



No 1 Aeronautical Information Documents Unit

*mil***FLIP**



# **Military Flight Information Publications**

***(MilFLIP)***

## **User Guide**

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## Introduction

MilFLIP has been developed by N°1 AIDU as a supplement to already printed products. The MilFLIP website contains all relevant products normally found within the old additional services section on the AIDU website, as well as these products a new feature has been developed enabling Military customers 24hr access to a full coverage of TAP Charts. TAP Charts can be downloaded, collated into E-Books then either saved or printed from a locally attached printer.

**Waiver:** Some products shown within the Help Guide may not be available, please contact AIDU customer services for more information.

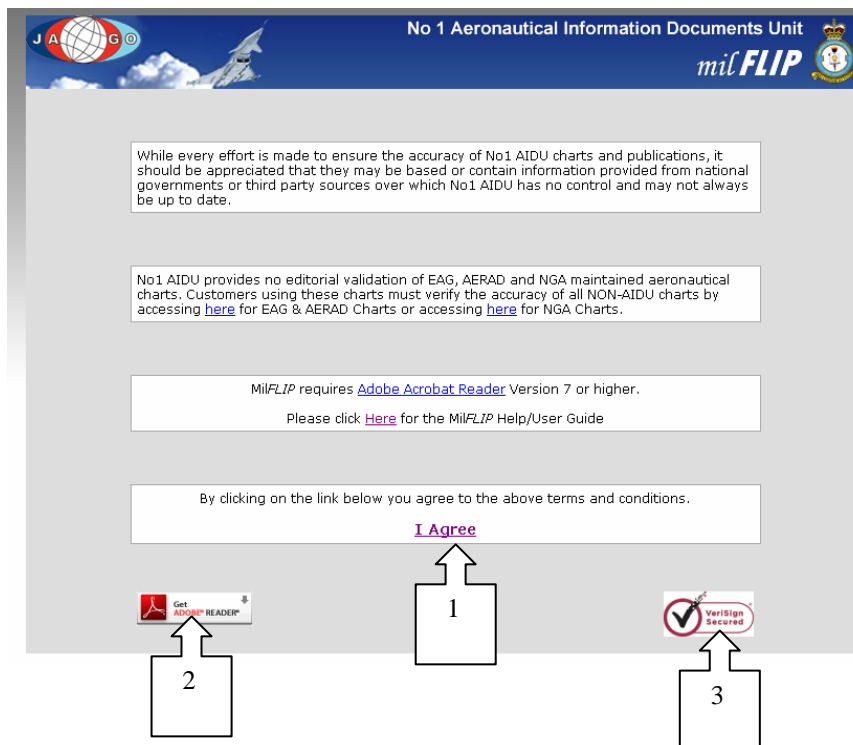
## System Requirements

MilFLIP can be accessed from any Internet PC that has an up to date Adobe Acrobat reader, the system has also been developed to allow RLI users full access. The website is fully secure therefore users must have an official username and password before access will be granted. Please see below for registration details.

## Registration

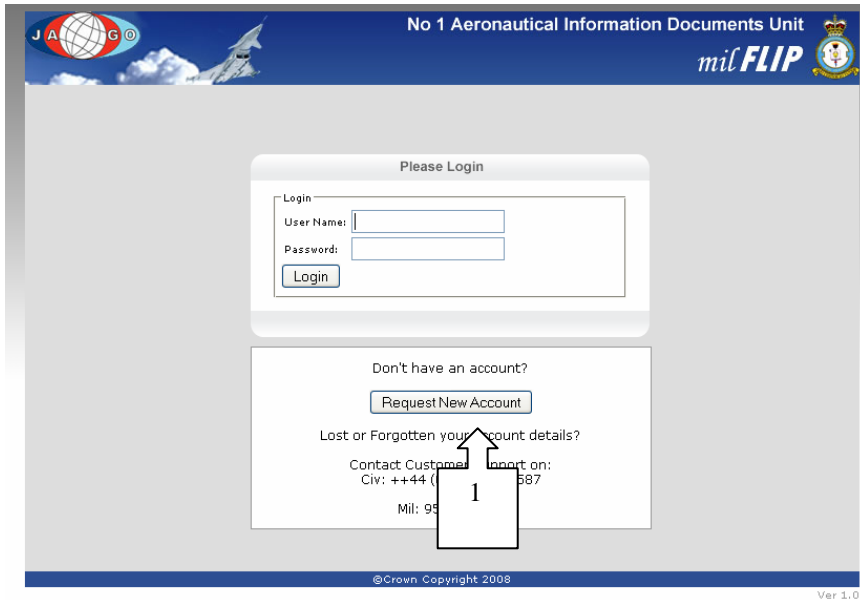
MilFLIP is for UK Military and authorized customers only. It can be accessed from either; <https://www.AIDU.mod.uk/Milflip> or from the link in the AIDU website.

Before registration all customers are to read and agree to the initial waiver and information.



1. Once the waiver has been read and understood click the I Agree button.
2. Click here to obtain the latest version of Adobe Acrobat Reader.
3. Click here to see information on Verisign Security Certification.

## Registration - Initial Logging In Screen



1. On initial registration click the Register New Account Button.

## Registration – User Request Form

This User Request Form is only to be submitted by military customers.  
All requests will be fully investigated for validity before accounts are issued.

User Details

Organisation:  \*

Post/Section/Dept:  \*

Rank & Name:  \*

Street:

Town:

County:

Country:

Postcode/BFPO No:  \*

E-mail:  \*

Contact Tel No:  \*

FAX No:

UIN:  \*

AIDU Customer No:

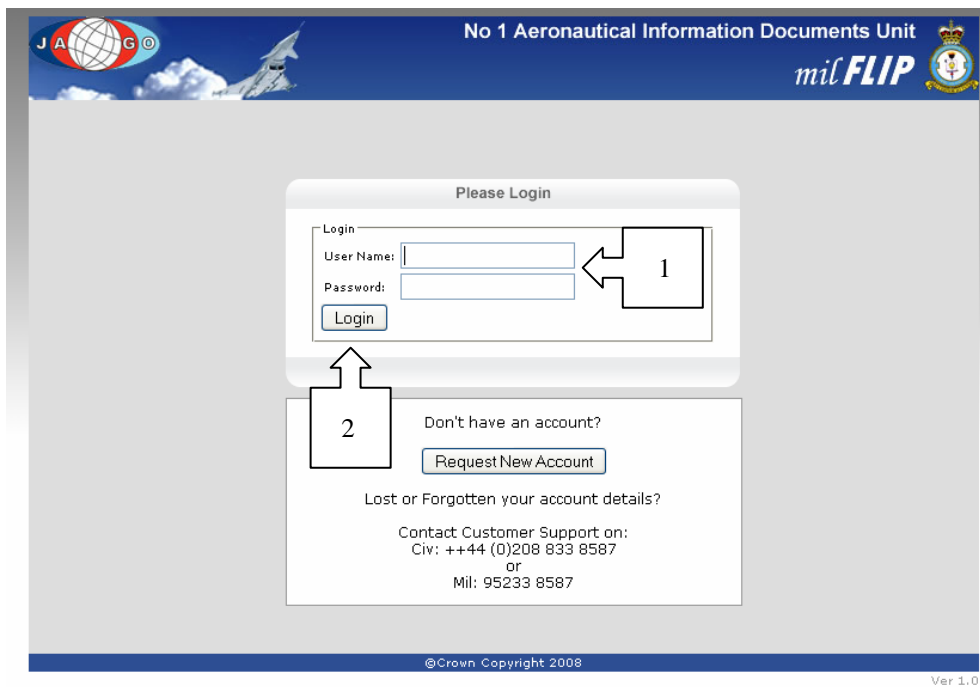
\*Required Fields

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1. Please complete all fields within the form, required fields are annotated with a \*.
2. Once completed click the Send Request button.

Once the request has been sent AIDU Customer services will assess and issue a User Name and Password for the account via Email. The initial Username and Password will require changing upon first Log On.

# Logging In



1. Enter User Name and Password into relevant box. (Note: Both Fields are case sensitive)
2. Click on the Login Button to Access Milflip.

## Initial Log In

When a user first logs in they will be presented with the following screen;

The screenshot shows the 'Initial Log In' form for the 'No 1 Aeronautical Information Documents Unit'. The form is titled 'User Details' and contains the following fields and instructions:

- 1. Instruction Box:** Please enter a suitable User Name and Password. The Username should be personalised such as "JohnSmith99" and not a post or multiuser account. The password must be at least 8 characters in length and contain at least 1 upper case character, lower case character and number.
- 2. Name:** AIDU
- 3. Cust No:** 5
- 4. User Name:** (empty field)
- 5. Password:** (empty field)
- 6. Re-type Password:** (empty field)
- 7. Postcode:** HA4 6NG
- 8. Save:** (Save button)

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1. **Instruction Box:** Please Read the instruction Box before Continuing.
2. **Name:** This is unchangeable and shows the initial registered Name
3. **Cust No:** This should be your allocated AIDU MilFLIP customer Number.
4. **User Name:** Please enter a desired User Name in accordance with the Instruction Box (1).
5. **Password:** Please enter a Password in accordance with the Instruction Box (1).
6. **Re-type Password:** Please re type your password exactly the same as entered in the Password box (5).
7. **Postcode:** This is unchangeable and shows the initial registered postcode.
8. **Save:** When you are satisfied that all the information is correct press the save button.

On successful completion of the form you will be directed to the Initial Milflip Page.

Future Logins will use your Selected Username and Password through the Standard Log in Page ([Page 4](#)). All passwords MUST be change every 90 days, users will be prompted when this is required.

