



# Training Guide

Sabre Airline Solutions GSE Planner

# Using the Equipment Chart and Schedule and Volume Data Window

## Session Objectives

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During this session, you will learn about:

- Viewing and interpreting the Equipment chart.
- Changing information viewed on the Equipment chart.
- Defining and applying requirements filters on the skyscraper.
- Viewing and interpreting the Schedule and Volume Data window.
- Configuring Schedule and Volume Data View.
- Sorting Schedule and Volume Data View.
- Changing information viewed on the Schedule and Volume Data window.
- Adding, changing, deleting, merging, and splitting flights.
- Changing forecast ratios and projected totals.
- Printing flights.
- Copying and changing scenarios.

## Viewing and Interpreting the Manning Chart

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The Manning Chart displays scheduled flight information in three different stages:

- After you build the city database, the Manning Chart displays scheduled flight information.
- After you generate equipment requirements, the Manningchart displays *GSE Planner* requirements necessary to accommodate the selected flights.
- After you run the requirement generator, the Manning chart displays the current inventory vs. the required equipment (if run for one single piece of equipment).

The chart is divided into 30-minute intervals, which are then divided into 5-minute increments over a 24-hour period. If you elect to view all days, the 24-hour periods for all seven days display consecutively in a scrollable fashion. (You must have built a seven-day city database for this to work.)

When you click in the horizontal scroll bar, a small pop-up window appears, displaying the date and time of the information being viewed. As you scroll through the different days of the week, the appropriate day of week tab will be activated. The chart starts from the selected date and time.

You can click the day tabs at the left bottom of the window to select a day to display information for the day. The window begins at midnight on the selected day and focuses on the first five-minute interval of the day.

The information that the Manning chart displays includes:

- **Chart details** – The header bar displays city information, schedule, history, forecast dates, and the day that is being planned. It also shows the scenario and city standards used.
- **Row Numbers** – Row numbers apply to flight-specific workgroups and appear down the left-hand portion of the chart. If assigned gate information is available, there is an option to show actual gate names instead of row numbers.
- **Flight Pucks** – Flight pucks display specific flight information. The length of the puck indicates the planned ground time for each flight. Originator and Terminator flights appear as 45 min pucks, rather than a puck illustrating the entire length of time the plane is on the ground.
- **Status Bar** – The status bar displays the schedule efficiency, shift FTE, number of FT shifts, number of PT shifts, and the active datasource.

Three toolbar buttons provide an enhanced, scalable zooming capability as you examine charts.

**To use the Zoom function, complete the following procedure:**

- To view and select the zoom-in percentage, click the small, black arrow between the **Zoom In** button and the **Zoom Out** button.
- To view and select a zoom-out percentage, click the small, black arrow between the **Zoom Out** and the **Percentage** icon.
- To return the zoom percentage to 100%, Click **Normal View**.

Three toolbar buttons provide different printing capabilities. The buttons allow you to:

- Print the equipment chart to the default printer.
- Preview the equipment chart before printing.
- Print the equipment chart to a PDF. (Acrobat Distiller must be installed on your computer for this option to work.)

## Selecting Colors to Display Flight Information

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In the Manning chart and Schedule and Volume Data window, you can select colors to display information. For example, you can 90 display jet aircraft in your airline's color.

**To select colors to display information, complete the following procedure:**

1. On the toolbar, in the **Item** list, select the type of information you want to change.
2. On the toolbar, in the **color** list, select the color you want to associate with the chart item you selected in step 1.

## Filtering Flight Pucks

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On the Manning chart window and in the Schedule and Volume Data window, you can select criteria to display only the information you need. For example, you can display the flight information related only to small and narrow body aircraft categories.

**To filter flight pucks, complete the following procedure:**

1. On the toolbar, in the filter list, select the desired filter.
2. A chart displays flight information based on the selected filter.

**Note** Predefined filters will be displayed in blue and rule based filters will be displayed in red.

**To redisplay all flights, complete the following procedure:**

1. On the toolbar, in the **Filter** list, click **No Filter**.
2. Click anywhere on the Manning Chart, a chart displays flight information for all flights in the Manning Chart.

