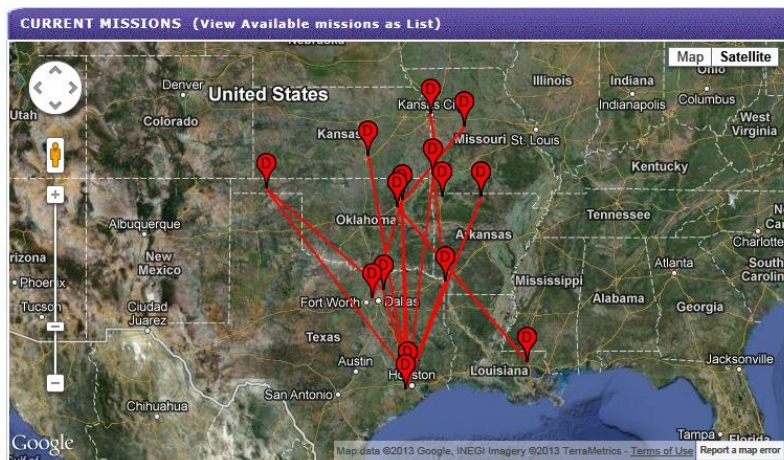


Pilot's Getting Started Guide

Angel Flight Information Database System

AFIDS



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Login Instructions

These instructions apply to current members of Angel Flight, and other users authorized by Angel Flight.

Note: In AFIDS, you must have a username and password in order to log in. If you do not currently have a username, please skip down to the instructions below for, "If you do not yet have a username and password."

If you already have a username and password

If you have a username and password, you can simply use it to log on to AFIDS.

1. Go to <http://afids.angelflight.com> You will see the **login screen**.
2. Simply enter your current username and password and click the Login button.

Note: Both the username and password are case-sensitive.

Note: If you've forgotten your password, please follow the instructions below for resetting your password.

If you do not yet have a username and password

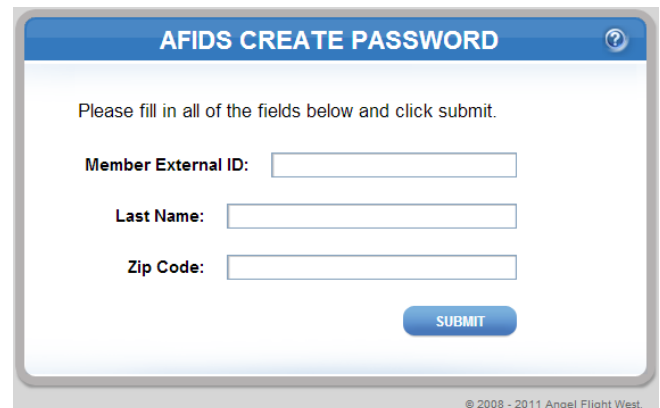
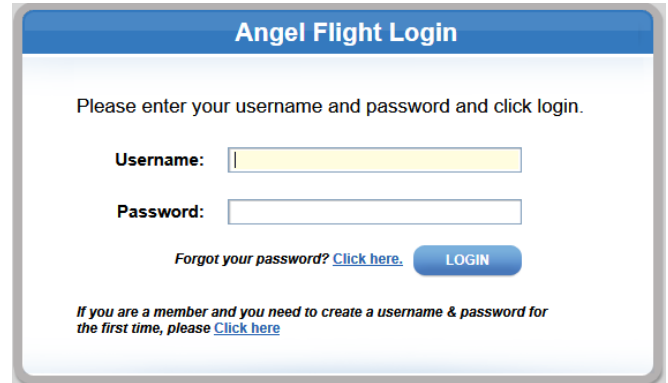
When you use AFIDS for the first time, you start by creating a username and password for yourself. You should keep these credentials private and secure.

You should have received an email from Angel Flight with your Member ID. You will need this number to create your username and password. If you did not receive that email, please see [Contacting Support](#) to request your Member ID.

On the logon screen, you will see a link at the bottom for new users to create a username and password. Click this link.

Enter your Member ID, along with your last name and zipcode. Please note that these must match the information you provided when you registered or renewed your membership.

Note: You will use this function to create a username and password for yourself for the first time. If you want to change your password once it's been created, use the change password function in **Account Settings**. If you forgot your password and need to reset it, you can click the **Forgot your password?** link on the login screen.



Once you have been authenticated using your Member ID, last name and zip code, you will be asked to choose a username and password.

