WIDODA.COM - MANUAL

Dieses Manual in Deutsch hier clicken

Cette manuel en français clique ici

The basic principle of WIDOLA.COM is that it must remain a trustworthy source. Therefore, all entries in the database are checked by professional editors who work in aviation publishing. So if you enter or change data, it may take some days until it is checked and appears on the site. If you want to enter data in our database, you have to register first so that our editor may reach you if there are questions.

Widola.Com is the online page of the printed World Directory of Leisure aviation. To handle its two public interfaces:
I. Visitor Interface (public) - to look for the data.
II. Request Interface (public after registration) – to enter or correct your data.

Content

I. Visitor interface – search data **Back to top**

Write Widola.com in the adressline of your browser you receive homepage
(see image 1)

I. A. Search for Aircraft Back to top

If you are looking for an aircraft or a school, you can shortcut this process by using the 'Search for Aircraft' or 'Search for School' buttons instead, as appropriate. Note that the 'search for aircraft' button also accesses engine manufacturers. The structure of the data and the categories of activity are all exactly as in the printed edition. The two following examples show how the database works:

Example A: You want information on the aircraft of constructor Comco-Ikarus. Press 'Search for Aircraft' and then type the company name in the 'Company' field. If you do not know the full name, type what you know and put a percentage sign (%) before and after. So if you only know Comco, type '%Comco%'. Then press 'Search'. A list of aircraft made by companies whose name includes 'Comco' will appear (see image 2)
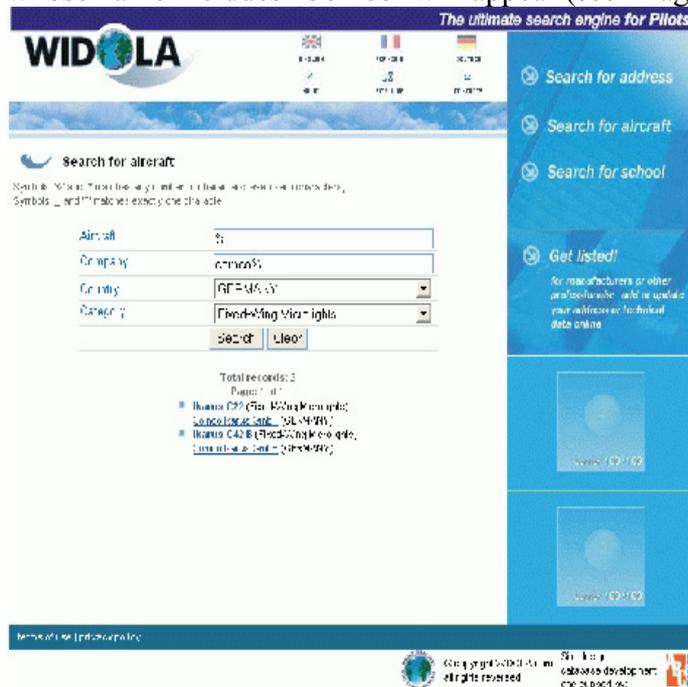
(When searching, you can enter information in as many or as few fields as you like. To continue our example, if you know the aircraft comes from Germany and is called C22, but

you don't know the manufacturer, you select 'Germany' on the Country list and type '%C22%' in the Aircraft field.)

