



ATLAS V1.2 Manual

VACenter

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Introduction to ATLAS

Setup Basics

ATLAS has a very easy setup experience. To create a VA, simply click your name down the bottom and press “New VA”. Then follow the onscreen prompts to create the VA.

You can choose from one of 4 subscription tiers:

1. ULTRA (\$15/month)

- Custom badge for every member
- Custom invite
- Themes
- Dedicated Support Agent

2. MAX (\$8/month)

- Animated VA Banner
- PIREP Images
- Beta Feature Access
- Push Notifications

3. PRO (\$4/month)

- Unlimited PIREPs
- Advanced Customisation
- ACARS
- Priority Support

4. Free

- 1500 PIREPs
- Basic Customisation
- Advanced Codesharing
- VACenter Support

Enter the name of the virtual airline, such as “VACenter Virtual Airlines” and it’s accompanying code, for example “VACV”, along with the chosen price tier into the form and submit.

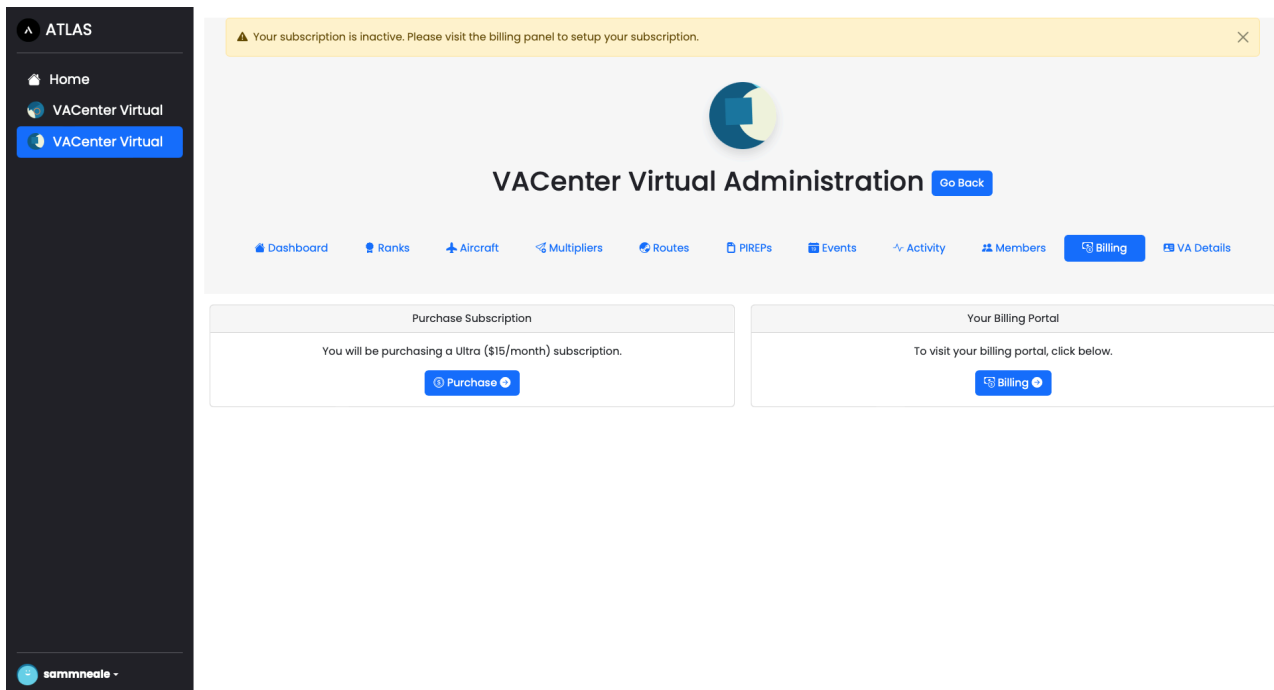
The screenshot shows a web browser window with the ATLAS application. The browser's address bar shows 'localhost'. The application has a dark sidebar on the left with the ATLAS logo and a 'Home' button. The main content area has a light gray background. At the top center is the ATLAS logo. Below it, the text 'Thanks for choosing ATLAS!' is displayed in a large, bold font. Underneath this, a smaller line of text reads: 'When you sign up your VA with ATLAS you get a world class support experience, advanced feature set, and unrivaled ease of use. See [pricing](#) for information'. Below this text is a form with three input fields: 'Virtual Airline Name' (containing 'VACenter Virtual'), 'Virtual Airline Code' (containing 'VACV'), and 'Tier' (a dropdown menu with 'Choose...' selected). Below the form is a checkbox labeled 'Agree to terms and conditions' and a blue 'Submit form' button. At the bottom left of the sidebar, the user's name 'Sam Neale' is visible next to a profile icon.

