

# Manual PIREP

Manual PIREPs are utilized when SmartCARS is unable to automatically submit a PIREP on your behalf. This option allows pilots to manually provide the necessary flight information and details to ensure that the flight is appropriately recorded, even in situations where automatic submission is not feasible. Manual PIREPs serve as a convenient and effective solution for reporting flights when the standard automated process encounters challenges.



## Accessing Manual PIREP Page

To access the Manual PIREP page, follow these steps:

1. Utilize the sidebar navigation on the crew website.
2. Navigate to 'Flight Ops' and select 'My Bids'.
3. On the My Bids page, locate the aqua blue button situated to the right of the flight information.
4. Click on the aqua blue button to initiate the process of submitting a Manual PIREP.

This straightforward procedure ensures easy access to the Manual PIREP page, allowing pilots to promptly and efficiently provide the required flight details.

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### Ready to file, CTO | Zac?

Please note that Manual PIREPs may only be completed in the event of an error during normal SmartCARS filing. If you are moving forward with the manual PIREP function below, please be aware that proof of the flight being flown needs to be indicated in the appropriate box.

Manual PIREPs will be reviewed by staff members within 48 hours of their submission.

Abuse of the manual PIREP system may result in your removal from United Virtual. This is to only be used in the event of a reporting error with SmartCARS.



Please include a source for your flight being completed, such as VATSIM, or some other flight tracking program/website. If you have a picture to present as your proof, you can do so by reaching out to your hub manager or a member of the staff team, on Discord.

CTO | Zac P.  
Pilot in Command

RPA3414  
Flight Number

KEWR  
Departure

KRDU  
Arrival

RPA - Republic Airlines  
Select Your Airline

3414  
Flight Number

KEWR - New York Newark Liberty International Airport  
Departure Airport

KRDU - Raleigh-Durham International Airport  
Arrival Airport

E170 - N862RW  
Select Aircraft

Fuel Used in lbs

Flight Time with decimal point. Eg - 5.5 is equal to 5 hours and 30 minutes.

Route only (Don't Include Dep/Arr Airports)

File Flight Report

## Manual PIREP Guidelines

Please adhere to the following guidelines when using the Manual PIREP system:

1. Manual PIREPs are only intended for use in the event of an error during normal SmartCARS filing.
2. Proof of the flight being flown must be indicated in the appropriate box.
3. Abuse of the manual PIREP system may lead to removal from United Virtual. It should only be used for reporting errors with SmartCARS.
4. Complete all required fields on the form before submission.

## Form Field Instructions:

- **Flight Time:** Enter in a decimal point format (e.g., 5.5).
- **Route:** Include only the route without departure and arrival airports.

## Submission Process:

- Manual PIREPs will display as 'Pending' in your flight log until reviewed by a staff member.
- Allow up to 48 hours after submission to receive an 'Accepted' or 'Rejected' status.
- Once all fields are filled out, click on the 'File Flight Report' button to complete the submission.

These guidelines ensure that the Manual PIREP system is used appropriately and efficiently for accurate flight reporting.

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