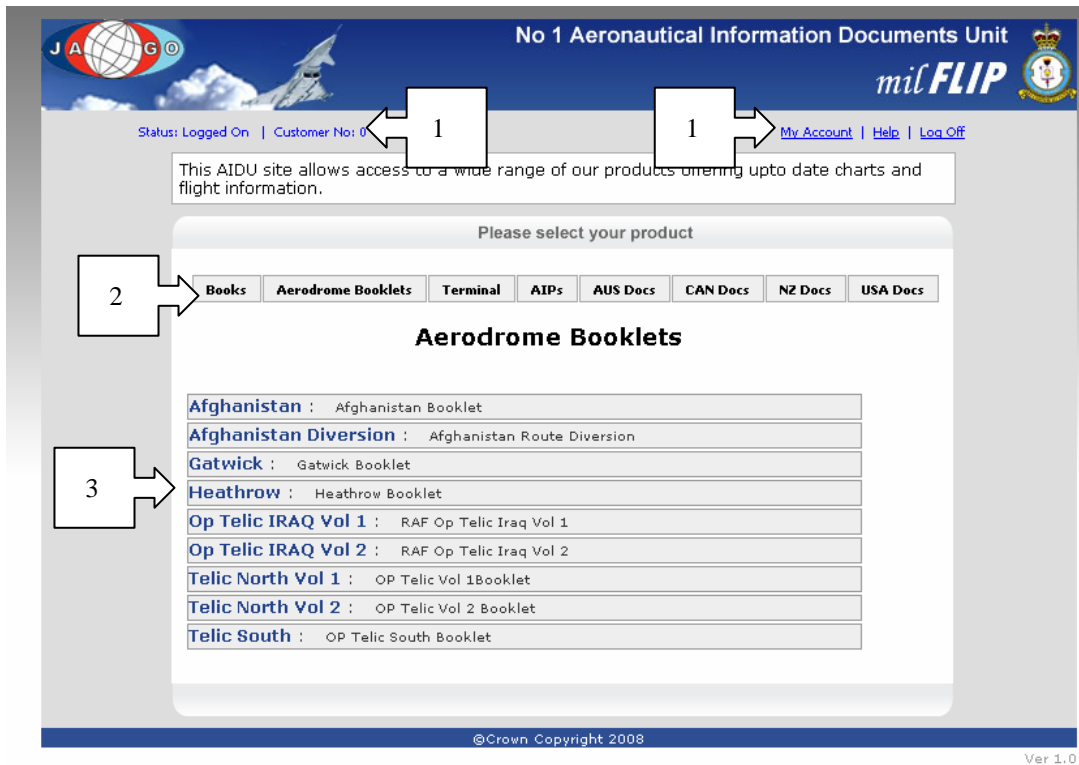
## Initial Screen

The screenshot shows the initial screen of the AIDU website. At the top, there is a blue header with the text "No 1 Aeronautical Inform" and "Jnit IP" on the right. On the left, there is a logo with "J A G" and a globe. Below the header, there is a navigation bar with "Status: Logged On | Customer No: 0" on the left and "My Account | Help | Log Off" on the right. A central message box states: "This AIDU site allows access to a wide range of our products offering upto date charts and flight information." Below this is a section titled "Please select your product" with a horizontal menu containing "Books", "Aerodrome Booklets", "Terminal", "AIPs", "AUS Docs", "CAN Docs", "NZ Docs", and "USA Docs". The "Books" section is expanded, showing a list of products with their codes and descriptions. A callout box labeled "6" points to the "FIH" product. At the bottom, there is a footer with "©Crown Copyright 2008" and "Ver 1.0".

Books	Aerodrome Booklets	Terminal	AIPs	AUS Docs	CAN Docs	NZ Docs	USA Docs
<b>Books</b>							
<b>BINA</b>	British Isles and North Atlantic						
<b>CALF</b>	CHART AMENDMENT LOW FLYING						
<b>ERB</b>	EN ROUTE BULLETIN						
<b>EUMED</b>	EUROPE & MEDITERRANEAN						
<b>EWD</b>	EUROPEAN WAYPOINT DIRECTORY						
<b>FIH</b>	FLIGHT INFORMATION HANDBOOK						
<b>NOREU</b>	NORTHERN EUROPE						
<b>RCF</b>	RADIO COMMS FAILURE						
<b>SAAAFE</b>	SOUTH ATLANTIC AFRICA ASIA & FAR E						
<b>TCAB</b>	TERMINAL CHARTS AMENDMENT BULLETIN						
<b>TCC</b>	TERMINAL CHARTS CATALOGUE						
<b>UCWD</b>	USA/CANADA WAYPOINT DIRECTORY						

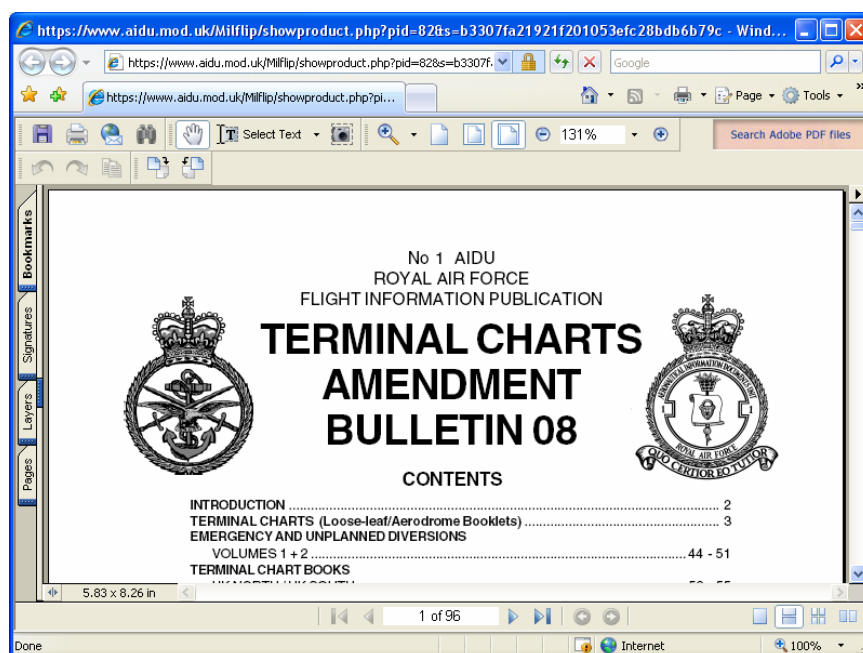
1. **Status:** Displays that the User is logged on.
2. **Customer Number:** Displays the Users Registered N<sup>o</sup>1 AIDU Customer Number.
3. **My Account:** Click this to view and change account information.
4. **Help:** Right click this button to see the User Guide.
5. **Log Off:** This is the Log off Button, Click to end session.
6. **Products:** Select by left mouse clicking the Product Required. (Please note more products may be added).

## Product Selection

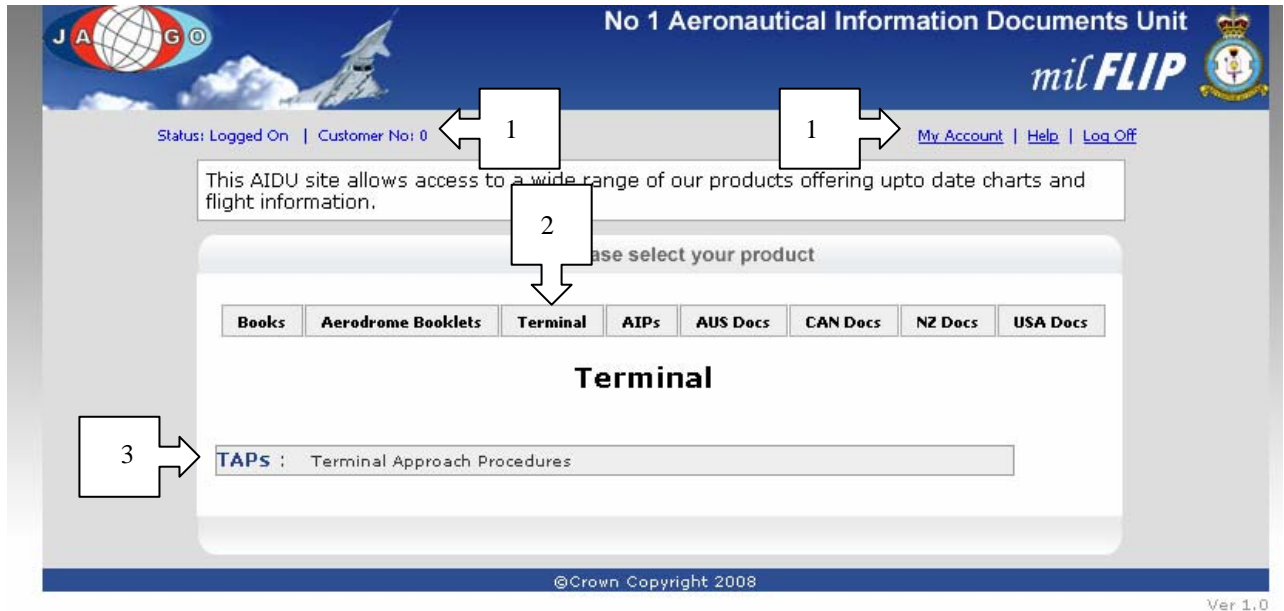


1. **Status, Customer Number, My Account, Help & Log Off:** [As per Initial Screen on Page 8.](#)
2. **Products:** All listed products can be accessed by left clicking on the relevant button.
3. **Product Type's:** Once a product has been selected a listing will appear beneath the Product bar. Once a product has been selected by left clicking, the browser will automatically 'Pop Up' the relevant PDF for either screen viewing or Printing ([See Page 25 for Printing instructions](#)). However TAPs is a differing system and is explained on [Page 10](#) onwards.

