

Automated PDF/Emailing of Invoices Now Available!

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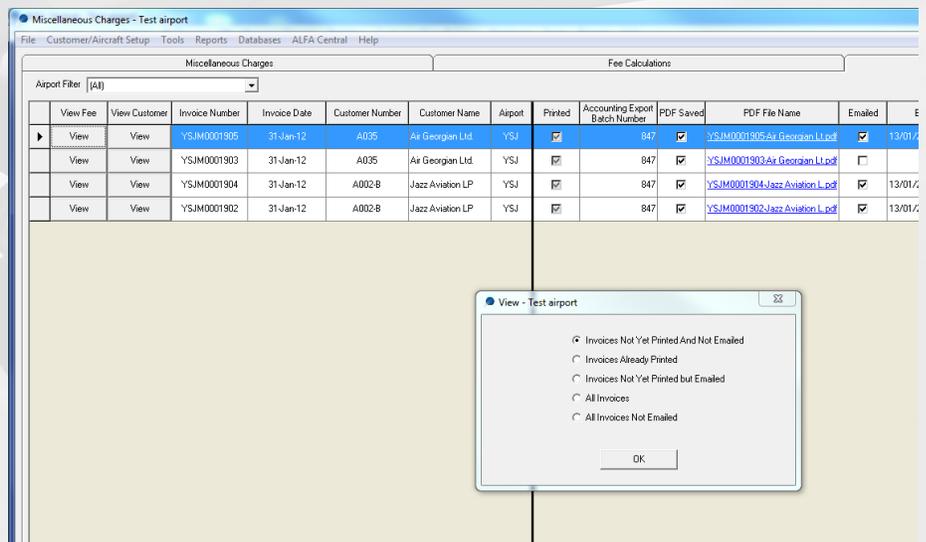
NEW FEATURE: SAVING INVOICES TO PDF AND EMAILING THEM

By popular demand, WSP has developed a new feature to automatically save a batch of invoices to individual PDF files (one invoice = one PDF) and automatically email them to clients. This feature has been requested by many airports and we are happy to announce you that it is now available for a small onetime fee to cover licensing and implementation. You'll find below a discussion of capabilities and flexibility of this new feature.

Saving Invoices to PDF

Once the new feature is activated, upon commit all invoices will automatically be saved as an individual PDF to a location specified by your preferences. The user will also have the ability to save any existing invoice to PDF. Each invoice will be saved into a separate PDF file whose file name is based on the invoice and folder location can included static text and/or a portion of the invoice date, accounting date, current date, customer name, customer number, invoice number and/or module prefix.

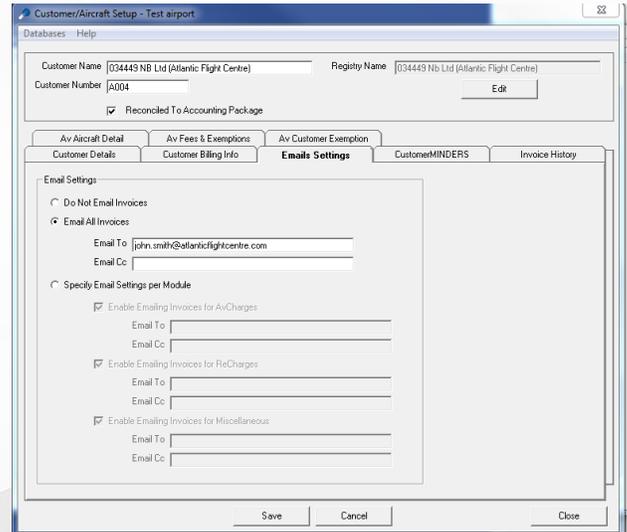
During activation, we will help the airport select the best folder structure and file naming convention and configure it for you. You can also select to automatically save invoices only for some modules. Finally, the invoices saved will appear as a hyperlink in different tabs in throughout ALFA and can be viewed simply by clicking the link.



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Emailing Invoices

After committing and before printing the invoices, the user will be able to email all invoices directly from ALFA with a simple click of a button. The email subject and content will be predefined and can be customizable to your specifications. It can contain dynamic information relating to the attached invoice for example, invoice number, customer name, invoice date, etc. The user will be able to assign one or many To and Cc email addresses for each customer. The email address can also be different per module per customer. The user will also be able to specify a Bcc for all emails, to keep a copy of what was sent. When the user emails the invoices, ALFA will email invoices only to the customer that have a valid email address for the module. The information of when each invoice was emailed and to who, will appear in ALFA.



