

# VAFS USER GUIDE

Skyeast Airways VA

This user guide is based on VAFS 4.0.1.26

## Content:

- General
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- Flying with VAFS
- "Quick flight" Checklist
- VAFS Pilot Center
- Failures and assistance

effective, 10OCT09

## 1.0 General

VAFS stands for Virtual Airline Financial Systems. It is the product of "vafinancials".

FlySEA group uses VAFS for VA management (members, schedule, fleet, finance and traffic analyses) and flight tracking/reporting (ACARS).

As a result, pilots do not have to report their flights manually or maintain their logbook. Instead, all this is automatically performed by VAFS client. For pilots, VAFS is a free software.

This user guide will provide detailed explanation how to use the system.

VAFS is constantly upgraded, as well as SEA pages related to VAFS features. Make sure that you stay familiar with latest information about the status of the VAFS by checking regularly SEA forum.

## 2.0 Installation instructions

Installation of VAFS client (software used by the pilot) is easy if you follow the steps below.

Vista/Windows 7 users shall pay special attention to install the software as administrators.

Before installing VAFS4, check in the Windows Control Panel that your system is setup with .NET Framework Version 2.0 or higher. If the .NET Framework is not installed, follow instructions in point 2 below.

To install the .NET Framework, select Tools/Windows Update from the Internet Explorer menu (you might have to activate the menu by right clicking and selecting Menu Bar in the top area of IE7 or IE8). You can also click on the "Start" button and select Windows Update or Microsoft Update or visit [www.microsoft.com](http://www.microsoft.com) page and search for .net framework install.

FSUIPC for FSX and/or FS2004 must be installed.

Go to [www.vafinancials.com](http://www.vafinancials.com), follow "downloads" link and download the latest version of VAFS pilot client. Run the installer.

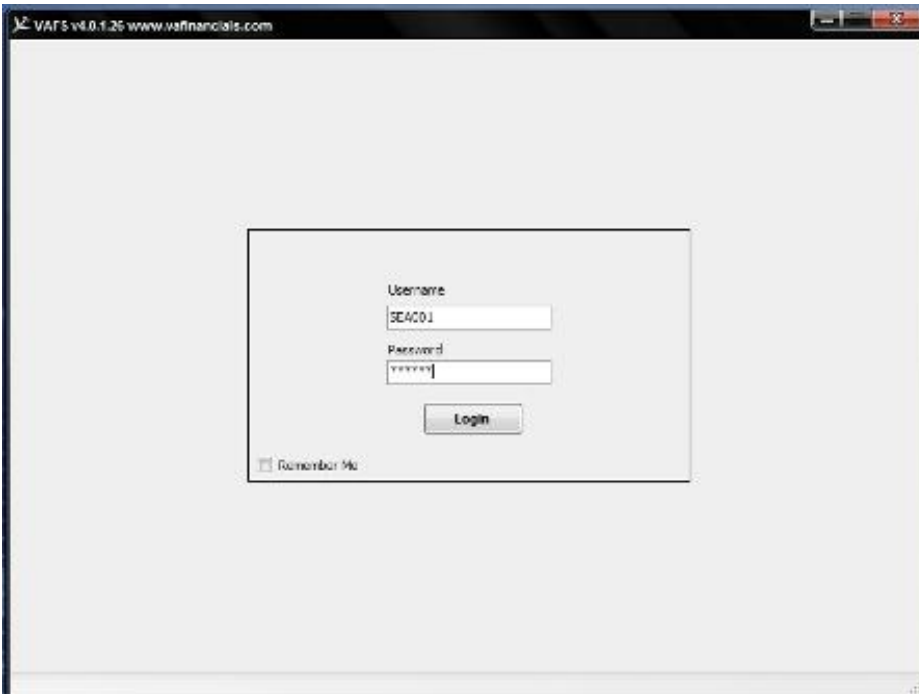
Permit VAFS to pass through your antivirus- and firewall programs.

