



# FLIGHT User Guide

National Interagency Fire Center (NIFC)

February 1, 2025





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## Preface

This guide familiarizes users with the FLIGHT application and provides instruction on creating/editing/deleting aircraft use entries and running various use and cost reports.

## Purpose and Audience

FLIGHT is a web-based enterprise level system that coordinates and shares incident aviation resource use and cost information in a manner that provides a seamless integration of information and a single location for tracking aircraft and retardant use data.

FLIGHT facilitates a life cycle resource data entry capability by field managers, real time information query by stakeholders and long-term warehousing of data for research and analysis.

## Prerequisites and Requirements

Requirement	Description
Internet Browser	FLIGHT is supported in current browsers including Firefox, Safari, and Google Chrome.
FAMauth Account	Users will need an authorized FAMauth account.

## Help

For questions or help not addressed in this User Guide, please contact the FLIGHT Help Desk at [SM.FS.FLIGHT@usda.gov](mailto:SM.FS.FLIGHT@usda.gov).



## Accessing FLIGHT

To access FLIGHT, you will need FAMAuth access, FLIGHT access and the appropriate FLIGHT role. For help setting up FAMAuth access please call the IAA Helpdesk at 866-224-7677 and mention you need FLIGHT access. For help requesting a role in FLIGHT, please see the steps below.

### Once you have access to FLIGHT you will need to be assigned a Role:

Email the FLIGHT Helpdesk at [SM.FS.FLIGHT@usda.gov](mailto:SM.FS.FLIGHT@usda.gov) and request to have a role assigned. Alternatively, you can call the IAA Helpdesk on 866-224-7677

In your request, please provide your position (ATBM, Timekeeper, Team Finance, etc.) and the name of the specific base you represent if applicable.

Once you are granted access, log into your FAMAuth user account and navigate to the FLIGHT button under the **Wildland Fire Applications section**. You may select the star at the right corner of the application to pin the button to the top of your screen for quicker access.





## Aircraft Data Entries

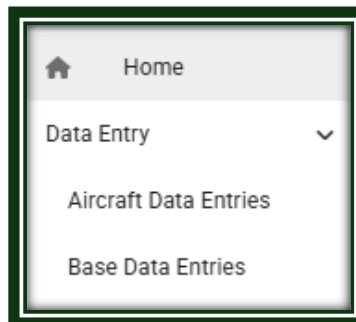
Aircraft Data Entries are the primary means for capturing aircraft use. Each entry covers a single aircraft for a single day. Depending on how many aircraft the user is responsible for, multiple Aircraft Data Entries may need to be created on a given day.

Each Aircraft Data Entry is made up of one or many Data Entry Sections. A Data Entry Section can be recorded to capture aircraft costs such as Flight Legs, Movement/Cancelled Dispatches, Availability, Non-Availability, Extended Standby, etc.

## Finding Existing Aircraft Data Entries

Existing Aircraft Data Entries are available to edit based on your assigned Role and what Base(s) you have been granted permission. Editing entries are limited to those with either an **Aviation Data Entry** or **Aviation Manager** role. Further, the list of Aircraft Data Entries will be filtered to the base(s) the user has permission and any personal entries entered previously by the user regardless of base permission.

To find a list of Aircraft Data Entries, select **Aircraft Data Entries** on the **Data Entry** toolbar.



The **Aircraft Data Entries** page contains existing Aircraft Data Entries and can be filtered by selecting the **Show Filters** button.



Aircraft Data Entries

AIRCRAFT DATA ENTRIES BASE DATA ENTRIES

+ NEW Search by Aircraft Q SHOW FILTERS

Filters ^

QUICK FILTERS v

STATUS v

FLIGHT DATE v

FLIGHT DATE RANGE v

CONTRACT NUMBER v

The following features help to navigate the Data Entry Forms:

1. The **Search** bar aids in the search for a particular entry when many options are present.

Search by Aircraft Q

2. The entries will automatically appear in 25 rows per page. To adjust the number of entries shown on the page, select the icon to the left of the number 25. To navigate between pages of entries, select either the left or the right icon listed after the entry numbers.



