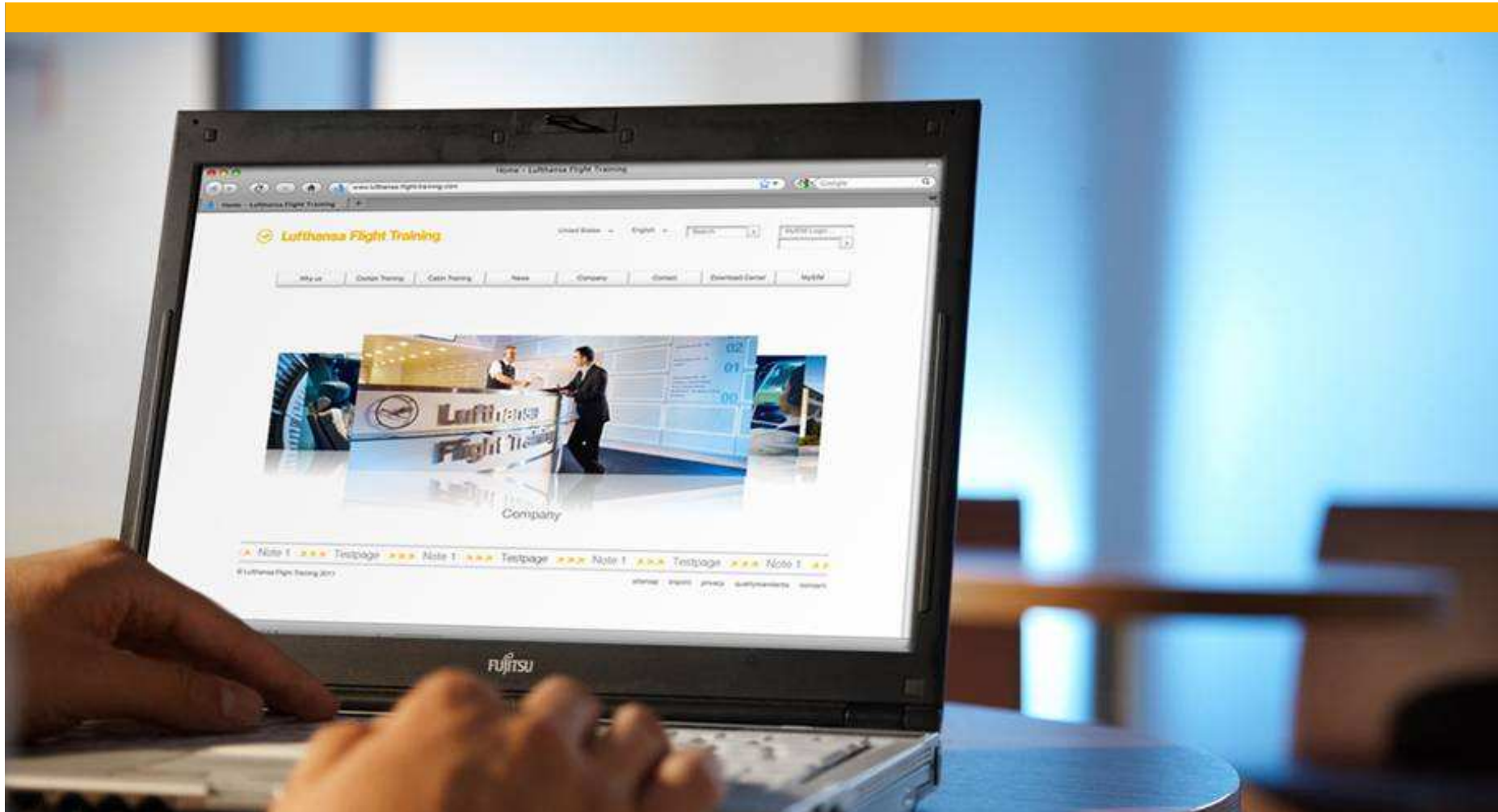


Your Online Booking Portal MySIM

A Step-by-Step-Guide

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Your Online Booking Portal MySIM

A Step-by-Step-Guide

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- MySIM is your Online Booking Portal for Cockpit Simulator Trainings with Lufthansa Flight Training.
- Whether you would like to request or directly book training slots, or rebook or cancel a previously made booking, now you can do all of that online.

- Highlights
 - You can make bookings whenever you like – 24 hours, 7 days a week.
 - The new features enable you to make most of the transactions yourself.
 - MySIM is easy-to-use – filters let you see the necessary details very quickly.
 - Our planning team is still there to assist you, quickly and efficiently.

- We invite you to take a tour through this step-by-step-guide to explore the advantages of MySIM.

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English ▾

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Your simulator bookings.

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MySIM is the Online Booking Portal for you as our customer to book a new slot, or rebook or cancel a previously made booking. It gives you the possibility to interactively handle your bookings.

Introduction

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- This short introduction explains the basic elements of MySIM.
- Screenshots show the actual layout and contents of MySIM.
- Highlighting effects highlight different functions and options.
- Filter options help you to select the required slots quickly. You can focus on details that matter to you.

The screenshot displays the MySIM interface for August 2012. At the top, a calendar grid shows slots for five different time periods (0. to 5.) across the days of the month. A context menu is open over a slot on August 7th, offering 'Confirm', 'Reject', and 'Shift' options. Below the calendar, a filter section is visible, containing dropdown menus for Customer, Simulator, and Booking details. A 'Use Filter' button is highlighted at the bottom right of the filter section.

Two different views offer you two different ways to work with MySIM

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- MySIM offers you two options to see and work with simulator slots. You can work in the Booking Overview (Part 1), or via the List View (Part 2). Both methods are easy-to-use. Choose the one that suits you most – or simply get the best of both worlds.

1. Booking Overview:

Available slots are visible on relevant simulators for the next 6 weeks.

