

EVIONICA



Weight & Balance

User Guide

Revision: 2.0
Revision date: 28.08.2023

Find your flight

The screenshot shows the EVIONICA FLIGHT SCHEDULE interface. At the top left, the logo 'EVIONICA' is displayed with 'powered by Evionica' below it. The main header is 'FLIGHT SCHEDULE' with 'ONLINE John Doe' on the right. Below the header, there is a search bar labeled 'Flight number' and a date selector showing '30 Aug 2023'. A red arrow points to the search bar with the text 'Filter list by entering flight number'. Another red arrow points to the date selector with the text 'Select operational date'. Below the search and date fields, there are tabs for 'Departures' and 'Arrivals'. The main content area displays a list of flights:

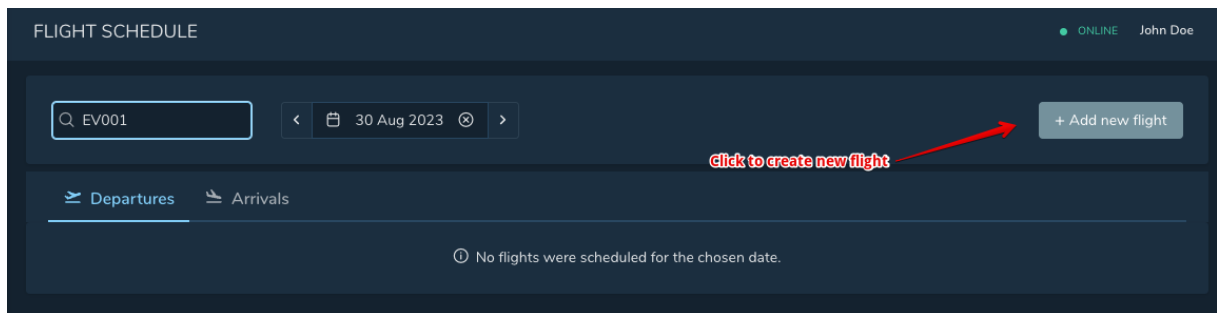
Flight Number	Time	Flight ID	Buttons
EV1561 WAW → BCN	23:30	EV-004	New Start balancing
EV1113 WAW → LHR	22:55	EV-002	New Start balancing
EV1112 WAW → FRA	22:40	EV-003	New Start balancing
EV1110 WAW → MAD	21:10	EV-001	New Start balancing

Flights' schedule is automatically populated with up to date flights. Start by finding flight you want to perform loadsheet for. Make sure the right operational date is selected. If you can't see your flight, try filtering the list by flight number.

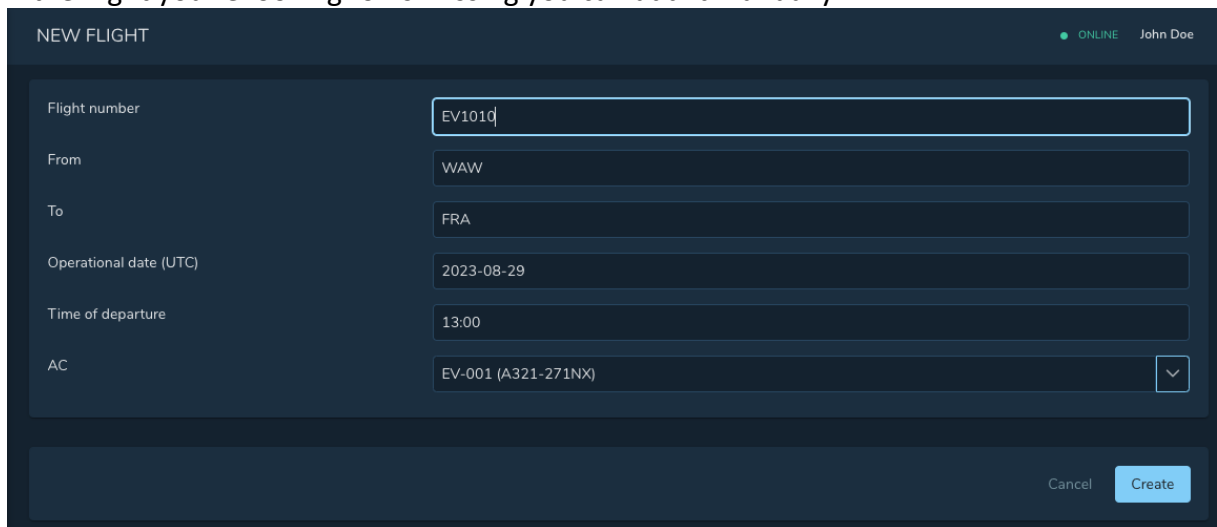
The screenshot shows the EVIONICA FLIGHT SCHEDULE interface with a confirmation dialog box. The dialog box is titled 'Start balancing EV1561' and contains the text 'You will be assigned to the flight'. Below the text, there are two buttons: 'Cancel' and 'Start balancing'. A red arrow points to the 'Start balancing' button with the text 'Click to confirm'. Another red arrow points to the 'Start balancing' button in the flight list above with the text 'Click to start balancing'.

