

# ALTEA FM MOBILE RAMP

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AIRBALTIC GROUND OPERATIONS  
2021, JANUARY

- Flight Management Mobile is a web-based application designed for use on hand-held tablet computers or cell phone, which is used to communicate information to the Load Controller assigned to the flight in Flight Management
- Flight Management Mobile allows the Ramp agent to perform the following tasks:

## Ramp

- ✓ Display the load distribution prepared by the Load Controller.
- ✓ Communicate final load distribution to the Load Controller.
- ✓ Move deadload or baggage.
- ✓ Modify deadload or baggage details.
- ✓ Display the baggage variation.
- ✓ Display DG/SL information.
- ✓ Ramp clearance.
- ✓ Display or send documents or messages related to the flight.
- ✓ Send or receive messages related to the flight.

## Flight Information

- ✓ Display a summary of the flight.
- ✓ Update the aircraft location.
- ✓ Display potable water weight.
- ✓ Display the balance conditions of the aircraft.

# — ACCESS TO APPLICATION



- Before you can log in to Flight Management Mobile, the Security Administrator for airBaltic must define your access level and your rights to allow you to perform specific functions in the application.

Your Security Administrator will provide you with a **user ID**.

- The **latest version** is always available to all users.

# TOUCH GESTURES

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Action	Description	Example Usages
<b>Single-tap</b>	Touch the surface rapidly once with your fingertip.	<ul style="list-style-type: none"><li>Display the Ramp screen for a flight from the flight search results.</li><li>Select a field, bay/pallet position, compartment, hold.</li><li>Activate the buttons (Save, Refresh, Update, Send).</li><li>Activate the dropdown main menu.</li></ul>
<b>Double-tap</b>	Touch the surface rapidly twice with your fingertip.	Display dialogue boxes, such as: <ul style="list-style-type: none"><li>Deadload Details</li><li>Modify Commodity</li></ul>
<b>Flick or Swipe</b>	Flick (fast) or swipe (slowly) your fingers on the screen.	<ul style="list-style-type: none"><li>Scroll a list of flights.</li><li>Move around the aircraft hold display.</li></ul>
<b>Pinch or Spread</b>	Place your thumb and a finger (or two fingers) on the screen and move them together or apart without lifting them from the screen.	Zoom in or out.  <b>Note:</b> For small devices only.

# MENU BAR BUTTONS

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Button	Explanation
	<b>Save</b> Saves the changes you have made to the flight and makes them visible to the Load Controller. Your changes to a flight are not finalised until you have successfully saved them.  <b>Note:</b> Changes you make to the load distribution may cause a change of load control status, which requires the Load Controller to reapprove the distribution.
	<b>Manual Refresh</b> Refreshes the data displayed on your screen with changes made by the Load Controller. For example, to display the latest distribution or flight statuses for your flight. Allows you to ignore the changes you have made since the last <b>Save</b> .
	<b>Automatic Refresh</b> Automatically refreshes the data displayed on your screen with changes made by the Load Controller, at a time interval determined by your administrator. The refresh time interval is reset after an automatic refresh, a manual refresh, or a save. It is unavailable when you are performing actions, or have unsaved changes on your flight, when the button returns to Manual Refresh.

# CONTACT DETAILS



Your contact details are displayed when you log in, and when you select **Profile** from the main menu.

- Make any necessary updates to your contact details for your current login.
- In the **Role** drop-down list select Ramp Agent
- Use **Night Mode** to apply dark theme
- Tap **Done**.

The screenshot shows a mobile-style interface for updating contact details. At the top, a blue header bar contains the text "Contact Details for JPRANCA". Above the form, a "Night Mode" toggle switch is shown in the "On" position. The form itself has the following fields:

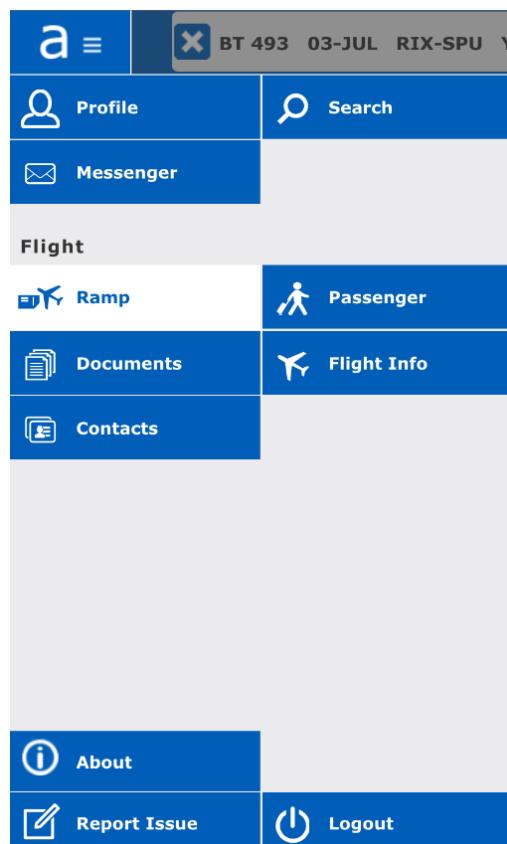
First Name	Jana		Surname	Pranca-Milberga	
Phone	371	26	245678	Fax	
Printer					
* Role	Ramp Agent		<b>Done</b>		

# MAIN MENU

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The options displayed on the main menu vary according to your role and the conditions of your active flight.

- Tap the menu symbol to display the main menu.
- Tap an option to select it.



OPTIONS	ALLOWS YOU TO:
PROFILE	Update your contact details, such as printer address, and radio ID.
SEARCH	Enter details of the flight you want to work on.
MESSENGER	Display messages related to your flight. Communicate with the Load Controller for the flight.
RAMP	Perform ramp tasks, such as confirming baggage number of pieces or deadload weights, and ramp clearance.
DOCUMENTS	Display or send a document or message for the selected flight.
FLIGHT INFORMATION	Display details of the flight, including predicted underload, potable water, and balance conditions.
CONTACTS	Display contact details of the Load Controller, and add yourself as Ramp Agent for the flight.
REPORT ISSUE	Generate a log file that can be used by Amadeus to investigate software issues.
LOGOUT	Log out of Flight Management Mobile.

\* Freight, Passenger, About – not applicable on flight handling for BT

# FLIGHT SEARCH

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- In the **Flight Search** panel, enter details of the flight or flights you wish to display.
- Using the pop-up calendar, select a specific date, or clear the date to search for flights without using a specific date.
- Enter the mandatory **Carrier** and **Departure Port** fields (all other fields are optional).

<b>*Carrier</b> BT	<b>Flight No</b> 139	<b>Flight Date</b> 03-JUL-2020	<b>*Depart</b> RIX	<b>Arrive</b> 	<b>Registration</b> 	<b>Search</b>
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- Tap **Search**. Flights are displayed in order of departure.