## Understanding Equipment Types

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The Equipment chart divides airport equipment in two major groups:

- **Flight-specific Equipment.** Equipment requirements quantified for each flight.
- **Non-flight Specific Equipment.** Equipment requirements represented as one total for all flights.

## Understanding the Flight Puck

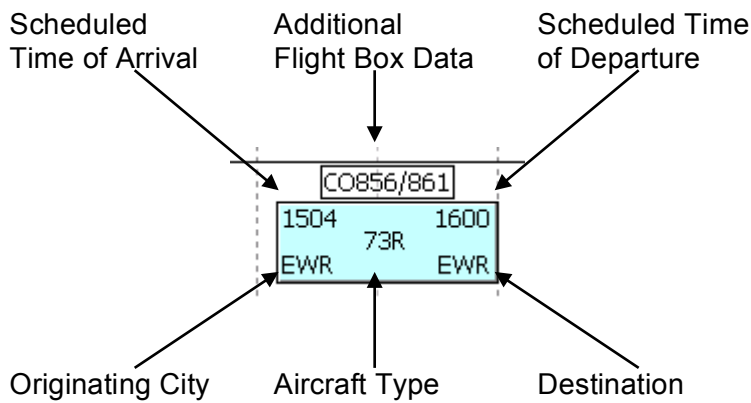
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### Understanding Default Flight Puck Colors

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- **Turquoise.** Represents non-commuter flights from the primary airline(s). Defined in the CLIENT.INI file.
- **Yellow.** Represents flights from the commuter portion of the airline. Defined in the CLIENT.INI file.
- **Blue-green.** Represents non-commuter flights from other airlines.
- **Purple.** Represents commuter flights from other airlines.

You can use the color box on the toolbar to select a color to display flight information.



The flight-specific information that the flight puck displays includes:

- Scheduled time of arrival
- Originating city
- Equipment type (aircraft)
- Destination
- Scheduled time of departure
- Additional flight box data you can specify

## Finding a Flight

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After building a city database, you may need to locate a specific flight number.

You can use the Find Flight feature to locate a specific flight without searching the Manning Chart. This feature allows a user to search for a flight by:

airline and/or inbound flight number.

airline and/or outbound flight number.

The system will search for the flight only on the active day of week tab. If you try to search for a flight and it is not found, you may want to try searching on other days of the week.

### **To find a flight, complete the following procedure:**

1. In the *Manning Chart or the Schedule and Volume Data* window, on the **Edit** menu, Click **Find Flight**.

2. The *Find Flight* window appears.

Do all that apply:

3. To search for a flight based on the airline, in the **Airline** box, type the airline.

4. To search for a flight based on the in fit number, in the **INFIT No** box, type in the flight number.

5. To search for a flight based on out fit number, I the **OUTFIT No** box, type the out flight number.

6. Click **OK**.

## Specifying Additional Flight Box Data

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You can change the information shown above the flight box to better suit your operation.

**To specify the type of information displayed above the flight box, complete the following procedure:**

1. On the **Edit** menu, click **Flight Caption**.
2. The *Flight Caption* window appears.
3. In the Flight Caption window, select the desired option.
4. Click **OK**.

**Note** The following list describes each option.

The options on the Flight Caption window include:

- **Inflight/Outflight** - Shows the arrival and departure flight numbers along with the airline code.
- **Ground Time** - Shows the total minutes spanning from the time an aircraft arrives at the gate until the aircraft departs from the gate.
- **Bill of Work** - Shows the level of cabin cleaning to be done on an aircraft.
- **Load Factor** – Show the inbound and outbound load factor for the flight.
- **Total Psgrs Inbound/Outbound** - Shows the total number of passengers arriving and departing on the flight.
- **Local Psgrs Inbound/Outbound** - Shows the number of passengers arriving who stay in the arrival city and who originate in the departure city.
- **Bags Inbound/Outbound** - Shows the weight of all bags arriving and departing on the flight.
- **Freight Inbound/Outbound** - Shows the weight of all freight arriving and departing on the flight.
- **Mail Inbound/Outbound** – Shows the weight of all mail arriving and departing on the flight.