Click your flight and start performing the loadsheet.

Can't find your flight?

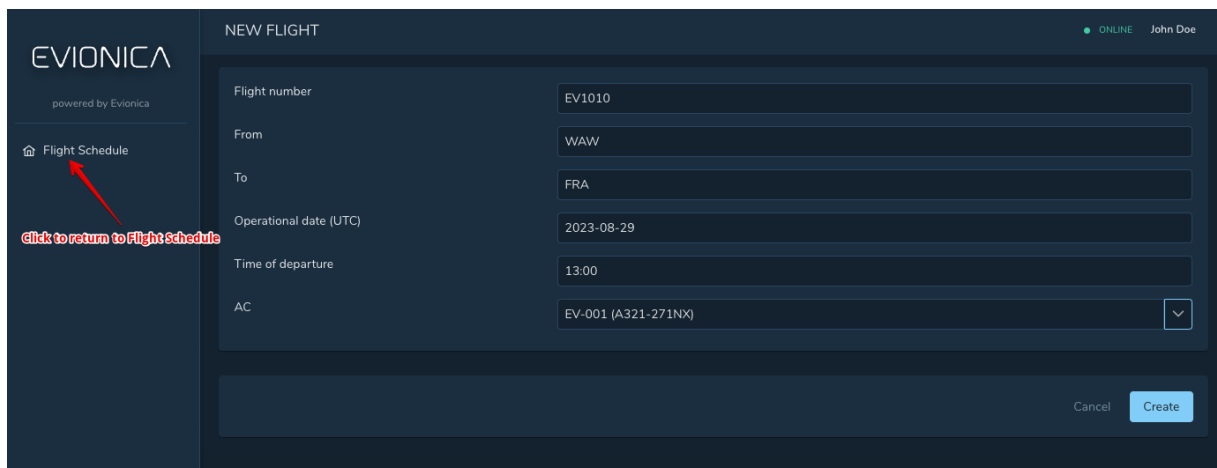


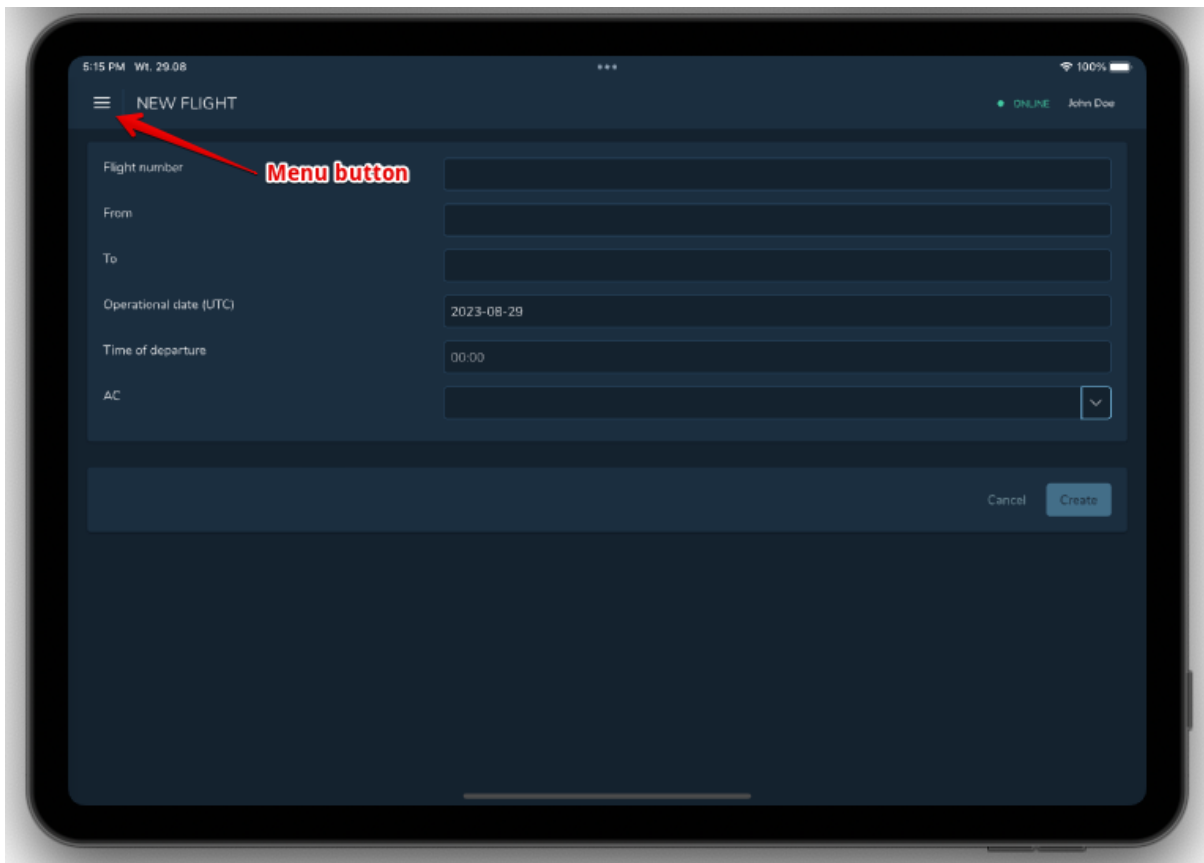
If the flight you're looking for is missing you can add it manually.



