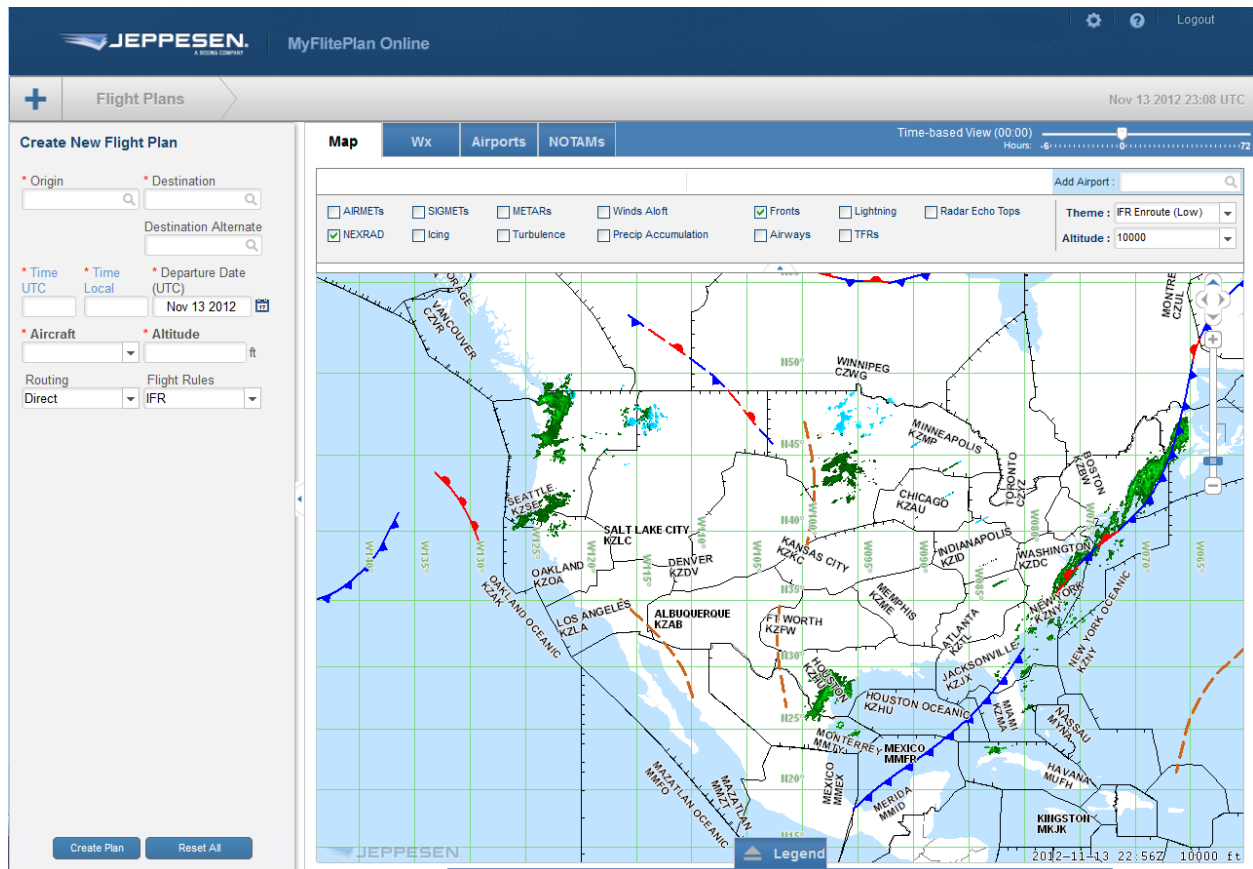


# MyFlitePlan Online

Release v1.01



## Online Help Documentation

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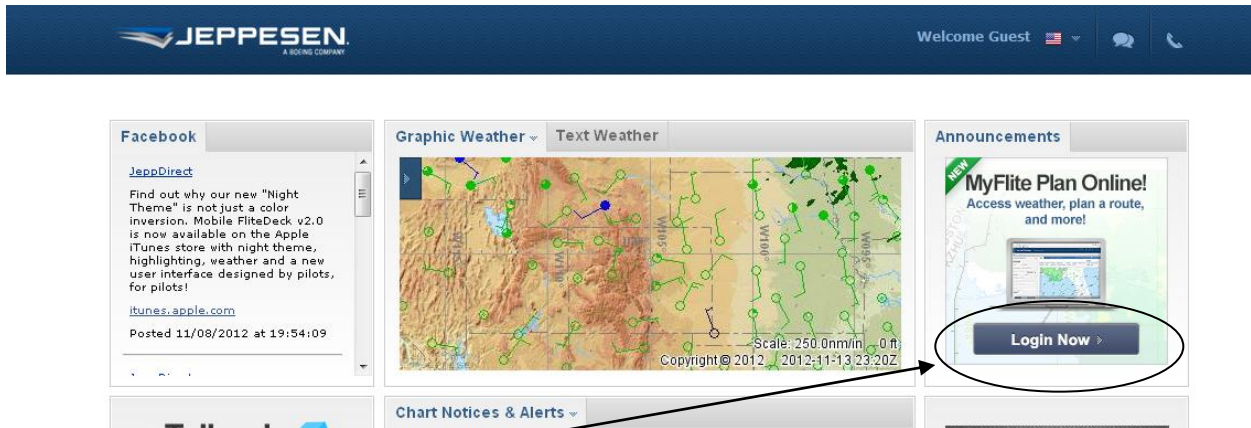
Revision date: 12/17/2012

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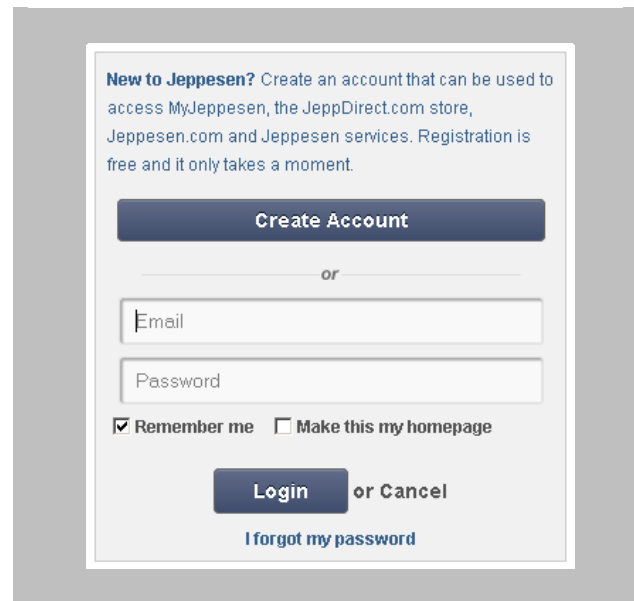
## Logging In to MyFlitePlan Online