## Plotting and Showing Information on Selected Flights

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You can plot and show information on the flights you select on the Manning Chart.

**To plot and show information on selected flights, complete the following procedure:**

5. On the Manning chart, hold down the mouse button and drag the mouse pointer over the flight or flights for which you want to plot or show information.
6. Right-click on any area outside of the selected flights.
7. A menu appears.
8. Click **Plot Selected Flights**.

**To plot and show information for all flights, complete the following procedure:**

1. Right-click on the Manning Chart.
2. A menu Appears.
3. Click **Plot All Flights**.

## Plotting Flights By Gate

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Use the **Plot By Gate** command if gate assignment or parking stand information is supplied within the schedule file or if gate assignments are entered manually. When the **Plot by Gate** command is used, the system plots all flights on the Equipment chart based on the gate assignment information. The labels on the left side of the Equipment chart correspond to the gates or parking stands.

**To plot flights by gate, complete the following Procedure:**

9. On the **View** menu, click **Plot by Gate**. Flights are arranged according to their gate assignment.
10. The Manning Chart will appear with flights arranged according to their gate assignment. The labels on the left side of the Manning Chart correspond to the gates or parking stands.
11. To return to the default view, on the **View** menu, unselect **Plot by Gate**.

**Note** If no gate assignment information is present and **Plot by Gate** is selected, all flights are plotted on one line labeled No Gate.



## Using the Skyscraper Filter

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The skyscraper filter allows you to view and analyze requirements by Airline, Aircraft Category, and Aircraft Type.

Skyscraper filters are used for flight-specific equipment requirements only.

### Defining a Skyscraper Filter

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**To define a skyscraper filter, complete the following procedure:**

11. On the **View** menu, click **Define Skyscraper Filter**.
12. The *Skyscraper Filter* window appears.
13. In the **Filter Type** list, click the filter type you want to define.
14. Check the criteria you wish to use in the filter.
15. To change the color of the criteria, under the **Color** column, double click the box that corresponds to the criteria you want to change the color of, and select the color.

Do one of the following:

1. To close the dialog, click **Cancel**.
2. To save and close, click **OK**.

**Note** You can define multiple Filter Types before saving changes.

## Applying a Skyscraper Filter

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By applying the filter, you can see the requirements broken down in different colors. Each color represents a specific item as defined by you in the Skyscraper Filter dialog.

**To apply a skyscraper filter, complete the following procedure:**

1. On the **View** menu, click **Apply Skyscraper Filter**.
2. Click the filter that you wish to apply.

## Viewing the Skyscraper Summary

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The Skyscraper Filter Summary is a summary of the chart run based on the filtered requirements.

To View the SkyScraper Summary

**To view the Skyscraper Summary, complete the following procedure:**

1. On the **View** menu, click **Skyscraper Filter Summary**.
2. The *Sky Scraper Filter Summary* window appears.

## Plotting Skyscraper Filter Totals Only

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**To view the requirements only for the items you have selected to filter on, complete the following procedure:**

1. On the **View** menu, click **Plot Skyscraper Filter Totals only**.

## Plotting Flight Pucks in Different Colors

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If you have defined colors for the different airlines in the Skyscraper Filter dialog, you can apply these colors to the flight pucks.

**To use these colors, select Use Airline Filter Color for Pucks on the View menu and complete the following procedure:**

1. On the **View** menu, click **Use Airline Color for Pucks**. Flight pucks change color.

The Schedule and Volume Data Window

After you build a city database, you can view a Schedule and Volume data window.

Using the Schedule and Volume Data window, you can:

- Add Flights.
- Delete flights.
- Modify flights.
- View Flights.

The Schedule and Volume Data window displays flight information in a spreadsheet-type window. Every line constitutes all the available information for a flight. The Schedule and Volume Data window totals the following at the bottom of the chart on the **ALL** line:

- Inbound loads for passengers.
- Outbound loads for passengers.
- Local Passenger for airports defined as hubs.
- Bags by weight.
- Freight by weight.
- Mail by weight.
- Number of arriving flights.
- Number of departing flights.

