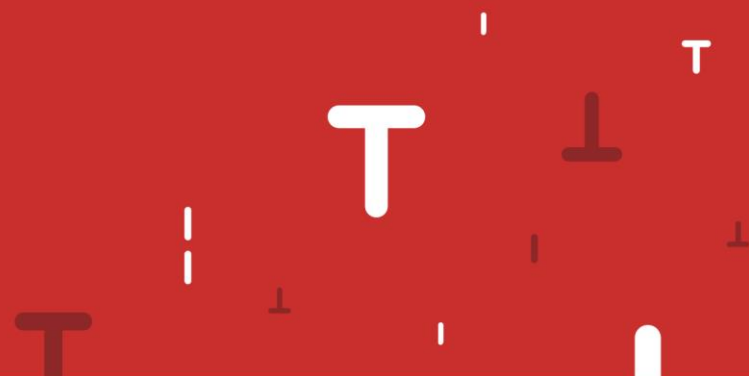


digital erfolgreich

# QUICK GUIDE REDFLIGHT




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## 1 Register as a new User

Helpdesk: +41 41 747 50 51      07:32 UTC / 09:32 LT      Support    Warum redIT

redFLIGHT 


### Welcome

Learn about redFlight



Fill out the form with all needed information.

Helpdesk: +41 41 747 50 51      07:35 UTC / 09:35 LT      Support    Warum redIT

redFLIGHT 

### Register

Create a new account

Email

Password

Confirm password

Register as  
 Pilot  
 Operator

Register

**Password policies**

You must use at least:

- 1 Upper-Case letter
- 1 Lower-Case letter
- 1 number
- 1 special character
- 8 characters long in total

After clicking “Register” you will receive a confirmation mail. Please also check your Spam folder.

## 2 Create a new Aircraft

When typing in any HB- registration and pressing the magnifying glass, the data is automatically retrieved from the FOCA register.

### 3 Create a new PAX / Crew (only for international flights needed)

Helpdesk: +41 41 747 50 51 07:51 UTC / 09:51 LT Support Warum redIT

redFLIGHT New Flights Aircraft **PAX / Crew** Self approvals andre.schaer@redit.ch

#### Flights

Search   Historic flights

Status	Callsign	REG	Type	Date	ADEP	ADES	EOBT (UTC)	ATOT	UpdateTime	CTOT	EET	ETA (UTC)	ATA	CUST	Options
No flights found.															

Helpdesk: +41 41 747 50 51 07:53 UTC / 09:53 LT Support Warum redIT

redFLIGHT New Flights Aircraft **PAX / Crew** Self approvals andre.schaer@redit.ch

#### PAX / Crew

Last name	First name	Phone number	Passport	Default flight role	Actions
You don't have any passengers. <a href="#">Create a new passenger.</a>					

Fill out all mandatory information (marked with \*) and click on "Create"

Helpdesk: +41 41 747 50 51 07:58 UTC / 09:58 LT Support Warum redIT

redFLIGHT New Flights Aircraft **PAX / Crew** Self approvals andre.schaer@redit.ch

#### PAX / Crew information

First name\*:  Last name\*:

Birthdate\*:  Nationality\*:

Passport / Identity card number\*:  Expire date of document\*:  Phone number:

Default role for flights:

#### Home address information

Address line 1:

Address line 2:

**Important:** Please select a Nationality from the dropdown menu. Don't type in any information that is not in the dropdown menu.

First name\*:

Last name\*:

Birthdate\*:

Nationality\*:   
Switzerland

Passport / Identity card number\*:

Expire date of document\*:

Phone number:

## 4 Create a new Flight

Helpdesk: +41 41 747 50 51 08:01 UTC / 10:01 LT Support Warum redIT

redFLIGHT **New** Flights Aircraft PAX / Crew Self approvals andres.schaer@redit.ch

### Flights

Search   Historic flights

Status	Callsign	REG	Type	Date	ADEP	ADES	EOBT (UTC)	ATOT	UpdateTime	CTOT	EET	ETA (UTC)	ATA	CUST	Options
No flights found.															

