

26JUNE2026

American Airlines



OPS

Training Guide

for new hires



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Signing in to DECS

1. CTRL + ALT + D, F2

- For home partition, use MQ

The interface consists of two main display areas, Screen A and Screen B, both currently showing a solid blue screen. To the right of these screens is a sidebar containing the following information:

- Date/Time:** Friday 17 Apr 26 12:34p
- Session 1:** OK
- Session 2:** HP2 OK PROD
- Insert:** Insert
- Misc Info:** JUN 2026.04.08.01
- Information:** (Large blue area)

At the bottom of the interface is the **DECS Sign-In Keypad**, which includes the following function keys:

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
DECS Customer Service Keypad	Sign-In DECS Update						Sign-In DECS Pilot	Sign-In DECS F/As	Sign-Out DECS

Screen A		Date/Time							
		Friday 17 Apr 26 12:36p							
		Session 1							
		OK	7C4D48						
		Session 2							
		HP2	OK	PROD					
		Insert	Misc Info						
		Insert	AA Partition						
		Information							
Screen B		Sign Into DECS							
		Home Partition * : ☐							
		Employee ID:							
		Current DECS Passcode:							
		New DECS Passcode:							
		(For passcode reset via your PIN, just type CHANGE)							
		Suffix:							
		(IF used at sign-in)							
DECS Sign-In Keypad									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
DECS Customer Service Keypad	Sign-In DECS Update						Sign-In DECS Pilot	Sign-In DECS F/As	Sign-Out DECS

Screen A		Date/Time							
		Friday 17 Apr 26 12:37p							
		Session 1							
		HP1 DECS	OK						
		Session 2							
		HP2	OK	PROD					
		Insert	Misc Info						
		Insert	MQ Partition						
		Information							
Screen B									
DECS Update Keypad									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

Field Conditions

Field conditions must be updated every day at the start of each day, 1200, 1800, and at station close. Field conditions must also be updated any time the conditions change.

2. Before we update the field conditions, we'll need to check the NOTAMS to see if any runways are closed or wet.

- Shift + N
 - Type: "SLS*PIA/NO" then press [Enter]

The screenshot shows a terminal window titled "QIK CHK" with a blue background. It displays two main screens: "Screen A" and "Screen B". "Screen A" is mostly blank blue. "Screen B" shows a "Free Format Entry" window with the text "Free Format Entry: SLS*PIA/NO" and a cursor. Below this, there are instructions for window and key functions. At the bottom, there is a "DECS Update Keypad" with 10 function keys (F1-F10) labeled with their respective functions.

DECS Update Keypad									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

- If any runways are closed or wet, it will say under

----- RUNWAY -----

QIK CHK

Screen A

```

PIA KP1A 171746
170040
NO/
-----
- KP1A/KP1A - GREATER PEORIA RGNL
-----/
----- RUNWAY -----
-TWY E6 EDGE MARKINGS EAST SIDE FADED 2602272115-2608312030
27FEB26/2115 31AUG26/2030 KP1A 02/073
----- APPROACH AND LANDING -----
-KP1A IAP GENERAL DOWNING - PEORIA INTL,
#>

```

Screen B

Date/Time
Friday 17 Apr 26 12:46p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert Misc Info
Insert MQ Partition

Information

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Divisions	F5 DECS FLIFO	F6 Weather	F7 Cargo Updates	F8 Crew List	F9 Second DECS Update Keypad	F10 Sign-Out DECS
--	----------------------------------	---------------------------------------	-----------------------------	---------------------	---------------	------------------------	--------------------	--	-------------------------

3. Now that we've checked the NOTAMS, it's time to update the field conditions

- Press F6, OPT. 2

QIK CHK

Screen A

Screen B

Date/Time
Friday 17 Apr 26 12:37p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert Misc Info
Insert MQ Partition

Information

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Divisions	F5 DECS FLIFO	F6 Weather
--	----------------------------------	---------------------------------------	-----------------------------	---------------------	---------------

Weather

Field Conditions:
1. Display Field Conditions (SLS* /FC)
2. Update Field Conditions (SLO* /FC)
3. Display Deicing Report (SLS* /DI)
4. Update Deicing Report (SLO* /DI)
5. Update Station Info (SLO* /FI)

Weather Delays:
6. City Weather / METAR (SLS* /ALL)
7. Terminal Weather / Runways (RW*)
8. WX forecast (SLS* /TAF)
9. WX / Temp / Wind (SLTD)

Option: 2

4. Press [Enter] for PIA

Screen A

Screen B

DECS Update Keypad

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

5. Enter “Y” to verify all info.

- Update any station information in this screen as needed. For example, we update the date for the airbottle each day to match
- Once all info is updated, press “Enter”

Screen A

Screen B

Update Field Conditions

All info verified: Y (Y/N)
 Enter local NOTAMS and special advisories.
 Include the discontinue date.
 *GROUND AIR OUT OF SERVICE DUE TO MTX. 17APR26
 *AIRSTART OUT OF SERVICE DUE TO MTX. 17APR26

 *BALLAST ON HAND - 175 LBS / INVENTORIED 13APR26

Field condition information is shared between AA and TE.