The Schedule and Volume window totals the flights by the following categories:

- Domestic.
- International.
- Commuter.
- Airline (in case a primary carrier was designated in client options).

The information at the bottom of the Schedule and Volume window reflects a set of totals associated with the following:

- Arriving total number of passengers.
- Departing total number of passengers.
- Total baggage weight.

- Total freight weight.
- Total mail weight.
- Total flights.

In the Schedule and Volume Data window, under the File menu, you will find the following:

- Print-prints the contents of the window for the selected day.
- Print Preview-Shows a view of the printout before you print it.
- Print Setup-Allows you to choose printing options.
- Close- Closes the Schedule and Volume Data window.
- Exit- Exits the system.

## **Viewing and Interpreting the Schedule and Volume Data Window**

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The Schedule and Volume Data window contains the following sections:

- Menu bar.
- Header bar.
- Toolbar.

### **Menu Bar**

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The Schedule and Volume Data window contains a menu bar at the top of the window. This menu bar is consistent with the one shown on the Manning Chart window. You use the menu bar to complete the following procedures:

- Print.
- Change the display size.
- Find flights.
- Change colors.
- Filter flight information.

### **Header Bar**

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The Schedule and Volume Data window contains the header bar. The header bar displays the following information:

- Current city.
- Schedule file.
- Historical file.
- Database scenario.
- City standards used.

## Toolbar

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The Schedule and Volume Data window contains a toolbar. The toolbar consists of buttons that allow you to:











- Add flights.
- Delete flights.
- Plot flights.
- Ratio flights.
- Sort lights.

## Editing Information in the Schedule and Volume Data Window







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All features available under the **Sort** and **Edit** menus have a corresponding button in the tool bar.

**Sort** options - Click on the **Sort** menu and select a command indicating how you want to sort the flights:

| Command       | Toolbar button  |
|---------------|---|
| Airline       |   |
| Inflight No.  |  |
| Outflight No. |  |
| Origin        |  |
| Destination   |  |
| ETA           |  |
| ETD           |  |
| Gate In       |  |
| Gate Out      |  |
| Aircraft      |  |

**Edit** options - Click on the **Edit** menu and then select a command to manipulate flight information:

| <b>Command</b>        | <b>Toolbar Button</b>   | <b>Description</b>  |
|-----------------------|---|---|
| Copy                  |  | Copies selected flights to other applications, such as MS Excel.  |
| Select All            | None  | Selects all flights in the Equipment chart.                       |
| Deselect All          | None  | Deselects all flights in the Equipment chart.                     |
| Plot Selected Flights |  | Plots selected flights in the Equipment chart.                    |
| Plot All Flights      | None  | Plots all flights in the Equipment chart.                         |
| Find Flight           |  | Opens a window where you enter details of the flight to be found. |
| Add Flight            |  | Opens a window for you to enter flight information.               |
| Delete Flight         |  | Opens a window with all selected flights which will be deleted.   |
| Ratio Flight          |  | Opens a window where you can review the forecast ratios.          |

The commands under the **File** menu on the Schedule and Volume Data window include:

- **Print** – Prints the contents of the window for the selected day.
- **Print Preview** – Shows a view of the printout before you print it.
- **Print Setup** – Allows you to choose printing options.
- **Close** – Closes the Schedule and Volume Data window.
- **Exit** – Exits the system.

