

# Very Brief Intro to PFM Windows Trip Scheduling

Notes



## Main Menu

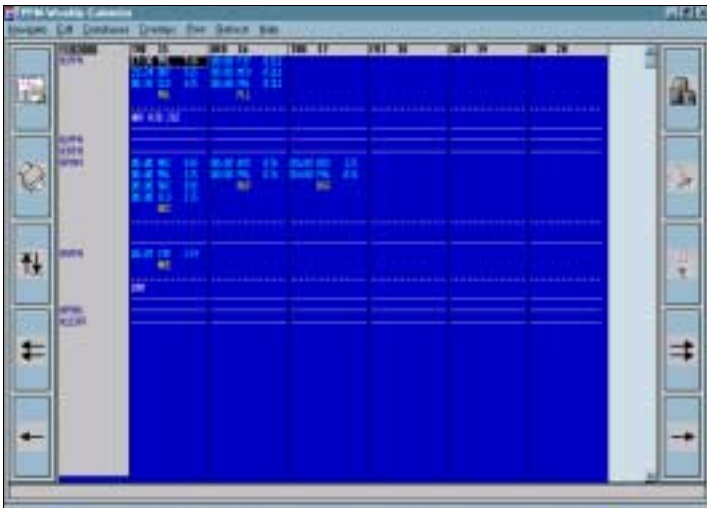
1. From the *Main Menu*, select *Monthly* or *Weekly Calendar*.

## MONTHLY CALENDAR



1. Select the *month*: Click on Jan, Feb, etc.
2. Select the *day*: Click on 10, 11, etc.
3. Select the *aircraft*: Click on Tail Number.

## WEEKLY CALENDAR



- Tail Numbers* are along the left side; dates are across the top.  
The *Single arrow* will move you forward or backwards a day.  
The *Double Arrows* will move you forward or backwards a screen.  
*Up-Down Arrows* will split screen to view tabs.
1. Double-click in the blue area for an aircraft on a date to open up to the *Scheduling Module*.

## SCHEDULING LEGS



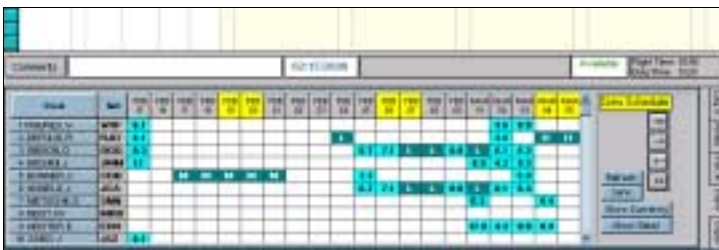
1. Type in *Identifiers* for Origin and Destination.
2. For *additional legs*, press ENTER and continue adding city pairs.
3. For *1 leg trip* press TAB to access times field.
4. Type *Depart time*, then press ENTER for *Arrive time* calculation.
5. Use the *up and down arrows* to go in between legs.
6. For the second and additional legs, either type *Ground time* for previous leg or *Departure time* for second leg.

## PASSENGER SCHEDULING



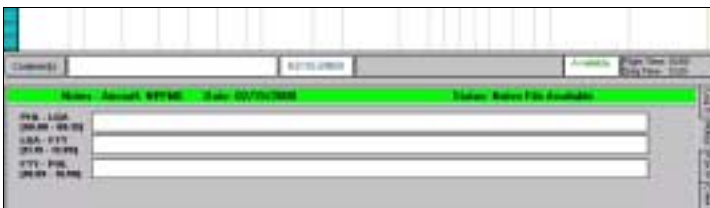
1. Select *Pax Tab*, lower right side of screen.
2. Type *last name of pax*, then press ENTER. The name will either pop in automatically, or the pax database look-up box will be displayed. Highlight the desired name from the pax database, then press F1.

## CREW SCHEDULING



1. Click the *Crew icon* at top of screen.
2. Drag the *crew name* to the desired position (PIC, SIC, etc.) opposite the leg they are to fly.
3. *Crew warnings* will appear if the crewman is already scheduled or is about to be out of currency.

## NOTES



1. Select the *Notes tab*. Type desired information per leg. Prints on Tripsheet and/or pax itinerary.

## Other general features:

- The *fingers* at the top will move you forward or backward a day.
- Click on an "A" and it will append the previous day or the next day.
- You can *switch aircraft* from the drop-down box on the upper-left.

There is much more that you are able to do not only in scheduling but in the rest of PFM as well. If you have any questions, please call **610-668-1655** and anyone will help you.

## Notes