Example of Product  
'Pop Up'

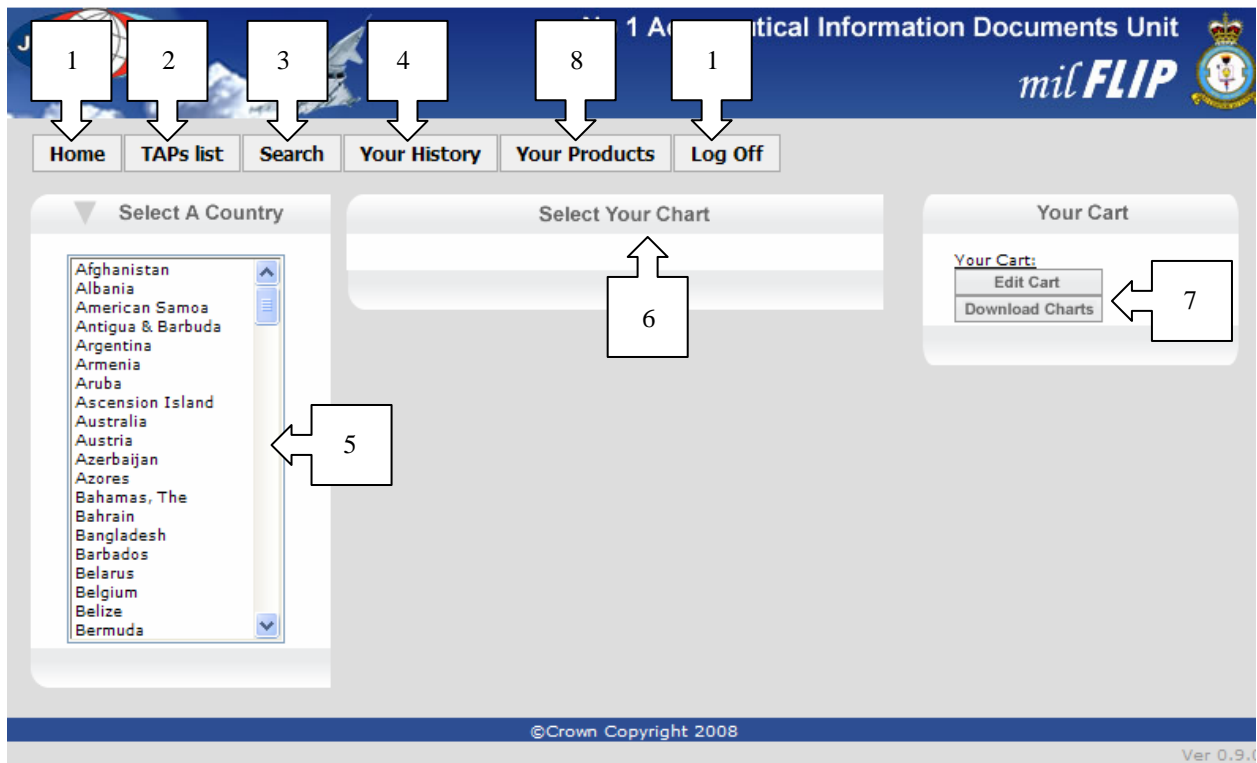


## TAPs



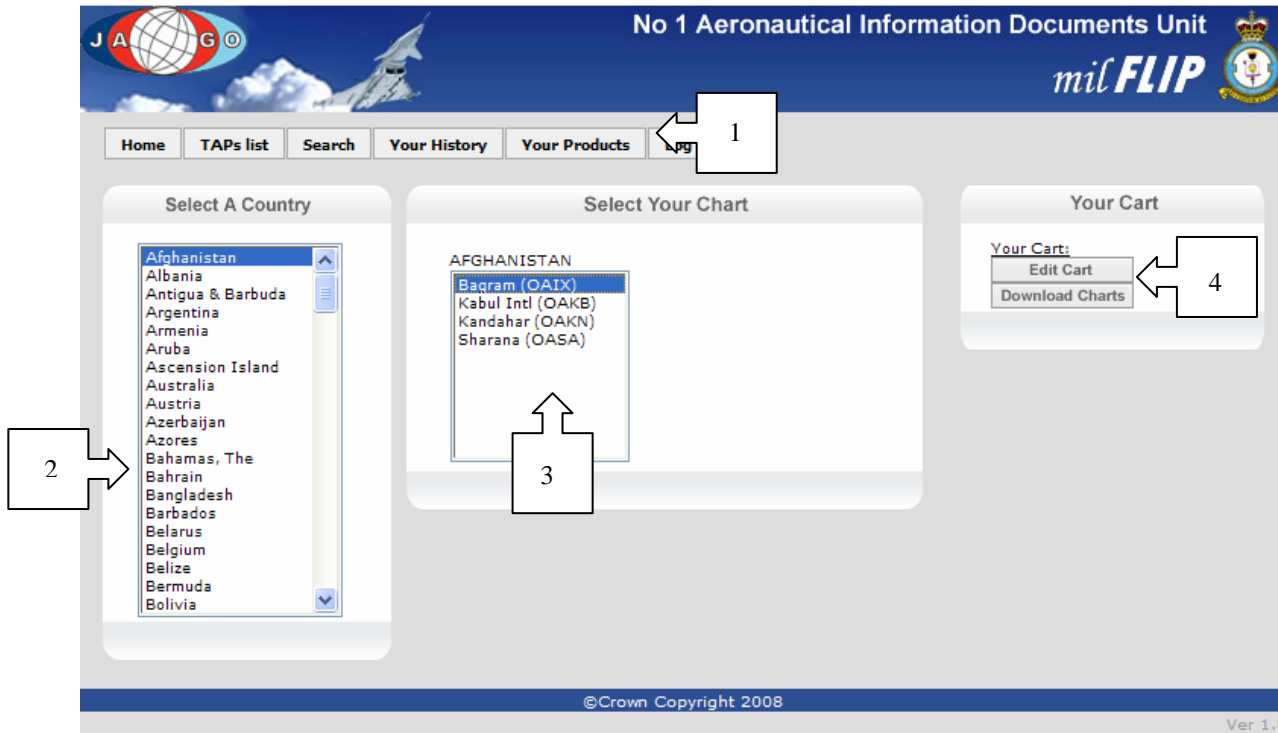
1. **Status, Customer Number, My Account, Help & Log Off:** As per Initial Screen on [Page 8](#).
2. **Terminal:** Select Terminal from the Product bar by left clicking. TAPs will appear below.
3. **TAPs:** Left click 'TAPs' to access the full TAP Library.

## TAP Library



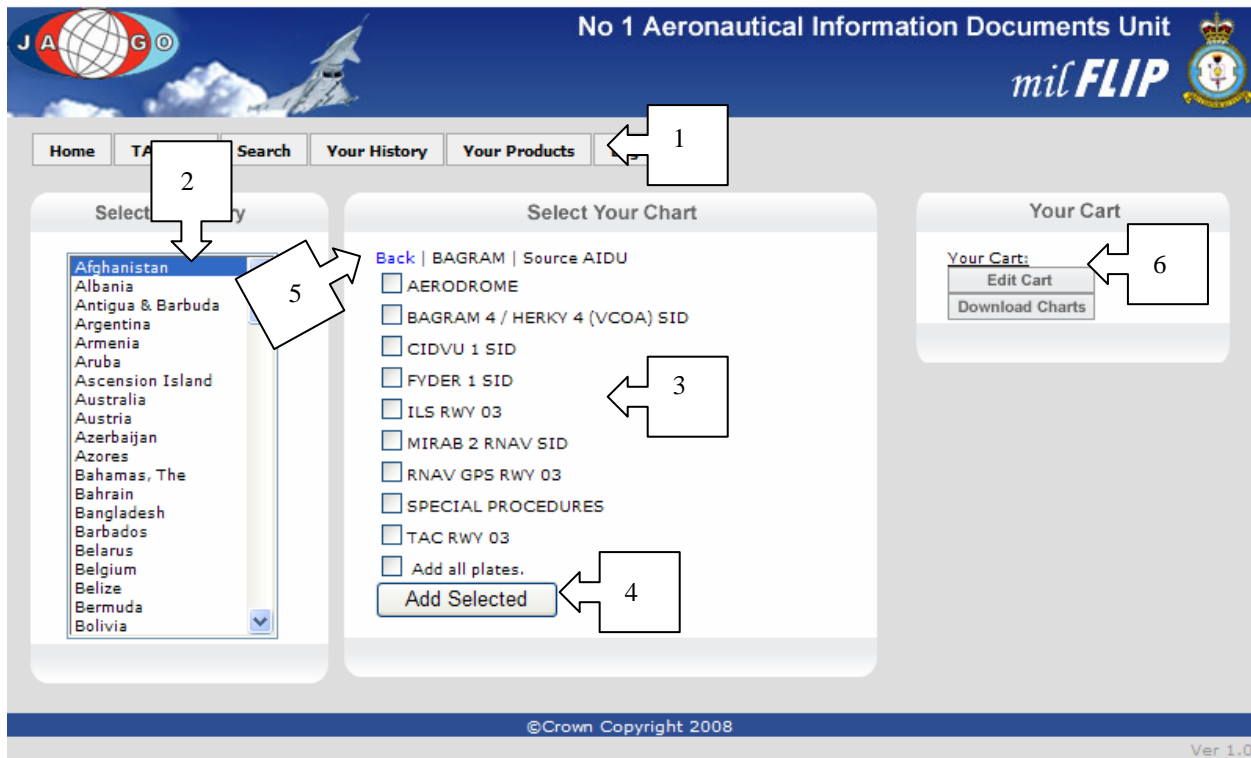
1. **Home & Log Off:** The Home button returns the user back to the initial Milflip Page.
2. **Taps List:** This returns the screen back to the TAP Library page.
3. **Search:** This button takes the user to the search function page.
4. **Your History:** Visit past selections by clicking this button.
5. **Select a Country:** Select from the Menu the desired country required.
6. **Select Your Chart:** This field populates and selection of the required country.
7. **Your Cart:** Selected charts appear here ready for downloading.
8. **Your Products:** This area displays user defined saved bespoke collations.