The data items shown in the body of the Schedule and Volume Data window include:

- **Airline**. Two or three-character airline code.
- **Inflt No.** Inbound flight number.
- **Outflt No.** Outbound flight number.
- **Orig City**. Three-letter originating city.
- **Dest City**. Three-letter destination city.
- **Arrv Time**. Time of day (from 0 to 2400 hours in *HHMM* format) when a flight arrives.
- **Dept Time**. Time of day (from 0 to 2400 hours in *HHMM* format) when a flight departs.
- **Aircraft**. Three-character aircraft type.
- **Gate In**. Parking stand or gate in which the aircraft is parked on arrival.
- **Gate Out**. Parking stand or gate in which the aircraft is parked on departure.
- **Oprtn**. Operation. The following table defines each flight type:

| <b>Flight Type</b> | <b>Definition</b>  |
|--------------------|--|
| ORIG               | Originating flight   |
| TERM               | Terminating flight   |
| THRU               | Flight that arrives and departs with the same flight number.   |
| TURN               | Flight that arrives and departs on the same calendar day but has a different inbound and outflight number. |

- **In Ind**. Inbound indicator rule used to associate historical volumes to a schedule. When trying to associate historical volumes to a schedule, the system searches those volumes to see if an exact match for the specified flight (such as flight number, aircraft type, arrival and departure times, and so on) exists. If an exact match exists, this field is left blank. If the system cannot locate an exact match, a special code appears. (Indicator codes will be discussed in next section.)
- **Out Ind**. Outbound indicator. Same classifications as the Inbound Indicator.
- **Psgrs In**. Number of passengers arriving on a flight.
- **Local Psgrs In**. Number of passengers arriving who stay in the arrival city (applies only to airports defined as hubs).
- **Bags In**. Weight of all bags arriving on a flight.
- **Frft In**. Weight of all freight arriving on a flight.



- **Mail In.** Weight of all mail arriving on a flight.**Psgrs Out.** Number of passengers departing on a flight.
- **Local Psgrs Out.** Number of passengers departing who originate in the city being analyzed (applies only to airports defined as hubs).
- **Bags Out.** Weight of all bags departing on a flight.
- **Frt Out.** Weight of all freight departing on a flight.
- **Mail Out.** Weight of all mail departing on a flight.
- **BOW (Bill of Work).** Assigned bill-of-work for Cabin Service.

**Note:** The next ten fields are labeled with one letter and are called **Extra Services**. These extra services apply to extra work performed by cabin cleaning staff. The one-letter codes can be defined at installation time.

The one-letter codes for the Extra Services as well as the three-letter codes for the BOW's may be defined in the Client Options window at installation time.

**Note:** The next eight fields are only populated if dependability data is available. These numbers represent cumulative percentages of how often a flight arrival is Early/On-time, 5, 10, 15, 20, 25, 30, and greater than 30 minutes late.

- **Terminal.** Terminal in which the aircraft is parked.
- **Service Type In.** A user defined (Client Options, Flight Schedule/Airline Group Definition tab) field that indicates the Service Type of the inbound flight. This definition may include scheduled ('S') or chartered ('C').
- **Service Type Out.** A user defined field (Client Options, Flight Schedule/Airline Group Definition tab) that indicates the Service Type of the outbound flight. This definition may include scheduled ('S') or chartered ('C').
- **Airline Group.** A user defined field (Client Options, Flight Schedule/Airline Group Definition tab) that indicates the Airline Group which includes this flight.
- **Prev Orig.** The origin city previous to the city defined in the Orig City field.
- **Next Dest.** The destination city following the city defined in the Dest City field.

## Inbound Indicator Codes

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| <b>Code</b> | <b>Description</b>   |
|-------------|--|
| DF          | Default Volume Data – Indicates (user-defined) default volumes are used in Default Volumes window under the System menu.   |
| *V          | Flight volume data that has been manually edited or a flight that has been manually added.   |
| M           | Market Category – Uses average flight data with the same city pair.<br>1 - Same aircraft type within the same time window (normally plus or minus 15 minutes).<br>2 - Like aircraft type (SB, NB, MB, WB) within the same time window.<br>3 - Same aircraft type within the same AM/PM period.<br>4 - Like aircraft type within the same AM/PM period. |
| D           | Downline City Category - Uses average data for the same originating station for inbound flights and the average data for the same arrival station for outbound flights. Example: for a TURN flight BNA-DFWORD, the inbound volumes will be based on all flights departing from BNA; the outbound volumes will be based on all flights arriving at ORD. |
| E           | Extract City Category – Uses average data for the same build city. Example: for a TURN flight BNA-DFW-ORD, the inbound volumes will be based on all flights arriving at DFW; the outbound volumes will be based on all flights departing from DFW.   |
| S           | System Category – Data based on system averages.   |

The D, E, and S categories have one of the following numerical indicators:

- 1 – Same aircraft type within the same AM/PM period.
- 2 – Like aircraft type within the same AM/PM period.

