

# ONLINE FORM FOR AVIATION

The screenshot shows a web browser window titled "Caricom > eApis Form > eApis - Windows Internet Explorer". The address bar shows "http://www.caricomeapis.org/default.aspx?tabid=392". The page content is divided into a "Menu" on the left and a "Flight Details" form on the right. The form is titled "Flight Details" and includes the instruction "Provide flight details and click next to continue." and "In order to see port list please select the type of transport from drop down list".

The form fields are organized into three sections:

- Reporting Party:** \* Name (Raymond Ray), \* Telephone (2462490470), \* Fax (2462284040).
- Flight Details:** \* Type (Flight), \* ID (R123), \* Carrier Name (Ray Airways), \* No. of Pass. (2), \* No. of Crew (2).
- Departure and Arrival:** \* Departure Date (2008/06/19), \* Time (16:30), \* Port (POS), \* Arrival Date (2008/06/19), \* Time (17:45), \* Port (BGI).

Numbered callouts (1-16) point to the following elements:

- 1: Reporting Party Name field
- 2: Reporting Party Telephone field
- 3: Reporting Party Fax field
- 4: Main menu button
- 5: Flight Details Type dropdown
- 6: Flight Details ID field
- 7: Flight Details Carrier Name field
- 8: Flight Details No. of Pass. field
- 9: Departure Date field
- 10: Departure Time field
- 11: Departure Port dropdown
- 12: Arrival Date field
- 13: Arrival Time field
- 14: Arrival Port dropdown
- 15: Main menu button
- 16: Next > button

A red asterisk (\*) indicates mandatory fields. A "Main menu" button is located at the bottom left, and a "Next >" button is at the bottom right.

\* Note all fields on this sheet are mandatory.

- 1** -Name Enter the name of the individual filling out the Form
- 2** -Telephone Enter Contact Number of Reporting Party **(Include Country Code)**
- 3** -Fax Enter Fax Number for reporting **(Include Country Code)**
- 4** -Type Use the **drop down arrow** and choose flight.
- 5** -ID Enter the Aircraft Registration Number or Registration Number. **(Do Not Include Spaces)**
- 6** – Carrier Name Enter Owner or Company Name
- 7** – No. Of Pass Enter Total Number of Passengers **(Use Numbers Only)**
- 8** – No. Of Crew Enter the Total Number of Crew **(Use Numbers Only)**
- 9** -Departure Date Use the **drop down arrow** and choose the **departure date**.
- 10** –Departure Time Enter the time the Aircraft is scheduled to depart. **(Use 24 Hour Format) E.g. 21:00**
- 11**- Departure Port Use the drop down arrow and Enter the Airport the Aircraft will be departing from. **(Choose the Three (3) Letter IATA Airport Code)**
- 12**- Arrival Date Use the **drop down arrow** and choose the **arrival date**.
- 13** – Arrival Time Enter the time the Aircraft is scheduled to arrive. **(Use 24 Hour Format) E.g. 22:00**
- 14** - Arrival Port Use the drop down arrow and Enter the Airport the Aircraft will be departing from. **(Choose the Three (3) Letter IATA Airport Code)**
- 15** – Main Menu This option will take the user back out to the main Menu and **not save the information entered**.

## 16- Next

Use this button to take the user to the **next page** on the form.

1. Flight Details > 2. Crew Members

Add Crew members and click next to continue.

**Details**  
ID: R123 Carrier: Ray Airways

**Departure and arrival**  
Departure Date: 2008/06/19 Time: 16:30 Departure Port: POS Arrival Date: 2008/06/19 Time: 17:45 Arrival Port: BGI

**Crew Member**

\* Last Name: Doe \* First Name: John \* Middle Name: Joe \* Nationality: BRB \* Sex: M

\* Passport Number: 25543653 \* Country of Issue: BRB \* Date of Expiry: 2015/05/05 \* Date of Birth: 2005/02/05 \* Embarkation: POS \* Debarment: BGI \* Clearance: [dropdown]

Ports of: POS BGI

Add

No.	Last name	Firs	Nationality	Sport No.	Issu	s	Birth	Emb	Deb	Clr	Edit / Delete
1	Raymond	Ray	TTO	M	T123456789	TTO	2010/09/04	1982/03/02	POS	BGI	Edit / Delete