2. List View:

SIM Family	FTNo.	Location	Date	Start	End	Duration	Action
A320	FT51	BER	08/21/12	03:10	06:40	03:30	✓
A320	FT66	FRA	08/21/12	03:25	06:55	03:30	✓
A320	FT65	MUC	08/21/12	03:25	06:55	03:30	✓
A320	FT51	BER	08/21/12	06:45	10:45	04:00	✓
A320	FT51	BER	08/21/12	19:00	23:00	04:00	✓
A320	FT51	BER	08/22/12	03:10	06:40	03:30	✓
A320	FT66	FRA	08/22/12	03:25	06:55	03:30	✓
A320	FT65	MUC	08/22/12	03:25	06:55	03:30	✓
A320	FT51	BER	08/22/12	06:45	10:45	04:00	✓
A320	FT65	MUC	08/22/12	07:00	11:00	04:00	✓
A320	FT66	FRA	08/22/12	11:05	15:05	04:00	✓

1. The Booking Overview

© by Lufthansa Flight Training

- Click on one particular simulator slot and you can
 - request an available slot
 - confirm, reject or shift a slot that has been offered to you
 - rebook or cancel your previously confirmed slots

Booking Overview

Close View

Filter Clear Filter

< > Aug 2012 Month Week 08/01/12

Favorites All Simulators

Favorite list 1

1 2 >

> 738 FT35 BER 1st choice ●●● Favorites

> 738 FT46 BER 2nd choice ●●○ Favorites

v 763 FT41 FRA 1st choice ●●● Favorites

Aug 2012

	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr							
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0. 03:25 - 06:55																															
1. 07:00 - 11:00																															
2. 11:05 - 15:05																															
3. 15:10 - 19:10																															
4. 19:15 - 23:15																															
5. 23:20 - 03:20																															

Legend: Offer (yellow), Confirmed (dark blue), Taken (light blue), Downtime (black), Not Available (grey), Available (light grey), Not Taken (dark blue)

Available slots are visible on relevant simulators for the next 6 weeks.

v 772 FT62 BER 1st choice ●●● Favorites

1.1 How to request a slot (1/2)

- Please select the option Booking Overview from the welcome page – the first page after your successful log-in into MySIM.
- Select your preferred simulator and click on the available slot (light gray color) you want to request.
(Example: Wednesday, September 26, 2012, slot 2, 11:05 – 15:05 hrs)
- A small window opens up. Click on “Request” to continue.

Your simulator bookings.

The screenshot shows the MySIM interface. On the left, a navigation menu has 'Booking Overview' circled in blue with a hand cursor pointing to it. Below it are sections for 'Downloads', 'Travel Services', and 'About MySIM'. On the right, there is a photo of a simulator cockpit and a text box that says: 'You just would like to check, whether all your sessions are already booked? Here we offer you the possibility to check your sessions in an easy way and of course you can add new requests.' Below this is a calendar for 'A320 FT66 FRA' in 'Sep 2012'. The calendar shows slots 0-5 for each day of the week. Slot 2 (11:05 - 15:05) is highlighted in blue for several days. A hand cursor points to a light gray slot on Monday, September 24th, with a 'Request' button callout. A legend at the bottom explains the slot colors: Available (light gray), Not Available (dark gray), Downtime (black), Pending (hatched), Offer (orange), Confirmed (dark blue), Taken (light blue), and Not Taken (purple). A note at the bottom states: 'Available slots are visible on relevant simulators for the next 6 weeks.'

1.1 How to request a slot (2/2)

- A new window appears, the booking request. Please enter the necessary information. LFT needs the following fields to answer your request: Customer, Customer Code, Dry/Wet and Type.
- The two movable slides under the slot time can be adjusted to your needs.
- If you mark the request as binding the slot will be booked immediately with the status *confirmed*. Otherwise LFT would offer the requested slot to you before your confirmation.
- Complete your request by clicking on “Add to Shopping Cart”.
- A new window appears, informing you that the request has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your request to LFT.

Booking Request

Simulator: A320 FT66 FRA
Location: FRA
Date: 26.09.12
Time of day: 11:05 - 15:05 LT

Please fill out the following fields with your booking information. Fields marked with an asterisk * are mandatory.

Customer*: Sub Customer:
Crew Number:
Lesson Number:
Dry/Wet and Type*: Please select
Configuration*: Please select

This request is binding and the simulator slot will immediately be booked into the status "confirmed".

Cancel > Add to Shopping Cart >

Request

Your Request has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close >

1.2 How to confirm a slot

- On the page before you learned how to make a binding new request to have the slot confirmed immediately.
- Here you will learn how to confirm slots that are on offer.
- Please click on the offered slot (orange color) you want to confirm.
- Click on “Confirm”. A new window appears, informing you that the confirmation has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your confirmation to LFT.

Booking Overview

Close View

Filter Clear Filter

Aug 2012 Month Week 08/01/12

Favorites All Simulators

Favorite list 1

738 FT35 BER 1st choice Favorites

738 FT46 BER 2nd choice Favorites

763 FT41 FRA 1st choice Favorites

Aug 2012

0. 03:25 - 06:55
1. 07:00 - 11:00
2. 11:05 - 15:05
3. 15:10 - 19:10
4. 19:15 - 23:15
5. 23:20 - 03:20

Confirm
Reject
Shift

Offer Confirmed Taken Downtime Not Available Available Not Taken

Available slots are visible on relevant simulators for the next 6 weeks.

Confirm

Your confirmation has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close

1.3 How to shift a slot (1/2)

- Please click on the offered slot (orange color) you want to shift.
- Now click on “Shift”.
- A new window appears (see next slide). Please click on an available slot (light gray color) that you prefer instead. You may even select another simulator and configuration of the same aircraft type.

Booking Overview Close View

Filter Clear Filter

< > Aug 2012 Month Week 08/01/12 > Calendar

Favorites All Simulators

Favorite list 1 + -

1 2 >

- > 738 FT35 BER 1st choice ●●● ★ Favorites
- > 738 FT46 BER 2nd choice ●●○ ★ Favorites
- ~ 763 FT41 FRA 1st choice ●●● ★ Favorites

Aug 2012

	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr							
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0. 03:25 - 06:55																															
1. 07:00 - 11:00																															
2. 11:05 - 15:05																															
3. 15:10 - 19:10																															
4. 19:15 - 23:15																															
5. 23:20 - 03:20																															

Legend: Offer (orange), Confirmed (dark blue), Taken (light blue), Downtime (dark gray), Not Available (medium gray), Available (light gray), Not Taken (purple)

Available slots are visible on relevant simulators for the next 6 weeks.

