



AppCal Support

Messagebox, SCR and swap messages

Messagebox

Writing a new message

From the **Participants page**, find the participant you wish to message and click on the **Send message to** button. Alternatively go to the **Messagebox**, select **write a new message** and start typing the name of the company and select the correct company name you wish to message.

You can specify the person to send the message to by clicking on "Attention (optional):", the message will still go to the common company message box, but the specified person will appear on the subject line.

You can send a message to multiple companies by clicking the "To: Another Company" button.

Write your message, attach items if needed and click on "Send". A copy of the sent message will be placed in your **Outbox**.

Replying to a message

Once you open a message there are several options on following actions.

- Clicking "Reply" will bring you to the send message page to reply to the received message. The original text and the attachments will show in the send message window. Text, subject and attachments can be adjusted if necessary
- Clicking "Forward" on an open message will give you the opportunity to forward the message to someone else. Select a "To" company from the drop-down list. The original text and the attachments will show in the "Send Message" window
- If you want to send the message to an external email, click on "Forward to email". Kindly note, it is not possible to reply to the original sender from a message forwarded from the AppCal **Messagebox** to an external address

Instant messaging

The **Messagebox** has a pop-up notification for new messages. To send and receive these pop-up notifications, you must be logged into AppCal. Kindly note, the pop-up will not occur if you have added an optional notification email found under **My Info**.

Send a message and the recipient will now receive a pop-up notification in the right hand corner of AppCal. From this pop-up it is possible to either "Open" or "Close" the message. All messages will be stored in the message box.

Auto-forwarding a message to an external email address

Click "Options" on the **Messagebox** page. Choose from the different forwarding possibilities by ticking the box next to the option and fill in the email address you want the messages to be forwarded to.

To stop auto-forwarding simply untick the box.

SCR Message box

All necessary information on SCR messages and formats can be found in IATA's Standard Schedules Information Manual (SSIM). In case of differences of interpretation between this AppCal Help Page and the SSIM, the SSIM will prevail.

- To write a SCR Message go to the **Messagebox** page and choose "Write a SCR Message"



- Select the recipient from the drop-down menu on "To". You can only send a SCR Message to **one** company at a time
- You can either paste a ready SCR Message by clicking "Paste an already written SCR into the message" or use the SCR editor

Complete the required message heading fields in the editor.

Season	Date	Airport	Time	Creator email
W19	17MAY	YYZ	<input checked="" type="radio"/> UTC <input type="radio"/> Local	

By default, the season corresponds to the current Scheduling Conference Season. It can be overwritten. **Optional:** Selecting "Local", will create //LT in the Creator Reference Line. Including an email address in the "Creator email" will add an email address in the Creator Reference Line.

Note that AppCal will **not** send a copy of the SCR message to the creator email address. This address will only be added to the SCR Creator Reference Line and used on reply (response) messages. Some coordinators will send an automatic response to the creator email address in addition to their reply in the AppCal **Messagebox**.

Complete the required schedule information data line fields in the editor. Field validation will appear if the information entered in a specific field is not properly formatted. Hover the mouse over a field header to review the required parameters for this field.

	C/R/N/D	Oper.	FltNo	Date Range	DOOP	Seats	A/C	Origin	Prev	Time	O/N	Next	Dest	St	Frq
Arr		MA	458												
Dep	C			03 MAY - 30 MAY	1234567	145									

Add Line Clear

When the mask is completed, click "Add Line". To create an Arrival Slot Data Line, complete the upper and middle sections of the mask, for a Departure Slot Data Line, the lower and middle sections of the mask and for a Turnaround Slot Data Line, complete all sections of the mask.

- If information is missing from the editor, a list will appear indicating the field(s) to be completed
- If the editor is properly filled, the SCR Data Line will be accepted
- Add as many Data Lines as necessary. Just complete the mask and click "Add Line"

You can edit the messages Schedule Information Data Lines.

- "Delete" will delete the line immediately left of the button
- "Copy" will copy the line back into the editor mask
- "Overwrite" will replace the line immediately left of the button with the mask content

Scheduling Information (SI) and General Information (GI) lines can be added to the SCR message.



SI:	<input type="text"/>
GI:	<input type="text"/>

[Create SCR Message](#)

Once your SCR message lines have been completed using the editor click on “Create SCR Message” to create the SCR formatted output.

Once you have clicked on “Create SCR Message” the output is displayed in the text box.

```
SCR
S10
03NOV
YYZ
CMA458 MA459 03MAY30MAY 1234567 145319 YQB1000 1100YWG JJ
RMA458 MA459 03MAY30MAY 1234567 145319 YQB0945 1040YWG JJ
SI PLEASE CONFIRM AS PER OUR CONVERSATION
```

[Copy to email](#)

[Send](#) [Cancel](#)

Completed SCR messages can then be sent by clicking “Send” and a copy will be placed in your Outbox.