Main Menu < Previous Next >

\* Mandatory field

**1** – Last Name Enter the Crew Member **Surname or Family Name**.

**2** – First Name Enter the Crew Member First Name.

**3** – Middle Name Enter the Crew Member Middle Name **\* Not a mandatory Field**

**4** – Nationality Use the drop down arrow and enter the Crew Member Nationality as stated in their Passport. **(Use the IATA Three (3) letter Country code in this field)**

- 5 – Sex** Use the drop down arrow and choose either **(M) for Male** or **(F) for Female**
- 6 – Passport Number** Enter the Crew Member Passport Number in this field.
- 7 – Country of Issue** Use the drop down arrow and enter the Country of issue on the Crew Member passport. **(Use the IATA Three (3) letter Country code in this field)**
- 8 – Date of Expiry** Enter the Expiration date listed in the Crew Member Passport. **(Use the Year/Month/Day format)**
- 9 – Date of Birth** Enter the Crew Member Date of Birth as stated in their Passport. **(Use the Year/Month/Day format using Backslashes (/) to separate them.)E.g. 2008/05/23**
- 10 –Embarkation** Use the drop down arrow and enter the Airport Code where the Crew Member boarded the Vessel. **(Use the Three (3) Letter IATA Airport Code)**
- 11- Debarkation** Use the drop down arrow and enter the Airport Code where the Crew Member disembarked the Aircraft. **(Use the Three (3) Letter IATA Airport Code)**
- 12 – Port of Clearance** Use the drop down arrow and enter the Airport Code where the Crew Member cleared with Customs and Immigration. **(Use the Three (3) Letter IATA Airport Code)**

1. Flight Details > 2. Crew Members > 3. Passengers List

Add passengers and click next to continue.

**Details**  
ID: R123 Carrier: Ray Airways

**Departure and arrival**  
Departure Date: 2008/06/19 Time: 16:30 Departure Port: POS Arrival Date: 2008/06/19 Time: 17:45 Arrival Port: BGI

**Passenger**

\* Last Name: Ray \* First Name: Carol \* Middle Name: \* Nationality: TTO \* Sex: F

\* Passport Number: 47666314 \* Country of Issue: TTO \* Date of Expiry: 2009/06/18 \* Date of Birth: 2000/12/8 \* Embarkation: POS \* Debarcation: BGI \* Clearance:

Ports of: POS BGI

yyyy/mm/dd yyyy/mm/dd

No.	Last name	F	Nationality	Sex	Pas	Issue	Expires	Birth	Emb	Deb	Edit / Delete
1	Doe	Jane	USA	F	54645661	USA	2011/12/12	1975/05/12	POS	BGI	Edit / Delete