Go to <http://my.jeppesen.com>



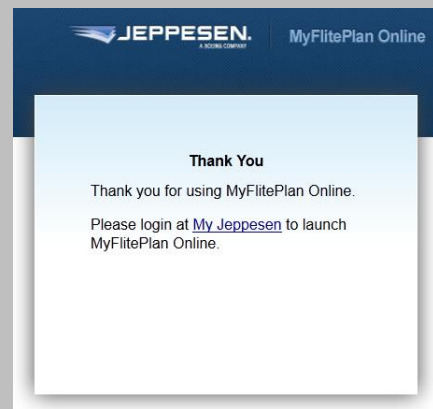
Click on **Login Now**

You will see this form, where you can either create a new account or login using your my.jeppesen.com account.

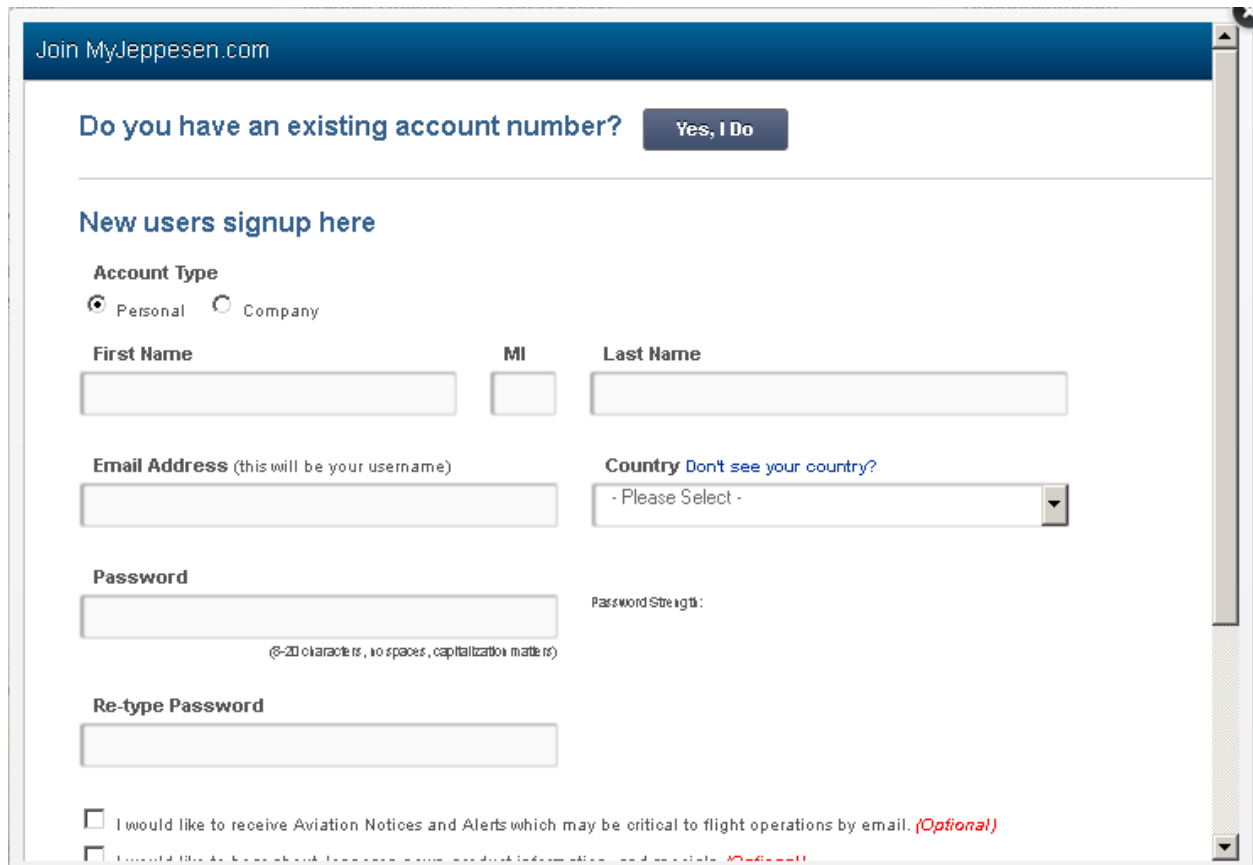


You must log in to MyFlitePlan Online through your my.jeppesen.com account.

You cannot save a direct bookmark to the FlitePlan Online website as your account must be authenticated through the my.jeppesen.com site. You will see this dialogue box if you try to go directly to the site.



If you click on **Create Account**, you will see this form:



Join MyJeppesen.com

Do you have an existing account number?

**New users signup here**

**Account Type**  
 Personal  Company

**First Name** **MI** **Last Name**

**Email Address** (this will be your username) **Country** [Don't see your country?](#)

**Password** **Password Strength:**

(8-20 characters, no spaces, capitalization matters)

**Re-type Password**

I would like to receive Aviation Notices and Alerts which may be critical to flight operations by email. *(Optional)*

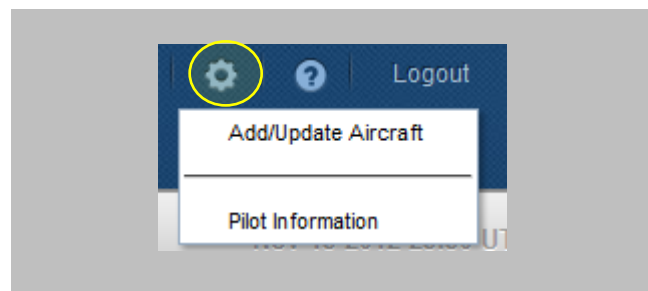
I would like to be kept up to date on new products, information, and specials. *(Optional)*

Fill out the form and click on **Create Account** at the bottom of the form (not shown above).

