Instructions for TSA No-Fly Pro

Installation:

Go to the CAVU website: www.cavucompanies.com
Select Downloads at the top of the screen
Scroll down to the TSA No-Fly section and press DOWNLOAD APP

A file status will appear in the lower left corner of your browser. When it is done downloading (approx. 2 minutes), Open the file by double clicking it.

You may get a message that states the application is unknown to Microsoft. Click the "More Info" link and then select RUN ANYWAY.

Enter the code given by CAVU into the Password field. It must be in CAPS. If the OK button does not activate, contact CAVU.

During the installation two screens that require your input:
Destination Folder screen: Leave the default value
Setup Type: Select TYPICAL unless you are downloading an update (i.e. you have previously installed the app) , then select UPDATE ONLY. This retains your previous files.

After the install finishes, an icon will appear on your desktop. Do Not run this until you finish the steps below.

Using your File Explorer, find the directory named TSAnoFlyData. It will be right off the C drive.
Right click the file name and go to properties.
On the properties tab, select security.
There will be an edit button on this tab, select it and find & select the category USERS in the top pane.
If the FULL CONTROL checkbox is not selected, select it and press apply.
Exit the properties window.

Starting the App:

Select the TSAnoFly Search icon (American Flag shaped like the US) on your desktop.

When the app starts for the first time, a message will appear asking you to enter your first and last name. If you are a company, enter the full company name, leave off Inc or LLC.

The remaining days of your demo will also appear. Operating as a demo, it is not necessary to enter SETTINGS. Jump to using the app below.

If you are purchasing the app, call CAVU for a registration and License number. 1-800-464-3375. These entries would be entered on the SETTINGS screen (selected above on the upper ribbon of the app).

Remove the work DEMO from the end of your name and make any adjustments necessary. Give the serial number found on the screen to CAVU. They will give you registration code in return. Enter the code exactly as given including the hyphens, overwriting the word DEMO in the Registration code field. Enter the new License Number as given.

It is necessary to enter an email address. This email address is used for distributing Manifests. Multiple addresses can be entered, separated by a (;) semi-colon.

Press SAVE. Wait for the screen to hide (may take a minute). If the screen does not hide, you may not have given yourself full access control as referred to above.

Optionally, you can enter your own email SMTP parameters for sending manifests.

Using the App:

Three small sample databases are provided with the installation. Fictitious names and info are provided for demonstration purposes.

If you have online credentials from the TSA, you can download the current files by pressing the Download Database button on the main screen. Enter your username and password and navigate to the section for downloading files. You will download the CSV files not the EXCEL files. Be sure to download them to the folder TSAnoFlyData folder on the C drive. You can remove old files by selecting them in the middle panel of the lower screen on the main page and then pressing Delete File.

Entering Names:

The demo has demo entries under the Passenger List #1. Go to Import Names, and select Passengers #1. Note the format of the four names. You can enter in upper or lowercase. The Lastname must be an exact match. The first and middle names can be partial entries (initials). It is highly recommended that you enter the birthdate AND that the date be in M/D/YYYY format. It is not necessary, however, to search the NoFLy or selectee lists with a DOB, however; the DOB is necessary to clear names.

Search each file sequentially starting with the TSA_No_Fly file, then the TSA_Selectee file then the TSA_Cleared file. Select the file in the middle panel, then press Search. If you get an error, press search again. A message will appear that the search is occurring and when it completes. This happens rapidly even with the actual files. As the names are searched, they are capitalized. If possible "hits" are found in the No Fly list, the names are colored RED. The possible entries in the database are shown above.

Particularly if you did not use full names or left the DOB off, you may find many entries. You can complete the name and DOB entries and press search again. Hits will show as NO FLY on the manifest sheet.

Note in the demo database using the demo Passenger list, that SAYED A returns two hits. The first names are spelled differently as are the DOBs. This info could help you eliminate false positives.

Select the Selectee database and press Search again. Hits in this database turn the background on the name Yellow. Their status will be shown as SSSS

Select the Cleared database and press Search one more time. If any of the hits are cleared in during this search, the background turns green and their status changes to CLEARED.

Groups of names can be saved as CREW, EMPLOYEES, MECHANIC and PASSENGER lists. Ten (10) names per list. Simply select Save Names and press the list to save to.

Manifest:

After searching a list, select Manifest.

On the lower right of the screen, press Import from Search. You can assign a manifest number to the list on the screen, then press SAVE.

Additional names can be added to the manifest by returning to the Search screen (press BACK in upper left corner) and entering different names. Do the search procedure, then press Manifest again. It will be blank. Select the manifest that you saved at the bottom. The names from the previous search will appear. Then press Import from Search. The new names will be added to the manifest. Press Save to add these names to the saved manifest.

You can optionally add sex, passport # or Visa # on the screen to be added to the manifest.

You can print or email the manifest.

There is default text added to the bottom of the printed manifests. These can be changed by using a text editor such as NotePad or WordPad or other word processor apps but be sure to save as TXT files and do not change the names of the files. The files are Footer1.txt and Footer2.txt within the TSAnoFlyData folder. Signature lines are also provided.

Print Log:

The Print log function prints the last files searched and the saved named list (EMPLOYEES #1) searched. This can be filed as proof that the employees, crew and mechanics have been routinely vetted.

Search and Keep Checkboxes:

You may never have to use these checkboxes. If you do not want to search certain names in your list, they can be excluded and will appear on the manifest as the last search revealed. For example, if you unchecked search on a name prior to the search, he will appear as CLEARED. If you did a search in No Fly, and there was a hit, and then you un-checked search, they will be appear as CLEARED. Use this with caution.

The Keep checkbox preserves the names for the manifest. Check the box and press Keep Checked. Unchecked names will be removed. When you go to manifest and select import from search, only the kept entries will appear. This is also a way to focus only on hits and not the cleared individuals.

Exit the program:

Be sure to use the X in the upper right corner of the main screen to close the app.