6. Now we update the runway conditions

- If any runways are closed, we'll put a marker in the closed section; otherwise, we'll leave it blank.
- If the runways are dry, we'll put a marker in the dry section. If the runways are wet, we'll remove the marker in the dry section and place a marker in the wet section. This same concept applies if the runways were dry but were previously wet.
- If the runways are wet with condition codes less than a 5, they will need to be entered in the Remarks section. This information would have been received from the NOTAMS. Example: RWYCC 04 5/4/5
- Using a RWYCC Matrix, you will enter the RAMP/TXWY condition in the remarks section when it is wet. Example: Good

Screen A										Date/Time	
SLOW PIA /FC ACTIVE TAA SEE NOTAMS (ALL INFO VERIFIED LOCAL NOTAMS/SPECIAL ADVISORIES /INCLUDE DISCONTINUE DATE *GROUND AIR OUT OF SERVICE DUE TO MTX. 17APR26 *AIRSTART OUT OF SERVICE DUE TO MTX. 17APR26 ----- *BALLAST ON HAND - 175 LBS / INVENTORIED 13APR26										Friday 17 Apr 26 01:01p	
Session 1											
HP1 SABRE OK										3D6181	
Session 2											
HP2 OK										PROD	
Insert					Misc Info						
Insert					MQ Partition						
Information											

Screen B									
RWY	(04	(22	(	CLOSED	(X	(			REMARKS
13	31			CLOSED	X				
				CLOSED					
				CLOSED					
#>				CLOSED					

Update Field Conditions									
Runway:		Closed:		Dry:		Wet:		Remarks:	
04	22					X		RWYCC 04 5/4/5	
13	31					X			
RAMP/TXWY SURFACE		(X							
CURRENTLY SHARED AA/TE									
ENTER HERE (*									
>									

F1	F2	F3
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules

Runway/TXWY	Dry	Wet	GOOD
		X	

Screen A										Date/Time	
SLOW PIA /FC ACTIVE TAA SEE NOTAMS (ALL INFO VERIFIED LOCAL NOTAMS/SPECIAL ADVISORIES /INCLUDE DISCONTINUE DATE (*GROUND AIR OUT OF SERVICE DUE TO MTX. 17APR26 *AIRSTART OUT OF SERVICE DUE TO MTX. 17APR26 ----- *BALLAST ON HAND - 175 LBS / INVENTORIED 13APR26										Friday 17 Apr 26 01:02p	
Session 1											
HP1 SABRE OK										3D6181	
Session 2											
HP2 OK										PROD	
Insert					Misc Info						
Insert					MQ Partition						
Information											

Screen B											
RWY	(	CLOSED	(X	(	REMARKS						
04	(22	CLOSED	(X	(							
13	(31	CLOSED	(X	(							
	(	CLOSED	(	(							
	(	CLOSED	(	(							
#>		CLOSED	(	(							

Update Field Conditions									
Runway:		Closed:		Dry:	Wet:	Remarks:			
04	22	X				RWYCC 31 3/3/3			
13	31				X				
RAMP/TXWY SURFACE		(X							
CURRENTLY SHARED AA/TE									
ENTER HERE (*									
>									

F1	F2	F3
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules

Runway/TXWY	Dry	Wet	Poor
		X	

Screen A		Date/Time	
OK INFO SENT TO DISPATCHERS >		Friday 17 Apr 26 12:38p	
		Session 1	
		HP1 DECS OK	
		Session 2	
		HP2 OK	PROD
		Insert	Misc Info
		Insert	MQ Partition
		Information	

Screen B	
CLOSED	(X)
CLOSED	
CLOSED	
CLOSED	
CLOSED	
CLOSED	
CLOSED	
CLOSED	
CLOSED	
CLOSED	
RAMP/TXWY SURFACE	
CURRENTLY SHARED AA/TE	
ENTER HERE (*	
>	

DECS Update Keypad									
F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Diversions	F5 DECS FLIFO	F6 Weather	F7 Cargo Updates	F8 Crew List	F9 Second DECS Update Keypad	F10 Sign-Out DECS

De-icing Report

The de-icing report must be updated each day at the start of the shift during de-icing season. This report is mandatory from October 1st - April 30th regardless of weather conditions.

1. Update de-icing report

a. F6, OPT. 4

The screenshot displays the QIK CHK system interface. It features two main screens, Screen A and Screen B, both of which are currently blank. To the right of the screens is a vertical menu with the following options: Date/Time (Friday 17 Apr 26 12:37p), Session 1 (HP1 DECS OK), Session 2 (HP2 OK PROD), Insert (Insert), Misc Info (MQ Partition), and Information. At the bottom of the interface is the DECS Update Keypad, which consists of six function keys: F1 (Flight Release / Close Out), F2 (A/C Routing / Runway), F3 (Airport Gates / Schedules), F4 (Delays / Diversions), F5 (DECS FLIFO), and F6 (Weather). The F6 key is highlighted, and a Weather menu is open, showing the following options: Field Conditions (1. Display Field Conditions (SLS* /FC), 2. Update Field Conditions (SLO* /FC), 3. Display Deicing Report (SLS* /DI), 4. Update Deicing Report (SLO* /DI), 5. Update Station Info (SLO* /FI)), Weather Delays (6. City Weather / METAR (SLS* /ALL), 7. Terminal Weather / Runways (RW*), 8. WX forecast (SLS* /TAF), 9. WX / Temp / Wind (SLTD)), and Option: 1.

