



***Thai Lion air***

**Thai Lion Mentari Co., Ltd.**

# **Flight Operation Information Technology Manual (CDIC Manual)**

## **TBA Approval**

### **Issue: SL001 | REVISION: 00**

Publication of  
Thai Lion Mentari Company Limited

89/46 Vibhavadi Rangsit Road.,  
Sanambin Sub-District, Don Mueang District,  
Bangkok 10210, Thailand



All THAI LION AIR published manuals are subject to copyright, and THAI LION AIR asserts its claim to ownership of the content as its intellectual property. Copies of manuals (or part thereof) may not be supplied to persons who are not employees of THAI LION AIR or approved associated subsidiary companies or contracted handling organizations without written authority from the Document Owner.





***Thai Lion air***

**Flight Operation Department**

**Information Technology Manual: CDIC Manual**

**Issue: SL001 | REVISION: 00**

## Term and condition

Crew Data Information Centre (CDIC) as of Oct 10, 2020. Due to TLM IT manpower shortage from COVID-19 pandemic which lead to CDIC1 (<http://cdic2.lionairapp.com>) malfunction since Mar 2020, Operation IT System (OIS) was temporarily setup to support flight operation in maintaining IT standard procedure. (Approved by DDO)

With the permission from Flight standard, Fleet Operation, Cabin Crew, Training, Crewing and Flight Operation Control Centre system called CDIC Back Office was developed on HTTP protocol and complied with TLM IT standard in order to record, alert and report such activities. Major scope of work are CAAT and OISA checklist, roster viewing and checking-in procedure. Document Information Centre is still on TLM Document Management System (DMS).

## Index

1. Website
2. Login
3. Acknowledge document
4. Check-in
5. Roster
6. Pilot Document Sync with Good Reader
7. VR Online

1. **Website**

1.1 Visit <http://cdic2.lionairapp.com/> by iPhone, iPad or OCC Computer

1.2 Mobile view



Picture 1.1 : CDIC2 main page. (Mobile version)

Remark : This page may be change depend on design and upgrade.

### 1.3 Computer View



## Flight Operation CDIC2

Check-in for Flight Duty here

Username  with TL  
 Password

[Rotation](#)

[CPT/FO](#)

[PU/CC](#)

[Circular](#)

ID00/90

[Engineer](#)



<ul style="list-style-type: none"> <li><a href="#">Home</a></li> <li><a href="#">Pilot Check-in</a></li> <li><a href="#">Pilot Circulars Center</a></li> <li><a href="#">Cabin Crew Check-in</a></li> <li>About US</li> <li>COB</li> <li>Flight Operation                     <ul style="list-style-type: none"> <li>- <a href="#">Fleet Operation</a></li> <li>- <a href="#">Flight Training</a></li> <li>- <a href="#">Flight Standard</a></li> <li>- <a href="#">Crew Planning &amp; Movement</a></li> <li>- <a href="#">Operation Control Center</a></li> <li>- <a href="#">Cabin Crew Operation</a></li> <li>- <a href="#">Flight Operation Org Chart</a></li> </ul> </li> <li>Fleets and Aircraft</li> <li>Simulator</li> <li><a href="#">Contact Us</a></li> </ul>	<h4 style="margin: 0;">Flight Operation Announcement</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="text-align: center;">2020-08-26</td><td>CPT/FO/PU/CC roster on SEP 2020 available on CDIC2</td><td></td></tr> <tr><td style="text-align: center;">2020-08-01</td><td>Pilot check-in only CDIC2</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2020-08-01</td><td>Pilot Circulars Center</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2020-07-01</td><td>Jeppesen Chart for Pilot Update by OCC</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2020-07-01</td><td>CDIC2 Manual</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2020-07-01</td><td>CDIC2 Forget Password</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2020-05-01</td><td>Sabre forgot password</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2020-04-01</td><td>Pursor and Cabin crew check-in on Sabre&amp;CDIC1</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2018-01-01</td><td>AeroThai TSAT</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2018-01-01</td><td>AeroThai CTOT</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>Thai Lion staff webmail</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>TLM METAR DOMESTIC route</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>TLM METAR south route DMK-SIN-CGK-DPS</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>TLM METAR west route DMK-RGN-CMB-BOM-DAC</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>TLM METAR east route DMK-HAK-CAN-TPE-FUK-KIX-NGO-NRT</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>TLM Document Download Center (DMS)</td><td style="text-align: right;"><a href="#">Link</a></td></tr> <tr><td style="text-align: center;">2013-01-01</td><td>All Crews swap roster system (CDIC1)</td><td style="text-align: right;"><a href="#">Link</a></td></tr> </tbody> </table>	2020-08-26	CPT/FO/PU/CC roster on SEP 2020 available on CDIC2		2020-08-01	Pilot check-in only CDIC2	<a href="#">Link</a>	2020-08-01	Pilot Circulars Center	<a href="#">Link</a>	2020-07-01	Jeppesen Chart for Pilot Update by OCC	<a href="#">Link</a>	2020-07-01	CDIC2 Manual	<a href="#">Link</a>	2020-07-01	CDIC2 Forget Password	<a href="#">Link</a>	2020-05-01	Sabre forgot password	<a href="#">Link</a>	2020-04-01	Pursor and Cabin crew check-in on Sabre&CDIC1	<a href="#">Link</a>	2018-01-01	AeroThai TSAT	<a href="#">Link</a>	2018-01-01	AeroThai CTOT	<a href="#">Link</a>	2013-01-01	Thai Lion staff webmail	<a href="#">Link</a>	2013-01-01	TLM METAR DOMESTIC route	<a href="#">Link</a>	2013-01-01	TLM METAR south route DMK-SIN-CGK-DPS	<a href="#">Link</a>	2013-01-01	TLM METAR west route DMK-RGN-CMB-BOM-DAC	<a href="#">Link</a>	2013-01-01	TLM METAR east route DMK-HAK-CAN-TPE-FUK-KIX-NGO-NRT	<a href="#">Link</a>	2013-01-01	TLM Document Download Center (DMS)	<a href="#">Link</a>	2013-01-01	All Crews swap roster system (CDIC1)	<a href="#">Link</a>
2020-08-26	CPT/FO/PU/CC roster on SEP 2020 available on CDIC2																																																			
2020-08-01	Pilot check-in only CDIC2	<a href="#">Link</a>																																																		
2020-08-01	Pilot Circulars Center	<a href="#">Link</a>																																																		
2020-07-01	Jeppesen Chart for Pilot Update by OCC	<a href="#">Link</a>																																																		
2020-07-01	CDIC2 Manual	<a href="#">Link</a>																																																		
2020-07-01	CDIC2 Forget Password	<a href="#">Link</a>																																																		
2020-05-01	Sabre forgot password	<a href="#">Link</a>																																																		
2020-04-01	Pursor and Cabin crew check-in on Sabre&CDIC1	<a href="#">Link</a>																																																		
2018-01-01	AeroThai TSAT	<a href="#">Link</a>																																																		
2018-01-01	AeroThai CTOT	<a href="#">Link</a>																																																		
2013-01-01	Thai Lion staff webmail	<a href="#">Link</a>																																																		
2013-01-01	TLM METAR DOMESTIC route	<a href="#">Link</a>																																																		
2013-01-01	TLM METAR south route DMK-SIN-CGK-DPS	<a href="#">Link</a>																																																		
2013-01-01	TLM METAR west route DMK-RGN-CMB-BOM-DAC	<a href="#">Link</a>																																																		
2013-01-01	TLM METAR east route DMK-HAK-CAN-TPE-FUK-KIX-NGO-NRT	<a href="#">Link</a>																																																		
2013-01-01	TLM Document Download Center (DMS)	<a href="#">Link</a>																																																		
2013-01-01	All Crews swap roster system (CDIC1)	<a href="#">Link</a>																																																		

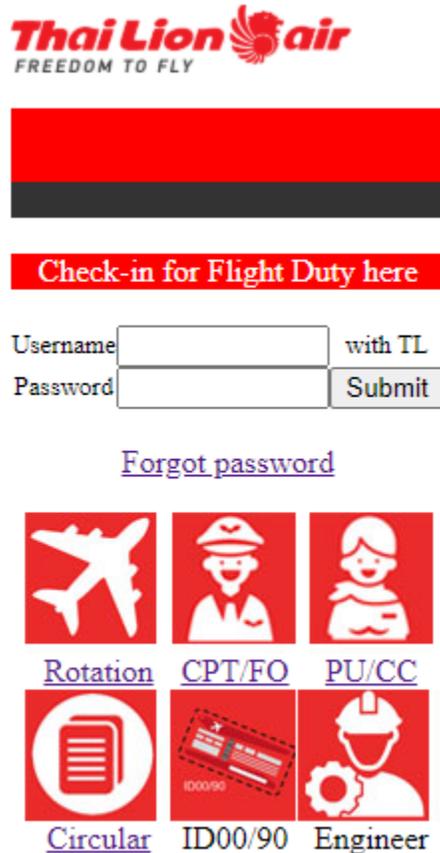
Picture 2.1 : CDIC2 main page. (computer version)

## 2. Login

### 2.1 Login procedure

2.1.1 Username and password method is standard.

### 2.2 View and screen

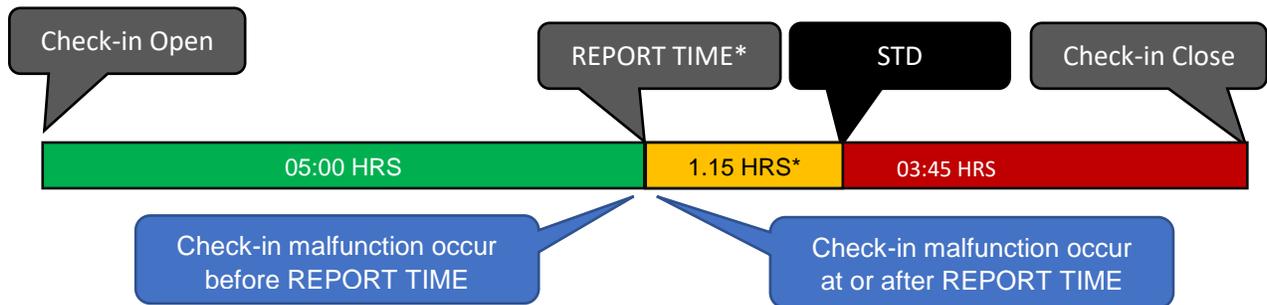


Picture 2 : Main CDIC2 page.