<input type="checkbox"/>	FLIGHT	DATE	DEP ARR TIME	STATUS	AIRCRAFT	LOCATION	LOAD CONTROLLER
<input checked="" type="checkbox"/>	<b>BT 493</b>	03-JUL-2020	RIX SPU	S08:30	GO-RO-LC-AC-BO	A220-300 A YL-CSI	Guntars Krukovskis +371 29442260
<input checked="" type="checkbox"/>	<b>BT 343</b>	03-JUL-2020	RIX VNO	S12:15	GO-RN-LO-AO-BN	A220-300 A YL-CSK	Guntars Krukovskis +371 29442260
<input checked="" type="checkbox"/>	<b>BT 251</b>	03-JUL-2020	RIX HAM	S12:40	GO-RN-LO-AO-BN	A220-300 A YL-CSE	Guntars Krukovskis +371 29442260
<input type="checkbox"/>	<b>BT 315</b>	03-JUL-2020	RIX TLL	S14:40	GO-RN-LO-AO-BN	A220-300 A YL-CSH	Guntars Krukovskis +371 29442260
<input type="checkbox"/>	<b>BT 633</b>	03-JUL-2020	RIX FCO	S14:50	GO-RN-LO-AO-BN	A220-300 A YL-CSJ	Guntars Krukovskis +371 29442260

- Tap the flight you want to display. The flight is displayed on the Ramp screen.

# SUBSCRIPTION TO A FLIGHT

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## Subscribe to Messenger for a flight to send/receive messages:

- In the Flight Search results, select the option on the left-hand side of each flight.
- To select all flights, select the option on the left-hand side of the header row.
- To subscribe to the selected flight or flights, tap **Subscribe**.
- To add your details to the flight or flights and subscribe as well, tap **Add & Subscribe**.
- Tap **OK** to continue.

*Carrier	Flight Number	Flight Date	*Departure Port	Arrival Port	Registration	Search
<input type="checkbox"/> FLIGHT DATE DEP ARR TIME STATUS AIRCRAFT LOCATION LOAD CONTROLLER						
<input checked="" type="checkbox"/> BT		15-OCT-2020	<input type="button" value="Calendar"/>	LGW		
<input checked="" type="checkbox"/> BT 650	15-OCT-2020	LGW TLL	S14:55	GO-RN-LC-AO-BN	A220-300 A YL-CSA	Guntars Kruckovskis +371 29442260
<input checked="" type="checkbox"/> BT 654	15-OCT-2020	LGW RIX	S17:35	GO-RN-LO-AO-BN	A220-300 A YL-AAO	Guntars Kruckovskis +371 29442260
<input type="checkbox"/> BT 652	15-OCT-2020	LGW RIX	S09:25 A09:38	GD-RF-LSF-AF-BC	A220-300 A YL-CSI	Guntars Kruckovskis +371 29442260

**Subscribe**   **Add & Subscribe**

# ADDING YOURSELF TO A FLIGHT

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**Adding yourself to a flight makes your contact details available to the Load Controller and other agents assigned to the flight.**

- Search for and display the flight.
- On the main menu, tap **Contacts**.
- To add your details from the **Profile** screen for the current flight, tap **Add Self** for the role you selected after login.
- To add details of another person, tap **Edit**, fill in the details, then tap **Done**.
- Tap  to save.

TYPE	FIRST NAME	SURNAME	PRINTER	WORKSTATION / RADIO ID	PHONE	
Ramp Agent	ROBERTS	SKRIVERIS		00 371 29442260		<b>Add Self</b> <a href="#">Edit</a>
Load Controller	Kalvis	Kauss				
Fuel Agent						
Freight Agent						

# ALLOCATION TO A FLIGHT

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## Allocate Yourself to a flight:

- Find a Flight.
- In the Flight Search results, select the checkbox against the flight, then tap **Allocate**.  
**When allocated to the flight as Ramp Agent:**
  - ✓ You can make updates on the Ramp screen.
  - ✓ Your details are entered into the Contacts screen.
  - ✓ You are subscribed to messages for the flight.
- Tap the flight you want to display.
- When you are no longer responsible for a flight, unallocate yourself.

*Carrier	Flight Number	Flight Date	*Departure Port	Arrival Port	Registration	Search	
<input type="checkbox"/> FLIGHT		DATE	DEP ARR TIME	STATUS	AIRCRAFT	LOCATION	LOAD CONTROLLER
<input checked="" type="checkbox"/>	BT 195	27-JAN-2021	TLL CPH S16:05	GO-RN-LO-AO-BN	A220-300 A YL-CSF	GTE 08 (Gate)	Kalvis Kauss
<input type="checkbox"/>	BT 318	27-JAN-2021	TLL RIX S21:10	GO-RN-LO-AO-BN	A220-300 A YL-CSF	GTE 08 (Gate)	Kalvis Kauss

**Subscribe** **Allocate** **Unallocate**

**Note:** Only one Ramp Agent can be allocated to a flight at the same time.

# FLIGHT DROP-DOWN MENU

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- To switch between your open flights:
  - ✓ Tap ▾ on the flight status bar to display a drop-down menu of your open flights.
  - ✓ Tap the flight you want to display.
- To close a flight tap ✖ on the status bar.



# FLIGHT STATUS BAR

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The status bar displays a summary of the flight leg. It is displayed at the top of all screens when you have a flight open.

- 1 Close flight icon
- 2 Flight number
- 3 Flight date
- 4 Departure and arrival ports
- 5 Aircraft registration
- 6 Time of departure
- 7 Edition of the Loading Instruction Report (LIR)
- 8 Status bar
- 9 Drop-down menu of open flights