Rows per page: 25 ▼ 1–25 of 27 < >



3. If you navigate away from any form without saving, a prompt will appear asking if you wish to continue away and lose the changes you made OR return to the form to continue editing.

**⚠ Unsaved Changes Detected**

Your changes have not been saved. If you continue, they will be lost.  
Do you want to proceed?

**YES** **NO**

4. Some forms also have a REVERT button available with the SAVE and CANCEL buttons. This button undoes changes that were made to the current form, restoring the values displayed when the form was loaded.
5. Each page will indicate the required fields by this banner above the form and the icon listed within each required field.


 Fields marked with the  icon are required for form completion.

## Editing or Deleting Entries

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 data entry table. Then, type “DELETE” in the pop-up prompt bar to confirm the deletion.





Aircraft	Contract Number	Flight Date	Status	Date Created	Last Modified
 N915RA (T-815)	DUG0514	12/22/2025	Incomplete	05/27/2025	05/27/2025 

Are you sure you want to delete "N471NA (T-41)"?

Type **DELETE** to confirm and delete the row.


## Navigating the Aircraft Data Entry Form

The Aircraft Data Entry form can be broken up into different functional areas.

1. A Header indicating the **Date**, **Call Sign/Tanker Number**, and **Start Base ID** .  
This section allows includes **Save** and **Cancel** buttons that allow you to Save your entry or Cancel the entry creation.  
Please note that a red and starred field indicates a required field and the "Save" button will not be visible until these fields are completed.
2. A Personnel Section which allows you to indicate the personnel of an aircraft including **Captain**, **First Officer**, and **Mechanic/Driver**.

Create Aircraft Entry

**Aircraft Data Entry**

Date \*  

Call Sign / Tanker Number \*

Start Base \*

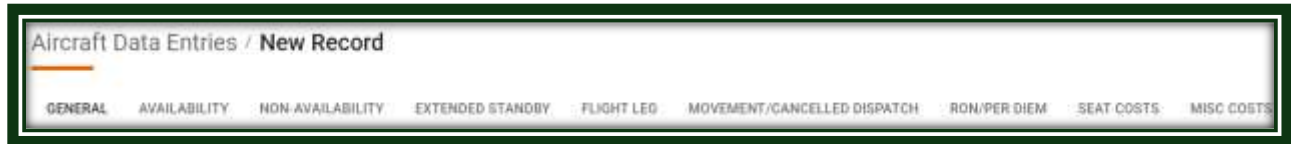
Captain \*

First Officer

Mechanic / Driver

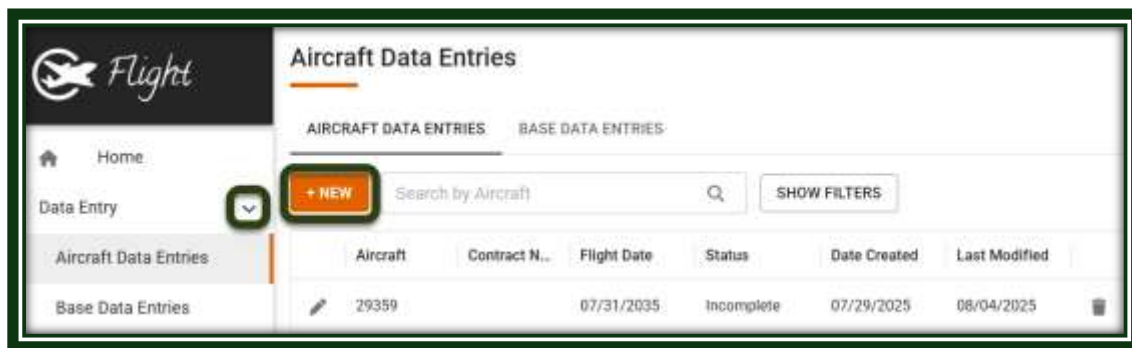


A Data Entry Ribbon can be found above the new aircraft entry and will allow you to access/add additional details such as: ***Availability, Non-Availability, Extended Standby, Flight Leg, Movement/Cancelled Dispatch, RON/Per Diem, Seat Costs, and Misc Costs.***



## Creating New Aircraft Data Entries

To create a new entry, navigate to **Data Entry** on the toolbar and select Aircraft Data Entries. This will navigate to a page showing User Entries you have created and/or have access to. At the Top Left portion of the page, select the +NEW button to add a new Aircraft Data Entry.