- 2.2.1 Rotation is all TLM A/C rotation.
- 2.2.2 CPT/FO is check-in program for TLM captains and first officers.
- 2.2.3 PU/CC is check-in program for TLM cabin crews.
- 2.2.4 Circular is program for TLM main acknowledge circulars for all crews.
- 2.2.5 ID00/0c is program for booking ticket ID00 and DI90 lasted information.
- 2.2.6 Engineer is program for TLM Engineers.

### 2.3 Account and security

- 2.3.1 username is personal ID by company assign.
- 2.3.2 password is same as personal ID (first time login).
- 2.3.3 Forgot password click "Forgot password"



Picture 2.1 : Logic and timing of check-in.

Report time\* follow company official announcement or company document.

## 2.4 Check-in Procedure

- 2.4.1 Check-in normal procedure, Information at default page after login CDIC, flight duty and crew information summary show on this pages. Check button will show in the bottom of this page. Open check-in at or before report time is normal check-in. Open check-in after report time is late check-in button.
- 2.4.2 Check-in non-normal procedure, In case of check-in button is not shown. Click pilot menu or crew menu and click manual check-in. Accept all company condition and input reason and click “check-in Manual”. This is manual check-in
- 2.4.3 Mandatory evident should be keep. In case, pilot or crew no check-in after report time or did not check-in manual. In case any reason. Pilot or crew should send an evident to [crewmovement@lionairthai.com](mailto:crewmovement@lionairthai.com) and [ois@lionairthai.com](mailto:ois@lionairthai.com). **Evident should present or describe pilot or crew is on OCC office before report time. (Sabre check-in is accept or finger scan is accept.)** Then send to If not Fleet Operation or Cabin Crew admin with-in 2 days or 48 hours will change to late automatically.
- 2.4.4 Pilot or crew can not perform a check-in with normal procedure in any reason , a manual check-in is equal normal check. And pilot or crew should perform a complete manual check-in before report time. Evident is not mandatory. Fleet Operation or Cabin Crew admin will change to close and status normal manually.
- 2.4.5 In case, no check-in button or wrong check-in in formation. Follow 2.4.3 – 2.4.4.
- 2.4.6 In case, pilot or crew declare CDIC error please follow 2.4.3 – 2.4.4.
- 2.4.7 If your login CDIC and that time last than or equal REPORT time, you are on time.
- 2.4.8 Refer 2.4.7. If that time later than REPORT time and last than and equal 15 minutes, You are late.
- 2.4.9 Refer 2.4.8. If that time later than REPORT time and 15 minutes, you are late with warning record.
- 2.4.10 Please monitor CDIC2 during check-in. If any malfunction occur before report time, please manual check-in.
- 2.4.11 If any malfunction occur at or after REPORT TIME please try to present evident as 2.4.3.

### 3. Acknowledge document

The screenshot shows the PILOT PORTAL interface. At the top left is a hamburger menu icon. The header displays 'PILOT PORTAL'. Below the header, a welcome message reads: 'Welcome to Level of Access is : Pilot Level TL184974, Welcome back'. A profile picture of a pilot is shown next to his details: 'CPT Parin Rodjanawon ( TH ) B737', 'parin.r@lionairthai.com ( Company Email )', and '+66 95 782 2987 ( TH Cell Phone )'. A red remark states: 'remark : Please change password as soon as possible in menu "Setting" . You are not in TLM OCC Office.' Below this is a button labeled 'Refresh Unread Circular lists' with a tooltip: '\*\*Click this button for verify and cross check lasted acknowledge\*\*'. A message says 'Your unread circular is 4'. A table lists four unread circulars, each with an 'Acknowledge' button.

IOSA Acknowledge	Date	Detail
Acknowledge	2020-08-28	FM-16-20 Check-in by CDIC2 System only .
Acknowledge	2020-08-21	FM Circular 15-20 Updated TLM Manuals for Pilot .
Acknowledge	2020-08-10	OF Circular-14-20 Loadsheet will require signature from PIC only .
Acknowledge	2020-08-03	Introduce CDIC2 and require check-in both CDIC2 and Sabre .

Picture 3 : After login and default pages. (Some unread circulars)

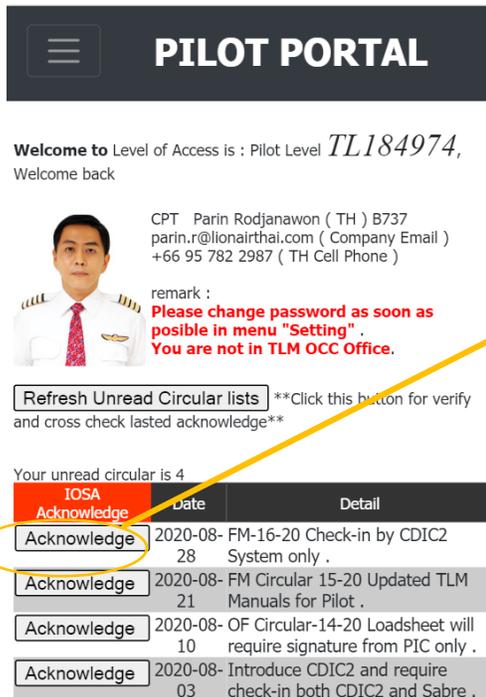
#### 3.1 Default pages or circular summary

- 3.1.1 Circular information is mandatory to read every items.
- 3.1.2 "Refresh unread circulars lists" is button to check last update circulars from Flight Operation.
- 3.1.3 This screen show pilot have 4 unread circulars.
- 3.1.4 Click "Acknowledge" then PDF will pop up.

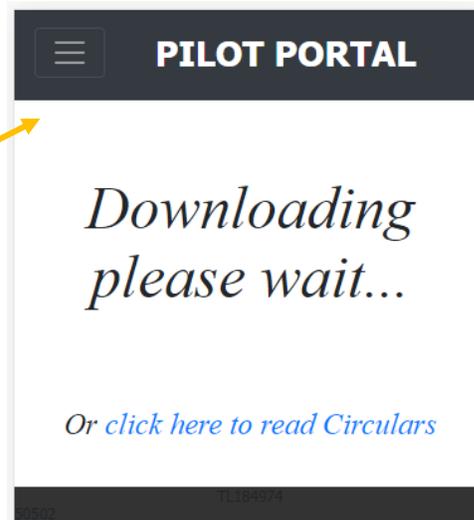
#### 3.2 Remark

- 3.2.1 If your password is same username, red message will show.

### 3.3 Acknowledge document procedure.



Picture 4.1 : Main menu

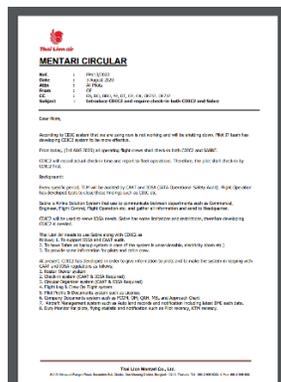


Picture 4.2 : Acknowledge circular message.

3.3.1 Click “Acknowledge” then picture 4.2 will pop up.

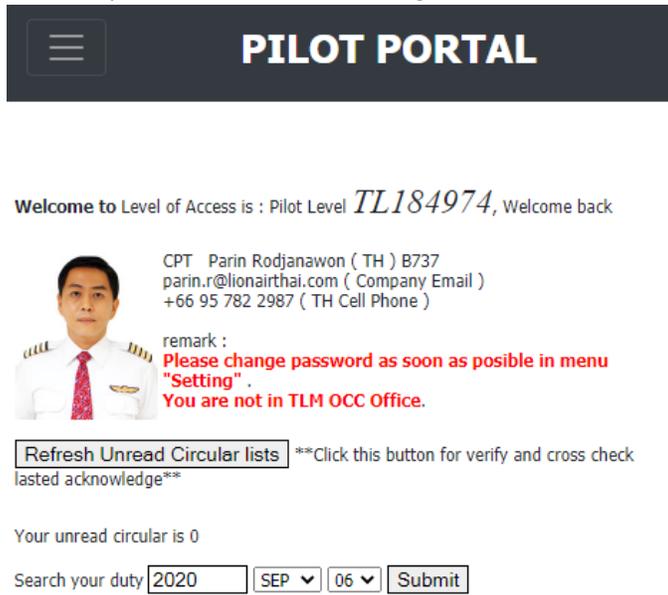
3.3.2 Wait 1-3 seconds, PDF will pop up.

3.3.3 In case don't want to wait. Then click “Click here to read circulars”. Then PDF will download.



Picture 4.3 : Circulars PDF Example

### 3.3.4 Completed circular acknowledge.



The screenshot shows the main interface of the PILOT PORTAL. At the top, there is a dark header with a hamburger menu icon on the left and the text "PILOT PORTAL" in white. Below the header, a welcome message reads: "Welcome to Level of Access is : Pilot Level *TL184974*, Welcome back". To the left of the user information is a profile picture of a man in a pilot's uniform. To the right, the user's details are listed: "CPT Parin Rodjanawon ( TH ) B737", "parin.r@lionairthai.com ( Company Email )", and "+66 95 782 2987 ( TH Cell Phone )". Below this, a red "remark" section contains the text: "Please change password as soon as possible in menu 'Setting' . You are not in TLM OCC Office." A button labeled "Refresh Unread Circular lists" is present, with a tooltip that says "\*\*Click this button for verify and cross check lasted acknowledge\*\*". Below the button, it states "Your unread circular is 0". At the bottom, there is a search bar for duty with a dropdown menu showing "2020", another dropdown showing "SEP", a third dropdown showing "06", and a "Submit" button.

Picture 5.1 : Main screen after complete all circulars.

3.3.5 Message “Your unread circular is 0” mean you are completed all acknowledge circular. Then you can check-in.

## 4. Check-in

### 4.1 Check-in information

The screenshot shows the 'PILOT PORTAL' interface. At the top left is a hamburger menu icon. The main content is divided into several sections, each annotated with a red bracket and a label in a white box:

- Annunciation Information:** This section includes the text: "\*\*\*\*\*", "Annunciation Information", "Check-in is open now", "No record check-in on this day", and "Check-in information you are at DMK".
- Rules and Regulations:** This section contains time information: "Time now DMK is 2020-09-06 13:05:20", "Check-in open at 2020-09-06 10:00:00", "Check-in close at 2020-09-06 15:00:00", and "Check-in close at 2020-09-06 20:00:00 (In case of late)". It also lists five confirmation items, each with a checked checkbox: "You confirm for pass regulation about 'Did not Consume alcoholic beverage and/or under the influence of drugs within 12 hours.'", "You confirm for pass regulation about 'Did not Take a vaccination within 24 hours'", "You confirm for pass regulation about 'Did not Go SCUBA drive with-in 24 hours'", "You confirm for pass regulation about 'Did not Donate blood or plasma within 24 hours'", and "You confirm for pass regulation about 'Did not Consume alcoholic beverage and/or under the influence of drugs within 12 hours.'".
- Your check-in information:** This section displays: "You IP Address is = 124.120.21.71", "Check-in at DMK", "Time now DMK is 2020-09-06 13:05:20", "Check-in open at 2020-09-06 10:00:00", "Check-in close at 2020-09-06 15:00:00", and "You are on time, please click-in". Below this is a red text "You are not in TLM OCC Office." and a green "Check-in" button.
- Your record information.:** This section includes: "Summary information", "Check-in time to record is = 2020-09-06 13:05:20", "Check-in time close is = 2020-09-06 15:00:00", "\*\*\*\*\*", "System Information from Fleet Operation Record.", "Today there is 0 record of check-in.", and "\*\*\*\*\*".