2. Press [Enter] for PIA

QIK CHK

Screen A

Date/Time
Friday 17 Apr 26 12:37p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert
Insert

Misc Info
MQ Partition

Information

City
City: PIA

Screen B

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Diversions	F5 DECS FLIFO	F6 Weather	F7 Cargo Updates	F8 Crew List	F9 Second DECS Update Keypad	F10 Sign-Out DECS
----------------------------------	----------------------------	---------------------------------	---------------------------	------------------	---------------	---------------------	-----------------	---------------------------------	----------------------

- Depending on whether or not deicing is actually in effect, enter either "Y" or "N", then hit [Enter]

QIK CHK

Screen A

SLOW PIA /DI
DEICING IN EFFECT (AIRCRAFT TYPES (CRJ200,CR7,CR900,175
DEICING LOCATION TYPE FLUID IN USE
PRIMARY (OFF GATE 3 AND 4 (TYPE1 DOW UCAR PG ADF
SECONDARY (REMOTE PAD (IV DOW FLTGUARD AD49
PRE-TAKEOFF CHECK SITES (GATE AND RAMP
ANTICIPATED DEICE/OFF TIME (15
REMARKS:
(0 OF 2 TRUCKS OPERATIONAL
(TYPE I 2078 GAL
(TYPE IV 690 GAL
COORDINATOR(NONE PHONE(3096156225 FREQ(131.6
#>

Date/Time
Friday 17 Apr 26 01:12p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert
Insert

Misc Info
MQ Partition

Information

Update Field Conditions

Deicing In Effect: (Y/N)

Aircraft Types: CRJ200,CR7,CR900,175

Primary:
Location: OFF GATE 3 AND 4
(e.g. Gate A2)

Fluid Used: TYPE1 DOW UCAR PG ADF

Secondary:
Location: REMOTE PAD

Fluid Used: IV DOW FLTGUARD AD49

Pre-Takeoff
Check Sites: GATE AND RAMP

Anticipated
Deice/Off Time: 15

F1
Flight Release / Close Out

F2
A/C Routing / Runway

F3
Airport Gates / Schedules

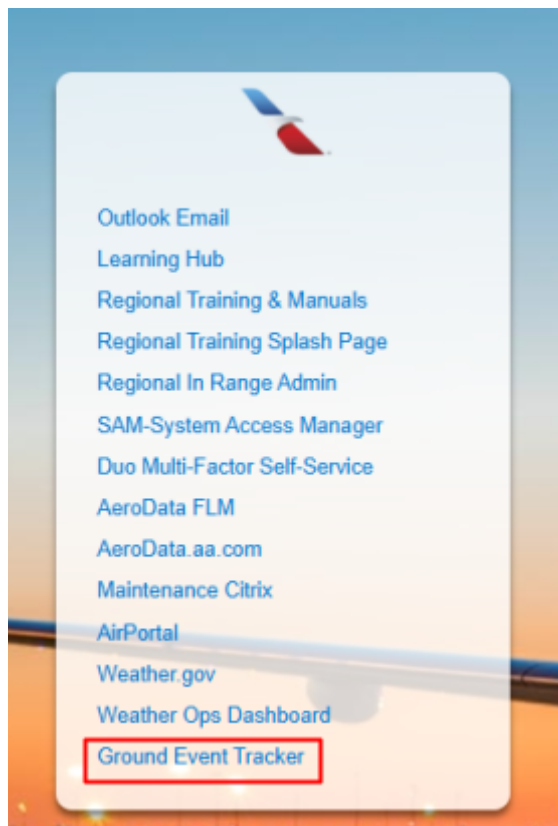
- Enter your deicing coordinator for the shift
- Verify that all information is correct
- Share report then hit [Enter]

Screen A				Date/Time	
SLOU PIA /DI DEICING IN EFFECT (AIRCRAFT TYPES (CRJ200,CR7,CR900,175 DEICING LOCATION TYPE FLUID IN USE PRIMARY (OFF GATE 3 AND 4 (TYPE1 DOW UCAR PG ADF SECONDARY (REMOTE PAD (IV DOW FLTGUARD AD49 PRE-TAKEOFF CHECK SITES (GATE AND RAMP ANTICIPATED DEICE/OFF TIME (15 REMARKS: (0 OF 2 TRUCKS OPERATIONAL { (TYPE I 2078 GAL (TYPE IV 690 GAL COORDINATOR(NONE PHONE(3096156225 FREQ(131.6 #>				Friday 17 Apr 26 01:14p Session 1 HP1 DECS OK Session 2 HP2 OK PROD Insert Misc Info Insert MQ Partition Information	
Update Field Conditions					
PRE-TAKEOFF CHECK SITES (GATE AND ANTICIPATED DEICE/OFF TIME (15 REMARKS: (0 OF 2 TRUCKS OPERATIONAL { (TYPE I 2078 GAL (TYPE IV 690 GAL COORDINATOR(NONE (ALL INFORMATION VERIFIED AS COR NOT CURRENTLY SHARED ENTER HERE (* >				Remarks: 0 OF 2 TRUCKS OPERATIONAL TYPE I 2078 GAL TYPE IV 690 GAL Coordinator: NONE Phone: 3096156225 Frequency: 131.6 All Information Verified As Correct: Y (Y/N) Share Report: Y (Y/N)	
F1	F2	F3			
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	De		