Main Menu Summary < Previous Next >

\* Mandatory field

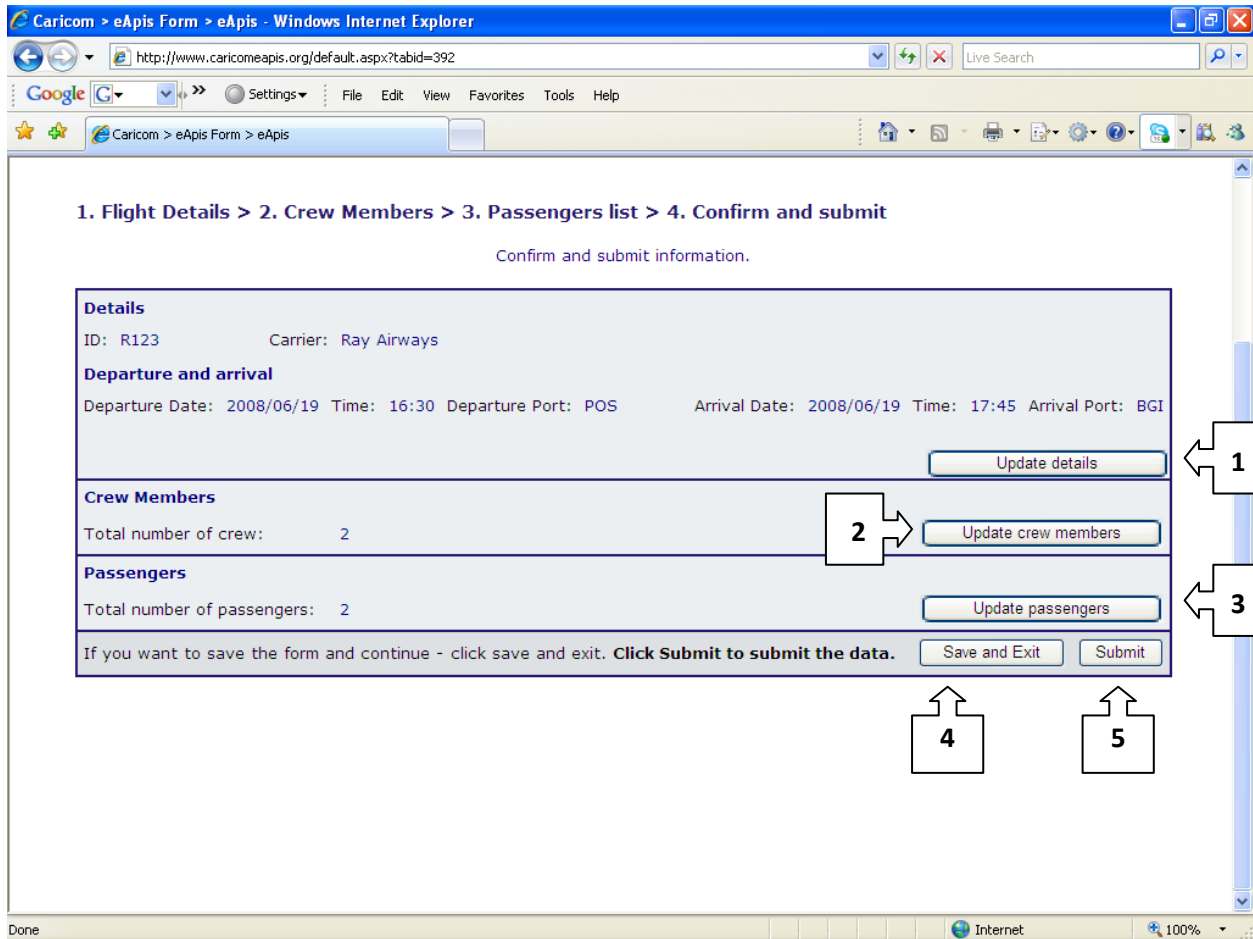
**1** – Last Name Enter the Passenger **Surname or Family Name**.

**2** – First Name Enter the Passenger First Name.

**3** – Middle Name Enter the Passenger Middle Name **\* Not a mandatory Field**

**4** – Nationality Use the drop down arrow and enter the Passenger Nationality as stated in their Passport. **(Use the IATA Three (3) letter Country code in this field)**

- 5 – Sex** Use the drop down arrow and choose either **(M) for Male** or **(F) for Female**
- 6 – Passport Number** Enter the Passenger Passport Number in this field.
- 7 – Country of Issue** Use the drop down arrow and enter the Country of issue on the Passenger passport. **(Use the IATA Three (3) letter Country code in this field)**
- 8 – Date of Expiry** Enter the Expiration date listed in the Passenger Passport. **(Use the Year/Month/Day format)**
- 9 – Date of Birth** Enter the Passenger Date of Birth as stated in their Passport. **(Use the Year/Month/Day format using Backslashes (/) to separate them.)E.g. 2008/05/23**
- 10 –Embarkation** Use the drop down arrow and enter the Airport Code where the Passenger boarded the Vessel. **(Use the Three (3) Letter IATA Airport Code)**
- 11- Debarkation** Use the drop down arrow and enter the Airport Code where the Passenger disembarked the Aircraft. **(Use the Three (3) Letter IATA Airport Code)**
- 12 – Port of Clearance** Use the drop down arrow and enter the Airport Code where the Passenger cleared with Customs and Immigration. **(Use the Three (3) Letter IATA Airport Code)**



**1 – Update Details**

Use this Button to make any adjustments to the Departure and Arrival Information on the form before submitting.

**2 – Update Crew Members**

Use this Button to make any adjustments to the Crew Members Details on the form before submitting.

**3 – Update Passengers**

Use this Button to make any adjustments to the Passenger Details on the form before submitting.

**4 – Save and Exit**

Use this Button to save the information entered on the form and exit without submitting.

**5 – Submit**

Use this button to submit the form once all information entered is correct.