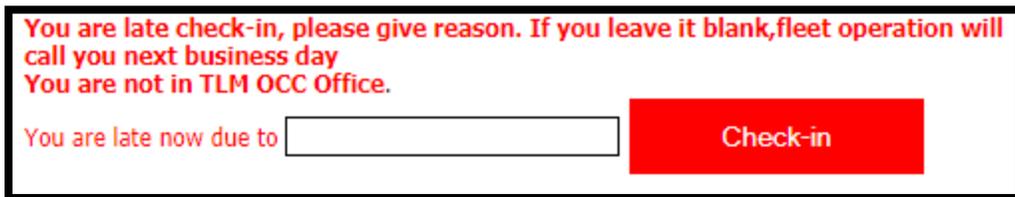
Picture 6 : Main check-in screen.

### 4.2 Annunciation information is check-in condition.

- 4.2.1 Check-in is open now is mean you can check-in at this time.
  - 4.2.2 No record check-in on this day mean at this time you are not record your check-in.
  - 4.2.3 Check-in is required only from DMK. (Main base) (as of today 2020-09-06)
  - 4.2.4 Time now DMK mean local main base at DMK local date time.
  - 4.2.5 Check-in open mean time for check-in is opened.
  - 4.2.6 First line Check-in close mean time for check-in is closed. (On time check-in)
  - 4.2.7 Second line Check-in close mean time for check-in is closed. (late check-in or in case of late)
- If you check-in with in this condition system will record "LATE"  
If you do not thing then system will record you are "NO RECORD"  
Flight Operation officer will contact you next business day for reason. If you did not input late reason.

### 4.3 Rules and regulations is mandatory accept before flight duty. (by CAAT and IOSA)

- 4.4 Your check-in information from system.
  - 4.4.1 Check-in ticket is generated by system.
  - 4.4.2 Check-in time is generated by system and present condition from flight operation.
  - 4.4.3 Your IP Address mean your check-in address.  
(OCC computer and any devise with TLM wifi is accepted)
  - 4.4.4 Check-in at DMK mean your location only from DMK.
  - 4.4.5 Time now DMK mean computer clock system date time by local.  
(In case of system give a wrong date time, you can check with your mobile phone. Then keep evident for support your condition. But normally CDIC2 have alternate information to crosscheck evident is not mandatory.)
  - 4.4.6 Check-in open and close same as previous description.
  - 4.4.7 "green message" you are on time, please check-in. (Your condition is normal and right)
  - 4.4.8 "read message" you are not in TLM OCC Office. (Your address is not permit check-in)
  - 4.4.9 Summary information, check-in time to record mean time for check-in will record his date time.
  - 4.4.10 Check-in time close is mean same as previous description.
  - 4.4.11 Check-in button with green is normal check-in and on-time.
  - 4.4.12 Check-in button with yellow is late and late less than 15 minutes. It's not effect discipline record and next time, Pilot or crew should plan to arrive company more early. And Pilot or crew should present or give some reason. E.g. traffic or some incident occur
  - 4.4.13 Check-in button with red is late and late more that 15 minutes, It's effect discipline record. Pilot or crew should present or give some reason. E.g. traffic or some incident occur
- 4.5 Your record information
  - 4.5.1 System information from fleet operation record mean this area will show fleet operation record or fleet operation information.
  - 4.5.2 Today there is 0 record of check-in mean you are not check-in now. After you check-in this will show 1 record.
- 4.6 Example, In case you login after death line. You must input late reason in text box.  
In case of urgent, blank input is acceptable. But fleet operation officer will contact you next business day.

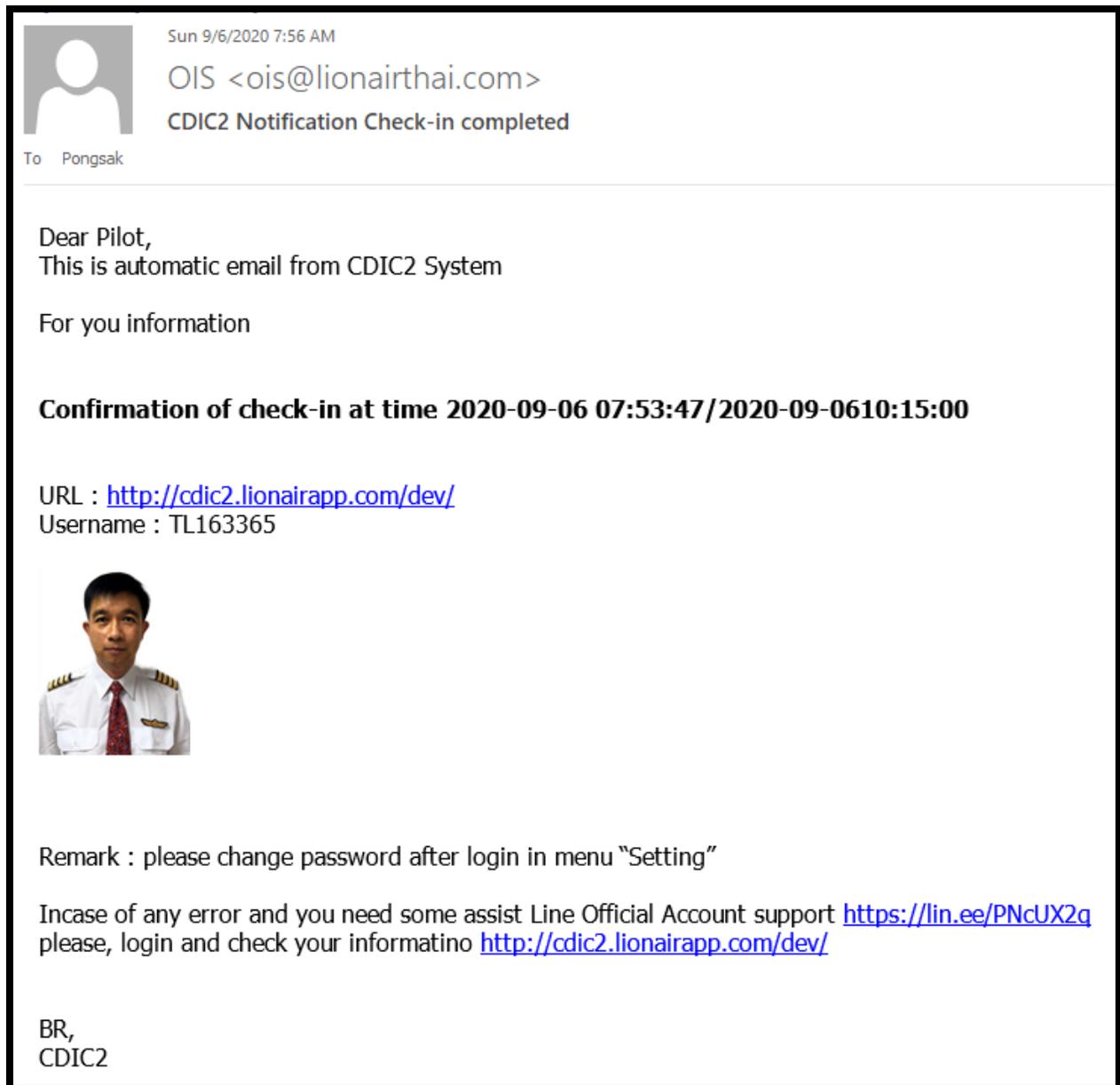


Picture 6.5 : Late check-in main screen.

- 4.7 Example, in case you check-in get a normal and right condition.



4.8 Example, In case you check-in completed.



Picture 6.7 : Check-in confirmation by email.

#### 4.9 Check-in condition and recommendation.

- 4.9.1 Check-in time is 1 hour and 30 minutes before first original departure time. Or by condition from flight operation announcement or circular or company manual.
- 4.9.2 Release time is 30 minutes after actual on block time from pilot VR. Or by condition from flight operation announcement or circular or company manual.
- 4.9.3 In case of flight retime, system will re-generate a original departure time and check-in time will be changed.
- 4.9.4 If your check-in is completed then flight retime, CDIC2 will keep your original first check-in and system will re-calculation some hours later automatically.
- 4.9.5 If your check-in is **not completed then flight retime**, CDIC2 will attempt to re-calculate check-in time some hours later automatically.
- 4.9.6 You can check-in manual in menu check-in manual. In setting menu.
- 4.9.7 You not necessary to wait until new check-in time show as on “Check-in and briefing” menu. You can check-in then system will be calculate later. You timestamp is the most important thing. System will calculate automatically some hours later.

- 4.10 Example, in case you request report all check-in information. Click main menu then pilot menu. Roster check-in is main report all your check-in information.



Check-in Monitoring

2020-09-01 | 2020-10-01 | Search



TL185185 Paween Intarasonti Roster Period : 2020-09-01 to 2020-10-01 (2020-9-6-13:59:29)

Date	IN-OUT	Duty	Flight Duty Flight NO. ROUTE STD-STA (STD Block Time) / ATD-ATA (Actual Block Time) - DUTY	Display Check-in	STATUS	Check from DB
2020-09-01	00:00-23:59	DO-OP				
2020-09-02	08:00-17:01	SB2				
2020-09-03	11:15-16:20	FLY	SL784 DMK - NST 12:45 - 14:05 (01:20) / 12:45 - 14:05 (01:20:00)		DB = DONE	CAL =2020-09-03 12:45:00 DB DEATH1=2020-09-03 12:45:00 DB DEATH2=2020-09-03 12:45:00 DB CHECK1=2020-09-03 10:39:37 DB CHECK2=2020-09-03 10:39:37 DB STATION=DMK CAL STATION=DMK
		FLY	SL785 NST - DMK 14:35 - 15:50 (01:15) / 14:35 - 15:50 (01:15:00)			
2020-09-04	00:00-23:59	DO				
2020-09-05	00:00-23:59	DO				
2020-09-06	08:30-17:30	GNDUPRT				
2020-09-07	00:00-23:59	DO				
2020-09-08	07:40-17:35	FLY	SL620 DMK - UBP 09:10 - 10:20 (01:10) / 09:10 - 10:20 (01:10:00)		NEW CHECK-IN, THEN UPDATED DB = WAIT CAL = WAIT	CAL =2020-09-08 09:10:00 DB DEATH1=2020-09-08 09:10:00 DB DEATH2=2020-09-08 09:10:00 DB CHECK1=0000-00-00 00:00:00 DB CHECK2=0000-00-00 00:00:00 DB STATION=DMK CAL STATION=DMK
		FLY	SL621 UBP - DMK 11:00 - 12:05 (01:05) / 11:00 - 12:05 (01:05:00)			
		FLY	SL770 DMK - HKT 13:35 - 15:00 (01:25) / 13:35 - 15:00 (01:25:00)			
		FLY	SL771 HKT - DMK 15:40 - 17:05 (01:25) / 15:40 - 17:05 (01:25:00)			

Picture 6.9 : Check-in report.