Benefits and Implementation

This new feature should reduce the work done by Airport Staff, printing and mailing costs as well as the amount of paper used. By saving all invoices generated, the airport will have a PDF copy of each invoice as a PDF easily accessible through ALFA or simply by browsing the directory structure directly which makes them available to non-ALFA users if need be.

This new feature is available now and ready to be deployed. It should take less than a day to implement, configure and train airport users how to use it. We will be sending out proposal to the airports that have spoken about this to us in the past but whether you think you have asked for it or not, please drop us a line and let us know your interest to be certain you get the proposal. Call or Email [Robert](#) or [Eric](#) and we'll follow-up right away.

WE WERE GENIVAR. WE ARE NOW WSP.

Subsequent to the 2012 transaction with WSP, the timing was right to combine the strengths and capabilities of both companies under a single brand. Today, we are excited to announce that as of January 1, 2014, GENIVAR has changed its name and rebranded to WSP.



WSP is now one of the world's leading professional services companies. We provide services to transform the built environment and enhance and restore the natural environment. We bring together the expertise of our 15,000 staff across 35 countries with wide-ranging backgrounds and complementary skills. As we now operate across the world, the decision to rebrand our Canadian operations to WSP came as an obvious one. It will enable us to leverage this highly recognized brand worldwide. Together, our team has undertaken more than 600 individual aviation projects, at over 300 airport locations, in 32 different countries.

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In the field of aviation, we are recognized as local, regional, national and global leaders in fields of airport planning, engineering, architecture and software solutions. Our projects cover airports across Canada from St. John's, Newfoundland to the east, Tofino, British Columbia to the west, Pelee Island, Ontario to the south and Iqaluit, Nunavut to the north. Other notable Canadian Airport sites include Calgary, Edmonton, Halifax, Ottawa, Regina, Saskatoon, Toronto and Winnipeg International Airports. Our breadth of coverage in Canada is almost as extensive as our breadth and depth of service offerings and expertise. Internationally, our dedicated team of aviation experts has participated on some of the most exiting aviation projects globally. These include the Airside Expansion and Re-habilitation at the Providenciales International Airport in the Turks & Caicos, Airside and Terminal Planning and Engineering on the Hamad International Airport in Qatar and Building Engineering on the Terminal 5 – Satellite Buildings at London Heathrow Airport in England.

Our geographic diversity and depth of experience within our team are leveraged when working with our airport software clients in Canada and abroad. This helps to ensure solutions that consider the airport as a system and not as a single department.

NEW REPORTS AVAILABLE

Last year, we created new reports to help validate your aircraft database. Here are two reports that could be interesting for you. If you would like to receive them free of charge, simply contact us.

Aircraft Owner Verification

This report shows aircraft that have a registry owner name different than its current customer registry name. The report is grouped and sorted by customer name. It allows you to determine if an aircraft is associated with the proper customer. These wrongly associated aircraft can then be either transferred to the proper owner or removed from your database. The report will also show aircraft in your database that are not officially registered anymore. These not registered aircraft can be safely deleted. A sample of this report is shown below. We recommend running this report and clearing the issues every 6 months.

Aircraft Owner Verification

Test airport

Printed on 2014/01/29

This report shows each aircraft that have a registry owner name different than its current customer registry name. The report is grouped and sorted by customer name. It allows to verify if an aircraft is associated with the proper customer.

Customer Name: 1583873 Ontario Inc.
Registry Name: 1583873 Ontario Inc.

Address: 465 Jutras Dr. S.,
Tecumseh ON N8N 5C4

Registration Registry Owner
CFCYX

Registry Address

Customer Name: 618232 Alberta Ltd.
Registry Name: 618232 Alberta Ltd.

Address: 14310 - 97 Street,
Grande Prairie AB T8V 7B7

Registration Registry Owner
CGJHF

Registry Address

Customer Name: Abme Aviation Llc
Registry Name: Abme Aviation Llc

Address: 401 COMMERCE ST STE 800.

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Customer Registry Verification

This report shows each customer that has a customer name different than its registry name, lists all of its associated aircraft with the corresponding registry owner and address for each aircraft. It allows you to verify two things. First if the customer name and customer registry name match. They do not need to be identical but they must refer to the same customer. Second, if the aircraft is associated with the proper customer. These wrongly associated aircraft can then be either transferred to the proper owner or removed from your database. A sample of this report is shown below. We recommend running this report and clearing the issues every 6 months.

