

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

Code: SGAMU1644I.300

Elaborated: 20/11/17

Page: 1/39

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

Changes Control

The following table shows at least the last three changes made.

Edition	Date	Affected Pages	Changes
3	20/11/17	All	Document update after 5.1.B ICARO version, new screens with ENAIRe logo and new FP Internet functionality is added.
2	24/11/10	All	Document update after installing the 4.3.B ICARO version.
1	06/11/09	All	

Printed Documentation Control Sheet

Edition	Effective Date	Responsible for Printing	Printing Date	Printed Pages	Signature

This control sheet ensures that the paper copy of the document corresponds to the current one included in the ENAIRe document management, at the time of printing. If this control sheet isn't completed, it is considered that the paper copy is only for informational purposes and may not correspond with the current version of the document.

Format: A14-09-PL-001-2.1

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

Index

1. Object.....	4
2. Introduction	4
3. Pre-flight information access via ICARO system	4
3.1. Access to main menu window.....	4
3.2. IPIB – NOTAM information in PIB format.....	7
3.2.1. NOTAM information request in PIB format	7
3.2.2. Requested Bulletins.....	11
3.2.3. IPIB areas management	13
3.3. AIS – NOTAM information query	14
3.3.1. Literal summaries	14
3.3.2. Request.....	17
3.4. MET- Meteorological information query	20
3.5. FPL – Internet flight plan	21
3.5.1. Internet FPL request	23
3.5.2. Internet Flight Plan messages submission.....	24
3.5.3. Internet query	35

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

1. Object

This document contains a brief guide, instructions or user manual for Pre-Flight Information querying, creating and checking ICARO system Flight Plan via Internet: <https://notampib.enaire.es/icaro>.

2. Introduction

ENAIRe, through its website (<https://notampib.enaire.es/icaro>) and using the ICARO system (*Integrated COM/AIS/AIP & Reporting Office Automated System*), makes available to the aeronautical users:

- NOTAM information in Pre-flight Information Bulletins (PIB) and NOTAM query windows.
- Weather Information.
- Online flight plan presentation and check.

You can access to this page through the user self-registration with user ID and password.

A NOTAM is a message with information about the establishment, condition or change in any aeronautical facility, service, procedure or hazard, which appropriate knowledge is essential for systems, equipment and personnel responsible for flight operations.

Flight Plan contains information about the planned flight or a certain part of it, which has to be supplied to the air traffic service offices in a flight plan form.

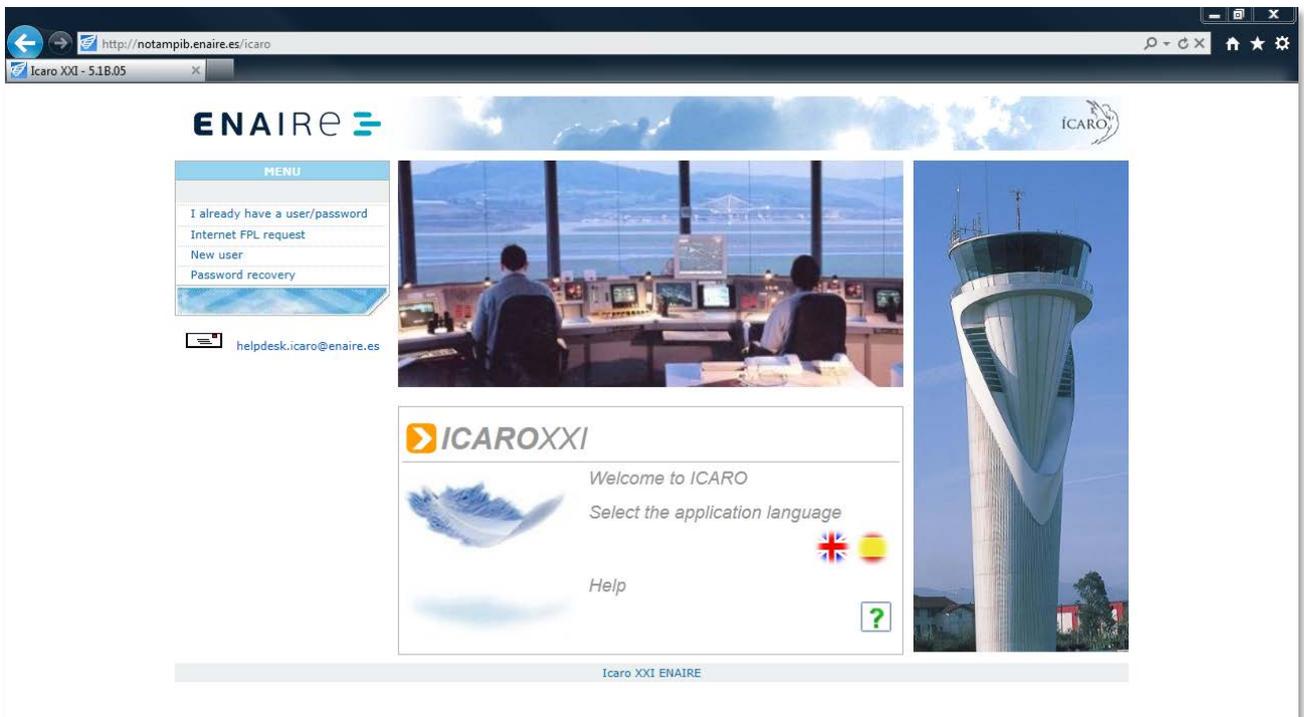
The term "flight plan" applies, as appropriate, to full information about all the concepts contained in the flight plan description, which includes the entire route of a flight, or limited information required to obtain permission for a secondary part of a flight, for example, if you want to cross an airway, take off from a controlled aerodrome or landing on it. For further information please refer (AIP, ENR 1.10-1).

3. Pre-flight information access via ICARO system

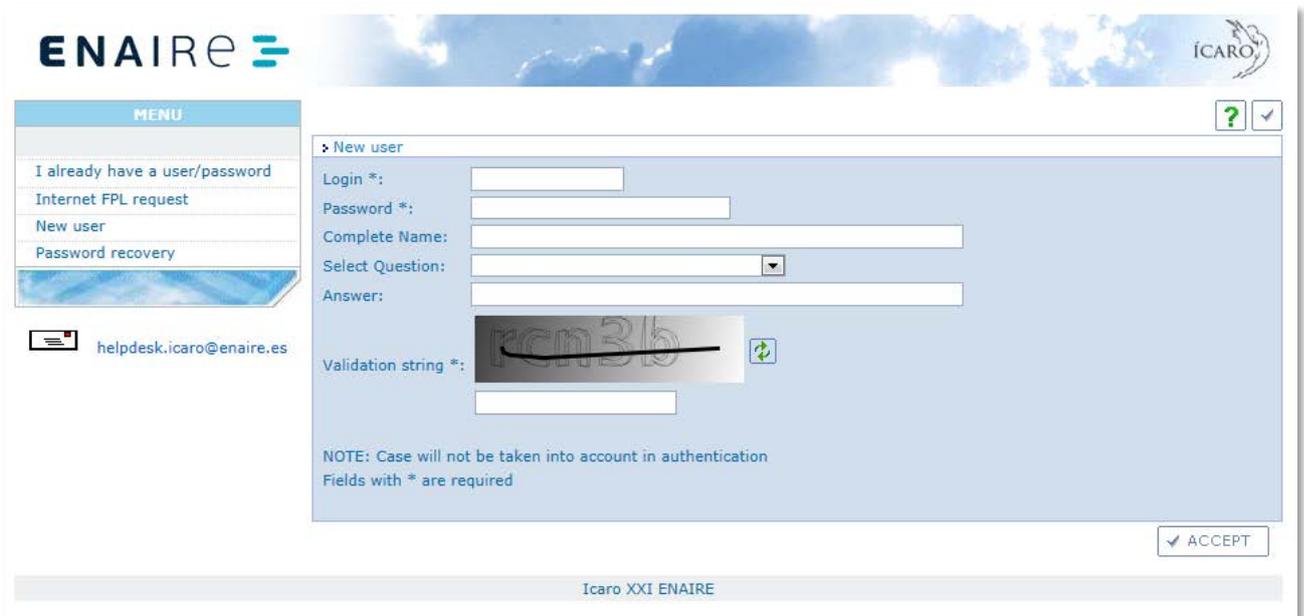
3.1. Access to main menu window

NOTAM, meteorological and Flight Plan information/submission will be available from the main Menu window, accessible by the link <https://notampib.enaire.es/icaro>

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

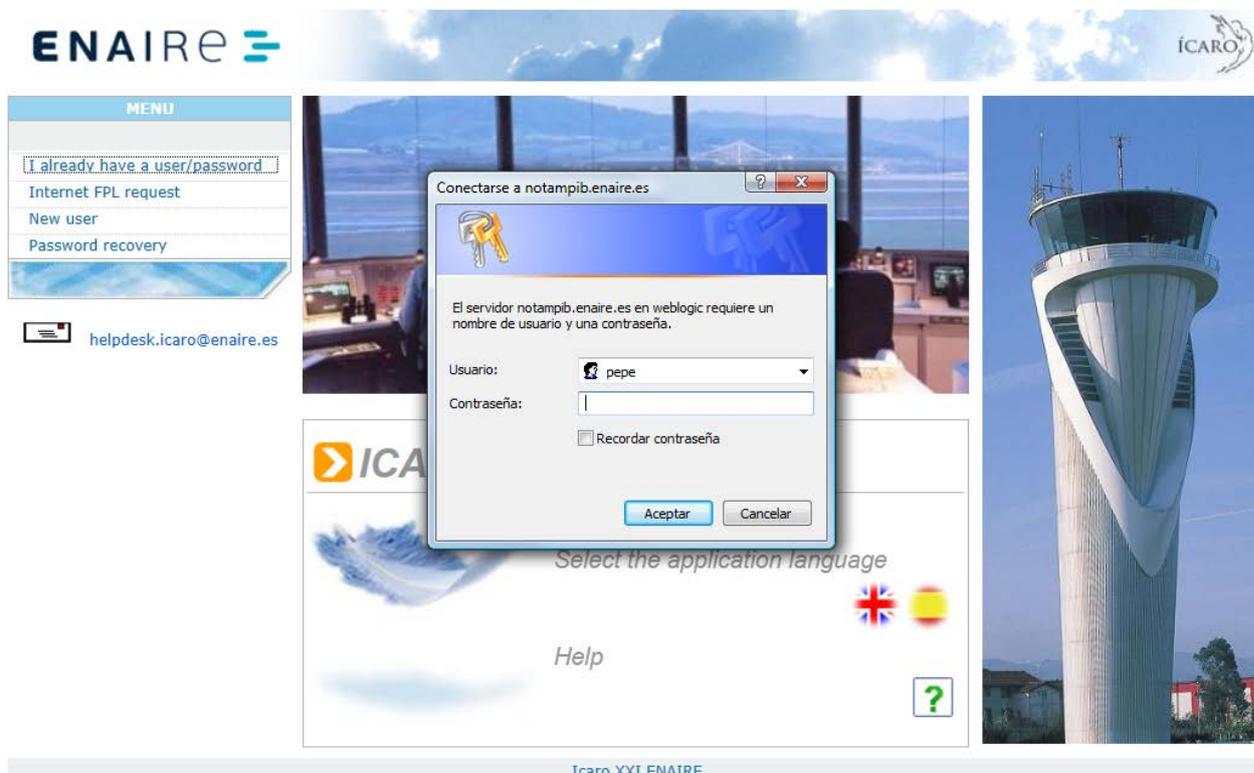


The first time you access the system, you must register as a new user. The data that must be necessarily entered to register as a new user are: User, Password and writing the validation image. The full name and selecting question and answer, serve to facilitate recovery or password changing if necessary.



In successive accesses you must enter User and Password.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



After the user and password data entering, you will be able to access to the pre-flight information Bulletins, Meteorological and Aeronautical information querying, but you won't have access to the functionality that allows you to present flight plans. To access this functionality, you must request permission as described in Chapter 3.5.1 Internet FP request (access to Chapter 3.5.1 Internet FPL request)

After entering the credentials, the main menu window appears with these submenus: AIS/, IPIB/, FPL/ and MET.

In this window you can select language, English or Spanish.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



Clicking on the ICARO logo, from any window, you will access to the Main Menu window, from which the different available functions are presented.

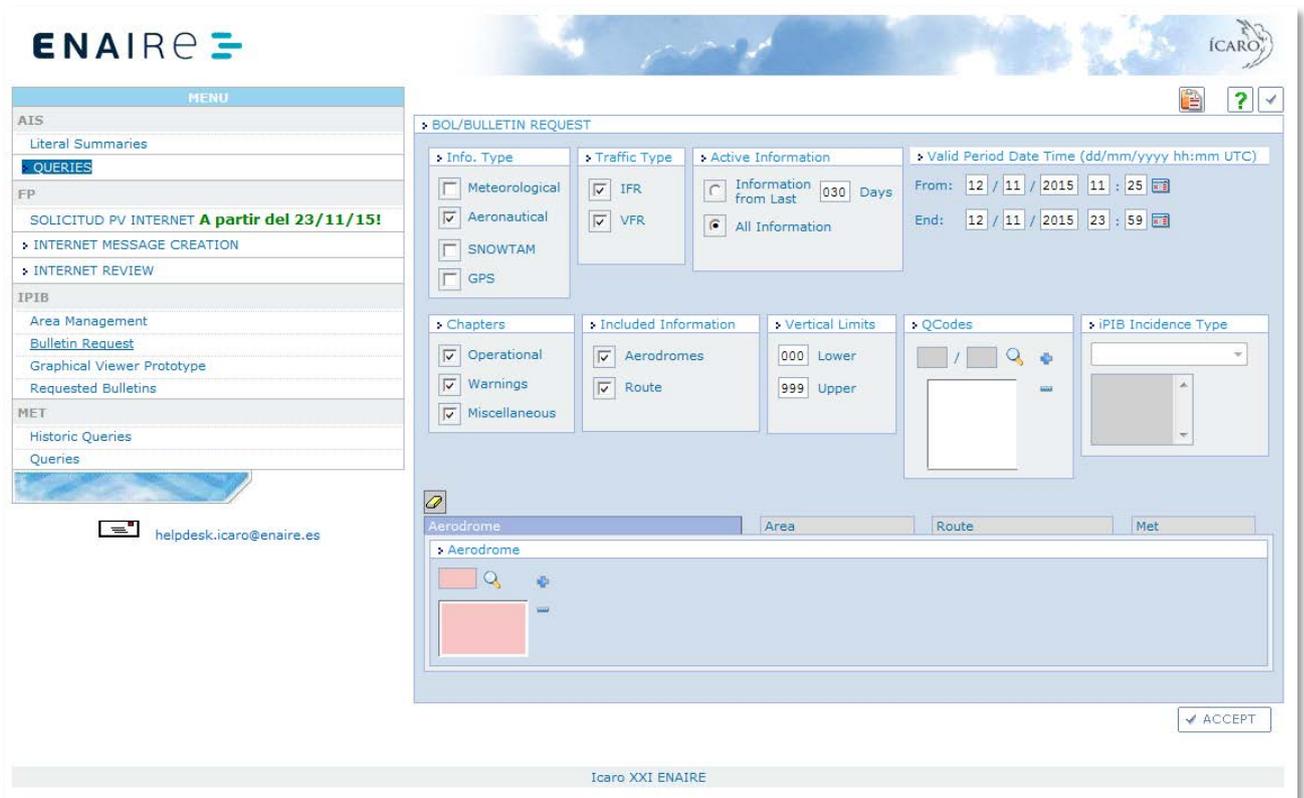
3.2. IPIB – NOTAM information in PIB format

This option allows you to access NOTAM information in PIB format. Two actions are required to obtain NOTAM information in PIB format (Preflight Information Bulletin): first of all, requesting the desired information through the options “Bulletin Request” and, on the other hand, accessing to the obtained information for viewing and/or printing “Requested Bulletins”.