#### 4.11 Roster check-in description Column Display check-in mean your check-in information

- 4.11.1 CAL mean system calculation by flight operation condition.
- 4.11.2 DEATHLINE mean check-in will available until at this time by flight operation condition.
- 4.11.3 CHECK-IN mean your check-in information.
- 4.11.4 STATUS mean action is required by system calculation.
  - 4.11.4.1 WAIT FOR CHECK-IN mean system waiting for check-in from crews.
  - 4.11.5 COMPLETED mean normal complete check-in.

#### 4.12 Roster check-in description Column STATUS

- 4.12.1 NEW-CHECK-IN, THEN UPDATE mean system calculation new check-in time.
- 4.12.2 DB = WAIT mean your record in database is wait some check-in.

4.12.3 CAL = WAIT mean system calculate the normal action is wait some check-in.  
(If you see some error message you can logout and login to verify again)

4.13 Roster check-in description Column check from DB

4.13.1 CAL =mean check-in calculation from condition must be show this date time.

4.13.2 DB DEATH1 mean database now record this date time.

4.13.3 DB DEATH2 mean database now record this date time.

4.13.4 DB CHECK1 mean database now record this crew check-in date time.

4.13.5 DB CHECK2 mean database now record this crew check-in date time.

4.13.6 DB STATION mean database now record this station for check-in.

4.13.7 CAL STATION mean system calculate this station for check-in.

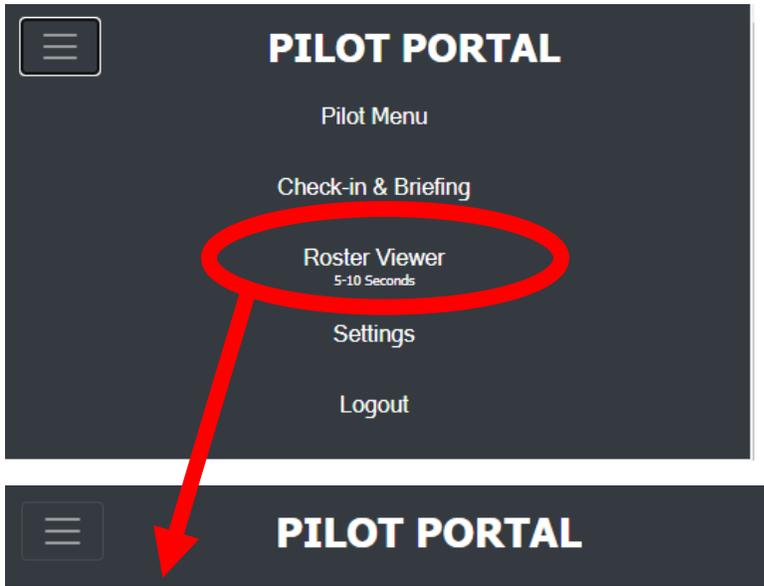
If some information show wrong, please re-fresh this page for re-calculation.

If roster is not up to date.

5. Roster

5.1 Roster viewer

5.1.1 Short detail roster (Mobile style). Click Main menu and Roster Viewer.





**Roster Viewer 3** (Mobile)  
 TL174503 Apirat Artittiang  
 Roster Period : 2020-09-01 to 2020-10-02 (2020-9-6-14:40:5)



Date	IN-OUT	Duty	Flight Duty Flight NO. ROUTE STD-STA (STD Block Time) / ATD-ATA (Actual Block Time) - <b>DUTY</b>	STD Block Time HRS
01 Tue	08:30-17:30	GNDRCR		
02 Wed	08:30-17:30	GNDRCR		
03 Thu	00:00-00:00	737RCR-S4		
04 Fri	00:00-00:00	737PPC-S4		
05 Sat	00:00-23:59	DO		
06 Sun	04:30-13:20	FLY	SL702 DMK-HDY 06:00-07:20	01:20
		FLY	SL703 HDY-DMK 08:00-09:30	01:30
		FLY	SL556 DMK-PHS 10:15-11:15	01:00
		FLY	SL557 PHS-DMK 11:50-12:50	01:00
07 Mon	00:00-23:59	DO		
08 Tue	00:00-23:59	DO-HOLIDAY		
09 Wed	13:30-17:30	GND-SMSA		

Picture 7.1.1 : Roster viewer for mobile.

5.1.2 Full detail roster (CAAT style). Click Pilot menu and Roster full detail.



Roster Viewer 3 (CAAT Type 1)

2020-09-01 - 2020-10-01 Search

TL174503 Apirat Artittiang Roster Period : 2020-09-01 to 2020-10-01 (2020-9-6-14:40:42)

Date	IN-OUT	Duty	Flight Duty Flight NO. ROUTE STD-STA (STD Block Time) / ATD-ATA (Actual Block Time) - DUTY	Rest HRS	MAX FDP HRS	PLANED FDP HRS	Actual FDP HRS	Flight Time HRS	STD Block Time HRS
2020-09-01 Tue	08:30-17:30	GNDRCR		06:10					
2020-09-02 Wed	08:30-17:30	GNDRCR		15:00					
2020-09-03 Thu	00:00-00:00	737RCR-S4		17:12					
2020-09-04 Fri	00:00-00:00	737PPC-S4							
2020-09-05 Sat	00:00-23:59	DO							
2020-09-06 Sun	04:30-13:20	FLY	SL702 DMK- HDY 06:00- 07:20 (01:20)/ 05:47- 07:10 (01:23:00)	04:30	11:15	08:50	08:45	04:45	04:50
		FLY	SL703 HDY- DMK 08:00- 09:30 (01:30)/ 07:57- 09:31 (01:34:00)						
		FLY	SL556 DMK- PHS 10:15- 11:15 (01:00)/ 10:23- 11:17 (00:54:00)						
		FLY	SL557 PHS- DMK 11:50- 12:50 (01:00)/ 11:51- 12:45 (00:54:00)						
2020-09-07 Mon	00:00-23:59	DO							
2020-09-08 Tue	00:00-23:59	DO-HOLIDAY							
2020-09-09 Wed	13:30-17:30	GND-SMSA		13:31					
2020-09-10 Thu	06:15-15:10	FLY	SL754 DMK- HKT 07:45- 09:10 (01:25)/ 07:45- 09:10 (01:25:00)	12:45	11:15	08:55	08:55	04:55	04:55
		FLY	SL755 HKT- DMK 09:50- 11:15 (01:25)/ 09:50- 11:15 (01:25:00)						
		FLY	SL644 DMK- KKC 12:00- 13:05 (01:05)/ 12:00- 13:05 (01:05:00)						
		FLY	SL645 KKC- DMK 13:40- 14:40 (01:00)/ 13:40- 14:40 (01:00:00)						
2020-09-11 Fri	00:00-23:59	DO							
2020-09-12 Sat	06:15-15:10	FLY	SL754 DMK- HKT 07:45- 09:10 (01:25)/ 07:45- 09:10 (01:25:00)	06:15	11:15	08:55	08:55	04:55	04:55
		FLY	SL755 HKT- DMK 09:50- 11:15 (01:25)/ 09:50- 11:15 (01:25:00)						
		FLY	SL644 DMK- KKC 12:00- 13:05 (01:05)/ 12:00- 13:05 (01:05:00)						
		FLY	SL645 KKC- DMK 13:40- 14:40 (01:00)/ 13:40- 14:40 (01:00:00)						
2020-09-13 Sun	04:30-13:20	FLY	SL702 DMK- HDY 06:00- 07:20 (01:20)/ 06:00- 07:20 (01:20:00)	13:20	11:15	08:50	08:50	04:50	04:50
		FLY	SL703 HDY- DMK 08:00- 09:30 (01:30)/ 08:00- 09:30 (01:30:00)						
		FLY	SL556 DMK- PHS 10:15- 11:15 (01:00)/ 10:15- 11:15 (01:00:00)						
		FLY	SL557 PHS- DMK 11:50- 12:50 (01:00)/ 11:50- 12:50 (01:00:00)						

Picture 7.1.2 : Full detail roster.

5.2 Roster wrong then re-fresh roster.

5.2.1 Go to Pilot menu “Click Re-fresh roster” then wait for 10-30 second. (please do not close this page or turn of screen until complete.



Picture 7.2.1 : Re-fresh roster .

## 6. Pilot Document Sync with Good Reader

### 6.1 iPad, iPhone or android device download "Good reader" from App Store or Play Store

14:55 Tue 13 Oct

📶 VPN 100% 🔋

Search



## GoodReader PDF Editor & Viewer

Good.iWare, Inc.

OPEN



4.7 ★★★★★  
1.7K Ratings

No9  
Productivity

4+  
Age

### What's New

Version History

Support for amazing iOS 14 features:

- Widgets. Two beautiful types of widgets to bring file shortcuts and most used [more](#)

3w ago

Version 5.8.1135

### Subscriptions



#### Pro Pack (annual)

set of professional-level features (annual)

FREE TRIAL See Details

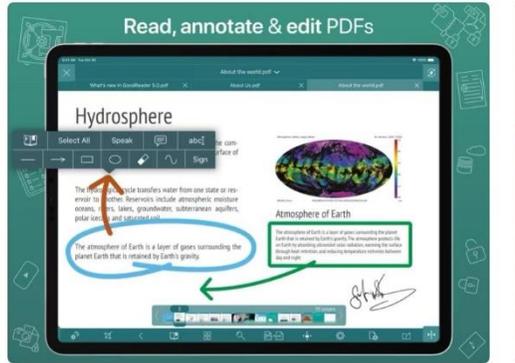


#### Pro Pack (monthly)

set of professional-level features (monthly)

FREE TRIAL See Details

### Preview



Offers iPhone App

First released in 2009, GoodReader® is truly a veteran of the App Store. It's not easy to outperform ourselves after 11 years of delivering wonderful updates with extraordinary new features, but we did it! Again!

