

Welcome to AFC! This document will help you navigate the AFIDS system.

Getting started

Logging In

If you are logging in for the first time go to <http://afids.angelflightcentral.org/> and click on the link at the bottom of the Login box.



Here you will enter your Member ID number, Last Name, and the zip code. You will now be at the "Instrument Panel". Go to "change password" in the left navigation field. Usernames and passwords are case sensitive. Please keep your username and password in a safe place. AFC Staff does not have access to passwords in AFIDS 2.0.

If you already have a username and password you'll enter them into the login box.



If you forget your password, click here.

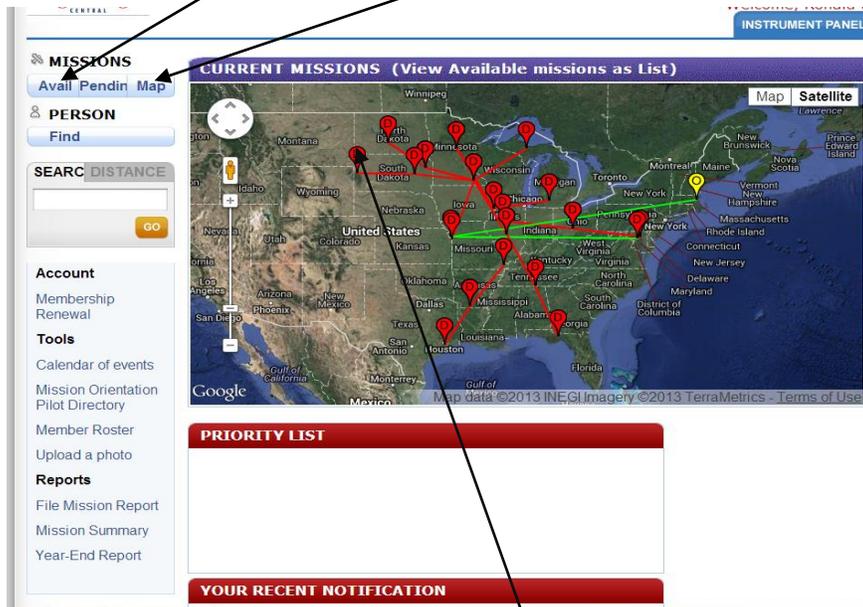
Take a moment now to review your **Account Settings**. (Upper Right by your name). Be sure all of your information is present and accurate. Any place you see information underlined; you can click and add or update information.

You may also upload all of your required documents here. Just click on the add in the Member/Pilot Documents box.

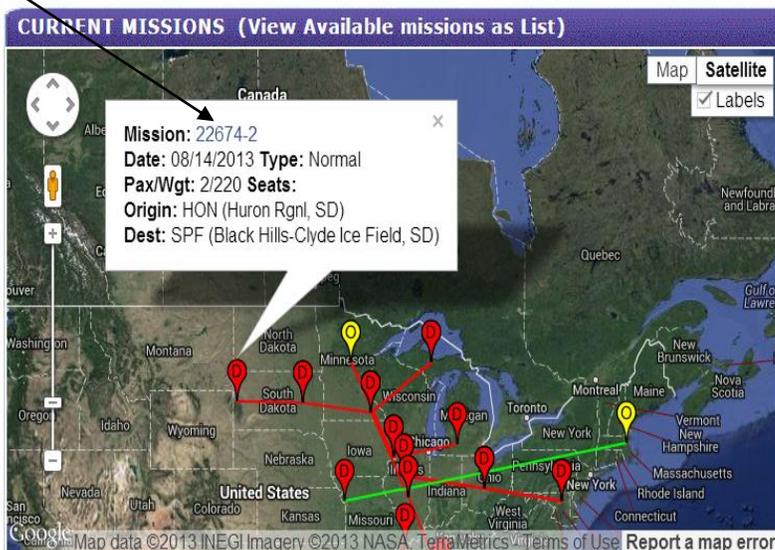
Mission Requests

You can find flights by date range, days of the week, maximum number of passengers, maximum weight, and maximum distance. You can also search by minimum efficiency, which is calculation on the efficiency of the flight based on the home base airport in your **Account Settings**. (See section called Mission Search Filters – Advanced Search). But first, here's where you find the available missions:

You can view available missions in a list or view them on a map



If viewing from the map, click on any of the pins to get more information and then click on the Mission # to see more info and to request the mission.



If you would like to use the **Advanced Search** or **Compact feature**; choose to view available missions in a list and then click [here](#) or [here](#).