## Completing the Date/Aircraft/Start Base Fields

1. Select or enter the date and time of aircraft use in the **Date** field.

A screenshot of the "Create Aircraft Entry" form. The form has a title bar with "Create Aircraft Entry" and "SAVE" and "CANCEL" buttons. Below the title bar is a section titled "Aircraft Data Entry". It contains several fields: "Date \*" with a calendar icon, "Call Sign / Tanker" with a dropdown arrow, "Start Base \*" with a dropdown arrow, and "Mechanic / Driver". A calendar pop-up is visible, showing "September 2025" and the date "4" is selected.

2. Search for the aircraft by either Call Sign or Registration Number from the Call Sign / Tanker Number dropdown list.

A screenshot of the "Create Aircraft Entry" form. The form has a title bar with "Create Aircraft Entry" and "SAVE" and "CANCEL" buttons. Below the title bar is a section titled "Aircraft Data Entry". It contains several fields: "Date \*" with a calendar icon, "Call Sign / Tanker Nu..." with a dropdown arrow, "Start Base \*" with a dropdown arrow, and "Mechanic / Driver". A dropdown menu is open for the "Call Sign / Tanker Nu..." field, showing a list of aircraft entries. The first entry is "N-12345 (T-1238990)" and the second entry is "29359".

3. In the **Start Base ID** field, enter the FAA Identifier of the base where the aircraft is beginning its day.



The screenshot shows the 'Create Aircraft Entry' form. The 'Start Base' dropdown menu is open, displaying a list of options: 'Other', '\_ABBA', and '00F'. The form includes fields for 'Date' (09/04/2025), 'Call Sign / Tanker No.', 'Captain', and 'First Officer'. There are 'SAVE' and 'CANCEL' buttons at the top right.

**\*\*\*NOTE: If “Other” is selected from this menu, two other fields will populate: Alternate Start Base and Alternate Start Base Time Zone.**

The screenshot shows the 'Create Aircraft Entry' form. The 'Start Base' dropdown menu is open, displaying the 'Other' option selected. The form includes fields for 'Date' (09/04/2025), 'Call Sign / Tanker No.', 'Alternate Start Base', 'Alternate Start Base Time Zone', 'Captain', 'First Officer', and 'Mechanic / Driver'. There are 'SAVE' and 'CANCEL' buttons at the top right.

4. In the Personnel Section, enter the name of the Captain, First Officer, and Mechanic/Driver in the indicated fields. Once complete, select the SAVE button.

## Adding Additional Details

Once you have saved your new entry, you will be able to add additional details from the Data Entry Ribbon. You may add **Availability, Non-Availability, Extended Standby, Flight Leg, Movement/Cancelled Dispatch, RON/PER DIEM, SEAT COSTS, and MISC COSTS.**

## Availability

Availability entered here will be credited as a Full Day. Any deductions to a full day must be entered under either the Non-Availability or Misc Costs Data Entry Sections as appropriate.



1. Select Availability from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. The Incident may be pre-populated according to a default set by the COR or PI. The default, including if blank, may be overwritten by selecting an Incident using the Incident dropdown or by typing into the **Incident** field.
3. Enter the Start Time using 2400hr format.
4. The Rate, Description, and Cost will all populate according to defaults set by the COR/PI. Enter comments as necessary and select **Save**.

## Adding Non-Availability

Financially, Non-Availability will be deducted from total amount of Availability on the date of entry. Before assessing NA, it is important that Availability has already been entered and to ensure the incident both AV and NA are charged to match.