Fill the form—create the flight—and proceed to loadsheet calculator. Fleet is pre-configured in the system. Most recent (effective) configurations are always available.

Go back to flights' list

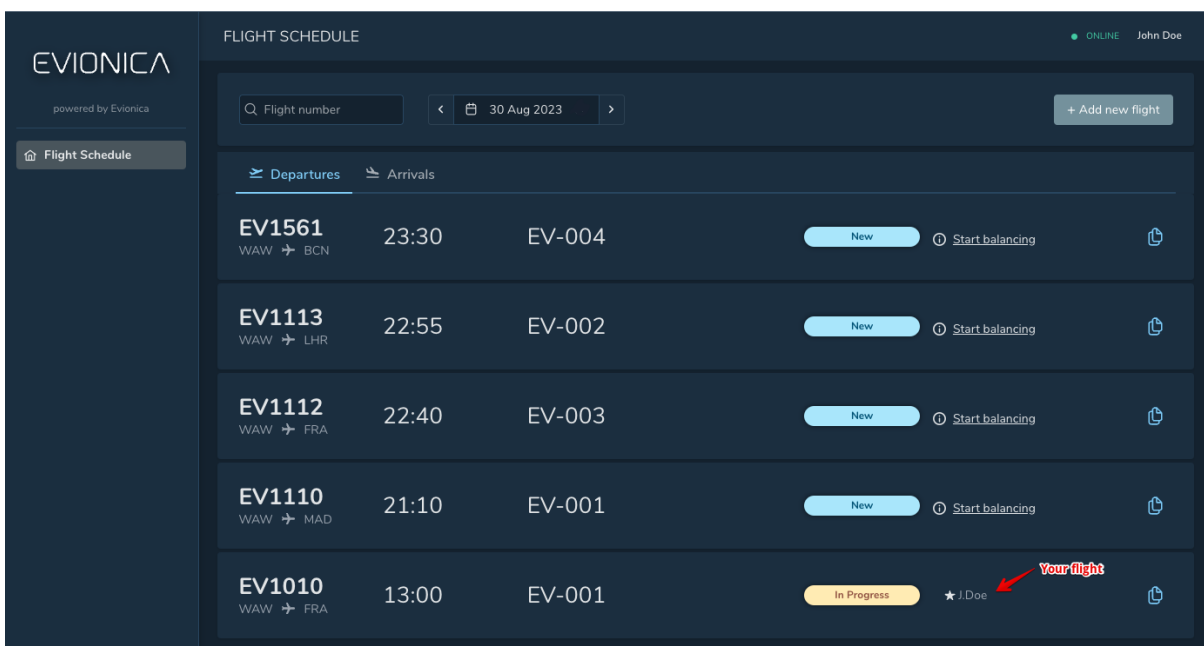




Whenever you need to go back to flights' schedule click the link in the left-hand menu. On the smaller screens, the menu can be reached by clicking the button on the top left corner.

Your flight on the list

Flight on the list, you're performing loadsheet for, will be marked with your name.



You can easily enter loadsheet calculator by clicking the position on the list.

Loadsheets calculator

Fleet is pre-configured in the system. Most recent (effective) configurations are always used to calculate trim and produce documents.

Limiting Weights

The screenshot shows the 'Limiting weights' step of the calculator. The flight details are EV1010 WAW → FRA 30AUG23. The user is John Doe, and the system is online. The 'Limiting weights' tab is active, showing input fields for MZFW (73 300 kg), MTOW (89000 kg), MLAW (77300 kg), and MTXW (89 400 kg). A dropdown menu for 'Centerline gear position' is set to 'Extended'. On the right, the 'Load Distribution' tab is active, showing aircraft configuration EV-001 (Airbus A321 — 239Y) with effective date 2023-08-28. A red arrow points to the aircraft configuration with the text 'Aircraft configuration (AHM) being utilized'. At the bottom right, there are 'Back' and 'Next' buttons.

First step is optional—lower the maximum weights only on Pilot's request. Consecutive steps will become available after you provide all necessary data.

