

## AROWEB USER GUIDE (3.15)

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## 1 INTRODUCTION

Welcome to AROWeb.

AROWeb is LFV's internet based system for self-briefing. The system is incorporated into LFV's information services. Pilots and others involved in flight operations can use AROWeb to send flightplans to FPC for forwarding. Flightplans that are sent via AROWeb are analysed after which a response is sent back to the customer in the form of an ACK message (flightplan approved) or a REJ message (flightplan not approved). Via AROWeb, there is also access to AIS and MET information from FPC's operational systems.

Connection to AROWeb can be made from a computer or a mobile device with an Internet connection. The web browsers that have been used to verify current version of AROWeb is stated on the bottom of all pages.

### 1.1 How to use this guide

The goal of this user guide is not to explain every field and function in detail. Instead, the focus is on describing the various user situations you will encounter.

- Learn how a flightplan is processed before you get a response from AROWeb. The system overview gives a good picture of how AROWeb communicates with you and surrounding systems.
- Look at the description of symbols to learn the graphic status symbols for a flightplan.
- Read the section: *Overview of AROWeb*. This will give you a general description of navigation and interface.
- Finally, the various user cases for AROWeb are described in the chapter *Using AROWeb*. You can use this chapter as a reference when you are working with AROWeb.

### 1.2 Questions, error reporting and support

If you find errors in this guide or if something is unclear and if you want help with various functions in AROWeb or if you need to report an error in any function in AROWeb, use the contact form under *Contact us*. If you have a problem that needs an immediate response or if AROWeb is completely out of service, you can reach FPC by telephone or e-mail.

Telephone: +46 8 797 63 40

E-mail: fpc@lfv.se

## 2 OVERVIEW OF AROWEB

Here the layout of the webpage is described and how to navigate on it.

### 2.1 Navigation

All parts of AROWeb are available via the top menu. Some MET-pages and all flightplan pages request you to login.

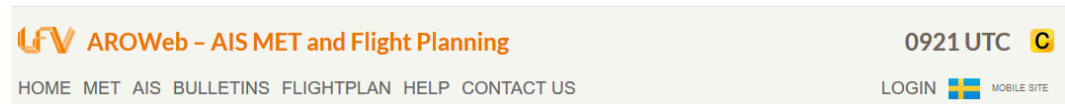


Image 2-1

#### 2.1.1 Home

View news.

#### 2.1.2 MET

View meteorological information for Sweden, the Nordic region and Europe, e.g., current weather and predictions for airports, low-level prognoses and weather charts. A few of the MET-links request you to log in.

#### 2.1.3 AIS

View compilations of applicable NOTAM for a number of areas.

#### 2.1.4 Bulletins

PDF PIBs for specific users.

#### 2.1.5 Flightplan

Create/view flightplans and flightplan related messages.

You need to login to access the Flightplan pages. See *Chapter 5 Working with flightplans*.

#### 2.1.6 Help

View this user guide, read AROWeb FAQ, and find general information about AROWeb.

#### 2.1.7 Contact us

Send messages to FPC

**2.1.8** Login

This change to *MY PAGE* after login.

- Users with an account log in.
- New users can register for an account.
- Users that have forgotten their password can request a new password via their registered e-mail address or text message. This will also unlock accounts that has been locked due to too many log in attempts.

**2.1.9** MY PAGE – This menu is visible when logged in.**2.1.9.1** *Change password*

Here is where you change your password.

**2.1.9.2** *Settings*

Here you can change your user account data that was registered when creating your account.

**2.1.9.3** *Log Out*

Click here to log out from AROWeb.

**2.1.10** Select language (Flag)

Switch between Swedish/English. You can switch any time regardless of what you are working with.

**2.1.11** Mobile Site/Full Site

Switch between mobile site and full site

### 3 TO USE AROWEB

The thought behind this user guide is not to explain every field and function in detail. Instead, the focus is on describing the various user situations you will encounter.

#### 3.1 Register a new user

Some parts of AROWeb are only available after logging in. To register an AROWeb account click LOGIN and then click on Register.

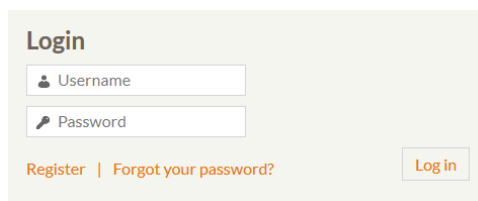


Image 3-1

Read and approve the agreement between you as a user and LFV as a provider.

