<u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Pax

More:

Load Factor Group

Arrival Passenger Profile

Departure Passenger Profile

Pax Profile Group

<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Constraint Checking Mode</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Net

Net mode will *not* repeat a warning if the change has no influence on the constraint.

For instance, if a 60 minute runway constraint is overloaded between 1000 and 1100 hours, a C/R change of the number of seats on flights in that time range will not generate a warning in Net mode, whereas it does in Gross mode.

SCORE defaults to Gross mode when the program starts.



The default mode used is defined in the Setting Default Constraint Checking Mode is Gross mode On/off.



If the default setting is Gross in the ADM Setting, then a user can set their own client to default to NET by adding the following to the score client ini file.



[Client settings]

CHECK_CONSTRAINTS_USING_NET_CHANGES = YES.

Flight > Change Screen

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Action Code

The first column in the change screen is the coordinator reply action code. To change the action code to another select the applicable record(s) and then use the following functions;



To set the action code to K, select Options | Action Code | K or press Ctrl + K.

On an unable block will update reason code to OK for a simple C/R. also for a simple C/R...R block.



To set the action code to U, select *Options* | *Action Code* | *U* or press Ctrl + U.

To set the action code to O, select *Options* | *Action Code* | *O* or press Ctrl + O.

To set the action code to P, select *Options* | *Action Code* | *P* or press Ctrl + P.

To set the action code to T, select *Options* | *Action Code* | *T* or press Ctrl + T.

To set the action code to U, select *Options* | *Action Code* | *U* or press Ctrl + U.

To set the action code to W, select *Options* | *Action Code* | *W* or press Ctrl + W.



To remove an O line, select options | Action Code | Remove O Line or press Ctrl + R.



When creating an offer line in response to a change by default SCORE follows the SSIM standard of responding with action codes HUO. Although it is not in SSIM, SCORE has the option to send a reply as XUO, the details in the offer line are committed to the database like action code K.



To switch between the HUO and XUO offer format, select Options | Action Code | HUO <-> XUO or press Shift + Ctrl + O.



Warning: When using XUO it is not possible to process a reply using action code Z. The database should be manually changed.

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Actual Quota Count The actual quota count table is used together with quota constraints. See Quota for more details about quota constraints. To enter the actual usage of QC point, movements and seats, select View | Simple Maintenance | Actual Quota Count. Airport / Season Select the airport and season to enter actual usage Usage Date When entering a total usage, SCORE needs to know the date up until which the total was calculate. All constraints / Resource Set / Resource / Constraint Select if the usage figures apply to all constraints in the live resource set, Otherwise select the resource set, resource and the constraint to be used. The first time each season of adding actual usage, a new entry should be added, subsequently the user is required to update the record with the new usage to date totals. As the totals are updated the usage date is set to the date specified when opening the table. Select the operator or leave blank for all Actual QC Points Enter the latest QC points used Actual Movements Enter the latest number of movements used **Actual Seats** Enter the latest number of seats used

Import Actual Night Count Data

The actual usage can be entered by the user or alternatively imported from a file, see Import Actual Night Count Data.

Filters

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Add a Filter Condition

Filter conditions are created in the lower pane of the filter editor.



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To create a filter condition:

- 1. Select a field from the available field list
- 2. Select the relation
- 3. Select either value, field or prompt and set the date value
- 4. Click Add to add to the conditions pane or Update to amend an existing filter condition



Depending on the selected relation will determine the options and function of the value/field/prompt.



Value

When value is selected with an explicit relation such as �is� and �is not� then enter a value of for certain fields select a value from a drop down list.



When value is selected with a selective relation such as �is either � and �is neither � then the values can be enters with a comma and space separator i.e. orig is either CPH, OSL, BGO



For some fields it is possible to make a selection from a list, to do this click on the More button, this enables the selection list and the More button is renamed to be the Less button. The list on the on the left side is the available list, select value(s) and then use the > button to move to the right side (the selected list).





Field

It is possible to the compare the values of a field with the value of another field i.e. for waitlist purposes the filter would be ATime is not AReq. The field list to compare with will only contain comparable fields.





Prompt

The prompt option can only be used with views. When opening a view the use of a prompt in the filter definition will display a prompt dialog requiring the value(s) to be entered before the data is loaded in to the view.







Advanced Slot Monitoring > Slot Monitoring Result

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Additional Information

See also: At Historic Baseline Date

IATA WSG Quote

Cancellations before the Historics Baseline Date

- * The cancellation of 5 or more consecutive weeks will reduce the period eligible for historic precedence or result in separate periods eligible for historic precedence. Where the separate periods are recognized as part of the same service (for example, same flight number, route, etc.) then the 80% usage will be calculated for the total number of operations across all periods.
- * The cancellation of periods of less than 5 consecutive weeks does not reduce the period eligible for historic precedence, provided the total number of cancellations is less than 20% of the period between the first and last date of the series of slots.



The slot monitoring results table contains the individual records of each period and the statistic relating to each period however the projected percentage utilised is based on the combined periods by using two fields ***W**SG U/L Ops ***** and ***W**SG Link *****.



WSG U/L ops is the WSG use it or lose it number: This is the sum of the **v**use it or lose it number of the flight fragments representing the same flights. In the example below, there are three fragments (of length 6, 5, and 5 weeks) represented by three flights in the SHL/baseline branch and three records in the Slot Monitoring Result table. The three slot monitoring records have each of their **v**Use it or lose it number and their total as **v**WSG use it or lose it number and three records in the Slot Monitoring Result table.



•WSG U/L Link •: This field is a reference number which •links • together fragments which represent the same flight. This field is only for presentation purposes, it shows which flights have a shared •WSG U/L Ops •. It makes it easier for the user to spot (or sort on) records with the same number, so it is not possible to make flight records count together by editing the •WSG U/L Link •.



Example.



```
Before 31 Aug: |------|

By 31 Aug: ◆◆◆◆ |--6---| 4 |--5--|2|--5--| 27% cancellations

Historic: ◆◆◆◆◆ |--6---| ◆◆|--5--| |--5--|
```



The two fields are populated when the <u>Calculate Use it or Lose it</u> function is run. New flights which have been automatically inserted into Slot Monitoring Result at a later date need to be updated using the <u>Update Use it or Lose it</u> function. The <u>Update Result</u> function also updates the two WSG fields.

Records with the same local time are included in the update WSG links.

This is relevant for users who have daylight saving time periods which start and/or end inside seasons and have UTC times in their database. For these users, flights which cross the DST boundaries are split into two (or more) parts if their local time changes when DST starts or stops. The WSG U/L Link, WSG U/L ops and target may now be for these flights.



Records which are not linked get a blank ***W**SG U/L Link***** and their ***W**SG U/L Ops***** equals the ***U**Se it or Lose it Num Operations

ADM • Administrative Client Program > ADM • Advanced Maintenance

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Additional SI Text

The additional SI text table is used to configure SI messages, which are added to messages processed by full <u>AMP</u> and OCS. The table also contains a generic out of office reply message.



To view the additional SI text table, select View | Advanced Maintenance | Additional SI Text.

To modify text settings, select Edit | Edit Record, or double click.

To delete a text setting, select *Edit* | *Delete Record*, or press Delete.

To create a text setting based on an existing setting, select Edit | Copy, or press Ctrl + C then select Edit | Paste or press Ctrl + V.

To add a text setting, select *Edit* | *New Record*, or press Insert.



Airport

Select the airport



Season

Select the season



Active

Check to enable the Additional SI text.



Note: The active checkbox does not apply to the fields; �Generic auto reply�, �Non historical change� and �Historical change�.



Additional SI Text

Enter the SI text to be added to all messages processed automatically by full AMP or OCS.



Note: This additional SI text (if the active checkbox is enabled) only applies to the specified season.



Generic Auto Reply

This option is similar to the out of office reply featured in many email programs such as Outlook.



Enter the text to be sent as an automatic reply. This text will be the only text in the message sent.



For a generic automatic reply message to be sent, the following conditions are required:

����� Out of Hours is active

����� The airport must be listed in the AMPPLUS section of the [HANDOVER] section in the SCORE SERVER.ini file

🕏 🏵 🌣 🌣 🌣 The message is a correctly formatted SCR containing operation(s) for the out of hour 🕏 s period and a confirmation couldn 🗣 t be sent by full AMP.



Note: To stop generic automatic replies from being sent without altering any other function, all the text entries for the airport in the Additional SI text table must be blank i.e. delete the text in the Generic Auto reply field.



Non Historical Change

When the baseline is updated using the Baseline Automation Parameter SCORE can append the text entered in this field to the SI of the SCR message sent

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Additional SI Text by filter

The additional SI text by filter table is used to configure SI messages, which are added to messages for specific flights, which have been processed by full AMP and OCS.



To view the additional SI text table, select View | Advanced Maintenance | Additional SI Text by filter.

To modify text settings, select *Edit* | *Edit Record*, or double click.

To delete a text setting, select *Edit* | *Delete Record*, or press Delete.

To create a text setting based on an existing setting, select Edit | Copy, or press Ctrl + C then select Edit | Paste or press Ctrl + V.

To add a text setting, select *Edit* | *New Record*, or press Insert.



Airport

Select the airport or leave blank to apply to all airports.



Season

Select the season or leave blank to apply to all seasons.



Msg Type

Select the message type or leave blank to apply to all message types.



Priority

Set the number of priority order, where 1 is the first priority.



Active

Check to enable the �Additional SI text by filter�.



Apply unconditionally to OOH

Check to enable the Additional SI text by filter unconditionally during OOH.



Flight Filter

Click Edit to create rules based on the flight fields.



SI Text

Enter the SI text to be added to messages with flight matches to the filter and processed automatically by full AMP or OCS.





Advanced Slot Monitoring

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Add Missing Results Records

After the initial creation of the slot monitoring results table see <u>Calculate Use it or Lose it</u>, SCORE dynamically updates the slot monitoring results when inserts and updates are processed.



Unfortunately, this dynamic update can miss some historic flights, i.e. some flights are not inserted into Slot Monitoring Result. When the <u>Update Result</u> function is run the session log reports one or more messages like:

Not found in result: + < description of flight>, run the Add Missing Result Records function to insert these missing records.



To run the function select *Slot Monitoring* | *Add Missing Result Records* and then select the airport and season.



Set WSG Links

Calculates all values in the two WSG fields.

For information regarding WSG links see <u>Additional Information</u> in the slot monitoring results section.



The <u>Update Use it or Lose it</u> is run upon completion.



Advanced Slot Monitoring

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Add Missing Slot Mon Flight Records

During the Match Coordinated and Operated only the existing coordinated records in the schedule are moved to the slot monitoring flight table for matching.



To add any flights which were added to the schedule after the matching process has already been run, select *Slot Monitoring* | *Add missing slot mon flight records* and then choose the airport, season and date range.



The records will be added to the slot monitoring flight table as record type C and can be matched using the Manual Flight Match.

Report > Report Automation > INI for Archive Report

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Add Operator to Archive

All messages saved to the message archive since version 6.11.6.12 will include the operator in the operator field of the archive table. To populate the operator field for messages archived before this version it is done by a command ini file in the same way as report automation.



[COMMAND]

CMD = ADD_OPERATOR_TO_ARCHIVE



To run the command for some airport(s) or season(s) use the AIRPORT, SEASON parameter:



[COMMAND]

CMD = ADD_OPERATOR_TO_ARCHIVE AIRPORT = <airport(s)> SEASON = <season(s)>





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Flight > Change Screen with Baseline

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Add to Base

The Add to Base function is used when a new flight of historical significance should be added to the baseline. Once committed a new record is created in the baseline.



To add the new live record of historical significance to the baseline, click Add to Base or select Options | Baseline Actions | Add to Base.

Flight > Schedule Editor

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Add to Change Screen

Adds multiple records to a change screen from the schedule editor.



To add record(s) to the change screen, select the record(s) in the schedule editor and then select Options | Add to Change Screen | New or press Ctrl + H.

A change screen window will open with a sequential number i.e. if there is only one change screen open it will be called changed screen 1. To add more records to a change screen already opened, select the record(s) and then select *Options* | *Add to Change Screen* | then select the change screen number.



Edit Fragment

To add part periods (fragments) of a record the changed screen. To edit a fragment in the change screen, select the record(s) and then select *Options* | *Add to Change Screen* | *Edit Fragment* or press Ctrl + E. Before the change screen opens, a breakout period dialogue opens, enter the period and/or days of operations to breakout.



Delete Fragment

To delete part periods (fragment) of a record. To delete a fragment, select the record(s) and then select *Options* | *Add to Change Screen* | *Delete Fragment* or press Ctrl + D. Before the change screen opens, a breakout period dialogue opens, enter the period and/or days of operations to breakout.

ADM • Administrative Client Program > ADM - Slot Monitoring

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ADM - Add Missing Result Records

See Add Missing Results Records.

ADM Administrative Client Program

The SCORE admin client has additional functions and settings, which are not available in the regular client.



The admin client read the �adm.ini� when the program starts, the settings are similar to those used for the regular SCORE client.



[SERVER]

HOST = 127.0.0.1

PORT = 9006

USERNAME = ADM

PASSWORD =



Ensure the host and port number details are correct to connect to the SCORE server.

To start the admin client, run the Adm.exe program.



Most of the admin only functions are available from the file menu.



Note: 1. Some menu options may not be available for all users, this depends on the modules purchased.

 $\diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit$ 2. Only users with supervisor permissions will be able to log on to the ADM client.

More:

Import / Export Base Data and Schedules

Data / Table Tasks

ADM - Slot Monitoring

AMP Start/Stop

Bulk Change

Rollback Flights

SQL Query

Server Info

ADM- Rebuild all for Air/Sea

ADM • Advanced Maintenance

ADM • Message Handling

ADM • Administrative Client Program

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

ADM Advanced Maintenance

The adm client has some additional menu items, which are not available in the standard client program.

More:

Additional SI Text

Additional SI Text by filter

Baseline Automation Parameter

OCS Outage

Permitted SHL Codes

Setting

Status Information Reason

Installation

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ADM Client Program

The ADM client or sometimes referred to as admin client is a SCORE client but with some additional menu options. These menu options are typically only for the use by supervisor/super users of the SCORE system. Please refer to the help topics within SCORE for more details on the functions in the ADM client.



The files required to run the ADM client are included with the SCORE server program. The ADM client can be opened directly from the SCORE server v folder (as in the case of a standalone SCORE installation) or copied to another PC.

More:

Stand Alone Installation

Multi-user / Network Installation

ADM • Administrative Client Program

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ADM • Message Handling

The adm client has some additional menu items, which are not available in the standard client program.

More:

Full AMP Activation

Airline Contact

Online Season

Online Airport Season

ADM **Administrative Client Program**

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ADM- Rebuild all for Air/Sea

When run from the ADM score, View | Database Operations | Rebuild All for Air/Sea, the user is prompted

Do you want to re-evaluate/recalculate flights so that changes are traceable for Replicators for instance? Yes/No



Normally the selected airport/season will be marked for rebuilding and �the next time the session opens score will then do the rebuild.



During the rebuild, all relevant flights are re-evaluated and any attribute changes such as terminal, a/c type group etc is updated. Such updates as direct changes in the database, which means that the old records are replaced with the updated ones.



In some cases, it may be relevant for the replicator clients to see such changes, so that the updates are replicated to the target destination.





ADM • Administrative Client Program

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ADM - Slot Monitoring

This section describes the additional functions available in the admin client, which are specific to the advance slot monitoring module.

More:

Clear Slot Monitoring

Clear Slot Monitoring Actuals

Clear Slot Monitoring Matching

Clear Slot Monitoring Results

Load actuals and move to flight...

ADM - Add Missing Result Records

Copy Results to OCS

Update Result with baseline times

Update Result with baseline hist status codes

Update Result with Baseline SSIM Action Code

Update Cancellation with baseline hist status codes

Results to Baseline

Taxi Times

Constraints

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Advanced Check-in

Users with the advanced check-in module can create multiple check-in constraints and use different calculation models.



Constraints are added/edited/deled in the Resource Editor. To add a check-in constraint to the resource set, select *Options* | *Constraint* | *New* | *Check-in*, or click in the constraints pane then press Insert and select Check-in.



Constraint

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint must be unique but the system will not enforce this on a check-in constraint.



Note: The Period, Rolling Factor and offset fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate, security and Lateral, \$\varphi\$ these fields are completely ignored i.e. only the generic constraint name is used.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Advanced

As of version 6.12.5.x this feature is still under development.



When enabled SCORE will make a check-in desk allocation (similar to the parking stand allocation process) instead of using the counters method.





Below Levels & Above Level

When the enquiry matrix is displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected Select Colour Set-up and defined in the Colour Set-up table.



Buffer time

As of version 6.12.5.x this feature is still under development.



When Advanced is enabled, SCORE will make a check-in desk allocation (similar to the parking stand allocation process) instead of using the counters method. This buffer time is a buffer between check-in desk allocations.





Update

Click the update button and the Check-in Zone tab appears.



More:
Check-in Zone
Check-in Client

Maintenance

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Advanced Maintenance

The advanced maintenance area contains the advanced features used by SCORE.

The ADM client has some additional menu options, which are not available in the standard SCORE client, see ADM Advanced Maintenance.

More:

Aircraft Registration Type

Aircraft Type Group

Airport Group

Baggage Belt Stem Down Time

Block Time

Bus Gate Blocking Time

Colour Filter

Colour Set-up

Coordinated Airport

Country Group

Auto Coordinated Airport

Custom Field

Daylight Saving Time

Filter Expression

Filter Value List

Flight Bags

Flight Branch

Flight Code Share

Flight Link

Flight Hanger

Generic Constraints

Historic Status Code

Historic Status Code Group

Low Priority

Offer Table

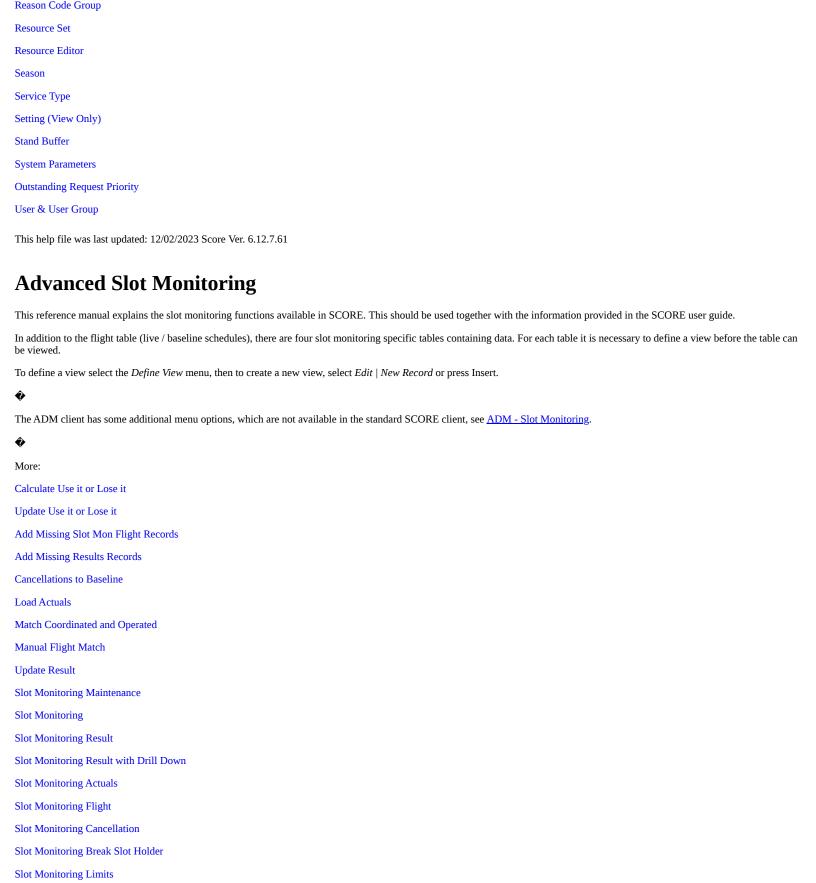
Office

Operator Group

Parking Links Operator Group

Permitted Message Mixed Carrier Codes

Reason Code



T Values Filter

Slot Monitoring Report

Slot Monitoring Cancellation Report

Slot Monitoring Flight Turnaround Report

Online Slot Mon Result Status

Introduction to SCORE

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Agent Performance Log

The agent performance log contains:

����� All queries running longer than a specified threshold number of seconds. The default threshold is 5 seconds and can be changed via the setting QUERY_THRESHOLD in the DEBUG section of the "Score Server.ini" file.

����� Information about agent

����� User executing the query

����� Date and time when the query was executed

����� The query itself

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To view the performance log, select *View | Agent Performance Log.*

<u>Advanced Slot Monitoring > Slot Monitoring Report > Define a Slot Monitoring Report</u>

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Aggregate



The following aggregate functions are available



AVG �������� Average

SUM \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit The total added together

COUNT ������ Counting number of occurrences

MAX ��������� Highest value in the selected field

Aggregate functions can be performed on the following fields:

Off Cleared Time ◆ Off cleared time

Off Init. Req. Time◆◆◆◆◆◆◆◆ Off initial requested time

Off Req. Time ••••• Off Required time



To add an aggregate field select a field and the click the required function button.

To remove an aggregated field click the � button.



<u>Advanced Slot Monitoring > Slot Monitoring Cancellation Report > Define a Slot Monitoring Cancellation Report</u>

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Aggregate



The following aggregate functions are available



AVG ♦♦♦♦♦♦♦♦♦ Average

COUNT ������ Counting number of occurrences

STDEV♦♦♦♦♦♦♦♦♦ Standard Deviation

MIN ��������� Lowest value in the selected field



Aggregate functions can be performed on the following fields:

Booking Notice Number of days prior to operation the slot was requested

Canx Notice �������� Number of days before operation the cancellation was made



To add an aggregate field select a field and the click the required function button.

To remove an aggregated field click the � button.



$\underline{Report} > \underline{Flight} \ \underline{Report} > \underline{Group}$

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Aggregate Functions

The following aggregate functions are available



AVG ��������� Average

 $SUM \ \diamondsuit \diamondsuit$ The total added together

COUNT ♦♦♦♦♦♦ Counting number of occurrences

STDEV♦♦♦♦♦♦♦♦ Standard Deviation

MIN �������� Lowest value in the selected field

Aggregate functions can be performed on the following fields:

HistQC	Historic Quota Count points			
NofOp	Number of Operations			
No transfer passengers	Here the word �No� is not an abbreviation for number! No means NO.			
	•			
	Arrivals: calculated as SEATS * Arrival Load Factor.			
	Departures: calculated as SEATS * Departure Load Factor			
	•			
	i.e. passengers originating or terminating at the airport.			
Transfer Passengers	Applies to arrival flights only.			
	•			
	Calculated as SEATS * Transfer Pax Load Factor			
Passengers	Arrivals: All pax including transfer pax.			
	Calculated as (SEATS * Arrival Load Factor) + (SEATS * Transfer Pax Load Factor)			
	•			
	Departures: Calculated as SEATS * Departure Load Factor			
QC	Quota count Points			
Seats	Number of seats			



Retain Zero Values

Can only be used in two cases:

•
To add calculated fields to a report select a field then click the required function button, the field is shown on the right side. Repeat the process to add more calculations the report.
•
To remove an aggregated field select the field on the right, then click the � button.
•
The above grouping together with the airline designator field would be:
•
Description: report1
<u>Maintenance</u> > <u>Advanced Maintenance</u>
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Aircraft Registration Type
Not available to all users.
•
This table can be populated with aircraft registrations and the type of aircraft in IATA and ICAO codes. When processing slot requests, which contain the aircraft registrations SCORE will look up in this table for a match.
•
If the aircraft registration is in the table but the aircraft type code does not match, the message will not be processed by OCS or <u>AMP</u> . For manual handling a warning message is given to the user.
•
If the aircraft registration does not exist in this table, the message is processed anyway.
•
It is recommended to store the registrations without the ��� and to add an AMP filter to deny any request where the aircraft registration contains ���.
•
To maintain a list of aircraft registrations, select View Advanced Maintenance Aircraft Registration Type.
To edit an existing record, select the record then select <i>Edit</i> <i>Edit Record</i> or double click.
To create a new record, select the record then select $Edit \mid New Record$ or press Insert.
To delete a record, select the record then select <i>Edit</i> <i>Delete Record</i> or press Delete.

1) There is only one field selected, either Arr/Dep, TimeGroup, or one of the date fields: Date, DateTime, Date_DDMONYYYY, Weekday, WeekNo, or Month.

2) There are two fields selected, one being Arr/Dep and the other being one of the above.

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•

 $"IataAcType,IcaoAcType,AcReg",\ e.g.$

"D93,DC93,OYKIM".

To import from a CSV file, select *Options* | *Load from File*. The file format is;

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Aircraft Type

The Aircraft Type table defines all aircraft type data. Select View |Simple Maintenance | Aircraft Type

To edit an existing aircraft type, highlight the appropriate record. Select *Edit* | *Edit Record* or press Enter or double click. The

To create a group, select View | Simple Maintenance | Aircraft Type Group. Aircraft Type groups are used with parking constraints.





Aircraft type

IATA three letter code

General designator

Aircraft type group



Comment

Description of manufacturer and/or aircraft type



ICAO ACType

ICAO four letter code



Valid from & to

Validity dates for the aircraft type



ICAO aircraft size

Select size see <u>ICAO Aircraft Size</u> Aircraft Type Group

Select the group to assign the aircraft to.

Select an airport to apply selected group to or leave blank to apply to all coordinated airports.



It is possible to allocate one IATA aircraft code to multiple different ICAO codes.

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Aircraft Type Group

Aircraft type groups is primarily used with the parking module, however it can also be used in views, reports and filters.



Creating or maintaining aircraft type groups is a multi-step process. To view existing aircraft type groups, select View | Advanced Maintenance | Aircraft Type Group.



When viewing the aircraft type group table, the members field shows if the type is airport specific or not specific.

e.g. For the Misc group below aircraft type 04M is specific to XXX airport and type 120 is specific to ZZZ airport. Whereas in the Turboprops group, the listed aircraft types are not specific to any airport.



Aircraft type group	Comment	Blocking Time	Valid from	Members
Misc			W09	XXX: 04M, ZZZ: 120
TURBOPROPS		30	W10	(none): AT7, ATR, DH7





To edit an existing aircraft type group, select the record then select *Edit | Edit Record* or double click.

To create a new aircraft type group, select the record then select *Edit* | *New Record* or press Insert.



<u>General Tab</u>

Aircraft Type Group Name

Enter a name for the group



Comment

Free text



Gate Constraint Blocking Time

Number of minutes before departure to block the gate (Gate module, Gate Gantt, not the parking constraint ♥s bus gates)



Valid From

Season code valid from (until a later season is added)



Aircraft Type Group Tab

Group

This is the group the aircraft type belongs to, here the group can be changed to another group.



Aircraft Type

Select the aircraft type for the group.



Airport

Leave blank if the aircraft type will be in the same group for all airports or select a coordinated airport to make the aircraft type specific to selected airport / group.



Group and aircraft type are required, airport is optional. Each aircraft type must be unique by airport i.e. aircraft type 310 cannot be a member of different groups unless different airports are specified.





ADM Administrative Client Program > ADM Message Handling

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Airline Contact

Users with the AMP/OCS module have the menu option Airline Contact and further functions under this menu.

More:

Contact

Handling Agent

Contact Group

Contact Operator Group

<u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Airport

The Airport table defines all airport code data and the country where it is located.

Select View | Simple Maintenance | Airport.



Field	Mandatory / Optional	Notes
	/ Conditional	
IATA Code	С	Three letter Airport location code
ICAO Code	C	Four letter Airport location code
Name	0	Airport name
Country	0	Two letter country code, can be name up to 20
		characters.
		(for Import spec must match existing code or
		name in the Country table, for new country add
		the country before the airport import)
City served	0	Can be used to group airports serving the same
		city.
		Used in the Schedule Editor and custom
		reports as fields; Orig City Served, Last City
		Served, Next City Served and DestCity Served.
Region	0	Select region code. The code needs to be
		defined first in the <u>Airport Region</u> table.
Valid from	0	Valid from date (for import spec format is
		YYYY-MM-DD)
Valid to	0	Valid to date (for import spec format is YYYY-
		MM-DD)



To create a new airport select *Edit* | *New Record* or press Insert.



If the country code does not exist, update the country table.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Airport Group

Airport Group table can be used in <u>Custom Field</u> definitions. Example of an airport group is a state within a country.



To create a new airport group, select View | Advanced Maintenance | Airport Group and then press Insert or Edit | New Record. Fill in the general tab then click Update to enable Airport Group tab in the dialog.

To delete an airport group, select the airport group and then press Delete or $Edit \mid Delete \ Record$.

To edit an airport group, select the airport group and then press Enter, Double Click or select Edit | Edit Record.



Field	Mandatory / Optional	Notes
	/ Conditional	
Airport group	M	Name of the airport group
name		
Comment	0	Free text
Valid from	0	Valid from season by selecting a Season code
		from the drop down list
ICAO Airport	0	Add/Edit/Delete ICAO Airport codes which
		belongs to the airport group from the drop
		down list managed at Airport table



To define new custom fields, please ask PDC for assistance.

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Airport Region

To define airport regions, select $View \mid Simple \ Maintenance \mid Airport \ Region.$

To edit an existing record, select *Edit* | *Edit Record* or double click. To create a new airport region, select *Edit* | *New Record* or press Insert.



Region Code

Enter the region code



Region

Enter the region name



Once defined the region code can be assigned to an Airport.





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Airport/Season Cleanup

SCORE has a rollback function where changes and deleted records can be restored, this creates records marked as deleted and increases the size of the database. These records are also copied when a branch is created which further increases the size of the database.



Airport/Season cleanup, deletes all flight records, which have been deleted in the selected branch and the corresponding flight_delete records. This might be useful for users with the Prolog database which is has a size restriction.



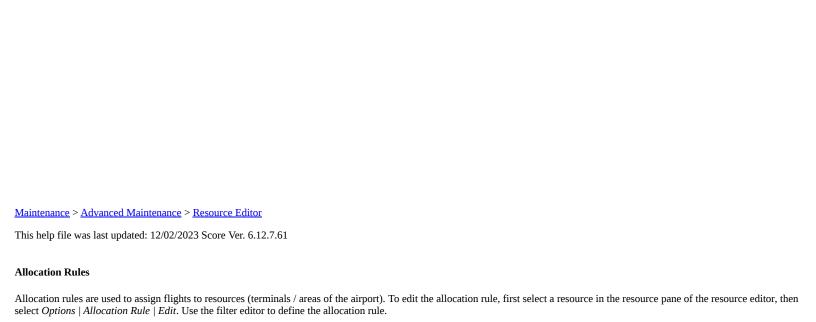
Where there are multiple branches it is important to select the "oldest" to keep. If there are two branches one created on the 1st February, the other created on the 1st March and then the 1st March branch is selected for cleanup, then any record deleted between the two branches will not show in the 1st February branch.



To clean up an airport/season, select File | Airport/Season Cleanup and then select airport, season and the oldest branch to keep.







In the above screenshot, the freight terminal is allocation order 1, any flights with the cargo service types are allocated to the FRT terminal, all other records are then allocated to T1 (the

2nd allocation priority). The passenger terminal has two resources, allocation order 1 is the domestic area of the terminal and allocation order 2 is the international area.

The International resource has no allocation rule therefore all flights which are not covered by rules higher up in the tree are allocated to the international terminal.

The domestic resource has an allocation rule stating flights must come from/to the countries is GB or IE to use this resource.

Note: After editing a resource set the following functions should be performed, View | Database operations | Rebuild All for Air/Sea.

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This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Alternate Row Colors

When enabled the background colour of every second record in the browser will be darker. To enable or disable the function select $File \mid Alternate \ Row \ Colors$. The setting is saved for the user and is effective for any window subsequently opened.



The colour used for the alternate row can be defined in the $\underline{\text{Colour Set-up}}$.

<u>Installation</u> > <u>Message Integration (Email & Type B)</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

AMP Client Program

The AMP (Automatic Message Processing) client is used to import messages received by email and SITA from a specified location.

This section covers the installation and initial settings of the AMP program. The rules for the actual processing of messages are configured by users with the SCORE client program.

V

The files required to run the AMP client are included with the SCORE server program. The AMP client can be opened directly from the SCORE server program.

♥

Before running the AMP client program, it is necessary to check the initial configuration. The configuration of the AMP client program is set in the �amp.ini� file.

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The $\mbox{\bf \Phi}$ amp.ini $\mbox{\bf \Phi}$ file is located in the program directory and can be opened using Notepad.

Your windows operating system may be set to whide known file extensions therefore you should look for a file named amp with the icon like the one to the right.



Open the vamp.ini file and find the section [SERVER]. In this section enter the connection details for the client to access the server.





The AMP client also needs the full or relative path of where the incoming text file messages are located. This is in the [AMP] section of the �amp.ini� file.



[AMP] **•** Enter the IP address or server **•**'s name. (127.0.0.1 means this machine)



The above is the minimum configuration required for the AMP client to run. Additional client settings can be entered in the *\oldsymbol{\phi}\text{amp.ini}\oldsymbol{\phi}\text{ file, for a list of these see *\text{amp.ini}\oldsymbol{\text{File}}\text{.} If any changes have been made to the *\oldsymbol{\phi}\text{amp.ini}\oldsymbol{\phi}\text{ file then the AMP client, these will not take effect until the next time the client is started.

Running the AMP Client

To start the AMP client program locate the vadm.exe and open it.

Your windows operating system may be set to whide known file extensions therefore you should look for an application named amp with the icon like the one on the right.



See also the appendix quick reference list Appendix B - AMP.ini



<u>Messages</u> > <u>Message Handling</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

AMP Configuration

AMP.exe works differently depending if processing a message before or after the Schedule Coordination Conference (SCC). For users without the AMP module, if AMP is enabled, updates can be committed to the database before the SCC but post SCC basic the AMP.exe only imports the messages.



Users with the AMP module have the option to enable AMP before and after the SCC.



When enabled by default all messages can be process and committed to the database subject constraint availability.

To create rules whereby AMP should not process message, select View | Message Handling | AMP Configuration.



To create a new exclusion rule, select *Edit* | *Insert Record* or press Insert.

To edit an exclusion rule, select *Edit* | *Edit Record* or double click a record.

To delete an exclusion rule, select *Edit* | *Delete Record* or press Delete.



Tip: When creating a new rules, it sa time saver to copy and existing rule and edit as required. To copy an existing rule, select *Edit* | *Copy*, or press Ctrl + C then to paste select, *Edit* | *Paste* or press Ctrl + V.



It is possible to create multiple rules but to apply a rule the �Active� checkbox should be checked.



Configuration NameEnter a name to describe the rule. This name will be displayed on OCS and in the message log if a flight fails the filter.

Airport (Optional) Select the Airport to apply the rule to Season (Optional) Select the Season to apply the rule to

If defined and active the filter will only be active during the

valid from/to date period.

Check to active checkbox to activate the rule for AMP When the rule is activated, check the vapply to OCS checkbox to enable OCS to also use the exclusion rule.

Apply to OOH if Active

Valid From/To

Apply to OCS

Active

The filter is applied when:

♦ Only OOH ♦, only inside OOH periods.

No, only outside OOH periods.



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♦ Yes ♦, applied during OOH <u>unconditionally</u>. Click Edit to create rules based on the flight fields Click Edit to create rules based on the message fields



Note: when a message is processed, which contains multiple lines; if any line breaks a rule then none of the lines are process.

Appendix • Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

AMP.ini File

Topic updated 11/2015

Incoming messages are handled in by AMP.exe, settings for incoming messages have to be updated in a separate file named AMP.INI found in the SCORE root library.



Section & Key	Comment
[SERVER]	ŵ
	IP address or server name
	IF address of server fiame
HOST = SCORE_SVR	127.0.0.1 is the local IP address meaning this pc
PORT = 9000	The port that the server is using as defined in the score server.ini communications section
USERNAME = AMP	Always = AMP
PASSWORD	Not applicable
•	•
[ALLOW_HANDLING_LOCALTIME]	•
	Airport/season combinations which are allowed to handle local time messages.
AKL = S13, W13	To allow all airports and seasons to handle local time messages in the ADM SCORE settings table set the ALLOW_AMP_TO_HANDLE_LOCALTIME to yes. If you want to use airport/season specific settings the ALLOW_AMP_TO_HANDLE_LOCALTIME in the ADM SCORE setting table should be set to NO.
•	ŵ
[AMP]	•
E 1	v
PATH =	The directory from which AMP will read messages
POLL_INTERVAL =	Pause (in minutes) between readings
AIRPORTS_USING_NET_	Airports for which net constraint checking is to be used.
CONSTRAINT_CHECKING =	If not defined then the default is Gross mode Contact address will be checked
CHECK_CONTACTS =	if value here is . If enabled the sender �s address must be in the Contact table and have valid permissions defined in the Contact Group table to allow AMP to process the message.
CHECK_CONTACT_ONLY_OUTSIDE_OOH =	If activated in the AMP ini-file, AMP will not check contact during

	90H Yes/no
	1007110
	•
CHECK_ONLY_CONTACTS_IN_CONTACT_GROUP =	₩
	Not used for GCR messages in /REG format.
	Deprecated since 6.10.10.5 Moved to Settings table.
IGNORE_MESSAGES_FROM =	List of email and sita addresses.
	Messages from these addresses are
	ignored (not even put in Inbox)
	Deprecated since 6.10.10.5 Moved
	to Settings table.
IGNORE MESSAGE TYPES =	List of first line message
	details i.e. MVT ASM. These
	messages are deleted
	automatically.
AIRPORTS_EXCLUDED =	For multi AMP
AIRPORTS_INCLUDED =	For multi AMP Value is either CURRENT, FUTURE
SEASONS_INCLUDED = <current future=""></current>	or both. Default is both.
NUMBER_OF_FREETEXT_LINES_ALLOWED_BEFORE_MESSAGE_IDENTIFIER	AMP used to look for a message identifier among the first 1000 characters of a message. This has proved to be too
	crude, so now AMP will now look for a message identifier in the first THREE LINES of a message.
	If no identifier is found the message is treated as free text and left in the Inbox.
	The number three is default and can be changed using this setting.
IGNORE_CC_FROM =	Used to specify one or more addresses in the CC field that AMP should ignore. i.e. the cc address will be removed from the message
•	•
F=	

ADM • Administrative Client Program

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

AMP Start/Stop

The adm client can remotely start and stop the <u>AMP</u> program running on the server.



To start AMP, select AMP | Start AMP.

To stop AMP, select AMP | Stop AMP.



Note: When running AMP from a different folder than the SCORE server, the following lines should be added to the SCORE Server ini-file.



EXE_STARTUP_PATH = "c:\score\program\amp"



More:

Full AMP On/Off

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Appendix Quick Reference Lists

More:

SCORE SERVER.INI

AMP.ini File

SCORE CLIENT.ini & ADM.ini

OCS.ini

Keyboard Shortcuts

Slot Monitoring Actual File Format

Hist Status Codes

Database Fields - Views/Change Screen

Database Fields Names - Reports

Slot Monitoring Actual Table Fields

Slot Monitoring Flight Table Fields

Slot Monitoring Result Table Fields

Slot Monitoring Cancellations / Break Slot Holder Fields

Audit Log

Archive View / Report

Messages

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Archive

Incoming, sent and processed messages can be saved to the archive table. Enabling/disabling of the archiving of messages is setup in the System Parameters.



Each message in the archive has a status code and a unique telex ref. which is retained from the incoming message through to the outgoing message.



Status	Definition
I	In � This is the original message unedited as it was received by score
R	Register This is the edited message as handled. It may have been edited by <u>AMP</u> if autohandle is enabled or edited by a user.
CTI	Commit To In ? This is the edited message with double action codes as per the change screen when using the Commit to In function.
0	Out This is the message, which has been sent. Note that if a message has not been sent from SCORE, it will not be saved in the archive i.e. just creating a reply message does not add to the archive.





Over time the archive table will contain a large number of records, therefore it is necessary to define and use views to filter the number of records retrieved from the database. SCORE is programmed to retrieve a maximum of 20,000 records.



To define an archive view select, Messages | Archive | Define View, then to create a new view select, Edit | New Record or press the INSERT key on the keyboard.

To edit an existing view select the record and then select Edit | Edit Record or press ENTER on the keyboard or double left click on the record.

To delete a view select the record and the select Edit | Delete Record or press the DELETE key on the keyboard.



When creating a new view enter a unique name and then define the properties as required.



Fields

Use the �View Field Selector� to add and remove fields. When creating a new view by default, all fields are selected (right side �Show in this order).

To remove a field(s) from the view, click on a field (right side) or for multiple fields press Ctrl + click each field to remove, then click the Remove button.



To add available fields to the view, click on a field (left side) or for multiple fields press Ctrl + click each field to add, then click the �Add� button. The field(s) will be added to the bottom of the list on the right side.



To organise the order the fields appear, select one field (highlight) then click the �Move up� or �Move down� buttons.

Frozen Column

*Applies only to version 6 and later (next generation interface)



Option to select a column whereby the scrollbar is effective from i.e. up until this column the fields are static.

Sorting

Option to select the sort order by up to three fields. Filter

Report > Archive Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Archive Address List

Available to users with Archive Report.

The archive address list report generates two files; one containing a list of inbound email addresses and one for inbound telex addresses.



To generate an archive address list, select Report | Archive Report | Archive Address List.



Select the airport and season.



Date range is optional.



Input the file name and path. The generated files will have �_email � and �_sita � appended to the file name entered.



The report can also be run automatically, please refer to:

Report Automation

INI for Archive Address List



Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Archive Report

An archive report is a report based on the messages in the archive table. The report is based on the header information and the type or message or change involved, it is not intended to show the body of a message. To view messages in the archive table see Archive.



To define an archive report select, Report | Archive Report | Define View, then to create a new report select, Edit | New Record or press the INSERT key on the keyboard.

To edit an existing report select the record and then select Edit | Edit Record or press ENTER on the keyboard or double left click on the record.

To delete a report select the record and the select Edit | Delete Record or press the DELETE key on the keyboard.



When creating a new report enter a unique name and then define the properties as required.

The report on the right is setup to calculate how many messages have been received by sender, airport and season.



By defining the properties it is possible to create a number of reports / statistics based on the messages, received/sent and/or automatically processed/manually.



Fields

Use the �View Field Selector� to add and remove fields. When creating a new view by default, all fields are selected (right side Show in this order).

To remove a field(s) from the view, click on a field (right side) or for multiple fields press Ctrl + click each field to remove, then click the

Remove button.



To add available fields to the view, click on a field (left side) or for multiple fields press Ctrl To organise the order the fields appear, select one field (highlight) then click the �Move up� or �Move down� buttons.

+ click each field to add, then click the Add button. The field(s) will be added to the bottom of the list on the right side.	
•	
Sorting	
Option to select the sort order by up to three field	ds.
•	
Filter	
The filter button opens the <u>Filters</u> editor.	
♦ Group	
The archive table contains fields such as the number a SSIM lines in a message. The group option allows for calculations to be performed using these values e.g. a COUNT of any of the fields means the number of times there is a record even if the value is zero, whereas the SUM is total combined value.	
•	
To use aggregated fields select a field on the left side and then click on one of the function buttons.	
•	
To remove an aggregated field select the field on the right side and then click the � button. Messages > Archive	
Messages > Arctive This help file was last updated: 12/02/2023 Score	Vor. 6.12.7.61
This help the was last updated. 12/02/2023 Score	vei. 0.12.7.01
Archive View Examples	
Archive has a virtual field "Content", which can be can be loaded up and accessed by the "Search" op	be used in a filter expression to search through the content of all messages. This avoids the restriction that only 50,000 Archive records ation.
•	
The suggested use is a View on Archive with the	filter "Content contains" and then a prompt. It can then be used to find all messages with e.g. a specific flight number.
The following are some example views which co	ald be used to find messages in the archive
•	na be used to find messages in the tremye.
Properties	Filter
•	
•	
* •	
•	

Appendix � Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Archive View / Report

Field	Definition	
A/C	Aircraft	
Airport	IATA airport code	
Cc	Address in CC	
Change lines	The number of all lines starting with action codes: C/R, C/L	
Color Filter Name Content Count of Operations	Name of Color filter defined in the Advanced Maintenance menu a virtual field which can be used in a filter expression to search through the content of all messages. The suggested use is a View on Archive with the filter "Content contains" and then either a fixed value or more likely a prompt The sum of the number of operations in all lines in outgoing messages starting with action codes: A,P, Z and B, F,	
Date Date	N, V, Y and L, I, R and D. Received, sent, and/or saved date of a message with a format �DDMMMYYYY HHMM�	
Delete lines	Number of SSIM lines for slot deletion	
Group	Not used since version 4	
Illegal Lines	Number of SSIM lines that had syntax error	
Log Id	Log file ID	
Manually added	YES if a message is manually added by a user	
Month	Month of a message received, sent, and/or saved	
Msg Id	Message ID	
Msg. Typ.	Message Type	
New lines	The number of all lines starting with action codes: B, F, N, V, Y	
Not Matching Lines	Number of error lines where there are no flight details matching the flight number	
Operator Overloaded Lines	Operator code appeared first in a message the number of all lines in outgoing messages having a constraint breach and starting with action codes: B, F, N, V, Y and L. I. R.	
Processed Lines	Number of SSIM lines that has been processed	
Reason for no auto-reply	Reasons why the message was not sent automatically by AMP	
Replied	YES if an out message is copied to the archive. Also applies to the corresponding I and R	
Response Time	calculated the message response times during OOH (Out of Office Hours)	
Reviewed	YES if a message is tagged as Set reviewed (Archive>Option>Set Reviewed)	
Season	Season code from the season table	
Sender	Sender's address	
SI	Supplementary Information text	
Ssim Lines Status	Number of SSIM lines Status code ("I"- original message received,"R" - edited message as handled, "CTI" - edited message with double action code given by the Commit to In, "O" - message that has been sent out)	
Subject	Subject of messages	
Telex Ref.	Telex reference	
То	Address to send message	
User	User ID of updating user. Messages redirected are archived with user id = "REDIRECT".	

Year Year of a message received, sent, and/or saved



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<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Pax</u>

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Arrival Passenger Profile

Arrival passenger profiles are used to define the percentage of passengers in the terminal over a period of time. If passenger profiles are not used, then the number of passengers calculated in the paxflow constraint is Seats * Load Factor and applied at the scheduled time of arrival.



When using passenger profiles, the calculated passengers is (seats * load factor) * percentage for the time period in the profile.



Passenger profiles are only used if enabled in the **Paxflow** constraint.



To define arrival passenger profiles, select View | Simple Maintenance | Pax | Arrival Passenger Profile and then select Edit | New Record or press Insert.

To delete a profile, select the profile and then press Delete or *Edit* | *Delete Record*.

To edit a profile, select the profile and then press Enter, Double Click or select $Edit \mid Edit Record$.



The profile required the following fields:



Airport

Select the airport the profile applied to, if blank then the profile is used for all airports which do not have an airport specific profile.



Name

Enter a name for the profile. This name is not used by SCORE anywhere.



Description

Free text information field, not used by SCORE anywhere.



Allocation Order

The profile where the flight matches the usage expression with the highest allocation order (in this case 1 is highest priority) will be applied. This allows to have multiple profiles within the profile group/airport.

The allocation order must be unique within an airport, i.e. the same allocation order cannot be used twice for an airport.



Valid From

Enter a date when the profile is valid from. The latest profile will be used for the current/future season.



Usage Expression

Click Edit to define filter conditions for the profile.



Profile Group

Select the Pax Profile Group the profile will belong to.



Arr. Period

In this section define the percentage of passenger for the time period after arrival (applied to each 5 minutes on the enquiry and histograms).



NOTE: that the Passenger percentage is the percentage of passengers in the terminal, not the number arriving in the period.



When using arrival profiles, the **Generic Constraints** should be set to period of 5 and rolling of 5.



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Guides

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

At Historic Baseline Date

Users with the enterprise module can create a historical baseline, which give the user the most options for making decisions whether a change to a flight record can be on an �adhoc� basis or as a historical change.



All SCORE users have the option to use the SHL branch, which has some benefits but there are also limitations. To have the most control over the future SHL users should consider upgrading to the enterprise module, which also provides more advanced functions.



When making the decision whether to use the SHL branch or only the live schedule it is important to understand the following:

����� What the SCORE user is required to do during the season and at the end of the season

����� What SCORE does during the season and at the end of the season



How cancellations prior to the historic baseline date affect the periods eligible for historic rights.



In 2011 the Worldwide Slot Guidelines (WSG) changed how cancellations, which have been made before the start of the use it or lose it calculation, affect the historical eligibility.



WSG now states the following regarding cancellation made prior to the historical baseline date:



♦7.7.2.1 The cancellation of 5 or more consecutive weeks will reduce the period eligible for historic precedence or result in separate periods eligible for historic precedence.

Where the separate periods are recognized as part of the same service (for example, same flight number, route, etc.) then the 80% usage will be calculated for the total number of operations across all periods.



•7.7.2.2 The cancellation of periods of less than 5 consecutive weeks does not reduce the period eligible for historic precedence, provided the total number of cancellations is less than 20% of the period between the first and last date of the series of slots.

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When calculating what is eligible for historic, it is necessary to evaluate 7.7.2.1 first and if this doesn the apply then evaluate 7.7.2.2. This is in addition to the other principles:

- ������ If the result involves separate periods then each of these separate periods must be recognised as a series of slots (any period less than 5 is not eligible).

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The above is best described in the following process flow chart.





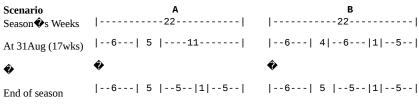


When calculating historical eligibility, it is important to differentiate between the number of slots cancelled prior and post of the historical baseline date.



Using the following scenario S A & B, this guide will illustrate the historic entitlement. Scenario A & B results in different entitlement for the SHL depending on whether the pre or post 2011 WSG method is applied.





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Appendix • Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Audit Log

In the SQL database there is a table called Audit_Log Audit_Kind. These two tables can only be viewed using the SQL Server Management Studio.



This logs the actions performed to the tables below.

Note this log does not track changes to the flight table (flight schedules), when a user deletes or changes a flight in the schedule, the user is not actually deleting/editing records in the flight table and therefore a traditional audit log cannot track these changes.



Tables

airport contact

contact airport

contact_group

contact_operator

country flight aircraft

flight_codeshare

flight_marketing

flight_routing

full <u>amp</u> active

holiday

office operator

Re-allocate Constraints

service_type



Actions

Add missing slot monitoring flight records

Bulk change

Cancellations to baseline

Clear slot monitoring

Clear slot monitoring Actuals

Clear slot monitoring Matchings Re-evaluate cancellation status Re-evaluate slot monitoring flight Re-evaluate UL operations Repair UL operations

Results to baseline Update result (with operator information)

OCS requests where Override has been used. The log entry fields contain this

information:

Table: flight and the Schedule in question

User id: Account Name,

Date/time: Date/time for the OCS request

Kind: Override

Details: SSIM lines representing the request

Maintenance > Advanced Maintenance

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Auto Coordinated Airport

Not available to all users.



The Auto Coordinated Airport is for specifying that a coordinated airport is to be automatically populated from the schedule of other coordinated airports.



To define auto coordinated airports, select View | Advanced Maintenance | Auto Coordinated Airport.



To add a new record, select *Edit* | *New Record* or press Insert.

To delete record(s) select the record(s) and then select *Edit* | *Delete Record* or press Delete.

To edit a record, select the record and then select *Edit* | *Edit Record*, press Enter or double click.



Airport Select airport
From date Enter a start date
To date Enter end date or blank for on going
Auto populated Check to enable auto populate schedule
Allow manual Check to allow manual editing of the schedule







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Auto-merge Schedule

Auto-merge schedule is similar to compress schedule in that records are merged however no operations are inserted or deleted during the process.



Auto-merge can be performed on any schedule/branch. To merge a schedule, select View | Database Operations | Auto-merge Schedule, then select the airport, season and schedule.



There are options to disregard variations within some specified fields (left side) and must match (right side), SCORE will use the value with the highest frequency.





Note: Except for user ACL, the NE historic status codes will not be merged unless all fragments contain the NE status code.



Constraints

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Baggage Belt

First create the **Generic Constraints** to be used for the constraint.





Constraints are added/edited/deled in the Resource Editor. To add a check-in constraint to the resource set, select Options | Constraint | New | Baggage Belt, or click in the constraints pane then press Insert and select Check-in.



Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint must be unique.



Note: The Period and Rolling Factor fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate, baggage belts and Quota these fields are completely ignored.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click edit to define a usage expression for the check-in constraint.



Below Levels & Above Level

When the enquiry matrix is displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected <u>Select Colour Set-up</u> and defined in the <u>Colour Set-up</u> table.



Flight Bags
More:

Baggage Belt Pool

Baggage Belt Stem Down Time

Enquiry

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Baggage Belt Gantt

Available to users with Baggage Belt constraint.



To view the baggage belt Gantt, select View | Enquiry | Baggage Belt Gantt.



SCORE allocates flights to baggage belts in sweeps.

In the first sweeps, flights matching baggage belt preferred expressions are allocated and in the last sweep the remaining flights are allocated.



Multiple flights may use the same belt at the same time. Whether this is possible depends on the flights v number of bags and the baggage belt capacity.

Regardless of the number of bags, the maximum number of flights cannot exceed the number defined in the <u>Baggage Belt Pool</u>.

By default, SCORE will allocate multiple flights to the same belt to minimise the number of belts use and thereby be able to show the maximum capacity available unless this is disabled in the ADM <u>Setting</u>.





The Gantt above shows flights allocated to baggage belts. Bars are coloured according to the carrier colours selected by the user. When two flights with the same operator are adjacent to each, a different background patterns are used in the bars. This is the case for the two JE flights in baggage belt number 3.

In the Gantt above, there is not room for the flight QR1367 which is therefore placed in an �extra� baggage belt.



Mouseover on a flight in the Gantt will give you information about the flight number, arrival time, and the number of bags in the 5 minute slot.

Double clicking on a bar will bring up a list of flight views where the user can select a view to see a schedule editor populated with the flight clicked on.

Constraints > Baggage Belt

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Baggage Belt Pool

In each baggage belt constraint, it is possible to create a number of baggage belt pools. A baggage belt pool is a collection of the same type of belts e.g. small, medium or large belts and the capacity / quantity of these belts.



Name

Name of the pool e.g. small belts



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Allocation Order

When multiple pools are used, this allocation order specifies which pool should be used first, where order 1 is first allocated.



Capacity

This is the maximum number of bags, which each belt can accommodate.

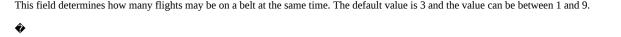


Usage Expression

Click edit to define a usage expression for the pool.



Max number of flights



Baggage Belt Pool Details:

The belt pool details are defined in the top right corner of the belt pool.

The availability / limit is defined for a period (From date, To date, From time, To time, and DOOP).

A warning limit may be defined and a limit must be defined. Multiple periods with different limits

may be defined.





The Belts can be defined in the bottom right corner of the belt pool.

Each individual belt can be defined with its own name and definitions.



Baggage Belt

Enter the baggage belt name/number. This will be used in the Gantt chart. If no belts are defined the Gantt will name the belts Belt 1, Belt 2 etc.



Allocation Order

When multiple belts are used, this allocation order specifies which pool should be used first, where order 1 is first allocated.



From Date / To Date / From Time / To Time / Doop

Period when the belt is available.



Capacity

Enter the number of bag that the belt can accommodate.



Maintenance > Advanced Maintenance

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Baggage Belt Stem Down Time

For baggage belt constraint.



Stem down times are used to define the percentage of bags on the belt over time. Using a combination of allocation rule number and usage expression, different profiles can be created e.g. different airlines, routes etc.



Allocation Order

When multiple rules are used, this allocation order specifies priority order to be used, where order 1 is first allocated. The rule applied for a flight is the first allocation order matching the usage expression.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click edit to define a usage expression for the rule.



Number of bag From/To

Enter the number of bags from / to that this profile applies to.



Stem Down Details

Enter the percentage of bags on the belt at each time interval

Example:

Minutes after Arrival	Percentage of bags on the belt
0	0
5	0
10	25
15	40
20	25
25	10
30	0



If first entry is defined as 50% after 10 minutes, then profile is 0% from time of arrival until 10 minutes after arrival then it will be 50%.

If there is no line with zero percent at the end, then SCORE uses a default of 45 minutes. The number

of minutes can be set up per airport and season in the ADM <u>Setting</u> table, **Default** number of minutes for a baggage belt to stem completely **.**



<u>ADM</u> **�** Administrative Client Program > <u>ADM</u> **�** Advanced Maintenance

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Baseline Automation Parameter

There are three levels of automation with regards to baseline changes:

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- 1. No automation
- 2. Simple changes
- 3. Parameter based



Simple changes

Updating the baseline for simple changes can be enabled in the AMP.ini and/or OCS.ini and works based on the following rules:

����� Does not break any <u>AMP</u> or full AMP rules

����� Does not exceed capacity warning/absolute limits in the live and the baseline

����� The change made is for the entire period of the record i.e.no fragmentation

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There are two settings in the AMP/OCS ini files, which will determine if proposed baseline changes (assuming no constraint breaches) are actioned in the database by AMP/OCS:

a) PERMIT_BASE_CHANGES which is airport/season dependent

[PERMIT_BASE_CHANGES]

W14 = NRT

W13 = GVA DUB LHR LGW

b) ♠ REDUCED_BASELINE_REQUIREMENTS from the CLIENT SETTINGS section

[CLIENT SETTINGS]

REDUCED_BASELINE_REQUIREMENTS = ON



If (a) is ON for the airport/season in question:

- i. �� An N line will insert a corresponding new record in the baseline
- ii. �� A simple C/R change of the live record will change the corresponding baseline record, if the two records have the same period. If the change includes a time change, then the change of the baseline record is done only if (b) is ON.

The functionality for a simple C/R change (ii) will be used if no baseline automation parameters are defined for the airport/season in question.



Parameter based

Using the baseline automation parameters, it is possible to confirm changes automatically which involve only a partial period change.



To create baseline automation parameters, select View | Advanced Maintenance | Baseline Automation Parameter and then select Edit | New Record or press INSERT.

To delete, select a record and then select *Edit* | *Delete Record* or press DELETE.

To edit, select a record and the select *Edit* | *Edit Record* or press ENTER or double left click on the record



Select the airport

Select the season



Check to enable for OCS

Check to enable for AMP



Only Live if Change Below

Enter the percentage (based on the number of weeks) below which the change will only be

Guides > Preparing a New Season & SHL

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Baseline Branch Schedule SHL Preparation

Ensure that the step in Preparing a New Season & SHL have been completed already before proceeding with the steps in this topic.



The following is a guide to creating the new season and the SHL when a historical baseline has been used. These are recommended steps but may need to be altered to take into consideration any local practices. For further details on each menu function or option, refer to the relevant sections in the manual.



Overview of steps:

- 1. Check schedule
- 2. Generate SHL



1. Check Schedule

Check the schedule is as required for the SHL. The automerge function can be used to merge the schedule in the case of fragmentation, this function only merges records unlike the compress function which can add and remove records.

See Auto-merge Schedule



2. Generate SHL

Generate the SHL messages

See Generate SHL

Constraints

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Below Level / Above Level

When viewing an enquiry matrix SCORE applies a colour scheme based on the available capacity at different levels. The colour used is based on the values entered in the velous entered in the velous and above level in the constraint, the colour scheme is defined in the Colour Set-up table.





When thinking about the meaning of the above/below level, think of a measuring jug being filled up.



The limit is the value defined in the constraint

If the limit is 1000 passengers the following applies:



If the below level 1 is set to 50, then the below level 1 colour is applied when the utilisation is below 950 passengers.



If the below level 2 is set to 100, then the below level 2 colour is applied when the utilisation is below 900 passengers.







Above is an illustration demonstrating the concept using only an absolute limit (no warning limit) and below is an example of how the colour groups are applied in an enquiry matrix showing availability.



Colour Group	Value Entered in� the Constraint	Values Seen in the Enquiry Availability Matrix for the Colour Group
Below Level 4	200	201 an higher
Below Level 3	150	151 to 200
Below Level 2	100	101 to 150
Below Level 1	50	51 to 100
Near Full	•	1 to 50
Full	•	0
Over	•	-1 to -50
Above Level	50	-51 and below



In the above illustrations the values and limits are based on the absolute limit.

If a warning limit is used then the following applies (values are based on absolute limit = 1000 and warning limit = 900).



Availability Matrix Values		Utilisation Concept Illustration	
Colour Group	Value Entered	Values Seen in the	
	in� the	Enquiry Availability	
	Constraint	Matrix for the Colour	
		Group	
Below Level 4	200	301 an higher	
Below Level 3	150	251 to 300	
Below Level 2	100	201 to 250	
Below Level 1	50	151 to 200	
Near Full	•	101 to 150	
Warning	•	1 to 100	
Full	•	0	
Over	•	-1 to -50	
Above Level	50	-51 and below	



Maintenance > Advanced Maintenance

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Block Time

Not available for all users.



To define block times between coordinated airports, select View | Advanced Maintenance | Block Time.



To add a new record, select Edit | New Record or press Insert.

To delete record(s) select the record(s) and then select Edit | Delete Record or press Delete.

To edit a record, select the record and then select *Edit* | *Edit Record*, press Enter or double click.



Operator	Select or leave blank for all	
Aircraft Type Group		
Usage rule		
Allocation order	Set the allocation order where 1 is first priority	
Dep Airport	Select the coordinated departure airport	
Arr Airport	Select the coordinated arrival airport	
From	Optional date operational period	
To		
Block Time	Enter the block time in minutes for the route	
Tolerance	Enter the tolerance time in minute for the routes block	
	time	

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When Score looks up the Block time, it finds all entries matching on From Airport, To Airport, and From/To Datetime.

The fields Operator, A/C Type, and A/C Type Group may be left blank to create a block time which matches all flights for that From/To airport and date range.

Block times can be created to match specific operators and A/C Type or group.

For the other fields, it looks for a match on fields in this order:

- i) Operator and A/C Type
- ii) Operator and A/C Type Group
- iii) Operator alone
- iv) A/C Type alone
- v) A/C Type group alone

A live flight branch and resource set must be created for the auto coordinated airports and constraint checking is done as for the "normal" coordinated airports.

<u>Flight</u>

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Block Time Consistency

Not available to all users.



The block time consistency matrix shows the total number of records where there are inconsistencies between coordinated airports. Inconsistencies are flights that are missing in the other airport or flights

where the block time is not observed. For block time inconsistencies, the Block Time table is used.



To view the matrix, select View | Block Time Consistency, then select the season and two or more airports to view.

To view the flight records with inconsistencies, double click in the matrix or select Options | Show Schedule and select a flight view. One schedule editor is opened per airport.



Select Options | Show inconsistencies to write all inconsistencies to the session log. The inconsistencies are grouped into:

MISSING IN Departure airport, MISSING IN Arrival airport, and BLOCK TIME VIOLATION.



When a flight is added / edited in the add screen, edit screen or change screen, Score checks if this causes inconsistencies. Any inconsistencies cause warnings to be written in the session log and in the warning dialog.



The warnings look like this:

For flights, which are missing at the other airport:

Block time inconsistency

4Z101 27MAR29OCT 1234567 037ER3 1015CPT J ❖ CPT, arrival: Missing



For flights where the block time is not observed:

Block time inconsistency

4Z304 27MAR29OCT1234567 037ER3 0955DUR J - DUR, arrival: 1050 (range1030 - 1045)

ADM • Administrative Client Program

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Bulk Change

The bulk change function is used to change the value of database fields for multiple records. There are many potential usages, but some examples include:

 $\spadesuit \spadesuit \spadesuit \spadesuit \spadesuit$ When a large operator reconfigures the number of seats on an aircraft type

����� When an operator changes operator code

����� During initial coordination, changing new requests to unconfirmed records.

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To make a bulk change, select View | Bulk Change.

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Configure the options as below and then click update. SCORE will warn the user of how many records will be affected by the change and give to option to continue or cancel.



Warning: All changes are final, it is not possible to undo.



Table

Select the table containing the data to change. Schedule records are stored in the flight table.



Season/Schedule

Select an airport, season and schedule to change. Selection is only available if applicable table has been selected.



Disable Consistency Check

Checkbox is only shown if an applicable table has been selected. When records are changed, SCORE validates the data input, which increases the times to perform some tasks. To disable the check, select the checkbox.



Filter

Use the filter editor to create a filter for the records to be changed.

Tip: As records are in turnaround format it is simpler change arrival fields separately from the departure fields.



Changes

The changes button opens the update editor where changes to be made are configure. The update editor has spilt pane, the upper pane contains the updates to make, and the lower pane is used to create the updates criteria.





To create the update criteria, select the field, then chose if the field is updated to equal a value (enter in the text box), another field (select from the available list) or it should be blank, then click Add.



To edit update criteria already created, select the update in the upper pane then edit in the lower pane and click update.



Constraints > Parking > Creating a Parking Constraint

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Bus Gate Blocking Offset

Requires both the parking and gate modules.



Bus gate blocking offset is used to define the bus gates which can be used with the specified remote stands. Use the New, Edit, Copy, etc. buttons for creating and editing the Bus gate, remote stand and offset settings.



Offset

Enter the number of minutes offset from the scheduled departure time that the bus gate will be closed. The time can be negative for closure minutes after scheduled departure time. If a buffer time is set on the Gate or the parking pool this will be added to the bar in the parking Gantt.



Different offset times can be defined for different gate / stand combinations.



The time period that the bus gate is blocked for, is defined in the **Bus Gate Blocking Time** table.



Gates

Select the gates using this offset time.



Stands Select the stands which can be serviced by the specified Gates.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Bus Gate Blocking Time

For use with the <u>Parking</u> constraint (requires parking and gate module). This is not used by the <u>Gate</u> constraint, the gate constraint uses the �blocking time� field in the <u>Aircraft Type Group</u>.



Airport

Select the airport (required)



Valid from

Select the date from which this rule applies from (required)



Valid to

Date until which the rule is valid.



Usage rule

Click edit to create filter conditions, which this setting applied to.



Allocation order

When creating multiple rules, the allocation order number sets the order in which rules are applied. Set to 1 if only one rule is required.



Blocking time

Enter the number of minutes which the bus gate is used for. The closing time is determined by the Bus Gate Blocking Offset.

Advanced Slot Monitoring

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Calculate Use it or Lose it

The slot monitoring results table contains records which are monitoring against the use it or lose it regulations.

The results are created based on the baseline if it exists, otherwise the live schedule is used for records greater than the number of weeks recognised as historical significance (see System Parameters).



Please also refer to the Guides for more detailed steps required before running the calculate use it or lose it function.



To create the records in the results table, select Slot Monitoring | Calculate Use it or Lose it.



Select the airport and season then select the date and time, which the use it or lose it process begins at.



Set WSG Links

Calculates all values in the two WSG fields.

For information regarding WSG links see <u>Additional Information</u> in the slot monitoring results section.





How the function works:

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Users with baselines

The function creates a record in the results table for each baseline record as it is now by day of the week i.e. a daily record is shown as 7 separate days in the result table

The basic schedule information fields are copied from the baseline and the baseline number of operations is also populated.

The use it or lose is number of operations is calculated by the sum of operations in the live schedule having a matching slot holder id at the specified date and time. If no record with a matching slot holder id is found at the specified date and time (in the prompt as shown above), then SCORE will check the live schedule as it is at the current time.

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Users without baselines

The process creates a record in the results table for each live record as it is/was at the specified date/time but is based on compressed version of the live flight records.

For the creation of result records the compress version uses the parameters defined in the compress setup, see <u>Compress Schedule Setup</u>. The use it or lose it number of operations is set to be the sum of operations on the specified date/time.



The target number of operations, is 80% of the use it or lose it operations, rounded up i.e. if the use it or lose it number of operations is 24, the target will be 24*0.8 = 19.2 which then will be shown as 20.

Report

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Cancellation Report

The cancellation report shows all flights, which have been cancelled since the slot return deadline (01FEB for summer, 01AUG for winter).



To generate this cancellation report, select Report | Cancellation Report.



Airport

Select an Airport.



Season

Select a Season.



Operator

Select an Operator or <ALL> for all.



Operational period

Select the Operational period i.e. the period flight were scheduled to operate.



Use Normalize to set the values of the From and To 20Mar, with normalise enabled for a period 02JAN to 08JAN, the output of the report will show dates within the specified period.



Cancellation period

Select the cancellation period i.e. the date range during which the cancellations were made.



Column based output

If the option is selected, the flight details are shown as separate columns.



Destination

There are four destination options to save the report, preview (on screen), message out, message pend or as a file.

When saving as a file click �Browse� to select the file path, specify the file name and extension.



To choose how the columns are separated select a separator from the list of blank, comma, tab or semicolon.



Save settings, sets the parameters are the pre-selected values for the next time the report is run.







The report shows lines of flight records and deletion time. The flight record is written in unlinked SSIM format and ordered chronologically by deletion date.



If a flight has multiple cancellations, then each cancellation is written on a separate line.

For example, the flight below TT101 has had the period 18NOV23DEC cancelled on 20SEP2013, and later the period 20JAN10FEB.



TT101 18NOV23DEC 1000000 100100 1500CPH J �;20SEP2013 1042��� PDC

TT101 20JAN10FEB 1000000 100100 1500CPH J�� 3 ;20DEC2013 1201��� PDC

Advanced Slot Monitoring

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Cancellations to Baseline

The function will extend the baseline records with cancellations made prior to the creation of the baseline.



The function must be run after the baseline has been created and before the calculate use it or lose it function. It extends the baseline periods with operations in the Slot monitoring cancellation table which has "In Calculation" true.

The functionality is available to users with baselines (enterprise module).



The Setting Update slot mon cancellation table before baseline creation should be enabled, then Score will add, cancellations made before the baseline was created and also before the "Calculate use it or lose it" function has been run, to the Slot monitoring cancellation table.



The cancellations (deletions shorter than historic length) made in the live schedule are added to the Slot monitoring cancellation table with "In Calculation" true. Blocking slots and exempt service types are excluded.

<u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Change Password

To change password select $View \mid Simple \ Maintenance \mid Change \ Password.$

<u>Flight</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Change Screen

Primarily the change screen is used to make changes and test for overloads but there are many functions available to assist the coordinator.

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When changes are first loaded into the change screen SCORE will check for overloads.

- ����� First to test if all blocks can be confirmed.
- ����� If not, the blocks giving overload, are then excluded, and the remaining blocks are now tested one by one in the order listed. If they are not working, then again overloaded blocks are excluded before continuing to the next overloaded block and so on.

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When a baseline is used there are some additional options see **Change Screen with Baseline**.

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- *****
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The first column(s) of the change screen may show:

A No Entry sign � If limits are overload a mouse over tooltip shows the session log info for the record. A warning triangle - if there is an associated warning to the block. If the mouse is moved to exclamation mark the warning will show as a tooltip. The next column of the change screen is the coordinator reply action code, this is also indicates the action, which will take place in the database once committed. The next column of the change screen is the operator action code. To see the definition of the remaining column see Database Fields - Views/Change Screen|topic=Database Fields -Views/Change Screen. To edit a record click in the cell and enter the details as required. Records where the action code is X or H cannot be edited. ŵ Cancel To close the change screen and disregard any changes, click Close or press Alt + X or select Options | Cancel. Undo Click to undo the last change or select *Edit* | *Undo* or press *Ctrl* + *Z*. Ŷ Redo Click to redo a change or select *Edit* | *Redo*, or press Ctrl + Y. Local / UTC Time Click to switch between local and UTC time Session Log Click to hide or show the session log pane to the left or the bottom of the change screen. Constraints The result of testing all records for overloads is displayed in the constraints pane. ŵ More: View Filter Row <u>Flight</u> This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Change Screen with Baseline The change screen with baselines is a multi-pane view, the top pane is the live schedule and the bottom pane is the baseline schedule.

This section covers the additional functions available when using a baseline.

The baseline pane will load an existing baseline record, if the change to the live schedule is of historical significance. The number of weeks which is considered to be historical significance is defined in System Parameters.



�Commit

Commit is the same as Commit and Send EXCEPT that no SCR message is generated.

Click Commit or select options | Commit or press Alt + M



Commit and Send



Commit Live

Commit Live is the same as Commit Live and Send EXCEPT that no SCR message is generated.



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Commit Live and Send

Commits changes made in the live pane only, any changes made in the baseline pane will be disregarded. Click Commit All or select Options | Commit Live or press Shift + Ctrl + M.

The function then works in the same way as the <u>Change Screen</u> without baselines.



Test Live

Test the selected live pane record(s) against constraints.

To test one record or more records to see of the change would cause any overloads, select the record(s) and then click Test or press Ctrl + S or select *Options* | *Test*. The session log reports details of any overloads found. See Session Log for more details about information in the session log and the option to view details in an enquiry.



Note: If an enquiry histogram or matrix is also open, then the enquiry will display an updated view included the selected records changes in the calculation.



Test Base

Test the selected baseline pane record(s) against constraints.

To test one record or more records to see of the change would cause any overloads, select the record(s) and then click Test or press Shift + Alt + S or select *Options* | *Test Base*. The session log reports details of any overloads found. See Session Log for more details about information in the session log and the option to view details in an enquiry.



Note: If an enquiry histogram or matrix is also open, then the enquiry will display an updated view included the selected records changes in the calculation.





Test All

To test all if all the records in the change screen together cause any overloads, click Test All or press Shift + Ctrl + S or select *Options* | *Test All*. The session log reports details of any overloads. See Session Log for more details about information in the session log and the option to view details in an enquiry.



Note: If an enquiry histogram or matrix is also open, then the enquiry will display an updated view included the selected records changes in the calculation.



More:

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ADM • Administrative Client Program > Data / Table Tasks

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Change Slot Holder

The slot holder fields are used by SCORE to link the live schedule with the baseline schedule. To create/reset/set the slot holder fields, select File | Change Slot Holder.





Select the airport, season and schedule to set the slot holder.



There are four slot holder fields, two each for arrival and departure. One is the slot holder ID and the other is the slot holder operator.



To change the slot holder operator, check the ***** Change SH Operator ***** checkbox.



The slot holder operator field will be set to equal the airline designator field.



ADM • Administrative Client Program > Data / Table Tasks

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Changes to Tables

When SCORE is upgraded to provide new or enhanced functions, sometimes this required the database tables to be altered or some fields and tables become obsolete. Obsolete fields and tables are not deleted, so that old data can be imported in to a newer version of SCORE.



In the changes to table menu, there are some functions, which can convert the old format data in to the current format used by score.

Database Operations

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Check Flight Allocation

This function checks all flight records as allocated to resources and have relevant constraints applied. Any flight records not allocated is written in the session log, below are some examples:

```
On resource T1
NOT ALLOCATED TO PARKING:
XX813 XX814 13 JUL 240CT 1234567 400333 MNL0105 0235MNL JJ

On resource T1
NOT ALLOCATED TO GATE:
XX3501 XX3542 29MAR240CT 1234567 072AT7 SZB0110 0140IPH JJ
```



To check the allocation, select View | Database Operations | Check Flight Allocation and then select an Airport/Season/branch/Res Set.

Check-in One check-in constraint per resource can be created to check there are enough check-in counters to handle flights. ❖ The check-in constraint sets the limit of the number of check-in counters available at the terminal. The number of check-in counters which are used for a flight, is defined in the Check-In Usage table. ❖

Constraints are added/edited/deled in the Resource Editor. To add a check-in constraint to the resource set, select Options | Constraint | New | Check-in, or click in the constraints pane

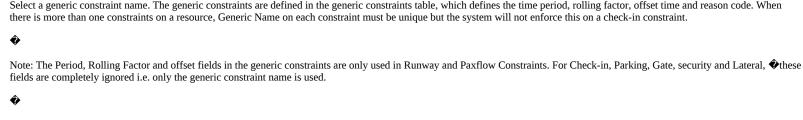
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Constraints

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then press Insert and select Check-in.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click edit to define a usage expression for the check-in constraint.



Release before Departure

Enter then number of minutes before the departure time, which the check-in counter will close and be released for the next flight. The opening times and number of counters is defined in the Check-In Usage table.



Below Levels & Above Level

When the enquiry matrix is displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected Select Colour Set-up and defined in the Colour Set-up table.



Check-in details



From Date / To Date

The first and last date the capacity limit applies.



From Time / To Time

The beginning and end time on each day, which the capacity limit applies to.



DOOP

Days of operation, which the capacity limit applies to



Warning

The warning limit is optional but is used to provide the coordinator with a warning when the capacity is close to full.

<u>Constraints</u> > <u>Advanced Check-in</u>

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Check-in Client

The check-in client tab is used to define the type of check-in method.



Use the Edit, New, Delete, Copy and Paste buttons to manage the check-in clients. When creating a new entry there are three choices as to how the check-in counters are to be calculated.



**Property of the property of



����� Common � This option calculates the desk demand based on

passenger loads, <u>Check-in Reporting</u> <u>Profile</u> and transaction times.	
Ŷ	
should be used when there are a dedicated number of desks for a specified operator(s) in a specified period. It is independent of the schedule i.e. if 10 counters are allocated to an operator(s), this will be fixed regardless of whether the operator(s) has 1 flight or 10 flights. With this option there is no calculation as to whether there are enough desks to cope with actual flight schedules.	
•	
•	
•	
•	
For more details on the different check-in client c	alculations please see the following sections.
•	
More:	
Dedicated Check-in	
Flight Check-in	
Common Check-in	

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Check-in Desks Profile

Advanced check-in.

The check-in desk profile is used by the check-in constraint (flight profile).



To create a new profile, select View | Simple Maintenance | Check-in Desk Profile and then Edit | New Record or press Insert.

To delete a profile, select the profile and then press Delete or $Edit \mid Delete \ Record.$

To edit a profile, select the profile and then press Enter, Double Click or select $\textit{Edit} \mid \textit{Edit Record}.$





Enter a name for the check-in profile.	
•	
Description	
Free text description	
•	
Resolution	
Select if the calculation of counters should be based on 5 or 15 minute periods.	
Check-in Desks Tab	
Use the Edit/New/Delete/Copy/Paste buttons to create the time/desks profile.	
•	
Before Departure	
The number of minutes before the departure of a flight, that the number of desks should be used.	
•	
Number of Desks	
Enter the number of desks to be used at the specified time before departure.	



Name

Import Profiles / Export Profile

To import or export profiles in CSV format, select *Options* | *Import Profiles* or *Options* | *Export Profiles*.

During Import the imported profiles are compared with the existing profiles, and only the differences are handled, including deleting profiles which are absent in the import file.



The format of the csv file is:



[name],[description],[resolution],[before departure in time format hh:mm],[number of desks], {repeat for all time/desk profile entries}



Example of the format for the screenshots above:

180/6 60/2 40/0,Over 400 seats,5,00:40,0,01:00,2,03:00,6



Enquiry

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Check-in Gantt

Available to users with �Advanced Check-in� module.

To view a Check-in Gantt, select View | Enquiry | Check-in Gantt.



Session	Select from an open session by airport, season, schedule and resource set
	session or click New to open a new session.
Resource &	Select the resource and then the constraint to view.
Constraint	
Template	Option to select a saved template allocation
Date	Select the first date to view.
Days/ <u>DOOP</u>	Select the number of days to load in the Gantt.
ŵ	Select the days of operations to show i.e. if the number of days is 3 and the DOOP is only 1 then three Mondays are shown.