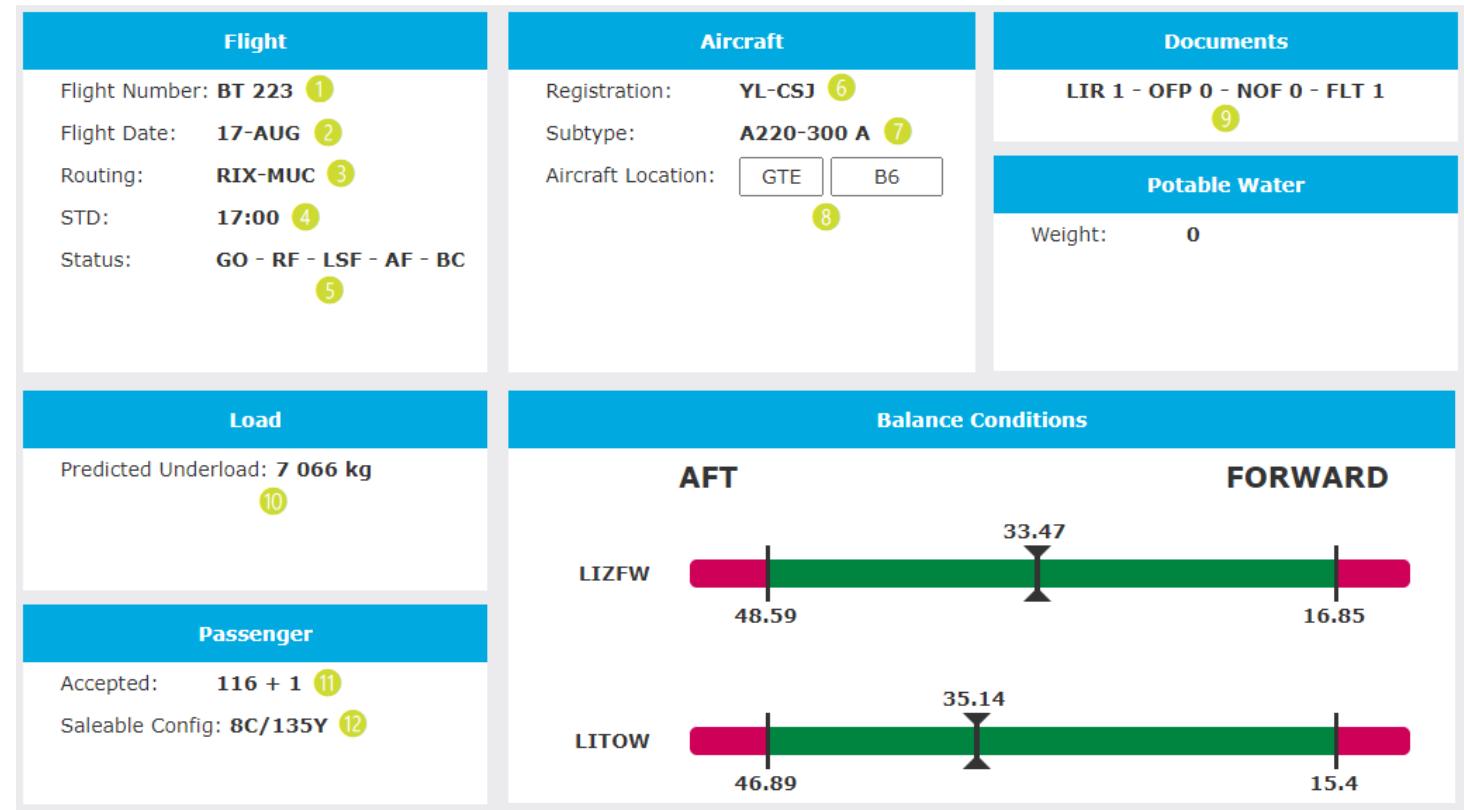


# FLIGHT INFORMATION SCREEN

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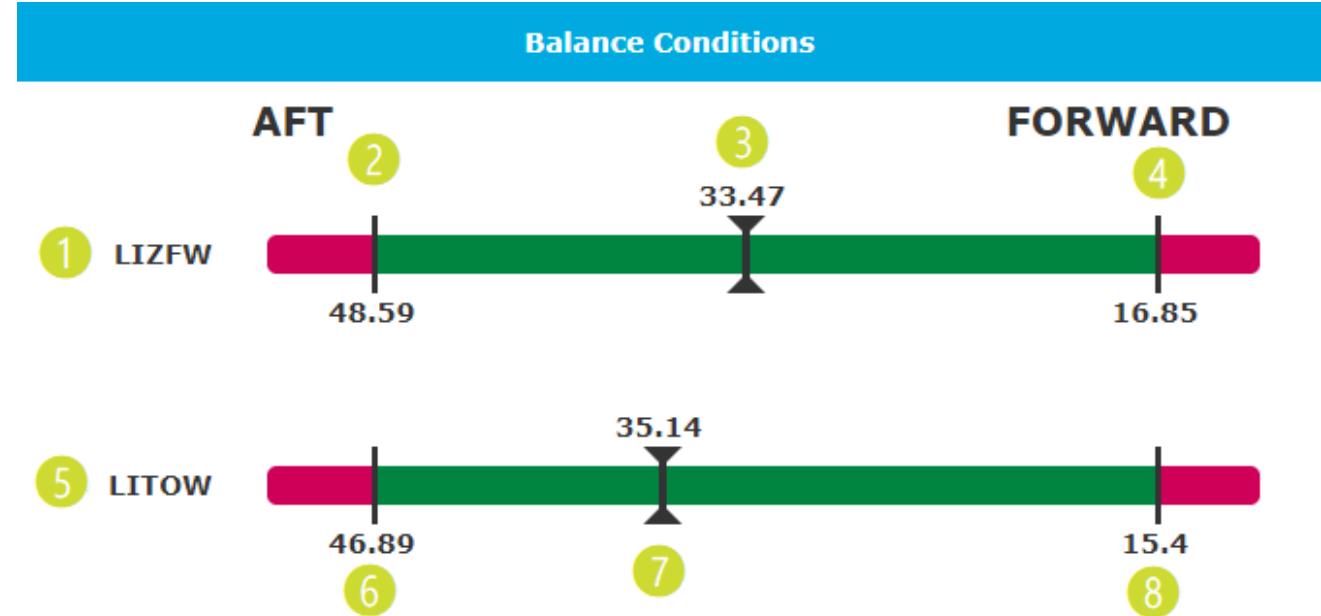
- To display detailed flight information, tap or select **Flight Info** from the menu.
- To return to the previous screen, tap **Back to Ramp** (or **Back to Passenger**, **Back to Documents**).

- 1 Flight number
- 2 Flight date
- 3 Departure and arrival ports
- 4 Time of departure
- 5 Flight status info
- 6 Aircraft registration
- 7 Aircraft subtype
- 8 Aircraft location
- 9 Document info
- 10 Predicted underload
- 11 Accepted passengers
- 12 Cabin configuration



# BALANCE CONDITIONS

- 1 Zero fuel weight (ZFW) balance conditions.
- 2 Aft ZFW index limit.
- 3 Actual ZFW limit.
- 4 Forward ZFW limit.
- 5 Takeoff weight (TOW) balance conditions.
- 6 Aft TOW index limit.
- 7 Actual TOW index.
- 8 Forward TOW limit.



# AIRCRAFT LOCATION

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- Search for and display the flight.
- Tap  to display the Flight Information screen.
- In the **Aircraft Location** field, enter the gate identifier and gate number.
- Tap  to save.



# RAMP SCREEN

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- 1 Hold description and remaining weight allowance.
- 2 Compartment description and remaining weight allowance.
- 3 Hold or compartment weight-used indicator.
- 4 Bulk hold position.
- 5 Total gross weight per position.
- 6 Number of baggage pieces per position.
- 7 Aircraft door.

The ramp screen displays aircraft weight and balance data across three compartments: CPT 3, CPT 2, and CPT 1.

