

**VIET NAM AIR TRAFFIC MANAGEMENT CORPORATION  
VIET NAM AERONAUTICAL INFORMATION CENTER**

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**VATM**

**USER MANUAL**

**FOR ACCOUNT REGISTRATION, SUBMISSION OF FLIGHT  
PLANS AND ATS MESSAGES VIA THE AVIWEB PORTAL**

**Version: 1.0  
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## Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>2</b>
1.1	Purpose .....	2
1.2	Scope .....	2
1.3	Abbreviations .....	2
<b>2.</b>	<b>USER MANUAL FOR ACCOUNT REGISTRATION, SUBMISSION OF FLIGHT PLANS AND ATS MESSAGES VIA THE AVIWEB PORTAL .....</b>	<b>3</b>
2.1	Launching the application .....	3
2.2	Request Registration .....	3
2.3	Navigation .....	5
2.4	Online Help.....	6
2.5	Information messages .....	6
2.6	Success messages.....	6
2.7	Error messages .....	6
2.8	Upper Menu Bar .....	7
2.8.1	System Time .....	7
2.8.2	Username.....	7
2.8.3	Logout .....	8
<b>3.</b>	<b>FLIGHT PLAN .....</b>	<b>11</b>
3.1	Flight Plan Manager .....	11
3.1.1	Common functions.....	11
3.1.2	Common actions.....	11
3.1.3	Common fields.....	11
3.1.4	Processed .....	12
3.1.5	Unprocessed .....	16
3.1.6	Rejected.....	16
3.2	FPL filing .....	17
3.2.1	Functions.....	17
3.2.2	FPL (Flight Plan) .....	18
<b>4.</b>	<b>EXTERNAL LNKS.....</b>	<b>19</b>

## 1 INTRODUCTION

### 1.1 Purpose

This document is intended to provide comprehensive instructions for Flight Plan (FPL) submitters on the procedures for account registration, submission of FPLs, and modification of previously submitted FPLs via the AviWeb Portal, which is part of the Aeronautical Information Management (AIM) system.

### 1.2 Scope

This user guide applies to all individuals and entities responsible for filing flight plans through the AviWeb Portal.

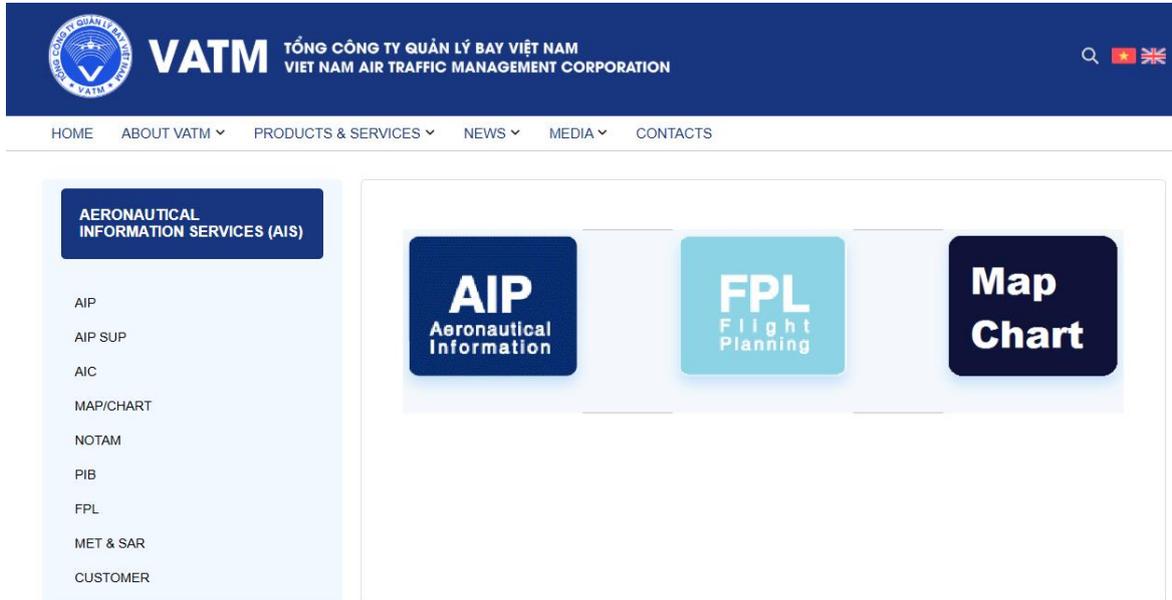
### 1.3 Abbreviations

Abbreviation	Description
AFTN	Aeronautical Fixed Telecommunication Network
ARO	ATS Reporting Office
ARR	Arrival Message
CHG	Modification Message
CNL	Flight Plan Cancel messages
CPL/CFL	Current flight plan
DEP	Departure Messages
DLA	Delay Messages
FPL	Filed Flight Plan