•	>	
Display Period Set the number of days or hours to display in the Gantt.		
View	Select the view to be displayed. See [to do]	
Local Time	Select to show in local time. Users with a local time database can select UTC.	
Show empty overage bays	Untick to hide overage bays, which don ♦ t have any flights records.	





More:

Check-in Gantt Options

Check-in Gantt Mouse Options

Enquiry > Check-in Gantt

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Check-in Gantt Mouse Options

Double click

On a record to open a schedule editor for the selected bar.



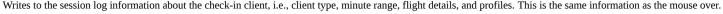
Mouse over

Shows information about the check-in client, i.e., client type, minute range, flight details, and profiles. Sometimes there is too much information to fit the screen, it can be written to the session log using right click *write client information*.



Right Click

Write client information





Enquiry > Check-in Gantt

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Check-in Gantt Options

The following functions are available from the *Options* menu.



Display Period

Enter the number of days and hours to show in the Gantt.

Note: the number of days and hours should be less than the selected days the Gantt was initially opened with i.e. if selected is 2 days but the display period is set to 3 days, there will only be 2 days of data in a window which spans 3 days.



View Editor

To arrange the check-in zone layout, select *Options* | *View Editor* and then use the Move Up and Move Down buttons to set the display order in the selected pane. Views can be defined as:

By default, the Check-in Gantt is arranged by the constraint pool and then the zones and can be customised to suit personal preferences.



When closing the check-in Gantt the user is prompted if the view should be saved.



Save View / Save View As

A Check-in Gantt view can have its layout and allocation altered by the user, to save the arranged layout and allocation, select *Options* | *Save View* Or to save the view as a new view, select *Options* | *Save View as*.



Manage Views

Gantt views can be deleted by selecting Options | Manage Views and then selecting Edit | Delete Record or press Delete.

Report

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Check-in Gantt Report

Requires Advanced Check-in.

The report shows check-in client allocations.

The data shown is:

Check-in client name, check-in client type, check-in client profiles used in the client, zone name, desk number, desk name, desk usage (minute ranges), flight numbers and departure times, desk usage first from time, desk usage last to time.

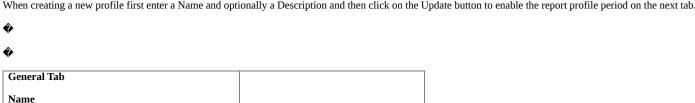


Maintenance > Simple Maintenance This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Check-in Reporting Profile The check-in reporting profile option is for users with the advanced check-in constraint module and is used when the ◆Common◆ check-in client constraint is used see Advanced Check-in.

To edit a record select a record and then select *Edit* | *Edit record* or press Enter. To delete a record select it and then select *Edit* | *Delete Record* or press Delete.

To create a check-in reporting profile select View | Simple Maintenance | Check-in Reporting Profile and then select Edit | New Record or press Insert.

The check-in reporting profile is used to express as a percentage the number of passengers arriving at check-in at specified time periods before the departure of a flight.



Enter a name for the reporting profile.

Description

Free text description

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Reporting Profile Tab

Use the Edit/New/Delete/Copy/Paste buttons to create the reporting profile.

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Before Departure

Enter in minutes (must be divisible by 15) the period before departure.



Passenger Percentage

Enter the percentage of passengers arriving at checkin for this 15 minute period.

Note: SCORE does not warn if exceeding 100%



15 minute periods which are not added in the reporting periods will inherit the passenger percentage from the previous slot.





In the above screenshot example, SCORE will use the following values:



Number of minutes before departure	Passenger Percentage in the 15 minute period	Comment
120	15	•
105	18	•
90	18	Inherited from 105 minutes
75	18	Inherited from 90 minutes
60	17	•
45	13	•
30	0	•



It is possible to input a zero value. If no passengers check in 30 minutes before departure the passenger percentage must be set to 0.

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Check-in/Security Flight No Profile

For security and check-in constraints profiles per flight number, weekday can be defined by airport, season, operator, service number, and weekday. For each profile it is possible to define pairs of "Number of minutes before departure (in 15 minute resolution)" and passenger percent with one decimal place.



The profiles are used in security and advanced check-in constraints, where the client type is �common�.



To create a Check-in/Security Flight No Profile select View | Simple Maintenance | Check-in/Security Flight No Profile and then select Edit | New Record or press Insert.

To edit a record select a record and then select Edit | Edit record or press Enter. To delete a record select it and then select Edit | Delete Record or press Delete.



<u>Maintenance</u> > <u>Simple Maintenance</u>

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Check-In Usage

Available to users with the Check-In module.

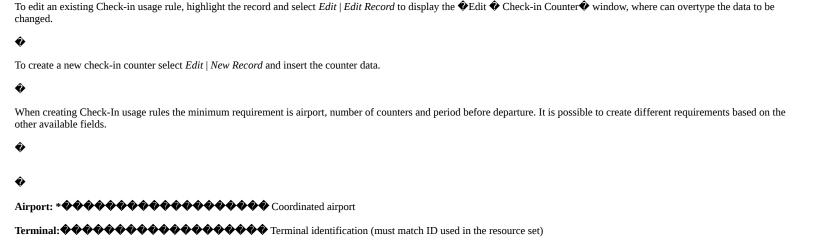


The Check-In Usage table defines the number of counters and the associated flight numbers used per operator. Select View | Simple Maintenance | Check-In Usage.

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Description: CheckINUsage





Period before dep: **** *** *** *** *** *** Number of minutes before flight departs, which the counters open

It is possible to create overlapping rules using the combination of optional fields, in this case the more specific rule is used. The following priority applies:

Airport:
Operator:

From Seats:

CPH

SK 0

CPH

SK

Service Number: ���� Flight number or blank for all

From Seats: ***

Valid from: ���������� Date valid from

Nof Counters: *** *** *** ** ** ** ** Number of counters to be used

1. Identical terminal, operator and service number

For example, an SK flight with 50 seats would match both rules.

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For a terminal with all the check-in desks in a row, the set up in score is likely to be just one

For a terminal with multiple check-in islands each area or zone can be defined differently.

On the check-in zone tab, different zone or areas for check-in can be defined.

2. Fidentical terminal and operator

4. Identical operator5. Identical terminal

Constraints > Advanced Check-in

Check-in Zone

zone.

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3. Videntical operator and service number

* = mandatory fields

Although the combinations are very flexible, it could lead to valid but conflicting rules.

Usage expressions can define which operators are allocated to each zone.	
•	
Use the Edit, New, Delete, Copy and Paste buttor	ns to define the zones.
•	
Check-in Zone General Tab	
Name	
Enter a name for the check-in zone	
•	
Description	
Free text field which best describes this constrain	t usage. This is not used elsewhere by SCORE.

Use the Edit, New, Delete, Copy and Paste buttons to define number of check-in desk for the zone.

The warning limit is optional but is used to provide the coordinator with a warning when the capacity is close to full.

Use the Edit, New, Delete, Copy and Paste buttons to define the name each check-in desk in the zone

• Create ODBC connection to the database. Name of ODBC connection

Click edit to define a usage expression for the check-in zone if necessary.

Usage Expression

Check-in Zone Details Tab

Enter the date period when the desks are available.

Enter the time period when desks are available on each day.

Enter the days of operations when the desks are available.

Enter the number of check-in desks for this constraint.

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Restore the database back up file

Check list for First Time Complete Installation

From date & To Date

From time & To Time

DOOP

Warning

Check-in Desk Tab

Install database

SQL users

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Limit

Desk Installation

•		
♦ Install SCORE server program files		
Configure server parameters	core server.ini� file	
♦ Install SCORE client on users PC♦s		
Optional install ADM client on su	upervisor PC�s	
♦ AMP module - configure AMP client ♦ amp.ini ♦ file		
♦ Email module ♦ Install and configure PDCMailService (dedicated mailbox is needed)		
• Optional OCS module		
•		
My server�s IP address or name:���		
My server ♦ 's communication port number:	•	
0000000000000000000000000000000000000	**	

Flight > Change Screen

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Check Similar Flight Number

Not enabled for all users.

See ADM Setting $\mbox{\rotate{$\Phi$}}$ Check similar flight number $\mbox{\rotate{$\Phi$}}$ for detail of this function.

ADM • Administrative Client Program > Data / Table Tasks

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clean up Tables

Clean up tables detects and deletes orphan and constraint records.

To clean up tables, select $File \mid Clean \ up \ Tables$ and click Yes.



The session log displays the results of the clean up. $\,$

Flight > Schedule Editor

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clear Hanger

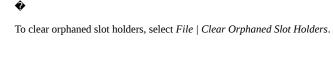
Not Available to all users.

 $Deletes \ selected \ record(s) \ from \ the \ \underline{Flight \ Hanger} \ table. \ Select \ \textit{Options} \ | \ \textit{Set/Clear Actions} \ | \ \textit{Clear Hanger}.$

ADM Administrative Client Program > Data / Table Tasks This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 **Clear Orphaned Slot Holders** After the baseline has been compressed, the clear orphaned slot holder function can be run to delete the slot holders of records in the live schedule, which do not link to a baseline record.

The slot monitoring flight table has a field called **Occord.** Type **Occord.** Type

Series flights have slot holders, adhoc records do not.



ADM • Administrative Client Program > Data / Table Tasks

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clear Parking Allocations

The function clears all saved parking allocations for a user selected airport, season. This is useful if the parking allocation is corrupt or contains incorrect data.



To clear the parking allocations select, *File* | *Clear Parking Allocations* and then select an airport and a season.



When selecting Yes the slot holder fields are cleared meaning that for the use it or lose it regulation, it is considered that the original service is cancelled.

•

When selecting No the slot holder fields are retained and the changed flight details will count towards the baseline record for the use it or lose purposes.

Description: Clear slot holder information? Found time changes too substantial to keep slot holder information. OK to clear all?



SCORE uses 120 minutes as the default value considered to be too substantial of a change. This value can be change in the Setting HYPERLINK under the key setting PERMITTED TIME BAND.

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Permitted Time Band

The permitted time band functionality will clear slot holders if:

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- a) The change is not of historical significance as defined in system parameters (Period of Historical Significance)
- b) The change has a time change greater than the permitted time band as defined in the setting PERMITTED_TIME_BAND in the FLIGHT section of the Score Server ini-file. If this setting is not defined a default value of 120 minutes is used.
- c) The change must include a change to service number, route or service type.
- d) The change is not a change of today to tomorrow.



Setting Preaking slot holder links requires only time change , if enabled for an airport then only a) & b) is required.



This functionality is used in two different cases:



- 1) The change screen will check the conditions above and ask if slot holder should be cleared for a change meeting the conditions. This is the Found time changes too substantial to keep slot holder information dialog.
- 2) AMP and OCS will check the conditions above for simple C/R changes and will automatically clear slot holders if the conditions are met.



See Setting Breaking Slot Holder add suffix instead of clearing If enabled a "break slot holder" suffix is added to the live flight slot holder number instead of clearing the slot holder number.

If the flight moves back into the permitted time band, in relation to the historic time, then the break slot holder suffix is removed.

ADM Administrative Client Program > Data / Table Tasks

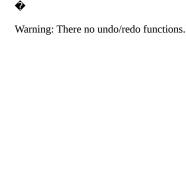
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clear Slot Holders - no baseline

This function can be used to clear slot holders in the live branch if there is no baseline for the schedule. SCORE will only run the function if there is no baseline and will ask the user for confirmation before running. Select, *File* | *Clear Slot Holders* • no baseline.



To delete all data, select File | Clear Slot Monitoring then select Airport and Season. A final warning and confirmation dialogue is displayed, click Yes to continue.



<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> - Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clear Slot Monitoring Actuals

To delete slot monitoring actual table records, select File | Clear Slot monitoring Actuals, in the ADM SCORE. The function will prompt for Airport, Season and the from which to delete actual records.

<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> - Slot Monitoring This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61**Clear Slot Monitoring Matching** Clear slot monitoring matching, deletes matched and unmatched records in the slot monitoring flight table, from a specified date forward.

•

To delete matched data, select $File \mid Clear \ Slot \ Monitoring \ Matching$, then select the airport, season and the date from which to delete data.





This process only deletes data from the slot monitoring flight table, all data in the results table and actuals table remain unchanged.



Note: It is recommended to restart any clients and to verify which data is required to be loaded in to the actual table.

<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> - Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clear slot monitoring results, deleted the result records for a specified airport and season. The matched data in the slot monitoring flight table remains unchanged and the results table can be created again using the �Calculate use it or lose it� function.
To delete the slot monitoring results, select File Clear Slot Monitoring Results, then select Airport and Season.

<u>Guides</u> > <u>Slot Monitoring</u> > <u>Troubleshoot</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Clear the slot monitoring tables

During the slot monitoring process, the session log may display errors, which need to be corrected and investigated. In some cases, it may be necessary to clear slot monitoring data, this can be done using functions in the ADM score.



a. Clear slot monitoring

Erase everything for the airport and season including matching, loaded actual data, and slot monitoring table.

See Clear Slot Monitoring



�b. Clear slot monitoring matchings

Erase the slot monitoring matching and delete the matched and unmatched records from the specified date.

See Clear Slot Monitoring Matching



c. Clear slot monitoring results

Clear the slot monitoring results and delete the result records for a specified airport and season. The slot monitoring result table can be recreated and recalculated by running the Calculate Use it or lose it.

See Clear Slot Monitoring Results



d. Clear slot monitoring actuals

Erase the slot monitoring actual from a specified date for the airport and season.

See Clear Slot Monitoring Actuals

Workspaces

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Close

To close a workspace select $Workspace \mid Close$ or press CTRL+F4 or Click the close workspace icon on the ribbon



When closing a workspace, a prompt asking if the workspace settings should be saved is presented.





To stop this dialog being presented every time check the "Only show this dialog when the Shift key is down" tick box and then chose if the setting of the workspace should be saved. To enable this prompt to appear again press the SHIFT key while selecting the *Workspace* | *Close* menu.



Note: If any changes have been made to the design of the workspace using the customize view option, then these changes will be lost unless the save view option has been selected first.



When workspaces have already been defined they can be opened by selecting the required workspace name from the Workspace menu.



<u>Introduction to SCORE</u> > <u>File</u>

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Code T Configuration

The Code T Configuration table allows to create filters for flights to give a reply with action code T instead of K and sets the status information.



To create a filter, select $View \mid Message \ Handling \mid Code \ T \ Configuration.$



To create a new filter, select *Edit* | *Insert Record* or press Insert.

To edit a filter, select *Edit* | *Edit Record* or double click a record.

To delete a filter, select *Edit* | *Delete Record* or press Delete.



Name	Enter a name to describe the filter	
Airport	Optional	
Season	Optional	
Apply to AMP	Check to activate the filter for AMP.	
Apply to OCS	Check to activate the filter for OCS.	
Apply to OOH if active	The filter is applied when:	
	 ♦ Only OOH ♠, only inside OOH periods. ♦ No♠, only outside OOH periods. ♦ Yes♠, applied during OOH unconditionally. 	
SA/SD tag value	Select a tag value from the <u>Status Information Reason</u> table	
Flight Filter	Click Edit to create rules based on the flight fields	

Colour Filter

The colour filter table is used to define filters for colour coding applied to Message In, Message Out, and Archive Messages.



To create a new record select $Edit \mid New \ Record$ or press Insert.

To edit a record, select it then select *Edit* | *Edit Records* or press Enter.



Filter Name

Enter the filter name. Tooltip for coloured rows will show the name.



Color Filter Expression

Create the filter condition for messages to apply the colour coding.



Color

Select a colour to apply to the filter



Activated

Tick to enable the filter



Priority

Set a priority number. The filter with the lowest number will be applied first.



Colour Set-up

To create colour schemes select View | Advanced Maintenance | Colour Set-up then select Edit | New Record or press Insert. Existing colour schemes can be amended using Edit | Edit Record or double click.



The colour set-up name can be set and colours defined by clicking on the Edit button.

Description: ColourSetUp



Select an item from the list then set the colour and/or background.



Item	Usage
Below Level #	
Near Full	
Warning Level	
Full	
Over	Enquiry matrix and histograms
Above Level	
No Limit	
Absolute Limit	
Grid (grid lines)	
Stack Item #	Histograms
Parking Bay Pools # Parking Gantt #	Parking Gantt
Baggage belt colour #	Baggage Belt
Check -in client bars default	Check -in
Check -in buffer	
Change Screen #	Change Screen
Local Time Window (or UTC window for	All applicable windows opened with the
users with local time database)	alternative time mode
Workspace Divider	
Frozen columns Alternate rows	All applicable windows and workspaces
SCC prepare mode window	





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Commit



Commit is the same as Commit and Send EXCEPT that no SCR message is generated.

Click Commit or select $options \mid Commit$ or press Alt + M



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Commit and Send

Commit and Send

To commit the changes to the database and generate an SCR message, click Commit and Send or select options | Commit and Send or press Ctrl + M

If there are any constraint breaches or warning the following dialogue appears before changes are committed to the database.

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Commit to In

Commits the current changes in the Change screen to the database and saves the corresponding message with double codes to the Inbox and archive.



i.e. If the change screen contains X/K the change will be made to the database and the message saved to the inbox will show

X:C

K:R



If the change is unable then no change is made to the database and the saved message in the inbox will show

H:C

U:R.



This makes it possible to save a partially handled message and later continue handling it from the Inbox. To commit to in select Options | Commit | Commit to In.

A copy of the message will be saved to the messages archive with the status CTI (commit to in) if the Setting Archive message when Commit to In , is enabled.





<u>Constraints</u> > <u>Advanced Check-in</u> > <u>Check-in Client</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Common Check-in

The common check-in option calculates the desk demand using a formula based on passenger loads, Check-in Reporting Profile and transaction times.

Multiple common check-in clients can be created with different values. This means that the number of desks needed for can be calculated differently for economy and business class check-in.



In common check-in clients, the min and max desks are applied even when Use Smoothing is not ticked.



General Tab

Client Name

Enter a short name (free text).



Description

Optional free text description. Not used by SCORE anywhere.



Check-in Type

This is Flight and cannot be changed to another type.



Usage Expression

Click the edit button to create a usage rule for the check-in client.



Use Smoothing

Select if smoothing should be enabled. See Glossary for details.



Min Desks

Unlike Dedicated and flight check-in client, min desks is applied regardless of smoothing being enabled or not. Where the number of desks is greater than zero but less than the number of min desk, the utilisation is set to equal the min desks.



Max Desks

Unlike Dedicated and flight check-in client, min desks is applied regardless of smoothing being enabled or not. Restricts the utilisation to the max desk value. The cumulative number of desk of overlapping time periods could result in exceeding the total number of desks available, the max desk ensures that this number is not exceeded.



Colour

Click the edit button to select a colour, which will be used for the client in histograms.



Requires Flight No Profile

Tick if the client should use the profiles defined in the Check-in/Security Flight No Profile table.

If this tick box is set, Score will give a warning if a no Flight No. profile exists for the client. This warning is written in the session log when the flight is updated (added/changed/deleted) and when Rebuild All for Air/Sea is run:



No reporting profile exists for <FLIGHT NUMBER AND WEEKDAY in common security / check-in client <NAME OF THE SECURITY CLIENT> .







Common Check-in Tab

Use the Edit, New, Delete, Copy and Paste buttons to manage the number of desks used by the client.

Report > Report Automation

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Common Parameters

The following parameters can be used in any of the batch reports commands.



Destination as database table

The parameter is used if the report output should be put in a database table instead of a file. The purpose of this functionality is to create a table that can be used as a data source for external reporting tools. The table is not viewable in Score.



Parameter	Value(s)	Notes
DATABASE	database name>	Name of the database if it is not the score
		database.
DB_SCHEMA	<database schema></database 	The DB_SCHEMA parameter is optional, if not specified the default
		DBO is used.
DESTINATION	<table <b="">� EMAIL></table>	Parameter for output to table.
		For email see below destination as email for additional requirements.
TABLENAME	<sql name<="" table="" td=""><td>Specifies the name of</td></sql>	Specifies the name of
	e.g. DAILYFLIGHTS>	the table (in the example below it is DAILYFLIGHTS).
		•
APPEND_TO_TABLE	= <yes no=""></yes>	Parameter is not mandatory.
		When the parameter is set to YES, data for the specified airport, season combinations is first deleted from the SQL table and then new data is appended.
		If set to NO, then the table is dropped (i.e. all data is deleted) and data is then added.
		•
		The command is used for the dashboard to populate the table(s) used in the dashboard. The new parameter is useful when adding new airports and/or seasons.
		•
		•
USE_DB_FIELD_NAMES_IN_NEW_TABLE	Yes/No	Not Mandatory
		When a report is saved to a database table, this option uses the SQL database field names (yes) or report field names (no).
SEPARATOR	=�,�	Default is TAB
-	, , ,	
		•

Combination of multiple separators

Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Compare Baseline with live

The compare baseline with live shows flights where the live schedule differs from the baseline/SHL schedule. The user selects which field to compare and the resulting output (shown below) is the details from the baseline/shl branch records.



To generate the report select the following;

Airport/Season



DOOP

Days of operations. If blank means all



Filter

Filter conditions using the standard Filters editor can be applied



SSIM Field

Select which field to do the comparison on. This field will be in the output report and contains the details, that is in the baseline/shl branch schedule



Difference in percent

Enter the minimum number of differences in percent. The report will show flights where the percentage of difference is equal to or greater than this number. For example, if 50 is entered, then flights where 50% or more of the times differ are shown.



Seats difference in percent

If Seats is the selected SSIM field, then this field is enabled. Enter the minimum percentage difference in seats to be included in the report.



Sort by percent

If enabled then the report lines are sorted by percent (descending), otherwise the lines are sorted by flight number.



Include slot holder

For users with baselines, if enabled then the slot holder is included in the report.



Separator

Select how each column will be separated.



Load Settings

Click to load settings which have previously been saved.



Save Settings

Click to save the settings. A name should be given to the setting so that different versions of settings can be save and later load again.



Report field definitions





Arr/Dep	Arrival or departure
Baseline	Flight number from the baseline or shl branch schedule

/SHL flight		Г
From Date	From date (baseline/SHL branch)	1
To Data	To data (basalina/CUI branch)	1

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Compare Live with Copy

Compare live with copy is not available to users with the enterprise module; instead �Compare Live with Snapshot� is available.



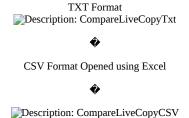
A snapshot copy can be created at anytime (see Flight Branch). Compare live with copy, reports on the differences between the two schedules i.e. if a flight exists in the copy but not in the live then it is considered to be deleted.

To compare the live schedule with a copy, select Report | Compare Live with Copy:

Description: CompareLiveCopy



Select the airport, season, and then a copy schedule from the available dropdown list. There are two output formats available TXT or CSV, see below for a comparison.





The CSV format can be view using Excel so the output can be formatted, sorted or filtered as required.

The action field shows the following

����� D � A record is in the copy schedule but not in the live schedule, therefore it � s considered as deleted

����� N � A record in the live schedule but not in the copy schedule, therefore it�s considered as new



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Compare Live with Snapshot

Compare live with snapshot is only available to users with the enterprise module.



Compare live with snapshot compares the differences between the schedules at two different points in time. The comparison of two points in time can be performed on any schedule (not only the live).



Note: The report does not report on all the changes taking place between the two specified times.





Select the airport, season then schedule.



Snapshot Dates

Set the first snapshot date and time in the �From� field.

Set the second snapshot to be compared with as **②**Now**③** or another date and time, which is later than the first snapshot.



Period

Enter the days of operations (DOOP)

Set a date range.

Use �Normalize� to show data within the specified period on this dialogue only (i.e. advanced filter periods are not normalized).



Basic Filter

There are five fields, which can be used to filter data.





Using the filter editor to create advanced filters as required and check the �Apply Filter� checkbox.



Disregarding

To exclude certain type of differences, tick the checkboxes as required.



Arr/Dep Format

When this option is chosen option, the report will show flights split into arrival and departure flights.

The fields shown in the report will be Airport, Action, ArrDep, Ope, ServNo, From, To, DOOP, Seats, A/C, OrigDest, LastNext, Time, ST, WOOP, Term, NofOp, ReqTime, SSIM, EditDate, ACReg, UserId, TelexRef.









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Output Format

There are two output formats TXT and CSV, which is the same as used in the compare live with copy report.



Period grouping

There are three period grouping options, none, single date and weekday.

Single date option to show flights per single date.

Weekday option to show flights per single weekdays.

The NofOp (number of operations) field is normalised to show the number of operations for the weekday.





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Compare Operator Slots with Previous Seasons.

Compare operator slots with previous season is a report for a specified operator, which lists the flight timings for the season selected and the two previous seasons. To run the report, select *Report* | *Compare Operator Slots with Previous Seasons* then select airport, season, schedule, operator. An example is shown below.



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Compare Schedules

The compare schedules report compares two schedules in the same way that the Compare Live with Snapshot (users with the enterprise module) and the Compare Live with Copy (users without the enterprise module) by comparing schedules at two points in time.



The report is run for one airport however it is possible to compare schedules within the same season or of another season.





Schedule 1 & Schedule 2

Select the season, schedule and start date for each schedule. The start date in each schedule must be of the same day of the week.



The output dates will those from schedule 2.



Number of weeks

Enter the number of week to compare from the start date.



Local Time

Select if local time is to be used.

Users with a local time database with have the option to select UTC.



User id

Enter the SCORE user name to filter the compare by the specified user or leave blank for all.



Online Account

Enter the OCS account name to filter by a specified OCS account or leave blank for all.



Operator

Select to filter by operator code or leave blank for all operators.



ACReg

Enter the aircraft registration or blank for all.



Edit Date

This is the last edit of the record. This may not be applicable if comparing between different seasons.



Advanced Filter

Using the filter editor to create advanced filters as required and check the �Apply Filter� checkbox.



Disregarding

To exclude certain type of differences tick the checkboxes as required.



Arr/Dep Format

When this option is chosen option the report will show flights split into arrival and departure flights.

The fields shown in the report will be Airport, Action, ArrDep ,Ope, ServNo, From, To, DOOP, Seats, A/C, OrigDest, LastNext, Time, ST, WOOP, Term, NofOp, ReqTime, SSIM, EditDate, ACReg, UserId, TelexRef.

Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Comparison Report

Comparison Report
The comparison report effectively is two flight reports of the same output structure but with different values, which is then compared.
•
•
•
An example of usage would be; to compare the number of slots each operator has for two different seasons.
•
•
•
The first step is to ensure that a Flight Report has been created, for the demonstration purposes the following flight report has been created as shown on the right.
To generate a comparison report, select Report Comparison Report.
There are a number of steps/sections in the comparison report setup.
1 st Report
From the available list of flight reports select the 1 st report to compare and then click on the Setup Report 1 button.
This opens the flight report prompt as described in the Generate a Flight Report section. Enter the report details as required and click OK.
Note: it is not possible to use the Advanced options.
♦ 2 nd Report
Once the 1 st report has been selected, the 2 nd

�

available.

required and click OK.

Select the 2^{nd} report to compare and then click \diamondsuit Setup Report $2\diamondsuit$ to open the flight report prompt. Enter the report details as

Note: it is not possible to use the Advanced options.



The output of the report contains the fields as set up in the report (these are the same for report 1 and 2). To include the values from Database Operations > Initialize New Schedule

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Compress and Generate SHL

The Compress and Generate SHL is a one combined function, which runs Compress Schedule function and Generate SHL.



 $To \ run \ the \ process, \ select \ \textit{View} \ | \ \textit{Database Operations} \ | \ \textit{Initialize New Schedule} \ | \ \textit{Compress and Generate SHL}.$



Database Operations > Compress Schedule

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Compress Baseline at Slot Return Deadline

Compress baseline at slot return deadline is used to compress the baseline between the SCC start date and the start of season.



The function first compresses flights on individual weekdays. If a weekday flight fails the minimum historical percentage the weekday flight is deleted it and the deleted record is written to the log file.



To compress the baseline schedule at slot return deadline, first check the setup options (see Compress Schedule Setup) then select View | Database Operations | Compress Schedule | Compress Baseline at Slot Return Deadline. Select the airport, season and baseline schedule to compress,





From Flight / To Flight

To compress a specific flight number range, enter the flight number range or leave blank for all flights.



Force Merge Slot Holder � user today � s date and service number

If a difference in slot holder is preventing records from merging, this option can be selected to change the slot holders to use today 🕏 s date and service number.



Force Merge Historic Status Code • use code with the largest number of occurrences

If a difference in historic status codes is preventing records from merging, this option can be selected to merge records and then use the historic status code with the largest number of operations.



Force Merge Historic Status Code • user specified code

If a difference in historic status codes is preventing records from merging, this option can be selected to merge records and then use the selected historic status code.



Season Variation

The "season variation" option provide the user with the option so that the compress functions keeps flights of non-historical length at the start or end of the season, typically these are extensions of historical flights but have different times due to daylight savings variation.



E.G. A flight which operates at 1100 in the first week of the season, but at 1000 for the rest of the season, this record would normally be removed during the compression however with the season variation options set, the single week operation will be kept.



The option consists of:

Add records for season variation

Tick to enable the seasonal variation options.



Days after season start

Specify how many days after the start of the season that is allowed to have a different timing from the rest of the season.

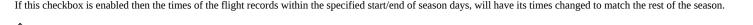


Days before season end

Specify how many days before the end of the season that is allowed to have a different timing from the rest of the season.



Align times



NOTE: If there are multiple "season variation" flights at the start / end of the season they must all have the same time, otherwise they are discarded.



Maintenance & Upgrade

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Compress Messages

Since version 6.12.7.4 long messages are compressed when saved to the database.



To compress the pre-existing messages in the database, add the following lines to the �score server.ini � file



[SYSTEM]

COMPRESS_MSGS = YES



Restart the score server program. It will take some time to compress, depending on the number of long messages in the archive.

When completed remove the newly inserted lines and restart the Score Server.

Database Operations

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Compress Schedule

Over time a schedule will become fragmented due to changes and cancellations. The compress schedule function attempts to rebuild the schedule by merging records and adding back any cancelled dates (depending on the setup defined).



To only merge records see **Auto-merge Schedule**.



To compress a schedule first check the setup options (see Compress Schedule Setup) then select View | Database Operations | Compress Schedule | Compress Schedule. Select the airport and season to compress, SCORE will compress the live schedule as below unless there is a baseline.



Users without the Enterprise module are prompted only for Airport, Season, schedule and the option to specify the flight number range. Users with the Enterprise module have additional options as the following screenshot shows.



From & To Flight



Specify a flight range e.g. AA0001 to BZ9999 or blank for all.



Exclude from merge

Flights filtered by the selected Filter Expressions in the dropdown list are excluded from merging.



Force Merge Action Codes T and K

Option to merge T & K action codes



Force merge Slot holders

Applies to users with baselines and SHL branch)



Force merge historic status codes*

*Note: Except for user ACL, the NE historic status codes will not be merged unless all fragments contain the NE status code.







Season Variation

The "season variation" option provide the user with the option so that the compress functions keeps flights of non-historical length at the start or end of the season, typically these are extensions of historical flights but have different times due to daylight savings variation.



Example: A flight which operates at 1100 in the first week of the season, but at 1000 for the rest of the season, this record would normally be removed during the compression however with the season variation options set, the single week operation will be kept.



The option consists of:

Add records for season variation

Tick to enable the seasonal variation options.



Days after season start

Specify how many days after the start of the season that is allowed to have a different timing from the rest of the season.



Davis hafava sassan and

Database Operations > Compress Schedule

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Compress Schedule Setup

To set up the compression parameters select

View | Database Operations | Compress Schedule | Setup



There are options to disregard variations in certain fields during compression. When these options are enabled SCORE will merge records and use the value of the most frequently used.

Disregard stations

Disregard variations in stations, SCORE will merge the records and use the station with the highest frequency.

I.e. if one record is SK 123 to ZRH for 5 weeks and another records is SK123 to GVA for the next 4 weeks, after compression there will be one record as SK123 to ZRH for 9 weeks.

Disregard A/C Types within a Weekday

Disregard aircraft types within a weekday, SCORE will merge the records and use the aircraft type with the highest frequency within the day of the week.

Disregard A/C types across Weekdays

Disregard aircraft types across different days of the week. SCORE will merge the records and use most frequently used aircraft type.

Note: if a flight operates days 1, 2, 3 using a 737 and on days 4, 5, 6, 7 using a 747 then the compressed schedule will have a 747 for all days.

Disregard Timings

Disregard variation in timings. SCORE will merge the records and use the most frequently used time.

Disregard Service types

Disregard variation in service types, SCORE will merge the records and used the most frequently used service type.

Min Week Period

The minimum number of weeks, a schedule period must span to be considered as a schedule. If less than specifies the record is deleted.

Max. Empty Week Span

The maximum number of consecutive weeks without planned operations within a scheduled period. This *gap* in the schedule will be filled in i.e. the dates are added back in to the schedule for the specified number of weeks.



DOOP

Only the specified day of operations will be compressed.

Filters

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Conditions Pane

The upper pane of the filter editor is the conditions pane, where the filter conditions are added. The screenshot below is an example terminal allocation filter at a multi-terminal airport. The top line condition is a <u>Filter Expression</u>.





The filter condition can be moved by selecting a line and then using the Move up/down buttons.



Indent & Unindent

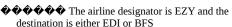


Using indent with multiple conditions is a way of creating a block of conditions which apply to the root condition.



The result of the conditions on the right is all records where:







The above can be



And & OR

When each filter condition is below one another then it so considered that all conditions together should be applied.



The result of the conditions on the is all records where:

- ♦ ♦ ♦ ♦ ♦ The airline designator is EZY and the origin is either EDI or BFS
- ������ The destination is either EDI or BFS (regardless of the airline designator).





When creating multiple filter conditions it is importing to consider when to use AND and OR and also in the case of flight records to consider if the record is linked turnaround line or spilt arrival/departure.



Consider the following:

You want to view all arrivals from Denmark and all departures to Denmark:



Example Filter 1	Example Filter 2	Example Filter 3
LastCountry is DK	LastCountry is DK	LastCountry is blank or either DK
Or	And	NextCountry is blank or either DK
Nextcountry is DK	Nextcountry is DK	•
•	•	



The flight table has the records:

LastCountry	NextCountry	Record is shown when using example filter number
DK	DK	1, 2, 3
DK	NO	1
NO	DK	1
DK	•	1,3
•	DK	1,3
SE	SE	•

Flight > Change Screen

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Constraint Breaches and Warning Messages

Important warning messages are displayed in the warnings pane, example warnings include;

����� Cleared and required times are different but a reason code has not been assigned

����� Aircraft types which are not allocated to the parking constraints

����� Change of terminal

����� For users with baselines, the record has historical implications



User accounts set up as supervisor group can select the OK button to commit all changes and disregard constraint breaches and warnings.



To prevent a user from committing changes where there are overloads, the user must not be in the supervisor group and the <u>User & User Group</u> setting **O**Verride in commit dialog **O** should have not permissions.

If the permission setting is "RW" (read/write) the user has the standard OK/Cancel options.

If the permission setting is "R" (read/only) then a tick box is shown only if absolute overloads have been detected. The user must accept that there are overloads before the OK button will be enabled.

To never provide the option for a user to override, the permission must be removed i.e. not R and not RW.



To Information Screen

Converts the screen to a floating window with a Cancel button only. This makes it possible to keep the information in the dialog available while making changes in the corresponding Change screen.



ок

After clicking OK the **Send Message** dialogue appears, whereby addresses and the message can be edited





More change screen options / functions:

$\underline{Maintenance} > \underline{Simple\ Maintenance}$

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Constraint Checking Mode

Checking constraints can be run in two modes, Gross or Net.

More:

Gross

Net

Enquiry > Parking Gantt > Parking Gantt Allocation, Linking & Other Information

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Constraint Checking on Parking

When a message with multiple lines is checked sometimes too many lines could be reported as an overload.



The problem is that it can be difficult to evaluate exactly which changes are generating the overload(s), e.g. a change to an unlinked flight, can change the linking and the flight it was linked to, could now be the one that cannot be allocated to a stand.



Therefore, SCORE will first search for overloads which overlaps on the ground stop for the flight tested. If there are such an overlap, the change is then marked as "unable" and excluded from the test. The remaining changes are then tested again. If an overload is found nearby the relevant ground stop(s) (+/- 2 hours), then only in these cases SCORE will report overload on the associated changes.

<u>Maintenance</u> > <u>Advanced Maintenance</u> > <u>Resource Editor</u>

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Constraints

The constraint pane is where constraints are added to a resource. The available constraint types depend on the modules purchased.

To add or edit constraints, first select a resource in the resource pane of the resource editor, then to add a new constraint select *Options* | *Constraint* | *New* | then select the type of constraint to add.

To edit a constraint select *Options* | *Constraint* | *Edit* or double click on the constraint.

To delete a constraint select *Options* | *Constraint* | *Delete* or press Delete.



Tip: Copy and paste can be used, *Edit* | *Copy* or press Ctrl + C, then *Edit* | *Paste* or press Ctrl + V.



For more details about constraints see the **Constraints** section.



Note: After editing a resource set, Rebuild all for Air/Sea function should be performed

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Constraints

In SCORE a constraint is a period of time with a capacity limit. Each resource can have a constraint, which can be defined for different periods and capacities.



There are three types of time periods which can be defined, standard fixed period, an offset period and a rolling period. The constraint time periods are defined in the Generic Constraints table,



Standard Fixed Constraint

A standard fixed constraint begins at 00 minutes past the hour and continues for a specified number of minutes until the next time period.



When defining a fixed period in the Generic Constraints table set the period and the rolling factor to be the same number of minutes. Set the offset period to zero.



When calculating utilisation using a fixed 60 minute period then all flights within each clock hour are included in the calculation i.e. the first period is 0000 to 0059, the next period is 0100 to 0159 etc.



A fixed 15 minute constraint would calculate utilisation for each 15 minute period as illustrated below.

The first period is 0000 to 0014, the next period is 0015 to 0029 $_{
m etc}$



When using larger fixed periods it is common to have bunching at the time boundaries i.e. if a 60 minute period is used then it is common to see more flights at the beginning and ends of the hours near peak times. It is recommended to have additional smaller constraint periods to help smooth/distribute flights or use rolling constraints.



Offset Period

By default a period will begin at 00 minutes past the hour. Offset is used to displace/offset the starting time.



In the illustration to the right, the period is set to $30\ \text{minutes}$, rolling factor is $30\ \text{minutes}$ and offset is $15\ \text{minutes}$.



The first period is 0015 to 0044, the next period is 0045 to 0115 etc.



Note: The last period of the day is 2315 to 2344. The constraint does not cross over midnight to form a period 2345 to 0014.







Rolling Constraint

The term rolling constraint is used when the period and the rolling factor are of different lengths.

Using fixed constraint periods could provide some flexibility, depending on the large and small periods used.

The chart below illustrates how utilisation could be when using a fixed 60 minute constraint with a limit of 50 and a 30 minute constraint limit of 26. The utilisation value is based on the starting time of the period.





Notice at each clock hour utilisation is 50 but when calculating a 60 minute period beginning at 0630 then the utilisation is 52.



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<u>Messages</u> > <u>Message Handling</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Contact

The contact table is like an address book storing contact details, which is used by SCORE in three areas:

- 1. ♦ When sending messages from the messages out area, it is possible to click the ♦ To ♦ button and lookup contacts by group.
- 2. When full AMP is processing a message the address of the incoming messages can be checked against the contact table and the permissions, which have been assigned to the contact group.
- 3. OCS accounts details are stored in the contact table and then assigned contact group permissions.



To view contacts, select View | Message Handling | Contact.

To edit a contact, select *Edit* | *Edit Record* or double click a record.

To delete a contact, select Edit | Delete Record or press Delete.

To add a contact, select Edit | Insert Record or press Insert.



Contact Name

Enter a contact name (also when creating �send address group �)

Tip: To make finding contacts simpler, it is good practice to organise using a naming convention i.e. prefix contact names with an operator code.



Company / Company Phone

Enter a company name / phone (optional)



Description

Enter a description (optional)



Contact Group

For AMP or OCS, select a **Contact Group**, which the contact will inherit permissions from.



SITA Address

Enter a SITA address (if available)



Email Address

Enter an email address (if available). If an email address is entered and a contact group selected, this will inherit permission for the automatic message processing.



Handling Agent

Check the checkbox, to set the contact as a handling agent. Using the handling agent table (ADM client), if configured the contact will received copies of automated replies for specified operators.



Online Account Name

When a new OCS account is created or updated by the OCS administrator, a contact is added to the contact table. This field shows the OCS account user ID and is downloaded via the OCS service. Only the OCS administrator can manage this field. If the OCS account is deleted but the contact has other information, this field will show _DELETED_, otherwise deleted OCS accounts will be deleted from the contact table.



Online Reply E-mail

This field shows the email address associated with the OCS account. Only the OCS administrator can manage this field.



Online Enabled

This field is managed by the OCS administrator, it shows if the OCS account is currently enabled or disabled. The account will be disabled automatically if the OCS user has not renewed ADM Administrative Client Program > ADM Message Handling > Airline Contact

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Contact

The contact table is also available in the standard SCORE client program. See **Contact** for details.

ADM • Administrative Client Program > ADM • Message Handling > Airline Contact

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Contact Group

Contacts are assigned to contact groups and inherit the permissions defined for the contact group. This is used by full AMP and OCS for the purpose of automation.



Tip: It is recommended to use a standard naming convention when creating groups as the number of records can become large. It is possible to have different permissions used for full AMP to those used for OCS. A suggested naming convention is to prefix using the operator code the follow a brief description e.g. BA OPS, BA Scheduling, BA OCS OPS, BA OCS Scheduling etc.



To view the contact group table, select View | Message Handling | Airline Contact | Contact Group.

To edit a group, select *Edit* | *Edit Record*, or double click.

To delete a group, select *Edit* | *Delete Record*, or press Delete.

To add a group, select *Edit* | *New Record*, or press Insert, then add a name, description and then click update.



Creating permissions has two panes, contact airport and contact operator. The contact airport pane is used to give permission to an airport but does not by itself allow new, delete or editing of slot at the airport.

The contact operator pane is used to give permission to new, delete or editing of slots at the airports defined in the contact airport pane.



NI-----

General

NameName of contact groupDescriptionFree text description





Airport To allow access to view an airport, select the airport or blank for all airports



*1. Check to allow edit access to the current season (in combination with the contact operator permissions) Permission to use SCR and SAQ



*1. Check to allow edit access to the next season (in combination with the contact operator permissions) Permission to use SCR and SAQ



Check to allow permission to use GCR message type only current season



st1. Check to allow permission to use GCR message type only next season



Applicable to users with airline schedules module



ruture season	
�	
Current Season	The number of days into the future, which the contact will be allowed to
Horizon (days)	add/delete/edit slots. Zero means today only. 1 means today and the next
	day.
�	
Next Season	Restrict read and write access to next season, to start a given number of day

*1. Applicable to users with airline schedules module

after scc start)

Restrict read and write access to next season, to start a given number of days after SCC start.

Access (days after SCC star



*1 Note: The next season will be considered as the current season at the **P**Cutover date **P** specified in the <u>Season</u> table.



Contact Operator

Edit airline info

ADM • Administrative Client Program > ADM • Message Handling > Airline Contact

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Contact Operator Group

Topic updated 10/2015

The contact operator group is used by the Contact Group table to enable permissions for the automatic handling of messages though AMP / OCS.



To view the online season table, select View | Message Handling | Airline Contact | Contact Operator Group.

To edit a record, select *Edit* | *Edit Record*, or double click.

To delete a record, select *Edit* | *Delete Record*, or press Delete.

To add a record, select Edit | New Record, or press Insert, then add the settings as required and then click update.

Operator codes can be added/edited using the appropriate buttons.

Maintenance > Advanced Maintenance

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Coordinated Airport

Topic updated 10/2015

The coordinated airport table contains the airports which are coordinated and their settings. To create or update the configuration of a coordinated airport, select *View* | *Advanced Maintenance* | *Coordinated Airport*.

To create a new record select Edit | New Record or press Insert. To edit a coordinated airport select it then select Edit | Edit Records or press Enter.

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The options available may differ subject to the modules purchased.

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IATA Code

The IATA code of the coordinated airport.



Time zone

The time zone expressed in minutes. The field is used when generating local time views and reports.



First Day in Weekend

Specify the first day of the weekend. A weekend is two consecutive days and the default is Saturday.



Select if the airport is in a country using daylight saving time. The field is used when generating local time views and reports.



Parking gap is only used if the buffer time in the constraint is blank.



The number of minutes required between a departure and a subsequent arrival if parking is a constraint. This is used when calculating the parking counters, it is not used for the parking Gantt.



Parking Slot

The time period used for parking slots. If set to 5 minutes a flight on the ground from 0105 to 0135 is counted in at the 0105 slot and out at the 0135 slot plus the parking gap. If set to 10 minutes the flight is counted in at 0100 (slot is 0100 to 0105) and out at 0140 (slot is 0135 to 0140) plus the parking gap.



Historic Slot

The historic slot setting is used by score during the initial submission process before the �end of SCC preparation� activated in the ADM setting table.

When a submission is received SCORE checks the data against the SHL records to ensure the details match. If the historic slot is 15, then the time in the submission needs to be in the same 15 minute slot as the SHL record in the database i.e. if the SHL has time 1200, then the submission will be considered historic when using time as 1200, 1205, or 1210.

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Hist. Slot as Margin

The historic slot as margin setting is used by score during the initial submission process before the �end of SCC preparation� is activated in the ADM setting � table.

When a submission is received SCORE checks the data against the SHL records to ensure the details match. If historic slot as margin is selected, then a submission is considered historic at the SHL time plus/minus the Historic Slot is 15 and the SHL record time is 1200, then a then the submission will be considered historic when using time as 1145 to 1215.



Warning: It is not recommended to use this option, as overloads can be introduced.

Note: It is recommended to set the value to the smallest constraint period or time interval.

Maintenance > Simple Maintenance

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Copy Address

Copy Address is used to create a list of Telex and email addresses, which should receive a copy of a message sent to a specified address, with the option to further specify if the copy applies to all operator or specific operators.

The copy is sent for all messages handled manually or automatically with the full <u>AMP</u> module.

To copy to multiple addresses, create multiple records for each address.



Select View | Simple Maintenance | Copy address.



To add a new Address select Edit | New Record or press Insert.

To edit a record, select Edit | Edit Record or press Enter or double click

To delete a record, select *Edit* | *Delete Record* or press Delete.



Address

This is the address when a message is sent to, which requires copies

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Airport

Coordinated Airport or blank for all airports



Copy Address

The copy address



Enter the operator code if the copy address is only applicable for the specific operator �s flights.



Message Filter

Click Edit to create rules based on the change or message content i.e. rules can be created based on the message containing; specific changes such as time change, aircraft change, route change etc.



Comment

Free text comment.



When matching a Copy address, the following order is used:

1.**♦** Airport/operator



4. **♦** Blank operator/blank airport.



Example

When sending a message to CPHSPSK a copy will be sent to ZRHSPSK, CPHXXSK, and CPHACSK.

Database Operations

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Copy Branch

Copy branch can be used to copy schedule data from one branch to another. The destination branch must be empty. It is also possible to copy from and to different airports and seasons, in the case of different seasons; SCORE adjusts the dates accordingly.



To copy all data from one branch to another, select View | Database Operations | Copy Branch and select vocumes branch followed by the destination branch .



Filters

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Copy Filter Conditions

Filter conditions can be copied from one filter editor to another e.g. the filter used for an allocation rule can be copy/paste in a schedule editor.



Select one or more lines, click Copy and then close the filter editor.

Open another filter editor and click Paste.



See also Paste Filter / Paste Filter Negated



Database Operations

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Copy Flight Links

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Copy Flight Links

To copy the flight link from one schedule to another, select File | Copy Flight Links, then select the source airport, season and schedule, next select the destination airport, season and schedule.

Database Operations > <u>Initialize New Schedule</u>

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Copy from Previous

Before copy from previous season is run the following steps or checks should be made

����� Create the new Flight Branch (simple method is copy the previous equivalent season, then paste and change the season

����� Create the Resource Set (simple method is to copy the previous seasons resource set, then paste and change the season

 $\mbox{\bf \ref{A}}\mbox{\bf \ref{A}}\mbox{\bf \ref{A}}\mbox{\bf \ref{A}}\mbox{\bf \ref{A}}$ Check and adjust the resource set as required



To initialise the new season select *View* | *Database Operations* | *Initialize New Season* | *Copy from Previous*. This process will copy all the records from the live schedule (or a Baseline if used or SHL branch if used � see additional notes below) of the previous equivalent season and amend the following fields

����� Set required time = cleared time

����� Set historic time = cleared time

����� Set reason code = OK

����� Set historic status code = SHL

������ Set required seats & hist seats = Seats

 $\diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit$ Set required a/c & hist a/c = a/c



Select the airport, season and schedule for which the SHL is to be created. $\,$



If baseline was used in the previous equivalent season the coordinator can mark the records as N80/MU in the baseline before using initialize season. If the checkbox is checked any reason codes in the Permitted SHL Codes table will not be changed in the new schedule.



Tick the �Include Y and Z Service Type� checkbox if records with these service types should be copied to the SHL schedule.





Click OK to continue and the $\mbox{\ref{P}}$ Choose Flight Range $\mbox{\ref{P}}$ dialogue appears.



To copy all flights leave the From/To flight boxes blank and click OK. The flight branch must be empty (no records).

To copy a range of operators enter the operator code to begin at in the From Flight and the last operator code in the To Flight, flights within this range will be copied to the SHL schedule and overwrite the existing records for the range specified.



Additional Information for SHL Branch Users

When the SHL branch (i.e. not baselines and not only live branch) is used, there are some additional functions performed and additional steps to complete the task as desired.



Function

������ If the SHL branch has been used together with the Advanced Slot Monitoring module, then the copy from previous function also references the slot monitoring results table to check if the record has achieved 80% utilisation, otherwise a simple calculation based on the number of operation in the live schedule is used to calculate the percentage utilised.

If the record is below 80% then the action code is set to U and the reason code to N80.

Flight > Change Screen

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Copy Non SSIM Fields

When processing complex blocks (multi C to multi R lines) only SSIM data fields are populated.

A manual process is required where the user copies the non SSIM field data from a selected C line to a selected R line.



To copy the non SSIM fields select one C line and one R line (use Ctrl to select multiple lines), then select Edit | Copy Non SSIM Fields | followed by one of the following menu options;

All or press Ctrl + A

Arrival or press Shift + Ctrl + A

Departure or press Shift + Ctrl + D

Database Operations

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Copy Parking Gantt Views

See also Parking Gantt Options



Copy parking Gantt views can be used to parking Gantt views from one resource set to another.

To copy all data from one branch to another, select *View* | *Database Operations* | *Copy Parking Gantt Views* and select **\$\phi\$** source **\$\phi\$** followed by the **\$\phi\$** target **\$\phi\$**.





<u>Flight</u> > <u>Change Screen</u>

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Copy & Paste Cell

The value from one cell can be copied and paste on to multiple records.

First the select cell and then select Edit | Copy Cell or press Shift + Ctrl + C next select the record(s) to paste the value to and then select Edit | Paste Cell or press Shift + Ctrl + V.



Note: When selecting records to paste to, it is possible to select all lines but the data will only paste to records which can be edited by the user.



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Copy Results to OCS

To copy a snapshot of the results table to OCS, select File | Copy Results to OCS, then select the airport and season to copy.



The Slot monitoring result report shows all fields in the table. To customize the fields shown, log into SCORE with user OCS, create a private view (normal browser view, not a report view) on Slot monitoring result and select the fields to show. The fields in this view will be used in the Slot monitoring result report in OCS.



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Copy Slot Holder

The copy to slot holder function copies the slot holder fields from one C line to one R line.



To copy the slot holder select one C line, then select one R line (press Ctrl + Click) and then select Edit | Copy Slot Holder or press Shift + H.

Flight > Change Screen with Baseline

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Copy to Base

The Copy to Base function copies most but not all fields from the selected live record to the selected baseline record.



The date range, **DOOP**, slot holders and short note are not copied with this function.



To copy details from one live record to one baseline record, click Copy to Base or *Options* | *Baseline Actions* | *Copy to Base*.

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Country

The Country table defines all country code data.

Select View | Simple Maintenance | Country



To create a new country, select *Edit* | *New Record* or press Insert.

To edit an existing country, highlight the country and select Edit | Edit Record or double click then overtype the data you want to change.



Country

Comment

Two letter country code



Country description



Region

Select region code. The code needs to be defined first in the **Country Region** table.



<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Country Group

County Group table can be used in Custom Field definitions. Example of a country group could be defined as a region such as Schengen.



To create a new county group, select View | Advanced Maintenance | Country Group and then press Insert or Edit | New Record. Fill in the general tab then click Update to enable Country Group tab in the dialog.

To delete a country group, select the country group and then press Delete or *Edit* | *Delete Record*.

To edit a country group, select the country group and then press Enter, Double Click or select *Edit* | *Edit Record*.



Field	Mandatory / Optional	Notes
	/ Conditional	
Country group	M	Name of the country group
name		
Comment	0	Free text
Valid from	0	Valid from season by selecting a Season code
		from the drop down list
Country	0	Add/Edit/Delete country codes which belongs
		to the country group from the drop down list
		managed at Country table.



To define new custom fields, please ask PDC for assistance.



<u>Maintenance</u> > <u>Simple Maintenance</u>

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Country Region

To define country regions, select $View \mid Simple \ Maintenance \mid Country \ Region.$

To edit an existing record, select Edit | Edit Record or double click. To create a new country region, select Edit | New Record or press Insert.



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Enter the region code





Enter the region name



Once defined the region code can be assigned to a Country.



Maintenance > Advanced Maintenance > Resource Set

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Create a Resource Set

There are two ways to create a resource set



1. The simple way is to copy an existing resource set and then edit the details as required. This method copies the entire airport model and constraints, if copying from a different season SCORE will automatically adjust the dates in the resource set to be the date of the season specified.

To copy a resource set select Edit | Copy Record or press Ctrl + C then paste using Edit | Paste Record or press Ctrl + V.

2. Insert a new resource set as described below and then use the Resource Editor to build the airport model and constraints.



To create a new resource set select View | Advanced Maintenance | Resource Set.

Select Edit | New Record or press Insert.

Resource Set Name

Enter a name for the resource set.



Airport & Season

Select airport and season from the drop down list. If the season is not listed then add the season to the season table.



Type

Users without the enterprise module can only select �Live�.

Users with the enterprise module have the option to select Baseline or Other. Select baseline to apply a different resource set (other than the live) to the baseline. Select other for reporting and scenario purposes.



Parking

Requires parking module.

See Constraints > Parking for details



Note: Opening an enquiry matrix and checking overloads / constraints is slower for resource sets with parking constraints, which have stand definitions that include Preferred and Excluded expressions or specific stand buffer times.



Access Rights

User accounts and/or groups require access to be able to view or edit the resource set or records in the flight table.





To allow access the user id or user group should be moved to the right pane. When added initially only read access is permitted, to allow editing of the resource set select the user id or user group and check the Write checkbox.



The supervisor user group has full access and cannot be denied.

Flight > Schedule Editor

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Create C/R Message or SIR from Schedule Data

SCORE can create SSIM messages (C/R) or SIR using the records held in the database.



To create a message from existing data in the schedule editor select the record(s) and then select *Edit* | *Copy* or Ctrl + C.



To create C/R Message:

Go the Messages IN window and select Edit | Paste or Ctrl + V.

Enter a sender address at the prompt and click OK, the Edit New Message window displays a C/R SSIM line for each of the selected records.



To create SIR Message:

Go the Messages OUT window and select $\textit{Edit} \mid \textit{Paste}$ or Ctrl + V.

Enter a sender address at the prompt and click OK, the Edit New Message window displays a SIR containing each of the selected records



Database Operations

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Create SHL Branch

An SHL branch can be created by all SCORE users as an alternative to using a Baseline schedule, which is only available to users with the enterprise module.



This process should be created on or very close to 31st January or 31st August. It is not possible to create the SHL branch retrospectively as the schedule could have significantly changed since the use it or lose it calculation date.



To create an SHL branch, select *View* | *Database operations* | *Create SHL Branch*. This process should be created on or very close to 31st January or 31st August. It is not possible to create the SHL branch retrospectively as the schedule could have significantly changed since the use it or lose it calculation date.



Select the airport



Check the checkbox if the SHL branch should include records with service types Y and Z.



Select the separator to be used to separate the columns in the log file created.



Enter the path and file name for the log file.



The function creates an �SHL branch� and initialises it with compressed flight information from the Live schedule.



The flight records are only compressed when all the following rules apply:

- ����� Two flight series may be compressed if the gap between them is less than five weeks.
- ����� Flights may be compressed if the number of cancellations in the compressed period is less than 20%.
- ����� Same operator, service number
- ����� Same time unless the setting SEASONS_DISREGARDING_TIME_DIFFERENCES_IN_HISTORICS is enabled in the ADM SCORE Setting table



After compression has completed only records with at least five operations are added to the SHL flight branch.



A report is produced which describes how the records were compressed, added to, or omitted from the SHL branch.



More:

Updates to the SHL Branch

Duplicate flights in the SHL Branch

Examples of Compression and the Use it or Lose it Calculation

Constraints > Parking

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Creating a Parking Constraint

Constraints are added/edited/deleted in the Resource Editor. To add a parking constraint to the resource set, select *Options* | *Constraint* | *New* | *Parking*, or click in the constraints pane then press Insert and select Parking.



When creating a parking constraint, there are many sections to be completed, each section has its own topic in this manual e.g. Here is the initial main window, followed by Parking Pools, stand adjacency, swing gate group, swing gate area and bus gate offset, which are added as tabs after the update button is clicked.



- 1. Main Constraint window
- 2. Parking Pool
- 3. Stand Adjacency Rules
- 4. Swing Gate Group
- 5. Swing Gate Area
- 6. Bus Gate Blocking Offset (Requires Gate module)







Main Parking constraint window:

Generic Name

Select a generic constraint name. The generic constraints are defined in the Generic Constraints table, which defines the time period, rolling factor, offset time and reason code.

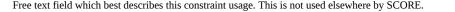
For parking constraints, the period, rolling factor and offset is not used, for advanced parking type, a 5 minute period and rolling factor 5 minutes is used, whereas for Basis and Extended using the counters method will use the parking slot setting in the Coordinated Airport.



When there is more than one constraints on a resource, Generic Name on each constraint must be unique.



Description



Buffer Time

The number of minutes from the departure time of a flight, which should be blocked before the stand is available to be allocated to the next arriving flight.

If the buffer time is not defined here, or the stand then, the parking gap setting in the Coordinated Airport is used.



Below Levels & Above Level

When the parking Gantt and enquiry matrix are displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected <u>Select Colour Set-up</u> and defined in the <u>Colour Set-up</u> table.



Usage Expression

The usage expression can be used to create specific parking constraints for groups of flights.

If the constraint is at the top level of the resource i.e. apply to all flights, then there is usually no need for a usage expression.

If the constraint only applies to a resource e.g. International terminal, and the constraint is at the International terminal resource level, then there is no need for a usage expression because the constraint will only apply to the flight records already filtered by the allocation rule.



Parking type

The field can have the values Basic, Extended, or Advanced, see Constraint > Parking for details about each type.



This field makes it possible to have different parking types on different constraints in the same resource set, however the parking constraint can only have a parking type which is less than or equally "advanced" as its resource set. The following is possible:

<u>Guides</u> > <u>At Historic Baseline Date</u>

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Creating the Historical Baseline

Historical baselines are only available to users with the enterprise module.

The following is a guide to creating the historical baseline and list the recommended steps, for further details on each menu function or option, refer to the relevant sections on the manual.



The historical baseline should be created on or very close to the start of the use it or lose it calculation date (currently 31August for a Winter season and 31January for a Summer season).



Overview of steps:

- 1.♦ Schedule checks (handbacks & offers)
- 2. Change slot holder (ADM SCORE)
- 3. Create baseline branch
- 4.**♦** Check compress setup
- 5. Compress baseline
- 6.**♦** Check baseline schedule
- 7. Clear orphaned slot holders
- 8. Create slot monitoring results table



Details of each step:



1. �� Schedule Checks

Before starting the process of creating the baseline the live schedule should be checked to ensure that all slot handbacks have been processed and offers have been accepted.



2. �� Change Slot Holder

The slot holder fields are used by SCORE to link the live schedule with the baseline schedule. To create/reset/set the slot holder fields, in the ADM program select, File | Change Slot Holder





Please ensure that this step is done at least 1 minute or more after step 2 has completed!

A branch is a copy of the schedule where flights can be altered without applying the change to the live schedule.

A historical baseline is schedule running parallel to the live schedule where only changes that affect historic rights are committed. The historical baseline in effect is the future SHL.

Select View | Advanced Maintenance | Flight Branch

Description: C:\Users\JanDD\AppData\Local\Temp\SNAGHTML1dd891cf.PNG



Ensure that the baseline branch is created at least one minute or more after the change slot holder function has completed. Any changes made withing the same minute will not be included in the the baseline branch.

See Flight Branch



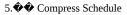
To set up the compression parameters select

View | Database Operations | Compress Schedule | Setup

Recommended compression setup:



See Compress Schedule Setup



ADM Administrative Client Program > Import / Export Base Data and Schedules > Import Tables from Text

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CSV Format for import

The following tables can be imported from a CSV format and will overwrite the existing data.



Aircraft Type

File name expected = Aircraft_type.csv



Field	Mandatory / Optional	Description
	/ Conditional	
aircraft_type	С	3 Character IATA sub-type code
general_designator	0	3 Character IATA Family or 4
		Character ICAO family code
Comment	0	Free text
icao_aircraft_type	С	4 Character ICAO sub-type code
from_date	0	Code valid from date YYYY-MM-
		DD
to_date	0	Code valid to date YYYY-MM-DD
icao_aircraft_size	0	ICAO Aircraft Size



Format:

 $aircraft_type, general_designator, comment, icao_aircraft_type, from_date, to_date, icao_aircraft_size$



Example:

744,747,Boeing 747-400 Passenger,B744,,,



Airport

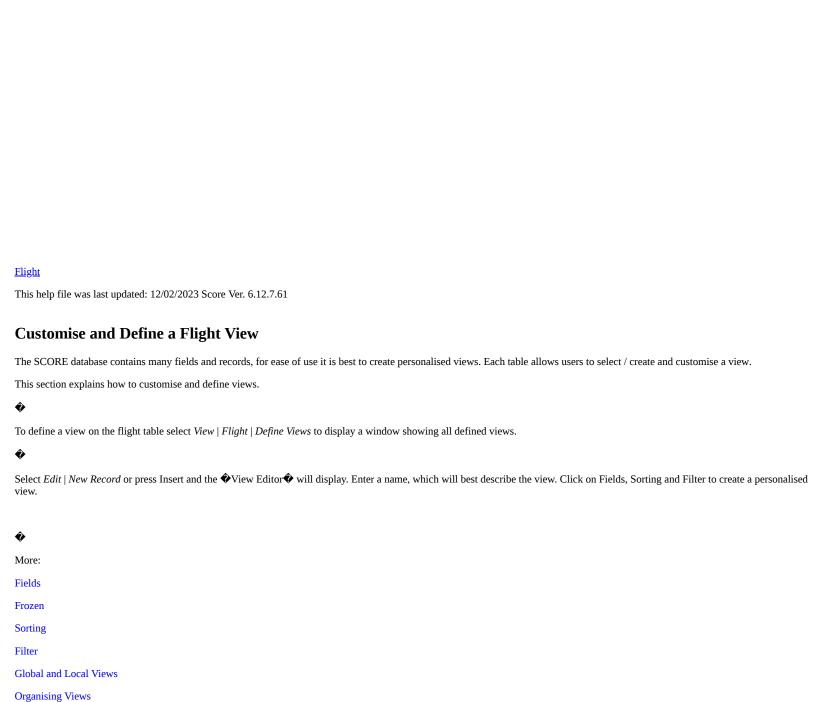
File name expected = Airport.csv



For field descriptions see Airport.

Country table must have the code already in the table. Date format for **\$**From date **\$** and **\$**To date **\$** is YYYY-MM-DD. Format: IATA_code,ICAO_code,name,country,city_served,from_date,to_date Ŷ Example: FBU,ENFB,Oslo Fornebu,NO,OSL,,1998-10-07 OSL,ENGM,Oslo Gardermoen,NO,OSL,, Operator File name expected = Operator.csv ŵ For field descriptions see Operator. Date format for �From date� and �To date� is YYYY-MM-DD. Country table must have the code already in the table Default contact must exist in the contact table already. Delink for SHL must be Yes/No. Format: Maintenance > Advanced Maintenance This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 **Custom Field** It is possible to define new virtual fields which can be used in views and reports. Virtual fields can be defined as a macro and include the ability to; ����� Combine fields ����� Refer to lookup fields such as country from airport $\mbox{\bf 4}\mbox{\bf 4}\mbox{\bf 4}\mbox{\bf 4}$ Calculations such as the difference between two time fields ����� Apply formatting.

It is not simple to define these fields, therefore PDC will provide scripts to add the fields based on specific requests.



Customise a View

Flight > Customise and Define a Flight View

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Customise a View

When a view is opened the size, shape, location, column widths and the properties can be customised.



To change the width of one column, drag the boundary on the right side of the column heading until the column is the width that you want.



To save the changes, select $Options \mid Save\ View.$



To change the size and location of the window, adjust the edges with the mouse. When the window is closed the layout of the window is remembered.

To change the field selection, sorting and filter (properties defined) use *Options* | *Customise View*. Note: Customising a view will not be remembered for next use unless the new settings are saved by selecting *Options* | *Save View*.



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Customize

If a workspace is currently open it can be customised using the Workspace | Workspace | Customize menu. The workspace designer opens where the view definition can be altered.



Note: To save the changes permanently select Workspace | Workspace | Save. If the changes are not saved then the next time the workspace is opened it will revert back to the original



Standard Slot Monitoring

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Data

More:

Use this menu to examine various aspects of the data that the SCORE monitor is using.

Data | Display ATC Data

Data | Display SCORE Data

Data | Show Unplanned Flights

Data | Create ATC Datafile

Data | Unknown Flights

Maintenance & Upgrade

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Database Backup

The following provides the basics required to get started with a SQL database, the advanced functions of SQL server are beyond the scope of this guide. The screenshots of the Microsoft SQL Server Management Studio are from version 2014 and also applies to earlier version through to 2005. Prior versions of SQL uses a different interface although the screens will appear different, the fundamental processes are the same, please refer to the Microsoft documentation or other documentation online for your specific version.



Start the Microsoft SQL Server Management Studio and connect to your SQL server installation (if this is on the same machine simple select (local) as the server name.



Select the database to backup and then right-click, select $Tasks \mid Back \ Up$.





In the destination pane click Add to specify the path and the file name of the backup. Use �.bak� as the extension of the file name.



Depending on the version of SQL Server backups can be automated, the process of how to do this is not covered in this manual, please refer to the Microsoft documentation or other documentation online for more details specific to your SQL version.



https://support.microsoft.com/en-us/kb/2019698



Appendix � Quick Reference Lists

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Database Fields Names - Reports



Field	Custom A/D	Custom Turnaround	Fixed A/D	Fixed Turnaround	Definition
A/C Type Group	•	•	ŵ	•	A/C type group
ACReg	ŵ	•	Ŷ	Ŷ	Aircraft registration
ActionCode	ŵ	•	Ŷ	Ŷ	SSIM action code
Actyp	•	•	ŵ	•	Aircraft type code
ADateTime	•	•	•	•	Arrival date and time
AHist		•			Historic arrival time
AHistQC	ŵ	•	•	•	QC values from the previous
AHistStat		•			Historical status code arrivals
AInitReq		•			Initial requested arrival time
AirlDesig	•		•	•	Airline designator
AirlDesigA		•			Arrival airline designator Arrival airline designator for arrival and linked
AirlDesigAD	•	•	Ŷ	•	records, otherwise departure designator Departure airline
AirlDesigD		•			designator
Airport	•	•	ŵ	•	IATA airport code
ALoadFactor	•	•	•	•	Arrival load factor
AOpeCountry	•	•	•	Ŷ	Arrival operator s domicile
AOpeGroup		•			Group of operators for arrivals
AOpeReportName	•	•	Ŷ	•	Report name from the operator table
AOpeSuffix		•			Arrival flight number suffix
APaxLoad		ŵ			Arrival specific load factor
APrio		•			Waitlist priority for arrivals
AQC		•			QC points for arrivals
AReq		•			Requested arrival time
AReqQC	Ŷ	Ŷ	•	•	Arrival required QC
ARes		•			Resource ID arrivals

ArrDepVia ArrDepVia2 Arrival Stot ID Arrival Station Arrival S	ArrDep			ŵ	Ŷ	Arrival or departure indicator
ArtPepVia2 ArtPepVia2 Arrival Slot ID	·	ŵ			-	
Arrival Slot ID Arriva		T T			·	Multi-sector flight
ArrVia ArrVia ArrVia Arriva Arriva		•		-		Arrival slot ID for EU
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destination/origin	Dest		•	+		Country code

Appendix � Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Database Fields - Views/Change Screen



Views	Change Screen	Database Field Name	Definition
A/C Type Group		AIRCRAFT_TYPE_GROUP	A/C type group
ACReg	Regist	AIRCRAFT_REGISTRATION	Aircraft registration
ActionCode	Blank	SSIM_ACTION_FLAG	SSIM action code
Actyp	AC	AIRCRAFT_TYPE	Aircraft type code
AHist	AHist	HISTORIC_TIME_ARR	Historic arrival time
AHistStat	AHis	HIST_STATUS_ARR	Historical status code arrivals
AHistQC	•	•	QC values from the previous season. Historic Arrival Terminal.
AHistTerm	•	•	Populated when new seasons are created, the same way as historic times.
AInitReq	AIRq	INITIAL_REQUIRED_TIME_ARR	Initial requested arrival time
Airl.Desig.A	AOp	OPERATOR_ARRIVAL	Operator code arrivals Departure operator if departing flight, otherwise arrival operator - used for
Airl,Desig.AD		OPERATOR_ARRIVAL_DEPARTURE	sorting
Airl.Desig.D	DOp	OPERATOR_DEPARTURE	Operator code departures
Airport		AIRPORT_CODE	IATA airport code Last required times and
ALastReq	•	*	are populated with the old required times when the required times are change Country code defined in the operator
AOpeCountry	•	· ·	table for the operator s domicile.
AOpeGroup		OPERATOR_ARRIVAL_GROUP	Group of operators for arrivals
AOpeName AOpeReportName	•	•	Arrival operator name Report name enter in the report name field of the operator table
APaxLoad		pax_load_arr	Flight specific load factor
APrio	APr	PRIORITY_ARR	Waitlist priority for arrivals
AQC		ARRIVAL_QC_POINTS	QC points for arrivals
ARefTime	ARefTime	•	Arrival Refer Time
AReq	ARq	REQUIRED_TIME_ARRIVAL	Requested arrival time

AReqQC	•	•	Arrival required QC
ARes		RESOURCE_ARR_ID	Resource ID arrivals
Arrival Slot ID			Arrival slot ID used for flight plan matching in EU
			Arrival change reason tag (CR)
			The following standard Change Reason values have been identified:
			•
			APTCLOSURE = Airport Closure
			♦ ASPCLOSURE = Airspace Closure
			♦ IMPROVEMENT = To move held slot closer to original requested slot
			OPERATIONAL = Operational reasons
			OTHER = Other reason
ArrCR	ArrCR	•	♠ INDU = Industrial Action
ArrVia	ArrVia	arr_via_stn	Multi-sector flight, the station after the origin
AOffReq	•	₩	Difference between arrival cleared and required times
ArrVia2	ArrVia2	arr_via2_stn	Multi-sector flight, the 2nd station after the origin but ont the previous
ATerm	All Vid2	TERMINAL_ARR_ID	Terminal resource ID arrivals
Atime	Arr	CLEARED TIME ARRIVAL	Cleared arrival time
	All		This field has different uses dependent
Aux Flag		AUX_FLAG	on user license
CreDate		CREATION_DATE	Date of creation Departure slot ID used for flight plan
Departure Slot ID			matching in EU Difference between departure cleared
DOffReq	•	•	and required times.
			Departure change reason tag (CR)
			The following standard Change Reason values have been identified:
			•
			♦ APTCLOSURE = Airport Closure
			ASPCLOSURE = Airspace Closure
			♦ IMPROVEMENT = To move held slot closer to original requested slot
			♦ OPERATIONAL = ♦ Operational ♦ reasons
			A OTTIER OIL

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Database Operations

More:

Auto-merge Schedule

Compress Schedule

Create SHL Branch

De-link Flight for SHL

Initialize New Schedule

Reallocate Baggage Belt

Reallocate Parking

Rebuild Schedule (Status)

Rebuild Schedule (Trace)

Rebuild All for Air/Sea

Rebuild All Counters

Check Flight Allocation

Resynchronise Auto Airport

Update SQL DB Statistics

Copy Branch

Copy Flight Links

Copy Parking Gantt Views

Import Checkin/Security Flight No. Profile



Generate SHL

Generate SIR

Generate WIR

Maintenance & Upgrade

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Database Upgrade

After running the SCORE upgrade installer and starting the SCORE server program, a message like below may be shown.



The database structure will need updating, please note that during the update no data is lost and the process could also be used to perform a downgrade. If you wish to downgrade please contact score@pdc.dk to get further advice.

Upgrading the SQL Database

DBUpdate Utility Scripts

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Data | Create ATC Datafile

PHNote>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Data | Display ATC Data

This lets you access a listing of all the flights in the ATC data file. This can be quite long.

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Data | Display SCORE Data

Here you can see which flights are planned for the carriers selected.

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Data | Show Unplanned Flights

This gives you a rundown of flights flown by carriers known to SCORE, but not planned.

ADM • Administrative Client Program

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Data / Table Tasks

This section describes the functions available to alter or maintain data tables.

More:

Clean up Tables

Delete Airport/Season

Airport/Season Cleanup

Clear Parking Allocations

Changes to Tables

Delink Flight

Change Slot Holder

Clear Orphaned Slot Holders

Clear Slot Holders - no baseline

Copy Flight Links

Split flights according to DST

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Data | Unknown Flights

This gives you a listing of flights in the ATC file related to carriers that SCORE does not know.

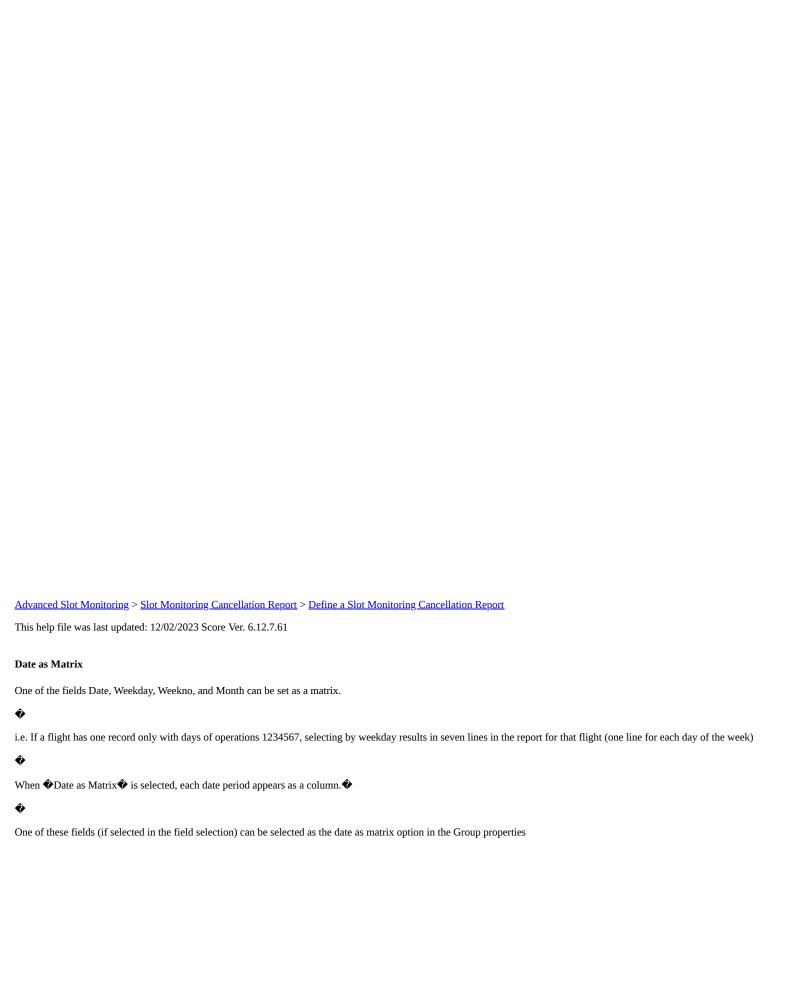




Report > Flight Report > Group This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 **Date as Matrix** One of the fields Date, Weekday, Weekno, and Month can be set as a matrix if the Aggregate function is also used. i.e. If a flight has one record only with days of operations 1234567, selecting by weekday results in seven lines in the report for that flight (one line for each day of the week) When �Date as Matrix� is selected, each date period appears as a column.� The following report shows the result of date grouping by weekday with date as matrix, by airline designator and sum number of operations. Description: reportDateGroup

One of these fields (if selected in the field selection) can be selected as the date as matrix option in the Group properties





<u>Advanced Slot Monitoring</u> > <u>Slot Monitoring Report</u> > <u>Define a Slot Monitoring Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Date Group

PRE SCORE 6.8.1.0

Using date grouping reports can be generated using specific date options. To enable date grouping select the �DateGroup� field.



Note: Do not include the regular date fields as the output may not be as anticipated.



Select from the available date types to group by.



Description: dateGroup

When �Date as Matrix� is selected, each date period appears as a column.

<u>Advanced Slot Monitoring > Slot Monitoring Cancellation Report > Define a Slot Monitoring Cancellation Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Date Group

PRE SCORE 6.8.1.0

Using date grouping reports can be generated using specific date options. To enable date grouping select the �DateGroup� field.



Note: Do not include the regular date fields as the output may not be as anticipated.



Select from the available date types to group by.



Description: dateGroup

When ${\bf \hat{v}}{\rm Date}$ as Matrix ${\bf \hat{v}}$ is selected, each date period appears as a column. ${\bf \hat{v}}$

Maintenance > Advanced Maintenance

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Daylight Saving Time

Using the Daylight Saving Time table, it is possible to handle the situation where the daylight saving time does not shift at the same time as the (SCORE) winter and summer seasons.

Examples where this occurs are;

- ����� the southern hemisphere (e.g. New Zealand), where the daylight saving time starts a few weeks before the Score winter season starts, spans the Score winter season, and ends after the end of the Score winter season.

To add the date and time period for daylight saving time, select View | Advanced Maintenance | Daylight Saving Time and then select Edit | New Record or press Insert.

To view or edit an existing record select *Edit* | *Edit Record* or double-click on the record.

To delete a record, select it and the select *Edit* | *Delete Record* or press Delete.



Note: This is only necessary for airports where the daylight saving time doesn time doesn table.





Select the airport



The From and To dates and times entered should be in local time for the airport in question.



More:

Handling of Records when using Daylight Saving Time Table

Maintenance & Upgrade > Database Upgrade

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

DBUpdate Utility Scripts

Sometimes the Score database needs repairing which cannot be done by the automatic update done in DBUpdate. For that purpose a menu entry called "Utility scripts" can be used from the DB menu. Activating this menu causes a list of "utility script" to be shown, by name. To run a script, select it from the list and click OK.

Scripts will be added to this list to meet "customised" update needs. When scripts are added, they will be described in the Score version history document.