Note: The usernames must be unique in the system, so you may need to modify your chosen username if someone has already taken that username.




The screenshot shows a web form titled "AFIDS CREATE PASSWORD" with a help icon in the top right. The instructions read: "Please enter your new username and password to submit and login." There are three input fields: "Username:", "Password:", and "Confirm Password:". A blue "SUBMIT & LOGIN" button is at the bottom right. A copyright notice "© 2008 - 2011 Angel Flight West." is at the bottom.

Resetting your password (Forgot password)

If you already have a username and password in the system, but have forgotten one or both, you can reset your password. On the login screen, click the **Forgot your password?** link.

Enter either your Username or Member ID. An email will be sent to the email address we have on file for you with instructions on how to reset your password.

If you do not receive the email, please first check your spam/junk folders and if not found, see [Contacting Support](#).



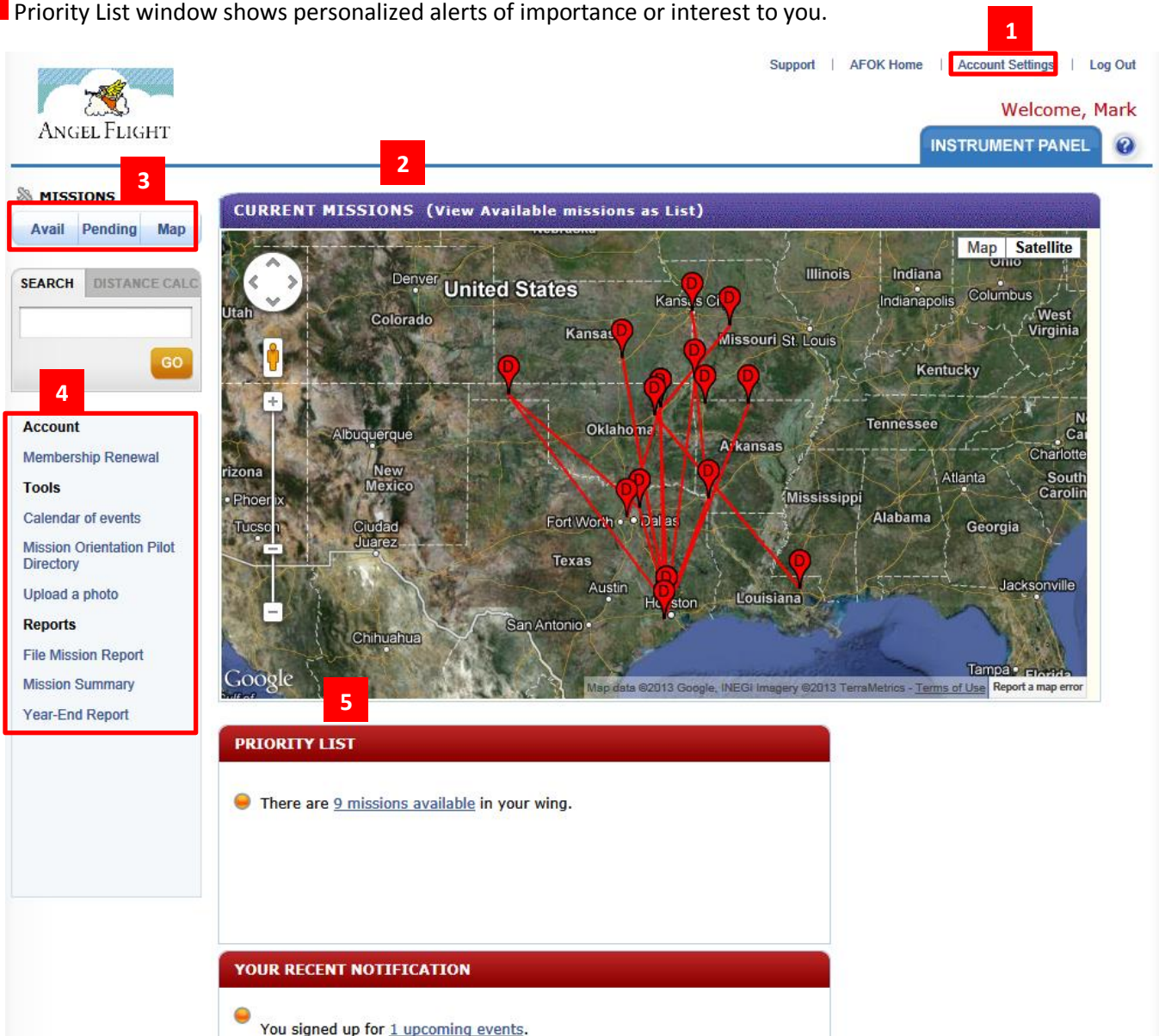
The screenshot shows a web form titled "AFIDS FORGOT PASSWORD" with a help icon in the top right. The instructions read: "Enter either of the two items below, your username if you can remember it, or your Angel Flight West Member ID. You'll be able to reset your password, following a link we sent." There are two input fields: "Username:" and "Member ID:". The word "OR" is centered between the fields. A blue "SUBMIT" button is at the bottom right, and a blue link "<< back to login" is to its left. A copyright notice "© 2008 - 2011 Angel Flight West." is at the bottom.