## Creating Pilot Information

Your personal pilot information will be associated with your account on MyFlitePlan Online, and can be used for filing your flight plan with the FAA.

To create your personal pilot information, go to the **Settings** button in the upper right hand corner of your screen and select **Pilot Information**.

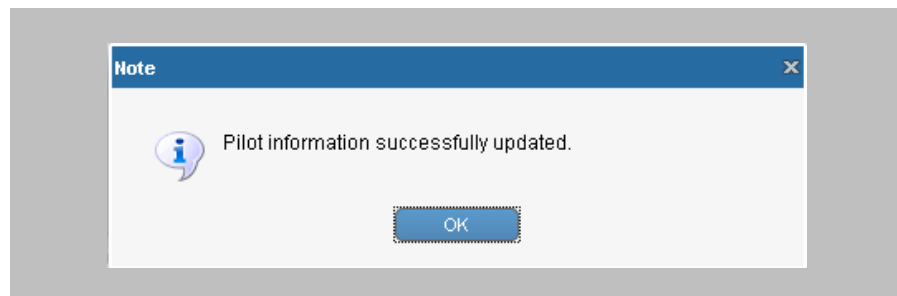


You will see this **Pilot Information** form.

Fill out the form and click on **Update Pilot Information**. Fields with a red asterisk (\*) are required. You can go back to this form and make changes as needed.

Once you have entered your DUATS Account **Access Code** and **Password**, you can test them by clicking on the **Test DUATS Login** button. (Note that only DUATS filing is currently supported in MyFlitePlan Online.)

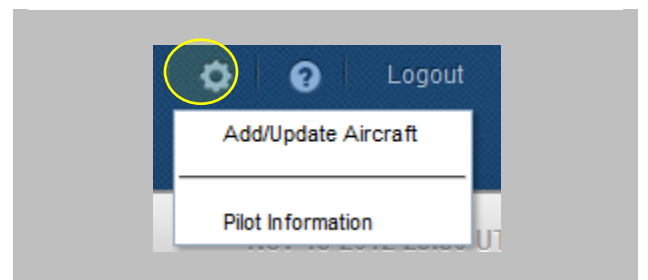
You'll see this dialogue when your update is successful.



## Adding and Updating Aircraft Information

You can add your aircraft information by either creating it by filling out a blank form or by using a template and modifying it.

First, go to the **Settings** button in the upper right hand corner of your screen and select **Add/Update Aircraft**.



The **Add/Update Aircraft** form will open on the left hand side of your screen

You can create the aircraft from scratch by completing the form shown to the left. Fields with a red asterisk (\*) are required.

**Add/Update Aircraft**

\* Make  \* Rate of Climb  Feet/min

\* Model  \* Indicated Climb Speed  Knots

\* FAA Designation  \* Climb Fuel Burn Rate  Gallons/hr

\* Registration  \* Color

\* Homebase  Airport ID  Feet \* Default Cruise Altitude  Feet

\* Service Ceiling  Feet \* Aircraft Type

\* Cruise TAS  Knots \* Equipment

\* Cruise Fuel Burn Rate  Gallons/hr \* Fuel Capacity  Gallons

\* Rate of Descent  Feet/min \* Taxi Fuel  Gallons

\* Indicated Descent Speed  Knots \* Max Gross Weight  Pounds

\* Descent Fuel Burn Rate  Gallons/hr

My Aircraft	
Make and Model	Registration
Cirrus SR22 SR22	ttr

Aircraft Templates

Add/Update Aircraft

Or, if you wish to you can start with a template, by expanding the **Aircraft Templates** section by clicking on the white triangle.

**Add/Update Aircraft**

\* Make  \* Rate of Climb  Feet/min

\* Model  \* Indicated Climb Speed  Knots

\* FAA Designation  \* Climb Fuel Burn Rate  Gallons/hr

\* Registration  \* Color

\* Homebase  \* Default Cruise Altitude  Feet

\* Aircraft Type  \* Cruise TAS

My Aircraft

Aircraft Templates

Make and Model	Registration
Diamond DA40 DA40	ttt
Diamond TwinStar DA42 DA4	ttt
Generic Generic	ttt
Mooney M20C M20P	ttt
Mooney M20J M20P	ttt

Add/Update Aircraft

You can pre-populate your form by selecting one of the **Aircraft Template** models from this screen. Simply highlight the Make and Model of your choice and select **Add/Update Aircraft**.

Example of pre-populated form.

If you like, you can now make changes to your aircraft by editing the fields in the form and selecting **Add/Update Aircraft** when you are finished.

You now can see your aircraft by expanding the **My Aircraft** section.

You can make changes to your aircraft by clicking on the **Make and Model** of your aircraft and editing the form that opens.

My Aircraft

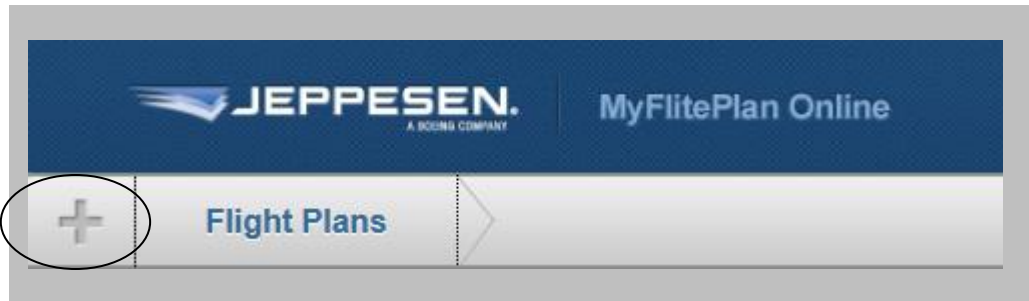
Make and Model	Registration
My Cessna 150 C150	ttt

Aircraft Templates

Add/Update Aircraft

## Creating a Flight Plan

To access the form to create a new flight plan, click on the plus sign in the upper left side of your screen



First fill out a departure airport in the **Origin** field, arrival airport in the **Destination** field.