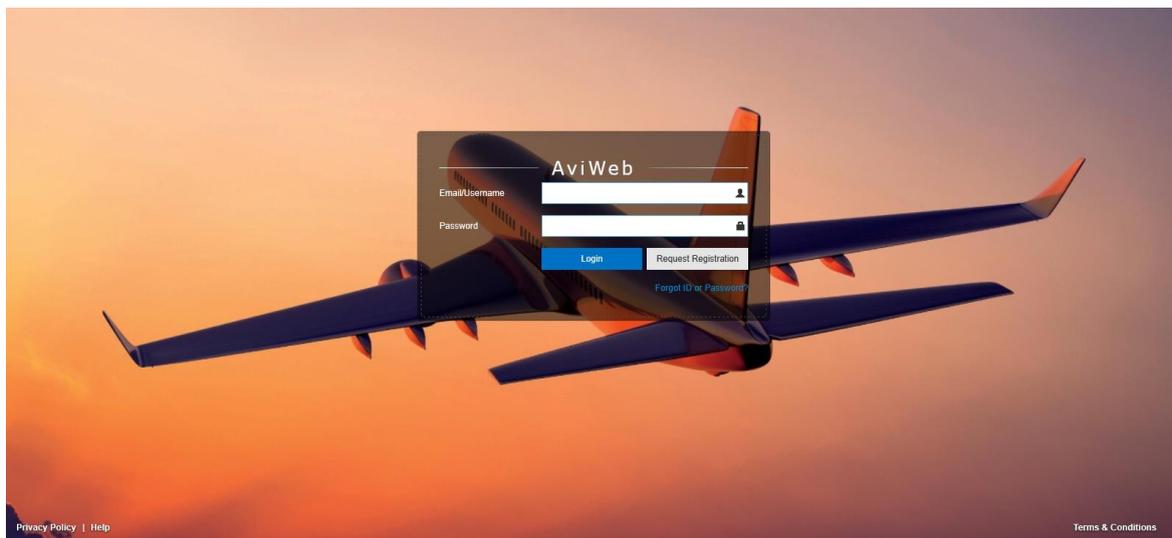
## 2. USER MANUAL FOR ACCOUNT REGISTRATION, SUBMISSION OF FLIGHT PLANS AND ATS MESSAGES VIA THE AVIWEB PORTAL

### 2.1 Launching the application

Open a web browser and enter the URL <https://aim.vatm.vn>



Click on “FPL”; the AviWeb start page and login screen will then be displayed as shown below.



### 2.2 Request Registration

Click on **Request Registration** to display the user account registration form.

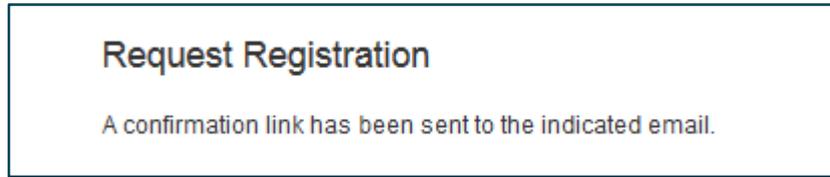
Request Registration	
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/> 
Address (Postal/Street)	<input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/> ▼
Mobile Number	<input type="text"/>
Fax Number	<input type="text"/>
Alternate Email	<input type="text"/>
Pilot Licence Type	<input type="text"/> ▼
Pilot Licence Number	<input type="text"/>
Company Name	<input type="text"/>
Licence issuing agency	<input type="text"/>
Licence issuing country	<input type="text"/> ▼
Airline	<input type="text"/>
Airline Country	<input type="text"/> ▼
ICAO Air Carrier Code	<input type="text"/>
IATA Air Carrier Code	<input type="text"/>
Principle place of business	<input type="text"/>
Year	<input type="text"/>
AIP Amendment (No. of Copies)	<input type="text"/>
AIP Amendment (Reciprocal Basis)	<input type="text"/>
AIP Amendment (On Payment)	<input type="text"/>
AIC (No. of Copies)	<input type="text"/>
AIC (Reciprocal Basis)	<input type="text"/>
AIC (On Payment)	<input type="text"/>
Chart (No. of Copies)	<input type="text"/>
Chart (Reciprocal Basis)	<input type="text"/>
Chart (On Payment)	<input type="text"/>
Notes	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p>In the 'notes' field you can specify the permissions to be granted, user groups you want to be part of, etc.</p>
Terms & Conditions	<input type="checkbox"/> <a href="#">Accept Terms &amp; Conditions of use</a>
<input type="button" value="Submit"/>	

**Note:** The fields marked below are mandatory and must be completed in full. All other fields are optional and may be left blank at the discretion of the FPL submitter.