### **Vista Users:**

**You MUST install as administrator and then find the VAFS.exe (NOT the shortcut) in your C:\Program Files\VAFINANCIALS\VAFS4\ folder, right click and Run As Administrator.**

**Make sure that decimal numbers are defined in your system with "." and not ",". This setting is found in your control panel, local settings.**

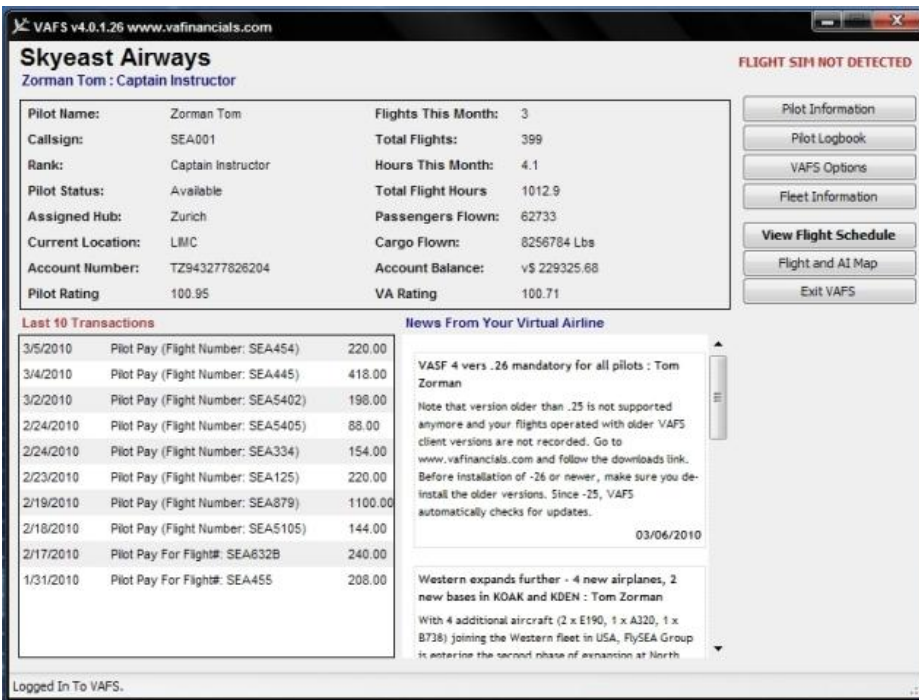
### 3.0 Flying with VAFS



#### “Log in screen”

Start the VAFS and insert your **username** and **password**, click **login**.

You can activate the “**remember me**” function (not recommended if you fly for more than 1 VA).



After the login, “**Pilot/Airline Information**” screen will appear.

Note VA News on the right, control tabs on top, your pilot data and account transactions on the bottom left.

From this page you can access:

- SEA News
- Your log book
- Flight schedule (listing of all flights in the system)
- Fleet Information
- VAFS options
- Flight Map
- VAFS Exit

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Zorman Tom : Captain Instructor

FLIGHT SIM CONNECTED

Date	Flight Number	Aircraft	Departed	Arrived	Flight Time
3/6/2010	WSS357	320	PAJN	KOAK	3.6
3/5/2010	SEA454	320	LJLJ	LIMC	1.1
3/4/2010	SEA445	320	LMML	LJLJ	2.0
3/2/2010	SEA5402	320	LJLJ	LQSA	1.0
2/24/2010	SEA5405	320	LDZA	LJLJ	0.5
2/24/2010	SEA334	738	LSZH	EDDM	0.8
2/23/2010	SEA125	320	LYBE	LOWW	1.0
2/19/2010	SEA879	333	RKSI	VTBS	5.2
2/18/2010	SEA5105	320	LJLJ	LOWW	1.0
2/18/2010	SEA632B	319	LYBE	LGAV	1.5
2/17/2010	SEA455	320	LIMC	LJLJ	1.3
2/17/2010	SEA635I	319	LOWI	LIMC	1.1
1/30/2010	SEA465	320	LYBE	LJLJ	1.0
1/26/2010	WSS313	738	CYVR	KOAK	2.1
1/22/2010	SEA625D	319	LDDU	LDZA	0.9
1/19/2010	SEA6123	319	LHBP	LDDU	1.2
1/16/2010	SEA660	319	LDZA	LHBP	0.8
1/9/2010	WSS508	E90	KDEN	KABQ	1.0
1/2/2010	SEA260	320	EDDF	EDDT	0.9

View Flight Details For Flight # WSS357

Showing 323 Flight(s) Completed By SEA001

### "Flight log"

Flight log page shows all your flights that were properly uploaded.

Details about each flight and full, individual flight log can be retrieved by clicking on respective flight record and "view flight details" in bottom left corner.

Full "flight log" as on the left image. Note "view complete log" and "view flight path map" options.