If you include a **Destination Alternate**, you will see weather, airport information and NOTAMs/TFRs for that alternate airport.

**Time UTC** cannot be filled out until you have selected a departure airport. **Time Local** is based on the selected departure airport, and is automatically generated.

**Aircraft** must be selected from the available drop down. You must either create a new aircraft or edit and save one of the template aircraft.

**Altitude** must be a numerical value, in feet.

Available **Routing** options are **Direct**, **High Altitude Airways**, **Low Altitude Airways** or **User Specified**.

Available **Flight Rules** options are **IFR** or **VFR**

You can clear the form at any time by selecting the **Reset All** button.

Once you are satisfied with your flight plan options, select the **Create Plan** button. This will save your plan and submit it for calculation.

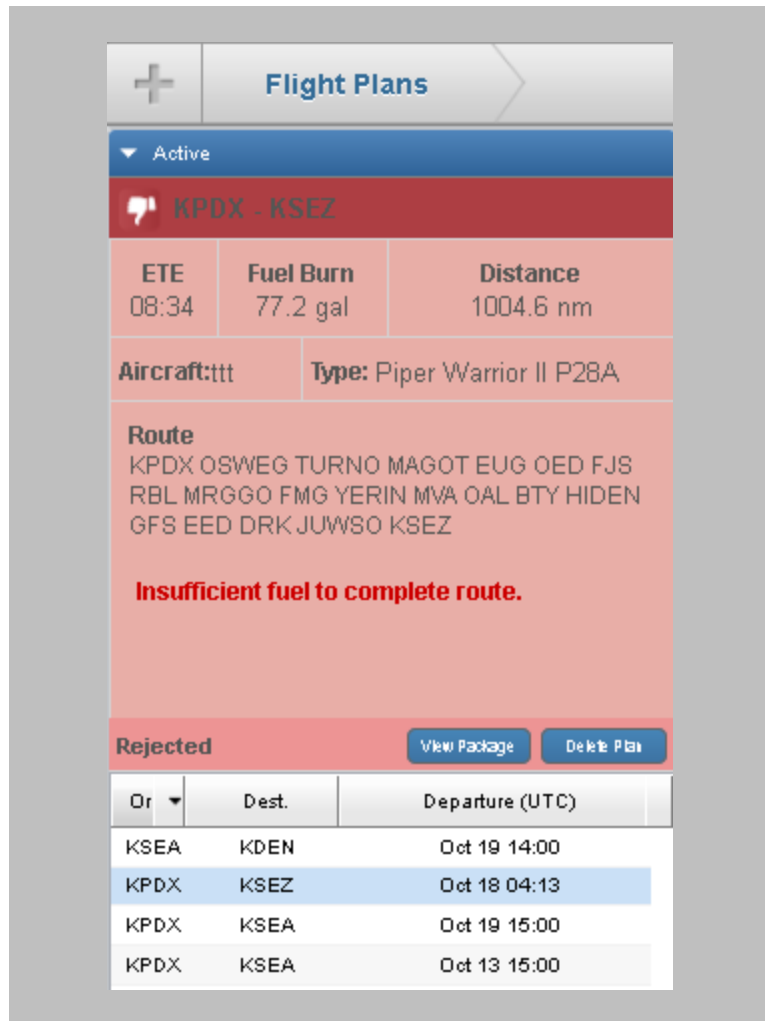


## Insufficient Fuel Warning

If MyFlitePlan Online calculates that you do not have enough fuel to complete the route, you will see an “Insufficient fuel to complete route” message.

(The ability to save and edit a route as a favorite is planned for future release.)

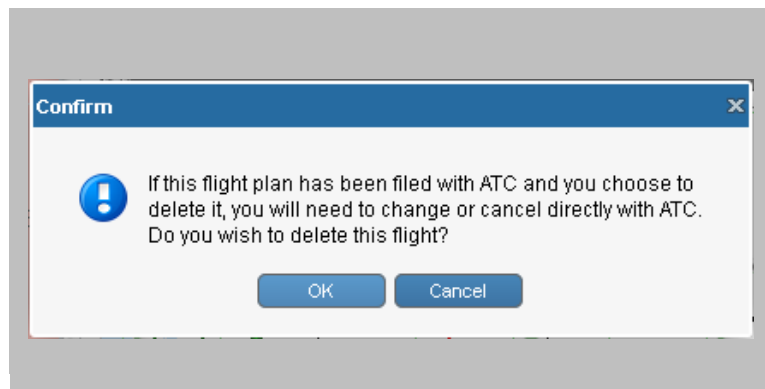
You can view any of your saved routes in the pane above by clicking on it.



## Deleting a Flight Plan

You can delete any flight plan by selecting the route in the route list and selecting **Delete Plan**. You will see this confirmation dialogue, click on **OK** to delete.

(The ability to save and edit a route as a favorite is planned for future release.)