#### Fill in user account data

Enter your user information. Mandatory fields will be marked in red if they are empty or not completed. Enter the telephone number with + followed by country code, followed by the number without the initial zero, e.g., +4687976340. Then click on *Save*. AROWeb verifies the password according to the password character rules, this is visible on the right side of the form.

#### New user

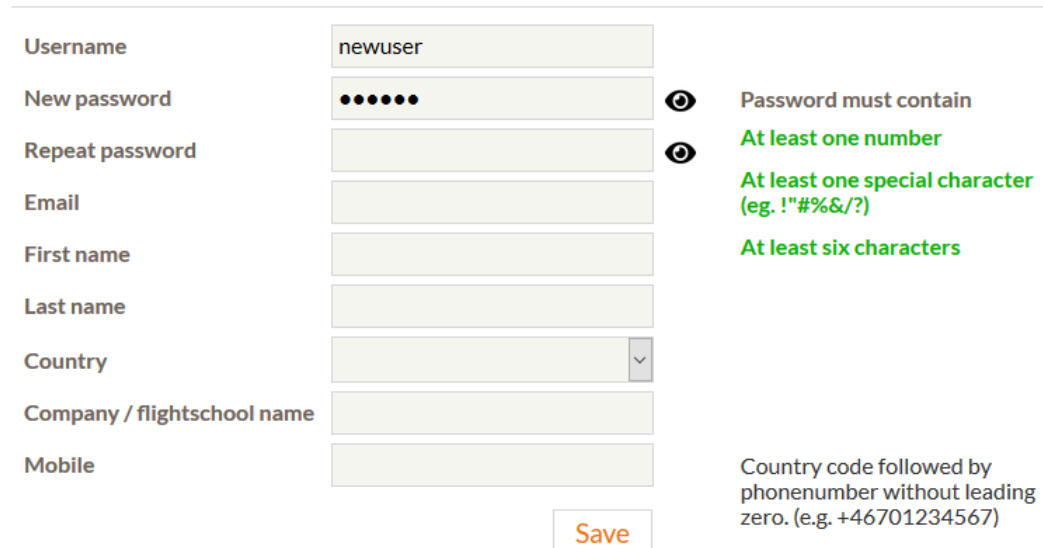


Image 3-2

**Following characters can be used in the password:** 1, 2, 3, 4, 5, 6, 7, 8, 9, =, ?, A, B, C, D, E, F, G, H, J, K, L, M, N, P, R, S, T, U, V, W, X, Y, Z ,a, b, c, d, e, f, g, h, i, j, k, m, n, p, q, r, s, t, u, v, w, x, y, z

**Following special character can be used:** ? ! " # % & ( ) + - /

## User has been created

Registration is completed, confirmation email has been sent. Activate account by following link in email.

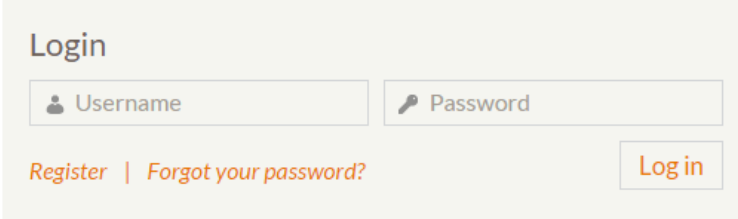
Image 3-3

### 3.1.1 Confirm e-mail address

Follow the instructions in the activation e-mail message sent to you from AROWeb.

### 3.2 Logging in

Log in with your account username and your selected password.



Login

Username  Password

[Register](#) | [Forgot your password?](#)

Image 3-4

### 3.3 Forgotten password/locked account

If you have forgotten your password and/or have locked your account, click on [Forgot your password?](#)

Insert your user name and click *OK*. Shortly after you will receive a message with a link to a temporary page where you can create a new password. The message is sent to your registered email address and/or your phone as a sms.

## Forgotten password

Username

Send password copy sms

☐

OK

Image 3-5

### 3.4 Deleted account

To meet GDPR regulations an account is automatically deleted from the database after 365 days without login.