**CPT 3 (854 of 1858 kg)**

- Total weight: 854 kg
- Remaining weight allowance: 53 kg
- Hold positions: BF (2), BB (26), BT (25)
- Baggage pieces: R (8, 8, 9)

**FWD (970 of 2446 kg)**

- Total weight: 970 kg
- Remaining weight allowance: 2 kg
- Hold positions: BB (10), BT (20), M (327 kg), C (0 kg)
- Baggage pieces: R (8, 9, 99)

**CPT 2 (814 of 1646 kg)**

- Total weight: 814 kg
- Remaining weight allowance: 30 kg
- Hold positions: BB (10)
- Baggage pieces: R (8, 9, 99)

**CPT 1 (156 of 800 kg)**

- Total weight: 156 kg
- Remaining weight allowance: 10 kg
- Hold positions: BB (10)
- Baggage pieces: R (8)

**Aircraft doors:**

- Door 4 (CPT 3)
- Door 7 (CPT 1)

CPT 3 (854 of 1858 kg)		FWD (970 of 2446 kg)		CPT 2 (814 of 1646 kg)		CPT 1 (156 of 800 kg)	
kg 854	53	kg 970	2	kg 814	30	kg 156	10
OSL		OSL		OSL		OSL	
BF 2	R 8	BB 10	R 8	BB 10	R 8	BB 10	R 8
BB 26	R 8	BT 20	R 9	M 327 kg	R 99		
BT 25	R 9			C 0 kg	R 99		

# SYMBOLS IN THE AIRCRAFT HOLD

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Symbol	Description
	Destination.
	Baggage commodity, number of pieces.
	Baggage rest location.
	Baggage finalised indicator.
	Commodity identifier and weight.
	Priority indicator.
	Estimated indicator.
	Transit indicator.
	DG/SL indicator (displayed below the commodity).
	Additional DG/SL indicator.
	Additional commodity indicator.
<b>NIL</b>	Empty bulk hold indicator.
<b>UNSERVICEABLE</b>	Unserviceable bulk position (non-containerised aircraft).

# TABS ON RAMP SCREEN

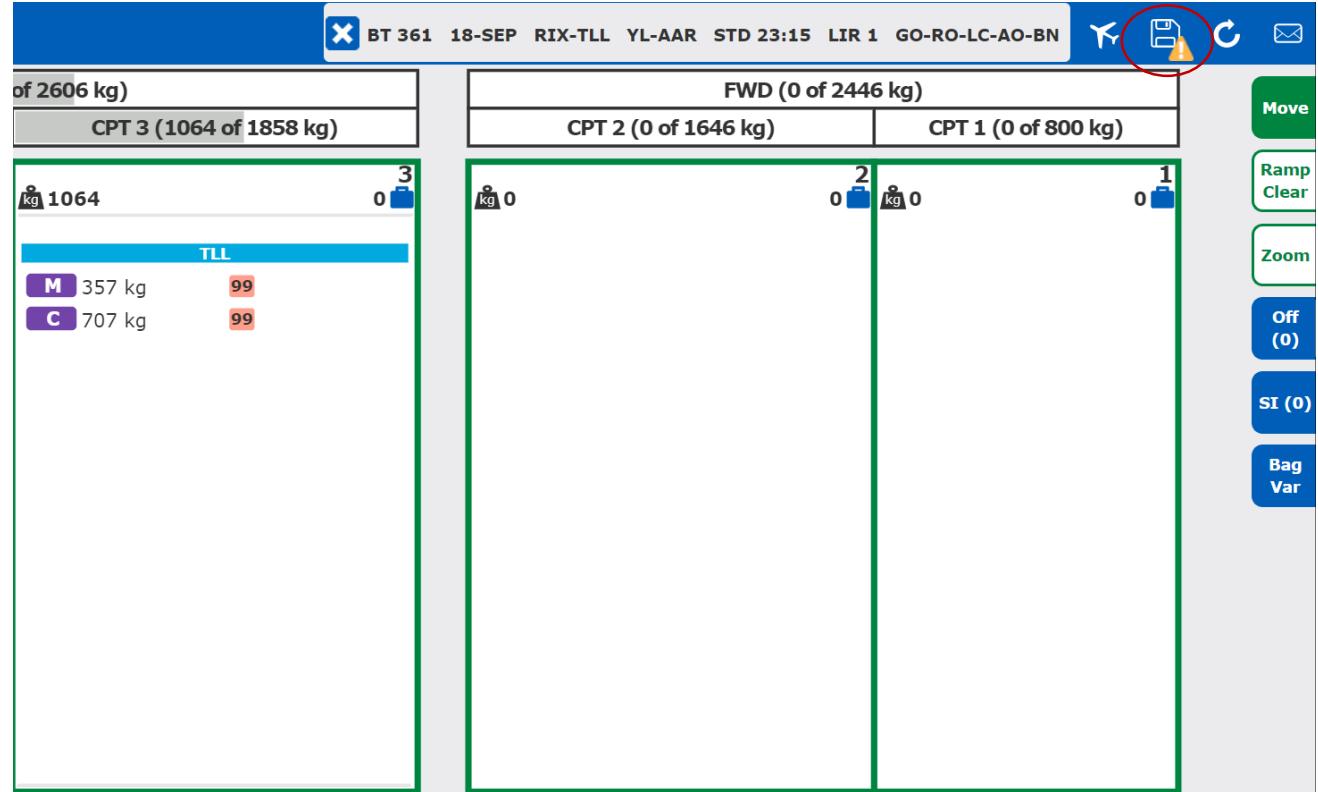
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- These tabs are displayed on the right-hand side of the screen.
- Tap the arrow icon below the tabs to expand or collapse them.

TAB	ALLOWS YOU TO:
Move	Move deadload between compartments.
Ramp Clear	Confirm each position in an a/c has been loaded accordingly.
Zoom	Display the hold layout of the entire a/c.
Offload List (0)	View number of commodities currently offloaded for this flight.
Supplementary Information (0)	Display or update supplementary information. (LIR, LDM, OIR)
Baggage Variation	Display difference between the baggage values provided by the check-in application and final baggage values reported.

# MOVING DEADLOAD

- Display the **Ramp** screen for the flight.
- Tap **Move**.
- Double-tap the position containing the commodity you want to move.
- Tap the commodity in the Details panel.
- Tap the new position in the aircraft hold.
- To move all the weight (including any DG/SLs), tap **Move All**.
- To move only some of the weight:
  - ✓ Enter the weight to move.
  - ✓ Select the DG/SLs you want to move with the weight.
  - ✓ Tap **Move**.
- Tap  to save.



# RAMP CLEARANCE

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- Display the flight on the **Ramp** screen.
- To enter ramp-clear mode, tap **Ramp Clear**.

The **Ramp Clear** tab becomes green.

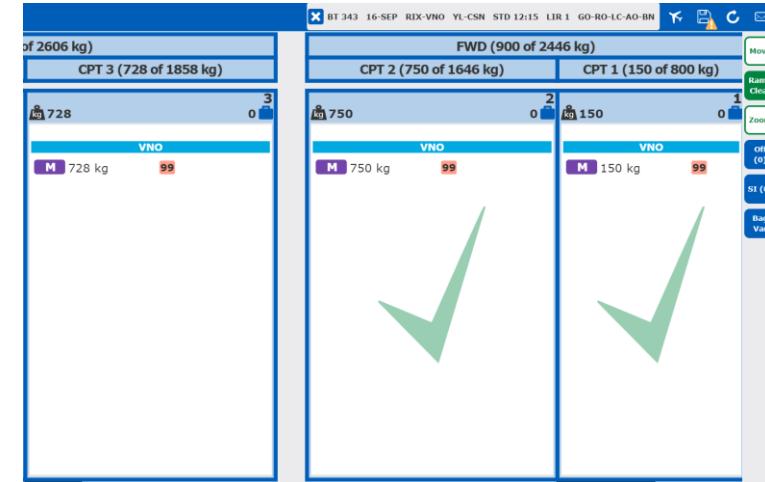
All positions that can be ramp cleared are highlighted in blue.

