

Workspaces, Fleets and BACARS

A simple guide to Personal and Team workspaces, the Global Aircraft shelf, borrowing aircraft and flying with BACARS.

The short version

1	Select your workspace. Choose Personal for your private operation or Team for a shared operation.
2	Choose an aircraft. Use one already in the workspace, or borrow one from Global Aircraft.
3	Assign and plan. Put the aircraft on a scheduled flight and create the briefing.
4	Synchronise BACARS. BACARS follows the workspace selected in the portal.
5	Fly and return. Upload the latest situation and return a borrowed aircraft when finished.

Remember

The workspace selected in the Planning Portal determines the schedule, fleet and borrowed aircraft that BACARS can see.

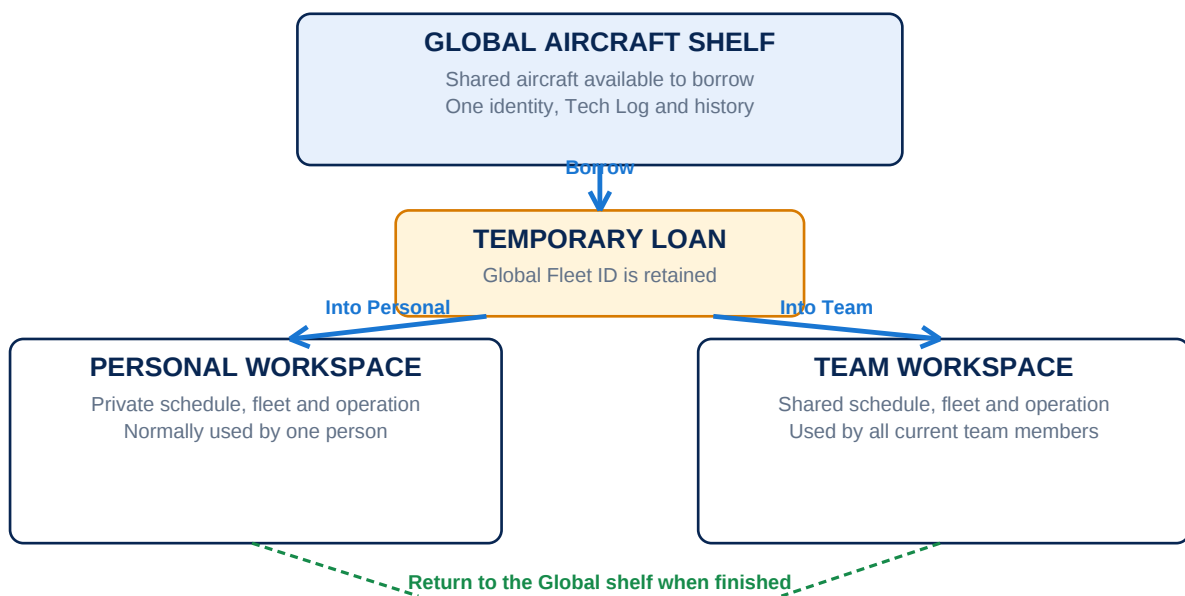
1. Understanding workspaces

A workspace is your current operational environment. It contains the fleet, schedule, crew, gates, planning data and aircraft Tech Logs you are working with.

PERSONAL WORKSPACE	TEAM WORKSPACE
A private operating area belonging to one user. Its schedule and permanent aircraft are normally visible only to that user.	A shared operating area. Every current team member uses the same schedule, fleet and aircraft Tech Logs.

Personal and Team are parallel choices. Personal is not inside Team, and selecting another workspace does not copy aircraft or schedules.

Users with access to both choose the active workspace from the portal header. Portal pages and BACARS then use that selection.



The arrows show the borrowing flow: a Global Aircraft may be loaned into either workspace type and later returned.

2. Understanding fleets

Your Fleet page may show permanent workspace aircraft and temporary global-aircraft loans together.

Aircraft context	What it means
Personal fleet	Aircraft permanently owned by the Personal workspace.
Team fleet	Aircraft permanently owned by the Team workspace and shared by its members.
Global Aircraft shelf	Shared aircraft with one global identity that may be borrowed temporarily.
Borrowed global aircraft	A global aircraft temporarily usable as part of the selected workspace fleet.