Our search has produced two aircraft: the C22 and the C42 B. If you click on one of the names, a new window (see image 3)
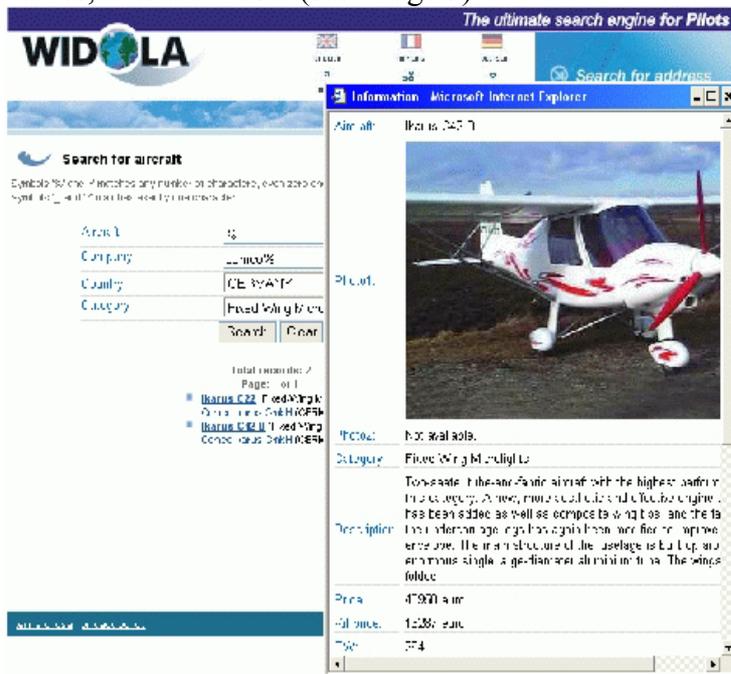
opens with technical data, description and photo of the aircraft selected. Returning to image 2, if you click on the manufacturer name, you will see the address details of the company (image 4).
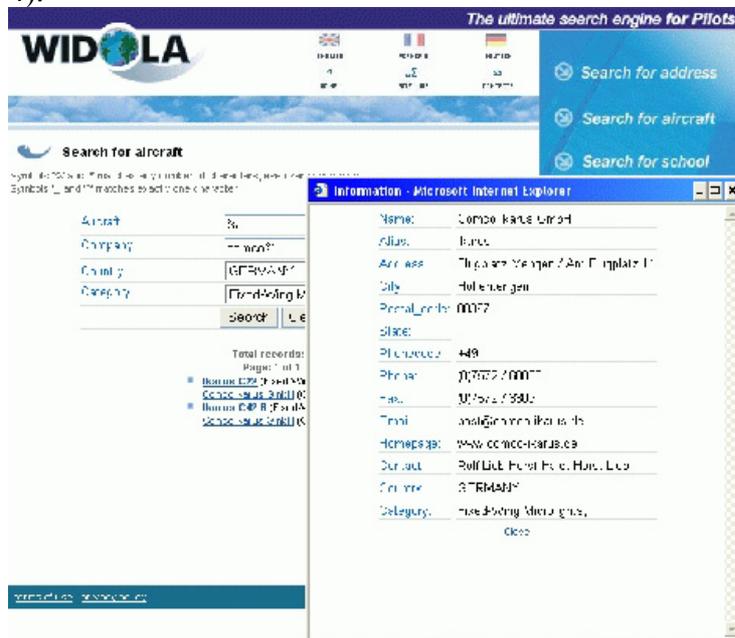
I. B. Search for address [Back to top](#)

Example B: You want the addresses of all Italian paramotor constructors. Select 'Search for Address' on the homepage. Then select 'Italy' from the country list, and 'Paramotors & Footlaunch Power Packs' from the Category list. You can leave the Company field blank or enter '%'. The press the Search button: (image 5)
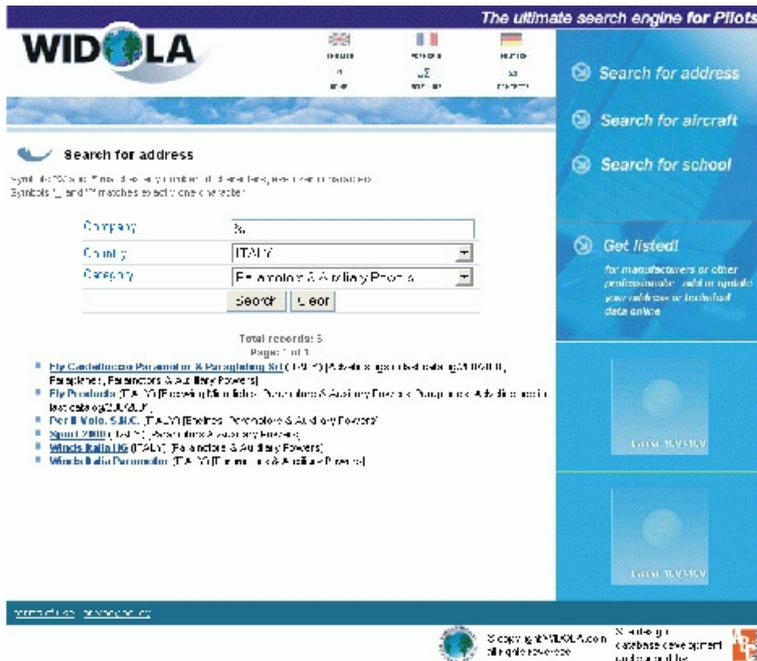
will appear. Click on any of the names in the list to get address details of the company selected.