Screen A				Date/Time	
OK INFO SENT TO DISPATCHERS >				Friday 17 Apr 26 01:16p Session 1 HP1 DECS OK Session 2 HP2 OK PROD Insert Misc Info Insert MQ Partition Information	
Screen B					
PRE-TAKEOFF CHECK SITES (GATE AND RAMP ANTICIPATED DEICE/OFF TIME (15 REMARKS: (0 OF 2 TRUCKS OPERATIONAL { (TYPE I 2078 GAL (TYPE IV 690 GAL COORDINATOR(NONE PHONE(3096156225 FREQ(131.6 (ALL INFORMATION VERIFIED AS CORRECT NOT CURRENTLY SHARED ENTER HERE (* >				SHARE REPORT (TE	
DECS Update Keypad					
F1	F2	F3	F4	F5	F6
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Divisions	DECS FLIFO	Weather
F7	F8	F9	F10		
Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS		

Using GET (Ground Event Tracker)

GET is a very helpful tool that provides you with a lot of information all in one place. You can access GET from the desktop application or from regional carrier links.



American Airlines Ground Event Tracker

Search Flight/Tail Gate 13:41 Welcome Evan Regional Ops Lead Agent

STATS PIA 3 4 3 1 2 All 10

Hybrid View Flight from past 6 hours to next 24 hours - Total Gates

Filter By: All Columns Filter Flight(s)

ZONE	GATE	FTMD	ORG	STATUS	LAT	EQ TYPE	TAIL	GATE	FTMD	DEST	LDT	STATUS	ETD CODE	ALERTS & NOTIFICATIONS	MOGT/GT/VAR	TUD
NoZone	3	3348	DFW	SKD	17:08	E70F	749	3	3789	DFW	17:40	SKD			30/32	239
NoZone	3	5391	CLT	PRE	17:51	CR70	532	3	5391	CLT	18:23	SKD			30/32	282
NoZone	3	3731	ORD	SKD	18:24	E70F	784	3	3731	ORD	19:05	SKD			30/41	+300
NoZone	4	5451	CLT	SKD	23:52	C9PS	J07	4	5193	CLT	05:02/18	SKD			0/310	+300
NoZone	—	4077	ORD	SKD	23:33	E70F	778	—	3931	ORD	06:00/18	SKD			35/287	+300
NoZone	—	5496	DFW	SKD	23:13	C9PS	—	5	5235	DFW	07:00/18	SKD			0/467	+300
NoZone	3	5611	DFW	SKD	11:42/18	C9PS	—	3	5611	DFW	12:12/18	SKD			0/30	+300
NoZone	3	4179	ORD	SKD	12:52/18	E75E	007	3	4179	ORD	13:22/18	SKD			30/30	+300

Registration Number VS Tail Number

- The aircraft registration number consists of five alphanumeric characters and is how the aircraft is identified by the FAA. Example: N123AZ
- The aircraft tail number consists of three alphanumeric characters and is how the company tracks the aircraft information. Example: 123

AA / MQ / TE Partitions

AA	MQ	TE
		   

How to Check Aircraft MELS

- For MQ Flights...

- F2, OPT. 3

The screenshot displays the QIK CHK system interface. The main window is divided into two sections: Screen A (top) and Screen B (bottom). Screen A is currently blank. Screen B shows a menu with the following options:

DECS Update					
F1	F2	F3	F4	F5	W
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	

Below the menu, there is a section titled "A/C Routing / Runway" with the following options:

Routing Options:

1. Display A/C Routing by Tail Nbr (RGA)
2. Display Station Schedule (RGG)
3. Display List of MELS (RGMN)

Runway Options:

4. Display Runway Open/Closed Status (VAT)
5. Display Airport Analysis (VAA*)
6. Print Airport Analysis and Runway (VAQ*)

Option: 1

The right-hand side of the interface shows a sidebar with the following information:

- Date/Time: Friday 17 Apr 26 03:38p
- Session 1: HP1 DECS OK
- Session 2: HP2 OK PROD
- Insert: Insert
- Misc Info: MQ Partition
- Information: (blank)

- OPT. 1

The screenshot displays the QIK CHK system interface. The main window is divided into two sections: Screen A (top) and Screen B (bottom). Screen A is currently blank. Screen B shows a menu with the following options:

DECS Update Keypad									
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

Below the menu, there is a section titled "MELS for Aircraft" with the following options:

1. MEL Status by A/C (RGMN)
2. MEL Alert by A/C (RGMX)

Option: 1

The right-hand side of the interface shows a sidebar with the following information:

- Date/Time: Friday 17 Apr 26 03:39p
- Session 1: HP1 DECS OK
- Session 2: HP2 OK PROD
- Insert: Insert
- Misc Info: MQ Partition
- Information: (blank)

- Enter the tail number and “MQ”

Screen A

Screen B

DECS Update Keypad

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

- The list of MELS will be listed in Screen A

Screen A

Screen B

DECS Update Keypad

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

- For TE Flights...

- View the inbound flight release. In this example we'll look at a PSA flight.