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FLIGHT SIM CONNECTED

Flight Number:	WSS357	First Cls Rev:	0.00
Pilot Callsign:	SEA001	Business Cls Rev:	15550.56
Aircraft ICAO:	320	Economy Cls Rev:	4008.69
Aircraft Name:	Airbus A320-200 PAX	Cargo Rev:	2444.20
Aircraft Flown:	A320211 SEA	Total Flight Rev:	22003.45
Departure Airport:	PAJN - Juneau Intl	Labor:	-2443.49
Arrival Airport:	KOAK - Metro Oakland Intl	Airframe:	-710.07
Route Depart Time:		Terminal Rents:	-480.34
Route Arrive Time:		Pro Services:	-877.15
Block Out:	14:31:04	Food & Beverage:	-167.08
Block Off:	14:40:53	Landing Fees:	-2111.14
Block On:	18:01:33	Maintenance:	-167.08
Block In:	18:05:50	AC Insurance:	-104.42
Total Flight Time:	3.6	Non AC Insur:	-522.11
First Class PAX:	0	Commissions:	-125.31
Business Class PAX:	24	Communications:	-208.84
Economy Class PAX:	7	Advertising:	-83.54
Cargo:	5555 Lbs	Utilities:	-62.65
Flight Distance:	1529 Miles	Other Operations:	-1232.19
Flight Type:	Scheduled Passenger	Transport Fees:	-1441.03
Flight Date:	3/6/2010 2:31:04 PM	Intl. Fare Tax:	-935.15
Pilot Flight Rating:	94.75	Segment Fees:	-48.05
		Security Fees:	-54.25
		Facility Fees:	-85.25
		Cargo Waybill Fees:	-230.53
		Total Flight Costs:	-20750.5
		Total Flight Net:	22003.45

View Complete Flight Log    View Flight Path Map

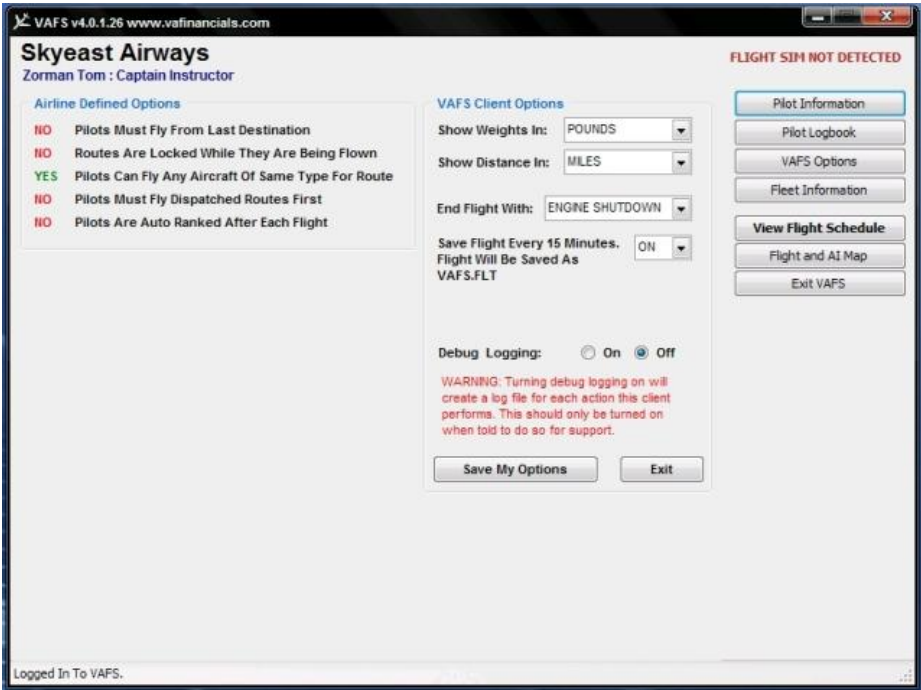
<- Back To Logbook

Showing Flight Information From Flight Number WSS357

Flight log is collection of all data from start of the flight, till the end of the flight which includes exact departure and arrival times, ACARS collected data, penalties..etc.



Flight and AI map will present your flight graphically.



"VAFS Options" page shows VA options on top left and user options on the right of the screen. We recommend "engine shutdown" setting for end of flight and "save flight every 15 minutes" - ON. This feature will allow you to restart your flight in case of Fs crash. To restore the flight, load the vafs.ftl from your flight list in FS.