DOW

The screenshot shows the 'DOW' step of the calculator. The flight details are EV1010 WAW → FRA 30AUG23. The user is John Doe, and the system is online. The 'DOW' tab is active, showing input fields for 'Crew' (2/5) and 'Pantry' (A). Below these is an 'Adjustments' section with a '+' button and a table with columns 'Weight (kg)', 'Index', and 'Description'. The table is empty with the text 'No records found.' On the right, the 'Load Distribution' tab is active, showing aircraft configuration EV-001 (Airbus A321 — 239Y) with effective date 2023-08-28. A red arrow points to the 'Up to date Basic Weight & Index' text above the 'BW' and 'BI' values (48 000 kg and 44). Another red arrow points to the 'Automatically calculated Dry Operating Weight & Index' text above the 'DOW' and 'DOI' values (49 166 kg and 41.893). At the bottom right, there are 'Back' and 'Next' buttons.

Select configuration options to determine *Dry Operating Weight*.

Fuel

EV1010 WAW → FRA 30AUG23 [Edit](#) ONLINE John Doe

Limiting weights — DOW — **Fuel** — Payload — Load Distribution — Documents

Procedure: Standard Refueling

Fuel density: 0.785 kg/L

Max (fuel) weight: 18 510.3 kg

Total (block) fuel: kg

Taxi fuel: kg

Trip fuel: kg

Take-off fuel: 9 800 kg

EV-001
Airbus A321 — 239Y
① WZZ_WMT/A321-271NX/239Y/2-54 effective date: 2023-08-28

Back [Next](#)

Enter fuel information.

Payload

EV1010 WAW → FRA 30AUG23 [Edit](#) ONLINE John Doe

Limiting weights — DOW — Fuel — **Payload** — Load Distribution — Documents

Passengers **Update data using DCS Integration...** [Update with DCS](#)

Passengers to distribute: 0 / 239

Male: 88 kg / pax

Female: 70 kg / pax

Child: 35 kg / pax

Infant: 0 kg / pax

Standard – All flights except Holiday Charters

Seatings: 0 / 0

OA (max 60) OB (max 60) OC (max 59) OD (max 60)

EV-001
Airbus A321 — 239Y
① WZZ_WMT/A321-271NX/239Y/2-54 effective date: 2023-08-28

Underload: 24 134 kg **Verify underload left**

ZFW: 49 166 kg MAX 73300 L MACZFW 21.06
41.9

TOW: 58 966 kg MAX 89000 MACTOW 19.49
36.4

LAW: 51 966 kg MAX 77300 MACLAW 19.86
38.8

Back [Next](#)

Enter information on passengers numbers, their baggage (and optional cargo and mail).
If your station uses Navitaire (as Departure Control System) you can import the information from the system.

Limiting weights DOW Fuel **Payload** Load Distribution Documents

Passengers **Switch passenger class** Update with DCS

Business: **4 / 5** Business Premium Economy

Premium: **4 / 4** **Input PAX details**

Economy: **209 / 216** **Overview of PAX total**

Male: 1 (88 kg / pax)

Female: 2 (70 kg / pax)

Child: 1 (35 kg / pax)

Infant: 0 (0 kg / pax)

Standard - All flights except Holiday Charters

Seatings: **0 / 217**

0A (max 49) 0B (max 64) 0C (max 58) 0D (max 54)

49 64 54 50

SA-323
Airbus A321-231 — 230Y
WBMA321-231/PAXclass103 effective date: 2021-12-18

Underload: 1 992 kg

ZFW: 67 208 kg MAX 69500 MACZFW 24.77
49.4

TOW: 78 008 kg MAX 80000 L MACTOW 23.22
44.2

LAW: 69 008 kg MAX 73500 MACLAW 24.08
47.4

If more than one passenger class is available for the given aircraft type, switch between the classes using tabs and enter number of passengers traveling in each of them. The number of passengers can influence the maximum number of seats available in the aircraft as some airlines block one extra seat to improve the comfort of travel of first-class passengers.

Seatings: **0 / 0**

0A (max 60) 0B (max 60) 0C (max 59) 0D (max 60)

0 0 0 0

Bags

Total pieces: 113 pcs Total weight: 1780 kg **Input baggage total**

Piece weight: 16 kg

Split total **Use to extract the loads with different average weight**

Cargo

Total weight: 100 kg **Add information on Cargo and Mail**

Mail

Total weight: 300 kg

LAW: 54 146 kg MAX 77300 MACLAW 20.07
38.8

Back Next

Bags

Total pieces: 113 pcs Total weight: 1780 kg
Piece weight: 16 kg

Remaining pieces: **109**
 Remaining weight (kg): **1680** 15 kg per pcs

Special bags

Pieces: 4 pcs Weight: 100 kg
Piece weight: 25 kg

Description: BIKES

[Delete](#)

[Add](#)

Cargo

Total weight: 100 kg

Mail

Total weight: 300 kg

It is mandatory to provide both total weight of the baggage and number of pieces. Average piece weight is computed and used for load distribution.

If there are some items which require to be handled separately due to their irregular shape or weight, they must be specified using the split function, they are then extracted from the total of baggage and a different average weight is used to calculate their influence on trim.