## Errors found

- Last Name: Field is required
- Company Name: Field is required
- Email: Field is required
- Terms & Conditions: Field is required
- Mobile Number: Field is required
- First Name: Field is required
- Address (Postal/Street): Field is required
- Country: Field is required
- City: Field is required

Once the form is filled out, clicking on Submit a confirmation link is sent to the e-mail address entered in the form.



Opening the e-mail and Clicking on the link sends the registration request to the User Management.

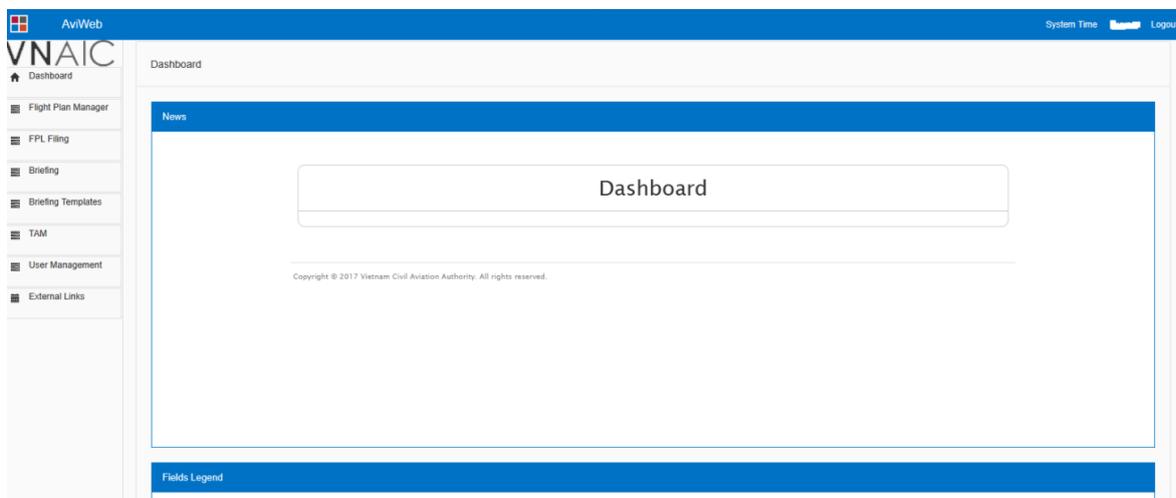
Within five (05) working days of receiving an AviWeb account registration request, the system administrator will review and process the application.

**Note:** In urgent cases, please contact the responsible ARO unit for assistance and guidance on AviWeb account registration, in accordance with the designated area of responsibility (see ENR 1.10).

Once the administrator had created a user profile an e-mail is sent to the user with the login and password to be used.

### 2.3 Navigation

After a successful login the AviWeb dashboard is displayed.



The navigation menu of AviWeb is located on the left side of the screen.

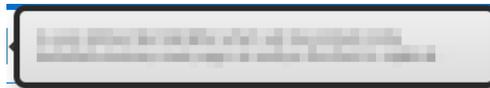
On the top right side of the screen three commands are displayed. They allow the operator to:

- Display the system time.
- Display and modify the personal information as well as to modify the password.
- Logout

On the bottom right side of the dashboard a legend of the fields is displayed.

## 2.4 Online Help

Some help text about the field the cursor is positioned in is displayed when clicking on the [F1]-key. Clicking anywhere on the screen closes the help.

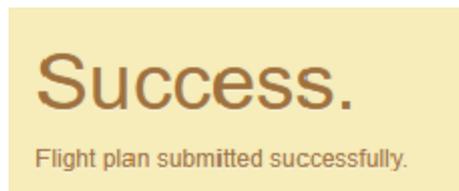


## 2.5 Information messages



Information messages may be displayed in the centre of the screen.

## 2.6 Success messages

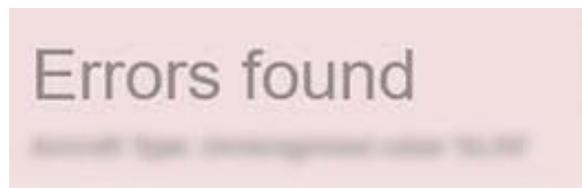


When a submission or a validation has been successful the system displays a message in the in the middle of the browser. Moving the mouse makes the message disappear.

## 2.7 Error messages

The system can display errors in several ways:

### Red error message



This type error message is displayed when entries are missing after having clicked on the [**Validate**]-button or the [**Submit**]-button.

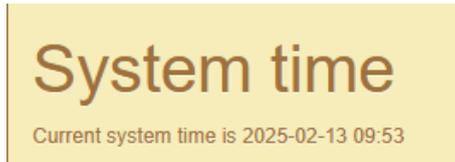
### Red error field



This error message is displayed when cursor leaves the field and the content of the field is wrongs.

## 2.8 Upper Menu Bar

### 2.8.1 System Time



Clicking on the System Time command displays the system date and time in the middle of the screen. Moving the mouse makes the message disappear.