Missions Available

Missions available list view options: **Advanced** | Basic | Compact

Missions Available - The Search

The **Missions Available** list will most likely be the feature of AFIDS you will use the most as a pilot. It will list all available mission legs. A mission may consist of multiple legs, which are linking flights to cover longer distances or cross into territories covered by other organizations. If a mission has multiple legs, some may be filled and some open, so you may see a mission with both. Of course, you can only request the mission legs that are open, in other words, do not yet have a Command Pilot assigned.

The passenger's travel information is broken down into **itineraries**, **missions** and **legs**.

- **Itineraries** capture the information that applies to the entire travel experience, such as the passenger, the origin, and destination, outbound and return flights.
- An **itinerary** may consist of one or more missions. A **mission** captures the information that applies to the **outbound** flight(s) and a separate mission that applies to the **return** flight(s). An example would be an itinerary that consists of a passenger's flight(s) to an appointment on one day, and return home on another day. In this example, there would be two missions (to treatment and then back home).
 - Some outbound and return flights occur on the same day; these are round robin flights. If a passenger's appointment time, length and miles between allow for it, the missions will be set up to occur in the same day.
- If a mission is too long for a single flight (about 300nm), coordinators will divide a mission into more than one **leg**. Each leg has its own origin and destination, within the origin and destination of the mission. For example, a mission goes from point A to point D, but leg one goes from point A to point B, leg two from point B to point C, and leg three from point C to point D. So one mission may have up to three different pilots assigned – one per each leg.

Therefore, when you request a flight, you are requesting a **mission leg**.

Mission Search Filters – Advanced Search

Missions Available

Date Range: to Flight Days: M T W Th F Sa Su

Location: Wing | [Airport](#) | [City/State/Zip](#) Location as: Origin Destination

Needs: Pilot Mission Assist IFR Backup Show: [All Mission Types](#) Filled Open

Maximum Passengers: Maximum Weight: lbs Maximum Distance: miles Minimum Efficiency: %

[Reset](#) | [Save filter settings](#) | [Hide Filters](#)

The Missions Available Advanced list has filters you can set to manage the number of missions you can see as a pilot. Missions can be filtered to increase relevancy of the missions to your location, availability, aircraft, and so forth.

You can set the filters and save them as defaults to make future searches more relevant.

Wings coincide to States (see drop down menu).

Once you have re-set any of the filter criteria, click the "Find" button to update the list.

You will want to periodically change your filter criteria if you are seeing too much or too little information. For example; if you are interested in taking missions with more than 1 leg (250-300 NM) then broaden your criteria. If you prefer not to take a certain mission type, then uncheck the box in the Mission Type drop down menu (click on [All Mission Types](#) for the drop down menu).

Saving Your Filter Settings

Missions Available

Date Range: to Flight Days: M T W Th F Sa Su

Location: Wing | [Airport](#) | [City/State/Zip](#) Location as: Origin Destination

Needs: Pilot Mission Assist IFR Backup Show: [All Mission Types](#) Filled Open

Maximum Passengers: Maximum Weight: lbs Maximum Distance: miles Minimum Efficiency: %

[Reset](#) | [Save filter settings](#) | [Hide Filters](#)

For your convenience, you can save your filter settings so that they are pre-populated every time you display the **Mission's Available** list. These setting are used to filter the list when you first display the page. You can then change the filter settings and click "Find" again to revise your list.

To save your settings, set the filter fields the way you want them to be saved, and then click the link to [Save filter settings](#).

Initial Filter Settings

Missions Available

Date Range: to Flight Days: M T W Th F Sa Su

Location: Wing | [Airport](#) | [City/State/Zip](#) Location as: Origin Destination

Needs: Pilot Mission Assist IFR Backup Show: [All Mission Types](#) Filled Open

Maximum Passengers: Maximum Weight: lbs Maximum Distance: miles Minimum Efficiency: %

[Reset](#) | [Save filter settings](#) | [Hide Filters](#)

When you first display the **Mission's Available** list, some filter settings may be pre-populated based on the availability settings in your Account Settings.

Note that some of these fields may be initially hidden. For example, if you have saved settings that include airport identification, only missions to or from that airport are shown. You need to click on the link for "Airport" to see if there is a value specified for the airport.

Request Mission Process

Below are the best matches based on your location

Itinerary: 66982 Mission: 168391 Passenger Type: Patient Illness: Prostate Cancer - Advanced Mission Type: Normal

TO TREATMENT: [Home](#) ▶ Leg 1 ▶ [+](#)

Leg 1  Mission: 09/06/12 (Thu) Appt.: 09/07/12 (Fri) Time: flexible	From: SBP (San Luis Obispo, CA)  PT (GMT-8) To: SMO (Santa Monica, CA)  PT (GMT-8)	Passengers: 2 Weight: 180 Lbs.	Distance: 131 nm Efficiency: -
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Comment:

RETURN HOME: [+](#) ▶ Leg 1 ▶ [Home](#)

[Discussion](#) Mark for Email

When you are ready; request the mission leg from the available missions list. Legs that are available have a button labeled "**Request this Mission.**" Select this button. Note: If you have already requested this flight, the button will be labeled "Already requested."