- To ramp clear:
  - ✓ **A position:** Tap on the position.
  - ✓ **A compartment:** Tap on the compartment indicator.
  - ✓ **A hold:** Tap on the hold indicator.

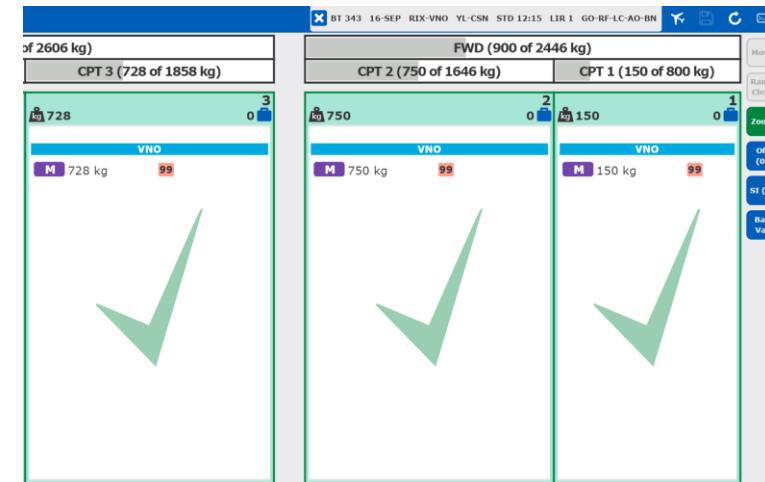
Ramp-cleared positions are indicated with a green tick (check mark).

- Tap  to save.

Ramp Clear Before Save



Ramp Clear After Save



# DEADLOAD DETAILS

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- To Display Deadload Details:

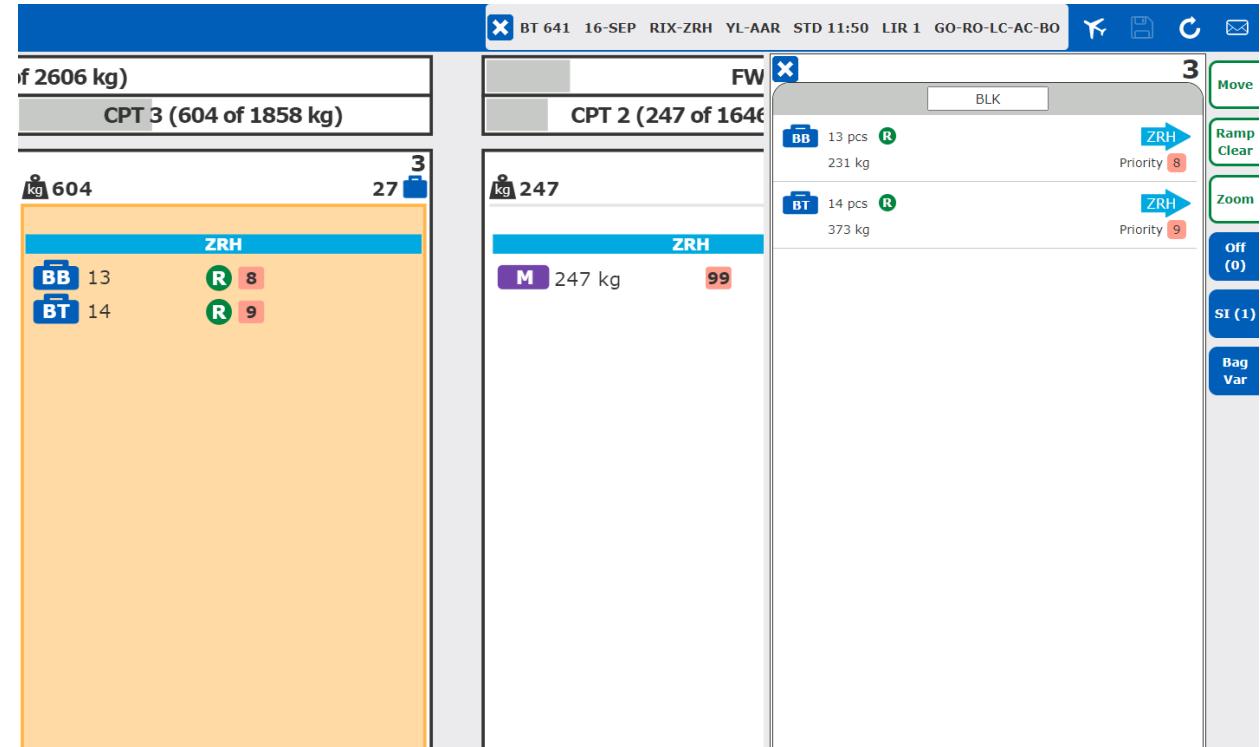
- ✓ Display the Ramp screen for the flight.
- ✓ Double-tap the position you want to display.

The selected position is highlighted in orange.

Deadload details are displayed in the Details panel on the right-side of the screen.

- ✓ Tap  to close the Details panel and deselect the position.

- Tap **Zoom** to display the hold layout of the entire aircraft.



# DANGEROUS GOODS

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- Display the **Ramp** screen for the flight.
- Double-tap the position of the ULD or bulk containing the DG/SLs.

The selected position is highlighted in orange, and the **Details** panel is displayed on the right-side of the screen.

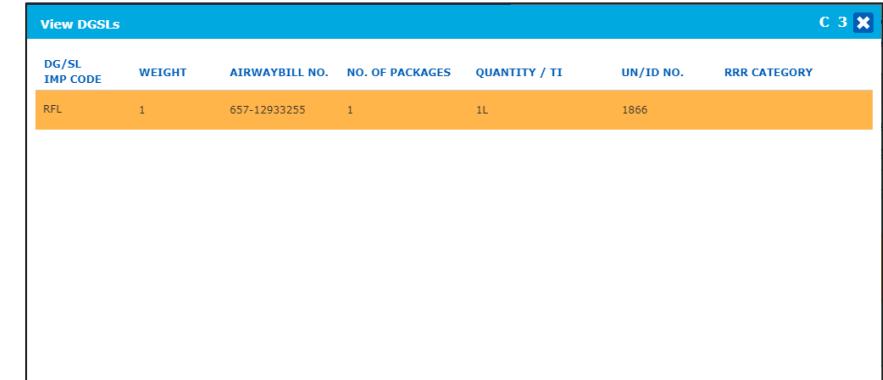
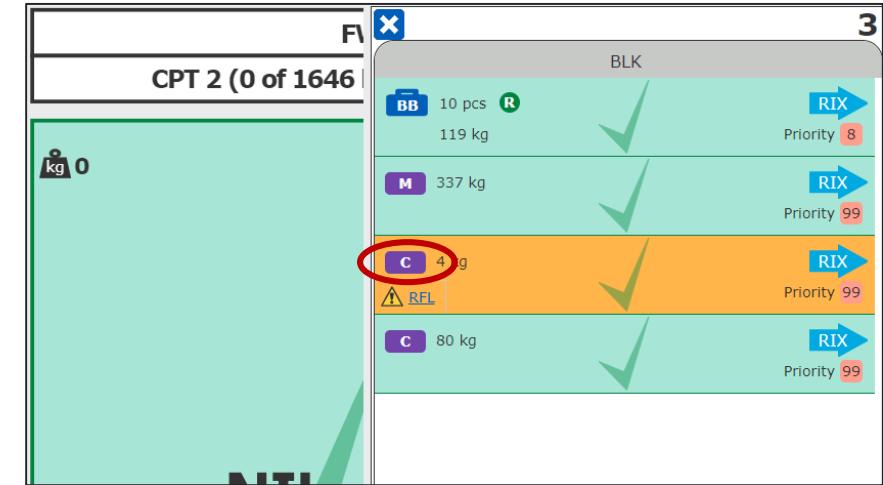
- Tap the DG/SL symbol.