○ F1, OPT. 2

The screenshot shows the QIK CHK system interface. The main display area is divided into two sections: 'Screen A' (top) and 'Screen B' (bottom). The right side of the interface contains a sidebar with the following sections:

- Date/Time:** Friday 17 Apr 26 03:45p
- Session 1:** HP1 DECS OK
- Session 2:** HP2 OK PROD
- Insert:** Insert
- Misc Info:** MQ Partition
- Information:** (Empty box)

Below the sidebar, the 'Flight Release / Close Out' menu is displayed, listing the following options:

1. Print Flight Release (JP*)
2. Display Flight Release/STN OPS Copy (JPD)
3. Display Flight Release with Time Condition
4. Display Piedmont Flight Release
5. Display Cargo Load Manifest (CLM*)
6. Update Cargo Load Manifest (CLM)
7. Display Baggage Location (DRLF)
8. Update Baggage Location (DRLM)

At the bottom of the screen, there is a 'DECS Update' keypad with the following buttons:

F1	F2	F3	F4	F5
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO

The 'Option: 2' is selected at the bottom of the menu.

○ Enter the inbound flight info, the press [Enter]

The screenshot shows the QIK CHK system interface after entering flight details. The main display area is divided into two sections: 'Screen A' (top) and 'Screen B' (bottom). The right side of the interface contains the same sidebar as the previous screenshot. Below the sidebar, the 'Flight Details' form is displayed, showing the following information:

- Flight Number:** 5391
- City Code:** CLT
- Day of the Month:** 17 (DD)
- Print:** N (Y/N)

At the bottom of the screen, there is a 'DECS Update Keypad' with the following buttons:

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

- Once the flight release is displayed, you can either [Pg Dn] until you see the list of MELS, or you can use [Shift + N] and type "MD/A/C INFO" and it will take you directly to the MELS.

QIK CHK

Screen A

RELEASE FLIGHT IFR 17APR26
 TAIL TYP FLT ORG DST TOA AL1 AL2 PAYLD/PAX/BAG T/OFUEL RAMP
 532 RJ7 5391 CLT PIA ORD 13652/059/059 10226 13877
 AC REG
 N532EA

DISPATCH RELEASE 4H317401 GENERATED AT 1853 17APR26 UTC

REMINDER - INFLIGHT AIRCRAFT IRREGULARITIES SHALL BE
 COMMUNICATED AS SOON AS DUTIES PERMIT USING
 /X/ VIA ACARS

SUBJECT TO THE FOLLOWING CONDITIONS
 //TANKER FUEL FLIGHT//
 #>

Screen B

Free Format Entry

Free Format Entry: MD/A/C INFO

Window: A (A or B only) Check-in = 6- Return Key = \

End Item = + Cross of Lorraine=Shft+3

Change Key = Shft+2

Display(*) = Shft+8 or * on Number keys

DECS Update Keypad

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Divisions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

Date/Time
 Friday 17 Apr 26 03:46p

Session 1
 HP1 DECS OK

Session 2
 HP2 OK PROD

Insert **Misc Info**
 Insert TE Partition

Information

QIK CHK

Screen A

... A/C INFO ... #
 PLACARD.....DESCRIPTION.....
 NONE

FFL
 5391/17/532/1635

CLT PIA ORD
 RELEASE FLIGHT IFR 17APR26
 TAIL TYP FLT ORG DST TOA AL1 AL2 PAYLD/PAX/BAG T/OFUEL RAMP
 532 RJ7 5391 CLT PIA ORD 13652/059/059 10226 13877
 #>

Screen B

Free Format Entry

Free Format Entry: MD/A/C INFO

Window: A (A or B only) Check-in = 6- Return Key = \

End Item = + Cross of Lorraine=Shft+3

Change Key = Shft+2

Display(*) = Shft+8 or * on Number keys

DECS Update Keypad

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Divisions	DECS FLIFO	Weather	Cargo Updates	Crew List	Second DECS Update Keypad	Sign-Out DECS

Date/Time
 Friday 17 Apr 26 03:49p

Session 1
 HP1 DECS OK

Session 2
 HP2 OK PROD

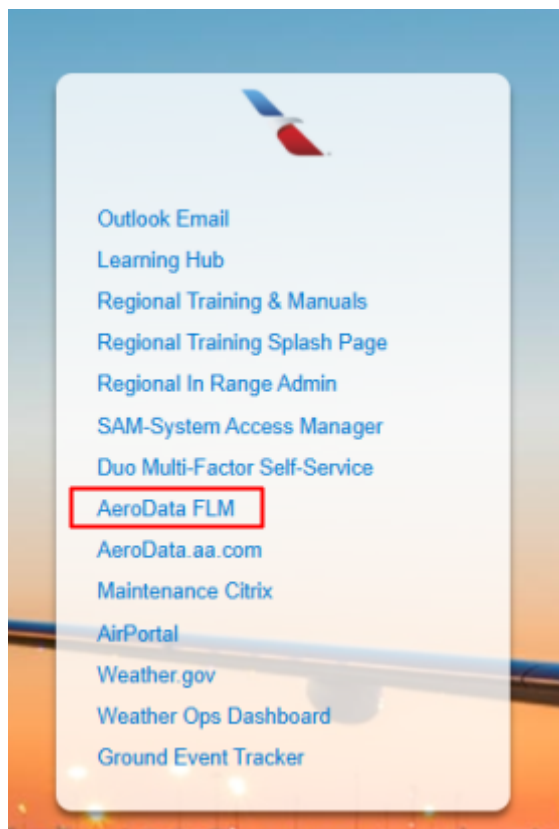
Insert **Misc Info**
 Insert TE Partition

Information

- This A/C does not currently have any MELS

View Fuel Amount in FLM

To view the fuel amount in FLM, visit AeroData FLM via regional carrier links.