1. Select Non-Availability from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. The Incident may be pre-populated according to a default set by the COR or PI. The default, including if blank, may be overwritten by using the Incident dropdown or by typing into the **Incident** field



3. Enter the Start Time and Stop Time using 2400hr format.
4. The Rate, Hours, and Cost will calculate automatically.
5. Comments are **required** for the Non-availability data entry section. Without comments, the section may be saved and returned to later. Until comments are added, the Non-availability section will be flagged as incomplete and thus block an attempt to Submit the Aircraft Data Entry.
6. Select **Save**. To assess a full day of Non-Availability, a data entry section for Availability is still required. The Availability entry is simply negated by adding the Non-Availability Data Entry Section with total hours that match the contract duty day for the aircraft.

Create Non-Availability Entry

Fields marked with the icon are required for form completion.

**Non-Availability Details**

Incident

Start Time Stop Time

Rate Hours Cost

Comments

SAVE CANCEL

## Adding Extended Standby

The Extended Standby Data Entry Section is designed for aircraft where the crew's rate per hour is consistent. For SEATs, use the SEAT Costs Data Entry Section which accommodates different Extended Standby rates for Pilot and Driver.

1. Select Extended Standby from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button on the upper left-hand side of the page.
2. Select an Incident using the Incident Search.
3. Enter Start Time and Stop Time using 2400hr format.



4. Enter the # of Crew. The Hours, Rate, and Cost will calculate automatically. Select **Save**.

**Create Extended Standby Entry** SAVE CANCEL

ⓘ Fields marked with the ⚠ icon are required for form completion.

**Extended Standby Details**

Incident ⚠

Start Time ⚠ ⌚ Stop Time ⚠ ⌚

# of Crew ⚠ Hours Rate

Duration automatically rounded up to the next hour.

Cost

Comments

### Adding Flight Leg

1. Select **Flight Leg** from the Data Entry Ribbon located above the Data Entry form.
2. In the **Flight Leg** section of the form:
  - a. Select the Mission Code from the dropdown menu.
  - b. The Incident Search field can find incidents based on Name, Order Number, or Job Code. Begin typing using the search method of your choice of by using the dropdown menu.
  - c. Enter the Start/Stop times in 24hr format and Depart From/Arrive At airfields.



3. In the **Retardant** section of the form:
  - a. Select the Chemical Type from the dropdown. The dropdown is limited to the chemical types listed as available for the current flight leg's departure base.
  - b. Enter either the Retardant Weight or Retardant Gallons. Once either is entered, FLIGHT will automatically calculate the other.
  - c. Enter either the Average Refract or Micromotion Specific Gravity reading in the **Refract/Specific Gravity** field.
  - d. The Retardant Rate Per Gallon and Retardant Cost will auto-populate with the retardant as specific on the retardant contract for the base.

4. In the Advanced Chemical Options section of the form, if applicable, you may:
  - a. Select the box next to any of the Chemical Options that apply.





The screenshot shows a section of the FLIGHT form with the following elements:

- ☒ **Chemical Specific Incident?**  
Below this is a dropdown menu labeled "Incident".
- ☒ **Offload?**  
Below this is a text input field labeled "Gallons removed prior to this flight leg".
- ☒ **Reload?**  
Below this are three input fields: "Chemical Type" (dropdown), "Retardant Weight (lbs)" (text input with "0"), and "Retardant Gallons" (text input with "0"). To the right of these is a button labeled "Refract/Specific Gravity".
- ☒ **Landed Loaded?**
- ☒ **Jettison?**  
Below this are three input fields: "Jettison Load Type" (dropdown), "Retardant Weight (lbs)" (text input with "0"), and "Retardant Gallons" (text input with "0").

**Chemical Specific Incident** gives the user the option to charge the FLIGHT chemical costs to a different incident than that entered at the start of the flight leg. To do so, check the associated box and use the Chem Specific Incident search to find the alternate incident.

**Offload** is used to record if and how much chemical was removed from the aircraft before taking flight. This field may be used even if the chemical was subsequently reloaded onto the aircraft and is used to track the “life” of the load for AFUE as well as a count for Full-Service Retardant payments. To record an offload, check the associated box and enter an approximate number of gallons removed during the offload.

**Reload** is recorded by checking the appropriate box and entering the same information as a regular load with the exception that the Chemical Type is unrestricted. Chemical which is entered as a reload will not be charged to the incident but will be reported as delivered.