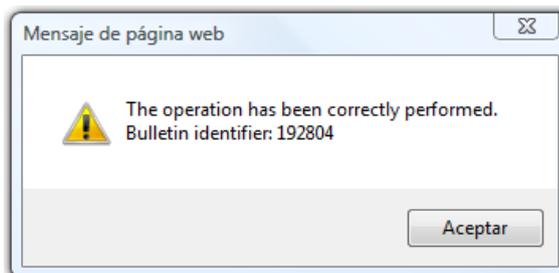
3.2.1. NOTAM information request in PIB format

Accessing this option “Bulletin Request” a window in which the user will complete the filters according to the desired information appears. Different tabs allow applying different types of available bulletins: Aerodrome, Area, Route or Meteorological.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



After editing the filters with the desired information, press the "Accept" button to generate the corresponding bulletin. A window with the identifier of the requested bulletin will be displayed. To view the bulletin you must access the "Requested Bulletin" option.



In the area Bulletin, when clicking the corresponding tab, three tabs appear with three possible area information bulletins: country area, FIR area or user-defined area.

IPIB area or user-defined area, you may request a bulletin about a previously stored area using the drop-down area, where you can select the area which bulletin you want or you can define this area with this button  that allows direct access to the IPIB Area Management screen in which you can define the area.

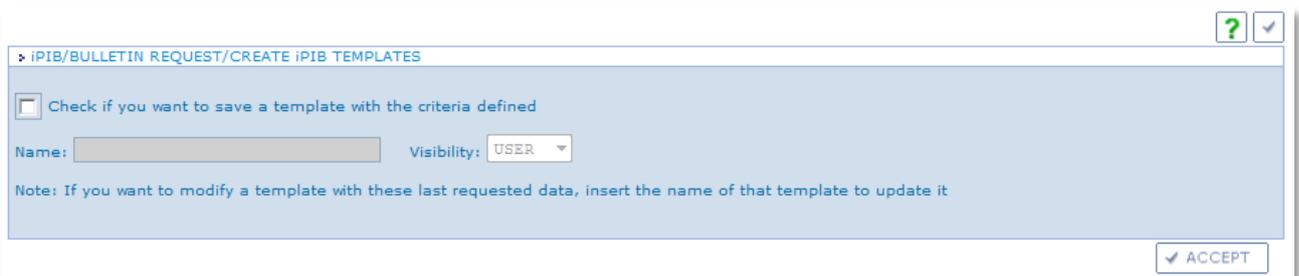
In the route bulletin, when clicking the corresponding tab, three sub-tabs appear with three possible route information bulletins: proposed route, manual route, Flight Id (in this case, the user enters a valid flight Id

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

and the system produces a bulletin including all NOTAM involved according to EOBT, aerodromes and calculated FIRs for the flight route.

3.2.1.a. IPIB Templates

After generating a successful Bulletin request, it presents the possibility of storing this request as a template for future uses to the user. This functionality is useful for users who regularly perform the same type of request for specific needs.



The screenshot shows a web interface titled "IPIB/BULLETIN REQUEST/CREATE IPIB TEMPLATES". It features a checkbox labeled "Check if you want to save a template with the criteria defined" which is currently unchecked. Below the checkbox is a text input field for "Name:" and a dropdown menu for "Visibility:" set to "USER". A note below reads: "Note: If you want to modify a template with these last requested data, insert the name of that template to update it". An "ACCEPT" button is located at the bottom right.

To save a request as a template you must follow the steps outlined below:

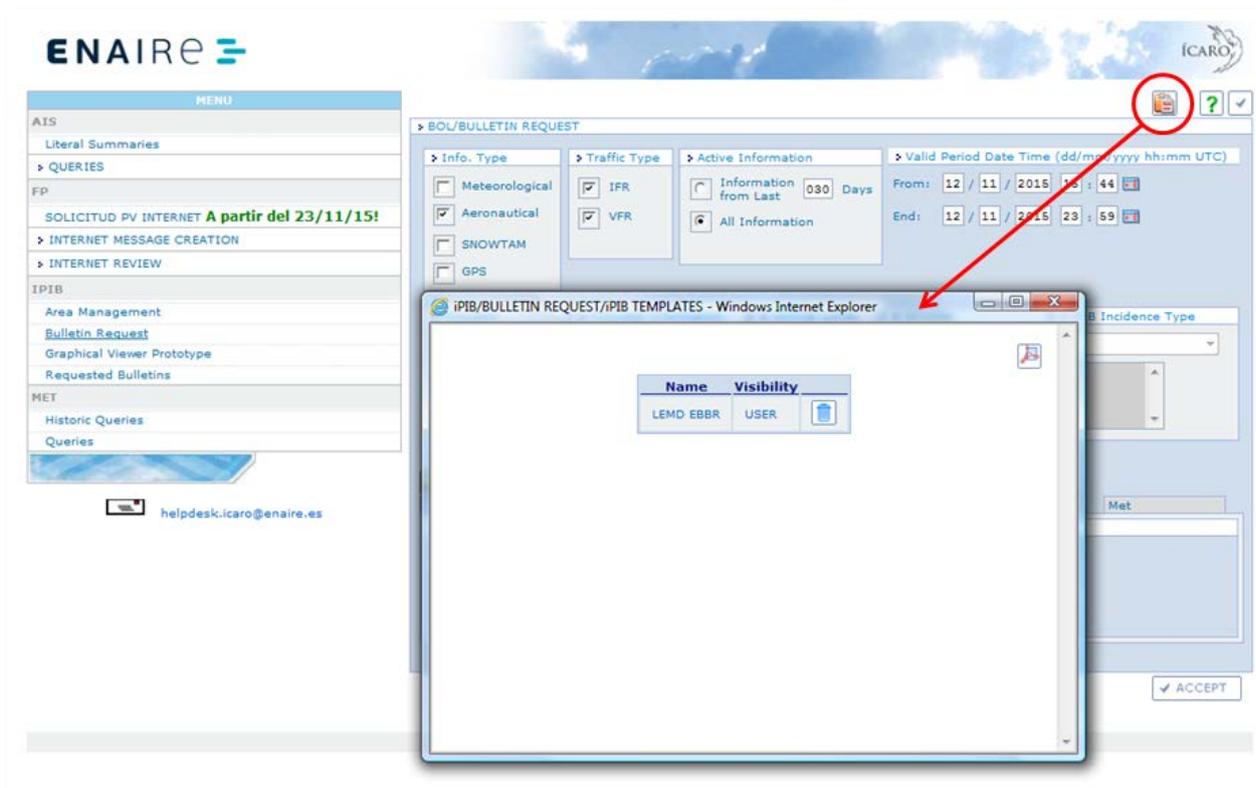
- First, tick the enabled check-box.
- Enter the desired name for the template.
- Select, from the drop, the required visibility.
 - "User", if you decide that the template is only accessible by the user who created it.
 - "Group", if you decide to allow using the template to other users.



This screenshot shows the same form as above, but the "Check if you want to save a template with the criteria defined" checkbox is now checked. The "Name:" field contains the text "LEMD EBBR". The "Visibility:" dropdown menu is open, showing three options: "USER" (highlighted in blue), "USER", and "GROUP". The "ACCEPT" button remains at the bottom right.

To use a previously saved template you must open de IPIB Templates screen, accessible from Bulletins Request, clicking the icon located at the right top.

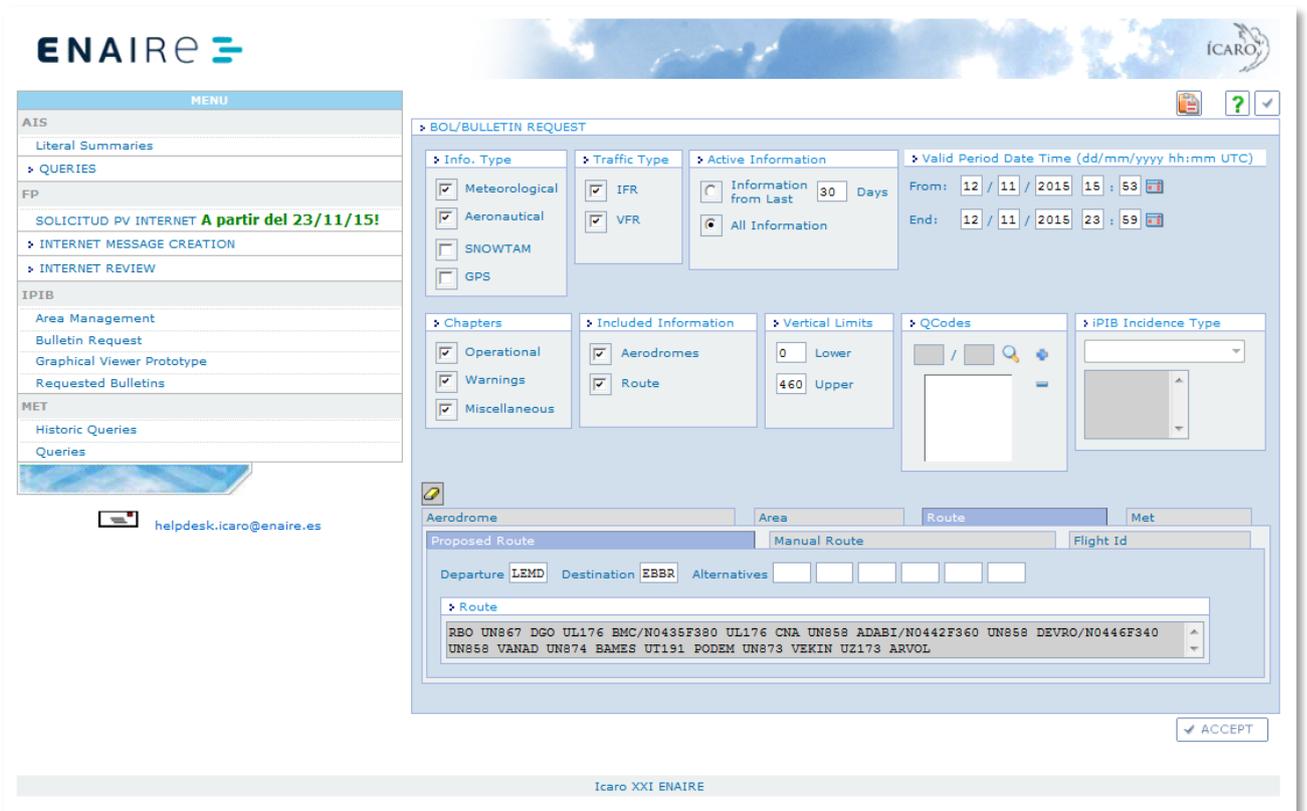
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By clicking on the chosen template, the corresponding filters (editable mode) will be loaded into the Bulletins Request HMI and you can continue with the application process faster.

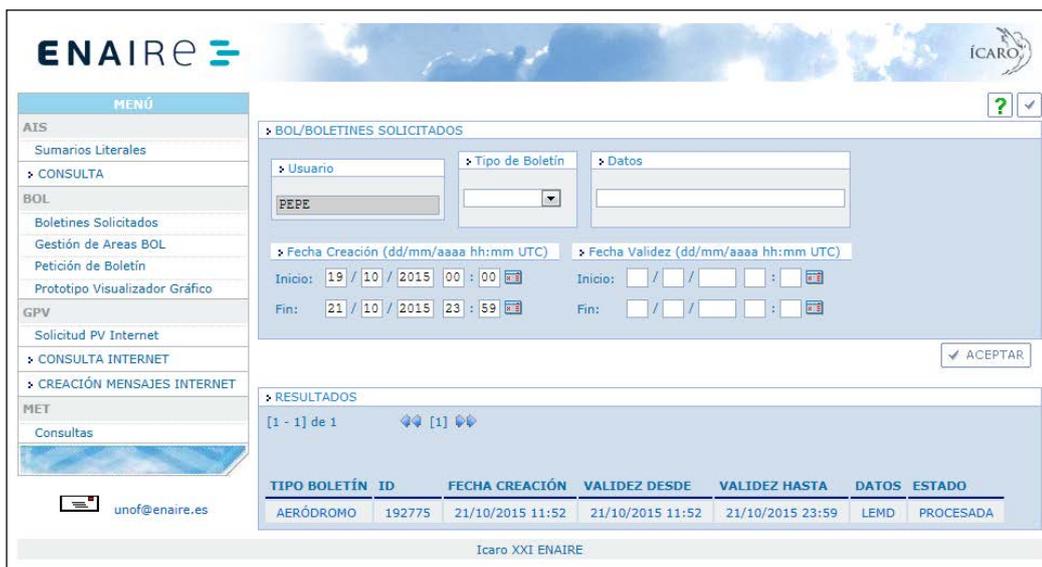
From this IPIB Templates screen, template deleting is also allowed, as well as obtaining a pdf file with the entire list of available records that are visible.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



3.2.2. Requested Bulletins.

Requested Bulletins option allows viewing and printing the results of the generated in the previous section. The user will complete date filters according to the desired information and will click on the "Accept" button to obtain the list of generated bulletins.



ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

By clicking on the selected item, the bulletin is displayed in pdf format. The displayed bulletin content is static and corresponding to the state of the information on the date in which the bulletin is generated, it is not updated in different future queries.



