

FlightQuote

Air Charter Quote Software

Version 2.29 - April 2018

The screenshot displays the FlightQuote 2.29 software interface for Starling Aviation Services LLC. The main window shows a list of 11,526 airports in the database. The selected aircraft is a Learjet 35A, and the customer is 'Best Customer'. The quote status is 'Pending'. The route details show a total of 2,085.8 nautical miles and 2,400.0 statute miles. The quote is named 'Mike S'.

ID	Name	State	Country
00C	ANIMAS AIR PARK	CO	USA
00CA	GOLDSTONE GTS	CA	USA
00M	THIGPEN FIELD	MS	USA
00R	LIVINGSTON MUNI	TX	USA
00UT	CLEAR CREEK RANCH	UT	USA
00WI	NORTHERN LITE	WI	USA
01A	PURKEYPILE	AK	USA
01G	PERRY WARSAW	NY	USA
01LS	COUNTRY BREEZE	LA	USA
01M	TISHOMINGO COUNTY	MS	USA
01MT	CRYSTAL LAKES RESORT	MT	USA
01V	AURORA AIRPARK	CO	USA
01WI	PREHN CRANBERRY COMPANY	WI	USA
02A	GRAGG WADE FLD	AL	USA
02AK	RUSTIC WILDERNESS	AK	USA
02C	CAPITOL	WI	USA
02G	COLUMBIANA CO	OH	USA
02K	ST LOUIS ARROWHEAD	MO	USA
02M	WEST BOLIVAR FLYING SERVICE	MS	USA
03AZ	THOMPSON INTL AVIATION	AZ	USA
03B	MANSFIELD MUNI	MO	USA
03CO	KUGEL STRONG	CO	USA
03D	MEMPHIS MEM	MO	USA
03GA	YOUNGS	GA	USA

ID	Name	Dist.NM	Dist.SM
UAO	AURORA STATE		
LAS	MC CARRAN INTL	649.5	747.4
SNA	JOHN WAYNE ARPT ORANGE CO	196.7	226.3
LAS	MC CARRAN INTL	196.7	226.3
SNA	JOHN WAYNE ARPT ORANGE CO	196.7	226.3
LAS	MC CARRAN INTL	196.7	226.3
UAO	AURORA STATE	649.5	747.4

Route Distance Totals
Total Nautical Miles: 2,085.8 Total Statute Miles: 2,400.0

Quote Name: _____ Quoted By: Mike S

Created By:
Starling Aviation Services, LLC

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www.FlightQuote.net

Info@FlightQuote.net

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1. **SYSTEM REQUIREMENTS**

FlightQuote 2 should work on any PC with one of these Windows versions:

- Windows XP (Home & Professional)
- Windows Vista (all versions)
- Windows 7 (all versions)
- Windows 8 & 8.1 (x86 and x64 versions)
- Windows 10

Notes: FlightQuote 2 will work on the Intel based versions of Windows 8 (x86, x64). It will not work on Windows RT which is based on ARM processors.

The program might also work on older versions of Windows (98, ME, NT4, 2000) but this is not guaranteed.

FlightQuote 2 requires a minimum screen resolution of **1024 x 768** pixels.

Minimum recommended hardware configuration:

- Pentium processor running at 1GHz.
- 1024 MB of RAM memory.
- 50 MB of empty hard disk space.

FlightQuote 2 will install itself in a different folder than FlightQuote version 1. You can have both version 1 and 2 installed on the same computer.

FlightQuote 2 is suitable to run in a small network. For more information on how to setup FlightQuote 2 to run in network see: Appendix B: FlightQuote 2 Network Support

All users must be logged in with '**Administrative**' user rights.

After installation, the program will work as a 30-day trial version with full functionality. The trial will only work if the program has not been installed before on the same computer. Uninstalling and reinstalling the program will not give you another trial period. Please email info@flightquote.net if you have any problems with getting the trial period to work.

If you submit a request with a good reason, we can issue you an unlock code that will restart the trial period for another 30 days (this code will only work one time).

1.1 **Proxy Server Setup**

If you are using a Proxy Server to access the Internet you will need to use the 'FlightQuote 2 Proxy Server Setup' program to enter the settings for your Proxy Server.

This program is located in the same folder where the FlightQuote 2 program is installed and a shortcut to the program can be found in the FlightQuote 2 folder under the 'Programs' section in the Windows 'Start' Menu.

The proxy server must provide access for an 'anonymous' user to these web locations:

<http://flightquote2.hypermart.net>

<http://weather.noaa.gov/pub/data/raw/fb>

2. THE FLIGHTQUOTE 2 DATABASE

FlightQuote 2 contains the following kind of data in its database:

- Airport information (worldwide database, over 11,000 airports included);
- Customs information can be saved with the airport data (Customs information for over 200 US airports is included).
- Aircraft settings (including aircraft Registrations);
- Customer information;
- Customer contact information (up to 16 contacts can be stored with each customer);
- FBO data (FBOs for most major US airports are included);
- Tax rate information;
- User names;
- Default additional charges;
- Saved quotes;
- Standard quotes;
- US Cities (over 147,000 places included);
- Flight Crew names;
- NOAA Winds aloft data.

All data is stored in a single file: *flightquote2.mdb*. This file uses the Microsoft Access database format.

The database is secured so that only the FlightQuote 2 program can access the database. You **cannot** use Microsoft Access to access the database separately.

For all the major types of data (Airports, Aircraft, Customers, FBOs and Quotes) the program will allow the user to perform all 4 basic database functions:

- Review (on the 'Details' screen, no data manipulation allowed);
- Modify;
- Delete;
- Add New.

All the major types of data are displayed in their own list (table). The 'Airports' list is shown on the main screen. Lists for the other types of data are shown on a separate screen. When a list of data is shown, double clicking on a specific row will always bring up the 'Details' screen for that record of that particular type of data.

The main screen does have separate 'drop down' boxes for 'Aircraft', 'Registration', 'Customer', and 'Contact' which allow the user to make a quick selection of this type of data. All these 'drop down' boxes will try to automatically match the text a user is typing to a record in the database that starts with the same characters the user has entered and automatically complete the record for the user.

A location to an aircraft picture file can be saved in 'Aircraft Settings'. The database only stores the location, not the actual picture itself. If a shared database is used the actual picture files should be stored in the same shared folder as the shared database.¹

¹ The resolution of an aircraft picture should be limited to about 400 x 400 pixels to properly fit it on the page when printing a report.

3. GETTING STARTED WITH FLIGHTQUOTE

The FlightQuote 2 installation has about 50 different aircraft in its database. Before you start creating quotes you should check to see if the aircraft you need are in the database. If not, you will have to add them to the database.

Use the 'New Aircraft' screen to add the aircraft you want to use to the database. You may want to consult with your pilots to find out the average True Air Speed (**TAS**) information and other data required by the program.

If the aircraft is already present, you should review its settings and customize them to your needs (you can do this at any time). Aircraft data can be easily reviewed and modified by opening the 'Select Aircraft' screen on the 'Aircraft' menu.

Next, in 'Program Settings' under the 'Program' menu, enter your company information on the 'Company Info', enter the names of the people who will use the program on the 'Users' page and you can enter a list of your pilots on the 'Flight Crew' page.

You may want to review the settings on the other pages in 'Program Settings' and adjust them to your preference.

All these settings can always be adjusted at any time.

3.1 Creating A Quote

Airports are inserted into a quote by entering the airport identifier or airport name depending on the 'Airport Search Mode' setting.

An airport is normally always inserted into the quote **after** the currently selected airport in the route. You can insert a new airport into the quote at any point by simply selecting the row for the airport after which the new airport should be placed.

Only when the first airport in the quote is selected and a new airport is inserted into the quote, will the user be prompted to indicate whether the new airport must be inserted **before** or **after** the first airport (this only occurs if there is more than one airport already in the quote).

The user can insert or remove airports at will; the quote will be adjusted immediately. The program will not allow the user to enter the same airport in sequence (MIA-MIA). If a user has entered the airports MIA-JFK-MIA into a quote and removes JFK, the program will also remove the second MIA entry and only the first MIA entry will remain.

To help locate an airport in the airport list you can switch the **Airport Search Mode** between 'ID' and 'Name' search mode. This can be done in a number of different ways:

- By clicking on the ID/Name Search Mode button;
- By clicking on either the ID or Name column header on the airport list;
- By selecting 'Airport Search' on the 'Airport' drop down menu;
- By selecting 'Airport Search' on the right mouse button popup menu on the airport list;
- By using the short cut keys Control+I (ID) or Control+J (Name);

To look up a single airport by Name, you can click on the '**Airport Search:..**' header just above the search entry box. This will switch the search mode over to 'Name' mode. After selecting an airport by name, the search mode will automatically switch back to 'ID' mode.

You can select a **Customer Name** from the database by selecting it from the customer drop-down box or by typing the name in the customer entry box.

As you type a name in this box, the program will try to match it with a customer name in the database. You can also just enter a new customer name, which is not present in the database. You can turn off the 'match as you type' function by clicking on the small button with the '#' symbol.

After entering a customer name, you can select a contact name from the '**Contact**' drop-down box or just type in a name.

The '**Status**' of a quote can be one of the following:

- **Pending:** Quote has been sent to the customer, but no decision made.
- **Hold:** Aircraft on hold, but not confirmed yet.
- **Confirmed:** Customer has agreed to the flight for the quoted price.
- **Cancelled:** Flight cancelled by the customer or quote not accepted.
- **Invoiced:** Flight completed and invoice send to the customer.
- **Closed:** Invoice for completed flight paid in full.

To keep track of which person quoted a flight you can enter the names of the program users in the '**Program Settings**' ('**Users**' page). These names then appear on the '**Quoted By**' drop-down box. As you type a name in this box, the program will try to match it with the names in the database. You can also just type in a new name which is not present in the database.

3.2 Alternative Ways Of Finding An Airport

There are number of other ways that can help you locate an airport:

- Find airports by **US City name**;
- Search for other airports near a certain airport (**Find Alternates**);
- **Locate Enroute Airport** / find a fuel stop on a leg (see section 4.4).

3.2.1 Find Airports by U.S. City name

The database contains a listing of names and locations of cities (with their counties) in the United States. The 'Locate Airports by U.S. City' screen can be used to find airports with a certain range of a U.S. city.

First enter or select the state and then the city name. The program will show in what county the selected is located.

A warning message will appear if there are duplicate city names for the one you selected. Check the drop-down list for the right city/county combination (this combination is always unique).

Adjust the other search criteria if desired (range, min. runway, IFR, Avgas, Jet Fuel, Customs, Lighted, Public only) and click 'Locate'. This will bring up a list of airports within the selected range that match the search criteria. Select an airport from the list and click 'Select' to insert this airport into the quote.

Select U.S. City

State: CA California

City: Sacramento County: Sacramento

Search Criteria

Range: 100 NM IFR Customs

Min. Runway: 5,000 Use Min. Runway Jet Fuel Public Only

AvGas Lighted

No Noise Restrictions

26 Airports Found

ID	Name	Dist.NM	Dist.SM	TC	State
SAC	SACRAMENTO EXECUTIVE	4.1	4.8	180	CA
SMF	SACRAMENTO INTL	8.2	9.5	326	CA
MHR	SACRAMENTO MATHER	9.3	10.7	100	CA
DWA	DAVIS/WOODLAND/WINTERS	17.0	19.6	270	CA
LHM	LINCOLN REGL/HARDER	20.7	23.9	019	CA
MYV	MARYSVILLE YUBA CO	31.2	35.9	353	CA
SCK	STOCKTON METRO	43.0	49.4	164	CA
APC	NAPA CO	43.1	49.6	239	CA
CCR	CONCORD BUCHANAN	44.3	51.0	217	CA
OVE	OROVILLE MUN	54.7	62.9	354	CA
LVK	LIVERMORE MUN	55.5	63.9	196	CA
OAK	OAKLAND METRO OAKLAND INTL	62.0	71.3	214	CA
STS	SANTA ROSA SONOMA CO	62.1	71.4	266	CA

Details Select Exit

3.2.2 Search for Alternate Airports

This function works very similar to the 'Find Airports by U.S. City Name' screen only the starting point for the search is another airport.

Locate Alternate Airports
✕

Start Airport

Identifier: ✔ Select AirNav

Name:

State: Country:

Search Criteria

Range: NM 🌐 Locate

Min. Runway: Use Min. Runway

IFR
 AvGas
 No Noise Restrictions

Customs
 Lighted
 Jet Fuel
 Public Only

25 Airports Found

ID	Name	Dist.NM	Dist.SM	TC	State
▶ MHR	SACRAMENTO MATHER	10.0	11.0	075	CA
SMF	SACRAMENTO INTL	12.0	14.0	337	CA
DWA	DAVIS/WOODLAND/WINTERS	18.0	20.0	283	CA
LHM	LINCOLN REGL/HARDER	25.0	28.0	016	CA
MYV	MARYSVILLE YUBA CO	35.0	41.0	354	CA
SCK	STOCKTON METRO	39.0	45.0	162	CA
CCR	CONCORD BUCHANAN	41.0	47.0	220	CA
APC	NAPA CO	41.0	47.0	244	CA
LVK	LIVERMORE MUN	52.0	59.0	198	CA
HWD	HAYWARD	59.0	68.0	210	CA
MOD	MODESTO CITY-CO-SHAM	59.0	68.0	154	CA
OAK	OAKLAND METRO OAKLAND INTL	59.0	67.0	216	CA
OVE	OROVILLE MUN	59.0	68.0	354	CA

🔍
Details

✔
Select

⏏
Exit

4. USING THE 'ITINERARY' PAGE

On the Itinerary page you can enter the flight dates and times and other detailed information for each leg:

- Departure Date;
- Departure Time (**ETD**);
- Wind Speed and Direction;
- True Air Speed (**TAS**);
- Departure and Arrival FBO;
- Type of Flight ('Empty', 'Cargo', 'Passengers', 'Ambulance' or 'Non-Revenue');
- Number of Passengers (**Pax**);
- Apply Tax to this leg (yes or no);
- Leg Remarks;
- Stop Over Time & Minutes added to Leg;
- Override the calculated Estimated Fuel Burn for a leg.