Please note that your password is secure. The Angel Flight staff does not have access to your password and cannot retrieve it for you.

Instrument Panel

The instrument panel, as the name suggests, is designed to give you a top level view of the information in AFIDS. This is a good place to start your experience in AFIDS, and this is where you will land whenever you first log in to the system.

- 1** **Account Settings**, where you can update your personal information, change password, and set preferences for personalizing your AFIDS.
- 2** Current Missions displays all upcoming missions for the organization. Green lines indicate commercial flights.
- 3** Missions Button Group: **Available** missions in list form. **Pending** missions available and filled. **Map** view of available missions with ability to filter.
- 4** Sidebar Navigation to Account, Tools, and Reports.
- 5** Priority List window shows personalized alerts of importance or interest to you.



Missions Available

Missions Available List

In the Missions button group click the **Avail** button. This will take you to the Missions Available page.

Missions Available

Airport Wing **Airport**

Try the advanced missions available search »

Sort by: 11 missions found

Mission: 5223				
Date: 05-15-2013 (Wed)				
Illness: Post liver transplant				
Passenger: [REDACTED]				
Flight time:				
Total weight: 335 Weight & Balance				
<input type="checkbox"/>	Leg 1	DWH (Houston, TX)	TKI (Dallas, TX)	194nm (filled)
<input type="checkbox"/>	Leg 2	TKI (Dallas, TX)	GUY (Guymon, OK)	321nm Request This Mission »
Mission: 5222				
Date: 05-14-2013 (Tue)				
Illness: Post liver transplant				
Passenger: [REDACTED]				
Flight time:				
Total weight: 335 Weight & Balance				
<input type="checkbox"/>	Leg 1	GUY (Guymon, OK)	DWH (Houston, TX)	497nm Request This Mission »

The Missions Available list will most likely be the feature of AFIDS you will use the most as a pilot. It will list all available mission legs. A mission may consist of multiple legs, which are linking flights to cover longer distances or cross into regions covered by other organizations. If a mission has multiple legs, some may be filled and some open, so you may see a mission with both. Of course, you can only request the mission legs that are open.

A passenger's travel experience with your organization has a hierarchy of information:

- Itineraries capture the information that applies to the entire travel experience, such as the passenger, companions, the origin, and the destination.
- An itinerary may consist of one or more missions. A mission captures the information that applies to a specific travel day. A good example is an itinerary which covers a passenger's travel to a medical appointment. Such an itinerary will often consist of travel to the appointment on one day, and return home on another day. In this example, there would be two missions (to treatment and then back home) divided into two missions because they take place on two different days.
- If a mission is too long for a single flight, coordinators will sometimes divide a mission into several legs. Each leg has its own origin and destination. For example, a mission goes from point A to point D, but leg 1 goes from point A to point B, leg 2 from point B to point C, and leg 3 from point C to point D. When you request a flight, you are requesting a mission leg.

Missions Available Advanced Search

From the Mission Available page, click **try the advanced missions available search** to show the Missions Available Advanced Search page.