## 4 MET

TAF	METAR	Charts	SWC/WC	PDF Bulletins	Radar
TAF Sweden	METAR Sweden	SWC Nordic	SWC/WC 00	Company PIB	Weather radar
TAF Nordic	METAR Nordic	VFR Analysis	SWC/WC 06	Menzies	
TAF North EUR	METAR North EUR	VFR forecast 06	SWC/WC 12	SAS	
TAF South EUR	METAR South EUR	VFR forecast 12	SWC/WC 18	Route PIB	
				Area PIB	
				Special PIB	
<b>SIGMET</b>	<b>Advisories</b>	<b>LLF</b>	<b>WINDS</b>	<b>Links</b>	
SIGMET/ARS/AIRMET	TC Advisory	LLF Area 1	Valid 03-09	SMHI Aviation	
SIGMET visualization	SWX Advisory	LLF Area 2	Valid 09-15	Volcanic Ash Report	
	VA Advisory	LLF Area 3	Valid 15-21	Amended TAF (Swe)	
		LLF Area 4	Valid 21-03	Northavimet.com	
		Graphical LLF			
		LLF Chart			

Image 4-1

### 4.1 TAF

Under TAF you find a number of TAF compilations sorted by geographical areas. If you like to search the selected TAF page, you can use the search function in your browser, most commonly ctrl+F. Then write the airport location indicator you are looking for.

### 4.2 METAR

Under METAR you can find various METAR compilations sorted after geographical areas. If you like to search the selected METAR page, you can use the search function in your browser, most commonly ctrl+F. Then write the airport indicator you are looking for.

### 4.3 Charts and SWC/WC

Various weather charts. Pay attention to the fact that they have various periods of validity so that you choose the one that is valid during your flight.

### 4.4 Radar/SIGMET/Graphical LLF

Certain links to external pages may require plug-in programs like Java.

## 5 WORKING WITH FLIGHTPLANS

For access to working with the flightplan, you need to log in.

Please note that flightplans has to be filed in good time before the flight. At least 60 minutes before EOBT for IFR and 30 minutes for VFR.

You can create flightplans in several ways on AROWeb:

- A new one via an empty form.
- Copy an earlier sent flightplan.
- Create flightplan from template/s.
- Import flightplan created in a flight planning software.

When the flightplan is ready to send, you can choose to send it as:

- Test flightplan (Only IFR). Eurocontrol processes the flightplan in their test system. This choice is suitable for testing your IFR flightplan before sending it live.



Image 5-1

- Live flightplan (VFR and IFR). The flightplan transmits into the live system.



Image 5-2

### 5.1 Create flightplan

Regardless of what way you choose to create the flightplan you will see it in the flightplan guide and the input fields undergo a certain type of evaluation. When you click in the fields you will see a help text to the right, this will inform you how to fill in the different fields in the flightplan correctly.



### 5.1.1

#### Create FPL in an empty form

*Click on Flightplan - Create flightplan - New*

An empty flightplan form is shown to the right with help text for highlighted fields. Mandatory and inaccurate fields are highlighted in red.

**Aircraft Information**

7. Aircraft Identification

8. Flight Rules

Type of Flight

9. Type of Aircraft

Wake Turbulence Category

10. Equipment

Surveillance Equipment

Next →

**Aircraft identification**

Insert one of the following identifications, not exceeding 7 characters: only A-Z, 0-9 i allowed:

1. The registration marking of the aircraft e.g. SEICV, 4XBCD, N2567GA

Or

2. The ICAO designator for the aircraft operating agency followed by the flight identification e.g. KLM511, FIN841, SAS123.

Image 5-3

### 5.1.2

#### Copy an existing flightplan

*Click on Flightplan – Answered, Unanswered or Archived.*

Select the desired flightplan and click on the button *Create flightplan*.