## Using the Columns

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The actions you can do the following with columns on the window are:

- Hide one or more columns from view, which prevents them from being printed.
- Freeze columns or rows so you can scroll while keeping them in view.
- Change the appearance of the window.

### Hiding columns

1. Select the column(s) you want to hide.
2. On the **Format** menu, click **Hide Columns**.

## Freezing Rows or Columns

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1. Click the row(s) or column(s) you want to freeze.

**Note** Selected columns and rows are highlighted in black.

2. On the **Format** menu, select the appropriate command (**Freeze Columns** or **Freeze Rows**).

## Changing the Window's Appearance

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1. On the **View** menu, click **Properties**.
2. In the Display Settings window, select the check boxes indicating the features you want to view in the Schedule and Volume window. You can see the results of your selections on the Preview portion of the window.
3. In the Color area of the window, click the feature for which you want to change color, then click the desired color immediately to the right of the list.
4. Click **OK**.

## **Adding a Flight**

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After you build the city database, you can add a new flight in the Schedule and Volume Data window for the appropriate day(s) of the week.

**To add a flight, do these actions:**

1. On the **Edit** menu, click **Add Flight**.
2. In the Add Flight window, enter the appropriate values and click **OK**.

**Note** You can also add a flight by clicking the plus sign on the toolbar.

The Add Flight window is divided into the following sections:

- General Flight Information
- Inbound/Outbound Flight Information
- Days
- Extra Services
- Alter Flight

## **General Flight Information**

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Includes the airline code, aircraft type, terminal information, and flight type (scheduled or chartered).

## Inbound/Outbound Flight Information

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The following table describes each of the inbound/outbound parameters.

| <b>Parameter</b>                  | <b>Description</b>  |
|-----------------------------------|---|
| Infit/Outfit                      | Inbound/outbound flight number.                               |
| From/To                           | Three-letter origination/destination city code.               |
| Gate In/Gate Out                  | Inbound/outbound gate.  |
| ETA/ETD                           | Estimated time of arrival/departure in 24-hour (HHMM) format. |
| Service Type In/Out               | Service Type Indicator.                                       |
| Previous Origin/ Next Destination | Three-letter Previous Origin/Next Destination city code.      |
| From/To                           | Three-letter origination/destination city code.               |
| Gate In/Gate Out                  | Inbound/outbound gate.  |
| Local Passengers In/Out           | Number of local inbound/outbound passengers.                  |
| Passengers In/Out                 | Number of inbound/outbound passengers                         |
| Bags In/Out                       | Weight of inbound/outbound bags.                              |
| Freight In/Out                    | Weight of inbound/outbound freight.                           |
| Mail In/Out                       | Weight of inbound/outbound mail.                              |
| Bulk In/Out                       | Weight of inbound/outbound items in bulk storage area.        |

## Days

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Days on which this flight operates.

## Extra Services

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Includes lavatory, water, and up to eight extra services.

## Alter Flight

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Contains the **Merge** and **Split** buttons (not available when you are adding a flight).

**Note** You cannot change the values in the Down Indicator (DI) and Up Indicator (UI) boxes.

## Deleting a Flight

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**To delete a flight, complete the following procedures:**

1. Click anywhere on the row or highlight the row for the flight(s) to delete.
2. On the **Edit** menu, click **Delete Flight**.
3. The Delete Flight Selection window automatically populates the window with the selected airline code, inbound and/or outbound flight number, and the selected day the flight operates.
4. Click **OK** to delete the flight(s).

**Note** You can also delete flight(s) by clicking the flight(s) with the mouse and clicking the minus sign on the toolbar.