[more](#)

Good.iWare, Inc.  
Developer

Today

Games

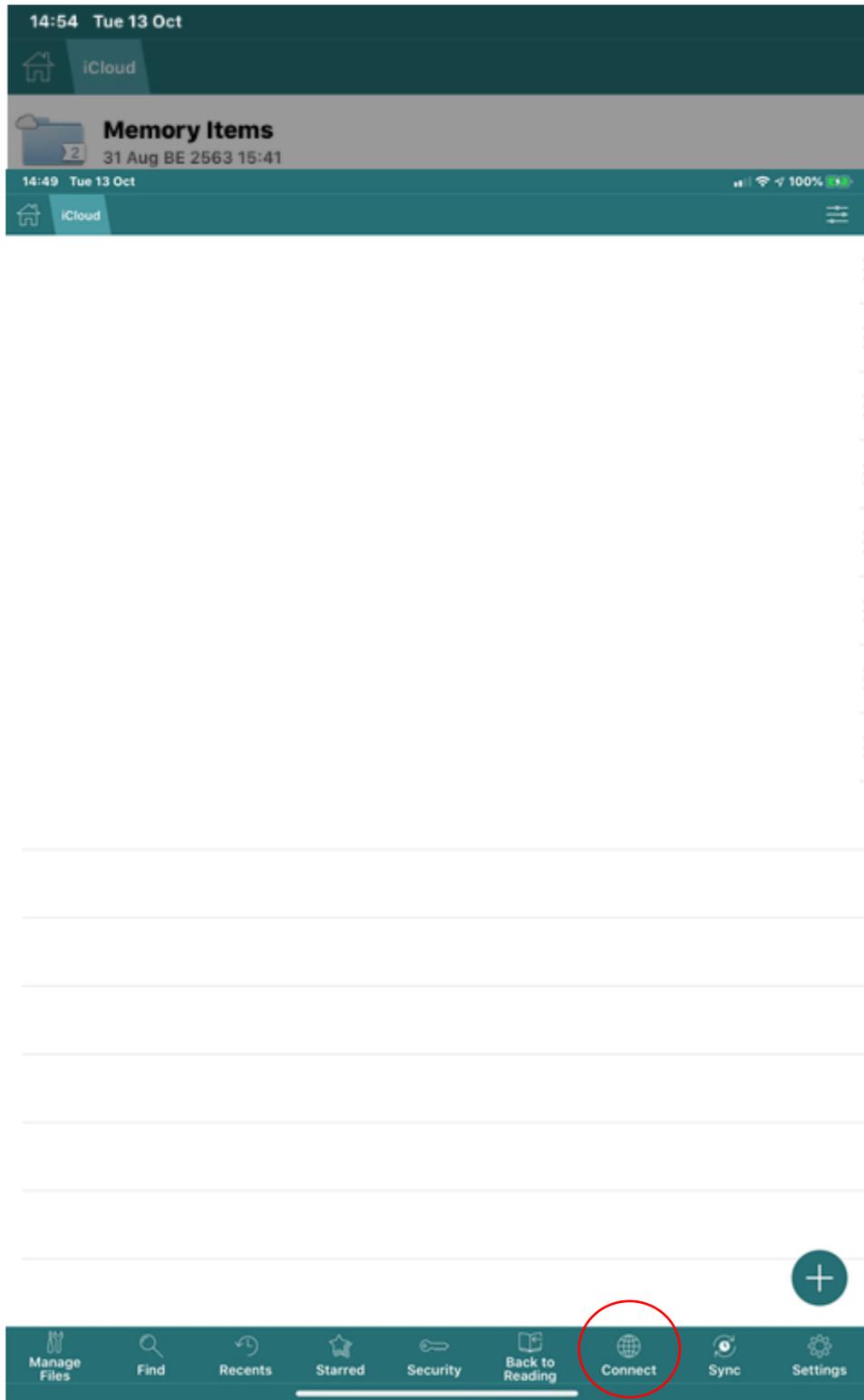
Apps

Arcade

Search

## 6.2 Initial setup

### 6.2.1 Open good reader (This screen is main screen.)

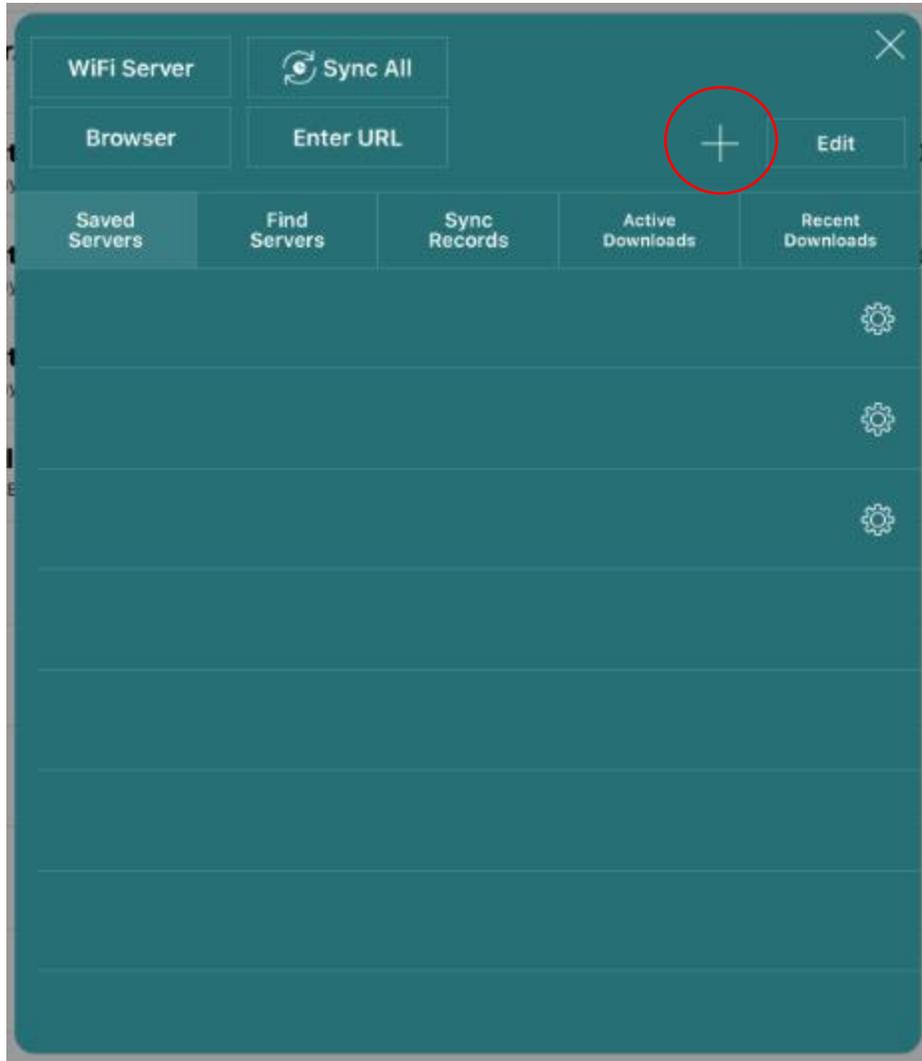


## 6.2.2 Add Folder for Sync

Click "Connect"