Context menu: Confirm, Reject, Shift

1.3 How to shift a slot (2/2)

- You can also determine that only the exact dates are being considered for the change, or indicate a range of ± 3 or ± 7 days. In addition you can choose your preferred slot.
- To complete the shifting of the simulator slot please click on “Add to Shopping Cart”.
- A new window appears, informing you that the shift has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your request to LFT.

From
Simulator: 763 FT41 FRA
Location: FRA
Dry/Wet Lease: Dry
Date: 08/14/12
Time of day: 11.05 - 15.05 LT

To

In the overview please select a new slot in order to proceed the reposting.
If there's no slot available for your required time frame, you can select a different simulator of the same aircraft type.

Simulator*: 763 FT41 FRA Configuration*: Please select

Aug 2012

	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01	02	03	04	
0.	03:25 - 06:55																										
1.	07:00 - 11:00																										
2.	11:05 - 15:05																										
3.	15:10 - 19:10																										
4.	19:15 - 23:15																										
5.	23:20 - 03:20																										

Consider only exact dates for reposting.

Consider range of +/- 3 days for reposting.

Preferred slot of +/- 7 days for reposting.

Select All

Cancel

Add to Shopping Cart

Shift

Your shifting has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close

1.4 How to reject a slot (1/2)

© by Lufthansa Flight Training

- Please click on the offered slot (orange color) you want to reject.
- Now click on “Reject”.

Booking Overview Close View

Filter Clear Filter

< > Aug 2012 Month Week 08/01/12 > Calendar

Favorites All Simulators

Favorite list 1 +

1 2 >

> 738 FT35 BER 1st choice ●●● ★ Favorites

> 738 FT46 BER 2nd choice ●●○ ★ Favorites

▼ 763 FT41 FRA 1st choice ●●● ★ Favorites

Aug 2012

	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr							
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0. 03:25 - 06:55																															
1. 07:00 - 11:00																															
2. 11:05 - 15:05																															
3. 15:10 - 19:10																															
4. 19:15 - 23:15																															
5. 23:20 - 03:20																															

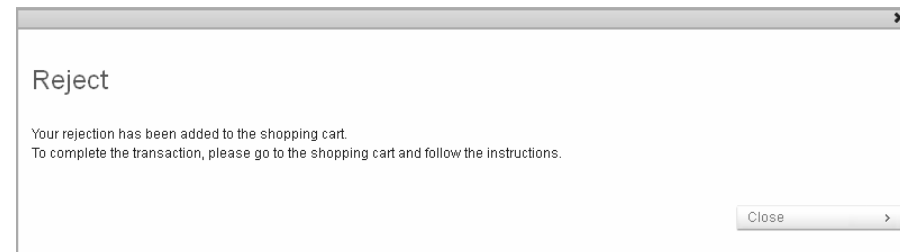
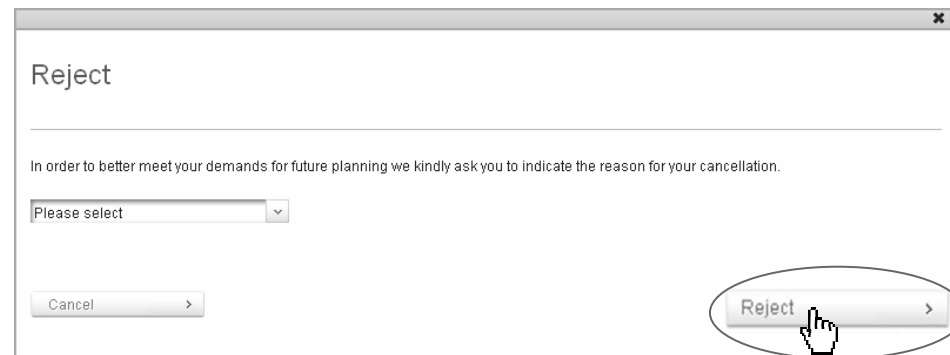
Offer Confirmed Taken Downtime Not Available Available Not Taken

Available slots are visible on relevant simulators for the next 6 weeks.

Confirm
Reject
Shift

1.4 How to reject a slot (2/2)

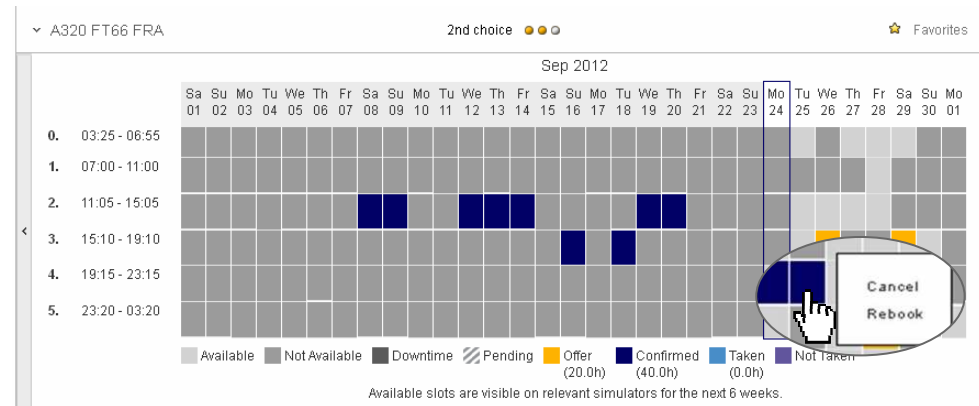
- A new window appears. Please indicate the reason why you would like to reject the slot. It will help us to improve your offers in the future.
- Please click on “Reject” to complete the transaction.
- Please note that rejecting slots on offer is free-of-charge.
- A new window appears, informing you that the rejection has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your request to LFT.