FlightQuote 2.29 - Starling Aviation Services LLC

Quote Airports FBOs Aircraft Customers Program

Quote Nr: FQ00001

Aircraft: Learjet 35A Registration: Registration Customer #: Best Customer Contact: Mr Jones Status: Pending

Route Itinerary Quote Notes

Trip Details

From	To	Date	ETD	Wdir	Wspd	Time	ETA	NM	TC	TAS	Fuel Burn	Departure FBO	Arrival FBO
UAO	LAS	04/05/2018	12:00	300	94	01:26	13:26	649.5	145	425	2,213.3	AURORA AVIATION	ATLANTIC AVIATION
LAS	SNA	04/05/2018	14:42	300	29	00:50	15:32	196.7	224	300	1,450.0	ATLANTIC AVIATION	SIGNATURE FLIGHT SUF
SNA	LAS	04/05/2018	16:32	300	29	00:48	17:20	196.7	042	300	1,410.0	SIGNATURE FLIGHT SUF	ATLANTIC AVIATION
LAS	SNA	04/06/2018	09:00	300	29	00:50	09:50	196.7	224	300	1,450.0	ATLANTIC AVIATION	SIGNATURE FLIGHT SUF
SNA	LAS	04/06/2018	10:50	300	29	00:48	11:38	196.7	042	300	1,410.0	SIGNATURE FLIGHT SUF	ATLANTIC AVIATION
LAS	UAO	04/06/2018	12:38	000	0	01:42	14:20	649.5	330	425	2,530.0	ATLANTIC AVIATION	AURORA AVIATION

Trip Totals
 Total Flight Time: 06:24 Total Trip Time: 1 day, 02:20
 Total Estimated Fuel Burn: 10,463.3 Pounds (lbs)

Trip Remarks

Alerts: 1
 Trip Exceeds Max. Crew Duty Time (14:00)

4.1 Calculating Times

The program will automatically calculate the flight time for each the leg (**ETE**), ground speed (**GS**), initial true course (**TC**) and the arrival time (**ETA**).

When entering a departure time, the program will calculate the arrival and departure times for the next legs automatically, as far as possible.

The departure time for the next leg is set to the arrival time of the previous leg PLUS the '**Stop Over Time**' (which is set in the Aircraft Settings and can be adjusted for each leg). *The program will not allow the departure time of a next leg to be earlier then the previous arrival time plus the 'Stop Over Time'.*

When working with different time zones, it is important to realize that ***all times on the Itinerary page must be entered in the same time zone for all legs!***

4.2 Itinerary Page Buttons

4.2.1 'Local Times' button

Clicking on the '**Local Times**' button will open a window which will display the local arrival and departure times at all the airports in the route.

The way the local time is calculated depends on the current setting for local time calculation in the 'Quote Properties'. There are 3 possible settings:

- 1) All times entered are assumed to be in ***the local time of the first departure airport***,
- 2) All times entered are assumed to be in ***Zulu time (UTC)***;
- 3) All times entered are assumed to be in ***a default time zone***, set in the 'Quote Properties', entered as an offset of Zulu time.

The program is not able to determine if **Daylight Savings Time (DST)** is in effect at the airports in the quote. FlightQuote uses the DST settings of the computer the program is running on. For every leg FlightQuote checks to see if DST is in effect at the departure and arrival date/time of the leg. The user can turn the DST setting for a specific airport 'on' or 'off' on the '**Local Times**' window. This information is stored with each individual quote.

4.2.2 'Recalc Time' button

With the '**Recalc Time**' button the user can let the program recalculate all the departure times in the quote. The departure times will be set to the previous arrival time plus the '**Stop Over Time**' for all legs.

4.2.3 'Set Winds' button

The '**Set Winds**' button can be used to quickly enter the wind settings (direction and speed) for all legs or only the selected legs. If enabled for the current aircraft, aircraft specific winds aloft settings can be used.

The '**Use NOAA winds aloft forecast from the Internet**' option on the 'Set Winds' screen uses current NOAA winds aloft forecasts to estimate the winds aloft for each leg on the quote. If you click the 'Download' button the program will download current winds aloft forecasts for the U.S.A & Canada from the NOAA website. Information about the NOAA data can be found at <http://aviationweather.gov/products/nws/fdwinds/info.shtml>.

The user must pick a forecast altitude and forecast period (6, 12 or 24 hours) for each leg. The available altitudes and forecast periods are shown in drop-down boxes. You can set default altitudes for each aircraft in the aircraft settings. The default forecast period is '24 Hours'.

The program will try to find a number of wind locations closest to different points on the route and use these to estimate the winds aloft on the leg. If no suitable wind data is found for a leg, the wind data boxes on the itinerary table will be left blank.

4.2.4 'Set Taxable' button

With the **'Set Taxable'** button the user can quickly reset the **'Apply Tax'** setting (the 'Tax' column) for all legs or only the selected legs.

4.2.5 'Fuel Burn' button

Click this button to bring up the 'Override Fuel Burn' screen for a specific leg, see section 8.12 ('Calculating Estimated Fuel Burn')

4.2.6 'Modify Leg' button

This button brings up the 'Modify Leg' screen. See section 4.3.

4.2.7 'Enroute Arpt' button

Clicking this button brings up the 'Locate Enroute Airports' screen. See section 4.4

4.2.8 'Local ETD' button

This button brings up the 'Set ETD in Local Time' screen. See section 4.5

4.2.9 'Set ETA' button

The 'Set ETA' button brings up the 'Set ETA / Stop Over Time / Minutes to Add' screen. See section 4.6

4.2.10 'Leg Remarks' button

Click this button to show the 'Leg Remarks' screen for a specific leg. See section 4.7.

4.2.11 'D' button ('Open Date Quote' toggle)

The small 'D' button toggles the 'Open Date Quote' setting on/off. Select this property if the date of the quote is not yet known (this will disable some other date functions).

4.2.12 'R' button (Recalculate Fuel Burn)

The button with the letter 'R' next to the Total Estimated Fuel will trigger a recalculation of the Total Estimated Fuel Burn. This will normally be automatic, but if you load an older quote which was created before you updated the fuel burn data for the aircraft in the quote, the fuel burn displayed will be the original estimate generated when the quote was saved. Clicking the 'R' button will recalculate the quote with the current fuel burn data

4.3 'Modify Leg' screen

The 'Modify Leg' screen displays all the information for a specific leg in one window (same data as on one row in the itinerary page). All the data for this leg can be reviewed and modified on this screen.

You can bring up the 'Modify Leg' screen by:

- Clicking on the airport identifier in the 'From' column on the 'Itinerary' page;
- Clicking on the 'Modify Leg' button;
- By using the Right Mouse Button Popup Menu (see paragraph 7.10).

The 'Modify Leg' window is a comprehensive form for editing flight leg data. It is organized into several sections:

- Departure Airport:** Identifier: FXE, Name: FORT LAUDERDALE EXECUTIVE, State: FL, Country: USA.
- Arrival Airport:** Identifier: DAL, Name: DALLAS LOVE FLD, State: TX, Country: USA.
- Departure Date & Time:** Departure Date: 10/24/2015, Departure Time (ETD): 09:00.
- Flight Time:** Flight Time (ETE): 02:21, Minutes Added to ETE: 10.
- Arrival Date & Time:** Arrival Date: 10/24/2015, Arrival Time (ETA): 11:21.
- Speeds:** True Air Speed (TAS): 425, Ground Speed (GS): 437.
- Distance & Direction:** Nautical Miles (NM): 956.4, Initial True Course (TC): 299.
- Winds:** Wind Direction: 104, Wind Speed: 12.
- FBOs:** Departure FBO: SANO JET CENTER, Arrival FBO: JET AVIATION.
- Leg Charge:** 3,760.00, Apply Tax: .
- Stopover Time:** 01:00, Short Leg: No.
- Leg Remarks:** A large text area for notes.
- Type of Flight:** Passengers, Pax List: .
- Passengers:** 3, Fuel Burn: 3,262.5.

At the bottom, there are 'Save' and 'Cancel' buttons.

4.4 Locate Enroute Airports (find a fuel stop)

When the user clicks on the 'Enroute Arprt' button or on an airport identifier in the 'To' column the 'Locate Enroute Airports' screen will appear. This screen can be used to locate airports on the route between the 'From' and 'To' airports on this leg.

The 'Dist. from Departure' setting sets the start point for the search on this leg.

The 'Range' setting sets the maximum distance from this start point for the search. All airports found will be within the 'Range' distance from the start point of the search.

Leg 1

Departure: **MIA** **MIAMI INTL**

Arrival: **SEA** **SEATTLE TACOMA INTL**

Dist. NM: **2,363.1** Flight Time (ETE): **05:44** Initial Course: **314**

Search Criteria

Dist. from Dep.: **1,181** NM IFR Customs

Range: **100** NM AvGas Lighted

Min. Runway: **4,500** Use Min. Runway No Noise Restrictions

Jet Fuel Public Only

15 Airports Found

ID	Name	State	Diff.	DistDep	DistArr
MPR	MC PHERSON	KS	0.0	1,158.4	1,204.7
EWK	NEWTON CITY CO	KS	0.0	1,132.2	1,231.0
RCP	ROOKS COUNTY REGIONAL	KS	0.1	1,254.4	1,108.9
HYS	HAYS RGNL	KS	0.1	1,236.2	1,127.1
HUT	HUTCHINSON MUNI	KS	0.1	1,155.1	1,208.2
BEC	BEECH FACTORY	KS	0.1	1,117.3	1,246.0
AAO	COL JAMES JABARA	KS	0.1	1,119.4	1,243.9
ICT	WICHITA MID CONTINENT	KS	0.4	1,124.3	1,239.2
GBD	GREAT BEND MUNI	KS	0.5	1,203.5	1,160.1
SLN	SALINA MUNI	KS	0.7	1,172.4	1,191.4
WLD	STROTHER FLD	KS	0.9	1,092.5	1,271.5
EMP	EMPORIA MUNI	KS	1.8	1,101.3	1,263.6
PTT	PRATT INDUSTRIAL	KS	2.4	1,178.2	1,187.3

The program will start searching for airports when the user clicks on the 'Locate' button. The results will be displayed in a table on the screen.

The 'Diff' (Difference) column indicates the extra distance that will be added to the quote when this airport is inserted into the route.

The 'DistDep' column shows the distance from the 'From' airport.

The 'DistArr' column shows the distance to the 'To' airport.

('Diff' = ('DistDep' + 'DistArr') - (current leg distance)).

The user can select an airport from the search results and add it to the quote by clicking on the 'Select' button.

4.5 Set ETD in Local Time

By double clicking on the 'ETD' column the '**Set ETD in Local Time**' screen will open up. On this screen you can enter the desired departure time for in the local time for the departure airport. The program will recalculate the time back to current local time setting and show this on the 'Itinerary' page.

Set ETD in Local Time

Leg 2
From: SEA SEATTLE TACOMA INTL
To: HIO PORTLAND HILLSBORO

Set Local Departure Time

Local Departure Date: 10/15/2015
ETD in Local Time: 20:00 Flight Time: 00:34
Departure Airport Time Offset: -8 Dep. Airport DST:
Arrival Airport Time Offset: -8 Arr. Airport DST:
Time Difference: 0 Local ETA: 20:34
Times on Itinerary tab are displayed in: Local Time of First Airport

Set Cancel

Note that all times shown/entered on the 'Itinerary' page must be in the same time zone!

This screen can also be called up by clicking on the *right mouse button* over the 'Itinerary' page.

4.6 Set ETA, set 'Stop Over Time', set 'Minutes to Add'

Clicking on the 'ETA' column (Estimated Time of Arrival) will bring up a window where you can set one or more of the following items:

- 1) The Arrival Date & Time for that leg;
- 2) The Stop Over Time (how long the airplane will be on the ground before taking off for the next leg);
- 3) The 'Minutes to Add' to this leg (time added to the ETE which was calculated from the TAS settings for the aircraft in use).

When setting the Arrival Date & Time the program will calculate and set the required departure date & time for that leg and will adjust the arrival & departure times for previous and following legs if required.

Remember that the departure time for a leg cannot be earlier than the previous arrival time plus the 'Stop Over Time' for the previous leg. If this is not the case the program will adjust the departure & arrival times to match these criteria.