Route Bulletin
Identifier: 192805



ENAIRe ICARO SYSTEM (AIS-SPAIN)
AERONAUTICAL INFORMATION SYSTEM

Info. Type <input checked="" type="checkbox"/> Meteorological <input checked="" type="checkbox"/> Aeronautical <input type="checkbox"/> SNOWTAM <input type="checkbox"/> GPS	Traffic Type <input checked="" type="checkbox"/> IFR <input checked="" type="checkbox"/> VFR	Active Information <input type="radio"/> Information <input type="text" value="30"/> Days <input checked="" type="radio"/> All Information	Valid Period Date Time From: <input type="text" value="12/11/2015 15:53"/> End: <input type="text" value="12/11/2015 23:59"/>
Chapters <input checked="" type="checkbox"/> Operational <input checked="" type="checkbox"/> Warnings <input checked="" type="checkbox"/> Miscellaneous	Included Information <input checked="" type="checkbox"/> Aerodromes <input checked="" type="checkbox"/> Route	Vertical Limits Lower: <input type="text" value="0"/> Upper: <input type="text" value="480"/>	QCodes <input type="text"/> <input type="text"/> iPIB Incidence Type <input type="text"/>

Route

Departur:
 Destinati:
 ID Vuelo:

Alternative:

Route:

AERODROMES

LEMD ADOLFO SUAREZ MADRID/BARAJAS

MET

METAR LEMD 121530Z 00000KT CAVOK 21/06 Q1024 NOSIG

TAF LEMD 121100Z 1212/1318 VRB04KT CAVOK TX21/1315Z TN04/1307Z
 PROB30 1306/1309 4500 BR

NOTAM - AGA

FROM 24/02/2011 09:33 TO 28/02/2011 22:00 EST VERTICAL LIMITS: LOWER: 0 UPPER: 800 ILS LOC OUT OF SERVICE	A0028/11
FROM 11/11/2011 10:35 TO PERM VERTICAL LIMITS: LOWER: 111 UPPER: 233	A0035/11

1 / 9

Thursday 12/11/2015 15:57 UTC

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

3.2.3. IPIB areas management

There is an additional screen named IPIB areas management. This screen allows user to define an area or zone of interest which may be requested its Aeronautical Information Bulletin later.

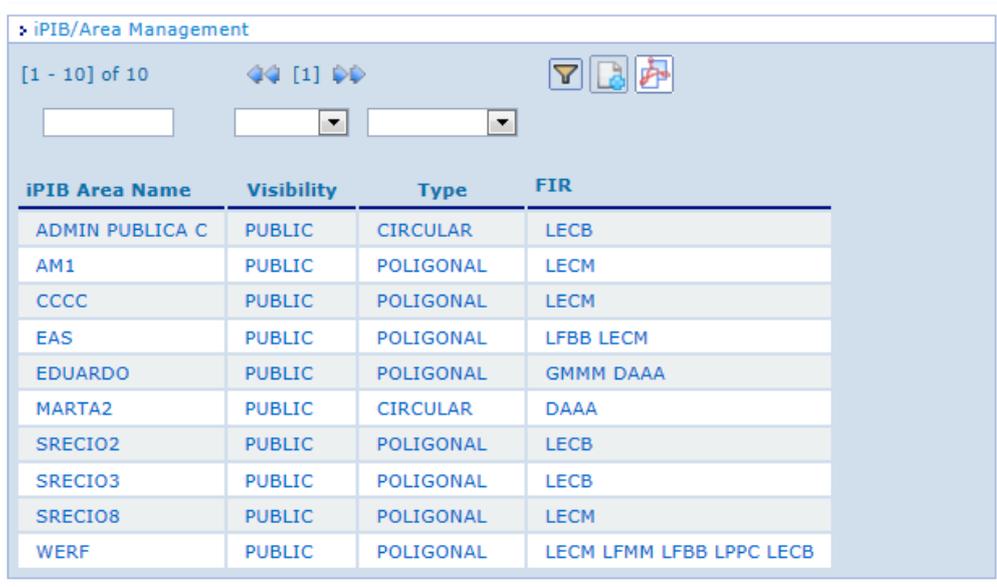
User-defined area is understood as a portion of closed space defined by the user based at least in 3 geographical coordinates or centre and radius, on which information Bulletin will be requested.

From the IPIB areas management screen, creating , editing and deleting  IPIB areas used in this type of Area Bulletins is managed. It is called "IPIB Area" to the geographical areas defined by the user depending on coordinates or geographical reference in order to identify the area of interest to the aeronautical information search, limiting it to targeted and customized portions of airspace IPIB. Aeronautical Information provided for a IPIB Area Bulletin IPIB will be the one whose NOTAM geographical reference cuts to the IPIB Area geography in any point and NOTAM FIR match with the FIR or FIRs in which the defined IPIB area falls.

To create a new IPIB area you must enter the name which will identify it, coordinates (Polygonal or Circular) which form or define the geography area and the visibility allowed, that is, if we want this area is exclusively used by its creator or if we want that another user can use it.

Depending on the visibility that user assigns creating an area, it will appear only available for himself if selected visibility is (USER) or for the whole group of users if selected visibility is (GROUP). Only the user who created the area can change its definition. There may be areas whose visibility is PUBLIC, that is, to all network users. These kinds of areas can be created only by ENAIRe personnel.

The definition of a IPIB area is removed from the system if it is not used in any bulletin after a while.



The screenshot shows a web interface titled "iPIB/Area Management". At the top, it displays "[1 - 10] of 10" and a filter icon. Below this is a search bar and two dropdown menus. The main content is a table with the following data:

iPIB Area Name	Visibility	Type	FIR
ADMIN PUBLICA C	PUBLIC	CIRCULAR	LECB
AM1	PUBLIC	POLIGONAL	LECM
CCCC	PUBLIC	POLIGONAL	LECM
EAS	PUBLIC	POLIGONAL	LFBB LECM
EDUARDO	PUBLIC	POLIGONAL	GMMM DAAA
MARTA2	PUBLIC	CIRCULAR	DAAA
SRECIO2	PUBLIC	POLIGONAL	LECB
SRECIO3	PUBLIC	POLIGONAL	LECB
SRECIO8	PUBLIC	POLIGONAL	LECM
WERF	PUBLIC	POLIGONAL	LECM LFMM LFBB LPPC LECB

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

> iPIB/Area Management
 Name: Visibility:

> Geographic Coordinates
 Type: Radius:

Latitude: Dg Mn Sc Sit
 Longitude: Dg Mn Sc Sit

Latitude / Longitude

iPIB Area geography should not contain any full FIR

> iPIB/Area Management
 Name: Visibility:

> Geographic Coordinates
 Type: Radius:

Latitude / Longitude

40 40 30 N / 004 14 26 W
40 19 37 N / 004 14 44 W
40 15 28 N / 003 08 31 W
41 07 42 N / 002 44 16 W
41 10 53 N / 003 31 08 W
40 50 58 N / 004 09 41 W

iPIB Area geography should not contain any full FIR

3.3. AIS – NOTAM information query

NOTAM information is also available in a non PIB format, adapted to the user needs by means of advanced filtering capabilities such as NOTAM number, dates, plain text, QCode, etc.

3.3.1. Literal summaries

In this menu you can review literal previously generated summaries or request a new literal summary. A literal summary consists of a list containing all valid NOTAM in force at the time of request for a country and series.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

Spanish summaries (LEAN) are available in this menu.

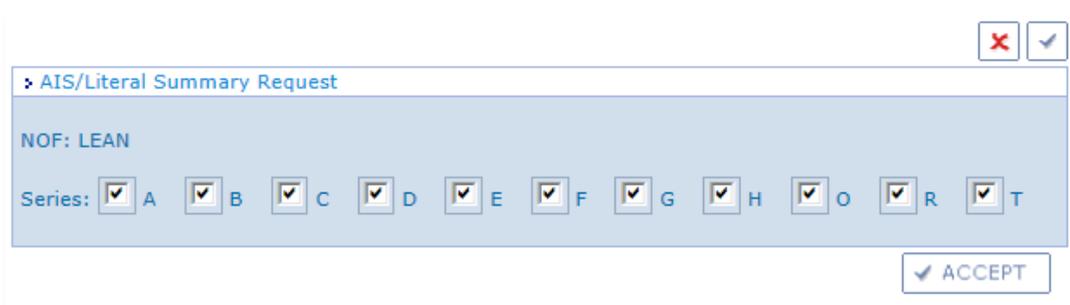


3.3.1.a. Request

To request a new literal summary click on the icon 

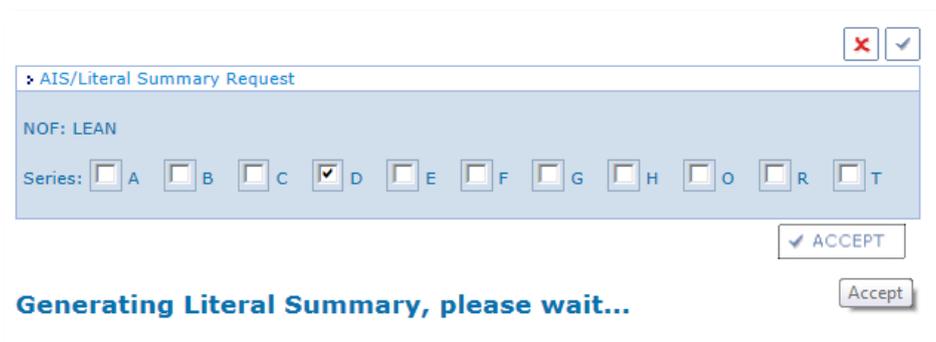
The "AIS/Literal Summary Request" screen is displayed with all the default selected series.

Select only the series of the desired literal summaries and click on "Accept".

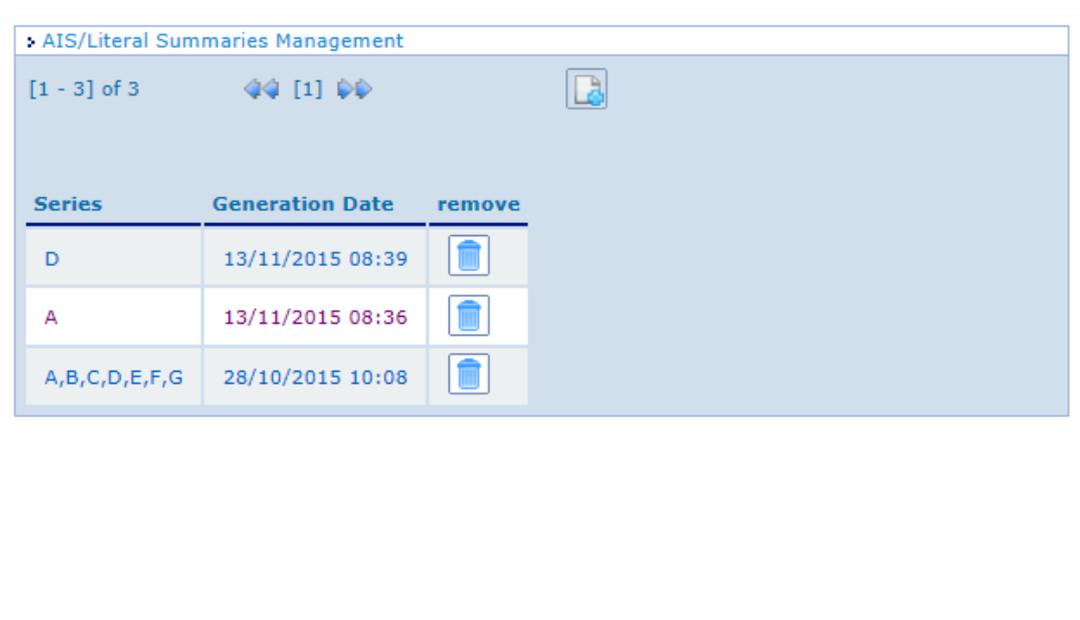


A waiting message appears while the summary is generated.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



After the generation finishes, the list will appear. It can be distinguished from other generated summaries by the generation date and the selected series.



3.3.1.b. Request

By clicking on the summary (one row) the content is displayed.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