Pay for Subscription

After you create the virtual airline, if you selected any tier except free, you will be asked to activate the subscription through a banner like so:

⚠ Your subscription is inactive. Please visit the billing panel to setup your subscription. ✕

To activate your subscription go to Administration -> Billing, then press “Purchase”.



After you complete the purchase you will return back to the billing page.

IF IT STILL SAYS YOU NEED TO PAY, please reload the page after 10 seconds.

Changing Tier

If you wish to change the subscription tier, visit the billing page, find “Change Tier”, select the new subscription from the list, and press “Change Tier”.

Change Tier

To change your VA's subscription tier, please choose an option from below.

Ultra (\$15/month)

▼

Change Tier

VA Details

One of the first settings you'll want to change after creating the VA is the logo. To navigate to VA details, Select your Airline from the left sidebar, then press "Administration" and then "VA Details".

Simply press "Chose File" in the "VA Logo" card, select the photo, and press "Change Photo".

The screenshot displays the VACenter Virtual Administration interface. On the left is a dark sidebar with the 'ATLAS' logo at the top, followed by navigation links: 'Home', 'VACenter Virtual' (highlighted in blue), and 'Matei Virtua'. The main content area has a header with the 'VACenter Virtual Administration' title and a 'Go Back' button. Below the header is a horizontal menu with links: 'Dashboard', 'Ranks', 'Aircraft', 'Multipliers', 'Routes', 'PIREPs', 'Events', 'Activity', 'Members', 'Billing', and 'VA Details' (highlighted in blue). The 'VA Details' section contains four cards: 'VA Name' with a 'New Name' field containing 'VACenter Virtual' and a 'Change Name' button; 'VA Code' with a 'New Code' field containing 'VACV' and a 'Change Code' button; 'VA Logo' with a 'Logo' field containing 'Choose File' and 'no file selected', a note 'It may take some time to propagate these changes.', and a 'Change Photo' button; and 'VA Banner' with a 'Banner' field containing 'Choose File' and 'no file selected', a note 'It may take some time to propagate these changes. Select no file to remove banner.', and a 'Change Photo' button. Below these cards is an 'API Keys' section with a 'Create new API Key' button. At the bottom is a table with columns 'Key', 'Created', and 'Actions'. The table is currently empty, with the text 'No matching records found' displayed in the center.

Key	Created	Actions
No matching records found		

Due to the way **ATLAS** handles images, it may take significant time to update these photos (possibly even hours).

Adding Data to your VA

Ranks

To add ranks to your VA, go to Administration -> Ranks, then press “Create new Rank”. This modal will appear:

The screenshot shows the ATLAS interface with a 'Create New Rank' modal open. The modal has a title 'New Rank' and two input fields: 'Rank name' and 'Minimum Hours'. Below these fields is a checkbox labeled 'This rank can only be manually granted'. At the bottom of the modal are 'Close' and 'Create' buttons. The background shows the 'Administration' section with a 'Ranks' tab selected. Below the tab is a search bar and a table with columns 'Name', 'Hours', 'Holders', and 'Actions'. The table currently displays 'No matching records found'.