Selecting the '**Enter ETA in Local Time**' option will allow the user to enter the desired ETA in the local time of the arrival airport. The program will recalculate the time back to current local time setting and show this on the 'Itinerary' page. Note that all times shown/entered on the 'Itinerary' page must be in the same time zone!

Set Arrival Time / Stopover Time / Minutes to Add

Leg 1
 From:
 To:

Set Arrival Time
 Enter ETA in Local Time:
 Arrival Date:
 Estimated Time of Arrival (ETA): ... Flight Time:
 Departure Airport Time Offset: Dep. Airport DST:
 Arrival Airport Time Offset: Arr. Airport DST:
 Time Difference: Local ETA:
 Times on Itinerary tab are displayed in:

Set Stopover Time
 Stopover Time:

Set Minutes to Add
 Minutes to Add to this leg:

4.7 Leg Remarks

The far right column on the itinerary table is a push button that brings up the 'Leg Remarks' window. Here you can enter notes for an individual leg. If there are remarks entered for a leg the button will display an explanation mark '< ! >' symbol.

Leg Remarks

Leg 1
 From:
 To:

Leg Remarks

Leg remarks can also be edited on the 'Modify Leg' screen and they can be printed on an 'Itinerary' print report by selecting the 'Leg Remarks' option on the Report Settings screen.

The Itinerary screen also has a 'Leg Remarks' button to bring up the Leg Remarks screen.

4.8 Trip Remarks

This entry box on the main Itinerary page allows the user to enter remarks for the entire trip/quote. 15 entry lines are available (6 visible).

These remarks are saved with the quote and can be printed on both the 'Quote' and 'Itinerary' print report by selecting the 'Trip Remarks' option on the Report Settings screen.

4.9 Alerts

The 'Alerts' table on bottom right hand side of the 'Itinerary' page can show six different type of warnings which are described below.

The purpose of these alerts is to indicate to the user that there are some (potential) problems with the route and/or itinerary. These alerts are NOT printed on any of the print reports unless the 'Show Alerts' Report Option is selected (this option is available for the Quote & Itinerary report).

4.9.1 Minimum Runway Alert

The runway at this airport in the route is shorter than the min. runway setting for the current aircraft set in the aircraft settings.

4.9.2 Type of Airport Alert

The selected airport is marked as either a military or private airport in the airport settings.

4.9.3 Fuel alert

The type of fuel that the current aircraft requires is not listed as available at the indicated airport. The fuel setting for the aircraft can be changed in the aircraft settings.

4.9.4 Flight Time Alert

The flight time (ETE) for the indicated leg is greater then the maximum flight time (endurance) for the current aircraft, so an extra fuel stop might be required. The 'Max Flight Time' setting for the aircraft can be changed in the aircraft settings, on the 'Speed/Time' page.

4.9.5 Zero Groundspeed Alert

The groundspeed on the indicated leg is zero. This can be caused by a very high wind speed setting and/or a very low TAS (True Air Speed).

4.9.6 Noise Restrictions Alert

This alert appears if the 'Use Noise Restr. Alert' setting in the current aircraft settings is turned on, and the 'Noise Restrictions' setting for the selected airport is also selected.

4.9.7 Max. Crew Flight Time Alert

If the calculated 'Total Flight Time' for the current quote exceeds the 'Max. Crew Flight Time' value from the 'Flight Crew' page in 'Program Settings' an alert will appear to warn the user about this situation ('Trip Exceeds Max. Crew Flight Time').

4.9.8 Max. Crew Duty Time Alert

A 'Max. Crew Duty Time' alert will appear if the calculated 'Total Trip Time' for the current quote exceeds the 'Max. Crew Duty Time' value from the 'Flight Crew' page in 'Program Settings' ('Trip Exceeds Max. Crew Duty Time').

5. 'QUOTE' PAGE FUNCTIONS

FlightQuote 2.29 - Starling Aviation Services LLC

Quote Airports FBOs Aircraft Customers Program

Quote Nr: FQ00001

Aircraft: Learjet 35A Registration: Registration Customer: # Best Customer Contact: Mr Jones Status: Pending

Route Itinerary Quote Notes

Base Charge

Flight Time: 06:24 ... Rate: 3,250.00 p/Hr Discount/Markup: 0.0% Leg Charges Base Charge: 20,800.00

Short Legs Fee: Surcharge Distance: 300 SM Short Leg Rate: 350 Count: 4 Short Legs Total: 1,400.00

Taxable Charges: 22,200.00 Tax: Passenger 7.5% Tax Amount: 1,665.00 Total Base Charge: 23,865.00

Additional Charges

Charge	Amount	Count	Total	Tax	%	Tax Amount
Landing Fees	225.00	6	1,350.00	Passenger	7.5	101.25
Overnight Fee	600.00	1	600.00	Passenger	7.5	45.00
6 Pax * 6 Segm. * 4.20				Segment Tax		151.20
4 Pax * 2 Segm. * 4.20				Segment Tax		33.60
Fuel Charge: (US Gallons)	5.00	1559	7,795.00	Passenger	7.5	584.63
Additional Charges Totals: Charges: 9,745.00 Taxes: 915.68						

Quote Totals

Total Charges: 31,945.00 Total Disc/M.up: 0.00 Total Taxes: 2,580.68 **Final Quote: 34,525.68**

5.1 Mileage Factor

If the current aircraft uses Statute or Nautical mile distance as a quote base, the program will display the 'mileage factor' entry box. The total route mileage is multiplied by this factor and then multiplied by the charge per mile to obtain the base charge. A value of 1.05 would increase the base charge distance with 5% (max. value is 1.50: 50% increase).

The default value used is the value entered in 'mileage factor' entry box in the aircraft settings for the current aircraft.

5.2 Set Manual Flight Time

This function is available when the 'Quote Base' in the Aircraft Settings is set to 'Hourly Rate'. It allows the user to enter a total flight time manually rather than using the calculated flight time. Click on the small square button next to the Flight Time box to bring up the 'Manual Flight Time' screen to set the desired flight time. The same screen is used to remove or change the manual flight time.

5.3 Discount / Markup

The value in the 'Discount/Markup' entry box is a percentage with which the base charge is increased or reduced. A discount is entered a negative value, a markup is a positive percentage.

The 'Discount/Markup' is always applied to the base charge (distance * charge per mile or flight time * hourly rate) and can also be applied to short leg charges and/or additional charges, depending on the settings in the 'Quote Properties'.

A discount or markup can be calculated in two different ways: The standard way or as a '**Gross Margin**'.

The standard way takes a percentage of the base charge (100%+ 4% markup = 104%).

A 'Gross Margin' takes a percentage of the total after discount/markup (96% + 4% markup = 100%).

The default value for the 'Discount/Markup' entry box is copied from the value entered in the 'Discount/Markup' field in the data for the current customer. If no customer is selected from the database, the default value is zero.

5.4 Automatic short leg charge calculation

The second line on the quote page shows the data for the automatic short leg fee calculation. In the aircraft settings you can select 3 different options for automatic short leg calculation:

- 1) No (automatic) short leg calculation;
- 2) Minimum leg charge;
- 3) Surcharge for short legs.

5.4.1 Minimum leg charge

The amount of the *minimum leg charge*, as entered in the aircraft settings, will REPLACE the charge for any particular leg if that regular leg charge is less than the minimum leg charge. This means that if a minimum leg charge applies to a certain leg, the mileage or flight time for that leg will NOT be used in calculating the base charge (mileage * charge p/m or flight time * hourly rate), otherwise the leg would be charged double. The mileage or flight time for a leg with a minimum leg charge will be subtracted from the total mileage/flight time that is used to calculate the base charge. It is actually possible to have a base charge of zero, if all legs in the route have a minimum leg charge applied to them!

5.4.2 Short leg surcharge

This setting will add a fixed amount to the quote for each leg which distance is shorter than the short leg distance setting (in statute miles). The program will automatically check all leg distances and add the surcharge if necessary.

The surcharge amount, short leg distance and short leg count can be adjusted on the quote page.

5.5 'Leg Charges' button

Clicking on the 'Leg Charges' button opens a separate window that displays the charges applied for each individual leg. The totals on this screen do not include any additional charges.

5.6 Set Manual Base Charge button

Just to the left of the text box for the 'Base Charge' amount is a small button. Clicking on this button will bring up a screen on which the user can enter or remove a 'manual base charge' that will replace the calculated charge on the 'Quote' tab.

5.7 Minimum Charge Override

In the aircraft settings the user can specify a '*minimum charge*' that applies for the entire trip. This minimum trip charge will include any short leg charges.

If the min. charge applies, a push button will appear next to the '**Leg Charges**' button. This button will say '**Min. Charge**' (in blue text) and replace the standard '**Base Charge**' label. By clicking on the 'Min Charge' button, you will override the min. charge and the regular Base Charge will be shown. To reactivate the min. charge, just click on this button again.

5.8 Additional Charges table

The Additional Charges table on the quote page allows the user to enter any specific additional charges that apply to the quote. The table shows 7 rows, but it will scroll down if more rows are needed (max. number of rows is 30).

The user can enter the description of the charge in the 'Charge' column or select a charge from the drop-down list. The amount can be entered in the 'Amount' column and the number of these charges in the 'Count' column.

If taxes need to be applied to the charge, they can be selected from a drop-down box in the 'Tax' column.

In the 'Program Settings' the user can specify a list of commonly used additional charges. These will be displayed on the drop-down list for the 'Charge' column.

The additional charges table is also used to display the following 'special' charges:

- **Segment Taxes** (see the 'Taxes' section below);
- **International Taxes** (see the 'Taxes' section below);
- **Quote Adjustments** (see 'Adjust Total' below).
- **Airport Taxes** (see 'Airport Tax' below).

To remove a charge from the table you need to select the row by clicking on the gray column all the way on the left (which displays the arrowhead). Now you can click the '**Remove**' button just to the left of the table. You can also just click on the *right mouse button* while the mouse pointer is over the table and select '**Remove charge**' from the pop-up menu.

The '**Remove All**' button will empty the entire Additional Charges table at once (after confirmation).

5.9 Quote Memory ('M' button)

With the Quote Memory function you can save the current final quote amount in memory, change the quote and then compare the difference of the new final quote amount with the saved amount.

5.10 Adjust Total ('X' button)

The Adjust Total function allows the user make an adjustment to the final quote amount. This adjustment will be entered as entry on the additional charges table. You can either enter the new desired final quote amount or enter the amount of the adjustment.

To change the adjustment just click on the 'X' button or double click on the 'adjustment' row on the additional charges table. To remove the adjustment, select the row on the additional charges table and click on the 'Remove' button next to the table.

5.11 Taxes

The different types of taxes supported by FlightQuote 2 are listed below. For a detailed explanation of U.S. aviation taxes please read the separate 'Aviation Taxes' document.

5.11.1 Regular Taxes (percentage tax rates)

The user can define up to 8 different tax rates in the program settings. All these rates will appear in the 'Tax' drop down box and in the drop down box on the 'Tax' column in the additional charges table.

On the itinerary page the user can select which legs should be taxable or not. All the charges for the taxable legs are added into the 'taxable amount'. The base charge tax rate is applied to the taxable amount to calculate the base charge tax amount.

For each entry on the additional charges table the user can select to apply one of the tax rates to the charge.

5.11.2 U.S. Segment Tax

U.S. segment tax is a charge per passenger per leg (\$3.70 for 2010). Click on the 'Segment Tax' button to bring up the segment tax window. Here you can enter the number of legs and the number of passengers.

The charge is shown as a separate row on the additional charges table. To change the entry, select the row and click on the 'Segment Tax' button. To remove it, select the row and click on the 'Remove' button. You can enter multiple segment tax entries on the additional charges table.

The default segment tax rate can be changed in the program settings, on the 'Taxes' page.

5.11.3 U.S. International Tax

For each international departure or arrival from/to the continental U.S. (excl. Alaska and Hawaii) an international tax charge per passenger might apply (\$16.10 in 2010).

For international departures only from Alaska or Hawaii an international tax per passenger might apply (\$8.10 in 2010).

Click on the 'International' button to enter one of these taxes. They will be entered as a separate row on the additional charges table (just like a segment tax entry).

5.11.4 Airport Tax

Some airport authorities require charter companies based at their airport to apply a special tax to all the charter flights out of the airport. This tax is applied to the total charges (before other taxes). With the 'Airport Tax' screen you can add this tax to the 'Additional Charges' list as a special tax.

5.12 Fuel Charge

With the proper data entered in the Aircraft Settings (see paragraph 8.12 'Calculating Estimated Fuel Burn') the calculated 'Total Estimated Fuel Burn' can be entered on the Additional Charges table.

The program will **automatically convert** (as needed) weight units (Pounds or Kilograms) to volume (Gallons or Liters) and will it will also **automatically update** the calculated Estimated Fuel Burn and Total Fuel Charge if any factor in the quote changes the Total Estimated Fuel Burn.

Clicking the 'Fuel Charge' button will open the screen below where the user can select the fuel 'Pricing Unit' (Gallons or Liters) and enter the price per Pricing Unit.