1.5 How to rebook a slot (1/2)

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- If you decide that the dates for confirmed slots are no longer suitable, you can rebook them.
- Please click on the confirmed slot (dark blue color) you would like to rebook.
- Please click on “Rebook”.
- A new window appears (see next slide). Please click on an available slot that you prefer. You may even select another simulator and configuration of the same aircraft type.



1.5 How to rebook a slot (2/2)

- Please note that rebooking may incur additional costs depending on the contract between your company and LFT.
- To complete the rebooking of the simulator slot please click on the option “Add to Shopping Cart”.
- A new window appears, informing you that the rebooking has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your rebooking to LFT.

Rebook

From

Simulator: A320 FT66 FRA
Location: FRA
Dry / Wet Lease: Dry
Date: 25.09.12
Time of day: 19:15 - 23:15 LT

To

In the overview please select a new slot in order to proceed the rebooking.
If there's no slot available for your required time frame, you can select a different simulator of the same aircraft type.

Simulator*: A320 FT66 FRA Configuration*: CFM

Sep 2012 Oct 2012

Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu

25 26 27 28 29 30 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23

0. 03:25 - 06:55
1. 07:00 - 11:00
2. 11:05 - 15:05
3. 15:10 - 19:10
4. 19:15 - 23:15
5. 23:20 - 03:20

I have to pay attention notice that additional costs might occur due to the rebooking of my booking.

Cancel Add to Shopping Cart

Rebook

Your rebooked slot has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close

1.6 How to cancel a slot (1/2)

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- Please click on the confirmed slot (dark blue color) you want to cancel.
- Please select the option “Cancel”.

Booking Overview Close View

Clear Filter

< > Aug 2012 Month Week 08/01/12 > Calendar

Favorites All Simulators

Favorite list 1 + -

1 2 >

> A333 FT47 FRA 1st choice ●●● ★ Favorites

> A333/346 FT63 MUC 2nd choice ●●● ★ Favorites

▼ A343 FT27 FRA 1st choice ●●● ★ Favorites

Aug 2012

	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0. 03:25 - 06:55																															
1. 07:00 - 11:00																															
2. 11:05 - 15:05																															
3. 15:10 - 19:10																															
4. 19:15 - 23:15																															
5. 23:20 - 03:20																															

Legend: Offer (Yellow), Confirmed (Dark Blue), Taken (Light Blue), Downtime (Black), Not Available (Grey), Available (Light Grey), Not Taken (Dark Blue)

Available slots are visible on relevant simulators for the next 6 weeks.

Cancel
Rebook

1.6 How to cancel a slot (2/2)

- A new window appears. Please indicate the reason why you would like to cancel the slot. It will help us to improve your offers in the future.
- Please note that cancellations may incur additional costs depending on the contract between your company and LFT.
- Please click on “Cancel Booking”.
- A new window appears, informing you that the cancellation has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your cancellation to LFT.

Cancel Booking

Simulator: A343 FT27 FRA
Location: FRA
Dry / Wet Lease: Dry
Date: 08/16/12
Time of day: 15:10 - 19:10 LT

In order to better meet your demands for future planning we kindly ask you to indicate the reason for your cancellation.

Please select

I have taken notice that additional costs might occur due to the cancellation of my booking.

Cancel

Cancel Booking

Cancel

Your cancellation has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close

2. The List View

The List View offers 5 different features:

List View

Print >

Close View >

> Filter

Clear Filter >

Availabilities	Requests	Offers	Confirmations	History
<p>The listed times are simulator slots, that have been offered to you by Lufthansa Flight Training.</p> <p>Please note that these slots are not exclusively reserved for you, they are subject to prior sales.</p>	<p>The listed slots summarize all slots that you have preferably requested.</p>	<p>The listed slots have exclusively been offered to you by Lufthansa Flight Training according to your training needs.</p>	<p>The listed slots show your confirmed training times.</p>	<p>Here you will find the history of all transactions processed via MySIM.</p>

2.1. How to request a slot (1/2)

- Please go to the List View and click on “Availabilities“. You find available training times on all simulators for at least the upcoming seven days.
- Please choose the simulator with the available slots and select one or more slots that you want to request.
- In order to confirm your request you can either click on the checkmark symbol on the right side (to confirm one single slot) or use the “Request” button on the bottom left (to confirm a selection of slots at once).

List View

Print > Close View >

> Filter Clear Filter >

Availabilities Requests Offers Confirmations History

The listed times are slots (status available) for training, that have been offered to you in order to easily book your training. Please note that these slots are not exclusively reserved for you, they are subject to prior sales.

Showing 1 - 10 of 63 results. Items per Page 10 Page 1 of 7 First Previous Next Last

<input type="checkbox"/>	SIM Family	FT-No.	Location	Date ▲	Start	End	Duration	Action
<input type="checkbox"/>	A330/340	FT36	FRA	08/11/12	03:25	06:55	03:30	✓
<input type="checkbox"/>	A330/340	FT42	FRA	08/11/12	03:25	06:55	03:30	✓
<input type="checkbox"/>	A330/340	FT63	MUC	08/11/12	04:15	06:00	01:45	✓
<input type="checkbox"/>	A330/340	FT27	FRA	08/11/12	07:00	11:00	04:00	✓
<input type="checkbox"/>	A330/340	FT36	FRA	08/11/12	07:00	11:00	04:00	✓
<input type="checkbox"/>	A330/340	FT27	FRA	08/11/12	15:10	19:10	04:00	✓
<input type="checkbox"/>	A330/340	FT36	FRA	08/11/12	18:10	19:10	01:00	✓
<input type="checkbox"/>	A330/340	FT27	FRA	08/11/12	19:15	23:15	04:00	✓
<input type="checkbox"/>	A330/340	FT63	MUC	08/12/12	00:10	03:20	03:10	✓
<input type="checkbox"/>	A330/340	FT27	FRA	08/12/12	07:00	11:00	04:00	✓

Showing 1 - 10 of 63 results. Items per Page 10 Page 1 of 7 First Previous Next Last

selected Request >

2.1. How to request a slot (2/2)

- A new window appears, the booking request. Please enter the necessary information. LFT needs the following fields to answer your request: Customer, Customer Code, Dry/Wet and Type.
- The two movable slides under the slot time can be adjusted to your needs.
- If you mark the request as binding the slot will be booked immediately with the status *confirmed*. Otherwise LFT would offer the requested slot to you before your confirmation.
- Complete your request by clicking on “Add to Shopping Cart”. A new window appears, informing you that the request has successfully been added to the shopping

Filter:

Booking Request

Simulator: A343 FT36 FRA
Location: FRA
Date: 08/11/12
Time of day: 06:55 LT

Please fill out the following fields with your booking information. Fields marked with an asterisk * are mandatory.