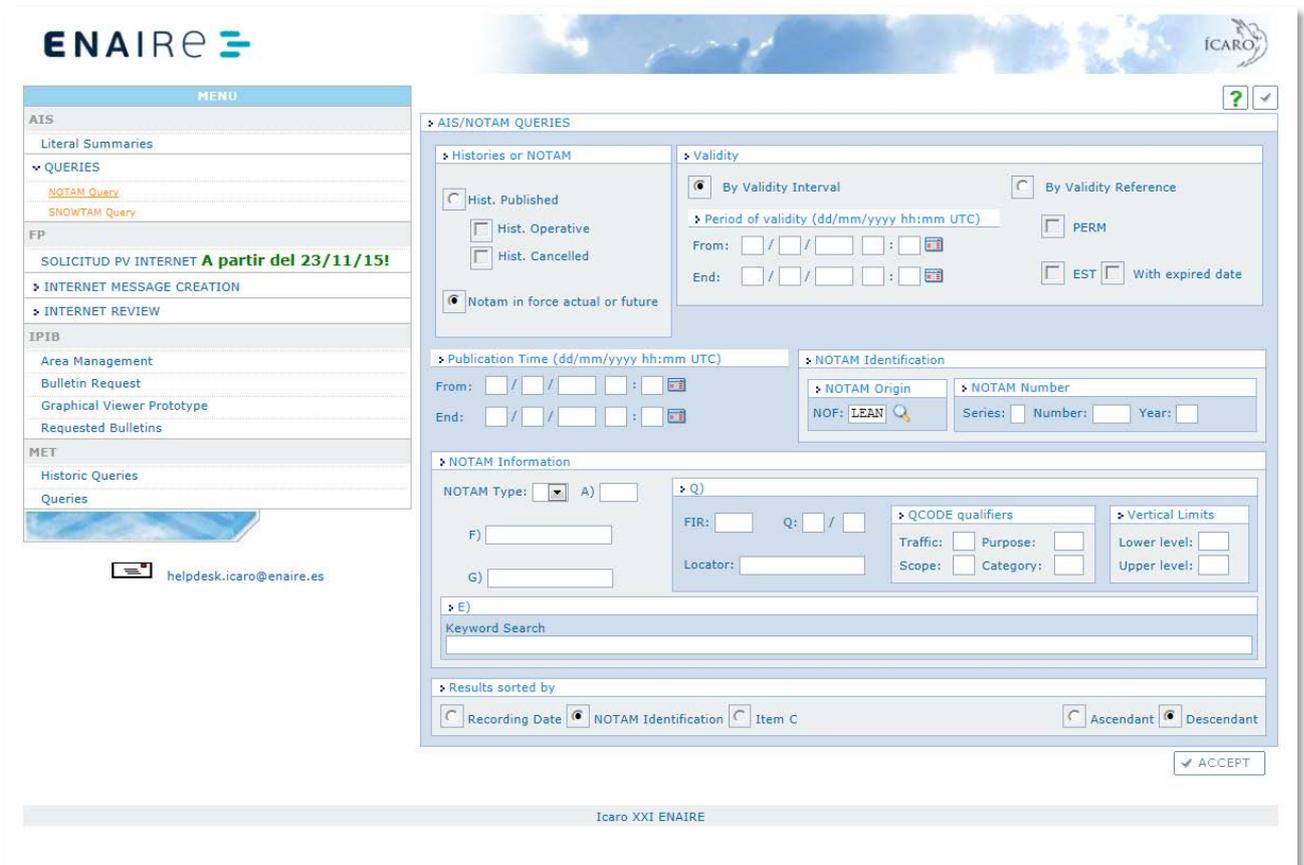
 <div style="display: inline-block; text-align: right; vertical-align: middle;">  </div>						
SUMARIO LITERAL DE NOTAM ESPAÑOLES EN VIGOR NOTAM SERIES D IN FORCE AT 08:39 UTC 13 NOV 2015						
<p>E S P A Ñ A *****</p> <p>ENAIRe SERVICIO DE INFORMACION AERONAUTICA Avenida Aragón 402, EDIFICIO LAMELA PLANTA 5ª</p> <p>Telephone: 91 321 3137 / 91 321 3138 AFTN: LEANYNYX Address: AIS ENAIRe Commercial:</p>						
<div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; width: fit-content; margin: 0 auto;">Serial D</div>						
<div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; width: fit-content; margin: 0 auto;">LECM</div>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">D0081/11 LEMD - ADOLFO SUAREZ MADRID/BARAJAS</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Publication Date: 111111</td> </tr> <tr> <td style="padding: 2px;">D0081/11 NOTAMN</td> </tr> <tr> <td style="padding: 2px;">Q)LECM/QNMAS/IV/BO /AE/COM/000/999/4028N00334W005</td> </tr> <tr> <td style="padding: 2px;">A)LEMD B)1111111038 C)PERM</td> </tr> <tr> <td style="padding: 2px;">E)VOR/DME PDT U/S</td> </tr> </table>	D0081/11 LEMD - ADOLFO SUAREZ MADRID/BARAJAS	Publication Date: 111111	D0081/11 NOTAMN	Q)LECM/QNMAS/IV/BO /AE/COM/000/999/4028N00334W005	A)LEMD B)1111111038 C) PERM	E)VOR/DME PDT U/S
D0081/11 LEMD - ADOLFO SUAREZ MADRID/BARAJAS						
Publication Date: 111111						
D0081/11 NOTAMN						
Q)LECM/QNMAS/IV/BO /AE/COM/000/999/4028N00334W005						
A)LEMD B)1111111038 C) PERM						
E)VOR/DME PDT U/S						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px;">D0001/15 LETO - MADRID/TORREJON</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Publication Date: 140915</td> </tr> <tr> <td style="padding: 2px;">D0001/15 NOTAMN</td> </tr> <tr> <td style="padding: 2px;">Q)LECM/QILAS/I /NBO/A /AGA/000/999/4030N00327W005</td> </tr> <tr> <td style="padding: 2px;">A)LETO B)1509141301 C)PERM</td> </tr> <tr> <td style="padding: 2px;">E)ILS LOC OUT OF SERVICE</td> </tr> </table>	D0001/15 LETO - MADRID/TORREJON	Publication Date: 140915	D0001/15 NOTAMN	Q)LECM/QILAS/I /NBO/A /AGA/000/999/4030N00327W005	A)LETO B)1509141301 C) PERM	E)ILS LOC OUT OF SERVICE
D0001/15 LETO - MADRID/TORREJON						
Publication Date: 140915						
D0001/15 NOTAMN						
Q)LECM/QILAS/I /NBO/A /AGA/000/999/4030N00327W005						
A)LETO B)1509141301 C) PERM						
E)ILS LOC OUT OF SERVICE						
<table style="width: 100%; border: none;"> <tr> <td style="text-align: left; border: none;">1 / 2</td> <td style="text-align: right; border: none;">Friday 13/11/2015 08:39 UTC</td> </tr> </table>	1 / 2	Friday 13/11/2015 08:39 UTC				
1 / 2	Friday 13/11/2015 08:39 UTC					

3.3.2. Request

3.3.2.a. NOTAM request

In the AIS menu you can access to the "NOTAM query" option, where the user can complete the filters according to the desired information. The possibility to make queries based on the different fields of NOTAM is offered.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



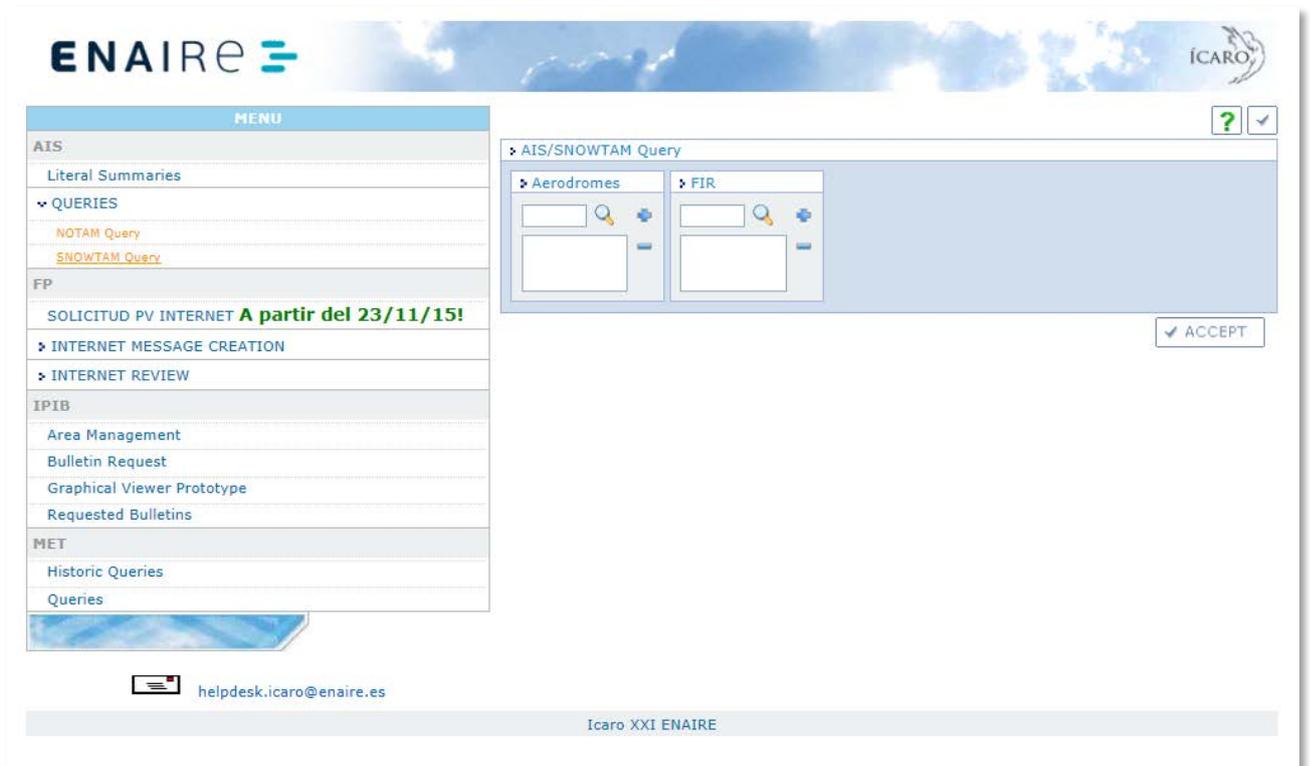
After editing the filters press the "Accept" icon to display the query results. In the same window you can view the summary results of the requested information, which can be queried/printed in different formats:

- Pdf report of the single element: by double clicking on the selected item, the bulletin in pdf format is displayed.
- Pdf report corresponding to the summary shown on screen: by clicking the Summarized PDF icon 
- Pdf report with the content of elements corresponding to the summary shown on screen: by clicking the Entire PDF icon 

3.3.2.b. SNOWTAM Query

From the AIS menu you can access to the option: "SNOWTAM Query", where the user can complete the filters according to the desired information to obtain.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



For example, if we introduce EN* (Norwegian aerodromes) in the aerodrome filter, the SNOWTAM of these aerodromes will appear:

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



The screenshot shows the ENAIRe web application interface. On the left is a 'MENU' sidebar with categories: AIS (Literal Summaries, QUERIES (NOTAM Query, SNOWTAM Query), FP (SOLICITUD PV INTERNET **A partir del 23/11/15!**, INTERNET MESSAGE CREATION, INTERNET REVIEW), IPIB (Area Management, Bulletin Request, Graphical Viewer Prototype, Requested Bulletins), and MET (Historic Queries, Queries). At the bottom of the sidebar is a helpdesk icon and the email helpdesk.icaro@enaire.es. The main content area is titled 'AIS/SNOWTAM Query' and contains search boxes for 'Aerodromes' and 'FIR'. Below this is a table of 'Active Snowtam' reports. The table has columns for 'A) SNOWTAM', 'B) Observation date', and 'Recording Date'. The table contains six rows of data for various airports (ENAN, ENAT, ENBS, ENBV, ENDU, ENEV) with their respective snow and contamination reports.

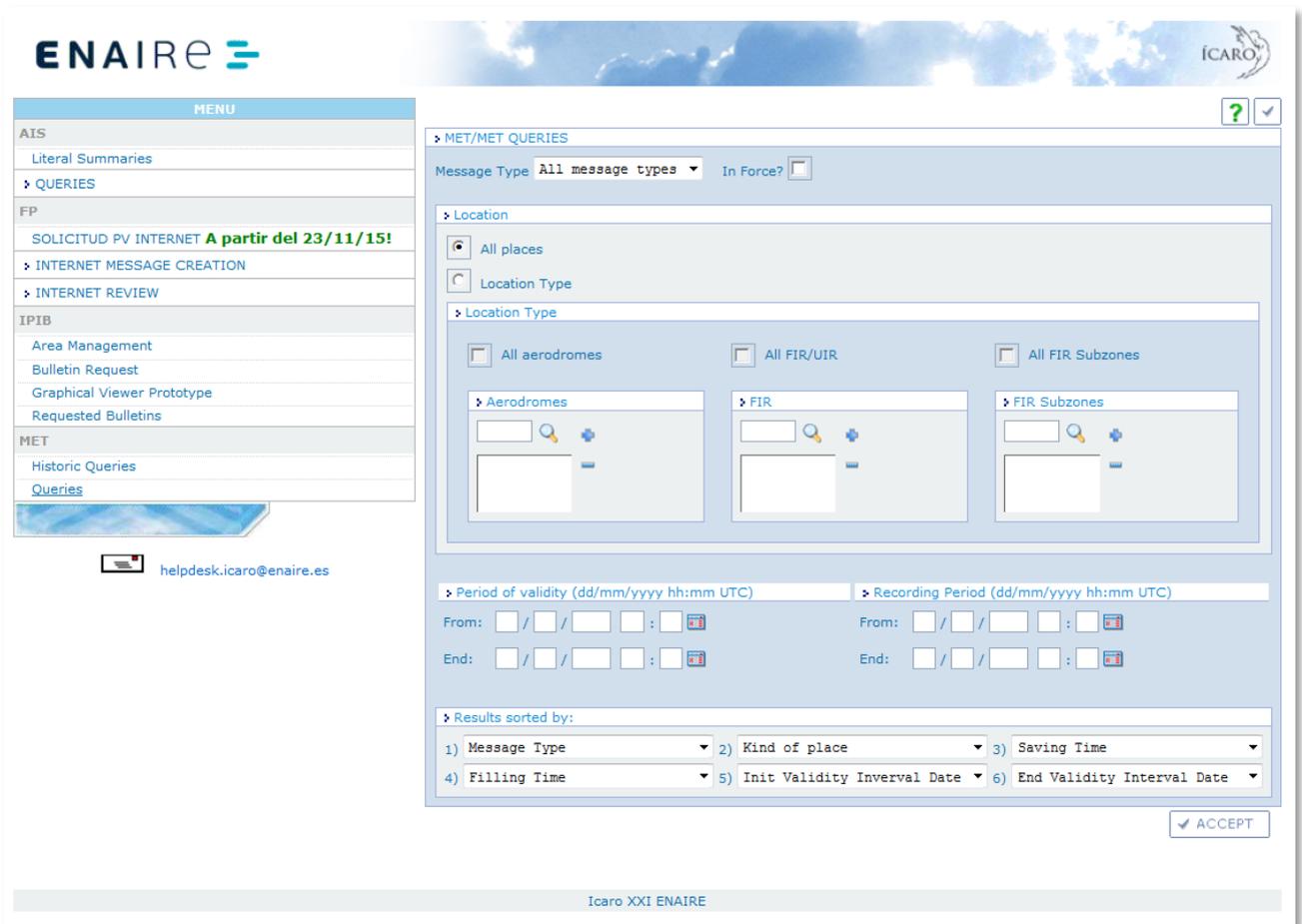
A) SNOWTAM	B) Observation date	Recording Date
ENAN A) ENAN B) 11130102 C) 14 F) 2/2/2 G) XX/XX/XX H) 5/5/5 N) A2 TXY NORTHEAST/2 R) APRON 1 APRON 2 APRON 3 APRON H OVERUN 14 OVERUN 32/2 T) CONTAMINATION/100/100/100/PERCENT.	13/11/2015 01:02	13/11/2015 01:19
ENAT A) ENAT B) 11130745 C) 11 F) 47/47/47 G) XX/XX/XX H) 4/4/4 N) B E/CLSD ALL REMAINING TWYS/47 R) ALL REPORTED APRONS/47 T) CONTAMINATION/100/100/100/PERCENT. DRIFTING SNOW. SLIPPERY PORTIONS ON RUNWAY. TAXIWAYS SLIPPERY. APRONS SLIPPERY.	13/11/2015 07:45	13/11/2015 07:50
ENBS A) ENBS B) 11130618 C) 03 F) 39/39/39 G) XX/XX/XX H) 5/5/5 N) ALL REPORTED TWYS/79 R) APRON A APRON B/79 T) CONTAMINATION/100/100/100/PERCENT. TWY / APRON BA4.	13/11/2015 06:18	13/11/2015 06:21
ENBV A) ENBV B) 11130559 C) 06 F) NIL/NIL/NIL H) 5/5/5 N) ALL REPORTED TWYS/NIL R) APRON GA/87 ALL REMAINING APRONS/NIL T) TWY/ APRON BA5.	13/11/2015 05:59	13/11/2015 06:04
ENDU A) ENDU B) 11130448 C) 10 F) 1/1/1 H) 5/5/5 N) A/1 A OVERRUN E/1 A OVERRUN W/1 B/1 C/1 D/1 G/1 H/3 K/3 L/1 T/7 Y 1/1 Y 2/1 Y 3/1 R) DEICE/1 P 1/7 P 10/7 P 2/7 P 3/37 P 4/37 P 6/37 P 7/37 T) F/100/100/100/PCT. DEICING UREA.	13/11/2015 04:48	13/11/2015 04:47
ENEV A) ENEV B) 11130729 C) 17 F) 1/1/1 G) XX/XX/XX H) 5/5/5 N) D G Y/7 ALL REMAINING TWYS/1 R) ALL REPORTED APRONS/7 T) CONTAMINATION/100/100/100/PERCENT. CHEMICALS APPLIED. TAXIWAYS SLIPPERY. APRONS SLIPPERY.	13/11/2015 07:29	13/11/2015 07:37

3.4. MET- Meteorological information query

From the MET menu you can access to the "MET Queries" option, where the user can complete the filters according to the desired information: by report type, location, validity or recording intervals.

