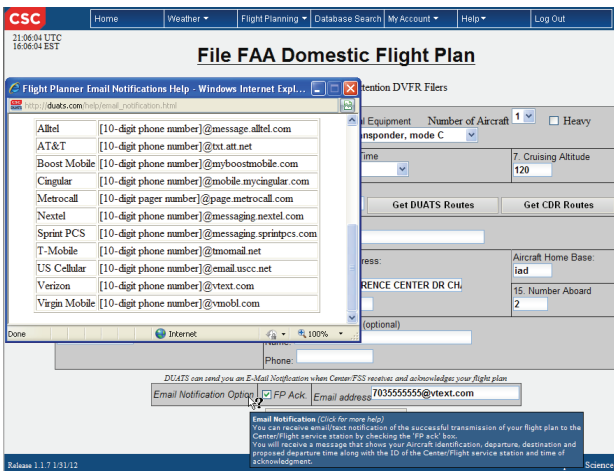




## Managing flight plans in CSC DUATS

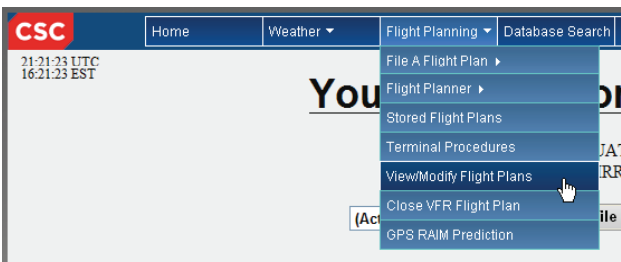
CSC DUATS not only provides you with an easy way to file your flight plan, but it lets you track the status of your flight plan. This optional service will send you a text message to your phone or email address to let you know when the FAA accepted it. To use this option, you will need to check the “FP Ack” box in the flight plan form and provide CSC DUATS with a text message or email address.



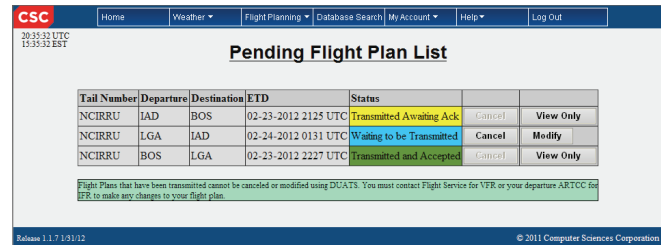
If you want CSC DUATS to send a text message to your phone, you will have to enter the appropriate email address. If you click on the “Email Notification Option” title in the flight plan form, a table will pop-up which shows you what you need to enter as an email address for the major cell phone suppliers in the US. In the example, we are having the acknowledgment sent to a Verizon phone number. This is done by adding the 10 digit phone number (703-555-5555) in front of the string “@vtext.com”. Note that you must not enter the dashes or any spaces so in this case 7035555555@vtext.com has been entered. You can also choose to have this acknowledgement sent to any email address. In that case, simply enter the email address in the “Email address” box.

### Checking the Status of your flight plans

At any time after filing a flight plan, you can view your filed flight plans and also modify them if they have not been transmitted to the FAA/Flight service station. To access this function, select “View/Modify Flight Plans” from the main drop down menu:



This will open the “Pending Flight Plan List” page:



This list shows all your flight plans you have filed for the next 24 hours as well as any you have filed for the past 24 hours. (Note- DUATS only accepts plans up to 24 hours in advance). The list will show the tail number, departure, destination and ETD of each flight plan as well as the status. You can also cancel, view or modify the flight plan depending on its current status. Let’s look at the three different types of status:

### Blue – Waiting to be transmitted.

Flight plans in this status have been successfully accepted and validated by CSC DUATS and are waiting to be transmitted to the center or flight service station. Flight plans may be submitted up to 24 hours before departure. IFR flight plans are sent to the departure center and are transmitted typically 2 hours before departure. This time period is set by the FAA and may vary from center to center. VFR flight plans are sent to flight service stations at about 1 hour before departure. Again this time may vary. Flight plans in this status, may be modified or canceled by selecting appropriate buttons to the right of the displayed flight plan. When a flight plan is in this status, the center or flight service station has no knowledge of it, so you cannot contact them to modify or cancel the flight plan, you must use CSC DUATS.