**Answered flightplans**

	DOF	EOBT	EET	Dep	Dest	Status
TEST001	160211	1800	0100	ESSV	ESSB	TST_ACK
TEST001	160212	1500	0100	ESSB	ESSV	TST_ACK

Image 5-4

5.1.3

Create flightplan from template/s

Click on *FLIGHTPLAN - Create Flightplan - From Template*

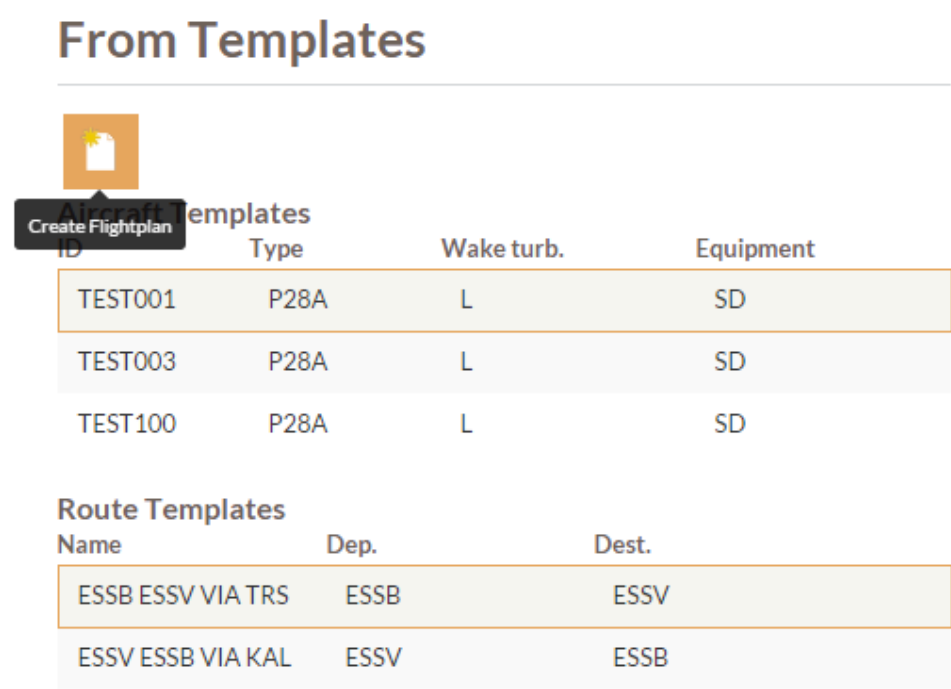


Image 5-5

A list of accessible templates is shown divided into *Aircraft Templates* and *Route Templates*. Choose at least one template; wait until the content in the template/templates is shown on the right.

Click on *Create Flightplan* to open the template/templates in the flightplan guide.

For information about creation of templates go to chapter *5.7 Create templates*.

#### 5.1.4 Import flightplan

Click on *FLIGHTPLAN – Create Flightplan – Import ATS*.

Paste an ATS flightplan (according to ICAO standard format)

Click on the button *Import flightplan* to open the flightplan guide.

### Import flightplan



Image 5-6

#### 5.2 Send flightplan

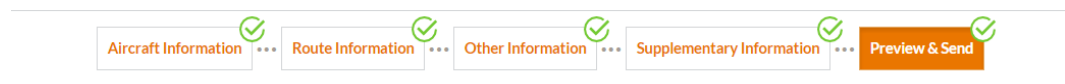


Image 5-7

When all the steps in the flightplan guide has been marked green you can send the flightplan as a:

- Live flightplan (both IFR and VFR)  
*Use the button with the airplane*
- Test flightplan (Only IFR)  
*Use the button with the paper airplane*



Image 5-8

##### 5.2.1 Send LIVE flightplan

The flightplan is sent to FPC for handling. If it is an IFR flightplan it is sent to Eurocontrol/IFPS for approval and forwarding to units concerned. ACK or REJ message is sent back to AROWeb as confirmation.

## 5.2.2 Send TEST flightplan

You can test your IFR flightplan before you file your live flightplan with the function *Send test flightplan*. The flightplan is then sent to Eurocontrol/IFPUV where it is controlled automatically and returned to AROWeb. You can then file an approved test flightplan as a regular flightplan. See chapter 5.1.2 *Copy an existing flightplan*

## 5.3 Unanswered flightplans

When a flightplan or a flightplan related message is sent it will temporary end up on the page *Unanswered flightplans* until answer is recieved. Here you can create a flightplan and print a selected flightplan.

### 5.3.1 Actions

Use the buttons above the list to copy, print and archive a selected flightplan.




## 5.4 Answered flightplans

All flightplan answers are listed on the page *Answered flightplans*. If there are unread flightplan answers, they are shown with bold type and a purple envelope in the top menu.

Create Flightplan	Sent Flightplans	Handle Templates
Draft	Answered	Aircraft
New	Unanswered	Route
Import ATS	Archived	Import template
From Template	Statistics	

Image 5-9

Select a flightplan to see the content as well as history. The flightplan is shown to the right of the list. In the first column a symbol is shown which indicates what status a flightplan has. For a description of the icons see chapter 8 *SYMBOLS*.