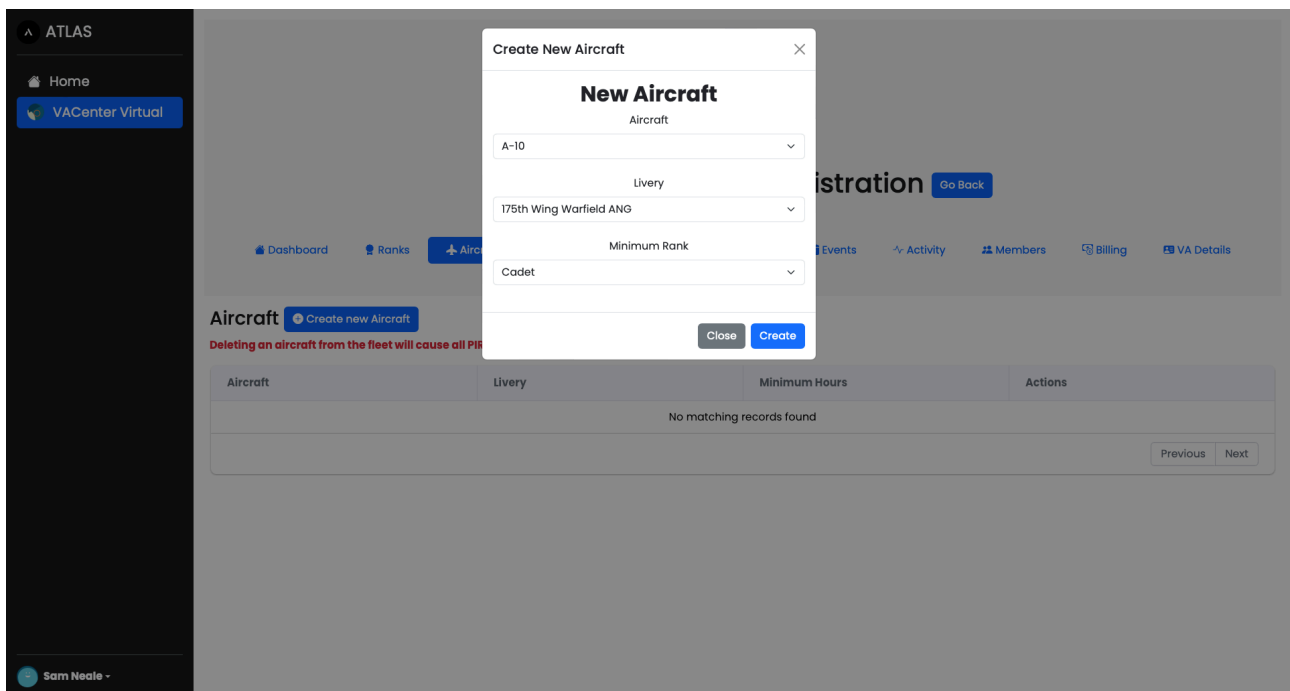
Name	Hours	Holders	Actions
No matching records found			

Enter the rank’s name and the minimum hours a pilot must obtain to get this rank.

You must have at least 1 rank with a minimum hours of 0.

Aircraft

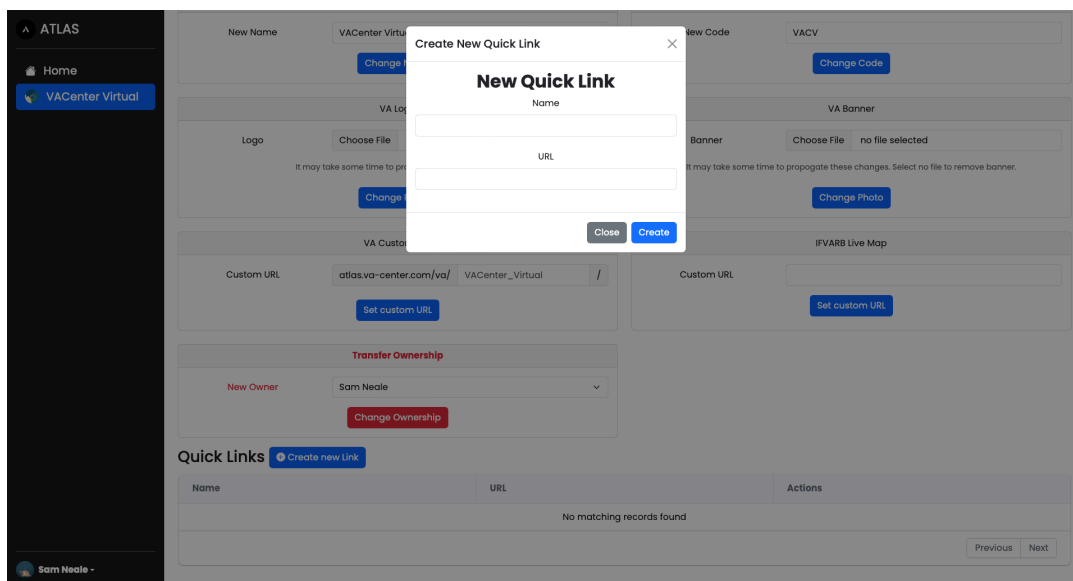
To add aircraft to your fleet, go to Administration -> Aircraft, then press “Create new Aircraft”. This modal will appear:



Select the aircraft and the various liveries will appear, you can also select the minimum rank required to use this aircraft. All members that are below that rank will not see this rank.