Missions Available

Ignore my availability [Show missions matching my personal flights](#) ▼

Date Range: to Flight Days: M T W Th F Sa Su

Location: Wing | [Airport](#) | [City/State/Zip](#) Location as: Origin Destination

Needs: Pilot Mission Assist. IFR Backup Show: [All Mission Types](#) Filled Open

Maximum Passengers: Maximum Weight: lbs Maximum Distance: miles Minimum Efficiency: %

| [Save filter settings](#) | [Hide Filters](#)

Sort by:

Below are the best matches based on your location

Itinerary: 8222 Mission: 5222 Passenger: [REDACTED] Illness: Post liver transplant Mission Type: Normal

TO TREATMENT: [Home](#) ▶ Leg 1 ▶ [+](#)

Leg 1

Mission: 05/14/13 (Tue) Appt.: 05/14/13 (Tue) Time: Anytime	From: GUY (Guymon, OK) (GMT-6) CT To: DWH (Houston, TX) (GMT-6) CT	Passengers: 2 Weight: 335 Lbs.	Distance: 497 nm Efficiency: 96 %
---	---	-----------------------------------	--------------------------------------

Comment: ---

RETURN HOME: [+](#) ▶ Leg 1 ▶ [Home](#)

[Discussion](#)

Itinerary: 8222 Mission: 5223 Passenger: [REDACTED] Illness: Post liver transplant Mission Type: Normal

TO TREATMENT: [Home](#) ▶ Leg 2 ▶ [+](#)

Leg 2

Mission: 05/15/13 (Wed) Appt.: -- Time: Anytime	From: TKI (Dallas, TX) (GMT-6) CT To: GUY (Guymon, OK) (GMT-6) CT	Passengers: 2 Weight: 335 Lbs.	Distance: 321 nm Efficiency: 96 %
---	--	-----------------------------------	--------------------------------------

Comment: ---

RETURN HOME: [+](#) ▶ [Home](#)

[Discussion](#)

Mission Available Search Filters

The Missions Available Advanced Search page has a number of filters you can set to reduce the number of missions shown by increasing the relevancy of the missions to your location, availability, aircraft, and so forth. At first, the list will probably be broader than you would like, depending on the number of available missions, but you can set the filters and save them as defaults to make future searches more relevant.

Since missions consist of one or more mission legs, and an available or open mission would be a mission with one or more available mission legs, you may see some missions with a mission leg that has been filled, but at least one leg will be available. Also remember that mission legs can be air or ground legs.

Once you have re-set any of the filter criteria, click the **Find** button to update the list.

Initial Filter Settings

When you first display the Missions Available Advanced Search page, some filter settings may be pre-populated. These filter settings can come from:

- Your user settings, which are created when you click **Save Filter Settings** described in further detail below.
- Your availability settings, which are set in **Account Settings** for your profile.

Note that some of these fields may be initially hidden. For example, if you have saved settings that include airport identification, only missions to or from that airport are shown. You can click Location: **Airport** to see if there is a value specified for the airport.

Show More Available Missions

To show more missions, you can progressively remove filters which are preventing missions from appearing. You can decrease the **Minimum Efficiency** figure (or set it to be blank). The **Maximum Passengers** and **Maximum Distance** may also be limiting the number of flights you see.

Saving Your Filter Settings

For your convenience, click **Save Filter Settings** to save your filter settings so that they are pre-populated every time you display the Missions Available Advanced Search page. These settings are used to filter the list when you first display the page. You can then change the filter settings and click **Find** to revise your list.



Request This Mission

From the Missions Available Advanced Search page, you can request the Mission Leg(s) you want to fly. Legs that are available have a **Request this Mission** button which will take you to the Request Mission page. Note that if you have already requested this flight, the button will be labeled **Already requested**.

Requesting A Mission Leg

After Clicking the **Request this Mission** button on the Missions Available or Missions Available Advanced Search page, you will be taken to the Request Mission page to complete your request.

Request Mission

Leg 1	Mission: 5222-1 Date: 05/14/13 Time: Can leave anytime	From: GUY (Guymon, OK) (GMT-6)  CT To: DWH (Houston, TX) (GMT-6)  CT	Passengers: 2 Weight: 335 Get Detail	Distance: 497mi Efficiency: 96%
Comment:				

Pilot Type:

Select Your Aircraft

Tail

Backup Wanted? Yes No

Mission Assistant Wanted? Yes No

We encourage you to select "yes" and make this mission available to new members and others who wish to fly as a Mission Assistant.

Comment

[Request Mission](#)

Leg Summary At the top of the Request Mission page is the Leg Summary. Please review these details to ensure that you can accept the flight (i.e. that your aircraft has enough payload, seats, range, and so forth).

The mission leg can be a ground mission leg or an air mission leg. Depending on the type of leg, the following fields are displayed.

Pilot type Depending on your flight status, you can request this leg as a Command Pilot, Mission Assistant, Backup pilot, or Backup Mission Assistant. The Command Pilot and Backup Pilot options are only available if your flight status is Command Pilot. If the mission leg is a ground leg, you can request to be the Ground Angel or the Backup Ground Angel.