Answered flightplans							
	ID	DOF	EOBT	EET	Dep	Dest	Status
	TEST002	160212	1800	0100	ESSV	ESSB	TST_ACK
	TEST001	160211	1800	0100	ESSV	ESSB	TST_ACK
	TEST001	160212	1500	0100	ESSB	ESSV	TST_ACK

**TEST-FPL is Accepted**

2/12/2016 7:38:55 AM  
(FPL-TEST002-IG  
-P28A/L-S/C  
-ESSV1800  
-N0150A050 DCT VSB DCT TRS DCT  
-ESSB0100 ESSP  
-DOF/160212 ORGN/ESSAZPZX  
-E/0500 P/2  
A/W  
C/ANDERS ANDERSSON +46701234567)

**Test-FPL**

2/12/2016 7:38:15 AM  
(FPL-TEST002-IG  
-P28A/L-S/C  
-ESSV1800  
-N0150A050 DCT VSB DCT TRS DCT  
-ESSB0100 ESSP  
-DOF/160212 ORGN/ESSAZPZX  
-E/0500 P/2  
A/W  
C/ANDERS ANDERSSON +46701234567)

Image 5-10

#### 5.4.1 Actions

Use the buttons above the list to copy, print and archive a selected flightplan. Depending on status, you can cancel or delay a flightplan. See chapter 5.5 *You can* find the symbols for the two different acknowledge messages in chapter 8 *SYMBOLS*.

Delay flightplan and 5.6 *Cancel flightplan*.

#### 5.4.2 Archive

It is possible to archive flightplans in the list of *Answered flightplans*. To do this do the following:

- Select the flightplan you want to archive
- Click on the Archive box

The flightplan will now disappear from the list *Answered flightplans*. Here you will also find answered and unanswered FPL's automatically put in archive after a certain controlled time parameter. IF you archive a flightplan by mistake, it is possible to get it back from the archive by calling FPC.

Archived flightplans can be used to create a new flightplan.

#### 5.4.3 Flightplan history

To see the history of a flightplan, select it and the history will show on the right hand side. At the bottom, your original FPL will be shown. Then a copy of the accepted and forwarded flightplan will follow. If you have received a change of your flightplan, you can see it here by comparing these two flightplans. If you send a delay or cancel message, these will also end up here to give you a complete history.

Please note that if you file a flightplan via AROWeb and choose to contact FPC via phone to change it, that change will not update the flightplan in AROWeb. Only actions taken from AROWeb will show in the history.

If you click on the magnifying glass icon, you will change to preview which will present your flightplan.

#### 5.4.4 Comments from FPC

FPC have the possibility to send a comment regarding your FPL. It will show in a red box at the top of history. Please note that not all changes will lead to a comment.

### 5.4.5 Text message notification of flightplan response

AROWeb has a built-in text message function that you can use to follow up responses from FPC. To use this function you complete the field: *SMS Reply, Tel (Optional)*. If you click on the *Insert user setting* button, the mobile phone number you registered in your profile will be entered.

Pilot-in-command	<input type="text"/>	<<
Available Until EOBT, Tel	<input type="text"/>	<<
SMS Reply, Tel (Optional)	<input type="text"/>	<< <input type="button" value="Insert user setting"/>

Image 5-11

The acknowledge response contains the full-approved flightplan with one of two statuses:

- FPL\_ACK = approved with no changes
- FPL\_LONG\_ACK and FPL\_VFR\_ACK = approved with changes

You can find the symbols for the two different acknowledge messages in chapter 8 *SYMBOLS*.

## 5.5 Delay flightplan

To delay a flightplan, click on *FLIGHTPLAN – Sent Flightplans - Answered* to retrieve a list of active flightplans.

- Select the flightplan you want to delay in the list
- Click on the clock-icon
- Enter new departure time (EOBT). Must be at least 10 minutes from current time
- Click on *Send (aircraft icon)* and await a response

### Answered flightplans

ID	DOF	EOBT	EET	Dep	Dest	Status	
TEST002	160613	1300	0100	ESSA	ESSV	FPL_VFR_ACK	
TEST001	160609	1500	0100	ESSA	ESSV	FPL_BO_REJ	

FPL is Accepted

DOF 160613  
EOBT

Delay your flightplan by entering a new EOBT

6/13/2016 10:18:00 AM  
(FPL-TEST002-VG  
-P28A/L-S/C  
-ESSA1300  
-N0150A050 VSB  
-ESSV0100

Image 5-12

To check the answer, the same approach is used as under chapter 5.4 *Answered flightplans*.