### 2.8.2 Username

**Edit Personal Info**

Email	<input type="text"/>
Username	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/> 
Street Address	<input type="text"/>
City	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text"/> 
Mobile Number	<input type="text"/>
Fax Number	<input type="text"/>
Alternate Email	<input type="text"/>

[Change password](#)

Clicking on the name of the user displays the personal information.

Here it is possible to modify all personal information but the e-mail address.

### 2.8.2.1 Change password

**Change Password**

Enter the new password and CAPTCHA response

Current Password

New Password

Repeat Password

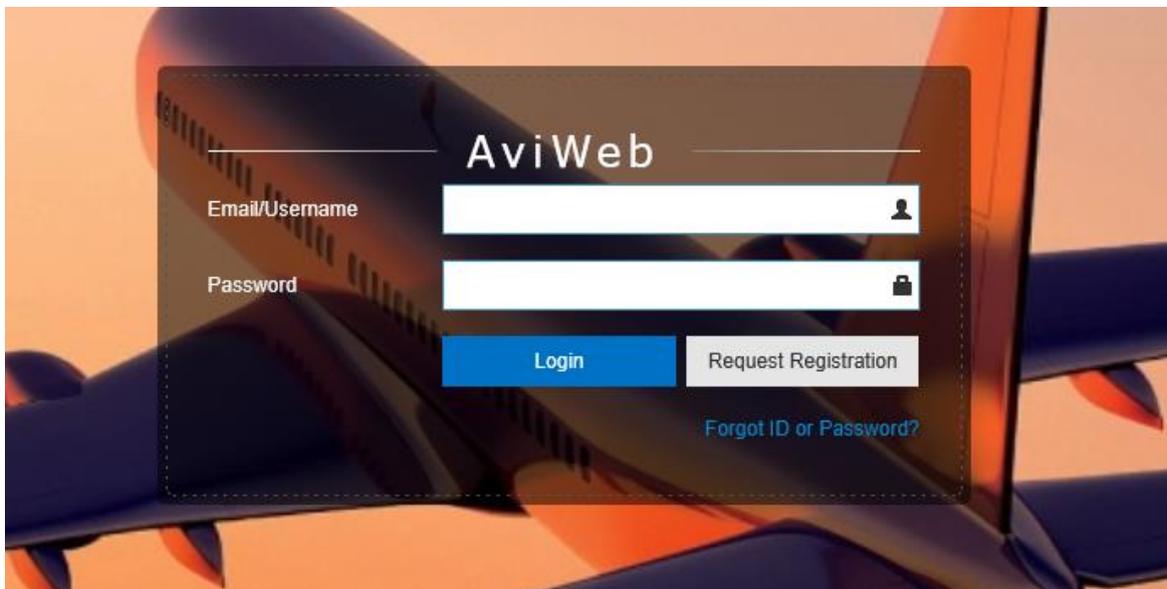
CAPTCHA Image

Enter CAPTCHA Text  [Refresh CAPTCHA](#)

[Change Password](#)

Clicking on **Change Password** at the bottom of the Edit Personal information enables the user to modify his password.

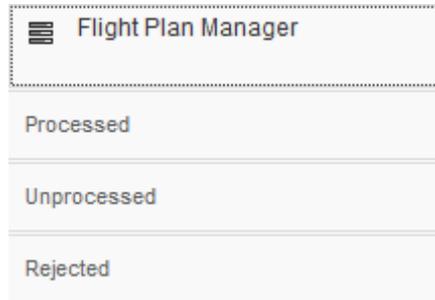
### 2.8.3 Logout



Clicking on **Logout** logs the user out and displays the login screen again.

### 3. FLIGHT PLAN

#### 3.1 Flight Plan Manager



The Flight Plan Manager function enables the user to view, edit and delete own given flight plans from the flight plan list.

##### 3.1.1 Common functions

###### Refresh

Refreshes the list.

##### 3.1.2 Common actions

###### View

Displays the ATS message in plain text.

###### Edit

Displays the ATS flight plan filed form.

###### Delete

Deletes the selected ATS message, after a confirmation message.

##### 3.1.3 Common fields

###### Aircraft ID

The aircraft identification

###### ATS Message

The Type of ATS message: FPL, DEP, ARR, CHG,...

###### Departure

The departure aerodrome.

###### Destination

The destination aerodrome.

