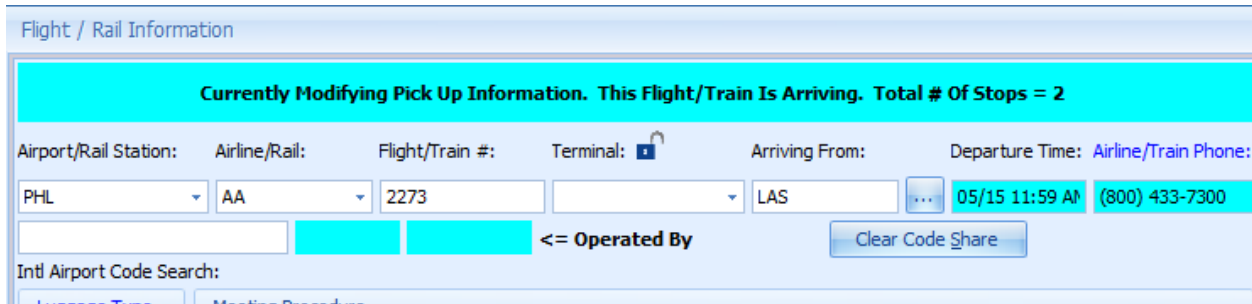


## Tech Tip Tuesday—May 4, 2021

### How to Enter Private Flights (and track them)

When you're entering flight information in Livery Coach, it's a simple matter of entering the airline and the flight number in the appropriate Flight Info screen.



The screenshot shows the 'Flight / Rail Information' screen. A red banner at the top reads 'Currently Modifying Pick Up Information. This Flight/Train Is Arriving. Total # Of Stops = 2'. Below this, there are several input fields: 'Airport/Rail Station' (PHL), 'Airline/Rail' (AA), 'Flight/Train #' (2273), 'Terminal' (empty), 'Arriving From' (LAS), and 'Departure Time' (05/15 11:59 AM). A button labeled 'Clear Code Share' is visible. Below the main form, there are sections for 'Intl Airport Code Search' and 'Luggage Type'.

That way, if you have the Flightview integration and service, the system will automatically track this flight.

But what if it's a private flight? How can it be entered, and how can it be tracked?

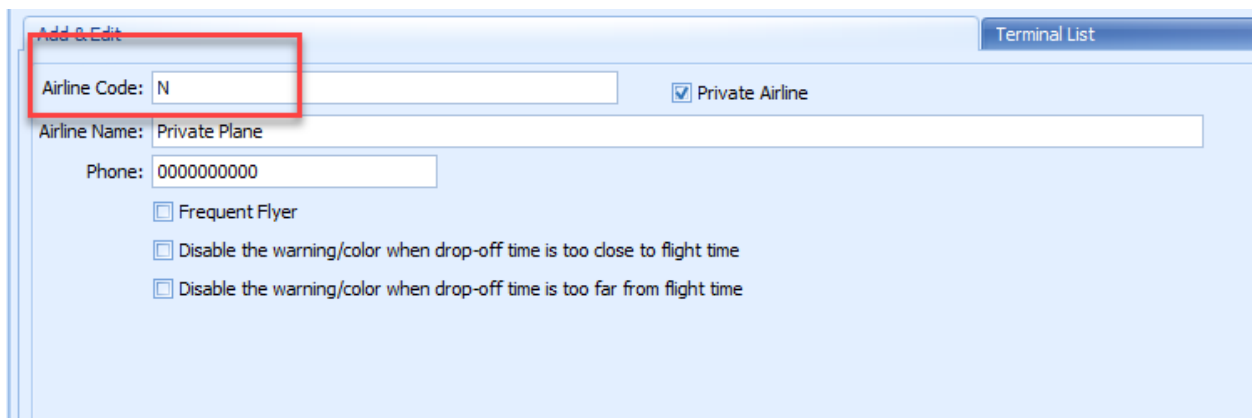
If you look at the above example of a commercial flight, you see that it is American Airlines (AA) and flight 2273. So when the system queries Flightview for information, it puts that together and asks for AA2273.

When tracking a private flight, since they don't have flight numbers, they are tracked instead by the tail number—a number (like a license plate for a car) that is unique for each plane.

An important thing to know is that all tail numbers of US registered planes begin with the letter "N".

(Canadian registered planes begin with "C", and Mexican registered planes begin with "X").

So if you navigate to Setup->Maintain->Airlines, make sure that there is an Airline with the Airline Code N.



The screenshot shows the 'Add & Edit' screen for Airlines. The 'Airline Code' field is highlighted with a red box and contains the letter 'N'. The 'Private Airline' checkbox is checked. The 'Airline Name' field contains 'Private Plane'. The 'Phone' field contains '0000000000'. There are three checkboxes below: 'Frequent Flyer' (unchecked), 'Disable the warning/color when drop-off time is too close to flight time' (unchecked), and 'Disable the warning/color when drop-off time is too far from flight time' (unchecked). A 'Terminal List' button is visible in the top right corner.

If you see a lot of private flights with Canadian and/or Mexican registration, you might want to add C and X as Airlines also.

Now, when you are entering the flight information in the flight window, you select “N” for the Airline, and the rest of the tail number (without the “N”) as the Flight number.

Flight / Rail Information

**Currently Modifying Pick Up Information. This Flight/Train Is Arriving. Total # Of Stops = 2**

Airport/Rail Station: PHL    Airline/Rail: N    Flight/Train #: 808T    Terminal: [lock icon]    Arriving From: [dropdown]    Departure Time: [dropdown]    Airline/Train Phone: 0000000000

[input]    [input]    <= Operated By    [Clear Code Share]

Intl Airport Code Search:

Language Type    Meeting Procedure

In the above example, when Flightview is trying to track the flight, just as with a commercial flight, it will combine the Airline and the Flight and get N808T—a tail number that it *might* be able to track.

Note that not all private flights are trackable. Sometimes the owner of the plane can block the tail number from being tracked for privacy reasons. (For an article about blocked tail numbers, you can click below).

But if the tail number isn't blocked, now your system should be able to track it.

<https://www.propublica.org/article/off-the-radar-private-planes-hidden-from-public-view-040810>