Find duplicate generic names

From version 6.12.4.4 onwards it is no longer possible to use the same generic constraint more than once in the same resource for some types of constraints.

Use this script to find duplicate generic constraints, the output will be written like this:



It is required to change the generic constraint name where it have been used more than once on the same resource and then run dbUpdate again.



Find duplicate pool names

When the script is run the parking constraints which have duplicate pool names are shown together with the airport, season, resource set they are in.



CLDS		
CLDT		
CLDTS		
Ŷ		
CRD�		
CRD� CRDS		
CRDS		

From version 6.12.0.0 new historic status codes

Insert New Historic Status Codes

CLD

<u>Constraints</u> > <u>Advanced Check-in</u> > <u>Check-in Client</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Dedicated Check-in

The dedicated check-in calculation is used when there are a dedicated number of desks for an operator(s) in a specified period.



Dedicated check-in clients are allocated before common and flight check-in clients.



It is independent of the schedule i.e. if the main area constraint is defined with a limit of 20 counters and a dedicated check-in client is added utilising 8 counters then the number of counters available in the area constraint is 12 counters. The 8 counters are simply reducing the available capacity for the other check-in clients in the stated time period stated.



An example usage is where a number of counters are allocated to an airline or agent for a specified time period within the check-in area.

Note: There are no checks made to ensure that there are enough desks for the flights being handled.



General Tab

Client Name

Enter a short name (free text).



Description

Optional free text description. Not used by SCORE anywhere.



Check-in Type

This is dedicated and cannot be changed to another type.



Usage Expression

Click the edit button to create a usage rule for the check-in client.



Use **Smoothing**

Select if smoothing should be enabled. See Glossary for details.



Min Desks

Only applicable if smoothing is enabled. Where the number of desks is greater than zero but less than the number of min desk, the utilisation is set to equal the min desks.



Max Desks

Only applicable if smoothing is enabled. Restricts the utilisation to the max desk value. The cumulative number of desk of overlapping time periods could result in exceeding the total number of desks available, the max desk ensures that this number is not exceeded.



Colour

Click the edit button to select a colour, which will be used for the client in histograms.



Dedicated Check-in Tab

Use the Edit, New, Delete, Copy and Paste buttons to manage the number of desks used by the client.



From date & To Date

Enter the date period when the desks are available.



DOOP

Enter the days of operations when the desks are available <u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Default GI Text

When a user is processing messages or generating messages from the change screen a default GI text can be added. To set the default GI text select *View* | *Simple Maintenance* | *Default GI Text*.

<u>Workspaces</u> > <u>Workspace</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Define

Workspaces are created through the $\mathit{Workspace} \mid \mathit{Workspace} \mid \mathit{Define} \ \mathsf{menu}.$

To edit a workspace, select *Edit* | *Edit Record* or double click a record, then edit the workspace as required.

To delete a workspace, select the workspace and then $\mathit{Edit} \mid \mathit{Delete} \ \mathit{Record}$ or press Delete.



To create a new workspace select *Edit* | *New Record* or press Insert. SCORE prompts whether to create the workspace as a public view. Select Yes to create a public view allowing all users to select the workspace, select No to create the workspace as a personal only view, and then enter a unique name for the workspace and the workspace designer opens.

More:

Workspace Designer

Properties / View Selector

Save to File

Send to Mail Recipient

Load from File

Enquiry This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61**Define a New Enquiry** With the enquiry module additional matrix charts can be defined select View | Enquiry | Define Views, then, select Edit | New Record or press Insert. Decide if the new enquiry should be global (available to all users) or personal to the user account. Enter a name, which best describes the view and click Ok. Overview: Set up the constraint options as follows below; **Constraint Options**

Types • • • • • • • • • • • • • • • • • • •
Resource Tree ��������� Resource Only�� only constraints on the specified resource will be ������ available for selection by the user.
••••••••••••••••••••••••••••••••••••••
��������������������������������������
Selection Mode ������� Single� only one constraint can be selected by the user
*** *** *** **** **** **** **** **** **** **** **** ***
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•
Description: NewEnquiry
Date Options
•
Description: NewEnquiryDate
Dimension ������ The dimension option can be set by �Date� or the dates can be grouped ����� together in to a �Week�. See below figure for a comparison of the option
Display ������� Select the date fields to show in the matrix
Grid♦♦♦♦♦♦♦♦♦♦♦ Grid lines are drawn by the selected field
Description: matrix
•
Time
To display grid lines for the time field, tick the checkbox.
Layout
•
Description: matrixLayout
•
Set the vertical and horizontal layout for the fields in the matrix then click Finish to complete the new enquiry.
Advanced Slot Monitoring > Slot Monitoring Cancellation Report
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
Define a Slot Monitoring Cancellation Report
To create a new slot monitoring cancellation report, select Slot Monitoring Slot Monitoring Cancellation Report Define View, then select Edit Insert Record or press Insert.
To modify an existing report, select <i>Edit</i> <i>Edit Record</i> , or double click.
To delete an existing report, select <i>Edit</i> <i>Delete Record</i> , or press Delete.
To create a new report based on an existing report, select <i>Edit</i> <i>Copy</i> , or press Ctrl + C then select <i>Edit</i> <i>Paste</i> or press Ctrl + V.
Enter a name for the new report and define the report properties.
More:
Fields

Sorting Filter Time Group Date as Matrix

Date Group

Aggregate

<u>Advanced Slot Monitoring > Slot Monitoring Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Define a Slot Monitoring Report

To create a new slot monitoring report, select Slot Monitoring | Slot Monitoring Report | Define View, then select Edit | Insert Record or press Insert.



To modify an existing report, select $Edit \mid Edit \; Record$, or double click.

To delete an existing report, select $Edit \mid Delete \ Record$, or press Delete.

To create a new report based on an existing report, select Edit | Copy, or press Ctrl + C then select Edit | Paste or press Ctrl + V.



Enter a name for the new report and define the report properties.

More:

Fields

Sorting

Time Group

Date as Matrix

Date Group

Aggregate

Slot Swapping Module

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Defining a Slot Swap Report

Slot swapping is done as a report. The report must first be defined in the report editor (menu *Reports/ Flight Report/ Define View*). In the drop down, choose the report type SlotSwap. In the report editor which now appears, only the name and a filter can be entered.





<u>ADM</u> **♦** Administrative Client Program > <u>Data / Table Tasks</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Delete Airport/Season

Delete airport/season, deletes the all data for a specified airport season (flight branch, resource set, constraints etc)



To delete schedules, select $File \mid Delete \ Airport/Season$, and then select the airport and season.



ADM • Administrative Client Program > Data / Table Tasks

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Delink Flight

To delink flights which are in turnaround format, select $File \mid Delink \ Flight$.

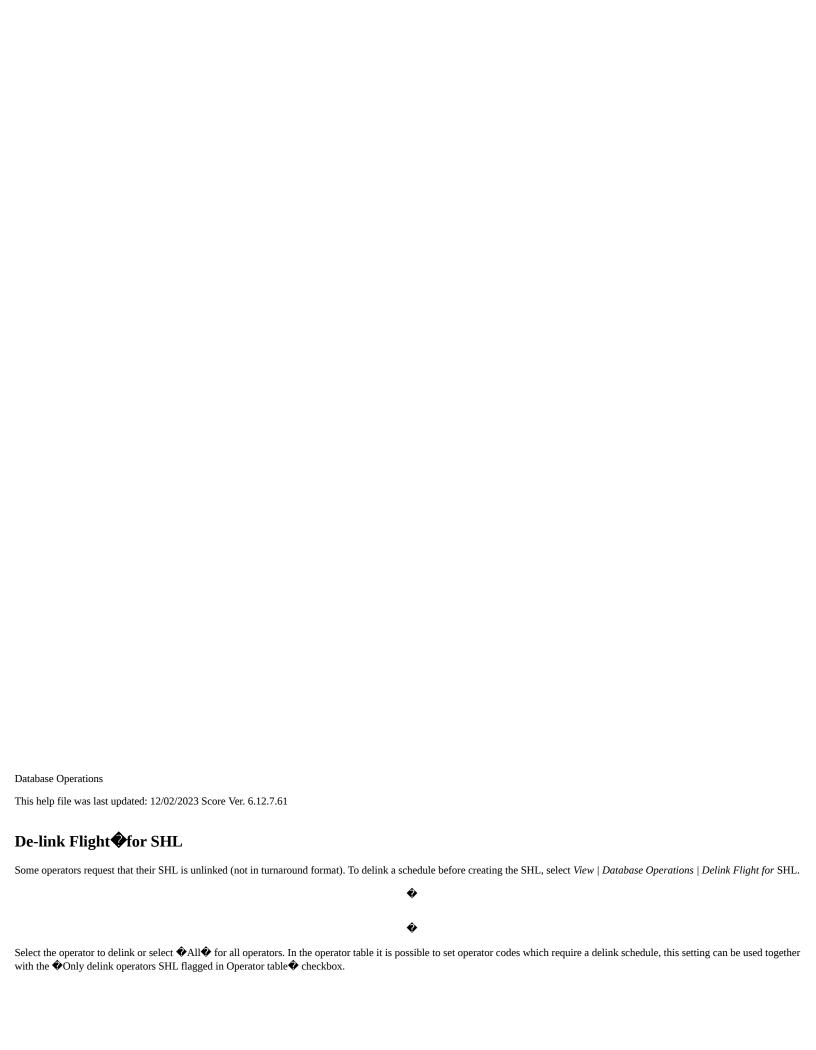




Select the airport, season and schedule to be delinked.



Select ALL for all operators to be delinked or select a specific operator code.



$\underline{Maintenance} > \underline{Simple\ Maintenance} > \underline{Pax}$

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Departure Passenger Profile

Passenger profiles can be used for departure paxflow constraints. If there are no passenger profiles defined, then the paxflow constraint is based on the arrival or departure time of the flight.



To define passenger profile(s), select View | Simple Maintenance | Pax | Departure Passenger Profile and then Edit | New Record or press Insert.

To delete a profile, select the profile and then press Delete or *Edit* | *Delete Record*.

To edit a profile, select the profile and then press Enter, Double Click or select *Edit* | *Edit Record*.



The profile required the following fields:



Airport

Select the airport the profile applied to, if blank then the profile is used for all airports which do not have an airport specific profile.



Name

Enter a name for the profile. This name is not used by SCORE anywhere.



Description

Free text information field, not used by SCORE anywhere.



Allocation Order

The profile where the flight matches the usage expression with the highest allocation order (in this case 1 is highest priority) will be applied. This allows to have multiple profiles within the profile group/airport.

The allocation order must be unique within an airport, i.e. the same allocation order cannot be used twice for an airport.



Valid From

Enter a date when the profile is valid from. The latest profile will be used for the current/future season.



Usage Expression

Click Edit to define filter conditions for the profile.



Profile Group

Select the Pax Profile Group the profile will belong to.



Dep. Period

In this section define the percentage of passenger for the time period(s) before departure (applied to each 5 minutes on the enquiry and histograms).





The profile consists of pairs of Minutes before departure and Passenger percentage like this:



Before departure	Passenger Percentage for each 5 minute period
105	5
90	7
45	5
30	2
15	0



5 minutes periods which are not added in the will inherit the passenger percentage from the previous slot. In the above example, SCORE will use the following values:

<u>Guides</u> > <u>Slot Monitoring</u>

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Dispensation

When flights are cancelled due to force majeure, those flight might be allowed dispensation from the slot utilisation rules. There are multiple methods to mark those flights for dispensation. Dispensation can only be set once the slot monitoring matching process has been completed. After the dispensation process, make sure to run update results.



1. In the slot monitoring flight table

Open the slot monitoring flight table and manual matching view, select one or multiple records, then use the option menu Set Dispensation.

See Slot Monitoring Flight



2. In the cancellation table

Open the slot monitoring cancellation table, select one or multiple records, then use the option menu Set Dispensation.

See Slot Monitoring Cancellation



3. Set dispensation function

Alternatively, use the set dispensation function to set dispensation for multiple records on a specific date in both the slot monitoring flight and slot monitoring cancellation table at the

See <u>Slot Monitoring Maintenance</u> | <u>Set Dispensation</u>

Enquiry

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Drill Down on Enquiry

To drill down and see the flight records double click on a cell in the matrix or a bar in the histogram, then select the view to be opened. A schedule editor will open and display flight records for the time period selected.



Database Operations > Create SHL Branch

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Duplicate flights in the SHL Branch

When live flights change links, the SHL branch is sometimes updated in a way that creates duplicate flights. This is because for Score it is impossible to decide how the flights should be updated in the SHL branch.

When flight updates create duplicates in the SHL branch, Score writes a warning in the session log and puts a message in Message in. The message has sender "SHL Duplicate", Msg Type "SHL Duplicate" and the message text is:



This flight creates a duplicate in the SHL branch departure flight EEE1000 on 03APR.

Conflicts with existing flight(s): EEE1000, 03APR - 23OCT

Please resolve the problem in the SHL branch.



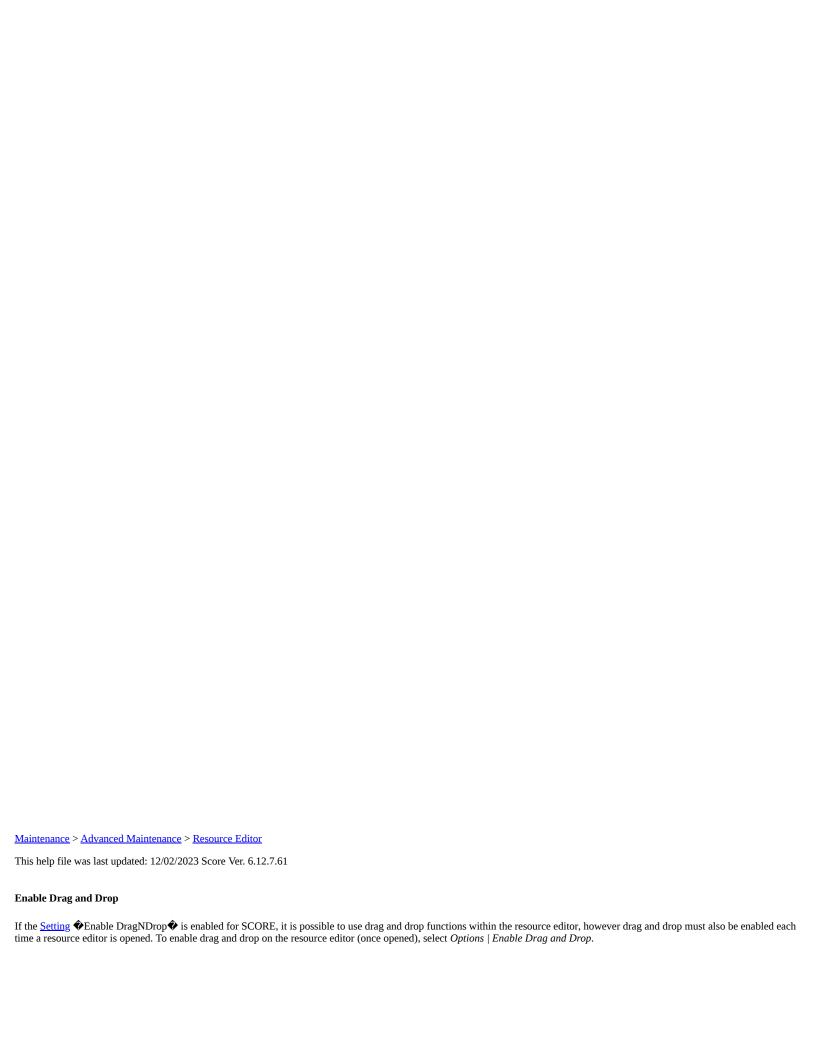
Standard Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Edit

These are normal editor operations.







Enable Microsoft Message Queues

To enable MSMQ:

1.♦ <u>Turn Windows Features On or Off</u>

2. Find Microsoft Message Queue (MSMQ) Server and enable it, as shown in the screenshot below.





Enable Windows Communication Foundation

To enable WCF:

- 1. Turn Windows Features On or Off
- 2. Find .NET Framework 4.5 (or later, windows 10 is 4.7) Advanced Services, click + to expand the features.
- 3. Click + to expand the features of WCF
- 4. Enable HTTP Activation, this will also enable other features and will look like the screenshot below





Note: In a Windows 7/2008 environment, the procedure is similar, except the WCF Services is located

under .NET Framework 3.5.

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Enquiry

Enquiries are used to visually display airport capacity utilisation or availability either in the form of a histogram, a matrix table or a Gantt chart.



All SCORE users have single day histogram, weekly histogram and some additional matrix charts are included. Users with the enquiry module have the option to define additional matrix charts.



When viewing rolling constraints, there are two modes, �start of period� and �maximum roll�.

The table below is a snapshot of part of a day and illustrates the different values seen in an enquiry matrix for a fixed 10 minute constraint, fixed 60 minute constraint, 60 minute rolling 10 minute start of period and maximum roll.



Note: To make viewing simpler the R60 fixed constraint is shown here as a merged and centred cell.



A

The value in the times cell for start of period is the sum of flights beginning at that time until the end of the period. This calculation takes place at each rolling interval. In the table above the shaded figure of 11 in the 0420 time is the sum of flights for the period 0420 to 0519 as seen in the shaded cells in the R10 constraint.



A time slot can be included in many rolling periods, for example the flights in the 0600 10 minute period are included when calculating each of the start of period values for 0510, 0520, 0530, 0540, 0550 and 0600. The maximum roll value is the greatest value of each of these 60 minute periods.



Note: SCORE uses the maximum roll when reporting overloads.



More:

Single Day Histogram

Weekly Histogram

Matrix Chart

Define a New Enquiry

Printing Enquiry

Export Enquiry

Drill Down on Enquiry

Baggage Belt Gantt

Check-in Gantt

Gate Gantt

Parking Gantt

<u>Guides</u> > <u>Slot Monitoring</u> > <u>Troubleshoot</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Errors in the slot monitoring result table

Below are the common issues found during the update result process, mostly caused by incorrect slot holders or incorrect use it or lose it number of ops:



a. Use it or lose it number of ops=0

Check the slot holder link in both live schedule and historic baseline (Baseline users only) and correct the link.

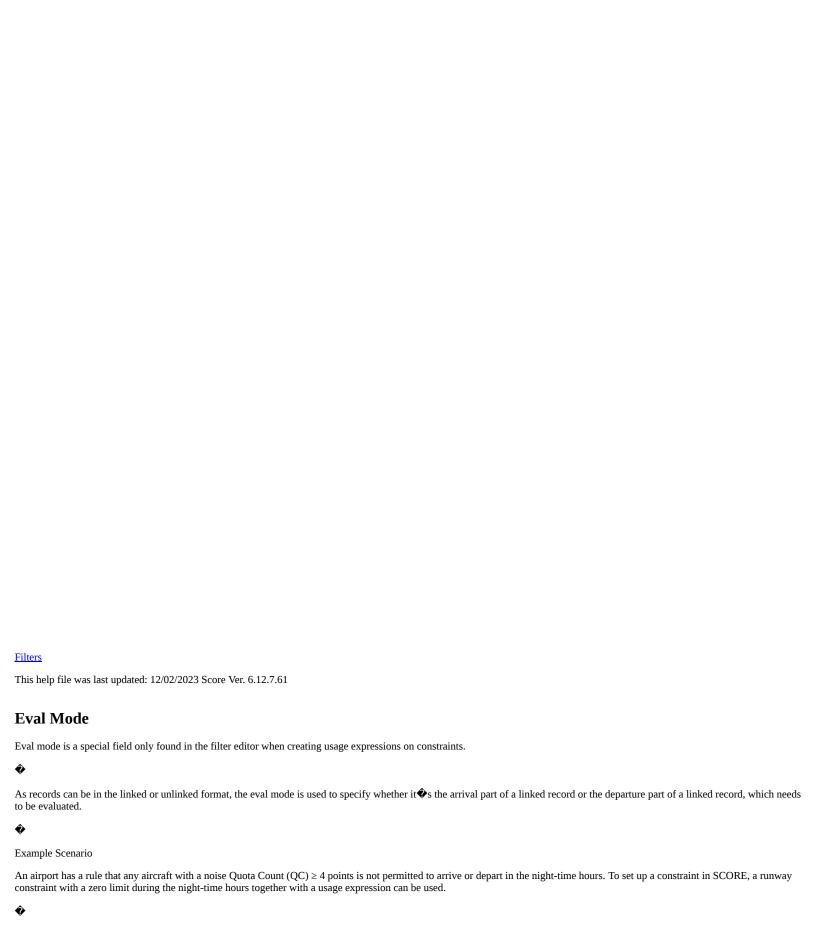


b. Cancellation number is <0 or projected usage is >100%

Check the use it or lose it number of ops and adjust.



c. Use it or lose it ops > baseline number of ops



Check the baseline branch if the baseline needs to be extended.

Example Records (linked format)

- 1. ♦ Arrival Time = 0200, ArrQC=2, Departure time = 1000, DepQC=4
- 2. Arrival Time = 1800, ArrQC=2, Departure time = 0200, DepQC=4
- 3. ♦ Arrival Time = 0200, ArrQC=2, Departure time = 0400, DepQC=4
- ŵ
- •
- Ŷ

Usage	AQC ≥ 4	AQC ≥ 4	EvalMode is Arrival
Expression	Or	AND	AQC ≥ 4
	DQC ≥4	DQC ≥4	Or
			Evalmode is Departure
			DQC ≥4
Result to record number	1. Arr hits constraint (undesired)	1, 2 & 3 will not be prevented by the constraint as both the	No constraint issues (desired)
number	2. Dep hits constraint (desired)	AQC and DQC are not ≥4 (undesired)	2. Dep hits constraints (desired)
	3. Both arr & dep hits constraint (undesired)		3. Dep hit constraint (desired)







Database Operations > <u>Create SHL Branch</u>

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Examples of Compression and the Use it or Lose it Calculation



Cancellation of less than 5 weeks

The cancellation of less than five consecutive weeks prior to the slot return deadline does not affect the period eligible for historic precedence...



Example 1: Cancellation of less than 5 weeks

Before 31 Aug		•
By 31 Aug	8 2 12	9% cancellations
Historic		



Cancellation of less than 5 weeks

provided the total number of cancellations is less than 20% of the period between the first and last date in the series of slots.



Example 2: Cancellation of more 20% of the series

Historic

Target: 80% of 16 (6 + 5 + 5). The flights are not compressed because compression results in 27% cancellations.



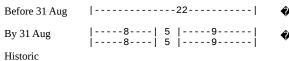
Cancellation of 5 or more weeks

The cancellation of five or more consecutive weeks will - reduce the period eligible for historic precedence or - result in separate periods eligible for historic precedence.

Where the periods are recognizably part of the same service (e.g., same flight number, route, etc.) the 80% will be calculated for the total number of operations across all periods.



Example 3: Cancellation of 5 or more weeks

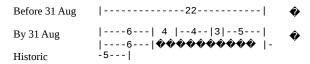


111010110

Target: 80% of 17



Example 4: Cancellation less than 5 weeks, more than 20% cancellations



Target: 80% of 11



<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Parking</u>

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Excluded from Towing

To define flights which are excluded from towing, select Options | View | Simple Maintenance | Parking | Excluded from Towing.



To delete record(s), select the record(s) and then *Edit* | *Delete Record* or press Delete.

To edit a record, select the record and then *Edit* | *Edit Record* or press Enter or double click

To add a new record, select $Edit \mid New Record$ or press Insert

Enquiry

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Export Enquiry

To export the enquiry details to Clipboard or File:

Select $File \mid Export Enquiry \text{ or Ctrl} + X.$

Select the date range and $\underline{\mathsf{DOOP}}$ to export and if time as matrix is required.



Exclude zero values

If ticked, cells with only zeros are not exported.

The option is disabled if Time as matrix is ticked, as each line has multiple values, and some may be zero and others not.

Select *****Export to Clipboard ***** then paste into another application such as a spreadsheet.

To export to a file, select �Export to File � then click the �. . . � button to set the file name and location to be saved in.

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To automate enquiry exports, see:

Report Automation

INI for Enquiry

<u>ADM • Administrative Client Program > Import / Export Base Data and Schedules</u>

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Export Tables to Text

There are many tables in the SCORE database, which can be exported to a text file(s) and imported using the <u>Import Tables from Text</u> function in the same score or another score.



To export tables to text, select $File \mid Export \ Tables \ to \ Text.$



Director

Enter the directory to save the file(s) or click the ��� button to select a directory.

•	
In CSV Format	
When the checkbox is ticked only the relevant data tables which can be exported as CSV	format will be shown in the list: Aircraft Type, Airport and Operator.
•	
If CSV format is not checked then, all groups will be available to select; multi selection if file i.e. aircraft_type.txt.	s also possible. When multiple tables are selected for export, each table is saved as an individ
•	
Base Data	
All data base data tables used in the database.	
•	
Resources	
All resource set data, e.g. resource sets, constraints, load factors etc.	
•	
Schedule	
All tables related to flight branch.	
•	
Messages	
All message areas (in, out, pend, auto-offer and archived messages).	
•	
Slot Monitoring	
All tables related to slot monitoring	
•	
	•
•	
The result is a plain .txt file(s) as shown below and can be imported by any score	
•	
	^
The basic data tables Airport, Operator and A/C type can be exported as CSV format.	•
The basic data tables Airport, Operator and A/C type can be exported as C5 v Tormat.	
	•

Workspaces

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Favourites

When you have many workspaces created it might be challenging to overlook and find the workspace you need. Favourites allows you to select those you e.g. frequently use most.

There are 3 options:

- -��� Add To: the active workspace will be added to the Favourites list
- -��� Remove From: the active workspace will be deleted from the Favourite list
- $\textbf{-} \diamondsuit \diamondsuit \diamondsuit \text{ Organize: organize your Favourite list in the order you prefer to show or select } \diamondsuit \text{ delete} \diamondsuit \text{ from the list}$

<u>Flight</u> > <u>Customise and Define a Flight View</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fields

Description: fieldsSelector

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Use the �View Field Selector� to add and remove fields. When creating a new view by default, all fields are selected (right side �Show in this order).

To remove a field(s) from the view, click on a field (right side) or for multiple fields press Ctrl + click each field to remove, then click the Remove button.



To add available fields to the view, click on a field (left side) or for multiple fields press Ctrl + click each field to add, then click the �Add� button. The field(s) will be added to the bottom of the list on the right side.

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To organise the order the fields appear, select the field(s) (highlight) then click the �Move up� or �Move down� buttons.

Fields are described in the appendix <u>Database Fields - Views/Change Screen</u>.

<u>Advanced Slot Monitoring</u> > <u>Slot Monitoring Report</u> > <u>Define a Slot Monitoring Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fields



Use the �View Field Selector� to add and remove fields. When creating a new view by default, all fields are selected (right side �Show in this order).

To remove a field(s) from the view, click on a field (right side) or for multiple fields press Ctrl + click each field to remove, then click the Premove button.

to remove a nerd(s) from the view, chek on a nerd (right side) or for indulpre nerds press cut + chek each nerd to remove, then chek the • Remove• outton.

To add available fields to the view, click on a field (left side) or for multiple fields press Ctrl + click each field to add, then obttom of the list on the right side.	click the �Add� button. The field(s) will be added to the			
•				
To organise the order the fields appear, select one field (highlight) then click the �Move up� or �Move down� buttons.				

<u>Advanced Slot Monitoring > Slot Monitoring Cancellation Report > Define a Slot Monitoring Cancellation Report</u>

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Fields



Use the View Field Selector to add and remove fields. When creating a new view by default, all fields are selected (right side Show in this order).

To remove a field(s) from the view, click on a field (right side) or for multiple fields press Ctrl + click each field to remove, then click the Remove button.



To add available fields to the view, click on a field (left side) or for multiple fields press Ctrl + click each field to add, then click the �Add� button. The field(s) will be added to the bottom of the list on the right side.
To organise the order the fields appear, select one field (highlight) then click the �Move up� or �Move down� buttons.
Introduction to SCORE This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
1 mo neip me was ast apaatea. 12/02/2023 3cote vet. 0.12.//.01
File
The File menu is used to open and close different Sessions, enable the Local Time setting, and to exit the program. The options to save and print are available depending upon the active window.

Description: file

More:

Open Session
Close Session
Alternate Row Colors
Filter Row
Local Time or UTC
Session Log to File

Reload Cache Toolbar Stay on Top

Standard Slot Monitoring

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File

This menu allows you to perform conventional File operations.

More:

File | Open

File | Save



Standard Slot Monitoring > File

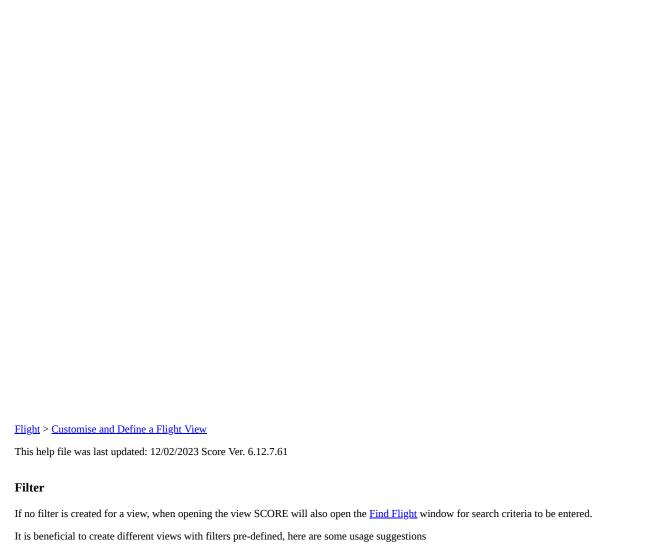
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File | Exit

This will close the SCORE Monitor.







Advanced Slot Monitoring

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Filter

Slot monitoring filter expressions can be created and then re-used in applicable slot monitoring views and reports. The principles are the same as those used in the Filter Expression used for the flight tables.



To create a slot monitoring filter expression, first select *Slot Monitoring* | *Filter*

����� Result Filter

����� Actual Filter

����� Flight Filter

����� Cancellation Filter

Once the filter window is opened to edit a record, select the record and select Edit | Edit Record or press ENTER or double click on the record.

To delete a record (only if not in use), select the record and press DELETE or select *Edit* | *Delete Record*.

To create a new record, select *Edit* | *New Record* or press INSERT.





Enter a filter expression name



Click the Edit button to create the filter conditions.







When defining the slot monitoring views and reports the filter editor will show the created filter expression in the bottom right. Filter expressions can be selected and added by using the Insert Filter button.

<u>Advanced Slot Monitoring > Slot Monitoring Cancellation Report > Define a Slot Monitoring Cancellation Report</u>

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Filter

Use the filter editor to filter the records retrieved in the report.



See the $\underline{\text{Filters}}$ section for more details on creating filters.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Filters are used in many functions in SCORE i.e. views, constraints, reports etc. The filter expressions table allows filters to be created and used with multiple functions, therefore when a filter needs updating there is one central place to update.

To create filter expressions, select View | Advanced Maintenance | Filter Expression.

To add a new expression, select *Edit* | *New Record* or press Insert.

To view or edit an existing expression select *Edit* | *Edit Record* or double-click on the expression.

A filter expression can only be deleted or renamed if it is not being used by resource editor tables, views, Full AMP Configuration, AMP Configuration etc.



Filter Expression Name

Enter a name for the filter expression, this will be shown in the insert filter drop drown list of the filter editor and shown in all the usage expressions.



Flight Filter Expression

Create the filter conditions based on the Flight table.



Constraints Only

The Constraints only checkbox, if ticked will enable the special field EvalMode , which can be used in the filter conditions for constraints only.

An error will be shown, if the checkbox unticked and the filter includes the �EvalMode� field.



Flight Period From / To

Set the dates to apply for the flights. Leave blank for all dates. These fields avoid the need to add the dates to the filter expression itself, however it is still possible to add dates to the filter expression.

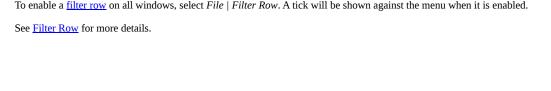


For more details on filters see the section on Filters.

 $\underline{Introduction\ to\ SCORE} > \underline{File}$

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Filter Row



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The filter row can be used on any view, when enabled there is a row at the top of the view whereby entering text will filter the record to show only those containing the text entered.

Start with a dash "-", to exclude rows that match the remaining pattern.

For example, "-359" means show all rows without an \$359\$.



To enable the $\underline{\text{filter row}}$ select $Options \mid Filter Row$ or press CTRL + R.



Flight > Change Screen

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Enable the <u>filter row</u>

Filters
When creating a custom view, report or airport resource set, this will often involve using filter conditions. Filter conditions are defined using the filter editor, the process is the same in each case.
•
The filter editor is spilt in two panes.
•
The upper pane shows the filter condition to apply and can be adjusted using the buttons in the upper pane.

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�

The lower pane is used to create and edit existing filter conditions.





Pre-defined filters can be created in the <u>Filter Expression</u> table and added to a new filter by selecting the filter expression from the list in the bottom right corner and then click Insert Filter.



More:

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Add a Filter Condition

Conditions Pane

Copy Filter Conditions

Eval Mode

Filter Value List

A filter value list is a list of values, which pre-defined can then be used when creating filter expressions.



To create a new filter value list, select View | Advanced Maintenance | Filter Value List and then press Insert or Edit | New Record.

To delete a filter value list, select the filter value list and then press Delete or *Edit* | *Delete Record*.

A filter value list can only be deleted or renamed if it is not being used by resource editor tables, views, Full AMP Configuration, AMP Configuration etc.



To edit a filter value list, select the filter value list and then press Enter, Double Click or select *Edit* | *Edit Record*.



To define a filter value list, first select a table. The dialog will then show a list of all available values for the table, and then select the values required for the list.

For example, select the Country table, and make a list of all Schengen countries, call this filter value list \diamondsuit Schengen Countries \diamondsuit . This filter value list can then be used when defining a filter/filter expression which uses a country field, e.g. the \diamondsuit Next Country \diamondsuit field in the Flight table, the defined filter value list will appear at the top of the value list when choosing the relations \diamondsuit is either \diamondsuit , \diamondsuit is blank or either \diamondsuit , and





Find Flight

To view and find flights, first open a flight view, select $View \mid Flight \mid$ and then select a view. If a view has a filter pre-defined, the scheduled editor window opens and displays the records matching the filter. If a view doesn the have a filter then the Find Flight dialog opens and search criteria can be entered.



There are three find flight dialogues, a small, basic and an advanced version. By default the basic version is used, however this can be changed upon request.



To open the basic find flight dialogue at anytime select *Options* | *Find Flight* or press Ctrl + F.

To open the advanced find flight dialogue at anytime select Options | Find Flight Adv or press Shift + Ctrl + F.



The find flight dialogue is used to filter records, enter criteria in to any field then click Find New, the find flight dialogue will close, To keep the find flight dialogue open check the Keep Find Flight Open checkbox, then it is possible to replace the results with Find New or to add additional records to the existing view click Find More.



Basic Find Flight Ctrl + F







The service number field in the Find Flight dialog allows a service number range or several individual flights such as: 100-120, 130, %12*.



Advanced filters can be created using the filter editor. Tick the �Apply Filter� checkbox to use the advanced filter.

Find Flight Small:



To use the find flight small, select *Options* | *Find Flight Small* or press Ctrl+S



Note: The dialog has only been added for users who have asked for it. If you want it added to your Options menu, please write to PDC.



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Find Item

When there are many records in the schedule editor, Find Item can be used to find a value in a selected column.



To find some text first click in the column which should be search and then select $Options \mid Find\ Item\ or\ press\ CTRL + I$





SCORE highlights the first record found containing the search string.

Flight

SCORE data is stored in a database containing many tables. Each table consists of many fields, which may be related to other tables. Flight records are stored in a table called Flight. To view flight records select a view from menu *View* | *Flight* | *View Name*.



More:

Customise and Define a Flight View

Find Flight

Schedule Editor

Show/Hide Columns (Right Click)

Change Screen

Change Screen with Baseline

Block Time Consistency

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Flight Bags

For Baggage Belt Constraint.



The number of bags in each flight is defined in the Flight bags table which is accessible from the View | Advanced Maintenance | Flight Bags.



To create a new record, select *Edit* | *New Record* or press Insert.

To delete a record, select the record(s) and then press Delete or *Edit* | *Delete Record*.

To edit a record, select the record and then press Enter, Double Click or select *Edit* | *Edit Record*.



To find the bag factor to be used for a flight, SCORE looks for a usage expression and from / to time which fit the flight starting with the lowest allocation order. It will use the first matching entry it finds.



Allocation Order

When multiple bag rules are used, this allocation order specifies priority order to be used, where order 1 is first allocated.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click edit to define a usage expression for the rule.



Bag Factor

Enter the bag factor i.e. the number of bags per passenger.

Passengers is defined as seats * Load Factor.



A default bag factor of 1 is used if no Flight Bags definition matches the flight.

The number of bags is calculated as Bag factor * load factored seats.



From Time / To Time

Enter the time of day to apply the rule.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Flight Branch

A flight branch is a version of the schedule for a given season however only one live branch per season can be created. At any time users can make a snapshot copy of the live branch (like a picture, it is a copy of the schedule at the time it was taken).



Users with the enterprise module can make a branch of a schedule at any specified point in time i.e. like time travel; it is possible to view the schedule as it was at a specified time in the past. Users with the enterprise module can also create a historical baseline for a season.



To open the flight branch table select View | Advanced Maintenance | Flight Branch.



To create a new flight branch, select Edit | New Record or press Insert.



Non Enterprise Users

Enterprise Module



Airport Code / Season Code

Select the airport code and season code, if the required code is not in the list it should be added to the coordinated airport table or the season table.



Name

Enter a name for the flight branch.



Branch From

Leave blank when creating a live schedule. If creating a copy, branch or historical baseline (branch kind) then select the branch off which to the schedule should be copied from.



Branch Kind

Non enterprise users can select ♦Live♦ or ♦Copy♦. A copy is a snapshot copy at the current date and time.



Enterprise users can select �Live�, �Historical Baseline�, �Branch� or �Label�. When selecting a branch kind other than live, branch from should also be selected.



A branch is a copy of the schedule where flights can be altered without applying the change to the live schedule.



A historical baseline is schedule running parallel to the live schedule where only changes that affect historic rights are committed. The historical baseline in effect is the future SHL.



A label branch is used for rolling back changes made in a branch. This is done by creating a flight branch of type Label with the flight branch that needs to be rolled back as parent, set the date and time that you want to roll back to in the Date field. When the label flight branch has been created, select it in the flight branch browser and then select �Options / Roll back to label� from the menu.

This will cause all changes made in the parent flight branch since the Label date to be rolled back.

Only users with write access to the parent branch can create labels.



Date

Users with the enterprise module can create a branch based on a specified date and time. For users without the enterprise module �Copy� branches are created with the current date and time.



NOTE: The date and time specified for the branch is DDMMYYYY HHMM, seconds are not included in the create date, last edit date fields nor the flight branch time.

So if the time right now is 20SEP2017 14:49:20 and a branch is created with a date time 20SEP2017 1449, the records in the branch will be those with a create date or last edit date up to 20SEP2017 1448 i.e. any changes to the schedule in the last 20 seconds will not be included in the branch.



Access Rights

<u>Constraints</u> > <u>Advanced Check-in</u> > <u>Check-in Client</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Flight Check-in

Flight check-in is used to declare how many desks are allocated to each flight. The number of desks can vary by aircraft size and the time before the departure time of a flight.



General Tab

Client Name

Enter a short name (free text).



Description

Optional free text description. Not used by SCORE anywhere.



Check-in Type

This is Flight and cannot be changed to another type.



Usage Expression

Click the edit button to create a usage rule for the check-in client.



Use **Smoothing**

Select if smoothing should be enabled. See Glossary for details.



Min Desks

Only applicable if smoothing is enabled. Where the number of desks is greater than zero but less than the number of min desk, the utilisation is set to equal the min desks.



Max Desks

Only applicable if smoothing is enabled. Restricts the utilisation to the max desk value. The cumulative number of desk of overlapping time periods could result in exceeding the total number of desks available, the max desk ensures that this number is not exceeded.



Colour

Click the edit button to select a colour, which will be used for the client in histograms.



Flight Check-in Tab

Use the Edit, New, Delete, Copy and Paste buttons to manage the number of desks used by the client.



The number of desk required is set by the number of seats on the aircraft, therefore multiple entries should be made for different aircraft seating capacities.



From date & To Date

Enter the date period when the desks are available.



DOOD

Enter the days of operations when the desks are available.



From Time & To Time

Enter the time period when desks are available on each day.



<u>Maintenance</u> > <u>Advanced Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Flight Code Share

Code share flight details can be added to the flight code share table. The code share information is used for reports only. In Fixed Format reports select the field **OccideShare** when using arrival/departure mode or **OccideShare** and **OccideShare** when using turnaround mode

To view code share details, select View | Advanced Maintenance | Flight Code Share.

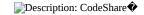


To add code share detail, select $Edit \mid New \ Record$ or press Insert.

To edit existing code share details select $\mathit{Edit} \mid \mathit{Edit} \, \mathit{Record}$ or double click.

To delete a record select *Edit* | *Delete Record* or press Delete.







Maintenance > Advanced Maintenance

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Flight Hanger

Not available to all users.

From release notes 6.10.10.x



The flight hangar information is loaded into the table "Flight Hangar" which can now be accessed in the "View | Advanced maintenance | Flight hangar" menu.

The "Use hangar" field has been removed from the flight table, since the "Use hangar" property is no longer a property of a whole flight record but of each operation of a flight. When flights are allocated to the parking Gantt, flights which have the hangar property are left unlinked and are towed away. They are no longer towed to the towing / hangar pool, but just towed away and not visible in the Gantt. Other flights (non-hangar flights) may be towed to the towing / hangar pool or to the towing stands in the standard pools.



The towing / hangar pool is still needed, because if there is no towing pool in the parking constraint, Score will tow all flights that match a towing rule in the towing table (menu "View | Simple maintenance | Towing"). Therefore, please modify the towing / hangar pool, adjust the limit and the usage expression to fit the non-hangar flights which should be towed to the towing / hangar pool.

After the modifications, please run the functions "View | Database Operations | Rebuild All for Air/Sea/Res. Set counters" and "View | Database Operations | Reallocate parking".



Auto reallocation of the Gantt can be defined in the Office table.



Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Flight History Report

From Release Notes:



Update 6.12.7.6

History Report format has now been changed to show all blocks of changes where selected flight is affected in chronological order, instead of by individual flight record. This should give a much easier way to read the result.

Each block has a unique number. Within the block all deleted records are marked with X and the changes marked with K. For the deleted records a reference to the block where each record was originally created is marked with a "<Block umber>".







Update 6.12.5.6: The Flight History Report (menu Report | Flight History Report) can now show the history of flights which have been deleted and are no longer in schedule at the time the report is run.

These flights are shown with an X on the top line.

There is also a new "Include X Lines" check box in the Flight History Report dialog. The check box is checked per default. If it is not the X lines are not included except in the history of flights which are no longer in the schedule, for these flights the top X line is always included.





Original Notes:

There is a new fixed report in the "Report | Flight History Report..." menu.

The report shows a flight's history, i.e. when it was changed, by which user etc.

The dialog prompts for airport, season, branch, flight number, flight mode (arrival or departure), and which flight parents should be shown. The parents selection is either "All", "Through flight number" - only show parents which have the same flight number, or "Through slot holder" - only show parents which have the same slot holder.



The report will always show the following fields:

Index: used to show the relation between the flight lines in the report.

Action code: is either K or X.

User: the SCORE user who changed the flight.

Date: the date and time the flight was confirmed / deleted.

Telex Ref: the telex ref causing the change, can be an actual telex ref, or "manual", "fragment", "compression" etc.



Additionally, the user can select to show flight table fields. These are chosen from a list.

If there are multiple instances of the selected flight number, then the report will show them one by one, i.e. will

show the full history of the first flight first, then the full history of the next flight etc.

The history is shown with the newest (the existing) flight at the top, then the latest change etc.



Example:

There are two instances of this flight in the current schedule: 1 and 2.

The history of 1 is written as �

1.1 (parent) X (when it was deleted), K (when it was confirmed)

1.1.1 (grandparent)

The second flight, 2, has only a parent. $\,$

Flight history report for PP0666 in TST, S18, live



Index, Action, User, Date, ♦♦♦♦♦♦♦♦ Telex Ref, ♦♦

♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦ A/C, AOpe, AServNo, DOpe, DServNo, From, To, DOOP, Seats, ATime, DTime

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Flight Link

The flight link table specifies the links for flights, which are unlinked in the flight schedule but should be linked using this look-up table.



It s also possible to add details for flights that should remain unlinked, this is done by leaving either the Arrival flight or the departure flight number fields blank.



The flight link table is used with parking constraints when the option to �Build parking allocation � is selected in the resource set.



When SCORE calculates parking, if records are held in turnaround format then those links are used. If the records are unlinked, then SCORE checks the flight link table and if a match is found uses the specified link.



The flight link table can be used in reports when the vuse linking votion is selected. The turnaround fields of an arrival/departure mode report are populated with the link information from the schedule (if linked) or the flight link table (if unlinked).



See Appendix H Database Fields Names- Reports for detailed field explanation.



The data can be imported as a CSV file see Import Linking Data



Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Flight Report



To create a flight report, select *Report* | *Flight Report* | *Define View*, then press Insert, or select *Edit* | *New Record*. The Report Type window allows you to choose a report format.

The following are predefined output formats, where only the filter can be customised:

- ♦ EUACA♦♦♦♦♦♦♦♦♦♦♦♦ European Union Airport Coordinators Association
- SSIM Chapter 6���� Standard Schedules Information Manual
- - SSIM Chapter 7 200 As SSIM Chapter 7 but line length 200 characters.

 - ♦ WIR♦♦♦♦♦♦♦♦♦♦♦♦♦ Waitlist Information Request
 - ♦ GIR/FLT♦♦♦♦♦♦♦♦♦♦♦♦♦♦ GABA information request in flight format
 - ♦ GIR/REG♦♦♦♦♦♦♦♦♦♦ GABA information request in registration format
 - SCR \$\display \display \displi

â

Additional output formats:

- Fixed Format ������ Fields and filter can be customised

•

This list may be different for those who have the Advanced Report Module.

Flight Mode option is only available to Fixed Format and Custom output.

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Fixed Format or Custom

Users with the advanced report module have the option to use the basic fixed format or the advanced custom format.

Ŷ

The fixed format report selects all records where the filter condition is true i.e. if the database contains 310 records for airline code CX, 11 records for airline code LD and 2 records for airline code XXE (all spilt for arrival departure mode) then the result for a report only containing the field airl.desig is below.

ŵ

Description: fixed&customReport

Fixed format, repetitive common lines ������ Custom format only distinct records returned.

Flight Mode

Some records are stored in turnaround mode, which for report can be useful for aircraft rotation plans, however filtering the data can become troublesome.

•

Example

XXE100 XXE101 05AUG 148733 CPH1130 1230CPH CC

Notice the fields in the arrival / departure mode are merger and there is an ArrDep field indication which line is an arrival or departure.

Description: reportFlightMode

<u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Font

To change the default font, select $\textit{View} \mid \textit{Simple Maintenance} \mid \textit{Font}.$

Changing the font affects all windows in SCORE.

<u>Flight</u> > <u>Change Screen</u>

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Fragment

To fragment record(s) in the change screen, select the record or multiple records using Ctrl + Click and then select Options | Fragment Actions | Fragment or press Ctrl + F.



See <u>Fragment Record</u> for options.



Note: Delink and a period breakout together is not possible, this should be handled as a two step process.

Flight > Change Screen with Baseline

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fragment and Copy to Base

The fragment and copy to base performs the actions of Fragment to Base and then Copy to Base.



The fragment to base function, fragments the baseline record to match the fragmented period and \underline{DOOP} of the selected live record. No other details are changed.

The Copy to Base function copies most but not all fields from the selected live record to the selected baseline record.



To fragment the baseline record, select one live record and one baseline record and then select Options | Baseline Actions | Fragment and Copy to Base.

Flight > Change Screen

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fragment and Split

A C/R block containing the same periods such as:



```
CAI131 AI130 25MAR270CT 1234567 34277W AMDB0M0635 0845B0MAMD JJ
RAI131 AI130 25MAR270CT 1234567 34277W AMDB0M0635 0845B0MAMD JJ
```



Can be fragmented in separate C/R block according to chosen periods such:



```
CAI131 AI130 25MAR27OCT 0004567 34277W AMDBOM0635 0845BOMAMD JJ
RAI131 AI130 25MAR27OCT 0004567 34277W AMDBOM0635 0845BOMAMD JJ
CAI131 AI130 26MAR23MAY 1230000 34277W AMDBOM0635 0845BOMAMD JJ
RAI131 AI130 26MAR23MAY 1230000 34277W AMDBOM0635 0845BOMAMD JJ
CAI131 AI130 28MAY27AUG 1230000 34277W AMDBOM0635 0845BOMAMD JJ
RAI131 AI130 28AUG24OCT 1230000 34277W AMDBOM0635 0845BOMAMD JJ
RAI131 AI130 28AUG24OCT 1230000 34277W AMDBOM0635 0845BOMAMD JJ
```



To fragment and spilt a C/R block, select Options | Fragment Actions | Fragment and Split or press Shift + Ctrl + F and then select the period to breakout



See <u>Fragment Record</u> for options.

Flight > Change Screen with Baseline

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fragment as Live

This will fragment a baseline record according to the corresponding fragments in the Live. Select the record in the baseline first and then using right click or select, *Options* | *Fragment Actions* | *Fragment as Live.*

<u>Flight</u> > <u>Change Screen</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fragment as Overload

The fragment as overload option, splits a record in to fragments where there are overload but only if possible based on user specified parameters.



Select a record in the change screen and then select, *Options* | *Fragment Actions* ♦ | *Fragment as Overload*.





Maximum number of fragments	Enter the maximum number of fragments (excluding adhoc) for each weekday if split in weekdays is selected.
Minimum number of weeks per fragment	Enter the minimum number of weeks per fragment
Maximum number of adhocs	Here �Adhocs� simply means fragments shorter than the �Minimum number of weeks pr fragment�, so in the
	above screenshot a maximum of 2 fragments where less than 5 weeks are allowed.
Split I weekdays	•
Save settings	Parameters are saved for the airport/season in question and reused next time you use �Fragment as Overload� for this
	airport/season.





Flight > Schedule Editor

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Fragment Record

To fragment record(s), select the record or multiple records using Ctrl + Click and then select Options | Fragment Record or press Ctrl + M.



The fragment function has the following options:



Start Date: Select the first date to breakout **End Date:** Select the last date to breakout

DOOP: Enter the days of operations to breakout **WOOP** Optional to fragment by weekly indicator

Split by DOOP will split the period like Weekdays and can generate up to 7

fragments.

Date will split the period in single days and will produce the same number of operations as fragments i.e. if 15 operations then 15 single

date records.

Delink Record Select to delink records, which are in turnaround format.



Note: Delink and a period breakout together is not possible, this should be handled as a two step process.

Flight > Change Screen with Baseline

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Fragment to Base

The fragment to base function, fragments the baseline record to match the fragmented period and **DOOP** of the selected live record. No other details are changed.



To fragment the baseline record, select one live record and one baseline record and then select *Options* | *Baseline Actions* | *Fragment to Base*.

Flight > Customise and Define a Flight View

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Frozen

A view can contain many fields, if all the fields cannot fit to the screen/window size the horizontal scrollbar is shown.

By specifying a field to be <u>frozen</u>, all the fields up until the selected field will remain visible whilst scrolling. The columns which are frozen have a different background colour than the columns which can be scrolled. The colour can be defined in the <u>Colour Set-up</u>.



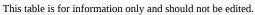


ADM • Administrative Client Program > ADM • Message Handling

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Full AMP Activation

This table lists the defined $\underline{\mathsf{Office}}$ for $\underline{\mathsf{OOH}}$ and show $\mathbf{\hat{v}}$ s its current status, including if OOH was last activated/de-activated manually.





Messages > Message Handling

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Full AMP Configuration

If a message passes the <u>AMP</u> filters and there are no capacity issues, then the next stage of evaluation is the Full AMP Configuration. Full AMP only applies to users with the AMP module.



Full AMP configurations rules define which types of successfully processed messages, that SCORE should automatically send a reply confirmation. If there are no valid rules created then no messages are sent automatically.



To create a full AMP rule, select *View* | *Message Handling* | *Full AMP Configuration*.



To create a new rule, select *Edit* | *Insert Record* or press Insert.

To edit a rule, select *Edit* | *Edit Record* or double click a record.

To delete a rule, select *Edit* | *Delete Record* or press Delete.



Tip: When creating a new rule it is a time saver to copy and existing rule and edit as required. To copy an existing rule, select *Edit* | *Copy*, or press Ctrl + C then to paste select, *Edit* | *Paste* or press Ctrl + V.

Full AMP Filter Name Enter a name to describe the filter

Airport Optional Season Optional

Valid From/To If defined and active the filter will only be active during the

valid from/to date period.

Message Filter Expression Click Edit to create rules based on the message fields Flight Filter Expression Click Edit to create rules based on the flight fields

Note: When creating rules it is not necessary to use both message and flight filter expressions.



Use the message filter expression to create rules based on the change or message content i.e. rules can be created based on the message containing; specific changes such as time change, aircraft change, route change etc.



In messages archive, the field �Reason for no auto-reply� shows why messages have not automatically been replied by SCORE.



ADM Administrative Client Program > AMP Start/Stop

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Full AMP On/Off

The AMP On/Off function or otherwise known as The Global Switch in AMP and OCS logs, controls the message processing.



If set to OFF, automatic processing of message via AMP and OCS for all airports and seasons will be off i.e. no automation.

If the AMP program is running messages will be imported to SCORE and follow normal AMP conditions but with full AMP off, no confirmations are sent (manual handling required).

For OCS users all requests will receive the unable reply code U and the reason UA on the request response screen.



To turn on or off full AMP for all airports, select AMP | Full AMP | then select On or Off.

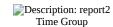
Report > Flight Report > Group

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Function Mode

To see a breakdown by arrival, departure and total, add the �ArrDep� field to the report, this enables the function mode.





Time grouping is used to group flights within specified time periods i.e. how many slots does an operator have in a 60 minute period. To report with a specified time period select the **�**TimeGroup**�** field,



Note: Do not select the �Time� field as this would be reporting by time instead of time period.





Time grouping selection is similar to the setup of constraints, this makes it possible to create a report based on fixed periods at different intervals and/or offset,

Description: timeGroup



Unlike an enquiry a report can be based on different time fields not only the cleared time. The time fields available are Time (cleared time), Req (required time), Init Req (initial required time), RunwTime (runway time).



When **Time** as Matrix is selected, each time period appears as a column.

The following report shows the result of the above time grouping, with airline codes and total number of operations.



Description: report3



Constraints

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Gate

The gate constraint is used for passenger boarding gates per flight and has a Gate Gantt, however it is not linked to the parking Gantt and therefore the Gate Gantt could have flights allocated to different Gates than the Parking Stand.

For users with both the Gate and Parking constraint modules, the gates should be set up in the Parking constraint.



The time used to block the gate is defined as the blocking time in the <u>Aircraft Type Group</u> table.



Constraints are added/edited/deled in the Resource Editor. To add a gate constraint to the resource set, select Options | Constraint | New | Gate, or click in the constraints pane then press Insert and select Gate.

Main Gate Constraint Window:

Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint is recommended to be unique.



Note: The Period, Rolling Factor and offset fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate, security and Lateral, these fields are completely ignored i.e. only the generic constraint name is used.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click Edit to open the filter editor. A usage expression can be applied to the constraint as required.



Below Levels & Above Level

When histograms and enquiry matrix are displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected Select Colour Set-up and defined in the Colour Set-up table.



Click the Update button to create the constraint and then the gate pool pane is enabled.





3

Enter a unique name for the gate pool.



Name

Description

Optional free text, which is not used elsewhere by SCORE.



Allocation order

Multiple rules can be defined for example by aircraft size, operator, type etc. When SCORE allocates gates it is done using the allocation order, here flights matching the allocation order number 1 is allocated first and then subsequently allocation or 2 etc.



A/C Type Groups

When configuring a gate constraint, SCORE uses the term �Bay� as a space an aircraft uses for boarding.

Generally an aircraft will use one bay (1 gate) but some flights may require the use of more than 1 bay, by selecting the aircraft type group then number of bays required can be set. �



Aircraft types as assigned to groups in the

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Gate Gantt

Requires Gate Module. Gantt chart from \diamondsuit Gate \diamondsuit constraints, not gates used in by the \diamondsuit Parking \diamondsuit constraint.

Report > Flight Report

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Generate a Flight Report

The previous section explained how to create reports, this sections explains how to run a report.

To run a report, select *Report* | *Flight Report* | then select the report name to run and a report prompt opens.



The report prompt is a simple filter, where basic selections can be made. If any filters have been predefined in the reports, they are first priority



I.e. if the predefined filter is **O**rigDestCountry is GB**O** then the results are filtered for country GB. If the report prompt has a simple filter as **O**rigDest is CPH**O**, no records will be returned (CPH is in country DK).



Session

Select an airport or �All� for all airports (for multiple airports, use a predefined filter together with the �All� selection).



Select a season or click the Multiple Schedules button to select multiple seasons. It is also possible to select multiple branches. Select All for all seasons.



Users with the enterprise module can select any schedule / resource set combination. Other users only see the live schedule and active resource set.



Select the linking option if should be included in the report.

- ����� No linking � as per schedule database
- ����� Link table linking � use data from the Flight Link table
- **�����** Gantt linking **�** use the links as seen in the parking Gantt.



Select All seasons in one file when reporting on all season to have one file otherwise one report for each season is generated.



Enter the days of operations (DOOP)



Allow Time





Snapshot time is only available to users with the enterprise module. The report will be based a snapshot of the schedule at the specified time if populated.



Deleted flights only, Since

If this checkbox is checked the report

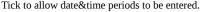
will show deleted/cancelled flights.

To have only flights which have been deleted since a certain date and time, select a date and time in the date/time field. This is optional. If no date

time has been selected, the report will show all flights deleted since the slot return deadline.



Select ♦Local Time ♦ to report in local time. Users with a local time database will have the option to select ♦UTC ♦





Select either a date range or range of week numbers. When in the date fields there are some keyboard shortcuts use ${}^{\diamond}B{}^{\diamond}$ for beginning of season, use ${}^{\diamond}E{}^{\diamond}$ for end of season or use ${}^{\diamond}T{}^{\diamond}$ for today ${}^{\diamond}s$ date.



Use Normalize to set the values of the From and To date fields to be within the date period selected i.e. if a record is held as From = 01Nov and To = 20Mar, with normalise enabled for a period 02JAN to 08JAN, the output of the report will show dates within the specified period.

Report > Archive Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Generate an Archive Report

To run an archive report select the report from the *Report* | *Archive Report* menu.



Airport

Select an airport or �All� for all airports.



Season

Select the season(s) to be included in the report by left click on the season. To unselect a season, left click on the season code.



Period

Enter the date period to report on. This is the date the message was received for incoming messages or date of sending for outgoing messages.



Filter

A simple filter selection is available in the report prompt however note that the filter defined in the properties of the report will be applied first.



Destination

Select where the report should be generated; preview (on screen), to a specified file path, message out or pending.

Select the separator to use between the columns.



Save Settings

Click the save settings button to save the entries made on the report prompt i.e. next time all the values are retained.



Advanced

The advance button allows the report properties to be altered for a single report. These changes are not saved. If the change is to be permanent then it should be made using the *Report* | *Archive Report* | *define view* menu option.

<u>Advanced Slot Monitoring > Slot Monitoring Cancellation Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Generate a Slot Monitoring Cancellation Report

To generate a slot monitoring cancellation report, select Slot Monitoring | Slot Monitoring Cancellation Report | then select the report name.





Select the airport and session.



Period

Select the days of operations and date range.

♦Local Time**♦** is not applicable to slot monitoring reports.



Destination

Select the location to create the report preview (on screen), to file or a message area.

Select the separator to be used to separate fields.

�Blinding **�** is not applicable to slot monitoring reports.



Filter

A basic filter selection is available, this filter is used after any filter, which has been defined in the report properties.



<u>Advanced Slot Monitoring > Slot Monitoring Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Generate a Slot Monitoring Report

To generate a slot monitoring report, select $Slot\ Monitoring\ |\ Slot\ Monitoring\ Report\ |\ then\ select\ the\ report\ name.$





Session

Select the airport and session or click the Sessions button to select multiple airport and seasons.

♦Use Linking**♦** and **♦**De-link**♦** is not applicable to a slot monitoring report.

Period

Select the days of operations and date range.

♦Local Time**♦** is not applicable to slot monitoring reports.



Destination

Select the location to create the report preview (on screen), to file or a message area.

Select the separator to be used to separate fields.

♦Blinding**♦** is not applicable to slot monitoring reports.



Filter

A basic filter selection is available, this filter is used after any filter, which has been defined in the report properties.



Parking Gantt and Linking

This selection is not applicable to slot monitoring reports.



Flight > Schedule Editor

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Generate Outgoing Message

Generate outgoing message is an on/off toggle switch for the specific change screen or specific schedule editor and any windows opened from that specific editor i.e. it is possible to have 1 schedule editor with generate outgoing message enabled and another schedule editor disabled. When changes are made to the scheduled reply messages are generated if the make reply from change screen is enabled in the season is settings. A user can enable or disable reply messages from their client using *Options* | *Generate Outgoing Message*, A tick is shown against the menu option when enabled.

<u>Flight</u> > <u>Change Screen</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Generate Outgoing Message

Generate outgoing message is an on/off toggle switch for the client. When changes are made to the scheduled reply messages are generated if the $\hat{\boldsymbol{v}}$ make reply from change screen $\hat{\boldsymbol{v}}$ is enabled in the season $\hat{\boldsymbol{v}}$ s settings.

A user can enable or disable reply messages from their client using Options | Generate Outgoing Message, A tick is shown against the menu option when enabled.

Database Operations

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Generate SAL

To generate the SAL message for operators, select View | Database Operations | Generate SAL, then select the airport and season.



Set the options as required on the following dialogue.



•

From / To Flight��

Leave blank to generate for all operators or enter a range.



DOOP

Enter the days of operations or leave blank, for all.



When ticked the date will be adjusted to the correct DOOP selection.



Header ��������������

Predefined header text can be added (not SSIM standard).



Footer ��������������

Predefined footer text can be added.



Sort by

Select the field to sort by.



Local time

Users with the UTC database can select to generate the SAL in local Time.

UTC

Users with the local time database can select to generate the SAL in UTC.



No Reason Codes etc.

When ticked no additional information tags are used.



Add terminal

If ticked terminal tags are added to the generated SAL.

Note: Initially the value of the tick box will use the value of the Setting "Use terminal code in SAL" for the specified airport.







SCORE will generate an SAL message for each operator, the messages can be found in the message out area.



Database Operations

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Generate SHL

To generate the SHL message for operators select View | Database Operations | Generate SHL, then select the airport and season.



Note: Schedule records should have a historic status code of SHL and one of the following reason codes; OK, N80, MU or NP. SCORE will use the "Permitted SHL code" table when checking allowed reason codes.



If generating SHL message for a single operator, which contains non valid historic status / reason code, then SCORE will warn about the invalid codes and will NOT produce the SHL message



If generating SHL messages for multiple operators, which contains non valid historic status / reason code, SCORE will warn about the invalid codes in the session log but will still generate the messages.



Set the options as required on the following dialogue.

From / To Flight��

Leave blank to generate for all operators or enter a range.



DOOP

Enter the Day(s) of operations or leave blank for all.



Normalize

When ticked will adjust the dates to match the dates of the selected DOOP.



Predefined header text can be added (not SSIM standard).



Predefined footer text can be added.



Select the field to sort by.



Local time

Users with the UTC database can select to generate the SHL in local Time.

UTC

Users with the local time database can select to generate the SHL in UTC.

No Reason Codes etc.

When ticked no additional information tags are used.



Add terminals

If ticked terminal tags are added to the generated SHL.





SCORE will generate an SHL message for each operator, the messages can be found in the message out area.

Database Operations

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Generate SIR

To generate the SIR message for operators select *View | Database Operations | Generate SIR*, then select the airport and season.



Set the options as required on the following dialogue.



From / To Flight��

Leave blank to generate for all operators or enter a range.



DOOP

Enter the Day(s) of operations or leave blank for all.



Normalize

When ticked will adjust the dates to match the dates of the selected DOOP.



Arr/Dep

If Arr or Dep is selected, only arrival or departure parts are shown.



Filter

Filter conditions based on the Flight table can be used.



Predefined header text can be added (not SSIM standard).



Predefined footer text can be added.



Sort by

Select the field to sort by.



Local time Users with the UTC database can select to generate the SHL in local Time.

Users with the local time database can select to generate the SIR in UTC.



No Reason Codes etc.

When ticked no additional information tags are used.



SCORE will generate an SIR message for each operator, the messages can be found in the message out area.

Database Operations

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Generate WIR

To generate the WIR message for operators select View | Database Operations | Generate WIR, then select the airport and season.



Set the options as required on the following dialogue.

From / To Flight ��

Leave blank to generate for all operators or enter a range.



DOOP

Enter the Day(s) of operations or leave blank for all.



Normalize

When ticked will adjust the dates to match the dates of the selected DOOP.



Arr/Dep

If Arr or Dep is selected, only arrival or departure parts are shown.



Filter

Filter conditions based on the Flight table can be used.



Predefined header text can be added (not SSIM standard).



Footer O O O O O O O O O O O O O

Predefined footer text can be added.



Sort by

Select the field to sort by.



Local time

Users with the UTC database can select to generate the SHL in local Time

UTC

Users with the local time database can select to generate the WIR in UTC



No Reason Codes etc.

When ticked no additional information tags are used.



SCORE will generate an WIR message for each operator, the messages can be found in the message out area.



<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Generic Constraints

Constraints can be created with different periods, rolling factors and offset times. By creating generic constraints it can be reused for multiple airports and in some cases resources, without the need to define the same parameters multiple times.



To view generic constraints, select View | Advanced Maintenance | Generic Constraints.

To add a generic constraint, select Edit | New Record or press Insert.

To edit generic constraint, select *Edit* | *Edit Record* or double click. Note: Renaming of a generic constraint already in use is not permitted.

To delete a generic constraint, select the constraint and then Edit | Delete Record or press Delete. Note: A generic constraint cannot be deleted or renamed if it is used in a resource set.



Name / Description

Enter a unique name and description of the constraint. This will be used in the resource set and session log warnings, therefore it is advisable to keep it as short as possible. To help differentiate constraints in enquiries it is advisable to apply some naming like terminal identification codes.



Dariad

The number of minutes the constraint will apply.



Note: The Period, Rolling Factor and offset fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate, security and Lateral, \$\varphi\$ these fields are completely ignored i.e. only the generic constraint name is used.



5 minutes period / rolling is used.

For basic parking constraints, the parking slot setting in the **Coordinated Airport** is used.



Rolling Factor

The time interval in minutes, until the beginning of the next period.

If the period is 60 minutes and the rolling factor is 60 minutes, then the constraint is for each hour.

If the period is 60 minutes and the rolling factor is 5 minutes, then the constraint checks the next 60 minutes at every 5 minute intervals.



Note: The Period, Rolling Factor and offset fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate, security and Lateral, \$\varphi\$ these fields are completely ignored i.e. only the generic constraint name is used.



For basic parking constraints, the parking slot setting in the **Coordinated Airport** is used.



Offset

If blank or zero, the period begins at 00 minutes past the hour. Use offset to begin at an alternative time i.e. if offset is 5 then the period will begin at 05 minutes past the hour.

Û

Note: The Period, Rolling Factor and offset fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate, security and Lateral, \$\Phi\$ these fields are completely ignored i.e. only the generic constraint name is used. 5 minutes is used.



For basic parking constraints, the parking slot setting in the **Coordinated Airport** is used.



Reason Code

Select a reason code which SCORE will append to the record in the reason code fields and add to messages responses. If the reason code required is not in the list, then it should be added in the Reason Code table.



Use in OCS

All constraints will be checked when processing a request on OCS whether this checkbox is ticked or not. This checkbox determines if the constraint should be included on the slot availability pages. If the checkbox is enabled then the constraint will be included in the slot availability pages.

Flight > Customise and Define a Flight View

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Global and Local Views

When defining a view there is the option to make it global.



Global views can be available to all users, this is set by their access rights. The access right can be set to no access, view only or modify.



Local views are only available to the user account, which created the view.



The figure below shows an example of the Views on flight Table Column Column dentifies whether a view is local or global. Local views have a username, for global views the user field in is empty.



*Description: views

Automatic Message Processing
Slinding
Blinding is the process of masking the real flight number (000) and routing (XXX or previously XUD). This process was previously used between the sending of the SAL messages and the start of the IATA slot conference. Whilst this practice is no longer used the functions have been retained in SCORE for OCS and AMP.
To disable its use change in the <u>Setting table</u> .
Contact Stands
in SCORE the term �Contact Stands� as used in the parking pool does not imply stands with a Jet-Bridge.
For users without the Gate Module �Contact Stands� is a standard parking stand, which could be at the rerminal (with/without a jet-bridge), a remote stand or a stand which can be used for Iowing.
For users with both the parking and gate modules, �Contact stands� are parking stands with gates combined.
Deprecated
Deprecation is a status applied to a computer software feature, characteristic, or practice indicating it should be avoided, typically because it is being superseded. The term is also sometimes used for a feature, design, or practice that is permitted but no longer recommended in other areas, such as hardware design or compliance to building codes.

DMP

Disable Message Processing

DOOP

Day of operation. to populate the field with all days, 1234567. The keyboard shortcut is d for default.

Filter Row

The filter row can be used on any view, when enabled there is a row at the top of the view whereby entering text will filter the record to show only those containing the text entered.



To enable the filter row select $Options \mid Filter Row$ or press CTRL + R.



The title line of the browser shows how many records are in the browser. When the filter row is used, the number of records is shown like this:

200 records are the number	of records before the filter row is applied is 1200 and 34 is the number of ro	ws with the filter applied.
•		
he filter row allows wildcar	ds - the symbol '?' for exactly one character and the symbol '*' for zero or m	ore characters.
•		
•		
•		
rozen		
	the scoreclient.exe (Next Generation interface).	
·	ds, if all the fields cannot fit to the screen/window size the horizontal scroll	
	ozen, all the fields up until the selected field will remain visible whilst scrol. d. The colour can be defined in the <u>Colour Set-up</u> .	ing. The columns which are frozen have a different background colour than the
extSCC		
ilter Editor	the Season field this is the first season having "SCC Start Date" greater that	the current
ate.	the Season field this is the first season having See Start Date greater that	the Current
formalize		
	♦ to set the values of the ♦From ♦ and ♦To ♦ date fields to be within the d 02JAN to 08JAN, the output of the report will show dates within the spec	date period selected i.e. if a record is held as From = $01Nov$ and To = $20Mar$, with fied period.
Normalize is selected automa	tically when any report aggregate functions are used.	
ЮН		
Out of� Office Hours.		
>		
ermission Code		
	and the a CARA are not to the area of the	
	or contacts, which have the assigned permission code in their contact group p	code is required for GCR messages in /REG mode and is way of determining ermssions will be able to see and edit the records online.
ig Off Slot		
Significantly off slot �. Th	ne slot monitoring results table has the field �Sig Off Slot�, which will in	dicate if a flight is statistically �Early� or �Late�.
	mance of flight records is not an easy task and not always like black and wh	
The slot monitoring result tab	ole has several statistical values, these can be used when checking if flights l	nave been operating as cleared by the coordinator. The fields are:
Avg off cleared time	Avg off cleared time is the average variation of the actual times and can	
	give an indication of misuse, but does not necessarily tell if there are many times significantly off the cleared time, since early and late times	
Std dev off cleared time	will move the average in opposite directions. Std dev off cleared time will indicate if many actual times are far from	
Min off cleared time	the cleared time, no matter if they are early or late. Min and Max off cleared time gives a quick overview of the range of	
Max off cleared time	actual times the flight has operated within.	
Sig off slot	Significant off slot is the most advanced indication of a misuse of a slot.	
51g 011 310t	It can be either Early/Late or void/blank. If Early or Late the operated times have a pattern that indicates with a 95% probability that the flight is actually trying to operate another time than the cleared time.	
	The parameters are retrieved from:	
	1. • • • • • • • • • • • • • • • • • • •	

1200 (34) records

2. Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Ô Coordinated Airport

With the combination of these values and properly defined filters on the slot monitoring result table, it is relatively easy to find the flights for which need a more detailed investigation 🕏 use drill down on each individual operation, to identify if indeed the flight seems to be misusing its allocated slots.

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Advanced example of the workings behind the Sig off Slot calculation.

Using average is one indication but there are three types of average each will give different results.

Mean	The "mean" is the "average" is where you add up all the numbers and		
	then divide by the number of numbers.		
Median	The "median" is the "middle" value in the list of numbers. To find the		
	median, the numbers have to be listed in numerical order from smallest		
	to largest. E.g.		
	•		
	2,4,6,8,10 • the middle value is 6. In the case where there is an even number of values the middle value is between the two middle values		
	e.g. 2,4,6,8,10,12 � the middle value is between 6 and 8 therefore 7 is		
	the median.		
Mode	The "mode" is the value that occurs most often. If no number in the list		
	is repeated, then there is no mode for the list.		



If the tolerance limits were -20 and +60 and the operations were as follows (values are sorted in ascending order not by date of operation):

Off clear time	-67	-66	-61	-58	-50	-41	-36	-33	-28	-26	-25	-22	-17	-13	

The Mean average would be -30

The Median average would be -27

There is no mode because each value is unique in this example, however if the values are grouped in to time periods such as 10minute intervals:

Off clear time	-67	-66	-61	-58	-50	-41	-36	-33	-28	-26	-25	-22	-17	
Group by 10min intervals	-60	-60	-60	-50	-50	-40	-30	-30	-20	-20	-20	-20	-10	

Now the Mode average is -20, which is within the tolerance limits. The result is also different if different grouping intervals and periods are used.



Another difficulty is how to distinguish between regular (possibly intentional) off slot operations from occasional operational variations i.e. delays or flying time variations?

Standard deviation can be used as an indicator however it cannot be relied upon alone. In the above example the standard deviation is 24, this means that on average the deviation is approx. 24 minutes from the Mean average. The smaller the deviation would suggest regularity,



Considering the percentage of operations not within tolerance limits can be another indication i.e. did the majority of operations operate within the tolerance level?



With all these calculations, it is still not possible to be sure that the outliers, (the earliest few record(s) or the latest record(s)) are regular i.e. it is quite probable that, due to operational variations such as higher than normal flying time variation is one of many operational reasons.



What really is the true average? Just looking at the different average calculations and factoring in the possibility of regular vs occasional operation variations the true average will be somewhere within a minimum and maximum average range.

The method used by SCORE is commonly recognised by Maths staticians as the best to <u>determine the range</u> between which the True average exists. In the above example the True average is somewhere between -19 and -39, this means that there is a possibility that the True average is within the tolerance limits and therefore the �Sig Off Slot� field will not be populated as Early/Late.

The method used by SCORE means that there is a 95% certainty that records marked with Early/Late are statistically operating off slot. There may be records, which appear as they are probably operating early or late such as the example above, in these cases the coordinator must decide whether or not to manually code the record as misuse (MU) after analysing flight records.

Slot ID

The Flight table in SCORE has two virtual fields for arrival and departure Slot ID. For all GA/BA

flights, these fields have a value, which is dynamically generated from other flight field values.

A slot ID value consists of the following characters:

- 1-4: ICAO airport code�

- 5: Flight mode (A or D) - 6-14: Flight number (IATA operator code plus service number), padded with trailing zeros. � Slot ID fields are available for selection in defining flight views and reports, and are visible but not editable in the Edit GABA Flight dialog. Slot id fields are also uploaded to and displayed in OCS flight lists. Note: All relevant airports must have both IATA and ICAO code. Smoothing For check-in client �dedicated� and �flight�: When smoothing is enabled the �Min desks� & �Max desk� are applied to ensure that when check-in counters is greater than zero the utilisation is always between the min and max desk values. When smoothing is enabled for the �Common� check-in client, the �smoothing � lead� & �smoothing � lag� are used. The chart below shows the difference between smoothing with a min desks of 2 and max desks of 10 (�dedicated� and �flight� check-in clients). Note: That if the number of desks is reduced to the �max desk� there are no warnings to inform that desk usage has been restricted to the max desk value. Description: Chart, line chart Description automatically generated No Smoothing Smoothing, min desk 2, max desk 10 For 🅏 common 🅏 check-in client: The chart below shows smoothing vs. non-smooting desk using Lead set to 30 minutes and Lag to 15 minutes. Unconditionally Without Conditions or limits. This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 **Glossary of Terms AMP** Blinding Contact Stands

Deprecated

DMP

DOOP

Filter Row

Frozen

SCC Prepare mode

NextSCC

Normalize

OOH

Permission Code

Unconditionally

Reason for no auto-reply

Sig Off Slot

Slot ID

Unconditionally

Smoothing

Use Strict SSIM Syntax
Maintananca > Simple Maintanance > Constraint Checking Mede
Maintenance > Simple Maintenance > Constraint Checking Mode This ball (Character of the ball 42/02/2022 Constraint Checking Mode)
Maintenance > Simple Maintenance > Constraint Checking Mode This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
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Report

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Ground Time Report

Requires Parking Module



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The report shows all linked flights, both flights which are linked in the schedule, in the Flight Link table and by SCORE (for parking constraints / parking Gantt).

The report always shows arrival operator, service number and departure operator, service number.

Additional fields can be selected: flight period (From date, To date, \underline{DOOP} , WOOP), arrival time, departure time, turnaround days, aircraft type, ground time, maximum ground time, breaks minimum ground time (Y/N), breaks maximum ground time (Y/N), Linking type (schedule, linkTable, dynamic).

There is a tick box to show only flights which break the minimum or maximum ground time.

The report can be shown in a browser and written to file and message.



Report > Flight Report

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Group

Custom reports have the option to the Group function, which results in distinctive record results base on the selected fields. In the Group properties there are additional functions some of which are enabled when special grouping fields are selected from the available fields in the Fields property.



The special grouping fields are

- ����� TimeGroup � enables the time grouping options
- ����� ArrDep � enables the function mode option (Arrivals / Departures / Totals)
- ����� Date, Weekday, Weekno, and Month. One of these fields (if selected in the field selection) can be selected as the date as matrix option in the Group properties.
 - o ◆ Date ◆ Flight records are reported as individual date of operation i.e. a flight operating 01May to 05May is reported as five records on each date of operation 01May, 02May etc.
 - o ♦ WeekDay ♦ Flight reports are reported as separate days of the week i.e. a record held with DOOP 1234500 is reported as five records for each weekday, day 1, day 2 etc.
 - o� WeekNo � Flight records are reported by week number
 - o� Month � Flight records are report by Month



Group properties also contain a section �Aggregate�, where it is possible to make some calculations.



More:

Aggregate Functions

Time Grouping
Date as Matrix
Layout
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This netp the was last updated: 12/02/2025 Score ver. 0.12.7.01
Guides

The following guides provide the steps or procedure for tasks for tasks in SCORE. For further details on each menu function or option, refer to the relevant sections in the manual.

