

# LARS USER MANUAL

## 1. User role Pilot (aircrew conducting a local flight activity)

Role of 'Pilot' (generally, operator of the aircraft or crew, which intends to conduct a local flight activity at one of the regional airports) is in LARS configured to insert and manage the bookings of individual users for the local flight operations at regional sites. The registration is allowed only to the authorized user (via single sign-on into applications of the Aeronautical Information Services).

The basic window for the role of "Pilot" is shown in the following figure. Users in the role of "Pilot" after logging sees a basic window, which displays the upcoming scheduled reservation time windows for the local flight operations.

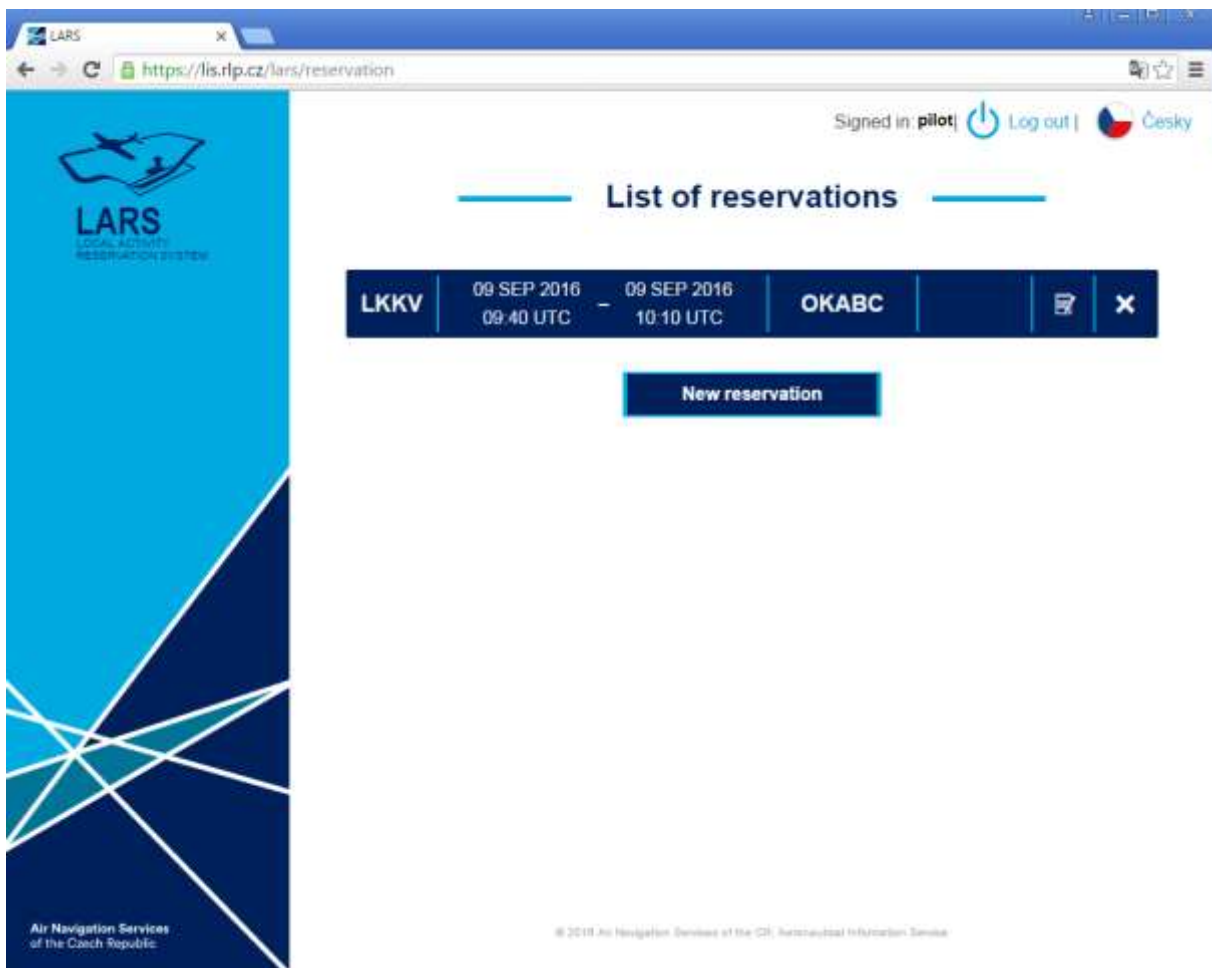




Figure 1 Basic view of the LARS in the "Pilot" role - a list of the upcoming bookings

In the example shown (Figure 1), a pilot has three scheduled reservations for the local flight operation. Each reserve list contains the following information:

- Airport which is scheduled to conduct a local flight activity (in this case LKMT)
- The planned duration of the local operations (AOR from the entrance to the station until the end of the local operations)
- The identification of the flight (in this case CSA001Q)
- The editing button of the reservation 
- A button to delete the reservation 

The detailed display of the individual reservations in the list of all bookings, the user is in the figure 2.