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### Skyeast Airways

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Search Fleet    Reset Grid

TailNumber	ICAO	Name	Status	Location
VR-SEA	320	Airbus A320-200 PAX	Available	LIMC
VR-SEU	332	Airbus A330-200 PAX	Available	KEWR
VR-SJT	772	Boeing B777-200 PAX	Available	KLAX
VR-SEF	320	Airbus A320-200 PAX	Available	LSZH
VR-SJM	738	Boeing B737-800 PAX	Available	LDZA
VR-AAE	AT7	ATR 72-500 PAX	Available	LDSB
VR-SEG	320	Airbus A320-200 PAX	Available	LOWW
VR-SEI	320	Airbus A320-200 PAX	Available	KMDW
VR-SEE	320	Airbus A320-200 PAX	Available	OJAI
VR-SED	320	Airbus A320-200 PAX	Available	LOWW
VR-SEC	320	Airbus A320-200 PAX	Available	LYBE
VR-SEB	320	Airbus A320-200 PAX	Available	LDDU
VR-SJJ	738	Boeing B737-800 PAX	Available	KOAK

Tail Number:    Aircraft Location:

Aircraft ICAO:    First Class:

Aircraft Name:    Business Class:

Aircraft Cruise:    Economy Class:

Aircraft Range:    Max Payload:

Aircraft Status:    Total Flight Hours:

Close

Viewing Fleet Data.

FLIGHT SIM NOT DETECTED

Pilot Information

Pilot Logbook

VAFS Options

Fleet Information

View Flight Schedule

Flight and AI Map

Exit VAFS

In VAFS, airplane can depart only from the airport where it landed on previous flight. So, check the position of the airplanes in the fleet by clicking on **"Fleet Information"**

Note the **"location"** in the right column.

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### Skyeast Airways

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Search Fleet    Reset Grid

TailNumber	ICAO	Name	Status	Location
VR-SEA	320	Airbus A320-200 PAX	Available	LIMC
VR-SEF	320	Airbus A320-200 PAX	Available	LSZH
VR-SEG	320	Airbus A320-200 PAX	Available	LOWW
VR-SEI	320	Airbus A320-200 PAX	Available	KMDW
VR-SEE	320	Airbus A320-200 PAX	Available	OJAI
VR-SED	320	Airbus A320-200 PAX	Available	LOWW
VR-SEC	320	Airbus A320-200 PAX	Available	LYBE
VR-SEB	320	Airbus A320-200 PAX	Available	LDDU
VR-SEJ	320	Airbus A320-200 PAX	Available	LDDU

Tail Number:    Aircraft Location:

Aircraft ICAO:    First Class:

Aircraft Name:    Business Class:

Aircraft Cruise:    Economy Class:

Aircraft Range:    Max Payload:

Aircraft Status:    Total Flight Hours:

Close

Viewing Fleet Data.

FLIGHT SIM NOT DETECTED

Pilot Information

Pilot Logbook

VAFS Options

Fleet Information

View Flight Schedule

Flight and AI Map

Exit VAFS

Filter Fleet [ESC to close this form]

Tail Number:   

Aircraft Code:   

Aircraft Status:   

Location:   

Fleet Information can be filtered to present the data you are interested in. Click on "Search Fleet" and in the pop-up window enter specific registration, or aircraft code or location.

Even partial entry will filter the data.

If you enter "ED" in the location field, all airplanes that are currently on any German airport (ED..) will be displayed.

Entering the EDDF would show only the airplanes that are currently at EDDF /Frankfurt-Main.

Use this function to refine your search and find aircraft on the location where you want to fly from.

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Filter Routes: View All Routes

FlightNumber	Type	Departs	D.Time	Arrives	A.Time	Avail	Distance	AC	Tail #
BON102	SP	LQSA	0615	LTBA	0905	MTWTF-S	569 Miles	734	VR-JDH
BON103	SP	LTBA	1005	LQSA	1100	MTWTF-S	569 Miles	734	VR-JDH
SEA5104	SP	LOWW	1040	LJLJ	1115	MTWTFSS	164 Miles	320	VR-SEA
SEA5105	SP	LJLJ	1155	LOWW	1230	MTWTFSS	164 Miles	320	VR-SEA
SEA5100	SP	LOWW	0400	EDDF	0500	MTWTFSS	385 Miles	320	VR-SEA
SEA5101	SP	EDDF	0540	LOWW	0640	MTWTFSS	385 Miles	320	VR-SEA
SEA5102	SP	LOWW	0720	LSZH	0820	MTWTFSS	375 Miles	320	VR-SEA
SEA5103	SP	LSZH	0900	LOWW	1000	MTWTFSS	375 Miles	320	VR-SEA
SEA5200	SP	EDDF	0400	LJLJ	0500	MTWTFSS	378 Miles	320	VR-SEE
SEA5201	SP	LJLJ	0540	EDDF	0640	MTWTFSS	378 Miles	320	VR-SEE
SEA5202	SP	EDDF	0720	LQSA	0900	MTWTFSS	638 Miles	320	VR-SEE