## Changing a Flight

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You use the Edit Flight Information window to edit a flight. The differences between this window and the Add Flight window are:

- You cannot use the **Merge** or **Split** buttons in the Add Flight window
- You cannot edit the Airline box or the Days section of the Edit Flight Information window.

**To change flight information, complete the following procedure:**

1. In the Schedule and Volume Data window, double-click on the flight you want to change.
2. **In** the Edit Flight Information, type the new values and click **OK**.

## Merging a Flight

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If the flight schedule you are using does not have linked arrival and departure flight information (for example, an inbound flight is not matched with an outbound flight), you can link the flights by merging them.

### To merge two flights, complete the following procedure:

1. In the Schedule and Volume Data window, double-click on the row for an originating or terminating flight you want to merge with another flight.
2. In the Edit Flight Information window, click **Merge** (only one button is available, based on whether the selected flight is an originator or a terminator).
3. In the Select a Flight to Merge window, select the row for the flight you want to merge with the first flight and click **OK**.

The Select a Flight to Merge and Edit Flight Information window closes. The system removes the separate inbound and outbound flights in the Schedule and Volume Data window and adds a row containing the combined inbound and outbound flights.

**Note** If you already generated equipment requirements for the current schedule, the following message appears:

This Operation will remove all staffing and shifts. Do you wish to continue?

If necessary, to regenerate requirements, click If necessary, to regenerate requirements, click **Yes**.

## Splitting a Flight

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The opposite action of merging a flight is to separate the inbound and outbound legs of a THRU or TURN flight into a TERM flight and an ORIG flight. This process is called *splitting* a flight.

### To split a flight, complete the following procedure:

1. In the Schedule and Volume Data window, double-click the thru or turn flight that you want to split.
2. In the Edit Flight Information window, click **Split**.

**Note** There is no confirmation message when you split a flight, so be sure you want to do so before you click **Split**.

## Changing Forecast Ratios

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When you are viewing the Schedule and Volume Data window, you can revise the forecast ratios to perform *what-if* analysis for the following figures:

- Local Passengers (for hubs only)
- Passengers
- Bags
- Freight
- Mail
- Operating days to apply ratios

**To change forecast ratios, complete the following procedure:**

1. On the **Edit** menu, click **Ratio Flight**.

**Note** You may also click on the percentage sign on the toolbar.

2. Click on the appropriate arrow to click the Item and Direction that you wish to ratio.

**Note** The Item drop-down list contains the following selections: Local Passengers, Passengers, Bags, Freight, and Mail. The Direction drop-down list contains selections for Inbound and Outbound flights.

In the Edit Ratios window, change the percentages as necessary. For each type of volume, the values you can change are:

- Domestic
- International
- Commuter
- OAL (applies only to a multiple-airline operation)

For example, ratios are typically set initially to 100%. To increase volumes by 5%, enter 105%. To decrease volumes by 5%, enter 95%.

**Note** If the percentages for all items will be the same, type a percentage in the Domestic box and click on the Copy value in Domestic field to all other fields button. This copies the Domestic percentage to the other three fields.

3. Select the check box indicating the days(s) on which you want to apply these ratios.
4. Click **Apply** to save changes and continue. Click **OK** to save changes and close the window.



## Changing Projected Totals

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Also under the Ratio Selection window, you may alter the Projected Totals for Local Passengers, Passengers, Bags, Freight, and Mail. These are also distinguished by the Down, Up, Term, or Orig check box.

When altering Projected Totals, the system begins with a new projected total you enter to determine the percentage increase that the new total represents compared to the existing total. The percentage calculated is then used to increase each flight's total by that percentage amount.

**To change projected totals, complete the following procedure:**

1. On the **Edit** menu, click **Ratio Flight**.
2. In the Edit Ratios window, click the Projected Totals tab.
3. Click on the appropriate arrow to select the Item and Direction that you wish to revise.

**Note** The Item drop-down list contains the following selections: Local Passengers, Passengers, Bags, Freight, and Mail. The Direction drop-down list contains selections for Inbound and Outbound flights.