## TAP Library – Country Selection



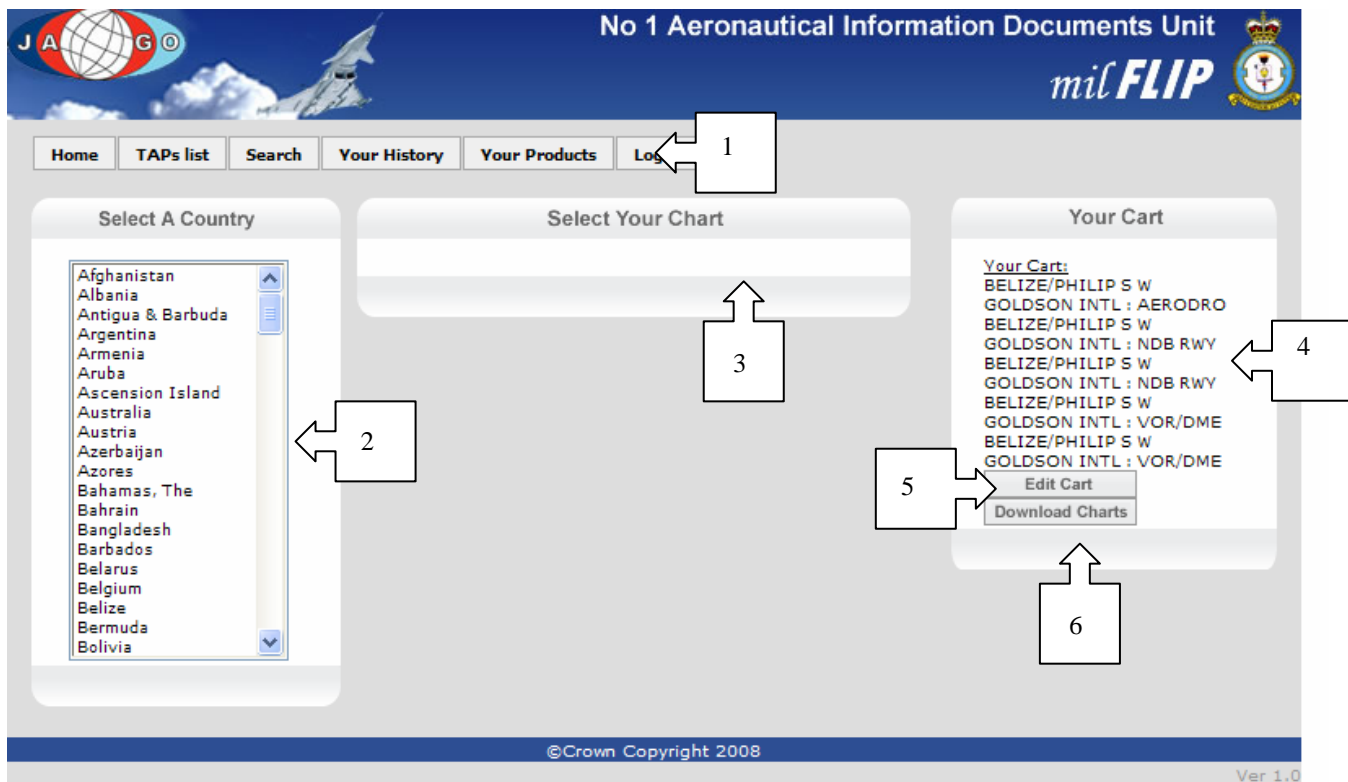
1. **Menu Bar:** [Refer to page 11.](#)
2. **Selected a Country:** Click on Country to Select.
3. **Select Your Chart:** Once a Country has been selected this box will populate with all the Airfields contained within that Area. You can then click and select the desired Airfield, the list of Charts will then show.
4. **Your Cart:** [Refer to page 11.](#)

## TAP Library – Airfield/Chart Selection



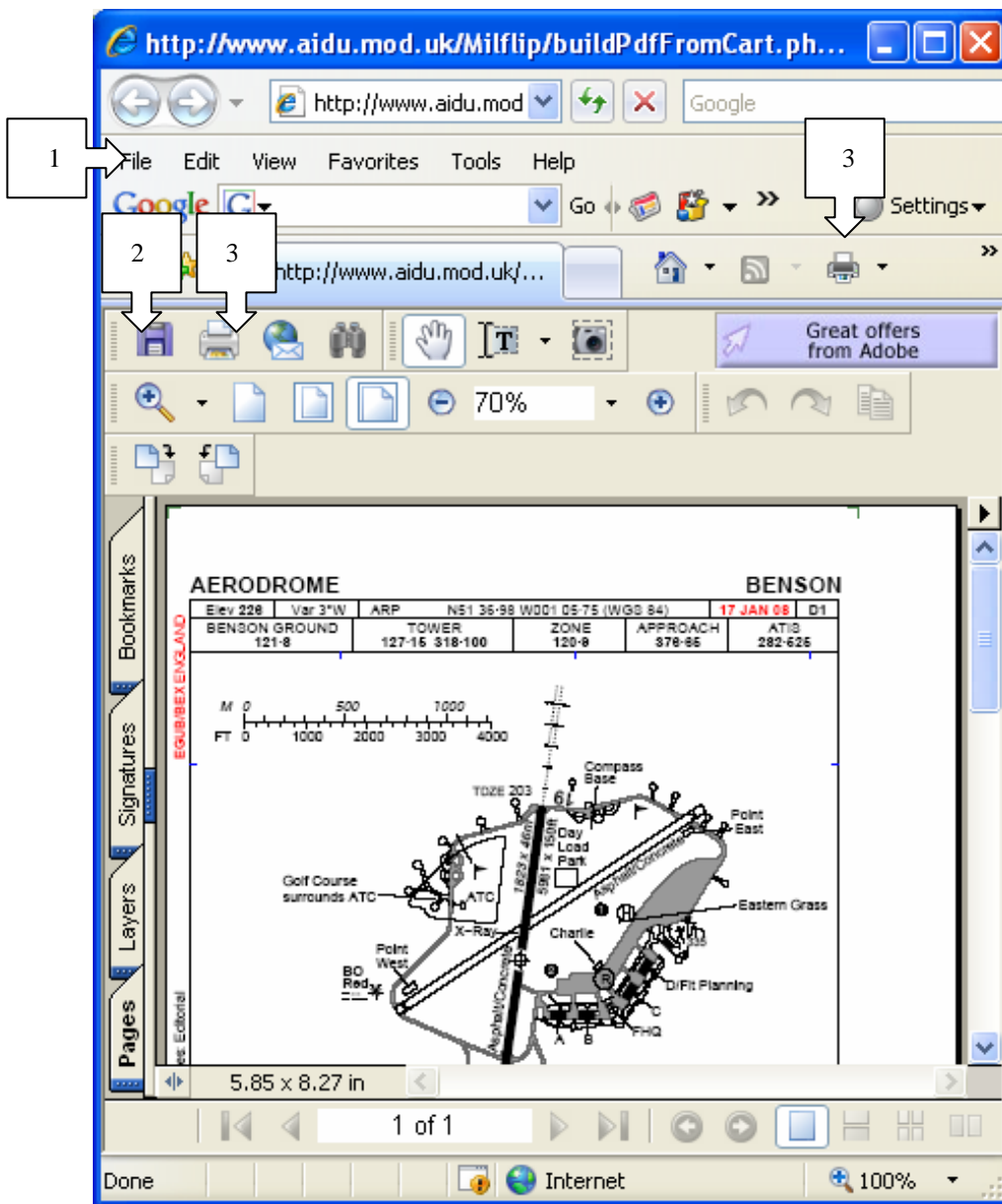
1. **Menu Bar:** [Refer to page 11.](#)
2. **Selected a Country:** Click on Country to Select.
3. **Select Your Chart:** Once a the Airfield required has been selected a full listing of relevant charts will be shown under this section. Select the chart by clicking on the box next to the title.
4. **Add Selected to Cart:** Press this button to add selected charts to the Cart.
5. **Back:** The back button returns the user to the Airfield page.
6. **Your Cart:** Once charts have been selected and added to the cart they will list under this heading.

## TAP Library – Your Cart



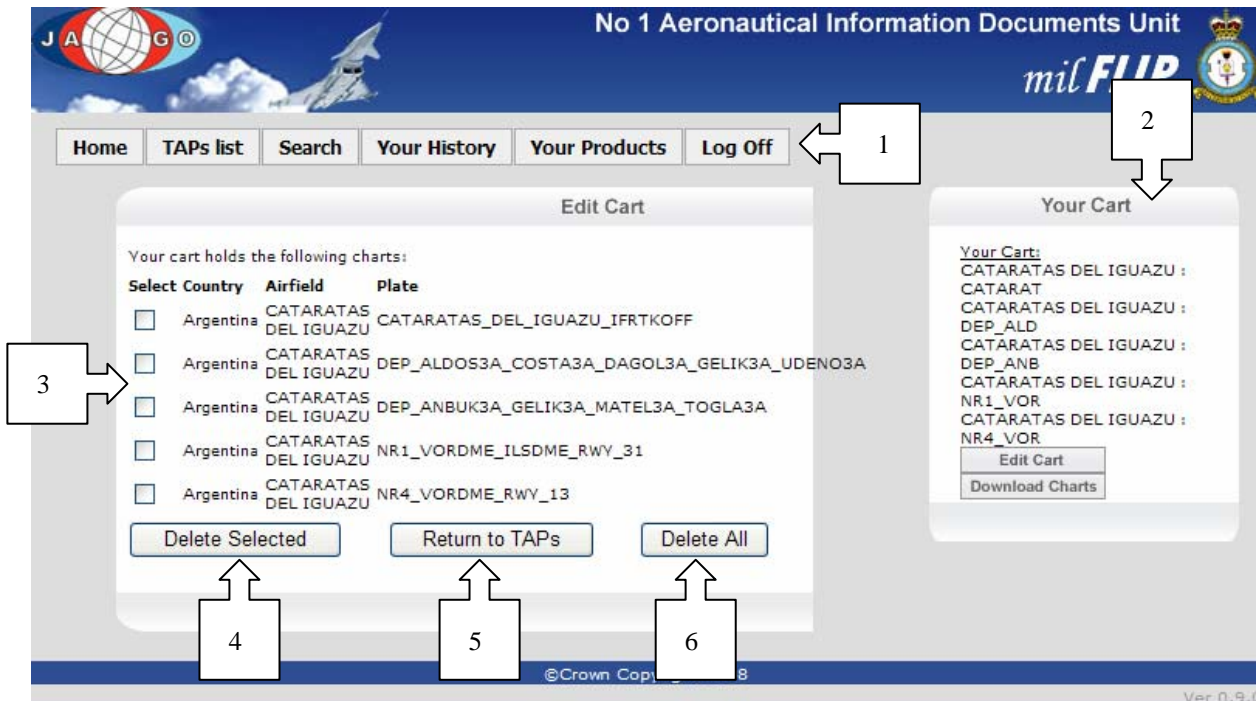
1. **Menu Bar:** [Refer to page 11.](#)
2. **Selected a Country:** [Refer to page 11.](#)
3. **Select Your Chart:** [Refer to page 11.](#)
4. **Your Cart:** Once selected charts have been added to the cart using the 'Add Selected to Cart' button shown on [page 13 \(4\)](#), they are shown under this heading.
5. **Edit Cart:** If a change is required to the selection press this button.
6. **Download Charts:** This button is to be pressed when the user is satisfied that all the required charts are in the cart. Once pressed a 'Pop Up' PDF containing all charts will be shown.

