NATIONAL TRANSPORTATION SAFETY BOARD

Washington, D.C.

Lido Flight Event Monitoring Standard Workflow

(2 Pages)

02.03.01.20   LIDO FLIGHT EVENT MONITORING STANDARD WORKFLOW

1. From the *Flight List* screen, click and highlight the first flight on the flight list.

2. Click **FLIGHT EVENT** to open the *IFM Flight Event* screen.

3. Check to ensure the *Prev. Flt.* button has clear text and not black text.

    A. If the text is black, click the *Prev. Flt.* button until it turns gray to ensure you are at the true first flight off the *Flight List* screen.

    B. Delays will cause an earlier flight to go lower in the flight list but the *Flight Event* screen is driven by scheduled departure time.

4. In the area labeled *Flight Messages* click and highlight the first message listed.

5. In the *Message Text* area, read the information associated with the selected message.

6. Check the *SEL* box next to the flight message then click **TRANSMIT SELECTED** to send that information to the flight crew (if desired).

7. Continue selecting messages in the flight message area and reading the associated data in the message text area until all *NEW* messages have been read, transmitting pertinent information to the flight crew (as desired).

8. Review the Deviation, Reported and Estimated time and fuel in the designated area, noting any anomalies and making changes as needed to correct it (if desired).

9. Click **NEXT FLIGHT** to advance to the next flight on the flight list.

10. Repeat steps 4 through 9 until all new messages in all flights on the flight list have been read and transmitted (when desired).

11. Click **CLOSE** to close the *IFM Flight Event* screen.

12. Repeat this process very frequently throughout the shift (i.e., every 5-15 minutes).

NOTE: The frequent monitoring if the IFM *Flight Event* screen for each flight should begin at least 2-hours prior to the ETD and continue frequently each hour until the flight lands. If a Dispatcher is in the planning phase with no active flights being monitored, the requirement to frequently monitor the IFM *Flight Event* screen for each hour does not apply. If there is a mix of active flights, flights within 2-hours of the ETD and flights outside of 2-hours of the ETD, only the active flights and flights within 2-hours of the ETD need to be frequently monitored in the IFM *Flight Event* screen each hour.