



FLIGHT Administration Guide

National Interagency Fire Center (NIFC)

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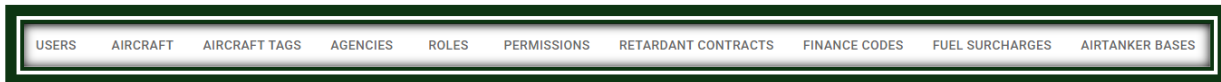
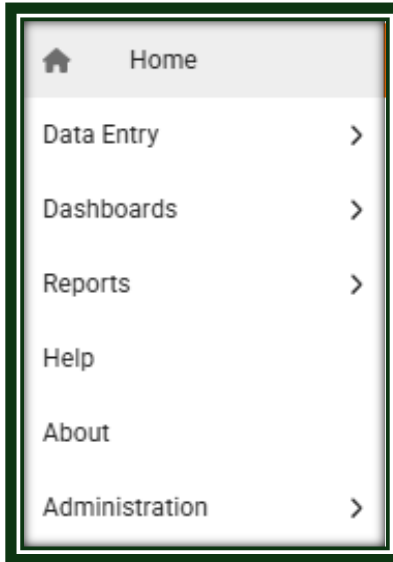
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Preface

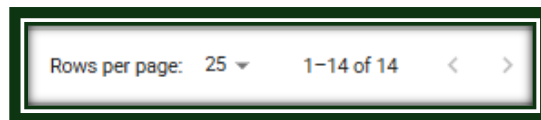
The purpose of this FLIGHT Administration Guide is to detail procedures used by Flight website administrators to maintain Flight users and data. For help, please contact the Flight Help Desk at SM.FS.FLIGHT@usda.gov. Flight users are maintained through FMAAuth authentication.

Navigation

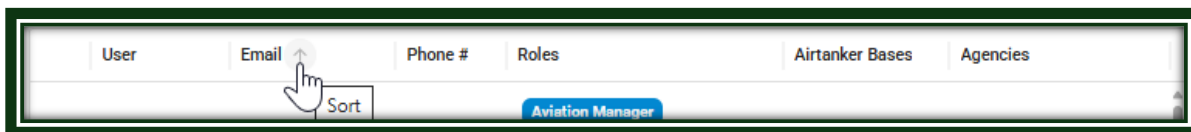
You may navigate the Administration features using either the Side Panel or the Administration Ribbon that appears on the top of the page upon selecting the Administration option on the Side Panel.



Sections also include a Search bar in the upper lefthand corner of the page as well as pagination options on the lower, righthand section of the page to assist in searching and navigating each administrative category.



Additionally, most columns in the tables can be sorted in ascending or descending order if an up/down arrow is present upon hovering over the column.





Roles and Permissions

Roles

Roles are essentially job titles that can be assigned to a user and represent a collection of permissions. Roles provide an easy way to assign a group of related permissions to a user. User roles are administered in FLIGHT. Users must request FLIGHT access, however, through FAMAAuth.

Permissions

Permissions represent the authorization to perform specific actions within the Flight application. Permissions are enforced within the code of each page in the Flight application as the list of permissions required to access the page are compared to the permissions granted to the current user. This means that adding new permissions within these admin screens will have no effect until those permissions are enforced within the application code.

Understanding FLIGHT Administrator Roles

FLIGHT Administrator roles are assigned by FLIGHT Leadership based on the description of your duties that you provide upon application access request. There are four types of Administrator Roles: Program Administrator, Contract Administrator (CA), Contract Officer Representative (COR), and Aviation Manager. Each of these roles manage the following:

Program Administrator

A Program Administrator oversees the following:

1. Managing Users
 - a. Assigning User Roles and Agencies
2. Managing Roles and Permissions
3. Managing Retardant Contracts
4. Managing Finance Codes
5. Managing Aircraft and Aircraft Tags



Contract Administrator (CA)

The CA is responsible for building contracts within the CA Dashboard. This includes:

1. Managing Contracts
 - a. Adding Contracts and Contract Line Items
 - b. Adding rates to Contacts
2. Assigns COR(s).

Contract Officer Representative (COR)

The COR is responsible for the following once given access by the CA:

1. Activating Rates
2. Assigning Aircraft

Aviation Manager

An Aviation Manager is responsible for a specific base and manages the following:

1. Managing Base Retardant Contract
 - a. Managing retardant pricing and contract costs
2. Managing Airtanker Bases
 - a. Assigning users to bases
 - b. Editing Base Information
 - c. Managing landing fees