###### Date of flight

The date and time of flight in format YY-MM-DD hh:mm

### Creation / update time

The date and time of the creation or of the modification of the message in format YY-MM-DD hh:mm

### Status

The status of the flight

### 3.1.4 Processed

Aircraft ID	ATS Message	Departure	Destination	Date of Flight	Creation / Update Time	Status	
1	TEST04	CFL	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-23 07:22	2024-12-23 07:46	Cancel
2		ARR	VNB (Hà Nội)	VON (Đà Nẵng)		2024-12-23 07:46	Filed
3		DEP	VNB (Hà Nội)	VON (Đà Nẵng)		2024-12-23 07:25	Filed
4		CHG	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-23 07:22	2024-12-23 07:25	Filed
5		CHG	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-24 07:21	2024-12-23 07:21	Filed
6		2CP	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-24 10:00	2024-12-23 03:34	Filed
7		1PP	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-24 10:00	2024-12-23 03:34	Proposed_unprocessed
8		FPL	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-24 10:00	2024-12-23 03:34	Proposed_unprocessed
9	TEST05	CFL	VNB (Hà Nội)	VVS (Hà Nội)	2024-12-24 04:30	2024-12-23 07:24	Cancelled
10	TEST01	CFL	VVS (Hà Nội)	ZUCK (Chongqing)	2024-12-24 10:00	2024-12-23 04:10	Filed
11	TEST03	CFL	VNB (Hà Nội)	VON (Đà Nẵng)	2024-12-24 02:10	2024-12-23 03:33	Cancelled
12	TEST02	CFL	VNB (Hà Nội)	RLL (Manila)	2024-12-24 10:00	2024-12-23 03:30	Cancelled
13	TEST16	CFL	VVS (Hà Nội)	RTP (Taipei)	2024-12-20 09:10	2024-12-20 12:40	Closed_op
14	TEST11	CFL	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 09:00	2024-12-20 09:51	Cancelled
15	TEST10	CFL	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:20	2024-12-20 09:50	Cancelled
16		CNL	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:20	2024-12-20 09:50	Filed
17		2CH	VVS (Hà Nội)			2024-12-20 08:31	Filed
18		CHG	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:20	2024-12-20 08:30	Filed
19		2DL	VVS (Hà Nội)	VDP (Đà Nẵng)		2024-12-20 08:23	Filed
20		DLA	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:30	2024-12-20 08:22	Filed
21		2CP	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:00	2024-12-20 08:05	Filed
22		1PP	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:00	2024-12-20 08:04	Proposed_unprocessed
23		FPL	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:00	2024-12-20 07:59	Proposed_unprocessed
24		DLA	VVS (Hà Nội)	VDP (Đà Nẵng)	2024-12-20 10:30	2024-12-20 08:21	Rejected

The **Processed** function enables the user to view, cancel, delay and modify flight plans accepted by the centre as well as to create new flight plans and normal route briefings from these accepted flight plans.

User Flight Plan List (Processed)

Aircraft ID	ATS Message	Departure	Destination	Date of Flight	Creation / Update Time	Status
1	CPL					Cancelled
2	CNL					Filed
3	FPL					Filed
4	CPL					Filed
5	CPL					Filed

Total entries (including collapsed): 7

Refresh

Clicking on the '+' sign on the left of the aircraft ID expand the CPL and displays all relates ATS messages.

Clicking on the '-' sign on the left of the aircraft ID collapses the CPL.

ATS Messages							
Search <input type="text"/> <span>Q</span>							
	Aircraft ID	ATS Message	Departure	Destination	Date of Flight	Creation / Update Time	Status
1	+TES	View	VVDN (Da nang)	VVTS (Ho chi minh)	2023-12-11 21:30	2023-12-11 16:02	Filed
2	+TES	Cancel	VVDN (Da nang)	VVTS (Ho chi minh)	2023-12-11 21:00	2023-12-11 15:51	Filed
3	+TES	Delay	VVDN (Da nang)	VVTS (Ho chi minh)	2023-12-11 20:30	2023-12-11 15:39	Filed
4	+TES	Change	VVNB (Ha noi)	VVDN (Da nang)	2023-12-07 12:00	2023-12-07 13:53	Closed_op
5	+TES	Create New From	VVNB (Ha noi)	VVDN (Da nang)	2023-12-06 10:30	2023-12-06 12:23	Closed_op

A right mouse click anywhere on the CPL opens the context menu shown above.

### 3.1.4.1 View

**View**

```
(CFL-TEST07-IS
-A321/M-SDFGHIRWY/B1L
-VVNB1905
-N0449F320 TINLY1B TINLY DCT NAH Q1 DAN W2 KUMUN KUMUN1D
-VVPC0119 WVDN
-PBN/A1B1C1D101S1S2 DOF/250214 REG/VNA585 EET/VVHM0039 SEL/CSKL
CODE/88819E OPR/BAV RMK/TCAS EQUIPPED)
```

View PDF
Close

The **View** function displays the current flight plan in plain text and offers the possibility to view the CPL in pdf form.