I. C. Search for School Back to top

The same system can be used to find a school: start with 'Search for School' on the homepage instead of 'Search for Address'. Under Category here you may enter you may enter the field in which the school is active . All Schools are listed with their address and activities. The schools which support WIDOLA.COM also have a small description Text and a Picture to their description.

To submit information to Widola, press 'Get Listed!' on the homepage. The first time you submit information, you must register with Widola, so our editors can contact you if they have questions about the data you have submitted. Press 'Register right now', complete the registration form (image 6)
and press 'Register'. Choose any password you want, but remember to make a note of it!
You will then return to the Login page. Enter your name and password, and press 'Enter'.
You are now in 'Request Mode'. Here you view existing information and add new information.
In the 'Fast Search' field, enter at least part of the name of the company you wish to view/edit. For example, to find Comco Ikarus, enter 'com'. If the name you want is not displayed, scroll down the list for other names with the same letters.
If you cannot find the company you want, click 'Add New Company' and enter details as appropriate.
If you can find the company you want, press 'Show Company'. Here you can check and edit all information about the company's address, its activity categories, its importers and its products (image 7). When you click on the name of a particular aircraft, you can view/edit its technical data, prices and descriptions. You can also view our existing photo of the aircraft, and upload a new one if you wish.
If you change any information, press 'Modify Record' when you have finished. This sends your new information to our editors for checking. Widola will then return you to 'Request Mode', where you can continue to view/edit as you wish.

Help

In addition to this manual you also find a translation Help in three languages on your homepage. the specifications for photos and the forthcoming publication schedule. The help pages are in pdf form, so you can easily download and print them.

If you have any further problems or suggestions, click 'Support' and send us an email.

II. Request Interface <u>Back to top</u>

Adding Information to Widola

Once they have registered with <www.widola.com>, anyone can go on-line and add or edit information. But to maintain the integrity of the data, no information submitted to the site will appear in public (either on screen or in print) until our editors have reviewed it. The editors will compare the new information with any existing data, and if necessary raise questions with the source of the information — manufacturer, dealer or importer as appropriate. Only when they are satisfied will the new information be put on site, ready for use in the next printed directory.

This principle applies to every item of data on Widola: every address, every aircraft specification, every company activity. We welcome input, but the editors retain full control of everything that is published, on screen or in print.

Request Interface – Enter your ,data

1. Create Login **Back to top**

First, click on 'get listed' on the Widola homepage. You will see the log-in page. The first time you use the site, you have to register: click 'register right now' on the right-hand side next to the log-in windows. (On subsequent visits, just enter your log-in and password.)

Enter a log-in (maximum 10 letters) and password (both of your choice), and your details. You must provide: log-in name, password, name, country, and a valid email address.

After pressing the registration button you now can enter your log-in name and password. You are now logged in Request mode, and can make requests to change data.

1. Edit addresses

1.A. Edit addresses of company already exist in the Widola database **Back to top**

The easiest way to edit data is to use the fast search mask. (you may come back to this page at any time by pressing 'main page' in first line). Start by typing the name of the company in the fast search window: you need only type three letters, after which the company name which is closest to your typed name will appear. If this is the right company, click show company. If not, scroll down the list of companies to find the one you want.

Now you see the main page of this company, showing all the data we have stored about it.
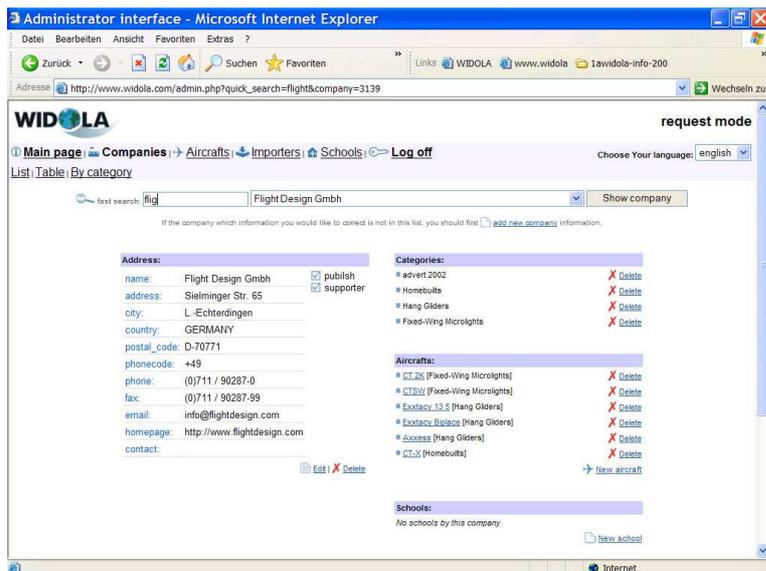
You may now change the address, add or delete categories, add or delete importers, add or delete aircraft produced by this company, and (if it is a school) edit the school data. If the company produces aircraft you may also edit the aircraft data.