Function Mode

� More:

At Historic Baseline Date

Slot Monitoring

Preparing a New Season & SHL

Messages

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Handle Message

The Basic AMP module monitors the [AMP] path folder, specified in the amp.ini file, for incoming messages and imports them in to the AMP module monitors the [AMP] path folder, specified in the amp.ini file, for incoming messages and imports them in to the AMP module monitors the [AMP] path folder, specified in the amp.ini file, for incoming messages and imports them in to the AMP module monitors the [AMP] path folder, specified in the amp.ini file, for incoming messages and imports them in to the AMP module monitors the [AMP] path folder, specified in the amp.ini file, for incoming messages and imports them in to the AMP module monitors the [AMP] path folder, specified in the amp.ini file, for incoming messages and imports them in to the AMP module monitors the [AMP] path folder, specified in the amp.ini file for incoming messages and imports the amp. The AMP module monitors the path folder monitors the amp. The AMP module monitors the amp. Th



The AMP module reads the message and populates the fields in the upper pane of the message window provided that the message is correctly formatted to SSIM standards i.e. If the first line is a valid message type such as SCR then, the message will have �SCR� in the �MSG.Type� column, otherwise �UNKNOWN� will be shown.



The basic AMP module does not update the database but if autohandle by AMP is enabled, then the messages are checked for errors and reported the log file.



To view the log file for a message, select the message in the upper pane then select *Options* | *Handle* or Ctrl + L.

To process a message, select it in the upper pane of the Message IN box and select Options | Handle or use Ctrl + H, the message is then loaded in to the Change Screen.



The first column in the change screen displays the coordinators response action code, the second column displays the requested action code used by the operator.



To change the response action code of the coordinator select one or more lines (not C or D codes), then select the action code from Options | Actioncode:



Action code	Short cut	Description
K	Ctrl + K	Confirmation of requested time

0	Ctrl + O	Offer: alternative time on requested time	
P	Ctrl + P	Pending; no action on record(s), will remain in Message In after commit. In the case of a multi-line message where only some records have action code P, then the message is spilt. Records with P will remain in Messages In, the rest of the message continues to Messages Out.	
T	Ctrl + T	Confirmation of requested time but subject to conditions	
U	Ctrl + U	Refusal of requested time	



To test the result, either select one or more lines then click �Test� or Ctrl + S.

To test all lines click **�** Test all **�** or Shift + Ctrl + S.

The results are displayed in the session log.



To confirm the changes and update the database click Commit. A new window shows the test results. Click Commit Anyway then SCORE will update the database and generate the reply message in the Message Out box.

If the coordinator is responsible for multiple airports, SCORE can be configured to provide a warning if the last or next airport is also coordinated.



To enable this warning add the following line and airports to the [FLIGHT] section in the SCORE SERVER.INI file: AIRPORTS_USING_PREV_NEXT_WARNING=

In the SCORE SERVER.ini file it would look e.g. like this: [FLIGHT]

AIRPORT_USING_PREV_NEXT_WARNING=LIS FAO



More:

Parse Error

ADM Administrative Client Program > ADM Message Handling > Airline Contact

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Handling Agent

The handling agent table is used by full AMP to send a copy message for specified operator codes. When creating a contact in the Contact table select the handling agent checkbox to enable the contact to be used with the handling agent table.



To view the handling agent table, select View | Message Handling | Airline Contact | Handling Agent.

To edit a record, select Edit | Edit Record, or double click.

To delete a record, select Edit | Delete Record, or press Delete.

To add a record, select *Edit* | *New Record*, or press Insert.

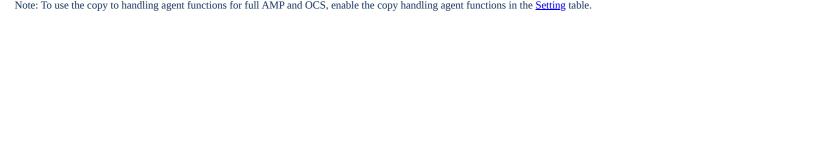


Contact: ����������� Select the contact to receive a copy of the message (list is from contact table with the handling agent checkbox checked)

From ServNo: Optional service number range

Valid to: ��������������� Optional date range (date of messages not the slot operational date)





<u>Maintenance</u> > <u>Advanced Maintenance</u> > <u>Daylight Saving Time</u>

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Handling of Records when using Daylight Saving Time Table

When the daylight saving time doesn t match the season dates special attention is required when handling records.



When Daylight Saving Time fragmentation is disabled, messages in UTC cannot be handled if the database is in local time. However for these messages, it is possible to handle the message in local time but send the final reply in UTC. The user is asked before handling such messages if this procedure should be used.



Fragmentation of flight records

When a season is a part of the daylight saving period, the whole season will have daylight saving time and Score will handle flights in this season as usual.

When daylight saving time shifts inside the season, the first and last few weeks of the season will use daylight saving while the remaining season will not. Score will thus have to fragment flights into three periods in the database to be able to make conversion between UTC and local time correctly.



A flight record example

A seasonal flight operating at AKL (Auckland in the southern hemisphere) is in UTC



SK100 SK101 31MAR26OCT 1234567 100346 AAL0900 0930AAL JJ



This flight is fragmented in the database as shown here.

When shown in local time it is obvious that the cleared times (and other times) are using different daylight saving in the three periods.
Flights are fragmented in these cases:
����� The flight import will fragment flight before inserting them into the database.
����� Inserting new flights via the Add screen will fragment before updating the database.
����� Handling of messages will fragment flights in the Change screen
•
A message handling example
When handling this message;
SCR
S13
02JUN
AKL
CSK100 SK101 31MAR26OCT 1234567 100346 AAL0900 0930AAL JJ
RSK100 SK101 31MAR26OCT 1234567 100346 AAL0910 0940AAL JJ
it will show up in the Change screen as shown here:
And when changing to local time:
♦
Maintenance > Simple Maintenance
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
Header / Footer
Predefined headers and footers can be added to reports printouts and to certain messages. In the case of messages, headers and footers can be added to reports, SHL messages and SAI
messages.
To create header/footer text select View Simple Maintenance Header/Footer
©Description: HeaderFooter
Name: ��������� Header/Footer name
User: ♦♦♦♦♦♦♦♦♦♦♦♦♦♦ Blank for global views otherwise user ID
Text: ************************************

To edit an existing header/footer, highlight the header/footer then select *Edit* | *Edit Record* or double click. To create a new header/footer select *Edit* | *New Record* or press Insert.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Historic Status Code

During the initial submission process SCORE compares the submission with the SHL and assigns a historical status code. The historical status codes help the user to quickly identify the type of change, or type of new request.

There are two levels of historic codes, standard and extended. Extended historic status codes are only available to users with the advanced AMP module.



To configure historic status codes there are two locations which must be updated:



- ����� In the SCORE server installation directory �LANG\40_EXTRA\MISC� there is a file named �hist_status.lang�. The first section is for standard codes. The bottom section is for users using the extended historic status codes. This file is required for SCORE to automatically assign a historic status code.
- ••••• In the historical status code table, which is updated by selecting, View | Advanced Maintenance | Historical Status Codes. This table also requires the historic status codes for when a user manually assigns a code.



Historical Status Code

See <u>HistStatusCodes</u> current definitions.



Specific Historical code

If the tick box is ticked and used together with a code defined by the user i.e. non-score standard code, it can be used to mark flight records which should have a different historical utilisation rate.

It is used together with the ADM Setting Flight Specific Historical Utilisation Rate . An example usage is during Covid-19 newly approved services could have different historical percentage requirements from those with existing historical rights.



Comment

Free text comment field.



Hist Stat Code Group

Codes can be members of a group, see Historic Status Code Group.



It is important, that all codes in the �hist_status.lang� file are updated in the historical status table.

If this is not updated, an error message will appear when trying to make subsequent manual changes.

It is possible to have additional historic status code in the table, without adding them to the �hist_status.lang� file, but they can only be used for manual assignment.





Note: To use extended historic code, it must be enabled in the Coordinated Airport table and the advanced AMP module is required.



Update from 6.9.x.x

It is now possible to specify the historic status code to use when a submission extends <u>doop</u> as below:



COS763 OS764 29OCT27MAR 1234500 080F70 VIE1440 1535VIE JJ

ROS763 OS764 29OCT27MAR 1234507 184738 VIE1440 1525VIE JJ��



or extends period as below: �



COS765 OS766 29NOV27FEB 1234500 080F70 VIE1440 1535VIE JJ

ROS765 OS766 29OCT27FEB 1234500 080F70 VIE1440 1535VIE JJ��



Maintenance > Advanced Maintenance

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Historic Status Code Group

Each historic status code can be assigned to a historic status code group, e.g. all "New", which will populate the fields AHist Status Code Group and DHist Status Code Group in the schedule editor and custom reports.



To add a reason code group, select View | Simple Maintenance | Historic Status Code Group and then select Edit | New Record or press Insert.

To view or edit an existing record select *Edit* | *Edit Record* or double-click on the record.

To delete a record, select it and the select *Edit* | *Delete Record* or press Delete.

Appendix � Quick Reference Lists

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HistStatusCodes



The historical status codes can be found in �\LANG\40_EXTRA\MISC\HIST_STATUS.LANG and is used to code records at initial submission. The file can be changed but must be sent to PDC, otherwise with each upgrade the file will be overwritten.

If changed remember to change historic status code table accordingly.



Standard Historical Status Codes



Description / Setting	No AMP module / do not use extended historic status codes	AMP Module Required and Use extended historic status codes is enabled.
[HIST_STATUS]		
; single line records	F = "F"	F = "F"
records	Y = "Y"	Y = "Y"
	V = "V"	V = "V"
	N = "N"	N = "N"

	B = "B"	B = "B"
; block with <u>doop</u> change	CR_D00P = "CR"	CR_DOOP = "CRD"
	CL_DOOP = "CL"	CL_DOOP = "CLD"
requires AMP nodule	CI_DOOP = "CI"	CI_DOOP = "CID"
	MR_DOOP = "MR"	MR_DOOP = "MRD"
	ML_DOOP = "ML"	ML_DOOP = "MLD"
	MI_DOOP = "MI"	MI_DOOP = "MID"
; block with doop, time and seats change	CR_DOOP_TIME_SEATS = "CR"	CR_DOOP_TIME_SEATS = "CRDTS"
; requires AMP	CL_DOOP_TIME_SEATS = "CL"	CL_DOOP_TIME_SEATS = "CLDTS"
module	CI_DOOP_TIME_SEATS = "CI"	CI_DOOP_TIME_SEATS = "CIDTS"
	MR_DOOP_TIME_SEATS = "MR"	MR_DOOP_TIME_SEATS = "MRDTS"
	ML_DOOP_TIME_SEATS = "ML"	ML_DOOP_TIME_SEATS = "MLDTS"
	MI_DOOP_TIME_SEATS = "MI"	MI_DOOP_TIME_SEATS = "MIDTS"
; block with doop	CR_DOOP_TIME = "CR"	CR_DOOP_TIME = "CRDT"
and time change	CL_DOOP_TIME = "CL"	CL_DOOP_TIME = "CLDT"
; requires AMP module	CI_DOOP_TIME = "CI"	CI_DOOP_TIME = "CIDT"
	MR_DOOP_TIME = "MR"	MR_DOOP_TIME = "MRDT"
	ML_DOOP_TIME = "ML"	ML_DOOP_TIME = "MLDT"
	MI_DOOP_TIME = "MI"	MI_DOOP_TIME = "MIDT"
; block with doop	CR_DOOP_SEATS = "CR"	CR_DOOP_SEATS = "CRDS"
and seats change	CL_DOOP_SEATS = "CL"	CL_DOOP_SEATS = "CLDS"
; requires AMP module	CI_DOOP_SEATS = "CI"	CI_DOOP_SEATS = "CIDS"
	MR_DOOP_SEATS = "MR"	MR_DOOP_SEATS = "MRDS"
	ML_DOOP_SEATS = "ML"	ML_DOOP_SEATS = "MLDS"
	MI_DOOP_SEATS = "MI"	MI_DOOP_SEATS = "MIDS"
; block with time and seat increase	CR_TIME_SEATS = "CR"	CR_TIME_SEATS = "CRTS"
change	CL_TIME_SEATS = "CL"	CL_TIME_SEATS = "CLTS"
; requires AMP	CI_TIME_SEATS = "CI"	CI_TIME_SEATS = "CITS"

<u>Messages</u> > <u>Message Handling</u>

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Holiday

The full <u>AMP</u> handover works in a restricted mode for flights which are due to operate in the out of office hour speriod.

When the handover is active for working weekdays (typically Monday through Thursday) any requests due for today and the following day use the AMP handover settings. When the handover is active for the last day of the working weekdays (typically Friday onwards) any requests for Friday, Saturday, Sunday and Monday use the AMP handover settings. This covers normal working / non-working days.



To extend the normal out of office hour sto include holidays, add the holidays to the holiday table, select <code>View | Message Handling | Holiday</code>, then select <code>Edit | New Record</code> or press Insert.



Comment

Free text comment



Airport Code

Leave blank for all airports or select airport if the holiday does not apply to all offices.



Date / Last Date

For a single day holiday, enter the Date. Last date can remain blank.

For a holiday, which spans multiple days enter the date and last date.



Example of multiday holiday (From Time and to time is blank):

Date: 06Oct2020 (this is a Tuesday), Last Date: 07Oct2020 (this is a Wednesday).

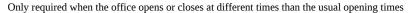
The OOH period will start from Monday 05Oct2020 at the closing time specified in the Office table and will finish on Thursday 08Oct2020 at the opening time specified in the Office table.





From Time / To time

If left blank, times are inherited from the opening and closing time setting in the office table.





Example of closing early for a holiday:

If the holiday day is 01Jan2020 (Wednesday) and if the normal Office hours are 0900 to 1730 but the office will be closing early on 31Dec at 1500, then the holiday can be entered as:

Date = 31Dec

From Time = 1500

Last Date = 01Jan

To time = blank, if opening time is normal office hours on the 02Jan.



Related information

Office

Full AMP Activation

See out of office in the guides

<u>Maintenance</u> > <u>Simple Maintenance</u>

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ICAO Aircraft Size

ICAO aircraft sizes are one character.



To add an ICAO aircraft size, select View | Simple Maintenance | ICAO Aircraft Size and then select Edit | New Record or press Insert.

To view or edit an existing record select *Edit* | *Edit Record* or double-click on the record.

To delete a record, select it and the select *Edit* | *Delete Record* or press Delete.



<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Actual Quota Count</u>

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Import Actual Night Count Data

The actual night count table is used together with quota constraints. See Quota for more details about quota constraints. Actual count data can be entered in the Actual Quota Count table or alternatively a CSV file can be imported.



The required format of the file is

<airport>,<season>,<operator or blank>,<actual QC>, <actual Mov>,<actual seat>,<usage date>.



To import actual usage from a file, select File | Import Actual Night Count Data. The user is prompted for Airport/Season/Usage date, which must match the date in the imported file. Existing data for imported Airport/Season will be deleted before the new data is imported.



Note: Enquiries on noise constraints will need to be closed and reopened before they reflect the changes.

ADM • Administrative Client Program > Import / Export Base Data and Schedules

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Import Actual Night Count Data

 $Users\ with\ the\ quota\ constraint\ can\ update\ actual\ usage\ manually\ or\ alternative\ import\ a\ file\ containing\ the\ actual\ night\ count\ data.$

To import a file, select File | Import Actual Night Count Data, then select the file to import.



The file must be in the following format:

<airport>,<season>,<operator or blank>,<actual QC>, <actual Mov>,<usage date>.





Select the airport, season and the usage date. The usage date is the date up to which actual night count data is available.

ADM Administrative Client Program > Import / Export Base Data and Schedules

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Import A/C Type Data

For import or export of the Aircraft table as CSV format, see Export Tables to Text and Import Tables from Text.

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To import aircraft type base data, select File | Import A/C Type Data, then select the file containing the aircraft type data.



The file should be a text file with TAB as separator. Excel files (.xlsx) cannot be imported but can be saved as txt (tab delimited).



Lines in incorrect format will be ignored, SCORE will report import completed once all lines have been read, if all lines were incorrectly formatted, then all lines will be ignored and import is complete.



Existing data is not deleted (Except for Sydney Airport) nor overwritten, in this case if the file contains records matching exactly all fields already in the table, then the import will FAIL otherwise this will result in duplicate records by aircraft code but different name.



Format 1:

SCORE3.2 ����� < IATA CODE> ������ & General Designator> ����� & Comment>

•

Example of format 1:

SCORE3.2���� 100��� 100��� FOKKER F100

SCORE3.2���� 733��� 737��� B737

SCORE3.2���� 734��� #737�� #B734



Note: if # is at the start of General Designator or Comment, then the text will be ignored i.e. blank value imported.



Format 2:

There are three fields required

<IATA code> <ignored>���� <comment>



Note: IATA code is copied to General Designator.



Sydney Airport Only

All data is deleted first, then only lines in the correct format will be imported. The file is a text file with �;� as separator.



Format:

<IATA code>;<ICAO code>;<comment>



Example:

100;F100;FOKKER F100

733;B737;B737

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ADM Administrative Client Program > Import / Export Base Data and Schedules

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Import Airport Data

For import or export of the Airport table as CSV format, see Export Tables to Text and Import Tables from Text.



To import airport base data, select File | Import Airport Data, then select the file containing the airport data.

The file should be a text file with TAB as separator. Excel files (.xlsx) cannot be imported but can be saved as txt (tab delimited).



Existing data is not deleted (Except for Sydney Airport) nor overwritten, in this case if the file contains airport codes, which exist already, then the import will FAIL.



Lines in incorrect format will be ignored, SCORE will report import completed once all lines have been read, if all lines were incorrectly formatted, then all lines will be ignored and import is complete.



If the country is not in the country table, it will be added automatically



Format 1:

SCORE3.2���� <IATA CODE>������� <COUNTRY>� <NAME>



Example of format 1:

SCORE3.2���� XSP�� #SG�� #SELETAR

SCORE3.2���� CPH��� DK��� KASTRUP



Note: if # is at the start of country or name, then the text will be ignored i.e. blank value imported. The IATA airport code is also copied to the ICAO airport code field.



Format 2:

There are 6 fields required.

<IATA code> <ICAO code> <ignored> <country> <ignored> <name>



Example of format 2:

SIN��� WSSS� IGNORED���� SG��� IGNORED2��� CHANGI

LHR���� EGLL�� IGNORED���� GB���� IGNORED���� HEATHROW



Note: if # is at the start of country or name, then the text will be ignored i.e. blank value imported



Sydney Airport Only

All data is deleted first, then only lines in the correct format will be imported. The file is a text file with �;� as separator.



Format:

<IATA code>;<ICAO code>;<name>;<country>Optional



Example:

SIN;WSSS;Changi;SG

LHR;EGLL;heathrow;GB



Replicate and Replicate Adm Operation Manual

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IMPORTANT **♦** Replicate upgrade manual for users upgrading their SCORE installation from a version before 6.10.5.3 to 6.10.5.3 or later version



NOTE: If you upgrade from a version 6.10.5.3 or later version, please go directly to *Introduction* section and continue the reading from there.

If one upgrades SCORE from a version before 6.10.5.3 to 6.10.5.3 or later and the replication installation cannot be verified (explained below), the following message would be shown by the replicator, when run with insufficient privileges for the first time after the upgrade:

If the replicate.exe is run with sufficient privileges (run as administrator in most cases), but the installation is invalid, the following message will be shown:

This message is shown, because the replicate.exe instance must be uniquely identified and this identifier is stored in its replicate.ini file. Now when one upgrades its installation from a version before 6.10.5.3 to a 6.10.5.3 or later version, such an identifier does not exist, so its installation is considered invalid. So, when *OK* button is pressed, the *Replicate Recognition Dialog* is shown.



In this dialog one must select �Upgrade From replicate.dba file�. Once this option is selected and an appropriate New Replicator Friendly Name is typed in, press OK to continue.

•At this point your replicator will be working as it used to work. Please, note that no administration is possible via the Replicators GUI anymore. For that purpose a new Replicate Admin tool (replicate_adm.exe) has been developed.

Database Operations

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Import Checkin/Security Flight No. Profile

See Check-in/Security Flight No Profile



To import profiles from a .csv file, select View | Database Operations | Import Checkin/Security Flight No. Profiles.



The format of the data lines in the file is:

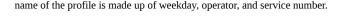


Fri BA

0005; 3, 7%; 4, 7%; 6, 6%; 5, 8%; 9, 6%; 10, 2%; 3, 5%; 3, 3%; 2, 3%; 3, 8%; 2, 9%; 5, 1%; 3, 8%; 4, 4%; 4, 0%; 2, 6%; 3, 8%; 2, 9%; 2, 1%; 1, 6%; 0, 9%; 1, 0%; 1, 5%; 1, 3%; 0, 8%; 0, 3%; 0, 1%; 0, 5%; 0, 0%;



where the first field is the name of the profile, and the rest of the fields are the percentages in 5 minute periods. The



The file also requires a header line with contents like this:



LU Flight

Number; 02:00; 01:55; 01:50; 01:45; 01:40; 01:35; 01:30; 01:25; 01:20; 01:15; 01:10; 01:05; 01:00; 00:55; 00:50; 00:45; 00:40; 01:40;

;00:35;00:30;00:25;00:20;00:15;00:10;00:05



Where the first field is ignored, and the rest defines the hours:minutes before departure.

NOTE that the import function deletes existing Flight No. profiles in the airport, season.





ADM • Administrative Client Program

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Import / Export Base Data and Schedules

There are many functions available to import and export data, this sections describes the functions available.

More:

Offload Season to Prozip File

Off-Load Season to Text

On-Load Season from File(s)

Export Tables to Text

Import Tables from Text

Import Flight Data from SSIM Format

Import Operator Data

Import Airport Data

Import A/C Type Data Import Reason Code Data Import Actual Night Count Data

Import Linking Data

ADM Administrative Client Program > Import / Export Base Data and Schedules

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Import Flight Data from SSIM Format

Schedule data can be imported to SCORE in SSIM format (only data lines required).

To import data which is in SSIM format, select File | Import Flight Data from SSIM Format.



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Select a file to import then select the airport, season and branch name where the data should be imported to.



Import missing basic data

If the checkbox is enabled then any Airport, Aircraft and Operator codes are added to their respective tables with the description �Automatically added during import�



If duplicate or conflicting flight numbers are found on the same date a suffix will be added to the flight number during the import and details will be written in the session log.

₩

The process of importing flight data can be automated as a command function in the same way as Report Automation. The command line for the ini file is



CMD=IMPORT_FLIGHT AIRPORT=ZZZ SEASON=S13 FILENAME=c:\DLY_S13_20131025.txt



Optional command:

Send_errors=true Any errors will be sent to score�s inbox.

Schedule=branch name (optional, if omitted live schedule is used)

To import with differential updates, rather than requiring the branch to be empty, specify

"ADDSSIMCHANGES = Y" under [CLIENT SETTINGS] in the client ini file.

<u>ADM **♦** Administrative Client Program</u> > <u>Import / Export Base Data and Schedules</u>

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Import Linking Data

To import a CSV file containing flight links, arrival only and departure only, select File | Import Linking Data, then select the file to import.





The format of the CSV file is as follows:



SK,2119,SK,2672,27-10-2013,29-03-2014,1234567,1,0



For ease of reading the fields the format is shown below in a tabular style.

•

DOOP

AOPE ASERVNO DOPE DSERVNO FROM TO **W**OOP TD TR 2119 TR 2672 27-10-2013 29-03-2014 1234567 1 0

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During import of linking data, operator codes will be converted from IATA operator codes to ICAO (3

letter) code, if "Use only 3 letter operator codes only" is active and if the ICAO code is defined for the IATA code.

ADM Administrative Client Program > Import / Export Base Data and Schedules

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Import Operator Data

For import or export of the Operator table as CSV format, see Export Tables to Text and Import Tables from Text.

•

To import operator base data, select File | Import Operator Data, then select the file containing the operator data.

�

The file should be a text file with TAB as separator. Excel files (.xlsx) cannot be imported but can be saved as txt (tab delimited).



Existing data is not deleted (Except for Sydney Airport) nor overwritten, in this case if the file contains operator codes, which exist already, then this will result in duplicate records.



Lines in incorrect format will be ignored, SCORE will report import completed once all lines have been read, if all lines were incorrectly formatted, then all lines will be ignored and import is complete.
Format 1:
SCORE3.2����� <iata code="">������ <icao code="">����� <icao code="">����� <icao code="">����� <icao code="">����� <icao code="">����� <icao code="">����� <icao code="">������ <icao code="">����� <icao code="">����� <icao code="">����� <icao code="">����� <icao code="">������ <icao code="">����� <icao code="">������ <icao code="">���������� <icao code="">������������������������������������</icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></icao></iata>
Example of format 1:
SCORE3.2���� Z2���� #Z21� #Agent
SCORE3.2���� SK���� SAS��� Scandinavian Airlines System������
•
Note: if the # is at the start for the fields ICAO or Comment, then the text will be ignored i.e. a blank value inserted.
Format 2:
<iata>������<icao> <use (y="" as="" icao="" n)="" operator=""> <name> <comment> <from date(ddmmmyyyy)=""> <to date(ddmmmyyyy)=""> <delink (y="" n)="" shl=""></delink></to></from></comment></name></use></icao></iata>
Use ICAO as operator and Delink SHL are set to NO if blank.
Example of format2:
$XX \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit XXX \diamondsuit \diamondsuit \diamondsuit Y \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit$
$SK \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \Leftrightarrow SAS \diamondsuit \diamondsuit$
Note: if no Y/N where needed N is the default. If no value, then the field will be blank however there must still be a TAB in place for the relevant field.
Sydney Airport Only
All data is deleted first, then only lines in the correct format will be imported. The file is a text file with �;� as separator.
All data is deleted first, then only lines in the correct format will be imported. The file is a text file with �;� as separator.
Format:
Format: <iata code="">;<icao code="">;<comment></comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> •</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example:</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System </comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System </comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Import Reason Code Data</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Import Reason Code Data To import reason code base data, select File Import Reason Code Data, then select the file containing the reason code data.</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Import Reason Code Data To import reason code base data, select File Import Reason Code Data, then select the file containing the reason code data.</comment></icao></iata>
Format: <iata code="">;<icao code="">;<comment> Example: SK;SAS;Scandinavian Airlines System ADM Administrative Client Program > Import / Export Base Data and Schedules This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Import Reason Code Data To import reason code base data, select File Import Reason Code Data, then select the file containing the reason code data. Formation is a separator. Excel files (.xlsx) cannot be imported but can be saved as txt (tab delimited).</comment></icao></iata>

Format:

<Reason code> ������ <comment> <exempt y/n>



OK���� OK���� N



<u>ADM Administrative Client Program > Import / Export Base Data and Schedules</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Import Tables from Text

There are many tables in the SCORE database, which can be exported to a text file and imported.

To import any kind of ASCI file data type to the desired group location. The filename and format must be identical to the export tables.



Prozip file or SCORE text files	CSV files



Note: During the import process the <u>original table data is deleted</u> and replaced with the imported table data BUT for CSV format, the data is imported and after completing a successful import, any existing records which do not match the imported records will be amended or deleted.



Directory

For prozip file, the full path and file name is needed.

For score dump files or CSV file, only the directory path is needed, this is because SCORE expects each file to have a specific name.



See Export Tables to Text for Group descriptions.



The basic data tables Airport, Operator and A/C type can be imported from CSV format.

During import the data set is compared with the existing and only changes are imported.



Please note that only comma separated files are supported and date format must be YYYY-MM-DD. For new airports from new country, the new country and correct code must be defined in the Country table first.

Default contact for Operator must also be pre-existing in the contact table.



More:

CSV Format for import

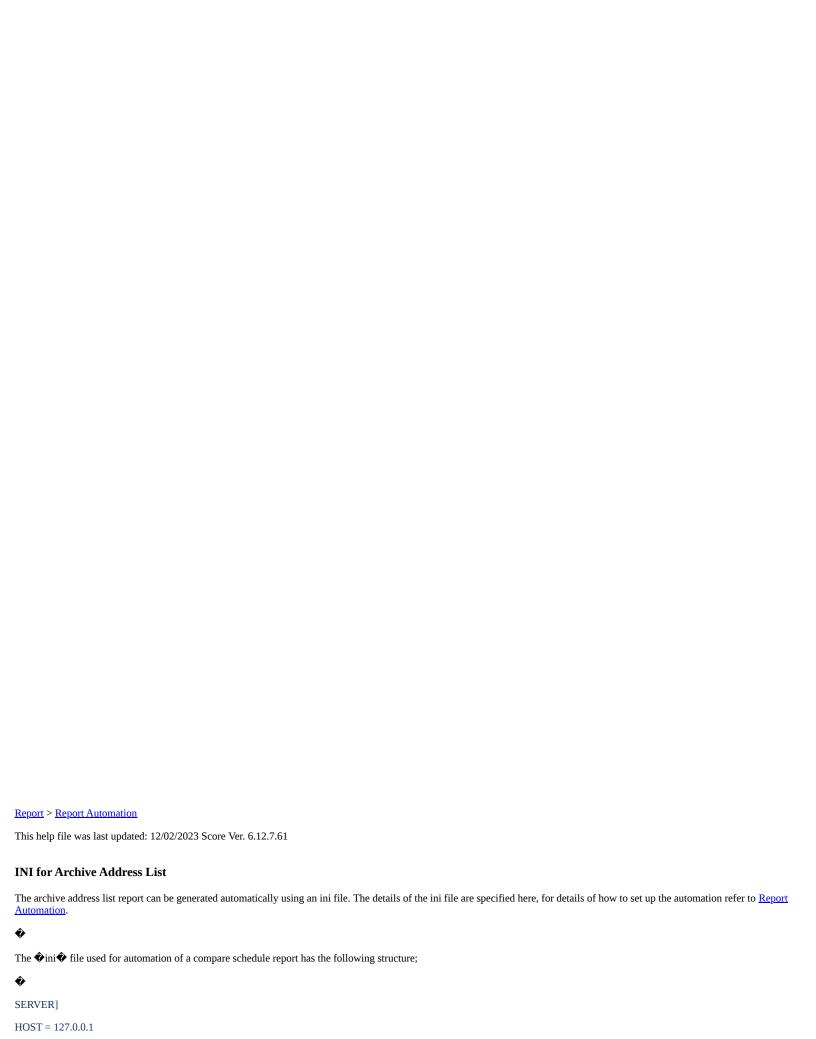
ADM Administrative Client Program > ADM Advanced Maintenance > Setting

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Inherit Settings from Season

The Option | Inherit settings from season in the ADM client Setting table, will copy all season

specific settings from the previous equivalent or previous adjacent season to a new season. The operation will cancel if there are already season specific settings for the new season.



PORT = 9000

USERNAME = CMD

PASSWORD =

[COMMAND]

PATH= D:\Report

 $\label{eq:cmd_archive_addresslist} CMD = ARCHIVEADDRESSLIST SEASON = \\ <SEASON > AIRPORT = \\ <AIRPORT > FILENAME = \\ <FILE NAME > FROMDATE = \\ <DATE E.G. 01042008 > TODATE = \\ <DATE E.G. 02042008 > TODATE = \\ <DATE E.G. 02042008$

•

Additional notes:



More: Common Parameters

ŵ

Report > Report Automation

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

INI for Archive Report

The **†** ini **†** file used for automation of a fixed report has the following structure, (replace the parameters with the details you require e.g. replace *AIRPORT>* to be CPH);



SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD





[COMMAND]

CMD=ARCHIVE_REPORT_NAME_NAME=<archive report name> AIRPORT=<Airport(s)> SEASON=<season(s)> FILENAME = <filename.csv>

FILENAME_DATE_SUFFIX = <_%YL%MD%DD>

SEPARATOR=","

DATE_WINDOW_FROM = <-12>

INCLUDE_SCHEDULE_IN_FILENAME = <Y,N>

MULTIPLE_SEASONS_IN_ONE_FILE = <N,Y>



It is not possible to specify a filter in the ini file, SCORE uses the filter of the report definition.

The period can be specified in three ways:



- 1) dates: FROM_DATE = 01012017 TO_DATE = 31122017. The format is DDMMYYYY
- 2) relative days: DATE_WINDOW_FROM = -2 DATE_WINDOW_TO = 0. One of the parameters can be left out to get an open-ended range.
- 3) relative hours: FROM_REPORTTIME_MINUS_XHOUR = -24 TO_REPORTTIME_PLUS_YHOUR = 0



SCORE only uses one of these if more are specified. The priority is 1) 2) 3).

More:

Add Operator to Archive

Report > Report Automation

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

INI for Auto Decline Offers

Refer to ADM <u>Setting</u> Cancel outstanding offers after a number of days. This Command provides the same functions but can be run on a schedule instead of when the user opens a session.



Applies to current season only.



The parameters are:







Report > Report Automation

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INI for Cancellation Report

The �ini� file used for automation of the cancellation report (available from report | Cancellation Report) has the following structure (replace the parameters with the details you require e.g. replace <*AIRPORT*> to be CPH);



[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

CMD=CANCELLATIONREPORT AIRPORTS= < list of airports> SEASONS= < list of seasons>

OPERATIONAL_DATE_FROM = <DATE E.G. 01042008> �OPERATIONAL_DATE_TO = <DATE E.G. 01042008> CANCELLATION_DATE_FROM = <DATE E.G. 01042008> CANCELLATION_DATE_TO = <DATE E.G. 01042008> �FILENAME =

CancReport.txt FILENAME_DATE_SUFFIX = _%YL%MD%DD SEPARATOR=","

INCLUDE_SCHEDULE_IN_FILENAME = Y

path=reporttest\



INCLUDE_SCHEDULE_IN_FILENAME: This parameter can be omitted. Prefixes the file name with the schedule.

COLUMN_BASED_OUTPUT: If specified as <YES> or <1>, the flight details are shown as separate columns.

Report > Report Automation

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

INI for Check-in Gantt Report

The �ini� file used for automation of a check-in Gantt report has the following structure;



Parameter	Value(s)	Default	Notes
CMD	CHECKINGANTTREPORT	•	•
AIRPORT	•	�	Airport code
SEASON	•	•	Season code
SCHEDULE	•	Live	Optional Name of schedule

RESOURCE SET	�	Live	Name of resource set
RESOURCE	•	•	Enter the resource name from the resource tree where the check-in constraint is defined
CONSTRAINT	ŵ	ŵ	Enter the check-in constraint name
FILENAME	•	•	•
FILENAME_DATE_SUFFIX			Some examples: Year:
DATE_FROM	<u> </u>	A	Date format DDMMMYYY
DATE TO	•	Ŷ	Date format DDMMMYYY
INCLUDE_SCHEDULE_IN_FILENAME	<y n=""></y>	Y	•
LOCAL TIME	<ves no=""></ves>	ŵ	•
SEPARATOR	< ♦ , ♦ / ♦ TAB ♦ >	TAB	Combination of multiple separators (i.e.
			•,TAB•) can be used for producing each column as a text column in excel.
Path	•	•	Relative path to save the report.



•

Example

[COMMAND]

 ${\tt CMD=CHECKINGANTTREPORT\,AIRPORT=TST\,SEASON=S21\,RESOURCE=T1\,CONSTRAINT=T1CHECK-IN\,N$

FILENAME = check in Allocation.txt

DATE_FROM=01SEP2021

DATE_TO=05SEP2021



INCLUDE_SCHEDULE_IN_FILENAME=Y

SEPARATOR=","



Report > Report Automation

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INI for Compare Baseline with Live

The **o**ini **o** file used for automation of the compare baseline with live report has the following structure (replace the parameters with the details you require e.g. replace *AIRPORT* to be CPH);



[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

Parameter	Value(s)	Default	Notes
CMD	COMPARE_BASELINE_WITH_LIVE	ŵ	•
	•	·	
	•		•
	COMPARE_SCHEDULE_TIMES		Previous times and seats command can still
AIRPORT	COMPARE_SCHEDULE_SEATS		be used.
SEASON	•	•	Single airport
	•	•	Single season
DOOP .	<days of="" the="" week=""></days>	•	•
© CODE DV DUDGUNE	N. /		
SORT_BY_PERCENT PERCENT	Yes/no	•	•
	e.g. 50	•	•
INCLUDE_SLOTHOLDER	Yes/no	•	•
FILENAME FILENAME_DATE_SUFFIX	<comparescheduletimes.txt> _%DD%Mn%YL</comparescheduletimes.txt>	•	•
		•	Some examples: Year: ♦ %YL is year in four digit format, %YS two digits Month: %MD is month in two digit format, %MN full name (e.g. September, %Mn short name (e.g. SEP)
			Date: %DD is date in two digit format.
			•
			Hour: %HH is hour in two digit format, %Hh one or two digits
			Minute: %MM is minute in two digit format, %Mm one or two digits.
			•
			To get a date and time format like 31MAY2022_17:46, use the format %DD%Mn%YL_%HH%MM To get a date (without time) like 2022_05_31, use %YL_%MD_%DD
			•
SEPARATOR	n n	•	•
INCLUDESCHEDULEHEADER	Yes/no	•	•
INCLUDE_SCHEDULE_IN_FILENAME	Yes/no	•	•
path	reporttest\	•	•
FIELD	OPERATOR,	ŵ	Only 1 field from the selection is possible
	SERVICE_NUMBER, SEATS, AIRCRAFT_TYPE, ORIG_DEST, LAST_NEXT, SERVICE_TYPE, TIME,	•	and mandatory for compare baseline with live.

More: <u>Common Parameters</u>

<u>Report > Report Automation</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

INI for Compare Schedule

When a compare schedule (with copy/snapshot) report is automated, the comparison is between now and the last time of running the report.

The ϕ ini ϕ file used for automation of a compare schedule report has the following structure;



SERVER]

USERNAME = CMD	
PASSWORD =	
•	
[COMMAND]	
PATH= <report path=""></report>	
	EDULEARRDEP> AIRPORT= <list airports="" of=""> SEASON=<list of="" seasons=""> SCHEDULE=<schedule> FILTER = <filter expression="" filter="" from="" table="" the=""></filter></schedule></list></list>
•	
•	
[COMPARE_SETTINGS]	•
DISREGARD_CANCELLATIONS = <yes no=""></yes>	•
DISREGARD_ADDITIONS = <yes no=""></yes>	•
DISREGARD_ACCHANGES = <yes no=""></yes>	•
DISREGARD_ROUTECHANGES = <yes no=""></yes>	•
DISREGARD_SERVICETYPECHANGES = <yes no=""></yes>	•
DISREGARD_TIMECHANGES = <yes no=""></yes>	•
DISREGARD_BLOCKINGSLOTS = <yes no=""></yes>	•
DISREGARD_REQUIREDTIME = <yes no=""></yes>	•
DISREGARD_SEATS = <yes no=""></yes>	•
DISREGARD_TERMINAL = <yes no="">�</yes>	•
USER_ID = <user id=""></user>	Filter from the filter expressions
OPERATOR = <operator code=""></operator>	table
FILTER = <filter name=""></filter>	Exclude the fields from the report output
EXCLUDE_TELEXREF_USER_ACREG = <yes no=""></yes>	Filter by edit date
EDITDATE = <edit 10122009="" date="" e.g.=""></edit>	Only show records due to operate x days ahead
SHOW_CHANGES_DAYS_AHEAD= <days></days>	•
•	•
INCLUDE_HIST_STATUS_FIELDS = <yes no=""></yes>	•
LOCAL_TIME = <1> (or YES, Y, ON, TRUE)	•
•	•
MULTIPLE_AIRPORTS_IN_ONE_FILE = <1> (or YES, Y, ON, TRUE)	•
•	•
DISREGARD_ACREG= <1> (or YES, Y, ON, TRUE)	
ACREG = <list acreg="" of=""></list>	₩ ♠
INCLUDE_SHORT_NOTE_FIELD=<1> (or YES, Y, ON TRITE) Report > Report Automation	⋄
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The vini file used for automation of a named comparison report has the following structure (replace the parameters with the details you require e.g. replace *AIRPORT* to be CPH);

NAME>

HOST = 127.0.0.1 PORT = 9000

INI for Comparison Report

•

[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

CMD=COMPARISONREPORTNAME REPORTNAME=<flight report name> AIRPORTS=<List of airports> SEASONS=<List of seasons> CURRENTBRANCHDATE=<date as DDMMMYYYY> CURRENTBRANCHTIME=<Time as ####> PREVIOUSBRANCHDATOFFSET=<number of days> FILENAME=<report name.txt> SEPARATOR=","



The batch job creates a comparison report (file) which compares flight data at two times:

1) CURRENTBRANCHDATE, CURRENTBRANCHTIME and

2) A number of days earlier (specified by PREVIOUSBRANCHDATOFFSET)



If the CURRENTBRANCHDATE parameter is missing, the current date is used.

REPORTNAME is the name of the flight report, which must be a custom report.

The SEPARATOR defaults to "TAB" if not specified.

Note: that the separator must be written with ". •





Additionally, two parameters for the COMPARISONREPORTNAME command:

REPORT_1_VALUES and REPORT_2_VALUES. Y/N parameters and specify if the values for the first and second report are included, or only the difference.

The default for these two parameters is Y (yes).



Parameters for specifying the branches to compare: BRANCH1 and BRANCH2.



Example:

CMD=COMPARISONREPORTNAME REPORTNAME=Comparison report AIRPORTS=TST SEASONS=W19

BRANCH1=Live BRANCH2=Baseline DESTINATION=TABLE TABLENAME=LiveBaselineCompare

SEPARATOR="," REPORT_1_VALUES = 0, REPORT_2_VALUES = 0





More: Common Parameters

Report > Report Automation

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INI for Custom Report Automation

The file used for automation of a custom named report has the following structure (replace the parameters with the details you require e.g. replace *AIRPORT*> to be CPH);



The Report name cannot have any spaces.



[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

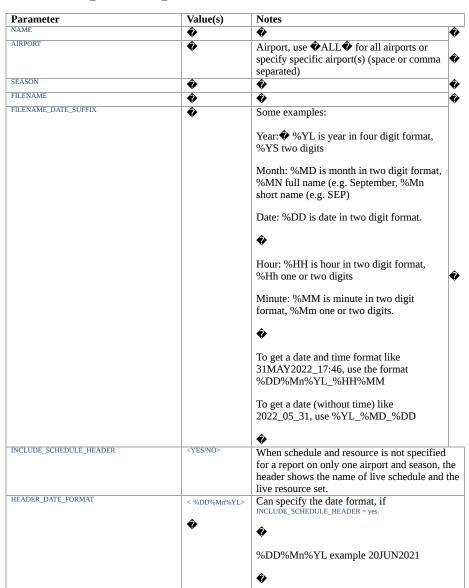
CMD=REPORT_NAME NAME NAME AIRPORT AIRPORT SEASON FILENAME = FILENAME OPTIONAL_ADDITIONAL_PARAMETERS



PATH= <FILE PATH>



Where OPTIONAL_ADDITIONAL_PARAMETERS are one or more of below:



Report > Report Automation

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INI for DATA Report

These two commands can be used to produce reports/export data from table in SCORE.



DATAREPORT

This command will export all the data from a table i.e. all records, all fields directly from the database.

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The command looks like this;

Ŷ

CMD=DATAREPORT TABLENAME= FILENAME=<file name> SEPARATOR = <separator e.g. (**), or (**); (**) > AIRPORT = <airport> SEASON = <season>

•

•

[COMMAND]

Parameter	Value(s)	Default	Notes
CMD	DATAREPORT	ŵ	•
TABLENAME	ŵ	ŵ	Enter the table name (i.e. slot monitoring
FILENAME	•	•	result)
FILENAME DATE SUFFIX	₩DD%Mn%YL		
			Some examples: Year:
SEPARATOR	♦,♦	TAB	i.e. �,� or �;�
AIRPORT	•	•	List of airport(s)
SEASON	ŵ	ŵ	Season(s)



Â

DATAREPORT_BY_NAME

This command will export the data from a table using the view name. Views on table can be created using the *Option* | *Define View* once the table is opened. The data output will match the views definition i.e. fields, sorting and filter conditions. The view must be a global view.

The command looks like this;



CMD=DATAREPORT_BY_NAME TABLENAME= VIEWNAME = <view name>

FILENAME=<file name> SEPARATOR = <separator e.g. �,� ; > AIRPORT = <airport> SEASON = <season>

â

Report > Report Automation

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INI for Enquiry

Runway, Paxflow, parking and quota constraints are supported as automated exports.



The parameters are:

Parameter	Value(s)	Default	
CMD	ExportEnquiry	•	•
AIRPORT	•	•	Single airport
SEASON	•	•	Single season
SCHEDULE	•	Live	•
RESOURCE SET	•	Live	•
		1 -	·
FILENAME_DATE_SUFFIX	e.g. C:\templenquiry.txt _%DD%Mn%YL		Full path and name Some examples: Year:
			/01L_/01VID_/0DD
			•
ENQUIRY	•	•	Enquiry name Note: for quota constraint must also use the
QUOTA_TYPE	QUOTA_POINTS / QUOTA_MOVEMENTS / or QUOTA_SEATS	•	parameter QUOTA_TYPE
RESOURCE	•	•	Resource name
CONSTRAINT	•	�	Constraint name
FROM_DATE	<ddmmmyyyy></ddmmmyyyy>	�	•
TO_DATE	<ddmmmyyyy></ddmmmyyyy>	Ŷ	•
<u>DOOP</u>	•	1234567	Days of operation
ARRIVAL	YES / NO	No	
DEPARTURE	YES / NO	No	•
TOTAL	YES / NO	No	•
NUMERIC	LOAD or UTIL / AVAIL		Utilisation / availability / capacity
	/ CAP	•	
TIME_AS_MATRIX	YES / NO	No	•
LOCAL_TIME	YES / NO	No	•
SEPARATOR	♦,♦	TAB	•
INCLUDE_TITLE_AND_MOVEMENT_HEADER	YES / NO	Yes	If the parameter is OFF/NO, then the title and the movement, A/D/T,
EXCLUDE_ZERO_VALUES	YES/NO	•	headers are not included. Cells with only zeros are not exported. The option is disabled if Time as matrix is ticked, as each line has multiple values, and some may be zero and others not.



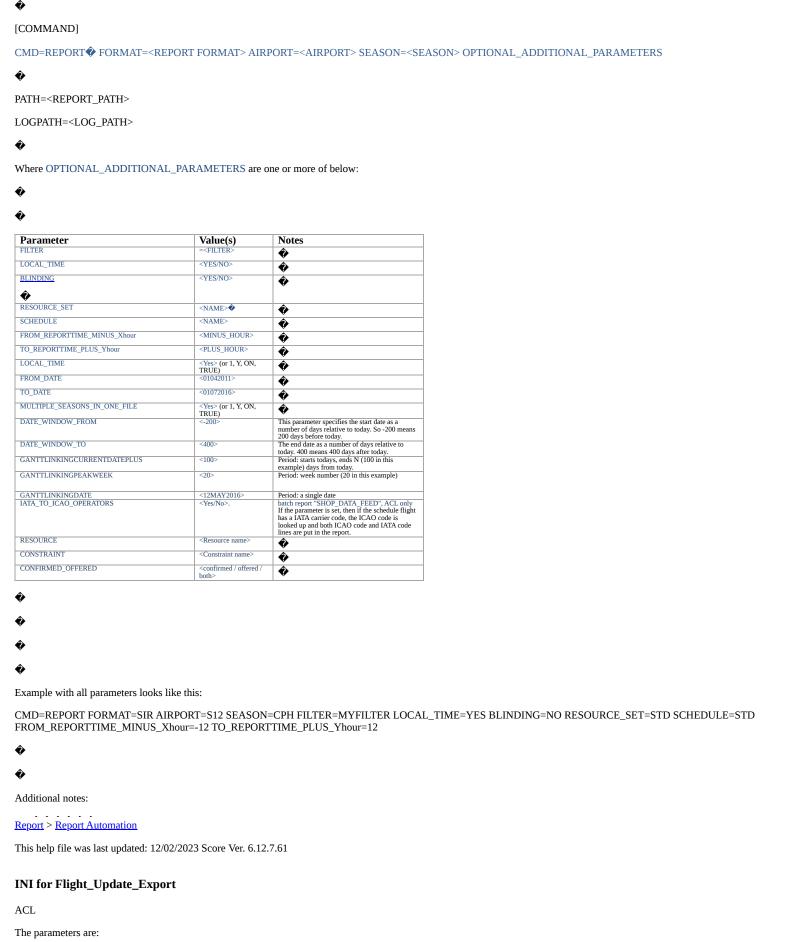
 $\underline{Report} > \underline{Report\ Automation}$

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

INI for Fixed Report Automation

The 🍫 ini 🌵 file used for automation of a fixed report has the following structure, (replace the parameters with the details you require e.g. replace <*AIRPORT*> to be CPH);





SERVER]

HOST = 127.0.0.1 PORT = 9000

USERNAME = CMD PASSWORD = $CMD=FLIGHT_UPDATE_EXPORT\ AIRPORT=TST\ SEASON=S22\ FILENAME=Flight_updates.csv$

 ${\tt LOCAL_TIME=YES~UPDATE_MODE=SCRLOG~NL_SEPARATOR=YES~EXCLUDE_CARRIERS=WY}$

FILTER = Fids INCLUDE_SCHEDULE_IN_FILENAME = yes



Parameter	Value(s)	Default	Notes
CMD	FLIGHT_UPDATE_EXPORT	ŵ	ŵ
AIRPORT	ŵ	•	Single airport
SEASON	•	ŵ	Single season
FILENAME	Ŷ	•	•
LOCAL_TIME	<yes no=""></yes>	-	•
UPDATE_MODE	<pre><scrlog <="" pre="" scorelog="" sma=""></scrlog></pre>	•	SCRLOG mode reflects the
OFDATE_MODE	unlinked /	•	format of a standard SCR reply message, where SCORELOG will show all the updates in the database
			including any fragmentation.
			•
			When UPDATE_MODE is SMA the output report is formatted as an SMA message.
			•
			When UPDATE_MODE is UNLINKED, linked flights are split in two lines, one for arrival and one for departure with a link id (PAIR_IND_STR) on each line.
NL_SEPARATOR	<yes no=""></yes>	�	•
EXCLUDE_CARRIERS	ŵ	ŵ	ŵ
FILTER	•	ŵ	•
INCLUDE_SCHEDULE_IN_FILENAME	<yes no=""></yes>	•	The default is NO. If YES, the airport and season are appended to the file name like this: FILENAME-AIR2-SEA>.EXT, for example FlightUpdates.cxv becomes FlightUpdatesTST_S22.csv for airport TST and season S22.
KEEP_LEADING_ZEROS_IN_FLIGHTNUMBERS	<yes no=""></yes>	ŵ	Service numbers zero-padded to 4
DATE WINDOW FROM	Ŷ	Ŷ	digits rather than only 3 If DATE_WINDOW_FROM is 0,
	•	•	the first date included is
			today.
			•
			Flight periods are normalized to fit the date window.
			For linked flights, the arrival and departure are adjusted
			separately when there is an over midnight Indicator.
			•
			Example:
			The date window from is 31MAY. An updated flight has period 29MAY to 10JUN 1234567 over midnight indicator
			This flight results in one line for the departure on 31MAY and one line for the linked flight on 31MAY to 10JUN.

<u>Report > Report Automation</u>

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INI for Outstanding Request Allocation

Waitlist allocation report can be generated automatically using an ini file. The details of the ini file are specified here, for details of how to set up the automation refer to Report Automation.

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The �ini� file used for automation of a compare schedule report has the following structure;

�

[SERVER]

HOST = 127.0.0.1

PORT = 9013

USERNAME = CMD

PASSWORD =

Ŷ

[COMMAND]

 ${\tt CMD=WAITLISTALLOCATION\ AIRPORT=<AIRPORT>SEASON=<SEASON>\ ADDITIONAL_PARAMETERS}$



Where ADDITIONAL_PARAMETERS are below (add these to continue the line)



Parameter	Value(s)	Default	Notes
CMD	WAITLISTALLOCATION	•	•
AIRPORT	ŵ	ŵ	Airport(s)
			If multiple airports and / or seasons are listed,
SEASON	A	A	then one file is produced per airport, season Season(s)
SERSON	•	•	
			If multiple airports and / or seasons are listed, then one file is produced per airport, season
DELETEADHOCBLOCKINGSLOTS	Yes/no	•	•
DELETESERIESBLOCKED	Yes/no	•	•
GENERATEOFFERS	Yes/no	•	•
SEARCHFORIMPROVEMENTS	Yes/no	•	•
EXCLUDESERVICETYPE	service types>	•	separated by blank or comma
EXCLUDEDHISTSTATUSCODES	st of historic status codes>	ŵ	separated by blank or comma
EXCLUDEFLIGHTSWITHSLOTHOLDERS	Yes/no	Ŷ	•
STARTFROM	DAT/TM	Ŷ	TM = tomorrow, DAT = day after tomorrow
		*	•
			•
			For future seasons, the parameter is ignored
			and the waitlist allocation is done starting from the first date.
HORIZON	90	•	If not specified, the waitlist allocation is done until the end of the season
STARTTIMEOF ALLOCATION	0900	•	•
TOFILE	Yes/no	•	If enabled the file name is WAITLIST_AirporSeason_TimeRun.txt
			WATEIST_AirpotSeason_TimeRuii.txt
			(e.g. WAITLIST_LCYS14_05DEC2013_1202.txt)
USERELATIVETOLERANCELEVELS	Yes/no	NO	•
USEABSOLUTETOLERANCELEVELS	Yes/no	NO	•
SINGLEWEEKDAYSLOTSEARCH	Yes/no	NO	•
FLIGHTLENGTH	<adhocandseries adhoconly="" seriesonly=""></adhocandseries>	AdhocAndSeries	ŵ
TERMINAL	<terminal code=""></terminal>	ŵ	•
EXCLUDENOSLOTSANDFLIGHTSWITHRCWA	Yes/no	•	•
CONSTRAINTS	<constraints check="" e.g.="" pax="" run,="" to=""></constraints>	Ŷ	RUN = Runway
			PAX = Paxflow
			GAT = Gate
			CHK = Check-in
			QUO = Quota
			LAT = Lateral
			BAG = Baggage belt
			PAR = Parking
			If this key is missing ALL constraints are checked.
OPERATOR	st of operators>	•	Default is all operators
MULTIPLE_OPERATORS_IN_ONE_FILE	Yes/no	YES	•
INCLUDE OPERATOR IN EILENAME	Vac/no	VFS	Note: If ALL operators and not in one file it

Report > Report Automation

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INI for Parking Gantt Bars

The viniv file used for exporting the parking Gantt bar e.g. to the score dashboard;



SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

 ${\tt CMD=GANTT_BARS_TO_TABLE\ TABLENAME=bar\ STAND_TABLENAME=stand}$

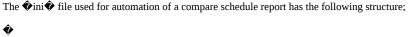
 ${\tt DATABASE=REPORT_DB\ DB_SCHEMA=DBO\ AIRPORT=TST\ SEASON=S19\ APPEND_TO_TABLE=Y}$



Will create the SQL tables when run with APPEND_TO_TABLE = Y, if the tables do not exist in the database already.



Report > Report Automation



[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

Parameter	Value(s)	Default	Notes
CMD	PARKINGGANTTREPORT	ŵ	ŵ
AIRPORT	ŵ	Ŷ	Airport code
SEASON	•	Ŷ	Season code
SCHEDULE	•	Live	Name of schedule
RESOURCE SET	•	Live	Name of resource set
RESOURCE	•	•	Enter the resource name from the resource tree where the parking constraint is defined
CONSTRAINT	•	•	Enter the parking constraint
FILENAME	ŵ	•	•
DATE_FROM	•	•	Date format DDMMMYYY
DATE_TO	•	•	Date format DDMMMYYY
INCLUDE_SCHEDULE_IN_FILENAME	Y/N	Y	ŵ
FIELDNAMES	•	•	List of field names available for the report AC type, Buffer from time, From time, To time, Buffer to time, Duration (mins), Towing, Hangar Arrival, Hangar Departure, Unlinked Arrival, Unlinked Departure, Associated Gate, Overnight Indicator.
SEPARATOR	♦,♦ / ♦ TAB ♦	TAB	If no field names are specified all fields are included. Combination of multiple separators (i.e. �,TAB�) can be used for producing each column as a text column in excel.



Example with mentioned parameters looks like this:



CMD=PARKINGGANTTREPORT AIRPORT=ZZZ SEASON=S20 SCHEDULE=Live RESOURCE_SET=standard RESOURCE=ZZZ CONSTRAINT=PARKING FILENAME=parkingGantt_ZZZ_S20..txt DATE_FROM=01SEP2020 DATE_TO=30SEP2020 INCLUDE_SCHEDULE_IN_FILENAME=Y SEPARATOR=, FIELDNAMES = Buffer from time, From time, To time, Buffer to time, Duration (mins)

Ŷ

Report > Report Automation

The details of the ini file are specified here, for details of how to set up the automation refer to Report Automation. Also refer to the Slot Swapping Module. The �ini� file used for automation of a slot report has the following structure; [SERVER] HOST = 127.0.0.1 PORT = 9013USERNAME = CMD PASSWORD = [COMMAND] CMD=REPORT Format=SLOTSWAP AIRPORT=<LIST OF AIRPORTS> SEASON=<SEASON> OPTIONAL_ADDITIONAL_PARAMETERS Where OPTIONAL_ADDITIONAL_PARAMETERS are below (add these to continue the line) Ŷ It is also possible to specify the slot swapping parameters available in the report prompt: KEEPWITHINHOUR = **♦**<YES/NO> TIMEBANDLENGTH = <5, 10 or 15 minutes> PERIODOVERLAP = <1,2,3,4,5,6 or 7 months> ARRDEPSWAPS = *****<YES/NO> SPLITINTOWEEKDAYS = *****<YES/NO> If the slot swapping parameters are not specified, the defaults will be used: KEEPWITHINHOUR = 1 TIMEBANDLENGTH = 15 PERIODOVERLAP = 2 SWAPARR = 1SWAPDEP = 1ARRDEPSWAPS = 1 SPLITINTOWEEKDAYS = 1 The entire command section may then look like this: [COMMAND] $\texttt{CMD} = \texttt{REPORT} \ \texttt{FORMAT} = \texttt{SLOTSWAP} \ \texttt{AIRPORT} = \texttt{JER,LHR} \ \texttt{SEASON} = \texttt{S03} \ \texttt{KEEPWITHINHOUR} = \texttt{1} \ \texttt{TIMEBANDLENGTH} = \texttt{10} \ \texttt{PERIODOVERLAP} = \texttt{4} \ \texttt{SWAPARR} = \texttt{10} \ \texttt{SWAPARR} = \texttt{10} \ \texttt{NORTHOUS} = \texttt{10} \ \texttt{10} \ \texttt{10} \ \texttt{10} \ \texttt{10} \ \texttt{10} = \texttt{10} \ \texttt{10} \ \texttt{10} \ \texttt{10} = \texttt{10} \ \texttt{10} \ \texttt{10} = \texttt{10} \ \texttt{10} \ \texttt{10} = \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} = \texttt{10} \ \texttt{10} = \texttt{10} =$ Database Operations > <u>Initialize New Schedule</u>

Initialise Season Initialise Season is a multi-process function, which creates the new season ◆s schedule, whereas Capy from Previous requires that other steps have been completed already. To initialise the new schedule, select View | Database Operations | Initialize New Season | Initialise Season. The prompt has the following options: Season Enter the season to create. Airports Select the airport(s) to create for which to create the new schedules. Use Permitted Reason Codes If baseline was used in the previous equivalent season the coordinator can mark the records as N80/MU in the baseline before using initialize season. If the checkbox is checked any reason codes in the Permitted SHL. Codes table will not be changed in the new schedule. Include Y and Z Service Type If the checkbox is ticked records with these service types will be copied to the new schedule.

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Copy Settings from previous season

If enabled the settings from the previous season will be copied.

Note: You should review the settings and change as required for the correct pre/post scc message handling procedures.



From / To Flight

To copy all flights, leave the From/To flight boxes blank. To copy a range of operators enter the operator code to begin at in the From Flight and the last operator code in the To Flight, flights within this range will be copied to the SHL schedule and overwrite the existing records for the range specified.







This process will:

- 1. Create the new season, if the season already exists, a warning is given.
- 2. Create a new live flight branch
- 3. Copy the live resource set from the previous equivalent season
- 4. Make a new airport, season dependent settings copying from the previous equivalent season (AMP filters will not be copied)
- 5. Perform the same actions as done by Copy from Previous



After Initialise Season is run, check and adjust the copied resource set as required.

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Database Operations

Initialize New Schedule

When preparing the SHL for a season the coordinator has to roll forward the schedule from the previous equivalent season (summer or winter).



There are four functions available:

<u>Initialise Season</u> **♦** This function does everything that Copy from Previous does but includes the pre-requisite tasks.



<u>Copy from Previous</u> ♦ This function will copy the schedule from the previous equivalent season Baseline schedule or SHL branch (see <u>Create SHL Branch</u>) if it exists; otherwise the previous Live schedule is copied.



SHL2 to SHL • The function is used when Create SHL Branch has been used (a basic and very manual version of a baseline) and is run after Copy from Previous.



Compress and Generate SHL • The function runs Compress Schedule and Generate SHL in one operation.

More:

Initialise Season

Copy from Previous

SHL2 to SHL

Compress and Generate SHL

Installation



This installation guide is primarily aimed at IT staff installing the SCORE system, it should also be noted that there are some settings in the SCORE server configuration file, where the coordinator should decide how the system should run.



The coordination specific settings are not part of this installation guide but many are referenced here and in the help topics within SCORE.



It is assumed that the PC or laptop meets the minimum System Requirements. A Check list for First Time Complete Installation is included in this guide for your convenience.



The SCORE system is a server and client based program, which can be installed as

���� A standalone system on a single machine such as a PC or laptop

����� On a network as a server program with multiple user�s / clients connecting to the server

More:

System Requirements

Check list for First Time Complete Installation

SCORE Database

SCORE Server Program

SCORE Client Program

ADM Client Program

Message Integration (Email & Type B)

OCS Module

Slot Monitoring Module

Replicate Module









Replicate and Replicate Adm Operation Manual

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Introduction

The replicate clients way of operation has been changed significantly from SCORE version 6.10.5.3.

It has initially been designed to run as a GUI application. In addition, it used to store its state in a file called replicate.dba. Furthermore, each replicator used to accountable for administration of its own airport/seasons. This solution had the following disadvantages:

••••• •• Inability to administrate airport/seasons while replicate.exe is running as a service without stopping the service. This used to be done by stopping the service, starting the replicate.exe as a GUI program, performing administration, stopping GUI and starting replicate as service once more. As it can be seen, this used to be very inconvenient way of replicate administration.

����� Recovery inability �� if the disk of the replicator ��s physical host crashed, the replicator would not have been able to recover.

From SCORE version 6.10.5.3 each replicate service is storing its state in the SCORE database and it is administered via a single application called the Replicate Admin client. This solution allows the replicate client to run as a service and to be administered at the same time. Another advantage of this solution is that a replicator running on machine A can easily be recovered to a new machine A. This could be useful if e.g. physical machine A completely crashes.

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Introduction to SCORE

This reference manual describes the functional options available in SCORE and has been closely structured to the layout of the menu items in SCORE.



A PDF version is available to download from the PDC FTP site.

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When describing a menu item in this manual, it is shown using *italic* font and $\langle \bullet \rangle | \langle \bullet \rangle$ to distinguish between levels.



The user interface of SCORE makes use of multiple windows to display each area of SCORE. Most of the areas are displayed using a view, if no views have been defined then a default view is used which includes all available fields.



When a window is opened where the user can create a view, it is created from the *Options* | *Define View* menu. The process of defining general views is the same for each area, to learn more about creating a view see <u>Customise and Define a Flight View</u>.



When a window is open the view can be customised using *Options* | *Customise View*. To save any changes made during this process, select *Options* | *Save View*. See <u>Customise a View</u> for more details.



General Principles

To create a new record or item in a view press the INSERT key on the keyboard or select Edit | New Record.

To delete a record, select the record(s) and press the DELETE key on the keyboard or select *Edit* | *Delete Record*.

To edit a record, select the record and press ENTER or select *Edit | Edit Record* or double left click of the mouse.



Date Tool Principles

Where a date is required to be input the following key shortcuts are available (type the letter and then tab away).







Drag and Drop

Drag and drop when enabled in the **Setting** is supported by the browsers in these cases:

����� Copy within the same kind of data (airport to airport for instance) and from a Schedule Editor to Message-In/Out

����� Move between Message-In/Out/Pending

����� Copy from Archive to Message-In, and with Ctrl-down between Message-In and Message-Out

����� Add from Schedule Editor to Change Screen

����� Within the resource Editor (when specifically enabled)



Tooltip

By hovering over data in a table, many of the fields will show a tooltip of information, for example hovering over an operator code would show additional information such as ICAO code and name if available.

More:

Session Log

Rollback Register

Agent Performance Log

Flight > Schedule Editor

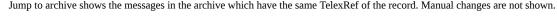
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Jump to Archive

The TelexRef field shows the reference of the last message, which is not the result of fragmentation.

If the last change is a manual change, then the TelexRef field will be updated to �Manual�.







Note: This is not all history of all messages, just the last message. To see all history of changes, use Flight History Report



From version 6.12.7.4:

The menu option 🕏 Jump to archive 🕏 has been improved. Before it would use only the telex reference of the selected flight. Now first a flight history report will find all relevant flights in the background, collect all the relevant telex references, and use these to open the archive showing these messages only.

Appendix � Quick Reference Lists

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Keyboard Shortcuts

Screen	•	Shortcut	Function
Basic	•	Ctrl +� P	Print
•	•	Ctrl +� X	Cut

Ŷ	�	Ctrl +� C	Сору	
•	•	Ctrl +� V	Paste	
•	•	Ctrl +� Tab	Toggle between windows in the	
•	•	Ins	application Insert/Add (new record)	
•	•	Del	Delete	
•	•	Enter	Edit	
•	•	Ctrl + F4	Close individual window within SCORE	
•	•	Alt * + * F4	Close application	
•	•	F5	Refresh	
•	•	•	•	
Schedule			Find item in selected column	
Editor	•	Ctrl + V I		
•	•	Ctrl + F	Find flight	
•	•	Shift + Ctrl + F	Find flight advanced	
•	•	Ctrl + M	Fragment record	
•	Note	Ctrl +� N	Edit	
•	Offer	Shift + A	Accept	
•	•	Shift + P	Accept; Keep requested times	
•	•	Shift + Z	Decline	
•	Add to change screen	Ctrl + H	Add to change screen	
A	A	Ctv1 . F	· ·	
•	Q	Ctrl + E	Edit Fragmentation	
Change Screen	♥ Edit	Shift + Ctrl + C	Delete fragmentation Copy cell	
•	•	Shift + Ctrl + V	Paste cell	
•	Options	Ctrl +� M	Commit	
*	•	Ctrl +� S	Test	
Ŷ	•	Shift + Ctrl + S	Test all	
Ŷ	•	Alt� +� X	Cancel	
Ŷ	•	Ctrl + ♦ F	Fragment	
Ŷ	•	Ctrl + ♦ G	Merge	
•	•	Ctrl + ♦ H	Slotsearch	
•	•	Ctrl +� W	Slotswap	
•	•	Shift + Ctrl + W	Swap Arr/Dep	
•	Options/Actioncode	Ctrl + K	Swap Arr/Dep	
•	•	Ctrl + 0	0	
•	•	Ctrl + P	0 P	
•	•	Ctrl + T	T	
•	•	Ctrl + U	U	
•	•	Shift + Ctrl + 0	Toggle HUO/XUO	
•	•	Ctrl + R	Remove O line	
•	•	Shift + Ctrl + X	Toggle K/X for blocking slots and H/X for baseline records. Requires OCS	
A	Options/Note	Ctrl + A N	and/or enterprise module	
*		Ctrl +� N	£dit note	
Message In	Options	<pre>Ctrl +♠ F</pre>	Search	
•	•	Shift + Ctrl + F	*Search Again	
•	•			
•	•	Ctrl + H	Handle request (add to changescreen)	
•	•	Ctrl + L	View Log	
•	•	Ctrl + I	Find Item	
Manage Out	Ontions	Ctrl + E	Edit sender	
Message Out	Options	Ctrl + S	Send Message Search	
	<u> </u>			
Ŷ	•	Shift + Ctrl + F	Search Again	
*	•	Alt + S	Add SI/GI View SI Note	
•	•	Ctrl + C		
♦ Mesaage	•	Ctrl + V I	Find item in selected column	
Pending	Options	Ctrl +� M	Move to In Register	
•	•	Ctrl +� F	Search	
•	•	Shift + Crtl + F	Search Again	
•	•	Ctrl +� L	View Log File	
•	•	Ctrl +� I	Find Item	
Archive	Options	Ctrl + F	Search Again	
•	•	Shift + Ctrl + F	Search Again	
	A	a	Find itom in oclastic 1.	
•	•	Ctrl + V I	Find item in selected column	

Report > Flight Report > Group

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Layout

If the output of a report is to a message area of score, predefined headers and footers can be added. Select the header and footer as required.

Headers and footers are created in the following table $\textit{View} \mid \textit{Simple Maintenance} \mid \textit{Header/Footer}.$

Constraints > Parking > Creating a Parking Constraint

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From release notes, more to come!

Link Gate Area

❖

To allow the user to specify the order in which link gates are used, a �Link gate area� tab has been added to the parking constraints.

The **\$\Phi\$**Link gate area **\$\Phi\$** is only used if link gate pools are defined.

The �Link gate area� is like �Swing gate area�. In the General tab (to the left), the user selects two terminals, and in the tab to the right, the user selects the stands (not groups as for swing gates) and orders them.

 $When allocating \ linked \ flights \ with \ different \ terminals, \ flights \ with \ departure \ Terminal \ 1 \ flights \ will \ be \ preferred \ on$

the stands ordered from the lowest to the highest number, and flights with departure Terminal 2 will be preferred on

the stands ordered from the highest to the lowest number.

If there is space on the link gates after the flights with different terminals have been allocated SCORE uses the stands for allocating full Terminal 1 flights and full Terminal 2 flights, again using the preference described above.

�

<u>Enquiry</u> > <u>Parking Gantt</u> > <u>Parking Gantt Allocation, Linking & Other Information</u>

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Linking

Before any flights are allocated to the parking Gantt, SCORE tries to create linked flight bars for all flights, which are not linked in the schedule. This is done in the following manner.



Flight Link Table

Using the Flight Link table, it is possible to specify links by flight number (operator and service number) and period. If there is data in this table then the parking Gantt will use this table for linking flights which are not linked in the schedule.



When linking the remaining unlinked flights, ensure that the Setting Parking Parking Make dynamic links is enabled. The parking Gantt uses these rules:



- 1) �� � The arrival and departure flight must have the same operator or be in the same group in the Parking Links Operator Group table.
- 2) �� The arrival and departure must be the same aircraft type or aircraft type group. This option is defined in the Setting table there is a setting called �In parking Gantt, pair arr and dep by actype or actype group �.
- 3)��� Set the other parking linking <u>Setting</u> as needed



Linking is done in sweeps. In all sweeps, flights have to respect minimum ground time to be linked, but with each sweep the allowed maximum ground stop is increased:



User defined sweeps is in the <u>Parking Linking Sweep</u> table after which linking sweeps are then:



Next Sweep) maximum ground stop is one day, accept links across midnight



Subsequent sweeps, with each sweep, the maximum ground stop is increased by one day, until the Maximum number of turnaround days in parking linking is reached.

The maximum number of days is set up in the ADM client Setting Maximum number of turnaround days in parking linking , the default is seven.

Guides > At Historic Baseline Date

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Live Schedule only

Users opting to use a live schedule only can create the slot monitoring results table at this time.

·
Note: Users with the enterprise module, which had previously used the slot holder fields, are advised to set the slot holder fields to blank using the <u>Bulk Change</u> function.
Guides > Preparing a New Season & SHL
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
Live Schedule only - SHL Preparation

To create the slot monitoring results table use the <u>Calculate Use it or Lose it</u> function.

Ensure that the steps in Preparing a New Season & SHL have been completed already before proceeding with the steps in this topic.



The following is a guide to creating the new season and the SHL where only live schedule was used in the previous season. These are recommended steps but may need to be altered to take into consideration any local practices. For further details on each menu function or option, refer to the relevant sections in the manual.



Overview of steps:

- 1. Compress schedule
- 2. Manually add the SHL codes to records & edit schedule
- 3. Generate SHL
- 1. Compress Schedule

Compressing a schedule is the process of adding back the gaps in schedule records which have been cancelled. The process also removes records which do not form a recognisable series of slots

There are two parts to compressing a schedule:

- a. Compression Setup
- b. Compress schedule

Before compressing a schedule, the compression setup options must be checked / configured.

See Compress Schedule Setup

It is recommended to run the compression multiple times with ever increasing settings for the min week period and max empty week span up to a maximum of 5 (min week period) and 4 (max empty week span) i.e. a suggested practice is to begin with 1 and 1, then 2 and 1, then 2 and 2, then 3 and 2, then 4 and 3, then finally 5 and 4.



If the schedule is not so fragmented then the compression could be once using the 5 (min week period) and 4 (max empty week span) setting.



After each compression set up the compression can be run

See Compress Schedule



2. Manually add the SHL codes to records & edit schedule

After the compression, the schedule records should be manually edited as required and the SHL codes (N80 and MU) added as applicable. During the compression some records may already have had N80 added, this is because the compression has calculated that there was more than 20% gap in operation.

During this process the slot monitoring results table cannot be referenced automatically by SCORE as the new live schedule is not easily comparable with the results table. Users must manually reference the slot monitoring results table and then edit the schedule as required.



Users wishing to have automatic coding of SHL records should consider using the SHL branch or historical baselines (requires enterprise module).



3. Generate SHL

Generate the SHL messages

See Generate SHL



Advanced Slot Monitoring > Load Actuals

Actual files can be loaded as a batch job. Refer to <u>Report Automation</u> for basis of creating ini files for automation.

The command is:

•

♦ [COMMAND]

 ${\tt CMD=LOADACTUALS~AIRPORT=TST~PATH=c:\SCORE\Program\batch\loadactuals}$

LOGPATH=c:\SCORE\Program\logfiles\loadactuals�



The batch job will try to load all files with extension ACT, DAT, CSV, TXT and XML found in the given path. If successfully loaded the actual file is deleted.



It is not required to use season in the command, the season will be determined from the scheduled or actual date of records in the file.



In case of errors a message is put in the Inbox with the sender as SCORECMD and a description of the errors encountered. There are three types of errors:

- i. Fatal: The actual file cannot load, if it has inconsistent airport/season information or has been matched. Actual files with these errors are renamed with extension "fatal" and thus not deleted.
- ���� Some actual lines had field errors; but were loaded. A description of the field errors is found in the log file for the batch job.

Load Actuals

The slot monitoring process requires the actual flight operation details to be imported in to SCORE before the matching process can be begin.



To import the actual operated details in to SCORE, Select *Slot Monitoring* | *Load Actuals*,



Select the airport, season and file to be imported.



During the import process any lines of data with incorrect syntax are written to an error file. The error file uses the same name and the original file but has an •• .err• extension. The session log will report any errors found with the data, which should be investigated before continuing to the matching process.





To configure SCORE to write all errors to error file instead of the session log set the **\PhiLOAD_ACTUALS_WRITE_ALL_ERRORS_IN_ERROR_FILE \Phi** setting in the ADM settings table to yes.



Tip: Lines of data for date already matched cannot be loaded, an alternative method is to use the insert option then move to flight option in the actuals table.



Lines of actual data in the error file should be corrected as a new file and then repeat the steps to load the correct lines. It is not necessary to reload the original file.



Special attention is required to the lines reported as duplicate flights, to view or edit these lines see Slot Monitoring Actuals.



The records are loaded in the slot monitoring actual table, where they can be viewed and/or corrected if any errors or adjustments are required.



Also see Slot Monitoring Actuals.



More:

Load Actual File as a Batch Job

Load actuals and move to flight...

This function may be used when loading actuals has been forgotten for a few dates in the past.



Load slot monitoring actuals for a date range earlier than the last date that has been matched. The data for the date range is loaded and then moved to slot monitoring flight after which the records can be matched manually.

Select File \mid Load actuals and move to flight...

Load Factor

NOTE: If a paxflow constraint has <u>Load Factor Group</u> selected then the load factors defined here in the resource editor are not used for the constraint. For reports the load factors defined here will be used.



The load factor pane is where passenger load rules can be defined. This is required when using passenger flow (paxflow) constraints, if no load factors are defined SCORE uses 0%.



To add or edit load factors, first select a resource in the resource pane of the resource editor, then to add a new load factor rule select Options | Load Factor | New.

To edit a load factor select *Edit* | *Edit Record* or double click on the constraint.

To delete a Load Factor select *Edit* | *Delete Record* or press Delete.



Multiple load factor rules can be created for a resource by applying a usage filter and allocation order.



From Date & To Date

Load factors can be defined by date range i.e. higher loads during peak periods. Enter the date range to apply the load factor.



From Time & To Time

Load factors can be defined by time range. Enter the time range to apply the load factor.



DOOP

Enter the days of operations to apply the load factor.



Allocation Order

When creating multiple load factor rules, the allocation order number sets the order in which load factors are applied. Set to 1 if only one load factor is required.



Usage Rule

When creating multiple load factor rules, usage rules must be created, click Edit to define the usage rule with the filter editor.



Arrival

The arrival load factor is the percentage of passengers, that will terminate their journey at the airport.

Enter the load factor as a decimal to be used for arrival flights i.e. for 90% enter 0.9. The valid entry range is 0 to 9.99.



Departure

The departure load factor is the percentage of passengers, whose journey originate from the airport.

Enter the load factor as a decimal to be used for departure flights i.e. for 90% enter 0.9. The valid entry range is 0 to 9.99.



Transfer

The transfer load factor is the percentage of passenger from an arrival flight, that will proceed through a transit point in the airport.

Enter the load factor as a decimal to be used for the arriving transfer passengers i.e. for 40% enter 0.4. The valid entry range is 0 to 9.99



Note: It is not required to create a zero-load factor rule for service type with no passenger seats, this is set in the service type table.

Transfer and departure or Transfer and arrival, load factors do not have to add up to 100%, though they are likely to add close to the aircraft load factor.



Tip: Copy and paste can be used, $Edit \mid Copy$ or press Ctrl + C, then $Edit \mid Paste$ or press Ctrl + V.



Maintenance > Simple Maintenance > Pax

Load Factor Group

NOTE: If a paxflow constraint has <u>Load Factor Group</u> selected then the load factors defined here are used for the constraint however for reports the load factor defined in the resource editor are used.



General Tab

Name

Enter a name for the load factor group, this will be visible from the selection list in Paxflow constraints.



Airport

Select the airport the load factor group applies to (required).



Description

Free text field not used by score elsewhere.



Valid from

The load factor group with the latest valid from date will be used going forward.



Load Factor Details Tab

From Date & To Date

Load factors can be defined by date range i.e. higher loads during peak periods. Enter the date range to apply the load factor.



From Time & To Time

Load factors can be defined by time range. Enter the time range to apply the load factor.



DOOP

(Required field) Enter the days of operations to apply the load factor.



Allocation Order

(Required field) When creating multiple load factor rules, the allocation order number sets the order in which load factors are applied. Set to 1 if only one load factor is required.



Usage Rule

When creating multiple load factor rules, usage rules must be created, click Edit to define the usage rule with the filter editor.



Arrival

The arrival load factor is the percentage of passengers, that will terminate their journey at the airport.

Enter the load factor as a decimal to be used for arrival flights i.e. for 90% enter 0.9. The valid entry range is 0 to 9.99.



Departure

The departure load factor is the percentage of passengers, whose journey originate from the airport.