Quick Links

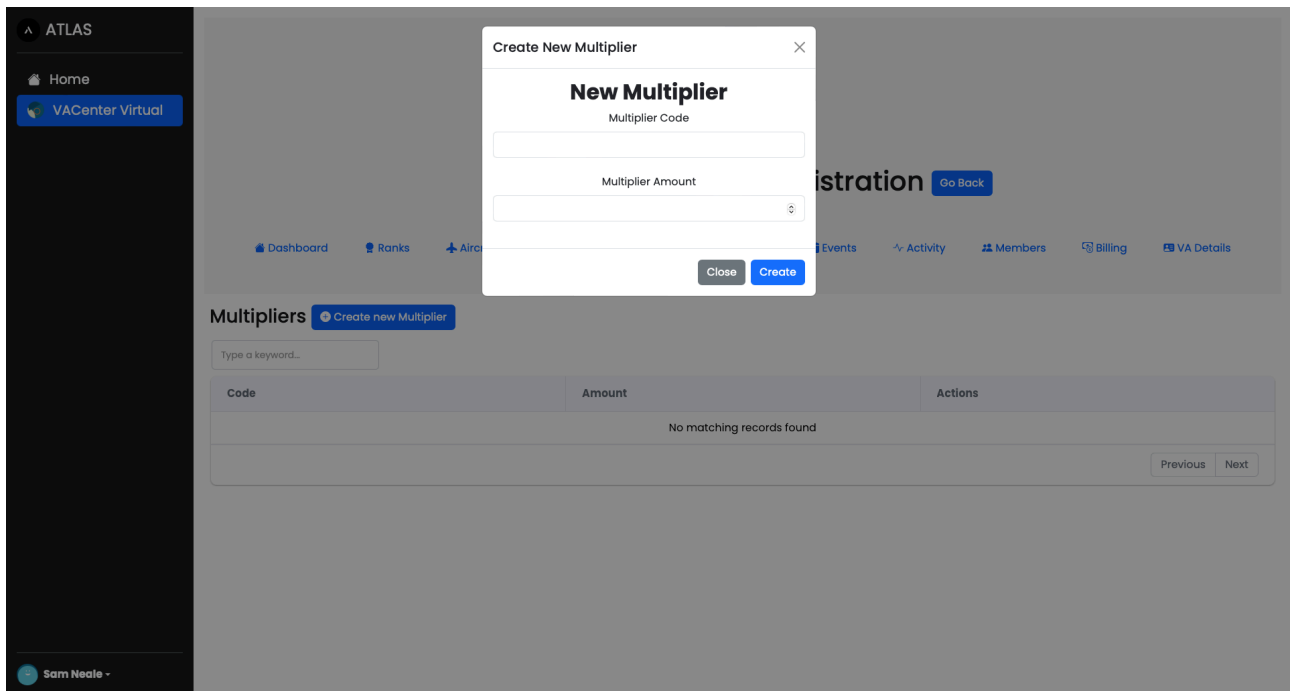
To add quick links to your VA, navigate to Administration -> VA Details. Scroll down until you see “Quick Links” and press “Create new Link”. In the dialog that appears, enter the name of this link, for example “VACenter Website”, and then the url, for example “<https://va-center.com>”.



Quick links can be viewed from the “Links” page.

Multipliers

To add a multiplier, go to Administration -> Multipliers, then press "Create new Multiplier". This modal will appear:



Enter the code that pilots will use in their PIREP and the amount it will change their flight time by. Only enter in the numbers for example:

GOOD:

- 1.25
- 1.5
- 2

BAD:

- 1.25x
- I want it to be 2.5x their flight time
- Two point five

Add a pilot to your VA

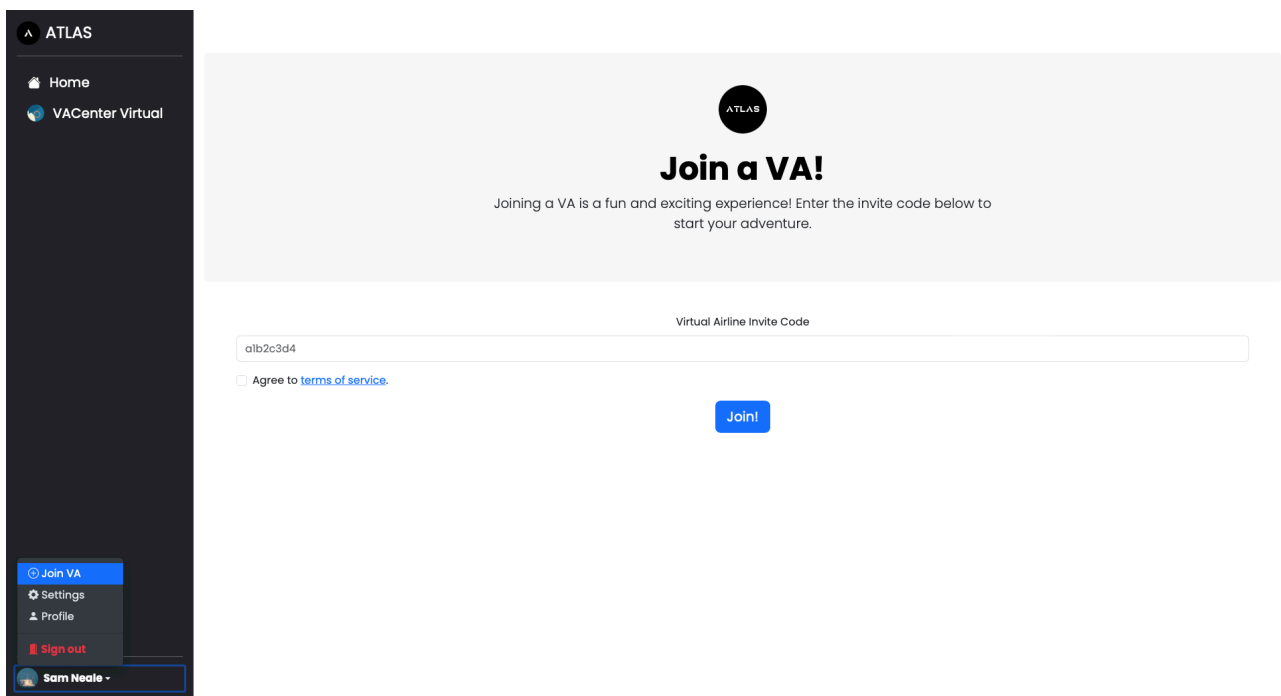
Generating the invite code

In order to add a pilot to your VA you must first give them an invite code. To do this go to Administration -> Members, then press “Create new Invite”, confirm that you wish to create a new invite, and then receive the code.

IMPORTANT TO NOTE: Generating a new code will not invalidate previous ones (as in v1.0.0), they are also single use so only one pilot can use it.

Submit a Request

Once your pilot has received the invite code they can submit a request. The pilot joining should click their name in the sidebar or bottom bar, then press “Join VA”. Enter the code in the specified box and press join.



The screenshot shows the ATLAS web interface. On the left is a dark sidebar with the ATLAS logo at the top, followed by 'Home' and 'VACenter Virtual'. At the bottom of the sidebar is a user profile for 'Sam Neale' with a dropdown menu containing 'Join VA' (highlighted in blue), 'Settings', 'Profile', and 'Sign out'. The main content area has a light gray header with the ATLAS logo and the text 'Join a VA!'. Below this, it says 'Joining a VA is a fun and exciting experience! Enter the invite code below to start your adventure.' There is a text input field labeled 'Virtual Airline Invite Code' containing the code 'alb2c3d4'. Below the input field is a checkbox labeled 'Agree to [terms of service](#)'. At the bottom right of the form is a blue 'Join!' button.

Approve the Request

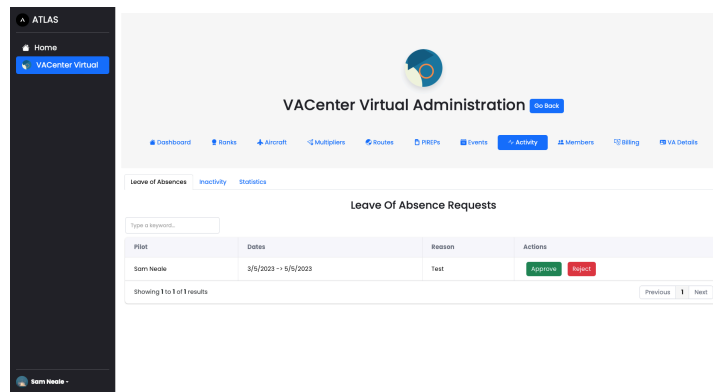
Once the pilot has put in the request, navigate back to Administration -> Members and scroll down to “Requesting to Join”. There you should see their name, press “Approve” to allow them to enter.