Select the flight by clicking the “view magnifying glass”

Flight Load Monitor

Now UTC
17 Apr 20:51:53

Now Local
17 Apr 15:51:53

Last Refresh
17 Apr 03:51 PM

-1 hrs
02:51 PM

4 hrs
07:51 PM

Flight List

Enter text to search...

Search Clear

View	Gate	Flight	Origin	Dest	Risk	A/C REG	A/C Type	STD LOCAL	ETD LOCAL	Flight Status	A/C Status	Airline
	3	3789	PIA	DFW	HIGH	N749BM	ERJ-170	05:40 PM	05:40 PM	Ontime		ENY
	3	5391	PIA	CLT	none	N532EA	CRJ-700	06:23 PM	06:23 PM	Ontime		JIA
	3	3731	PIA	ORD		N784DP	ERJ-170	07:05 PM	07:05 PM	Canceled		ENY

Page 1 of 1 (3 items)1Page size: 50

Under the Dispatch section, use the MAX FUEL amount only once the green COMPLETE shows

Flight Load Monitor Overview Gate Ramp Flight Events Reports Flight List

Overview Flight ENY 4179 Gate 3 STD 01:22 PM No Valid Loading Solution
PIA - ORD 17 Apr '26 ETD 01:23 PM TOW CG Within 3% of FWD Limit
A/C ID 014 ERJ-175 OFF 1:35 PM LDW CG Within 3% of FWD Limit

Status ☒ Dx Release 12:22 PM ☒ Electronic Signature 1:12 PM by 740946 ☒ FFD CA 1:12 PM by 740946 ☒ FFD FO 12:22 PM by 953702
☒ Crew Request 1:19 PM ☒ Pax Closeout 1:18 PM ☒ Ramp Closeout 1:17 PM ☐ Reopen Gate ☐ Reopen Ramp

Crew Summary: Flight Deck Standard Cabin Standard Payload Remaining: 7,339 lbs / Pax 24 or Bags 244

Gate Complete ☒ Pax Feed ON ☒ Crew Feed ON

Pilots 2
Flight Attendants 2 Seats Available 24
Additional FD 0 Aircraft Capacity 76
Additional Cabin 0

	Booked	Checked	Final
Total PAX	54	52	52
Souls on Board	58	56	56

Last Message: 18:18:03Z

Ramp Complete

	Scan/Plan	Checked Bags
Standard	25/ 25	25
Heavy	1/ 1	
Valet	/	
---TOTALS---		
Bag PCS	26/ 26	
Bag WT	858/ 858 lb.	

Scanning Completed at 18:17:41Z

Dispatch Complete

ENY 4179 KPJA-KORD 17APR26
TLR-1 SEQ-92643680 17APR26 1707Z
A/C N214NN EMB-175 CF34-8E5

MFPTW	76625	MTN FUEL	220
PMRTW	90130	MAX FUEL	6702
PTOW	70408	TAXI FUEL	355
PZFW	64061	ENROUTE FUEL	1668

Flight Crew Complete

Crew Request 01:19 PM FOB 6,830

Weight and Balance Correction

In the event that there is a weight and balance issue, you will see a yellow CG EXCEEDANCE CORRECTIVE ACTION banner

Flight Load Monitor Overview Gate Ramp Flight Events Reports Flight List

Overview Flight ENY 3789 Gate 3 STD 05:40 PM No Valid Loading Solution
PIA - DFW 17 Apr '26 ETD 05:40 PM TOW CG Within 1% of AFT Limit
A/C ID 749 ERJ-170 T- 01:32:00 ZFW CG Within 1% of AFT Limit
LDW CG Within 1% of AFT Limit

Status ☐ Dx Release ☐ Electronic Signature ☐ FFD CA ☐ FFD FO
☐ Crew Request ☐ Pax Closeout ☐ Ramp Closeout ☐ Reopen Gate ☐ Reopen Ramp

Crew Summary: Flight Deck Standard Cabin Standard Payload Remaining: 3,271 lbs / Pax 0 or Bags 109

CG Exceedance Corrective Action: ADD 225 LBS BALLAST IN F1

Assign Gates and Baggage Claim

It is very important to have gate assignments updated for our flight crews, airport agents, and passengers. By using GET, we can see which gates are assigned to the flights and if there are any flights that do not have a gate assignment. You can also see if any flights have a gate conflict. That is when a flight is scheduled to be at a gate that is already in use by another flight.