FLIGHT PLAN			
1 PRIORITY <<≡ FF →	ADDRESS(ES) _____ _____		
2 FLIGHT TIME _____ →	ORIGINATOR _____ <<≡	_____ A III	
SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR			
3 MESSAGE TYPE <<≡ ( FPL	7 AIRCRAFT IDENTIFICATION _____	8 FLIGHT RULES - [ I ]	TYPE OF FLIGHT [ S ] A III
9 NUMBER - [ 1 ]	TYPE OF AIRCRAFT [ A 3 8 8 ]	WAKE TURBULENCE CAT. / [ H ]	10 EQUIPMENT _____ A III
11 DEPARTURE AERODROME _____		TIME [ 1 6 3 0 ] <<≡	
12 CRUISING SPEED - [ N 0 1 0 0 ]	LEVEL [ P 2 1 0 ]	ROUTE _____	
_____ A III			
13 DESTINATION AERODROME _____		TOTAL EST HR MIN [ 0 5 0 0 ]	14 ALTN AERODROME → _____ 2ND ALTN AERODROME → _____ A III
15 OTHER INFORMATION _____			
_____ ) <<≡			
SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)			
16 ENDURANCE HR MIN - [ E / ] _____	PERSONS ON BOARD - [ P / ] _____		EMERGENCY RADIO UHF VHF ELT - [ R / ] [ U ] [ V ] [ E ]
SURVIVAL EQUIPMENT POLAR DESERT MARITIME JUNGLE JACKETS LIGHT FLORES - [ S / P ] [ D ] [ M ] [ J ] - [ J ] / [ L ] [ F ]		UHF VHF [ U ] [ V ]	
DRINKS - [ D / ] _____	NUMBER CAPACITY COVER COLOUR - [ C ] - _____ <<≡	_____ A III	
AIRCRAFT COLOUR AND MARKINGS [ A / ] _____			
REMARKS REGARDING SURVIVAL EQUIPMENT - [ N / ] _____ A III			
PILOT/COMMAND [ C / ] _____ ) <<≡			
FILED BY _____		SPACE RESERVED FOR ADDITIONAL REQUIREMENTS	

### 3.1.4.2 Cancel

The screenshot shows the 'ATS - Cancellation' form in the AviWeb interface. The form is titled 'ATS - Cancellation' and contains a red header bar with the text 'VWNB - VVDN - Dec. 31 12:35 UTC'. Below the header, there is a table with the following data:

Aircraft Identification	TEST01	Aircraft Type	A321
Cruising Speed	N0453	Cruising Level	F320
Route	VWNB TINLY1B TINLY DCT NAH Q1 CAHEO CAHEO2K VVDN		

At the bottom right of the form, there is a blue 'Submit' button.

The **Cancel** function displays the ATS - Cancellation form. In this form it is only possible to click on the **[Submit]**-button

### 3.1.4.3 Delay

The screenshot shows the 'ATS - Delay' form in the AviWeb interface. The form is titled 'ATS - Delay' and contains a red header bar with the text 'VWNB - VVDN - Dec. 31 12:35 UTC'. Below the header, there is a table with the following data:

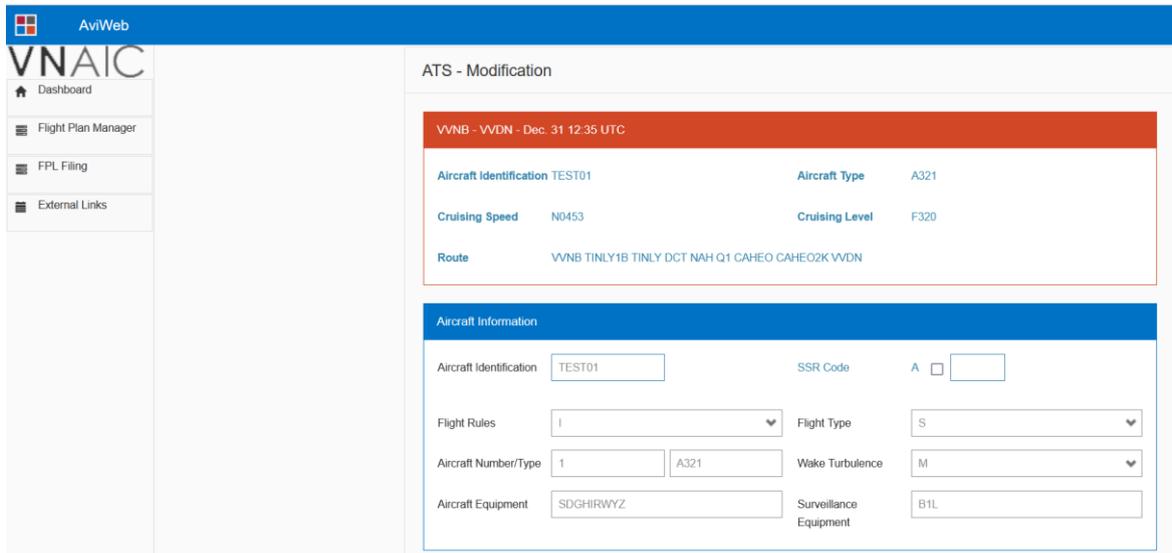
Aircraft Identification	TEST01	Aircraft Type	A321
Cruising Speed	N0453	Cruising Level	F320
Route	VWNB TINLY1B TINLY DCT NAH Q1 CAHEO CAHEO2K VVDN		