The **View DG/SLs** window is displayed.

- Double-tap a DG/SL to display its details.

**Note:** Scroll when there are many DG/SLs to display.

- Tap **Cancel** to the **Details** panel.
- Tap **×** to close the **Details** panel.



# DOCUMENTS SCREEN

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- 1 Document Display panel - displays the content of the selected document.
- 2 Documents List panel - displays all available documents for the flight.

The screenshot illustrates the 'DOCUMENTS SCREEN' interface. The main window is the 'Document Display panel', which shows a detailed loading instruction report for flight BT 343 on 16-SEP from RIX to VNO. The report includes flight details, joining load information, and a breakdown of cargo by compartment (CPT 1-4) with their respective weights and totals. The 'Documents List panel' is visible on the right, showing a list of available documents: 'Loading Report (1)', 'Load Instruction Report (1)', and 'Forecast ZFW Message (3)'. The 'Load Instruction Report (1)' is highlighted, indicating it is the selected document. A green circle with the number '1' is placed over the Document Display panel, and a green circle with the number '2' is placed over the Documents List panel.

BT 343 16-SEP RIX-VNO YL-CSN STD 12:15 LIR 1 GO-RO-LC-AC-BO

LOADING INSTRUCTION/REPORT PREPARED BY Lauris Abols EDNO

ALL WEIGHTS IN KG 1

FROM/TO FLIGHT A/C REG VERSION GATE TARMAC DATE TIME

RIX VNO BT343 YL-CSN A220-300 A 16SEP20 1015

PLANNED JOINING LOAD

VNO C 0 Y 25 C 0 M 1628 B 100

JOINING SPECS: SEE SUMMARY

TRANSIT SPECS: SEE SUMMARY

RELOADS:

LOADING INSTRUCTION	ACTUAL PIECES	WEIGHT
CPT 1 MAX 00800	:	
:1	:	
:ONLOAD: VNO M/150	:	
:SPECS: NONE	:	
:REPORT: CPT 1 TOTAL:		
CPT 2 MAX 01646	:	
:2	:	
:ONLOAD: VNO M/750	:	
:SPECS: NONE	:	
:REPORT: CPT 2 TOTAL:		
CPT 3 MAX 01858	:	
:3	:	
:ONLOAD: VNO M/728	:	
:SPECS: NONE	:	
:REPORT: CPT 3 TOTAL:		
CPT 4 MAX 01055		

Docs

Load Instruction Report (1)

Forecast ZFW Message (3)

Send To

SI (0)

1

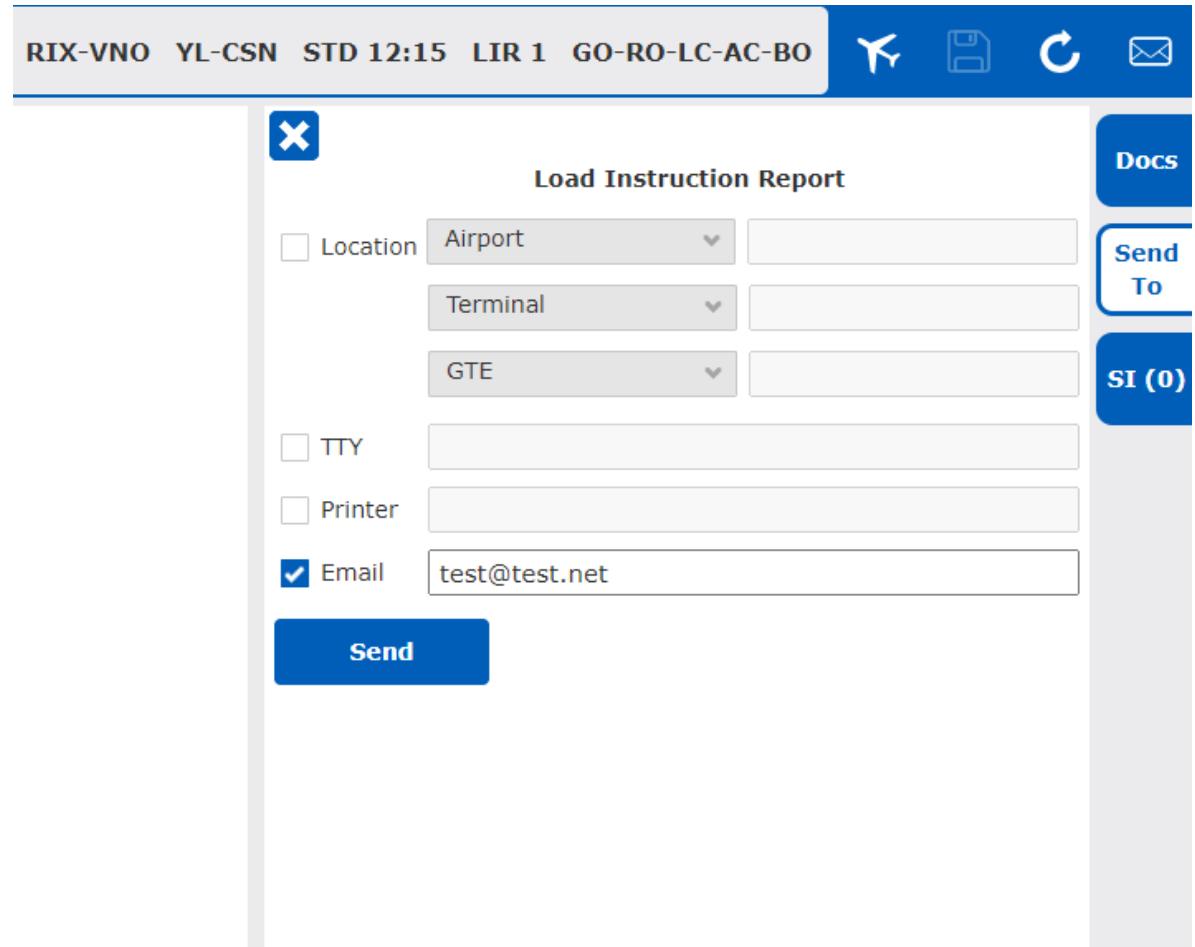
2

## To Send/Print a Document or Message:

- Display the document you want to send.
- Tap **Send To**.

The default addresses are preselected.