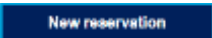
Figure 2 View of the booking details for a local flight operation

With the given reservation the user has the following options for the operations:

- Modification (modification of the entered data) – see the provision 1.2 **Chyba! Nenalezen zdroj odkazů.**
- Delete the reservation - see the provision 1.3

### 1.1 Creation a new reservation

The new reservation time window for the local flight operations, ensuring awareness of the ATS (a coordination training) for the planned local operations can be inserted into the system via the button

. Subsequently, the form in figure 3 is shown to him.

A screenshot of a web browser showing the 'New reservation' form. The browser address bar shows 'https://lis.rlp.cz/lars/reservation/new'. The page has a blue header with the LARS logo and 'LOCAL ACTIVITY RESERVATION SYSTEM'. A 'Back' button is in the top left. The user is signed in as 'pilot' and can 'Log out' or view the 'Česky' language. The form is titled 'New reservation' and is divided into two main sections. The left section, 'Local flight activity aerodrome', features a map of the Czech Republic with three blue buttons labeled 'LKOV', 'LKMT', and 'LKTB'. The right section, 'Flight rules', has two radio buttons for 'VFR' and 'IFR'. Below this is the 'Aircraft type and wake turbulence category' section, which includes a text input for 'Aircraft type' and a dropdown menu for 'Wake turbulence category' currently set to 'L - light'. A note at the bottom of the form says 'Fill the fields above to continue'. The footer contains 'Air Navigation Services of the Czech Republic' and a copyright notice for 2018.

Figure 3 Form to insert a new reservation system ( the basic data for determining the occupied capacity)

It is necessary to choose the basic data for determining the occupied capacities for the given flight, i.e. :

- Airport, which is scheduled to conduct the local flight operations;

- flight rules (IFR or VFR);
- Type of the aircraft (it can be registered in the plain language, it does not have to necessarily correspond with the ICAO Doc. 8643 Aircraft Type Designators) – it does not affect the determination of the occupied capacity;


Wake turbulence category (light / medium / heavy).

After entering the above-mentioned parameters, the user is presented with a timeline and a text box (see Figure 4) to fill the additional data relating to the local operations (information about the pilot, the airport of departure and destination, description of the required local operations). In the Timeline, you can select only those segments in which there is a sufficient capacity at the ATS unit to perform local operations. After filling in all the data and pressing the reservation button the reservation for the selected period of time is put into the system.

The screenshot displays the LARS reservation system interface. On the left is a blue sidebar with the LARS logo and the text 'Air Navigation Services of the Czech Republic'. The main content area is titled 'Reservation time schedule' and includes a timeline from 00:00 to 18:00 for the days Fri 9 SEP, Sat 10 SEP, Sun 11 SEP, and Mon 12 SEP. Below the timeline is a 'Flight information' section with fields for 'PPL Filed', 'Aircraft identification', 'Departure AD', 'Destination AD', and 'Activity description'. The 'PIC information' section includes fields for 'Name and surname', 'E-mail', and 'Telephone' (with '+420' pre-filled). A 'Save' button is located at the bottom right of the form.

**Figure 4** Additional information on inserting a new reservation time window for the local flight operations (the required data)


## 1.2 Modification (of the entered data)

Click on the icon to adjust the reservation  (the right side of the record bookings - Figure 2) shows the identical form for creating a new reservation in which each field can be modified as needed, except:

- Airport, which is scheduled to make a local flight operation,
- Flight rules,
- wake turbulence category,

since these values have a direct impact on the calculation of the capacity taken on that given flight. If the user in the role of "Pilot" needs to change one of the above-mentioned three items, the particular reservation must be deleted and a new one must be created.

## 1.3 Deletion

Click the delete icon  (far right) and the dialog box will be displayed - after having been confirmed the particular reservation will be removed from the system and the occupied capacity will be released.

## 1.4 Notification

All reservation operations (newly created reservations, management of the existing reservation, deletion of booking) made by the pilot (or ATS unit) are also notified via email and SMS (always on the email and phone number given when you register a user account in a Single Sign On).