Then show this screen

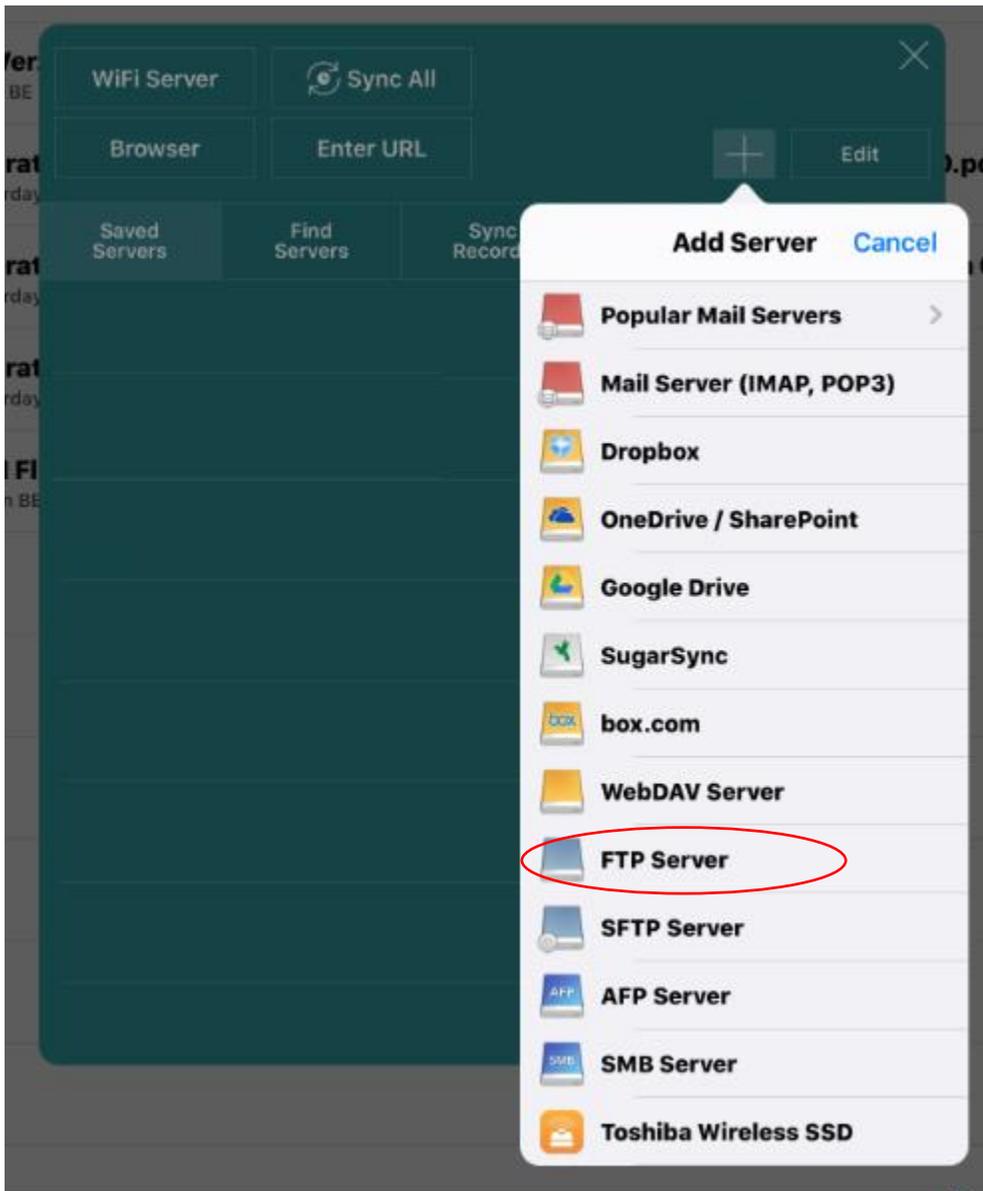


Then click

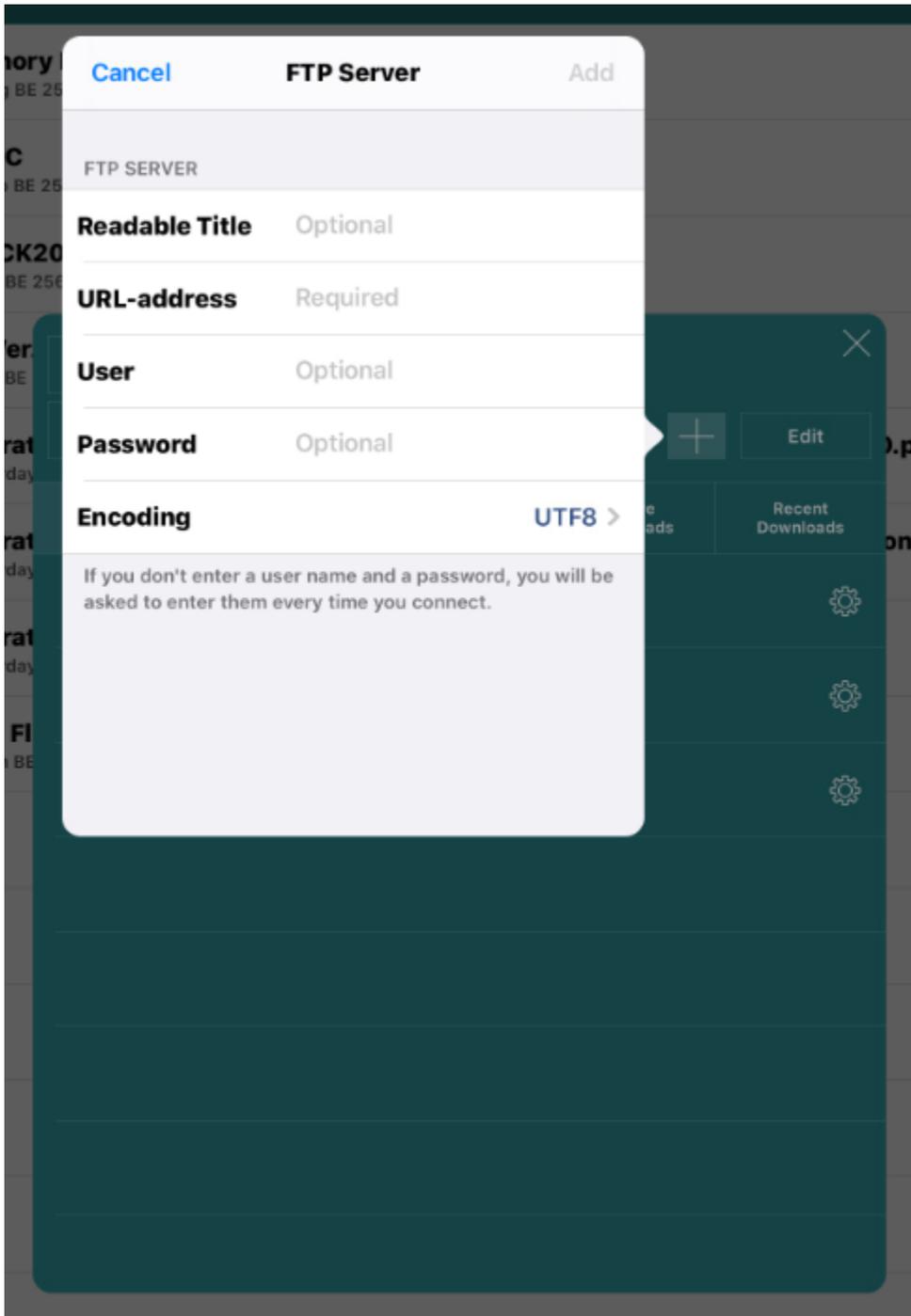


Then this screen show.

“Click FTP Server”

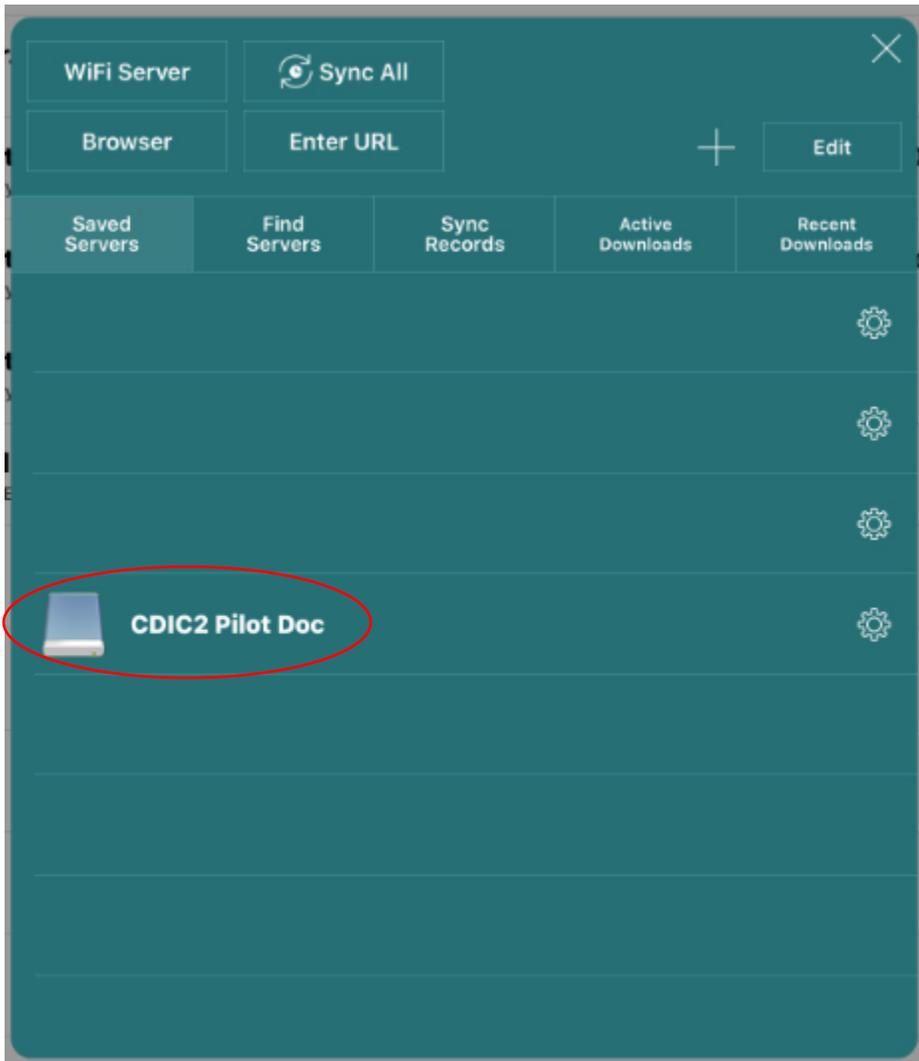


Then this screen show.



Enter following information  
Reader Title : CDIC2 Pilot Document  
URL-Address: 10.100.52.42  
User : pilot\_sync  
Password : lovecdic2  
Then click "Add"

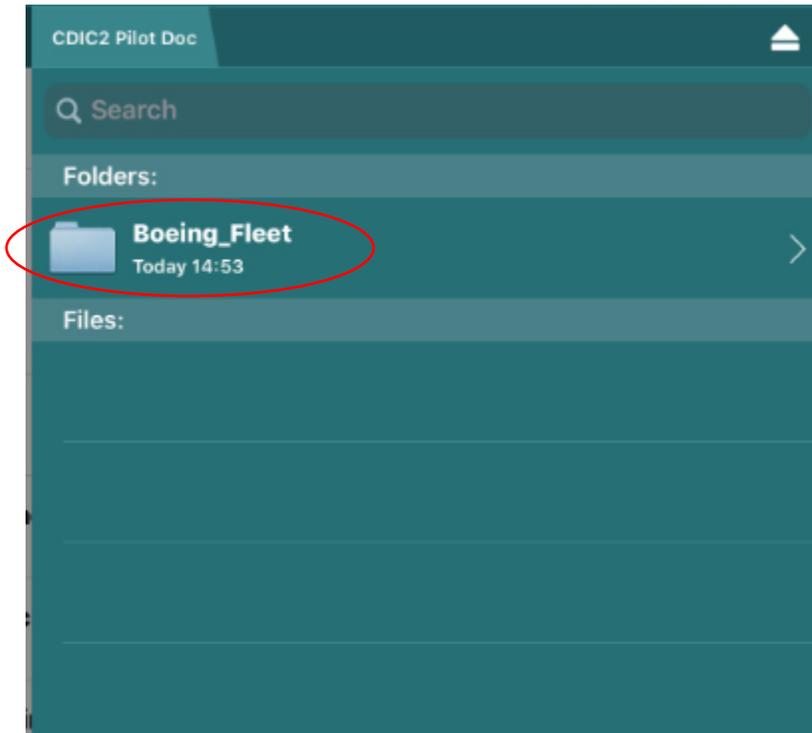
Then this screen show.



Then Click



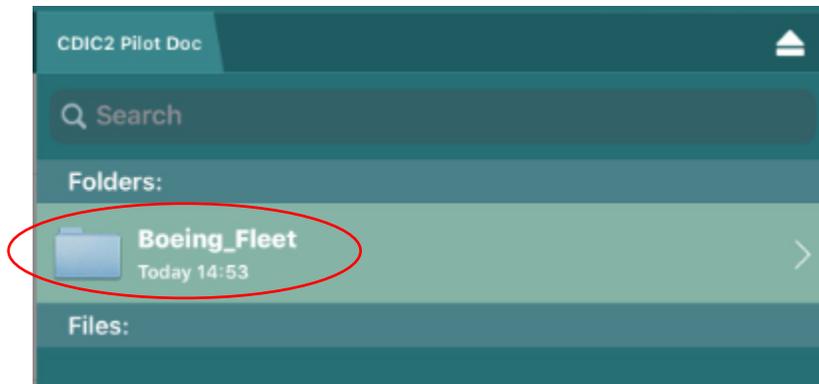
Then this screen will show.