### Yellow – Transmitted Awaiting Ack

Flight plans in this status have been sent by CSC DUATS to the center or the flight service station, but the flight plan has not been accepted. This status is seen infrequently because acknowledgments are usually received within seconds, however there are times when they are not. There are two main causes to this status. One is that the flight plan may have been delayed in its transmission or the receiving computer is busy. The CSC DUATS system will wait for 10 minutes for an acknowledgment (this wait time is set by

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**DUATS...Still the Fastest Way into the Air and Still Free**

Data line: 800-767-9989  
 Tech Support: 800-345-3828 press number 4  
 FAX: 703-818-4723  
 Internet Telnet: direct.duats.com  
 Internet Web: <http://www.duats.com>  
 Secure Web: <https://www.duats.com>  
 Mobile: <http://www.duats.com/mobile>

the FAA) and will automatically resend the flight plan. If after 10 more minutes we still haven't received an acknowledgment, our 24 by 7 help desk will submit flight plan via telephone. Once the flight plan has been delivered, the status will turn to green.

Another reason for a yellow status is that there was a problem with the flight plan. In this case, the flight plan was returned to the CSC DUATS system and our 24 by 7 help center is alerted. The help staff will review the flight plan and resubmit it to assure acceptance of the flight plan. If the route of flight had to be modified in any way, an FRC (Full Route Clearance) is tagged to the flight plan and you will get a readout of the plan when you activate it. Again, once the modified flight plan has been delivered and accepted, the status will turn to green.

When a flight plan is in the yellow status, you can only view it. If you need to cancel or modify it, you will have to wait until it changes to a green status. Then you will need to contact the departure center or flight service station to cancel or make any changes to it.

Finally, if you selected the "FP Ack" checkbox on the flight plan form, the minute the yellow status turns to green, you will be sent an acknowledgment message to the email address you specified in the form.

### Green – Transmitted and Accepted

Flight plans in this status have been sent by CSC DUATS to the center or the flight service station, and they have been accepted by the FAA. Flight plans will remain available for viewing for 24 hours after the filed ETD.

If you need to cancel or modify the flight plan before the ETD, you will need to contact the departure center or flight service station.

### A Quick Review on How to Use WebDUATS

If you are new to DUATS or haven't been using the system for some time, this article may provide you with some very efficient ways of making entering data and making request.

If you have forgotten your access code and/or password, you can obtain the information without having to call CSC DUATS. Right under the Login boxes (see below) you can click on either "Reset Password" or "Retrieve Access Code." It's simple and easy and you are on your way.

Once logged into the system, go to the dropdown "My Account" in the top menu bar and complete filling out the information in the "profiles." This information will be used by the system for future functions that you may want.

Your personal profile and Aircraft profiles information are used in the flight planner and for filling out the standard and ICAO flight plan forms. Having them filled out and saved here can save you a lot of time and key strokes later.

Remember that any of the data provided can be modified later. It is highly recommended that if you plan to file ICAO, you fill out the information on each aircraft you create a profile for. (This data is automatically used to fill in ICAO flight plan forms so be sure that if you have some equipment that is inoperable you correct the form prior to filing).

By completing your personal profile you have selected a set of weather graphics to be displayed each time you log into DUATS along with a Default aircraft profile and up to two airports for terminal weather and NOTAMS.

With the review of the weather graphics and terminal weather provided on your Homepage, it is recommended that you begin your session with using the DUATS flight planner. The planner provides you with multiple options of getting from A to B, and all of the information obtained here will be used by the system for weather briefings and filing your flight plan.

The results of the flight planner, along with your personal profile and aircraft profile information, will pre-fill the blanks in the weather briefing form. Using the standard briefing with duats.com provides you with an advantage. You get a standard briefing but now you also get the advantage of being able to look at the data as if were an abbreviated briefing. By clicking on the weather type buttons across the top of the page you can jump to any weather type without having to scroll down the page. As a bonus, you also get thumbnail graphics or links to graphics that are compatible with the alphanumeric output. You can click on these graphics for a larger view in a separate window.

When you are ready to file your flight plan simple click on "Flight Planning" and select the flight plan form you wish to file. Data obtained when using the flight planner, your personal profile and aircraft profile will be used to fill out the form. All you have left to fill out is type of flight plan, fuel on board, and number of people on board.

The last thing to do before submitting the plan is to select for notification by the FAA of acceptance of your flight plan. The optional feature lets you receive an acknowledgment as a text to your phone or in your email.

### Visit CSC DUATS at Sun 'n Fun, Tampa

CSC DUATS will be at the Sun 'n Fun in Tampa, Florida March 27<sup>th</sup> through April 1<sup>st</sup> in Hanger B, booth B052, B053 and B054.

If you are going to the show, make sure you drop in on the CSC Forum presentations in the Forum Tents.

Sessions will be given on the following days in the Central Florida Aerospace Academy :

Tuesday @ 9 AM in Room #4

Tuesday @ 1 PM in Room #6

Saturday @ 9 AM in Room #2