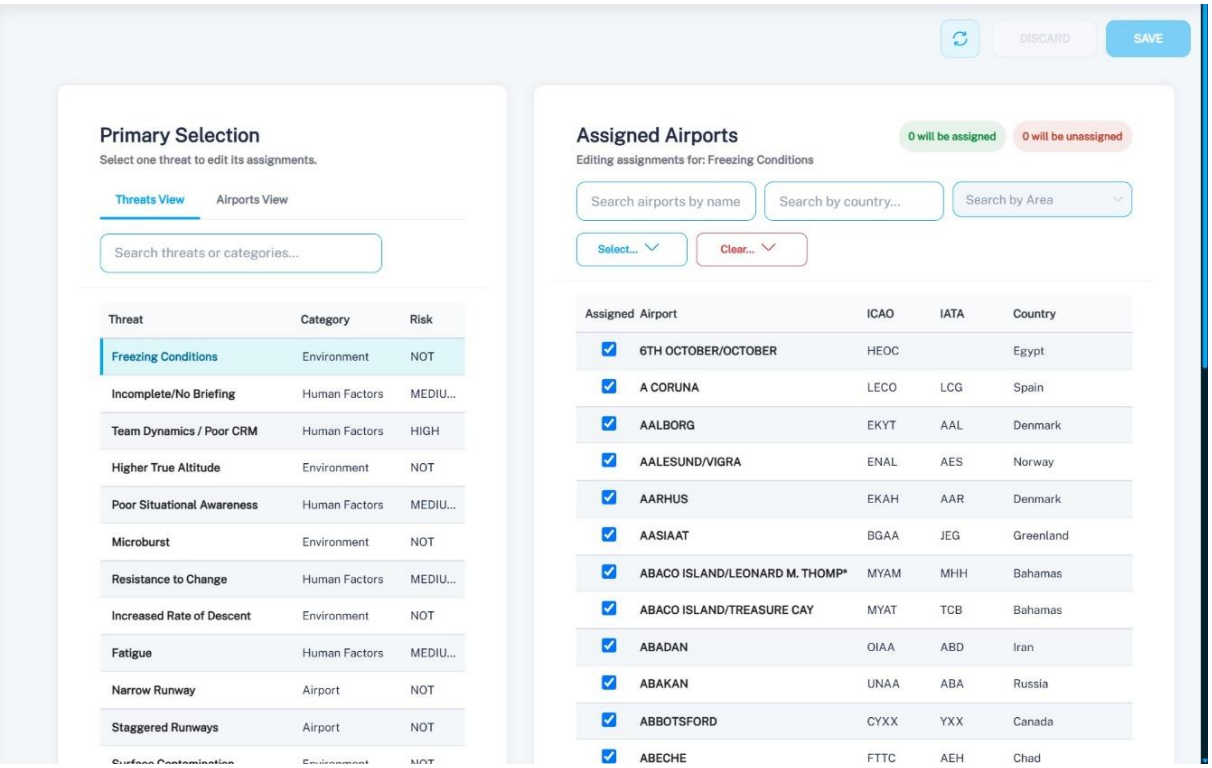


The **Publish** function formally releases the uploaded TEM Framework to end users. Once published, the framework becomes available to live pilots according to the configured distribution and assignment rules. The upload and publish status indicators show whether each stage has been completed successfully, together with the associated date and time.

The **Assign Threats** button opens the assignment page, where framework-level TEM items can be assigned to one or more airports. This step determines where the selected threats or operational points will be evaluated and displayed in the EFB application.

The **Import Threats** button is used to import or synchronize additional threats from the baseline TEM Framework developed and maintained by Synapse Aviation. This allows operators to extend or refresh their company framework using predefined Airport Briefing content, while still retaining the ability to tailor, modify, or supplement the framework according to their own operational requirements.

8.1.1 Assign Threats to Airports



The Assign Threats to Airports page is used to define where framework-level TEM items are applied. This page controls the relationship between threats and airports, determining which threats will be evaluated and displayed for each airport in the EFB application.

The page is organized into two main areas:

The left panel is the primary selection area. It allows the administrator to work from either perspective:

Threats View

In this view, the administrator selects one threat from the TEM Framework. Once a threat is selected, the right panel displays the list of airports to which that threat can be assigned.

Airports View

In this view, the administrator selects one airport. Once an airport is selected, the right panel displays the list of framework threats that can be assigned to that airport.

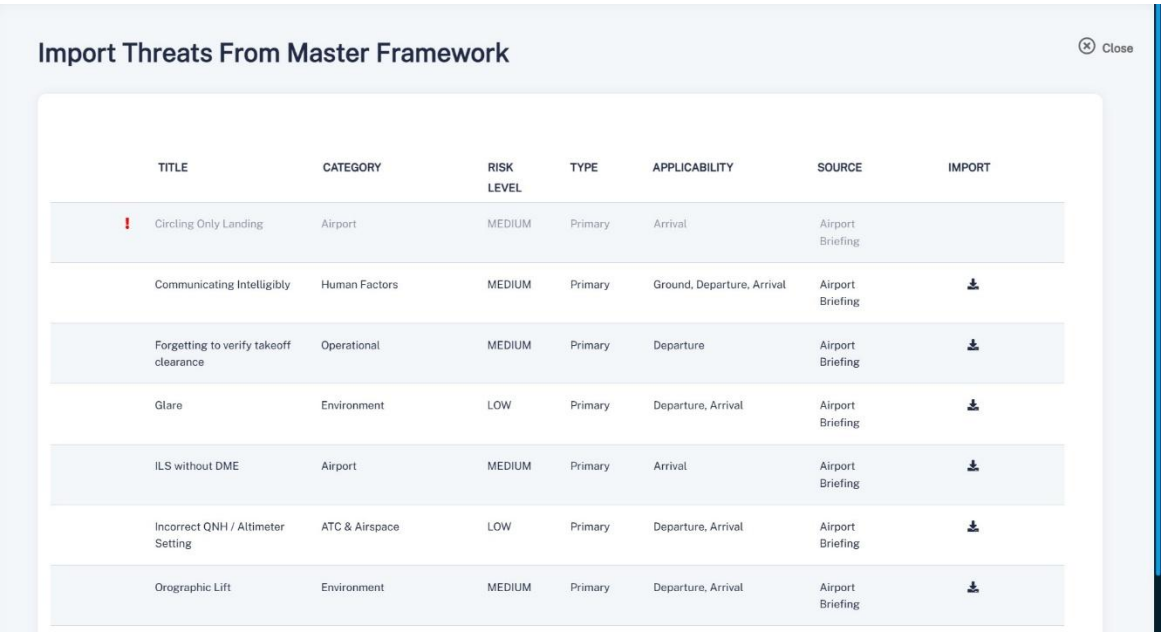
The right panel displays the corresponding assignment list based on the selection made on the left. For example, when a threat is selected on the left, the right panel shows airports. When an airport is selected on the left, the right panel shows threats. The administrator can then select or clear the required assignments before saving.

