# Skydance Air, Inc.



## MIFOS Guide to Join and Connect

**To join and connect to MIFOS, please print this page and go through the following steps:**

Please read the "MIFOS Overview and Functionality" located in the "Home & Services" page of our website. You can also print it and use it as a user reference guide.

**1.** Open your iPhone App library and download the "Flight Ops" App free of charge.

**2.** Click on the App's "Sunface" Icon.

**2a**. View the Flight Operation Tracker Screen.

You can simulate flight operations by completing the data fields for a flight common for your operation. Check how time zones are considered, UTC times and, at completion of a flight, operational performance data and on-time/delay times are computed.  If you are operating a flying club, please check the Tach Time fields to be completed, if you are recording Tach Times.

**2b.** View the Cargo Screen.

You can enter cargo data into the input fields.
You will see some of the fields are populated with data from the Flight Ops Tracker screen.

**2c.** View the Aircraft Takeoff Performance (ATP) screen.

This function is applicable to flight operations, where the data can be transmitted to an aircraft performance based software program and when completed sent via internet to the pilot's email, where it can be viewed. The pilot will have a complete record of the load manifest and performance data for the flight on his/her iPad or iPhone..

**2d.**  Click on the icon in upper left corner of the screen, the transmit drop down window appears. If you select one of the transmit options, a note appears advising you that you do not have an identification number (COID).

3.   Click on the "About" icon in lower right corner of the screen direct you to the "About Us" screen. Click on skydanceair.com directs you to our website. If you have not familiarized yourself with MIFOS, please view the various web pages and the more detailed documents at the "Click here" icon. The website is best viewed on a larger screen such as iPad or laptop.

4.   Click on the "Inquiries/Payment" tab and read the "User's MIFOS's Payment Charge Structure," then click on the Payment Information icon. You will be asked to select an alpha numeric identification code (COID), which will be encrypted. Write the COID down and keep it in a safe place as it is part of your login credentials. Enter your average projected flight legs per month. The total cost will be presented to you based on $/leg x # legs estimate/Month.

   **4.1** Click on "Finalize Payment" and enter your credit card information.

5.   After acceptance of payment you are returned to the Inquire/Payment page and ready to join and get connected to MIFOS.
   **5a** Click on the "Sunface" icon in the left panel of the "Inquire/Payment" page stating "Download and follow the installation instructions".
   **5b.** In the drop down window click on – "Save as" and select "Desktop" then click "Save". Wait for download to complete, then close window and return to desktop.
   **5c.** On the desktop find the folder "Install_skydanceair.zip and double click, then in the dropdown window highlight install_skydanceair.zip and click on "Unzip" or "Extract". Scroll down and click on the little "Computer" icon Setup in the new dropdown window.
   **5d.** At the "Welcome" screen accept License Agreement "YES" and click "Next" on the remaining screens.

6.   Close all windows and on the desktop locate the Skydance Air "Sunface" logo. Double click on the logo will transfer you to MIFOS login screen. Login as the "COID" (keep in a safe place) and enter the password you received in your email after you accepted the payment. (keep the password in a safe place).

7.   Select "MIFOS – User Setup and Support Menu"

   **7a.** There are nine support files which need to be completed before you are able to transmit flight operations data. The support files are self-explanatory. The accuracy of the data entry is important to assure reliable processing of flight operations records, performance, operating expenses and P/L.

   **7.b** The first menu you will need to enter is The Company Personnel Names and Positions.. Listing an employee's position enables a company to allow personnel with specific positions access to only certain or all files. This is accommodated in the company personnel file, where an assigned position is associated with a person's name and an alpha numeric login code. The employee assigned this login code must keep it in a safe place.

   **7c.** After the data has been entered into all nine files and MIFOS log out, the encrypted COID will be sent to your email address. Follow the instructions to down load the COID to your "Flight Ops" App.

8. You are now ready to enter and transmit flight operations data. Click on the icon in the upper left corner of the screen and a transmit dropdown window appears. One of the transmit options is you can export stored flight log data to your email. This function enables you to create a pilot log by exporting the file into an excel work sheet.

9. After transmitting flight data, return to your computer, click the "Sunface" icon on the desktop, enter login name (COID) and password (sent to your email), at Company Id enter the employee login code. In the top of the screen the MIFOS account balance is displayed. Click on MIFOS - Main Menu and select any of the menus to view and/or print flight operations and financial data. The data processing is automated, so each time you transmit flight data all files are immediately updated. As soon as your account is depleted to $2.00, you will receive a notice to replenish your account and return to the Skydanceair.com Inquire/Payment page and click on payment information.

**Enjoy the MIFOS experience!**