

Updated ALFA Version Now Available!

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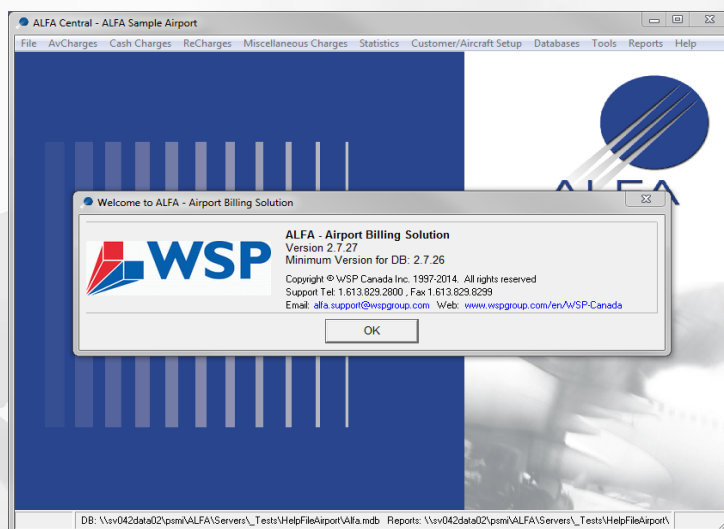
There is an updated version of ALFA now available (2.7.27). You can check the version of ALFA that you are currently running by going to the Help menu and choosing About. This update to ALFA includes numerous minor bug fixes, improvements and new features. We have highlighted below just some of the changes that are present in this version of ALFA. Depending on what version you are currently running, some of these may already be available to you.

Databases Menu Now Available in Customer and Aircraft Windows

The databases menu has been added to the Customer and Aircraft Windows for your convenience. Now the Canadian and US Registry information can be easily viewed while within a record detail. This means you no longer have to exit the Aircraft and Customer windows to be able to search ALFA's references databases. In addition to the two registries, the ICAO Air Traffic Designators, Air Carrier Codes and International Airport Codes databases be accessed through this menu option of the Customer and Aircraft windows.

New Admin Role Provides Improved Security Granularity

A new administrative role has been added to ALFA for greater flexibility and control. The existing Admin role has been renamed to System Administrator and a new Setup Administrator role has been added. As before, the System Administrator role is used to create new users in ALFA, reset their passwords and assign module level permissions. The new Setup Administrator role has permission to view and change AvCharge Fees and Schedules, System Preferences and the Chart of Accounts as well as being able to trigger Backup/Restore actions when connected to an MS Access databases backend.



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Ability to Change Values for Built-In Entries in Reference Databases

If enabled at the system level by WSP, this feature allows users at the airport to edit the values provided within three (3) references databases updated during the synchronization process (non-registry databases). As an example, the airport can override the default weight or number of seats provided in ALFA's ICAO Aircraft Designator database so that all new aircraft of the specified type use the new configuration. This provides greater control and is particularly useful for aircraft whose number of seats are small and close to a class break in a fee schedule. Once a built-in entry is modified by the user, it is flagged as Custom and it will retain its value following subsequent synchronizations.

New Edit Button in ReCharge to Protect Against Accidental Re-Assignment

A new edit button on the ReCharge Information window was added to help protect against accidental re-assignment of the contract to another customer. To change the customer assigned to a ReCharge you must now press the Edit button.

Please bear in mind that generally speaking, you should use the ReCharge Transfer function as opposed to simply changing the Customer assigned to the ReCharge.

ReCharge Item #	ReCharge Item	ReCharge Type	Status	Defer Revenue	Accrue	Start Date	End Date	Freq
1	Additional Parking Spaces	Fixed Lease	Extended			01-Jul-05	30-Jun-15	M
2	Additional Parking Spaces	Fixed Lease	Extended			01-Jul-05	30-Jun-15	M
3	Additional Ready Lot Spaces	Fixed Lease	Extended			01-Jul-08	30-Jun-16	M
4	Return Lane	Fixed Lease	Extended			01-Jul-08	30-Jun-16	M

Assign Unknown AC Registration or Carrier Directly to New Customer

In the past, you could assign an unknown aircraft registration or Air Carrier Code to a new Customer by clicking on View Customer when an unmatched movement was selected. This update brings a new time saving feature which allows the user to assign an unmatched aircraft directly to an existing customer or a new customer by clicking the renamed View/Set Customer button.