Enter the load factor as a decimal to be used for departure flights i.e. for 90% enter 0.9. The valid entry range is 0 to 9.99.



Transfer

The transfer load factor is the percentage of passenger from an arrival flight, that will proceed through a transit point in the airport.

Enter the load factor as a decimal to be used for the arriving transfer passengers i.e. for 40% enter 0.4. The valid entry range is 0 to 9.99

<u>Workspaces</u> > <u>Workspace</u> > <u>Define</u>

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Load from File

To load a workspace definition from a .scoreView file, from the workspace define views table select *Edit* | *Load from File* and then select the .scoreView file to load.



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Local Time

While the change screen is opened, it is possible to switch the display of timings between UTC and Local time.



To switch between local time and UTC, select $Options \mid Local\ Time$ or press Shift + Ctrl + L.

<u>Introduction to SCORE</u> > <u>File</u>

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Local Time or UTC

This menu doesn t apply to the next generation client, instead see <u>Local Time / UTC</u>.

When the local time option is enabled, all views that are subsequently opened will be shown in local time. • Local time views are highlighted with a coloured Local Time bar.

Description: LocalTimeView



Note: When enabling or disabling the local time function the existing views continue to work in the mode originally opened with.



Note: Some customers may have elected to have a local time database; in this case the Local Time option is replaced with a Show in UTC option.

<u>Flight</u> > <u>Schedule Editor</u>

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Local Time / UTC

Next generation client only.

To switch to the editor to local time, select *Options* | *Local Time*, Users with a local time database will can switch to UTC by select *Options* | *UTC*.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Low Priority

In some regions there are regulations, which specify an operator should be treated with lower priority because of previous actions or behaviour. The low priority table is used to enter details of the operator and time periods where flights should be marked as low priority. When a flight is processed within the specified time period, the vow priority field is marked as VES SCORE does not perform any other actions.



To view low priority, select View | Advanced Maintenance | Low Priority.

To add low priority details, select *Edit* | *New Record* or press Insert.

To edit low priority details, select Edit | Edit Record or double click



Description: LowPriority



In the above screenshot any flight for operator XXX between 0700 and 0900 for airport ZZZ, season W11 is marked with low priority.



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Maintenance

The maintenance area of SCORE consists of simple maintenance and advanced maintenance.

More:

Simple Maintenance

Advanced Maintenance

Report

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Maintenance Tow Report

Requires Parking Module



In the Parking Gantt Mouse Options, there are the options to manually select an unlinked flight bar and set to/from maintenance.

The Maintenance Tow report shows a list of flights, which have parking maintenance tows.

The report shows the following information:



This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Maintenance & Upgrade

This section is primarily for IT support staff performing upgrades and maintenance of the SCORE system. Please note that back up procedures for SQL databases are not included in this guide and you should consult the documentation/procedures supplied with your version of Microsoft SQL Server.

More:

SCORE Server Upgrade

SCORE Client Upgrade

OCS Upgrade

Database Upgrade

Database Backup

Compress Messages

Advanced Slot Monitoring

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Manual Flight Match

There may be some records, which the automatic matching of operated with coordinated cannot be matched and will require manual matching.



All slot monitoring matched or unmatched data, is stored in the slot monitoring flight table. The manual flight match window is two slot monitoring flight table views joined together. Before beginning the manual flight match process it is recommended to create two views, one view using fields to show operated details and the other view to show coordinated details.



To manually match, select *Slot Monitoring* | *Manual Flight Match*, then in the following prompt select the airport and season. If this is the very first time of using the manual flight match, a default view or an unwanted view might be selected by default, click Ok to continue.





The manual flight match window is spilt in to two panes, the left pane is the unmatched operated pane and the right pane is the unmatched coordinated pane. To change the view assigned to each pane, click anywhere in the pane to change, the select the view from the *Options* menu. SCORE remembers the last view used on each pane.



When viewing records in the manual flight match window the following functions are available;



Note: Although the function to add/edit/delete is available, it is not a recommended process in the manual match or slot monitoring flight table. If the operated detail was missing in the actual file and the matching process has already taken place, then it is recommended to add a record to the slot monitoring actual table and then select the option move to flight.



Insert Record

To insert a new record, select *Edit* | *New Record* or press Insert.



Edit Record

To edit a record, select *Edit* | *Edit Record* or double click.



Delete Record

To delete a record, select *Edit* | *Delete Record* or press Delete.



Match

To match an unmatched operated record with an unmatched coordinated record, select one record from each pane, then select *Options* | *Match* or press Ctrl + M. The status field of each record is assigned a matching id number. At this time the records are still unmatched until the commit option is used.



Unmatch

If the commit option has not been used yet, then the records which have been assigned a matching id number can be unmatched. The status is changed to �U� to indicate unmatched.

To unmatch records, select Options | Unmatch or press Ctrl + U.



Mark Matched

Mark matched is a function, which can mark unmatched coordinated records as matched if there are no operated details.

This function could be used when it is known a flight operated but for unknown reasons the operated information is not available or unknown. The status field is marked as MM until committed

To mark a record as matched, select *Options* | *Mark Matched*.



Note: When the mark matched is used SCORE is unable to calculate the performance fields (off cleared time, off required time and off initial requested time), it will be assumed the flight operated on time.



Remove Mark

If the commit option has not been used yet, then the records which have been marked as matched, the mark will be removed. The status is changed to �U� to indicate unmatched.

Advanced Slot Monitoring

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Match Coordinated and Operated

The match coordinated and operated function is an automated process, which attempts to match the records loaded in the actual table with the coordinated flight record.



To run the automatic matching process, select *Slot Monitoring* | *Match Coordinated and Operated*.





Select the airport, season and the date to which the matching should be completed until. SCORE remembers the date until which the matching process has been completed. When using the calendar to select the to date, dates which have already been matched are disabled.



Tip: It is common that the actual operated data received is in operated time order. This means that a flight delayed to the next day, might not have been included in the data received for a specified period and will be received in the next period file. It is recommended that the To Date selected is minus 1 day to avoid possible unmatched coordinated record for delayed flights.



Once the selection is complete, click OK, SCORE makes some calculations and then shows a dialogue like below.





If the average and smallest number of actual operations looks correct, click Yes to continue, or else click No to stop the process and then investigate the actual data for problems.



More:

The Automated Matching Process

Match Coordinated and Operated as Command

Advanced Slot Monitoring > Match Coordinated and Operated

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Match Coordinated and Operated as Command

The match coordinated and operated function can be set up to run automatically as a scheduled task. Refer to Report Automation for basis of creating ini files for automation.



The command is:

[COMMAND]

CMD = MATCH_COORDINATED_AND_OPERATED airport=<Airport(s)> season=<CURRENT/Past/Season(s)> relative_date = <-9 or DDMMMYYYY>



Before matching, Score will verify that slot monitoring actual records have been loaded. To this purpose, there is a <u>Setting</u> in the ADM client setting table called: Matching: min number of operated on average and on a single day.



This setting has two numbers, the average number of actuals operations per day required, and the minimum number acceptable on a single day.

Score does not run the matching if the actual data loaded do not meet this requirement. The new setting can be set per airport.

The default values are 400 and 400.



The relative date parameter can be replaced by MAX_LOAD_PERCENTAGE_DIFFERENCE with a value (e.g. MAX_LOAD_PERCENTAGE_DIFFERENCE = 10).

When this parameter is used, SCORE will automatically find out which dates should be matched by looking at the loaded actuals and comparing the number of loaded actuals per day with the coordinated flights on the day.



SCORE will not skip any days. If the latest date loaded is 05APR, and the earliest date not yet matched is 03APR, and the difference percentage is too high on 03APR, it will not match anything.

A message is added to IN messages and the archive when matching has been done. The message says which dates have been matched. If nothing has been matched because the difference percentage is too high on one of the earlier dates (03APR example above), the message says so.



Example command:



CMD=MATCH_COORDINATED_AND_OPERATED airport=TST season=W19

MAX_LOAD_PERCENTAGE_DIFFERENCE=10







Note regarding airport data without actual operated time:

In slot monitoring "Match coordinated and operated", if the operated record has actual time is blank, but has a scheduled time and a matching coordinated record (matching on date and scheduled time) can be found, then the resulting slot monitoring flight record will be of type C (coordinated), but to signal that a matching operated record was found, the "Act. Extra" field will be set to "No show". The coordinated records with "No show" will not be shown in "Manual flight match".



Guides > Slot Monitoring

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Matching

- Overview of steps:
 - 1. Load actuals
 - 2. Match coordinated with operated
 - 3. Manual matching
 - 4. **♦** Update use it or lose it & results



1. Load actuals

This is the process to import the actual operated data into the slot monitoring actual table. The process can be repeated for multiple files, however it is not possible to load records with dates that have already been matched. Be sure to pay attention to the session log and the .err file.

See Load Actuals

Note: If there is any issue while importing the actual file or the process is aborted be sure to delete any records, which have been imported before restarting the process otherwise there will be duplicates.

2. Match coordinated with operated

This process matches the coordinated slot with the actual operated record. When running this process, it is recommended to select the match to date as the day before the last date of actuals loaded.

See Match Coordinated and Operated.



3. Manual matching

This process manually matches the coordinated slot with the actual operated record, which could not be matched in the previous Match coordinated with operated process. When matching records, it is recommended to select 10 to 20 pairs of records at a time and commit. Dispensation should be set if necessary, following to the matching process.

See Manual Flight Match.



4. �� Update results

Once matching is completed, run Update results to calculate the usage and performance statistics for matched records. Be sure to pay attention to the session log for any issue found during the process, which should be corrected or investigated.

When running update results, the function will run the update use it or lose it first and then update the results. The update use it or lose it function can also be run separately without updating the full results:

a. Update Use it or lose it

b. Update result



4a. Update Use it or lose it

Use the Update Use it or lose it function to update the use it or lose it number of operations and target for newly inserted records. Ensure to check the session log for errors which need correcting or investigation.

See Update Use it or lose it.



4b. Update Results

Use the Update Results function to update the summarized data in the slot monitoring result table; i.e. number of cancellations, operations, non-operated, counting planned. Ensure to check the session log for errors which need correcting or investigation.

See <u>Update Results</u>

Enquiry

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Matrix Chart

A matrix chart display has the option to show airport capacity utilisation or availability in a grid using colour codes and numeric values. Some pre-defined views are included with SCORE.



To view an enquiry matrix select $\textit{View} \mid \textit{Enquiry}$, then an enquiry.





P				
Session:	Select a session or click New t	o open a new session	l.	
Resource:	Select a resource to populate the			
Constraint:	Select the constraint(s) to view. Enquiry views can be defined to be single or multiple			
	constraints, see <u>Define a New Enquiry</u> .			
	When choosing Runway (custom) or Paxflow (custom), Time Span and Rolling Interval			
D 111'	are enabled.			
Rolling constraint:	The rolling constraint option is enabled when a rolling constraint is selected.			
Consti anit.	For information about rolling constraints see <u>Constraints</u> and <u>Enquiry</u> .			
	To importation about forming constraints see onstraints and impair.			
	•			
Show	When the checkbox is not selected and when testing one or more lines in the change			
difference on	screen the enquiries will automatically update to reflect the values of the tested changes			
test:				
	•			
	When the checkbox is selected, the enquire matrix show the differences between the old			
	and new values.			
	•			
	The careenshets below shows the results of shanging a flight from 0000 hour to 1000			
	The screenshots below shows the results of changing a flight from 0900 hour to 1000 hour and only part of the season.			
	nour tine only part of the sease	711,		
	Original Cha	ange Test	Show differences	
			·	
	•			
	This feature is useful when handling large messages.			
	This feature is useful when handling large messages.			
	In "show differences" mode, only cells that are affected by the tested changes will show			
	the normal background colour, all other will be shown as undefined. This makes it easy			
	to see which slots are affected by the changes.			
	Further if the Enquiry is showing availability or utilization, the numbers displayed will			
	Further, if the Enquiry is showing availability or utilization, the numbers displayed will be the net difference. When the change screen is closed the Enquiry will change back to			
	normal mode.			
	•			
Filter on			perator is specified, then enquiries w	
Operators	only show these operators contribution to the selected			
	constraints. Availability and colour coding will show status, as if selected operators were			
	the only flights in schedule.			
Date:		ek to look at, and sta	art date. Select the date scale in the	
	Step option 1 day, 1 week, 2 weeks etc. In the matrix, to display the next day press Page			
	Dn or press Page Up for the previous day.			
Time:	Select the Type of Time for the calculation:			
	•			
	•			
	Cleared	Cleared time		
	Required	Required time		
	InitRequired	Initially requested	time	
	Historic	Historic time		
	Actual		he advanced slot monitoring module	
	Actual			
	Actual		ne aavaneea soot montoring moual	
	Actual	•	are an entered over mountaining mounts	
	Actual		are an energy and an energy and an	



Enquiry > Matrix Chart

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Matrix Options

When an enquiry matrix is open the following options and functions are available.



Drill Down

To see the flight records behind a cell, double click on a cell and then select the flight view to display.



For rolling constraints when drill down on a max roll view, the schedule editor shows the flights for the selected cell and the time range applicable is shown in the tittle bar of the schedule editor.



In Paxflow with passenger profile, the session log also shows details about the contribution for each flight. The detailed information is Airport/Season, Constraint, Date, Time, and for each flight in the cell a line for each of the slots that the flight uses.

The lines contain information about the flight mode (A or D), the flight number, the time, the total number of load factored seats, the percent of passengers arriving or departing in the slot, and the number of seats in the slot.



Example:

Paxflow profile information for ZZZ/S18 PAX NON-SCHENGEN on 05APR2018 1305

Arr/Dep�� Flight� Time LoadFactoredSeats ProfilePercent SeatsInSlot



Copy to Clipboard (Ctrl + C)

To copy the matrix as an image to the clipboard, select *Edit* | *Copy to Clipboard*.



Export Enquiry

To export the matrix data values to a file or the clipboard for a specified date range, select File | Export Enquiry.



Print

To print a matrix, select File | Print. When printing there is the option add a header/footer, fit to page and to select the date/time range to print.



The following options are available from the *Options* menu.



Customize Current





Limit

Apply the colour scheme based on the absolute limit, the warning limit or show overload as full (OCS view)

When show overload as full (OCS view) is selected, in the same manner as OCS slot availability pages, overloaded cells have the same colour as full cells and ���� is displayed.

A

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Maximum Ground Time

For flight in turnaround format it is possible to create rules for the maximum time permitted on the ground. Coordinated airport and maximum ground time is required and there is the option to further define rules by operator and/or aircraft type.



Messages where ground time exceeds a rule are not processed automatically. When processing manually, a warning dialog is displayed.

To create maximum ground time rules select View | Simple Maintenance | Maximum Ground Time.

To create a new rule, select Edit | New Record or press Insert

To edit an existing rule, highlight the record to be changed then select Edit | Edit Record or double click



Select the airport

Operator

Airline designator (optional)

Aircraft Type

Aircraft type (optional)

ST

Select the service type or blank to apply to all

Valid From

Select the date the rule is valid from

From Time:

Add time from when this Max. Ground Time is valid

To Time:

Add time till when this Max. Ground Time is valid



Max. Ground Time

Maximum ground time in minutes



Disregard for overmidnight flight

When enabled flights with overnight indicator will be ignored

When SCORE evaluates defined rules, the first priority is the specific rule i.e. has operator and aircraft type. Next SCORE evaluates more generic rules. In the case of the above screenshot, only operator AA with aircraft type CRJ is restricted to 60 minutes, all other records are restricted to 120 minutes.



If no max ground time fits the flight SCORE then checks Score server.ini file in the [MAX_GROUNDSTOP] setting where default maximum ground time may be defined for airport, season.

<u>Flight</u> > <u>Change Screen</u>

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Merge

To merge records together in the change screen, select the records using Ctrl + Click and then select *Options* | *Split and Merge Actions* | *Merge* or press Ctrl + G.



If records cannot be merged, an information message shows which fields are preventing the merge.





<u>Flight</u> > <u>Change Screen</u>

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Merge Blocks

To merge blocks, select a number of separate change/revise blocks then select *Options* | *Split and Merge Actions* | *Merge Blocks* or press Ctrl+Q, this will merge these into one change/revise block.



Selecting two C/R blocks will result in one CC/RR block.

Flight > Schedule Editor

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Merge Records

To merge records together, select the records using Ctrl + Click and then select *Options* | *Merge Records* or press Ctrl + G. SCORE then gives the option to merge the records in the change screen Yes/No/Cancel, if additional changes are required click Yes to merge in the change screen, if no additional changes are required click No.



Note: If merging records in the change screen, a message is generated by default. No message is created when merging records without the change screen.



From SCORE version 6 onwards if records cannot be merged, an information message shows which fields are preventing the merge.



Messages > Message Handling

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Message Alert

A message alert is an icon and notification message, which is displayed in the Window s taskbar area when there is a new message in the messages in window.



Users can define their own rules for the message types they want to be notified of. To define a message alert select $\textit{View} \mid \textit{Message Handling} \mid$ Message Alert then select Edit | New Record or press Insert.

To edit a message alert, select Edit | Edit Record or double click a record and then edit the message alert as required.

To delete a message alert, select the alert and then Edit | Delete Record or press Delete.





Enter the text to appear in the notification message

Description

Optional free text description

Message Filter

Click the Edit button to create the filter conditions based on the message register fields.

Flight Filter

Click the edit button to create the filter conditions based on the flight fields.



When the message alert notification appears it shows how many unread messages there are corresponding to the message alert filter.





Unread messages are shown in the message inbox using a bold font (see above).

The status of messages can be changed using the menu item Options | Mark as Read and Options | Mark as Unread for the highlighted records.

Messages > Message Handling

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Message Filter Expression

The Message Filter Expression table allows to create message filters, which can be used multiple times in the Full <u>AMP</u> Configuration, AMP Configuration, Resource Editor tables, Message views, therefore when a filter needs updating there is one central place to update.

To view message filter expressions, select View | Message Handling | Message Filter Expression.

To add a new expression, select *Edit* | *New Record* or press Insert.

To view or edit an existing expression select *Edit* | *Edit Record* or double-click on the expression.

A filter expression cannot be deleted or renamed if it is used in related tables and views.



Filter Expression Name

Enter a name for the filter expression, this will be shown in the insert filter drop drown list of the filter editor and shown in all the usage expressions. Every filter expression must have a unique name.



Flight Filter Expression

Create the filter conditions based on the Message fields.





Messages

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Message Handling

 $All \ users \ with \ basic \ and \ advanced \ \underline{AMP} \ have \ the \ message \ handling \ menu, \ which \ provides \ some \ configuration \ and \ functions.$

Additional message handling functions are also available in the <u>ADM • Administrative Client Program</u>.



More:

Out of Hours

AMP Configuration

Full AMP Configuration

Code T Configuration

Message Filter Expression

Contact

Send Address Group

Holiday

Message Alert

Messages

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Message In / Out / Pending / AutoOffer

To open a message area, select *Messages* followed by the message area (in, out or pending). The message window opens using the last used view, to change to another view select it from the *Options* menu.



Message In • Incoming messages to be handled

Message Pending • Messages which have been moved from In

Message Out � Messages waiting to be sent

Message Auto Offer • Message created during the Outstanding Request Allocation waiting to be sent.



A message window has two panes. The upper pane is a list of messages and the lower pane is a reading pane, which displays the body of the selected message from the upper pane.



To create a new message, select the message box into which the new message is to be created then select Edit | New Record, or use the Insert key on the keyboard.



To edit a message select a message in the upper pane then select *Edit* | *Edit Record* or use Enter on the keyboard or double click on the message. An edit message window will open and the message can be edited.



While the edit message window is open the following keyboard shortcut functions are available;



Keyboard Shortcut	Menu	Description
Ctrl + P	•	Toggle case between upper and lower for selected text
Ctrl + U	•	Switch case to upper for selected text
Ctrl + L	•	Switch case to lower for selected text
F3	Edit Search	Search for text within the edit message window
Shift + F3	Edit Search Again	Search again for the next string text within the edit message window
Ctrl + F3	Edit Replace	Find and replace text within the edit message window
Ctrl + G	Edit Go To Line	Go to a specified line number
Ctrl + Z	Edit Undo	Undo
Ctrl + Y	Edit Redo	Redo
Ctrl + F4	•	Close



More:

Message Options

Search Messages

Installation

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Message Integration (Email & Type B)

This guide describes the set up for the SCORE system to interface with Microsoft Exchange/Outlook and Telex/Type B messages.



The illustration below shows an outline of each application �s function during a typical message flow.







- 1. Incoming messages. The process converts the message to a text file and saves this file in a specified directory on the SCORE server.
 - a. Email messages are read from the Microsoft Exchange/Outlook mailbox using the PDC Mail Service (supports Exchange EWS or Pop/SMTP).
 - b. Type B messages are converted to text files by the SITA SDK program or equivalent.
- 2. The amp.exe application looks for text files messages specified in the amp.ini configuration file where the setting is PATH = (path directory). Note that this must be the same location as specified in item number 1. The message details are then sent to the score server.exe application.
- 3. The score server.exe application receives the message details and saves it in the messages in area of SCORE. The information is distributed from the server to the clients (all clients see the message in their SCORE client messages in area).
- 4. When a user sends a message from their SCORE client, the details are sent to the score server.exe, which creates a text file in the path specified in the score server.ini configuration file.
- 5. Outgoing messages. The process converts the text files to email or type B messages.
 - a. The emails are sent to the mail server by the PDC Mail Service.
 - b. The type B messages are retrieved from the specified folder by the SITA SDK program



More:

AMP Client Program

PDC Mail Service

<u>Messages</u> > <u>Message In / Out / Pending / AutoOffer</u>

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Message Options

When a message window is active there are a number of options available from the Options menu to manage messages, not all the options are available for all of the message windows.



Convert Timezone

Coverts a message to the alternative time zone and is saved as a copy. //LT is added or removed in the header as required.



Note: The menu option will not work for messages, that include lines with "double codes" i.e. message already processed or partly processed.



Copy to In

Create a copy of the message in the messages In area.



Copy to Out

Create a copy of the message in the messages out area.



Copy to Archive

Copy the message to archive.

All incoming messages are archived automatically if the System Parameters Archive All Incoming messages is enabled. This option can be used to copy subsequent changed versions of the message to the archive.



Note: When a manually created message is handled from Message In, it will be automatically copied to Archive, if not already there and Archive all incoming messages is enabled. This will ensure that messages added manually are Archived as soon as they are ready to be handled.



Drag and Drop

 $Moves\ message(s)\ between\ In/Pend/Out.$

If CTRL is held down, then the message is copied to In/Pend/Out.

Dragging record(s) from a schedule editor to:

Messages in, creates an SCR change / revise message.

������� Messages out, creates an SIR message.



Handle or Ctrl + H

Handle a message in to the change screen for processing.



Handle as Post SCC or Shift + H

This option allows a message for the future season to be processed before activating the �End of SCC Preparation� but to be treated as though it is actually activated.



Check and Handle or Shift + Ctrl + H

Not for all users.

Handle a message into the change screen for processing and re-check all constraints.



Generate Automatic Offers

While this option is active, Score will produce offers for all U lines automatically when a message is loaded into the change screen with Automatic Slot Search Options, which has the same details as <u>Slot Search</u> Options. The option is user dependent and will be reset when restarting SCORE.



It is possible to define if one or two offers are to be added. If the setting "Slot search defaults to XUO"

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Messages

There are four working areas for messages:

Message In: Messages for processing (received emails, telex♦s or manually

created)

Message Out: Messages processed to be sent

Message Pending: Messages can be moved to a pending area

Message Auto Offer: Messages created by the Outstanding Request Allocation.

Ŷ

Description: MessageMenu

All Messages received or sent can be viewed by selecting a view of the Archive.

Archive: ����� Data only exists in the archive if the <u>System Parameters</u> is configured accordingly.



Note: The number of messages archived can be large, SCORE limits the number of messages retrieved to the first 10,000. Best practice is to create suitable views for different search criteria

More:

Handle Message

Message In / Out / Pending / AutoOffer

Archive

Send Message

Message Handling

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Minimum Ground Time

For flights in turnaround format it is possible to create rules for the minimum time permitted on the ground. Coordinated airport, aircraft type and minimum ground time is required and there is the option to further define rules by operator and/or aircraft type.



Messages where ground time is less than a rule are not processed automatically. When processing manually, a warning dialog is displayed.

To create minimum ground time rules select View | Simple Maintenance | Minimum Ground Time.

To create a new rule select *Edit* | *New Record* or press Insert.

To edit a record, highlight the record to be changed then select *Edit* | *Edit Record* or double click.

To delete a record, select the record then, *Edit* | *Delete Record* or press Delete



Aircraft Type

Aircraft type (optional if an operator is specified)



Airport

Coordinated airport (optional)



Operator

Airline designator (optional if an aircraft type is specified)



01

Service type (optional)



Valid from

Date valid record is valid from (optional)



Min. Ground Time

Minimum ground time in minutes



Preferred Ground Time

All aircraft types have a minimum ground time need to turnaround, some operators plan their aircraft rotations using the minimum time, whereas other operators may plan longer turnaround times.

When score is linking unlinked flights for the parking constraint, score can look for links using either the minimum ground time or the preferred ground time. This is set in the Parking Sweep table.

The preferred ground time is optional but if defined it must be greater than the minimum ground time.

. •

When Score looks up the minimum ground time or preferred ground time, it looks for a match on fields in this order:

- 1) Aircraft type, airport, operator, and service type
- 2) Aircraft type, airport, operator, and BLANK service type
- 3) Aircraft type, airport, BLANK operator, and service type
- 4)� Aircraft type, BLANK airport, operator, and service type
- 5) Aircraft type, airport, BLANK operator, and BLANK service type
- 6) Aircraft type, BLANK airport, operator, and BLANK service type
- 7) Aircraft type, BLANK airport, BLANK operator, and service type

Flight > Change Screen

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Move all Unable to Top

Moves all unable block(s) to the top of the screen. The option cannot be undone and the generated message returned to the operator will retain the new sort order with all U lines first.

<u>Workspaces</u> > <u>Workspace</u>

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Move Left / Move Right

To rearrange a workspace order select the workspace and then, select *Workspace* | *Workspace* | *Move Left* or *Move Right*.



<u>Installation</u> > <u>SCORE Client Program</u>

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Multi-user / Network Installation

To complete the installation of the SCORE client program you will need:

����� SCORE server IP address or alias name

����� Communication port number as defined in the score server.ini File



There are two methods to create the SCORE client files on users PC \diamondsuit s:

- 1. Using a client setup program
- 2. Manually copying of files from the server



Using the Client Setup Program

A client installation program is available to download from ftp://ftp.pdc.com/airport/score/all/publicRelease/clientInstall.



Run the downloaded �ScoreClientInstaller.exe� program and follow the instruction on-screen.



Note: Some of the screenshots from the process have been omitted below as the only actions are to click the Next or Finish buttons.





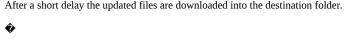
- 3. The installation program provides the option to create shortcuts in the Windows Program menu, here you can specify a folder name where the shortcut will be created.
- 2. Specify the location to install the SCORE client files.
- 4. Go to the score Client.ini file in the directory where the client was installed in step 2. Enter the connection details for the client to be connect to the server.



5. Once the ScoreClientInstaller.exe has completed, a number of files have been created in the folder specified (as shown to the left). These are minimum requirements (for this version of the installer, other client version may be different) to initially connect with the SCORE server, a further update from the SCORE server will be downloaded to the user pc swhen the user connects to the server.



To start the SCORE client, open the �ScoreClient.exe � application. If the client needs an update from the server a prompt such as below is shown, click Yes to continue.



Note: The folder/files can be copied or moved to another location, there is no need to uninstall/re-install.



Manual Copying of Files from the Server

As part of the SCORE server program installation the files which are required for the SCORE client program are also installed. The following steps will guide you through a manual installation.



- 1. Create a folder named such as Score Client
- 2. Copy the files as shown below from the **Score server** program folder to the folder created in step 1

SCORE Version 6



<u>Installation</u> > <u>ADM Client Program</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Multi-user / Network Installation

To complete the installation of the ADM client program you will need:

 ������ SCORE server IP address or alias name

 ������ Communication port number as defined in the score server.ini File



The files needed for the ADM client are already installed in the SCORE server program folder. There are two files needed in addition to the SCORE client Program files, these should be copied to the users SCORE client folder.



Before running the ADM client program, it is necessary to check the configuration. The configuration of the ADM client program is set in the �adm.ini� file.

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Open the vadm.ini file, which was copied from the server and find the section [SERVER].

Your windows operating system may be set to �hide known file extensions�, therefore you should look for a file named �Score client� with the icon like the one to the right.





In this section enter the connection details for the client to access the server.





Additional client settings can be entered in the Score client.ini file, for more details see Score client.ini File.



Running the Score Client Additional client settings can be entered in the vadm.ini file, for more details see Score client.ini File.



Running the ADM Client

To start the ADM client program locate the �adm.exe� and open it.

Your windows operating system may be set to �hide known file extensions�, therefore you should look for an application named �adm� with the icon like the one on the right.

If the client needs an update from the server a prompt such as below is shown, click Yes to continue.

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After a short delay the updated files are downloaded into the destination folder.

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Report

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NAC chart

A Notice of Airport Capacity (NAC) chart provides an indication of hours where a curfew is in place, capacity is close to full and capacity is full.



Indicators:

X Full: �������������� Utilisation >= Capacity

C Close to full: ������� Utilisation� <� Capacity but above �Below Level 1� of the resource set

None of the above: �� Utilisation <= �Below Level 1� of the resource set

To produce a NAC Chart, select *Report* | *Nacchart*. The following window appears:

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Select the airport, season,

terminal and a week.

 $\label{eq:independent} If only one terminal is defined, then the terminal dropdown list shows �All�.$

The report is sent to a

printer.

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<u>Installation</u> > <u>OCS Module</u> > <u>Preparing the Windows Server</u>

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.Net Framework

OCS service and installer requires . NET Framework version 4.5.



Windows 8, Windows Server 2012 and Later versions:

.NET 4.5 is already included in Windows 8, Windows Server 2012 and later versions, therefore no further action is required at this steep.



Earlier versions of Windows:

.NET 4.5 can be installed on some earlier versions of Windows.

To download .Net 4.5 for earlier versions, refer to;

https://www.microsoft.com/en-US/Download/details.aspx?id=30653 or search online for .Net Framework 4.5 and follow the instruction with the download.

Flight > Schedule Editor

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

New Flight

For SCR type records

To add a new record, select *Edit* | *New Flight* or press Insert.





When adding a flight record it is recommended to first enter an arrival operator code and then press Tab to navigate through the fields. Using this method SCORE auto populates some fields and disables fields which are not required.



Tip: In the date fields there are some keyboard shortcuts available. Use **PB** for beginning of season. Use **PB** for end of season. Use **P** for today if in an applicable season.



See <u>Database Fields - Views/Change Screen</u>topic=Database Fields - Views/Change Screen for field definitions.



<< and >>

Use the << and >> buttons to navigate backwards or forwards through records inserted. This can be used as a template to adding additional records.



Press clear to clear all fields.



Slot Search

In the single edit screen the slot search option can be used to view overloads and search for the next available slots. See Slot Search.



See also Constraint Breaches and Warning Messages.



<u>Flight</u> > <u>Schedule Editor</u>

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New General Aviation Flight

If GCR is enabled in the settings table then a new GCR flight can be added using, Edit | New General Aviation Flight or press Ctrl + Insert.

When a GCR is added in REG mode the <u>permission code</u> is required to be entered.



Use the \diamondsuit ... \diamondsuit button to search for permission code based on OCS account, email address or contact name.



See also Constraint Breaches and Warning Messages.

Replicate and Replicate Adm Operation Manual

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

New generation Replicate client

As mentioned in the beginning of this manual, since version 6.10.5.3 the replicate client works in a different way as what it used to.

The main difference with the solution before version 6.10.5.3 is that it stores and loads its state from SCORE so database. This approach required that a replicate client instance is uniquely identified. This is done with the use of a unique ID assigned to each replicate program the first time it is run. The ID is used to identify a replicate program instance. Furthermore, each installation is attempted to be verified when replicate.exe starts up. The installation verification will fail in the following cases:

����� Replicate instance is run for the first time.

����� Replicate instance is run for the first time after an upgrade of SCORE version earlier then 6.10.5.3 to 6.10.5.3 or later version.

����� A copy of replicate instance is taken and the copy is run for the first time.

����� Replicate instance is moved to another location on the same or another computer.

In any of these four cases the installation verification will fail. If the application has not been run with sufficient privileges (run as administrator in most cases) one would see the following message displayed:

Otherwise the following message will be displayed:

One must press OK button and then the Replicate Recognition Dialog pops up.





In this dialog one must select one of the three listed options:

������ Run as a New Instance �� one must select this option if this instance is supposed to run as completely new replicate instance. If this is the intention, then select this option, type in a unique a self-descriptive name in New Replicator Friendly Name field and press OK button. Make sure that new New Replicator Friendly Name makes sense to you and that you can distinguish it among your other replicate instance, because you will recover the replicate service currently set-up if its machine crashes at some point in the future

����� Recover an Existing Service

If an existing replicator so physical machine has crashed, the crashed replicator so data is not lost. It is kept in the SCORE so database. One can recover it by selecting Recover an Existing Service so and select the crashed replicator so friendly name among all existing replicators. NOTE: you need to be absolutely sure that the correct replicator is selected from the Existing Replicator so drop down list.





����� Upgrade From replicate.dba file



Once this option is selected and an appropriate New Replicator Friendly Name is typed in, one can press the OK button highlighted in yellow in the picture just above.

At this point your replicator will be working as it used to work. Please, note that no administration is possible via the Replicate Client so GUI anymore. If addition, deletion, activation or deactivation of an airport/Seson is needed, then perform these actions via the Replicate Admin tool.

Flight > Schedule Editor

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New Out and Back

This add screen creates an unlinked departure and an unlinked arrival (out and back).

The departure is at the top and the arrival at the bottom. The o (over midnight) field is the number of days between the departure and the arrival. The two flights share period (+ specified number of days for arrival), seats and actype.



To add a new out and back flight records, select *Edit* | *New Out and Back* or press Ctrl+Shift+Insert.





See also Constraint Breaches and Warning Messages.

Flight > Schedule Editor

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There are three types of notes which can be added to a record:

����� Short Note ����� Note

����� OCS SI

The short note can be seen in the schedule editor, reports and the singled edit screen.



Note

The short note field is available for editing on the single edit screen of the schedule editor, this is limited to 50 characters.



When there is a �Note� or �OCS SI� assigned to a record the note field displays �*�.



For users with OCS any text, which the OCS user has entered in the SI text box, is saved with the record as the OCS SI. To view or edit the OCS SI note, select Options | Note | Edit OCS SI or press Ctrl + O.

To delete the OCS SI note, select Options | Note | Delete OCS SI.



To view or edit a note, select *Options* | *Note* | *Edit Note* or press Ctrl + N.

To delete the note, select *Options* | *Note* | *Delete Note*.

Flight > Change Screen

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Note

The SI part of a message can be saved with the record(s) or a user can write a note to be saved with records.



Select the $\operatorname{record}(s)$ which should have a note, then;

Select *Options* | *Note* | *Attach SI Note*, to attach the SI to the record.

Select $Options \mid Note \mid Edit \ Note \ or \ press \ Ctrl + N$ to edit or create note with the record.

Select *Options* | *Note* | *Delete Note*, to delete the SI from the record.

Appendix � Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

OCS.ini





Section & Key	Comment
[SERVER]	•
	IP address or server name
HOST = SCORE_SVR	
	127.0.0.1 is the local IP address meaning this pc
PORT = 9000	The port that the server is using as defined in the
USERNAME = OCS	score server.ini communications section Always = OCS
PASSWORD	Not applicable
•	•
[AMP]	<u> </u>
[211]	•
	List of airports where net constraint checking is used.
AIRPORTS_USING_NET_CONSTRAINT_CHECKING =	
AIRPORTS_USING_NET_CONSTRAINT_CHECKING =	If not defined then default Constraint Checking
	Mode is Gross mode.
AUTO_SI_NOTE =	Free text SI note
	Setting for ACL only
DDFLOAD ATDRODTO ATDRODT LTCT	
PRELOAD_AIRPORTS = <airport list=""></airport>	When OCS is started it will preload the specified
	airport sessions for current and future season for both live and baseline (if any)
	Recommended to add this setting (since 64b)
DECTART LIVEN MEN AROUE MR	(original control of the control of
RESTART_WHEN_MEM_ABOVE_MB =	If memory consumption goes above specified LIMIT IN
	MB, clients will restart.
REDUCED_BASELINE_REQUIREMENTS	ACL
•	•
[FULL_AMP]	ŵ
ENABLE OFFERS CROSSING MIDNIGHT	From 6.12.7.x requires latest OCS portal
•	•
<u> </u>	<u> </u>
LOGGING	•
MESSAGE_HANDLING_LOG_FILES_DIR =	Relative path for the logging of SCR messages
SYSTEM_LOG_FILES_DIR =	Relative path for the logging of system messages
•	•
MESSAGE_QUEUES	ŵ
VIPAUTOMATIONREQUESTQUEUE =	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
"private\$\requestOCS"	Address of the message queue used for OCS requests
VIPAUTOMATIONRESPONSEQUEUE =	Address of the message queue used for OCS responses
"private\$\response0CS"	
•	•
[CODE_T_IF_NEW]	•
S20 = LHR	If airport/season combination is listed,
	
W20 = DXB	SCORE will use reply code T and status information
	tag NON-HIST for all new flights.
	This section is checked before
[CODE_T_IF_NEW_AND_HISTORIC]	♦CODE_T_IF_NEW_AND_HISTORIC♦ section.
	•
S20 = ARN, CPH	If airport/season combination is listed,
W20 = OSL	SCORE will use reply code T and status information
	tag NON-HIST for new flights of historical significance.
	Significance.

	This section is checked after �CODE_T_IF_NEW� section.
•	•
[OCS_RETROSECTIVE_CHANGE_AIRPORT_MARGIN]	Airport key. In OCS, this setting is used if defined. Otherwise the coordinated airport ♦ AMP/OCS Minutes Offset from Now for Deletions ♦ field is used.
•	•
[OCSSERVICE]	•
VIEWFLIGHTFILTER =	Enter the name of a filter expression which is used to filter the flight records seen on the View and download screens of OCS.
•	•
[SLOT_MONITORING_RESULT_OFF]	Season key with airport values
•	•
[SYSTEM]	•
TITLE = SCORE LIVE	The name to appear in the title bar of the







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<u>Installation</u> > <u>OCS Module</u> > <u>OCS SCORE Client Program</u>

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OCS.ini File

The �ocs.ini� configuration file is used to set the OCS client parameters, which are loaded when the client program begins. The settings must contain the correct details of the SCORE server for the client to connect to the server program and also the correct details of the message queues to successfully interact with the OCS web service, these are highlighted below.



To create the \circ ocs.ini \circ file, open Notepad, copy the text from the table below then paste and amend as applicable to your installation. Select *File* | *Save As* and then enter the name as \circ ocs.ini \circ and set the Save as type to All Files (*.*) as illustrated below.

The Setting table (SCOER ADM client, View | Advanced Maintenance) vincludes the following OCS specific settings:

```
����� OCS_DEFAULT_TIMING_FLEXIBILITY_RANGE (number of hours)
```

Used for automatic offer search, if no range is entered by OCS user. OCS uses AMP's automatic search for offers, in case the requested time is not available. The time range for this search can be entered manually by the OCS user, but if it is not, offer search will use this default range.



����� OCS_NO_OF_OPS_ALLOWED_TO_BREAK_WARNING_LIMIT

Used in automatic message processing. In OCS message handling, non-series changes are allowed to break warning limits. The setting defines what is meant by a non-series flight, i.e. a flight with no more than the number of operations specified in the setting.



����� OCS_AIRPORTS_USING_OFFER_MESSAGE (list of airports)

The Edit Offers page in OCS enables the user to accept, pend, or decline real SSIM three-day offers. This setting is used to ensure (via a notification in the SCORE Message Inbox) that the coordinator is notified in case the OCS user declines an offer.



Below is a sample ocs.ini file where the text can be copied and amended as required to create your specific ocs.ini file.

```
[SERVER]

HOST = SCORE_SERVER

PORT = 9000

USERNAME = OCS

PASSWORD =
```



% Names of MSMQ Private queues used between this ocs client and the web service score_ocs_service

[MESSAGE_QUEUES]

VIPAUTOMATIONREQUESTQUEUE = "private\$\requestOCS" ♦ VIPAUTOMATIONRESPONSEQUEUE = "private\$\responseOCS" POLLINTERVALINMILLISECONDS = 200 [LOGGING] **♦**MESSAGE_HANDLING_LOG_FILES_DIR = LOG\MSG SYSTEM_LOG_FILES_DIR = LOG\SYSTEM [OCS] $USE_NEXT_SEASON = YES$ SLOT_MONITORING_RESULT_OFF = NO [AMP] AUTO_SI_NOTE = AUTOMATIC MESSAGE FROM OCS AIRPORTS_USING_NET_CONSTRAINT_CHECKING = ZZZ LIMMEDIATE MESSACEI <u>Installation</u> > <u>OCS Module</u> This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 **OCS Message Queues** 1. Open Control Panel

- 2. Select Administrative Tools
- 3. Open Computer Management or Server Management
- 4. Expand the Services and Applications and then Message Queuing
- 5.♦ Right click the Private Queues and select New Private Queue. Enter the name as requestOCS.
- 6. **♦** Repeat step 5 to create a new queue with the name as **r**esponseOCS



7. The two private message queues can now be seen in the right side pane of the Computer/Server Management window. Access their properties using right click and then on the Security tab set Everyone to have Full Control





For heavily loaded coordinator environments, the OCS Service supports additional request queues,

dedicated to requests for specific airports and seasons and handled by separate OCS clients. This can be configured in the OCS service web.config file, please contact SCORE Support for further

information.

Installation

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OCS Module

The instructions in this guide are based on an installation using Windows 10 Pro, other versions of Windows may require deviation from this guide or referring to Windows documentation online.





The tasks involved in setting up the OCS module from a technical view are:



Networking

Receiving SSL certificate from PDC



Server Software

- Install and configure Microsoft Message Queues
- Install the OCS web service
- ♦ Install and configure the OCS client program



Prerequisites

The following are required before the installation of OCS can be completed:

- * * * * * * * * Provide PDC with the details of the external public IP address or the fully qualified Domain name to reach the server. This is not the same as the internal (private) IP address. Once received PDC will prepare an installer issue an SSL certificate for the server.
- ** The server must be accessible from the OCS Portal (hosted in Denmark). The portal must be able to access the OCS Web service. This will require configuration of your firewall to allow the IP range 86.58.129.32/27 (OCS Portal) through the port number used to access your SCORE OCS Service.

More:

Preparing the Windows Server

OCS Message Queues

OCS Web Service

OCS SCORE Client Program

<u>ADM • Administrative Client Program > ADM • Advanced Maintenance</u>

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OCS Outage

The OCS Outage table is used to configure an outage message displayed on OCS during maintenance which requires SCORE shutdown.



To view the outage message, select View | Advanced Maintenance | OCS Outage.

To edit a record, select Edit | Edit Record, or double click.

To delete a text setting, select *Edit* | *Delete Record*, or press Delete.



Message from date/time

Enter the start date and time of OCS outage.



Message to date/time

Enter the end date and time of OCS outage.



Frequency

Select frequency to display the outage message from the following list:

Every fourth week, Every second week, Only Once (default), Weekly.



Message

Enter the message to display during the outage.

It is recommended to specify the outage in UTC in the message such as "The service is down for outage between 10 and 12 UTC on December 12th" or if using a frequency "The service is down for outage on Monday between 10 and 12 UTC".



<u>Installation</u> > <u>OCS Module</u>

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OCS SCORE Client Program

The OCS SCORE client program is a SCORE Client Program running in OCS mode instead of a standard user. The OCS clients pick up messages from the Microsoft Message Queues (MSMQ) and process the requests, the responses are then sent back to the MSMQ.



Due to the potentially large number of requests arriving from the OCS users, multiple instances of the OCS SCORE client program should be installed. It is recommended to install a minimum of two instances, however more can be installed depending on the available hardware resource of the server (number of CPU cores and memory).



To complete the installation of the OCS SCORE client program you will need:

- ����� SCORE server IP address or alias name
- ����� Communication port number as defined in the score server.ini File
- ����� SCORE client program files
- ����� Create an �ocs.ini� file

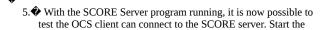


Installation Steps

- 1. On OCS computer create a folder and name it something like OCS Clients . i.e. C:\OCS Clients. Note, the actual name and drive location can be of your own choice, this folder will act as a parent folder for the multiple OCS client program installations.
- 2. Within the folder created in step 1, create new sub folders as below.



- 3. Copy the files as from the server as described in the Multi-user / Network Installation or as shown on the right.
- 4. ♣ To run a SCORE client in OCS mode a configuration file called ♣ocs.ini ♣ is required. This file may have been sent to you separately or you will need to create this manually. See the section OCS.ini File (in this guide) for how to create the ♣ocs.ini ♣ file and then save this in the OCS Client1 folder, which was created in step 2.



ocs.exe, your windows operating system may be set to whide known file extensions therefore you should look for a file named vocs with the icon like the one to the right.

The OCS SCORE client program will need to update itself and download the additional files needed from the server, this may take a few moments. A successful load should look like the screenshot below before any requests are processed.

- 6. One OCS client has now been installed. The simplest method to install additional instances is to select the folder OCS Client1 copy and paste, then rename the folder from OCS Client1 copy to OCS Client2 (increasing the number as applicable to the number of instances.
- 7. In a server OS environment, it is required to set folder permissions for the Windows account used by the OCS Web Service. This is required to allow reports to be generated, downloaded and the temporary files to be deleted after completion.



Select the parent folder created in step 1, then right click, select Properties and then the Security tab. Add the user account used by the web service application and set the permissions as illustrated in the screenshots below. Note: the account used can depend on the Windows operating system and any customisation, below are some example systems.



Windows Server 2003	Windows 7 & IIS 7.5

For Windows XP the account is the ASP.NET user account.

To set up as a service see<u>Running the SCORE Server Application as Windows Services</u>.

More:

OCS.ini File

<u>Installation</u> > <u>OCS Module</u> > <u>OCS Web Service</u>

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OCS Service Install (Advanced method)

Use this method if you want to configure all the installation manually or have not been able to use the OCS Service Installer.

More:

Installing the RootOcsCA SSL Certificate

Installing the score.[user] SSL Certificate

Installing the Web Service

<u>Installation</u> > <u>OCS Module</u> > <u>OCS Web Service</u>

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OCS Service Installer

See coordinator environment document

(zip file read only access $\boldsymbol{\diamond}$ should be removed)



This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

OCS Upgrade

The latest OCS web service can be downloaded as a ZIP file from PDC s FTP site ftp://ftp.pdc.com/airport/score/all/publicRelease/OCSUpdate.



Once downloaded extract the files and then copy the contents of the folder �score_ocs_service � and then paste to overwrite your existing files.



Please also advise PDC which version of SCORE you have just upgraded to, as there may be some settings which PDC must be altered in the OCS database.



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OCS Web Service

The OCS web service is used to communicate between your local server and the OCS portal website.

To install the OCS web service it can be done by the OCS Installer or manually (advanced method). For both methods first go to your user area on the SCORE FTP site, then download the entire OCS Service Installer folder and its contents to your server.



The folder contains the following files:







To install select see either:

OCS Service Installer

OCS Service Install (Advanced method)



More:

OCS Service Installer

OCS Service Install (Advanced method)

Verify Web Service Installation

<u>Installation</u> > <u>SCORE Database</u> > <u>SQL Database</u>

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ODBC Connection to the SQL Database

SCORE uses an ODBC connection to communicate with the SQL database, the name of the ODBC connection should be entered in the \$\phi\$ score server.ini \$\phi\$ file.

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To create an ODBC connection, open the Data Sources (ODBC) in the Administrative Tools area of the Control panel.

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From score version 6.12.3.13 onwards:

����� Replicate.exe clients will continue to use 32bit ODBC connection

����� All other SCORE componants will use 64bit ODBC connection

Users with replicate clients should create both the 32bit and 64bit ODBC connections using the same name.

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Note: Most versions of Windows have the shortcuts to both the 32bit and 64bit ODBC in the Control Panel > Administrative Tool. If you are not able to find it for your operating system, a search on Google should provide you the details for your system.

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Users with a 64bit operating system can find the 32bit version here C:\Windows\SysWOW64\odbcad32.exe.

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For 64bit SCORE use ODBC-64bit

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Create a new System DSN but then connection will only be available to the logged on user it was created by which will be a problem if SCORE is installed as a service using a different user account.







Enter a name for the ODBC connection, this name must also be entered in the �score server.ini� file, please make a note of it for later use.



Select the SQL server instance name or type �.� or �localhost� for a default locally installed SQL server.



NOTE: Users with SQL Express must type the full instance name which is usually SERVER\SQLEXPRESS. This should also be visible from the drop down list.





The simplest and recommended method to configure authentication, is using windows authentication but it is also possible to use an SQL server login and password if preferred.



Option: SQL login ID and passwords are configured inside SQL Server Management Studio, please refer to Microsoft SQL documentation for this method. Regardless of which type of authentication that is used, the SQL server needs to be configured to allow the account used to access the database with sufficient permissions. These permissions must include at least the following:

Connect, Delete, Execute, Insert, Select, Update. Refer to Microsoft or online documentation for more information.



Select the checkbox to connect to SQL server and click next.





Select change the default database to the SCORE database (or the name used for the SCORE database when it was installed).

Flight > Schedule Editor

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Offer

Records held with action code O can be processed manually using the offer menu.



To accept an offer select *Options* | *Offer* | *Accept* or press Shift + A.

To accept and pend an offer for improvement, select Options | Offer | Accept; Keep Requested Times or press Shift + P.

To decline an offer, select *Options* | *Offer* | *Decline* or press Shift + Z.



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Offer Table

The Offer Table contains data records necessary for SCORE to handle offer replies. The offer table should not be edited as this could cause inconsistencies with offer processing.



As a general rule records in the flight table with action code H or O and the offer table should not be edited. If an offer has already been sent and it needs to be revised, the existing offer should be processed as accepted or declined, then proceed to make a new offer.



Inconsistencies between the flight table and the offer table can occur if a flight record has been manually changed. In this case, it may be necessary to look up (or in some rare cases even edit) one or more records in the Offer Table to handle an offer reply message, for this reason it is advisable to use the previously mentioned method.



When an offer is made, SCORE creates links between the H and O records in the offer table, these links are called �Major id� and �Minor id�. In the case of a multi C / R all the H and O records are linked together, the reply should be processed as a block SCORE uses the offer table to perform this check.



When replies to offers are processed SCORE deletes the records from the offer table.



Description: OfferTable



Maintenance > Advanced Maintenance

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Office

The office table contains settings and options which can be specific to all SCORE users or have some variations for those users with multiple offices that require different settings.



To create, view and edit an office and its settings first select View | Advanced Maintenance | Office.

To delete an office, select a record and then select *Edit* | *Delete Record* or press Delete

To edit an office the record and then select $Edit \mid Edit \mid Edit \mid Edit$ or press Enter or double click.

To create a new office, select Edit | New Record or press Insert.



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Name

Enter a name for the office (required)



Opening Time & Closing Time

Required if OOH Automatic is enabled.

Optional, enter the opening and closing time for the office. These times are to when calculating the message response times in the messages archive i.e. only working hours are included in the calculation.



Gantt auto reallocation interval (mins)

Optional and only applicable to airports with Advanced Parking constraints.

The automatic reallocation is done in a session if

a) The "Full AMP handover" switch is ticked for the office to which the airport belongs. The "Full AMP handover" switch is in the View | Message handling | Full AMP handover menu.

b) The office has a non-blank "Gantt auto reallocation interval (mins)" value.

c) The resource set uses 'Advanced' parking.



OOH Mode

Select the type of �Out of Office Mode� to use;

����� Handover � Messages containing lines for the out of office time will not be handled, instead SCORE will send a reply out of office message.

����� Redirection � Messages for the out of office period are redirected to another address for handling and creating reply messages to be sent back to operators via SCORE.

����� Self reply � All lines are handled including making of automatic replies is possible.



See Out of hour functionality guide (FTP)



OOH Enabled

Tick to allow the OOH functions to be used by the office/airport specified.

Note: this enables the office in the Out of Hours menu where the OOH must be activated.



OOH Automatic

If ticked and �OOH Enabled� is ticked the out of hours functions is turned on/off automatically at the times of the opening and closing times of the office.



Click the Update button to enable the office details section, where coordinated airports can be added to the office by using the Edit, New and Delete buttons.



Note: While an OCS client is running parking Gantt reallocation, OCS requests are rejected and returned to OCS with a user message to try again later.

ADM Administrative Client Program > Import / Export Base Data and Schedules

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Offload Season to Prozip File

The off-load season to Prozip file offloads directly to a compressed file (extension proZip) containing data for the selected season and airports in a predefined directory.



The off-load season to prozip file is useful when it is necessary to import the data into another SCORE database. The resulting file can easily be transferred i.e. FTP, USB memory and email if small enough.



To offload a season, select File | Off-Load Season to Prozip File.



Season: ���������� Select the season to offload

Airports: ♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦ Select the airport(s) to offload

Incl. Contact info: Option to include data from contact tables



An airport must be selected (highlighted) to enable the **Export** button.

<u>ADM **♦** Administrative Client Program</u> > <u>Import / Export Base Data and Schedules</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Off-Load Season to Text

The off-load season to text function will generate several ASCI (txt) files containing data for the selected season and airports in the directory selected.



The off-load season to text is useful when it is necessary to import the data in to another SCORE database. The resulting text files can be added to a ZIP files and transferred i.e. FTP, USB memory etc.



To offload season to text, select File | Off-Load Season to Text.



Season: ���������� Select the season to offload

Airports:♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦ Select the airport(s) to offload

Incl. Contact info: Option to include data from contact tables



An airport must be selected (highlighted) to enable the �Export� button.

When offloading season data it is recommended to create a new temporary directory for the files.

ADM • Administrative Client Program > ADM • Message Handling

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Online Airport Season

Topic updated 10/2015

The online airport season table is available to users with the OCS module. This table is used to enable specific airport and season on OCS.



To view the online season table, select *View* | *Message Handling* | *Online Airport Season*.

To edit a record, select *Edit* | *Edit Record*, or double click.

To delete a record, select $Edit \mid Delete \ Record$, or press Delete.

To enable or disable multiple airports/seasons, select the records and then select $Options \mid Enable$ or Disable.

To add a record, select Edit | New Record, or press Insert, then add the settings as required and then click Ok.



Select the Airport and Season applicable



Enabled

Check to enable the specified airport & season. Note the airport season is not enabled a message is displayed on OCS stating that the Airport/season is currently disabled.



Baseline

Check to enable the baseline peak week to be viewable in the slot availability screen



Peak Week Start Date

Select the start date to be used for the baseline peak week in the slot availability screen



Start of Period

If rolling constraints are used, check this option if the start of period should be displayed on the slot availably screens. If un-checked then maximum roll is used.



Enable IATA

Check to enable the specified airport & season to be displayed on the slot availability screens. The enabled checkbox must also be checked.



Enable ICAO

Check to enable the use of the GABA screens on OCS. Note if Enable IATA is also enable the week views of the slot availability screens will list the specified airport ICAO code.



Disable Edit

Check to disable to edit flights for the specified airport and season.



Disable Slot Availability

Check to disable the slot availability pages in OCS for the specified airport and season.



ADM • Administrative Client Program > ADM • Message Handling

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Online Season

The online season table is available to users with the OCS module and contains some settings specific to seasons, which are applicable to all airports.



To view the online season table, select View | Message Handling | Online Season.

To edit a record, select *Edit* | *Edit Record*, or double click.

To delete a record, select *Edit* | *Delete Record*, or press Delete.

To add a record, select Edit | New Record, or press Insert, then add the settings as required and then click update.



Season

Select the season for which the settings will apply to.



Allow Ask Us

Check if the Allow Us option can be used in the OCS webpages when the request response is unable or offer. When this option on OCS is used, a message will be sent to the SCORE inbox for processing by the coordinator.



Allow SHL Processing

Check if OCS can be used for initial submissions (after SHL). This option is not available to all users with the OCS module.



Submission Deadline Date

Enter the submission deadline date. This option is not available to all users with the OCS module.
Advanced Slot Monitoring
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
Online Slot Mon Result Status
To view the date on which the slot monitoring result was copied to OCS using the Copy Results to OCS, select Slot Monitoring Online Slot Mon Result Status.
•
•
•



This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

On-Load Season from File(s)

The on-load season from text function imports to SCORE the prozip file or multiple text files, which are created using the offload season to prozip file or offload season to text function.

To import season date to score, select $File \mid On\text{-}Load\ Season\ from\ File(s)$



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Select the directory containing the file(s), SCORE then updates the season and airports selection available for import.



Merge Base Data

The season which is being imported may contain records using codes not known to the new host database. Select the merge base data checkbox to import and merge the base data tables in the new host database.



It is advisable to restart clients if multiple airports and merge base data has been imported.

Flight > Schedule Editor

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Open Daily Histogram

Open daily histogram, displays a single day histogram for the records in the schedule editor. Select the constraint and date to view, see Single Day Histogram.



To open daily histogram, select *Options* | *Open Daily Histogram*.

<u>Flight</u> > <u>Schedule Editor</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Open Season Span Display

A season span display is a Gantt chart, which shows flights as bars across each week of the season as shown below.

The season span display is opened from a Schedule Editor containing a list of flight records and then selecting Options | Open Season Span Display.



When opening the season span display the following options are available:

ArrDep	Select All/Arr/Dep
Group	Show by flight number or slot holder ID
Key	Select the field to show e.g. in the screenshot above is Arr/Dep, which would be the same for the whole bar, whereas selecting Aircraft type shows a different colour during each week where there is a change of aircraft type.
<u>DOOP</u>	Select the Days of the week to show.
•	



Season Span Display Options

����� Click on the legend to filter the count values by the selected colour or change using *Options* | *Count*.

����� Change the bars to another key using Options | Flight Code

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<u>Introduction to SCORE</u> > <u>File</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Open Session

To open a session, select $File \mid Open \ Session$ and choose from the lists:



Airport Select an airport Season Select a season Schedule

Select the name of the Flight Branch to view

Resource Set Select the resource set

Snapshot Tick and choose a snapshot date/time to view the schedule as it was at

the specified date/time (Requires Enterprise module)

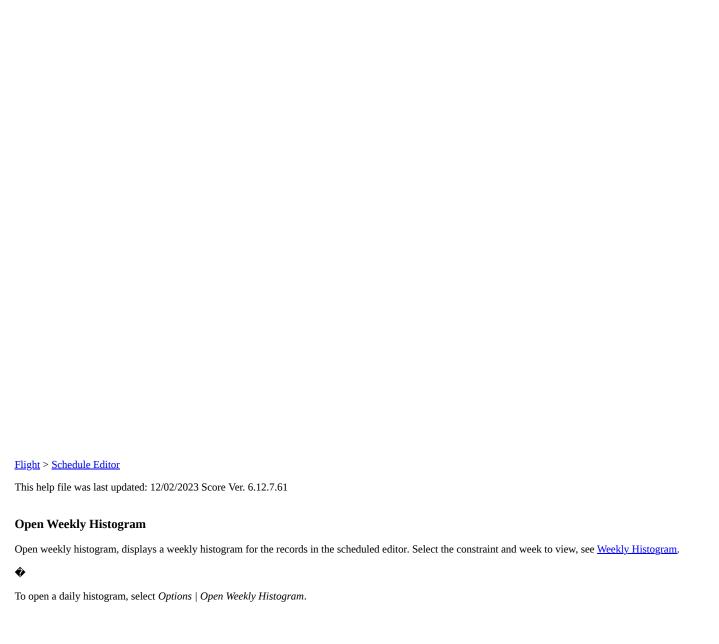


Note: In basic SCORE only a live flight branch can be selected for the schedule i.e. copies are not available to open here.

To view a copy, select Report | View Copy



When opening a session, if the resource set needs a rebuild or recalculation, SCORE shows a dialog saying this and does not open the session, go to Rebuild All for Air/Sea.



<u>Maintenance</u> > <u>Simple Maintenance</u>

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Operator

The operator table contains the operator codes in IATA and ICAO format. Duplicate records are permitted in the table but care should be taken with regard to the reuse/reallocation of defunct codes. Use the valid from and/or valid to date options for reallocated operator codes.

Default contacts can be assigned to the operator code for all or specific message types, these contacts will be used when an action by the user results in a message being created for example, generate SHL.



To view or update the Operator Table, select *View | Simple Maintenance | Operator*.



To edit an existing record, select a record and then, select *Edit* | *Edit Record* or double click. To create a new Operator select *Edit* | *New Record* or press Insert.



General Tab

IATA Code

Two character IATA airline designator.



ICAO Code

Three letter ICAO airline designator.

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ICAO codes are disabled by default and will not appear in drop down lists unless enabled here.
•
Name
Name of the operator.
Comment
Free text comment.
•
Valid from & Valid to
Start/End date when operator code is valid for use
•
Delink SHL
For this operator, all flights will be de-linked when creating SHL. For CSV file import this field must be Yes/No
Country
The operator so domicile code can be selected. When viewing records in the schedule editor or a custom turnaround mode report, the operator so country is shown in the fields AOpeCountry & DOpeCountry. In custom arr/dep reports the field is OpeCountry.
Report Name
The text entered here is shown in the fields AOpeReportName and DOpeReportName, which are used in the schedule editor and custom reports.
Operator Contact Tab
When a user generates manual messages from the Add screen / Edit screen / Change screen, or Database operations Generate SAL / SHL / SIR / WIR, Score uses the operator assigned contact email address.
If no contacts exist for the operator, Score, uses the operator code, for SAL, SHL, SIR, WIR prefixed by the message type and post fixed by the airport and season (e.g., SHL BA CPHW16)
Assign contacts to the operator code which are used when a new message is created. Prior to selecting a contact, it must first be created in the Contact table.
Maintenance > Advanced Maintenance
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
Operator Group
The operator group table is used to create named groups of operator si.e. the alliance groups or regional groups of operators. Operator groups can be used in filters, reports, views and resource sets.
Creating or maintaining operator groups is a multi-step process. To view existing operator groups select <i>View Advanced Maintenance Operator Group</i> .
• Creating of maintaining operator groups is a main step process. To view existing operator groups select view National and the process of view existing operator groups.
Description: OperatorGroup1
pescription. Operator Group 1 ↔
To edit an existing operator group select the record then select <i>Edit</i> <i>Edit Record</i> or double click.
To create a new operator group select the record then select <i>Edit</i> <i>New Record</i> or press Insert.
• Contract when operator group server are record aren server bank press macra.
•
When creating a new group enter a group name, comment and then click Update. In the �Operator Group� pane use the buttons to adjust members of the group.
Valid form
Valid from

The season that, the operator group is valid from. If there are two groups for the same airport and one is valid from S14 and the other is valid from S15, then the first one is valid in S14 and W14, and the second one is valid in S15 and onwards.

Use ICAO as Operator



Airport

The Airport field may be left blank to fit all airports that do not have specific groups.

An operator may not be member of more than one group per airport, season.

Standard Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Options

Use this menu to access SCORE options.

More:

Options | ATC Data

Options | Setup

Options | Header/Footer

Standard Slot Monitoring > Options

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Options | ATC Data

This opens the start up dialog to set the following:

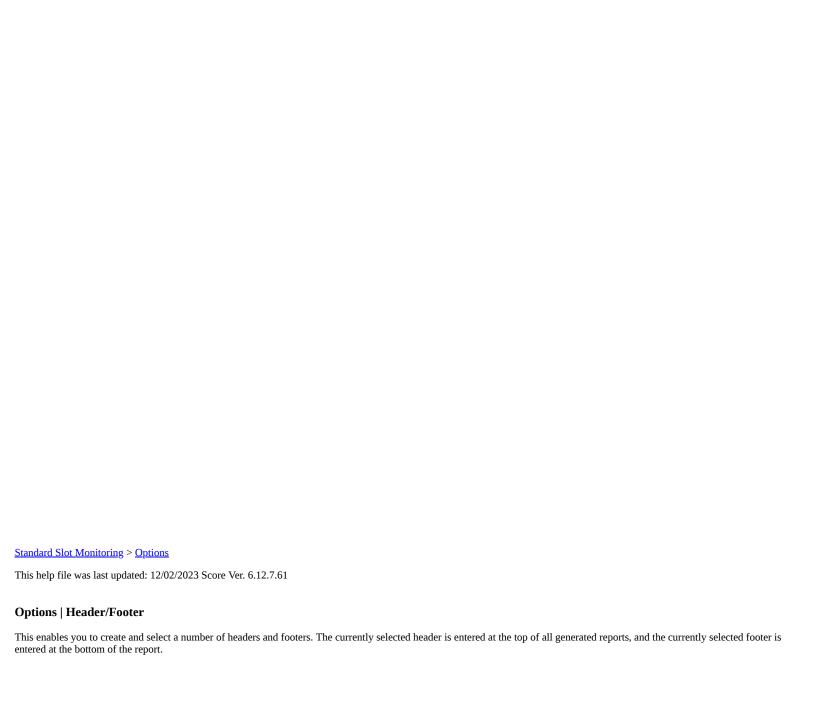
 ${\bf \hat{Q}} {\bf \hat{Q}} {\bf \hat{Q}} {\bf \hat{Q}} {\bf \hat{Q}} {\bf \hat{Q}}$ Airport

����� Season

����� ATC data file

 ${\bf \hat{v}\hat{v}\hat{v}\hat{v}\hat{v}\hat{v}\hat{v}}$ GMT offset

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Standard Slot Monitoring > Options

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Options | Setup

Here you can set:

Limits for the carriers that should be used in the generated monitor report.

Limits for date interval.

Criteria for the determination of deviations.

The limits fields can be:

Empty (all carriers are included).

Contain a carrier (e.g. SK).

Contain a flight (e.g. SK0100).



All flights that fall in between the two limits given are included in the calculations.

Examples:

From: OS To: SK

All carriers that are between OS and SK in alphabetical order are included.

From: OS0100 To: SK0600

All carriers that are between OS and SK in alphabetical order are included, and all flights in the range 0100 � 0600.



Criteria for the analysis:



Cutoff (%) (Cutoff percentage).

When calculating the statistics, not all the performed flights are used. The cutoff percentage decides how many flights to use. Normally this limit will be set to 80%, meaning that the worst 20% of flights are ignored. The calculations are performed for each scheduled flight separately. This means that when analysing a flight, e.g. SK0100, the flights that are ignored are the 20% SK0100 flights with the largest deviations (or aren to performed).

Flights not flown also count, meaning that if 15% of the planned flights are not actually performed, then it is only the worst 5% of the flights that are ignored. If less than 80% are performed, all performed flights enter into the calculation.



Max. Avg. Dev. (Max. Average Deviation)

Average deviation that is acceptable for a flight. This is calculated by taking the simple average of the deviation of all performed flights, not outside the cut off range. This means that a flight can have very large deviations, but a small average deviation. It will be apparent in the reports where the absolute average deviation is calculated (average of the absolute values of the deviations).



Max. Dev. Mins. (Acceptable delay).

This is the margin within which a flight is not considered to be a deviation. MFlights with delays larger than this are considered deviations.



Max. Dev. (%) (Acceptable deviations in percent)

Acceptable number of deviations in percentage of the number of flights planned. A flight that is not performed is also considered a deviation.



Flight > Customise and Define a Flight View

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Organising Views

To organise or group views together instead of a long list, the view should be named with a grouping name followed by a backwards slash. The view names shown above will be displayed in SCORE as seen in the figure below.



Description: views

Slot Swapping Module

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Other Swapping Criteria

In addition to the parameters described above the following criteria are used when swapping flights:

Flights must be brought closer to required time!

All swaps that are done must result in a better time (i.e. a time nearer the required time) for all flights involved.



Best swar

When more than one swap is available to a flight, the best is chosen. The chosen period overlap is always required, and if enabled, ***** Keep within Hour *** is observed when choosing the best swap.

The best swap is found like this:

- 1. Pick swaps with the longest period of operation.
- 2. �� Within these pick swaps with the largest number of minutes brought closer to the required �� times.
- 3. �� Within these pick swaps with the smallest time difference between cleared and required ����� times.



Days of Operation

Flights cannot swap if they do not have the same days of operation.

<u>Messages</u> > <u>Message Handling</u>

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Out of Hours

Out of office hours full <u>AMP</u> can work in a *****restricted ***** mode by using the handover functionality.

To activate the handover of message handling for an \bullet office \bullet click the \bullet office \bullet in the $\textit{View} \mid \textit{Message Handling} \mid \textit{Out of Hours} \mid \textit{Message Handling} \mid \textit{Message Handling} \mid \textit{Out of Hours} \mid \textit{Message Handling} \mid \textit{Message H$

See Out of office guide for configuration.

Slot Swapping Module

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Output Report

The output is presented as a report of tuples of swapping flights. No flight will be used in more than one swap.

The columns of the slot swap report are fixed, and flights are presented unlinked, but with columns for turnaround flight operator and service number.



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Slot Swapping for Airports: LHR, Season: S03

 $Keep\ within\ Hour:\ Yes,\ Time\ Band\ Length:\ 15\ minutes,\ Period\ Overlap:\ 2\ months,\ Swap\ Arr:\ Yes,\ Swap\ Dep:\ Yes,\ Arr/Dep\ Swaps:\ Yes,\ Split\ into\ Weekdays:\ Yes,\ Swap\ Dep:\ Swap\ Swa$

D \$\phi\$ BA 0081 \$\phi\$ 1400 2 \$\phi\$ \$\phi\$ \$\phi\$ 1405 1405 \$\phi\$ 1 \$\phi\$ \$

D\$\tilde{\text{UA}}\$ 0957\$\tilde{\text{0}}\$ 920 1\$\tilde{\text{0}}\$\tilde{\text{0}}\$\$ 0 20 1\$\tilde{\text{0}}\$\tilde{\text{0}}\$\$ 0 20 1\$\tilde{\text{0}}\$\$ 0 20 1\$\tilde{\text



The fields CleNo and NewNo show which cleared slots have swapped.

Running a slot swap report does not result in flights swapping in the database. The result is a report which can be used to identify flights for swapping.

Database Operations

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Outstanding Request Allocation

The outstanding request allocation function tries to allocate flights to their required timings or offers improvements (depending on the settings selected).



The function also uses a flights' required seats and required aircraft type. This means that it tries to change a flights' seats and aircraft types to the ones required.

It will first try required seats. If the seats change is possible, it will then try required aircraft type. This is because aircraft type changes can affect parking constraints which take longer to test for than other constraint types.



The function makes the allocation changes and creates SCR messages to confirm the changes, these messages are found in the Message Auto Offer box.



To generate the changes as a report instead of actual database updates see **Outstanding Request Allocation Report**.



The function processes flights one at a time. The order in which flights are processed is determined by:

- 1) The flight priority field. Flights which do not have their required time, automatically get the flight APrio and DPrio fields set based on the coordinated airport and service type as defined in the Outstanding Request Priority table. The priority can also be set using the Set Priority option in the schedule editor. Note: 1 is the highest priority.
- 2) Waitlist date / Creation date. The Creation date field is used if the Waitlist date field is blank. Flights with the highest priority are considered first (1 is the highest priority). If two flights have the same priority the one with the earliest waitlist/creation date is handled first.



The function has been made faster by stopping constraint checking on a slot when the first overload is encountered.

The reason code priorities are used for deciding the order in which constraints are checked.

The most time consuming constraint type in terms of overload checking is parking. If other constraint types have higher priority (lower numbers!) they will be checked first, and if they are overloaded then parking will not be checked.



To run the function select View | Database Operations | Outstanding Request Allocation.



Session

Airport & Season

Select the airport and season



Schedule & Resource Set & Term/Res

Select the schedule branch, resource set and ALL or specific terminal / resource.



Period

DOOP Date from & Date to

Select the date range to process and days of operations.



Header and footer

Select the header and footer to be appended to the report / messages.



Destination (only for report)

Preview

Report is shown on screen



File

Directory and file name for the report.

Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Outstanding Request Allocation Report

This is a report and will not change the database. For usage description see the database operations version Outstanding Request Allocation.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Outstanding Request Priority

The APrio and DPrio fields are priority fields used by the Outstanding Request Allocation function. The fields are automatically populated with a priority number based on the service type, whereby 1 is the highest priority.



To define the priority numbers assigned to service types, select View | Advanced Maintenance | Outstanding Request Priority and then:



To edit a record select the record and then select $Edit \mid Edit \ Record$ or press Enter or double click.

To delete a record select the record and then select *Edit* | *Delete Record* or press Delete.

To create a new record select $Edit \mid New \ Record$ or press Insert.



Service Type

Select the service type



Airport

Select the coordinated airport (or blank for all airports)



Priority

Enter a priority number to be assigned whereby 1 is the highest priority. The same priority number can be used for different service types e.g. service type J can be assigned 1 and service type C. (Repeat the �add record� process to define all the service types).

Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Overloads

The overload report lists each occurrence and to what extent where the allocation exceeds capacity. To run an overload report, select *Report* | *Overloads* then select or enter criteria as required. Multiple constraints can be selected and unselected with a click.



Output Format

Select TXT for a reading view as shown below or select CSV format for a column format which can be adjusted to as required in Excel.



The csv format shows the output in a column, row format separated by a user selected separator. Some example data lines are shown here:

```
Constraint , Date, Time, Total, Arrival, Departure, Parking/Gate/Quota, Overload Runway,R60,25032012,0400,,A,,,1
Quota,DXB NORTH FECA,28032012,0645,,,,Q,1
Parking,DXB NORTH FECA,28032012,0645,,,,P,1
```

♥

If the "Include header" option is ticked, the report header (example shown below) is included, otherwise it is omitted.

�

Overloads from Confirmed Database(s)

Airport: TST Season: W11

Period: 300CT-300CT, 0000007, WOOP:1 Time range: 0000 � 2355



****** Description: overloadReport

<u>Workspaces</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Pane Maximize

To maximise a pane which has been defined in a workspace (i.e. make it fill the screen), select the desired pane and then select, *Workspace | Pane Maximize*.

To restore the workspace back to its original format, select Workspace | Pane Maximize again.



Flights which already have a time in their required hour will not be swapped out of the hour. Two times are in the same hour if the hour parts of the times are identical, e.g. 0705 and

Keep within Hour Enabled (default)

0755 are in the same hour, 0705 and 0655 are not.

Flights may be swapped out of the required hour if this results in a time nearer the required time.

Example:

If *****Keep within Hour ***** is enabled, the flight cannot be swapped to get 0755, because its current cleared time is within the hour 0800-0855. If not enabled it can swap with the time 0755, because it is nearer to the required time 0805 than the current cleared time.

Time Band Length

This drop down is used for choosing the time band length in minutes.

The choices are 5, 10, and 15 minutes.

Below are shown the time bands with time band length 15:



Time Band	Minutes past the hour		
I	00	05	10
II	15	20	25
III	30	35	40
IV	45	50	55



When slots are swapped and no exact match can be found, the time bands are used, i.e. slots within the time band are preferred to slots outside the time band.

Example:

The two available slots 0750 and 0810 are both 10 minutes from the required time 0800, but 0810 is preferred because it is in the same band as the required time (with a time band length of 15). Notice that a time band length of 5 is equivalent to not using time bands.

Default value is 15 minutes.



Period Overlap

This drop down defines the number of months the periods of two flights are required to overlap in order to swap. The choices are 1, 2, •, 7 months. In case the periods of the flights are shorter than the specified number of months, the periods must be identical for the swap to be allowed. Default value is 2 months.



Swap Arrivals

enabled: ���� Arrival flights considered for swapping. (default).

not enabled: �� No arrival flights considered for swapping.

Swap Departure

enabled: ����� Departure flights considered for swapping. (default).

not enabled: �� No departure flights considered for swapping.

Arr/Dep Swaps

enabled: ����� Arrival flights may swap with departure flights. (default)

Not enabled: Arrivals may only swap with other arrivals and departures only with other ***** ****



Split into Weekdays

Tithan anablad flights will be split into single weekledows for accoming

<u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Parking

More:

Towing

Excluded from Towing

Preferred in Towing

Parking Linking Sweep

Constraints

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Parking

Requires parking module, some feature within the parking constraint also requires the gate module.



Basic	A basic counter, which decreases capacity when there is an arrival and increases capacity when there is a departure. The basic version does not use the parking cache / Build Parking Allocation.
	•
	Note: Visualisation in the Parking Gantt may not match the parking counters.
	•

Towing: See below Towing for Basic & Extended

	See also:
	Parking Count
	Parking Counters
	•
	û
Extended	Uses the counters and uses a parking cache for counting flights on ground at midnight for more realistic counter values than those in the Basic parking.
	•
	Note 1: When checking or displaying overloads in the session log, stand expressions (excluded, preferred, reserved), usage expressions on pools, and stand adjacency rules are not used. These functions are only used when displaying the parking Gantt view.
	•
	Note 2: Visualisation in the Parking Gantt may not match the parking counters.
	•
	Note 3: Score will not use the * Extended * method for parking if there are <u>Parking Count</u> defined in the resource as they override Extended i.e. the constraint will be considered * Basic * , however if the * Parking Type * is set to Extended in the constraint (see <u>Creating a Parking Constraint</u>), then the constraint is Extended and will ignore the parking count.
	•
	•
	See also:
	Parking Counters
	Parking Cache
	•
Advanced	Most advanced parking option (uses the parking Gantt algorithm) has a parking cache and makes an allocation of all flights to Gantt when the session is opened.
	•
	When flights are changed the allocation is updated. The numbers shown in enquiries and used in constraint checking are calculated from the Gantt allocation and are therefore identical to the Gantt.
	•
	Using the Advanced is slower than Extended as more calculations are necessary to determine availability.
	•
	If the In parking allocations, re-allocate all flights on flight update setting is enabled then each flight update will cause a re-allocation of all flights. When it is disabled updated flights and new flights will be put in a parking place which is empty in the existing Gantt. Disabling the setting will make updates faster. The user can open a Gantt and activate Re-allocate

for the whole period to get a �fresh� allocation.

<u>Constraints</u> > <u>Parking</u> > <u>Parking Counters</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Parking Cache

There are two options available to increase the accuracy of the counters at the start of day, in the Resource Set, select the Extended parking type (if the advanced parking module has been purchased), when enabled SCORE loads all flights in to a cache and calculates how many flights are on the ground at midnight. Then SCORE builds the parking allocation in to the cache and includes the details of the Flight Link table. This function will cause a slight delay when checking constraints and opening sessions.

The alternative option is using the $\underline{\underline{Parking\ Count}}$ pane in the resource editor.



<u>Maintenance</u> > <u>Advanced Maintenance</u> > <u>Resource Editor</u>

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Parking Count

Only for use with the �Basic� parking type, see Parking constraint.



The basic parking constraint use a counting process when an aircraft arrives, utilisation is plus 1 and when an aircraft departs utilisation is minus 1. This process works well with a linked schedule however with an unlinked schedule without details of night stopping aircraft, some assumptions are made. If the first three flights are departures, then utilisation would become minus 3, this is not possible so it is assumed that there were three aircraft on the ground already.



Using the parking count pane, then number of aircraft on the ground at a specified time can be added, which improves the utilisation counters accuracy particularly at the beginning of the day.



Note: Parking counts must be entered for all aircraft type groups, which may be allocated to the resource.