The screenshot shows a 'Fuel Charge' dialog box with the following fields and controls:

- Total Estimated Fuel Burn: 11,600.0 Pounds (lbs) [R]
- Type of Fuel: AvGas Jet Fuel
- Pricing Unit: Gallons Liters
- Conversion Factor: 6.71
- Total Gallons: 1,729
- Price per Gallon: 4.50
- Total Fuel Charge: 7,780.50
- Apply Tax to Fuel Charge:
- Buttons: Save, Cancel

The 'R' (Recalculate) button will recalculate the Total Estimated Fuel Burn if needed.

The program uses fixed conversion factors for the fuel calculation. All these assume standard temperatures (ISA). The conversion factors are listed below:

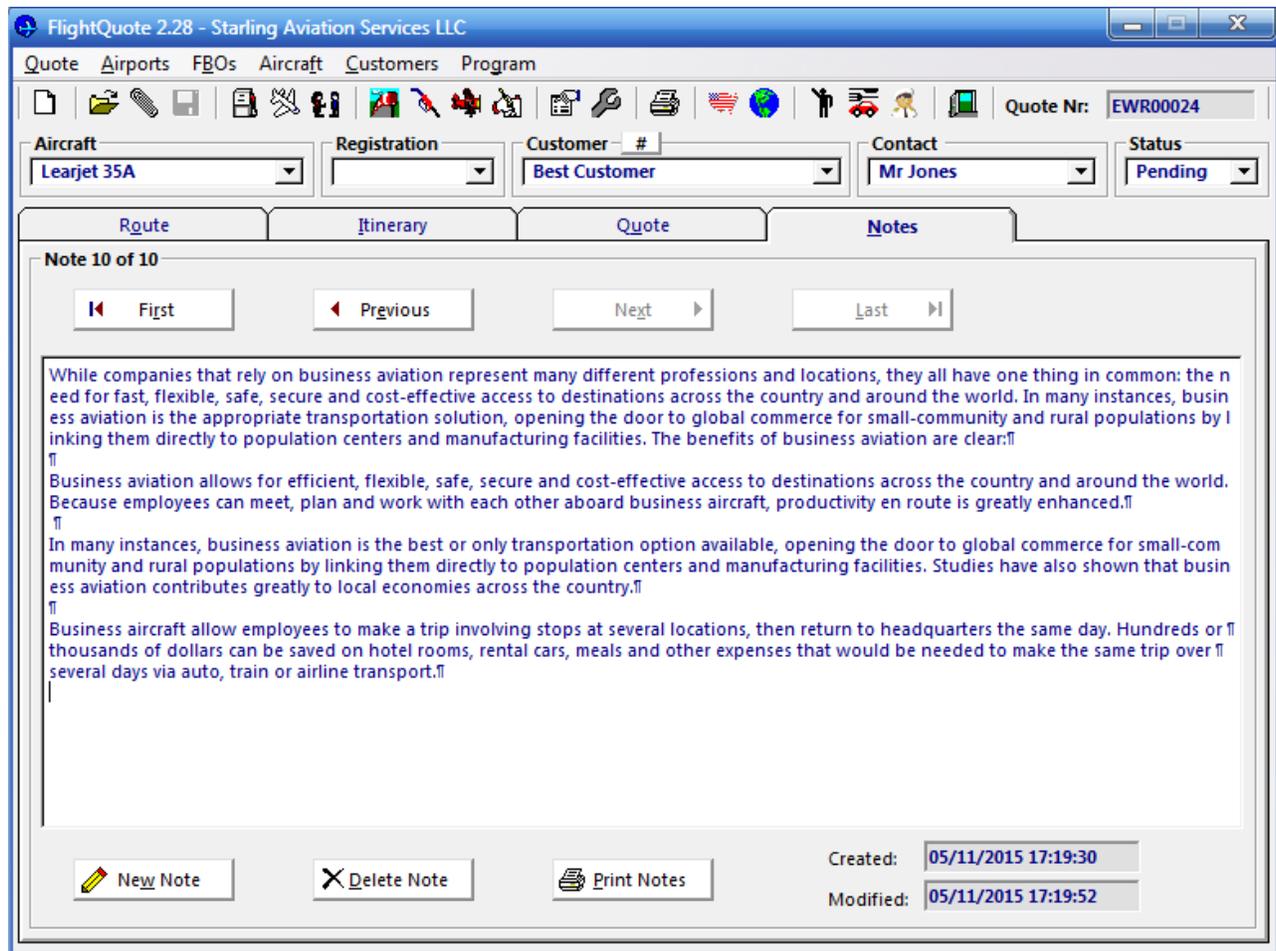
- Jet Fuel Gallons to Pounds: 6.71
- Jet Fuel Galons to Kilograms: 3.03
- Jet Fuel Liters to Pounds: 1.76
- Jet Fuel Liters to Kilograms: 0.8

- AvGas Gallons to Pounds: 6.01
- AvGas Gallons to Kilograms: 1.58
- AvGas Liters to Pounds: 2.72
- AvGas Liters to Kilograms: 0.72

- Gallons to Liters: 3.79
- Liters to Gallons: 0.26

Note that just like the Estimated Fuel Burn the Fuel Charge is just an estimate and should not be relied upon for actual Fuel Planning or Aircraft Operations.

6. 'QUOTE NOTES' PAGE



6.1 Adding Notes to a Quote

On the 'Notes' page (new in FQ 2.28) you can enter multiple notes regarding the quote/trip. Consider the notes as a series of 'index cards'. The screen will display one note at a time. All the Notes are saved with the database.

To enter a new note click on the 'New Note' button first. A new note will be added behind the last one and the screen will switch to the new (blank) note.

To Navigate between multiple note use the 'First', 'Previous', 'Next' and 'Last' buttons. A counter on top of the 'Notes' page indicates which note is currently displayed and also shows the total number of notes ('Note 1 of 8').

6.2 Removing a Note

To remove a note, click the 'Delete Note' button. You will be asked to confirm the removal of the note. All the notes behind the removed one will move back in the order of notes (example: When removing note 6 of 8, note 8 becomes note 7 and note 7 now becomes note 6).

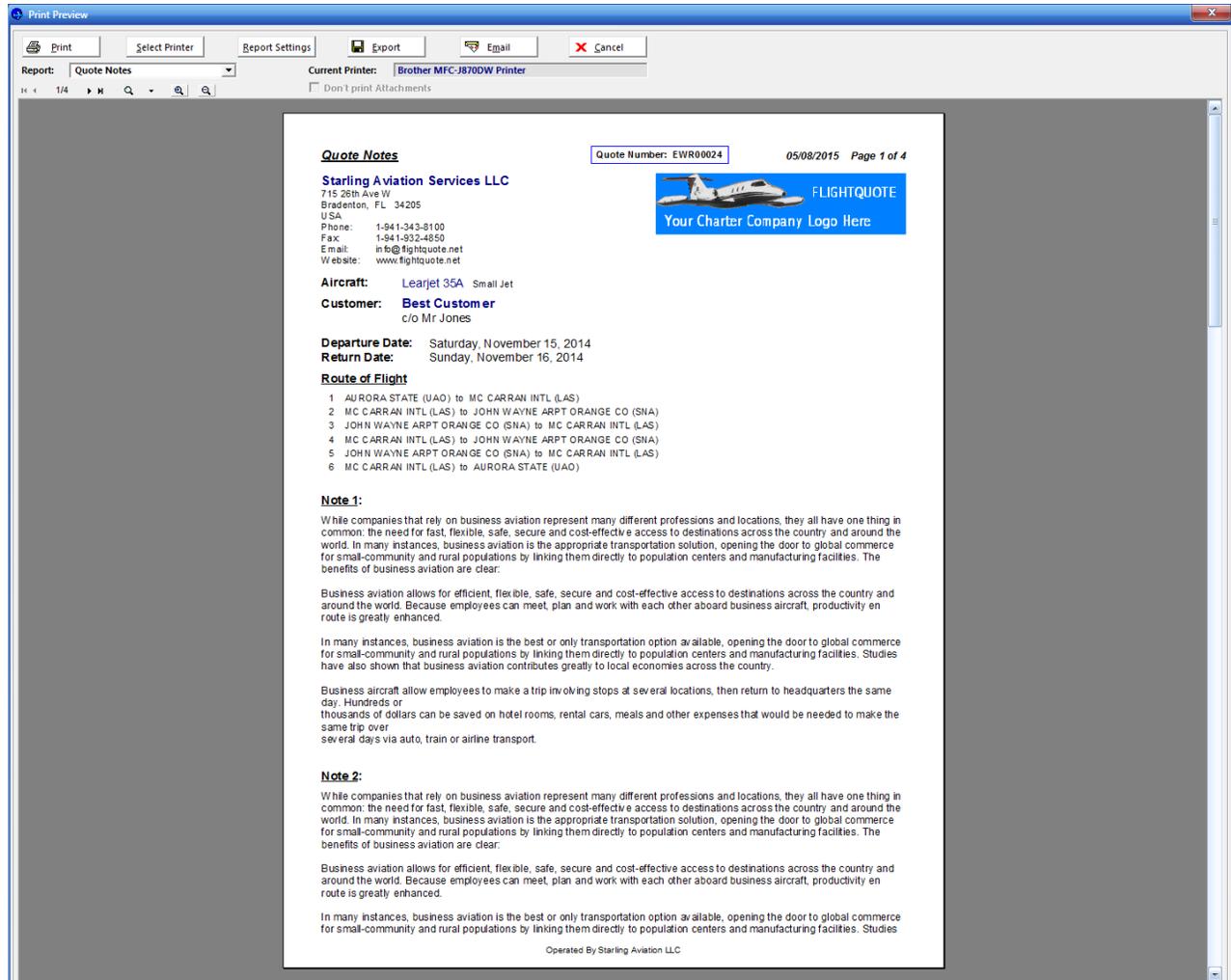
6.3 Printing Quote Notes

Quote Notes can be printed on a separate report or optionally on the 'Quote', Itinerary' and 'Trip' reports.

The 'Print' button on the 'Notes' page will bring up the Print Preview window with the Quote Notes report immediately.

You can also use the regular 'Print' function in FlightQuote and select the 'Quote Notes' report

6.3.1 "Quote Notes' Report



The 'Quote Notes' report shows all the notes on a dedicated report. Various options for it can be set on the 'Report Settings' screen.

6.3.2 Print Quote Notes on other Reports

The Quote Notes can also be shown on the 'Quote', Itinerary', and 'Trip' reports. For that you have to select the 'Show Notes' option on the 'Report Settings' screen for the desired report.

7. SAVING, RETRIEVING AND PRINTING QUOTES

7.1 Save Quote, Save as New

To save a quote to the database you can click on the 'Save Quote' option on the 'Quote' menu or use the 'Save Quote' button on the toolbar. If the quote has been previously saved, the program will prompt for a confirmation to overwrite the previously saved quote.

To save a quote with a different quote number, you can use the 'Save as New' option on the 'Quote' menu.

Quote numbers are automatically generated (5 digit numbers). This is to make sure that each quote has a unique identifying number. The user can change the **quote number prefix** (default set to 'FQ') in the 'Program Settings'. In a network setup, the quote number prefix can be used to identify on which computer a quote was generated, simply by assigning a different prefix to each computer.

7.2 Open Quote

A quick way to retrieve a previously saved quote from the database is to use the 'Open Quote' option. For this function you need to know the actual 'Quote Number' which was assigned to the quote when it was saved. This function is available under the 'Quote' menu on the main screen and also on the 'Quote List' screen.

7.3 Recent Quotes

The 'Recent Quotes' function under the 'Quote' menu will show a list of up to 8 quotes which were accessed last, with the most recently accessed quote on top. The user can simply click on one of the quotes in the list to retrieve this quote from the database.

7.4 Quote List

By opening the 'Quote List' window the user can view or retrieve quotes stored in the database.

The quote list can be sorted by clicking on one of the column headers of the list. The column header for the column currently used for sorting is underlined. Click the header for the column currently used for sorting will change the sort direction (ascending/descending).

To retrieve a saved quote, select it from the list and click on the '**Open**' button. To see more details on a saved quote, select it from the list and click on the '**Details**' button. To delete one or more quotes, select them in the list and click the '**Delete**' button. Note that you can only delete quotes that have a quote status of '*Closed*' or '*Cancelled*'.

You can select multiple rows in the list by holding the 'Control' and/or 'Shift' keys ('Control' for multi-select, 'Shift' for range select).

To change the status of a quote, select one or more quotes in the list and click on the '**Change Status**' button. This will open the 'Change Status' window. You can also change the status of quote from the 'Quote Details' window by clicking the 'Change Status' button.

With the '**Export**' function you can export single or multiple quotes from the quote list to a vCalendar file (.vcs). vCalendar files can be imported in many popular scheduling and PIM (personal information management) programs such as Outlook, Act, Palm Desktop and Lotus Organizer.

To select multiple quotes for export use the 'Control' (Ctrl) key for multiple select or the 'Shift' key for range select.