It also has a search for historical meteorological information which contains information from 2009 to the current date minus 20 days.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



After editing the filters press the "Accept" icon to display the query results. In the same window you can view the summary results of the requested information, which can be queried/printed in different formats:

- Pdf report of the single element: by clicking on the selected item, the content of the message is displayed in pdf format.
- Pdf report corresponding to the summary shown on screen: by clicking the Summarized PDF icon 
- Pdf report with the content of elements corresponding to the summary shown on screen: by clicking the Entire PDF icon 

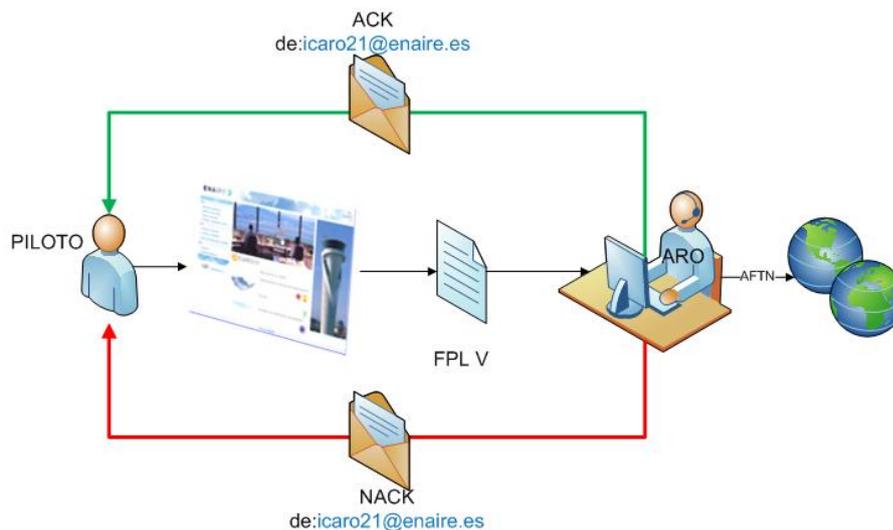
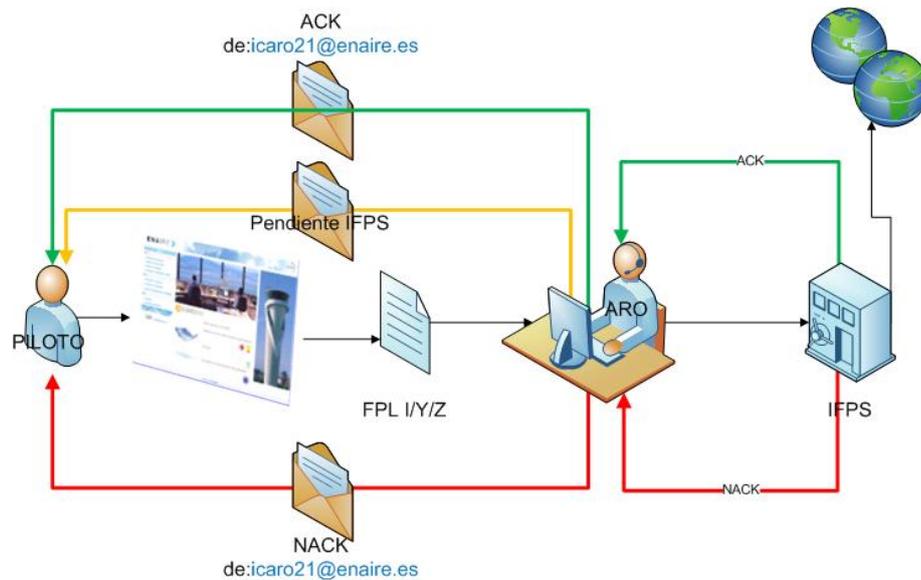
3.5. FPL – Internet flight plan



ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

This menu facilitates displaying Flight Plan messages via Internet and reviewing flight plans created by the user. Each user has visibility on flight plans created by him, not those created by other users.

The information flow is:



- The user creates a FP message from internet that will be deposited in a special-box of the ARO office in the ADEP departure aerodrome.
- An ARO operator accepts, rejects or sends the message to IFPS and when he or she performs any of these actions, the internet user can check the delivered message status or receives an e-mail with an attached file (pdf format) in which the acceptance or rejection of the message is indicated. No information mail is required, the user can choose not to receive mail, or mail may be delayed. The user should review the delivered FP from the "INTERNET REVIEW" menu.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

- The user must consider that FPL messages must be accepted by IFPS. Until the IFPS accepts the FPL message, there will be no effective FP and the Flight Plan and/or associated messages will be in a "Processing" status.

3.5.1. Internet FPL request

In order to have enabled the creating and querying Internet FPL function, is essential to have a user in the ICARONET application and perform the Internet FPL request following the instructions displayed in the "Internet FPL request" menu.



The screenshot shows the ENAIRe web portal interface. On the left is a 'MENU' sidebar with categories: AIS (Literal Summaries, QUERIES), FP (SOLICITUD PV INTERNET A partir del 23/11/15!, INTERNET MESSAGE CREATION, INTERNET REVIEW), IPIB (Area Management, Bulletin Request, Graphical Viewer Prototype, Requested Bulletins), and MET (Historic Queries, Queries). The main content area displays a window titled 'Internet FPL request' with the following text:

INTERNET FP service will be available from 23rd November 2015.

ENAIRe, by means of ICARO XXI system, offers the possibility of internet flight plan submission to all web portal registered users.¹

You may **NOW** apply for this new functionality by filling and sending the following **FORM** to ais@enaire.es. Once the application has been positively resolved, the applicant shall be notified of the granted status by email, being able, from that moment on, to access the new option from his/her profile menu.

In addition, the user should contact ais@enaire.es so as to notify any modification in his/her personal data.

User Guide for this Pre-Flight Briefing Portal can be found [here](#)

(1) Still not an ICARO user? Gain immediate access by clicking "[New user](#)".

Should you wish to contact system support, please send an email to: helpdesk.icaro@enaire.es

Complete and submit the internet FP request form.

The request will be processed by the AIS Division personnel, which will send response to the e-mail provided by the applicant. Once the user has taken the necessary permissions, he/she can use the "INTERNET REVIEW" and "INTERNET MESSAGE CREATION" function.

3.5.1.a. Generic users ICARO swing

Those users who access with their own username and password (the user is the one who has registered in the system) to the ICARO SWING application, available in the ARO offices terminals for FP presentation, may also request FP online because those users are also valid as users of ICARONET (<http://notampib.enaire.es/icaro>).

Generic users created (by the system administrator) for the FP presentation from the terminal of the ARO offices, user with which the application is left open in the terminals for the FP presentation (EXTERNAL LEXX example) are not enabled the Internet FP presentation.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

3.5.2. Internet Flight Plan messages submission

From this menu you can create the following flight plan messages: FPL, CHG, DLA y CNL.



3.5.2.a. Creation templates

For each type of message there is a creation template, following the ICAO format. The application performs some basic validations so messages fulfill the established format for each one.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

FPL Template

UTC actual date:13/11/2015 09:48:59    

> DATE OF FLIGHT 13 / 11 / 15 (DD/MM/YY)	> Specific Identification of Addressee(s) Addressee(s) <input type="button" value="EDIT"/> Specific Identification of Addressee(s) <input type="button" value="EDIT"/>				
> MESSAGE IDENTIFICATION DATA					
> Message Type 3 FPL	> Aircraft Identification 7 ARCID: <input style="background-color: #f08080;" type="text"/>	> Flight Rules and Type of Flight 8 Rules: <input type="button" value="v"/> <input type="button" value="↺"/> Type of Flight: <input type="button" value="v"/>			
> AIRCRAFT DATA					
> Aircrafts 9 No. <input type="text"/> Type: <input type="text"/> <input type="button" value="v"/> <input type="button" value="↺"/> Wake Turb. Cat.: <input type="button" value="v"/>	> Equipment and Capabilities 10 Equipment: <input type="text"/> <input type="button" value="v"/> SSR Equipment: <input type="text"/> <input type="button" value="v"/> ADS Equipment: <input type="text"/> <input type="button" value="v"/>				
> FLIGHT DATA					
> Departure Data 13 ADEP: <input type="text"/> <input type="button" value="v"/> EOBT: <input type="text"/> : <input type="text"/> (hh:mm) ARO Office: <input type="button" value="v"/>	> Destination and Alternate Aerodrome(s) Data 16 ADES: <input type="text"/> <input type="button" value="v"/> Total EET <input type="text"/> : <input type="text"/> (hh:mm) ALTN: <input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/>				
> ROUTE 15 Cruising Speed: <input type="text"/> Cruising Level: <input type="text"/>					
> OTHER INFORMATION 18 SUPPLEMENTARY INF. 19					
> FPM/OTHER INFORMATION					
RALT: <input type="text"/> REG: <input type="text"/> DAT: <input type="text"/> RIF: <input type="text"/> OPR: <input type="text"/> COM (F.P.): <input type="text"/> NAV: <input type="text"/> STS: <input type="text"/> TYP: <input type="text"/>	RFP: <input type="checkbox"/> SEL: <input type="text"/> RVR: <input type="text"/> PER: <input type="button" value="v"/> CODE: <input type="text"/> EST: <input type="text"/> / <input type="text"/> : <input type="text"/> (hh:mm) DEP: <input type="text"/> DEST: <input type="text"/> ALTN: <input type="text"/> EET: <input type="text"/> RMK: <input type="text"/> > Stay Information STAYINFO: <input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/> > Additional Data <input type="text"/> <input type="button" value="v"/> > Values <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Key</th> <th style="width: 50%;">Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Key	Value		
Key	Value				

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

CHG Template

UTC actual date: 13/11/2015 09:50:25 ? X ✓

DATE OF FLIGHT

13 / 11 / 15 (DD/MM/YY)

Specific Identification of Addressee(s)

Addressee(s)

Specific Identification of Addressee(s)

MESSAGE IDENTIFICATION DATA

Message Type: 3

Aircraft Identification: 7

ARCID:

Flight Rules and Type of Flight: 8

Rules: Type of Flight:

AIRCRAFT DATA

Aircrafts: 9

No. Type: Wake Turb. Cat.:

Equipment and Capabilities: 10

Equipment:

SSR Equipment: ADS Equipment:

FLIGHT DATA

Departure Data: 13

ADEP: EOBT: : (hh:mm)

Destination and Alternate Aerodrome(s) Data: 16

ADES: Total EET: : ALTN:

ROUTE: 15

Cruising Speed:

Cruising Level:

Route:

FPM/OTHER INFORMATION: 18

RFP: SEL: RVR:

PER: CODE:

EST: / :

DEP:

DEST:

ALTN:

EET:

RMK:

RALT:

REG:

DAT:

RIF:

OPR:

COM (F.P.):

NAV:

STS:

TYP:

Stay Information

STAYINFO:

Additional Data

Values

Key	Value

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

DLA Template

UTC actual date: 13/11/2015 09:51:26



› FPM/DLA creation

› DATE OF FLIGHT		› Specific Identification of Addressee(s)	
13 / 11 / 15  (DD/MM/YY)	Addressee (s) <input type="button" value="EDIT"/>	Specific Identification of Addressee(s) <input type="button" value="EDIT"/>	

› MESSAGE IDENTIFICATION DATA

› TYPE 3	› AIRCRAFT IDENTIFICATION 7
DLA	ARCID: <input type="text"/>

› FLIGHT DATA

› Departure Data 13	› Addressee 16
ADEP: <input type="text"/> EOBT: <input type="text"/> : <input type="text"/> (hh:mm)	ADES: <input type="text"/>

CNL Template

UTC actual date: 13/11/2015 09:55:37



› FP/CNL creation

› DATE OF FLIGHT		› Specific Identification of Addressee(s)	
13 / 11 / 15  (DD/MM/YY)	Addressee (s) <input type="button" value="EDIT"/>	Specific Identification of Addressee(s) <input type="button" value="EDIT"/>	

› MESSAGE IDENTIFICATION DATA

› TYPE 3	› AIRCRAFT IDENTIFICATION 7
CNL	ARCID: <input type="text"/>

› FLIGHT DATA

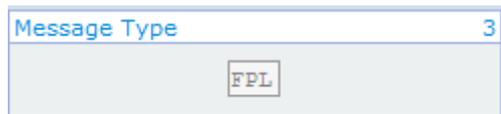
› Departure Data 13	› Addressee 16
ADEP: <input type="text"/> EOBT: <input type="text"/> : <input type="text"/> (hh:mm)	ADES: <input type="text"/>

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

3.5.2.b. Overview of all creation screens

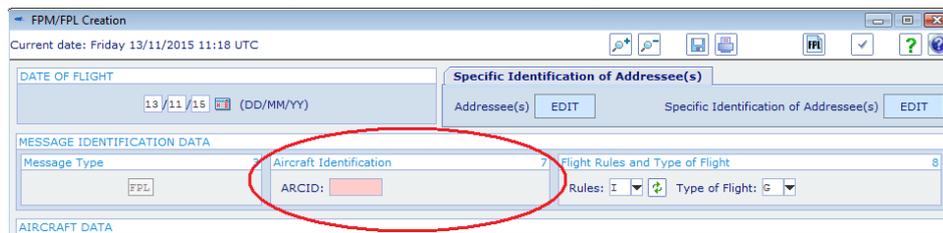
• Editable fields

Fields in which you can enter or edit values appear with white background. For example "ARCID". Fields which can't be edited appear with grey background. For example "Message Type".