Customer*: Sub Customer:
Crew Number:
Lesson Number:
Dry/Wet and Type*:

This request is binding and the simulator slot will immediately be booked into the status "confirmed".

Cancel >

Add to Shopping Cart >

Request

Your Request has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close >

2.2 How to confirm a slot

- On the page before you learned how to make a binding new request to have the slot confirmed immediately. Here you will learn how to confirm slots that are on offer.
- Please go to the List View in MySIM and click on “Offers”. Select one or more slots that have been offered to you for your training.
- In order to confirm the offer you can either click on the checkmark symbol on the right side (to confirm one single offer) or use the “Confirm” button on the bottom left (to confirm a selection of offers).
- A new window appears, informing you that the confirmation has been successfully added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send”

List View

Print > Close View >

> Filter Clear Filter >

Availabilities Requests **Offers** Confirmations History

The listed slots have explicitly been offered to you by Lufthansa Flight Training according to your training needs.

Showing 1 - 10 of 88 results. Items per Page 10 Page 1 of 9 First < Previous Next > Last >>

SIM Family	FT-No.	Location	Date	Start	End	Duration	Dry/Wet	Purpose	Customer	Customer Code	Crew No.	Sub-Customer	Due date	Offer date	Action
757/767	FT41	FRA	08/11/12	19:15	23:15	04:00	Dry	T							✓ X ⇌
757/767	FT62	BER	08/11/12	23:20	03:20	04:00	Dry	T							✓ X ⇌
757/767	FT41	FRA	08/12/12	23:20	03:20	04:00	Dry	T							✓
757/767	FT62	BER	08/12/12	23:20	03:20	04:00	Dry	T							✓ X ⇌
757/767	FT62	BER	08/13/12	11:05	15:05	04:00	Dry	T							✓ X ⇌
757/767	FT41	FRA	08/13/12	15:10	19:10	04:00	Dry	R							✓ X ⇌
757/767	FT41	FRA	08/13/12	19:15	23:15	04:00	Dry	T							✓ X ⇌
777	FT62	BER	08/14/12	02:55	06:55	04:00	Dry	T							✓ X ⇌
777	FT62	BER	08/14/12	07:00	11:00	04:00	Dry	T							✓ X ⇌
757/767	FT41	FRA	08/14/12	11:05	15:05	04:00	Dry	R							✓ X ⇌

Showing 1 - 10 of 88 results. Items per Page 10 Page 1 of 9 First < Previous Next > Last >>

selected Confirm > Reject > Update Crewinfo >

Confirm

Your confirmation has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close >

2.3 How to shift a slot (1/2)

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- Please go to the List View and click on “Offers”.
- Please select one slot that has been offered to you for your training and that you want to shift.
- Click on the arrow symbol on the right side in order to shift your slot.

List View Print Close View

Clear Filter

Availabilities **Offers** Confirmations History

The listed slots have explicitly been offered to you by Lufthansa Flight Training according to your training needs.

Showing 1 - 10 of 88 results. Items per Page 10 Page 1 of 9 First Previous Next Last

<input type="checkbox"/>	SIM Family	FT-No.	Location	Date ▲	Start	End	Duration	Dry / Wet	Purpose	Customer	Customer Code	Crew No.	Sub Customer	Due date	Offer date	Action
<input type="checkbox"/>	757/767	FT41	FRA	08/11/12	19:15	23:15	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT62	BER	08/11/12	23:20	03:20	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/12/12	23:20	03:20	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/12/12	23:20	03:20	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/13/12	11:05	15:05	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/13/12	15:10	19:10	04:00	Dry	Recurre							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/13/12	19:15	23:15	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/14/12	02:55	06:55	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/14/12	07:00	11:00	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/14/12	11:05	15:05	04:00	Dry	Recurre							✓ X →

Showing 1 - 10 of 88 results. Items per Page 10 Page 1 of 9 First Previous Next Last

Confirm Reject Update Crewinfo

2.3 How to shift a slot (2/2)

- A new window appears. Please click on an available slot (light gray color) that you prefer instead. You may even select another simulator of the same aircraft type.
- You can also determine that only the exact dates are being considered for your changes or indicate a range of ± 3 or ± 7 days. In addition you can choose your preferred slot.
- To complete the shifting of the simulator slot please click on "Add to Shopping Cart".
- A new window appears, informing you that the shift has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on "Send" to send your request to LFT.

The screenshot shows a web interface for shifting simulator slots. At the top, it displays flight details: From: 772 FT62 BER, Location: BER, Dry/Wet Lease: Dry, Date: 08/11/12, Time of day: 23:20 - 03:20 LT. Below this, there's a 'To' section with instructions: 'In the overview please select a new slot in order to proceed the reposting. If there's no slot available for your required time frame, you can select a different simulator of the same aircraft type.' A 'Simulator*' dropdown menu is set to '772 FT62 BER'. The main part of the interface is a calendar grid for August 2012, with time slots listed on the left: 0. 03:25 - 06:55, 1. 07:00 - 11:00, 2. 11:05 - 15:05, 3. 15:10 - 19:10, 4. 19:15 - 23:15, 5. 23:20 - 03:20. A mouse cursor is hovering over a light gray slot on August 26th in the 19:15 - 23:15 time slot. Below the calendar, there are three radio button options: 'Consider only exact dates for reposting.' (selected), 'Consider range of +/- 3 days for reposting.', and 'Consider range of +/- 7 days for reposting.'. A 'Preferred slot' dropdown menu is set to 'Select All'. At the bottom, there are 'Cancel' and 'Add to Shopping Cart' buttons. A 'Shift' section at the bottom contains the message: 'Your shifting has been added to the shopping cart. To complete the transaction, please go to the shopping cart and follow the instructions.' and a 'Close' button.

