

GDC Services Access via PDA

User Guide



Usage Instructions

Once the application is open on your PDA and you are connected to the Internet (either a wireless connection or linked to a computer via ActiveSync), you may submit requests to the GDC.

You may also fill out and submit forms without being connected to the Internet, but the forms will not be transmitted to the GDC until you do connect. Until then, the completed forms will be stored in your Outlook outgoing mailbox.

When you open the application, you will see a list of the forms available to you. To open one of the forms, highlight the form name with the stylus and hold it until the “Proceed” box appears. Then tap “Proceed” to continue.

Once you have filled out any form, you may submit it to the GDC by tapping the “Submit” hotlink at the bottom of the form, or by selecting the “Menu” option in the lower-right corner of the screen, and then selecting “Submit”. If you wish to close a form without submitting it to the GDC, you may tap the “Close” hotlink at the bottom of the form, or select the “Menu” option in the lower-right corner of your screen, and then select “Close”.

In the forms, there are some fields that are required, and others that are either optional, or have a default value that may be changed. The required fields are noted below in the forms overview section. You may also see which fields are required by submitting a blank form; you will receive an error message, and the required fields will be highlighted in red.

If you are entering a Flight Plan or Weather request, these incoming requests will be handled by the GDC automation system. If you do not enter all the required data correctly, then you will receive a response message indicating the error. Please refer to the Automation Guide for possible error response messages.



Forms Overview

Note: Required fields in each form will be noted in **red text**.

- GDC Flight Plan Request

- **Password** – Enter your password here. No flight plans can be processed without a valid password.
- **Registration Number/Callsign** – Enter your registration number or callsign here.
- **Departure** – Enter your departure airport here.
- **Destination** – Enter your destination airport here.
- **ETD UTC** – Your estimated time of departure, Zulu time.
- **Alternate** – If you have an alternate airport, enter its identifier here.
- **Holding** – Enter a holding time by tapping the dropbox and selecting a value. Available values are zero (the default) 15, 30, 45 and 60 minutes.
- **Payload (lbs)** – Enter your payload weight in pounds here.
- **Fuel on Board (lbs)** – Enter your fuel on board weight in pounds here.
- **Reserve (lbs)** – Enter your desired reserve fuel weight in pounds here.
- **Route** – Select a route from the dropdown box. Available selections are Optimized (the default), Customer, ATC, User Defined, User Optimized, and NRP.



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- User Defined Route – Only available if User Defined is selected in the Route field. Input your route here.
- **Cruise Mode** – Enter your cruise mode here.
- Flight Level – Enter your flight level here.
- File Flight Plan with ATC – A yes/no dropdown box, with the default being no. If you want to file the flight plan, choose “yes”.
- PIC – Only available if you choose to file the flight plan with ATC. Input the name of the Pilot in Charge.
- SOB - Only available if you choose to file the flight plan with ATC. Enter the number of Souls on Board.
- Filing Date - Only available if you choose to file the flight plan with ATC. Input the date of your flight. Defaults to today’s date.
- ATC RMK - Only available if you choose to file the flight plan with ATC. Input any ATC remarks.
- Other GDC Instructions – Input any other instructions you may have for the Flight Data Specialist who will be preparing your flight plan. These instructions will be sent along with your flight plan request.



- Weather Request

- **Password** – Enter your password here. No weather requests can be processed without a valid password.
- **Station Identifiers** – Enter the station identifier here for each station for which you are requesting weather. Separate station identifiers with a space.
- **Select desired information** – Using your stylus, select the box next to each type of weather report you wish to receive. Your choices are: Terminal Weather, D-ATIS, NOTAM, Winds Aloft and TWIP.
- **PDC** – If you require a Pre-Departure Clearance, enter the Airport ID and your Registration Number here.
- **Other WX Requests** – Enter any other weather requests here.



- Fuel Request

- **Password** – Enter your password here. No fuel requests can be processed without a valid password.
- Quote / Order / Quote and Order – Select one of these options from the dropdown box. Default selection is “Quote”.
- Registration Number/Callsign – Enter your registration number or callsign here.
- **Airport ID** – Enter the ID of the airport at which you wish to fuel your aircraft.
- FBO Name – Enter the name of any FBO you may wish to use here.
- Desired Fuel Quantity – Enter the desired quantity of fuel you need here.
- Gallons / Pounds – Choose either Gallons or Pounds to measure your fuel quantity here. Default is “Gallons”.
- Fuel on Arrival / Fuel on Departure – Choose whether to fuel your aircraft upon arrival or departure at the airport. Default is “Fuel on Arrival”.
- ETA UTC – Only available if you choose “Fuel on Arrival” above. Enter your estimated time of arrival, Zulu, here.
- ETA Date – Enter the date you wish to fuel your aircraft. Defaults to today’s date.
- ETD UTC – Only available if you choose “Fuel on Departure” above. Enter your estimated time of departure, Zulu, here.
- Next Destination – Enter the airport ID of your next destination here.



- Other Instructions/Comments – Enter any other instructions or comments here.



- Airport Reservation Request

- **Password** – Enter your password here. No airport reservation request can be processed without a valid password.
- **Registration Number/Callsign** – Enter your registration number or callsign here.
- **Aircraft Type** – Enter your aircraft type here.
- **Type of Request** – Select either Arrival or Departure from the dropdown box. Default is “Arrival”.
- **Reservation Airport** – Enter the ID of the airport where you need to request a reservation.
- **Reservation Time UTC** – Enter the desired time of your reservation here, in Zulu time.
- **Reservation Date** – Enter the desired date of your reservation here. Defaults to today’s date.
- **Departure Airport** – Enter the ID of your departure airport here.
- **ETE (HHMM)** – Enter your estimated time en-route here, in hours and minutes.
- **Remain Overnight** – Select either Yes or No from the dropdown box. Default is “Yes”.
- **If requested time not available** – Choose to select an earlier or later reservation time if your primary choice is unavailable. Default is “Select Earlier”.
- **Hours +/-** - Combined with the above choice, choose to accept from zero to six hours difference from your primary choice if that primary choice is unavailable. Default is “0”.



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- Secondary Airport – Enter the ID of a secondary airport, if appropriate.
- Other GDC Instructions – Enter any other instructions for the Flight Data Specialists here.



- CDR Routes Request

- **Password** – Enter your password here. No CDR Route Request can be processed without a valid password.
- **Departure (ICAO Ident)** – Enter the ICAO identifier of your departure airport here.
- **Destination (ICAO Ident)** – Enter the ICAO identifier of your destination airport here.



- Position Report Request

- **Position Report Password** – Enter your password here. No position report requests can be completed without a valid password.
- **Registration Number** – Enter the registration number of the aircraft whose position report you are requesting here.
- **Type of Report** – Select the type of report from the dropdown menu: Most Recent Report, Last OFF/ON Report, Last 10 Reports, or Other. Default is “Most Recent Report”.
- **Other Report Type** – Only selectable if you chose “Other” above. Enter your desired report type here.



- Message Request

- **Password** – Enter your password here. No message requests can be processed without a valid password.
- **To** – Select the recipient of the message from the dropdown menu. Your choices are: Registration Number, to send a message to an aircraft; GDC, to send a message to the Flight Data Specialists; FS, to send a message to Flight Sentinel; and Other, to send a message to another party. Default is “Registration Number”.
- **Tail Number or Address** – The address you are sending the message to. You may enter: a tail number, to send a message to an aircraft; an email address, to send a message via email; or a telephone number, to have a message delivered via voice.
- **From** – Enter who the message is from here.
- **Message or Request** – Enter the message or request here.