Below the table, there is a blue header bar with the text 'Delay Information'. Below this header, there is a form with two input fields: 'Delay' with the value '12:35' and 'Date' with the value '2024-12-31'. At the bottom left of the form, there is a grey 'Reset' button, and at the bottom right, there is a blue 'Submit' button.

The **Delay** function displays the ATS - Delay form.

In this form it is only possible to modify the estimated off block time and the date of flight.

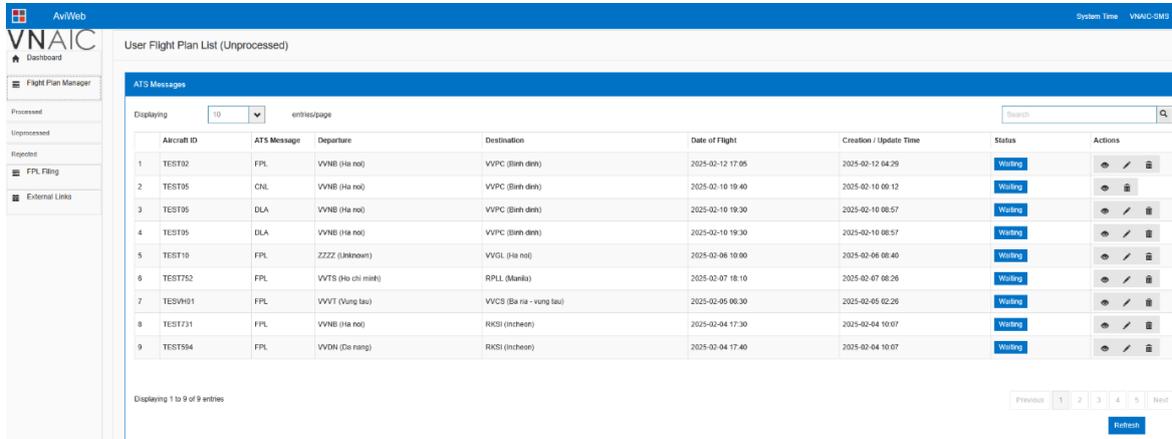
### 3.1.4.4 Change



The **Change** function displays the ATS - Delay form.

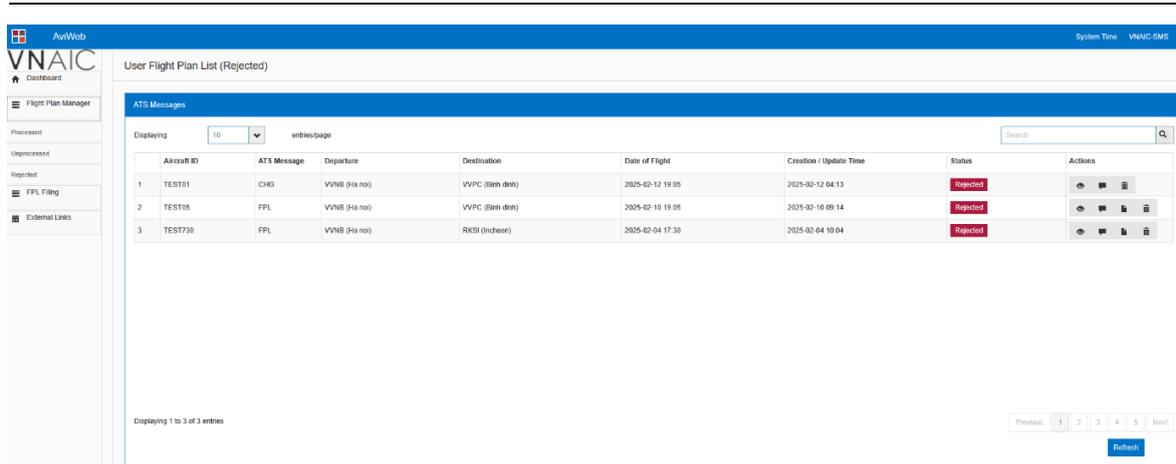
In this form only the fields in the blue parts can be modified.

### 3.1.5 Unprocessed



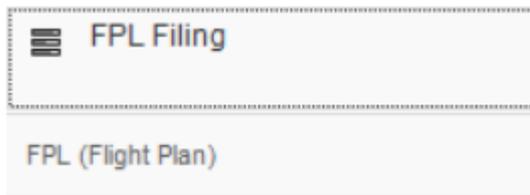
The **Unprocessed** function enables the user to view, modify and delete flight plans that have not yet been accepted by the centre.