## TAP Library – PDF Example



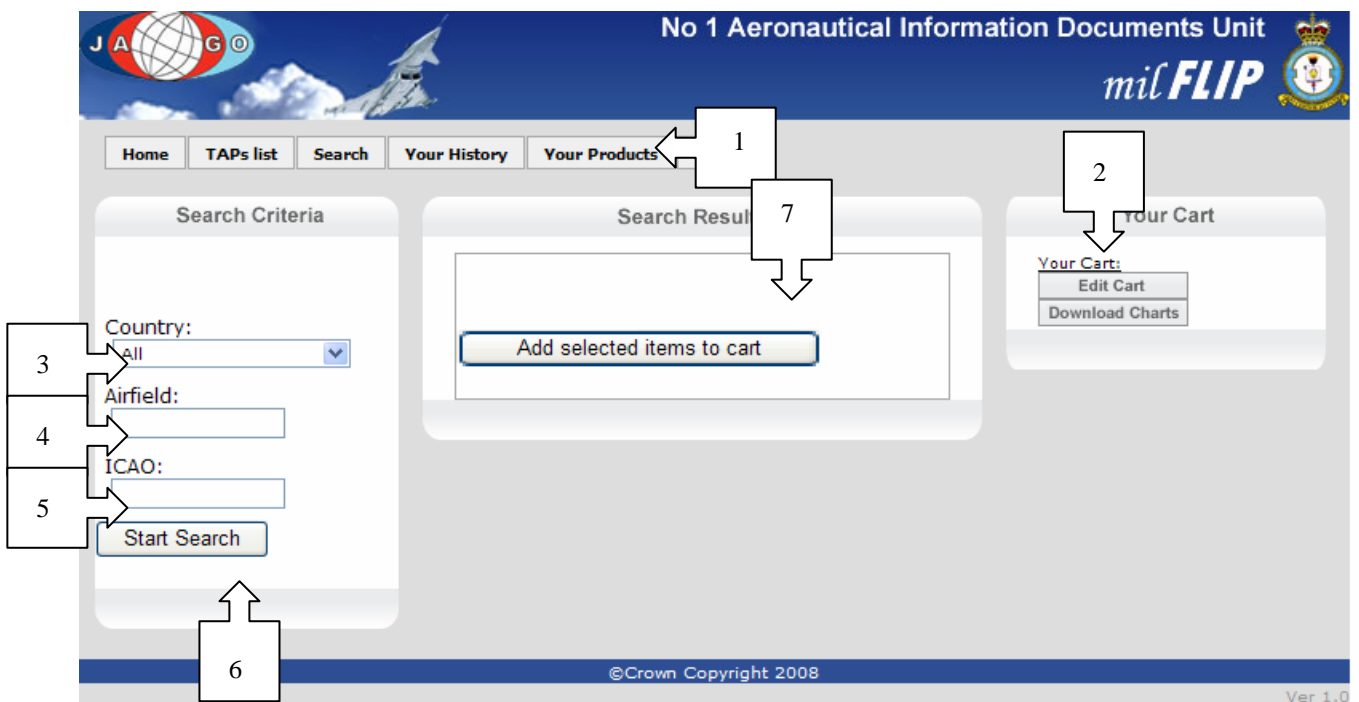
1. Created PDFs can either be printed ([Refer to Page 25](#)) or Saved. Use the File drop down menu to Select 'Print' or 'Save As'.
2. PDFs can also be saved by using the Disk 'Save' Icon.
3. The Pdfs will also print using browser 'Print Icons'

## TAP Library – Edit Cart



1. **Menu Bar:** [Refer to page 11.](#)
2. **Your Cart:** [Refer to page 14.](#)
3. **Edit Cart:** Right click the check box to select the chart to be deleted.
4. **Delete Selected:** Once the user relevant check box has been selected, press this button to delete the selection.
5. **Return to TAPs:** This button will return the user back to the main TAP screen.
6. **Delete All:** This button will delete all charts from the cart.

## TAP Library – Search



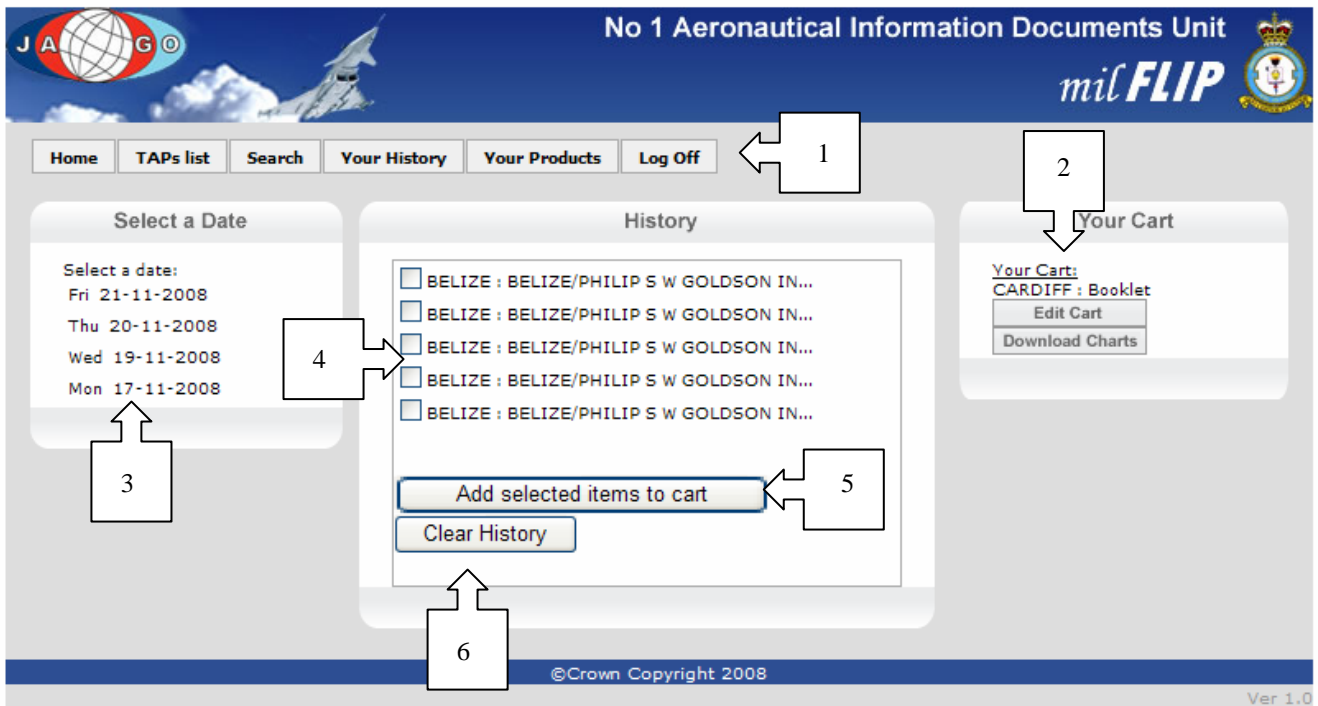
1. **Menu Bar:** [Refer to page 11.](#)
2. **Your Cart:** [Refer to page 14.](#)
3. **Country:** Scroll to search by country then select the Start Search button (See 6).
4. **Airfield:** Type the required airfield name select the Start Search button (See 6).
5. **ICAO:** Type the required ICAO name select the Start Search button (See 6).
6. **Search Results:** This window will show all found Items (See next Page)

## TAP Library – Search Results

The screenshot shows the 'No 1 Aeronautical Information Documents Unit' website interface. At the top, there is a navigation menu with 'Home', 'TAPs list', 'Search', 'Your History', 'Your Products', and 'Log Out'. A callout '1' points to the 'Log Out' link. Below the menu are three main sections: 'Search Criteria', 'Search Results', and 'Your Cart'. In the 'Search Criteria' section, a callout '3' points to the 'Country' dropdown menu which is set to 'All'. The 'Search Results' section displays the text 'The search ICAO for 'EGFF' in all countries returned the following results:' followed by 'United Kingdom:' and a checkbox next to 'EGFF : CARDIFF'. A callout '4' points to this checkbox. Below the results is a button labeled 'Add selected items to cart', with a callout '5' pointing to it. The 'Your Cart' section shows 'Your Cart: CARDIFF : Booklet' with buttons for 'Edit Cart' and 'Download Charts'. A callout '2' points to the 'Your Cart' section. The footer contains the text '©Crown Copyright 2008' and 'Ver 1.0'.

1. **Menu Bar:** [Refer to page 11.](#)
2. **Your Cart:** [Refer to page 14.](#)
3. **Search Criteria:** Scroll [Refer to page 17.](#)
4. **Search Results:** Type Select the check box next to the found Item.
5. **Add Selected Items to Cart:** Once the check box has been selected press this button to add the Airfield to the cart. Please note every chart for this Airfield will be added to the cart within one PDF.

## TAP Library – History



1. **Menu Bar:** [Refer to page 11.](#)
2. **Your Cart:** [Refer to page 14.](#)
3. **Select a date:** Click a previous date to recall a past selection.
4. **History:** Within this field a full listing a past charts will be shown for the initial selected date. Right click the check box to select the relevant item.
5. **Add Selected Items to Cart:** Once the check box has been selected press this button to add the item to the cart. Please note every chart for this item will be added to the cart within one PDF.
6. **Clear History:** This will completely clear past History.

## TAP Library – Your Products



1. **Menu Bar:** [Refer to page 11.](#)
2. **Your Cart:** [Refer to page 14.](#)
3. **Create New Product:** Click here to start creating your individual product.
4. **Add to Cart:** Click this button to add created buttons to the cart.

## Your Products – Creating a New Product

### Step 1

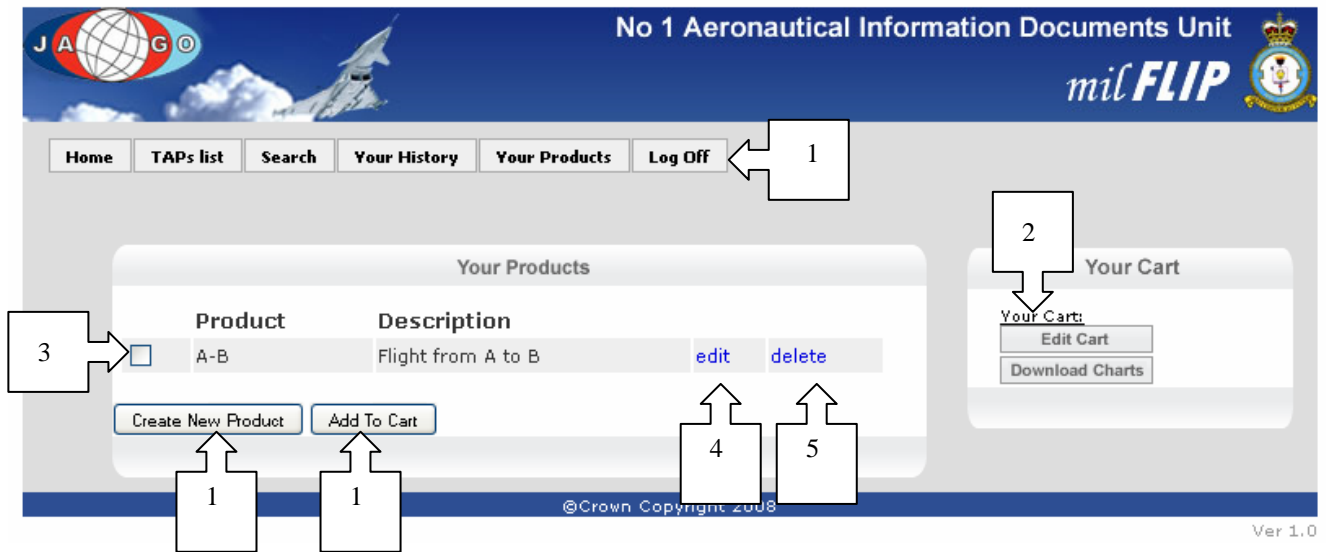
After the Create New Product Button has been pressed continue below.