### 4.1 Step 1: Choose your aircraft

Helpdesk: +41 41 747 50 51 08:06 UTC / 10:06 LT Support Warum redIT

redFLIGHT **New** Flights Aircraft PAX / Crew Self approvals andres.schaer@redit.ch

Choose an aircraft:

Registration	Aircraft Type	Category	MTOM	Number of seats	Choose:
HB-KPN	TB20	Propeller Aircraft	1400	4	<input type="radio"/>
HB-PJC	P46T	Propeller Aircraft	2310	5	<input type="radio"/>

### 4.2 Step 2: Fill out all mandatory information (marked with \*)

Helpdesk: +41 41 747 50 51 10:49 UTC / 12:49 LT Support Warum redIT

redFLIGHT **New** Flights Aircraft PAX / Crew Self approvals andres.schaer@redit.ch

**Please select your departure and arrival information:**

Departure airport\*:

Date, ETD UTC\*:

Arrival airport\*:

Date, ETA UTC\*:

Type of flight\*:

Alternate Airport:

Callsign:

Flight route:

**LandTax (Mollis only)**

Sammelbewegung (nur Helikopter):

Volten (nur Flugschulen):

Anzahl Starts (nur Schleppstart):

Runway\*:

Route\*:

Fluggrund\*:

### 4.3 Step 3: Enter the number of persons on board

redFLIGHT New Flights Aircraft PAX / Crew Self approvals

Helpdesk: +41 41 747 50 51 10:57 UTC / 12:57 LT Support Warum redIT andre.schaer@redit.ch

Please enter number of persons on board

Number of Crew (Pilots):

Number of PAX (Passengers):

### 4.4 Step 4: Additional information

Please read the information carefully.

### 4.5 Step 5: Summary

redFLIGHT New Flights Aircraft PAX / Crew Self approvals

Helpdesk: +41 41 747 50 51

Summary

<b>Aircraft</b>	
A/C	HB-KPN
<b>Departure</b>	
Airport	Mollis Airport (LSZM)
DEP	01-JAN.-2023 10:00 UTC
<b>Arrival</b>	
Airport	Bern Belp Airport (LSZB)
ARR	01-JAN.-2023 11:00 UTC
Type of flight	private
<b>Additional information</b>	
Alternate Airport	-
Callsign	-
Flight route	-
<b>Passengers</b>	
Number of Crew (Pilots):	1
Number of PAX (Passengers):	0
<b>LandTax information</b>	
Sammelbewegung:	0
Volten:	0
Anzahl Starts (nur Schleppstart):	0
Runway:	1
Route:	N
Fluggrund:	4=priv.Reiseflug

Edit Confirm

Click on «Confirm» to create the flight definitely.

## 5 Modify a flight

### 5.1 Update only time/date

Pending	HB-PQP	PA18	16-MAI-2023	LSZM (Mollis Airport)	LSZF (Flugplatz Birrfeld)	10:00					11:00					
Denied	HB-PQP	PA18	15-MAI-2023	LSZM (Mollis Airport)	LSPM (Ambri Airport)	16:30					17:30		Reuse			
Denied	HB-VSA	PC24	15-MAI-2023	LSZC (Buochs Airport)	LSZG (Grenchen Airport)	14:56					15:56		Update Time			
Pending	HB-VXA	PC24	15-MAI-2023	LSZM (Mollis Airport)	LSPG (Flugplatz Kagiswil)	14:09					15:09		Cancel Flight			
Denied	HB-KPN	TB20	15-MAI-2023	EDAC (Altenburg-Nobitz Airport)	LSZC (Buochs Airport)	13:59					14:59		Update LandTax (Mollis only)			