Load Distribution

EV1010 WAW → FRA 30AUG23 [Edit](#) ● ONLINE John Doe

Limiting weights DOW Fuel Payload **Load Distribution** Documents

Load distribution [Update with DCS](#)

0 pcs / 0 kg Bags **4 pcs / 100 kg** Bags **0 kg** Cargo **0 kg** Mail

Amount: 4 pcs / 100 kg Description: BIKES

Load 1 Load 2 Load 3 Load 4 Load 5

1 2 (100 kg, 300 kg) 3 (90 pcs / 1387 kg) 4 (19 pcs / 293 kg) 5

max 2 202 kg max 3 468 kg max 3 587 kg max 2 083 kg max 800 kg

EV-001
 Airbus A321 — 239Y
 WZZ_WMT/A321-271NX/239Y/2-54 effective date: 2023-08-28

ZFW: 51 346 kg MAX: 73300 L MACZFW: 24.99
 50.0

TOW: 61 146 kg MAX: 89000 MACTOW: 22.84
 44.5

LAW: 54 146 kg MAX: 77300 MACLAW: 23.63
 46.9

If using Navitaire, most recent information on passengers distribution will be populated on user's request.

Generate Documents

Every document can be generated on the last step. You'll find there a live preview of all W&B parameters presented on a dashboard. If the aircraft is in trim, you can generate and share the relevant documents. There is also access to documents archive, you can preview every document that's been saved for the flight.

Loading Instruction And Report

The screenshot shows a flight W&B dashboard with several sections:

- EV-001** (Airbus A321) with flight details and an effective date of 2023-08-28.
- Underload: 5 944 kg** (highlighted in green).
- Fuel** section showing 10000 kg Total and 9 800 kg Take-off.
- PAYLOAD** section showing 200 kg Taxi and 7000 kg Trip.
- Trim Status** section showing "In trim" (highlighted with a red arrow and "Current trim status") and flight assigned to J.Doe.
- Documents** section with buttons for "Loadsheet", "LDM", "LIR", "MVT (Arrival)", and "MVT (Departure)". A red arrow points to these buttons with the text "Select type of document to be generated".
- Passenger Distribution** section showing PAX 209 Y209, with counts for 50 0A, 50 0B, 59 0C, 50 0D, 100 Male, 97 Female, 12 Child, and 1 Infant.
- Load Distribution** section with a table showing CPT and Load details (highlighted with a red arrow and "Verify current W&B data").

CPT	Load
1	NIL
2	C 100 kg
	M 300 kg

Limiting weights DOW Fuel Payload Load Distribution Documents

Loading Instruction

LOADING INSTRUCTION/REPORT 30.08.2023, 17:06
 PREPARED BY: John Doe

FLIGHT NO: EV1010 OPER. DATE: 30.08.2023
 FROM/TO: WAW FRA DEP. TIME: 13:00
 AC CONFIG: EV-001 VERSION: 239Y
 WEIGHTS: KILOGRAMS

CPT 1 Max: 2202 CPT 1 TOTAL:
 NIL

CPT 2 Max: 3468
 C: 100
 M: 300 CPT 2 TOTAL:

CPT 3 Max: 3587
 B: 90 PCS (1387) CPT 3 TOTAL:

CPT 4 Max: 2083
 BR: 19 PCS (293) CPT 4 TOTAL:
 B: 4 PCS (100) | BIKES

CPT 5 Max: 800 CPT 5 TOTAL:
 NIL

1. A321-271NX type - Always Load Compartment 3 First.
 2. Words such as "All" and "Rest" must not replace actual baggage figures in Report Section.
 3. "NIL" remark must be used for empty compartments.

All bags offloaded from previous flight: YES / NO
 Loading report crosschecked with the loadsheet: YES / NO

This aircraft has been loaded in accordance with these instructions and deviations shown on it. The load has been secured in accordance with company regulations.
 Signature:

SI

Add Supplementary information if required

To print or share, save the document first

Save **Cancel**

In trim
 Flight assigned to:
 ★ J.Doe

Click to generate preview

Documents

Loadsheet LDM LIR

MVT (Arrival) MVT (Departure)

LIR EDNO 1 Draft

Click to save the document

When load distribution is completed, generate Loading Instruction and Report. Click on the LI/R button, the preview would be generated. You can add Supplementary Information if required and save the document to share it with the Loading Supervisor.

Limiting weights DOW Fuel Payload Load Distribution Documents

LIR Revision

Input e-mail or SITA addresses

dispatch@evionica.com WAWEVXH ABCDEFG_name@email.co **Share** **Print**

Click to send

Loading Instruction

LOADING INSTRUCTION/REPORT 30.08.2023, 17:06
 PREPARED BY: John Doe

FLIGHT NO: EV1010 OPER. DATE: 30.08.2023
 FROM/TO: WAW FRA DEP. TIME: 13:00
 AC CONFIG: EV-001 VERSION: 239Y
 WEIGHTS: KILOGRAMS

CPT 1 Max: 2202 CPT 1 TOTAL:
 NIL

CPT 2 Max: 3468
 C: 100
 M: 300 CPT 2 TOTAL:

CPT 3 Max: 3587
 B: 90 PCS (1387) CPT 3 TOTAL:

CPT 4 Max: 2083
 BR: 19 PCS (293) CPT 4 TOTAL:
 B: 4 PCS (100) | BIKES

CPT 5 Max: 800 CPT 5 TOTAL:
 NIL

1. A321-271NX type - Always Load Compartment 3 First.
 2. Words such as "All" and "Rest" must not replace actual baggage figures in Report Section.
 3. "NIL" remark must be used for empty compartments.