The screenshot shows the 'Your Products' form in the milFLIP system. The form is titled 'Your Products' and contains two input fields: 'Name' with the value 'A-B' and 'Description' with the value 'Flight from A to B'. Below the description field is a 'Save Changes' button. Four numbered callouts are present: 1 points to the 'Your Products' menu item in the top navigation bar; 2 points to the 'Name' input field; 3 points to the 'Description' input field; and 4 points to the 'Save Changes' button. The page header includes the 'No 1 Aeronautical Information Documents Unit' logo and the 'milFLIP' branding. The footer contains the copyright notice '©Crown Copyright 2008' and the version number 'Ver 1.0'.

1. **Menu Bar:** [Refer to page 11.](#)
2. **Name:** Please type a Name for the product you are creating.
3. **Description:** Please type a brief description of the product.
4. **Save Changes:** Click here to save the New Product.

## **Step 2**

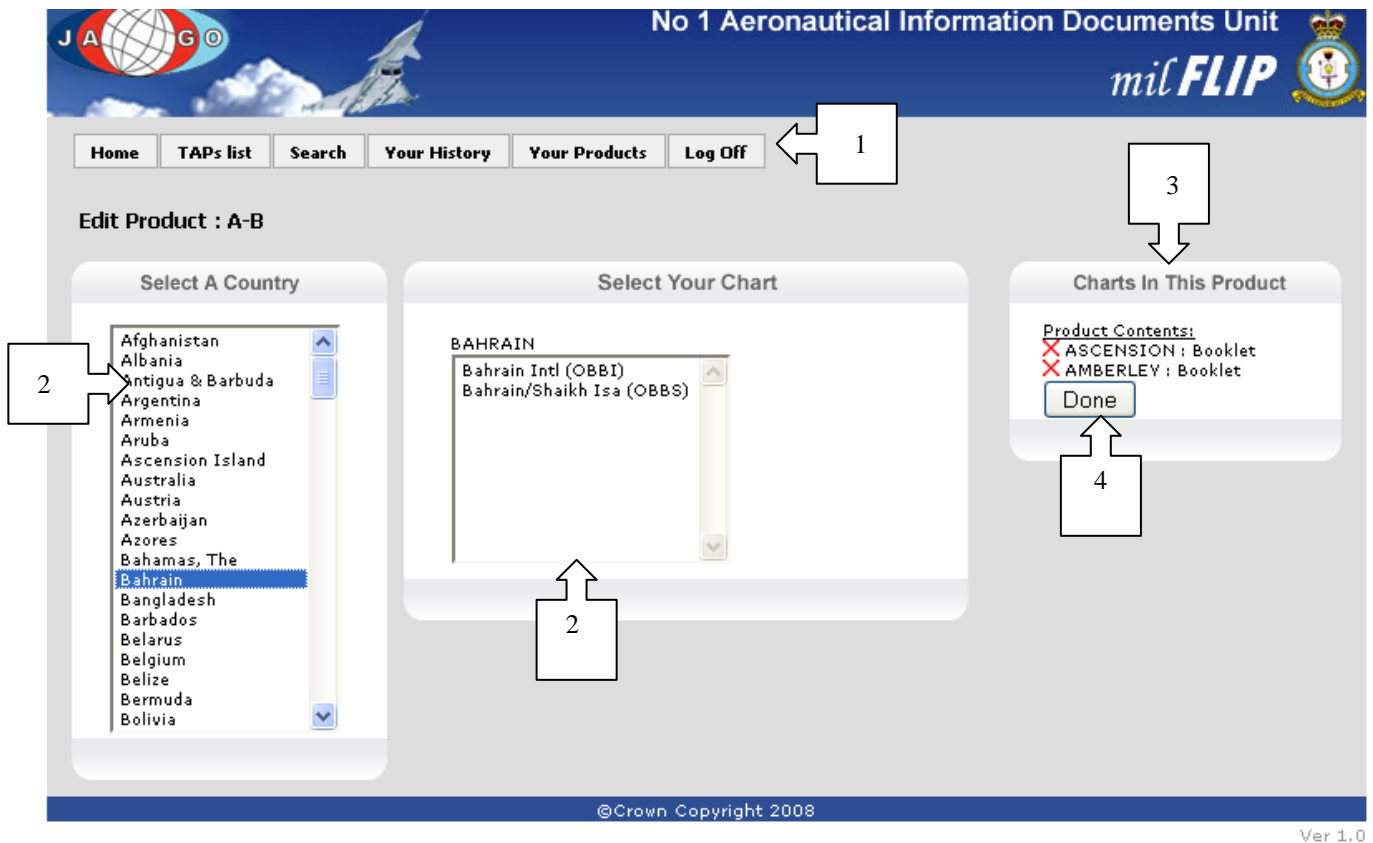
Once the new product information has been saved proceed as follows;



1. **Menu Bar:** [Refer to page 11.](#)
2. **Your Cart:** [Refer to page 14.](#)
3. **Check Box:** Click here to select the product you have created.
4. **Edit:** With the check box selected click edit to Add, change or amend the contents of the product.
5. **Delete:** With the check box selected click here to delete the created product.

### **Step 3**

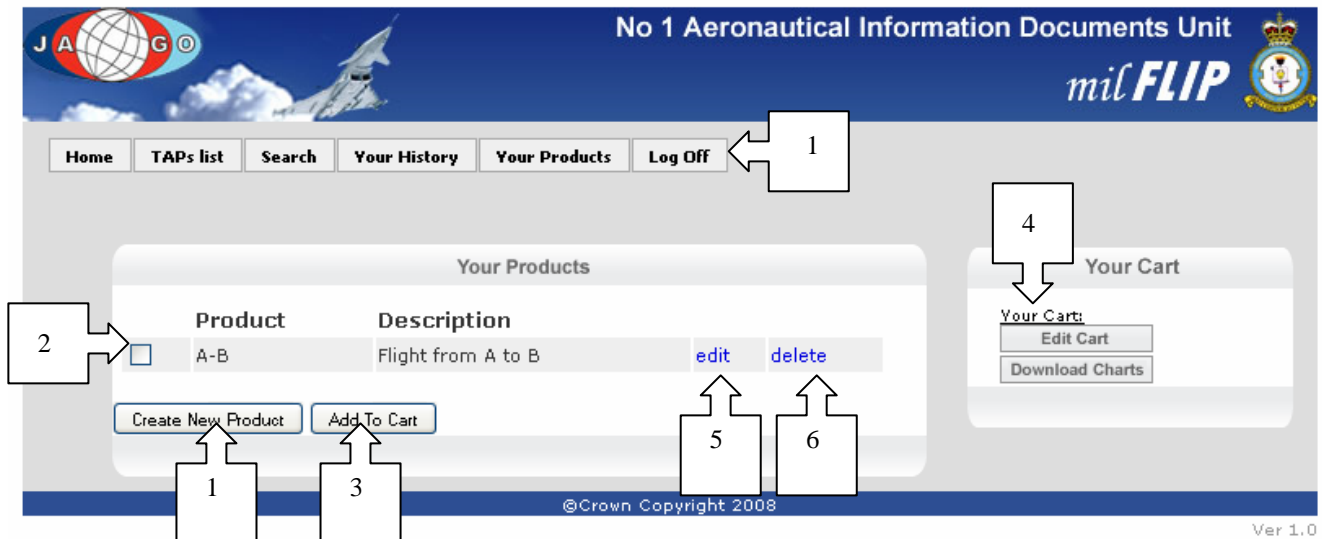
To continue to add a new product select the product check box and click edit, existing products can also be amended and changed using the following;



1. **Menu Bar:** [Refer to page 11.](#)
2. Select the Taps as per the Tap Library selection ([See Page 11 – Page 16](#))
3. **Charts in this Product:** This area shows all selected charts.
4. **Done:** When the user has selected the entire required TAPs click the done button to create the product.

## **Step 4**

Once the product has been finalized all products will be shown on the Your Products page, the procedure for adding to the cart and viewing are as follows;