Quote List

11 Quotes in the Database

Quote Nr	Dep. Date	Aircraft Type	Registr.	Route	Customer Name	Status	Quote	Q
FQ00005	12/20/2015	King Air 200		MCO-HOU-DAL	Up&Over	Pending	4,780.17	
FQ00002	11/12/2015	Learjet 35A	N12345	FXE-TLH-CHS	FlightQuote Customer	Cancelled	4,848.25	
FQ00004	11/02/2015	Cessna Citation III	N342AB	ATL-MIA-ATL	Pacific Atlantic Charters	Confirmed	6,657.69	
FQ00001	10/24/2015	Learjet 35A	N12345	FXE-DAL-VNY-SAC-BOI-TUL-FXE	FlightQuote Customer	Cancelled	32,078.00	
FQ00011	10/19/2015	Learjet 35A		TPA-SDL-MSP-TPA	FlightQuote Customer	Hold	22,191.58	
FQ00003	10/15/2015	Falcon 20		ILM-DAL-MSP-ILM	Northern Jets	Confirmed	13,721.09	
FQ00010	10/02/2015	Learjet 35A		FXE-NEW-FXE	FlightQuote Customer	Closed	5,160.00	
FQ00008	10/02/2015	Hawker 800		MIA-TEB-MIA	SuperJets	Invoiced	13,579.05	
FQ00009	09/08/2015	King Air 200		BNA-MEM-LIT-BNA	National Charters Inc	Closed	3,852.98	
FQ00007	09/08/2015	Falcon 20		ILM-TJSJ-ILM	Northern Jets	Cancelled	11,878.97	
FQ00006	09/01/2015	Gulfstream II	N628AA	VNY-TEB-VNY	High Flyers	Invoiced	51,277.50	

Open Details Delete Filter Export

Quote Nr. Print Clean Up Change Status List Settings

Exit

On the Export Quote(s) screen select the items you would like to save to the vCalendar file from the options list. There are two different sets of options (default set1: Internal, set2: Customer).

The **'Print'** button will open a screen on which you can indicate to either print all quotes or to select a departure date range for quotes to be printed. The **'Go'** button on this screen will bring up the print preview screen with a printout of the quote list. On the print preview screen you can click on **'List Settings'** to change the settings for the list printout.

The **'Clean Up'** function will allow you to clean up old quote data from the database by changing the status and/or erasing old quotes from the database.

The **'Filter'** function allows the user to show only quotes that belong to a certain Customer, Aircraft type, Departure date, Registration or 'Quoted by' name.

7.5 Standard Quotes

This feature allows you to save a quote for particular aircraft for a particular route. This allows you to quickly retrieve a charter price for a common trip. When you select **'Save as Standard'** from the **'Quote'** menu all the airports and charges for this trip are saved as a 'Standard Quote' for the current aircraft (Customer information, trip dates and times are NOT saved).

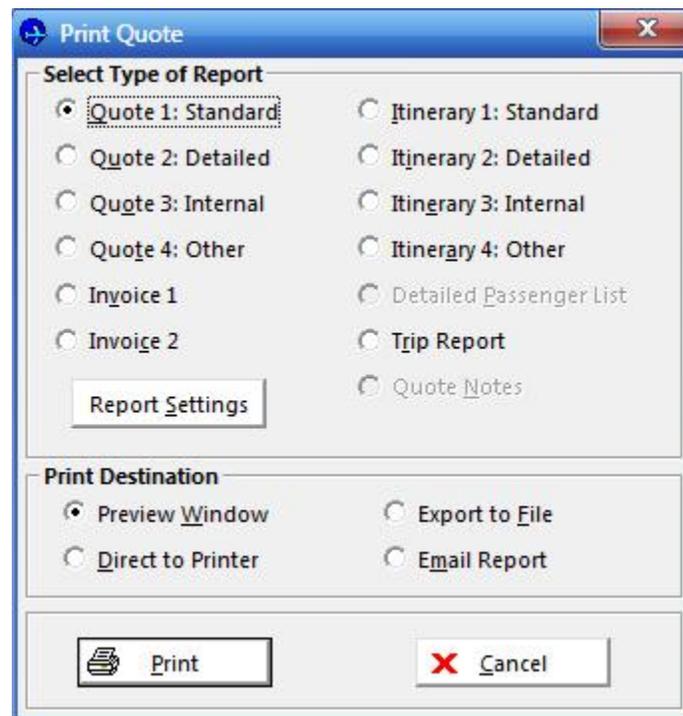
The 'Standard Quote' screen is opened by selecting 'Standard Quotes' from the 'Quote' menu or by clicking on the paperclip icon on the main toolbar. Clicking on the 'Standard Quotes' button on the 'View Aircraft' screen will also open this screen.

On the 'Standard Quote' screen you can see all the Standard Quotes for each aircraft. Selecting a quote from the list and clicking the 'Select' button will copy all the standard quote data to the current quote. You can also remove a standard quote from the database by clicking the 'Delete' button. There is also a *right mouse button popup menu* for these functions.

7.6 Print Reports

FlightQuote 2 is able to print 6 different kinds of reports with quote information:

- **Quote report;**
- **Itinerary report;**
- **Invoice report;**
- **Detailed Passenger List report;**
- **Trip report;**
- **Quote Notes Report.**



Each report can be highly customized by using the many options on the '**Report Settings**' screen.

A print report can be shown in a **preview window**, printed **directly to a printer**, **exported to a file** or **emailed as an attachment** using one of the export file formats.

The supported export file formats are:

- **Adobe Acrobat format (.pdf);**
- **Rich Text format (.rtf);**
- **Web page format (.htm).**

7.7 Report Settings

The 'Report Settings' window can be opened from the 'Quote' menu, the 'Print Quote' window and the Print Preview screen.

The Report Settings window allows the user to set all the different options to customize the print reports.

For both the 'Quote' and Itinerary' reports the user can save **four** different definitions with (the same) sets of options. By default the program has a 'Standard', 'Detailed', 'Internal' and 'Other' option-set for both the Quote and Itinerary report. For the 'Invoice' report there are **two** sets of (the same) options available.

The screenshot shows the 'Report Settings' dialog box. The 'Company Logo' section is at the top, with 'Display Company Logo' checked and a file path for the logo picture. The left-hand navigation pane lists various report types, with 'Quote 1: Standard' selected. The main area is divided into 'Quote 1 Settings' (with fields for Name and Report Header, and numerous checkboxes for content and layout), 'Opening Comments' (with a text area), 'Closing Comments' (with a text area), and 'Footer' (with a text area). At the bottom, there are buttons for 'Save', 'Only Print in Black & White', 'Default Preview Whole Page', and 'Cancel'.

The 'Display company logo' setting is common for all reports.

All the options mostly explain themselves (just try them out to see how they work).

A special option is the '**Skip Empty Leg**' setting. With this setting enabled the program will not print the legs in the route which have the 'Type of Flight' setting (on the itinerary page) set to 'Empty'.

By using the '**Text File Attachment**' option you can add a text file to the printout. This file can be a charter contract or a list of your terms and conditions. You can load a file in **.rtf** format (Rich Text Format) or a standard **.txt** text file. A **.rtf** file supports basic formatting (standard fonts, colors, bold, underline, italic) Most word processors (Microsoft Word, Lotus WordPro, WordPerfect) and the Windows WordPad program can save files in the **.rtf** format.

7.8 Export to File

To save a print report to a file the user can click on the 'Export' button on the 'Print Preview' screen or select 'Export to File' print destination option on the 'Print Quote' window.

Both these options bring up a standard windows Save File dialog screen. On this dialog you can set the destination folder, file name and file type.

To change the type of file (.rtf, .pdf or .htm) select the type you prefer from the 'Save as type' drop down box.

Both the .rtf and .htm formats can be edited in a word processor. When editing a report in Word or another program it might be necessary to change the tab settings of the document to properly outline the document.

7.9 Email Quote reports

You can directly email a quote, itinerary or invoice from the program using the **SMTP** (outgoing email) server from your Internet Service Provider (ISP). Note that some ISP's might not support sending email through an SMTP server.

Before you can use this function you must enter your SMTP server information on the 'Email' page of the 'Report Settings' screen. The following settings are required:

- SMTP server name;
- SMTP server port (default 25);
- SMTP authentication required (yes/no);
- SSL Security required (yes/no);
- POP login required before SMTP Connect (yes/no);
- Login username (if SMTP auth. or POP login is required);
- Login password (if SMTP auth. or POP login is required).

The settings for FlightQuote should be the same as those for outgoing email in most regular email programs (Outlook, Eudora, Thunderbird). Check with your ISP for the correct SMTP settings.

The report will be emailed as an attachment in one of the three export file formats (.pdf, .rtf or .htm).

On the 'Send Email' screen you need to enter the email address of the recipient. If you have selected a customer from the database, the recipient drop down box will show the email address for the customer and all those entered for its contacts.

Enter **CC:** (carbon copy) and/or **BCC:** (blind carbon copy) addresses in the CC: and BCC: fields. You can enter multiple addresses in these fields by separating them with a ';' character.

The 'Sender Email' and 'Sender Name' are automatically filled with the 'Company Email' and 'Company Name' fields entered in the 'Program Settings' screen, 'Company Info' page.

If the user entered in the 'Quoted By' field on the main screen has an email address stored in the database ('Program Settings' screen, 'Users' page) then this email address will be shown in the drop down boxes for the 'Sender Email' field.

If the Quote has been saved to the database, you can select the '**Save Email data with Quote**' option to have the recipient, sender, attachment and message text information saved to the database. By doing this the email message is retrieved from the database with the rest of the quote data when the quote is opened.

If you enter the code **{QNR}** in the email subject the program will replace it with the current Quote Number.

8. OTHER FUNCTIONS

8.1 Quote Properties

The quote properties are quote-specific settings that are saved with each specific quote. The quote properties window can be opened from the 'Quote' menu or by clicking the 'Quote Properties' toolbar button.

Quote Properties (Defaults are set in Program Settings)

Apply Tax to Surcharge Short Legs

Use only whole Miles in Quote (no tenths):

Apply Discount/Markup to Short Leg Charges:

Apply Discount/Markup to Additional Charges:

Use 'Gross Margin' Discount/Markup Calculation:

Open Date Quote:

Apply Short Legs fees on Top of Minimum Charge:

Currency

Currency Symbol or Code: \$

Setting for Local Time Calculation

Times are in Local Time of first departure airport.

Times are in Zulu Time (UTC).

Times are in default Time Zone (+/- UTC):

Fuel Burn (Must Be Enabled in Aircraft Settings)

Calculate Estimated Fuel Burn:

Fuel Burn Unit: Pounds (lbs)

Custom Invoice Number

Use Custom Invoice Number:

Invoice Number: ...

Invoice Payment

Amount Paid: 0.00 Remaining: 133,348.18

Date Paid:

Payment Info:

Save Cancel

The quote properties settings are:

- **Apply tax to short legs:** Select to include short leg charges in the taxable amount (default = on);
- **Use whole miles in quote:** Select to use only whole miles (no tenths) for the calculation of mileage based quotes (default = on);
- **Apply discount to short legs:** Select to apply the discount to short leg charges (default = on);
- **Apply discount to additional charges:** Select to apply the discount to the additional charges (default = off)

- **Use 'Gross Margin' Discount/Markup Calculation:** Select to use the 'Gross Margin' calculation method for discount or markup (percentage of the total after discount/markup).
- **Open Date Quote:** Select this property if the date of the quote is not yet known (this will disable some other date functions). You can also turn on this property by clicking on the 'date' column header on the itinerary page and by clicking the small 'D' button.
- **Apply Short Leg fees on top of Minimum Charge:** With this property selected the short leg fees will be added to the min. charge rather than being counted as part of the base charge.
- **Currency symbol or Code:** Normally the program uses the currency symbol from the 'Regional Settings' in the Windows Control Panel. With this property you can indicate that a quote is in a certain currency (different from the default). You can use a currency symbol (\$) or a 3 digit currency code (USD).
- **Settings for local time calculation:** Pick one of the three options:
 - Times entered on the itinerary page are all in the local time of the first departure airport (default);
 - Times entered on the itinerary page are all in Zulu Time (UTC).
 - Times entered on the itinerary page are all in a default time zone with a certain offset from Zulu time (enter the offset in the entry box).
- **Fuel Burn:** If calculating the Estimated Fuel Burn is enabled in the Aircraft Settings for the current aircraft (with all the fuel burn data entered) you can enable or disable the calculation of the Estimated Fuel Burn for the current quote with this option. This will normally be ON by default if enabled in Aircraft Settings.
You can also change the current Fuel Burn Unit for the current quote. The default Fuel Burn Unit is set in the Aircraft Settings.
- **Use Custom Invoice Number:** Select this option to use a custom invoice number. Standard the program uses the quote number for an invoice number. If you select this option you can enter your own custom invoice number in the entry box.
If you click on the small button next to the invoice number entry box the program will automatically enter the next highest invoice number in sequence (you can still change this).
- **Invoice payment:** If a customer has only paid part of an invoice, enter the amount here to keep track of how much is still owed on this trip. You can print a new invoice, which will show the amount already paid and the remaining amount.
You can also enter the Payment date ('Date Paid') and some other payment information in the 'Payment Info' field. This info can be printed on the 'Invoice' report by selecting 'Payment Info' in the Report Settings.

8.2 Program Settings

The 'Program Settings' screen consists of 7 sub pages with a variety of different program settings which are explained below.