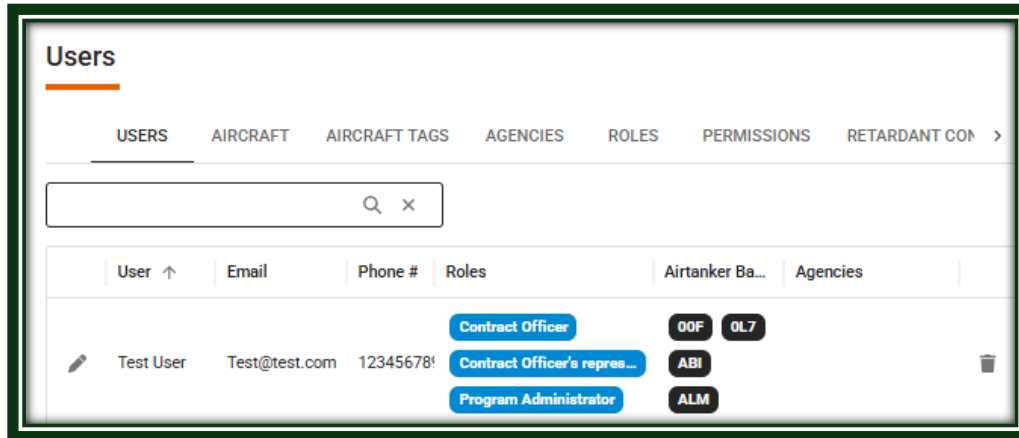
Program Administrator

The Program Administrator is responsible for managing Users, Roles, Permissions, Retardant Contracts, Finance Codes, Aircraft/Aircraft Tags. To manage this, Program Administrators can select the **Administration** section on the Side Panel and select any of the administrative options they require.



Managing Users

The **Users** section allows the Program Administrator to manage/edit user options. To access, navigate to the Users tab via the Side Panel or Administration Ribbon, locate the entry you wish to edit, and select the pencil icon to the left of the desired entry.



Assigning User Roles and Agencies

Selecting the edit option will open the User's profile which will show active assigned roles. To assign Roles, Airtanker Bases, or Agencies to a user, select the desired category from the tab menu and select **+NEW**. While Program Administrators have access to all three options, Aviation Managers will only have access to Airtanker Bases. To delete any field, select the trash can icon to the right of the field you wish to delete.



Users / Test User

ROLES AIRTANKER BASES AGENCIES RETURN ↩

+ NEW

Name	
Contract Officer	🗑
Contract Officer's representative	🗑
Program Administrator	🗑

Fill out the form that populates by selecting the information from the dropdown menu that you wish to add to the user and select **SAVE**.

Add User Role

SAVE CANCEL

Role *

Add User Airtanker Base

SAVE CANCEL

Airtanker Base *

Add User Agency

SAVE CANCEL

Agency *



Managing Roles

The **Roles** section (accessed via the Side Panel or Administration Ribbon and not to be confused with the Roles tab within a User Profile), allows the Program Administrator to assign, add, or deactivate roles and agencies from the FLIGHT application. Deleting existing roles (done by selecting the trash can icon to the right of the entry) may cause users to lose access to functionality and should be done with care and after ensuring that users assigned the role are given correct access expeditiously.

Roles			
USERS AIRCRAFT AIRCRAFT TAGS AGENCIES ROLES PERMISSIONS RETARDANT COM >			
+ NEW			
Name	Description	Is Active	
A Test Role 1	AAAAAAAAA	✓	
A Test Role 2	AAAAAA	×	
A Test Role 3	AAAAAA	×	

Editing a Role

To edit an existing Role, locate the entry you wish to edit, then, select the pencil icon to the left of the desired entry. From here, you may change the Role name or description or Activate/Deactivate the role. If you wish to deactivate an entry, care should be taken as this will deactivate that role for all users in the system having that role.



Adding a Role

Adding new Roles should be done carefully to avoid duplication of existing roles. To add a Role, navigate to the **Roles** section and click the **+NEW** button located at the top left of the table. When the form populates, it fills in all relevant fields. Make sure to select the **Is Active** box to activate the role, then, select **SAVE**.

Managing Agencies

Agencies can be managed by navigating to the **Agencies** section on the Side Panel or Administration Ribbon. Here, you can edit or delete existing Agencies or create new Agencies as needed.



Agencies						
Users	Aircraft	Aircraft Tags	Agencies	Roles	Permissions	Retardant Com
+ NEW						
Name	Description					
A Test Agency 1	A1					
A1	A1					
AAA Updated again	update again					

Editing Agencies

To edit existing Agencies, locate the entry you wish to edit, then, select the pencil icon to the left of the desired entry. If you wish to delete an entry, select the trash can icon on the right side of the entry. Edit the Agencies' name or description and select **SAVE**. The **RETURN** button will navigate you back to the **Agencies** section.

Agencies / A Test Agency 1

GENERAL RETURN ←

A Test Agency 1 SAVE CANCEL

Agency *
A Test Agency 1

Description
A1

Adding Agencies

To add Agencies, navigate to the **Agencies** section and select the **+NEW** button located at the top left of the table. When the form populates, fill in all relevant fields, then, select **SAVE**. The **RETURN** button will navigate you back to the **Agencies** section.