UTC Date	Aircraft ID	AC Designator	AC Description	UTC Time	Orig/Dest	Orig/Dest Name	Orig/Dest Country	Arr/Dep	Total Fee	Exists In CashCharges	Local Date	Local Time	Re
05-Jan-15	BG001	GLF5	GULFSTREAM AET	07:05:00	KORD	Chicago-O	UNITED	Departure	\$0.00	No	05-Jan-15	02:05:00	
11-Jan-15	KCR652	SW4	FAIRCHILD SWEA	07:58:00	KELP	El Paso Int	UNITED	Arrival	\$0.00	No	11-Jan-15	02:58:00	
11-Jan-15	KCR652	SW4	FAIRCHILD SWEA	09:25:00	KYIP	Willow Run	UNITED	Departure	\$0.00	No	11-Jan-15	04:25:00	
02-Jan-15	LCGJMS	UJ35	Leasejet - 35, 36 (C-2)	19:22:00	MMUN	Concan Int	UNITED	Arrival	\$0.00	No	02-Jan-15	14:22:00	L
01-Jan-15	LCGLNL	UJ35	Leasejet - 35, 36 (C-2)	19:51:00	KSRQ	Sarasota-b	UNITED	Arrival	\$0.00	No	01-Jan-15	14:51:00	L
10-Jan-15	UN31GJ	UJ35	Leasejet - 35, 36 (C-2)	09:24:00	MWCR	Roberts Int	CAYMAN	Arrival	\$0.00	No	10-Jan-15	04:24:00	
10-Jan-15	UN31GJ	UJ35	Leasejet - 35, 36 (C-2)	11:15:00	KORL	Executive	UNITED	Departure	\$0.00	No	10-Jan-15	06:15:00	
15-Jan-15	N940J4	UJ75	Leasejet 75	18:33:00	KICT	Wichita Mi	UNITED	Arrival	\$0.00	No	15-Jan-15	13:33:00	N
12-Jan-15	VPBW8	GL5T	BOMBARDIER - B	18:17:00	KAPF	Naples Mu	UNITED	Arrival	\$0.00	No	12-Jan-15	14:17:00	V
15-Jan-15	VPBW8	GL5T	BOMBARDIER - B	18:22:00	KSRQ	Sarasota-b	UNITED	Departure	\$0.00	No	15-Jan-15	13:22:00	V
15-Jan-15	VPBW8	GL5T	BOMBARDIER - B	18:48:00	KSRQ	Sarasota-b	UNITED	Arrival	\$0.00	No	15-Jan-15	14:48:00	V

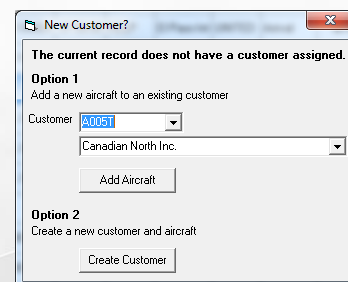
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This new functionality is expected to be of great use benefit to our airport users who have a very high number of aircraft movements that are not successfully matched against ALFA's built in reference databases. These include sites with a large number of aircraft operating with their Registration that are registered outside of Canada or the USA.

Here is how this new functionality works.

Clicking View/Set Customer on a movement whose Aircraft ID field is Red will bring up a window that gives the option to select an existing customer or create a new one. Option 1 is to assign this aircraft to an existing customer. Simply browse Customer Numbers or Customer Names, select the appropriate entry and click Add Aircraft.