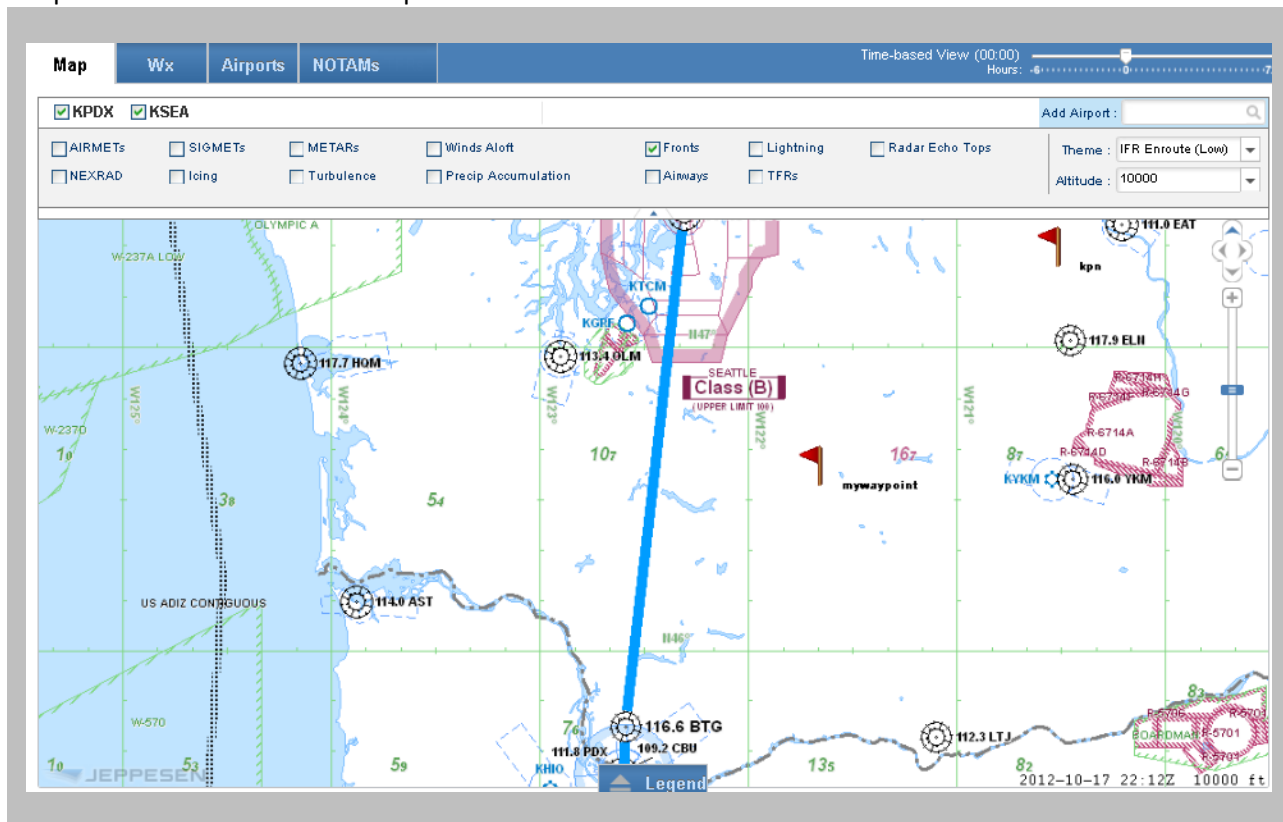
## Right Pane Tabs

Once you have created and saved or retrieved a flight plan, you will have access to information about the route on a series of tabs across the top of the right pane: **Map**, **Wx**, **Airports** and **NOTAMs**



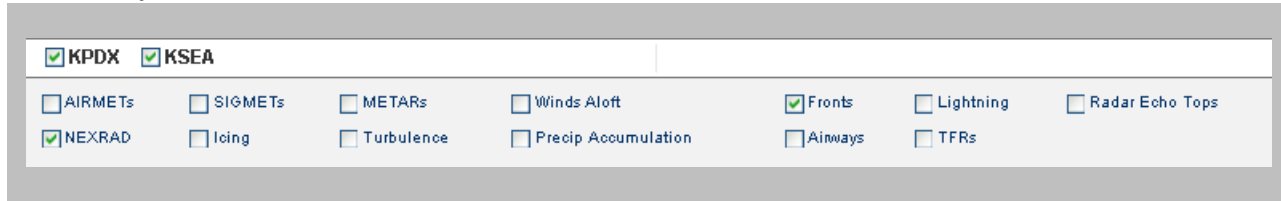
## Map Tab

The map view allows you to pan and zoom your route, add weather elements to view on the route, change themes and altitude as well as to add airports which will allow you to access additional weather airport and NOTAMs for that airport.



### Weather elements

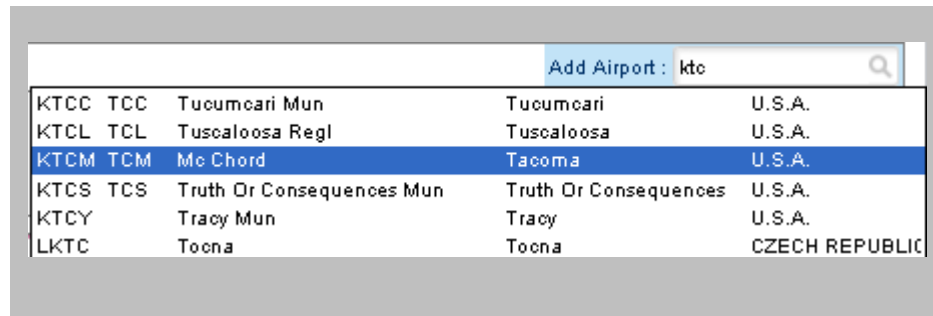
In the **Map Tab** – click on the check box to add each element to the view



### Add Airport

Type at least three letters to see choices to select.

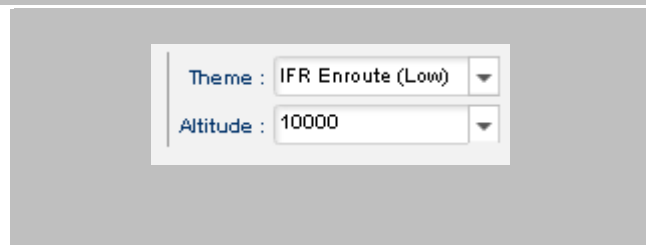
Added airports will appear to the right of departure and arrival airports



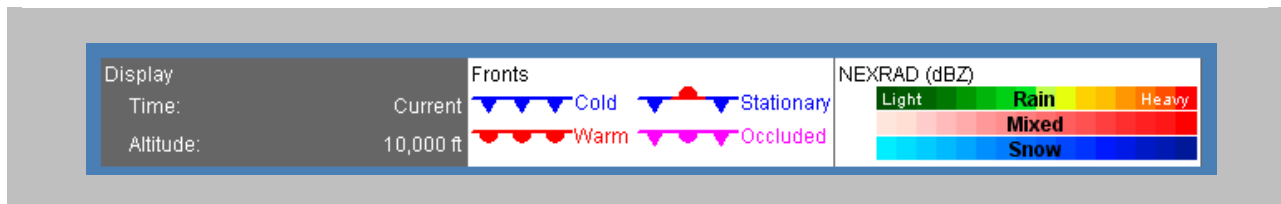
### Theme and Altitude

Available themes are **IFR Enroute (Low)**, **IFR Enroute (High)** and **VFR**.