Agencies / New Record

GENERAL RETURN ←

Create Agency SAVE CANCEL

Agency *

Description

Managing Permissions

Permissions can be managed by navigating to the **Permissions** section on the Side Panel or Administration Ribbon. Here, you can edit or delete existing Permissions or create new Permissions if needed.

Permissions

USERS AIRCRAFT AIRCRAFT TAGS AGENCIES ROLES PERMISSIONS RETARDANT COM

+ NEW

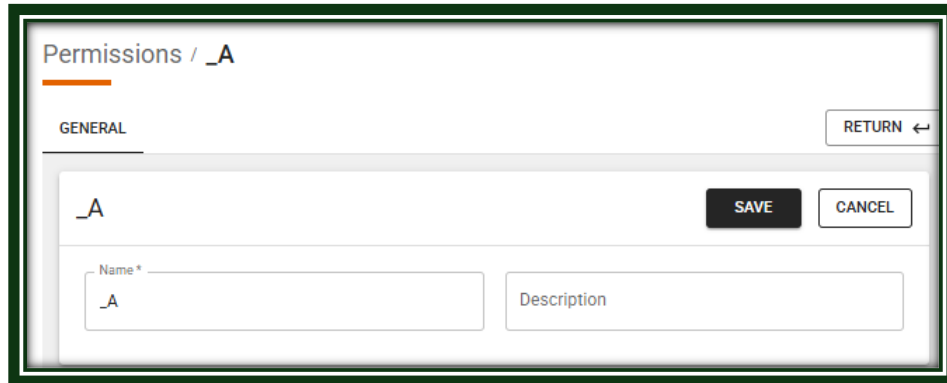
Name	Description
⌵ A	
⌵ A New Permission	
⌵ AAA	AAA

Editing Permissions

Once you locate the entry you wish to edit, select the pencil icon to the left of the desired entry.

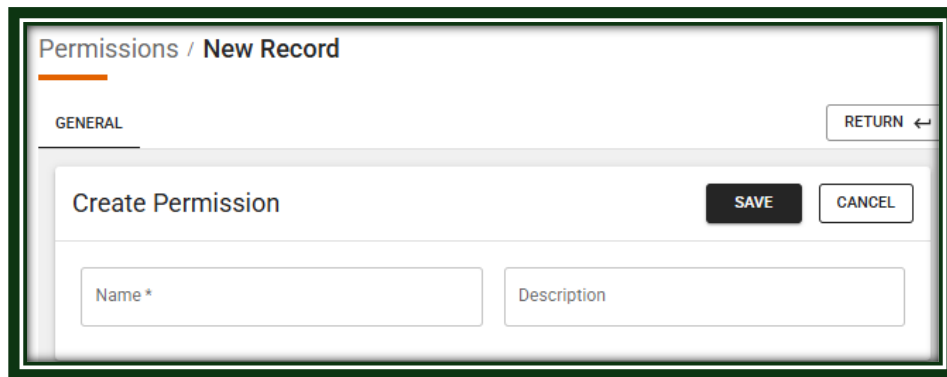


If you wish to delete an entry, select the trash can icon on the right side of the entry. Edit the Permission Name and/or Description and select **SAVE**. The **RETURN** button will navigate you back to the **Permissions** section.

A screenshot of the "Permissions / _A" form. The form has a "GENERAL" tab and a "RETURN" button with a left arrow. The main content area shows the permission name "_A" and a "SAVE" button. Below this, there are two input fields: "Name *" containing "_A" and "Description".

Adding Permissions

To add permissions, navigate to the **Permissions** section and select the **+NEW** button located at the top left of the table. When form populates, fill in all relevant fields and select **SAVE**. The **RETURN** button will navigate you back to the **Permissions** section.

A screenshot of the "Permissions / New Record" form. The form has a "GENERAL" tab and a "RETURN" button with a left arrow. The main content area shows the title "Create Permission" and a "SAVE" button. Below this, there are two input fields: "Name *" and "Description".



Managing Retardant Contracts

Navigate to section under Administration Ribbon- **Retardant Contracts**.

Edit existing Retardant Contract info by selecting the pencil icon to the left of the entry or enter new retardant contracts by selecting **+NEW**.

Retardant Contracts					
<	ROLES	PERMISSIONS	RETARDANT CONTRACTS	FINANCE CODES	AIRTANKER BASES
+ NEW	Search by Name <input type="text"/>				
Name	Number	Type	Effective Date	Expiration Date	
333333333	333333333	Full Service	10/01/2024	10/31/2024	
A3	1233333	Full Service	07/23/2025	07/31/2025	

When creating a new Retardant Contract Record, fill in all relevant information. Select **SAVE** upon completion.