30307-4476-4d64-8478-402413e900e8/limiting-weights

In trim
 Flight assigned to:
 ★ J.Doe

Documents

Loadsheet LDM LIR

MVT (Arrival) MVT (Departure)

LIR EDNO 1 ★ J.Doe
 30 AUG 23 17:08

Your document is ready to be printed or shared.

LI/R format explained:

Flight Details

Time of LIR generation

LOADING INSTRUCTION/REPORT
PREPARED BY: Anna Wasiewicz
FLIGHT NO: EV001
AC CONFIG: CY-NBP
VERSION: 230Y

21.11.2022, 18:40

OPER. DATE: 21.11.2022
DEP. TIME: 11:00
WEIGHTS: KILOGRAMS

Weight unit used

CPT 1 Max: 1440
NIL

CPT 1 TOTAL:

CPT 2 Max: 2160

CPT 2 TOTAL:

Maximum capacity of compartment

Space for reporting

CPT 3 Max: 3587
B: 121 PCS (1806)

CPT 3 TOTAL:

Planned load: number of pieces (weight)

CPT 4 Max: 2083
NIL

CPT 4 TOTAL:

Nothing planned

CPT 5 Max: 500
NIL

CPT 5 TOTAL:

Additional comments and instructions

SI: Load priority bags doorside

Airline instructions

1. A321-008 - 230Y type - Always Load Compartment 3 First.
2. Words such as "All" and "Rest" must not replace actual baggage figures in Report Section.
3. "NIL" remark must be used for empty compartments.

All bags offloaded from previous flight:
Loading report crosschecked with the loadsheet:

YES / NO
YES / NO

This aircraft has been loaded in accordance with these instructions and deviations shown on it. The load has been secured in accordance with company regula

Checklist before departure

Signature:

Space for Ramp Agent's signature

EV1010 WAW → FRA 30AUG23 [Edit](#) ONLINE John Doe

Limiting weights — DOW — Fuel — Payload — Load Distribution — Documents

IATA Loadsheet Digital Loadsheet

Enter recipients list

dispatch@evionica.com | name@email.com, name2@email.com

Share Print

Click to send

LoadsHEET EDNO 1

FROM/TO	FLIGHT	A/C	REG	VERSION	CREW	DATE	TIME
WAW FRA	EV1010	EV-001	239Y		2/5	30 AUG 23	1710

WEIGHT DISTRIBUTION

LOAD IN COMPARTMENTS	WEIGHT	DISTRIBUTION
PASSENGER/CABIN BAG	16010	100/97/12/1 TTL 210
TOTAL TRAFFIC LOAD	18190	
DRY OPERATING WEIGHT	49166	
ZERO FUEL WEIGHT ACTUAL	67356	MAX 73300 L ADJ
TAKE OFF FUEL	9800	
TAKE OFF WEIGHT ACTUAL	77156	MAX 89000 ADJ
TRIP FUEL	7000	
LANDING WEIGHT ACTUAL	70156	MAX 77300 ADJ

BALANCE AND SEATING CONDITIONS LAST MINUTE CHANGES

DOI	DEST	SPEC	CL/CPT	+-	WEIGHT
41.89					
58.81	MACZFW	28.11			
53.29	MACTOW	26.01			
55.73	MACLAW	26.94			

STAB TO 0.6 NOSE UP

SEATING

Documents

In trim
Flight assigned to:
★ J.Doe

Documents

Loadsheet LDM LIR

MVT (Arrival) MVT (Departure)

LS EDNO 1 ★ J.Doe
Final 30 AUG 23 17:13

LIR EDNO 1 ★ J.Doe
30 AUG 23 17:08

Your Loadsheet is ready to be printed or shared (via e-mail).

To navigate back to dashboard containing the preview of current parameters You must click on the Trim Indicator tab at the top right corner.

Load Distribution Message

EV1010 WAW → FRA 30AUG23 [Edit](#) ONLINE John Doe

Limiting weights — DOW — Fuel — Payload — Load Distribution — Documents

LDM

LDM

EV1010/30.EV001.239Y.2/5
-FRA.100/97/12/1.T2180.1/0.2/400.3/1387.4/393.5/0.PAX/209.PAD/
0/0
B/113/1780
C/100
M/300
4/B/BIKES

SI

2DAA LOADED IN CPT 3

Add SI if required

To print or share, save the document first

Save Cancel

Documents

In trim
Flight assigned to:
★ J.Doe

Documents

Loadsheet LDM LIR

MVT (Arrival) MVT (Departure)

LDM Draft

LS EDNO 1 ★ J.Doe
Final 30 AUG 23 17:13

LIR EDNO 1 ★ J.Doe
30 AUG 23 17:08

LDM is automatically composed, you can add Supplementary Information if required.

