

1. Basic Layout (Desktop Device)

- A. The weight and balance form on a desktop browser consists of 5 panels: the Flight Details panel across the top, the Load Details panel in the center, the Load Summary on the left, the CG Envelope on the right and the Signature panel across the bottom.
- B. Data entry cells on the various panels have a yellow background color: all other cells are for informational purposes only.
- C. Once a value is entered into the form you must press the Tab or Enter key on keyboard or select a different data entry cell using the mouse in order to update weight and CG values on the form.

2. Basic Layout (Mobile Device)

- A. There are 3 tabs on a mobile device: **Flight Details** tab, **Load Details** tab and the **CG Envelope** tab.
- B. Data entry cells on the various panels have a yellow background color: all other cells are for informational purposes only.
- C. Signature panel data entry cells are located at the bottom of the Flight Details tab and the Load Summary is located at the top of the Load Details tab on mobile devices.

3. Entering Flight Details

- A. Most users start by entering flight details and select the appropriate cockpit and cabin crew configuration from the **Crew** dropdown menu. Notice the Operating Weight values on the Load Summary automatically change when selecting different Crew configurations.
- B. Aircraft modules can also be setup with a **Pantry** dropdown menu with default weight options for most common Galley configurations such as **A** for short-haul galley items, **B** for long-haul items and **P** for repositioning and training flights.
- C. Once Crew and/or Pantry options are selected then proceed with entering a flight number, departure airport, destination airport and names or abbreviations for the Captain and 1st Officer.
- D. Additional data entry cells are also available on the Flight Details panel (i.e. Remarks or NOTOC) for recording miscellaneous data relevant to the flight and more can be setup per customer request.

4. Entering Fuel Values

- A. Proceed to the Load Details panel to enter Fuel Onboard values into each available fuel tank (i.e. Main and Center fuel tanks).
- B. Fuel sliders can also be used to enter fuel and the easiest way to top off a tank is by pulling the slider to the far right.
- C. Enter total fuel burned enroute per tank into the applicable Trip Fuel data entry cells.
- D. Enter Taxi Fuel if different than default value auto-inserted by software.

5. Entering Passengers

- A. Enter the number of passenger types from a desktop computer by selecting a passenger zone with your mouse (i.e. **OA**) and right click for the **Payload Items** popup panel of passenger types (i.e. **Male**, **Female**, **Child** and **Infant**). Enter the number of passengers by type and then click on the **OK** button to total passenger weights and return to the main form.
- B. Enter the number of passenger types on a mobile device by tapping the orange button next to a passenger zone for the **Payload Items** popup panel of passenger types. Enter the number of passengers and tap on the **OK** button to total passenger weights and return to the main form.

6. Entering Baggage and Cargo

- A. Enter data into cargo holds from a desktop computer by selecting a cargo hold with your mouse and right click for the **Payload Items** popup panel of cargo types (i.e. **Baggage**, **Cargo**, **Mail** and **Equipment**). Enter the weight of items per type and then click on **OK** button to total the weights and return to the main form.
- B. Enter data into cargo holds on a mobile device by tapping the orange button next to a cargo holds for the **Payload Items** popup panel of cargo types. Enter the weight of items per type and tap on the **OK** button to total the weights and return to the main form.

7. Analyzing the CG Envelope and Load Summary
 - A. The Takeoff, Landing and Zero Fuel weight and CG values on the Load Summary and CG Envelope are automatically updated as you enter fuel, passengers, baggage and cargo into the Load Details panel. Notice there are three reference points on the CG Envelope: a green colored “T” for Takeoff, a blue colored “L” for Landing and an orange colored “Z” for zero fuel. The three colored reference points on the CG Envelope correspond to the same colors on the Load Summary panel.
 - B. The Load Summary panel will also display **bold red** warning indicators if the aircraft is overweight or exceeds CG limits.

8. Entering Signatures
 - A. Proceed to the Signature panel once the aircraft is loaded and within weight and CG limitations. Clicking on Prepared By or Captain Signature data entry cells provides Keyboard and Autograph options.
 - B. Click on the Keyboard option to type a name into the data entry cell using the keyboard.
 - C. Click on the Autograph option to sign a name using a mouse or stylus pen.

9. Saving Flight Log Files
 - A. The eFlite Online web service times out after 30 minutes of inactivity so be sure to save your data often by clicking on the **Save** button. A default file name is auto-entered and typically consists of a flight number, departure date and departure airport (i.e. AA0355/01NOV/LOS) and click on **OK** button to save the file to the eFlite server. Clicking on the **Save** button thereafter saves all changes to the existing file and clicking on the **Save As** button will prompt you to save using a new file name.
 - B. Flight log files are saved for a maximum of 30 days and then automatically deleted from the eFlite server.

10. Opening Flight Log Files
 - A. Click on the **Files** button to open a flight log file and then select **Flight Logs** option and click on the **View** button next to the file you want to open.
 - B. There is also a **Delete** button on the Flight Logs panel so users can manually delete flight log files.

11. Miscellaneous Documents

- A. When clicking on the Files button you will also notice a **Misc. Docs** button and clicking on that button displays any PDF files uploaded to your account for quick reference purposes. For example, you can upload aircraft performance charts or loading instructions for crew members to review prior to departure.

12. Email and Print Load Sheets

- A. Print and Email buttons create a load sheet that complies with paper-based and electronic record keeping requirements.
- B. The email feature can also attach a PDF file of the load sheet and you can print a PDF file of the load sheet using free third party software such as Cute PDF Writer.
- C. Printed and emailed load sheets are designed to meet all civil aviation authority requirements so be sure to contact eFlite with any special requests from your civil aviation authority.

13. eFlite Online Updates

- A. The labels of most data entry cells on the Flight Details panel are editable via eFlite Desktop software. eFlite Desktop software also allows users to add or remove data entry cells on the Flight Details panel, edit empty weight and operating weight values, edit the default statement on the Signature panel and the ability to add crew member instructions. You can also enable a Last Minute Changes table even though it is typically faster and more accurate to re-adjust fuel, passengers or baggage and print a new load sheet. eFlite Desktop updates to your aircraft module are then uploaded to the eFlite server for immediate access by eFlite Online users. eFlite Desktop software provides many additional editing features so we encourage those responsible for maintaining eFlite software in your flight operations department to also watch our video for editing user preferences and aircraft modules.