Search fields and filters are available to help locate specific threats, categories, airports, countries, or areas. The selection controls above the list allow administrators to quickly select or clear multiple items, which is useful when applying a threat to a large number of airports or assigning multiple threats to a selected airport.

The assignment counters show how many items are pending assignment or unassignment before the changes are saved. After the required selections are made, the administrator must select **Save** to apply the changes. If the changes are not required, **Discard** can be used to cancel the pending selection changes.

When saving large assignment updates, such as applying a threat to many airports, the system may display a detailed progress pop-up. This allows the administrator to monitor the assignment process while the system updates the affected airports. This is especially useful because assigning framework items across a large airport database may take some time to complete.

8.1.2 Import Threats



TITLE	CATEGORY	RISK LEVEL	TYPE	APPLICABILITY	SOURCE	IMPORT
! Circling Only Landing	Airport	MEDIUM	Primary	Arrival	Airport Briefing	
Communicating Intelligibly	Human Factors	MEDIUM	Primary	Ground, Departure, Arrival	Airport Briefing	
Forgetting to verify takeoff clearance	Operational	MEDIUM	Primary	Departure	Airport Briefing	
Glare	Environment	LOW	Primary	Departure, Arrival	Airport Briefing	
ILS without DME	Airport	MEDIUM	Primary	Arrival	Airport Briefing	
Incorrect QNH / Altimeter Setting	ATC & Airspace	LOW	Primary	Departure, Arrival	Airport Briefing	
Orographic Lift	Environment	MEDIUM	Primary	Departure, Arrival	Airport Briefing	

The Import Threats from Master Framework page allows administrators to review and import additional TEM items from the master Adaptive TEM Framework maintained by Synapse Aviation.

This page displays a list of available threats, operational points, training elements, and policy reminders that are part of the master framework but have not yet been added to the company's own TEM Framework. Each item is shown with its key reference information, including Title, Category, Risk Level, Type, Applicability, and Source.

Where available, an item can be imported by selecting the import icon in the Import column. Once imported, the item becomes part of the company-level TEM Framework and can be reviewed, tailored, assigned to airports, and managed in the same way as other framework items.

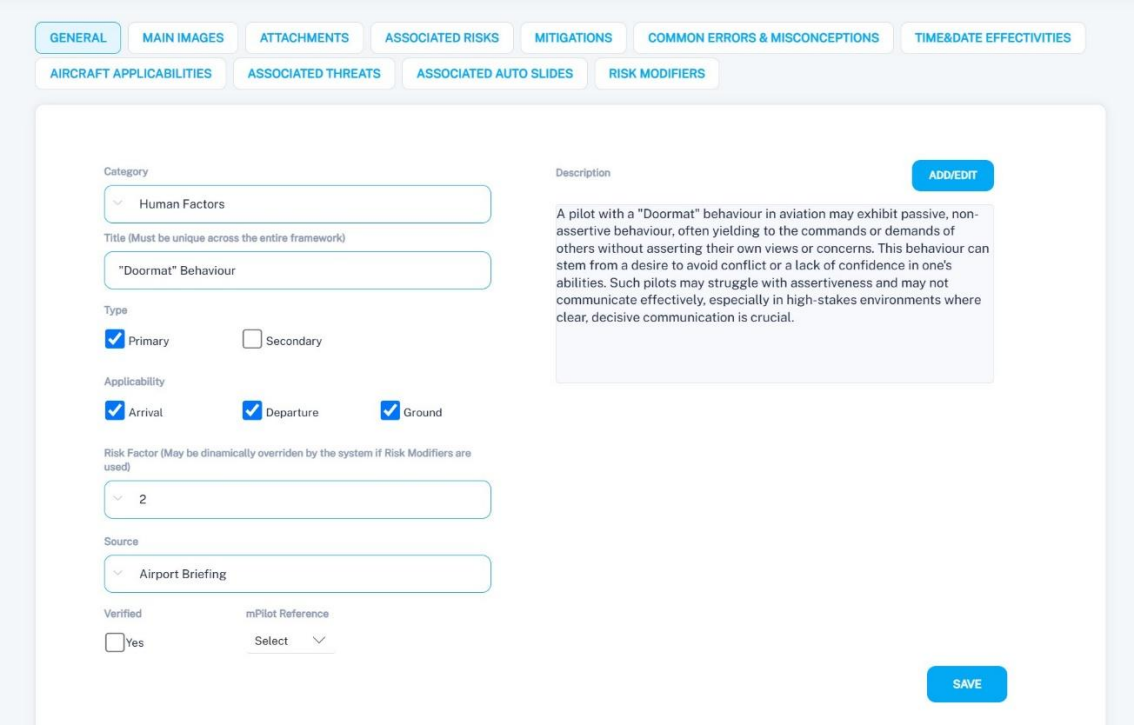
Some items may appear in the list without an active import option. This indicates that the item is not currently available for import. This may occur because the item is still being prepared, reviewed, completed, or otherwise restricted from sharing at that time.

The import function allows operators to expand their Adaptive TEM Framework using predefined Synapse Aviation content while retaining full control over what is adopted into their own framework. Imported items can later be edited, adapted, or supplemented to match the operator's procedures, terminology, training philosophy, fleets, and operational requirements.

8.1.3 Threat Pages

The TEM Item Detail page is used to create a new threat or operational point, or to open and manage an existing item from the TEM Framework. This page contains the detailed configuration of the selected item, including its general definition, content, applicability, supporting material, and adaptive logic.

8.1.3.1 General Definition



When creating a new item, only the General tab is available at first. The administrator must complete the required general information and select Save before the remaining tabs become available. This ensures that the item is first created as part of the framework before additional content, relationships, attachments, aircraft applicability, and risk modifiers are added.

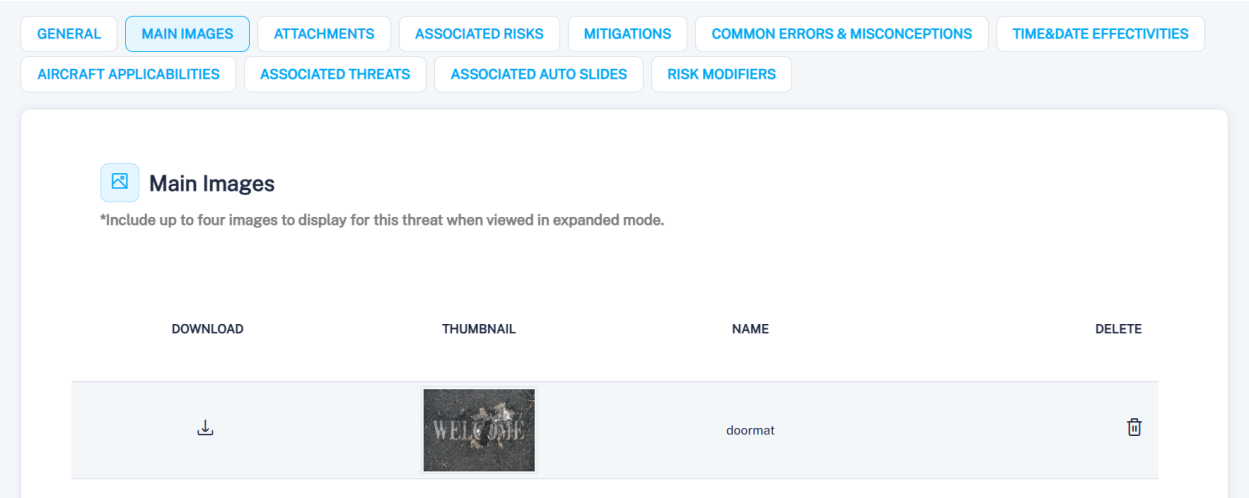
The General tab defines the core identity and classification of the item. It includes the category, title, type, applicability, baseline risk factor, source, verification status, optional reference, and description. The title must be unique across the entire TEM Framework.