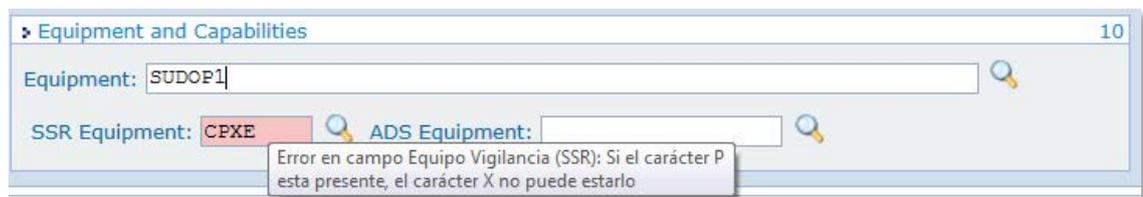


• Failed fields

Fields marked in pink have an error or require entering data. For example, the required ARCID field is empty in FPL, so the system marks this error in pink.

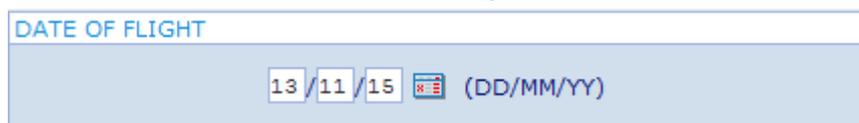


The exact error is indicated by placing the cursor on the field, an explanatory window appears. For example, an error in box 10 "SSR Equipment", in FPL creation.



• Fields with default values

Templates appear with the current day flight, this value can be modified.



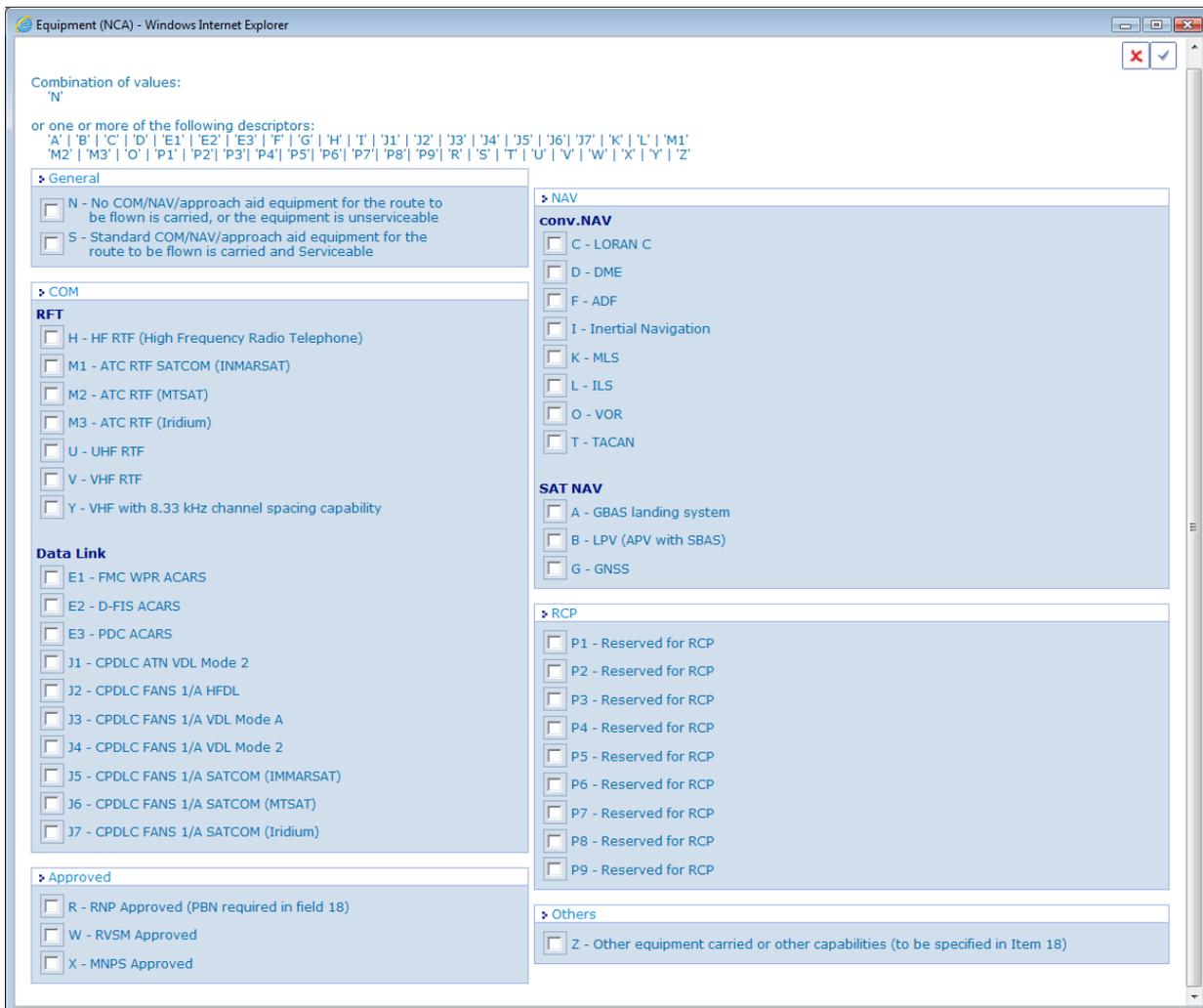
• Fields with help

Some fields have help accessible by clicking on the lens icon.



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For example, if you click on the lens in the communications equipment, a screen in which you can select the aircraft equipment appears.



- **Related fields**



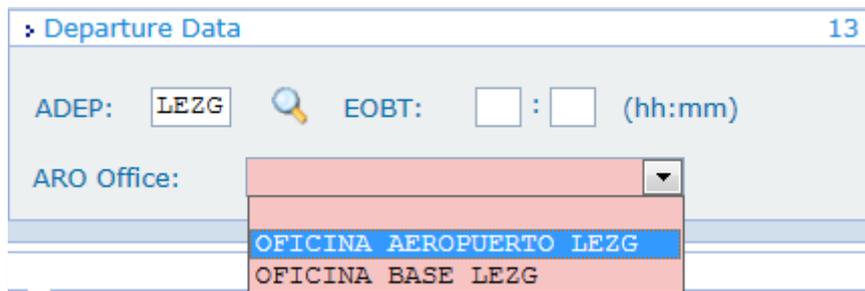
The field with the icon means that its value affects other fields. If you modify this value and click on this icon, the value of the related fields will be updated. (For example in the FPL the aircraft type is related to wake turbulence, speed and flight level).

3.5.2.c. FPL creation screen particularities

- **Departure (Item 13)**

In the FPL creation (Item 13) when the entered ADEP has more than one office that manages flight plans, a drop to indicate which office manages the FPL is enabled. This situation occurs in civil and military aerodromes, the military office often referred as "BASE". Depending on the choice, the message will be deposited in the inbox of a particular office.

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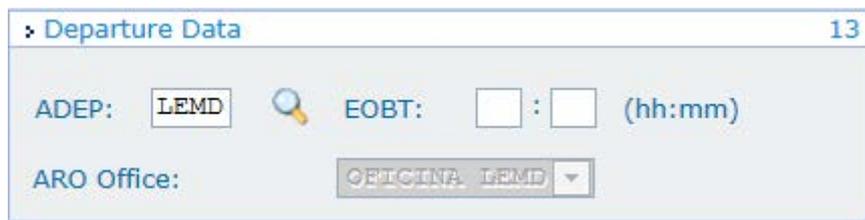


Departure Data 13

ADEP:  EOBT: : (hh:mm)

ARO Office: (dropdown menu open showing options: OFICINA AEROPUERTO LEZG, OFICINA BASE LEZG)

Most aerodromes only have assigned one office and automatically send messages without necessary choice. For example, a FPL with ADEP=LEMD is deposited into LEMD OFFICE automatically.



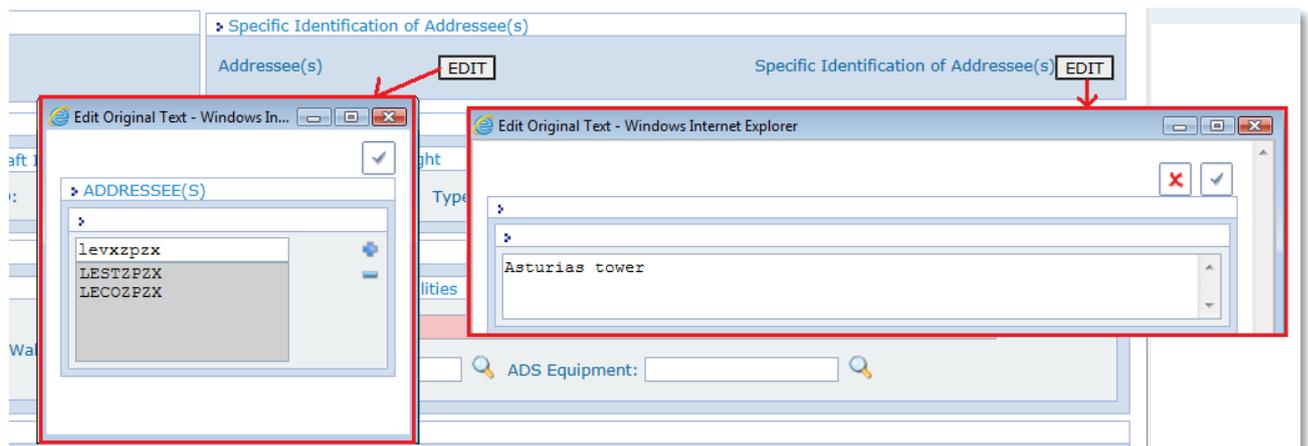
Departure Data 13

ADEP:  EOBT: : (hh:mm)

ARO Office: (dropdown menu)

- **Precise identification of Receivers**

If you want that any particular addressee receives the FP, from these buttons you can add specific AFTN addresses or a clear text if you don't know the AFTN address.



Specific Identification of Addressee(s)

Addresssee(s) Specific Identification of Addressee(s)

EDIT Original Text - Windows Internet Explorer

ADDRESSSEE(S)

levxzpzx
LESTZPZX
LECOZPZX

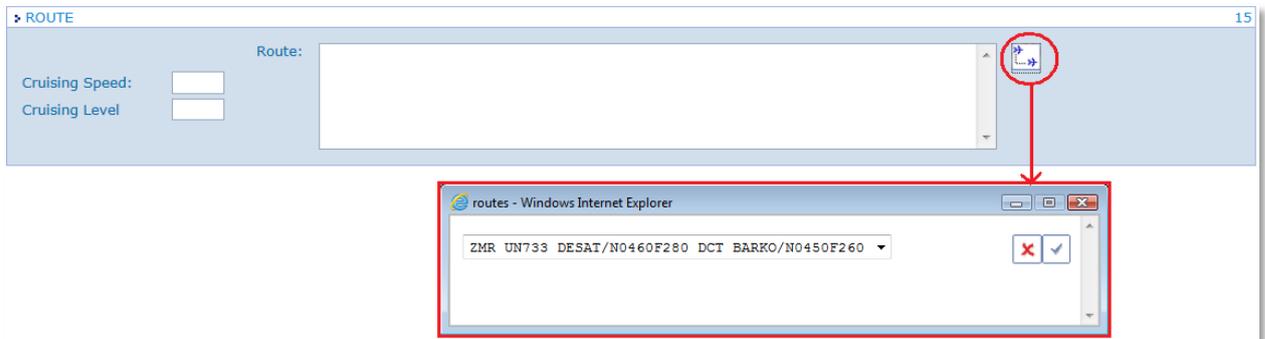
Asturias tower

ADS Equipment:

- **Route (Item 15)**

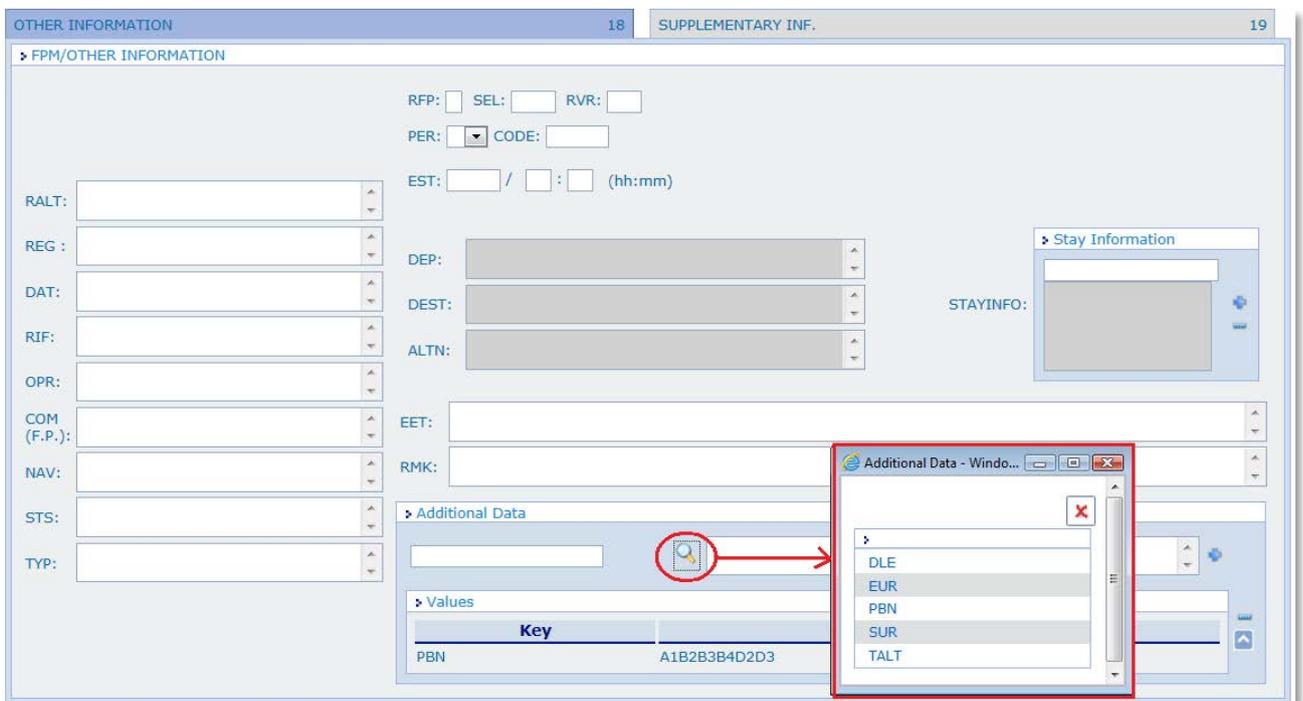
Help is available in this field to enter previous flight plans routes recorded in the system. There is also the possibility of introducing the route.