Replying to a SCR Message

An incoming SCR Message will come to your **Messagebox**. Unread messages are highlighted in red. Click on the message title to display and action the SCR message.

There are two Quick-Reply options:

- If the message has been sent to you in error, click “Not For Us”
- If the SCR message is not properly formatted, click “Incorrect Message”
- In both cases, no further action is necessary. The message will be returned to the sender’s **Messagebox** with a comment added in the subject line

Clicking the “Reply” button will open the message in an editable text box. Reply to the SCR message by adjusting and/or deleting Schedule Information Data Line(s). Once message is edited properly, it can be sent.

Swap Messages

To create a swap message go to the **Messagebox** and click on “Write a swap message”.

Select a “To:” company from the drop down menu and complete the subject line. Note that you can only send a SWAP Message to one Company.

- Select one or more signers



- A signer is the Airline(s) you are swapping slots with
- A minimum of one signer is required in addition to the airline writing the message, which automatically shows as a signer
- If more than two airlines are involved, add other signer(s) by clicking on “Another Signer”
- A signer added in error can be removed, click on “Delete” next to the name

To: Attention (optional):

Subject:

Signer: Another Signer

Green Airline (GR)

Paste an already written SWAP message

The page is open on the swap editor. You can always send an existing swap message created outside of AppCal by choosing “Paste an already written SWAP message”.

Complete the required Message Heading fields in the editor.

Season	Date	Airport	Time	Creator email
<input type="text" value="W19"/>	<input type="text" value="17MAY"/>	<input type="text" value="YYZ"/>	<input checked="" type="radio"/> UTC <input type="radio"/> Local	<input type="text"/>

By default, the season corresponds to the current scheduling conference season. It can be overwritten. **Optional:** Selecting “Local”, will create //LT in the creator reference line. Including an email address in the “Creator email” will add an email address in the creator reference line.

Complete the required schedule information data line fields in the editor.

- As in the previously described SCR mask, field validation will appear if the information entered in a specific field is not properly formatted
- Hover the mouse over a field header will show the required parameters for that field

When the mask is completed, click on “Add Line”. To create an arrival slot data line, complete the upper and middle sections of the swap mask, for a departure slot data line, the lower and middle sections of the swap mask and for a turnaround slot data line, complete all sections of the swap mask.

- If information is missing from the editor, a list will appear indicating the field(s) to be completed when you will attempt to add the schedule information data line
- If the editor is properly filled, the SCR Data Lines will be accepted

Add the data lines for all airlines involved in the swap. Complete the mask and click on “Add Line”. You can edit the messages schedule information data lines like when writing SCR messages.

Once all the SCR message lines have been completed for all airlines involved in the swap, simply click on “Create SCR Message” to create the SCR formatted output which will show in the box.



```
SCR
//SWAP
S10
06NOV
YYZ
CMA458 03MAY30MAY 1234567 145319 YQB1000 J
RMA458 03MAY30MAY 1234567 145319 YQB0910 J
CCP961 03MAY30MAY 1234567 180767 YYC0910 J
RCP961 03MAY30MAY 1234567 180767 YYC1000 J
```

Copy to email

Send Cancel

Completed SCR messages can then be sent by clicking “Send”, and a copy will be placed in your Outbox.

Swap follow-up actions

- To be validated and transmitted to the coordinator, a swap message must be accepted (signed) by the other airline(s) part of the swap
- Only the HOD – or someone with an administrator role (see AppCal Support for an explanation) can accept a swap message
- A copy of the swap message is first placed in the swap inbox. Current message status is displayed

To sign/refuse a swap message - **airline**

- Open the swap message by clicking the message subject
- The message header indicates which airline(s) has already signed the swap
- To accept, click “Sign”
- To refuse, click “Refuse”. You will need to provide the reason for the refusal
- A refused swap message will not be sent to the coordinator
- In the case when more than two airlines are part of a swap, any of the airlines asked to sign can refuse, and consequently end the transaction
- A refused swap will be placed in all participating airlines inbox

To sign/refuse a swap message – **coordinator**

- Open the swap message by clicking the message subject
- The header indicates which airlines have signed the swap
- To accept the swap, click “Accept”
- Prepare the response to the SCR message by adjusting and/or deleting schedule information data line(s)
- A copy of the coordinator’s response will be sent to each airline signee
- Swap status will show accepted
- Once message is edited properly, it can be sent
- To refuse, click “Refuse” and you will need to provide a reason
- A copy of the coordinator’s response will be sent to each airline signee
- Swap status will show denied