The Risk Factor selected on the General tab represents the item's default or baseline risk level. If Risk Modifiers are later configured for the item, this value may be dynamically overridden by the system during evaluation in the EFB application.

Once the General tab has been saved, the administrator can continue configuring the item using the additional tabs, including images, attachments, associated risks, mitigations,

common errors and misconceptions, time and date effectivities, aircraft applicability, associated threats, associated auto slides, and risk modifiers.

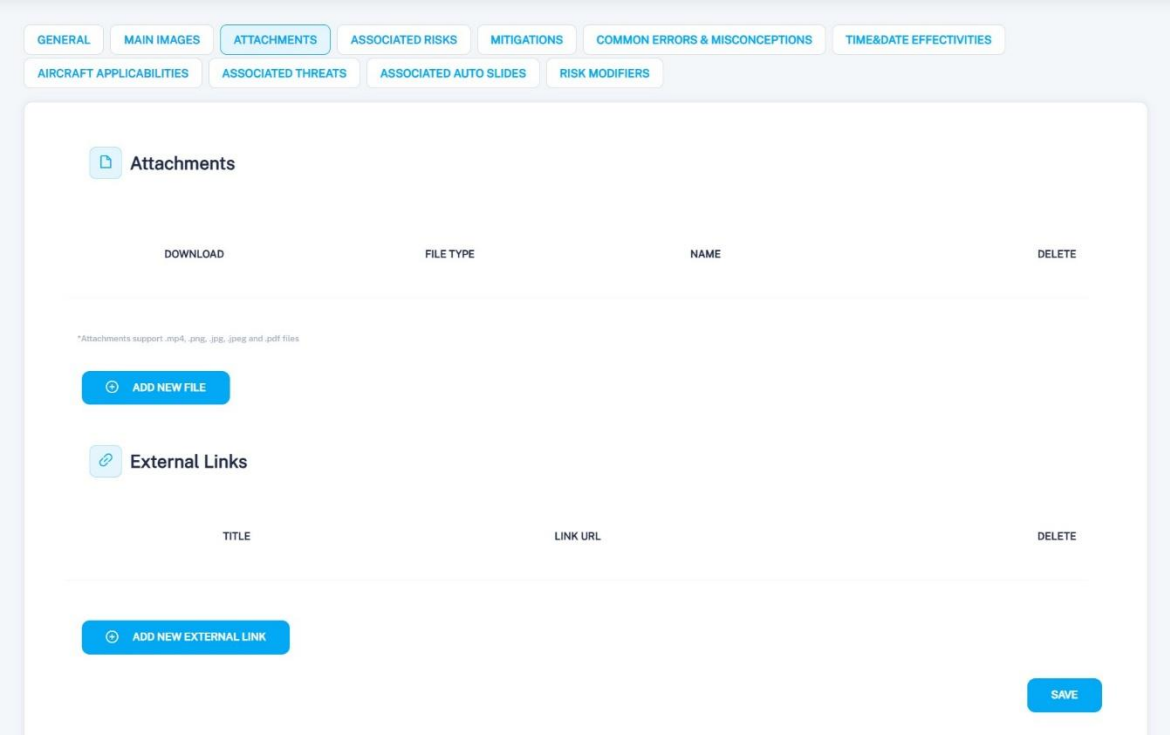
8.1.3.2 Main Images



The Main Images tab is used to upload and manage the primary images associated with the selected TEM item.

Administrators can add up to four main images for each threat, operational point, training element, or policy reminder. These images are displayed in the EFB application when the item is opened in expanded mode, providing visual support for the content shown to the user.

8.1.3.3 Attachments



The **Attachments** tab is used to add supplementary reference material to the selected TEM item. Administrators can upload supporting files that may provide additional operational, training, procedural, or explanatory information related to the threat or operational point.

Supported attachment types include common image, video, and document formats such as .png, .jpg, .jpeg, and .pdf files. Uploaded files are listed with their file type, name, download option, and delete option, allowing administrators to review or remove attachments as required.

The same tab also allows administrators to add **External Links**. These links can be used to reference online material, company resources, operational documents, training content, safety publications, or any other relevant source that supports the TEM item. When selected in the application, the external link opens in a browser.

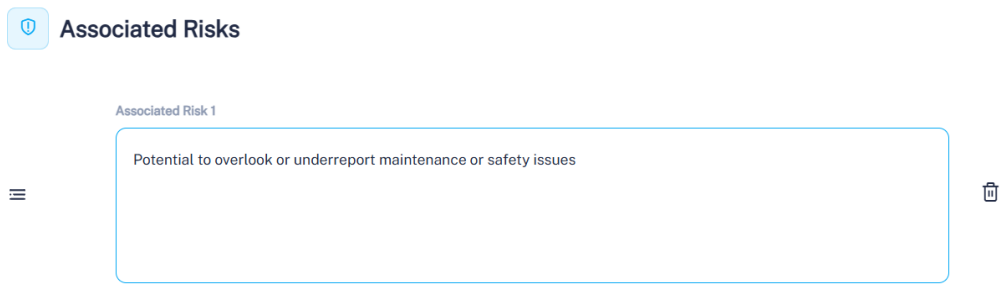
Attachments and external links are intended to support the main TEM content by providing additional context where needed.

8.1.3.4 Associated Risks

The Associated Risks tab is used to define the operational risks that may be linked to the selected TEM item.

Each associated risk should describe a possible consequence, exposure, or related operational concern that may arise if the threat is not properly identified or managed.

These risks are displayed with the TEM item in the EFB application and help users understand why the item is operationally relevant.