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- Other Data (Item 18)

There are some keys inside "Other Data" that are accessible by clicking the lens in "Additional Data".

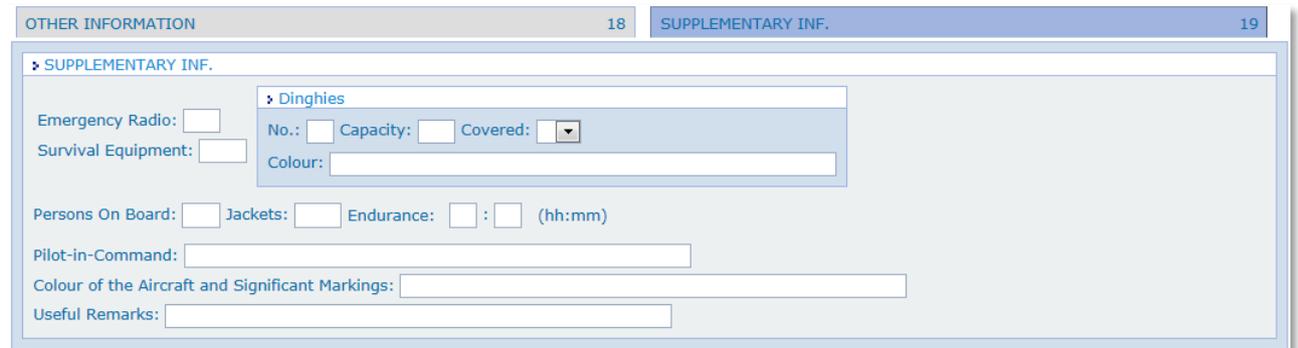


Select the key and enter the value in the box, clicking on the + key and value are added.

- Additional Information (Item 19).

To add additional information, you must click on the tab 19, next to the 18 "Other information" and you must fill it with relevant information.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

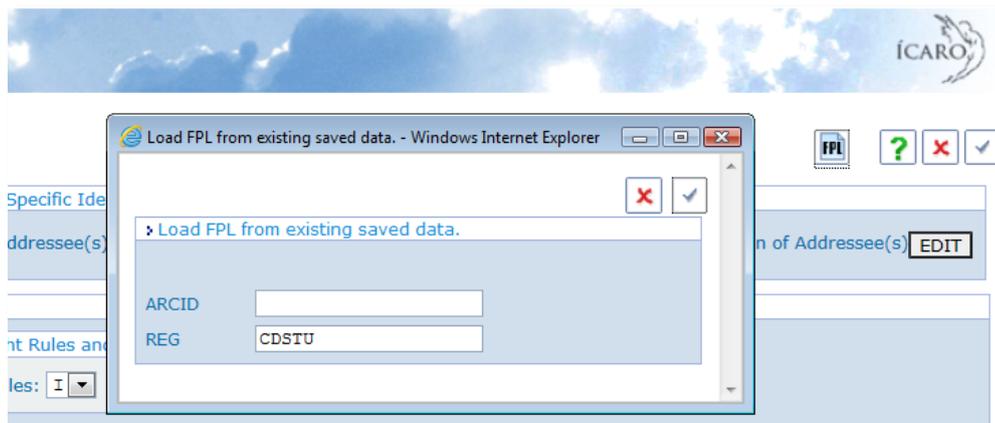


- **Support for the FPL creation (FPL creation templates)**

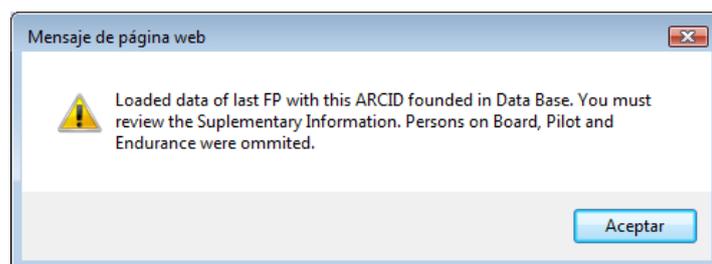
The system allows user to reuse data of previously entered FP to create new FPL, in two ways:

1. From the FPL creation

From the FPL creation screen, there is an icon  which opens a window, from which you can select, by ARCID or REG, the last FP existing in the system with those data.



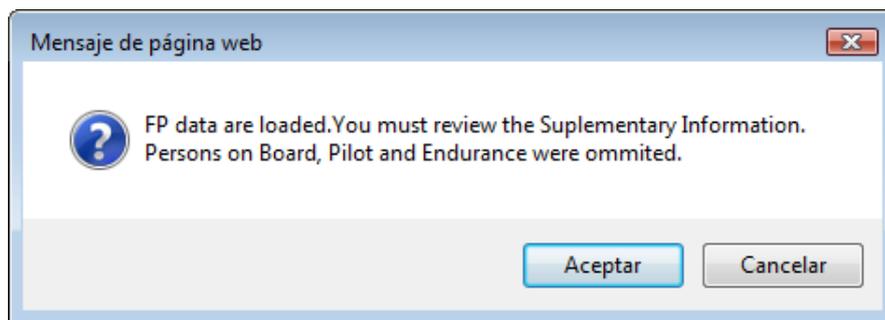
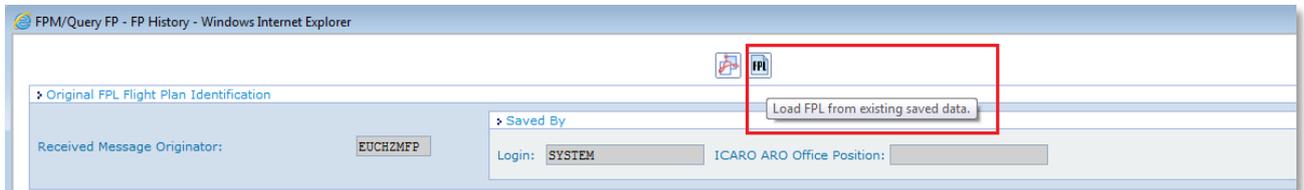
After clicking "Accept", an information window appears indicating if any FP has been found with these data. These data will be loaded except part of the additional information. It is necessary for the user to review the loaded information.



2. From the FP query

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You can reuse the same data to create a new FPL from the individual query of a FP. By clicking the "FPL" icon, a new FPL with existing data will be generated.



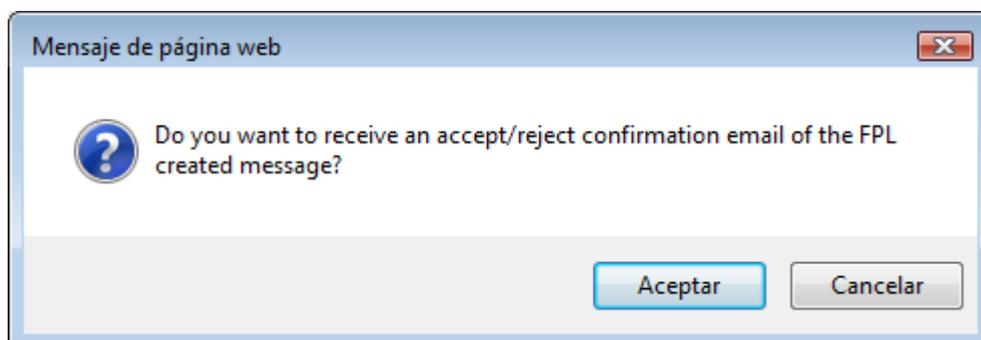
By accepting, we will be redirected to the FPL creation window with the loaded data, except for some of the additional information.

3.5.2.d. E-Mail

After entering all the data into the template of any type of message, you have to click on the Accept button.

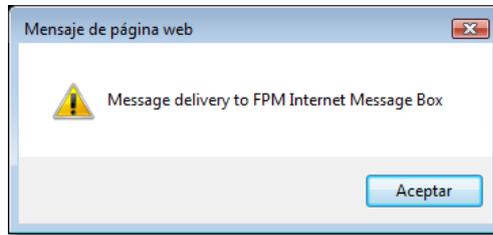


A window asking the user to receive email confirmation of created message processing will appear. It is not obligatory to receive informative mail, this is left to the user's choice.



After clicking "Accept" or "Cancel" a warning screen will appear. This screen indicates "Message sent to the Internet FP input tray", where it will be handled by an ARO operator.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet



If you have chosen not to receive e-mail, you will see the state of the presented FP from the "INTERNET REVIEW" menu. It is always recommended (with or without e-mail) check from this menu the state of the presented FP because it is faster and safer (an email can be slower because of problems with network or mail server). The action of ARO operator is immediately reflected in the FP and can be found from the "INTERNET REVIEW" menu.

If you asked for confirmation e-mail, the user will receive an e-mail with an attached file in PDF format when the message is processed by ARO. In this PDF appears the following information: the created message, the user who submitted it, the ARO office who treated it and the response of ARO (accepted, rejected, sent to the IFPS).

PDF emailed

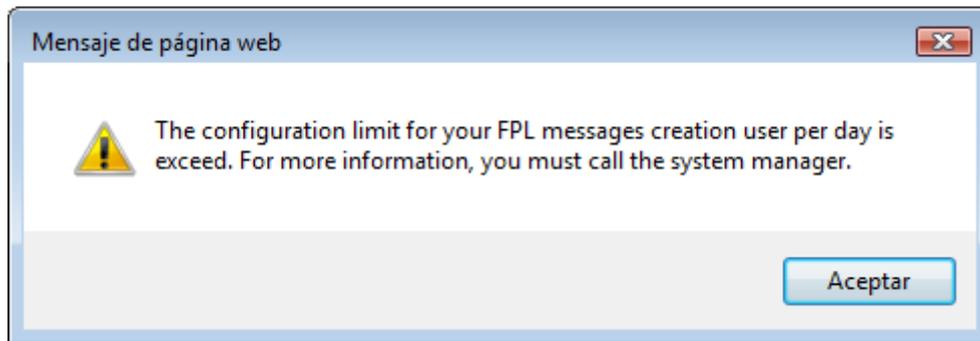
ENAIRe AIS-ESPAÑA		Flight Plan Message		Sent Date: 13/11/2015 12:47	
Saved By					
LOGIN: ARO LEVX		ARO OFFICE ICARO: OFICINA LEVX			
Date of Flight: 13/11/15 (DD/MM/YY)		New Date of Flight: 13/11/15 (DD/MM/YY)		Filing Time: 13/11/15 12:47 dd hh:mm UTC	
FP STATUS					
BLOCKED					
Message Type: FPL		ARCID: TEST001	Flight Rules: I	Type of Flight: S	
Aircrafts: No. [] Type: E190		Wake: M	Equipment: SDFGIRWY		
		SSR: H	ADS: []		
ADEP: LEVX	EOBT: 22:00	ADES: LEMD	Total EET: 00:54	ALTN: LEBZ	
Route: BEDAL Z406 RALUS/N0446F290 DCT GODIV/N0449F300 UZ406 ZMR					
Average: N0415					
Cruising: F240					
OTHER INFORMATION					
-EET/LPPC0013 LECM0017 RMK/TCAS R/V/200 REG/ECKYO SEL/LSCQ CODE/343347 OPR/AEA DOF/151113					
Endurance: [] HH:MM		Persons On Board: []		Emergency Radio: []	
Survival Equipment: []		Jackets: []			
No. []	Capacity: []	Cover: []	Colour: []		
Colour of the Aircraft and []					
Remarks: []					
Pilot-in- []					
Originator Login: ADMIN		Answer: SENT TO IFPS			

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

When ACK or REJ from IFPS is received, the Internet user will also receive an informative e-mail.

3.5.2.e. Maximum number of daily FPL

The user has a maximum number of FPL daily messages that can create (programmable). When you exceed that number, the system will alert you with the following message:



If the limit is exceeded and it is necessary to create more messages, you must contact ais@enaire.es indicating the need to increase the quota of FPL/Day.

3.5.3. Internet query

From this menu the user can view the FP or FP History presented by himself and those accepted by ARO.



There are two query sub-menus:

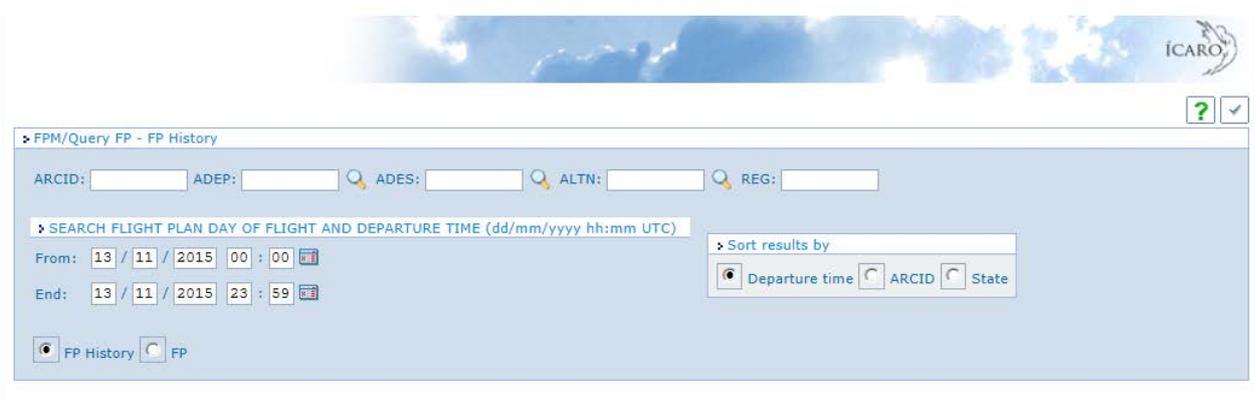
- "Query FP – FP History".
- "Historic Query FP – FP History".

The first is for querying FP relatively recent (last 20 days).

"Historic" are flight plans whose EOBd is more than 20 days preceding the current date.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

3.5.3.a. Query filters



The screenshot shows the 'FPM/Query FP - FP History' interface. It features several search filters: ARCID, ADEP, ADES, ALTN, and REG, each with a search icon. Below these is a section for 'SEARCH FLIGHT PLAN DAY OF FLIGHT AND DEPARTURE TIME (dd/mm/yyyy hh:mm UTC)' with 'From' and 'End' date and time pickers. A 'Sort results by' dropdown menu is set to 'Departure time'. At the bottom, there are radio buttons for 'FP History' (selected) and 'FP'.