2.4 How to reject a slot (1/2)

- Please go to the List View and click on “Offers”.
- Select one or more slots that you want to reject.
- Click on the X symbol on the right side in order to reject the slot or use the “Reject” button on the bottom left.

List View Print Close View

Clear Filter

Availabilities Requests **Offers** Confirmations History

The listed slots have explicitly been offered to you by Lufthansa Flight Training according to your training needs.

Showing 1 - 10 of 88 results. Items per Page 10 Page 1 of 9 First Previous Next Last

<input type="checkbox"/>	SIM Family	FT-No.	Location	Date ▲	Start	End	Duration	Dry / Wet	Purpose	Customer	Customer Code	Crew No.	Sub Customer	Due date	Offer date	Action
<input type="checkbox"/>	757/767	FT41	FRA	08/11/12	19:15	23:15	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT62	BER	08/11/12	23:20	03:20	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/12/12	23:20	03:20	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/12/12	23:20	03:20	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/13/12	11:05	15:05	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/13/12	15:10	19:10	04:00	Dry	Recurre							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/13/12	19:15	23:15	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/14/12	02:55	06:55	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	777	FT62	BER	08/14/12	07:00	11:00	04:00	Dry	Type Ra							✓ X →
<input type="checkbox"/>	757/767	FT41	FRA	08/14/12	11:05	15:05	04:00	Dry	Recurre							✓ X →

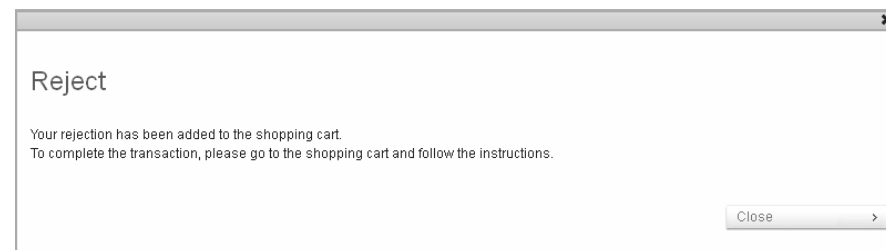
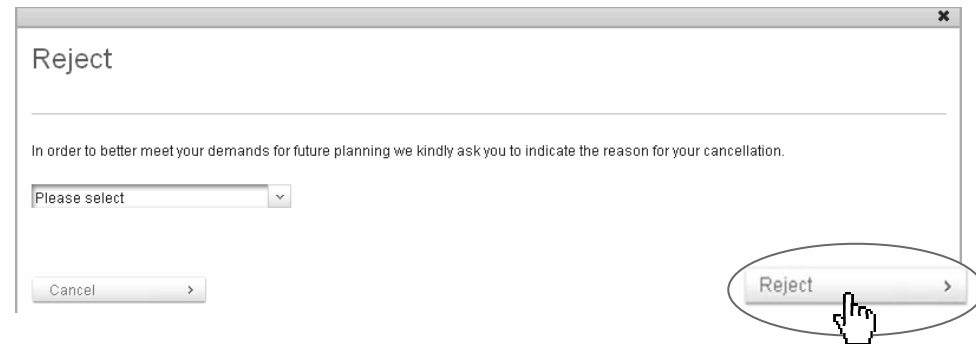
Showing 1 - 10 of 88 results. Items per Page 10 Page 1 of 9 First Previous Next Last

selected Confirm **Reject** Update Crewinfo

2.4 How to reject a slot (2/2)

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- A new window appears. Please indicate the reason why you would like to reject the slot. It will help us to improve your offers in the future.
- Please click on “Reject” to complete the transaction.
- Please note that rejecting slots is always free-of-charge.
- A new window appears, informing you that the rejection has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your request to LFT.



2.5 How to rebook a slot (1/2)

- Please go to the List View and click on “Confirmations”.
- Choose the booking that you would like to rebook.
- Please click on the arrow symbol on the right side in order to rebook your slot.

List View Print > Close View >

> Filter Clear Filter >

From To Use Filter >

Availabilities Requests Offers **Confirmations** History

The listed slots show your confirmed training times.
Showing 3 results.

<input type="checkbox"/>	SIM Family	FT-No.	Location	Date ▲	Start	End	Duration	Dry / Wet	Purpose	Customer	Customer Code	Crew No.	Sub Customer	Action
<input checked="" type="checkbox"/>	A330/340	FT47	FRA	10/01/12	23:20	03:20	04:00	Dry	Type Ra					X →
<input type="checkbox"/>	A330/340	FT47	FRA	10/03/12	23:20	03:20	04:00	Dry	Type Ra					X →
<input type="checkbox"/>	Q400	FT54	VIE	10/11/12	03:40	07:10	03:30	Dry	Type Ra					X →

Showing 3 results.
selected Cancel > Update Crew Info >

2.5 How to rebook a slot (2/2)

© by Lufthansa Flight Training

- A new window appears. Please click on an available slot that you prefer. You may even select another simulator of the same aircraft type.
- Please note that rebooking may incur additional costs depending on the contract between your company and LFT.
- To complete the rebooking of the simulator slot please click on the option “Add to Shopping Cart”.
- A new window appears, informing you that the rebooking has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your rebooking to LFT.

The screenshot shows a 'Rebook' window with the following details:

From
Simulator: A333 FT47 FRA
Location: FRA
Dry / Wet Lease: Dry
Date: 10/03/12
Time of day: 23:20 - 03:20 LT

To
In the overview please select a new slot in order to proceed the rebooking.
If there's no slot available for your required time frame, you can select a different simulator of the same aircraft type.

Simulator: A333 FT47 FRA

Calendar view for Sep 2012 and Oct 2012. The grid shows slots for various times: 03:25 - 06:55, 07:00 - 11:00, 11:05 - 15:05, 15:10 - 19:10, and 19:15 - 23:15. A hand cursor is pointing to a slot in the 11:05 - 15:05 time frame on October 1st.