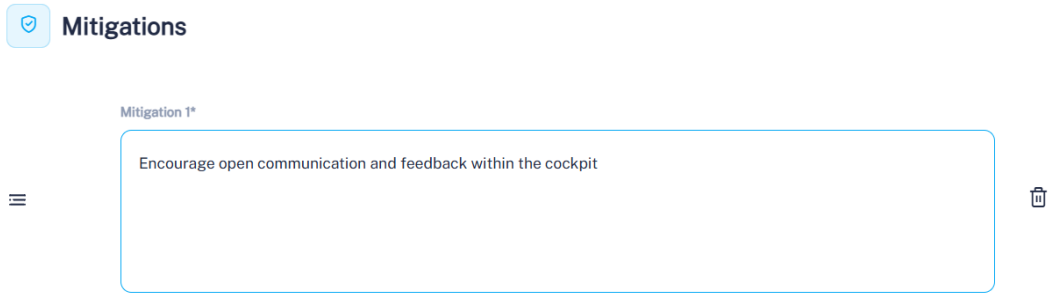
Administrators can add risks by selecting Add New Associated Risk at the bottom of the page. This creates a new entry field where the risk text can be inserted. Existing risks can be edited, reordered, or deleted as required.

Associated risks should be written as short, clear operational statements. They are intended to support quick review in the EFB application and should complement the main description, mitigations, and common errors configured for the item. After adding or modifying the risks, the administrator must select Save to store the changes.

8.1.3.5 Mitigations

The Mitigations tab is used to define the recommended actions, techniques, procedures, or considerations that may help users manage the selected TEM item.

Each mitigation should describe a practical action or behavior that supports threat management, risk reduction, procedural compliance, or improved crew awareness. These mitigations are displayed with the TEM item in the EFB application and provide users with clear guidance on how the threat or operational point can be managed.



Administrators can add mitigations by selecting Add New Mitigation at the bottom of the page. This creates a new entry field where the mitigation text can be inserted. Existing mitigations can be edited, reordered, or deleted as required.

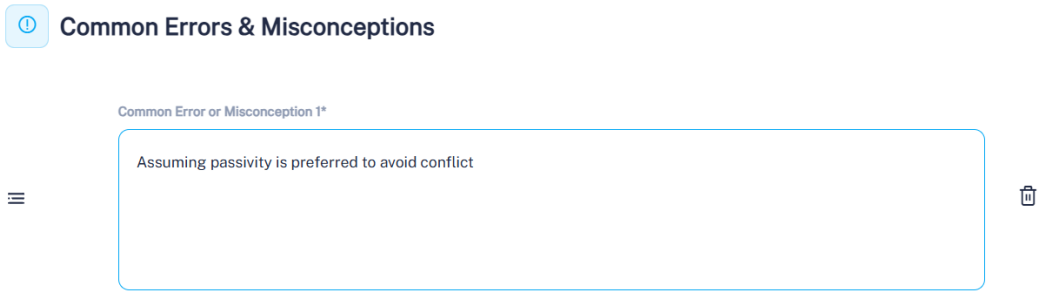
Mitigations should be written as short, clear, and operationally relevant statements. They should complement the item description and associated risks by focusing on what the crew

can do to recognize, manage, avoid, or reduce the effect of the threat. After adding or modifying mitigations, the administrator must select Save to store the changes.

8.1.3.6 Common Errors and Misconceptions

The Common Errors and Misconceptions tab is used to define typical mistakes, incorrect assumptions, or ineffective practices associated with the selected TEM item.

Each entry should describe an error, misconception, or behavior that may reduce the crew's ability to correctly identify, assess, or manage the threat. These items are displayed with the TEM item in the EFB application and help users recognize what should be avoided during operation or briefing.



Administrators can add entries by selecting Add New Common Error or Misconception at the bottom of the page. This creates a new entry field where the text can be inserted. Existing entries can be edited, reordered, or deleted as required.

Common errors and misconceptions should be written as short, clear, and operationally relevant statements. They should complement the description, associated risks, and mitigations by highlighting incorrect actions, weak mental models, or assumptions that may lead to poor threat management. After adding or modifying entries, the administrator must select Save to store the changes.

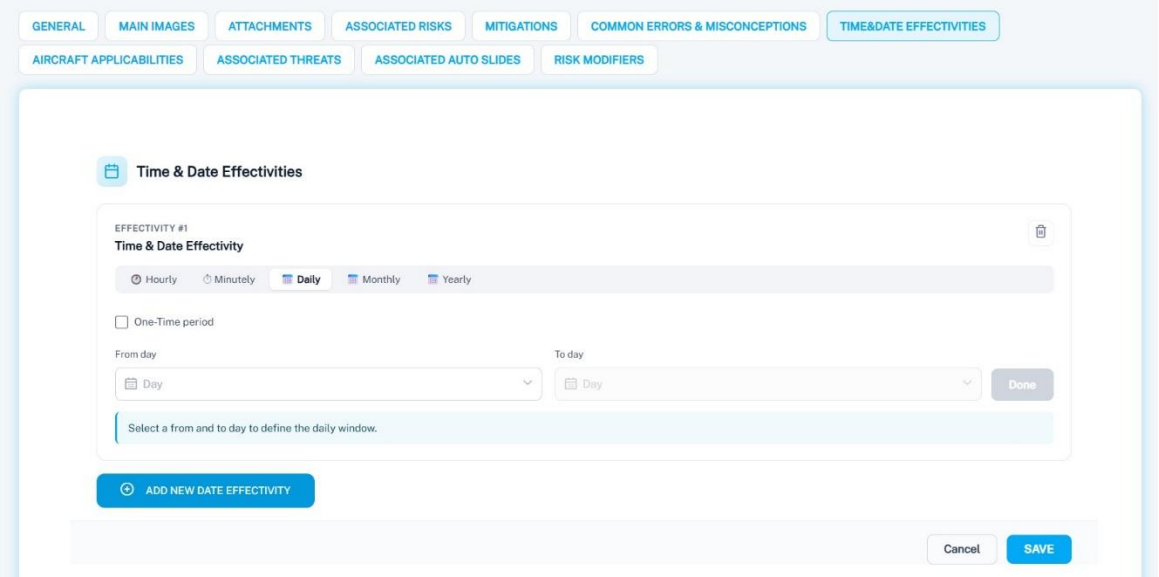
8.1.3.7 Time and Date Effectivity

The Time & Date Effectivities tab is used to define when the selected TEM item is active and eligible for evaluation in the EFB application.

Administrators can create one or more effectivity periods for each threat, operational point, training element, or policy reminder. These periods determine the date and time windows during which the item may be evaluated and displayed to pilots, provided that any other configured applicability rules or Risk Modifiers are also satisfied.

Effectivities may be configured as recurring or non-recurring periods. Depending on the required use case, the administrator can define hourly, minutely, daily, monthly, or yearly effectivity logic. A One-Time Period option is also available when the item should only be applicable during a specific non-repeating time window.

This function is useful for threats or operational points that are seasonal, temporary, time-sensitive, or linked to specific operational periods. Examples may include winter operations, seasonal bird activity, scheduled airport works, temporary procedural restrictions, recurring weather phenomena, or company campaign periods.



Multiple effectivity entries can be added using Add New Date Effectivity. Each entry can be configured separately, allowing the same TEM item to become active during several different periods. Administrators can delete effectivity entries that are no longer required.