- Review, select and if necessary, update the addresses where you want to send the document.
- Tap **Send**.
- Tap  to close the **Details** panel.



RIX-VNO YL-CSN STD 12:15 LIR 1 GO-RO-LC-AC-BO

**Load Instruction Report**

Location: Airport

Terminal

GTE

TTY

Printer

Email

**Send**

Docs

Send To

SI (0)

# SUPPLEMENTARY INFORMATION

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- Search for and display the flight.

The **SI** tab indicates the number of documents that have SI text attached.

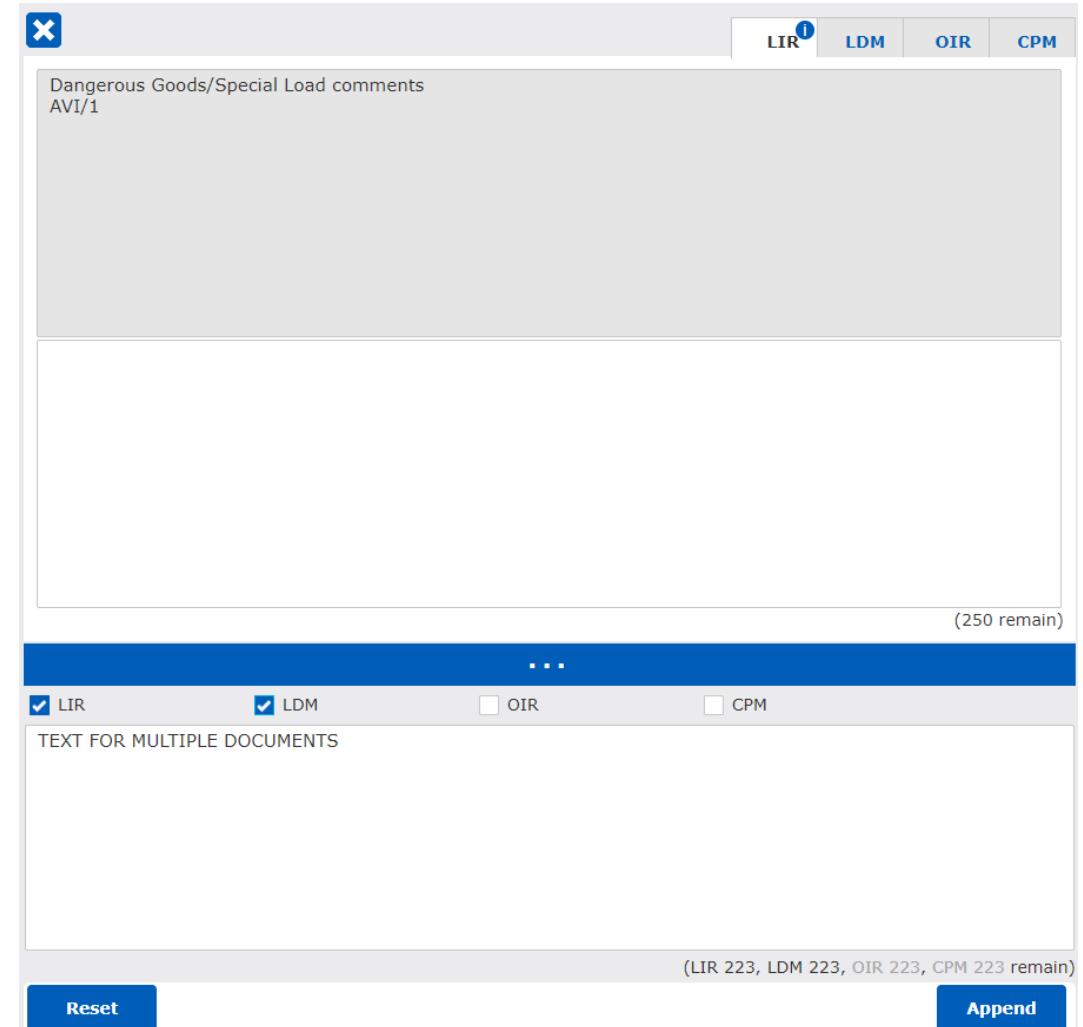
- Tap **SI**.
- The **LIR** (Loading Instruction Report) tab is displayed.

The upper part of the panel is pre-filled with DG/SL comments, followed by SI text considered relevant for the Ramp Agent.

- To enter SI text for current version of another document type, tap the tab of the document type in which you want to enter supplementary information:
  - ✓ **LDM** (Load Message).
  - ✓ **OIR** (Offload Instruction Report).

The **i** icon is displayed in the tab header when SI text is stored for the document type.

- Tap **X** to close the Supplementary Information panel.