You Currently Have 0 Dispatched Flights

Flight Number:   
 Service From:   
 Service To:   
 AC Tail Reg.   
 Aircraft:   
 Est. Flight Time:

Enter Airport ICAO To Jumpseat

All Routes Downloaded.

Schedule search will assist to choose our next flight. By default, clicking the schedule search will show the flights from your current position.

Only flights scheduled on correct day of the week (MTWTFSS) are available for selection.

To select the flight from other location, make sure you click **Apply Filter** with **View all routes** option in the filter window.

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Filter Routes: View All Routes

FlightNumber	Type	Departs	D.Time	Arrives	A.Time	Avail	Distance	AC	Tail #
BON102	SP	LQSA	0615	LTBA	0905	MTWTF-S	569 Miles	734	VR-JDH
W35013	SP	PANC	1220	KDWR	1900	M-----	3261 Miles	772	VR-SJT
W35049	SP	PANC		KDEN		----F--	2403 Miles	E90	VR-W5B
W35357	SP	PANH		KOAK		T--S-	1530 Miles	320	VR-SEJ

You Currently Have 0 Dispatched Flights

Flight Number:   
 Service From:   
 Service To:   
 AC Tail Reg.   
 Aircraft:   
 Est. Flight Time:

Enter Airport ICAO To Jumpseat

Sort Route Table [ESC to close this form]

Departing Airport:

Arriving Airport:

Aircraft Code:

Aircraft Tail:

All Routes Downloaded.

Once all routes are shown, you can refine your search by using the **"Search Flight"** option.

In the example on the left, search is refined by entering "PA" in departure airport box to get all departures from Alaska airports in SEA Schedule (result is any departure airport containing "PA" in it's ICAO code)

To get rid of search window, use "esc" key on your keyboard.

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### Skyeast Airways

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Filter Routes: View All Routes

Flight Number	Type	Departs	D.Time	Arrives	A.Time	Avail	Distance	AC	Tail #
BON1201	SP	LEPA	1300	LQSA	1500	-----S	855 Miles	734	VR-JDH
WSS015	SP	PANC	1230	KEWR	1900	M-----	3361 Miles	772	VR-SJT
WSS569	SP	PANC		KDEN		----F--	2400 Miles	E90	VR-WSB
WSS357	SP	PAJN		KOAK		-T--S-	1530 Miles	320	VR-SEJ

You Currently Have 0 Dispatched Flights

Flight Number:	WSS357
Service From:	PAJN - Juneau Intl
Service To:	KOAK - Metro Oakland Intl
AC Tail Reg.	VR-SEJ
Aircraft:	320
Est. Flight Time:	3.4

Enter Airport ICAO To Jumpseat

Click Continue To Select An Aircraft To Fly For This Route.

All Routes Downloaded.

Based on the aircraft position and route search result, we decided to fly PAJN-KOAK flight.

Click on the route you want to fly and when highlighted, click on "Click to select aircraft" button.

Note that from schedule window you can also "travel" to any airport by entering the ICAO code of the airport and clicking on "Jumpseat" button. This travel will be paid from your (virtual) account.

Use this feature to position yourself to the airport where you want to fly from (if you do not want to continue from your present position).

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### Skyeast Airways

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FLIGHT SIM NOT DETECTED

Tail Reg.	ICAO	Name	FC Seats	BC Seats	EC Seats	Cargo
VR-SEJ	320	Airbus A320-200 PAX	0	30	134	42306

All Available Aircraft Retrieved.

Next window will appear offering you all the airplanes which are available on your departure airport.

Click on the airplane you want to fly and then press "Select the aircraft for this route" button.