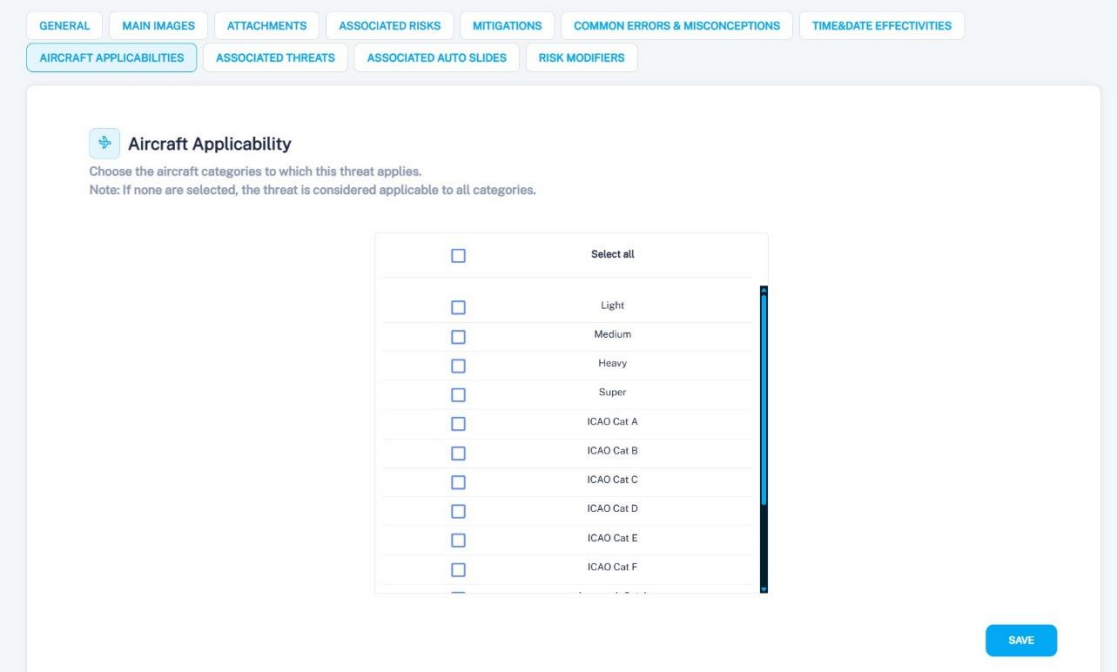
After creating or modifying effectivity periods, the administrator must select Save to store the changes. Once distributed, the EFB application uses the configured effectivity rules as part of the Adaptive TEM evaluation logic.

8.1.3.8 Aircraft Applicability

The Aircraft Applicability tab is used to define which aircraft categories the selected TEM item applies to. This allows administrators to make threats, operational points, training elements, or policy reminders relevant only to the aircraft types for which they are operationally applicable.

Applicability can be configured using the aircraft category definitions available in the system. These may include Aircraft Approach Category, ICAO Aerodrome Reference Code Letter, and Wake Turbulence Category. Each aircraft or fleet configured in Airport Briefing is associated with the applicable category data, allowing the EFB application to determine whether the TEM item should be evaluated for the selected aircraft.

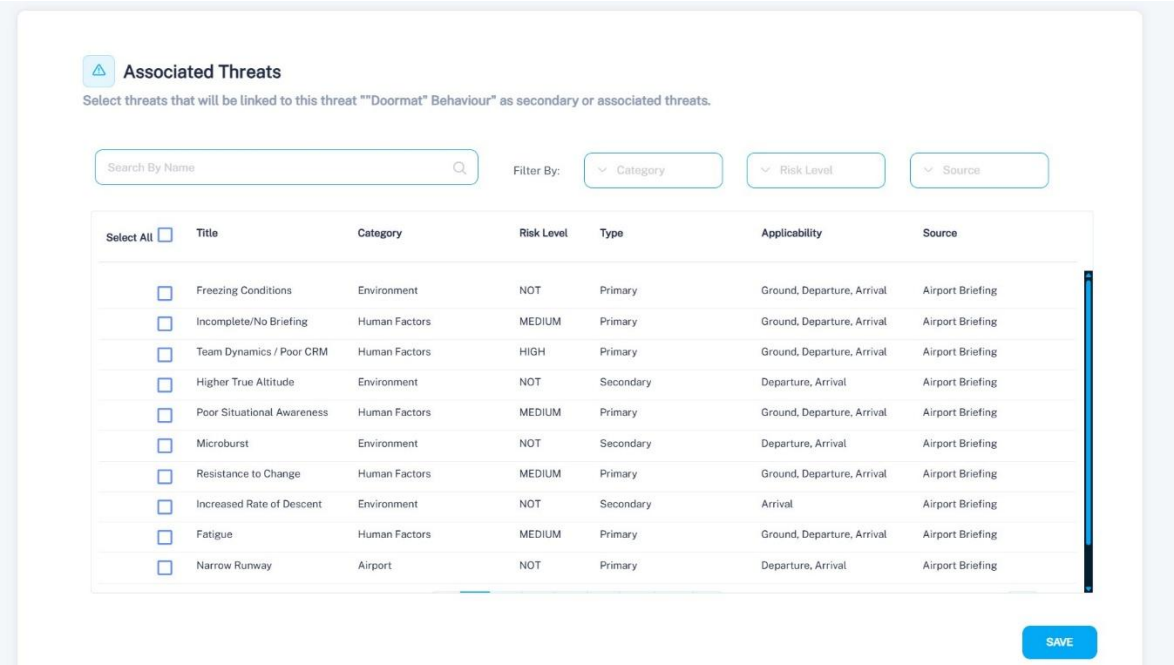
Administrators can select one or more categories from the list, or use Select All when the item should apply to every listed category. After modifying the selection, the administrator must select Save to store the changes.



Important: If no aircraft category is selected, the TEM item is considered applicable to all aircraft. In this case, there is no need to manually select all categories. This default behavior should be used when the threat or operational point is not limited to a specific aircraft category, aircraft size, approach category, or wake turbulence classification.

8.1.3.9 Associated Threats

The Associated Threats tab is used to link additional TEM Framework items to the selected threat or operational point.