Request Mission - Mission Leg Summary

Reviewing the mission leg summary is essential during the request process. Review all fields under the leg to be sure of the requirements coincide with yours (date, route, seats, range, weight, etc.)

Pilot Type: Most pilots will default to **Command Pilot**. However, if someone else has already put in a request for the flight you may request to be **Back-Up Command Pilot** in case the first pilot is unable to do the mission.

MISSIONS Request Mission

Avail Pending Map

PERSON
Find

SEARCH DISTANCE
GO

Account
Membership Renewal
Tools
Calendar of events
Mission Orientation
Pilot Directory
Member Roster
Upload a photo
Reports
File Mission Report
Mission Summary
Year-End Report

Leg 1	Mission 2748-1 Type: Normal Date: 08/16/13 Time: 3 leg flight	From RST (Rochester, MN) CT (GMT-6) To: TAZ (Taylorville, IL) CT (GMT-6)	Passengers: 3 Total weight: 34 Get Detail	Distance: 298mi Efficiency: 68%
Passenger:	Kelson Loveland	Date of birth:	07-20-2011	Weight: 19 lbs.
Reason:	Kelson is traveling to Mayo Clinic for evaluation, diagnosis and treatment. PILOTS*****Kelson MUST remain in his car seat at ALL times during the flight.			
Comment:				

Pilot Type: Command Pilot

Select Your Aircraft: Jet Prop DLX Piper (P/)

Tail: N113WB

Backup Wanted? Yes No

Mission Assistant Wanted? Yes No

We encourage you to select "yes" and make this mission available to new members and others who wish to fly as a Mission Assistant.

Comment:

[Request Mission](#)

Aircraft/Tail: If you have multiple aircraft in your profile, whichever is listed as your Primary will show here. If you will be using a different aircraft for selected mission, please change it by choosing the correct aircraft from the drop down and update the Tail Number below it.

Backup Wanted: If you would like to have a backup pilot on this flight, you can select this option and the leg will be available for command pilots to sign up as a back-up pilot

Mission Assistant Wanted: Currently AFC does not have a formal mission assistant / co-pilot program. Typically AFC pilots find their own mission assistants. Encouraging a “new” or “prospective” pilot by including them on a mission is a great way for recruiting pilots and sharing your passion for flying people in need.

In the future, we hope to involve more willing volunteers, on AFC flights, by developing this program further. We may, from time to time, encourage a prospective pilot to contact you. But it is always your choice whether or not to accommodate their request as a Mission Assistant.

Comments: Please enter any comments you wish to convey to the flight coordinators.

What happens next: Once you submit your request, the request will be reviewed by the coordination staff. Missions are typically assigned on a “first come, first served” basis. You will be notified once the mission leg is assigned.

Additional Features for Pilots

Account: AFC Pilots must renew their membership and agree to the **Re-Affirmation Statement** on an annual basis. If you do NOT renew your membership annually you may need to rejoin the organization through the Pilot Application Process. Please check this page periodically and/or put your anniversary date on your calendar.

Connecting with other pilots: By query the **Member Roster** you can discover the pilots in your area, or even at your own airport. If you need to look up a person from the AFC AFIDS (Other Pilot or Passenger) you can query or use the Look-Up function under the **Person Find** at the upper left of your screen.

Keep in mind that this information is *confidential*. Only those individuals who have a username and password can enter AFIDS 2.0. You MUST NOT SHARE YOUR USER NAME AND PASSWORD WITH ANY ONE. They must go through the AFC staff to obtain access.

Angel Flight Central does not give out pilot contact information to passengers unless you specifically tell us to do so. No Pilot or passenger information is distributed or sold for any reason. The information you or the passenger provides to us is strictly for the purposes of mission coordination.

If you take photos on your flight please upload them when you file your mission report, however, if the report has already been filed or wish to send photos unrelated to missions, please click on **Upload a Photo**.

Reports: Click on **File Mission Report** to see outstanding mission reports that need to be filed. If a mission is listed, you will file your report from this screen. Be sure to read instructions for filing filling out a report when you have flown multiple mission legs on the same trip. Please do NOT file those separately. Linking those legs together will assure that there is no duplicate or exaggerated information for your trip. This is the case when you take multiple campers on one flight or several passengers, each of whom is a patient, on one trip.

Your **Mission Summary** may be your new best friend if your fly a lot of AFC missions. You can see at a glance your Future Missions, Pending Requests and Past Missions.

Your **Year-End Report** can be run in preparation for tax time or for any time during the year.