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### Skyeast Airways

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FLIGHT SIM CONNECTED

Scheduled Route Information For Flight# WSS357

FLIGHT NUMBER:	WSS357	AIRCRAFT:	VR-SEJ 320 - Airbus A320-200 PAX
PILOT CALLSIGN:	SEA001	PILOT:	Captain Instructor - Zorman Tom
SERVICE FROM:	PAJN - Juneau Intl	DEPART TIME:	
SERVICE TO:	KOAK - Metro Oakland Intl	ARRIVE TIME:	
EST. FLIGHT TIME:	---	EST. DISTANCE:	1530 Miles
		EST FUEL BURN:	0 Lbs
FIRST CLASS SEAT'S AVAILABLE / FC PAX WAITING:	0 / 0		
BUSINESS CLASS SEAT'S AVAILABLE / BC PAX WAITING:	30 / 24		
ECONOMY CLASS SEAT'S AVAILABLE / EC PAX WAITING:	134 / 7		
MAXIMUM PAYLOAD / CARGO LOADED	5555 Lbs		
SCHEDULE TYPE:	Scheduled Passenger Flight		

Skyeast Airways PREFERRED ROUTE

CURRENT WEATHER OBSERVATION AT: PAJN

PAJN 061253Z 11020G33KT 6SM -RA BR OVC019 03/02 A2963 RMK AO2 PK WND 11034/1222 SLP033 P0005 T00280017  
 STATION..... PAJN  
 OBSERVED..... Sat Mar 6, 07:53 EST  
 NOW..... Sat Mar 6, 08:14 EST  
 AGE..... 21 min ago

CURRENT WEATHER OBSERVATION AT: KOAK

KOAK 061253Z 11006KT 10SM SCT095 BKN140 10/06 A2985 RMK AO2 SLPNO TO1000056 \$  
 STATION..... KOAK  
 OBSERVED..... Sat Mar 6, 07:53 EST  
 NOW..... Sat Mar 6, 08:14 EST  
 AGE..... 21 min ago  
 WIND..... 110 at 7 mph

FLIGHT SIM DETECTED:	YES	<input type="button" value="START VAFS ACARS &gt;&gt;"/>
AIRCRAFT READY TO FLY:	YES	<input type="button" value="Cancel This Flight"/>
AIRCRAFT AT DEPARTURE LOCATION:	YES	

Route Information Retrieved. Checking For Flight Simulator...

Preflight window will automatically appear showing the weather at departure and destination airports, as well as load data.

Note 3 x "yes" in bottom confirming that FS has been detected (if FS is running) and that airplane is ready and on proper location.

From this point you can open "route finder" or simply proceed with "start VAFS ACARS" if you already have the route.

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### Skyeast Airways

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FLIGHT SIM NOT DETECTED

Showing Route Information For: PAJN To KOAK 1377 Nautical Miles

ID	FREQ	TRACK	DIST	LATITUDE	LONGITUDE	NAME
PAJN		0	0	58.354972	-134.576278	JUNEAU INTL
SSR	114	217	24	58.177658	-135.259861	SISTERS ISLAND
HOODS		117	32	57.742933	-134.681572	HOODS
LVD	116.5	118	93	56.467708	-133.083114	LEVEL ISLAND
COOK		100	00	55.000000	-132.170000	COOK

Route Information Retrieved. Checking For Flight Simulator...

If you use "find route" option, it will show you the proposed route both, in graphical and textual format.

Once you copy the route, click "close" to return to previous screen.

To continue, click on "Start VAFS ACARS"