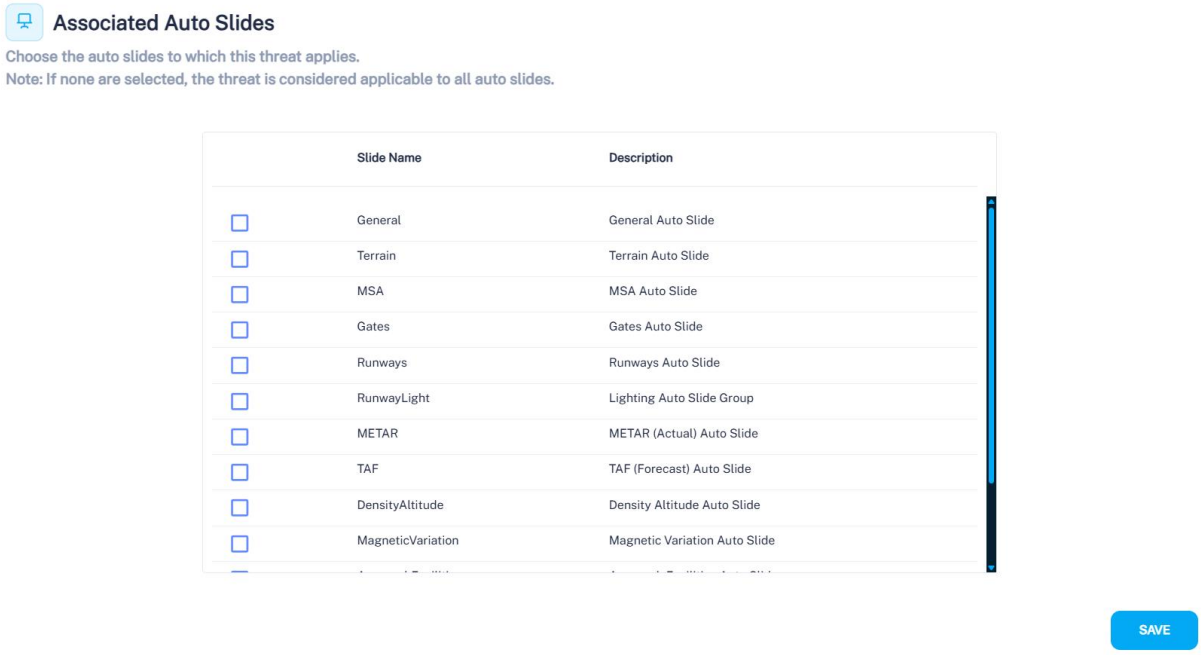
Administrators can select one or more related threats from the framework using the available list, search field, and filters. The list displays key information for each item, including Title, Category, Risk Level, Type, Applicability, and Source. Selected items become associated threats for the currently opened TEM item.

Associated threats are used to show operational relationships between TEM items. For example, a primary threat may be linked to other threats that commonly occur together, contribute to the same operational risk, or should be considered by the crew as part of the same threat environment.

When viewed in expanded mode in the EFB application, the linked threats are displayed as connected or related additional threats. This helps users identify other relevant TEM items that may require attention in the same operational context.

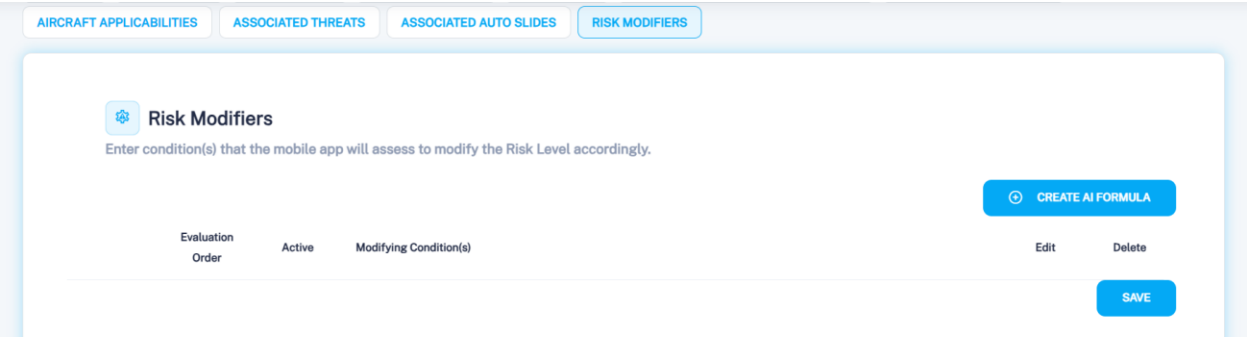
Each associated threat remains an independent TEM item and is still evaluated by the Adaptive TEM engine. This means that associated threats are also assessed against their own applicability rules, risk modifiers, aircraft applicability, time and date effectivities, and airport assignments. In the EFB application, they are displayed and color-coded according to their evaluated risk level.

8.1.3.10 Associated Auto Slides



The Associated Auto Slides page allows the administrator to link an Adaptive TEM threat to one or more 3D briefing slides available under the 3D Briefing / System Slides tab. The selected slides are displayed as links within the expanded threat card in the EFB application. When a user selects one of these links, the application opens the corresponding 3D slide, providing direct access to the relevant visual briefing information.

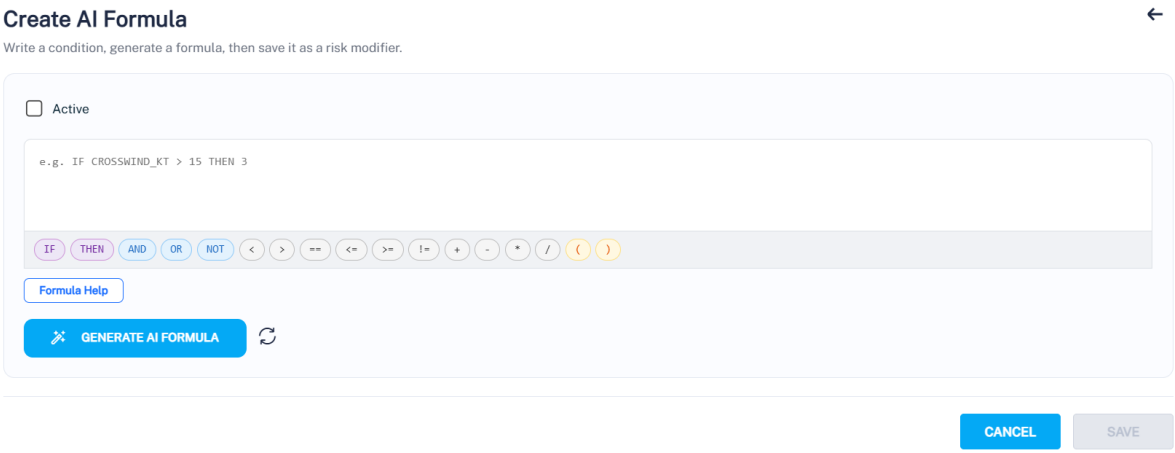
8.1.3.11 Risk Modifiers



The Risk Modifiers section defines the evaluation logic that drives the adaptive and automatic risk assessment of each threat. Administrators can create one or more formulas that evaluate predefined operational, environmental, weather, airport, runway, approach, aircraft, or other supported variables. Based on the conditions defined in these formulas, Adaptive TEM dynamically determines the appropriate risk level for the threat using the latest available data and the applicable operational context.

The page displays all configured risk-modifier formulas in a structured list. Evaluation Order defines the sequence in which the formulas are assessed, while Active indicates whether a formula is currently included in the evaluation process. The Modifying Condition(s) column displays the conditions and logic defined for each formula. Existing formulas can be changed or removed using the Edit and Delete controls. The CREATE AI FORMULA button opens the AI-assisted formula creation process, while SAVE stores any changes made to the formula configuration.