Altitude choices range from 400 to 10,000 feet.



### Map Legend



## Creating User Waypoints

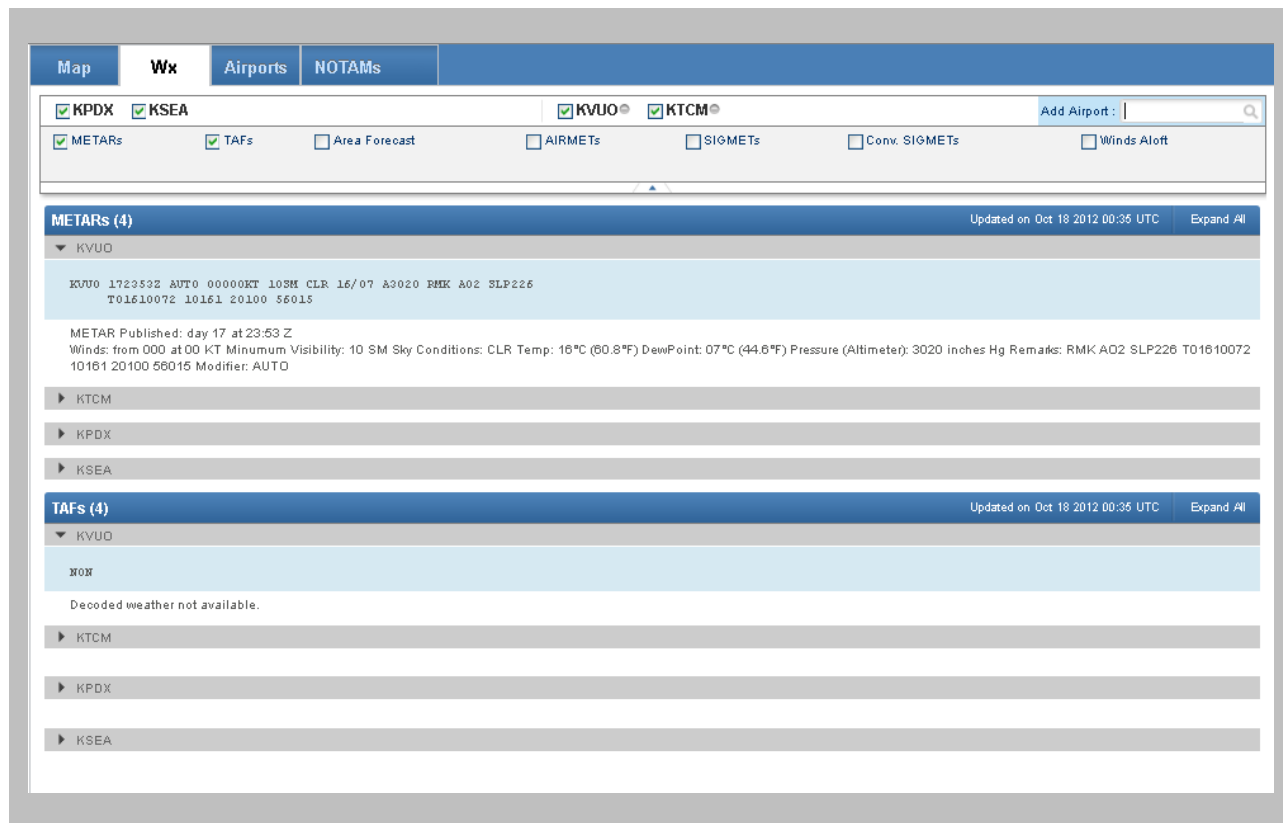
You can create a user waypoint by single clicking on a location on the map. You can also delete any waypoints you've created by clicking on the blue circled "-" icon to the right.

You can also route through user waypoints by selecting **User-Specified** route under the **Flight Rules** dropdown (not shown). Note that you only need add the waypoint to the text box.



## Wx Tab

You can select or deselect METARs, TAFs, Area Forecast, AIRMETs, Convective SIGMETs or Winds Aloft to display in text format if available. To expand each section, click on the black triangle at the left.



## Airport Tab

You can select information about airport runways, handlers, hotels, caterers and transportation companies if available by selecting the radio button next to each airport. To expand each section, click on the black triangle at the left.

The screenshot shows the 'Airport Tab' interface with the following sections:

- Handlers (2):** A table with columns for Vendor, Phone, and Fax.
 

Vendor	Phone	Fax
AIRCRAFT SERVICE INTERNATIONAL GROUP	+1-206-433-5481	+1-206-433-3907
SWISSPORT	+1-206-433-5433	+1-206-433-5047
- Hotels (19):** A table with columns for Vendor Name, Favorite?, Phone, Fax, Star Rating, Distance To Airport, and Distance To Airport Units.
 

Vendor Name	Favorite?	Phone	Fax	Star Rating	Distance To Airport	Distance To Airport Units
Courtyard Marriott Sea-Tac	<input type="checkbox"/>	+1-425-255-0300	+1-425-204-4975	3	7	MI
Crowne Plaza Hotel Seattle	<input type="checkbox"/>	+1-206-464-1980	+1-206-340-1617	5	15	MI
Doubletree Suites Seattle	<input type="checkbox"/>	+1-206-575-8220	+1-206-575-4743	3	3.3	MI
- Caterers (3):** A table with columns for Vendor, Phone, and Fax.
 

Vendor	Phone	Fax
Flying Foods Seattle	+1-206-244-3430	+1-206-244-5057
Gate Gourmet	+1-206-439-7533	+1-206-439-9014
LSG Sky Chefs	+1 206 835 2700	+1 206 439 3531
- Transportation Companies (2):** A table with columns for Vendor, Phone, and Fax.
 

Vendor	Phone	Fax
AUTO VENTURE	+1-800-426-7502	+1-206-340-8891
GLOBAL GROUND TRANSPORT (HQ)	+1-800-750-7079	+1 713 692 6366

## NOTAMs

You can select information about airport NOTAMs if available by selecting the check box next to each airport. To expand this section, click on the black triangle to the left of **Report**.