F3, OPT. 4

The screenshot displays the QIK CHK system interface. The main window is divided into two sections: Screen A (top) and Screen B (bottom). Screen A shows a large blue area, likely for flight data. Screen B shows a large blue area, likely for gate assignments. To the right of the main window is a sidebar with various menu items. The 'Airport Gates / Schedules' menu is open, showing four options: 1. Display Gate Schedule (RGT), 2. Display Arrival Information (GILDISW A), 3. Display Departure Information (GILDISW D), and 4. Update Gate & Baggage Claim (GG). Option 4 is selected, and the 'Option: 4' is displayed at the bottom of the menu. Below the main window is a 'DECS Update Keypad' with buttons for F1 through F6, each with a corresponding function: F1 (Flight Release / Close Out), F2 (A/C Routing / Runway), F3 (Airport Gates / Schedules), F4 (Delays / Diversions), F5 (DECS FLIFO), and F6 (Weather). The 'Option: 4' is also displayed at the bottom of the keypad.

Date/Time	
Friday 17 Apr 26	04:00p
Session 1	
HP1 SABRE OK	8CE3E1
Session 2	
HP2 OK	PROD
Insert	
Insert	MQ Partition
Information	
Airport Gates / Schedules	
1. Display Gate Schedule (RGT)	
2. Display Arrival Information (GILDISW A)	
3. Display Departure Information (GILDISW D)	
4. Update Gate & Baggage Claim (GG)	
Option: 4	

DECS Update Keypad					
F1	F2	F3	F4	F5	F6
Flight Release / Close Out	A/C Routing / Runway	Airport Gates / Schedules	Delays / Diversions	DECS FLIFO	Weather

If the flight number is a “round robin” this means that it is the same flight number for both the inbound and outbound flight. You can update both the arrival gate/baggage claim and the departure gate at the same time. If the flights operate with different flight numbers, you’ll have to update the information one flight at a time.

QIK CHK

Screen A

Screen B

DECS Update Keypad

F1

Flight
Release /
Close Out

F2

A/C
Routing /
Runway

F3

Airport
Gates /
Schedules

F4

Delays /
Diversions

F5

DECS
FLIFO

F6

Weather

C

U

Date/Time

Friday 17 Apr 26 04:04p

Session 1

HP1 SABRE OK 8CE3E1

Session 2

HP2 OK PROD

Insert

Misc Info

Insert MQ Partition

Information

Update Baggage Claim Information

Flight Number:

Day of the Month: 17

City: PIA

Arrivals

Gate Number: (e.g. A3)

Baggage Area: (e.g. BA2)

Departures

Gate Number:

Baggage Area:

View Outbound Crew Info

The easiest way to view outbound crew info is by looking in GET.

By clicking on a flight, you will have the option to select the crew tab.

The screenshot shows the American Airlines Ground Event Tracker interface. The 'Flight List View' is active, displaying a table of flights. The first flight, MQ3348, is highlighted. In the 'EVENTS' section for this flight, the 'Crew' tab is selected, indicated by a red arrow. The 'Crew' tab shows the planned start and end times for the crew members.

ZONE	GATE	FLIGHT	ORIGIN	STATUS	LAT	EQ TYPE	TAIL	GATE	FLIGHT	DEST	LEF	STATUS	ETD CODE	ALERT
NoZone	3	3348	DFW	ETA	17:04	E70F	749	3	3789	DFW	17:40	SKD		
Offload 0% Planned Start 17:07 NOT STARTED (0/07) Claimacian 0% Planned Start 17:11 NOT STARTED (0/07) Crew 0% Planned Start 16:20 NOT STARTED (0/04) Agg 0% Planned Start 17:10 NOT STARTED (0/10) Pse 0% Planned Start 17:10 NOT STARTED (0/02) Cabin Planned Start 17:07 Planned End 17:09 NOT STARTED (0/1) CLOSEOUTS OPEN OPEN														
NoZone	3	5391	CLT	PRE	17:55 (+4)	CR70	532	3	5391	CLT	18:23	SKD		
NoZone	4	5451	CLT	SKD	23:52	C9PS	J07	4	5193	CLT	05:02/18	SKD		
NoZone	3	3731	ORD	PRE	18:34 (+13)	E70F	788	—	3931	ORD	06:00/18	SKD		
NoZone	—	5496	DFW	SKD	23:13	C9PS		5	5255	DFW	07:00/18	SKD		

By clicking the crew tab, you can see the crews' origin info.

Crew Report - MQ 3789 / N749 / 3									
POS ↑	EMP NAME ↑	SCAN TIME ↑	IB FLT ↑	ORIGIN ↑	IB GATE ↑	STATUS ↑	ETA ↑	CONX ↑	Duty Limit ↑
CA	HEIKES DEREK		MQ3348	DFW	3	ETA	17:04	36	Not available
FO	HELSEL BRYCE		MQ3348	DFW	3	ETA	17:04	36	Not available
01	MELENDEZ ZULMA		MQ3348	DFW	3	ETA	17:04	36	Not available
02	BETHEL MICHELLE		MQ3348	DFW	3	ETA	17:04	36	Not available

ON / IN / OUT / OFF TIMES (FIL)

To view a flight's "on the ground" and "in the gate" times, follow the steps below

1. F5, OPT. 1

Screen A

Date/Time
Friday 17 Apr 26 04:11p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert Misc Info
Insert MQ Partition

Information

Screen B

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Diversions	F5 DECS FLIFO	F6 Weather	F7 Cal Upd
----------------------------------	----------------------------	---------------------------------	---------------------------	------------------	---------------	---------------