8.1.3.11.1 Create Evaluation (AI Assisted) Formula



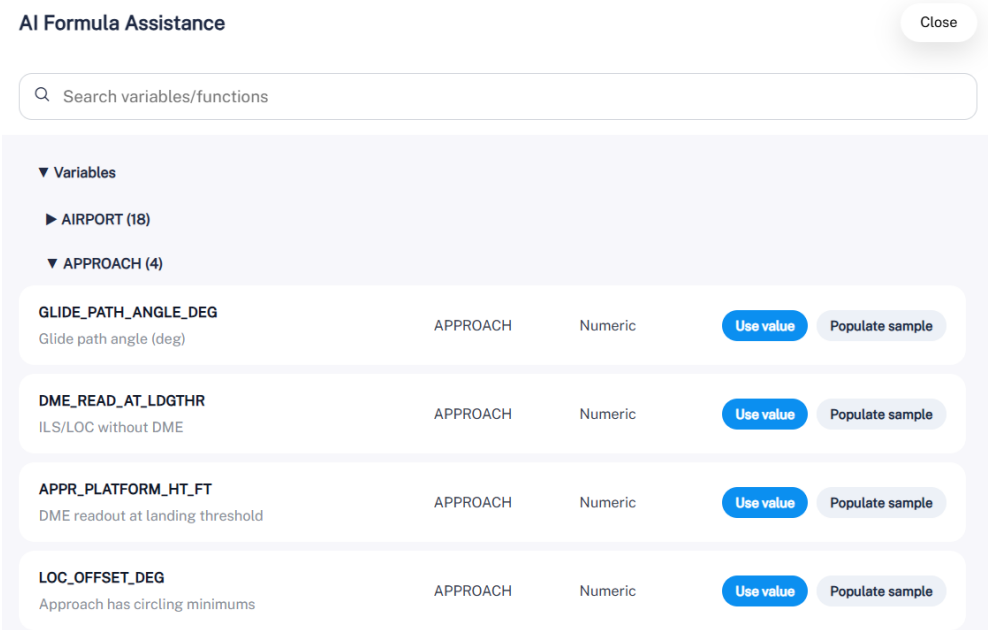
Create AI Formula

The Create AI Formula page allows the administrator to define a risk-modifying condition using descriptive, plain language. After entering the intended evaluation logic, select GENERATE AI FORMULA. The Airport Briefing AI Engine interprets the requested outcome and attempts to convert it into the validated formula syntax used by the Adaptive TEM evaluation engine. If the request is incomplete, ambiguous, or cannot be translated into a supported expression, the system returns an error together with an explanation. When the request is valid, the generated formula is presented for review before it is saved as a risk modifier.

The formula editor also provides shortcut controls for supported logical, comparison, and arithmetic operators, including IF, THEN, AND, OR, NOT, comparison symbols, mathematical operators, and parentheses. The Active option determines whether the formula will be included in the operational evaluation after it has been saved.

Formula Help

Selecting Formula Help opens a searchable catalogue of the variables, functions, constants, and other values supported by the Adaptive TEM evaluation logic. The available items are grouped by operational subject, such as Airport, Approach, Environment, and Runway. Each entry identifies the formula value, provides a short description and data type, and can be inserted into the formula or used to populate a sample expression. These samples may be used as templates when constructing more complex evaluation conditions.



Important: The GENERATE AI FORMULA function must be selected in all cases, including when an expression has been entered or assembled manually. This step validates and converts the condition into the required Adaptive TEM formula format and enables the SAVE button.

Example Risk Modifiers:

	Evaluation Order	Active	Modifying Condition(s)	Edit	Delete
≡	1	☑	IF GLIDE_PATH_ANGLE_DEG > 3.0 AND DENSITY_ALTITUDE > 2000 THEN 3		
≡	2	☑	IF GLIDE_PATH_ANGLE_DEG > 3.3 AND DENSITY_ALTITUDE > 3500 THEN 5		

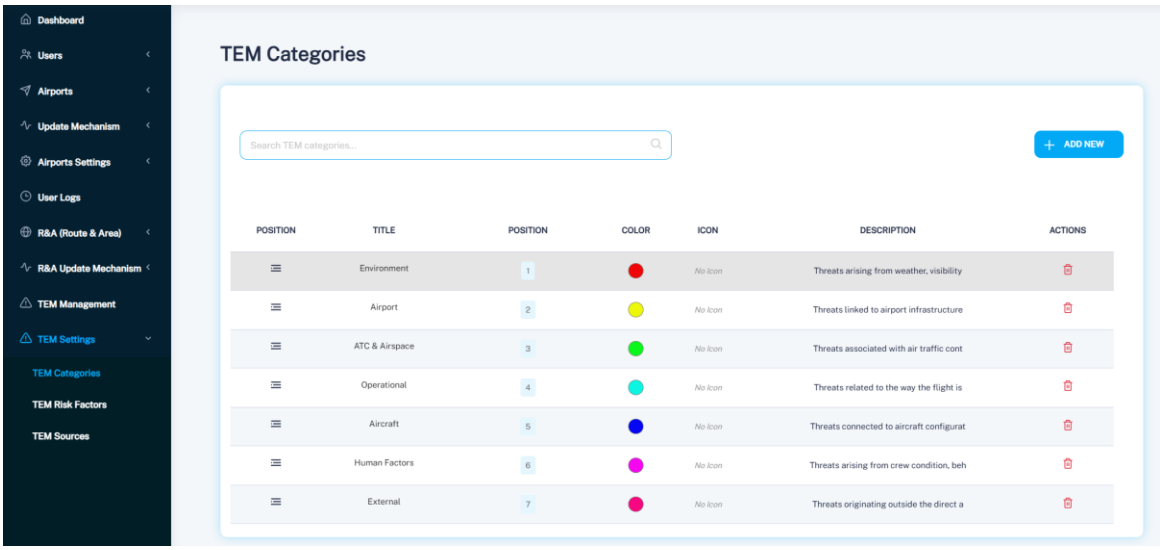
SAVE

8.2 TEM SETTINGS

8.2.1 TEM Categories

The TEM Categories page allows the administrator to define and manage the categories used to organize threats within the Adaptive TEM framework. The platform is initially configured with the standard categories Environment, Airport, ATC & Airspace, Operational, Aircraft, Human Factors, and External. These categories may be tailored to reflect the operator's own TEM structure, terminology, and operational requirements.

The page displays each category together with its title, display position, optional color, optional icon, and description. Categories can be located using the search field, reordered using the drag control, or removed using the Delete action. Selecting ADD NEW opens the category-creation page, where an additional category and its presentation properties can be defined. The configured position determines the order in which the categories are presented within the Adaptive TEM interface.



8.2.2 TEM Risk Factors

The TEM Risk Factors page defines the numerical scale used by Adaptive TEM to convert evaluated risk values into the LOW, MEDIUM, and HIGH risk levels displayed in the EFB application. The standard scale ranges from 0 to 5, with individual numerical values

assigned to the appropriate risk level. This configuration allows the operator to determine how the results produced by the Adaptive TEM evaluation logic are classified and presented to the user.