Retardant Contracts / New Record

GENERAL RETURN ←

Create Retardant Contract SAVE CANCEL

Contractor Name * Contract Number *

Contract Type *

Effective Date * Expiration Date *



Managing Finance Codes

Finance Codes can be managed by navigating to the **Finance Codes** section on the Side Panel or Administration Ribbon. Here, you can edit or delete existing Finance Codes or create new Finance Codes if needed.

Name	Order #	Job Code	Override	FY	
edited test nonirwin paycode3	BBB	JOB2	199	2024	
BITTERROOT NF - FIRE SUPPORT	SUPPORT - LAND BASED	P1EK3X	103	2018	

Editing Finance Codes

To edit existing Finance Codes, locate the entry you wish to edit, then, select the pencil icon to the left of the desired entry. If you wish to delete an entry, select the trash can icon on the right side of the entry. Edit any desired fields and select SAVE.

Finance Codes / edited test nonirwin paycode3

GENERAL RETURN ←

edited test nonirwin paycode3 SAVE CANCEL

Job Code JOB2	Description edited test nonirwin paycode3
Category BBB	Region Southern
Override 199	Fiscal Year 2024



Adding Finance Codes

To add a code, navigate to the **Finance Codes** section and select the **+NEW** button located at the top left of the table. When form populates, fill in all relevant fields and select **SAVE**. The **RETURN** button will navigate you back to the **Finance Codes** section.

Finance Codes / New Record

GENERAL RETURN ←

Create Finance Code SAVE CANCEL

Job Code	Description
Category	Region
Override	Fiscal Year

Managing Aircraft

Aircraft can be managed by navigating to the **Aircraft** section on the Side Panel or Administration Ribbon. Here, you can edit or delete existing Aircraft line items or create new Aircraft line items if needed.

Aircraft

USERS AIRCAFT AIRCRAFT TAGS AGENCIES ROLES PERMISSIONS RETARDANT COM >

+ NEW Search by Registration Number 🔍

Registration Number	Call Sign	FAA Designator	Tags	Is Active	
N-12345	T-1238990	M18T	LAT, Light, MAFFS, Other	✓	



Editing an Aircraft

To edit an existing Aircraft, locate the entry you wish to edit, then, select the pencil icon to the left of the desired entry. If you wish to delete an entry, select the trash can icon on the right side of the entry. Edit any details and select **SAVE**.

The screenshot shows a form for editing an aircraft with the registration number N-12345. At the top right are 'SAVE' and 'CANCEL' buttons. The form is divided into several sections:

- Aircraft Details:** Includes input fields for 'Registration Number *' (N-12345), 'Call Sign *' (T-1238990), and 'Model Number' (T-900490). Below these are 'Max Landing Weight' (8) and 'Contract Capacity' (9).
- Fuel Type:** A dropdown menu currently showing '100LL'.
- Designator:** A dropdown menu currently showing 'M18T'.
- Status:** A toggle switch labeled 'Active' which is currently turned on.
- Tags:** A section with a 'Tags' label and a list of tags: 'LAT', 'LIGHT', 'MAFFS', and 'OTHER', each with a close icon.

Adding an Aircraft

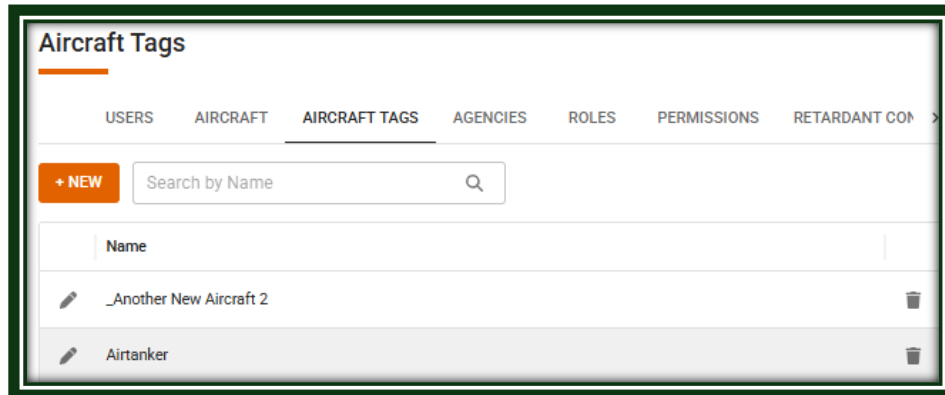
To add an aircraft, navigate to the **Aircraft** section and select the **+NEW** button located at the top left of the table. When form populates, fill in all relevant fields. Make sure to select the **Active** box to activate the Aircraft, add any tags, if necessary, then select **SAVE**. The **RETURN** button will navigate you back to the Agencies section.