On this section you can also view their profile and deny any requests you don’t like.

VA Activity

Leave of Absences

Pilots can now submit leave of absence requests from the dashboard. Leave of absence requests are used by **ATLAS** when calculating inactivity to waive a period of inactivity. You can approve these requests from Admin -> Activity -> Leave of Absences.



Inactivity

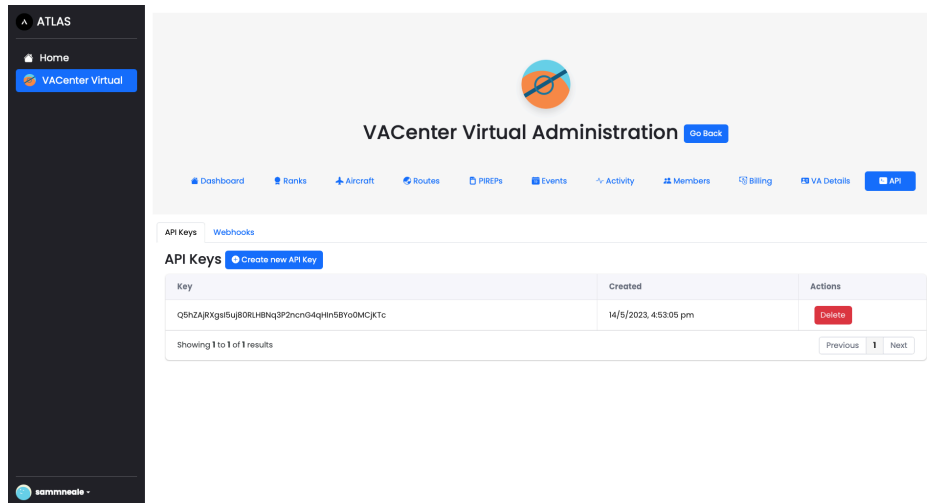
The inactivity page of Activity can show you which pilots are inactive and not flying. You can adjust how many days of no pireps is required before a pilot is considered inactive by using the "Inactive Threshold" adjuster at the bottom of the tab.

ATLAS accounts for LOAs and if the pilot is new automatically.

ATLAS API

Generating an API Key



To generate a new API Key, navigate to the Admin —> API page, then press “Create new API Key” in the API Keys tab. A new page will appear containing the key.