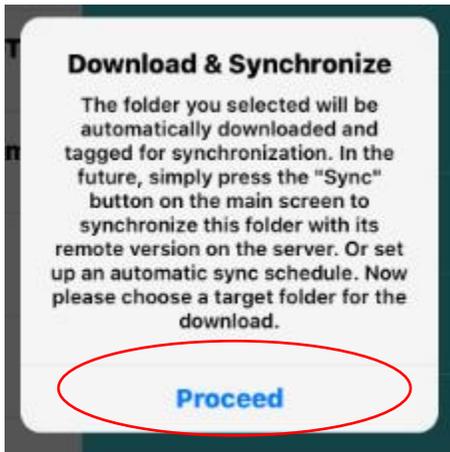
Then click



Then this screen show.

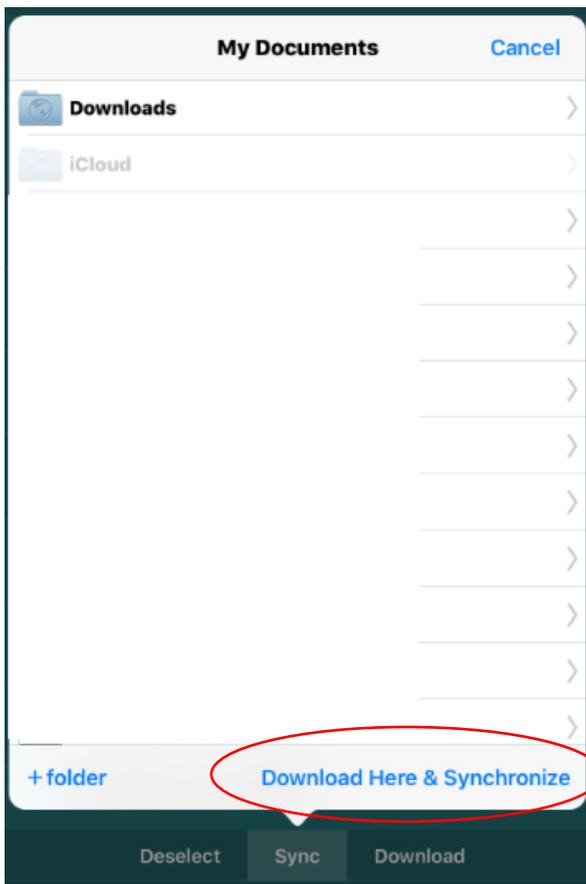


Then this popup show.



Click "Proceed"

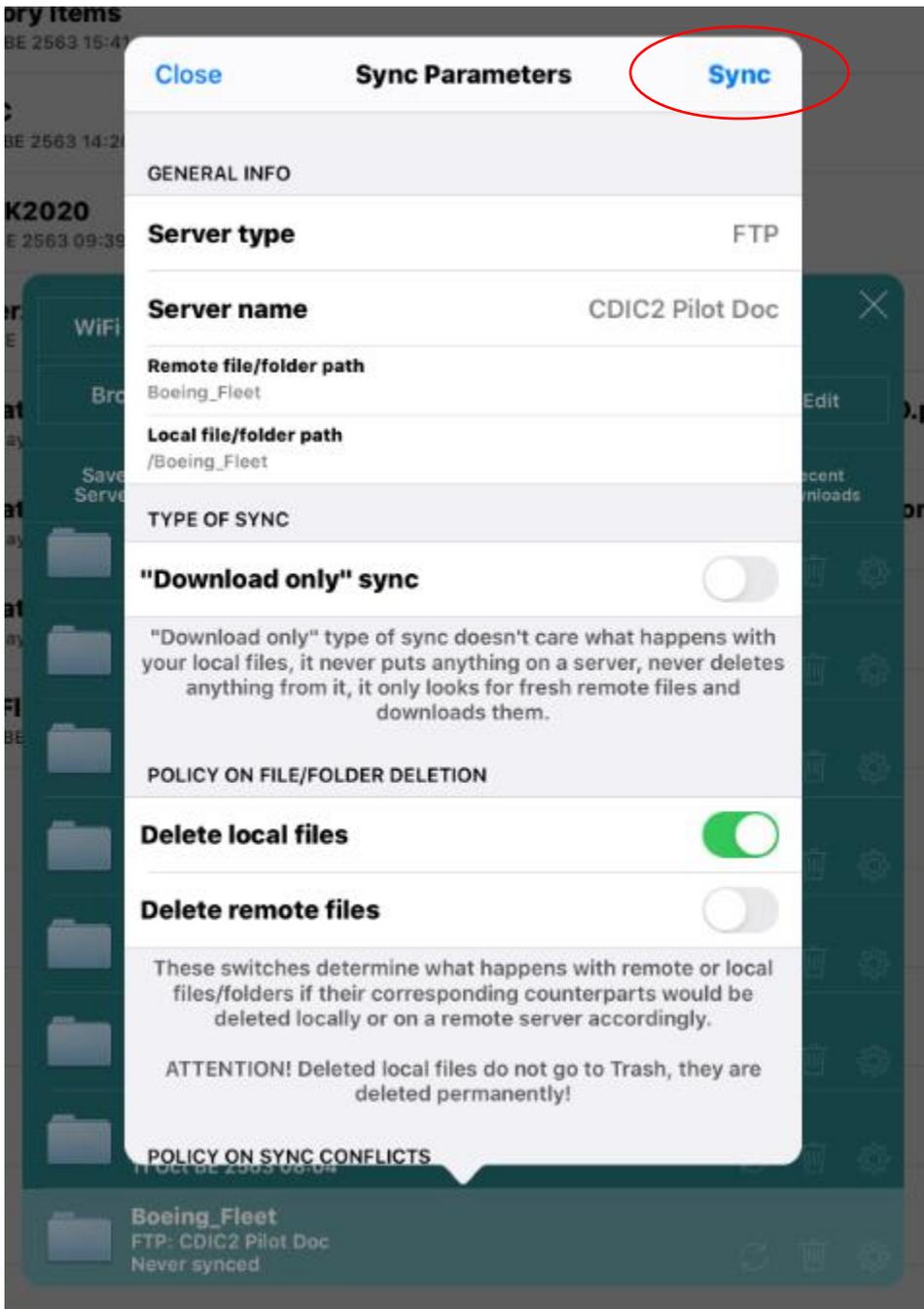
Then this screen show.



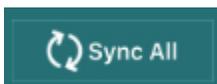
Then click



Then this screen show.

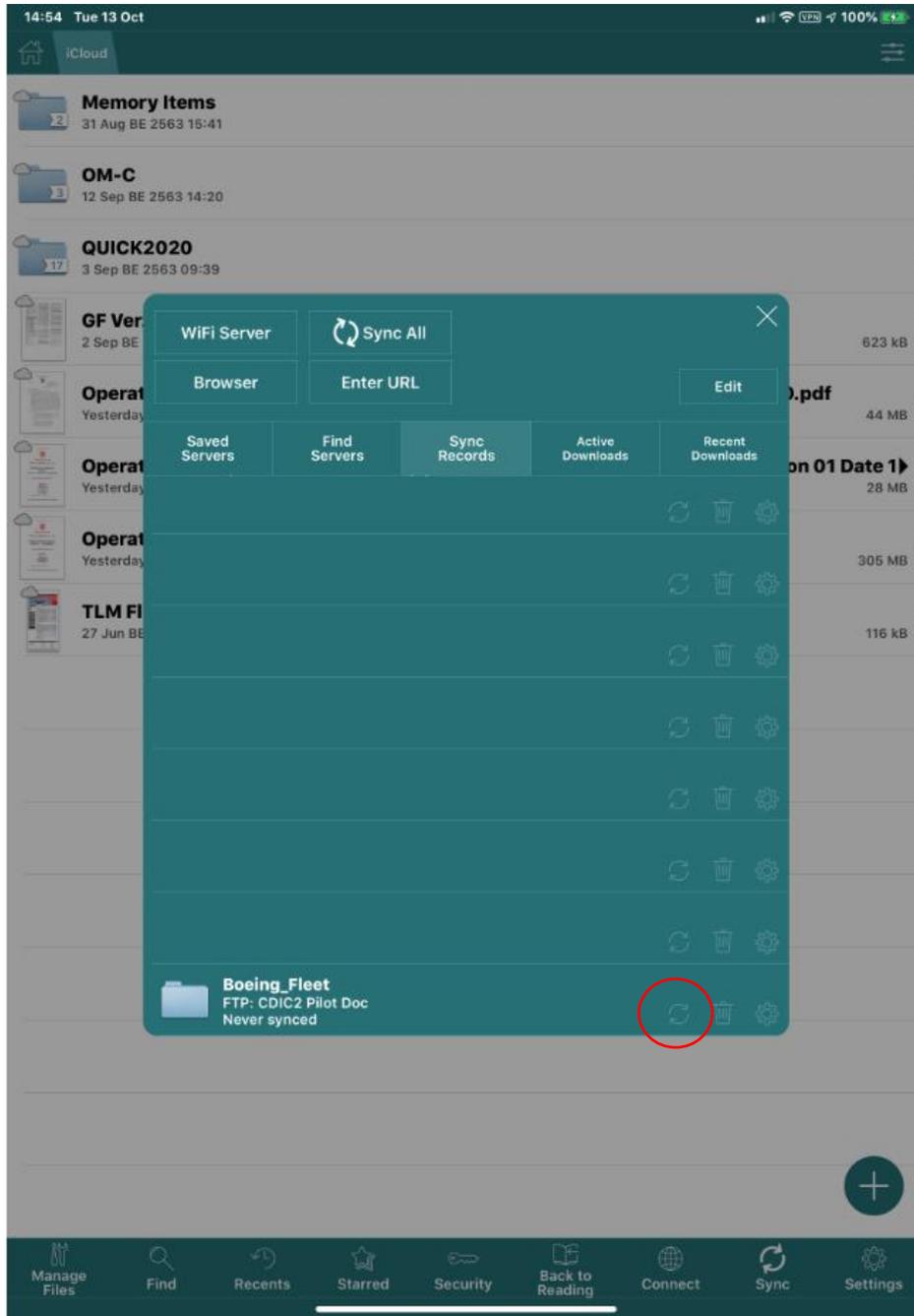


Then Click Sync



Then wait rotating until it stop. After complete stop mean download completed.

- 6.2.3 Manual re-sync when new document is updated.
- 6.2.3.1 iPad, iPhone or android device connect to company WIFI.  
(recommended at OCC room)
- 6.2.3.2 Sync information and do not close application during updating.