To edit company address, press the edit button on the left side under the address.

The following fields may now be edited:

Name	Name of the company
Alias	Again the name of the company, but abbreviated if your company name is long, and excluding legal status indicators, eg Inc, Ltd, SA, GmbH, Pty etc.
Address	Street and house number / PO Box
City	Name of city
Postal code	Postcode
Country	Country (select from list)
State	In some countries there are states: eg California in the USA. For most countries, leave blank.
Phone	Telephone, without country code (the country code is linked to the country and is therefore set automatically by the system). Please use the following style for phone numbers: (0) 89 / 123 45. The '0' in brackets indicates that it must not be dialled from abroad. Use the separator '/' between area code and number. You may use only one phone number: if you want to add others, use the 'public note' field (see below).
Fax	Same discipline as phone number.
E-Mail	Only one email per company in this field. You may add additional addresses in the 'public note' field below. Please note: there must be a '@' character in all email addresses.
homepage URL	Web address, same discipline as E-mail.
Contact	The responsible person in this company.
Public note	You may put additional info on your company here, like persons to contact for future plans, and so on. Also additional phone numbers, emails and web addresses. Hang glider and paraglider manufacturers please note: if you also make wings for power flying, tell us the model names by writing a note in this field
Date	Do not use. This is set by the system when you enter the change request.
Published	Do not use. This is for internal notes, written by our editors.
Supporter	This is an internal note set by our editors, indicating whether you have supporter status or not. If you are an advertising client of the printed WDLA, you receive supporter status for three months for free. Supporters have the advantage of a direct link from the indicated address to their web page and email, and also their photos are stored on the site in higher resolution. For more info about supporter status, click the 'supporter' button on the widola-homepage.

Activity	Here you list the categories of activity with which your company is involved. Your company can be marked with several categories. If you just click on one category, all the others will be unmarked. To add additional categories, hold down your 'control' (strg) key while clicking with the mouse. Your company will be listed in all the categories which are marked blue. But please note: product categories like parachutes, paragliders, flexwings etc are for the use of bona-fide **manufacturers.** If you are importer, please mark the 'importer' field for the relevant manufacturer. If the manufacturer whose products you import is not in the database, you must add it, using the same procedure which you have just used for your own company. If you enter yourself as manufacturer but you are actually only an importer, you will not appear at all.

After you finished your entry you press modify record and you receive the message: 'Your Change - Request has been obtained' when the system has accepted it.
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1. B. Enter New Address which is not in Widola Database **Back to top**

Before entering a new company, please check first that it has not already been entered by someone else, perhaps with a slightly different name. If you are sure it is not there, press [add new company] to open the mask. Then enter data as described above. When you have finished, press the 'add record' button and you should receive the confirm message 'Your Add request has been obtained'. Remember, the new details will only be visible on the site after an editor has validated them.

1. C. Delete an address **Back to top**

Under 'address' on the main page you will find a 'delete' link. If you click on it, the system shows you the complete address. Press 'delete record'; you should receive the confirm message 'Your delete request has been obtained'. Again, the company will only be deleted after an editor has validated your request.