Movement Message- Departure

EV1010 WAW → FRA 30AUG23 [Edit](#) ONLINE John Doe

Limiting weights — DOW — Fuel — Payload — Load Distribution — Documents

MVT

```
MVT
EV1010/30, EV001, WAW
AD/ EA FRA
DL/
PX209
DLA///
SI
```

To print or share, save the document first

[Save](#) [Cancel](#)

Click to save

Click to see the preview

Documents

Loadsheet LDM LIR

MVT (Arrival) MVT (Departure)

MVT Draft

LS EDNO 1 ★ J.Doe
Final 30 AUG 23 17:13

LIR EDNO 1 ★ J.Doe
30 AUG 23 17:08

Template is given, the actual timestamps and delay codes must be input manually.

Movement Message- Arrival

FLIGHT SCHEDULE ONLINE John Doe

Q < 30 Aug 2023 > [+ Add new flight](#)

Departures Arrivals

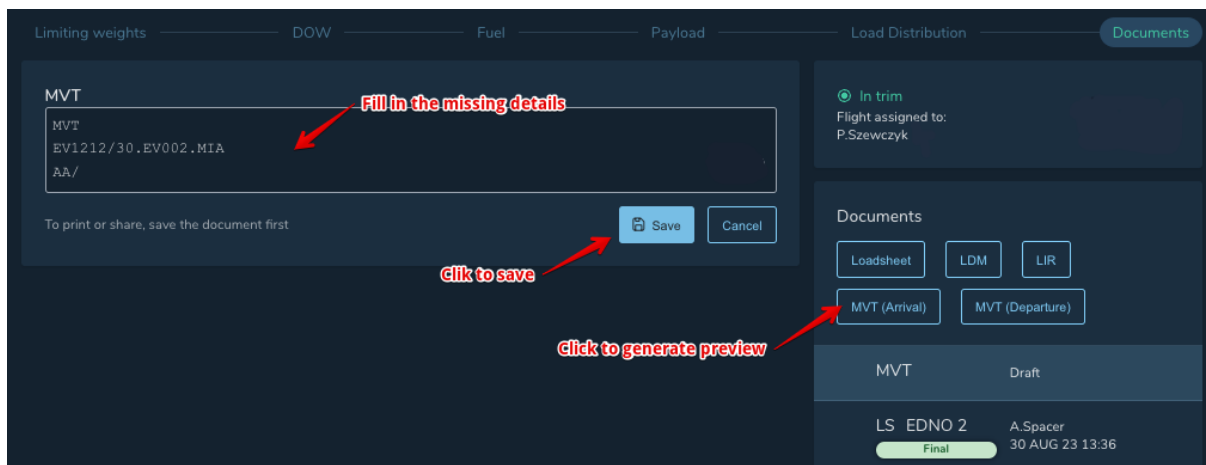
EV1212
WAW → MIA 12:12 EV-002 EDNO 2 A.Spacer

Final

Select flight

Switch to see arrival flights

Arrival Flights are available on the Flight Schedule. Select Flight to send the MVT message on arrival.



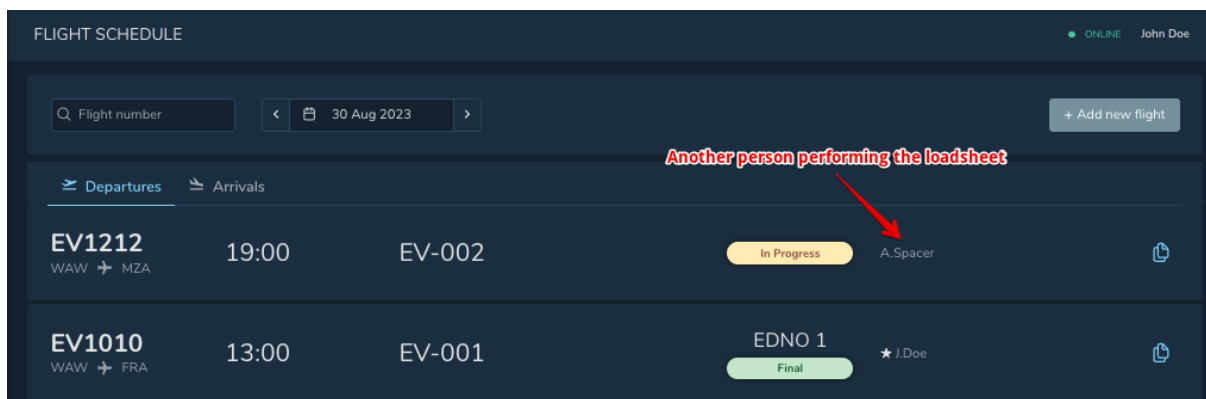
Save message to share via e-mail or SITA.