*****Note: Registration # and Call Sign are mandatory fields. *****

A screenshot of the 'Aircraft / New Record' form. The form is titled 'Aircraft / New Record' and has a 'GENERAL' tab selected. At the top right, there is a 'RETURN' button with a left arrow. Below the title bar, there is a 'Add Aircraft' section with 'SAVE' and 'CANCEL' buttons. The form is divided into several sections: 'Aircraft Details' with input fields for 'Registration Number *', 'Call Sign *', 'Model Number', 'Max Landing Weight', and 'Contract Capacity'; a 'Fuel Type' dropdown menu; 'Designator' with an 'FAA Designator' dropdown menu; 'Status' with a toggle switch for 'Active'; and 'Tags' with a 'Tags' dropdown menu.

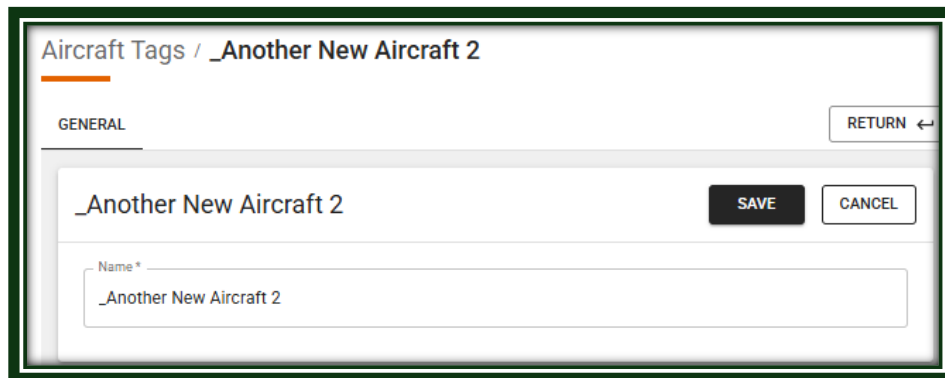
Managing Aircraft Tags

Aircraft Tags can be managed by navigating to the **Aircraft Tags** section on the Side Panel or Administration Ribbon. Here, you can edit or delete existing Aircraft Tags or create new Aircraft Tags if needed.



Editing Aircraft Tags

To edit existing Aircraft Tags, locate the entry you wish to edit, then select the pencil icon to the left of the desired entry. If you wish to delete an entry, select the trash can icon on the right side of the entry. Edit the Aircraft Tag name select **SAVE**. The **RETURN** button will navigate you back to the Agencies section.



Adding Aircraft Tags

To add Aircraft Tags, navigate to the **Aircraft Tags** section and select the **+NEW** button located at the top left of the table. When form populates, fill in all relevant fields and select **SAVE**. The **RETURN** button will navigate you back to the **Aircraft Tags** section.



Aircraft Tags / New Record

GENERAL RETURN ←

Create Aircraft Tag SAVE CANCEL

Name *

Contract Administration (CA) Dashboard

The CA Dashboard can be accessed by selecting the **Contract Administration** button on the Side Panel underneath **Dashboards**. This is where you can manage Contracts and assign CORs.

Flight

Contract Administration

COR/PI CONTRACT ADMINISTRATION

+ NEW Search by Contract Number

Contract Number	Agency	Vendor Name	Contract Type	Contract Start D...	Contract End Da...
_000 Test	A	C3	B3	07/11/2025	07/31/2025
0000	Test Agency 2	Chico LeBaron	cool type	05/22/2025	07/02/2025

Managing Contracts

Editing Contracts

If you wish to delete a Contract, select the trash can icon on the right side of the entry. To edit a Contract, locate the entry you wish to edit, then, select the *pencil icon* to the left of the desired entry. Edit any details and select **SAVE**. Note that you can edit **Contract Line-Item** information or **General** information by selecting the desired section from the tabs on the top of the page.



Contract Administration / _000 Test

GENERAL CONTRACT LINE ITEM RETURN ←

+ NEW

COR/PI	Line Item #	
CONOR WALSH - (490839475)	111	
dlennox	222	

Contract Administration / _000 Test

GENERAL CONTRACT LINE ITEM RETURN ←

_000 Test SAVE CANCEL

Contract Information

Contract Number * Agency *

Contract Type * Vendor Name *

Contract Start Date * Contract End Date *

Vendor Contact Information

Vendor Email Vendor Phone

Adding Contracts

To add a Contract, navigate to the **Contract Administration Dashboard** and select click the **+NEW** button located at the top left of the table. When form populates, fill in all relevant fields in both the **General** and **Contract Line-Item** sections and select **SAVE**. The **RETURN** button will navigate you back to the CA Dashboard.



Contract Administration / _000 Test

GENERAL CONTRACT LINE ITEM RETURN ↩

_000 Test SAVE CANCEL

Contract Information

Contract Number * Agency *
_000 Test A

Contract Type * Vendor Name *
B3 C3

Contract Start Date * Contract End Date *
07/11/2025 07/31/2025

Vendor Contact Information

Vendor Email Vendor Phone
test@test.com 1234567890


Assigning COR

Add a COR by editing a new or existing Contract Line Item. From the **Contract Line-Item** section, locate the entry you wish to edit, then, select the pencil icon to the left of the desired entry.