2. Edit Aircraft (glider) data
2. A. modify data of an existing Aircraft
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On the right side of the main page of a company, under 'aircraft' you see the names of the aircraft stored in Widola.com. Click on the name and the techdata/descriprtion window opens:
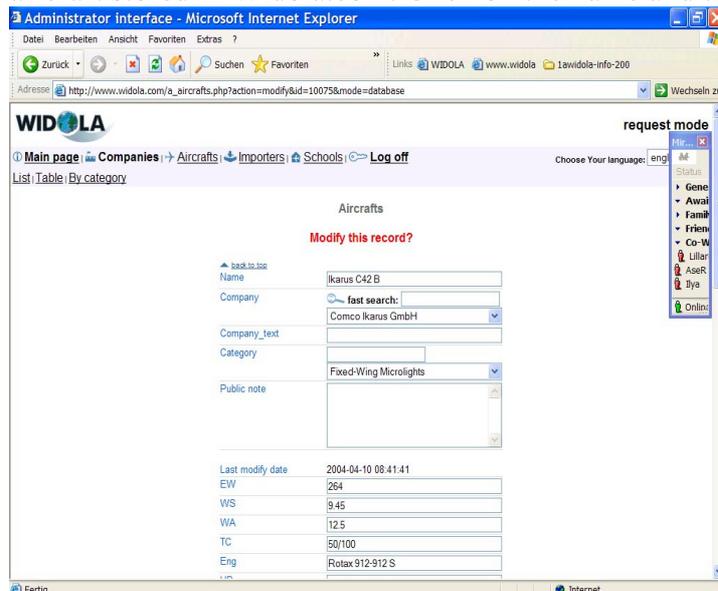
Name:	Name of model
	Fast search, just type the name here and system selects from the database and shows the result in the field below.
Company	Name of manufacturer, selected from the database list. If the

	company you want is not in the list, add it as described in section 1B. If you have already added the company but it has not yet appeared because the information has not yet been checked by an editor, use the field below…
Company_text	If a company name has not yet appeared because the data is waiting to be checked by an editor, write the company name here, followed by 'add new Company request'.
Category	Select category of aircraft (note that if you change the category, the 'tech data' fields below can also change). If the aircraft is already in the database, this field can normally be left unchanged.
Public note	You may enter here some additional info for the editor about the aircraft. This note is not published. Information from the 'company text' field appears at the bottom. Hang glider and paraglider manufacturers please note: if you also make wings for power flying, tell us the model names by writing a note in this field. Do not list them along with the rest of your range: the aircraft in the hang gliding and paragliding sections must all be capable of free flight.
Last modify date	Do not use (this is set by the system)
EW	Empty weight (kg). As with all technical data fields, we need information in metric units, but do not write the abbreviation, the system will do that later. Enter only numbers.
WS	wing span (m)
WA	wing area (m^2)
TC	fuel capacity (litres)
Eng	engine (make and model, eg Rotax 582)
HP	power (hp)
Wmax	max take-off weight (kg)
St	number of seats
Vmax	Maximum speed (km/h)
Vc	Maximum level cruising speed (km/h)
Vmin	minimum speed (km/h)
Vz	Maximum rate of climb (m/s)
Fc	fuel consumption (litre/h)
Class	Class in which the aircraft flies. Choose as appropriate from the options in the field.
Cert	Certification held by the aircraft. . Choose as appropriate from the options in the field.
Name of Photo 1	Put here the name of the first photo you upload below
Photo 1	If you want to upload a new photo, click on 'find' and then choose the location on your local computer where the new photo is stored.
Photo 1 (old)	Click on the blue link to see the photo currently held in the database. Attention **Hang glider Paraglider and Paramotor manufacturers** we do not need 1 photo per each model from you. For the printed directory we only need: **Hang glider** and **Paramotor** manufacturers **1 photo** per manufacturer per category - **Paraglider** manufacturers: **2 photos per manufacturer**). (Photos must be of a suitable specification. For details, click here). This photos will be shown with all models of this manufacturer so please enter also the name of the models on the photo in the "Name of Photo" fields . Later the year there will be also the possibility to upload 1 Photo per models for these categories (at least for all manufacturers who are WIDOLA.SUPPORTERS. but only for internet use.
Name of Photo 2	Put here the name of the second photo you upload below
Photo 2	You may upload a second photo for each aircraft. Proceed as in Photo 1 above
Photo 2 (old)	Like above. If there are two photos stored on the database, you may see both. Proceed as in Photo 1 (old) above.
Price	This is the price of a ready-to-fly aircraft/glider for readers of the