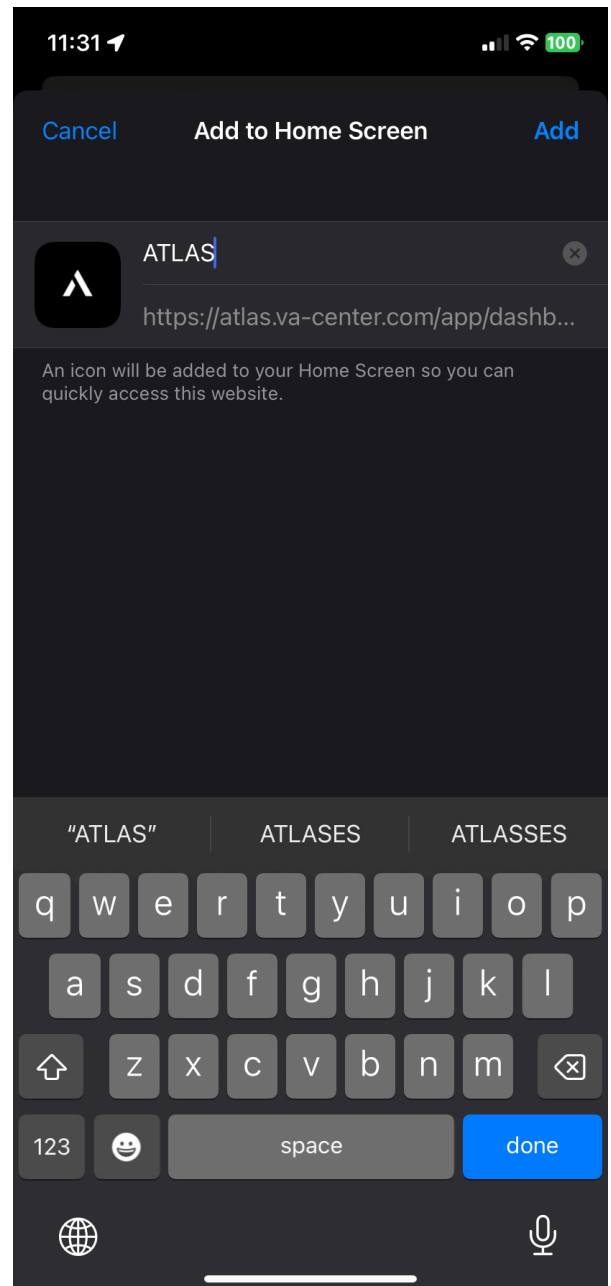
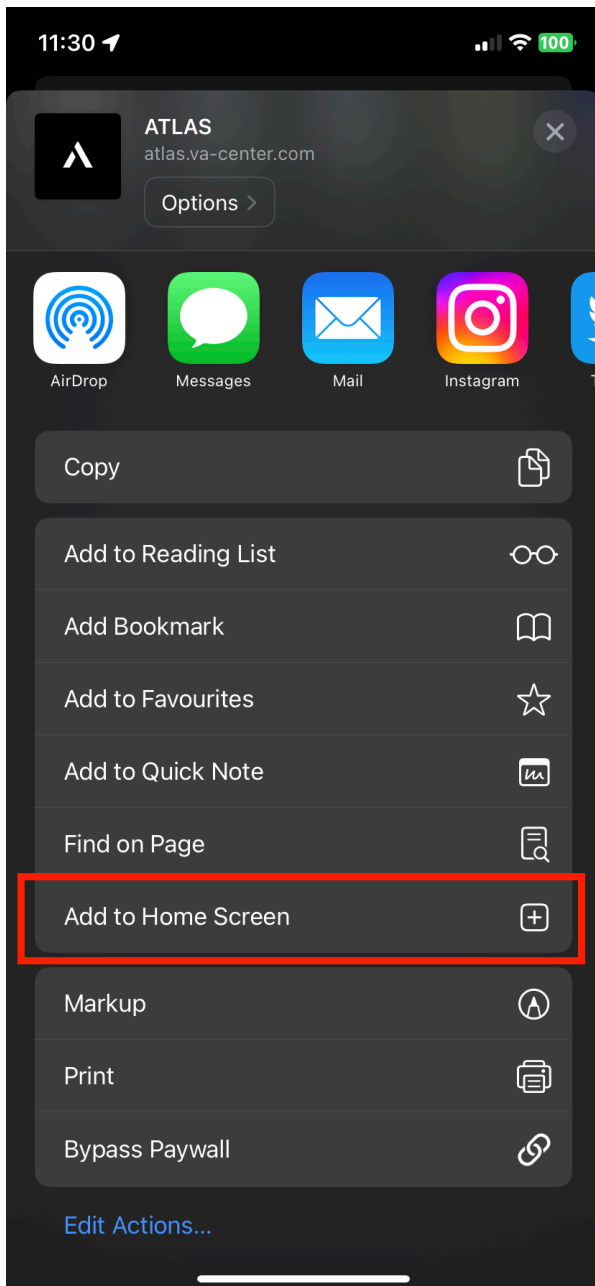


Giving away your Key

The API Key is very sensitive, it allows unlimited access to read the data from your VA. Give it only to apps you trust. If you believe the key was leaked simply press the Delete button on the Admin —> API page.

Add **ATLAS** as an App

ATLAS supports being added to a device as a PWA (Progressive Web App), this means it can function as if it were a native app that you download from an app store. On iOS go to <https://atlas.va-center.com/app/dashboard>. Press the upload/share button , then, "Add to Home Screen ". Lastly confirm the name and press Add.



Notification System

As of **ATLAS** v1.1 we support the web push notification system. Officially **ATLAS** only support it on MacOS and iOS/iPadOS where **ATLAS** has been added to the home screen (see previous section). However it may work on other platforms.

Add your device

To add notification to your device, go to **ATLAS** Settings -> Notifications and press the teal “Allow Notifications” button and accept the popup. After the app reloads, press the “Add Device” blue button and enter a friendly name for the device (It doesn’t matter what you name it). After a period of loading the app will reload again and you should receive a test notification.