Contract Administration / _000 Test

GENERAL CONTRACT LINE ITEM RETURN ↩

+ NEW

COR/PI ↓	Line Item #
 Test User, CONOR WALSH - (490839475)	3

Navigate to the Assigning COR/PIS tab and edit an existing entry or select the **+NEW** button and select the COR/PI that you would like to assign from the dropdown menu. Select **SAVE**.

*****Note: a User must already be assigned the COR/PI role by the CA to be assigned. *****



Contract Administration / Contract Line Item / 222 / New Record

GENERAL ASSIGNED COR/PIS RATES RETURN ←

Assign COR/PI SAVE CANCEL

COR/PI Assignment

Select COR/PI *

Adding Contract Rates

Add a Contract Rate by editing a new or existing Contract Line Item. From the **Contract Line-Item** section, locate the entry you wish to edit, then, select the pencil icon to the left of the desired entry. Then, select the **Rates** tab.

Contract Administration / Contract Line Item / 222 / New Record

GENERAL ASSIGNED COR/PIS RATES RETURN ←

Create Rate SAVE CANCEL

Rate Information

Pay Code * Pay Code Description

Pay Rate * Year *

Edit an existing entry or select the **+NEW** button and fill out the Pay Code, Pay Code Description, Pay Rate, and Year information. Select **SAVE**.



Contract Administration / Contract Line Item / 222 / New Record

GENERAL ASSIGNED COR/PIS RATES RETURN ←

Create Rate **SAVE** CANCEL

Rate Information

Pay Code * Pay Code Description

Pay Rate * Year *

Note: This table lists the pay codes FLIGHT is currently programed to handle

Pay code	Description	Pay code	Description	Pay code	Description
AV	Availability	CD	Cancelled Dispatch	SML	SEAT Cost: Service Vehicle Mileage
NA	Non-Availability	ES	Extended Standby	P01	SEAT Cost: Additional Labor
FT	Flight Rate	EP	SEAT Cost: Ext. Standby - Pilot	P55	SEAT Cost: Retardant Flow-through
NF	Move	ET	SEAT Cost: Ext. Standby - Driver		

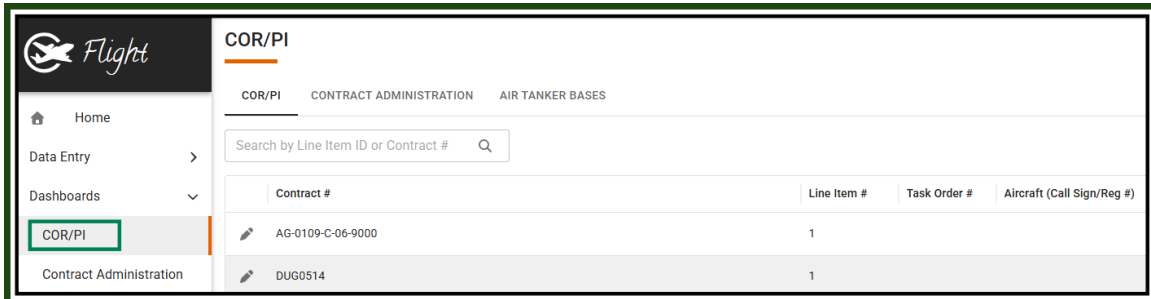
Contract Officer Rep. (COR) Dashboard

The COR is responsible for Activating Rates and Assigning Aircraft. The COR will only have access to the COR Dashboard after being given that access by the CA. The COR Dashboard can be accessed by selecting the **COR/PI** button on the Side Panel underneath **Dashboards**.



Administering Contract Line Item

1. Select the pencil icon to the left of the desired Contract # and Line Item # entry. This will open Aircraft Contract information divided by year.



2. Select the pencil icon next to the year of the contract you are looking to edit.



3. Once the year is selected, this will bring up the COR Dashboard. The Dashboard is organized according to the following “tabs”, each with their own function.
Data-Entries Data Entry: *Data Entry Tab summarizes use of aircraft by day, gives access to edit data entries and offers quick link to the Aircraft Daily Use Summary Report*



Aircraft	Date	Base (...)	AV	NA	FT	Sorties	Gallons	NF/CD	ES	Cost (\$)	Status
T-815/N915I	01/01/2025		✓	0		0		0	0	1100	Complete
T-815/N915I	01/02/2025		✓	0	1.5	1	251	0	0	1475	Complete

Aircraft Task Orders

Select the Aircraft Task Orders Tab: You can enter a new Task Order or Edit an existing Task Order

Task Order #	Effective Date	Expiration Date
1	01/02/2025	12/31/2025

Rates

Select the Rates tab to view a list of rates uploaded by the contract Administrator. When uploaded, all rates are considered “Inactive” as a default. It is up to the COR to activate the rates required individually.