The screenshot shows the 'NOTAMs' section with the following details:

- Selected airports:  KPDX,  KSEA,  KVVU,  KTCM.
- Section title: **NOTAMs** (Updated on Oct 18 2012 00:48 UTC, Collapse All)
- Section header: **Report** (expanded)
- Content:
 

```
*****
* NON-GRAPHIC INFORMATION *
*****

** NOTAM filter NONE has been applied to the NOTAM request **

KTCM APT 201210110ABV01 M0694/12 12 17 OCT0140/13 04JAN2359
(MILITARY NOTAM)
CORRECTION TO IFR SUPPLEMENT: PARKING SPOTS BRAVO 1-6 AND DV1
CLOSED; BRAVO 7 AND 8 OPEN
```

## View Package

Once your flight plan has been calculated, you can view a full flight plan in the right hand pane by selecting your route and hitting the **View Package** button.

Ready?		
Orig.	Dest.	Departure (UTC)
KFSD	KATY	Oct 18 01:00
KSEA	KDEN	Oct 19 14:00
KPDX	KSEZ	Oct 18 04:13
KPDX	KSEA	Oct 19 15:00
KPDX	KSEA	Oct 13 15:00

## View Full Plan

**KPDX - KSEA**  
Oct 19 2012 15:00 UTC

Select to View

Flight Plan

Wx (Airports only) Update

METARs

TAFs

Area Forecast

AIRMETs

SIGMETs

Convective SIGMETs

Winds Aloft

NOTAMs Update

Ready?
View Package
Delete Plan

**Flight Plan Summary: KPDX - KSEA, Oct 19 2012 15:00 UTC**

Route  
KPDX BTG SEA KSEA

File Plan

View Full Plan

Check Points (Fixes)	VOR		Course (Route)	Altitude	Wind		CAS	TC	TH	MH	CH	Dist. Leg.	OS Est.	Time Off		GPH							
	Ident	Freq.			Dir.	Vel.								TAS	-L +R WCA		-E +W Var.	+/- Dev.	Rem.	Act.	ETE	ETA	Fuel Rem.
	Temp.																						
<b>KPDX</b> PORTLAND INTL 45.5887 -122.5969			001	4908	226	9	125	001	358	342	342	9.5	132	00:04		1.7							
12°C		-3			-16	102.8									54.6								
<b>BTG</b> - - - - BATTLE GROUND 45.7478 -122.5915	BTG		006	4908	249	24	176	006	359	343	343	101.9	186	00:33		7.9							
2°C		-7			-16	0.9									46.7								
<b>SEA</b> - - - - SEATTLE 47.4354 -122.3096	SEA		354	569	227	4	165	354	353	337	337	0.9	168	00:00		0.1							
11°C		-1			-16	0.0									46.6								
<b>KSEA</b> SEATTLE-TACOMA INTL 47.4499 -122.3118			<b>Totals</b>										<b>112.3</b>		<b>00:37</b>		<b>9.7</b>						

**METARs (2)** Updated on Oct 18 2012 01:11 UTC Expand All

KPDX

KPDX 180052Z 01006KT 10SM FEW120 BKN250 16/08 A3020 RMK A02 SLP227 T01560078

METAR Published: day 18 at 00:53 Z  
Winds: from 310 at 06 KT Minimum Visibility: 10 SM Sky Conditions: FEW at 120, BKN at 250 Temp: 16°C (60.8°F) DewPoint: 08°C (46.4°F) Pressure (Altimeter): 3020 inches Hg Remark: RMK A02 SLP227 T01560078

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## Weather Elements to View in Package

Provided your flight plan is in the future and there is weather available, you may select **METARs**, **TAFs**, **Area Forecast**, **AIRMETs**, **Convective SIGMETs** or **Winds Aloft** to view in your package, by checking the box next to it. Selecting **Update** will refresh the data selected.

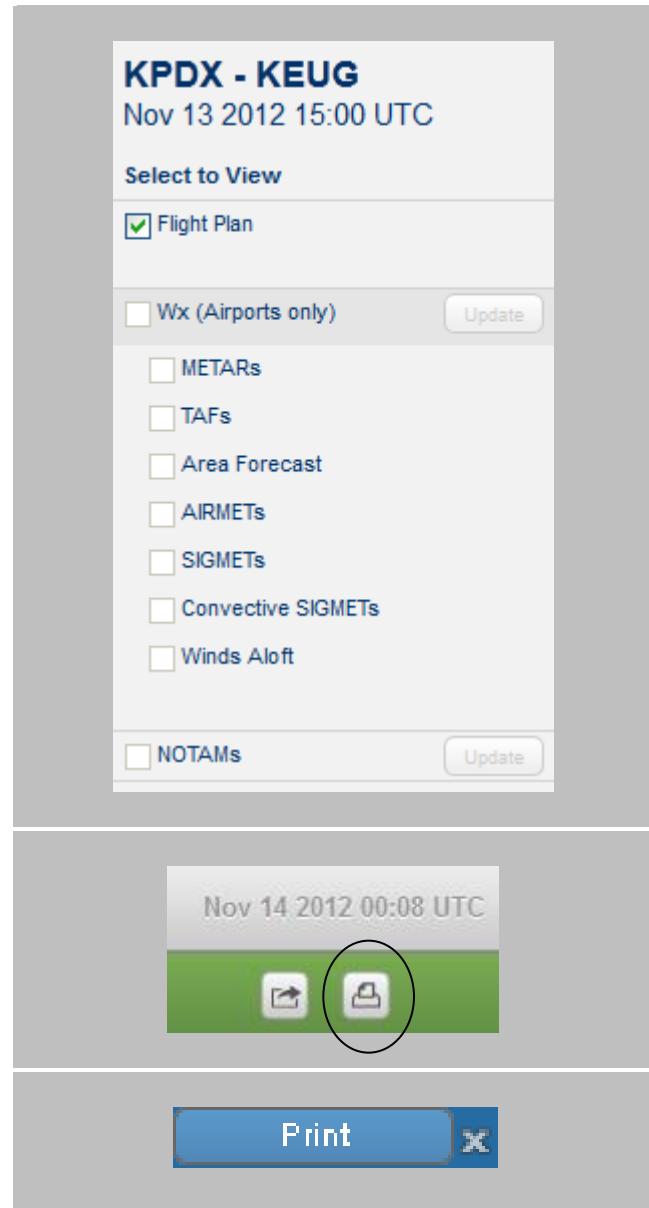
## NOTAMs to view in Package

You can also add **NOTAMs** to your package by checking the box next to it. Selecting **Update** will refresh the data selected.