A borrowed aircraft is **not copied** into the workspace. Its original Global Fleet ID, model, situation, location, Tech Log and complete history stay with that aircraft.

Borrowing a global aircraft

- Select the Personal or Team workspace that will operate the aircraft.
- Open Global Aircraft and choose an available aircraft at its current location.
- Confirm Borrow aircraft. The aircraft appears temporarily on the workspace Fleet page.
- The aircraft remains visible globally as Checked out, including its holder, destination workspace and expiry.
- The loan lasts for up to seven days and is exclusive.

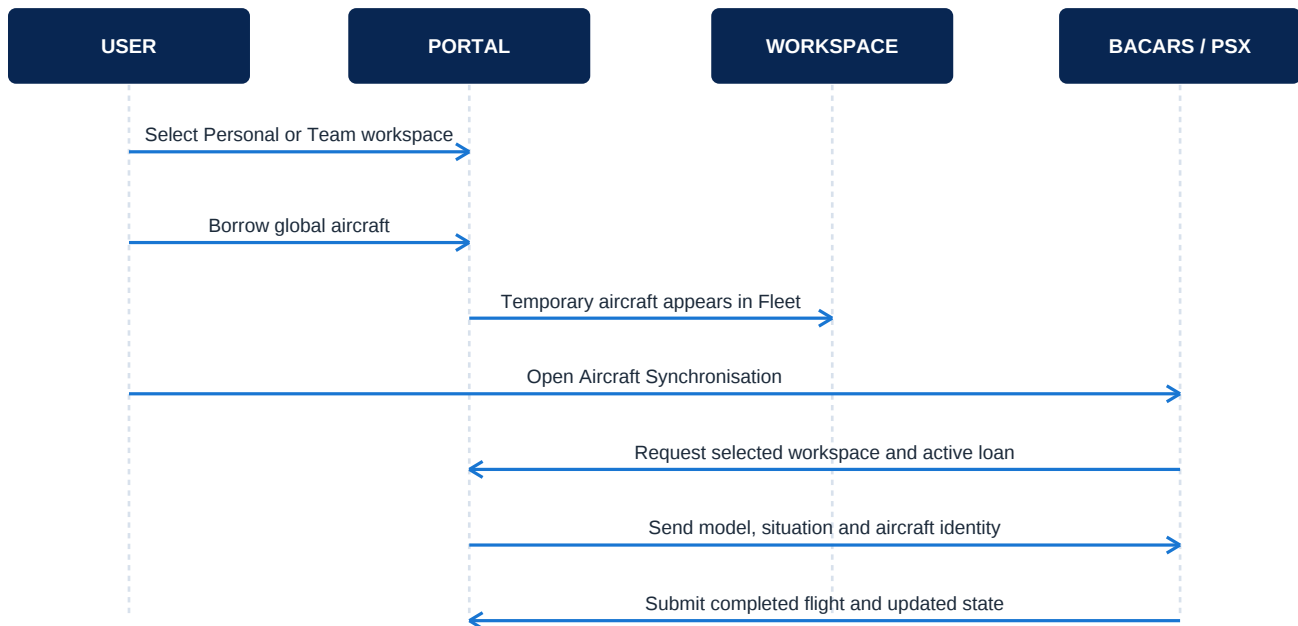
Borrowing may be blocked when the aircraft is out of service, already checked out, missing its model/situation/location, or when the workspace already owns the same registration.

Custody versus operation

The person who borrows the aircraft remains its custody owner for audit purposes. In a Team workspace, every team member may schedule, plan, synchronise, fly, update and return it.

3. Flying with BACARS

BACARS follows the workspace currently selected in the Planning Portal. There is no separate workspace selector inside BACARS.



What BACARS does

- Authorises against your Planning Portal account.
- Reads the portal's currently selected workspace.
- Shows that workspace's permanent aircraft and any active global-aircraft loans.
- Downloads the issued PSX model and situation for the selected aircraft.
- Loads or guides you to load the situation into PSX.
- Submits completed-flight information and the latest aircraft state back to the portal.

BACARS does not borrow a global aircraft. If an aircraft is still on the Global shelf, borrow it through the portal first. BACARS can then synchronise and operate the existing loan.