**Landed Loaded** is used only when an aircraft lands with its complete load. If a Jettison occurs, either full or partial, use the Jettison Advanced Option below. If the landed loaded box is checked, the chemical load will be further tracked on subsequent flight legs.

**Jettison** tracks when some or all of the chemical load is not delivered to an incident. If a Jettison occurs during the flight leg in question, check the appropriate box; select whether it was a Full Load or Partial Load jettison from the Jettison Load Type dropdown; and finally, if Partial Load is selected, enter either the estimated Retardant Weight or Gallons dropped.

5. In the Flight Cost section of the form:
  - a. Once all previous Flight Leg and Retardant information has been entered, the Flight Cost and Landing Fee portions of a Flight Leg will populate



automatically and make calculations using the defaults selected by the COR/Aviation Managers according to their respective Admin abilities.

- b. Comments are only required if using the \$0 Non-Rev flight rate. If using a contract rate, no comment is required. The user may then Save or Cancel the entry.

### **Adding Movement/Cancelled Dispatch**

1. Select Movement/Cancelled Dispatch from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button to add a new entry.
2. Select an Incident using the Incident Search.
3. Select Move Type from the dropdown. For a ramp move, select NF – Movement. Note: While on-ground cancelled dispatches may be recorded as CD- Cancelled Dispatch.
4. Enter the Move Time using 2400hr format.
5. Enter Move Reason as necessary and select Save.

A screenshot of the "Create Movement Entry" form. The form is titled "Create Movement Entry" and has "SAVE" and "CANCEL" buttons in the top right corner. It is divided into three main sections: "Incident Information" with an "Incident" text field; "Movement Details" with a "Move Type" dropdown menu (showing "NF - Movement"), a "Rate (Cost)" text field, a "Move Time" text field with a clock icon, and a "Time Zone" dropdown menu; and "Comments" with a "Move Reason" text area.

### **Adding RON/Per Diem**

1. Select RON/Per Diem from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button to add a new entry.
2. Select an Incident using the Incident Search.
3. Enter Location and the Number of People the entry will apply for.



4. Enter M&IE Rate and Lodging Rate. If unknown, reference the [GSA Per Diem Website](#).
5. Total Per Diem will calculate automatically.
6. Enter Description as necessary and select Save.

The screenshot shows a web form titled "Add Ron Per Diem Entry". At the top right of the form are two buttons: "SAVE" and "CANCEL". Below the title bar is a section titled "RON/Per Diem Information". This section contains six input fields arranged in two rows of three. The first row contains "Incident \*", "Location", and "Number of People". The second row contains "M&IE Rate", "Lodging Rate", and "Total Per Diem". Below these fields is a larger text area labeled "Description".

## Adding Seat Costs

SEAT Costs combines five sections specific to the SEAT Contracts: Extended Standby – Pilot (EP); Extended Standby – Driver (ET); Service Vehicle Mileage (SML); Additional Service Vehicle with Driver (SD); and Additional Personnel (P01). While combined into a single Data Entry Section, each of the five items should be considered separately. Though P55 appears in the Seat Cost Type, it will be included separately in this guide.

The following are general rules when adding SEAT Costs:

1. Select Seat Cost from the Data Entry Ribbon located above the Data Entry form. Select the +NEW button to add a new entry.
2. Select **Seat Cost Type** from the section dropdown.
3. Each of the six sections has its own Incident Search. An Incident selected in one section applies to that section only. Ensure that each of the six sections have an Incident selected whether all the same or different.
4. Times should be entered using 2400hr format.
5. Except for the Base Dropdown to designate the Driver's location, all other fields are recorded as a number (e.g., number of Total Miles, or number of Additional Vehicles, etc.)



6. Hours, Rates, Cost, and Totals are each either populated given rates defined by the COR/PI or automatically calculated.
7. Each of the six sections has its own **Comments** field to make notes specific to each.
8. When all sections are complete, select Save.

### Adding Misc. Costs

Misc Costs can be used to capture aircraft Costs not accounted for in the other Data Entry Sections. Misc Costs can be either Negative or Positive to reflect whether it is either a Credit or Charge.