## 5.6 Cancel flightplan

To cancel a flightplan click on *FLIGHTPLAN – Sent Flightplans - Answered to* retrieve the list of answered flightplans.

- Select flightplan in the list. If the selected flightplan is possible to cancel the Cancel button is available
- Click on *Cancel* button
- Confirm the dialog box and wait for a response

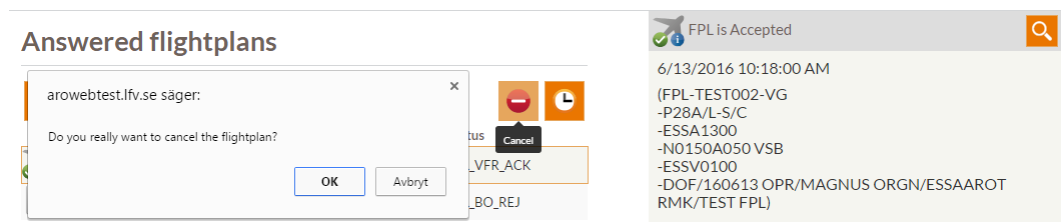


Image 5-13

To view the answer, navigate to *5.4 Answered flightplans*.

## 5.7 Create templates

You can create profiles for aircrafts and/or flight routes, i.e., AROWeb can save information about aircrafts and flight routes that are often used. This makes it easier when you are going to fill out a flightplan. You only need to enter a few pieces of information before you submit your flightplan.

You can save profiles separately for aircraft and flight routes. You then have the option of combining these.

### 5.7.1 Create route templates

Click on *FLIGHTPLAN – Handle Templates – Route*

A list of existing templates is shown and when selecting a template four buttons are visible:

- New Template (create new)
- Edit Template (change)
- Export Template
- Delete Template

## Route Templates



Name	Dep.	Dest.
ESSA-ESSV	ESSA	ESSV
ESSA-ESSV VIA KAL	ESSA	ESSV
ESSV-ESSA	ESSV	ESSA

Image 5-14

Edit, Export and Delete templates are only available when an existing template is chosen.

### 5.7.1.1 Create new template or edit existing

To the right of the form the same text is shown as in the flightplan guide. In *Name*, you specify a name in free text. Then click *Save* (the floppy disk icon). The new template now shows up in the list above with the name you specified.

### 5.7.2 Create aircraft templates

Click on *FLIGHTPLAN – Handle Templates – Aircraft*

A list of existing templates is shown and when selecting a template four buttons are visible:

- New Template (create new)
- Edit Template (change)
- Export Template
- Delete Template

Edit, Export and Delete templates are only available when an existing template is chosen. Filling in an aircraft template is done in the same way as for the route template according to 5.7.1.1 *Create new template or edit existing*.

## Aircraft Templates



ID	Type	Wake turb.	Equipment
TEST001	P28A	L	SD
TEST002	C172	L	SD

Image 5-15



5.8

Archived flightplans

To reach archived flightplans click on *FLIGHTPLAN – Sent Flightplans – Archived*.

Flight plans are automatically archived when the departure time (EOBT) has passed with 2 days. In archived flightplans you can create/copy and print your highlighted archived flightplans. It also has a search filter to make it easier to find the desired flightplan.

Archived flightplans

Filters

Departure

Destination

DOF from

DOF to

ID	DOF	EOBT	EET	Dep	Dest	Status
<div><div></div><div></div></div> MSTEST	230427	1500	0100	ESSN	ESSN	FPL_LONG_ACK

Image 5-16

## 6 MY PAGE

MY PAGE is where you manage your user account, password and log out from AROWeb.

### 6.1 Change password

If you want to change your password, fill in your old/current password the new password and then repeat your new password. Finally click on *Save*. Help is on the right hand side of the entry fields.

#### Change password




Old password	<input type="password"/>		Password must contain
New password	<input type="password"/>		At least one number
Repeat password	<input type="password"/>		At least one special character (eg. !"#%&/?)
			At least six characters
	<input type="button" value="Save"/>		

Image 6-1

### 6.2 Settings

Here you can change your user data. Click on *Save* when you have made your changes. Please note that it is not possible to change user name.