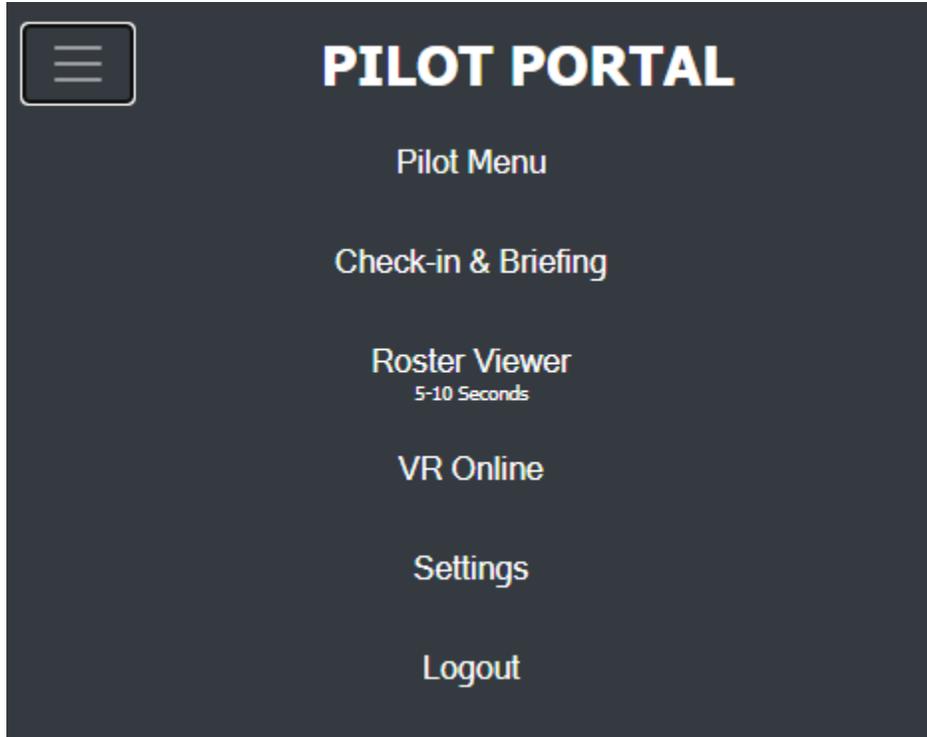


7. VR Online

7.1 Entry VR Online via iPhone or mobile devices.

7.1.1 Browse <http://cdic2.lionairapp.com/>

7.1.2 Go to menu VR Online



7.1.3 Step 1 enter flight number with out SL.

7.1.4 Step 2 select date of flight with ZULU date time.

7.1.5 Step 3 click submit

7.1.6 Step 4 check entry is existing or not.



Dispatch Daily Flight Movement Entry  
(VR ONLINE)

Flight No. SL

Flight Date

Only Your flight

20201011

[Check All Record](#)

Date	SL	A/C	out HH:MM	In HH:MM	
2020-10-11	704	LTL	01:15:00	02:40:00	<a href="#">EDIT</a>



(Mean this flight CDIC2 has 1 record.)

 **PILOT PORTAL**

Dispatch Daily Flight Movement Entry  
(VR ONLINE)

Flight No. SL   
 Flight Date     
 Only Your flight  
 20201011

[Check All Record](#)

Date	SL	A/C	out HH:MM	In HH:MM
DATE		2020-10-11		
FLT NO (SL)		<input type="text" value="709"/>		
A/C REG (HS)		<input type="text"/>	e.g. LTH	
Door Close		<input type="text"/>	only PU	
out HH:MM		<input type="text"/>	e.g. 1230	
off HH:MM		<input type="text"/>	e.g. 1235	
On HH:MM		<input type="text"/>	e.g. 1255	
In HH:MM		<input type="text"/>	e.g. 1300	
REQ Extra Fuel		<input type="text" value="NO EXTRA FUEL"/> (if needed)		
Extra Fuel reason		e.g. VIS 2500M TSRA BR 2800M		
Fuel CFP		<input type="text"/>	KG	
Actual FOB		<input type="text"/>	KG	
Fuel Uplift		<input type="text"/>	Litre	
Taxi Fuel Out		<input type="text"/>		
Taxi Fuel In Only A330		<input type="text" value="0"/>	KG	
Actual Fuel Burn		<input type="text"/>	KG	
Actual Fuel Remaining After Flight		<input type="text"/>	KG	
Fuel Concept		<input type="radio"/> Eco Tank <input type="radio"/> Minimum <input checked="" type="radio"/> Tankering		
FPL REF		<input type="text"/>		
Bay		<input type="text"/>		
OETI (Min)		<input type="text"/>	min (if not enter 0)	
remark		<input type="text"/>		
		<input type="button" value="Submit"/>		

(Mean this flight CDIC2 has 0 record and ready to entry.)

7.1.7 Step 5 EDIT if CDIC2 has record. Or Entry if CDIC2 has 0 record.

A/C REG	mean	Aircraft registration.
Door close	mean	Door close time. (Only pursor)
out HHMM	mean	HOURS:MINUTES of out block time. e.g. 1356
off HHMM	mean	HOURS:MINUTES of off block time. e.g. 1405
on HHMM	mean	HOURS:MINUTES of on block time. e.g. 1505
in HHMM	mean	HOURS:MINUTES of in block time. e.g. 1510
REQ extra fuel	mean	PIC ask for extra fuel more than Dispatch release. (500KG or 1000KG)
Extra fuel reason	mean	Reason for PIC request extra fuel and reason follow company policy. e.g. VIS 2500M TSRA or BR 500M or RVR 500M
Fuel CFP	mean	fuel require in company flight plan (RAMP in OFP)
Actual FOB	mean	Fuel CFP + REQ extra fuel. (BLOCK in VR)
Fuel uplift	mean	Fuel uplift from fuel slip (Litre). (UPLIFT in VR with Litre)
Taxi fuel out	mean	Taxi fuel out (A330 and B737) (TAXI in VR)
Taxi fuel in	mean	Taxi fuel in (A330 only)
Actual fuel burn	mean	Actual fuel burn. (BURN OFF in VR or Fuel Used in OFP)
Actual fuel remaining	mean	Actual fuel remaining after on block. (REMIN in VR or Fuel remain in OFP)
Fuel concept	mean	Fuel concept from OCC. (Refer from Flight Dispatch release)
FPL REF	mean	Flight plan reference code (OCC only)
Bay	mean	Parking bay before off block.
OETI (MIN)	mean	OETI operation duration of time (MIN) If that flight can not perform OETI, input 0.
Remark	mean	remark is this flight

7.2 Entry VR Online via computer.

7.2.1 Browse <http://cdic2.lionairapp.com/>

7.2.2 (same as mobile version)

7.3 VR Paper with related VR Online

7.3.1 VR Paper DFO-FM-RP-001 | Voyage Report Form | Issue SL001 - Rev. 01 - Eff. Date: 08 MAY 19

FUEL				
BLOCK	UPLIFT (Lt)	TAXI	BURN OFF	REMAIN

7.3.1.1 BLOCK mean TOT Ramp fuel (Minimum fuel require (RAMP) from OFP + extra)

7.3.1.2 UPLIFT (LT) mean Fuel quantity from fuel slips

7.3.1.3 TAXI mean Fuel for Taxi out

7.3.1.4 BURN OFF mean Actual burn off from fuel use engine indication. (Taxi + Trips + Divert)

7.3.1.5 REMAIN mean Remaining fuel from fuel quantity engine indication.

7.3.2 VR Paper DFO-FM-RP-001 | Voyage Report Form | Issue SL001 – Rev. XX – Eff. Date: XX SEP 20

FUEL (KG.)					OETI (TIME)
RAMP	UPLIFT (Lt.)	TAXI	BURN OFF	REMAIN	

7.3.2.1 RAMP mean BLOCK from previous flight plan.  
OR TOT Ramp fuel (Minimum fuel require (RAMP) from OFP + extra)

7.3.2.2 UPLIFT (LT) mean Fuel quantity from fuel slips

7.3.2.3 TAXI mean Fuel for Taxi out

7.3.2.4 BURN OFF mean Actual burn off from fuel use engine indication. (Taxi + Trips + Divert)

7.3.2.5 REMAIN mean Remaining fuel from fuel quantity engine indication.

7.3.2.6 OETI (TIME) mean OETI perform for period of time in minute.

## 7.4 Company Flight Plan

START OF CFP REF : F5UVN - TLM975 01 ZSPD VTSP

**SL975 ZSPD/PVG 07SEP 1815Z**  
**VTSP/HKT 07SEP 2325Z** **OFF 0443Z**  
**BLK TIME : 0510**

-----  
 SECTOR ID: 19LUU\_\_\_\_\_ **HS-LUU B737-800** WIN PAX : ..C/...Y  
 INSERT DATA AS PER AFML SIGNED BY PIC AFTER LANDING

8/BL-ON .. .. 6/TOUCHDWN .. .. 1/RAMP DEP FUEL .. .. .

4/BL-OFF : 5/TK-OFF : 2/FUEL REMAIN :

9/BL-TIME 7/FLT-TIME 3/FUEL USED

-----  

	FUEL	TIME	PLAN	UNIT: KGS
TAXI	000300			
<b>TRIP</b>	<b>011451</b>	04.32	DOW 041661	
CONT 05PC	000572	00.14	PLD 009980	MTOW 073708
ALTN/HDY	001476	00.38	<b>ZFW 051641</b>	MZFW 061688 TOF 017991 079679
FINAL RSV	001330	00.30		MLDW 066360 TRP 011451 077811
ADDITION	000000	00.00	TOW 069632	
MIN RQRD	015129	05.54	LDW 058181	<b>AGTOW LIMIT 073635</b>
<b>TANKER</b>	<b>003162</b>	01.15		
EXTRA	000000	00.00		
<b>RAMP</b>	<b>018291</b>		TOT RAMP .....	

TRIP FUEL ADJ 0095/1000 KGS

BURN OFF ADJ 0085 PER +/- 1000

### ALTN SUMMARY:

ALTN	DIST	FL	TIME	WIND	FUEL	TTK
VTSS/HDY	0175	150	0038	P000	01476	120
ROUTE:	VTSP	EPGO1B	EPGOT	W14	HTY	DCT VTSS

VTSS/URT	0094	110	0023	P007	00919	039
ROUTE:	VTSP	STN1B	STN	DCT	VTSS	

### 7.4.1 Explanation

- 7.4.1.1 RAMP DEP FUEL mean TOT Ramp fuel – Taxi Fuel
- 7.4.1.2 TOT Ram fuel mean Actual Total FOB (Same as number with fuel order)
- 7.4.1.3 RAMP mean Minimum fuel require for that flight
- 7.4.1.4 Fuel used mean Actual burn off from fuel use engine indication. (Taxi + Trips + Divert)
- 7.4.1.5 Fuel remain mean Remaining fuel from fuel quantity engine indication.