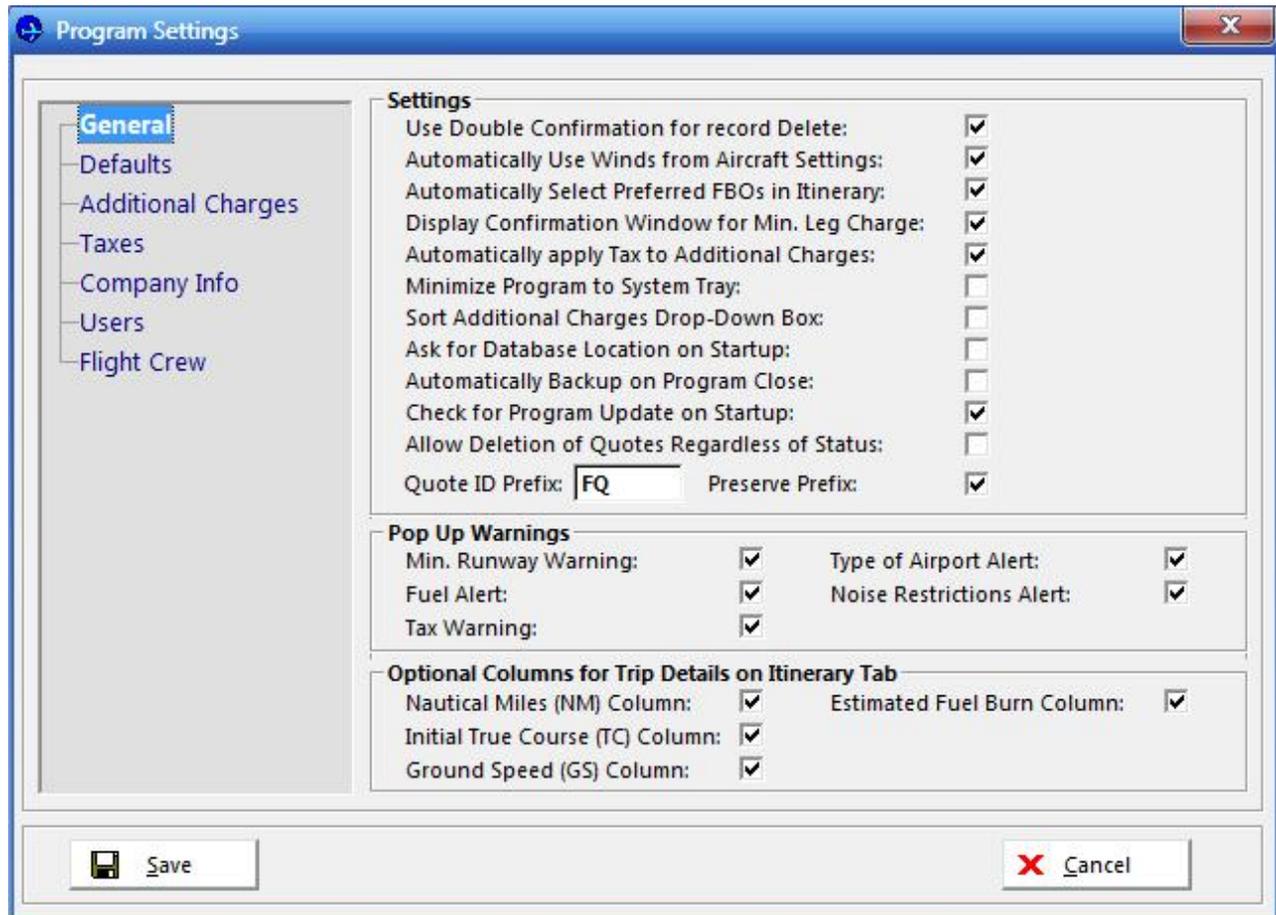
8.2.1 General page

This page allows the user to adjust various program settings:

- Turn various popup warnings/confirmations on/off;
- Automatic selection of FBOs marked as 'Preferred';
- Automatic use of winds from aircraft settings;
- Automatically apply Tax to Additional Charges;
- Minimize program to System Tray;
- Sort Additional Charges drop-down box;
- Ask for Database Location on Startup;
- **Automatically Backup on Program Close;**
- Automatically check for updates on program start;
- Allow deletion of quotes regardless of Status;
- Set the Quote Number Prefix (default = 'FQ').

If you use FlightQuote on different computers you can set a different Quote Prefix on each computer, so you can quickly see on which computer a quote was generated.

Also on this page you can set if the program will show any of three optional columns on the itinerary page. These optional columns are: Nautical Mile distance column (**NM**), Initial True Course column (**TC**), Ground Speed column (**GS**) and Estimated **Fuel Burn** (Fuel Burn calculation must be enabled in Aircraft Settings).



8.2.2 Defaults page

On the 'Defaults' page you can adjust the default settings for the quote properties used for new quotes. These properties will only effect new quotes, not the current quote unless you select the option 'Reset Properties for Current Quote to Defaults'.

8.2.3 Additional Charges page

On this page you can enter the additional charges that will appear in the drop-down box for the 'Charge' column on the additional charges table.

8.2.4 Taxes page

The tax rates used in the program can be entered or adjusted here. You can enter up to 8 different tax rates. These rates will appear in the tax drop-down box in the Base Charge section on the quote page and the additional charges table.

Also, you can set the current rates for the U.S. Segment tax, International Arrival/Departure taxes and the Airport Tax rate.

If you click on the '**Download**' button the program will check online to see if there are any updates to the U.S. tax rates. Here you can also (de)select an option to check for U.S. tax rate updates each time the program starts.

8.2.5 Company Info page

On the Company Info page you can enter your company name, address, phone, email and website information.

The information you enter on this page is printed on all the print reports (quote, itinerary and invoice) if the 'Print Company information' option is selected in the Report Settings for the specific report.

The company name entered here is also shown in the title bar of the program if you have registered the program.

8.2.6 Users page

Here you can enter the user names that will appear in the 'Quoted By' drop-down box. Use the 'Set Default' button to select one of the user names as the default user, who will be automatically selected for each new quote.

The default user is shown in red color. To remove the default setting click on the 'Set Default' button without a user row selected.

The 'Quoted By' name can be printed on the 'Quote' print report if the option to do so is selected in the Report Settings (it has a sub-option to print the 'long name' instead of just the 'short name', which is shown in the 'Quoted By' drop-down box).

8.2.7 Flight Crew page

All the different Flight Crew 'Positions' (Captain, Copilot, etc) can be entered and changed here. On this page you can also enter all the default Flight Crew names that will appear in the drop down box on the 'Flight Crew' screen. You can enter the pilot's contact number in the 'Phone' field. The 'Notes' fields can be used to provide details about crewmembers' qualifications and/or ratings.

You can also set the 'Max. Crew Flight Time' and 'Max Crew Duty Time' values here. If the calculated 'Total Flight Time' and/or 'Total Trip Time' for a quote exceed these values a 'Crew Flight Time' or 'Crew Duty Time' alert will be shown in the 'Alerts' box on the 'Itinerary' page.

8.3 Passenger List

The passenger list window can be opened by one of these ways:

- Select 'Passenger List' on the 'Quote' menu;
- Click on the passenger list icon on the toolbar;
- Select 'Passenger List' from the 'Itinerary' page right mouse button menu.

On the top of this screen is the 'Trip Passenger List' where you enter all the passengers for the current trip. The bottom part of the screen shows the 'Master Passenger List' which is used save detailed information about passengers to the database.

You can use the 'Print' button to show a separate '**Detailed Passenger List**', which can include all passenger details from the Master List, or print a '**Master Passenger List Report**' with all names & details from the master list.

8.3.1 Trip Passenger List

On the Passenger list screen you can enter the names, phone numbers and remarks for all the passengers for the current trip. There is a different 'Leg' column for each leg on the trip; just select the cells for each of the legs the passengers will fly on.

You can enter the Passenger information directly into the Trip List manually or select them from the Master Passenger list. Passengers that were added from the Master List show up in **red**. Those that are not linked to the Master list show up in **blue**.

The Trip Passenger list is saved with the quote and can be printed on the 'Itinerary' and 'Invoice' report by turning on the 'Passenger List' report option. Passengers for who no legs are selected will not appear on these reports.

8.3.2 Master Passenger List

The Master Passenger List shows all passengers saved to the main database. These Passengers can be added to a trip by selecting them from the list and clicking the 'To Trip List' button.

Passenger names that were entered into the trip list but are not present in the Master List can be easily added by clicking the 'To Master List' button.

To Search for a specific passenger just type in the last name into the 'Last Name' text box above the list and the program will jump to the first passenger in the list that matches that name.

Data that can be saved for each passenger includes:

- Last, First and Middle Names;
- Address;
- Date and Place of Birth;
- Citizenship;
- Gender;
- Phone number (2);
- Email Address;
- Passport information (Number, Expiration & Country);
- Other ID information (Type, Number, Expiration & Issuer);
- Passenger Remarks.

8.4 Catering, Ground Transport & Cargo Notes

This is a separate screen to enter 'Catering', 'Ground Transportation' and/or Cargo information (each in a separate entry box). To open this screen you can click on the 'Catering, Ground Transport & Cargo Notes' toolbar button, select it from the 'Quote' menu or use the right mouse button popup menu on the 'Itinerary' page.

The information from this screen can be shown on the 'Itinerary' report by turning on the 'Catering/Ground Transp./Cargo' option on the 'Report Settings' screen.

8.5 Assign Flight Crew

The 'Flight Crew' screen allows the user to enter the Flight Crew members' names, phone, email and their position ('Captain', 'First Officer', etc.). This screen can be opened from the 'Quote' menu or by clicking the 'Flight Crew' toolbar button

The default number of crewmembers and their positions are set in the 'Aircraft Settings' on the 'Crew' page. On the 'Flight Crew' screen you can still change the number of positions for this particular quote and add/change the positions and crewmember names.

For both the 'Position' and 'Name' column a drop down box is shown with the default positions and names. The default crew information can be changed on the 'Program Settings' screen, 'Flight Crew' page. If a name or position is not in the drop down list, you can still enter any other position or name manually.

The entries that are selected from the drop down list are shown in **red**. These entries are linked to the default crew information saved in the database. If you change any of these entries they turn back **blue** and are no longer linked to the default pilot information from the database (and are saved separately with the quote).

The Flight Crew assignments can be shown on the 'Itinerary' report by selecting the 'Crew List' option in the 'Report Settings'.

8.6 Backup Function

The 'Backup FlightQuote Data' function is available under the 'Program' menu. From this screen you can make a backup of all your FlightQuote data, including the database files, FlightQuote settings and any logo's or custom attachments used in the 'Report Settings'.

Depending on which is in use, it will back up either or both the local and the remote (network) database. You must first set the location for the backup file(s) by clicking the 'Select' button. Both the local and remote backup consists of a single backup file in **.zip** format. The 3 digit 'file extension' for the backup files is **.fqb**. There is an option (default = on) to automatically include the current date in the filename. If the filename used already exists the function simply updates the files in the **.fqb** backup file to the current versions.

To **restore** the files from a **.fqb** backup file you must open it with a **.zip** file utility such as WinZip (www.winzip.com) or WinRar (www.rarlab.com). Standard these utilities will not automatically recognize a **.fqb** file as a **.zip** file. You may want to set a new file association in Windows so that the **.fqb** files are always recognized by your **.zip** utility. You can also simply **rename** the **.fqb** file to a **.zip** file first before using the **.zip** utility to open it (this way you can also open the file in the Windows Explorer using Windows' automatic build-in **.zip** file support).

By turning on the '**Automatically Backup on Program Close**' option in the Program Settings ('General' page) the program will automatically start the 'Backup FlightQuote Data' function every time before the program is shut down. Note that in order to automatically start the backup, the user must have set the locations for the backup files first.

8.7 Switching between Local and Remote databases

On the 'Program Settings' screen, 'General' page you can turn on the 'Ask for Database Location on Startup' option. With this option selected, every time the program starts up it will first show the 'Select Database Location' screen. This screen allows the user to switch between a local database (on his or hers own computer) and a remote database, which can be located on a network server or another computer.

This feature is useful for users with a laptop who need to use their own local database while not connected to the shared database on the office network.

The location of the local database is the FlightQuote 2 installation folder, which defaults to 'C:\program files\flightquote2' (on 32-bit Windows) or c:\program files (x86)\flightquote2 (on 64-bit Windows).

8.8 Links to the AirNav website

On various screens the program might show an '**AirNav website**' push button that will automatically link to the www.airnav.com website (an internet connection must be present) and show information for the selected airport.

Because AirNav currently only shows information on U.S. airports, the button will not appear if a non-U.S. airport is selected.

8.9 Other Internet links

On the 'Details' windows for Customers and FBOs the program will show an '**Email**' button. This button is only enabled if an email address is entered in the 'email' field. If this button is clicked FlightQuote will call on Windows to generate a new email message addressed to this email using the default Windows email program. See the 'Internet Option' in the Windows control panel to set your default email program.

The 'Details' windows for Customers and FBOs also have a '**Website**' button that will link to the website of the customer or FBO. This button is only enabled if a website address is entered in the 'website' field.

8.10 Right mouse button popup menus

All the various tables of the program (airports, route, itinerary, additional charges, aircraft list, customer list, FBO list, quote list, select airport by US city, select alternates, find enroute stop) will show a popup menu when the right mouse button is clicked.