1. Select Misc Costs from the Add additional data entry section dropdown.
2. Select an Incident using the Incident Search.
3. Enter the Cost. Use a (-) negative sign in front of the entered Cost to denote a deduction of the total amount paid to the aircraft.
4. Comments are required for the Misc Costs data entry section. Without comments, the section may be saved and returned to later. Until comments are added, the Misc Costs section will be flagged as incomplete and thus block an attempt to Submit the Aircraft Data Entry.
5. Select Save.



## Save and Submit

Saving and/or Submitting an Aircraft Data Entry stores all entered information for the current entry. If multiple “tabs” are open, each is considered independent and requires a separate **Save** or **Submit**.

An Aircraft Data Entry will need to be Saved before the Submit button is available.

- When multiple browser tabs are open, each tab will need to be saved independent of the others.
- While completing a Data Entry Section, selecting Save backs up both the section as well as the complete Aircraft Data Entry.
- The **Save** button at the top of the **Create Aircraft Entry form (Under General tab in ribbon)** saves the entry.

Submit not only saves the data but ensures each Data Entry Section is complete. Some Reports may not populate fully if the corresponding Aircraft Data Entries have not been Submitted.

The Submit option is only available if each Data Entry Section is showing complete on the Summary Table (signified by the checkmark in the Status column). The Submit option will be found in the “**General**” section, which is the first option on the Data Entry Ribbon. If the Status column says “Incomplete”, the corresponding Data Entry Section needs to be completed before the user will have the option to Submit.



	Aircraft	Contra...	Flight Date	Status	Date Created	Last Modified	
	N471NA (T-41)		07/29/2017	Complete	09/21/2018	09/21/2018	
	N366AC (T-163)		12/13/2017	Complete	11/07/2017	07/14/2018	
	N471NA (T-41)		04/18/2018	Complete	06/19/2018	06/19/2018	

Use **Save** to store entered data throughout the day.

Use **Submit** at the end of the day when the entry is complete.

## Base Data Entries

Base Data Entries are used to record non-aircraft related costs specific to retardant payment and reporting. The **Base Data Entries** page contains existing Aircraft Data Entries and can be filtered between a specific **Base**, **Incomplete** Data Entries and **Completed** Data Entries.

The Process for finding existing Base Data Entries, and Editing or Deleting existing Base Data Entries is the same process laid out in the Aircraft Data Entry portion of this guide.

Base Data Entries				
<div>AIRCRAFT DATA ENTRIES    BASE DATA ENTRIES</div>				
<div>+ NEW</div>				
	Base	Date	Status	Last Modified
	DUG	09/04/2025	Complete	09/04/2025
	DUG	09/03/2025	Incomplete	09/03/2025



## Creating New Base Data Entries

To create a new entry, navigate to **Data Entry** on the toolbar and select Base Data Entries. This will navigate to a page showing User Entries you have created and/or have access to. At the Top Left portion of the page, select the **+NEW** button to add a new Base Data Entry.

A new record will populate along with a Data Entry Ribbon where additional details can be added including: ***Extended Standby (Retardant Crew), Retardant Delivery/Fuel Surcharge, Miscellaneous Costs, Misc Retardant Pumped, and Pre/Post Optional Use.***

## Adding Additional Details

Once you have saved your new entry, you will be able to add additional details from the Data Entry Ribbon. You may add ***Extended Standby (Retardant Crew), Retardant Delivery/Fuel Surcharge, Miscellaneous Costs, Misc Retardant Pumped, and /or Pre/Post Optional Use.***

### Extended Standby (Retardant Crew)

1. Select ***Extended Standby (Retardant Crew)*** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.



3. Enter the Start Time and Stop Time using 2400hr format.
4. Optionally, you may add # People, Hours, Rate, and/or Cost.
5. Enter comments as necessary and select **Save**.

Create Extended Standby Entry

SAVE CANCEL

Extended Standby Details

Incident \*

Start Time Stop Time

# People HOURS Rate Cost

0 0 0 0

Comments

## Retardant Delivery/Fuel Surcharge

1. Select **Retardant Delivery/Fuel Surcharge** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.
3. Select the **Retardant Type** from the Dropdown and enter the **Number of Deliveries** and **Fuel Surcharge Cost** fields. The **Total Fuel Surcharge Cost** will then auto-populate.
4. Select **Save**.