When a BACARS flight is completed, its sector is recorded against the aircraft. For a borrowed global aircraft, this becomes part of its continuous cross-workspace history and updates its accepted operational location.

4. Returning a borrowed aircraft

A global aircraft must be returned to the shared shelf when the workspace has finished using it.

1	Save a fresh PSX situation after the final flight.
2	Upload the situation using BACARS or the portal.
3	Confirm the final location and stand.
4	Return the aircraft through the Planning Portal.

After return

- The aircraft disappears from the borrowing workspace Fleet.
- It becomes visible on the Global shelf at its latest accepted location.
- Its situation, Tech Log and complete flight history remain attached to it.
- Completed scheduled flights keep their link to the aircraft.
- Unfinished scheduled flights are unassigned and their plans are invalidated.

If no flight was completed, a return reason is required. If the seven-day loan expires, the portal releases it automatically. A stale or uncertain situation may make the aircraft unavailable until an administrator recovers it.

Ownership and access at a glance

Feature	Personal	Team	Borrowed global
Permanent owner	Personal workspace	Team workspace	Global Fleet
Who operates it	Owner	Team members	Borrowing workspace
Checkout required	No	No	Yes
Tech Log	Workspace log	Shared team log	Original global log
History	Aircraft history	Aircraft history	Continuous global history
Return required	No	No	Yes

5. Common questions

Why can I not see an aircraft in BACARS?

Check that the correct workspace is selected in the portal. The aircraft must belong to that workspace or be an active global-aircraft loan into it. Also check that it is active, in service and has the required files.

Why does a global aircraft say it must be borrowed in the portal?

BACARS can operate an existing loan but cannot create custody. Borrow the aircraft from Global Aircraft in the portal, then reopen or refresh Aircraft Synchronisation.

Why can I not borrow an aircraft with the same registration?

A workspace cannot simultaneously have a local aircraft and a borrowed global aircraft with the same normalized registration. Choose another aircraft or resolve the local registration first.

Why is an aircraft held by another user?

Global loans are exclusive. The holder or their Team must return it, or the loan must expire, before another workspace can borrow it.

Why must I upload a new situation?

The next pilot needs the aircraft's latest PSX state. A normal return therefore requires a situation saved after the checkout began.

Why were flights unassigned after return?

A returned aircraft is no longer available to the workspace. Unfinished flights are deliberately unassigned and their plans invalidated so they can be given another aircraft safely.

One rule to remember

Select your workspace first. Use its aircraft directly, or borrow a Global Aircraft into it temporarily. BACARS then follows that selected workspace.

6. INIT DATA and ground handling

Revision: 6 September 2026. The workspace and seven-day Global Aircraft loan workflow described above remains current.

Before INIT DATA

- Confirm the workspace in the portal, then refresh Aircraft Synchronisation in BACARS. Borrow a Global Aircraft in the portal before downloading or operating it.
- Check the assigned aircraft, operating date, flight and generated briefing. The briefing header provides Edit in SimBrief when you need to revise the plan.
- Check PSX and Portal connections. If automatic stand operations are required, also connect Orchestration and the local MSFS bridge.

What INIT DATA starts

- Crew, route, wind and plan uplinks have separate status indications. Check failures individually.
- After flight context loads successfully, BACARS supplies the departure airport, aircraft/flight identity and available passenger context, and requests a departure turnaround.
- BACARS proposes handling-company defaults. Orchestration controls the turnaround stages and vehicle readiness. Matching application builds keep the defaults consistent.
- Opening the applications alone does not start a cycle. Automatic operation still depends on mode, aircraft state and a valid start request.

Using the EFB

- Use Turnaround in Auto mode to follow progress. Next Stage completes remaining work without skipping required equipment clearance.
- Ready to Depart appears when boarding and loading satisfy close-up requirements. It closes doors and releases passenger access; it does not start pushback.
- Wait for Closed and Secure and follow the separate Pushback brake prompts. Check fuel and external services separately.
- Check in Aircraft State uploads a situation. Return aircraft in the portal separately to end a Global loan.

For the complete trigger flowchart and troubleshooting, use the Orchestration and Ground Handling user guide. This revision was checked against the current source; no fresh live simulator validation was performed.