DECS FLIFO

Display FLIFO:
 1. Flight Details (FIL/FI)
 2. Flight Info Legs (FIL/FI)
 3. ACARS Messages (FL)
 4. Flights Arrivals/Departures (DTA/DTD)
 5. ATC Delays (JS* /FLOW)

Update FLIFO (PRL):
 6. Out/Off/On/In Times w/ Fuel
 7. Estimated Times
 8. Fuel In/Out
 9. Time Returned to Gate
 10. Decision Time
 11. Enroute Radio Contact

Option: ☒

2. Enter the inbound flight number and city code

QIK CHK

Screen A

Date/Time
Friday 17 Apr 26 04:13p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert Misc Info
Insert MQ Partition

Information

Flight Tracking

1. Local Time (FIL)
2. GMT Time (FI)
3. FIL + Upline Info

Option: 1

Flight: 4179

City: ORD

Day Of the Month: 17

Print: N (Y/N)

Screen B

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Diversions	F5 DECS FLIFO	F6 Weather	F7 Cargo Updates	F8 Crew List	F9 Second DECS Update Keypad	F10 Sign-Out DECS
----------------------------------	----------------------------	---------------------------------	---------------------------	------------------	---------------	---------------------	-----------------	---------------------------------	----------------------

3. The ON and IN time will be the numbers across from PIA, and under the column ACTL.
- a. In the reference below, the ON time is 1252 and the IN time is 1256.

```

FTLMQ 4179 ORD -PIA      1 17APR      17/2114Z
02 014  NONE N/R      CAPT RODRIGUEZ M C1
GRN OBJ  40 D  T      **ACARS**  **PRINTER**
PAYLOAD  T/O WGT  FUEL OB  GATES L11 /3
D 11560  P 69290  P 715/ 715  AE95 9723749883 TRAVIS SHEA
 11560  A      A  7200
PERF      SKED PLAN ACTL PL  AC  PLAN ACTL DISP DELAYS
-4  ORD  1145 1145 1141-      715 720 AE95
   ORD      1207 1216      657
   PIA      1253 1252-      455 AE95
  4  PIA  1252 1256 1256-      448 420 LAE
TAXI IN EST 004
DOOR OPEN MINS 00 SECS 17
#>

```

To view a flight's "out the gate" and "off the ground" times, follow the steps below

4. F5, OPT. 1

QIK CHK

Screen A

Screen B

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Diversions	F5 DECS FLIFO	F6 Weather	F7 Cargo Updates
----------------------------------	----------------------------	---------------------------------	---------------------------	------------------	---------------	---------------------

Date/Time
Friday 17 Apr 26 04:11p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert
Insert

Misc Info
MQ Partition

Information

DECS FLIFO

Display FLIFO:

1. Flight Details (FIL/FI)
2. Flight Info Legs (FIL/FI)
3. ACARS Messages (FL)
4. Flights Arrivals/Departures (DTA/DTD)
5. ATC Delays (JS* /FLOW)

Update FLIFO (PRL):

6. Out/Off/On/In Times w/ Fuel
7. Estimated Times
8. Fuel In/Out
9. Time Returned to Gate
10. Decision Time
11. Enroute Radio Contact

Option: ☐

5. Enter the outbound flight number and PIA

QIK CHK

Screen A

Screen B

DECS Update Keypad

F1 Flight Release / Close Out	F2 A/C Routing / Runway	F3 Airport Gates / Schedules	F4 Delays / Diversions	F5 DECS FLIFO	F6 Weather	F7 Cargo Updates	F8 Crew List	F9 Second DECS Update Keypad	F10 Sign-Out DECS
----------------------------------	----------------------------	---------------------------------	---------------------------	------------------	---------------	---------------------	-----------------	---------------------------------	----------------------

Date/Time
Friday 17 Apr 26 04:19p

Session 1
HP1 DECS OK

Session 2
HP2 OK PROD

Insert
Insert

Misc Info
MQ Partition

Information

Flight Tracking

1. Local Time (FIL)
2. GMT Time (FI)
3. FIL + Upline Info

Option: 1

Flight: 4179

City: PIA

Day Of the Month: 17

Print: N (Y/N)

6. The OUT and OFF time will be the numbers across from PIA, and under the column ACTL.

- In the reference below, the OUT time is 1323 and the OFF time is 1335.

```

FLTLMQ 4179 PIA -ORD      2 17APR      17/2119Z
01 014  NONE N/R          CAPT ALLEN EN C1
GRN OBJ  30 D             **ACARS**  **PRINTER**
PAYLOAD  T/O WGT    FUEL OB    GATES 3   /L12
D 12980  P 70400    P 670/ 670  AE95 9723749883 TRAVIS SHEA
 12980   A          A  6800
PERF
 1  PIA    1322 1322 1323-  AC    PLAN ACTL DISP DELAYS
    PIA          1338 1335-    670  680 AE95 THRU
    ORD          1409 1407-    492      AE95
 2  ORD    1435 1430 1437-    464  410      LAE
TAXI IN EST 012
DOOR OPEN MINS 00 SECS  32
#>

```

PIAOPS.COM

For more operations information, you can visit piaops.com. Here you'll find more DECS entries for both QIK and Native SABRE