The "Create Fuel Surcharge" form is titled "Create Fuel Surcharge" and includes "SAVE" and "CANCEL" buttons. Under the "Fuel Surcharge Details" section, there are four input fields: "Incident \*" (a text field), "Retardant Type \*" (a dropdown menu), "Number of Deliveries \*" (a text field with "0" entered), and "Fuel Surcharge Amount \*" (a text field with "0" entered). A "Total Fuel Surcharge Amount \*" field is also present, showing "0".

## Miscellaneous Costs

1. Select **Miscellaneous Costs** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.
3. Enter the **Cost**, **Brief Description**, and **Remarks** fields. Note that all fields are required to Save the entry.
4. Select **Save**.

The "Create Misc Cost Entry" form is titled "Create Misc Cost Entry" and includes "SAVE" and "CANCEL" buttons. Under the "Misc Cost Details" section, there are four input fields: "Incident \*" (a text field), "Cost \*" (a text field), "Remarks \*" (a text field), and "Description \*" (a text field).



## Misc Retardant Pumped

1. Select **Miscellaneous Retardant Pumped** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.
2. Enter **Time** using 2400hr format. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options.
3. Select **Chemical Type** from the Dropdown menu and enter **Weight**, **Gallons**, and **Gravity** as applicable. **Rate** and **Cost** will the auto-populate.
4. Enter comments as necessary and select **Save**.

A screenshot of a web form titled "Create Retardant Pumped Entry". The form has a "SAVE" button and a "CANCEL" button in the top right corner. Below the title, the form is labeled "Misc Retardant Pumped". It contains several input fields: "Time \*" with a clock icon, "Incident \*" with a search icon, "Chemical Type \*" with a dropdown arrow, "Weight", "Gallons", "Gravity", "Rate", and "Cost". At the bottom, there is a "Comments" text area.

## Pre/Post Optional Use

1. Select **Pre/Post Optional Use** from the Data Entry Ribbon located above the Data Entry form. When the form populates, select the **+NEW** button on the upper left-hand side of the page.



2. Select an Incident by beginning to type the name of the incident into the **Incident Search** field. Results will begin to populate, and you may select one of the populated options. Cost will auto-populate upon selection.
3. Select **Save**.

A screenshot of a web form titled "Create Optional Use Entry". The form has a "SAVE" button and a "CANCEL" button in the top right corner. Below the title, there is a section labeled "Base Optional Use Entry". Inside this section, there are two input fields: "Incident \*" and "Cost". The "Incident \*" field is currently empty, and the "Cost" field contains the value "0".

## Reports

Currently you can create the following reports in FLIGHT:

- Aircraft Daily Use Summary
- Daily Incident Cost Summary
- Landing Fees
- Retardant Use
- Flight Leg Report (Custom)
- Base Retardant Report
- Base Activity Report

You can toggle through reports using either (1) the options on the side panel bar or (2) by selecting any of the reports and using the navigation ribbon above the report.



1.

2.



## Aircraft Daily Use Summary Report

This report summarizes aircraft use and cost for a particular date. To run this report:

1. Navigate to Reports on the left-hand toolbar and select Aircraft Daily Use Summary.
2. Select the Airtanker and Report Date, then select **Run Report**.



Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

A screenshot of a mobile application interface showing a form for running a report. The form has two input fields: "Aircraft \*" with the value "29359" and "Report Date \*" with the value "09/03/2025". Below these fields are four buttons: "RUN REPORT" (orange), "CLEAR FILTERS" (light blue), "SHOW DESCRIPTION" (light blue with a magnifying glass icon), and "DOWNLOAD PDF" (dark blue with a download icon).A rectangular button with a red border and the text "RESET REPORT" in red.

## Daily Incident Cost Summary Report

This report summarizes incident aircraft use and cost that can be tailored to a particular base or be inclusive of all bases for a single date. To run this report:

1. Navigate to Reports on the left-hand toolbar and select Daily Incident Cost Summary.
2. Select the Incident, Airtanker Base and Report Date, then select Run Report.