I have taken notice that additional costs might occur due to the rebooking of my booking.

Buttons: Cancel, Add to Shopping Cart

Rebook
Your rebooked slot has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close

2.6 How to cancel a slot (1/2)

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- Please go to the List View and click on “Confirmations”.
- Please select the confirmed simulator slot that you want to cancel.
- To process your cancellation click on the **X** symbol on the right side or use the “Cancel” button on the bottom left.

List View Print Close View

Filter Clear Filter

From To Use Filter

Availabilities Requests Offers **Confirmations** History

The listed slots show your confirmed training times.

Showing 3 results.

<input type="checkbox"/>	SIM Family	FT-No.	Location	Date ▲	Start	End	Duration	Dry / Wet	Purpose	Customer	Customer Code	Crew No.	Sub Customer	Action
<input type="checkbox"/>	A330/340	FT47	FRA	10/01/12	23:20	03:20	04:00	Dry	Type Ra					X →
<input type="checkbox"/>	A330/340	FT47	FRA	10/03/12	23:20	03:20	04:00	Dry	Type Ra					X →
<input type="checkbox"/>	Q400	FT54	VIE	10/11/12	03:40	07:10	03:30	Dry	Type Ra					X →

Showing 3 results.

selected Cancel Rate Crew Info

2.6 How to cancel a slot (2/2)

- A new window appears. Please indicate the reason why you would like to cancel the slot. It will help us to improve your offers in the future.
- Please note that cancellations may incur additional costs depending on the contract between your company and LFT.
- Please click on “Cancel Booking”.
- A new window appears, informing you that the cancellation has successfully been added to the shopping cart.
- Go to your shopping cart. Accept the General Terms and Conditions and click on “Send” to send your cancellation to LFT.

Cancel Booking

By choosing a reason for your cancellation from the drop down menu you help us to increase the planning reliability for your future demand.

Please select

I have taken notice that additional costs might occur due to the cancellation of my booking.

Cancel

Cancel Booking

Cancel

Your cancellation has been added to the shopping cart.
To complete the transaction, please go to the shopping cart and follow the instructions.

Close

3. The History Option

- Here you will find the history of all transactions processed via MySIM.
- The maximum time period includes the current year and the last year.
- You can search for past transactions using all available filters.
- A circle symbol on the left side gives you a quick indication on the current status of each transaction (red = “rejected“ and yellow = “pending“).

List View Print > Close View >

> Filter Clear Filter >

Action
 Select All + Use Filter >

Availabilities Requests Offers Confirmations History

Please find all information regarding the history of your slots that have been processed via MySIM below.

Showing 18 results:

Last Change	Action	Actor	New Status	Slot	Booking Information
08/13/12 14:56	Requested	Kunde3, Test3	PENDING	08/14/12 07:00 - 11:00 A343 FT36 FRA	Ⓛ
08/03/12 14:50	Confirmed	LFT Planning	CONFIRMED	08/05/12 00:10 - 03:20 A333/346 FT63 MUC	Ⓛ
08/03/12 14:50	Requested	Kunde3, Test3	PENDING	08/05/12 00:10 - 03:20 A333/346 FT63 MUC	
08/01/12 12:25	Cancelled	Kunde3, Test3	-	06/13/12 19:15 - 23:15 A343 FT27 FRA	Ⓛ
07/25/12 14:56	Cancelled	Kunde3, Test3	-	07/30/12 19:15 - 23:15 A343 FT36 FRA	Ⓛ
07/24/12 11:49	Confirmed	LFT Planning	OFFER	07/29/12 23:20 - 03:20 A333 FT47 FRA	Ⓛ
07/24/12 11:49	Requested	Kunde3, Test3	PENDING	07/29/12 23:20 - 03:20 A333 FT47 FRA	
07/23/12 13:00	Cancelled	Kunde3, Test3	PENDING	07/24/12 23:20 - 03:20 A333 FT47 FRA	Ⓛ
07/23/12 12:21	Cancelled	Kunde3, Test3	PENDING	07/25/12 23:20 - 03:20 A333 FT47 FRA	Ⓛ

4. The Shopping Cart

- All transactions processed in MySIM are collected in the shopping cart for your final approval. From here you can send your requests directly to the Lufthansa Flight Training simulator planning team. Just accept the General Terms and Conditions and click on “Send”.
- You can also clear your shopping cart entirely by one click on “Clear Cart”.
- Shopping carts hold your transactions up to a maximum of **30** minutes. Then a window will appear to inform you that your transactions will be deleted if you don't forward them to LFT.

Shopping Cart to Booking Overview > to List View >

Showing 4 results:

Simulator	Order	Date	Time	Duration	Booking information	
A320 FT44 BER	Confirm	09/26/12	10:35 - 14:35	04:00	Customer Code: DRY Dry / Recurrent	> Remove
A320 FT44 BER	Confirm	09/26/12	18:45 - 22:45	04:00	Customer Code: DRY Dry / Recurrent	> Remove
A320 FT44 BER	Confirm	09/26/12	22:50 - 02:50	04:00	Customer Code: DRY Dry / Recurrent	> Remove
A320 FT44 BER	Confirm	09/27/12	14:40 - 18:40	04:00	Customer Code: DRY Dry / Recurrent	> Remove

Showing 4 results:

Clear Cart Accept the [General Terms and Conditions](#) Send

Attention

The reservation time for your shopping cart will expire in [x] minutes and the containing transactions will be deleted. To avoid this please send your transactions to Lufthansa Flight Training immediately
Do you want to go to the shopping cart?

Go to cart > Close >

5. Availability Request

- Please select the option 'Availability Request' from the welcome page in MySIM.
- A new window appears. After having provided all relevant data please click on "Send your request".
- You will receive a note saying that your request has been successfully sent to Lufthansa Flight Training.
- Your request will be sent as an e-mail to the planning team who will quickly look after your request.

Availability Request

In order to request available slots for your training please fill out the form below. Fields marked with an asterisk* are mandatory.

