

STANDARD OPERATING PROCEDURES (SOP)

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1. DISTRIBUTION AND SCOPE

1.1. DISTRIBUTION

1.1.1. The intended audience is both the training team of Hong Kong VACC, including instructors and mentors and all controllers who receive instruction through the guidelines of this document at Hong Kong VACC.

1.2. SCOPE

1.2.1. This syllabus document is written to provide an official guideline to the install the Sector Files intended for the Euroscope Client to connect to the VATSIM network.

1.3. EXCLUSION OF LIABILITY

1.3.1. This manual is for use on the VATSIM Network only and should never be adopted for real world use. The information published by VATSIM within this document is made available without warranty of any kind; the organization accepts no responsibility or liability whether direct or indirect, as to the currency, accuracy or quality of the information, nor for any consequence of its use.

2. AERONAV GNG COPYRIGHT

2.1. TIME SCALE

2.1.1 ALL RIGHTS RESERVED AeroNav Association. NAV-DATA AEROSOFT. FILES MUST NOT BE DISTRIBUTED TO NON-VATSIM MEMBERS! The Global Nav Generator (GNG) and all its sub-modules were created by the AeroNav Association. All files generated by the GNG belong to the AeroNav Association and must only be hosted on the AeroNav/GNG Homepage. The final responsibility for the content of this file lies with the publishing vACC itself. This file is protected by copyright laws. You may install it on your computer for your personal, non-commercial use only. The data must not be copied, photocopied, translated, reverse engineered, decompiled or reduced to any electronic medium or machine legible form, neither completely nor in part.

3. DOWNLOADING

3.1. Location of Files

3.1.1. Downloading the Sector Files can be done through the **Aeronav GNG file website**. *(The Hong Kong vACC Sector Files will only be listed on Aeronav GNG website, any other sources may contain malware. It is advised only to download the files required through the GNG website. [A link to said website is provided in the Download section of the Hong Kong vACC website.](#))*

4. INSTALLATION

4.1. Drag and drop installation

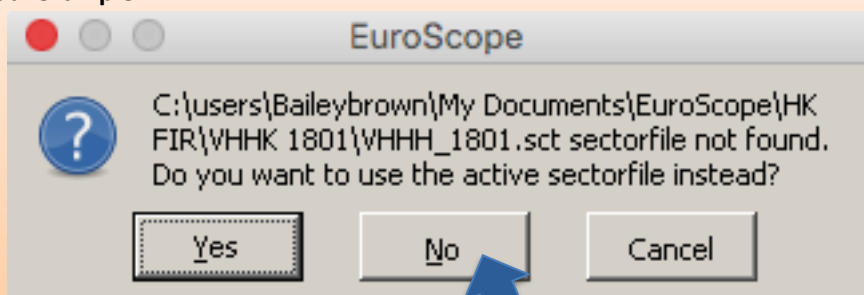
- 4.1.1. Drag the content from inside the Hong Kong Sectors file into your root Euroscope folder or into a subfolder within the Euroscope directory. Download the Hong Kong Settings file and drag the content from inside that and place it in the same location as your Sector files are.

5. FIRST TIME LAUNCH

5.1. Launching new sector files for first time

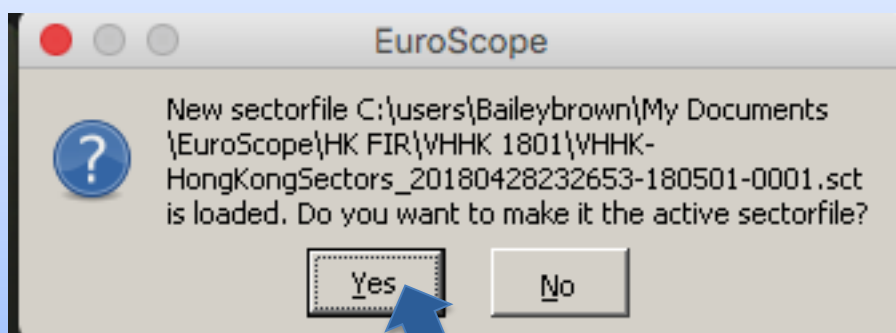
- 5.1.1. Open the .prf file with Euroscope by opening the program and locating the file. You will be greeted by these messages, press “No” on the first one and select the .sct file for Hong Kong. On the second message press “Yes”. This will simply add the sector file to be automatically set and launched when opening the .prf file next time. Make sure when you close Euroscope you always press “Save all” so it will save your settings.

Visual example



(Continue Below)