To add or edit a parking count, first select a resource in the resource pane of the resource editor, then to add a new parking count select Options | Parking Count | New.

To edit a parking count select *Edit* | *Edit Record* or double click on the parking count.

To delete a parking count select *Edit* | *Delete Record* or press Delete.

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Aircraft Type Group: Select the aircraft type group

From: ••••• Date from which this count applies

To: ��������������������� Date to which this count applies

Number of Aircraft: �� The number of aircraft which are on the ground at the specified time �

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Tip: Copy and paste can be used, Edit | Copy or press Ctrl + C, then Edit | Paste or press Ctrl + V.

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Note: After editing a resource set the following functions should be performed

**Rebuild All for Air/Sea* This function check records are assigned to their new resources and updates any calculated fields.

Constraints > Parking

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Parking Counters

The parking constraint is used at airports which have limited parking stands.

Configuring a parking constraint involves setting the number of parking stands available and the type of aircraft, which can be accommodated.

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SCORE uses a counter mechanism (for basic and extended) when calculating parking, each parking constraint is a pool of utilisation and the stand occupancy is calculated by the following; when there s an arrival the utilisation counters increases and when there is a departure the utilisation counter decreases.

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The counters can be viewed in an enquiry matrix. The counter system is most accurate if all data in SCORE is in turnaround format and includes the over midnight indication for night stopping aircraft, however this information is not always available, so SCORE has to make some assumptions.

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If the first three flights are departures, then utilisation would become minus 3, this is not possible so it is assumed that there were three aircraft on the ground already.



To increase the accuracy of the counters at the start of the day, users with the basic parking option can use the Parking Count pane in the resource editor.



Users with the extended parking can opt to use the extended parking type, which makes use the Parking Cache.

More:

Parking Cache

Report

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Parking Flights on Ground

Requires parking module.



The parking flights on ground reports counts the number of aircraft on the ground for a selected resource and time period an example is shown below.







Select the required airport, season, schedule, resource set, resource and constraint



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Period

Select the date and time range as required. **Doop** is optional.



Use Towing

If towing is active in the setting table, then the check box is checked and disabled. If towing is not active in the setting table, then the check box is not checked, but in basic and extended parking may be checked to see numbers using towing.



Min Hours on Ground

Enter the minimum number of hours an aircraft should be on the ground to be included in the count.



Operator

Enter an operator to filter by the specified operator code.



Resolution

Daily � Shows the total values by each date

Hourly � Shows the total values by each clock hour



Group by

- -��� Aircraft Type
- -��� Aircraft type Group



Show number of flights (not flight bars)

If an aircraft occupies two parking bays the report shows two (bars) or one (flight)



Group by *

Weekday $\boldsymbol{\diamond}$ consolidates by the day of week (removes date field)

Operator � adds an extra field for operator details

*The report by default is grouped by aircraft type group.

Enquiry

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Parking Gantt

Available to users with **Parking** module.

The parking Gantt view is a combination of a Gantt chart and a histogram, providing the coordinator with a visual look of how flights could fit within the constraint.



Note: When testing for overloads the counters mechanism is used, this can be viewed from an enquiry matrix. If the parking type in the resource set is Advanced, then the counters are derived from the parking Gantt, see Parking.



To view a parking Gantt, select View | Enquiry | Parking Gantt.

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Session	Select an open airport, season, schedule and resource set session or click New to open a new session.
Resource & Constraint	Select the resource and then the constraint to view.
Template	Option to select a saved template allocation
Date	Select the first date to view.
Days/ DOOP	Select the number of days to load in the parking Gantt.
•	Select the days of operations to show. i.e. if the number of days is 3 and the DOOP is only 1 then three Mondays are shown.
Display Period	Set the number of days or hours to display in the parking Gantt.
View	Select the view to be displayed. See [to do]
Use Towing	To include the towing details defined in the <u>Towing</u> table, select the checkbox.
	Note: This option is automatically selected and the checkbox is disabled if the Setting AIRPORTS_USING_TOWING_IN_PARKING_CALCULATION is configured on for an airport.
Show Histograms	Select to show the histograms for each constraint pool below the Gantt chart.
Local Time	Select to show in local time. Users with a local time database can select UTC.
Show empty overage bays	Untick to hide overage bays, which don thave any flights records i.e. you will only see the red line on days when there is an actual overload.
Colouring	Users can change the colour of the bars on the Gantt chart from the default of Green to any colour of their choice.
·	Bars can be coloured by either:
	����� Operator
	����� Aircraft Type
	����� Aircraft Type Group



Example Parking Gantt

In this screenshot grouping is by	
Parking Pool and the	
stand/bay names have been defined.	
•	
If the bay/stand names are not defined, then SCORE	
shows; Bay 1, Bay 2 etc	
•	
Each bar colour can be defined by either Operator or Aircraft Type Group.	

<u>Enquiry</u> > <u>Parking Gantt</u> > <u>Parking Gantt Allocation, Linking & Other Information</u>

����� Service Type

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Parking Gantt Allocation

The parking stands are allocated in sweeps and in chorological order by arrival time, with this priority:

1. Link Stands

- a. All stands with "Reserved" expressions, in this order:
 - i. Stand allocation order 1
 - ii.������ Stand allocation order 2 etc.
- b. All Stands with "Preferred" expressions, 1st preference rule only in this sweep. In this order:

i. Stand allocation order 1 ii. ������ Stand allocation order 2 etc. c. All Stands with "**Preferred**" expressions, 2nd **preference** rule only in this sweep. In this order: i. Stand allocation order 1 ii. ������ Stand allocation order 2 etc. 2. Towing Pool & Stands with Towing Only / Allowed a. **Towing Pool** stands with "**Reserved**" expressions, in this order: i. Stand allocation order 1 ii. ������� Stand allocation order 2 etc. b. Stands with Towing Only / Allowed with "Reserved" expressions, in this order: i. Stand allocation order 1 ii. ������� Stand allocation order 2 etc. c. Towing Pool stands with "Preferred" expressions, 1st preference rule only in this sweep. In this order: i. Stand allocation order 1 ii. ������ Stand allocation order 2 etc. d. Stands with Towing Only / Allowed stands with "Preferred" expressions, 1st preference rule only in this sweep. In this order: i. Stand allocation order 1 ii. ������ Stand allocation order 2 etc. e. Repeat 2c and 2d pattern for 2nd preference rules 3. Other Pools a. • All stands with "Reserved" expressions, in this order: i. Stand allocation order 1 ii.������� Stand allocation order 2 etc. b. All Stands with "**Preferred**" expressions, 1st preference rule only in this sweep. In this order: i. Stand allocation order 1 ii.������� Stand allocation order 2 etc. c. All Stands with "**Preferred**" expressions, 2nd **preference** rule only in this sweep. In this order: i. Stand allocation order 1 ii. ������� Stand allocation order 2 etc. 4. Parking Pools starting with Allocation order 1, in this order: a. Stand allocation order 1 b. Stand allocation order 2 etc. c. No stand defined and continues one by one until limit is reached 5. Parking Pool Allocation order 2, in this order: a. Stand allocation order 1 **Enquiry** > **Parking Gantt** This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Parking Gantt Allocation, Linking & Other Information

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More:

Linking

Parking Gantt Allocation

Constraint Checking on Parking

<u>Enquiry</u> > <u>Parking Gantt</u>

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Parking Gantt Mouse Options

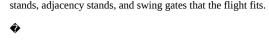
Double click

On a record to open a schedule editor for the selected flight bar.



Ctrl + Double click

On a flight bar writes information about the flight bar in the session log including the pools,



Mouse over

A flight bar for more information.

A histogram bar for a list of flights.





Drag and drop

A flight bar from one bay to another (hold down the left click and move to new location). When moving a bar for the first time, a prompt is given �Always show select period when moving a bar. Do you want to make this your default? �.

If selecting Yes, the option to select a From/To Date, Doop and Woop is shown and then only the breakout period will be moved.

If selecting No, then the bar will be moved without the option to breakout a period.

To change the default setting hold the SHIFT key while moving a bar and the option to change the default will be shown again.



Right click on the left side (list of parking pools/stands)

Add extra stand

Adds an �extra stand� with red background for overloaded flights.



Remove Extra Stand

Removes extra stand that has been added.



Close Stand

Close the stand for a period and time range. A note can be added to describe why the stand is closed. This note is shown in Stand details of the stand in the parking constraint.

When a stand has been closed or released, the airport/season must be rebuilt.



Release Stand

Open the stand for a period and time range. A note can be added.

When a stand has been closed or released, the airport/season must be rebuilt.





Right click on a flight bar



The following options are available when using right click on one or more bars;



Override Gap Time Warning



Enquiry > **Parking Gantt**

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Parking Gantt Options

There are options to change colours in the Colour Set-up.

In the ADM Setting table there are many settings related to parking.



The following functions are available from the *Options* menu.



Display Period

Enter the number of days and hours to show in the Gantt.

Note: the number of days and hours should be less than the selected days the Gantt was initially opened with i.e. if selected is 2 days but the display period is set to 3 days, there will only be 2 days of data in a window which spans 3 days.



Search Flight

Select Options | Search Flight or press CTRL + F Enter an operator code and flight number to search for and click find next.

All matching flight bars will change colour, this colour can be changed in the Colour Set-up table parking Gantt highlighted bar.

The first flight found is also highlighted with \\. The dialog has three buttons: "Find next", "Stop", and "Close". Find next browses to the next flight. Stop removes the colour highlighting and closes the "Search Flight" dialog. Close closes the "Search Flight" dialog and keeps the colouring.



Search Flight Again

Using *Options* | *Search Flight Again* or CTRL+SHIFT+F will highlight the next flight bar however unlike the search flight dialog, find next, focus will stay on the Gantt, and the mouseover function works right away.



Select Waitlist Flights

Select *Options* | *Select Waitlist Flights*, to highlight records which are not are their required times. The colour used is defined in the <u>Colour Set-up</u>.



The dialog has three buttons: "Find next", "Stop", and "Close". Find next browses to the next

waitlist flight. Stop removes the colour coding and closes the "Select waitlist flights" dialog. Close closes the "Select waitlist flights" dialog and keeps the colouring.



Swap Links

Select two flight bars by CTRL + Click and then *Options* | *Swap Links*, Two flight bars which are not linked in the schedule but have been linked by SCORE, can have their links swapped by selecting the two flight bars and then using the Swap Links option.



Note: If a record in held in turnaround format, the user is advised to break the link in the schedule editor.



Swap Positions

Select two flight bars by CTRL + Click and then Options | Swap Positions, swaps the stands allocated for two selected flight bars.



View Editor

To arrange the parking bay layout, select *Options* | *View Editor* and then use the Move Up and Move Down buttons to set the display order in the \$\phi\$ selected \$\phi\$ pane. Views can be defined as:

- -��� Group by Pool
- -��� Show overloads only by selected pools
- -�� Available stand pools and selected stand pools and are shown following the selected pool.

By default, the parking Gantt is arranged by the constraint pool and then the stand name and can be customised to suit personal preferences.



When closing the parking Gantt the user is prompted if the view should be saved.



Report

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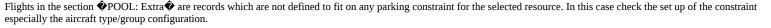
Parking Gantt Overages

Requires parking module.



The parking Gantt overages report shows the flights which are not defined to fit in any pools i.e. resource and flights which are an overage for a specific pool.







Report

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Parking Gantt Report

Requires Parking Module



The report shows details about the flights allocated to parking \slash gate stands \slash bays.

By default the information includes Pool, bays, arrival flight number and departure flight number.

Available fields to select are: From time, To time, Ov.Ind., Duration (min), Buffer from time, Buffer to time, aircraft type, associated gate (for users who have both the parking and gate module), Towing, Unlinked Arrival, Unlinked Departure, Hangar Arrival and Hangar Departure.

The report can be shown in a browser and written to file and message.



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<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Parking</u>

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Parking Linking Sweep

For flight records in unlinked format, score will link arrivals and departures based on a number of settings and rules. See also Parking Gantt Allocation, Linking & Other Information.



Parking sweeps are defined by, selecting View | Simple Maintenance | Parking | Parking Linking Sweep.



When linking arrivals with departures SCORE starts with a minimum time / time period between the arrival and the departure and attempts to link records for the whole season. This is called a sweep. In the next sweep SCORE will attempt linking based on the parameters for the next sweep. Each sweep �s parameters are defined in this table.



The table has the fields shown below.



•	
Airport	The airport and season fields can be left blank to be used as default values for airport, season combinations for which there are no
Season	entries.
	If there are one or more definitions for an airport, season combination, then the blank default entries are not used.
Sweep number	Enter the sweep number It is required to complete EITHER the arrival and departure time ranges (Arr from time Arr to time Dep from time Dep to time) OP.
Arr from time	It is required to complete EITHER the arrival and departure time ranges (Arr from time, Arr to time, Dep from time, Dep to time) OR the Min ground time factor.
Arr to time	
Dep from time	
Dep to time	For Time range definitions, arrivals from the arrival time range are linked with departures from the departure time range.
Dep to time	•
	When using a time range, the Min Ground time Factor and Use preferred Time cannot be used.
Min ground time factor	The maximum ground time expressed as the min ground time times factor. So if the minimum ground time is 30 minutes and the
	factor is 2 then the maximum ground time in the sweep is 60 minutes.
	•
	For Min ground time definitions, arrivals are linked with departures which fall within the range �Min ground time� to �Min
	ground time times factor.
	•
	When a sweep is using the min ground time factor, it is not possible to use Arr/Dep from/to time or the Use preferred Time option.
FIFO/LIFO	FIFO First In, First Out or LIFO / Last In, First Out
	•
	In FIFO (first in, first out), the first arrival is considered first and matched with the first matching departure, then the next arrival is considered etc.
	•
	In LIFO (last in, first out), the last arrival is considered first and matched with the first matching departure, then the second to last arrival is considered etc.
	•
A/C Type or group	Link by A/C type or by A/C type group in the sweep.
	•
	NOTE: If A/C type group linking is used in a sweep, which uses "Min ground time factor", then the minimum ground time used is the minimum of the minimum ground times defined for all the A/C types in the group.
Use preferred time	When enabled the time period used to link an arrival and departure, is the �Preferred Ground Time� defined in the Minimum
	Ground Time table
	If enabled the Arr/Dep from/to time and Min Ground time Factor cannot be used.
	•
Preferred Time Variation	If the �Use preferred time� is enabled, this option allow to define a +/-time variation for the linking.� When defined the linking
	sweep consists of three sweeps:
	1) � Use preferred ground time
	2) � Use preferred ground time plus time variation
	3)� Use preferred ground time minus time variation.
	•

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Parking Links Operator Group

The parking links operator group table is used to define a set of operator codes whereby the arrival to departure can be linked across operator codes within the group.



The function is used both in the parking Gantt and enquiry matrix when the parking type in the resource set is either Extended or Advanced.

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 $To \ create \ a \ new \ group \ select, \ \textit{View} \ | \ \textit{Advanced Maintenance} \ | \ \textit{Parking Links Operator Group} \ and \ then \ to \ create \ a \ new \ group, \ select \ \textit{Edit} \ | \ \textit{New Record} \ or \ press \ Insert.$

To edit a record, select $\mathit{Edit} \mid \mathit{Edit} \, \mathit{Record}$ or double click.

To delete a record, select it and then select, *Edit* | *Delete Record* or press Delete.





Parking Links Operator Group Name

Enter a name for the group



Comment

Free text field.



Use the Edit, New, Delete, Copy and Paste buttons to define the operator codes within the group.



Operator, valid from and valid to are all required fields.

<u>Constraints</u> > <u>Parking</u> > <u>Creating a Parking Constraint</u>

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Parking Pool

Each parking pool is a collection of parking stand types, whereby the type of aircraft it can accommodate is defined and then number of available parking stands.



To create, edit or delete a parking pool use the buttons at the side of the parking pool pane in the parking constraint.



To create a new parking pool, click the New button, it is required to select the Gate/Stand Type and the Towing type if ***** Use towing in parking calculation ***** is active in the <u>Setting</u> table.



Gate/Stand Type	Towing Type	Require Gate Module	Description
			Standard stands.
Contact Stands	Standard	N	If Towing is enabled in the settings, this type of stand by default does not permit the towed layover part of the flight (i.e. the part where the aircraft w
Ŷ	Towed Arrivals	N	Only the flight bar that arrives to offload and is then towed away.
	Towed Departures	N	Only the flight bar that is towed on to the stand for loading and departure.
			Only available for Advanced Parking type and if towing is enabled.
			Only for the layover part of the flight i.e. the idle part where the aircraft would normally be on a remote stand of the airport. No onloading/offloading
			•
Towing Stands	Towing	N	Only one towing pool can be created and can have <u>Stand (Reserved, Preferred and Excluded Expressions)</u>
			•
			•
			Individual stands on other stand types can have towing allowed in the <u>Stand (Reserved, Preferred and Excluded Expressions)</u>
			Remote stands are used for the:
Standa Remote Stands	Standard	Y	���� Layover part of a towed away flight,
			���� Non-Pax flight parking
	Towed Arrivals	Y	However can also be used for Pax arrivals and departures provided that each stand is defined, there is a bus gate pool and the Bus Gate Blocking Of
	Towed Departures	Y	As standard however departures are not permitted with this type. As standard however arrivals are not permitted with this type.
		_	Link stands are used for flights which have different arrival and departure terminals/resources but are in the same parking constraint.
			These flights will be allocated to link stands first before the other stand types and will not be spilt.
			•
			Using the <u>Stand (Reserved, Preferred and Excluded Expressions)</u>
			, it is possible to define the combination of arr/dep resource that are permitted for each stand. Example of preference:
			Preferences:
			1) ����� Operator is TT
			AND
			����� (Arrival terminal is �INT�, Departure terminal is �DOM�)
Link Stands		N	♦♦♦♦♦ OR
			������ (Arrival terminal is �TB�, Departure terminal is �DOM�)
			♦♦♦♦♦ OR ♦♦♦♦♦ (Arrival terminal is ♦DOM♦, Departure terminal is ♦INT♦)
			(Arrival terminal is VDOMV, Departure terminal is VINTV)
			2)����� (Arrival terminal is �INT�, Departure terminal is �DOM�)
			OR
			(Arrival terminal is �TB�, Departure terminal is �DOM�)
		1	

<u>Constraints</u> > <u>Parking</u> > <u>Creating a Parking Constraint</u> > <u>Parking Pool</u>

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Parking Pool Details

The parking pool details tab, is where the number of available parking bays is defined. Use the buttons to set the limits.





From Date / To Date

The first and last date the capacity limit applies.



From Time / To Time

The beginning and end time on each day, which the capacity limit

Description: Graphical user interface, application

Description automatically

generated



DOOP

Days of operation, which the capacity limit applies to



Warning

The warning limit is optional but is used to provide the coordinator with a warning when the capacity is close to full.





Limit

Enter the number of bays available for the specified date and time range.



<u>Messages</u> > <u>Handle Message</u>

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Parse Error

When handling messages SCORE checks for format errors and that change lines match existing data held. Where there is a discrepancy, the parse error dialogue shows the first error found but all errors found are also written to the session log.

Code non confirmed lines with W

When the flight details being changed or deleted do not match or cannot be found in the database there is an a tickbox. When this is Ticked the change screen will immediately open an have action code W for all lines which do not match the data held in the database.

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Example where a change doesn t match existing data (wrong time on the C line)



Example where the same flight number is used on the same date but the conflict occurs because of the ICAO and IATA code are different.



Example where there are no flight details matching the flight number.

Flight > Schedule Editor

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Paste Filter / Paste Filter Negated

Filters can be copied from a filter editor to other filter editors. In the schedule editor there are two menu 🕏 s available in from the edit menu:



Edit | Paste Filter

Edit | Paste Filter Negated



When pasting a filter to the schedule editor the view displays the flight records according to the filter. In the case of Negated, a negative version of the filter is applied i.e. NOT the records displayed in the paste filter function.



Drag and Drop

In a workspace containing a resource editor and a schedule editor, if drag and drop is enabled, then it is possible to drag a constraint to the schedule editor. This would be the equivalent of Copy the usage expression and then paste filter. If the Shift key is held whilst drag and drop, this will be the equivalent of paste negated.

Note when copying a constraints usage express, only the usage expression of the constraint is applied not the filter in the allocation rule for a terminal.



In a workspace containing AMP, Full AMP configuration, the filters can be drag to a schedule editor. The schedule editor will show the flights affected by the AMP filters.





Constraints

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The paxflow constraint is used to define passenger capacity limits through a terminal. When using the paxflow constraint, it is required to use load factors, otherwise zero is used as the load factor. See <u>Load Factor Group</u> for more details.

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Constraints are added/edited/deled in the Resource Editor. To add a paxflow constraint to the resource set, select Options | Constraint | New | Paxflow, or click in the constraints pane then press Insert and select Paxflow.



When creating a new paxflow constraint SCORE will prompt if the paxflow is a transfer passenger constraint yes/no. Once the constraint type has been selected it cannot be changed from one type to another.



Creating a transfer passenger constraint is the same process as a regular paxflow constraint, except that the transfer passenger constraint can only have arrival limits and uses the transfer Load Factor.

Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint is recommended to be unique.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click Edit to open the filter editor. A usage expression can be applied to the constraint as required.



Below Levels & Above Level

When histograms and enquiry matrix are displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected <u>Select Colour Set-up</u> and defined in the <u>Colour Set-up</u> table.



Click the Update button to create the constraint and then using the buttons on the right side of the pane the capacity limits can be defined.



Use Passenger Profile

Tick to enable the use of passenger profile and select the Pax Profile Group to be used.



NOTE: When using arrival Passenger profiles, the generic constraint must be set up with a rolling factor of 5.



Accumulated departure pax profile

If this checkbox is enabled the number of passengers based on the departure profile will accumulate e.g. the departure lounge filling up with passengers. At the departure time of the flight the accumulated passenger will be deducted from the total.

See <u>Departure Passenger Profile</u>.



NOTE: When using accumulated departure pax profile the Generic Constraints must be set to period of 5 and rolling of 5.





Offset before departure

If this offset field has value, the accumulated load will stop at the defined minutes before departure.

E.G. If set to 30 the accumulated load will stop 30 minutes before the scheduled departure time and then the count will drop to zero 25 minutes before scheduled departure time.



Load Factor Groun

<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Pax</u>

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Pax Profile Group

to simplify the profile list, it is possible to create different profile group frames
e.g.
Int Departures
Dom Departure
Lounge area
Immigration
Default profile
•
A default profile group name exists to prevent errors in the paxflow constraint window.
•
To define pax profile groups, select View Simple Maintenance Pax Pax Profile Group and then Edit New Record or press Insert.
To delete a profile group, select the profile and then press Delete or <i>Edit</i> <i>Delete Record</i> .
To edit a profile, select the profile and then press Enter, Double Click or select <i>Edit</i> <i>Edit Record</i> .
❖
See also:
Arrival Passenger Profile

When creating paxflow constraints, there is the option to use passenger profiles. Each airport/season can have different profiles, which would make the profile dropdown list extremely long for users coordinating many airports.

<u>Installation</u> > <u>Message Integration (Email & Type B)</u>

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<u>Departure Passenger Profile</u>

The PDC Mail Service application supports MS Exchange / Office365 and Pop/SMTP protocols.

The installer and user guide is available to download from PDC strips://ftp.pdc.com/airport/score/all/publicRelease/airport/score/all/email.

<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Messages containing multiple operator codes are not permitted to be processed automatically by SCORE (<u>AMP</u>/OCS). In some cases an airline may operate with different operator codes i.e. subsidiaries or merging after a takeover.

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To allow specified operator codes to be processed automatically (subject to constraints etc.) the code should be added to the permitted message mixed carrier code table

Select View | Advanced Maintenance | Permitted Message Mixed Carrier Code and then, select Edit | New Record or press Insert.



Score checks mixed operators "transitively". This means that if the pairs (Op1, Op2) and (Op2, Op3) are both in the permitted mixed operator table, then also a mix of Op1 and Op3 is permitted in a message as well as a mix of Op1 and Op3.



Note that this means that a permitted mix of four or more operators can be defined.

Permitted SHL Codes

Note: Only applicable for airports with baselines.



When preparing for the SHL and the future season, baseline records can be assigned SHL reason codes. When the initialise SHL schedule is run, the process rolls over the baseline records in to the live schedule of the future season. During the process all reason codes are changed to OK. The function has the option to vuse permitted SHL codes , if selected the codes, which are entered in the permitted SHL code table will remain unchanged.



To view the permitted SHL codes, select *View | Advanced Maintenance | Permitted SHL Codes*.

To edit a record, select *Edit* | *Edit Record*, or double click.

To delete an SHL code, select *Edit* | *Delete Record*, or press Delete.

To add an SHL code, select Edit | New Record, or press Insert.



Use H on SHL

If the option is ticked, flights with this reason code are given reply code H when generating SHL.

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Preferred in Towing

To define flights which are preferred in towing, select Options | View | Simple Maintenance | Parking | Preferred in Towing.



If Preferred in towing records have been entered, then flights will be towed in two sweeps. The first sweep will tow flights which fit a record/rule in the Preferred in towing table. The second sweep will tow flights which fit a towing rule but do not fit a Preferred in towing record.



To delete record(s), select the record(s) and then $\textit{Edit} \mid \textit{Delete Record}$ or press Delete.

To edit a record, select the record and then *Edit* | *Edit Record* or press Enter or double click

To add a new record, select Edit | New Record or press Insert

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Preparing a New Season & SHL

The initial steps for preparing a new season are typically the same for all users but the steps for preparing the SHL differ depending on whether historical baselines, SHL Branch or only a live schedule has been used during the season. After preparing the initial steps for the new season, refer to the appropriate sub-section below for steps to create the SHL.



Overview of steps for New season preparation:

- 1. Slot Monitoring results (if applicable)
- 2. Compare Baseline with Live (optional and if applicable)
- 3. Permitted SHL Codes
- 4. Results to baseline
- 5. Finitialise Season
- 6. Check the season table setting
- 7. Check the flight branch
- 8. Check the resource set
- 9. (Only if step 2 has not been run i.e. manual step) Copy from previous
- 10. Check the coordinated airport settings
- 11. Configure **AMP** settings



1. �� Slot Monitoring Results (if applicable)

Ensure that the slot monitoring results table has been updated and the session log messages have been actioned.



2. Compare Baseline with Live (if applicable)

This step is optional and would only apply for schedules using a baseline or the SHL Branch.

Run the �Compare Schedule Times� report to see flights where there are differences in times between the live and the SHL Branch / Baseline.



3. Permitted SHL Codes

This is a one-time set up item, ensure that the SHL codes N80, MU, NP and NE are added to the permitted SHL codes table.

See Permitted SHL Codes



4. Results to Baseline

Use the results to baseline function to automatically code the baseline with the SHL codes N80, MU as required. Review the log file created in the SCORE directory detailing the records which must be manually fragmented and coded.

See Results to Baseline



5. Initialise Season

Run the Initialise Season.

See <u>Initialise Season</u>



Records in each of the tables created by Initialise Season function can also be done manually as the checks in steps 6 to 9.



Ensure that the season dates are correct or create a new season. If the season dates are incorrect the schedule records will also have incorrect dates (to correct may require deleting the entire season and starting over).

See Season



<u>Installation</u> > <u>OCS Module</u>

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Preparing the Windows Server

The instructions in this guide are based on an installation using Windows 10 Pro, other versions of Windows may require deviation from this guide or referring to Windows documentation online.



The OCS Web Service requires the following Windows features to be enabled and configured, see the sub directory for further details.

����� .Net framework version 4.5 or later

����� Internet Information Services (IIS) Version 7 or later

����� Windows Communication Foundation (WCF)

����� Microsoft Message Queues (MSMQ)



More:

.Net Framework

Turn Windows Features On or Off

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Printing Enquiry

To print your enquiry do following, select $File \mid Print$ or Ctrl + P

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Header: ������������ Select a predefined header (see <u>Header / Footer</u>)

Date Range:♦♦♦♦♦♦♦♦♦♦♦♦♦ Select date range from/till (not available for histograms)

Time Range: ***

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Properties / View Selector

When selecting to include a schedule editor view in the workspace there are variations to choose from:



Flight: A standard flight schedule editor view



Schedule editor and vertical find flight



Schedule editor and horizontal find flight



Schedule editor and slim horizontal find



Schedule editor and search Find Flight

Type in a search expression e.g. A SK 1000-1200 01JAN-10JAN ac:320 od:CPH J

Use the Find Flight Dialog button to generate more examples.



<tags>

o: operator	ln: last/net station
sn: service number	st: service type
ct: cleared time	rc: reason code
rt: required time	term: terminal
ht: historic time	res: resource
it: initial requested time	reg: aircraft registration
dt: date	sh: slot holder
d: <u>doop</u>	shn: slot holder number
ac: aircraft type	si: <u>slot id</u>
od: orig/dest station	s: seats



Schedule editor linked

In this view there are two different editor of different sessions. The find flight dialogue returns records in both editors as per the selections made in the single find flight dialogue.

Date selection in the find flight dialogue cover both seasons.

Description: Graphical user interface, text, application Description automatically generated



Schedule Editor Master Details

There are two options to select Live or Baseline. The selected one becomes the master schedule and is in the top pane, the other schedule is in the bottom pane.



For example, selecting Live as the master means, this workspace has two schedule editors, the top pane is the live pane which is populated with the flight from the find flight dialogue.

When selecting a record in the top pane (live schedule), the associated baseline record(s) is shown in the bottom pane. The baseline record is found using the same slot holder links.

To show only matching period and DOOP, toggle the $Option \mid Period \ Match.$



Selecting baseline as the master, the baseline will be the top pane and the live will be the bottom pane. $\frac{1}{2}$

Below screenshot show live as master (top pane).



<u>Maintenance</u> > <u>Simple Maintenance</u>

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QC Points

Each aircraft type is assigned a noise quota value for arrival and departure, which can be further defined by an operator.



To view the QC points table select *View | Simple Maintenance | QC Points*.



To edit an existing record, highlight then select Edit | Edit Record or double click. To create a new record, select Edit | New Record or press Insert.



Arrival QC points and Departure QC points are required fields, which can be a decimal or whole number. Records can be added using both ICAO and IATA aircraft type code i.e. if the aircraft doesn that have any IATA code then the ICAO code can be used (applicable when using GCR messages).



Note: If no QC points are defined for an aircraft type, SCORE uses 99 points. This value is used instead of zero because a user is more likely to notice an error in the setup.



'Coordinated airport' and 'Operator' are optional fields.

Score looks up the QC points for a flight by searching for a match on:

- 1) All fields: aircraft type, operator, airport, and acreg.
- 2) Aircraft type, operator, and airport. Blank acreg.
- 3) Aircraft type, acreg, and operator. Blank airport.
- 4) Aircraft type, acreg, and airport. Blank operator.
- 5) Aircraft type and acreg. Blank operator and airport.
- 6) Aircraft type and airport. Blank operator and acreg.
- 7) Aircraft type and operator. Blank airport and acreg.
- 8) Aircraft type only. Blank airport, operator, and acreg.

Constraints

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Quota

Constraints are usually used to set the capacity limits of an airport resource, however in some cases additional restriction may be imposed upon an airport or its operators.



An example usage could be an airport with an hourly capacity of 60 movements per hour but it has an additional restriction imposed, which limits the number of movements during night time hours to a total of 20. These 20 movements could be in a single hour, spread across hours or across midnight in to another date.



A quota constraint can be defined as an allocation to specified operators or for all operators, it is based on the total number of movements, quota points and seats.



Using the last example again, of the 20 movements permitted at night, this could be spilt so that operator A is permitted 5 movements, operator B is permitted 5 movements and the remainder 10 could be used by other operators. Below is an example screenshot of details.





When viewing a quota constraint in an enquiry matrix set to show utilisation, the number displayed in each cell is an accumulated total of the records. The screenshot below is the result of the above details used with the period kind set to Weekly. The coloured area shows the running total for the period beginning 2300 30th October and ending 2355 5th November. A new period begins at 2300 on the 6th November. In the grey area the figures are not accumulated as this is outside of the constraint time period defined.



Utilisation Availability



Utilisation is based on the schedule data in SCORE and assumes everything has operated to time and there were no operations without a slot. In a real world environment this is not always the case, which means a seasonal quota constraint could become less accurate as the season progresses. Using the <u>Actual Quota Count</u> table the actual QC points, movements and seats utilised up to a specified date can be entered in SCORE.



Note: When actual usage has been entered, an enquiry matrix will display this value in all cells of the matrix up until the specified date.



Drill Down on Matrix:

Double clicking on a cell in the matrix enquiries (drill down) for a Noise/Quota constraint, shows all flights that contribute to the selected Quota period.

For a seasonal quota, it will be all flights in the season that match the constraint criteria, for a weekly (or multi-weekly) quota, it is the flights within the relevant week/these weeks.

Note that a flight easily can contribute several times to the same period.



Constraints are added/edited/deled in the Resource Editor. To add a quota constraint to the resource set, select Options | Constraint | New | Quota, or click in the constraints pane then press Insert and select Quota.



Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint is recommended to be unique.



Note: The Period and Rolling Factor fields in the generic constraints are only used in Runway and Paxflow Constraints. For Check-in, Parking, Gate and Quota these fields are completely ignored.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Period Kind

Select the period which the quota limit covers. The options are;

����� Daily � The quota limit applies to each day within the From/To dates.

����� Weekly � The quota limit applies to each week within the From/To dates.

Database Operations

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Reallocate Baggage Belt

Wip



It is required to close all associated windows, then re-open to see the changes.

Database Operations

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Reallocate Parking

Reallocate parking clears dynamic parking links (arrival departure links made by Score which are not in the schedule or the flight link table) and reallocates parking for the active template in the selected schedule.



Auto reallocation of the Gantt can be defined in the Office table.



SCORE also keeps track manual user allocations (drag and drop, de-link, swap links, swap positions etc), which have been made in the parking allocations.



When the selecting the "Re-allocate parking" function, SCORE will only ask if "all allocations including user allocations" should be re-allocated if there have been manual user allocations

If there are manual user allocations and the user selects to re-allocate them, then a further confirmation required to ensure the user pays attention to their actions. The user must enter a code presented in a dialog before re-allocations will be saved in the audit log.



It is required to close all associated windows, the session and then re-open to see the changes.



Note: While an OCS client is running parking Gantt reallocation, OCS requests are rejected and returned to OCS with a user message to try again later.

Maintenance > Advanced Maintenance

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Reason Code

Reason codes can be assigned to constraints. When constraint limits are exceeded the AMP and OCS modules can assign a reason code based on priority.



To view reason codes, select View | Advanced Maintenance | Reason Code.

To add a reason code, select *Edit* | *New Record* or press Insert.

To edit a reason code, select Edit | Edit Record or double click



Reason code

Enter the reason code. This reason code will be saved with the flight record, not the standard IATA reason code. This reason code is also displayed on OCS, however the Standard IATA Reason Code (if populated) will be used on reply messages.



Standard IATA reason code

If entered, this standard IATA reason code will be used on reply messages instead of the Reason Code .



Exempt

A record with an exempt reason code will not be included in the capacity calculations or enquiries



Priority

When multiple constraint limits are exceeded the reason code with the highest priority is used. The highest priority is 1. Enter a priority number for this reason code (optional).



Include Reason Code on Telex Messages

Select if the reason code is permitted to be used on reply messages and/or displayed to OCS users.



Reason Code Group

See Reason Code Group



Comment

Free text information



<u>Maintenance</u> > <u>Advanced Maintenance</u>

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Reason Code Group

Each reason code can be assigned to a Reason code group, e.g. all "Runway", which will populate the fields AReason Code Group and DReason Code Group in the schedule editor and custom reports.



To add a reason code group, select View | Simple Maintenance | Reason Code Group and then select Edit | New Record or press Insert.

To view or edit an existing record select *Edit* | *Edit Record* or double-click on the record.

To delete a record, select it and the select $\textit{Edit} \mid \textit{Delete Record}$ or press Delete.

Reason for no auto-reply

The field reason for no auto-reply in messages archive shows some reason as to why the message was not sent automatically.

Examples of such reason can include:

����� AMP filter failure

����� Bad SSIM

����� Baseline implications

����� Constraint breach

����� No contact details

����� No contact permission

������ Other

����� Rejected

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Database Operations

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Rebuild All Counters

Counters are used to calculate airport capacity utilisation and availability for session log, enquiries etc. Sometimes the counters between client sessions and the server may become out of synch or need to be rebuilt after certain changes have been made.

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Examples of when it is necessary to rebuild the airport, season and resource set counters include

������ Changes to the resource set, this can be structural or just an adjustment of the limits

������� After importing data

������ After creating a new branch or resource set

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Note: If there have been major changes it is best practice to Rebuild All for Air/Sea

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This function clears the counters for all airports, seasons, schedules, resource-set combinations. This will cause the counters to be rebuilt the next time a schedule is opened.

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The function is useful if changes have been made to multiple resource sets. To rebuild all counters, select, *View* | *Database Operations* | *Rebuild All Counters*. After executing SCORE will prompt all users with this session open, to close and reopen the session and all associated windows. Any open AMP / OCS sessions will be closed.

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Users who are not in the Supervisor group need read and write permissions to be able to run the function.

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Rebuild Counters can be done automatically as a schedule batch command as part of a scheduled task.

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 $CMD = REBUILD_ALL_COUNTERS$

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Database Operations

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Rebuild All for Air/Sea

See also ADM-Rebuild all for Air/Sea.



Rebuild All for Air/Sea, not only performs the recalculate flights but also rebuilds counters and gives the user the option to reallocate all parking.



When a flight record is added or changed, the SSIM fields are updated as entered, additionally there are a number of fields which require updating using look ups or calculations. Here are some examples

����� Which terminal will the flight operate from/to, this is identified via the resource set

����� Which country does the flight operate from/to, this is looked up using the airport table

����� Does the airport have available suitable parking, this is identified using a combination of the resource set, aircraft type/group and parking constraints

����� What is the noise quota values for an aircraft, this is looked up using the QC points table



When any of these (and others) are changed, the existing records and data need to be updated, therefore SCORE will show a warning message to the user making the change. The warning begins as:





The following schedules need recalculation due to the latest



And then follows some more information such as �Aircraft Type Group update� and a list of airport schedules which require recalculating



The warning will only be shown after the first change requiring a rebuild has been made and the warning message as shown above, is only shown to the user making the change.



For all users there will be a message in the status bar (at the bottom of the SCORE application), when a current or future season needs rebuilding. Past seasons will prompt the user when opening the session.



To see which schedules need to be rebuilt see Rebuild Schedule (Status).



Note: A session which requires a rebuild cannot be opened until the rebuild has been done. When a user tries to open a session requiring a rebuild SCORE will show a message that the schedule needs recalculating.



To rebuild a schedule (recalculate flights and rebuild counters select *View* | *Database Operations* | *Rebuild All for Air/Sea* and then select the airport and season. An option to also reallocate parking is given if there is a parking constraint.



After executing rebuild counters or recalculate flights on a session, SCORE will now prompt all users with this session open, to close all associated windows and reopen the session.



Database Operations

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Rebuild Schedule (Status)

See Rebuild All for Air/Sea for details about the rebuild / recalculate process.



To see which airport/season/schedule/resource set combinations need to be rebuilt, select View | Database Operations | Schedule Rebuild Status.



To rebuild all the schedule / resource set combinations for and airport season use Rebuild All for Air/Sea.

To rebuild the schedule(s) shown in the schedule rebuild status window, select the schedule(s) and then select Options | Rebuild / Recalculate.

Database Operations

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Rebuild Schedule (Trace)

To view all rebuilds that have been done, select *View | Database Operations | Rebuild Schedule (Trace)*.



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Re-evaluate Cancellation Status

After the slot monitoring results table has been created, details flights which have been cancelled are added to the slot monitoring cancellation table.



For users without baselines, if the flight is added back in to the live schedule then the record is removed from the slot monitoring cancellation table, therefore this function is not applicable to non-baseline users.



For users with baselines, the use of slot holders allows a different flight numbers to be counted towards a baseline line record and all cancellation records are retained.



The cancellation table contains a field \mathfrak{P} In Live Y/N \mathfrak{P} , which indicates if there is a record in the live schedule using the same slot holder on the coordinated the date. The flight number could be the same as the cancelled record or completely different.

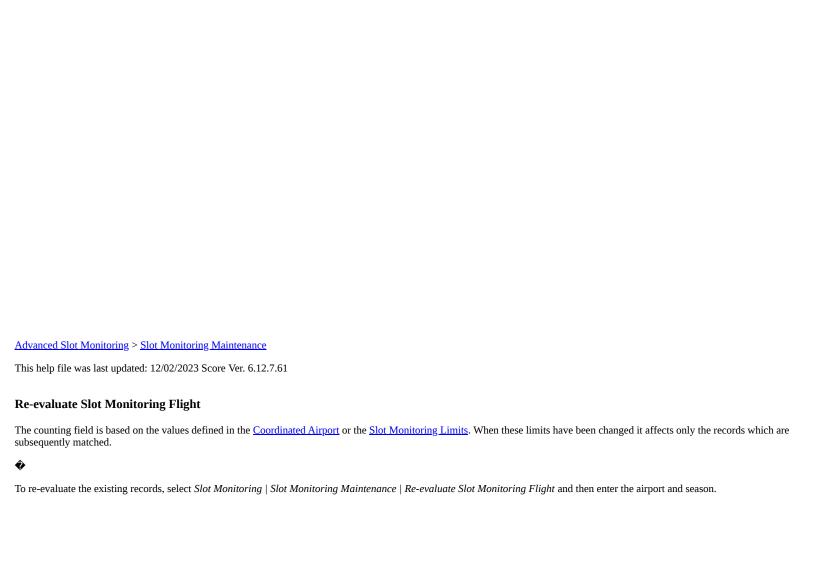


To update the In Live Y/N field for records in the cancellation table, select *Slot Monitoring* | *Slot Monitoring Maintenance* | *Re-evaluate Cancellation Status*.



Note: This process may take a few minute to complete.





<u>Advanced Slot Monitoring > Slot Monitoring Maintenance</u>

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Re-evaluate U/L Operations

The cancellation field in the slot monitoring results table is a calculated field based on the **②**Use it or Lose it Number of operations **③** (U/L ops).



The U/L ops field is set when the results table is created or when the update use it lose it function is run for the newly added records. Once the number is set or update results has been run, U/L ops remains static. In some cases the number of operations may have been increased or corrections have been made to the schedule, which could result in the U/L ops being too low. This also leads to the cancellation and project slot usage fields showing invalid values (negative cancellations and greater than 100% projected usage).

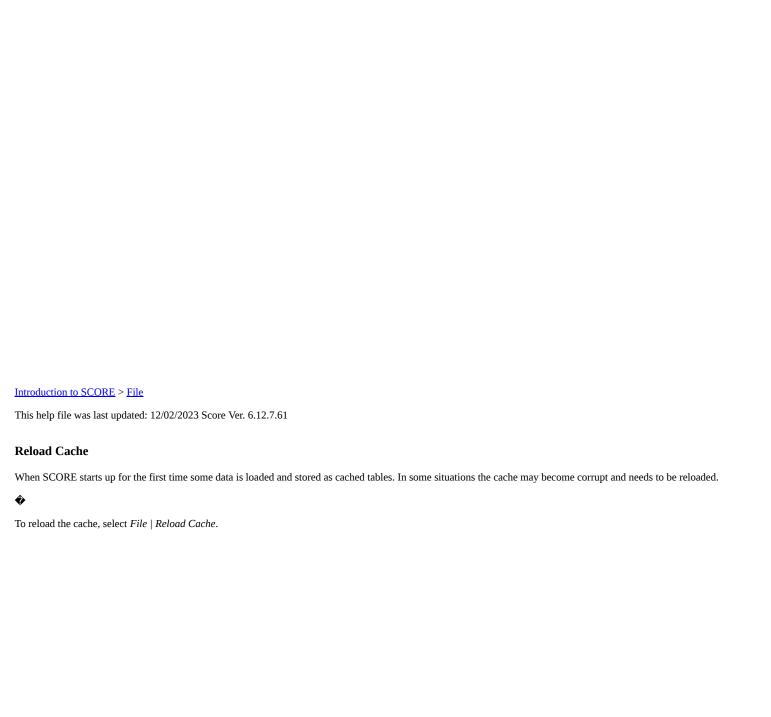


Each record can be manually adjusted with the correct U/L ops, but the process can be run automatically. To re-evaluate the U/L ops, select *Slot Monitoring Maintenance* | *Re-evaluate U/L Operations*, then select the airport and season.



The **�** Use it or Lose it Number of Operations **�**, **�** Target Number of Operations **�** and **�** Cancellation fields are updated. The option to update results is available once completed. It is recommended to run the update result function.







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Repair UL Operations

For records which have "Use it or lose it number of operations" greater than the number of weeks in the season the function sets "Use it or lose it number of operations" to the number of weeks in the slot monitoring result record's period and adjusts the target too (the target is set to 80% of the "Use it or lose it number of operations".



To run, select Slot monitoring | Slot monitoring maintenance | Repair UL Operations.



Replicate and Replicate Adm Operation Manual

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Replicate Admin client

A prerequisite for running the Replicate Admin client is to start it from the same location as your SCORE Server. This is so, because the Replicate Admin client uses the *score server.ini* file to determine the database that will be used to store the replicators state data.

Replicate Admin client has first been included in SCORE serelease from version 6.10.5.3 and the administrative and monitoring features have been delegated from the replicators to this client. Using the Replicate Admin client one can:

••••• Monitor the overall replication progress for all replicators connected to a score server. The overall replication progress for all replicators is shown in the Service so Overview pain.





Each row in this grid displays information about a specific replicator. There is only one replicator available in the example installation shown on the picture above called *dev* accounting for 5670 total number of updates replicated across all airport/seasons available in it. It also displays the *last heartbeat* send by the *dev* replicator. The *last heartbeat* field is supposed to be updated every minute. So the last heartbeat value could be used as a clear indication if a particular replicate installation is still responsive.

•••••• Monitor the airport/season specific (detailed) replication progress for all replicators connected to a score server. The detailed replication progress is shown on a per replicator bases. One can view the detailed information about specific replicator in the •• Selected Service Details •• pane by clicking on the replicator in interest in the Service •• Se

In the picture above, the dev replicator is selected and its only airport/season XXX W14 specific data is displayed.

* * * * * Perform administrative changes in one or more replicators connected to the same score server. In order to be able to perform administrative changes, one must select a replicator and press the *Edit Airports/Seasons* button.





On the picture just above The �Edit Airport/Seasons� button has been highlighted in yellow.

Ones this button has been pressed the Airports/Seasons Administration windows form pops up:



•

Using this form, one can perform the following administrative actions using their corresponding buttons:

o♦ Add an Airport/Season ♦ by pressing the *Add* button.



o ◆ Remove an Airport/Season ◆ by checking a row from the grid and pressing the *Remove* button highlighted in yellow in the picture just below.

Note: this button becomes enabled if and only if at least one record is checked. Otherwise it is disabled. In addition, a record selection does not affect this button senabled/disabled property.



○ Activate an Airport/Season �� by checking a row from the grid and pressing the *Activate* button highlighted in yellow in the picture just below.

Note: this button becomes enabled if and only if at least one record is checked. Otherwise it is disabled. In addition, a record selection does not affect this button senabled/disabled property.



o♦ Deactivate an Airport/Season ♦ by checking a row from the grid and pressing the *Remove* button.

Note: this button becomes enabled if and only if at least one record is checked. Otherwise it is disabled. In addition, a record selection does not affect this button senabled/disabled property.



All the changes performed via the Airports/Seasons Administration form will ONLY be applied if the *Commit Changes* button is pressed. Changes could be canceled by clicking the *Cancel* button. The *Commit Changes* and *Cancel* buttons referred here are highlighted in yellow in the picture below.

Note: Please note that the **Commit Changes** and **Cancel** buttons becomes enabled if and only if some changes have been introduced to the available set of airports/seasons. Otherwise they are disabled.



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Replicate and Replicate Adm Operation Manual

Replicate and replicate adm

Manai

IMPORTANT • Replicate upgrade manual for users upgrading their SCORE installation from a version before 6.10.5.3 to 6.10.5.3 or later version

Introduction

Replicate Admin client

New generation Replicate client

Replicate ini

Replicate and Replicate Adm Operation Manual

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Setting INCLUDE_TERMINAL_IN_SCR_LOG_FIELDS. For replication clients running in SCR log mode, updates that only contain changes to the allocated terminal are not normally replicated. Activate the new setting to have such updates replicated as well, i. e. add "INCLUDE_TERMINAL_IN_SCR_LOG_FIELDS = 1" to the [SETUP] section of the ini file. It is off by default.

Installation

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Replicate Module

The replicate module is used to replicate flight data from SCORE to other systems such as the AODB airport operations database. There are a number of different ways to interface with the AODB and some development may be required by your AODB provider.



Please contact $\underline{score@pdc.dk}$ for more details and also advise which systems you would like to integrate with.



See also Replicate and Replicate Adm Operation Manual



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Report

SCORE has a number of predefined reports under the report menu. In the Report | Flight Report menu additional fixed reports (for users with standard report module) and custom reports (only users with advanced report module) can be created.



Note: This section looks the reports in SCORE however some reports may not be available to all users. The full report functionality required; advanced report module, SQL server and Enterprise module.



More:

Flight Report

Comparison Report

Archive Report

Report Column Headers

Check-in Gantt Report

Flight History Report

Ground Time Report

Parking Gantt Report

Parking Gantt Overages

Parking Flights on Ground

Maintenance Tow Report

Outstanding Request Allocation Report

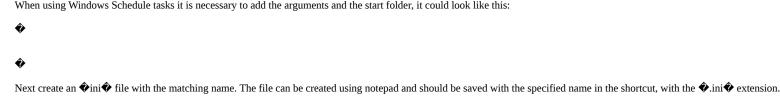
Compare Live with Copy

Compare Baseline with live
Compare Operator Slots with Previous Seasons.
Cancellation Report
NAC chart
Overloads
Statistics
View Copy
Report Automation
Report .
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This help the was last apacted. 12/02/2025 Scote Yell 6/12/7/07
Report Automation
Reports can be generated using the SCORE interface or automatically as part of a scheduled task.
Setting up report automations requires a custom configuration file �ini� and a shortcut to the ScoreClient.exe program with the specified ini file.
To create a shortcut for automation;
����� In windows find the ScoreClient.exe application then right click on the application and select �Create Shortcut�. A new shortcut is created
♦ ♦ ♦ ♦ ♦ Right click on the shortcut and select properties
* *
����� On the �General� tab give the shortcut a suitable name
♦ ♦ ♦ ♦ ♦ On the ♦ General ♦ tab give the shortcut a suitable name ♦ ♦ ♦ ♦ ♦ ♦ On the ♦ Shortcut ♦ tab in the target field add details of the ♦ ini ♦ file
������ On the �Shortcut� tab in the target field add details of the �ini� file
♦ ♦ ♦ ♦ ♦ On the ♦ Shortcut ♦ tab in the target field add details of the ♦ ini ♦ file The target field of the shortcut could look like this;
♦ ♦ ♦ ♦ ♦ On the ♦ Shortcut ♦ tab in the target field add details of the ♦ ini ♦ file The target field of the shortcut could look like this;
♦ ♦ ♦ ♦ ♦ On the ♦ Shortcut ♦ tab in the target field add details of the ♦ ini ♦ file The target field of the shortcut could look like this; D:\Score\scoreClient.exe -ini=myini.ini
♦ ♦ ♦ ♦ ♦ On the ♦ Shortcut ♦ tab in the target field add details of the ♦ ini ♦ file The target field of the shortcut could look like this; D:\Score\scoreClient.exe -ini=myini.ini •
♦ ♦ ♦ ♦ ♦ On the ♦ Shortcut ♦ tab in the target field add details of the ♦ ini ♦ file The target field of the shortcut could look like this; D:\Score\scoreClient.exe -ini=myini.ini

Compare Live with Snapshot

 $\textbf{$\widehat{\phi}$D:\Score\ScoreClient.exe}$ -ini=myini.ini$

Compare Schedules



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More:

Common Parameters

INI for Custom Report Automation

INI for Fixed Report Automation

INI for Archive Report

INI for Archive Address List

INI for Auto Decline Offers

INI for Check-in Gantt Report

INI for Compare Schedule

INI for Comparison Report

INI for Compare Baseline with Live

INI for Cancellation Report

INI for DATA Report

INI for Enquiry

INI for Flight_Update_Export

INI for Outstanding Request Allocation

INI for Parking Gantt Bars

INI for Parking Gantt Report

INI for Slot Swan Report

<u>Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Report Column Headers

When running reports SCORE uses standard headers for each field as seen in the field selection list. In this table it is possible to define custom headers for the fields of reports, which use the following tables:

 ${\color{red} \boldsymbol{\hat{\varphi}}} {\color{red} \boldsymbol{\hat{\varphi}}} {\color{r$

����� Slot monitoring cancellation

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To define custom headers, select Report | Report Column Headers and then select Edit | New Record, or press Insert on the keyboard.

To edit an existing set of custom headers, select the headers record by name, then Edit | Edit Record or Double Click.



When creating a new set of custom headers, first step is to select which table the headers are for, then complete the General tab and report column header tab.



General Tab

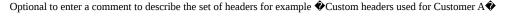
Name

Enter a name for the set of custom headers for example **O**Customer A **O**Customer A **O**Customer B **O**

The name entered here will be shown in the header selection dropdown of the generate report screen and report automation ini files.



Comment



Report Colum Header Tab

Use the New, Edit, Copy, Paste and delete buttons to define the headers.



•

Header	
Select the standard field heading	
•	
Report Header	
Enter the custom name to use instead of the standard heading.	





Standard Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Reports

Use this to control the Reports that SCORE can generate.

More:

Reports | Compressed

Reports | Detailed report

Standard Slot Monitoring > Reports

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Reports | Compressed

This generates a report, using the current settings in the limits dialog. Each planned flight is entered as one line in the report, and the following statistics given for each flight. The number of planned flights depends on the period chosen in the constraints dialog.

AVG ♦♦♦♦♦♦♦♦♦♦♦♦♦ Average Deviation.

PLN ���������� Planned flights.

FLW�������� Flown flights.

NFLW������� Flights planned but not flown.

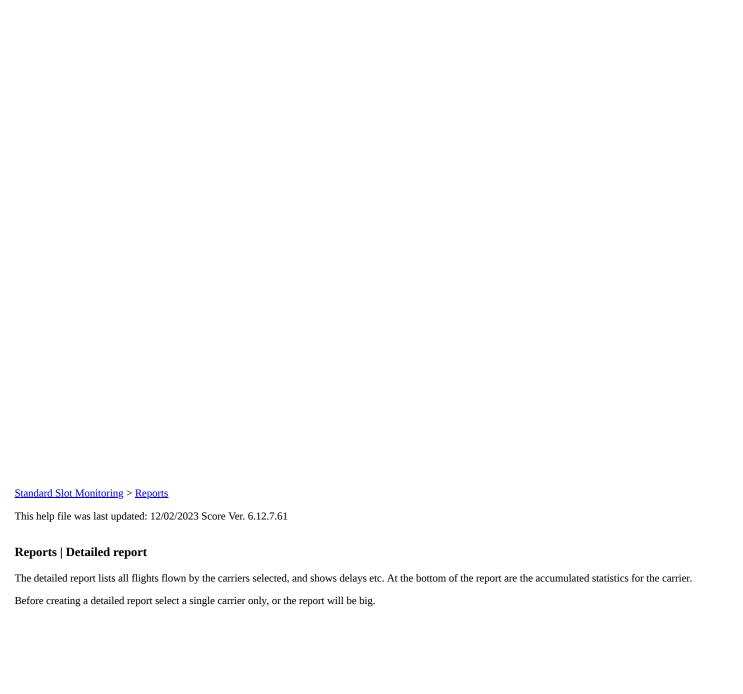
DEV������� Number of deviations in flights flown.

DEV (%)���� Deviation in percent, including flights not flown.

The report can be saved by using $File \mid Save$. For the compressed report, the program will suggest the extension .src (this is short for SCORE report compressed). The format of the file is a simple text format and can be edited with any text editor. You must be aware that the SCORE Monitor may not be able to subsequently recognize everything. In particular, the lines containing the airport and the season must not be altered, together with the first character in each line. If the first character in a line is not one of the above, the programme assumes that this is not a flight and you will not be able to alter it.

The following extensions are used when naming files:

- *.SRC������� Compressed report.
- *.SRD������� Detailed report.
- *.ATC������� ATC Data.
- *.SDT������� SCORE Data.
- *.SUP�������� Unplanned flights.
- *.SUK ������� Unknown flights.



<u>Maintenance</u> > <u>Advanced Maintenance</u> > <u>Resource Editor</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Resource

The resource pane is a tree like structure modelling the different areas or resources of an airport. At the top of the tree is the runway and then branching off are the terminals or areas of the airport. The number of branches depends on the modules purchased.





Warning: If no terminal is defined then it is not possible to add or edit flight records in the schedule.

The resource set must contain at least one terminal code. If there is only the root, then the terminal field must be populated. Alternatively create a terminal off the root for flights to be allocated to.



Terminal code entered at the root level

OR

No terminal code at the resource level. Terminal added off the root level, without any allocation rule





To edit or add a resource, right click on the resource name then select either New to add additional resource branch or Edit to amend the selected resource.





The constraint details for Runway and Paxflow can also be imported with the right click Import constraint menu. Once selected select the constraint which the constraint details should be imported to, if there are already constraint details, SCORE prompt if these should be deleted and finally select the CSV file containing the details to be imported.



The format of the CSV file is formatted the same as in the constraint details pane e.g.

A,29OCT,24MAR,0000,2355,1234567,850,950

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Note if using Excel to prepare the data for import then the columns should be formatted as TEXT, otherwise a 🏶 must be prefixed to date/doop/time fields.

�

25-Mar not formatted as text

25mar 'added as prefix to date / text formatting

0000 'added as prefix to time doop / fields / text formatting

0 not formatted as text

D,29OCT,24MAR,0000,2355,1234567,,1250



The import function validates the following:

Date format, date range, DOOP, time range and that the warning is lower than the absolute limit.



The root of the tree cannot be deleted but the branches down the tree have the option to delete.





In the above screenshot two additional resources have been added to the root of the tree, the allocation order determines the order down that branch.



Users with the ARM (Advanced Resource Module) or with more than one level can drag and drop a resource to another resource on another level.



Resource Name

Enter a name for the resource. The name is displayed when selecting a resource enquiries and in the resource fields used for views and reports.



Allocation Order

Enter a number to set the order of the resource down that branch. The first allocation is 1. <u>Maintenance</u> > <u>Advanced Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Resource Editor

The resource editor is used to build the airport model and all its resources in the resource set. To access the resource editor select *View* | *Advanced Maintenance* | *Resource Editor* then select the airport, season and resource set.



The resource editor has different panes and the options available differ depending on the pane selected.





Description of panes

- 1. Airport resource pane model of resources or areas of the airport
- 2. Allocation rules pane rules of which flights use the selected resource
- 3. Constraints pane capacity constraints for the selected resource
- 4. Load factor pane for resources with paxflow constraints add load factor rule here
- 5.� Parking count pane � number of aircraft type on the ground at specified time (typically used at midnight local time)
- 6. ♦ Taxi Times *not available to all users



More:

Resource



Taxi Times

Turi Times

Select Resource Set

Enable Drag and Drop

<u>Maintenance</u> > <u>Advanced Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Resource Set

A resource set is a model of the airport containing constraints, load factors and areas of the airport such as terminals. Only one Live versource set can be built for each airport/season.



Users with the enterprise module have the option to create one resource set for historic baseline and the option to create multiple vother resource sets, which can be used for scenario testing.



To view the existing list, create and delete resource sets, select View | Advanced Maintenance | Resource Set.



To delete a resource set (all resources, constraints, load factors etc) select a resource set(s) for the list and press Delete or *Edit* | *Delete Record*.



To change the properties of the type and parking type of a resource set, double click the resource set.

To edit the resources, allocation rules, constraints, load factors, select the resource set and then select *Options* | *Open Resource Editor*. For details about edition the resource set see Resource Editor.

More:

Create a Resource Set

<u>Flight</u> > <u>Schedule Editor</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Restore Sorting

Select *Options* | *Restore Sorting* or press F5 to restore the sorting as defined in the view selfinition.



<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> - <u>Slot Monitoring</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Results to Baseline

Users with baselines and the advanced slot monitoring module can automate part of the process of assigning reason codes to lost historical records.

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Note: This is a multi-step process and the order in which it so done will affect the resulting historic coding of flight records. When coding the assignments should be done in this order:

1.NP



To assign reason code to the baseline records, select File | Results to Baseline.





Select the airport and season to be coded, and then select one of the three reason codes, in the order of:



1. NP Non-recognised period.



Under IATA WSG the minimum period eligible for historic rights is 5 weeks and it is not necessary to state NP for records less than 5 weeks.



2.	N80	requirement for historic eligibility. When selecting N80 enter the maximum % value, which should be assigned the reason code N80. i.e. entering 79 means that all records where there projected slot usage is 79% and less.
3.	MU	Any records which have had the NP code (if applicable from step 1) will retain the NP coding. Misuse.
		When the MU code is selected, records in the baseline are assigned reason code MU if the Sig Off Slot field is not blank.
		Any records which have had the NP or N80 code (if applicable from step 1 and step 2) will retain the NP/N80 coding.
		NOTE: When running the MU function it is based purely on the Sig Off Slot process. Users who don to use this method for MU may manually code each record as MU and omit this step.
Ŷ		
When the rules:	ne results	to baseline function is run, SCORE checks each baseline record against the corresponding slot monitoring result record and assigns the reason code using the following
•		
*	***	Any record, which already has N80, MU or NP reason codes assigned, will not be altered. i.e. retain their code once it has been set.
	🏟 Fragm	In the case where the baseline record is multiple day of operation, the baseline will NOT be fragmented if part of a record has failed needs N80/MU UNLESS ent baseline on different results is checked, instead SCORE will create a text file in the Log path specified, which details the baseline records, the coordinator gment and code manually.
•		
		nitialize new season Copy from Previous is run all reason codes are changed to OK unless the vuse permitted reason codes is selected and the codes are in the odes table.
Databas	e Operati	ons
This he	p file was	s last updated: 12/02/2023 Score Ver. 6.12.7.61
Resy	nchro	nise Auto Airport
Not ava	ilable for	all users.
•		
To Resy	nchronise	Auto populated Airports, select View Database Operations Resynchronise Airport.

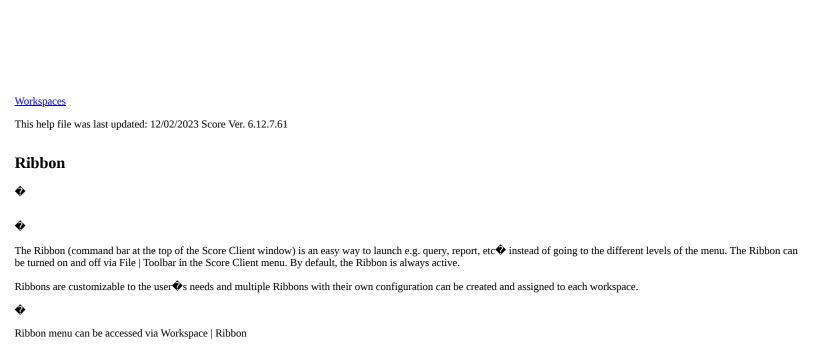
The function prompts for an airport and a season. Select an airport, which is in the Auto Coordinated Airport table and automatically populated for the season. Warnings for flights for

The resynchronised schedule is compared with the existing and only changes are applied. As a result, the replicator will update the schedule for auto airports the same way as any other

which a block time is not defined in the Block Time table is given in the session log.

schedule.

In some countries and/or airports there are local regulations, which state a different



•When you have edited the Ribbon, you can save your changes via "Workspace | Ribbon | Save". If you do not save the ribbon your changes will be lost when you close the workspace. The first time you save a ribbon you are prompted for a name. If you have access rights to create global views, you will also be prompted if you want to create a global ribbon.

Save

Save As

Save as Default

Save the ribbon to a new name.

save the hobbit as your definant reloom when you start the score chem
Edit
The Ribbon can be edited by double clicking on the ribbon or selecting the menu "Workspace Ribbon Edit". When you edit the Ribbon, you have the possibility to add, remove or move commands. See the Ribbon Designer section below for a detailed explanation how to use the designer.



Define

Shows you all the existing Ribbons in the Ribbon Table.

Double click on the selected record and the **Edit** Ribbon window will open. Via the Edit button you can open the <u>Ribbon Designer</u> to modify.

More:

Ribbon Designer

Workspaces > Ribbon

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Ribbon Designer



- 1. Section: Sections are used to group commands. By default, 5 standard sections are shown in the section table list.
 - **a. P NEW:** To create a new section click on the **P** New **P** button. This opens the New Section dialogue where you type the name of the section. Click OK to add the new section to the Ribbon Result list (see step 8)
 - b. Add: You can also add a standard section to the toolbar. Select one of the standard sections in list to the left and click Add. This adds the standard section to the Ribbon Result list.
 - c. Remove: To delete a section in the Ribbon Result list, select the section name, and then click Remove.
 - d. �� Labels: When enabled the section name labels will be shown on the ribbon. Cannot see it on/off in the designer.
- 2. Block: Block is used to organize the commands. To use these functions, you first need to add at least two commands to the section.
 - a. Break: To insert space breaks between the commands.
 - b. �� Separator: To insert a separator select a command. The separator line will be added on the left of the command.

- c. Merge: To increase space between the commands.3. Commands: Are the actual tools for the user.
 - a. �� Add: To add a command, first select the section in the Ribbon Result list and then the command in the commands list. Then click Add.
 - **b.** Remove: To delete a command from the Ribbons Result list, select the command and then click Remove.
 - **4. A Style:** You can change the style of the commands in a section.

First click the command in the Ribbons Result list. Then select one of the style-buttons.

- **5. Ohange:** Use the Undo and Redo buttons to experiment with the layout.
- **6.** ♦ Commands: A list of all the individual menu entries in SCORE, including menus and sub-menus. All menus have a ♦ (Menu) ♦ suffix on the name. The command name shows an icon that indicates the function of the command such as menu, report, data view, search, etc. plus a path and name of the command. The path such as ♠ Report | ♠ in ♠ Report | Cancellation report ♠, shows that the ♠ Cancellation Report ♠ is located under the Report menu.
- 7. Ribbon Result: Shows the actual design result of the Ribbon



Click OK to close the Ribbon Designer



Note:

When you have edited the Ribbon, you need to save your changes via "Workspace | Ribbon | Save". If you do not save the ribbon your changes will be lost when you close the workspace!

ADM Administrative Client Program

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Rollback Flights

Rollback flights sets the schedule back to another point in time (all the history will be deleted between now and the specified data/time).



Warning: It is not possible to reverse the actions completed by this process.

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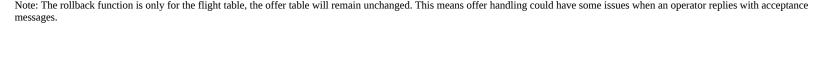
To rollback flights, select $View \mid Rollback Flights$, then select the airport, season and schedule to rollback.

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Time: •••••• Select the time of day to rollback to (server time)

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Introduction to SCORE

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Rollback Register

SCORE keeps a log of changes made during a user session; this allows a user to undo a change which was made.



To view changes made for the session select $\textit{View} \mid \textit{Rollback Register}$, then select the session.



Description: rollback



The register shows the record details before and after the change, to rollback a change, select the record(s) then select *Options* | *Rollback Change*. This change is also captured in the rollback register.



Note: Only changes in the user session can be rolled back. The rollback register is cleared when the session is closed.

The rollback function is only for the flight table, the offer table will remain unchanged. This means offer handling could have some issues when an operator replies with acceptance messages.

<u>Installation</u> > <u>SCORE Server Program</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Running the SCORE Server Program

To start the SCORE server program locate the $\mbox{\ensuremath{\mathfrak{D}}}$ score server.exe $\mbox{\ensuremath{\mathfrak{D}}}$ in the program folder and open it.

Your windows operating system may be set to �hide known file extensions�, therefore you should look for a file named �score server� with the icon like the one to the right.





The SCORE server program starts and initially reads the settings in the �score server.ini� file, then tries to connect to the database.



If the connection and loading is successful, this will be displayed in the log like the screenshot above left.

If the connection to the database is unsuccessful an error message is displayed in the log like the screenshot above right. The details are also written to a text file called error.txt which is located in the program folder.



With the SCORE server program successfully running, the SCORE client and other clients such as the ADM (admin), AMP (Automatic Message Processing) and OCS clients can be started

More:

Troubleshooting

<u>Installation</u> > <u>SCORE Server Program</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Running the SCORE Server Application as Windows Services

Dependent on the configuration there will be a number of SCORE application running on the server. It is highly recommendable to install all of them as services. It will ensure that they will be restarted automatically when the Windows server is rebooted, it will prevent that users accidently close one of the applications, and it will make the applications independent of a Windows Console.



To install the applications as services the following steps have to be done:



- 1) Ensure that the ODBC connection is defined as a System DNS connection as opposed to a User DNS connection. If it isn 🕏 t, delete the User DNS and create it as System DNS.
- 2) Modify the first lines of the DEBUG section of the Score Server.INI file to look like this:

[DEBUG]
DEBUG_LOG_FILENAME = scorelog.txt
AUTO_FLUSH = ON
SCREEN_LOGGING = OFF
FILE_LOGGING = ON
DEBUG_LEVEL_1 = OFF

❖.

- 3) If not already there, add the following lines for instance after the DEBUG section:

 [SYSTEM]

 STRINGER MONITOR COMPATIBLE VES
 - SERVICE_MONITOR_COMPATIBLE = YES
- 4) For all other services, add the same [SYSTEM] section as in 3) to all their respective INI file, such as AMP.INI, OCS.INI etc.
- 5) In the SCORE server folder, locate the subfolder �runAsService� and run the script registerServiceMonitorPath.cmd
- 6) In the SCORE server folder, locate the subfolder runAsService/FullInstallation folder and copy config.bat.orig script to config.bat. Now edit config.bat and check that the MSSQLServiceName is set to the same name as the SQL service running on the server. If the SQL server is not running on the same server as the SCORE Server, then you can ignore that, instead you have to edit the script install Score Server Service.bat and remove this line:

 C:\Windows\system32\sc config pdc_\%ScoreServerServiceName\% start= auto depend= \%MSSQLServiceName\%
- 7) In runAsService/FullInstallation there are a number of vinstall and vuninstall script. To install the Score Server and AMP as services run the corresponding scripts: install Score Server Service.bat and install Score AMP Service.bat.
- 8) Go to the Windows Services app and change the Startup type of the PDC services from Manual to Automatic(Delayed Start)
- 9) Finally consider which user the service should be running under. Default user is \$\oldsymbol{\phi}\text{Local System}\$\oldsymbol{\phi}\text{. This user must have access to the SQL database. Please see section \$\oldsymbol{\text{ODBC}}\$
 Connection to the \$\oldsymbol{\text{SQL Database}}\$ for additional information.





In the SCORE Server program folder you will find an application *ServiceMonitor*. This application will show the status of all the SCORE services running, and it gives convenient shortcuts to start and stop them and to view the relevant event logs, if needed.

Constraints

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Runway

A runway constraint is based on an aircraft movement, which can be used to define the capacity limits of an airport. Typically the runway constraint is used to set the movement capacity of the runway(s) at the root level of the resource set but this type of constraint can also be used at the sub level resources to limit the number of movements.



Constraints are added/edited/deled in the Resource Editor. To add a runway constraint to the resource set, select Options | Constraint | New | Runway, or click in the constraints pane then press Insert and select Runway.



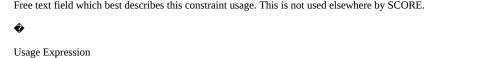


Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint is recommended to be unique.



Description



Click Edit to open the filter editor. A usage expression can be applied to the constraint as required. An example usage is a list of aircraft types which are not approved to operate at the airport and then set the capacity to zero.



Below Levels & Above Level

When histograms and enquiry matrix are displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected Select Colour Set-up and defined in the Colour Set-up table.



Use Taxi Time (Y/N)

By default the utilisation and availability is based on the capacity limit and the schedule time of arrival or departure. To use runway times for the calculation check the Use Taxi Time (Y/N) checkbox.



Note: To use taxi times, the time should be defined for each resource in the resource editor. Also note that when using the drill down function in a histogram or enquiry matrix, the records shown are based on the time period of the constraint and the schedule time of arrival or departure.





Click the Update button to create the constraint and then using the buttons on the right side of the pane the capacity limits can be defined.





A/D/T

Select if the capacity is for Arrivals, Departures or a Total



From Date / To Date

The first and last date the capacity limit applies.



From Time / To Time

The beginning and end time on each day, which the capacity limit applies to.



DOOL

Days of operation, which the capacity limit applies to



Constraints

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Runway (Arr/Dep Mix)

The runway arrival/departure mix constraint is used to define a varying capacity limit where the departure limit depends on the number of arrivals and vice versa.



Constraints are added/edited/deled in the Resource Editor. To add a Runway (Arr/Dep Mix) constraint to the resource set, select Options | Constraint | New | Runway (Arr/Dep Mix), or click in the constraints pane then press Insert and select Runway (Arr/Dep Mix).







Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint is recommended to be unique.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click Edit to open the filter editor. A usage expression can be applied to the constraint as required.



Below Levels & Above Level

When histograms and enquiry matrix are displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected <u>Select Colour Set-up</u> and defined in the <u>Colour Set-up</u> table.



Use Taxi Time (Y/N)

By default the utilisation and availability is based on the capacity limit and the schedule time of arrival or departure. To use runway times for the calculation check the Use Taxi Time (Y/N) checkbox.



Note: To use taxi times, the time should be defined for each resource in the resource editor. Also note that when using the drill down function in a histogram or enquiry matrix, the records shown are based on the time period of the constraint and the schedule time of arrival or departure.



From Date / To Date

The first and last date, the capacity limit applies.



From Time / To Time

The beginning and end time on each day, which the capacity limit applies to.



DOOP

Days of operation, which the capacity limit applies to





Use the buttons on the right side to add, amend or delete details of the constraint.





Arr / Dep / Tot Warn.

Arrival / Departure / Total warning limit.



Constraints

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Runway with Factor

The runway with factor constraint is similar to the standard runway constraint with the added function to specify conditions where a flight would utilises multiple slots e.g. some aircraft types may need more time on the runway and thus utilises more additional slots compare to regular aircraft types.



Constraints are added/edited/deled in the Resource Editor. To add a Runway with Factor constraint to the resource set, select *Options* | *Constraint* | *New* | *Runway with Factor*, or click in the constraints pane then press Insert and select Runway with Factor.





Generic Name

Select a generic constraint name. The generic constraints are defined in the generic constraints table, which defines the time period, rolling factor, offset time and reason code. When there is more than one constraints on a resource, Generic Name on each constraint is recommended to be unique.



Description

Free text field which best describes this constraint usage. This is not used elsewhere by SCORE.



Usage Expression

Click Edit to open the filter editor. A usage expression can be applied to the constraint as required. An example usage is a list of aircraft types which are not approved to operate at the airport and then set the capacity to zero.



Below Levels & Above Level

When histograms and enquiry matrix are displayed, a colour scheme is used to display the availability/utilisation at different levels. The value between the different levels is set here. The colour used is defined by the selected <u>Select Colour Set-up</u> and defined in the <u>Colour Set-up</u> table.



Click the Update button to create the constraint and then using the buttons on the right side of the pane the capacity limits and the runway factor can be defined.



Runway Factor Details



A/D/T

Select if the capacity is for Arrivals, Departures or a Total



From Date / To Date

The first and last date the capacity limit applies.



From Time / To Time

The beginning and end time on each day, which the capacity limit applies to.



DOOP

Days of operation, which the capacity limit applies to





Warning

The warning limit is optional but is used to provide the coordinator with a warning when the capacity is close to full. For users with full <u>AMP</u> and OCS, by default if a warning limit would be exceeded then the message is not processed automatically. Further rules relating to automation and warning limits can be configured in the <u>Setting</u> of the ADM client.



Limit

<u>Workspaces</u> > <u>Workspace</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Save Opened Workspaces as Default

The workspaces which are currently open can be saved so that these are opened automatically when starting SCORE.



To save the workspace configuration, select Workspace | Workspace | Save Opened Workspaces as Default.



Note: Only the defined workspaces are saved to be opened. Tables and views which have been opened (as a workspace not as a floating window) using their dedicated menu are not saved as workspace configuration.



If the user no longer wants SCORE to open with the saved configuration, then save a configuration which shows only the session log. This will be the same as opening with no saved configuration.





This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

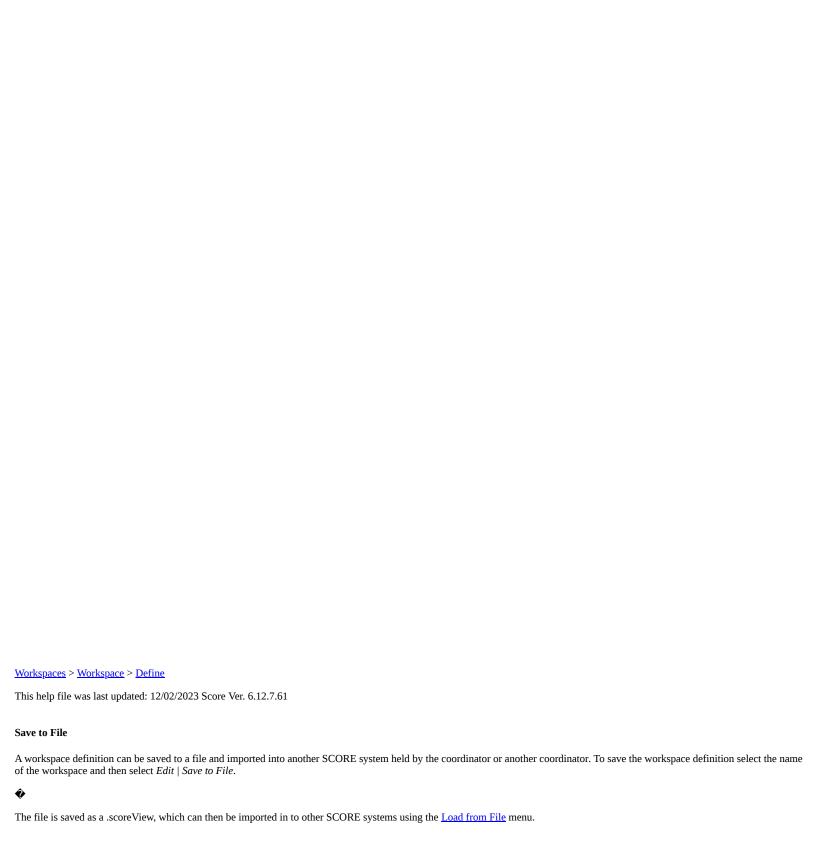
Save & Save As

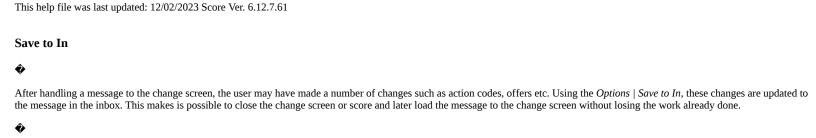
If a workspace has been customised while open, any changes will lost unless saved.



To save the changes select $Workspace \mid Workspace \mid Save.$

To save the changes made as a new workspace i.e. retain the original workspace and create a new workspace with the differences, select Workspace | Workspace | Save As.