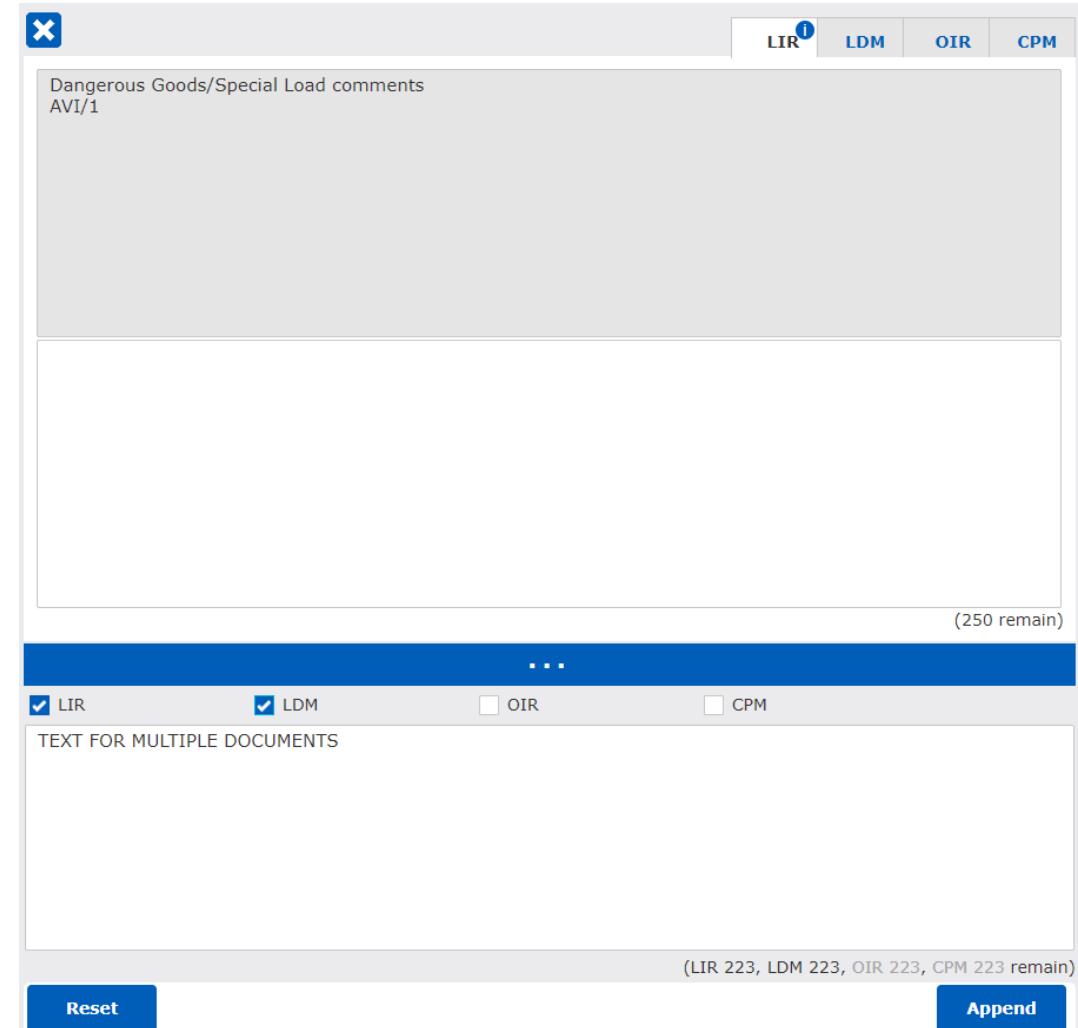


# SUPPLEMENTARY INFORMATION

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Optional. To append supplementary text to multiple messages or for future versions of the document:

- Tap **...**.
- The **Append** options are displayed.
- Select the message types.
- Enter the text in the text box on the lower part of the screen.
- Tap **Append**.
- Tap **×** to close the Supplementary Information panel.



## To Send a Message:

- Tap  for your active flight or tap **Messenger** on the main menu, then tap the flight leg.

The **Messenger** window is displayed.

- In the text box at the bottom of the **Messenger** window, type your message.
- Select the recipient of the message:
  - ✓ Load Controller
  - ✓ Check-in Agent
  - ✓ Supervisor
- Tap **Send**.
- To return to your flight, tap **Ramp** on the main menu.

**BT 603 16-SEP RIX**

STATUS	PRIORITY	DATE
PROCESSED	LOW PRIORITY	11-Sep-2020 13:25:07 UTC
Flight created		
SENT	VERY HIGH PRIORITY	16-Sep-2020 10:30:19 UTC
To LC: Hello!		
SENT	VERY HIGH PRIORITY	16-Sep-2020 10:32:01 UTC
To LC: Please send Loading Instruction		
PROCESSED	VERY HIGH PRIORITY	16-Sep-2020 10:35:20 UTC
Test		
PUBLISHED	MEDIUM PRIORITY	16-Sep-2020 10:37:23 UTC
Baggage Variation created: BRU, BB, +7 pcs, +99 kg.		
PUBLISHED	MEDIUM PRIORITY	16-Sep-2020 10:37:23 UTC
Baggage Variation created: BRU, BT, +1 pcs, +16 kg.		

Send to:  LOAD CONTROLLER  CHECK-IN AGENT  SUPERVISOR

**Send**

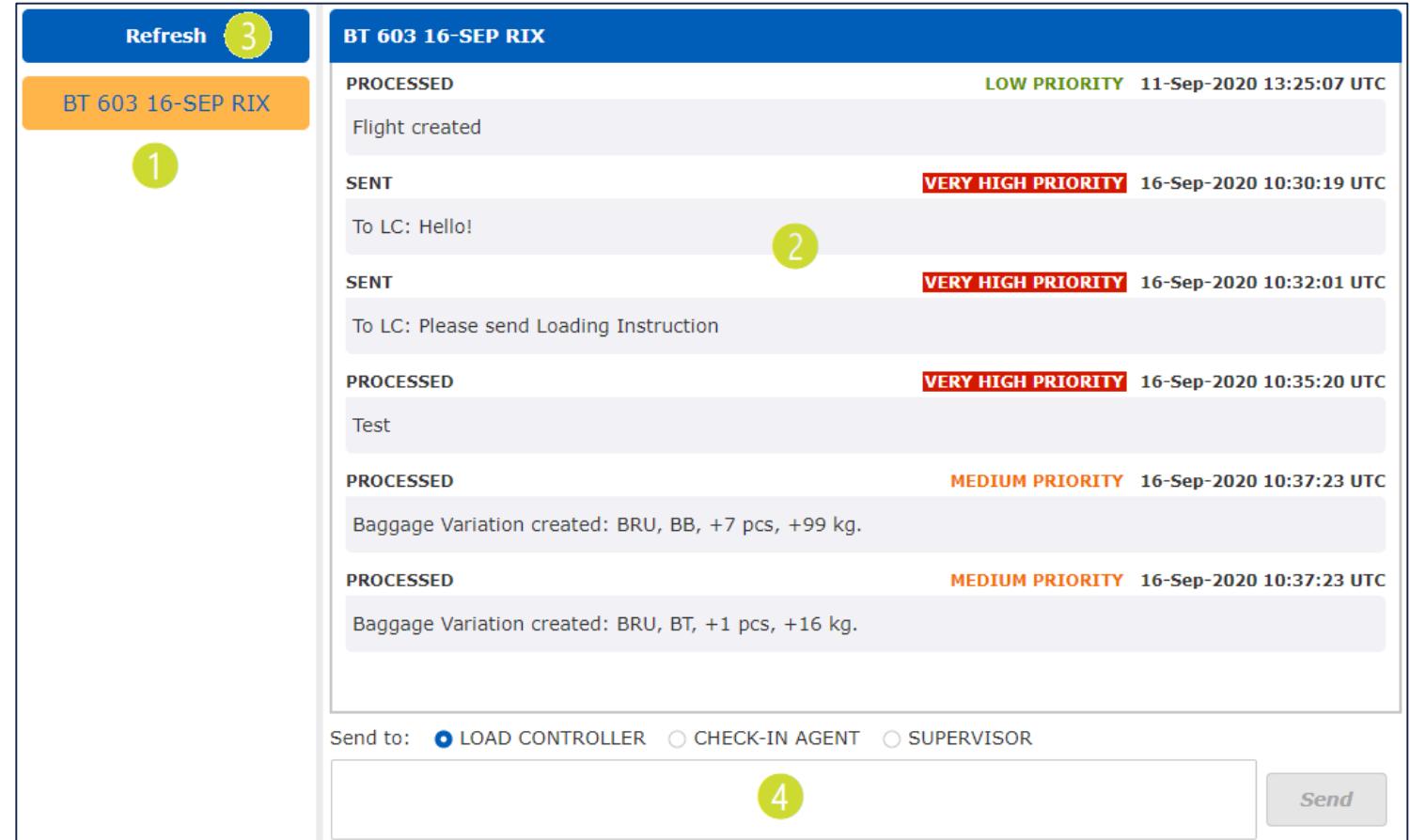
**Close**

**Note:** To receive or send messages, you must first subscribe to or allocate yourself to a flight.

# MESSENGER WINDOW

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- 1 A list of the flights you have subscribed to. Tap on the flight to select it.
- 2 Messages received for the selected flight.
- 3 Tap **Refresh** to ensure you can view the most recent messages.
- 4 Message text box for sending messages.



# THANK YOU!

TOGETHER WE MAKE SURE THE  
TRAVEL IS SAFE AND HEALTHY