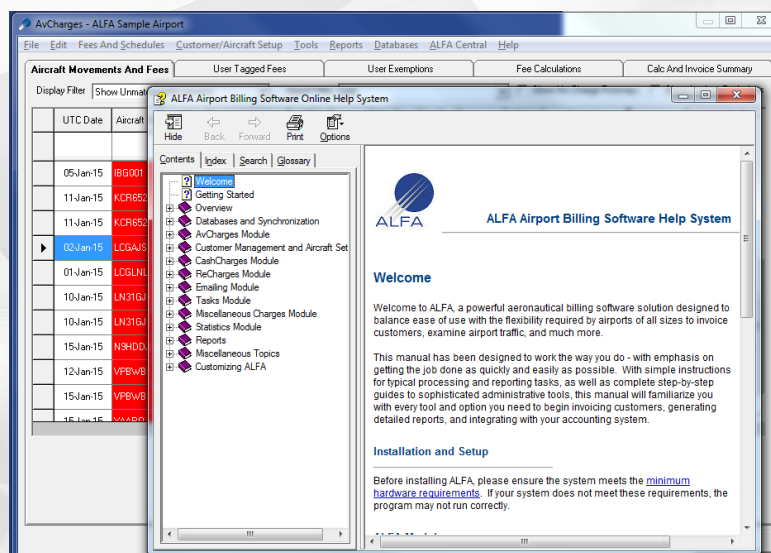
The Customer Aircraft window then appears allowing you to finalize the data entry (don't forget to assign an Operation Type) and User Verify the record. When you close the window, you will be asked whether you want to look up and match movements.



Updated Help File

The help file that ships with ALFA has been updated to reflect many of the new features now available in ALFA such as the new automated PDF/Emailing functionality ([see next story](#)) for invoices and the new administrative roles. Up-to-date ALFA support contact information can also be found in the help file.

The help file is always available from the Help Menu → ALFA Help.



AUTOMATED PDF/EMAILING AVAILABLE FOR INVOICES

As mentioned last year, ALFA now has the ability save individual invoices to PDF files (one invoice = one PDF) and email invoices. So far, more than 1/3 of ALFA sites have implemented this feature and are saving time, money and trees! This add-on feature is available for a small fee to cover the cost of the required meeting and setup, but it is quick to configure and implement.

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 also have a PDF copy of each

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invoice easily accessible through ALFA or simply by browsing the directory structure directly which makes them available independent of ALFA 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 on how to use it. Contact us if you are interested to learn more.

QUICK TIP – WHAT DO FLIGHT NUMBERS MEAN?

During the course of your work, you may have wondered whether flight numbers mean anything... A unique flight can be defined as a combination of the airline code, flight number and the date of flight. Flight number assignments have general guidelines that vary by company and are normally assigned during the flight schedule planning process. It can be based on available flight numbers, existing flights to similar markets and even the direction of the flight. Sometimes special flight numbers can be assigned such as flight 1 for an airline's flagship service or a flight containing the number 8 as it symbolizes good luck in some cultures.

0-99: Asia/South America/Hawaii
100-199: Domestic Transcontinental
200-299: Intra-west mainline & YYZ/YVR-YWG
300-399: DCA/PHL/BOS
400-499: Rapidair & YUL-YOW
500-599: ORD/SEA/LAS/PHX and YVR/YYC-LAX/SFO/EWR
600-699: Maritimes Domestic
700-799: LGA/EWR & E. Cda-SFO/LAX/SAN
800-899: Transatlantic
900-999: Florida & Sun destinations
1000-1099: DEN & US overflow
1100-1199: Domestic overflow
1200-1299: Seasonal Sun & Florida/PHX
1600-1999: Air Canada Vacations & Air Canada rouge
Air Canada Express numbers range from 7200-8999, depending on the specific carrier and destination.

Sample Flight Numbers for Air Canada

Below we provide are some links you can follow for some additional information.

- How are flight numbers issued for flight routes at Air Canada? [Click here.](#)
- Wikipedia's entry about flight numbers: [Click here.](#)

HOW TO GET ALFA SUPPORT

Just a friendly reminder as to how to get support for ALFA related issues. You can reach us by phone by calling +1-613-829-1156 a dialing our dedicated support extension @ 19188 to reach the first available person.

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 contact 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.