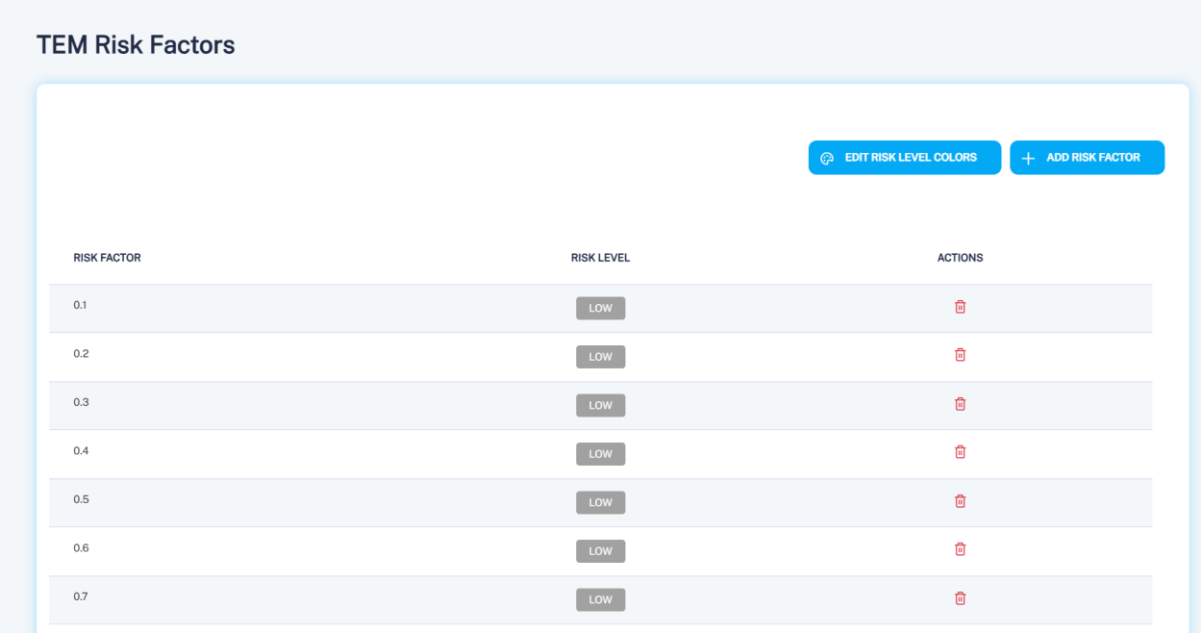
The page lists each configured Risk Factor together with its assigned Risk Level. Select ADD RISK FACTOR to introduce an additional numerical value and associate it with a risk level. Existing values can be removed using the corresponding Delete action. The EDIT RISK LEVEL COLORS function allows the administrator to configure the colours used to represent the available risk levels throughout the Adaptive TEM interface.

Two additional values are reserved for specific purposes:

0 – NOT: Indicates that the evaluated threat currently presents no risk.

–1 – N/A: Indicates that the card is not subject to the standard LOW, MEDIUM, or HIGH risk classification.

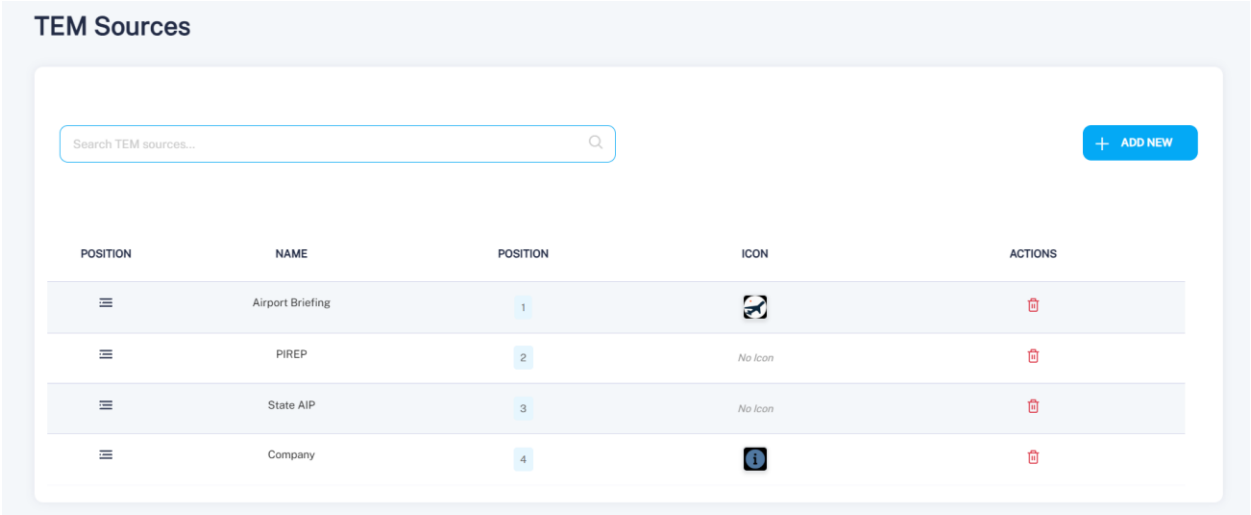
Cards assigned to the N/A value are displayed separately from the three risk-level columns as static informational cards. This presentation is suitable for permanent operational notes, company policies, procedural information, reminders, and other content that should remain visible without undergoing dynamic risk classification.



8.2.3 TEM Sources

The TEM Sources page allows the administrator to define and manage the origin or authority associated with each threat in the Adaptive TEM framework. Sources may identify whether the information originates from the Airport Briefing content, a PIREP, a

State AIP, the company, or another operational or regulatory source configured by the operator. Assigning a source helps users understand the provenance and operational context of the information presented in the EFB application.



The page displays each source together with its name, display position, and an icon. Sources can be located using the search field, reordered using the drag control, or removed through Delete action. The position has no impact on the EFB application. Selecting ADD NEW allows an additional source to be created and configured.

9 APPENDIX 1 – 'HOW TO' PDF

- How to create or add a new user.pdf
- How to create multiple users using CSV file-Part1-.pdf
- How to import Users - CSV file template instructions-Part2-.pdf
- How to change password of an existing user.pdf
- How to delete or disable users.pdf
- How to setup airport categories and categorize list of airports.pdf
- How to setup airport authorization and authorize list of airports.pdf
- How to setup fleet and aircrafts.pdf
- How to setup user privileges for an aircraft.pdf
- How to create briefing layout structure in the Admin Panel.pdf
- How to migrate a briefing content into the Admin Panel.pdf
- How to create Airport Zip Pdf Backups.pdf
- mPilot Integration.pdf
- How to create Routes and Areas.pdf
- Route and Area Name Display Settings
- Selecting Airports per User
- Generating User Log Report