## Printing Your Flight Plan

You can print a copy of your flight plan by selecting the printer icon in the right hand corner of the screen.

This will create a printer friendly page with a Print icon in the upper right hand corner. Once you are done printing, you may select the X to return to the application.

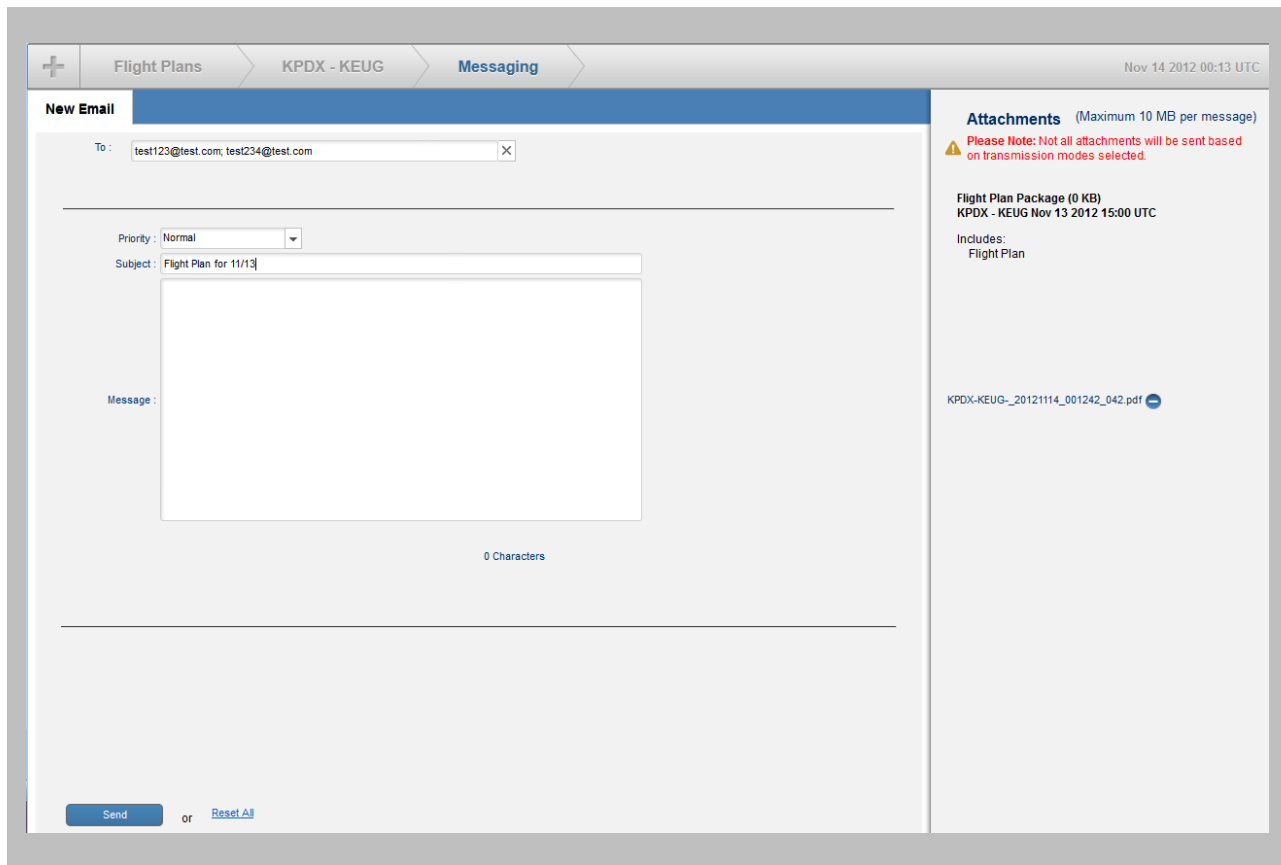


## Emailing Your Flight Plan

You can email a copy of your flight plan by selecting the forward icon in the right hand corner of the screen. Choosing **Create PDF** will create and bring up a PDF file to either open or save.



Choosing **Send as Message** will bring up a dialogue box. You can enter multiple email addresses in the To: line by separating them with a semicolon (;). Note that the plan will be sent as a PDF attachment to the email. To send the email, click on **Send** at the very bottom left of the form.





## Filing Your Flight Plan

Only DUATs 2012 filing for the US is currently supported in MyFPO.

The DUATs filing form is shown below. If you have questions about filling out the form, please reference the DUATs website ICAO 2012 information at <http://www.duats.com/FP2012/>.

Once you have filled out the form, select **File Plan** to submit to DUATs. You may also print this form to a portable document format by selecting **Print to PDF**.

ICAO Flight Plan Filing

U.S. Department of Transportation  
Federal Aviation Administration

International Flight Plan

**Filing is currently only available for flights in the United States**

PRIORITY: <=FF  
ADDRESSEE(S):

FILING TIME: HH:MM  
ORIGINATOR:

SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR:

3 MESSAGE TYPE: <=(FPL)  
7 AIRCRAFT IDENTIFICATION: dddccclll  
8 FLIGHT RULES:  
TYPE OF FLIGHT:

9 NUMBER:  
TYPE OF AIRCRAFT: C152  
WAKE TURBULENCE CAT.: /  
10 a/b. EQUIPMENT:

13 DEPARTURE AERODROME: KRMG  
TIME (UTC) [HHMM]:

15 CRUISING SPEED: 88  
LEVEL: 55  
ROUTE: KRMG JIXGU RMG TIROE KFFC

16 DESTINATION AERODROME: KFFC  
TOTAL EET: 00:42 HH:MM  
ALTN AERODROME:  
2ND ALTN AERODROME:

18 OTHER INFORMATION

STS/		PBW/	
NAV/		COM/	
DAT/		SUR/	
DEP/		DEST/	
DOF/		REG/	

File Plan    Print to PDF    Reset