**BEFORE "START VAFS ACARS" make sure your engines are OFF and parking brake is ON**

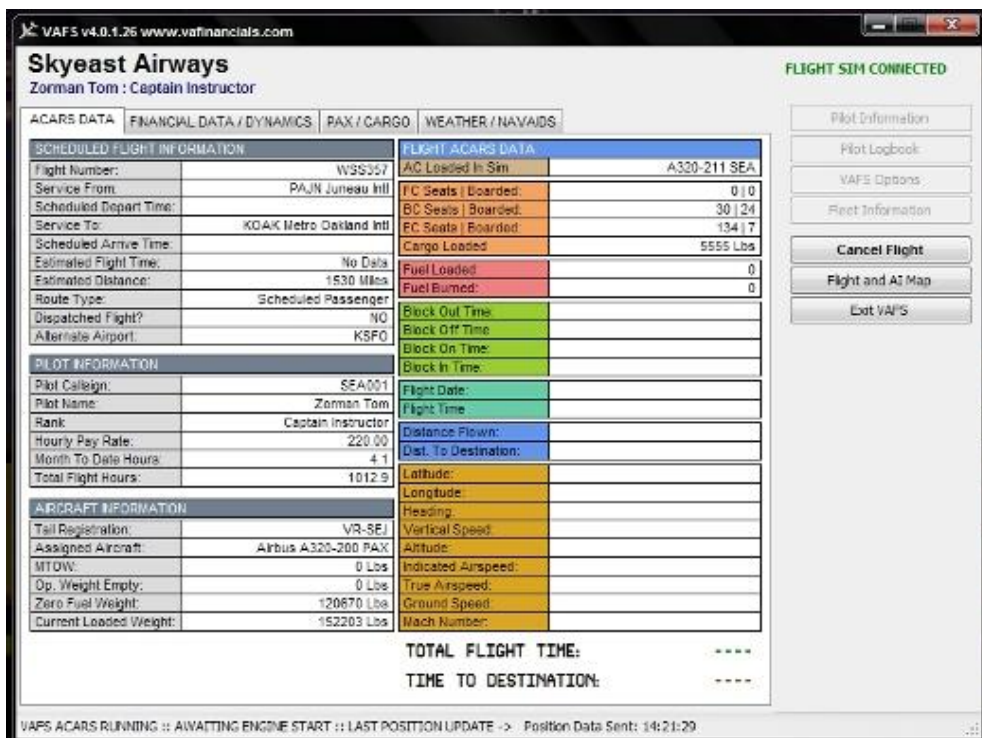


Image on the left shows the VAFS ACARS screen. You are now ready for the flight.

Check the information presented on different tabs (ACARS data, Financial Data, PAX/CARGO, Weather)

VAFS is now awaiting the Engine start to begin tracking of your flight.

Rest of the process is fully automated.

From this point, VAFS will completely automatically track your flight and, once you reach the gate at destination and turn the engines OFF, flight report will be sent automatically to SEA OPS.

You can check the log on SEA web site or in the VAFS directly.

Pay attention that VAFS will monitor if you use FS acceleration and will apply penalties if x2 or x4 acceleration is used (more is not allowed by SEA rules)

Also, VAFS will penalize late arrival (flight significantly longer than planned), excessive G-forces and hard landings.

If during the flight preparation you select the alternate airport and in case you divert, flight will be recorded. Landing on airport other than destination (or alternate if selected) will not be recorded.

Any problem with sending the post flight report, should be reported on SEA forum where we will guide you through the procedure that will recover (most probably) your lost flight log.

#### 4.0 "Quick flight" Check List

While detailed explanation on previous pages may look complicated, flying with VAFS is actually very simple and it becomes routing after 2-3 flights.

Here s the check list that will assist you on flying your first flights:

1. **Check the position of the fleet** (airplanes) on VAFS fleet page or on the SEA web
2. **Choose from which airport you want to fly** (assure that an airplane is available on that airport)
3. **Check schedule** (available routes) from the airport you have chosen. Make sure flight is available on the correct day of the week (if you fly on Friday, flight must be scheduled on Friday)
4. **START VAFS AND LOG IN** (in case you performed steps 1-3 on the web)
5. **START FS AND PLACE THE AIRPLANE ON THE GATE WITH ENGINES OFF**
6. In VAFS, click on **VIEW FLIGHT SCHEDULE** button
7. USE FILTER to **find the flight you decided to fly**
8. Click to highlight the flight you want to fly and click on **"CLICK TO SELECT THE AIRCRAFT"** button
9. Click **SELECT THIS AIRCRAFT FOR THE ROUTE** button
10. Click **START VAFS ACARS** button
11. Fly as usual, upon reaching the destination, VAFS will send the report once engines are shoot down.

#### 5.0 VAFS pilot center (vafinancials web page)

VAFS also offers so-called "pilot center".

You can access pilot center at [www.vafinancials.com](http://www.vafinancials.com), than follow the link "pilot center".

Every pilot with active VAFS account can login to pilot center in order to change his password and to administer his account.

Special part of pilot center is developed to assist in manual upload of the flights which did not properly upload in a regular way by using the VAFS client.

Procedure is described in detail in pilot center.

#### 6.0 Failures and assistance

While VAFS provides good customer support related to VAFS, probably best way is to look for help on SEA forum or to contact one of SEA staff members first. If solution can not be found, SEA staff will guide you how to open the support ticket directly with vafinancials.

In general, most of the problems are solved within the short period of time.