Flight > Change Screen

With each Save to In, SCORE will save the current contents of the Change screen as a message in the Inbox. The saved messages do not overwrite original message but will create a new message.



Schedule Editor

The schedule editor is used to view and edit flights. Once records have been retrieved from the database there are a number of options available to edit flights. To open the schedule editor, select <i>View</i> <i>Flight</i> and then select a view. Use the find flights (<i>Options</i> <i>Find Flight</i> or Ctrl + F) or the advanced find flights (<i>Options</i> <i>Find Flights Adv</i> or Ctrl + Shift + F) to find flights.
•
To delete a record, select <i>Options</i> <i>Delete Flight</i> or press Delete.
To edit a record, select <i>Options</i> <i>Edit Flight</i> or double click and then edit as required.
•
•
Drag and Drop
Schedule Editor to another Schedule Editor: Copy from one schedule and add to another.
Schedule Editor to Messages In: Creates a new C/R message based on the record(s).
Schedule Editor to Messages out: Creates an SIR message.
Schedule editor to Change Screen: Add record(s) to the change screen.
•

More: New Flight

Views

New General Aviation Flight

Paste Filter / Paste Filter Negated

Open Season Span Display
Open Daily Histogram
Open Weekly Histogram

Show Passenger Profile in Session Log

Create C/R Message or SIR from Schedule Data

New Out and Back

Local Time / UTC

Restore Sorting Select Session Filter Row Find Item

Set Priority

Set Pax Load

Set Hanger Clear Hanger Fragment Record Merge Records

Note Offer

Set Required Terminal

Set Status Information

Update to Required Timings

Generate Outgoing Message

Appendix • Quick Reference Lists

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Jump to Archive

Add to Change Screen

SCORE CLIENT.ini & ADM.ini



Section & Key	Comment
[SERVER]	•
HOST = 127.0.0.1	Enter the IP address or server�s name. (127.0.0.1 means
11031 = 127.0.0.1	this machine)
PORT = 9000	Enter the port number to the server. This is defined in the
	score server.ini File
USERNAME =	Not applicable for regular score client. For admin client
	enter ADM
PASSWORD =	Not applicable
•	•
[CLIENT SETTINGS]	ŵ
CHECK CONSTRAINTS USING NET CHANGES =	No longer used since version 6.10.5
YES	
	See ADM Settings
USE_SAVED_CACHE = N	The saved cache is switched on by default and in this case
	the basic data is saved in files in the local folder "savedCache" to make the client data cache load quickly.
	When the saved cache is switched off the data cache is
	loaded from the server.
KEEP_ALIVE_INTERVAL =	•
CLIENT_TYPE =	•
CHANGESCREEN CODE T IF NEW = YES	If active, all N lines in messages will load in the change
CHANGESCREEN_CODE_1_IF_NEW = 1ES	screen with reply code T and status information NON-HIST
[CHANGESCREEN_CODE_T_IF_NEW]	If CHANGESCREEN_CODE_T_IF_NEW = YES then this setting is
	not used.
♦ S20 = CPH	
	•
♦ W20 = VIE, SCS	
	If active (for an airport/season), all N lines in messages
	will load in the Change screen with reply code T and status
	information NON-HIST.
ŵ	•
v	•
[SYSTEM]	♦
TITLE = SCORE LIVE	The name to appear in the title bar of the application.
•	♦
[LOGGING]	ŵ
LOG FILES DIR = log\sessionlog	Path for logging if the option to save the session log to
	file is enabled. Please refer to the help topics �session
	log to file� within SCORE.
[SESSION]	•
LOGFILE =	The session log is copied to this file
•	•
~	•
[SEND]	
[SEND] PRIORITY	SITA message priority.



Score client.ini File

The Score client.ini configuration file is used to set client parameters, which are loaded when the client program begins. The settings must contain the correct details of the SCORE server for the client to connect to the server program.



The ❖Score client.ini❖ file is located in the program directory and can be opened using Notepad.

Your windows operating system may be set to �hide known file extensions �, therefore you should look for a file named �Score client � with the icon like the one to the right.



Open the Score client.ini file and find the section [SERVER]. In this section enter the connection details for the client to access the server.



[SERVER]
HOST = 127.0.0.1

PORT = 9000
Enter the IP address or server ❖s name. (127.0.0.1 means this machine)
Enter the port number to the server. This is defined in the score server.ini
File
USERNAME = PASSWORD = Not applicable



The following optional setting can be added to the �Score client.ini�.



[Client settings]
CHECK_CONSTRAINTS_USING_NET_CHANGES

USE_SAVED_CACHE = N

♦[SYSTEM]
TITLE = SCORE LIVE

♦[LOGGING]
LOG_FILES_DIR = log\sessionlog

Ŷ

By default, a SCORE client uses of gross checking mode. Please refer to the help topics constraint checking mode within SCORE. The saved cache is switched on by default and in this case the basic data is saved in files in the local folder "savedCache" to make the client data cache load quickly. When the saved cache is switched off the data cache is loaded from the server.

Ŷ Ŷ

The name to appear in the title bar of the application.

♥

Path for logging if the option to save the session log to file is enabled. Please refer to the help topics �session log to file � within SCORE.



More:

SCORE CLIENT.ini



SCORE Client Program

During the installation of the SCORE server program, the client files are also installed in the same directory. If the installation is intended to be a standalone installation i.e. a single machine, then the client can be run from the program directory once the configuration files have been set up.

More:

Stand Alone Installation

Multi-user / Network Installation

Score client.ini File

SCORE Client Upgrade

A SCORE client is updated when it detects a newer version is running on the server.



If the client needs an update from the server, a prompt such as below is shown, click Yes to continue.





After a short delay the updated files are downloaded into the destination folder.

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SCORE Database

PDC provides an initial database containing some initial basic data such as:



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In this initial database, a coordinated airport, a flight branch, and a resource set have been created.

More:

SQL Database

SCORE SERVER.INI

Topic updated 11/2015

[COMMUNICATION]	Comment
	Port number on which the SCORE clients can connect to the
Port=9000	server
Ŷ	•
[DB]	
	When of ODD connection for OD database
DDBCNAME = JSERNAME =	Name of ODBC connection for SQL database. For ODBC if integrated windows authentication is not used
PASSWORD =	For ODBC if integrated windows authentication is not used
Ŷ	•
[DEBUG]	
	•
DEBUG_LOG_FILENAME = "logsrv.txt"	File name use for logging of debug data
SCREEN_LOGGING = On FILE_LOGGING = OFF	Debug log to the screen Debug log to file
DEBUG_LEVEL_1 = OFF	Debug 10g to 1110
DEBUG_LEVEL_2 = OFF	
DEBUG_LEVEL_3 = OFF	
DEBUG_LEVEL_4 = OFF	PD0 ::111
DEBUG_LEVEL_5 = OFF DEBUG_LEVEL_6 = OFF	PDC will provide instructions if/when debugging is required.
DEBUG_LEVEL_7 = OFF	- required.
DEBUG_LEVEL_8 = OFF	_
DEBUG_LEVEL_9 = OFF	_
DEBUG_TRACE_USERS = CMD	
MEM_MON_BASELINE_AFTER_MINS =	Server memory monitor is now able to keep track of cached
	data structures on the SCORE server if the
	carvar is running with Sarvar Agents
	server is running with Server Agents.
	Default is 60 mins
MEM_MON_EMAIL	If any of the cached data structures are then increasing
=	with a factor of two or more, an email alert is sent to a
	email
�	•
•	
[MAY CROUNDSTOR]	•
[MAX_GROUNDSTOP]	•
	This value is used as an airport, season combination if n
	entry in the �Max Ground Time� table fits.
	Airport season combinations; The key is airport and seaso
CPHw15 = 180	and the value is a number of minutes.
	For example (for VIE MIE)
	For example (for VIE W15)
	onhu15 = 190
<u> </u>	cphW15 = 180
*	•
[REM_INI]	•
DEFAULT_DATA =	There may be several of these. Used for menu and lang
	directories. These are pre-specified by PDC.
�	•
[REPORT]	•
	•
PATH = USE_USERS_FOLDERS_FOR_LOG_	For temporary report files
CCC_CCLNO_1 OLDERO_FOR_LOG_	•
AND_TEMP	▼
•	•
<u> </u>	
[SEND_MSG]	•
HOME_ADDRESS = CPHPDCR	Your SITA address
HOME_EMAIL_ADDRESS =	Your email address
PATH =	Relative path to the folder where Type B messages are
	placed by the SCORE server program. Relative path to the folder where email messages are place.
EMAILPATH =	by the SCORE server program.
SITATXT_FOR_WINDOWS = YES	Value Yes / No
SEND_EMAIL_AS_TLX	•
GCR_GI	GI text appended to GCR messages. You can write multiple
	GCR_GI lines if you want multiple lines (like the AUTO_GI
	setting).
Ŷ	•
[SERVICE]	, , , , , , , , , , , , , , , , , , ,
[•
	•
DELAY_MINS =	♥
	, , , , , , , , , , , , , , , , , , ,
DELAY_MINS =	•
	, , , , , , , , , , , , , , , , , , ,
•	•
[SERVICES] load_dll=♦sscore.dll♦ load_dll="rem_ini.dll"	•
(SERVICES] load_dll=\Psscore.dll\rightarrow load_dll="rem_ini.dll" load_dll="cli_comm.dll"	•
[SERVICES] load_dll=♦sscore.dll♦ load_dll="rem_ini.dll"	Pre-specified by PDC
(SERVICES) load_dll=♦sscore.dll♦ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll"	•
(SERVICES) load_dll=♦sscore.dll♦ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll"	Pre-specified by PDC Only used in a multi service environment
[SERVICES] load_dll=�sscore.dll� load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll"	Pre-specified by PDC Only used in a multi service environment Previously �multiService.dll�
(SERVICES] load_dll=♥sscore.dll♥ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientversion.dll" load_dll="serveragentmanager.dll"	Pre-specified by PDC Only used in a multi service environment
[SERVICES] load_dll=*\sscore.dll* load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientversion.dll" load_dll="serveragentmanager.dll"	Pre-specified by PDC Only used in a multi service environment Previously �multiService.dll�
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously •multiService.dll•
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is alsappended to the OCS log file names.
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is also appended to the OCS log file names. SCORE uses in many situations the program folder to save
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is al appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where Windows standard is to use
(SERVICES] load_dll=♥sscore.dll♥ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientversion.dll" load_dll="serveragentmanager.dll"	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is al appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where windows standard is to use the current user's document folder and appdata folder
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is al appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where Windows standard is to use
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously multiService.dll Sets the title of the score server window. The name is all appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where windows standard is to use the current user's document folder and appdata folder instead.
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is al appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where windows standard is to use the current user's document folder and appdata folder
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is al appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where windows standard is to use the current user's document folder and appdata folder instead. This behaviour can be changed with this setting*
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously multiService.dll Sets the title of the score server window. The name is all appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where windows standard is to use the current user's document folder and appdata folder instead.
[SERVICES] load_dll=\$sscore.dll\$ load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="clientVersion.dll" load_dll="serveragentmanager.dll" [SYSTEM]	Pre-specified by PDC Only used in a multi service environment Previously *multiService.dll* Sets the title of the score server window. The name is all appended to the OCS log file names. SCORE uses in many situations the program folder to save temp files or log files, where Windows standard is to use the current user's document folder and appdata folder instead. This behaviour can be changed with this setting*

<u>Installation</u> > <u>SCORE Server Program</u>

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score server.ini File

The �score server.ini� configuration file is used to set some system parameters which are loaded when the server program begins. The settings must be correctly added/updated for the SCORE Server to connect to the database and for optional modules such as AMP and SITA/email.



The �score server.ini� file is located in the program directory and can be opened using Notepad.

Your windows operating system may be set to \$\phi\$ hide known file extensions \$\phi\$, therefore you should look for a file named �score server� with the icon like the one to the right.





Settings for the SCORE Server Program to Connect to the Database

Open the Score server.ini file using Notepad and locate the section [DB]. Update the settings as appropriate for your installation as described in the Installation of SCORE Database





SQL Database Users [DB] DBTYPE=sql

ODBCNAME=score Enter the ODBC name to the SQL database



A connection string can be used instead of odbc.

Example:

ODBCNAME=DRIVER={ODBC Driver 11 for SQL Server};

Server=.;

AnsiNPW=No; DATABASE=score; Trusted_ Connection=Yes USERNAME= Enter the SQL username if you are using SQL authentication

instead of Windows integrated authentication.

Enter the SQL password if you are using SQL authentication PASSWORD= instead of Windows integrated authentication



Communication Port

SCORE is a client & server program, this means that a verver program must be running and that the users connect using a velient program.



The client program connects though a specified port number, which is configured in the score server.ini file. To find out which port number your installation is using or to change the port number locate it within the �score server.ini� the section [Communication].



[COMMUNICATION]

PORT=9000



Please make a note of this port number as it is required for client programs to connect to the server.

Note: Some security programs may block this port and prevent user sconnections. If you are unable to configure the security program you may choose another port number such as 8080.



Outgoing Message Path

When messages are sent, the SCORE server requires the path which is used to interface with the SITA/email modules. The outgoing message path is defined in the [SEND_MSG] section Installation

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SCORE Server Program

The initial installation of the SCORE Server program is provided as a ZIP file.

Extract the files a location of your choice, it is recommended not to install in the program files folder but another location e.g. D:\PDC SCORE\



Once extracted there will be a folder called program containing files and folder for the server installation.

It may be necessary to create additional sub folders or you may wish to rename some folders for personal preferences but this should only be done for the folders which are used by the optional modules such as <u>AMP</u> and email. Further details can found in the respective module installation instruction in this guide.



Once the files have been extracted/copied to the directory of your choice there are some configuration files with the extension .ini and icon like this one to the right. These ini files need to be configured with specific settings for your installation. There are also some system wide configuration options.





score server.ini File

Running the SCORE Server Program

Running the SCORE Server Application as Windows Services

Using Multiple Server Agents

Maintenance & Upgrade

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

SCORE Server Upgrade

The latest version of the score software can be downloaded from the public release folder ftp://ftp.pdc.com/airport/score/all/publicRelease. Please also download the SCORE Enhancement History.pdf and SCORE Error History.pdf as these files detail the changes made to each version, which the users should be informed of.



The installer program when run will update the files within your Program folder but will not make any alterations to the ini configuration files.



To upgrade SCORE please follow the steps below. If upgrading from a version prior to version 6 please also read <u>Upgrading from Pre-SCORE 6 Versions</u> before upgrading:

- 1. Stop all SCORE clients (user clients, AMP, OCS clients etc.). If running as a service stop these services.
- 2. Stop the SCORE Server program. If running as a service, stop the service.
- 3. Run the SCORE upgrade installer program, following the on-screen instructions. The only input is to specify the location of your SCORE installation.



4. After a successful upgrade of the program files, to complete the setup it is required to update the database and you should read the history docs because sometimes there are some important notes about completing the upgrade process for example a requirement to change ODBC.



- 5. After clicking on Finish, the DBUpdate.exe will start and prompt to update the database.
- 6. When updating the database is complete the window will say done and it is safe to close the DBUpdate.exe program. If there was a problem and needs to be run again, select from the menu DB | Update Database.

7 🏟 Start

7. Start the Score Server.exe and check for any messages on the screen such as below. If running as service, there is no application screen so instead check the Windows Event Viewer application logs.

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```
****** �� Error �� Message �� is: �� [Microsoft] [ODBC �� Driver �� Manager] �� The �� specified �� DSN �� contains �� an �� architecture �� mismatch �� between �� the �� Driver �� and �� Application �� �� *****
```

If you encounter any issue with the upgrade process please email $\underline{score@pdc.dk}$ and include as much detail as possible such any error messages and the error.txt file.

More:

Upgrading from Pre-SCORE 6 Versions

<u>Messages</u> > <u>Message In / Out / Pending / AutoOffer</u>

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Search Messages

There are two methods which can be used to search for messages.



Search by a Field Value

Search by a field value is used to search for a value within selected field from the upper pane.

There are three ways to search by a field value

 $\red{\diamondsuit}$ $\red{\diamondsuit}$ $\red{\diamondsuit}$ Right click on the field name in the upper pane $\red{\diamondsuit}$ $\red{\diamondsuit}$ $\red{\diamondsuit}$ $\red{\diamondsuit}$ Left click a field in the upper pane then Ctrl + I

����� Left click a filed in the upper pane then select *Option* | *Find item*.

When prompted, enter the value to search for, the first message with this value will be highlighted.



Search for String Text

Search for string text is used to search for text within the body of messages.

To search by a string text, select $Options \mid Search...$

Enter either part or full text to search for within messages. The first message containing the text is highlighted.

To search for additional messages containing the same text, click the Next, Previous or First buttons or select Options | Search Again.

Maintenance > Advanced Maintenance

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Season

The season and its settings are defined in the season table. To view the season table select View | Advanced Maintenance | Season.

To add a season select *Edit* | *New Record* or press Insert.

To edit a season select *Edit* | *Edit Record* or double click.



Season Code

Enter the IATA season code and press tab. The start of season and end of season dates will be populated automatically.



Start of Season

First day of the season



End of Season

Last day of the season



End of SCC Preparation

Since version 6.12.0.2 Moved to ADM Setting



SCC Start Date

Enter the start date of the schedule coordination conference. From this date all AMP and OCS functions use their regular settings defined in the message handling process.



During the period between the vend of SCC preparation (ADM Setting) and the SCC start date, blinding can be enabled for AMP and is automatically enabled on OCS.





Cutover Date

Enter the date when the future season should be considered as a current season for the purpose of automation. AMP and OCS settings have the functionality to restrict changes to the future season, once the cutover date is passed OCS users with current season only permissions are permitted to make changes for the season about to begin.





Make reply from Add Screen

When enabled any changes made to the schedule, SCORE generates a reply message in the messages out area. Normally this option is not required until the SAL messages have been sent.



Autohandle by AMP

Autohandle by AMP is the option to allow the AMP module to process messages automatically subject to the configuration rules defined.



Notes:

- •••• •• For users with basic AMP, if enabled messages are only processed automatically during the initial submissions period (before schedule coordination conference).
- ����� OOH redirection for messages for a season is only done if "Autohandle by AMP" is activated for the specific season.
- •••• ••••• Auto-rejection of incorrectly formatted messages (if enabled in the ADM Setting) for a season is done independently of the value of "Autohandle by AMP" for the specific season.



If enabled, SCORE generates a pending reply (SCR with a P line) for all received SCR 🕏 s. The acknowledgement message is placed in the message out area.

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<u>Constraints</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Security



Refer to the document �Security constraints.pdf�.

<u>Maintenance</u> > <u>Simple Maintenance</u>

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Select Colour Set-up

The colour schemes are created in the advanced maintenance area, once created a colour scheme can be selected by *View* | *Simple Maintenance* | *Select Colour Set-up* followed by selecting the name of the scheme.



To create colour schemes see $\underline{\text{Colour Set-up}}$ in the advanced maintenance section.

$\underline{Maintenance} > \underline{Advanced\ Maintenance} > \underline{Resource\ Editor}$

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Select Resource Set

To change the resource set of the resource editor, select *Options* | *Select Resource Set*.

<u>Flight</u> > <u>Schedule Editor</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Select Session

To change the session of a schedule edition, select $\ensuremath{\textit{Options}}\xspace \mid \ensuremath{\textit{Select Session}}\xspace.$

Messages > Message Handling

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Send Address Group

Topic updated 10/2015

When sending a message, it so spossible to click the To button to look up groups of contacts, which can be selected as send to addresses.



Creating send address groups is a multi-step process; the first step is to add contacts to the Contact table then create send address groups, to create a send address group, select View | Message Handling | Send Address Group.



To edit a group, select *Edit* | *Edit Record* or double click a record, then edit contacts as required.

To delete a group, select *Edit* | *Delete Record* or press Delete.

To create a new group, select *Edit* | *New Record* or press Insert, then enter a group name and click Update.





Use the buttons to add/Edit etc. contacts to the group.

Messages

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Send Message

The send message dialog is shown after processing a message, selecting a message to be sent from the messages out window or after a manual change to record(s).



To & CC

For messages received the reply to address is already shown. To add address enter the address or click the To or CC button to search for addresses defined in the <u>Contact</u> or <u>Send Address Group</u> tables.

Note: To use the CC function it must be enabled in the **Setting** table.



When the To or CC button is clicked, the addresses dialogue is shown.





Select Default for Airport/Season

The default address list is by Group. Select a group, then select the Group Addresses and click the Add button.

The button "Select default addresses for the airport / season when clicked shows a dialog where you can edit the default addresses.





To search by address change the Group dropdown selection to Contact and all contact addresses are shown. Using the contact search the addresses will be filtered.

Select the addresses to be sent to and click the Add button to add to the selected addresses.



The select addresses can be saved as the default (to be included on all messages) to the airport/season by checking the box. To remove the default saved, clear the selected addresses list, tick the save as default and click OK.





Subject

If the use of Subject has been enabled in the Setting table, a subject can be entered, otherwise the default from the mail client is used.



Header & Footer

(Optional) Select a header and/or footer to add to the message. It can be define in the <u>Header / Footer</u> table.

The add drop down provides the option to select Blank/Header/Footer/Both and the setting can be saved with the save settings button.

Note: This is merged into the message before the **Default GI Text** if defined.



Save Settings

Use the Save Settings button to save the selected values of header, footer, copy to printer and priority.

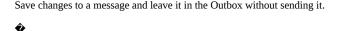


Send

Send the message.



Save



Cancel

Cancel will quit the dialog without sending anything. If the dialog is shown after the change screen then no message is created and the window will close and go back to the change

Messages > Send Message

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Send Multiple Messages

To send more than one message at the same time

����� select the message(s) to send by holding the CTRL key and then selecting the messages.

����� Use *Options* | *Send* or CTRL + S and confirm ok to send n number of messages.



If all the selected messages have the same email address, they will be sent now.



If none of the selected messages have an email address in the sender field already, then a prompt to add ONE email to send the messages to is shown like below.



If at least one of the selected messages has an email address already in the sender field then, there is the options as below.



Note: if some messages do not have valid email addresses, these will not appear in the dialogue and the sending will fail for these messages.



- 1. Enter new addresses for all messages to be sent to
- 2. Send each message to the address already in the sender sield (this is the default)
- 3. Select one email address to send all messages to.
- 4.**♦** Or cancel





ALL messages (also the ones without email addresses) will be sent to the selected/entered email address.



The exception is if <send each to sender> is chosen, then messages without a valid email address will not be sent.







<u>Workspaces</u> > <u>Workspace</u> > <u>Define</u>

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Send to Mail Recipient



A workspace definition can be sent by email as a file attachment, which another SCORE user can load in to their SCORE system. To send by email select the name of the workspace and then select $Edit \mid Send \ to \ Mail \ Recipient$.



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Enter the email address and click Send.



Constraints

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Separation

The separation constraint is used to define a minimum separation in minutes between two groups of flights (\$\phi\$ From Flights \$\phi\$ and \$\phi\$ To Flights).



The two groups of flights must be different so the filter condition for the To Flights must not include *any* flight record(s) that *also* matches the filter condition of the From Flights.



To ensure separation between like for like (for example between two arriving ACTypeGroup D) this is done using a Runway constraint.



Case Example 1:

Assume there are no flights records in the schedule and the separation filters have been defined as follows:

�

Filter Conditions

- ♦From flight♦ filter is: Eval mode is Arr and ACTypeGroup is D
- ♦To flight♦ filter is: Eval mode is Arr and Airl.Desig.a is not blank

â

Test 1:

Checking a new arrival flight where AcTypeGroup is C

Are there any records matching **\hat{\Phi}** From flight **\hat{\Phi}** = NO.

Are there any records matching **\mathbf{\hat{v}}** To flight **\mathbf{\hat{v}}** = Yes.

There is no match, the two groups are different.



Test 2:

Checking a new arrival flight where AcTypeGroup is D

Are there any records matching $\mathbf{\hat{\Phi}}$ From flight $\mathbf{\hat{\Phi}}$ = Yes.

Are there any records matching **To** flight **=** Yes.

There is a conflict, in this case the same flight is included in both filter conditions.



To separate an arrival ACTypeGroup D from any other ACTypeGroup the filter conditions should be:

- ♦From flight♦ filter is: Eval mode is Arr and ACTypeGroup is D
- **�**To flight**�** filter is: Eval mode is Arr, ACTypeGroup is not D

But this does not prevent separation between an ACTypeGroup D and itself or another or ACTypeGroup D record.

To separate an arrival ACTypeGroup D from another ACTypeGroup D, this is done using a runway constraint:

Generic constraint has the period time separate, and the rolling is 5.

Filter condition of the runway constraint is ACTypeGroup is D

Set arrival limit to 1.



In the screenshot below the constraint is defined to so that after any flight arrival at the Domestic resource, no arrival using the International resource is allowed within 20 minutes.



Test Example 1:

A flight arriving at the DOM resource is already confirmed at 1400 arrival.

If a flight is added as an arrival using INT resource between the time of 1400 and 1415 � this will show as an overload.

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Server Info

The server info function writes to the session log, details of the users currently connected to the SCORE server.



To view the server info, select *View | Server Info*.

Maintenance > Advanced Maintenance

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Service Type

The service type table contains the permitted service types and whether passenger seats are associated. $\textcircled{\bullet}$ To view the service types, select $View \mid Advanced \ Maintenance \mid Service \ Type$

To add a new record, select $\mathit{Edit} \mid \mathit{New} \ \mathit{Record}$ or press Insert.

To delete record(s) select the record(s) and then select *Edit* | *Delete Record* or press Delete.

To edit a record, select the record and then select *Edit* | *Edit Record*, press Enter or double click.

Service Type

IATA service type code



No Seats

When the checkbox is ticked, the number of seats will be counted as zero.



Comment

Free text comment box, not used by score for any purpose.



No Bus Gate

When the checkbox is ticked any flights on a remote stand will not be allocated a bus gate. By default, the checkbox is not enabled. When a change is made to this setting is made it is necessary to run Reallocate Parking for the change to be effective.

Introduction to SCORE

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Session Log

The session log opens when SCORE starts as its own workspace and displays messages about the processes in operation and it is advised to keep this visible at all times. The session log can be opened as a floating window by selecting *View* | *Session Log*.



When testing flight changes for constraint issues, the session log displays details where limits are exceeded.



To view flights, hold the shift key down when double clicking. View flights is limited to Runway and Paxflow constraints which don tuse profiles. The schedule editor it will show the relevant flights for the first day and for the most overloaded period.



If for instance a 0630 slot is overloaded in the period 01APR01MAY, shift double clicking on that line will show the flights on 01APR that is part of the most overloaded period. For a 60 minute runway period with a 5 minute rolling period, most overloaded period could be from 0610-0705, and in this case it is from this time interval the flights are shown.



To view an **enquiry** of the constraint double click the overage line in the session log.



Description: SessionLog



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Example 2



In the example below the upper line shows all the overloads which will be there if you commit the change. The lower line shows the overloads which are caused by the change (the differences). So in this example, on Tuesday, there are 31 overloads, and 30 of these are caused by the change being tested and 1 was there already.





<u>Introduction to SCORE</u> > <u>File</u>

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Session Log to File

When this option is checked, the session log is written to a date specific log file and the setting of the menu option is saved when the client is closed.



The log file by default is placed in the same folder where the SCORE client is running. To change the location of the log file the ini files should be amended, by adding the parameters in the Score Client.ini file for ordinary clients and in the adm.ini for the admin client as below:



[LOGGING]

LOG_FILES_DIR = log\sessionlog



Note: Make sure the specified folder exist.

<u>Flight</u> > <u>Schedule Editor</u>

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Set Hanger

Not Available to all users.

 $Adds \ selected \ record(s) \ to \ the \ \underline{Flight \ Hanger} \ table. \ Select \ \textit{Options} \ | \ \textit{Set/Clear Actions} \ | \ \textit{Set Hanger}.$

<u>Flight</u> > <u>Schedule Editor</u>

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Set Pax Load

Passenger load factor can be defined using rules in the resource editor, SCORE also has the option to set the passenger load for selected records. To set the passenger load factors for selected records, *Select Options* | *Set/Clear Actions* | *Set Pax Load*.

Flight > Schedule Editor

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Set Priority

The priority field in SCORE is used in views, reports and the automatic waitlist allocation module. When a flight record is created a number is automatically assigned to the priority field based on the service type. To set a different priority value, select *Options* | *Set/Clear Actions* | *Set Priority* and then enter a priority value.



Note: 1 is the highest priority.

Flight > Schedule Editor

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Set Required Terminal

Airports with multiple terminals may have flights, which have preferred terminals. To set the required terminal of a record, select *Options* | *Set/Clear Actions* | *Set Required Terminal* and the select the terminal.



The required terminal option is disabled by default. To enable use of required terminal, the option is enabled in the ADM client rable (USE_REQUIRED_TERMINAL).



Note: If enabled the required terminal fields are also populated by the additional information TA and TD tags.

<u>Flight</u> > <u>Schedule Editor</u>

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Set Status Information

To set the SA and SD status information, select $Options \mid Set/Clear \ Actions \mid Set \ Status \ Information.$

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Setting

The setting table contains settings, which can be changed but unlike the settings in the INI file, changing these settings does not required the server or client to be restarted.



To view the setting table, select View | Advanced Maintenance | Setting.

To edit a setting, select *Edit* | *Edit Record*, or double click.



Some settings can have multiple records (for different airports and / or seasons). For both airport and season there is a �blank� option, which is the default for airports and seasons which do not have specific entries. It is not possible to delete the blank airport and blank season entries. Some examples are described below.



Setting which require a yes / no (on/off) settings use an vactive tick box. If this tick box is ticked the setting is on (yes).



When inserting a setting, a dialog to select a category, and then a setting within the category is shown. The settings are categorized into one of the following categories: <u>AMP</u>, Blocking, GCR, Messages, OCS, Parking, and Other.





Select a setting and then click OK to set the setting as required.







The settings consist of a master part which is shown to the left and possibly a details part which is shown to the right in the dialog. The master part contains the setting name and an airport list, and the details part contains season(s), texts, and or numbers depending on the specific setting.



Airport & Season Combination

The �Block time changes� setting shown below, can be set up for an airport with multiple seasons.



In the season section each season can be added and enabled or disabled. If the season code is blank this implies all seasons. A specified season setting will override the setting for a blank season.



If the airport is blank then the setting will apply to all airports. Airport specific settings override the all airport setting.



To create more airport specific records in the settings table, select Edit | Insert Record or press Insert followed by selecting the setting required.



Active / disabled

The Allow AMP to handle T slots setting (shown below) is a global setting i.e. applies to all airport and seasons, therefore it is not possible to select airport or seasons. To enable the setting option tick the active checkbox







Value

Some settings require a single value and others could require multiple values, which should be entered as applicable. Below are some examples:





If multiple values are

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Setting - AMP



Category	Setting	Additional Description/Information
AMP	AMP - enable	Can be used to disable/enable airports, seasons. Th default is ON for all airports, seasons
�		1 ,
AMP	AMP ignore message types	i.e. MVT ASM. These messages that are deleted automatically.
		Please note that these setting - like similar ones - require that you enter the values one at a time
		entries and not as a list like "MVT, ASM, MOV".
AMP	AMP ignore messages from	Email and sita addresses whose messages are ignored (not even put in Inbox)
		allows domains in the list, e.g.
		@pdc.dk (please remember the @).
ALED	ANG	All email addresses from the domain will be ignored.
AMP	AMP ignore messages with subject containing	•
AMP	AMP will check if	•
	flight is allocated to parking or profile constraints	•
AMP	AMP will ignore A/C	AMP will handle cancellation messages with
7 11V11	type and accept 3	invalid aircraft type and/or the 3 letter operator cod
	letter operator for	where the corresponding 2 character code should
	cancellations	have been used.
AMP	AMP will not check constraints if all flights pass filter	Define a list of named flight filters. When AMP handles a message for the airport/season in questic constraint are NOT checked if all flights in the
1100	A11 A1 CD 1 11 1	message pass all filter conditions.
AMP	Allow AMP to delink simple C/RR blocks	Enabled by default
AMP	Allow AMP to handle messages using local time (//LT)	
AMP	Allow AMP to handle T slots	Allow AMP to handle action code T
AMP	AMP default GI text for AMP acknowledge messages	AMP default GI text for AMP acknowledge messages
AMP	AMP will use reply code T iso K for these message types	•
AMP	AMP plus number of weeks allowed to break warning limit	With this setting it is possible to control in more detail how AMP/OCS will handle changes breakin warning limits.
		AMP/OCS will stop automatic handling for an airport/season combination for three types of changes:
		•

		-single day (pure adhoc) changes
		-adhoc changes, i.e. changes with length less than the historical significance period as defined by the two setting above
		-seasonal, i.e. changes with length equal or longer than the historical significance period
		•
		Any combination of two of these types is also a possible stop alternative. The default value of the setting is "Seasonal".
AMP	AMP uses pre SCC blinding	The process of masking the true flight number and airports prior to the start of the Schedules Coordination Conference (SCC)
AMP	AMP/OCS will update DB even if message is not fully handled	The default value is YES, but if the value is changed to NO, AMP/OCS will not update the database when a message cannot be handled fully automatically. The message is saved in the Inbox

| handled | automatically. The message is saved in the Ir

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Setting � Baggage Belt



Baggage Belt	Default minutes for belts to stem down completely after last change	Default value is 45 minutes
Baggage Belt	In baggage allocations, reallocate all flights on flight update	•
Baggage Belt	When allocating baggage to belts, try to avoid overlaps	SCORE will allocate multiple flights to the same belt to minimise the number of belts use and thereby be able to show the maximum capacity available. This behaviour can be turned off.

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Setting **P** Blocking



Blocking	Always create blocking slots for arrival/departure swaps	If this setting is activated Score will always create blocking slots in connection with arrival departure swaps.
Blocking	Block deletes	Create a blocking slot when slots are deleted (X suffix to flight number and service type Z)
		•
		The first slot blocked is two working days from today.
		Examples � not considering holidays:
		If today is Monday the first day blocked is Wednesday
		If today is Thursday the first day blocked is Monday
		If today is Friday/Saturday/Sunday the first day blocked is Tuesday
		•
		Blocking slots are not create for the dates within the holiday table.
Blocking	Block reduced operations	As block deletes for the period which is deleted during the C/R (R line is less ops that the C line)
Blocking	Block time changes	Create a blocking slot when the time is change to another clock hour
Blocking	Blocking service type	Blocking service type is used by the airports/seasons listed settings table of the ADM client. When enabled instead of a record being deleted its service type is changed to this value.
		Only for users with OCS module.
Blocking	Do not create blocking slots when capacity available	If the setting is YES, blocking slots are ONLY created if capacity is not available.
		Here available capacity is defined as current utilisation below warning limit or 2 slots below total limit. In short, If the blocking slot plus one
		extra slot will result in absolute overload only ther the blocking slot is created.
Blocking	Enhance use of blocking slots preSCC	If the setting is YES, blocking slots are created at pre SCC.
		•
		This means that deletions and time changes will create blocking slots pre SCC, only if the relevant settings for the airport/season are active.
Blocking	Retain reduced historics	Applies only to initial submission (pre SCC)

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Setting � Change Screen



Change Screen	Allow manually adding adhoc flights to baseline	If enabled adhoc records can be manually added to the baseline.	
Change Screen	Always ask for confirmation before commit	If enabled and the commit or commit live is pressed (without generate an outgoing reply), a confirmation dialog is shown.	
Change Screen	Archive message when "Commit to In" is used	When the menu option "Commit to In" is used, Score will save the message to the Archive with Status CTI (for Commit To In).	
Change Screen	Disable local time option	If an airport is listed, the option to change the time zone in the change screen will be disabled	
Change Screen	Do not change the "not allocated" warning to an unable line	•	
Change Screen	Explicit warning for maximum ground time violations	ACL only	
Change Screen	Force Status information on T code	If enabled the �Status Information Tag Values � dialogs cannot be closed until a status information reason has been selected / entered.	
		If disabled one of the alternatives in the Status information dropdowns will be <discard>, and must be selected before committing the change.</discard>	
Change Screen	Show GA/BA service types in dropdowns for non-GA/BA flights	If enabled the GABA service types will be shown in the drop down list when handling SCR messages.	
61		Default is ON.	
Change Screen	Show required terminal fields	•	
Change Screen	Slot search defaults to XUO	Offers in the Change screen are issued as XUO instead of HUO. This setting has default value OFF, so all offers are issued as HUO.	
Change Screen	When handling a message from Inbox, check constraints	License specific	

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Setting **P** Dashboard



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Dashboard	Dashboard port number	•
Dashboard	Dashboard URL path	•
Dashboard	Dashboard use HTTPS	•
Dashboard	Use dashboard	•

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Setting - DMP

disable Message Processing (Controlled though OCS)

<u>DMP</u> ❖	DMP activation mail domain	ACL Only
DMP	DMP affected flight filter names	ACL Only

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Setting � Flight



Flight	Exempt service type	Exempt service types are exempt from constraint calculations.
Flight	If not allocated to CHECK-IN then unable with this RC	•
Flight	If not allocated to GATE then unable with this RC	•
Flight	If not allocated to LATERAL then unable with this RC	•
Flight	If not allocated to PARKING then unable with this RC	•
Flight	If not allocated to SECURITY then unable with this RC	•
Flight	Override read-only for non-active resource sets	Live and Baseline branches are opened as read- only with a non-active resource set in Schedule Editor. This behaviour can be overridden with this setting.
Flight	Tactical availability reason codes	The setting is global (not by airport or season). One record must be added for each reason code. NOTE that this setting is only available for users who have the "Tactical availability" functionality (ACL)
Flight	Try merge arrival and departure flights allowing minor fragments	In some cases, merging an arrival with a departure is not possible because the departure time will then become before the arrival time. E.g. first day of the season departure may need to be fragmented from the other dates.
		•
		If this setting is enabled score will handle these cases by creating minor fragments for the first day and the last day of flight and then merge the remaining over midnight.
		•
		This functionality is airport/season with default value OFF.
		•
		When the setting value is ON, a warning dialog is presented for the user to confirm that they want to proceed with a list of the small fragments to be created.

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Setting � GCR



GCR	Accept and process	GCR messages are processed unconditionally.
	GCRs <u>unconditionally</u>	GCR messages are handled without retrospective
		check, without check of constraints and without
		check of duplicate flights
GCR	Check ICAO stations	Validate the ICAO stations and ICAO aircraft
GCK	and ICAO aircraft	types against base data tables
	types for GCR	types against base data tables
	messages	
GCR	Enable GCR messages	
GCR	Enable GCR messages	
GCK	in REG mode	
GCR	GA/BA dummy	Used when there is no matching ICAO code and
	aircraft type	the �Check ICAO and aircraft types for GCR
		message� is enabled.
GCR	GA/BA dummy	Used for GCR messages in /REG mode
	operator	_
GCR	GA/BA dummy station	Used when there is no matching ICAO code and
		the � Check ICAO and aircraft types for GCR message � is enabled.
GCR	GA/BA service type	One value is entered per entry e.g.
GCK	list	One value is entered per entry e.g.
		Note each service type entered separately. Multiple
		values such as D E I on one entry are not
		permitted.
GCR	Restrict slot id to only	1 A
	outgoing GCR	
	messages using /REG	
GCR	Tag Slot ID on	
	outgoing GCR	
	messages	

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Setting • Messages



Messages	Add a possible generic email to recipients in the Send Dialog	If there is a generic email address in the header, then it will be added to the send dialog.
Messages	Airlines sending in UTC (only applicable if Score runs in local mode)	Send in UTC - only applicable if SCORE runs in local mode
Messages	Allow retrospective deletions	Controls if AMP and OCS should process retrospective deletions. If activated, AMP and OCS will accept deletes even if the changes are retrospective. The setting is as default de-activated.
		Note the definition of times considered to be retrospective are defined in the <u>Coordinated Airpor</u>
Messages	Allow sending of SITA messages	If the setting has value NO, the priority dropdown is not shown and when the user close the dialog it i checked if all addresses are proper email addresses.
		Please note that the default value is NO!
Messages	Always generate outgoing message	If enabled for an airport/season output messages ar always generated when handling a message in the Change Screen or editing a flight in the Add Screen
Messages	Always use local time on outgoing message	
Messages	Always use reason code BL in case of baseline implications	If a baseline branch exists, Score checks overloads in both live and baseline. In case the change works in live but not in baseline Score will "transfer" the baseline overload and show the live change as unable with the reason
		code from the baseline overload. If this setting is activated, the reason code is BL. Note that that BL must be added to the Reason
		Code table. Default setting is off.
Messages	Ask before handling message failing contact permission	•
Messages	Assume missing SI/GI text comes after x blank lines	Often email messages have additional footer text added to the message and the sender doesn tinclude SI/GI to indicate the text following the message body.
		These messages are not automatically handled - and if the auto reject functionality is used, these messages are actually rejected and returned to sender.

		•
		If enabled this setting Score will assume that x empty lines between last valid data line and a line that cannot be recognised as message data is sufficient to consider the following lines as SI/GI lines.
		•
		Score will ? probably in most cases - recognize email signatures with missing SI/GI.
Messages	Automatic background merge of flights before handling message	If enabled Score will merge flights before handling a message. The automatic merge is not done pre-SCC and will require that service types, stations, short notes and - if baseline defined - slot holder information match for the flights considered.
Messages	Breaking slot holder - add suffix instead of clearing	This setting allows a user to choose a suffice to add to the slot holder instead of clearing the slot holder in the case of <u>Clear Slot Holder Information?</u> (<u>Permitted Time Band</u>).
		•
		If the setting is ON, when a change is made which requires the slot holder link to be broken, instead of asking

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Setting �OCS



OCS	Add SI text with OCS account id to confirmation message	Adds a SI line "OCS Account is <account id="">" to the confirmation message</account>
OCS	Add text to Short Note if Override	When a flight is changed by an OCS account using the "Override" option, the text defined is added to the short note field of the flight.
OCS	Allow LiveOnly option when baseline broken	•
OCS	Allow OCS to give offers with baseline implications	Controls if OCS should give offers for changes with baseline implications. The default value is YES.
OCS	Baseline broken SI text when LiveOnly option used	•
OCS	Check deletion against the 80/20 threshold	Controls if OCS 80/20 check is done. Default value is ON
OCS	Confirmation message put in Inbox when LiveOnly option used	•
OCS	Default timing flexibility range for automatic offers (in hours)	
OCS	Don't update database on merge when slot holders vary	When the setting is activated Score will not update the flight database, when a CC/R request tries to merge two flights having different slot holder information. Instead the message is left in the Inbox for manual handling.
		•
OCS	Ignore baseline implications for offer replies	The default value for the setting is Off. When activated the OCS client will not check baseline implications for offer replies
OCS	In OCS check if mixed carrier codes are used	
OCS	OCS number of weeks allowed to break warning limit	With this setting it is possible to control in more detail how <u>AMP</u> /OCS will handle changes breaking warning limits.
		AMP/OCS will stop automatic handling for an airport/season combination for three types of changes:
		•
		-single day (pure adhoc) changes

		-adhoc changes, i.e. changes with length less than the historical significance period as defined by the two setting above -seasonal, i.e. changes with length equal or longer than the historical significance period Any combination of two of these types is also a possible stop alternative. The default value of the setting is "Seasonal".
OCS	OCS users with override permission can make retrospective changes	OCS users with override permission are exempted from the retrospective check with a limit specified as number of days in the setting, when the setting is ON.
		•
		Previously the setting was known as Check retrospective changes for OCS users with override permission
		During the conversion to the new setting, if users had permissions retrospective changes, users will still have permission however now with a limit of 7 days. The number of days can be changed in the setting if needed.

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Setting � Other

Other	Allow both UTC and LT season date range	Allow both UTC and LT season date range. When enabled, flight data is accepted that is outside season range in primary time zone (typically UTC), if they are within the local time season range from 00:00 LT on the first Sunday until 23:55 LT on the last Saturday in the season.
		•
		If database runs in local time, then it is opposite allowing for full UTC date/time range.
		•
		Flight part outside primary time zone \$\varphi\$s season range, will not be checked against constraint, but can be listed in the schedule editor and be part of reports.
		•
		If for instance database runs in UTC and setting is enabled for AKL, data may be added for the entire Sunday in LT
		on the date where the season starts, although season firs starts at 13.00 on that Sunday
Other	Allow email attachments	Using this feature requires the May 2014 version of the PDCmail tool. If you have this version you can enable the option to send reports as email attachments by activating this setting.
Other	Allow rolling constraints to cross midnight	When enabled rolling constraints will cross midnight if warning and absolute limits are the same before and after
		midnight.
		Rolling constraints will also cross other time-intervals it limits are the same on both sides.
Other	Close connections after specified number of minutes activity	Default is 0, which means it is disabled. Do not use this setting unless recommended by PDC.
Other	Default Constraint Checking Mode is GROSS	Default value true. For users clients:
		All users will inherit this setting and cannot use the following old ini-file setting

		"CHECK_CONSTRAINTS_USING_NET_CHANGES" from the CLIENT SETTING section.
		A user can still switch manually between gross and net constraint checking mode by using the menu option
		"Constraint Checking Mode" from View Simple maintenance.
		•
		For OCS and <u>AMP</u> , the default is gross unless airports using net constraint check mode has been defined in the
Other	Disable Ribbon Editing	using net constraint check mode has been defined in the set in active disable editing of existing Ribbons
Other	Disregard time differences in historics	
Other	Enable auto- merge	The setting is per airport, season. The setting is consulted when a user activates the "Database Operations / Auto-merge schedule" function. If the setting is OFF for an airport, season then the user will get a message saying "Auto-merge has been disabled for <airport>, <season>".</season></airport>
		The default for the setting is ON.
Other	Enable DragNDrop	If enabled drag and drop functions will be available. See Introduction to SCORE
Other	Enable movement	In quota constraints QC zero aircraft are included in movement counts if enabled. Default is On.

ADM Administrative Client Program > ADM Advanced Maintenance > Setting

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Setting � Out of Hours

Out of Hours	Handover - airports using blocking slots	List of airports where blocking slots are created during handover period. (ACL)
Out of Hours	Handover - airports using full <u>AMP</u>	List of airports with Full AMP enabled during the handover period. In the event of a failed rule or constraint, no updates are made to the database, instead the out of hour sessage is sent. (ACL)
Out of Hours	Handover - delete unable messages	Yes/No. Should AMP delete any messages from the inbox which couldn to be processed for the handover period? (ACL)
Out of Hours	Redirection - Airport Filter Email Addresses	Define a pair of flight filters and email addresses to determine which email address a given message should be forwarded to.
Out of Hours	Redirection - Email Address	Global setting is the existing one for the blank airport which is inserted with a blank email address. Overwrite with Airport Specific settings by Copy-Pasting the global one and change the airport.
Out of Hours	Redirection - For these message types only	The setting will default allow only SCR and GCR messages
Out of Hours	Redirection - Use for OCS Ask Us requests	If this setting is active, all OCS request using the "Ask Us" option will redirect to the OOH team. Requires OOH redirection is enabled for the airport/season and the request has message lines in the OOH horizon.
Out of Hours	Redirection - horizon (in days)	A message for the airport in question is only redirected (when OOH redirection is activated if the message includes lines operating after today but before the number of days defined by the horizon.

ADM • Administrative Client Program > ADM • Advanced Maintenance > Setting

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Setting • Parking



·		
Parking	Parking add buffer time to tow bars	•
Parking	Disable Reallocate Parking during Rebuild	To avoid that reallocate parking is done on rebuild automatically.
		Auto reallocation of the Gantt by time interval can be defined in the Office table.
Parking	Enquiry parking matrix - show overloads in the	The setting is global (for all airports and seasons) and the default is OFF.
	overloaded pools, not in Extra	When the setting is ON, in enquiry matrix, overloads in parking constraint pools are shown on the overloaded pools, not in the "Extra" pool.
		NOTE: The setting is for �Advanced� parking. Extended and basic parking always shows the overloads in the
		overloaded pools.
Parking	Exclude blocked slots in parking counters	
•	•	•
Parking	In parking allocations, reallocate all flights on flight update	Setting for Extended and Advanced parking. In the parking Gantt and for advanced parking constraint checking, a flight update triggers a reallocation of all flights to parking stands.
		Ť
		This setting makes it possible to select to not have all flights reallocated but have flight updates fit into the existing allocation instead.
		•
		If the setting is "active", all flights are reallocated on flight updates, which is the way the allocation has always worked.
		If the setting is deactivated flight updates will fit into the existing allocation, then the allocation is saved to the database each time a change is made. This is to ensure that other clients that open the session / Gantt will get the same allocation of flights.
		Ŷ

Use the "Options / Reallocate" menu in the Gantt to reallocate flights. The reallocate function has an option to keep the allocations which were made by the user (by moving flights to stands, saving flights at stands, de-linking, or swapping). When using the "Options / Reallocate" menu a prompt is shown, "Reallocate all allocations, including user allocations? Yes\No (Click 'Yes' to reallocate all flights including flights placed by users. Click 'No' to reallocate but keep user allocations.)" NOTE: If the checkbox "Always re-allocate on flight update" in the parking constraint dialogue is ticked, then the parking constraint allocation will be rebuilt even if this setting is set to OFF ŵ Auto reallocation of the Gantt by time interval can be defined in the $\underline{\text{Office}}$ table. Ŷ Parking In parking Gantt If the setting is set, flights will only be linked in the ADM • Administrative Client Program > ADM • Advanced Maintenance > Setting

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Setting • Reject

Reject	Header used when rejecting due to incorrect format	Header text used when the reject scr messages for unknown airport season is enabled. The default is Message rejected because airport/season is not coordinated by the system
Reject	Header used when rejecting due to unknown airport/season	Header text used when the reject all incorrectly formatted messages is enabled. The default is "Message rejected because it is incorrectly formatted". If the problem is incorrect SSIM syntax, the error text from Score is attached below the header.
Reject	Header used when rejecting due to unknown contact	Text used when rejecting messages from unknown contacts.
Reject	Header used when rejecting message breaching constraints	•
Reject	Header used when rejecting message breaking warning limits	•
Reject	Header used when rejecting message failing a customized filter	•
Reject	Header used when rejecting message failing <u>AMP</u> filters	•
Reject	Header used when rejecting message failing full AMP filters	•
Reject	Header used when rejecting message for other reasons	•
Reject	Header used when rejecting message having complex blocks	•
Reject	Header used when rejecting message with baseline duplicates	•
Reject	Header used when rejecting message with baseline implications	•
Reject	Header used when rejecting message with offer replies having baseline impl.	•

Reject	Header used when rejecting message without contact permission	•
Reject	Header used when rejecting no match with confirmed data or duplicates introduced	Header text used when the reject messages if no match with confirmed data or duplicates introduced is enabled. The default is Message rejected as no confirmed data found or duplicates introduced
Reject	Reject all messages with incorrect format	The default value is NO. The available values are NO (never), YES (always) and OOH (only during OOH). If the value is changed from NO to YES/OOH AMP will reject an incorrectly formatted message. The message is archived and returned to the sender with a header defined by the setting Header used when rejecting due to incorrect format. If the problem is incorrect SSIM syntax, the error text from Score is attached below the header.
Reject	Reject incorrectly formatted messages for message type and email address	Makes it possible to reject BAD SSIM message by message type and email address of sender. Rejection of incorrect SSIM syntax can now depend on message type and the specific email address of the sender. The list of incorrect SSIM syntax is the same. The message type can be left blank - meaning that rejection is done irrespective of message type - and "partial" email addresses can be entered, so e. g. all mails from domain can say rejected.

ADM Administrative Client Program > ADM Advanced Maintenance > Setting

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Setting **Slot Monitoring**



Slot Monitoring	Create WSG U/L	The default is ON.
	links between SSIM action code K and T flights	If the setting is OFF, SCORE will not create WSG U/L links between action code K and action code T flights.
Slot Monitoring	Give dispensation to cancellations done minimum X days before date of operation	When enabled, the dispensation field in the slot monitoring cancellation record will be set to YES for the flights cancelled at least the specified number of days before the date of operation.
Slot Monitoring	Give dispensation if baseline flight has SSIM code K	If the setting is active and the setting "Rebuild before date of operation" is also active, then flights with live SSIM code T, which are cancelled at least X days before the date of operation will be automatically dispensed if the baseline SSIM code is K.
Slot Monitoring	Include service type Y in Slot Mon Result	The default is - for acl: Not active
		- for other user licenses: Active
Slot Monitoring	Load Actuals: write all errors in error file	All errors are written to the .err file, which is saved in the same directory as the original file loaded.
Slot Monitoring	Matching: min number of operated on average and on a single day	See Match Coordinated and Operated as Command. This setting has two numbers, the average number of actuals operations per day required, and the minimum number acceptable on a single day. Score does not run the matching if the actual dat loaded do not meet this requirement. The new setting can be set per airport. The default values are 400 and 400
Slot monitoring	Minutes after the coordinated arrival time in the first sweep	One number, global (not by airport or season). The number of minutes after coordinated arrival time.
Slot monitoring	Minutes after the coordinated arrival time in the second sweep	One number, global (not by airport or season). The number of minutes after coordinated arrival time in the second sweep.

Slot monitoring	Minutes after the coordinated departure	One number, global (not by airport or season).
	time in the first sweep	The number of minutes after coordinated departure time.
Slot monitoring	Minutes after the coordinated departure time in the second sweep	One number, global (not by airport or season). The number of minutes after coordinated departure time in the second sweep.
Slot monitoring	Minutes before the coordinated arrival time in the first sweep	One number, global (not by airport or season). The number of minutes before coordinated arrival time that the automatic match function looks for actual records on its first sweep.
Slot monitoring	Minutes before the coordinated arrival time in the second sweep	One number, global (not by airport or season). The number of minutes before coordinated arrival time in the second sweep.
Slot monitoring	Minutes before the coordinated departure time in the first sweep	One number, global (not by airport or season). The number of minutes before coordinated departure time.
Slot monitoring	Minutes before the coordinated departure time in the second sweep	One number, global (not by airport or season). The number of minutes before coordinated departure time in the second sweep.

| ADM **�** Administrative Client Program > ADM **�** Advanced Maintenance > Setting

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Setting **Slot** Search



Slot search	Slot search absolute tolerance level	If multiple levels are defined, then sort and use them all
Slot search	Slot search ignores requested ground time	If the setting is OFF: Default slot search is used that takes requested ground time and minimum ground time into consideration. ON: Slot search looks for closest offer respecting only minimum ground time.
Slot search	Slot search ignores requested ground time if above x minutes	Score tries to observe the requested ground time - meaning that the found slots are adjusted to have a ground time as close as possible to the requested ground time.
		If the setting has value x=180 minutes, slot search will for all flights with requested ground time over 3 hours produce offers that do not observe the requested ground time - but will also no offer timings less than 3 hours.
		If the flight has requested ground time below 3 hours, slot search works as usual and tries to observe requested ground time as close as possible. If no value for the setting has been defined, slot search works as before.
		The setting depends on airport and season - the last possibly blank.
Slot search	Slot search relative tolerance level	If multiple levels are defined, then sort and use them all
Slot search	Slot search use requested ground time as default	If the setting is enabled, Slot search will use the Requested Ground Time instead of the default minimum ground time value from the Coordinated Airport table

<u>ADM **♦** Administrative Client Program</u> > <u>ADM **♦** Advanced Maintenance</u> > <u>Setting</u>

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Setting **System**



System	Close connections after specified number of minutes inactivity	•
System	Folder for email attachment reports	A folder to be used for temporarily creating the reports. Must be accessible from the server and server agents if used
System	Replicate alert downtime in minutes	If a replicate client is unable to send updates in more than downtime in minutes an email alert is sent to the Replicate Alert Email
System	Replicate Alert Email	If a replicate client is unable to send updates in more than �downtime in hours � an email alert is sent to the ♠ Replicate Alert Email �



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Setting (View Only)

To view settings for a selected airport / season, select View | Advanced Maintenance | Setting.

Users who have read & write permissions to the selected airport / season will be able to $\underline{\text{view only}}$ the applicable settings.



Editing of Settings can only be made in the ADM score client. To view more information about each setting see the ADM Setting.

<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> **♦** Advanced Maintenance > <u>Setting</u>

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Setting � Warning



Warning	Use parking links in maximum ground time checking	The setting is OFF by default. When it is ON, Score checks the maximum ground time for non- linked flights.	
Warning	Warn if arrival and departure operators are different	•	
Warning	Warn if cleared and required times are different but waitlist date is blank	The "Outstanding waitlist allocation" function needs to know how long flights have been on the waitlist. For this purpose a "Waitlist date" field is used in the flight table. The field is populated automatically by Score for simple flight updates when flights are updated by <u>AMP</u> and Change screen.	
		For complex flight updates (multi C or multi R) Score cannot set the waitlist date but leaves it blank for the user to set. The waitlist date is also left blank when cleared and required times are the same time.	
		The waitlist date field can be edited in Change screen and the Add/Edit screen.	
		The Change screen and the Add/Edit screen give a warning if the cleared and required times are not the same and the waitlist date is blank. The user may then enter the waitlist date.	
		For flights which have a blank waitlist date the "outstanding request allocation" function uses the creation date.	
Warning	Warn if cleared and required times are equal but reason code is wrong	•	
Warning	Warn if conflicting aircraft registrations	Applies to GCR only	
Warning	Warn if conflicting flight numbers	•	
Warning	Warn if flight changes terminal	•	
Warning	Warn if flight not allocated to constraint	•	
Warning	Warn if GA/BA service type is used without A/C	If a record is manually added or changed, which has a GABA service type but without A/C	

	registration for message types	registration, a warning will be given to the user.
Warning	Warn if historical status codes are missing during initial submission	•
Warning	Warn if historical status codes are missing when flight is historic	only issued after initial submission is done
Warning	Warn if last or next airport is coordinated airport	The setting is OFF per default. When it is set a warning will be given in the change screen if the last or next airport is a coordinated airport
Warning	Warn if MAXimum ground time is violated	•
Warning	Warn if MINimum ground time is violated	•
Warning	Warn if new entrant status has errors	•
Warning	Warn if no slot but reason code is not WA	•
Warning	Warn if number of operations is reduced	•
Warning	Warn if offer has cleared and required times equal	•
Warning	Warn if reason code is WA but not no slot	•
Warning	Warn if reason code only used when cleared and required times are equal	•
Warning	Warn if required terminal tags are not used	AMP will issue a warning, If message lines do not use the required terminal tags when the required terminal fields are populated for the flight in the flight
		database.
1		

Database Operations > <u>Initialize New Schedule</u>

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SHL2 to SHL

For users with the SHL branch this process changes records, which have the historic status code SHL2 to be SHL and action code K. To run the process, select *View* | *Database Operations* | *Initialize New Season* | *SHL2 to* SHL.



Guides > At Historic Baseline Date

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SHL Branch

This section is still work in progress





What is the purpose of the SHL branch?

When using only a live schedule changes made to the schedule are for operational reasons and the user does not need to consider the implications to the historic rights until the next season schedule is being constructed i.e. using the compress schedule function and then manually editing the schedule to achieve the final results, which can be time consuming and it is difficult to determine multiple adhoc changes from those of historical significance.



Using the SHL branch can save time some time involved when re-constructing the records at the end of the season but it will require the user to consider historic implications when processing changes to the live schedule.



When using the SHL branch the principle is that an SHL schedule is created at the start of the use it or lose it date and it will become the future season schedule (SHL) i.e. if there weren tany significant changes to the schedule the SHL branch records would be converted to the new season and become the SHL sent to the operators.



As there are changes to the schedule throughout the season, some of these changes could affect the eligibility for historic rights. Some of these changes are handled by SCORE but when there are changes of historical significance most of these changes will require the user to make a decision about what/if manual updates are needed to be made to the SHL branch.



What updates does SCORE make in the SHL branch after its creation?

At the time of creation the SHL branch is a compressed version of the live schedule, after which only the following types of updates will be made by SCORE:

- ����� Records which are of a least 5 consecutive weeks, which have been added to the live schedule as action code K. Note: Records which have been added to the live as action code T are not added to the SHL branch
- ** ** ** ** ** ** ** ** If the whole period has a flight number change in the live schedule, the SHL branch record is updated. If other details has also changed together with the flight number these changes are also changed in the SHL branch.



Whole period Y/N	Type of change	SHL branch result	Additional notes
Y	All except dates & flight number	No change	The original SHL record remains unchanged. It is up to the user to decide whether to manually update the SHL branch record.
Y	Flight no + time	SHL branch record is updated.	
Y	Extend period only (c/r)	SHL branch record period is extended.	
Y	Extend period and time change (c/r)	If >4ops then the extra period is added (action code T) with the new time (even though the live is whole period with new time. If the extension <5ops then no change to the shl (live is at new time for the whole period)	No advice to user
Y	Delete All New	No change Added with action code T	
N	Part period time change	No change	No advice to user
N	part period time and flight no change	Existing shl remains. Added new record with action code T reflection new period/change Existing SHL extended	Original record will fail 80/20. new period may be entitled to historic

Guides > At Historic Baseline Date > SHL Branch

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SHL Branch (About & Creating)

The SHL branch is a compressed snapshot of the live schedule, as close to the start of the, use or lose it calculation date. This SHL branch will be the basis for the SHL of the future season.



The SHL branch has the following limitations:

- ����� Records can be viewed and edited in a schedule editor but there is no constraint checking.
- ����� The only updates to the SHL branch by SCORE after creation are:
 - o Records which are of a least 5 consecutive weeks, that have been added to the live schedule as action code K. Action code T records added to the live are not added to the SHL branch.
 - o If the whole period has a flight number change in the live schedule, the SHL branch record is updated. Part period flight number changes of 5 weeks or more will result in the original record in the SHL branch remaining unchanged and a new record with action code T will be added to the SHL branch for the new flight number. The original record in the SHL branch is likely to fail the 80% utilisation in slot monitoring as the change is not considered to be the same service by WSG definition, recognized as part of the same service (for example, same flight number, route, etc.)
- ${\color{blue} \boldsymbol{\hat{\psi}}} {\color{blue} \boldsymbol{\hat{\psi}}}} {\color{blue} \boldsymbol{\hat{\psi}}} {\color{blue}$
- ����� Histograms and Enquiry matrix cannot be viewed of the SHL branch
- ����� Must be created before the start of the season and cannot be created retrospectively

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The following is a guide to creating the SHL branch and list the recommended steps, for further details on each menu function or option, refer to the relevant sections on the manual.



The SHL branch should be created on or very close to the start of the use it or lose it calculation date (currently 31August for a Winter season and 31January for a Summer season).

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Overview of steps:

- 1.♦ Schedule checks (handbacks & offers)
- 2. Check compress setup
- 3. Create SHL Branch

4. ♦ Check SHL branch

5. Create slot monitoring results table



Details of each step:



1. Schedule Checks

Before starting the process of creating the SHL branch the live schedule should be checked to ensure that all slot handbacks have been processed, offers have been accepted and any action code T records which may need to be changed to action code K.



2. Check Compress Setup

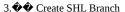
To set up the compression parameters select

View | Database Operations | Compress Schedule | Setup

Recommended compression setup:



See Compress Schedule Setup



Please ensure that this step is done at least 1 minute or more after any schedule changes have been made, to avoid unexpected results!

Select View | Database Operations | Create SHL Branch.

See Create SHL Branch

4. Check the SHL Branch

Guides > Preparing a New Season & SHL

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SHL Branch Schedule SHL Preparation

Ensure that the step in Preparing a New Season & SHL have been completed already before proceeding with the steps in this topic.



The following is a guide to creating the new season and the SHL when an SHL Branch schedule (i.e. not baselines and not only live) has been used. These are recommended steps but may need to be altered to take into consideration any local practices. For further details on each menu function or option, refer to the relevant sections in the manual.



If the SHL branch has been used together with the Advanced Slot Monitoring module, then the copy from previous function also references the slot monitoring results table to check if the record has achieved 80% utilisation, otherwise a simple calculation based on the number of operation in the live schedule is used to calculate the percentage utilised.



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If the record is below 80% then the action code is set to U and the reason code to N80.



Records which were added as adhoc but can be merged to form a series are also copied to the new season. The compression rules are the same as used when the Create SHL Branch is run. These records are identified as having action code T and historic status code SHL2.

See Initialise Season

See Copy from Previous



Overview of steps:

- 1. Check the new live schedule for overloads
- 2. SHL2 to SHL
- 3. Compress schedule or automerge
- 4. ❖ Manually edit the SHL codes to records & edit schedule
- 5. Generate SHL



1. Check the New Live Schedule for Overloads

Using an enquiry matrix or overload report check the new live schedule for any overloads. If there are overloads delete the records with the �SHL2� status codes as these were added after the SHL branch was created.



Review any records with action code T, delete these records if causing an overload.



2. SHL2 to SHL

Using the SHL2 to SHL function, records, which currently have the SHL2 status, will be changed to SHL and the action code set to K.

See SHL2 to SHL



3. Compress Schedule or AutoMerge

Records which couldn to be compressed before due to having different SHL status codes or action codes can now be merged using either the compress schedule or automerge function.



Using Automerge:

Auto-merge schedule is similar to compress schedule in that records are merged however no operations are inserted or deleted during the process.

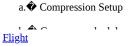
See Auto-merge Schedule



Using Compress Schedule:

Compressing a schedule is the process of adding back the gaps in schedule records which have been cancelled. The process also removes records which do not form a recognisable series of slots

There are two parts to compressing a schedule:



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Show/Hide Columns (Right Click)

To hide a column right click on the column and unselect the field name.

To show a hidden column, right click on the column header and select the hidden field to shown (it is shown without the check mark in the list as shown above).

<u>Flight</u> > <u>Schedule Editor</u>

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Show Passenger Profile in Session Log

If passenger profiles are defined and enabled use, Options | Show Passenger Profile in Session Log.



The session log will show for each 5 minute interval the number of passengers.

<u>Maintenance</u> > <u>Advanced Maintenance</u> > <u>Generic Constraints</u>

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Show Usage in Session Log

To see which resource set and resource a generic constraint is used, select *Options* | *Show usage* the session log will show the information.





Maintenance

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Simple Maintenance

The simple maintenance menu contains many tables of base data and some personalised user settings.



The menu options available may differ depending on the modules purchased. Once a table is opened there is the option to define views, add/change/delete records and save the date to file.



To save the data to a file select *File* | *Save*.

To edit data records select *Edit* | *Edit Record* or press Enter or double click on the record.

To add a new record select $Edit \mid New \ Record$ or press Insert.

To delete a record select $Edit \mid Delete \ Record$ or press Delete

To create or customise a view select the option from the Options menu.

More:

Actual Quota Count

Aircraft Type

Airport

Airport Region

Check-In Usage

Check-in Desks Profile

Check-in/Security Flight No Profile

Check-in Reporting Profile

Copy Address

Country

Header / Footer
ICAO Aircraft Size
Maximum Ground Time
Minimum Ground Time
Operator
Parking Control of the Control of th
Pax
QC Points
Stand Filter Expressions
Telex Addresses
Change Password
Constraint Checking Mode
Default GI Text
Font
Select Colour Set-up
Enquire
Enquiry This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
This neip file was last updated: 12/02/2023 Score ver. 6.12.7.61
Single Day Histogram
A single day histogram is a chart displayed based on a selected constraint for a single day. The histogram is dynamically updated as the database changes and when the user is testing flight changes in the change screen.
•
The screenshot above is just one of many possible layout options. The histogram shows a limit line and a warning limit line (if defined in the constraint details).
To view a single day histogram, select <i>View</i> <i>Enquiry</i> <i>Single Day Histogram</i> and then complete the criteria as required.
Description: SHisto
•
•
Session: ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Select a session or click New to open a new session.
Resource: *** *** *** *** *** *** *** Select a resource to populate the relevant constraint selection for the resource.
Constraint:
When choosing Runway (custom) or Paxflow (custom), Time Span and Rolling Interval are enabled.
Rolling constraint: The rolling constraint option is enabled when a rolling constraint is selected.
*** ***
Date: ���������������� Choose which day(s) of the week to look at, and start date. In the histogram, to display the next day press Page Dn or press Page Up for the previous day.
Time: ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

Country Region

Cleared

Cleared time

RequiredRequired timeInitRequiredInitially requested timeHistoricHistoric timeActualActual time from the advanced

Actual time from the advanced slot monitoring module.



Times from slot monitoring flight records of type "Matched" are shown and if the selected constraint is at the airport root of the resource set, records of type "Operated" are also shown.

TD/TO Touchdown / Take-off time from the advanced slot monitoring module.



Times from slot monitoring flight records of type "Matched" are shown and if the selected constraint is at the airport root of the resource set, records of type "Operated" are also shown.

Set the resolution of the time bar in the **\$\Pi\$**Step **\$\Pi\$** box, and in the **\$\Pi\$**Start **\$\Pi\$** box set the start time for the display.

Movements: ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Select ♦ Arrivals ♦, ♦ Departures ♦ or ♦ Totals ♦.

To reuse the selection click Save Settings. When viewing the histogram select Options | Customize Current to open the criteria dialogue or select from the available menu options.

More:

Single Day Histogram Options

Enquiry > Single Day Histogram

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Single Day Histogram Options

When a single day histogram is open the following options and functions are available.



Drill Down

To see the flight records behind a histogram bar, double click on a bar and then select the flight view to display.



Copy to Clipboard (Ctrl + C)

To copy the histogram as an image to the clipboard, select *Edit* | *Copy to Clipboard*.



Export Enquiry

To export the histogram data values to a file or the clipboard for a specified date, select File | Export Enquiry.



Print

To print a histogram, select File | Print. When printing there is the option add a header/footer, fit to page and to select the time range to print.



The following options are available from the *Options* menu.



Customize Current

Customize current displays the initial single day histogram prompt where the user can edit the initial selections.



Limit

This menu item applies to an enquiry matrix.



Date

The date menu option provides short cuts to change/navigate to another date the options available are:



Date Menu Option Keyboard Shortcut Additional Action
Go To Insert Enter a date to go to

Page Up

Next Page Down

Next Week Shift + Page Down
Previous Week Shift + Page Up
First Ctrl + Page Up

Last Ctrl + Page Down



Time Scale

Previous

Select a time scale from 5 minutes to 8 hours. Time scales which are less than the constraint period or rolling factor are disabled.



Movements

Switch between arrivals (Ctrl + A), departures (Ctrl + D) and totals (Ctrl + T).



Stacking

Switch between the available stacking options.



Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring

The slot monitoring table shows all airport, season pairs for which slot monitoring result or slot monitoring flight exists. The Table shows:

Last date, that has been matched.

U/L date time, which was chosen when "Calculate use it or lose it" was run.



To view the slot monitoring table select *Slot Monitoring* | *Slot Monitoring*.



This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring

The step in the slot monitoring process is to create the slot monitoring results table close to or At Historic Baseline Date. The slot monitoring result table is used for the calculation of flight records against the use it or lose it rule and can be work with Historical Baseline, SHL Branch or only the live schedule, however the steps necessary before creating the slot monitoring result table must be followed to ensure correct functional procedures and results, see At Historic Baseline Date for more details.



Note: It is not required to create a slot monitoring results table if the monitoring of the 80/20 rule is not required.



After the slot monitoring results table has been created ensure that the <u>Update Use it or Lose it</u> function is run on a regular basis (including the time period between before the season starts) and follow up the notifications of the session log.

More:

Matching

Dispensation

Troubleshoot

Appendix • Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Actual File Format



Description of SCORE slot monitoring actual data file.



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The standard csv format is:



Service number,

Runway date and time, � (optional)

Actual (block) date and time,

Scheduled date and time, (optional)

A / D (arrival / departure),

AC type,

Optional text information,

Optional aircraft registration.



The date, time format is DDMMYYYY:HH:Mi, for example 31122019:14:45



SK,100,01032003:10:03,�01032003:10:08,�01032003:10:10,A,737,TEXT,ACREG



Other formats can be supported, please send a sample format.

Note: Excel is not supported but can be saved as a CSV file.

Appendix G:�����

Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Actuals

The load actuals process imports actual operated flight records in to the actuals table. Before the matching process begins it is possible to view the actual operated records to alter or correct as required.



To view the actual table, select *Slot Monitoring* | *Actuals* and then select a pre-defined view.

See Slot Monitoring Actual Table Fields field definitions.



When viewing records in the actuals table the following functions are available;



Insert Record

To insert a new record, select *Edit* | *New Record* or press Insert.



Edit Record

To edit a record, select *Edit* | *Edit Record* or double click.



Delete Record

To delete a record, select $Edit \mid Delete \ Record$ or press Delete.



Replace Operator

The replace operator function works like a find and replace text option. The function is used to replace the operator code of the actual record; this is useful in the case of joint operations where the slot might be a different operator code to the operator code of the actual operator.

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To replace the operator code, select the record(s) and then select *Options* | *Replace Operator*.





In the replace operator prompt select the operator code, which needs to be changed (old) then select the replacement operator code (new) and click OK. In the above screenshot operator code 4U will be changed to EW for the selected records.



Move to Flight

To move a record from the actuals table to the slot monitoring flight table, select $Options \mid Move \ to \ Flight.$

The record will be deleted from the actuals table and inserted into the slot monitoring flight table as an unmatched operated record (record type O).

Appendix � Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Actual Table Fields





Field	Definition
A/C	Aircraft Type
ACReg	Aircraft registration
Act. Time	Actual Time
Airport	IATA airport code
Arr/Dep	A - arrival or D - departure code
Diverted Flag	Indicates if flight is diverted
Duplicate No.	If the value is �� 0 than it is a duplicate flight
Note	Note
Last/Next Stn	IATA Last/Next Station code
Misc	Miscellaneous info
Ope	Operator Code - can be IATA or ICAO
Orig/Dest Stn	IATA Orig/Dest Station code
Sched.Date	Scheduled Date
Sched. Time	Scheduled Time
Season Code	Season Code info
Seats	Number of Seats
Serv. No	Flight number
Runway� Date	Touch down / Take off date
Runway Time	Touch down / Take off time
Terminal	Terminal/Gate info

Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Break Slot Holder

If the Preaking slot holder and suffix instead of clearing is enabled in the ADM Setting, then records where the Clear Slot Holder Information? (Permitted Time Band) response is Yes, will be stored in this table.



Data from this table will be used by the slot monitoring results table. To enable the drill down functions from the results table a view without a filter should be created.



The hist status field is populated when a flight breaks slot holder requirements and only if there is baseline and the setting "Breaking slot holder *\phi\$ add suffix instead of clearing" is set.



To view the table, select Slot Monitoring | Slot Monitoring Break Slot Holder. Once the table is opened the standard SCORE features are available from the Options and Edit menus.

Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Cancellation

Once the slot monitoring results table has been created, some basic details of flight which have been cancelled are added to the slot monitoring cancellation table.

To view the cancellation table, select *Slot Monitoring* | *Cancellation* and then select a pre-defined view.

See <u>Slot Monitoring Cancellations / Break Slot Holder Fields</u> full field definitions.





For users with baselines SCORE can determine flights, which were cancelled prior to the creation of the result table, these records are shown in the cancellation table using the field �In Calculation�.

If In Calculation is yes then the flight was cancelled prior to the date used as the start of use it or lose, the results will show baseline number of operations is greater than use it or lose it number of operations.



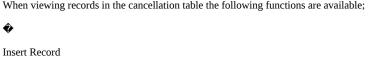
For users with baselines, some records may show In Calculation is no and the Deleted Date is blank, this occurs when the results table has been created retrospectively i.e. the date selected as the start of use it or lose is in the past. SCORE has calculated the flight is not in the live schedule (by slot holder id) but the date of cancellation is unknown.



For users without baselines cancellation records are deleted from the table if the flight is re-instated.

For users with baselines all cancellations remain in the cancellation table but the In Live Y/N field indicates if a flight with the same slot holder is in the live schedule, see Reevaluate Cancellation Status for more details.





To insert a new record, select Edit | New Record or press Insert.



Edit Record

To edit a record, select *Edit* | *Edit Record* or double click.



Delete Record

To delete a record, select *Edit* | *Delete Record* or press Delete.



Set Dispensation

In times of disruption a flight might be allowed dispensation from the slot utilisation rules. In SCORE there are multiple methods where flights can be marked for dispensation.



In the slot monitoring cancellation table to set record(s) for dispensation, select the record(s) then, select *Options* | *Set Dispensation*. An optional dispensation reason can be added to the selected records.



To change the dispensation reason an individual record can be edited or use the Set Dispensation to overwrite record(s) with a new reason.



Unset Dispensation

To remove dispensation and dispensation reason from selected record(s), select *Options* | *Unset Dispensation*.



Set Note

To set a note on selected record(s), select *Options* | *Set Note*.



Jump to archive

The option will show a message archive window with the archived messages which cancelled the flights selected record. Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Cancellation Report

The slot monitoring cancellation report is used to create/generate reports on the slot monitoring cancellation table.



More:

Define a Slot Monitoring Cancellation Report

Generate a Slot Monitoring Cancellation Report

Slot Monitoring Cancellation Report Automation

Advanced Slot Monitoring > Slot Monitoring Cancellation Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Cancellation Report Automation

See $\underline{\text{Report Automation}}$ first for more information about report automation.



The command for a slot monitoring cancellation report is:



[COMMAND]

 ${\tt CMD=SLOT_MON_CANCELLATION_REPORT_NAME\ NAME=All Cancellations\ AIRPORT=AAA,\ BBB}$

 $SEASON=S14, W14\ FILENAME=Slotmoncanx_batch.csv\ FILENAME_DATE_SUFFIX=_\%YL\%MD\%DD\ SEPARATOR=","\ INCLUDE_SCHEDULE_IN_FILENAME=YMULTIPLE_AIRPORTS_IN_ONE_FILE=false$



COLUMN_HEADERS	<name custom<br="" of="">headers></name>	See Report Column Headers
----------------	---	---------------------------



The additional parameters available for flight reports by name are available for these commands. A list of all parameters can be found in the manual under <u>INI for Custom Report Automation</u>.



NOTE: Slot monitoring flight reports cannot have multiple airports in the same file and Slot mon cancellation reports cannot have multiple seasons in the same file.

Appendix � Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Cancellations / Break Slot Holder Fields



Field	Definition	
A/C	Aircraft	
A/C Reg	Aircraft registration	
Airport	Airport code	
Arr/Dep	Arrival or departure indicator	
Booking Notice	Number of days in advance the flight was booked (created in database). Calculated as Coord.date - Create date.	
Broken / Canx Notice	Number of days before operation that a record was SH broken / cancelled. Calculated as coord date � broken / delete date.	
Coord. Date	Coordinated date	
Create date	Creation date	
Create time	Creation time of the record. See create date for the date of creation.	
Baseline Date	Break shot holder table only.	
Broken Date	Break slot holder table only: Date of change when the slot holder was broken	
Broken Time	Break slot holder table only: Time of change when the slot holder was broken	
Deleted Date	Cancellation table only: Date of deletion	
Deleted Time	Cancellation table only: Time of deletion	
Dispensation	Cancellation table only: Is cancellation marked for dispensation against 80/20	
Dispensation reason	Free text reason for giving a record dispensation	
HistStat	Historic status code	
In Calculation	Cancellation table only: Flight cancelled prior to the start of use it lose (Y/N)	
In Live Y/N	Cancellation table only: Users with baselines - is there are record in the live schedule with the same slot holder details (Y/N)	

Last/Next	Last / Next station
Last/Next Country	Last / Next country
Note	Free text note field
Ope	Operator code
Ope Name	Operator name
Orig/Dest Country	Origin / Destination country
Coord. Orig/Dest Stn	Origin / Destination
Permission code	
•	The permission code used for GCR flight records
Season code	Season code
Seats	Seats
Serv.No	Service number
Slot Holder	Slot holder operator code
Slot Holder No	Slot holder number
ST	Service Type
User	User ID of the user who cancelled the record
	Cancellation table: Day of week Live schedule.
Weekday	Break Slot holder table: Day of week baseline schedule.



Advanced Slot Monitoring

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Slot Monitoring Flight

The slot monitoring flight table contains all the matched and unmatched records, which is the underlying data for most of the slot monitoring results table.



To view the flight table, select *Slot Monitoring* | *Flight* and then select a pre-defined view.

See <u>Slot Monitoring Flight Table Fields</u> field definitions.



When viewing records in the flight table the following functions are available;



Insert Record

To insert a new record, select *Edit* | *New Record* or press Insert.



Edit Record

To edit a record, select $\mathit{Edit} \mid \mathit{Edit} \, \mathit{Record}$ or double click.

Note: Editing records could impact other functions and/or calculations if fields are incomplete.



Delete Record

To delete a record, select *Edit* | *Delete Record* or press Delete.



De-match

To de-match records, select the record(s) then, select *options* | *De-match*. The matched records are then spilt in to two unmatched records (unmatched coordinated and unmatched operated).



Mark All as Diverted

To mark multiple records with the diverted checkbox as yes, select the record(s) then, select Options | Mark All As Diverted.



Mark All as Exclude

The slot monitoring flight table contains a field called \diamondsuit Exclude Flag \diamondsuit , which can be true or false. The \diamondsuit Exclude Flag \diamondsuit is only used in filters and reports, there is no additional functions or calculation using the \diamondsuit Exclude Flag \diamondsuit .



Tip: A suggested usage is when there is more than one record for a flight i.e. a flight departs, has a technical problem and returns to the airport (a diversion). The technical problem is resolved and the aircraft departs again. In this case the operator suggested usage for the 80/20 rule and slot performance should be based on the first departure record, the second departure record could be marked as excluded and filtered out from views/reports.



To mark multiple records as excluded, select the record(s) then, select Options | Mark All As Exclude.



Set Dispensation

In times of disruption a flight might be allowed dispensation from the slot utilisation rules. In SCORE there are multiple methods where flights can be marked for dispensation.



In the slot monitoring flight table to set record(s) for dispensation, select the record(s) then, select *Options* | *Set Dispensation*. All records within the selection which are unmatched coordinated records (record type C) will be marked for dispensation.



Matched flight records can be marked for dispensation by ticking the dispensation checkbox. Matched flight records, which have been marked for dispensation, will count as acceptable operations for the 80/20 target (included in the projected slot usage), but will not affect the flight's time performance ("Avg off cle" etc.).



Unset Dispensation

To remove dispensation from selected record(s). select *Options* | *Unset Dispensation*. Appendix � Quick Reference Lists

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Flight Table Fields



Field

- Icia	2 Communication of the Communi
ACReg	Aircraft registration
Act. A/C	Actual aircraft type
Act. Date	Actual date
Act. Extra	Additional info from the actual table. Copied from the Actual.Misc field.
Act. Last/Next Stn	Actual last or next station
Act. Ope	Actual operator code
Act. Ope Name	Actual operator code
Act. Orig/Dest Stn	Actual origin or destination station
Act. Seats	Actual seats
Act. Serv.No	Actual service number
Act. Terminal	Actual terminal
Act. Time	Actual time
Airport	Airport code
Arr/Dep	Arrival or departure indicator
Coord Ope Name	Coordinated operators name
Coord. A/C	Coordinated aircraft type
Coord. Date	Coordinated date
Coord. DOOP	Coordinated day of operation
Coord. Last/Next Stn Coord. Last/Next Country	Coordinated last or next station Coordinated last or next country code

Definition

Coord. Ope	Coordinated operator code
Coord. Orig/Dest Stn	Coordinated origin or destination code
Coord. Orig/Dest Country	Coordinated origin or destination country code
Coord. Seats	Coordinated seats
Coord. Serv.No	Coordinated service number
Coord. Service Type	Coordinated service type
Coord. Terminal	Coordinated terminal
Coord. Time	Coordinated time
Coord. Type	Series or adhoc indicator
Coord/Act Ope	Coordinated operator code or actual operator code if unmatched actual
Coord/Act Ope Name	Coordinated operators name or actual operators name is unmatch actual
Coord/Act Serv.No	Coordinated service number or actual service number if unmatched actual
Counting	Is the record included in the projected slot usage and performance calculations (Y/N)
Counting Overwritten	Has the Counting value (field above) been changed/overwritten manually by the user in the editor (Y/N)
Creation date time	Date and time of record created
Creation date	Date of record created
Creation time	Time of record created
Permission code	
•	GABA permission code
Dispensation	Is the records marked for dispensation against the use it lose it regulation
Diverted flag	Diverted flag indicator
Field	Definition
Excluded flag	Not used by SCORE for any calculations. Used for internal coordinators processes, filters and reports.
Note	Notes
Init. Req. Time	Initial requested Time
Off Cleared Time	Off cleared time in minutes
Off Init. Req. Time	Off initially requested time in minutes
Off Req. Time	Off required time in minutes
Record type	Can be code M-Matched, O-Operated, C-Coordinated
Req. Time	Required time
Sched. Date	Scheduled date stored held in AODB/ATC
Sched. Time	Scheduled time stored held in AODB/ATC
Season code	Season code
SSIM Code	SSIM action code
Status	Status Code
Runway Date	Touch down / Take off date. Copied from Actual.Runway Date
Runway Time Update Result Date	Touch down / Take off time. Copied from Actual.Runway Time Date on which the "Update Result" function was first run for the Slot monitoring flight

Advanced Slot Monitoring

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Slot Monitoring Flight Turnaround Report

The report shows turnaround slot monitoring flights, i.e. arrival and departure slot monitoring flight records for flights which are linked in the live at the time they are matched.



The report shows coordinated and actual information about the arrival and departure flight, coordinated turnaround time (in minutes), actual turnaround time (in minutes), and "Off Coord Turnaround" which is the actual turnaround time minus the coordinated turnaround time.



The fields "Arr flight for link" and "Arr date for link" are used for linking together an arrival and a departure flight and contain arrival flight number and coord arrival date. When matching is done, if the flight is linked, then the coordinated arrival flight number and date are saved in the slot monitoring flight record for both arrival and departure.



Note: The report can only show flights which are matched after this functionality was added in Score.



Advanced Slot Monitoring

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Slot Monitoring Limits

If defined the slot monitoring limits in this table will override those in the **Coordinated Airport** table.

To create a new record, select $\mathit{Edit} \mid \mathit{New Record}$ or press Insert.

To delete a record(s), select the record to be deleted and then select *Edit* | *Delete Record* or press Delete.

To edit a record, double click or select and press Enter or *Edit* | *Edit Record*.



The limits can be defined by the different fields available. Only Airport and the counting fields are mandatory. The season and resource may be blank and, in this case, applies to all seasons and resources for the airport.



The priority of the fields is given as the following order:

Airport, Season, Resource, **DOOP**, From/To time, Orig/Dest Country then Last/Next Country.



Example:

Definition 1: TST, S20, International, 0004567, 0000, 1200,
blank>,
blank>

Definition 2: TST, S20, International, 0004567, <blank>, <blank>, ES, ES



A flight which fits both these definitions will use Definition 1 because From Time, and To Time are before the countries in the list.



SCORE will also use the number of non-blank matching parameters to decide which definition to use.

Definition A: TST, S20, Domestic, 1000000, <blank>, <blank>, DE, DE

Definition B: TST, S20, Domestic, 1000000, <blank>, <blank>, <blank>, <blank>, <blank>



A flight which matches Definition A will use it instead of Definition B, because there are more matching fields. A flight which has Domestic, DOOP 1, countries GB, GB can use definition B.





Counting Below Arr Margin *

This is the number of minutes a flight may operate earlier than the cleared arrival time and still be included in the counting field of the slot monitoring results table.



Counting Above Arr Margin *

This is the number of minutes a flight may operate later than cleared arrival time and still be included in the counting field of the slot monitoring results table.



Counting Below Dep Margin *

This is the number of minutes a flight may operate earlier than the cleared departure time and still be included in the counting field of the slot monitoring results table.



Counting Above Dep Margin *

This is the number of minutes a flight may operate later than cleared departure time and still be included in the counting field of the slot monitoring results table.



* Only records, which are counting are included in the calculation of the projected slot usage percentage and also the on time performance fields.





Early/Late Arrival • Departure Limits

These values are used in slot monitoring results table to populate the field "Sig off Slot" (significantly off slot) a statistical significance test using the t-distribution for small sample sizes. The "Sig off slot" field is set to early or late. If the result is neither significantly early nor late then the field is blank.



Advanced Slot Monitoring

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Slot Monitoring Maintenance

The slot monitoring results table summarises usage and performance data about flight records. There are various fields and the source data comes from different tables, see Slot Monitoring Result Table Fields definitions and data source.



SCORE has some functions to update the usage and performance data as well as for correcting issues.

See also ADM - Slot Monitoring for additional functions available in the ADM SCORE program.

More:

Re-evaluate U/L Operations

Repair UL Operations

Re-evaluate Cancellation Status

Slot Monitoring Maintenance | Set Dispensation

Re-evaluate Slot Monitoring Flight

<u>Advanced Slot Monitoring > Slot Monitoring Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Maintenance \mid Set Dispensation

In times of disruption flight might be allowed dispensation from the slot utilisation rules. In SCORE there are multiple methods where flights can be marked for dispensation.

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Using the Slot Monitoring | Slot Monitoring Maintenance | Set Dispensation, function multiple records can be marked for dispensation.

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Airport: ���������� Select Airport

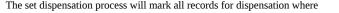
Date: ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Select the date which dispensation is to be applied

Operator:������� Select ALL or an operator to apply dispensation to

Dispensation Reason

It is optional to enter a reason for the dispensation, the reason will be added to the field dispensation reason in the slot monitoring cancellation table only.





- ii. �� In the cancellation table, the coordinated date and the cancellation date equals date selected for dispensation
- iii. In the slot monitoring flight table, the unmatched coordinated records (record type C), where the coordinated date equals the date selected for dispensation.



After the set dispensation process is complete, there is the option to run update results.



Note: This process should be completed when the slot monitoring matching is completed beyond the date of dispensation. Before that time there will not be any coordinated records in the slot monitoring flight table.

Installation

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Slot Monitoring Module

The slot monitoring module requires the details of the actual operation of each flight. An example format is detailed below but SCORE can be adjusted to accept other formats. Please contact score@pdc.dk with a sample file of data for evaluation.

Slot Monitoring Actual File Format

Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Report

The slot monitoring report is used to create/generate reports on the slot monitoring flight table.



More:

Define a Slot Monitoring Report

Generate a Slot Monitoring Report

Slot Monitoring Report Automation

<u>Advanced Slot Monitoring > Slot Monitoring Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Report Automation

See $\underline{\text{Report Automation}}$ first for more information about report automation.



The command for a slot monitoring report is:



[COMMAND]

CMD=SLOT_MON_FLIGHT_REPORT_NAME NAME=CMD\TEST AIRPORT=AAA, BBB SEASON=S14,

W14 FILENAME = Slotmonflight_batch.csv FILENAME_DATE_SUFFIX = _%YL%MD%DD SEPARATOR="," MULTIPLE_SEASONS_IN_ONE_FILE=false

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COLUMN_HEADERS	<name custom<="" of="" td=""><td>See Report Column Headers</td><td></td></name>	See Report Column Headers	
	headers>		





The additional parameters available for flight reports by name are available for these commands. A list of all parameters can be found in the manual under <u>INI for Custom Report Automation</u>.



NOTE: Slot monitoring flight reports cannot have multiple airports in the same file.



Advanced Slot Monitoring

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Slot Monitoring Result

The slot monitoring result table contains details of flights which are of historical significance, their usage and their performance information.



For information about how to create the results table see the <u>Calculate Use it or Lose it</u> function.



When viewing the results table the following functions are available;



Edit Record

To edit a record, select *Edit* | *Edit Record* or double click.

Note: Most fields are calculated values or derived from other tables, therefore any changes will be overwritten when running the update results function.



Drill Down

Some fields have a drill down function, which opens a new window displaying the records from the underlying tables (the table where the information is calculated from).



To drill down select a cell of a record and then select *Options* | *Drill Down*, or press Ctrl + D or press Ctrl and double click on the number of the select record/field.



See appendix X for field definitions and drill down details.

Note: To use the drill down functions, a view without a filter defined is required on the slot monitoring flight and slot monitoring cancellation table. It is advised to name the views appropriately to remind users the view is drill down purposes only. Unfiltered view should not be used for any other purpose as there are too many records for SCORE to retrieve.





Drill Down Operated

Drill down operated opens a new window displaying all records which have been operated and linked to the selected record.



To see drill down operated select a record and then, select Options | Drill Down Operated, or press Ctrl + Shift + D.



Note: To use the drill down functions, a view without a filter defined is required on the slot monitoring flight and slot monitoring cancellation table. It is advised to name the views appropriately to remind users the view is drill down purposes only. Unfiltered view should not be used for any other purpose as there are too many records for SCORE to retrieve.



Set Note

To add or edit or delete the short note on record(s), select Options | Set Note, and then enter a short note to set.

Note: when editing or deleted multiple records the short note on all the selected records must be the same.



More:

Additional Information

Appendix • Quick Reference Lists

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Slot Monitoring Result Table Fields



Field	Definition	Data Source	Update process	Drill Down
A/C	Aircraft type (in case of fragmented schedule, the most frequently used a/c)	Flight schedule	Dynamic	•
A/D	Arrival or departure indicator	Flight schedule	Dynamic	
Airport	Airport code	Flight schedule		
Avg off Cle	Average off cleared time in minutes	Slot monitoring flight table	Update results	Slot monitoring flight table
Baseline Num Operations	Baseline number of operations	Baseline (blank if no baseline)	Dynamic	
Breaking SH	Number of records with changes, which had the slot holder broken.	Slot monitoring Break Slot holder where the slot holder has the breaking slot holder suffix.	Dynamic / update results	Slot monitoring Break Slot Holder table
	Clear Slot Holder Information?			

	(Permitted Time Band)			
	♥			
	•			
	ADM Setting: Breaking slot holder add suffix instead of clearing	Calculation:		
		•		
		[U/L Ops]		
		- [counting operations]	Users using only a live schedule -	
		- [not counting operations]	Update results.	Slot monitoring
Cancellations	Number of cancellations	- [non operated]	•	cancellation table
		- [dispensation]	Users using baselines it is dynamically	
		- [Breaking SH]	updated.	
		• [Change of Day]		
		- [planned remaining]		
	Number of operations change over midnight.	=Cancellations		
	•			
	Change of day is where the live changes to either the next or the previous day. It is only considered a change of day if the period is less than the current/baseline period.			
	•			
Change of Day	If the change is to the previous day a �-12� suffix is added to the slot holder of the live record.	Live schedule (only works with baselines)	Update results	Slot monitoring flight table
	•			
	If the change is to the next day a +12 suffix is added to the slot holder of the live record.			
	•			
	For user license ACL, the period still has to be just one operation.			
Counting	Number of flights operated which are included in the calculation of	Slot monitoring flight table	Undata vl	Slot monitoring
Operations	projected slot usage and performance	(record type = M and dispensation = no)�	Update results	flight table
Dispensation	Number of operations cancelled or not operated where dispensation has been granted or number of records matched but with dispensation.	Slot monitoring flight table (record type = C or M with dispensation = Yes) and Slot monitoring cancellation table (records with dispensation = Yes)	Update results	Slot monitoring flight / Cancellation table
End Date	Date of last operation	Flight schedule	Dynamic	
			Dynamic	
			When a new historic status is	
	Historic status code		inserted	
HistStat	Only applies when a historical	Flight schedule (baseline only)	•	•
	baseline has been used.		For records before the field was added, use the function in ADM SCORE	
I	I	I	I	I

Advanced Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Monitoring Result with Drill Down

This is a variation upon the Slot Monitoring Result but instead of the drill down on specific fields, this view allows for an expanding details view.





To view the details click on the + or the Type field. The view expands with record details from the Slot Monitoring Flight (F), Slot Monitoring Cancellation (C) and Slot Monitoring Break Slot Holder (B) tables, as shown below.





Using double click on a line will open the select record \$\Phi\$ s edit screen.

To open the view, select *Slot Monitoring* | *Result with Drill Down* and then select a view.

â

Views can be created using the Define View menu. The available fields are all fields in Slot monitoring result, flight, cancellation, and break slot holder. Fields which are common to two or more tables only appear once.

Flight > Change Screen

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Search

The slot search function is used to search for the nearest available slot times earlier or later. To search for available slot timings select a record, then select *Options* | *Slot Search* or press Ctrl + H.



NOTE: When using slot search from a change screen with multiple records, the result of the slot search takes in to consideration the other changes already in the change screen using the <u>Test All</u> method.

When a slot search within a single block is made, all other blocks are first treated as Test All, meaning that all other changes are applied to constraints/counters, then C lines from the block is deleted, and SCORE searches for availability for the R lines.



When started from the Change Screen, it shows which time combination is being searched for. If the search takes too long, it can be aborted, this is especially relevant for parking and check-in constraints.





Select the constraint(s) to be checked when searching for available slot timings.



Inside 2 Hour Range Only

Select to only search for available timings within a +/- 2 hour time range.



Check Minimum Ground Time

Select if search for available timings should allow for minimum ground time.



Max Capacity Violation

Enter a percentage value which timings can exceed capacity. A suggested usage, is to apply only on paxflow.



Use relative / absolute tolerance levels

See the **Setting** table in the ADM score.



Single weekday slot search

When this option is ticked Score will search for offers for single weekdays separately. For example, if the flight has <u>DOOP</u> 1230000, then this option will find offer slots for day 1, 2, and 3 separately.



One offer only

When this option is ticked Score will search for only one offer per U line instead of two offers which will block both slots.



Check Baseline

Only enabled if the session has a corresponding baseline and the offer period is historically significant.



Slots Found

The slots found screen shows (if possible) the nearest available timings earlier and later. To search further away from the nearest timings, click a time box and then click Look Forward or Look Backward.



The window is resizable and has its own session log pane.



It is also possible to enter timings in the boxes and then click View Overloads to test against constraints.



Flight > Change Screen

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Swap

To swap the slot timings between two records, select the records and then select Options | Swap Actions | Slot Swap or press Ctrl + W.



The slot swap window gives the option to select which slots should be swapped.

The process only swaps the cleared slot timings.



<u>Flight</u> > <u>Change Screen</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Swap+

To swap the slot timings between two records, select the records and then select $Options \mid Swap \ Actions \mid Slot \ Swap \ or \ press \ Shift + \ Ctrl + \ W.$



The slot swap window gives the option to select which slots should be swapped.

The process swaps the cleared slot timings, aircraft type and seats.

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 **Slot Swapping Module** Slot swapping is done for flights which do not have their required times, i.e. cleared time is different from required time. When flight F1 and flight F2 swap slots, F1 gets F2 🕏 s cleared time and F2 gets F1 vs cleared time. Any number of flights may be involved in a swap. For example, four flights F1, F2, F3, and F4 may swap: F1 gets F2 vs time, F2 gets F3 vs time, F3 gets F4 s time and F4 gets F1 s time. In SCORE, slot swapping is done as a report. First a report with predefined report type \diamond SlotSwap \diamond must be defined. Then the report is run with choice of airport, season, period, filter and slot swapping parameters. The report written to browser, file or message can then be used for identifying flights for swapping.

More:

Defining a Slot Swap Report

Parameters

Other Swapping Criteria

Output Report

Slot Swap Report via Command

Slot Swapping Module

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Slot Swap Report via Command

The slot swap report can be run as batch using a command client.

The command section of the ini file should specify:



CMD=REPORT Format=SLOTSWAP airport=JER,LHR season=S03



It is also possible to specify the slot swapping parameters available in the report prompt:



```
SWAPARR = SWAPDEP = 1 ARRDEPSWAPS = 0 SPLITINTOWEEKDAYS = 1

**

If the slot swapping parameters are not specified, the defaults will be used:

**

KEEPWITHINHOUR = 1

TIMEBANDLENGTH = 15

PERIODOVERLAP = 2

SWAPARR = 1

SWAPDEP = 1

ARRDEPSWAPS = 1

SPLITINTOWEEKDAYS = 1

**

The entire command section may then look like this:

**

[COMMAND]

CMD=REPORT format=SLOTSWAP airport=JER, LHR season=S03 \ keepwithinhour = 1 timebandlength = 10 periodoverlap = 4 \ swaparr = 1 swapdep = 1 arrdepswaps = 0 splitintoweekdays = 1 \ PATH=c:\home\eva\score\sscore\program\dev\reporttest\slotswap\
```

KEEPWITHINHOUR = 1 TIMEBANDLENGTH = 10 PERIODOVERLAP = 4 \

�

The backslash (\) at the end of the line indicates that the command continues in the next line.

Flight > Customise and Define a Flight View

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Sorting

The next step is to decide how to sort. In the �View Editor� press �Sorting�.

Description: Sort



The view can be sorted in ascending or descending order by the selected fields up to three levels.

<u>Advanced Slot Monitoring > Slot Monitoring Report > Define a Slot Monitoring Report</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Sorting



The report can be sorted in ascending or descending order by the selected fields up to three levels.

Filter

Use the filter editor to filter the records retrieved in the report.







Installation > SCORE Database This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 SQL Database The SQL database is provided as a SQL backup, which should be restored as a new database in SQL server. SCORE uses an ODBC connection to the SQL database. The following provides the basics required to get started with a SQL database, the advanced functions of SQL server are beyond the scope of this guide. The screenshots of the Microsoft SQL Server Management Studio used in this guide may be different from the version you are using but the fundamental processes are the same, please refer to the Microsoft documentation or GOOGLE search for how to do in your specific version.

Start the Microsoft SQL Server Management Studio and connect to your SQL server installation (if this is on the same machine simple select (local) as the server name, or (local)\sqlexpress which is the default named instance for SQL Express versions.
••
Right click on the Databases folder and then select <i>Restore Database</i> .
•
In the �To database� field enter the name of the new database to be created.
In the section titled Source for restore, select From device and then enter the full path and file name of the backup file or alternatively use the browse button to find the file. The SQL backup file may have been supplied in the SCORE program directory in the subdirectory called SQLDB, or as a separate file. The backup file name is like score_backup.bak, though you should be advised accordingly in the initial email.
•
•
Once a valid backup file has been selected the grid below show the available backup sets, tick the checkbox to select the database to be restored.
On the Options page it is possible to specify the name and file paths in the Restore As column, as seen below. Click OK to restore the database.
NOTE: If a database already exists with the same name then restore process will fail. If it is ok to overwrite the existing database select this option before restoring the database.
More:
ODBC Connection to the SQL Database
ADM • Administrative Client Program
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

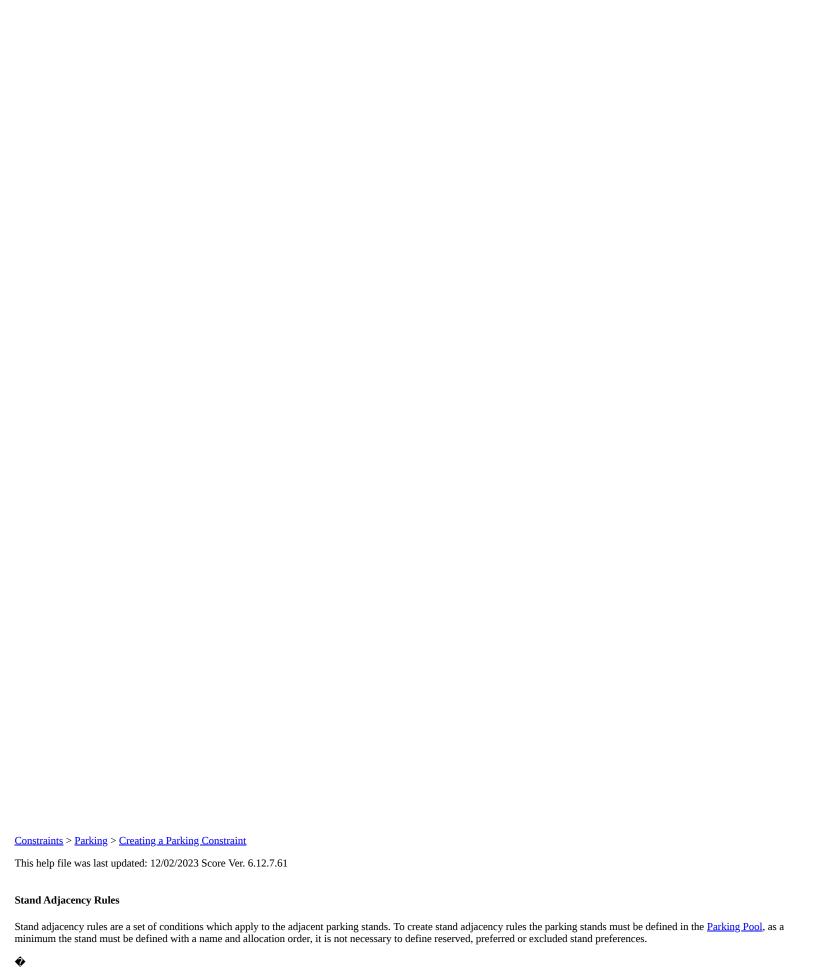
SQL Query

To open an SQL query select *View* | *SQL Query*. The view has a split window, in the top part the user can write / paste a query / command and the bottom part shows the result of the query / command.



 $NOTE: Initially \ this \ functionality \ is \ not \ enabled. \ If \ you \ want \ to \ use \ the \ functionality \ please \ let \ PDC \ know \ and \ it \ will \ be \ enabled.$

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To create, edit or delete a stand adjacency rule use the buttons at the side of the stand adjacency pane in the parking constraint.

In the scenario screenshot below stand 2 can only accommodate a code F aircraft type if the aircraft occupying stand 1 is not a code D, E or F.

Name

The name is optional however it will be shown in the warning message when a user drags a flight to a stand that violate the rule. This makes it easier to identify which rule is broken.



1st Stand

Select the first stand and then click the edit button to define the condition which will have an impact on the 2nd stand.



2nd Stand

Select the second stand and then click on the edit button to define the condition to the second stand.

In this case the rule to be defined is what cannot be accommodated on the 2nd stand.





Any Aircraft

IF the any aircraft is ticked then there is no need to create a filter expression as this will be used as the rule.



<u>Installation</u> > <u>SCORE Client Program</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Stand Alone Installation

In a standalone installation before running the SCORE client program, it is necessary to check the configuration. The configuration of the SCORE client program is set in the SCORE client program is set in the Score client.ini file.



The ${\bf \hat{v}}$ Score client.ini ${\bf \hat{v}}$ file is located in the program directory and can be opened using Notepad.

Your windows operating system may be set to whide known file extensions therefore you should look for a file named Score client with the icon like the one to the right.



Open the �Score client.ini� file and find the section [SERVER]. In this section enter the connection details for the client to access the server.



PORT = 9000

Enter the IP address or server s name. (127.0.0.1 means this machine) Enter the port number to the server. This is defined in the score server.ini

File

USERNAME = Not applicable PASSWORD = Not applicable



Additional client settings can be entered in the �Score client.ini � file, for more details see <u>Score client.ini File</u>.



Running the Score Client

Version 6

To start the SCORE client program locate the scoreclient.exe and open it.

Your windows operating system may be set to hide known file extensions, therefore you should look for an application named scoreclient with the icon like the one above.



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<u>Installation</u> > <u>ADM Client Program</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Stand Alone Installation

In a standalone installation before running the ADM client program, it is necessary to check the configuration. The configuration of the ADM client program is set in the vadm.ini file.



The �adm.ini� file is located in the program directory and can be opened using Notepad.

Your windows operating system may be set to \$\phi\$ hide known file extensions \$\phi\$, therefore you should look for a file named �adm� with the icon like the one



Open the �adm.ini� file and find the section [SERVER]. In this section enter the connection details for the client to access the server.



[SERVER] HOST = 127.0.0.1 Enter the IP address or server s name. (127.0.0.1 means this machine) Enter the port number to the server. This is defined in the score server.ini PORT = 9000USERNAME = ADM Enter ADM as the user name

PASSWORD = Not applicable



Additional client settings can be entered in the �adm.ini� file, for more details see Score client.ini File.



Running the ADM Client

To start the ADM client program locate the �adm.exe� and open it.

Your windows operating system may be set to �hide known file extensions�, the one on the right.

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Standard Slot Monitoring

Standard slot monitoring corresponds to the monitoring from SCORE Version 4. It is activated with the SCO_MON.EXE client.



More:

Starting

File

Edit

Options

Reports

Data

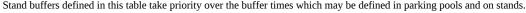
<u>Maintenance</u> > <u>Advanced Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Stand Buffer

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Requires: Advanced Parking.





Note: Any changes to stand buffers will not take effect until after Reallocate Parking or closing and reopening of the relevant sessions.



To define stand buffers, select View | Advanced Maintenance | Stand Buffer.



To add a new record, select *Edit* | *New Record* or press Insert.

To delete record(s) select the record(s) and then select *Edit* | *Delete Record* or press Delete.

To edit a record, select the record and then select *Edit* | *Edit Record*, press Enter or double click.



Airport	Select airport or blank to apply to all airports
Tow Bar	Check if applies to towed part of bar
A/C Type	Select or blank for all
AC type Group	
Last	Select or blank for all
Next	
Arr. Resource	Select the resource name or blank to apply to all
Dep. Resource	
Usage Rule	Usage rule to apply
Allocation order	Required. Where 1 is the first allocation order
Valid From	Enter or blank for all
Valid To	
Description	Text for notes. This is not used by score for any functions
Arr. Buffer	Required. Enter the buffer time in minutes.
Dep. Buffer	



<u>Maintenance</u> > <u>Simple Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Stand Filter Expressions

Stand filter expressions are only available to users with the parking module. The stand filter expressions are used to create re-usable rules for the parking preferences/exclusions when creating a parking constraint.

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Note: The parking preferences and exclusions are only reflected in the parking Gantt view and are not considered in the parking counters.

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To create stand filter expressions, select View | Simple Maintenance | Stand Filter Expressions. To add a new expression, select Edit | New Record or press Insert.

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Description: StandFilterExpressions



To edit an expression select *Edit* | *Edit Record* or double click. To delete an expression select *Edit* | *Delete Record* or press Delete.

<u>Constraints</u> > <u>Parking</u> > <u>Creating a Parking Constraint</u> > <u>Parking Pool</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Stand (Reserved, Preferred and Excluded Expressions)

The stand (or gate) tab of the parking pool, is optional except when bus gates are used.



Defining Stands/Gates allows a user to enter the stand names/numbers and any allocation preferences or exclusions. If the stand/gate names are not defined the parking Gantt will use sequential numbers e.g. Bay 1, Bay 2, Bay 3 etc.



Note: Opening an enquiry matrix and checking overloads / constraints will be slower for resource sets with parking constraints which have stand definitions that include Preferred and Excluded expressions or specific stand buffer times.



For basic and extended parking type (set in the resource set) this section is not used when calculating the availability/utilisation in an enquiry matrix nor when testing for overloads but will be used for drawing the parking Gantt, hence the visualisation on the Gantt may be different from the number on the enquiry matrix. For Advanced parking type the numbers on the enquiry matrix are derived from the parking Gantt.



Stand / Gate

Enter a name for the stand / Gate.



Allocation Order

Stands are allocated in the order defined here. Enter a sequential number starting with 1 for the allocation order.



See also Parking Gantt Allocation, Linking & Other Information



Buffer Time

Optional. The buffer time is the number of minutes, which should be blocked between the departure of an aircraft and the next arrival. When drawing the parking Gantt, individual stands can have different buffer times.

Note: This is not used in the parking counters and is purely for visual effects of the parking Gantt for resource sets with parking type set to basic or extended.



Towing

Select the towing condition for the stand.



No Towing No towed flight bars permitted.

Towing Allowed Both a standard flight bar and the towed away part of the flight bar is permitted.

Towing Only Only the towed away part of the flight bar is permitted



In the parking Gantt, the towing stands are shown in the pool in which they are defined and are shown with a special background colour which may be selected in the Colour Set-up, item "Parking Gantt towing stands".

If the parking constraint has towing stand(s) and / or a towing pool, then Score only tows flights if there is room for the towed parts in the towing stand(s) or towing pool. The capacity in the towing stand(s) and pool may not be exceeded.



Reserved Expressions

Click the Edit button to open the reserved parking expressions window (as shown in the screenshot above). Expressions should be defined first in the <u>Stand Filter Expressions</u> table. To use a stand filter expression select it on the left pane and then move it to the right pane using the -> button.

To remove a stand filter expression, select it on the right side pane and then move to the left side pane using the <- button.

Expressions can also be created by clicking on the �Local Filter� button.



If a stand has a Reserved Expression then only flights that match the expression are allowed on the stand and the Preferred and Excluded expressions are ignored.





Preferred Expressions

Standard Slot Monitoring

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Starting

When the program starts, you are presented with a dialog where you can select the Airport and Season. The file containing the ATC data of actually performed flights, the airport soffset from GMT must also be inserted. If you are to the east of GMT offset should be positive (central European time is +60 minutes).

If no Airport, Season, or data file is selected, the program aborts. It specifies possible to leave the remaining fields empty, in which case the offset from GMT is assumed to be zero.





Report

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Statistics

The data in a statistics report is similar to an enquiry in that it shows utilisation, but the time period for calculations and operator details can be customised.



Select a session then either the runway resource or the paxflow resource.



Utilisation can be based on confirmed and/or offered slots.



Filter Selection

Operator and service number range are optional selections.

Select a date, **DOOP** and time range for the report.





Resolution

Resolution is like time grouping, it is possible to specify the number of minutes as a custom option or select a constraint / predefined period.



When �Use rolling factor as step value� is selected to the totals for each step are shown. This is like �start of period� with rolling constraints.



Destination

Select preview for on screen display or file to save as a specified file.



The following is an example output of the above selection.



Description: StatisticsReport

<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> **♦** Advanced Maintenance

When the action code T (allocated subject to conditions) is used, the coordination may provide additional information to the operator as to the reasoning why. This is done by using the additional information SA and SD tags.



The status information reasons can be pre-defined, allowing the user to select a reason from the drop down list instead of entering a reason each time.



To create status information reasons, select View | Advanced Maintenance | Status Information Reason and then select Edit | New Record or press INSERT.

To delete, select a record and then select *Edit* | *Delete Record* or press DELETE.

To edit, select a record and the select $Edit \mid Edit Record$ or press ENTER or double left click on the record

Reason

Status Information is a free text field composed of 1 to 10 characters and must not contain spaces.



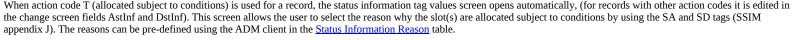
Comment

Optional free text which is only for the SCORE user \diamond s reference.





Flight > Change Screen



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It is optional to use the SA and SD tags; also it is not mandatory to use a reason for both the arrival and departure.



Either select from pre-defined reasons or type a reason in to the box. Reasons which are entered manually are not added to the <u>Status Information</u> <u>Reason</u> table and only remain for the selected record

When entering a reason, it is composed of 1 to 10 characters and must not contain spaces.



To edit the reason assigned to an existing record or to add status information to records with other action codes, this can be done by typing a new reason or deleting the text in the AStinf and DStinf fields in the change screen.







When the record is changed from action code T to K then the reason information remains but the fields are disabled for editing.

<u>Introduction to SCORE</u> > <u>File</u>

When this function is enabled windows, which open as a floating window will always remain on top of the standard window.
•
I.e. in the screenshot below, when selecting as the main window with the session log as the active window, the message out window will remain on top at all times.
•
•

<u>Constraints</u> > <u>Parking</u> > <u>Creating a Parking Constraint</u> This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Swap Arr/Dep

Records which are unlinked can be swapped from an arrival to a departure and vice versa.

To swap arrival/departure, select the record(s) and then select $Options \mid Swap \ Arr/Dep$ or press Alt + W.

Swing Gates

Parking stands can be assigned to swing gates whereby the stand can used by one terminal/resource exclusively during some time periods and another terminal/resource at other time periods.



In the illustration below, the parking stands 5-11 are connected to the terminal, whereby a moveable separator can expand or reduce the area for domestic and international flights e.g., if the separator is at stand 5, this means domestic is only stands 1-4 and all other stands will be international.

When SCORE is allocating the parking, stands within the swing area are only used when the dedicated area is full.

Although the diagram above has sequential stand numbers, this may not be the case in a real-world situation, therefore it is required to define each possible area and the stands in those areas as groups.



The parking stands for all applicable terminals/resource must be in the same parking constraint and are defined in the <u>Parking Pool</u>, <u>Stand (Reserved, Preferred and Excluded Expressions)</u> must also be used to define the stand name.



Example set up of the above scenario:



The parking pool is set up as domestic, international and swing. Each stand name is set up, so for the domestic pool there is stands 1 to 4, International there is stands 12 to 15 and for the Swing pool there is stands 5 to 11.



Swing Gate Group

When the movable divider for the swing gates is moved, it can be done by groups of stands. A group can be comprised of 1 or more stands and has a name and buffer time.



The following field definitions for the Swing Gate Group are:



General Tab

Name

Name of the group



Description

Free text description



Buffer time

The buffer time after a flight that is required before the stand can be used by the other terminal / resource i.e. time after which it can swing.



For the example above the groups have been defined as follows:



General Tab	Group Details Tab
Name: SG2	Stand: 7
Buffer: 30	
Name: SG3	Stand: 8
Buffer: 30	
Name: SG4	Stand: 9
Buffer: 30	
Name: SG5	Stand: 10, 11
Buffer: 30	







Maintenance > Advanced Maintenance

System Parameters

System parameters are configurable settings used by SCORE system wide (all airport and seasons).



Historical Rate

The historical rate is the percentage a flight must operate compared to the number cleared. This is used when the system compresses a schedule after initialization of the SHL schedule.



Max Days for Offers

The maximum number of days an offer will be considered valid, SCORE warns the user when there are outstanding offers.



Archive All Incoming Messages

When enabled, SCORE will copy all incoming messages to the archive.

For messages manually created in Messages In, when the message is handled it will be automatically copied to Archive, if not already there.



Archive All Outgoing Messages

When enabled SCORE will copy all outgoing messages to the archive.



Archive All Processed Messages

When enabled SCORE will copy all processed messages to the archive.



Max Months in Archive

Enter the maximum number of months messages should be kept in the archive.

The data in the archive will not be restricted to the maximum months specified and messages are not automatically dumped. There is a manual process involved however it is recommended to leave the messages in the database as the size of the database reduction is insignificant.



Procedure to run the manual process:

If not already present, create a file named archiveDump.ini in the program folder with the following contents (substitute the value as applicable for your installation i.e. server host/port:



[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



[COMMAND]

CMD=ARCHIVEDUMP





Ensure the host and port number details are correct to connect to the SCORE server.

Create a shortcut from the scoreClient.exe file and name it archiveDump. Change the setting of the target to look like this:



Add the ini parameter �-ini=ArchiveDump.ini � in the properties of the ArchiveDump shortcut.

Finally use the archiveDump shortcut to run the archive dump procedure.



Archive Dump File

Installation

System Requirements

For the running the SCORE server program:



Minimum System Requirement	Recommended System Requirements
To run score server and database:	
*If also running OCS and replication then use recommended system requirements as the minimum required.	
Microsoft OS, Windows 10 or later	����� Windows 10 or Windows Server 2012 or later
Microsoft SQL Express 2016 or later	����� Microsoft SQL server 2016 or
����� Hard disk 200GB	♦♦♦♦♦♦ Hard disk 300GB
����� Memory 16GB RAM,	Hard disk 300GB
������ Quad core CPU with 2,6GHz	����� Memory 32GB RAM,
-	����� Quad core CPU with 2,6GHz
♦ ♦ ♦ ♦ ♦ Graphic card and monitors supporting a minimum screen resolution of 1400x1050	♦ ♦ ♦ ♦ ♦ Graphic card and monitors supporting a minimum screen resolution of 1920x1080



For integration with email the following options are supported:

����� Microsoft Exchange 2007 (or later) with Exchange Web Services (EWS)

����� Office365 (Modern Authentication only)

����� SMTP & POP3 are supported

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For running the SCORE client software:



Minimum System Requirement	Recommended System Requirements
����� Windows operating system,	����� Windows 10
Windows 10 �or later	����� Hard disk 250GB
������ Hard disk 250GB	����� Memory 16GB RAM,
������ Memory 8GB RAM,	����� Quad core CPU with 2,4GHz
����� CPU 2,0GHz (dual-core)	������ Graphic card and monitors
♦ ♦ ♦ ♦ ♦ ♦ Graphic card and monitors supporting a minimum screen resolution of 1400x1050	supporting a minimum screen resolution greater than 1920x1080



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This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Taxi Times

*Not available to all users



Taxi times are used to calculate runway times. The fields ARunwTime and DRunwTime are populated with the calculated times, however since it is possible to define different taxi times for different date periods, whereas the flight record might not be fragmented, the fields will show the most frequently used runway times.



Note: For users with the taxi times pane, the taxi time fields on the resource node are not used. To create default taxi times which cover all resources, add whole period taxi time definitions with no usage rule or aircraft type group to the root resource.



If there are no taxi time definitions at the flight's resource, Score looks for a definition higher up in the resource tree.



To add or edit taxi times, first select a resource in the resource pane of the resource editor, then to add a new taxi time rule select Options | Taxi Times | New.

To edit a taxi times, select the record and then *Edit* | *Edit Record* or double click on the record.

To delete a taxi time record(s), select the record and then *Edit* | *Delete Record* �or press Delete.



Multiple load factor rules can be created for a resource by applying a usage filter and allocation order.



From	Enter the date period
То	
Allocation order	Enter the allocation order where 1 is the first priority
Aircraft type group	Select or blank for all
Usage rule	Optional usage rules
Arr taxi time	Enter the taxi times
Dep taxi time	







<u>ADM **♦** Administrative Client Program</u> > <u>ADM - Slot Monitoring</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Taxi Times

For some users the actual times provided for slot monitoring purposes are runway times instead of on/off stand timings.

When loading the actual file in to SCORE, taxi times can be added to the timings provided in the file. SCORE then populates the actual time field as block times.



To use taxi times, select *Slot Monitoring* | *Taxi Times*.

Note: Taxi times are airport/season specific and do not roll over from season to season.



To modify existing taxi time, select *Edit* | *Edit Record*, or double click.

To delete a taxi time, select *Edit* | *Delete Record*, or press Delete.

To create a new taxi times based on an existing taxi time, select Edit | Copy, or press Ctrl + C then select Edit | Paste or press Ctrl + V.

To add a taxi time, select *Edit* | *New Record*, or press Insert.





Airport: ������ Select Airport

Season: ������ Select Season

Taxi Time Arr: $\diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit \diamondsuit$ Enter in minutes the arrival taxi time to add



Note: Taxi times can be zero or a negative value.



Use Taxi Time: ♦ ♦ ♦ ♦ ♦ Select to apply to imported actual file



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<u>Maintenance</u> > <u>Simple Maintenance</u>

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Telex Addresses

The telex addresses table is only used by ACL however all other user have the Send Address Group table, which does not require addresses to be re-entered. The telex addresses table allow for groups of addresses to be created, which can be selected when sending a message. This is similar to an address book.



Description: TelexAddress �



To add a new address and/group select Edit | New Record or press Insert.



Address: ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Enter email or telex address

Comment: ��������� Free text



To edit an address select Edit | Edit Record or double click. To delete an address select Edit | Delete Record or press Delete.

Enquiry > Parking Gantt > Parking Gantt Options

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Templates

Templates are used for flights that the user has manipulated in the Gantt • moved, swapped links, delinked, saved at the stand or saved in the pool.

SCORE remembers which flights have been manipulated by the user and applies the changes that have been made when the Gantt is opened.



The seasonal parking allocation which is used in counters and enquiry uses the active template or none (if no templates exist). This means that (advanced parking) the counters shown in Gantt displays, Matrix, and constraint checking are the same.



Gantt displays which use templates other than the active template, are based on their own parking allocation and will be closed again when the Gantt is closed.



Any change made by a user in the Gantt (move flights, swap links, delink, save at stand, or save to pool) are now automatically saved and distributed to other Score clients causing all open Gantt displays and enquiry Matrix to be updated. This is done to keep the allocation on all clients identical.

This means that if a user wants to try out changes to the Gantt and is not sure if it should be committed, then it is best to experiment in a non-active template.



If the user decides to keep the Gantt changes the experimental template can be made the active template.



When running the Re-allocate parking function, there is the option to not re-allocate the flights which have been saved by the user, i.e. moved, swapped links, delinked, saved at the stand or saved in the pool.





Visualize Used Template

With Visualize Used Template the template enabled, it shows the bars which were saved at the stand or saved in the pool by the user in the highlight colour (default is orange) and the other bars in grey.

To enable/disable, Select Options | Visualize Used Template



Save Allocation To

To save the amended allocation of the parking Gantt as a new template, select Options | Save Allocation To and then add a name for the template in the name field.



Manage Templates

To show the templates shown for the current parking constraint, select *Options* | *Manage Templates*. Templates which have already been created can be deleted by selecting *Edit* | *Delete* Record or press Delete. To rename templates and change the active template, select the template and then select *Edit* | *Edit Record* or press Enter or double click the record.

New templates can only be created using the menu option �Save Allocation As�.



Note: Templates are global and can be seen by all users.



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Test All

Test All

To test all if all the records in the change screen together cause any overloads, click Test All or press Shift + Ctrl + S or select *Options* | *Test All*. The session log reports details of any overloads. See Session Log for more details about information in the session log and the option to view details in an enquiry. Any records with action code U will not cause overloads.



In this test the change screen can have any of the following combinations and are calculated as follows:



Action	Result
U	Ignored when checking overload
Н	Here there is no change and therefore nothing to test
U	
Н	Both the existing H and the O will be included in the capacity utilisation
U	
0	
X	Record considered as deleted and capacity released
X	Record changed and the effect of the X deleted and K as new details will calculated
K	
K	Included in calculation
0	Included in calculation





Note: If an enquiry histogram or matrix is also open, then the enquiry will display an updated view included the selected records changes in the calculation.

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Test All as Confirmed

Test All [K]

To test all records as confirmed, click Test All [K] or select $Options \mid Test \ all \ as \ confirmed.$



In this test the change screen can have any of the following combinations and are calculated as follows:



Action	Result
U	Included in the calculation as a K record
Н	This combination is calculated as X/K i.e. H is deleted and U is considered as K
	the new details.
U	
H	This combination is calculated as X/K, where H is deleted and the O is considered
	as K the accepted new details. In the case of H/U/O/O all O lines are considered as
U	K and included in the calculation
0	
X	Record considered as deleted and capacity released
X	Record changed and the effect of the X deleted and K as new details will calculated
K	
K	Included in calculation
0	Included in calculation





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Test as Confirmed

To test if one or more records would cause any overloads, select the record(s) and then click Test or press Ctrl + S or select Options | Test.



The session log reports details of any overloads found. See Session Log for more details about information in the session log and the option to view details in an enquiry.



The test is done based on the selected record(s) having action code K i.e. if some of the selected lines actually have action code U, the test for overloads is done like all selected records have action code K.



When testing selected record(s) as confirmed, other records in the change screen are NOT included in the calculation.



In this test the change screen can have any of the following combinations and are calculated as follows: Note that only the selected record(s) for testing will have their results in the session log in the case of the example below the selected record is highlighted in Yellow.



Action	Result
U	Record is ignored because action code U and it is not selected
U	This record is selected as to �test as confirmed�
	Record is considered as K and included in the calculation.
Н	Here there is no change and therefore nothing to test
U	
Н	Change is not included in the calculation, so the O line is not counted, H is already in the calculation for selected line.
U	in the Calculation for Selected line.
O	
X	Record considered as still holding and capacity not released
X	Record is not considered changed and the effect is that X is still counting and K is
	not counting
K	
K	Not Included in calculation
0	Not Included in calculation



Note: If an enquiry histogram or matrix is also open, then the enquiry will display an updated view based on the above calculation.



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Test to Enquiry

Note: Requires the Enquiry module.



This option will show the result of the test in an enquiry as well as in the session log. Compared to the session log, the enquiry can give a more detailed view (single line only). It can for instance show exactly which weeks that are overloads.



To use test to enquiry, a suitable enquiry view must be defined (see Define a New Enquiry), which can display all constraint types as shown below:

In the change screen select a record and then Options | TEST | Test to Enquiry. The screenshots below show the results of a test in the session log (left) and the results in the Enquiry view (right).



In the screenshot below the colour set up is red for overload. For more information about colour set up see: <u>Colour Set-up</u>, <u>Below Level / Above Level</u>.



Description:







Advanced Slot Monitoring > Match Coordinated and Operated

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The Automated Matching Process

The matching process looks at all coordinated flights in the chosen date range and attempts to match one by one to an operated flight by matching flight number, arrival/departure, date and time.

When matching flight numbers, operational suffixes are ignored, i.e. \$\phi 100a\text{" and \$\phi 100\text{" match.}}\$



Matching parameters are used when matching by date and time. This process consists of three sweeps.

The matching parameters are set up in the **Setting** table.



[SLOT_MON_MATCHING]

ARR_BEFORE = 120

ARR_AFTER = 720 DEP_

BEFORE = 60

DEP_AFTER = 720

SECOND_SWEEP_ARR_BEFORE = 1440

 ${\tt SECOND_SWEEP_ARR_AFTER} = 1440$

SECOND_SWEEP_DEP_BEFORE = 1440

SECOND_SWEEP_DEP_AFTER = 1440�



1. First Sweep

If no parameters are specified then the default values are:

```
♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Arrival � before ♠ margin: 120 minutes

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Arrival � after ♠ margin: 720 minutes

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Departure � before ♠ margin: 60 minutes

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Departure � after ♠ margin: 720 minutes
```

Examples:

Arrival: cleared time is 12.00.

The flight can be matched to an operated flight in the time range $10.00 \ \diamondsuit 00.00$.

Departure: cleared time is 09.00.

The flight can be matched to an operated flight in the time range 08.00 • 21.00.

2. Second Sweep

The matching parameters are set up in the Setting table. If no parameters are defined then default of +/- 1440 minutes is used for arrivals and departures.

3. Third Sweep

Flights are matched on aircraft registration and time using the margins from the first sweep.



The first sweep matches all the flights within the parameters based on flight number and operator;

Operator code (IATA or ICAO), service number with suffix match

Operator code (IATA or ICAO), service number but disregarding suffix.



The second sweep only attempts to match the remaining flights based on flight number (operator IATA/ICAO and service number) for the parameters of the second sweep.



The third sweep attempts to match the flights remaining based on aircraft registration.



This three sweep process (with the recommended limits) matches as many flights as possible and should avoid flights get matched incorrectly. The following scenario illustrates this:

Coordinated flights:

a. �� AA100 31MAR cleared departure time 1000

b. �� AA100 01APR cleared departure time 0800 Advanced Slot Monitoring > Slot Monitoring Report > Define a Slot Monitoring Report

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Time Group

Time grouping is used to group flights within specified time periods i.e. how many slots does an operator have in a 60 minute period. To report with a specified time period select the TimeGroup field,



Note: Do not select the �Time� field as this would be reporting by time instead of time period.





Time grouping selection is similar to the set up of constraints, this makes it possible to create a report based on fixed periods at different intervals and/or offset,



The report can be based on different time fields not only the cleared time. The time fields available are Coord.Time (cleared time), Req (required time), Init Req (initial required time), Sched.Time (scheduled time in actual file) and Act.Time (actual time).



When \ref{Time} as Matrix \ref{Matrix} is selected, each time period appears as a column. \ref{Matrix}

$\underline{Advanced\ Slot\ Monitoring} > \underline{Slot\ Monitoring\ Cancellation\ Report} > \underline{Define\ a\ Slot\ Monitoring\ Cancellation\ Report}$

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Time Group

TimeGroup is not applicable to slot monitoring cancellation reports.

Report > Flight Report > Group

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Time Grouping

The time grouping options are enabled if the field TimeGroup has been selected in the field list.

Time Period

The number of minutes to group the time by. For hours select 60



Time Interval

Select the time frequency of each group. For fixed periods this should be the same as the time period i.e. for hours select 60.



Time Offset

Each time periods defaults to 00 minutes past the hour. A different start can be selected here.



Time Field

Select the time field to group on.



Time as Matrix

This will be enabled if the Aggregate function is used





<u>Flight</u> > <u>Change Screen</u>

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Toggle Delete

When blocking slots is enabled, a deletion record is loaded into the change screen as a delete and holding blocking slot. Use *Options* | *Toggle Delete*, to switch between a delete and holding.

<u>Flight</u> > <u>Change Screen</u>

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Toggle Y/N

Toggle yes/no is only applicable to users with the slot swap module. When records are in the slot swap change screen, to toggle is used to populate the artificial swap field with Y/N.



To toggle Y/N, select the records and then select $Options \mid \textit{Toggle Y/N}$

$\underline{Introduction\ to\ SCORE} > \underline{File}$

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Toolbar

The toolbar ribbon has some commonly used functions as icons. Hover the move over the button to see the function.





To show or hide the toolbar, select $File \mid Toolbar$.



<u>Maintenance</u> > <u>Simple Maintenance</u> > <u>Parking</u>

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Towing

Towing is only available to users with the parking module. To use towing rules in parking counters the setting should be enabled by airport in the Setting table (ADM client).

The towing table is used to create rules for when aircraft are towed off/on parking stands.



To create towing rules, select View | Simple Maintenance | Parking | Towing. To add a new towing rule select Edit | New Record or press Insert.

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The minimum requirement for a towing rule is airport, tow out after, tow in before and minimum break.

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ServNo From: ����������� Optional Starting from flight number (must select operator)

Aircraft Type: �������� Select an aircraft type or leave blank for all aircraft types

Aircraft Type Group: ♦ Select an aircraft type group or leave blank for all aircraft groups

Tow Out After: �������� Number of minutes after an arrival, which the aircraft is towed away.

Tow In Before: • • • • • • • • • • • Number of minutes before a departure, which the aircraft is towed in.

Comment: ����������� Optional free text

From Time: ������������ Time from when towing is allowed

To Time: �������������� Time till when towing is allowed

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In the above screenshot aircraft types in the code D group are only towed off stand if the ground time is 255 minutes or greater.

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Towing rules are applied to flight matching this order i.e. the first combination which matches a flight is used.

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Allocation order	Fields used in the towing definition
1	Time, Terminal, Operator
2	Time, Terminal
3	Time, Operator
4	Time
5	Terminal,�Operator,�ServNo,�AcType
6	Terminal, Operator, ServNo, AcTypeGroup
7	Terminal,�Operator,�AcType
8	Terminal,�Operator,�AcTypeGroup
9	Terminal, Operator, ServNo
10	Terminal, Operator
11	Terminal, • AcType
12	Terminal, AcTypeGroup
13	Terminal

14	Operator, ServNo, AcType
15	Operator,�ServNo,�AcTypeGroup
16	Operator, • AcType
17	Operator, • AcTypeGroup
18	Operator, ServNo
19	Operator
20	AcType
21	AcTypeGroup
22	Default for airport



<u>Guides</u> > <u>Slot Monitoring</u>

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Troubleshoot

More:

Clear the slot monitoring tables

Errors in the slot monitoring result table

<u>Installation</u> > <u>SCORE Server Program</u> > <u>Running the SCORE Server Program</u>

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Troubleshooting

Below are some troubleshooting questions, which may help resolve the issue. If you need assistance please contact log a call in the helpdesk at http://support.pdc.dk/ or contact score@pdc.dk. Please include as much detail as possible and any error messages.



My SCORE server will not connect to the database.

♦ ♦ ♦ ♦ Is the OCBC name entered correctly in the ♦ score server.ini ♦ file?
♦ ♦ ♦ ♦ Can you connect using the Microsoft SQL Management Studio?
♦ ♦ ♦ ♦ Is the SQL server running?



I receive the following error message when starting the server

����� Does the ODBC connection which is called �score� have its default database correctly set?





I receive the following error message when starting the server:



Testing connection to ODBC score connected Checking database version...

The SQL database is a newer version than the Score server $\,$

** ** ** ** This type of message may occur when setting up SCORE on another system. The message implies that the restored database came from a SCORE version which is newer than the SCORE version installed. Upgrade the SCORE program to resolve. It is possible to downgrade the database but upgrading SCORE is the best option.





I receive the following error message when starting the server:



Testing connection to ODBC score

****** failed to connect. Error Message is:[Microsoft][ODBC Driver Manager] The specified DSN contains an architecture mismatch between the Driver and the Application****

The wrong version of ODBC has been used i.e. from 6.12.3.13 it should be 64 bit ODBC.



<u>Installation</u> > <u>OCS Module</u> > <u>Preparing the Windows Server</u>

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Turn Windows Features On or Off

The instructions in this guide are based on an installation using Windows 10 Pro, other versions of Windows may require deviation from this guide or referring to Windows documentation online



Some Windows features are turned off by default and will need to be turned on. To turn on a Windows feature:

- 1. Open the Control Panel
 - a.� If in category view, click Programs
 - b. If in icons view, click Program and Features
- 2. Click Turn Windows features on or off

More:

Enable Internet Information Services

Enable Windows Communication Foundation

Enable Microsoft Message Queues

Advanced Slot Monitoring

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T Values

When calculating the Sig off Slot field in the slot monitoring results table, SCORE requires T Values for the formula. See Sig off Slot for details.



The T-values defined in SCORE currently corresponds to a confidence interval of 95%. The theory behind the T-student distribution is widely accepted.

To view or edit the T Values, select *Slot Monitoring* | *T Values*.



T Values are only needed for the number of weeks in a season. If the use it or lose it number of operations is great than the number of weeks in the T Value table, the user will be given an information message during the update result function, like the message below:

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No T value exists for 306 No of Ops in the T Value table. Sig

Off Slot will not be calculated with this counting number.



It is not possible to have 306 operations on a weekday during any season, so the value of 306 in the use it or lose it number of operations is wrong.

The cause is usually:

- The slot holder in the baseline schedule was blank and therefore linking to all the blank slot holders in the live schedule.
- At some point in time the calculation was wrong, perhaps due to an incorrect slot holder that has already been corrected but the use it or lose it number of operations has not been corrected.



To fix, the user will need to check the slot monitoring results (to identify flight record and day of week), then baseline and live records to check the slot holders and the number of operations.

Unconditionally

Without conditions or limits.

Flight > Change Screen

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Unload & Reload

Lines of data, which have been added to the changed screen manually can be selected and removed from the change screen by selecting, $Options \mid Unload$. These unloaded lines can be added back to the change screen using, $Options \mid Reload$.

<u>ADM</u> **♦** Administrative Client Program > <u>ADM</u> - Slot Monitoring

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Update Cancellation with baseline hist status codes

Since version 6.12.4.1 The slot monitoring cancellation table includes the historic status code from the baseline record.



To update the existing records in the slot monitoring cancellation table with the historic status code in the corresponding baseline record, in ADM SCORE, Select $File \mid Update$ Cancellation with baseline hist status codes.



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Update Required Timings

To change the cleared time to equal the required time and change reason code to OK use *Options* | *Update Required Timings* or press Shift+Ctrl+U. SCORE will prompt the user whether to load in to the change screen Yes/No. If any of the selected flights have required time equal to cleared time error information is issued and nothing is done.

Advanced Slot Monitoring

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Update Result

To update the results table, select Slot Monitoring | Update Results, then select the airport, season and operator or All.



The update results function calculates the usage and performance statistics based on the actual operated records, which have been matched. The process also checks records in the cancellation table with dispensation is yes, to see whether the slot holder is found in the live and then updates the �In Live Y/N� field.



The update process may take a few minutes and will write any issues found with the results table in the session log.



Select the airport, season



All Operators / Operator / Flight No

Tick to update all or select specific operator, with the option of specifying the flight number range.



WSG Links

There are three options for WSG links updates:

����� Do not use - do not make any updates on WSG links and leave existing links as they are.

����� Update all - clear all existing WSG links and make new ones.

����� Insert missing - leave existing WSG links as they are and add missing links.



For information regarding WSG links see Additional Information in the slot monitoring results section.



Add missing result records

See Add Missing Results Records



Note: The process will run �Update Use it or Lose it �, before update results as some fields are calculated based on the �use it or lose it number of operations �. If the �user it or lose it number of operations visionic is incorrect this can result in incorrect data in other fields, an example of this is a negative number in the cancellation field.



More:

Slot Monitoring Result Table Fields for field definitions and data source.

Copy Results to OCS

More:

Update Result as a Batch Command

Advanced Slot Monitoring > Update Result

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Update Result as a Batch Command

The slot monitoring results table can be updated automatically as a schedule batch command as part of a scheduled task.



Setting up automation requires a custom configuration file viniv and a shortcut to the ScoreClient.exe program with the specified ini file.

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To create a shortcut for automation;

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The target field of the shortcut could look like this;



D:\Score\scoreClient.exe -ini=myini.ini



Or if your path contains spaces the target filed could look like this;



�D:\Score\scoreClient.exe� -ini=myini.ini



Next create an �ini� file with the matching name. The file can be created using notepad and should be saved with the specified name in the shortcut, with the �.ini� extension.

The �ini� file used for automation of a fixed report has the following structure, (replace the parameters with the details you require e.g. replace *<LIST OF AIRPORTS>* to be CPH,KEF);



[SERVER]

HOST = 127.0.0.1

PORT = 9000

USERNAME = CMD

PASSWORD =



Example

[COMMAND]

CMD=UPDATE_RESULTS AIRPORT=<LIST OF AIRPORTS> SEASON=<SEASON> OPERATOR=<OPERATOR> UPDATE_WSG_LINKS=UPDATE_ALL

LOGPATH = log



Parameters

OPERATOR= <operator></operator>	Can be omitted in which case the command will be run for all operators
UPDATE_WSG_LINKS= <update_all <br="">DO_NOT_USE (default) / INSERT_MISSING></update_all>	Do not use - do not make any updates on WSG links and leave existing links as they are.
	•
	Update all - clear all existing WSG links and make new ones.
	•
	Insert missing - leave existing WSG links as they are and add missing links.
	•

<u>ADM **♦** Administrative Client Program</u> > <u>ADM - Slot Monitoring</u>

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Update Result with baseline hist status codes

Since version 6.12.4.1 The slot monitoring results table includes the historic status code from the baseline record.

To update the existing records in the slot monitoring result table with the historic status code in the corresponding baseline record, In ADM SCORE, Select File | Update Result with Hist Status Codes.

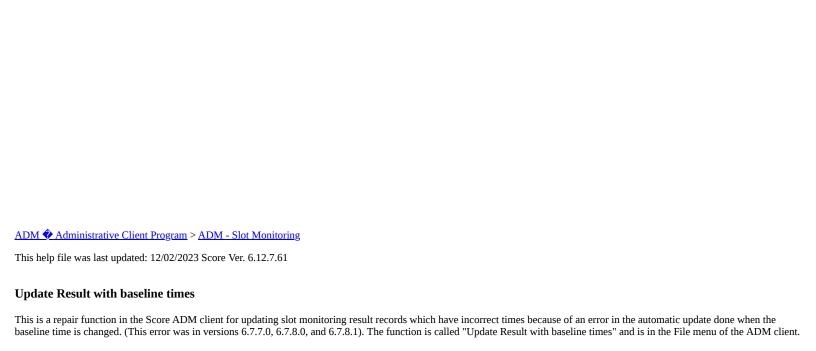


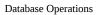
This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Update Result with Baseline SSIM Action Code

 $The \ results \ table \ has \ the \ SSIM \ action \ code \ field \ added, \ to \ update \ the \ existing \ records \ select, \ File \ | \ Update \ Result \ with \ Baseline \ SSIM \ Action \ Code.$







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Update SQL DB Statistics

After making big changes to a schedule it sometimes gets very slow to open the session and retrieve flight data. In these cases, it might be necessary to update the SQL database servers internal statistics, which until now required use of the SQL Management tool.

This is now possible to do directly from the SCORE client via the Database Operations menu "Update SQL DB Statistics"

Database Operations > <u>Create SHL Branch</u>

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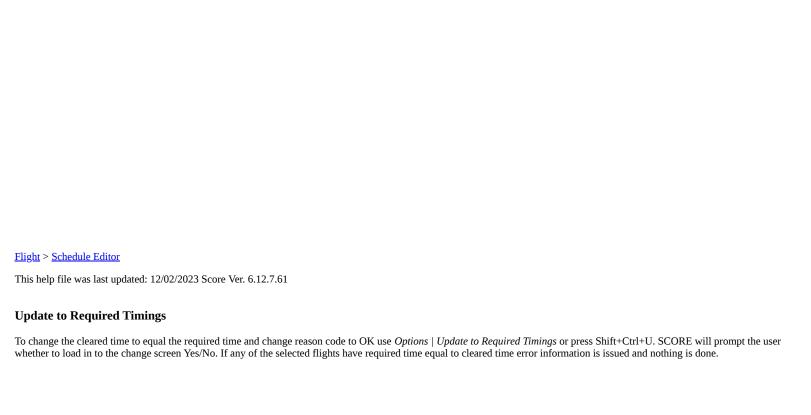
Updates to the SHL Branch

Once the SHL branch has been created any new flight series which are at least five weeks long and extensions to existing flights records are added automatically to the SHL branch if they are allocated with action code K. These newly added records are added to the SHL branch with the action code T, this is so that they can be easily identified as added after the creation of the SHL branch.



Flights which are allocated with action code T in the Live schedule are not added to the SHL branch.





Advanced Slot Monitoring

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Update Use it or Lose it

After the results table has been created, the coordinator may receive new seasonal requests. When the new requests are confirmed the basic details of the record are dynamically added to the slot monitoring results table.



The update use it or lose it process calculates the vise it or lose it number of operations via target number of operations via and via planned remaining operations via fields, these fields are initially blank or zero when a new record is added to the results table.



It is recommended that update use it or lose it is run on a regular basis once the slot monitoring results table has been created.



To update use it or lose, select *Slot Monitoring* | *Update Use it or Lose it*, then select the airport and season.



The session log will display any problems found.



Adjust UL number to Baseline Num Operations

The slot monitoring function checks if the 'Use it or lose it number of operations' is greater than the 'Baseline number of operations'. It should not be greater, and if it is, SCORE writes a warning to the session log including the flight details and will set the 'Use it or lose it number of operations' equal to the 'Baseline number of operations' in the cases if possible.

It is possible when the sum of the live operations registered in 'Counting', 'Not counting', 'Not operated', 'Planned remaining', and 'Dispensation' operations are less than or equal to the 'Baseline

number of operations'.





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Upgrading from Pre-SCORE 6 Versions

For users upgrading from pre-SCORE 6 versions, there may be some changes introduced requiring some more action or familiarisation.



Please contact PDC by email to score@pdc.dk and advise which version you are currently using. Specific instructions may be required for this type of upgrade.



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Upgrading the SQL Database

To upgrade the SQL database please ensure that the SCORE server program is not running as well as any SCORE client programs.



Now proceed like this:



- 1) Run the dbUpdate.exe program from the program folder. DbUpdate will connect to the SQL database and show a dialog asking if you want to update the SQL server database. Please click Yes � and the program will update the database. Once the update is complete the screen logging displays � Done �.
- 2) Close the dbUpdate program.
- 3) DbUpdate produces a log file placed in the dbUpdate directory, called autoUpd_DATE_TIME.log. You can inspect this log file to see which changes have been made.



If you have any questions regarding the SQL database update please email $\underline{score@pdc.dk}$ and attach the log file.

<u>Maintenance</u> > <u>Advanced Maintenance</u> > <u>User & User Group</u>

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User

To create a user, select View | Advanced Maintenance | User | User.

To add a user select *Edit* | *New Record* or press Insert.

To edit a user select *Edit* | *Edit Record* or double click.

To delete a user select *Edit* | *Delete Record* or press Delete.



General Tab

User Name

Enter a SCORE user name or windows logon name



Windows login (Y/N)

Check if the user name is a windows login



Note: For Windows logins, the user name must include the domain name like this: DomainName\userName. �

When starting SCORE there is a tick-box "Use Windows session credentials" at the login dialog. when this is ticked Score automatically shows the Windows user name in the User name field, greys out the password field as windows authentication is used instead. The user can then log in (if the Windows login is set up in the Score user table).





Enter a password to be used with a SCORE login then re-enter below



Comment:

Free text field.



User Group Member Tab

User Group

Jse the New/Edit/Delete buttons to add the user to a user group. Users can be assigned to more than one User Group. If a user is a member of the Supervisor group then the user will ave has full access rights.
When a user is deleted or renamed all the user specific saved settings, view, etc will be deleted the next time the score server.exe is started.
Maintenance > Advanced Maintenance > User & User Group
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Jser Group
Jsers are assigned to user groups and inherit the permissions defined for the user group.
CORE has a built in Supervisor user group, which has access to all area and schedules. To create a user group with specific permissions, select View Advanced Maintenance User User Group.
To add a user group select <i>Edit</i> <i>New Record</i> or press Insert.
o edit user group select <i>Edit Edit Record</i> or double click.
To delete a user group select <i>Edit</i> <i>Delete Record</i> or press Delete.
To set permission for items, move the items between the left pane (no access) and the right pane (access allowed). The R indicates read only permission, RW indicates read and write permission.
When an item is added to the allow pane by default only read access is permitted, to allow editing select the item, then check the �Write� checkbox.
•
During log in, users who are in the Supervisor group will receive a message about OOH active airports
•
Please notice that Out of Hours is active for these offices:

This message can be enabled for other users by enabling read/write access to �Show OOH information dialog during login�

<u>Maintenance</u> > <u>Advanced Maintenance</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

User & User Group

More:

User Group

User

Use Strict SSIM Syntax

When enabled, SCORE requires all messages to be correctly formatted as per SSIM.

When disabled SCORE disregards certain errors, which are not to SSIM standards, these are listed below.

Syntax Errors:

����� A departure only line missing the space between the action code and the flight number

����� An Arrival only line with a space between the action code and the flight number

����� A turnaround line with only one service type. SCORE assumes the missing code to be the same as the only code supplied.

����� Day of operations without zero�s are accepted i.e. 127

����� Single date lines with a matching day of operation are accepted i.e. 29AUG 1000000.

Data Errors:

����� Incorrect seats, aircraft type, routing or service type on delete lines or the C line of changes.

<u>Installation</u> > <u>SCORE Server Program</u>

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Using Multiple Server Agents

When using SCORE with many airports to coordinate and many users, Server Agents can be used to improve performance. When multiple Server Agents are used, multiple jobs/actions can be sent to the SQL database for processing.



If only coordinating a few airports or have only a few users of the system, there are no benefits as the airport season need protected for data concurrency / integrity.



Within the SCORE program directory there is a directory called ServerAgent, this directory can be copied to create multiple instances e.g. ServerAgent, ServerAgent etc. 3 or 4 instances should be sufficient.



Within the �ServerAgent� directory there is sub-directory called �Example ini file�, containing an ini file called "Score server agent.ini�. Copy this file to each of the ServerAgent directories and then edit the settings as required.



[SERVER]



HOST = 127.0.0.1

AGENTID = Agent01 Enter the port number used by the SCORE server

Enter the title to be shown in the title of each server agent.

To enable the SCORE server program to use multiple server agents, the SCORE Server.ini file requires that the services section includes the highlighted text below load_dll="rem_ini.dll" load_dll="rem_ini.dll" load_dll="cli_comm.dll" load_dll="cli_comm.dll" load_dll="cli_entVersion.dll" load_dll="clientVersion.dll"

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PORT = 9016

To start the SCORE server program, run the SCORE Server.exe and then start each of the ServerAgent.exe programs.

Enter the ip address of the SCORE server

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<u>Installation</u> > <u>OCS Module</u> > <u>OCS Web Service</u>

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Verify Web Service Installation

To check if the installation was successful, open an internet browser and type in the URL address to your service, in this format:



https://IPaddress:PortNumber/OCS Service Name.svc



IPaddress is the IP address or fully qualified domain name of the server on which you install the OCS service. It must match the details of the SSL certificate which you provided to PDC.

Using �localhost� or �127.0.0.1� will result in certificate errors.



PortNumber is the one specified in installer settings. If it is 443, it can be excluded in the URL, as this is the default port for HTTPS.

OCS Service Name.svc is the service name, as specified in the Installer settings, with the extension



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https://179.56.56.33/Score_OCService.svc.



The proper URL should produce the screen below, in which case the service installation has

A sample URL could be https://OCS.coordination.com/Score_OCService.svc or just

succeeded.





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Flight > Change Screen

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View

To define a change screen view, open a change screen and then select $Options \mid View \mid Define \ View.$



The process of defining general views is the same for each area, to learn more about creating a view see <u>Customise and Define a Flight View</u>.



Fit Width

Adjusts the columns to fit the either the contents or header (longest)



Fit Width to headers

Adjusts each column width to the size of the column header



Fit Width to contents Adjusts each column width to the size of the contents in each column.

<u>Report</u>

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View Copy

View copy does not apply to users with the enterprise module.



A snapshot copy of a schedule can be made in the flight branch at anytime. Users without the enterprise module can view the schedule of the copy by, selecting *Report* | *View Copy* | then select a view.





Select the airport, season and the copy schedule to view.



To find specific flights select *Options* | *Find Flight*.

<u>Flight</u> > <u>Schedule Editor</u>

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Views

To change the view used for the schedule edition, select *Options* | *Views* | and then select the view to use.



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The menu has functions to change the view definition by selecting the following sub-menu�s



Create, edit and delete any view.



Customise View

Shows the view \diamondsuit s definition and it can be changed. Note that any changes made will be lost if not saved.



Save View

Saves changes made to the current view. This also includes and filters or find flight results already opened in the window.



Freeze Column

When activated all columns up to the currently selected column will be <u>frozen</u>, while scrolling.



Fit Width

Adjusts the columns to fit the either the contents or header (longest)



Fit Width to headers

Adjusts each column width to the size of the column header



Fit Width to contents

Adjusts each column width to the size of the contents in each column.

Enquiry

This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61

Weekly Histogram

Available to users with the **Penquiry** module.

A weekly histogram is a chart displayed based on a selected constraint for a week. The histogram is dynamically updated as the database changes and when the user is testing flight changes in the change screen.





The screenshot above is just one of many possible layout options. The histogram shows a limit line and a warning limit line (if defined in the constraint details).

To view a weekly histogram, select $View \mid Enquiry \mid Weekly \ Histogram$ and then complete the criteria as required.



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Constraint: ***

When choosing Runway (custom) or Paxflow (custom), Time Span and Rolling Interval are enabled.

Rolling constraint: The rolling constraint option is enabled when a rolling constraint is selected.

***** *****

Cleared Required InitRequired Historic Cleared time Required time Initially requested time Historic time

Actual Actual time from the advanced slot monitoring module.

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Times from slot monitoring flight records of type "Matched" are shown and if the selected constraint is at the airport root of the resource set, records of type "Operated" are also shown.

TD/TO

Touchdown / Take-off time from the advanced slot

monitoring module.



Times from slot monitoring flight records of type "Matched" are shown and if the selected constraint is at the airport root of the resource set, records of type "Operated" are also shown.

Set the resolution of the time bar in the �Step� box, and in the �Start� box set the start time for the display.

Movements: ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ Select ♦ Arrivals ♦, ♦ Departures ♦ or ♦ Totals ♦.

Layout: �������������� There are options to stack flights by different categories such as operator i.e. a different colour is used for the top 10 operators. To view flight numbers in the histogram, Tick the �Detail View� checkbox.

To reuse the selection click Save Settings. When viewing the histogram select *Options* | *Customize Current* to open the criteria dialogue or select from the available menu options.

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More:

Weekly Histogram Options

<u>Enquiry</u> > <u>Weekly Histogram</u>

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Weekly Histogram Options

When a weekly histogram is open the following options and functions are available.



Drill Down

To see the flight records behind a histogram bar, double click on a bar and then select the flight view to display.

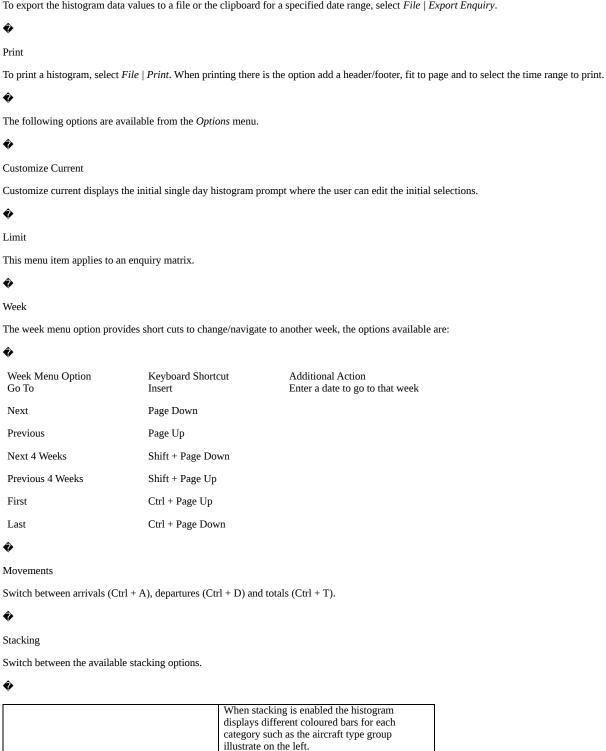


Copy to Clipboard (Ctrl + C)

To copy the histogram as an image to the clipboard, select *Edit* | *Copy to Clipboard*.



Export Enquiry





illustrate on the left. Ŷ

Workspaces

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Workpane Settings

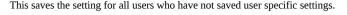
A workspace may contain panes where sessions or other settings need to be selected, e.g. schedule editor needs a session, a histogram needs the session and constraint selections. These settings can be saved so that when opening the workspace, it will automatically open with the saved settings/sessions.

When closing a workspace SCORE will prompt if the settings should be saved, see Close. With the workspace open, settings can also be saved by using:

Workspace | Workspace Settings | Save

This saves the settings as user specific settings i.e. your logon only.







Workspace | Workspace Settings | Clear

This will clear the global settings for a workspace i.e. doesn the user saved settings.



Workspaces

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Workspace

More:

Define

Customize

Save & Save As

Move Left / Move Right

Workspace Navigation

Save Opened Workspaces as Default

Workspaces > Workspace > Define This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61
This help the was last updated. 12/02/2025 Scote vet. 0.12.7.01
Workspace Designer
When the workspace designer opens, initially this is just a plain square which the user then divides into table format of cells in columns / rows using the right click menu options. The selected cell is displayed in orange.
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Split Horizontally



This help file was last updated: 12/02/2023 Score Ver. 6.12.7.61 Workspaces As a new user when opening a window for the first time SCORE will prompt: *****>>>

Choosing Yes, means the window will open as a tabbed window (known as a workspace in SCORE) and all subsequent windows will open as a workspace by default.

Choosing No, means that this window will open as a workspace, however all subsequent windows will open as a floating (popup) window by default.

To change the default between floating and workspace, hold down the Shift key while selecting the desired menu item. A prompt will ask if this action should become the new default

action. $\hat{ \boldsymbol{\phi}}$

∲or

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Users can design their own layout of the SCORE interface, this is called a workspace. An example of a workspace is shown below together with the workspace designer.

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When workspaces have already been defined they can be opened by selecting the required workspace name from the Workspace menu.

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To create a workspace see **Define**

More:

Favourites

Close

Workspace

Workpane Settings

Ribbon

Pane Maximize