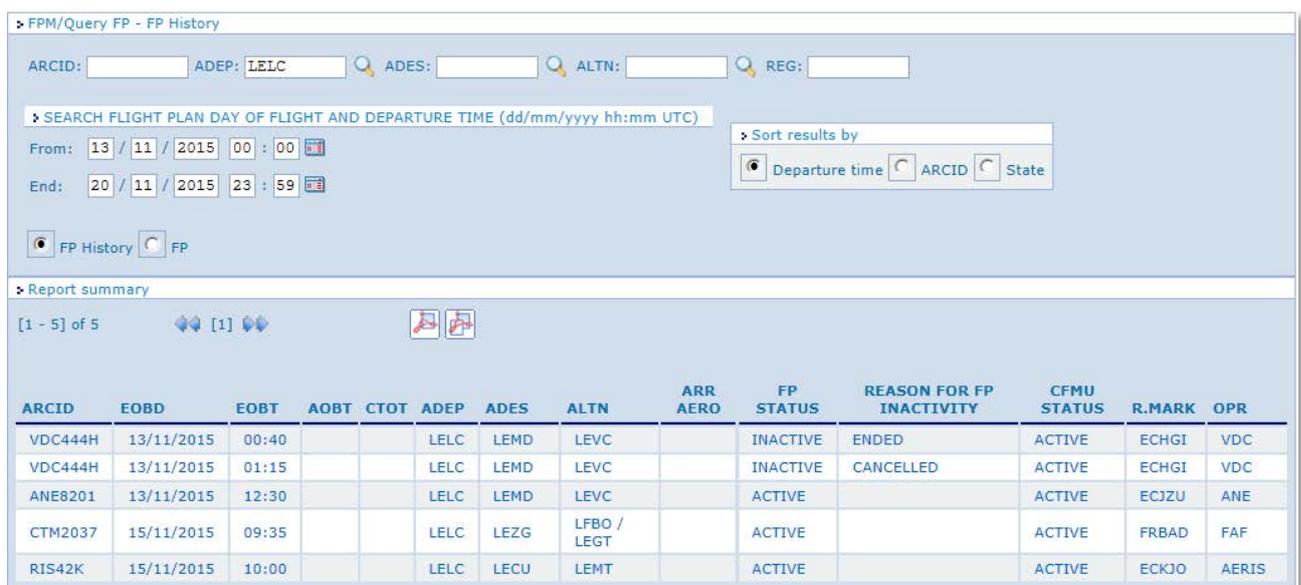
To limit the results of the query there are search filters: (ARCID, ADEP, ADES, ALTN, REG, flight day).

You can fill one or none of these filters considering that the FP that comply all completed fields will appear in the FP results.

Filters with text support the mask asterisk (*) that matches any character.

The day and time of flight appears with the values of current day by default but you can modify these values.

After entering the search parameters, clicking on the "Accept" button, the list of FP that comply those parameters appears.



The screenshot shows the same interface as above, but with search results displayed. The 'ADEP' filter is set to 'LELC' and the 'End' date is '20/11/2015 23:59'. Below the filters is a 'Report summary' section showing '1 - 5 of 5' results. A table of flight plans is displayed below.

ARCID	EOBD	EOBT	AOBT	CTOT	ADEP	ADES	ALTN	ARR AERO	FP STATUS	REASON FOR FP INACTIVITY	CFMU STATUS	R.MARK	OPR
VDC444H	13/11/2015	00:40			LELC	LEMD	LEVC		INACTIVE	ENDED	ACTIVE	ECHGI	VDC
VDC444H	13/11/2015	01:15			LELC	LEMD	LEVC		INACTIVE	CANCELLED	ACTIVE	ECHGI	VDC
ANE8201	13/11/2015	12:30			LELC	LEMD	LEVC		ACTIVE		ACTIVE	ECJZU	ANE
CTM2037	15/11/2015	09:35			LELC	LEZG	LFBO / LEGT		ACTIVE		ACTIVE	FRBAD	FAF
RIS42K	15/11/2015	10:00			LELC	LECU	LEMT		ACTIVE		ACTIVE	ECKJO	AERIS

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

3.5.3.b. Query results

The FP query results appear by default sorted by "Day/Departure Hour". You may sort by "ARCID" or "State" too.

Each line of the results corresponds to a FP, with specific data of the FP (ARCID, EOBD, etc.) and internal information of ICARO system (FP State, reason for inactivity).

In the ICARO system there are three internal states of FP:

1. ACTIVE: FP "live" in the system that support associated messages.
2. INACTIVE: FP that don't support message association by any of the following reasons:
 - a) Inactive Completed: FP finalized by ARR message or set time exceeded after the estimated time of arrival.
 - b) Inactive Rejected: FP rejected by ARO or IFPS.
 - c) Inactive Cancelled: FP cancelled by CNL message.
3. LOCKED: FP waiting for IFPS or an external ARO office (foreign) response and don't allow message association until receiving acceptance response.

- **Viewing query results.**

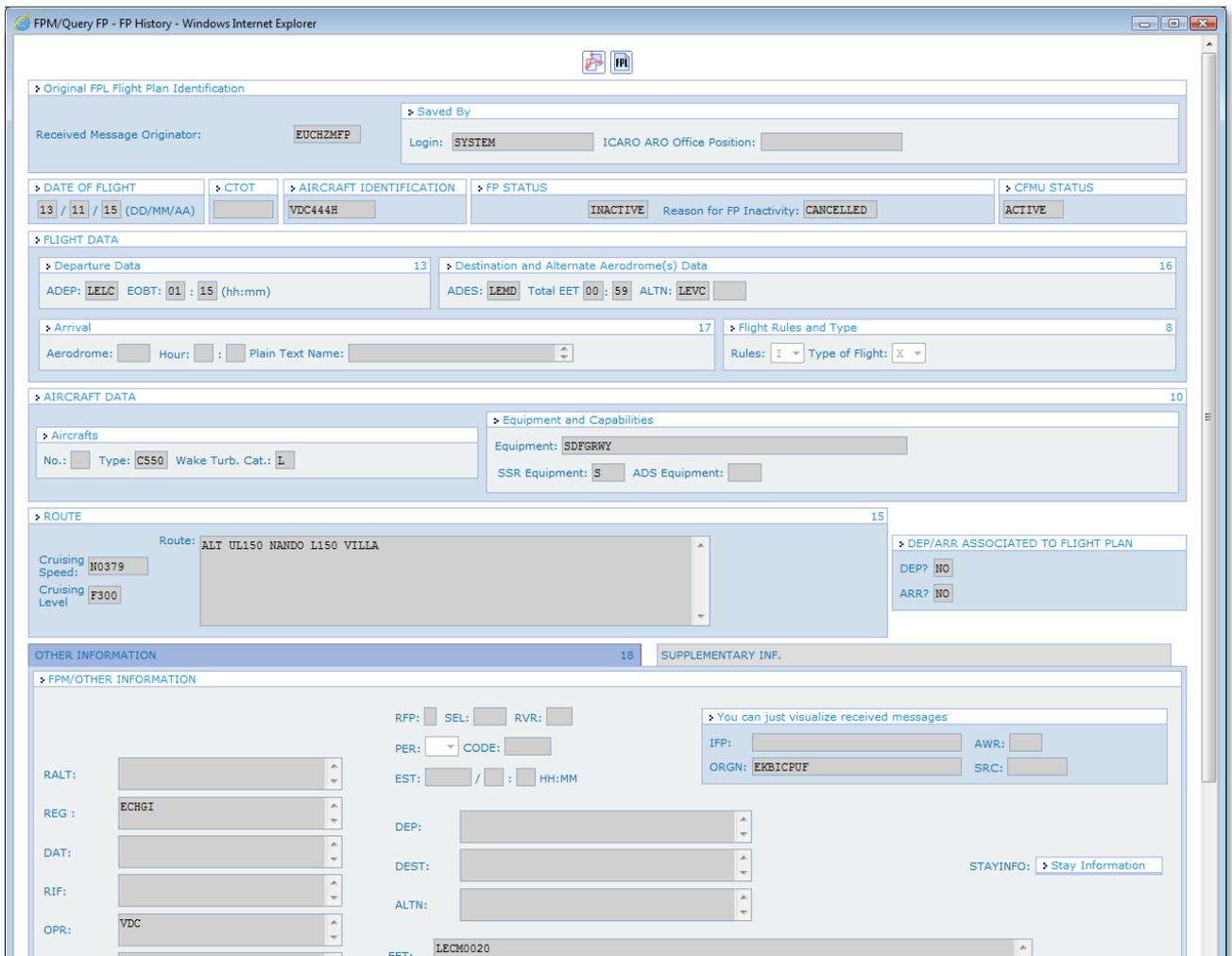
Depending if FP History or FP is selected, the information will be displayed differently in the query filters by clicking on the FP.

The flight plan information can be displayed in two ways depending on your choice:



ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

1. FP Display
By selecting "FP" displays the current flight plan latest information.



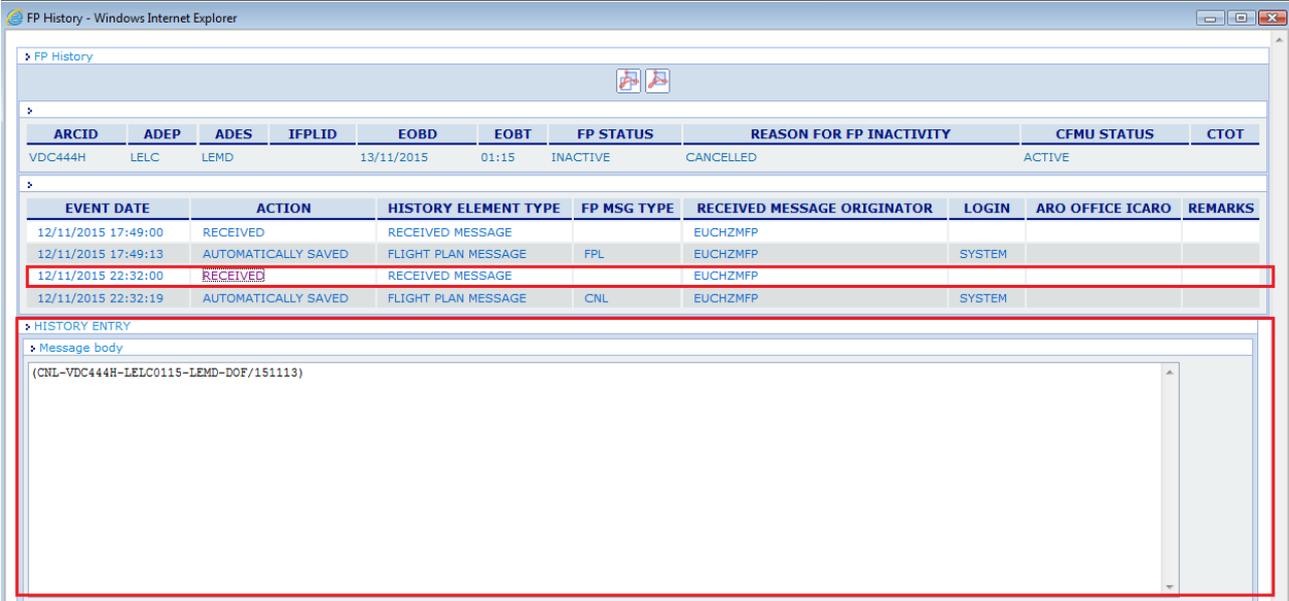
The screenshot shows a web browser window titled "FPM/Query FP - FP History - Windows Internet Explorer". The interface is divided into several sections:

- Original FPL Flight Plan Identification:** Includes "Received Message Originator: EUCHZMFP", "Saved By" (Login: SYSTEM, ICARO ARO Office Position:), and "FP STATUS" (INACTIVE, Reason for FP Inactivity: CANCELLED, CFMU STATUS: ACTIVE).
- FLIGHT DATA:**
 - Departure Data:** ADEP: LELC, EOBT: 01:15 (hh:mm).
 - Destination and Alternate Aerodrome(s) Data:** ADES: LEMD, Total EET: 00:59, ALTN: LEVC.
 - Arrival:** Aerodrome, Hour, Plain Text Name, Rules, Type of Flight.
- AIRCRAFT DATA:**
 - Aircrafts:** No., Type: CS50, Wake Turb. Cat.: L.
 - Equipment and Capabilities:** Equipment: SDFGRWY, SSR Equipment: S, ADS Equipment: .
- ROUTE:** Route: ALT UL150 NANDO L150 VILLA. Includes Cruising Speed (N0379) and Cruising Level (F300).
- OTHER INFORMATION:**
 - FPM/OTHER INFORMATION:** RALT, REG: ECHGI, DAT, RIF, OPR: VDC, EET: LECM0020.
 - SUPPLEMENTARY INF.:** RFP, SEL, RVR, PER, CODE, EST, DEP, DEST, ALTN, IFF, AWR, ORGN: EKBICPUF, SRC.

ICARO User Guide for pre-flight information querying, Flight Plan submission and querying via internet

2. FP History Display

By selecting "FP History", the chronological sequence of events related to the flight plan appears.



ARCID	ADEP	ADES	IFPLID	EOBD	EOBT	FP STATUS	REASON FOR FP INACTIVITY	CFMU STATUS	CTOT
VDC444H	LELC	LEMD		13/11/2015	01:15	INACTIVE	CANCELLED	ACTIVE	

EVENT DATE	ACTION	HISTORY ELEMENT TYPE	FP MSG TYPE	RECEIVED MESSAGE ORIGINATOR	LOGIN	ARO OFFICE ICARO	REMARKS
12/11/2015 17:49:00	RECEIVED	RECEIVED MESSAGE		EUCHZMFP			
12/11/2015 17:49:13	AUTOMATICALLY SAVED	FLIGHT PLAN MESSAGE	FPL	EUCHZMFP	SYSTEM		
12/11/2015 22:32:00	RECEIVED	RECEIVED MESSAGE		EUCHZMFP			
12/11/2015 22:32:19	AUTOMATICALLY SAVED	FLIGHT PLAN MESSAGE	CNL	EUCHZMFP	SYSTEM		

HISTORY ENTRY

Message body

(CNL-VDC444H-LELC0115-LEMD-DOF/151113)

By selecting any entry, the message content is displayed at the bottom of the screen. For example, if DLA is selected, that message will be displayed.

There are two icons to extract the information as a PDF file 



- PDF Summarized shows the list of entries displayed on screen
- PDF Entire shows the content of all entries, the content of the messages.