These menus will show the various actions that can be performed and provide an alternative to clicking on push buttons or using the main menu.

The Aircraft and Customer drop-down boxes on the main screen also have a custom right mouse button popup menu. All other regular text boxes also will have a standard right mouse button popup menu with the regular undo/cut/copy/paste/delete/select commands.

8.11 Exporting/Importing Customer and Aircraft data

Both the '**View Customer**' and '**View Aircraft**' screens have a 'Import/Export' button which will export or import data from a comma separated file (.csv).

You can use this to copy aircraft and customer data to or from another FlightQuote 2 database. Both functions can also be activated from the 'Aircraft and Customer' menus on the main screen.

Appendix C: FlightQuote 2 Customer Data Import/Export File describes the record layout for the customer export/import file.

The 'Customer Code' field is used to uniquely identify a customer so its data can be updated during an import.

8.12 Calculating Estimated Fuel Burn

The program can calculate an Estimated Fuel Burn for each leg. To activate this, you must first turn on the 'Calculate Estimated Fuel Burn for this Aircraft' option in the 'Aircraft Settings' (using the 'New Aircraft' or 'Modify Aircraft' screen).

The screenshot shows the 'Modify Aircraft' dialog box with the 'Fuel Burn' tab selected. The 'Estimated Fuel Burn' section is active, with the checkbox 'Calculate Estimated Fuel Burn for this Aircraft' checked. Below this, there is a 'Fuel Burn Unit' dropdown menu. The 'Average Fuel Burn Estimates' section contains several input fields, all of which are currently set to 0.0:

Category	Value
Taxi Out & In	0.0
1st 30 Minutes	0.0
2nd 30 Minutes	0.0
2nd Hour	0.0
3rd Hour	0.0
4th Hr & After	0.0
Last 30 Minutes	0.0

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons.

Next select a 'Fuel Burn Unit' from the drop-down box:

- US Gallons (USG) or
- Liters (ltr) or
- Pounds (lbs) or
- Kilograms (kgs).

To calculate the Fuel Burn Estimate the program needs the Aircraft's Average Fuel Burn Estimates for the following time periods of aircraft operation (All these Fuel Burn periods of the Aircraft will be in the Fuel Unit you selected in the Drop-Down box):

- Taxi Out & in;
- 1st 30 Minutes of flight;
- 2nd 30 Minutes of flight;
- 2nd Hour of flight;
- 3rd Hour of flight;
- 4th Hour of flight and After;
- Last 30 Minutes of flight.

To obtain the correct Fuel Burn amounts for these periods it is best to check the Aircraft Flight Manual and/or to check with your pilots.

The program will calculate the Estimated Fuel Burn for a leg based on these numbers. It will always use the 'Taxi Out & in' burn and then add the '1st 30 Minutes' and 'Last 30 Minutes' Fuel Burn numbers.

If the Leg Flight Time (ETE) is less than 1 hour the program uses 'Taxi Out & in' burn + '1st 30 Minutes' burn + fraction of remaining time * 'Last 30 Minutes' burn.

If the Leg Flight Time is greater than 1 hour but less than 1½ hours the program uses 'Taxi Out & in' burn + '1st 30 Minutes' burn + 'Last 30 Minutes' burn + fraction of remaining time * '2nd 30 Minutes of Flight'.

With a Total Flight Time that is greater than 1½ hours but less than 2 hours the calculation uses 'Taxi Out & in' burn + '1st 30 Minutes' burn + 2nd 30 minutes + 'Last 30 Minutes' burn + fraction of remaining time * '2nd Hour burn.

So the 'Last 30 Minutes' burn (representing Approach, Descend and Landing) is always used before the burn of the next 'hourly' flight time period.

Example:

Leg Flight Time: 2 Hours 40 Minutes

Uses: Taxi Out & In burn + 1st 30 Minutes burn + 2nd 30 Minutes burn + 2nd Hour burn + Last 30 Minutes burn + $10/60$ * 3rd Hour burn.

Note that only 10 minutes of the 3rd hour burn is used (not 40) because the Last 30 Minutes burn is always used first

The Fuel Burn Estimate for each leg is shown on the Itinerary table provide the 'Fuel Burn' column is enabled in the 'Program Settings'.

You can **override** the calculated Estimated Fuel Burn for each leg by clicking on the 'Fuel Burn' button on the 'Itinerary' tab. You can also click on the 'Fuel Burn' column for that leg. Clicking once turns the cell into a button, clicking it again will bring up the '**Override Calculated Fuel Burn**' screen.

Override Calculated Leg Fuel Burn

Leg
 From:
 To:

Leg 6

Calculated Fuel Burn:	<input type="text" value="2,740.0"/>	Pounds (lbs)	<input checked="" type="checkbox"/> <u>S</u> et
Manual Fuel Burn:	<input type="text" value="3,000.0"/>	Pounds (lbs)	<input checked="" type="checkbox"/> <u>R</u> emove
Difference:	<input type="text" value="260.0"/>	Pounds (lbs)	<input checked="" type="checkbox"/> <u>C</u> ancel

The **Total Fuel Burn** for a Quote is shown on the **'Itinerary'** tab (see section 7.1).

The Fuel Burn numbers can be printed on the **'Trip' report**. This report has an option for a 'Fuel Burn' column with an additional optional 'Total Burn' column that will show a running total.

The Calculated Fuel Burn for a leg is also shown on the **'Modify Leg'** screen. There is a small button next to the fuel amount on this screen that will also bring up the **'Override Calculated Fuel Burn'** screen.

A 'Fuel Charge' can be added to the Additional Charges table that will automatically convert (as needed) weight units (Pounds or Kilograms) to volume (Gallons or Liters) and will update the calculated Estimated Fuel Burn automatically. See paragraph 5.12.

Appendix A: FlightQuote 2 Software License Information

PLEASE READ THIS CAREFULLY!

Please read the following terms and conditions before using this software. Use of FlightQuote 2 indicates you accept the terms of this license agreement.

1.

FlightQuote 2 is shareware, which is not free software. Subject to the terms below, you are hereby licensed to use this software for evaluation purposes without charge for a period of 30 days. If you use this software after the 30-day evaluation period, purchase of a software license is required.

2.

A software license costs **\$395** for a single installation. This is a one-time fee, valid indefinitely for this version of FlightQuote. When payment is received, the user will be sent a registration number for FlightQuote via e-mail, which constitutes a single user license.

This license grants you the right to use one copy of the software on a single computer and only on that computer.

3.

A licensed user can purchase up to 3 additional installation licenses at a discount for use on different computers. A discounted additional installation license costs **\$215**. This discount offer is only valid if the computers for the additional installations are owned and operated by the original licensed user (which can be a company).

4.

To obtain a license for FlightQuote 2 email your name, mailing address, email address, Windows version and FlightQuote 2 Software Code to: info@flightquote.net

Each installation of FlightQuote has its own unique Software Code.

The Software Code for your installation is displayed on the 'Registration Information' screen under the 'Program' menu.

You can pay the license fee by one of these ways:

- U.S. money order;
- U.S. check;
- International money order;
- By credit card by using one of these internet payment services:
 - **Amazon Payments:** Go to <http://flightquote2.hypermart.net/amazonpayments.htm>
 - **First Data:** Go to <http://firstdata.flightquote.net> to make a payment using this service. Accepting Visa, MasterCard, American Express and Discover Card.
 - **PayPal:** Got to <http://paypal.flightquote.net>. Also available for international customers! Send your payment to paypal@flightquote.net and include your software code(s).
- International wire transfer. Wire transfer instructions can be requested by email from info@flightquote.net.

Mail your payment to:

Starling Aviation Services, LLC
715 26th Avenue West
Bradenton, FL 34205-8137
USA

Before sending your payment check the FlightQuote website for any changes to the payment options: www.flightquote.net. Please always email info@flightquote.net to inform that you are mailing a payment.

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9.

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10.

If you do not agree with the terms of this license you must remove all FlightQuote 2 files from your computers and storage devices and cease to use the product.

Other Legal Disclaimers:

All Airport, FBO (Fixed Based Operator) and Customs data used in FlightQuote 2 is based on data from free and public sources and is provided "as is," and no warranty, express or implied, including, but not limited to the implied warranties of merchantability and fitness for particular purpose or arising by statute or otherwise in law or from a course of dealing or usage in trade, is made by Starling Aviation Services, LLC as to the accuracy and functioning of the data.

Neither Starling Aviation Services, LLC nor its personnel will be liable for any claims, losses, or damages arising from or connected with the use of this product. The user agrees to hold harmless the Starling Aviation Services, LLC. The user's sole and exclusive remedy is to stop using the FlightQuote 2 product.

For all questions and remarks send email to: info@flightquote.net

Check the FlightQuote website for the latest information: www.flightquote.net

Appendix B: FlightQuote 2 Network Support

FlightQuote 2 is suitable to run over a network where several workstations share the same database.

Due to the limitations and performance restrictions of the (MS Access) jet database engine it is recommended that no more than 6 to 8 users access the database simultaneously.

As is the case in any database setup where multiple users share the same data, problems can occur when 2 or more users try to modify (change) the same data at the same time.

In order to avoid these problems, FlightQuote takes the precaution that only one user can change (modify) the following data at any time:

- Open a Quote (change a saved quote)
- Modify Airport
- Modify Aircraft
- Modify FBO
- Modify Customer & Contacts

If a second user tries to modify/change the data mentioned above, he or she will see a warning that the data is already in use by another user. All users can still read the data that is being modified by another user (opening the 'Details' screen is still possible).

What also might happen is that a user deletes some data (airport, customer, aircraft, fbo) while another user is using that data in a quote. When this quote is saved, the program will alert the user that some of the data in the quote has been erased from the database.

How to setup FlightQuote 2 in a Network:

Every workstation will still need to have FlightQuote 2 installed on it, but normally without the database. All workstations must use the same FlightQuote 2 version and revision!

The database has to be located in a shared folder on the server. Every user needs to have both read and write access to this folder on the server.

During the FlightQuote 2 installation a dialog screen will ask the user what type of installation is desired:

- Stand-Alone Workstation: Installs program files & database on the computer
- Network Workstation: Installs program only (FlightQuote2.exe, FlightQuote.ini and many other required files).
- Network Database: Only installs the database (FlightQuote2.mdb and FlightQuote2.mdw)

To setup the FlightQuote workstations in the network select the 'Network Workstation' installation. To setup the shared database select 'Network Database' installation.

FlightQuote 2 Database Files:

These are the names of the database files used by the program:

- **FlightQuote2.mdb**: The main database file with all the relevant data. It is an Ms Access file, but can only be accessed by the FlightQuote 2 program.
- **FlightQuote2.mdw**: A required support file for the main database file.
- **FlightQuote2.cpy**: This is a copy of the main database file used by the program for automatic fall back in case the main database becomes inaccessible. A new copy is made every time the (last) user shuts down the program.

The file **FlightQuote.ini** is not part of the database but contains all the user specific settings. This file must always be present on the workstation and not on the shared database location.

Other files that could be shared are the company logo picture file and any custom quote attachment files.

How the program looks for the Database:

Normally the program will look for the database files in the same folder as the FlightQuote2.exe program file.

If the database cannot be found there the program will show the 'Select Database Location' screen. This screen normally allows the user to switch between a local database (on his or hers own computer) and a remote database (on the network).

To switch to a database on the network you have to go into the FlightQuote 2 'Program Settings' screen, 'General' page and turn on the option: '**Ask for Database Location on Startup**'. Next time you start the program the 'Select Database Location' screen will appear and you can set the location of the database on the network.

Once the location of the network database is saved and if you will only use a network database in the future you should turn off the 'Ask for Database Location on Startup' option. This way the program will simply start using the network database without showing the 'Select Database Location' screen first.

Also consider removing the FlightQuote database files from the local drive, to avoid confusion in the future. If for some reason the network database cannot be accessed, the program could default back to using the local database files without the user realizing this.

Leaving the database files on the local computer can be practical for laptop users who take their computer away from the office/network where they cannot access the shared database and still need to use the program.

In this case the user should keep the 'Ask for Database Location on Startup' option turned on, to easily switch between a local database and back to the shared database once they are connected to the network again.

How to use an older Database in a Network:

If you want to use an existing database from a stand-alone workstation in a new network setup you need to do the following:

- Install the latest FlightQuote 2 update on the workstation; this will make sure the database can be used in a network.
- Move the FlightQuote2.mdb and FlightQuote2.mdw files to the shared network location (remove them from the workstation).
- Remove the FlightQuote2.cpy file from the workstation (if present).
- Install the program (Network workstation install) on the other workstations in the network.

Notes:

- To use a shared database all workstations must use the same FlightQuote 2 version and revision (2.0 R10 or higher).
- All workstations will still need their own unique registration code.

Appendix D: How to copy FlightQuote data to a new computer

If you need to use FlightQuote 2 on a new or different computer and you want to save all your old FlightQuote data, follow the instructions below:

- First get all the updates for Windows on the new PC from the MS Windows update site (especially SP2 for XP).
- Download & Install the 30 day FlightQuote 2.2 trial version from the website (<http://download.flightquote.net>)
- Test the new program to make sure it works as a trial version.
- Email the 12 digit software code the new program reports ('Registration Information' screen) to info@flightquote.net
- After you have received a new registration code, enter the code to register the program.