A screenshot of a mobile application interface showing a form for running a report. The form has three input fields: "Incident \*" (empty), "Airtanker Base \*" (empty), and "Report Date \*" (empty). Below these fields is a button labeled "RUN REPORT".



Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

### Landing Fees Report

This report creates a printable invoice tracking Landing Fees for a particular base and a range of dates. To run this report:

1. Navigate to Reports on the toolbar and select Landing Fees.
2. Select the Airtanker Base and date range, then select Run Report.

A screenshot of the "Landing Fees Report" form. The form is enclosed in a green border and contains four input fields: "Airtanker Base \*" with a dropdown arrow, "Flight Type \*" with a dropdown arrow, "Report Start Date \*" with a calendar icon, and "Report End Date \*" with a calendar icon. Below these fields is a grey button labeled "RUN REPORT".

To download the report, select the Download PDF button under the Run Report button.

### Retardant Use Report

This report summarizes the total retardant gallons and cost for a particular base and a range of dates. To run this report:

1. Navigate to Reports on the toolbar and select Retardant Use.
2. Select the Airtanker Base and date range, then select Run Report.

A screenshot of a web form titled "Flight Leg Report (Custom)". The form has a dark green border. It contains three input fields: "Airtanker Bases" with a dropdown arrow, "Report Start Date" with a calendar icon, and "Report End Date" with a calendar icon. Below these fields is a grey button labeled "RUN REPORT".

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

## Flight Leg Report (Custom)

This report allows users to create a customizable report that can be manipulated to display desired data.

1. Navigate to Reports on the toolbar and select Flight Leg Report.
2. Select one or more of the following: Incident, Airtanker Base, Airtanker and/or Date Range. Select Refresh Grid. At least one field, but up to all fields, must be selected.

A screenshot of a web form for generating a report. The form is enclosed in a green border. It contains several input fields: "Incident \*" (text), "Airtanker Base (Departing)" (dropdown), "Airtanker Base (Arriving)" (dropdown), "Aircraft" (dropdown), "Report Start Date" (calendar icon), and "Report End Date" (calendar icon). At the bottom is a grey button labeled "RUN REPORT".

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

## Base Retardant Report

This report creates a brief year-to-date summary of retardant totals by chemical type for a particular base.

1. Navigate to Reports on the toolbar and select Base Retardant Report.
2. Select the Airtanker Base, then select Run Report.

A screenshot of a web form for generating a Base Retardant Report. The form is enclosed in a green border. It contains a single dropdown menu labeled "Airtanker Base \*" and a grey button labeled "RUN REPORT" at the bottom.





Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.

## Base Activity Report

This report builds a summary of the Base Data Entries created for a particular base. To run this report:

1. Navigate to Reports on the toolbar and select Base Activity Report
2. Select the Airtanker Base, then click Run Report. Optionally, an Incident and Date Range can be selected to limit the report to those respective costs or entries.

A screenshot of the Base Activity Report form. It contains four input fields: "Incident \*" (text), "Airtanker Base" (dropdown menu), "Report Start Date" (calendar icon), and "Report End Date" (calendar icon). Below these fields is a grey button labeled "RUN REPORT". The entire form is enclosed in a green border.

Your report will populate on the left-hand side of the screen and a list of options will appear under the Run Report button allowing you to clear filters, show description, or download the report as a PDF. **Reset Report** will clear all fields to allow you to start a new search.



## Bulk Base Delivery Record Report

This report builds a summary of Bulk Base Delivery Records. To run this report:

1. Navigate to Reports on the toolbar and select Bulk Base Activity Report
2. Select the Airtanker Base, Report Start Date, and Report End Date then click Run Report.

A screenshot of a web form for generating a Bulk Base Delivery Record Report. The form is enclosed in a dark green border. It contains three input fields: "Airtanker Base \*" with a dropdown arrow, "Report Start Date \*" with a calendar icon, and "Report End Date \*" with a calendar icon. Below these fields is a grey button labeled "RUN REPORT".