### 3.1.6 Rejected



The **Rejected** function enables the user to view, delete flight plans that have been rejected by the centre as well as to create new flight plans from these rejected flight plans.

### 3.2 FPL filing



The **FPL filing** function enables the user to create and send flight plans.

#### 3.2.1 Functions

##### Reset

Clears all fields.

##### Validate

Checks the entries in the fields and lists the errors.

##### Submit

Addressing

---

Notify

Addressees

Opens the addressing form in order to submit the flight plan to the responsible centre.

**Notify**

A notification is sent to the user.

The drop down box enables the choice of the type of notification:

- SMS
- E-mail

In the second field the telephone number or the email address of the user to be notified has to be entered

**Addresses**

The AFTN addresses to which the flight plan shall be send are entered in this field. Between each address the **[Tab]**-key shall be pressed or a click outside the field shall be made.

**3.2.2 FPL (Flight Plan)**

**ATS - Flight Plan Filed**

**Expert Mode**

**Aircraft Information**

Aircraft Identification	<input type="text"/>	<input type="button" value="Load Aircraft"/>	SSR Code	A <input type="checkbox"/>	<input type="text"/>
Flight Rules	<input type="text" value="I"/>		Flight Type	<input type="text" value="S"/>	
Aircraft Number/Type	<input type="text" value="1"/>		Wake Turbulence	<input type="text"/>	
Aircraft Equipment	<input type="text" value="(F4)"/>		Surveillance Equipment	<input type="text" value="(F4)"/>	

**Route Information**

Departure	<input type="text"/>	<input type="button" value="Load Route"/>	Estimated Off Block Time	<input type="text"/>
Destination	<input type="text"/>		Estimated Elapsed Time	<input type="text"/>
Alternate Aerodromes	<input type="text"/>	<input type="text"/>		
Cruising Speed	<input type="text"/>		Cruising Level	<input type="text"/>
Route	<input style="height: 40px;" type="text"/>			

**Other Information**

Qualifier	<input type="text" value="DOP240618 X"/>	<input type="button" value="▼"/>	<input type="text"/>
-----------	--	----------------------------------	----------------------

**Supplementary Information**

Endurance	<input type="text"/>	Persons on Board	<input type="text"/>								
Emergency Radio	<input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> E										
Life Jackets	<input type="checkbox"/> L <input type="checkbox"/> F <input type="checkbox"/> U <input type="checkbox"/> V										
Survival Equipment	<input type="checkbox"/> P <input type="checkbox"/> D <input type="checkbox"/> M <input type="checkbox"/> J										
Aircraft Colour	<input type="text"/>	Pilot in Command	<input type="text"/>								
Dinghies	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Number</th> <th style="width: 25%;">Capacity</th> <th style="width: 25%;">Cover</th> <th style="width: 25%;">Colour</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </table>	Number	Capacity	Cover	Colour	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
Number	Capacity	Cover	Colour								
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>								
Remarks	<input style="height: 40px;" type="text"/>										

With the **FPL (flight plan)** function it is possible to create and send a flight plan.

Go to the **FPL Filing** (Flight Plan) section to enter the flight plan. In this window, the FPL submitter may either manually enter the flight plan data or click “**Load**” to import an FPL in free-text format. By clicking the “**Submit**” button, the system will convert the input into the ICAO standard flight plan format.

Flight plans shall be filed in accordance with ICAO Annex 2 — Rules of the Air, Chapter 3, Section 3.3.1.

### Add FPL in Text Mode

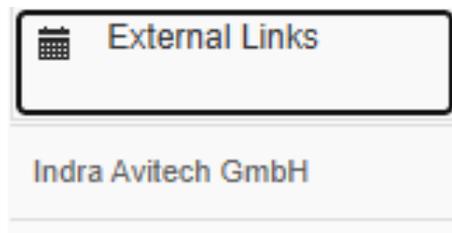
```
(FPL-TEST12-IS  
-A321/M-SDFGHIRWYZ/EB1  
-VVPB1705  
-N0456F320 TINLY1B TINLY DCT NAH Q1 CAHEO CAHEO2K  
-VVDN0103 VVPB  
-PBN/A1B1C1D1L1O1S2 NAV/RNP2 DOF/250207 REG/VNA390 SEL/DSAK  
CODE/88809D PER/D RMK/TCAS EQUIPPED  
-E/0159 P/TBN R/UV S/JM J/L D/5 201 C ORANGE A/BLUE C/VU DUC NGHIA)
```

Close

Submit

*Note: With the current system functionality, Field 19 of the FPL must be filled in manually by the submitter.*

## 4. EXTERNAL LNKS



Clicking on one of the links listed in this section will open it in the web browser.

*End of document*