After your new program is registered:

- Copy the files **FlightQuote2.mdb** and **FlightQuote2.ini** from the old computer to the new computer to replace the same files that were newly installed (if you like you can rename/save the files that are already there). The files are normally located in the '**c:\program files\flightquote2**' folder (on 32-bit Windows) or '**c:\program files (x86)\flightquote2**' (on 64-bit Windows).
- You may also want to copy any custom logo file, aircraft picture files and any text file attachments you were using on the old computer.
- After you have copied the files you need to make sure the old database file is up to date. Download & install the latest FlightQuote2 update from <http://download.flightquote.net> on the new computer (this will check and update the old database file if necessary).
- Try to run program, it should work and you should have all your old data.

Notes:

- Don't forget to download & install the latest update after you have copied over the files. If your old program was of an earlier version, your old database won't be compatible with the new program until you run the update, which will check the database and update it if necessary.
- If you burn the old files to a CD-ROM to copy them over, they might get marked as 'read-only' files (CD-ROMs are read-only). If that is the case the program won't work. Check the properties for these files after you have copied them back (right click on the file and select 'properties') and uncheck the 'read-only' attribute.

Appendix E: Using FlightQuote on Windows Vista, 7, 8, 8.1 & 10

Vista & Windows 7:

FlightQuote will work just fine on Vista & Windows 7 (W7), but it is best to run it in **Windows XP compatibility mode** and with the **Administrator Privilege level**.

Without these settings you can still save new data to the database and everything seems normal. But when you close the program and go back in later, all your changes are gone!

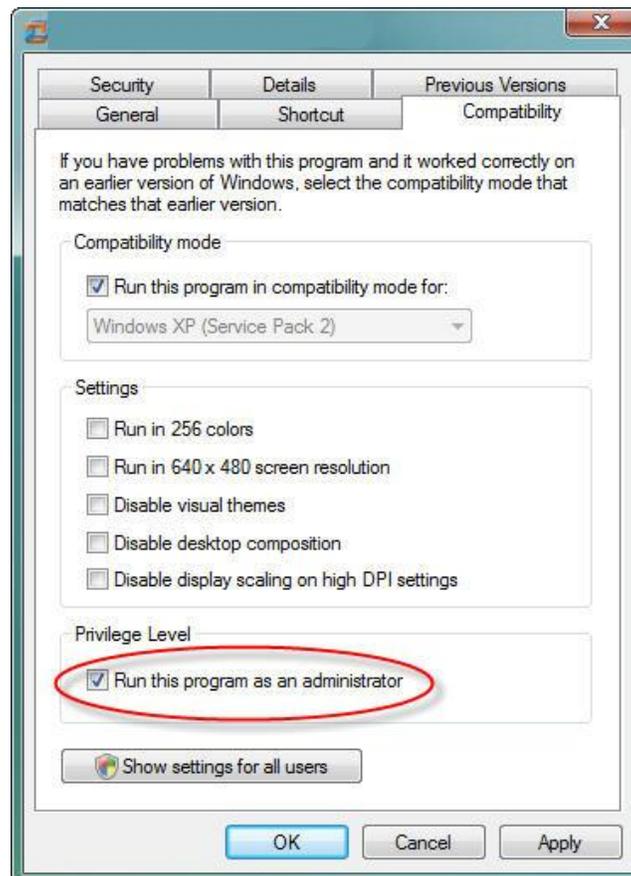
Vista & W7 normally block write access to the C:\Program Files\ folder. It saves the data somewhere else temporarily. But when the program is closed, this data is lost.

To set the necessary options, a 'manifest' file is now installed in the FlightQuote 2 folder (C:\Program Files\FlightQuote2\FlightQuote2.exe.manifest). This will set the options **automatically** every time you start the program, so under normal conditions you don't have to do anything.

These options can also be set manually:

- Right click on the **FlightQuote2.exe** file in C:\Program Files\FlightQuote2' and select 'Properties'.
- Click on the 'Compatibility' tab.
- Select '**Run this program in compatibility mode for**' and select '**Windows XP (Service Pack 3)**'.
- Also Select '**Run this program as an administrator**' in the Privilege Level box. Click 'Ok' after that.

See the picture below on what this screen looks like:



(This picture is older and only shows an option for XP Service Pack 2)

Another issue is that Vista and W7 will display a 'security warning' screen every time the FlightQuote 2 program is started:

"The publisher could not be verified. Are you sure you want to run this software?"

Most Vista/W7 users will see these warnings all the time, a source of irritation to many.

These warnings are caused by a part of the security system in Vista/W7 called 'User Account Control' -**UAC**.

Turning off the UAC will stop all these annoying messages. Technically disabling UAC will result in a less secure system, but after a while of using Vista/W7 most users will get used to clicking 'Yes' all the time and pay no attention to the messages anyway! XP did not have the UAC, and it still seems to work just fine - as long as you keep Windows up to date and have some decent anti-virus and anti-spyware software running.

In **Vista** turn off the UAC by opening up the Control Panel, and type in 'user account' into the search box:



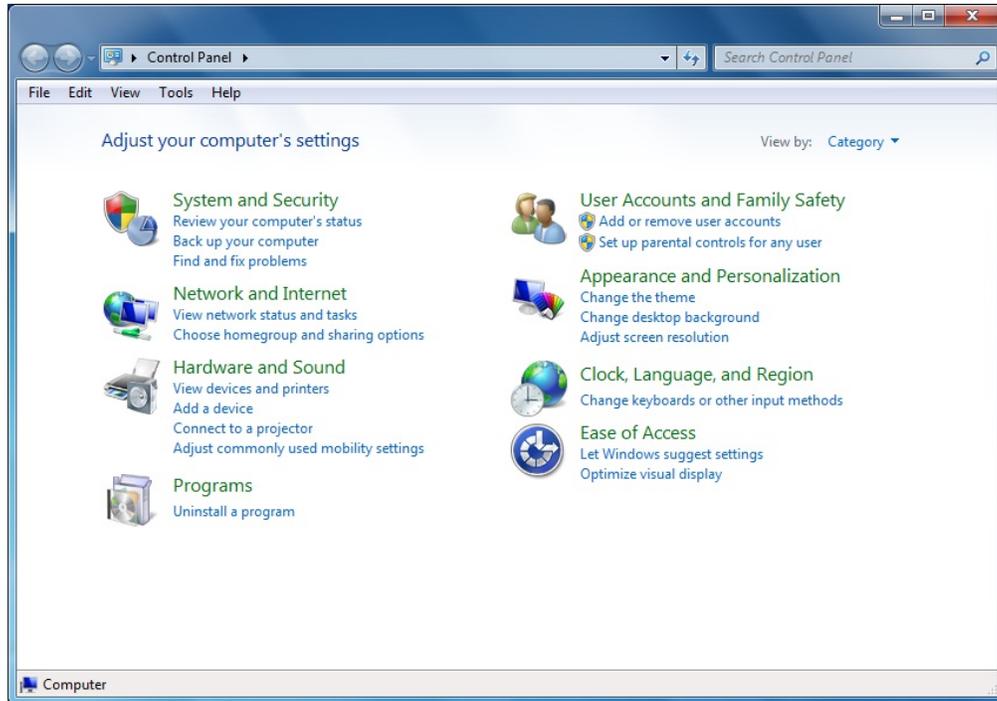
You will see the link for 'Turn User Account Control (UAC) on or off'. Click it.



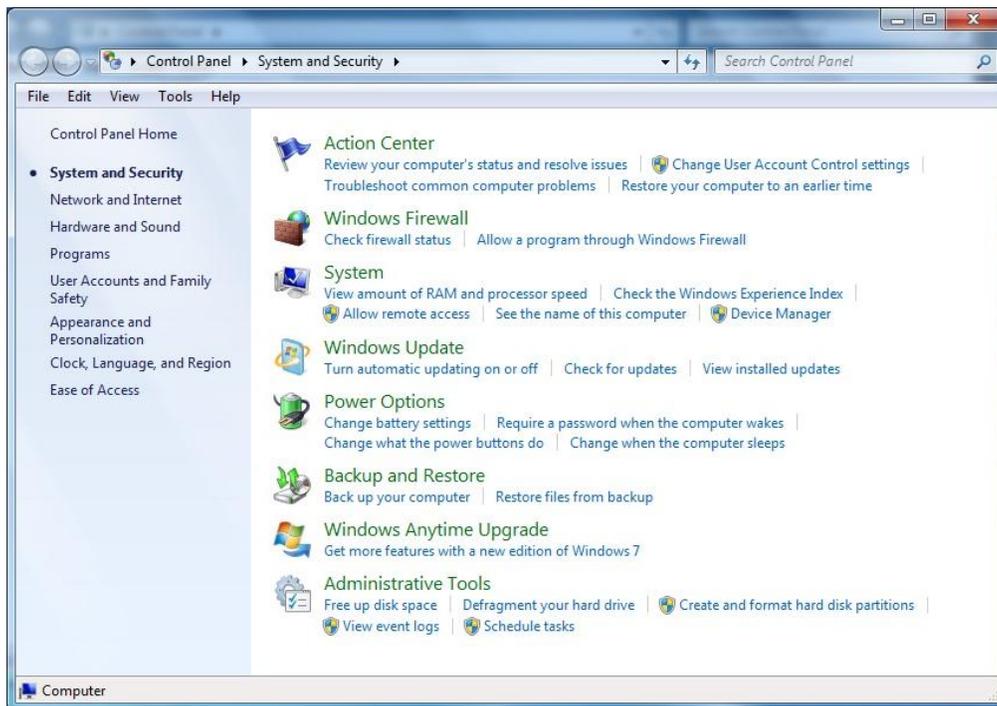
Uncheck the box, and reboot your computer. Now the irritating warnings will be disabled.

As a result of this you might get a 'Security Center' popup that UAC is not enabled. This too can be simply disabled.

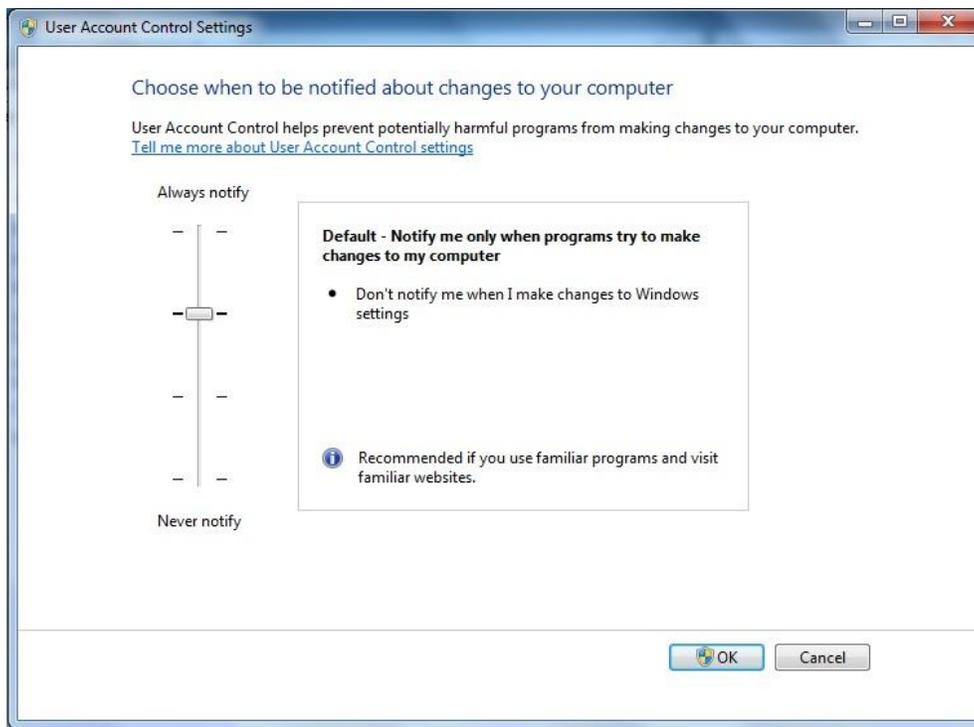
To turn of the UAC in **Windows 7** you start by opening up the Control Panel:



Next you click on 'System and Security' in the top left.



On the 'System and Security' screen shown above, click on 'Change User Account Control Settings' under 'Action Center'.



Put the mouse pointer on the slider on the left, click and hold the left mouse button and drag the slider down to 'Never Notify'. Click 'Ok' and reboot the computer. The W7 UAC is now disabled.

Using FlightQuote on Windows 8, 8.1 & 10:

FlightQuote 2 should work on the Intel based versions of Windows 8 (x86, x64). It will not work on Windows RT which is based on ARM processors.

No problems have been reported running the program on Windows 8, 8.1 or 10. It is recommended to use the same system settings for the UAC (turn it off) as with Windows 7.

PLEASE EMAIL ALL QUESTIONS, SUGGESTIONS AND/OR PROBLEMS TO:

info@flightquote.net

CHECK THE FLIGHTQUOTE WEBSITE FOR NEWS AND UPDATES:

www.flightquote.net