Simulator

Customer* Aircraft Type*

DryWet and Training Purpose

Please indicate the time frame for which you want to request availabilities.

Your request has been successfully sent to Lufthansa Flight Training.

6. Booking Request (1/2)

- Please select the option 'Booking Request' from the welcome page in MySIM.
- A new window appears. You can either make a booking request for a complete simulator family or choose and limit your request to one simulator or one location.
- Please provide your personal booking information.

- Simulator Bookings
 - > Booking Overview
 - > List View
 - > Availability Request
 - Booking Request**
 - > Annual Requirement
 - > SCS
- Downloads
 - > Technical Simulator Documents
- Travel Services
 - > Flight tickets
 - > Hotels
 - > Other Travel Services
- Change Password
- Working group

Booking Request

Please choose your favorite full-flight simulator and the respective sessions.

Customer Information

Customer*

Simulator

Simulator Family*
 Optionally you can limit your request to one simulator or one location.

Simulator Location

Booking Information

Dry/Wet and Training Purpose* <input type="text" value="Please select"/>	Crew Number <input type="text"/>
Sub Customer <input type="text"/>	Lesson Number <input type="text"/>

6. Booking Request (2/2)

- You can add more requests by clicking on the provided box.
- A text box is also available in order for you to communicate any further questions or wishes in a direct and quick way.
- To complete your booking request, please click on “Send your Request”.
- You will receive a note saying that your request has been successfully sent to Lufthansa Flight Training.

The screenshot shows a web form for submitting a booking request. It is divided into two main sections: "Slot Information" and "Your message".

Slot Information: This section contains three input fields: "Date" (with a calendar icon), "Preferred slot" (with a dropdown menu showing "Select All" and a plus sign), and "SIM slot (in hrs.)" (with a dropdown menu showing "Please select" and a plus sign). Below these fields are three radio button options: "Consider only exact dates for your request." (selected), "Consider range of +/- 3 days for your request.", and "Consider range of +/- 7 days for your request." To the right of these options is a "More requests" button with a plus sign, which is circled in red and has a hand cursor pointing to it.

Your message: This section has a heading "Your message" circled in red, followed by the instruction "Please indicate more information here if necessary." Below this is a large, empty text area.

At the bottom of the form is a "Send your Request" button with a right-pointing arrow, also circled in red.



✔ Your request has been successfully sent to Lufthansa Flight Training.

7. Annual Requirement (1/4)

- Please select the option 'Annual Requirement' from the welcome page in MySIM.
- Please indicate your annual training volumes here and keep them up-to-date – divided into recurrent trainings, type ratings and other trainings.
- It will help you to achieve a higher degree of planning certainty and it will help us to allocate the right amount of simulator capacity for you at all times.



Your simulator bookings.



You just would like to check, whether all your sessions are already booked? Here we offer you the possibility to check your sessions in an easy way and of course you can add new requests.

Annual Requirement

Customer

Select All

Use Filter

Please indicate your training requirements here. You can announce the required amount of training hours for the upcoming months. These indications help you to achieve a higher degree of planning certainty via early reservation of your required trainings.

Customer	Customer Code	Simulator Family	Dry/Wet Lease	Last Updated	
	DRY	Q400	Dry	09/18/12	Show Edit
		737NG	Dry	08/23/12	Show Edit
		A320	Dry	08/30/12	Show Edit
		737CL	Dry	09/07/12	Show Edit

Create New

7. Annual Requirement (2/4)

- Step 1: Please select the relevant simulator family and whether you would like the training slots in Dry or Wet Lease.
- Then click on 'Next'.

Annual Requirement

Step 1 / 2

Customer*
Please select

Simulator Family*
Please select

Dry / Wet Lease
Please select

Cancel >

Next >

7. Annual Requirement (3/4)

- Step 2: Please indicate your estimated training demand in hours into the specific boxes.
- Please feel free to add any comments regarding your estimated training demand in the provided “Comments” box.
- Click on ‘Complete’.

Annual Requirement

Step 2 / 2

Customer	
Simulator Family	737CL
Dry / Wet Lease	Wet

Month	Recurrent Trainings	Type Ratings	Other
January 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
February 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
March 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
April 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
May 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
June 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
July 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
August 2013	<input type="text"/>	<input type="text"/>	<input type="text"/>
September 2012	<input type="text"/>	<input type="text"/>	<input type="text"/>
October 2012	<input type="text"/>	<input type="text"/>	<input type="text"/>
November 2012	<input type="text"/>	<input type="text"/>	<input type="text"/>
December 2012	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0 Hours	0 Hours	0 Hours

Comments:

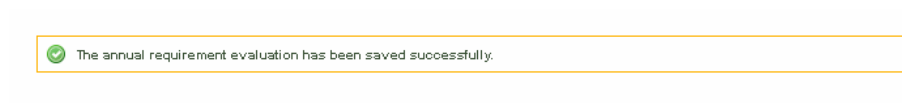
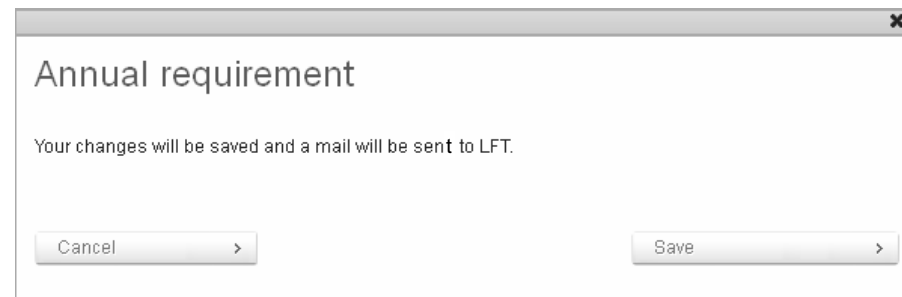
Cancel >

Complete >

7. Annual Requirement (4/4)

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- A new window appears, informing you that your changes will be saved and a mail will be sent to Lufthansa Flight Training. Please click on 'Save'.
- A note will appear saying that your annual requirement evaluation has been saved successfully.



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