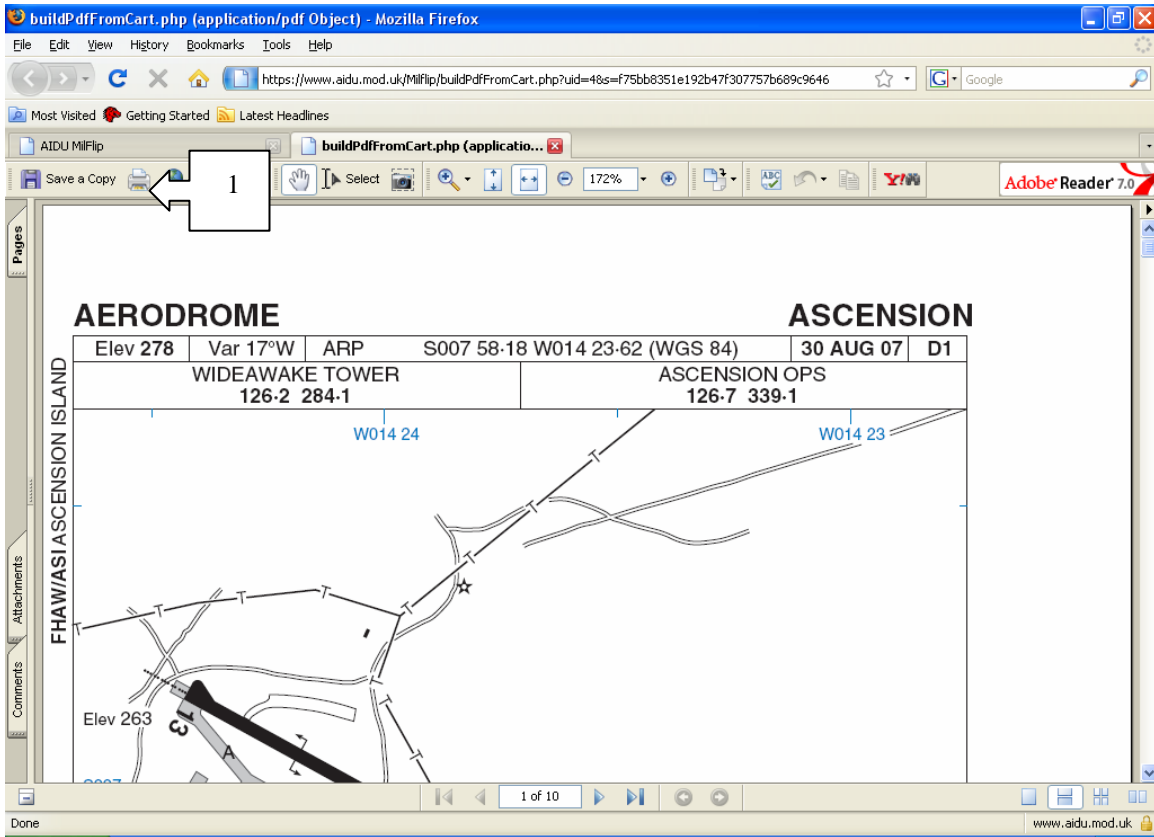


1. **Menu Bar / Create New Product:** [Refer to page 11.](#)
2. **Check Box:** Click here to select the product you have created.
3. **Add to Cart:** Click this button to add selected product to Cart.
4. **Your Cart:** [Refer to page 14.](#) To view and print uses the exact method.
5. **Edit:** [Refer to page 20.](#)
6. **Delete:** [Refer to page 20.](#)

[Return to Contents](#)

# Printing

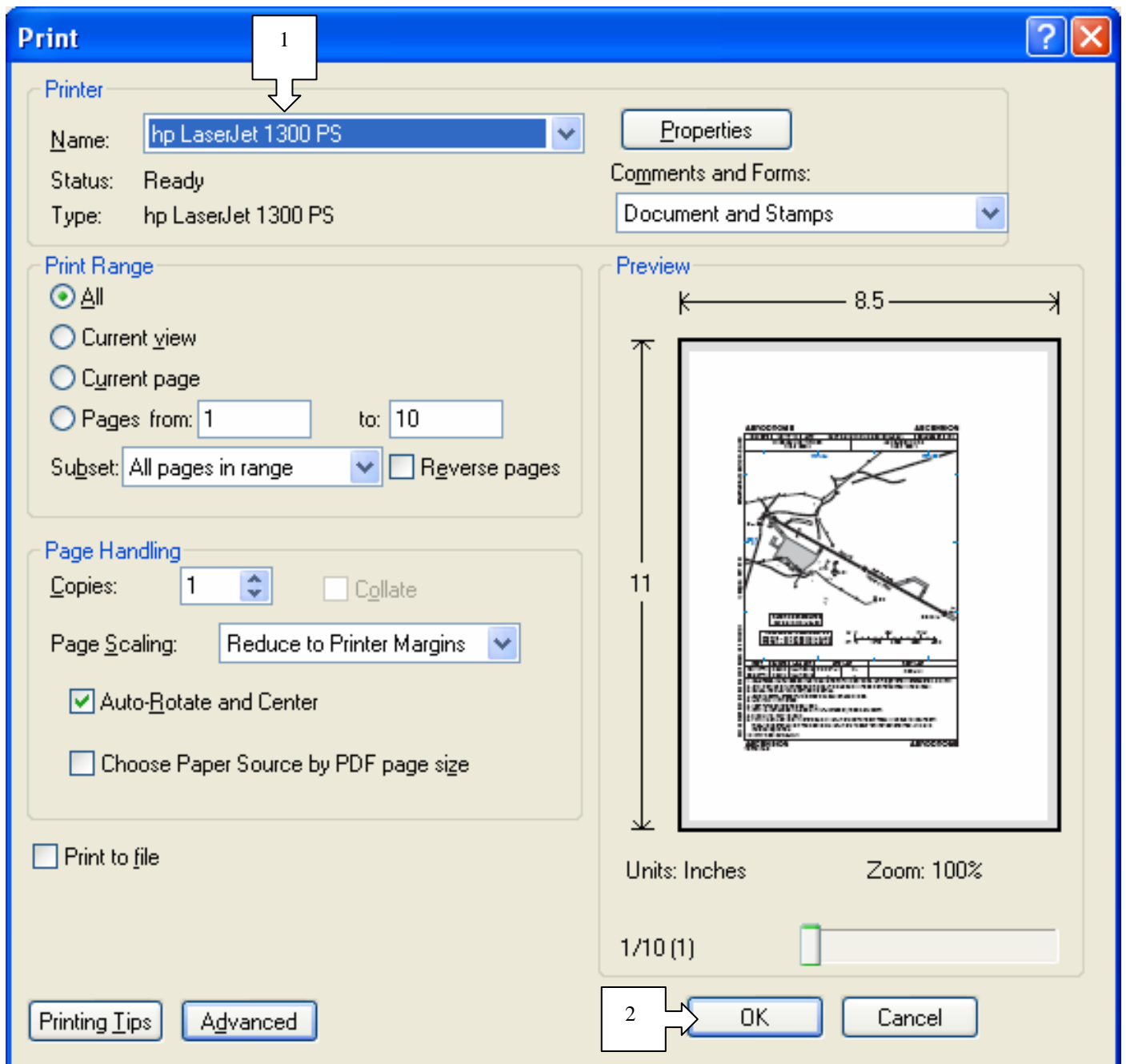
Once your cart has produced a PDF Click the Printer Icon.



## 1. Printer Icon

## Printing – 1 PDF A5 on an A4 Sheet

After the Printer Icon has been pressed the below screen will show;

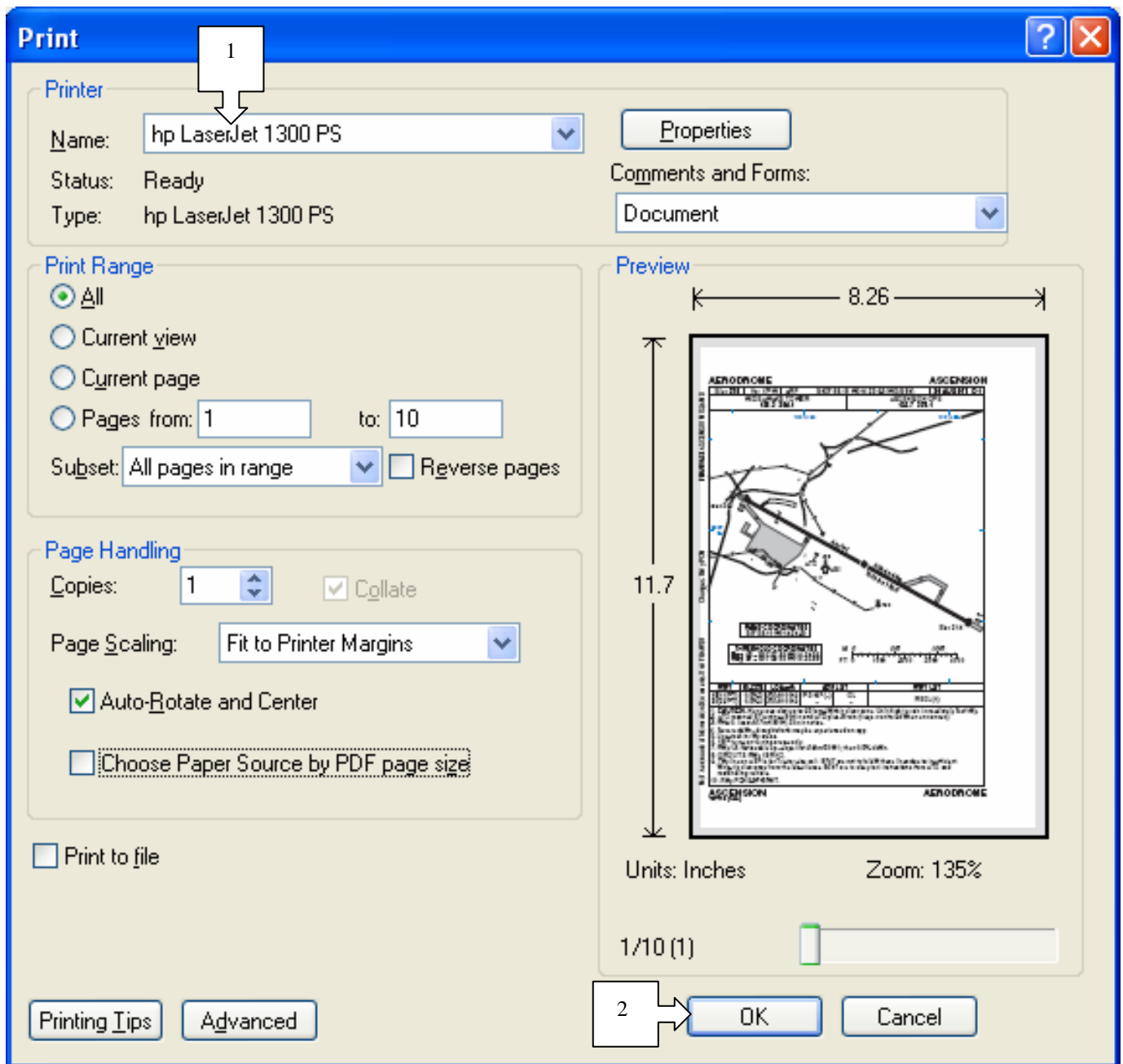


To Print 1 A5 PDF on an A4 sheet, make sure the settings are as per the above graphic (make sure you select the right Printer to send the PDF to). The Number of copies can be adjusted as required.