**For each type of volume, you can type a new value for the following operations:**

- Domestic
- International
- Commuter
- OAL (applies only to a primarily single airline operation)

**Note** To revert back to original values, you must rebuild the city database using the same historical and forecast files.

**Note** If the totals for all items will be the same, type a number in the Domestic box and click on the Copy value in Domestic field to all other fields button. This copies the Domestic total to the other three fields.

1. Choose one or more days for which you want the new projected totals to apply.
2. Click **Apply** to save changes and continue.
3. Click **OK** to save changes and close the window.

You may have entered ratios or projected totals for a certain Item and Direction combination and would like to use those same values for another combination.

**To copy percentages based on another item, complete the following procedure:**

1. Click on the appropriate arrow to click the Item and Direction that you wish to revise.
2. Click on the down arrow for the Copy values based on field and click the desired item and direction combination. This drop-down list contains the following selections: Passenger In, Passenger Out, Local Passenger In, Local Passenger Out, Bags In, Bags Out, Freight In, Freight Out, Mail In, and Mail Out excluding your current Item and Direction combination.
3. Select the check box indicating the days(s) on which you want to apply these ratios.
4. Click **Apply** to save changes and continue.
5. Click **OK** to save changes and close the window.

## **Printing the Flights**

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On the Schedule and Volume Data window, you can print the flight schedule or the flights you manually selected in the flight schedule. The flights are printed in the sort order that appears in the window.

**To print a set of flights, complete the following procedure:**

1. Click the flight(s) you want to print.
2. On the **File** menu, click **Print**.

**Note** You may also print the flights by clicking PUT SOMETHING HERE. You may print dependability information only if it is available via the historical file (see *Historical File* in Session 2).

## Copying Scenarios

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Before modifying the Schedule and Volume Data, You may want to make a copy of your data. This way you can keep your original data (or scenario) intact and have other scenarios with variations of the original scenario. The build configuration section at the top of the screen is a reminder of the parameters used to build the city database.

**To copy a Schedule and Volume Data Scenario, complete the following procedure:**

1. On the Equipment chart, click **Copy Scenario** on the **File** menu.
2. Enter the **Scenario Name**. This field allows up to 15 characters.
3. Enter the **User Name**. This field allows up to 15 characters.

**Note** Enter Remarks. This is up to a 100 character detailed description of this scenario. You should indicate how this scenario varies from other defined scenarios.

4. Click **Based On** scenario. All existing scenarios appear in a list box when you click the down arrow.

**Note** A minimum of one scenario (named 'Default') will always be available.

5. Click **OK** to save. This scenario is now available for future build City Database requests.

**Note** A date stamp is also recorded at the time of saving.

**Note** It is important to understand the newly copied scenario IS NOT the active scenario. If you intend for the copied scenario to be a backup of your original data, then you can proceed to make changes to the current scenario. However, if you intended for the changes to be made on the copied scenario, you must change the current selection to the appropriate scenario.

You may have up to two scenarios open simultaneously for the same build configuration. This allows for comparison between scenarios.

## Changing Scenarios

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There are two ways you can change the current scenario. You can either build the City Database again and click the appropriate scenario or if are using the same build configuration, you can open the other scenario in a new window. In both cases, a new Equipment chart will be loaded with the selected scenario to allow comparison between scenarios.

**To change the Schedule and Volume Data Scenario, complete the following procedure:**

1. On the Equipment chart, click **Change Scenario** on the **File** menu.
2. In the Browse Scenarios window, click the scenario you want to view under DB Scenario.
3. In the same window, click the city standard you want to use in the Standards Scenario box.
4. Click **Load**.

## Review

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During this session, you have learned about:

- Viewing and interpreting the Equipment chart.
- Changing information viewed in the Equipment chart.
- Defining and applying requirements filters on the skyscraper.
- Viewing and interpreting the Schedule and Volume Data window.
- Configuring Schedule and Volume Data View.
- Sorting Schedule and Volume Data View.
- Changing information viewed in the Schedule and Volume Data window.
- Adding, changing, deleting, merging, and splitting flights.
- Changing forecast ratios and projected totals.
- Printing flights.
- Copying and changing scenarios.