Pay Code Description	Pay ...	Year	Effe...	Expi...	Defa...	Active
Service Mileage (Support Driver)	150	2025	01/01/2	12/31/2	✓	✓
Non-Availability	350	2025	01/01/2	12/31/2	✓	✓
Ground Move (non-flight)	125	2025	01/01/2	12/31/2	✓	✓

To activate Rates:

1. Select the desired Pay Code Description of the Rate you are looking to activate.
2. Fill in the correct Effective and Expiration date of the rate and select the **Is Active** box to activate rate. Be sure to select the **SAVE** button when complete. Check the **Is-Default** to automatically populate the corresponding data-entry sections for aircraft under this contract at this rate.

Note: In most cases, failure to check Is-Default will result in the data-entry rate being left blank with no option by the data-entry user to select an active rate otherwise

Flight Leg

Effective Date* 01/01/2025

Expiration Date* 12/31/2025

Is Default *

Is Active

SAVE CANCEL



Assigning Aircraft

To assign an aircraft:

1. Select the Aircraft Assignment tab and select the **+NEW** button to create a new Aircraft Assignment form. Assign one aircraft at a time, ensuring that the dates of different assigned aircraft do not overlap.

Registration Number	Call Sign	Model	Vendor	Start Date	End Date	
N294EA	T-104	DC-9-87	Aero Air	01/01/2025	02/15/2025	
N295EA	T-105	DC-9-87	MCDONNELL DOUGLAS	06/22/2025	09/28/2025	
N297EA	T-107	DC-9-87		09/29/2025	10/28/2025	
N292EA	T-102	DC-9-87	MCDONNELL DOUGLAS	10/29/2025	12/31/2025	

2. Enter the Aircraft, Start Date, and End Date and select **SAVE**.

316TA SAVE CANCEL

Aircraft Assignment

Aircraft *

Start Date *

End Date *

Personnel

Optional to add or modify default flight crew personnel. Personnel listed in this section populate their respective fields in new data-entries created for the associated line item:



1. Select Personnel and click the pencil to edit, select the trashcan if you want to delete, or +NEW button to create new personnel.

Name	Role
Jim Tester	Captain
joe	Mechanic
Loren Crea	First Officer

MISC/Defaults

Optional to add or modify miscellaneous data that populates various fields in the Data Entries as a default.

2025 SAVE CANCEL

Miscellaneous Defaults

Default AV PayCode *
HELENA-LEWIS AND CLARK NF - FIRE SUPPORT ×

Number of Crew Members
4

Schedule

AV Hours: 12
Total MAP Days: 9
Day Off Schedule: 1
Day Off: Sunday

COR/PI Contact Information

Selected COR/PI: dmaisells
Email: _____
Phone: _____
Fax: _____



Aviation Manager Role

The Aviation Manager is responsible for Assigning Users to their bases, Maintaining Airtanker Base Information, Managing Base Retardant Contract, and Managing Base Landing Fees. The Aviation Manager Dashboard is integrated under the Administration section of the Left sidebar.

Managing Airtanker Bases

Assigning Users to Bases

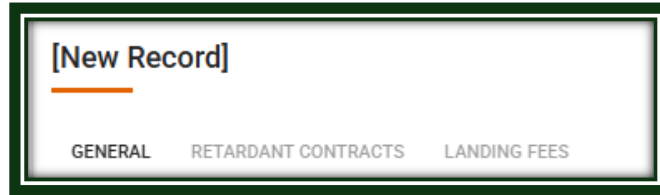
Users can be assigned to one or more Airtanker Bases. This assignment can be made by either an Aviation Manager assigned to that base, or by a FLIGHT Administrator. To assign a user to a base, navigate to the **Administration - Users** section and select the **Airtanker Bases** tab. Then, follow the steps laid out in the [Managing Users section](#) in the Program Administrator Dashboard.

Editing Airtanker Base Information

Airtanker Bases are accessed by selecting the **Airtanker Bases** option on the Administration Ribbon. From here, you may edit existing Airtanker Bases (pencil icon to left of entry) or export the list (Export CSV button to the left of the Search bar).

Airport ID	Int'l ID	Name	Airport	Agency	
00F		BROADUS SEAT	Broadus Airport	BLM	
05U		EUREKA SEAT	Eureka Airport	BLM	
0L7		JEAN SEAT	Jean Airport	BLM	

Selecting the **Pencil icon** will cause a record to open with 3 categories: **General**, **Retardant Contracts**, and **Landing Fees**.



General

Contains general information regarding the new Airtanker Base entry.

*****Note: Entire form not pictured here.*****

Airtanker Bases / BROADUS SEAT

GENERAL RETARDANT CONTRACTS LANDING FEES

BROADUS SEAT

SAVE CANCEL

Airport Name * Broadus Airport

Base Name * BROADUS SEAT

Base Abbreviation * 00F

International Abbreviation

Address Eastern Montana / Dakotas D

City Mile City

State Montana

Zip Code 59301

County Powder River

Time Zone Mountain Daylight (...)