Address book

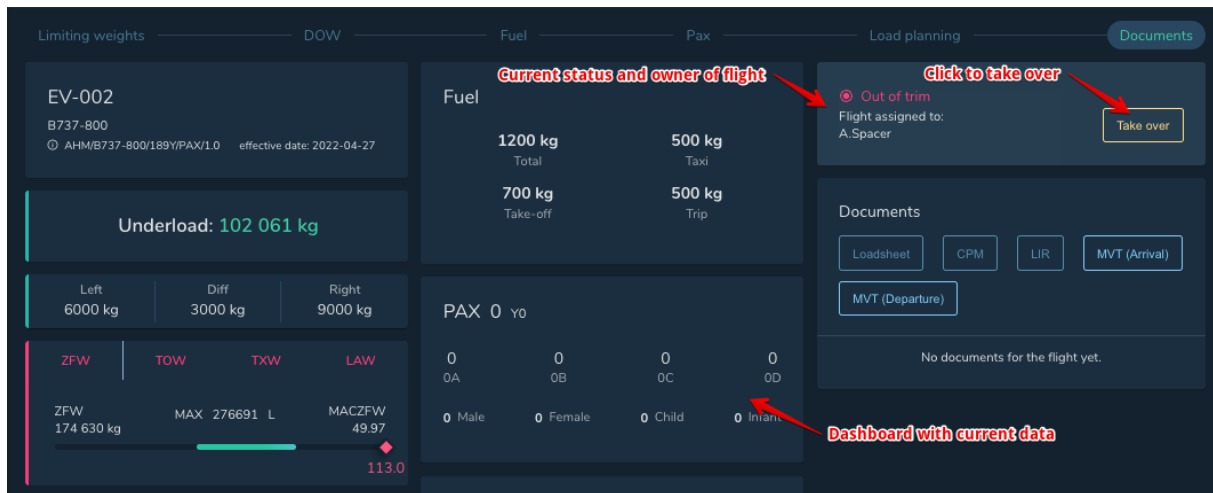
Every document can be shared via e-mail or SITA. Addressbook can be set up so the recipients list is automatically propagated depending on the flights *Departure* and *Arrival* airports.

Since different departments are responsible for processing of selected documents, separate *Addressbook* can be defined for every document type.

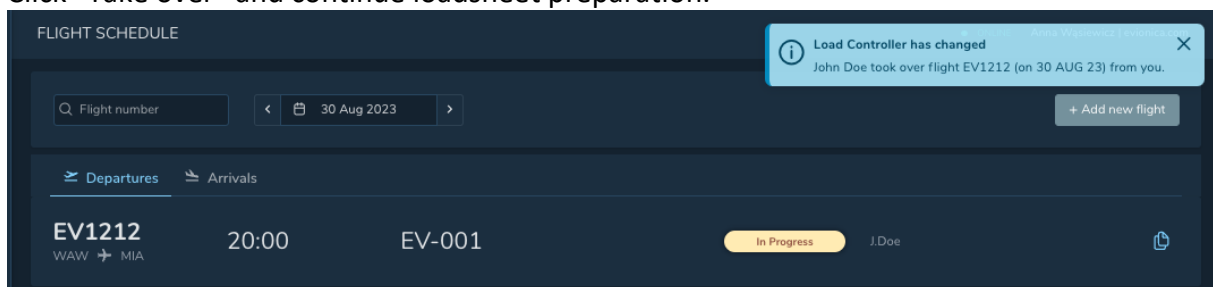
Take over from colleague



If the loadsheet preparation is in progress (by someone else) and you know your colleague can't proceed you can easily take over the procedure and continue when she left off. Click the flight and enter loadsheet archive.



Click “Take over” and continue loadsheet preparation.



Your colleague will be aptly notified.

Copy flight details

It is possible to create flight based on the other loadsheet. If the aircraft registration remains unchanged, payload details are copied together with the distribution- we assume it is another leg (sector) of the same flight so there is no need to re-enter all details. At the same time, user must verify DOW and provide fuel details from scratch.

FLIGHT SCHEDULE ● ONLINE John Doe

Q Flight number < 31 Aug 2023 > + Add new flight

≡ Departures ≡ Arrivals

EV1212 WAW → MAD	23:30	EV-001	In Progress	★ J.Doe	
EV1010 WAW → LHR	20:45	EV-001	In Progress	★ J.Doe	

Adjust flight details

✕

Flight number

From

To

Operational date (UTC)

Time of departure

AC ▼

Cancel Copy

FLIGHT SCHEDULE ● ONLINE John Doe

Q Flight number < 31 Aug 2023 > + Add new flight

≡ Departures ≡ Arrivals

EV1212 WAW → MAD	23:30	EV-001	In Progress	★ J.Doe	
EV1010 WAW → LHR	20:45	EV-001	In Progress	★ J.Doe	

Click to copy