### 5.2 Update only LandTax information

Pending	HB-PQP	PA18	16-MAI-2023	LSZM (Mollis Airport)	LSZF (Flugplatz Birrfeld)	10:00					11:00					
Denied	HB-PQP	PA18	15-MAI-2023	LSZM (Mollis Airport)	LSPM (Ambri Airport)	16:30					17:30		Reuse			
Denied	HB-VSA	PC24	15-MAI-2023	LSZC (Buochs Airport)	LSZG (Grenchen Airport)	14:56					15:56		Update Time			
Pending	HB-VXA	PC24	15-MAI-2023	LSZM (Mollis Airport)	LSPG (Flugplatz Kagiswil)	14:09					15:09		Cancel Flight			
Denied	HB-KPN	TB20	15-MAI-2023	EDAC (Altenburg-Nobitz Airport)	LSZC (Buochs Airport)	13:59					14:59		Update LandTax (Mollis only)			

## 6 Cancel a flight

Pending	HB-PQP	PA18	16-MAI-2023	LSZM (Mollis Airport)	LSZF (Flugplatz Birrfeld)	10:00					11:00					
Denied	HB-PQP	PA18	15-MAI-2023	LSZM (Mollis Airport)	LSPM (Ambri Airport)	16:30					17:30		Reuse			
Denied	HB-VSA	PC24	15-MAI-2023	LSZC (Buochs Airport)	LSZG (Grenchen Airport)	14:56					15:56		Update Time			
Pending	HB-VXA	PC24	15-MAI-2023	LSZM (Mollis Airport)	LSPG (Flugplatz Kagiswil)	14:09					15:09		Cancel Flight			
Denied	HB-KPN	TB20	15-MAI-2023	EDAC (Altenburg-Nobitz Airport)	LSZC (Buochs Airport)	13:59					14:59		Update LandTax (Mollis only)			

## 7 International Flights

What is different?

### 7.1 Create a new flight – Step 3





The PAX/crew must be recorded and specifically selected by ticking the box on the right:

redFLIGHT New Flights Aircraft PAX / Crew Self approvals demouser@redit.ch

1 2 3 4 5

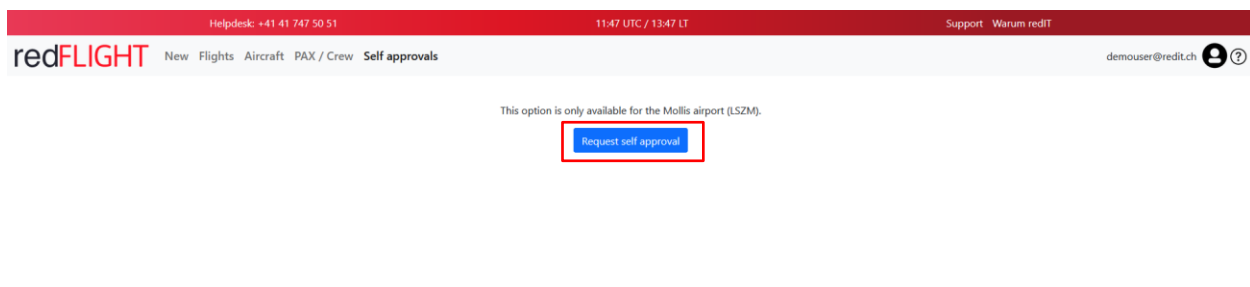
Choose your crew and passengers:

Search by first and last name

First name	Last name	Role	ID number	ID Expiration	Birthday	Nationality		
29_Clark	Wayne	Pilot	29_9477F7F8D65C	01-JAN-2028	01-JAN-1985	Italy		<input type="checkbox"/>
34_Clark	Wayne	Crew	34_9477F7F8D65C	01-JAN-2028	01-JAN-1985	Switzerland		<input type="checkbox"/>
548_Clark	Wayne	Passenger	548_9477F7F8D65C	01-JAN-2028	01-JAN-1985	Switzerland		<input type="checkbox"/>
762_Clark	Wayne	Passenger	762_9477F7F8D65C	01-JAN-2028	01-JAN-1985	Switzerland		<input type="checkbox"/>

## 7.2 Only Mollis Airport Self Approval

If the official training with Flugplatz Mollis has been successfully completed, those pilots may apply for **Customs** Self Approval as follows:



## 8 Important Notes

Changes to the flight information are only possible until the 5th day of the following month. After this date, all flight movements from the previous month will be charged.