Select Your Aircraft (air legs only) Select your aircraft to indicate which aircraft you intend to fly on this mission. This information is helpful for passengers and linking pilots to find you at the airport.

Tail number (air legs only) Select the tail number of your aircraft to indicate which aircraft you intend to fly on this mission. This information is helpful for passengers and linking pilots to find you at the airport.

Backup Wanted (air legs only) If you are a VFR only pilot and wish to have an IFR rated pilot as a backup on this flight, you can select this option. This option is primarily used by organizations with VFR pilots.

Mission Assistant Wanted (air legs only) If you wish to have a Mission Assistant on this flight, you can select this option. Members will be able to find your flight in a list of "Mission assistant wanted" flights, and they will contact you to coordinate their participation. If weight constraints are not an issue, we encourage you to indicate "Yes" you do want a mission assistant, as this helps us involve more willing volunteers.

Comments Please enter any comments you wish to convey to the mission coordinators.

What Happens After Requesting A Mission Leg?

Once you submit your request, the request will be reviewed by the coordination staff. The leg you requested may have already been requested by another pilot or there may be other reasons why the coordination staff may not choose you for this leg. You will be notified if your request was accepted and you have been assigned the mission. The coordination staff will email you the Mission Itinerary report and Waiver.

Mission Summary

Click on the **Mission Summary** link in the navigation sidebar. There are three tabs for your future missions and past missions, as well as a list of your pending requests.

Click **ViewPrint the Mission Itinerary Form** to view the complete printable itinerary for this mission, which provides the information you need for your flight, as well as the mission waiver form. To help you coordinate upcoming flights, the Itinerary includes contact information for people associated with the mission such as the passenger and linking pilot(s).

MISSIONS

Avail Pending Map

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Mission Summary

FUTURE MISSIONS PENDING REQUESTS **PAST MISSIONS**

< 1 of 4 >

Passenger	Mission	CoPilot
[REDACTED]	4781-1 Date: 07/29/2012 From: Richard Lloyd Jones Jr (Tulsa) To: David Wayne Hooks Memorial (Houston) View/Print the Mission Itinerary Form for this mission leg View mission report	CoPilot: Not yet assigned
[REDACTED]	4752-1 Date: 07/16/2012 From: Richard Lloyd Jones Jr (Tulsa) To: David Wayne Hooks Memorial (Houston) View/Print the Mission Itinerary Form for this mission leg View mission report	CoPilot: Not yet assigned
[REDACTED]	4439-1 Date: 01/27/2012 From: Richard Lloyd Jones Jr (Tulsa) To: Addison (Dallas) View/Print the Mission Itinerary Form for this mission leg View mission report	CoPilot: Not yet assigned
[REDACTED]	4024-1 Date: 06/21/2011 From: Centennial (Denver) To: Richard Lloyd Jones Jr (Tulsa) View/Print the Mission Itinerary Form for this mission leg View mission report	CoPilot: Not yet assigned

Filing A Mission Report

Once you have completed a flight as a Command Pilot, please file a mission report giving us the details of your flight. The mission report is important for us to maintain our records and for your record of your charitable donation. To see a list of your flights which have mission reports outstanding, click **File Mission Report** in the navigation sidebar.

MISSIONS

Avail Pending Map

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Mission Reports Outstanding

Please select the mission leg(s) for which you wish to file a report by clicking the check box to the left and the click the "File Report for Selected Missions" button below.

If you have multiple mission legs that were flown **on the same trip**, you can select multiple mission legs and file one report. For example, if you carried several passengers on one leg, you would group these mission legs into one report.

Otherwise, please file a different report for each mission leg.

Please do not group mission legs of different types, for example, if you flew the passenger, then provided ground transportation as well, do not combine the air and ground legs.

Select	Mission Date	Origin	Destination	Passenger	Notes
<input type="checkbox"/>	07/29/2012 (air_mission)	RVS	DWH	[REDACTED]	Please file a report

File Report for Selected Missions

Your missions are shown in the display. If you have filed a report already, you can modify it if necessary until it's reviewed and approved by the staff. Once approved, the mission report will no longer be available for editing. **Select** the appropriate mission leg then click **File Report for Selected Missions** to complete your mission report. Although it's possible to file one report when you flew multiple legs in the same mission, we recommend selecting a single leg and filing a separate report for each leg until you become familiar with the procedure. For a pilot flown mission, the information requested is as follows:

Mission Date Date mission was flown.