Customer Registry Verification

Test airport

Printed on 2014/01/29

This report shows for each customer having a customer name different than its registry name, lists all its associated aircraft with the corresponding registry owner and address for each aircraft. It allows to verify two things. First if the customer name and customer registry name match. Second, if the aircraft is associated with the proper customer.

Customer Name: **Aero-Jet Aviation Inc**
Registry Name: **Aero Jet Aviation I Inc**

Address: 1745 Nw 51ST Pl Hngr 73,
Fort Lauderdale FL 33309-2755 United States

<u>Registration</u>	<u>Registry Owner</u>
N111WB	Aero Jet Aviation I Inc
N131AJ	Aero Jet Aviation I Inc

<u>Registry Address</u>
1745 Nw 51ST Pl Hngr 73, Fort Lauderdale, 11, FL 33309-2755 U
1745 Nw 51ST Pl Hngr 73, Fort Lauderdale, 11, FL 33309-2755 U

Customer Name: **Air Inuit Ltd.**
Registry Name: **Air Inuit Ltd. Air Inuit Ltee**

Address: 6005, Boul. Côte-Vertu,
Montréal QC H4S 0B1 Canada

<u>Registration</u>	<u>Registry Owner</u>
CGAIG	Air Inuit Ltd. Air Inuit Ltee

<u>Registry Address</u>
6005, Boul. Côte-Vertu, Montréal, QC H4S 0B1 Canada

Customer Name: **Air Kelso Llc**
Registry Name: **Kelso Air li Llc**

Address: 233 Industrial Ave,
Teterboro NJ 07608-1021

<u>Registration</u>	<u>Registry Owner</u>
N500PG	Kelso Air li Llc

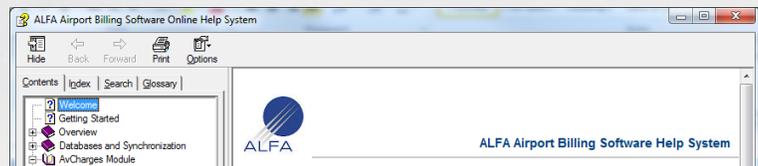
<u>Registry Address</u>
233 Industrial Ave, Teterboro, 3, NJ 07608-1021 US

HOW TO GET SUPPORT ON ALFA

Just a friendly reminder as to how to get support on ALFA related issues. You can reach us by phone by calling +1-613-829-1156. Eric's extension is 19181 and Robert's extension is 19182.

You can also email your support request to our support email address: alfa.support@wspgroup.com. This email address is monitored by all ALFA staff and so there is no need to anyone else. The first person that is free to answer your question will respond in the order in which it was received.

Also, don't forget that there is a detailed help manual incorporated into ALFA. Go to the Help menu and select ALFA Help.



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NEW DATABASE SYNCHRONIZATION WEB SERVER

A new server is available for databases synchronization that is faster and more reliable. We recommend using it. To start using the new server, follow these easy steps:

1. **Change the location of the Database Update in ALFA.** Go to the Tools menu → System Preferences. In the Miscellaneous tab, toward the bottom in the field ALFA Download Web Address, replace www.psmi.ca with www.alfabilling.com and leave the rest as is; either `alfa_update/` or `alfa_update/transborder/` need to remain.
2. **Try to download the database for synchronization.** From ALFA central screen, go to Database\1. Download Latest Update File.
3. **Enter username and password.** You should now have your internet browser at the proper page and asking you for a username and password. Contact alfa.support@wspgroup.com for the updated credentials.

Once you are in, proceed with the normal steps to download the databases update and save it to your computer or server.

System Preferences - International Airport Limited

Customize ATC Data Invoice Terms
Tax Setup Accounting Setup User Defined Lists Time Setup
Airport Identification Administrative Setup **Miscellaneous** System Graphics

Miscellaneous

Use ICAD aircraft weights exclusively for all calculations
 Round aircraft weights to next highest 1000 kg

User Defined Field Titles

User 1 T1
User 2 T3
User 3 A1
User 4 CAT

Language Setup

Language English

Database Update Information

ALFA Download Web Address
www.psmi.ca/alfa_update/transborder/

ALFA Support Settings (Set only if instructed to by ALFA support)

Debug Level 0

Save Cancel Close

1
2
3
4

Replace www.psmi.ca with www.alfabilling.com
Address should read:
www.alfabilling.com/alfa_update
or
www.alfabilling.com/alfa_update/transborder
if that was what was there before.