DST Observed

Retardant Contracts

Retardant Contracts are broken up by base into Contract year. To view Retardant contracts of a specific base, navigate to the **Retardant Contracts** tab and select the year of the Contract you are looking to view/edit.



GENERAL	RETARDANT CONTRACTS	LANDING FEES
Year		
	2027	
	2026	
	2025	
	2024	

There are four subsections for information for each Retardant Contract Year including **Contract Info**, **Price Thresholds**, **Retardant Pricing**, and **Misc Contract Pricing**. Existing data/information can be edited in each section by selecting the pencil icon to the left of the entry, or you can select the **+NEW** button located at the top left of the table to enter new data/information. When the form populates, fill in all relevant fields and select **SAVE**.

Airtanker Bases / BROADUS SEAT / 2025

CONTRACT INFO PRICE THRESHOLDS RETARDANT PRICING MISC CONTRACT PRICING RETURN ←

+ NEW

Name	Number	Line Item #	Type	Effective Date	Expiration Date
------	--------	-------------	------	----------------	-----------------



Contract Info

The screenshot shows a web form titled "Create Contract Info". At the top right are "SAVE" and "CANCEL" buttons. The form contains four input fields: "Contract Number *" (a dropdown menu), "Line Item # *" (a text field), "Effective Date *" (a date picker), and "Expiration Date *" (a date picker). Below these fields is a yellow warning banner with a triangle icon and the text: "Entering a different year for effective date will not show for this contract year!".

Price Thresholds: Retardant Pricing

1. Price Threshold is where retardant pricing is entered.
2. "Starts at (Gallon)" section: Enter the first gallon where the pricing tier starts. For example, if the first price of the year starts at "0" enter "0", if the price tier you start at is "\$100.001", then enter "\$100.001". You can add additional tiers as needed.
3. Check the default box so that that retardant automatically loads in the Chemical-Type that you use most often.

Note: Users will still have the option to select the retardant from a drop-down menu if it's not marked as default; but it's going to load "Water" as the default if you don't



Create Price Threshold

SAVE **CANCEL**

i The rate used is calculated automatically by total accumulated gallons. Starts at (gallon) determines when the change in price will take place. Enter the first gallon that the respective rate will start (Example: If a pricing tier goes from 100,001-200,000 gallons, enter a Starts at (Gallon) of 100,001). Effective Start and Stop Dates set the range the retardant price is valid; generally a contract period or calendar year. Tier Description is a label for user reference only and does not affect when a retardant price change takes place.

Retardant Type * Price Per Gallon * Price Per Pound

Tier Description Starts at (Gallon) *

Effective Date * Expiration Date *

Default *

Misc Contract Pricing

Create Misc Contract Pricing

SAVE **CANCEL**

Base Retardant Contracts - Miscellaneous

Description * Rate *

Effective Date * Expiration Date *



Managing Landing Fees

The **Landing Fees** tab includes Landing Fee information for the specified base/year. Existing Landing Fee information can be edited by selecting the pencil icon to the left of the entry, or you can select the **+NEW** button located at the top left of the table to enter new Landing Fee data.

The screenshot shows a web interface for 'Airtanker Bases / A Base Name 2'. It has three tabs: 'GENERAL', 'RETARDANT CONTRACTS', and 'LANDING FEES'. A '+ NEW' button is visible on the left. Below the tabs is a table with columns: Fee Amount, Description, Aircraft Type, FAA Designa..., Start Date, and End Date. One entry is shown with a pencil icon on the left and a trash icon on the right.

Fee Amount	Description	Aircraft Type	FAA Designa...	Start Date	End Date
111	Test	Bae-146	T206	07/23/2025	07/23/2025

When creating a new entry, fill in all relevant fields when the form populates and select **SAVE**. This form is filled out to add Landing Fees by Fee Amount and Date. All applicable fields should be entered, but please note that **Fee Amount** and **Start Date** are required, and you will not be able to **SAVE** entry without completing these fields.

*****Note: FAA Designator is also a necessary field if the base wants the fee to automatically populate for aircraft of the same type.*****



Model	FAA Design	Model	FAA Design	Model	FAA Design
AT-802*	AT8T	C-130	C130	MD-87	MD87
BAe-146	B462	S-2	S2T	P-3A	P3A
Boeing 737	B737	DC-10	DC10	RJ-85	RJ85
Q-400	DH8D	CL-415	CL2T	Conair 580	CVLT

*** AT-802 includes the Single-Engine Scoopers**



Create Landing Fee

SAVE **CANCEL**

<input type="text" value="Fee Amount *"/>	<input type="text" value="Description"/>
<input type="text" value="Start Date *"/> 	<input type="text" value="End Date"/> 
<input type="text" value="Aircraft Type"/> ▼	<input type="text" value="FAA Designator"/> ▼