Mission Assistant name If you had a mission assistant on the flight, please provide his/her name.

Is the Mission Assistant a member? If the mission assistant is a member, please indicate Yes.

Pickup airport If you picked up different passengers at multiple airports, enter each pickup airport separated by commas.

Dropoff airport If you dropped off different passengers at multiple airports, enter each dropoff airport separated by commas.

Routing If your flight involved stops other than the pickup/dropoff airports above, you may enter your full routing.

Passenger Name(s) Enter the names of each of the passengers on this flight separated by commas.

Commercial Flight Sometimes, pilots may purchase a commercial ticket for a passenger rather than fly the flight. If this is the situation for this mission, please enter the cost of the ticket in this field, leave the hobbs time blank, and leave the aircraft selection blank.

Airline Reference # If applicable, enter the airline confirmation or other reference number for a commercial flight.

Hobbs time Enter total hours for the round-trip even if the passenger was not on board for part of the flight.

Mileage Please make an estimate of the total, round-trip nautical miles flown for this flight.

Expenses If you wish to list any other expenses for this mission for your record keeping, you may enter them here.

Aircraft Select the aircraft you used to fly this mission. If you used another aircraft not listed, enter the make, model and Tail Number.

Mission Comment Please enter a comment for the mission coordinators, if you wish.

Upload a photo If you have photos of your mission you may upload them now or later.

Upload Photos

The organization uses photos from missions and events to display on the web site, use in newsletters and other promotional material. We encourage members to take photos and upload them so we have a great selection to use when spreading the word about the organization. To upload a photo, click on the link in the navigation sidebar.

MISSIONS

Avail Pending Map

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Mission Photos

Use this convenient system to submit mission photos to the Angel Flight archives. We use these photos in the newsletter, and on our web site.

Mission date

Passenger name

Pilot name

Origin

Destination

Caption

Comment

Photo Max file size: 3MB and Formats: jpg, png, gif

[Cancel](#)

If your photo is related to a mission, then it's important to provide the details about the mission so we can match it. We ask for the passenger's name, the origin and destination, and the mission date. Please be sure these are accurate.

When entering a caption for the photo, please remember that the caption is public. Do not include anything in the caption that would be inappropriate for display on the public web site. Also, do not use full names of any individuals, e.g.

passengers, companions, and mission assistants. This is our policy to protect people's privacy.

You also have the option to include up to five photos when filing your mission report. These photos are automatically associated with the mission.

Photos must be less than 3MB in file size, and either jpg, gif or png format. If your photo is larger than 3MB, please use photo editing software to scale the photo to a smaller size.

Please note that all photos are reviewed by staff for appropriateness. Staff may also remove duplicates. They will not appear in the photo gallery immediately.

Year-End Report

Click **Year-End Report** to view a printable report of the flights you've flown over the past year, with the hours recorded for each. You can use this report for tax purposes.

MISSIONS

Avail Pending Map

Missions Flown

Start Date: 01/01/2012 End Date: 12/31/2012 Update

SEARCH DISTANCE CALC

Member Information:

The following is a report of the hours you flew on Angel Flight missions during the period shown above. The report is based on the information you provided in your mission reports. The summary lists hours in one line for each mission report you filed. In many cases, one mission report may contain multiple mission legs. We provide this report as a record of your charitable contribution to Angel Flight, a non-profit 501(c)(3) organization. If you have any questions, please contact the office at 918.749.8992 or angel@angelflight.com.

Mission Date	# Legs	Hours
01/27/2012	1	4.3
07/16/2012	1	6.0
07/29/2012	1	6.1
Total Hours for period:	3	16.4

Print this report

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- File Mission Report
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- Year-End Report**

AFIDS Documentation and Support

AFIDS Documentation

Obtaining the latest Pilot's Getting Started Guide

As AFIDS evolves, we plan to update the Getting Started Guide as needed. You can obtain the latest version of this Getting Started Guide in the Pilot section of our website at www.angelflight.com

Learn More with the Online Wiki Documentation

You can find additional documentation on AFIDS at wiki.vpoids.org. As part of a large user group, you can even contribute your own thoughts to the AFIDS documentation.

Contacting Support

As of this writing, AFIDS is new and not yet fully implemented. Some features may not yet work. As our organization transitions to this system, please bear with us as we work out any glitches. Most of our staff are not technical experts but we'll do our best to help you or find someone that can. Contact support at support@angelflight.com.