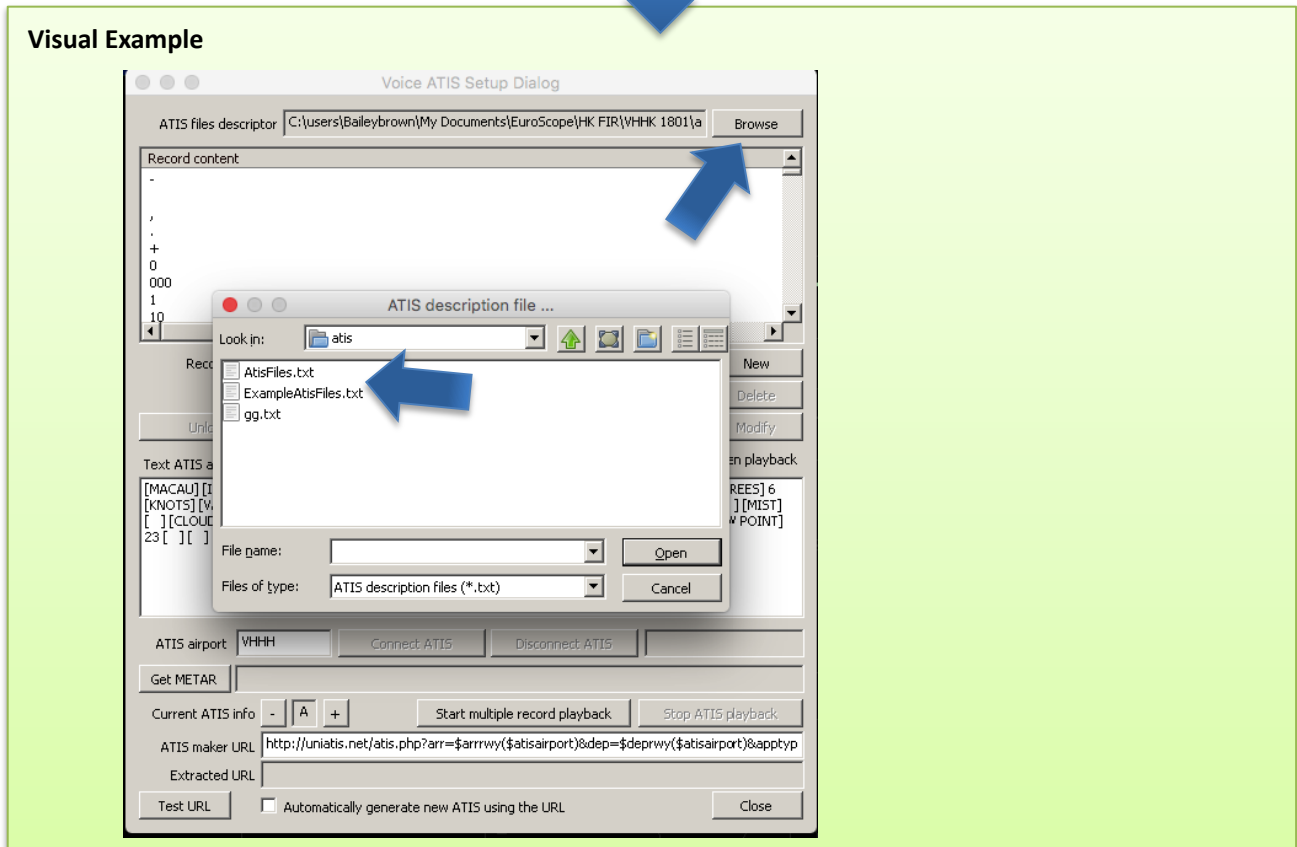
Visual Example (Cont)



6. ATIS

6.1. ATIS File

6.1.1. In the case your ATIS file is not playing make sure you have selected the ATIS file in the ATIS folder.



7. GROUND LAYOUTS, GEO & SOUNDS

7.1. The Sector Files have the terminal buildings and taxiway as well as runway colours set to “Regions”. In order to turn them on go into display settings inside Other Set and make sure you tick Regions. The same principal goes for Geo and Free Text, geo enables the Hong Kong Geography showing coastlines and Free Text shows the Taxiway letters and parking bays.

7.2. When Installing the Sector Files sometimes the sounds or settings may not load. To fix settings go into “Other set” then into “Settings File Setup.” To fix sounds go into “Other Set” then into the “Sounds.” To set sounds simply go into “Browse” and click and save the sound.

8. UPDATING SECTOR FILES

8.1. Please refer back to section 5.1.1.1.

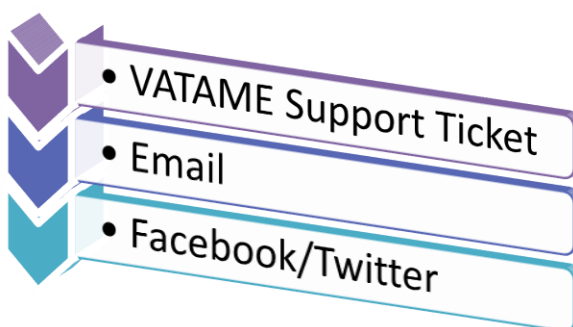
9. SUPPORT

9.1. Hong Kong VACC provides support through the VATAME HQ system which is linked on our website. Additional contact can be made through facebook or twitter.

9.2. Requesting support can be divided into our most preferred and least preferred.

9.3. AERODROME CONTROL TRAINING

9.3.1. Below is top to bottom with our preferred way of requesting support. Top being the most preferred and the bottom being least.



10. AIRAC CYCLE UPDATES

The Hong Kong VACC would recommend all members to keep their AIRAC Cycle up to date for our sector files. They will always be up to date on the Aeronav GNG website within 24 hours of the AIRAC Cycle release.

**Hong Kong Virtual Area Control Centre (HKVACC)
Virtual Air Traffic Simulation Network (VATSIM)**

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RECORD OF REVISION

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30 APR 2018	0	1. Manual written & all sections and images included.	B. BROWN A. TANG