#### Settings


Email	<input type="text" value="test.tester@lfv.se"/>	
First name	<input type="text" value="Test"/>	
Last name	<input type="text" value="Tester"/>	
Country	<input type="text" value="Sweden"/>	
Company / flightschool name	<input type="text" value="FPC"/>	
Mobile	<input type="text" value="+46701234567"/>	Country code followed by phonenumber without leading zero. (e.g. +46701234567)
	<input type="button" value="Save"/>	

Image 6-2

## 7

### ABBREVIATIONS

Abbreviation	Definition
ACK	IFPS Acknowledgment Message
AIS	Aeronautical Information Services
ARO	ATS Reporting Office
ATFM	Air Traffic Flow Management
ATS	Air Traffic Service
BO	Briefing Officer (FPC staff)
CFMU	Central Flow Management Unit
CNL	Cancellation Message
DLA	Delay Message
FPC	Flight Planning Centre
FPL	Flight plan Message
IFPS	Integrated Initial Flight plan Processing System
IFPSRA	IFPS Reroute Accepted
IFPUV	IFPS unit for Validation
IFR	Instrument Flight Rules
MET	Meteorology
NOTAM	Notice to Airmen
POSRTE	Possible IFPS compliant route
REJ	IFPS Reject Message
SMS	Short Message Service
VFR	Visual Flight Rules

Table 7-1

8

SYMBOLS















Symbol	Meaning
	Flight plan submitted: Awaiting response
	Flight plan accepted without comment
	Flight plan accepted with comment
	IFR flight plan <b>NOT</b> accepted
	VFR flight plan <b>NOT</b> accepted
	DLA submitted. Awaiting response
	DLA accepted
	DLA <b>NOT</b> accepted
	CNL submitted. Awaiting response
	CNL accepted
	CNL <b>NOT</b> accepted.
	Test flight plan (only IFR) submitted
	Test flight accepted
	Test flight plan <b>NOT</b> accepted

Table 8-1

## 9

### SYSTEM OVERVIEW

AROWeb communicates with the Swedish main system for flightplans, SIGMA-ARO. In the SIGMA-ARO, a check of the submitted flightplan is performed. Then, the IFR flightplan is sent to Eurocontrol/IFPS. After processing by Eurocontrol/IFPS, the flightplan is returned via SIGMA-ARO to AROWeb. VFR flightplans are processed by BO operators in SIGMA-ARO and are then returned to AROWeb.

MET and NOTAM compilations are automatically entered into AROWeb and updated regularly.

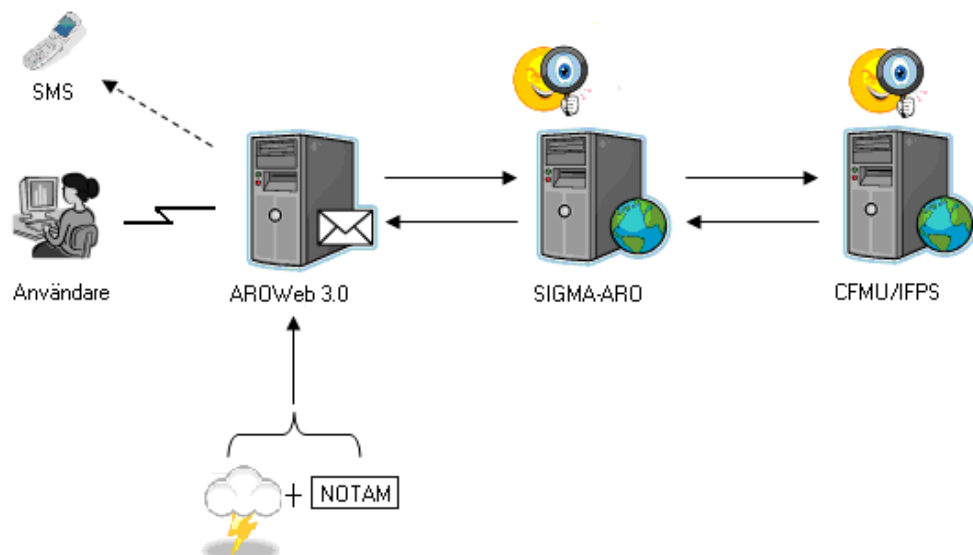


Image 9-1