1. **Printer** : Select the correct attached printer.
2. **OK Button** : Once all the settings are correct press the OK Button shown

## Printing – 1 PDF A4 on an A4 Sheet

After the Printer Icon has been pressed the screen shown on [Page 26](#) will be displayed;

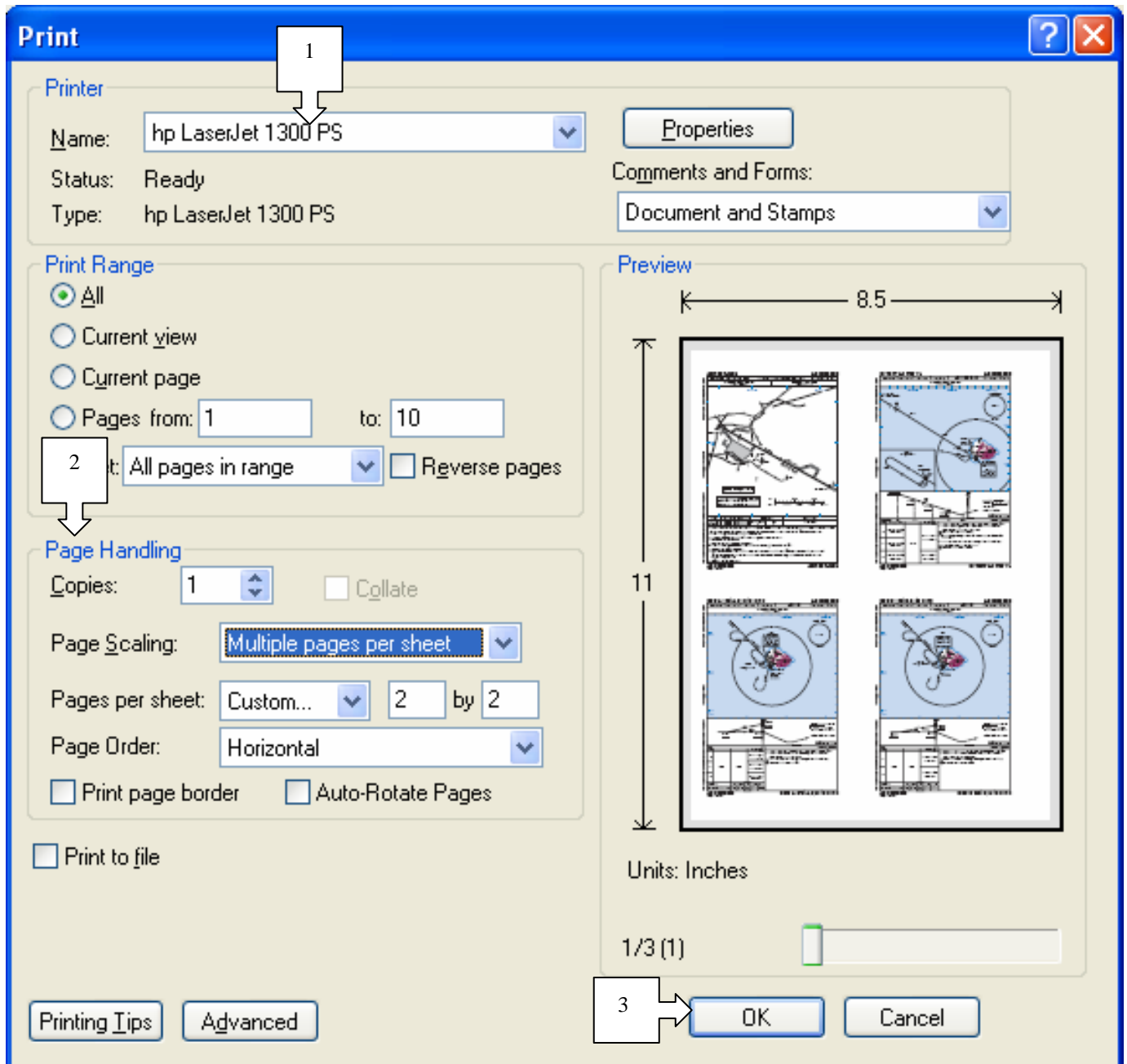


To Print 1 A4 PDF on an A4 sheet make, sure the settings are as per the above graphic (make sure you select the right Printer to send the PDF to). The Number of copies can be adjusted as required. Note that the Page Scaling has changed

1. **Printer** : Select the correct attached printer.
2. **OK Button** : Once all the settings are correct press the OK Button shown

## Printing – Multiple PDFs on an A4 Sheet

After the Printer Icon has been pressed the screen shown on [Page 26](#) will be displayed;

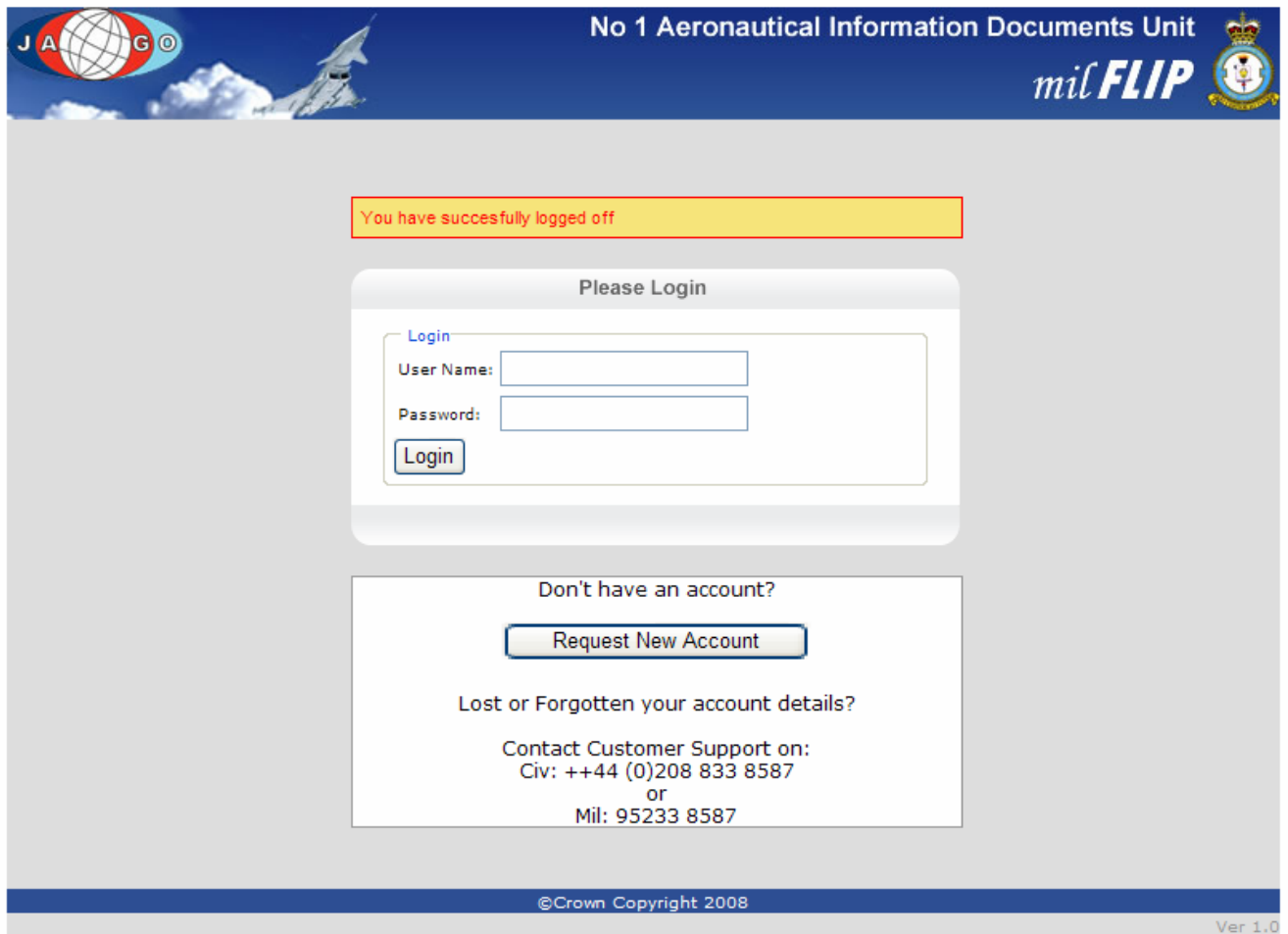


To Print multiple PDFs on an A4 sheet make, sure the settings are as per the above graphic (make sure you select the right Printer to send the PDF to). The Number of copies can be adjusted as required. Note that the Page Handling has changed

1. **Printer** : Select the correct attached printer.
2. **Page Handling** : For Multiple PDFs on the same sheet adjust as Required.
3. **OK Button** : Once all the settings are correct press the OK Butto

## Log Off

**Log Off:** The Log Off Button is shown on various pages (see [Page 8](#) and [Page 11](#)) press this button to completely log out of MilFLIP. If successful the following screen will be shown;



The screenshot shows the MilFLIP login interface. At the top, there is a blue header with the text "No 1 Aeronautical Information Documents Unit" and the "milFLIP" logo. On the left, there is a logo with a globe and the letters "J A G O". Below the header, a yellow message box states "You have successfully logged off". Below this is a "Please Login" section with a "Login" link, "User Name:" and "Password:" input fields, and a "Login" button. Further down, there is a "Don't have an account?" section with a "Request New Account" button. Below that, it says "Lost or Forgotten your account details?" and provides contact information for customer support: "Contact Customer Support on: Civ: ++44 (0)208 833 8587 or Mil: 95233 8587". At the bottom, there is a blue footer with the text "©Crown Copyright 2008" and "Ver 1.0".

## **Frequently asked Questions**

1. **How do I create an account?**

Please register as per [Page 3](#) onwards, if you have any queries or problems please contact AIDU Customer Services using the number shown on the Log in page.

2. **Can I change my account information?**

Yes, please click the My Account button on [Page 8](#). All your account details can be viewed and changed on the form then shown.

3. **Can I change my Password?**

Contact AIDU Customer Services using the number shown on the Log in page to reset your password or you will be prompted to change it after 90 days.

4. **I cant remember my password or login details?**

Please contact AIDU Customer Services using the number shown on the Log in page.

5. **Can I create and save TAP selections?**

Yes, by using the Your Products area please see [Page 20](#).

6. **When I create my own TAP Products can I change them?**

Yes, please refer to [Page 22](#) and use the Edit button to make any changes.

7. **When I download a Product why do I see a grey screen?**

A grey screen is shown while your computer browser is downloading the PDF, depending on your browser and version Acrobat Viewer you may be presented with a progress bar. Please be patient until your PDF Loads.

8. **Why do Products take so long to Load?**

RLI users will notice extremely slow speeds due to Band width and Security settings. Internet users may experience slow speeds if they have the following:

- A shared connection
- A Dial up modem
- A slow broadband Connection
- Mobile Broadband

Please be patient until your PDF Loads.