	English-language edition. Only three currencies are accepted by the system: \$, €, and £. Any other currency must be converted into Euros (if the aircraft is built anywhere in Europe) or dollars (if it is built anywhere else). Write only the Value numbers in this field, no spaces, letters or punctuation (signs like "," or "." Or "*") Give in the value without off all Prices **without sales tax (VAT)**, and choose the currency "€" "\$" or "£" write nothing else in this field.
Price French edition	You may put a different price for readers of the French-language edition. If you leave this field alone, the price from the English-language edition will be printed.
Price German edition	You may put a different price for readers of the German-language edition. If you leave this field alone, the price from the English-language edition will be printed.
Kit Price	If the aircraft is sold as kit, enter the price(s) here. The same disciplines apply as above. If the aircraft is a powered machine, and the kit is sold without power plant, remember to say this in the description field below.
Kit Price French edition	
Kit Price German edition	
Plan Price	If the aircraft is sold as plans, enter price(s) here. Again, the same disciplines apply.
Plan Price French edition	
Plan Price German edition	
Description (english)	In this field write your suggested description, to be published in WDLA. Note that, in the Paraglider, Hang Glider, and Paramotors & Auxiliary Power categories, there is one description per company. So you should speak about the company's activities in general, and its range of machines, not just about one single aircraft/glider. The description is the same with all models of a manufacturer. If you write different descriptions for different aircraft from the same company, your earlier descriptions will be automatically over-written. This does not apply with any other categories of aircraft, where we publish one description for each machine. You may write in English, French or German, our translators will supply any missing languages, after our editors have approved the text.
Description (french)	
Description (german)	

After finishing your input, please press the 'modify record' button at the bottom and you will receive the 'Your modify request has been obtained' window, after which you go back to the main page of the company. If you are also uploading photos at this point, this process may take several minutes, depending on your internet connection.

Please note, that the time for editing one aircraft is limited to 10 minutes; if you leave the window open for longer the request will not be saved. So we suggest you prepare data, text and photo before you enter the aircraft tech data window. If you run out of time and do not get the 'Your modify request has been obtained' window, press the 'back' button on your internet software so you can again see the information you have just entered. Then enter the techdata/description window again *via a new window*. You can then cut and paste from one window to the other, which is much quicker than starting again.

Info and translation to the data of all other categories you find
Under the link translation_help.htm.

2. B. Enter new Aircraft (glider) data and Photo for an company already in the database
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First go to main page of the company, using the fast search window. There you select the company (see above). Next, verify that the company is already listed under the category

appropriate to the new aircraft. If the category is not listed, you must edit the company information (see section 1A) before proceeding. If the category is listed, click

✈ New aircraft

At right side of the screen. The 'Add Aircraft' window now opens. This is exactly like the 'modify aircraft' window described in 2.A, except that the fields are all empty. After entering the aircraft name, choose its category. Now enter data and photo links and than press 'add Record'. You should receive the message: 'Your add request has been obtained'. If you do not, you may have run out of time: see the note at the end of section 1C.

2. C Enter new Aircraft (glider) data and Photo for an company not already in the database
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If your company is not already in the database you must first enter its details (see 1. B.). At that point, however, the database will not show the new company details because they first have to be confirmed by an editor, which can take several days. Therefore, when entering an aircraft from such a company, you click on 'Aircraft' and then on 'table' in the second line at the top of the window, where you find the link '☐ Add new record Click on it and the 'Aircraft' window opens. Type the name of the aircraft and in the 'Company_text' field type the name of the company whose details you have just entered. Now fill the form as described in 2. A and press 'add Record' at the end.

ⓘ **Main page** | 🖳 Companies | ➔ **Aircrafts** | ⚓ Importers | ⌂ Schools | ⤵ Requests (214) | ✕ Service | ↪ **Log off**
Table | Types | By category | List info

Aircrafts (database correction)

▲ back to top	
Name	new aircraft
Company	↺ fast search: [ ]
	[▼]
Company_text	test company
Category	[ ]
	Autogyros ▼

2. D. Delete Aircraft
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Enter the company name in the fast search window on the main page. Click 'show company' and you see all the aircraft from this company listed on the right-hand side.
At the end of each line you find a 'delete' link: click on it and a delete window appears which shows all the data of this aircraft. If you confirm your request by pressing the 'Delete Record' button at the bottom, you will see a confirmation saying 'your delete request has been obtained'.

3. A. Adding or deleting a category for a company in the database
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On the main page at the top right-hand side, under Categories, you see all categories under which a company is listed. To change a category, click on the edit button under the address. Scroll down to the field you want, then press the 'crtl" (or 'strg') key on your keyboard, and choose with the mouse all the categories you want. Every category marked in blue will be registered. There is a scroll bar on the right side of the category window. At the end, press 'modify record' and you should receive a confirmation message.

Aircrafts

Delete this record?

id_aircraft:	10037
company:	Flight Design Gmbh
category:	Fixed-Wing Microlights
name:	CT 2K
photo1:	photos/small/37fix1.jpg
photo2:	photos/small/37fix2.jpg
EW:	ab 262
WS:	9.30
WA:	10.80
TC:	130
Eng:	Rotax 912
HP:	80
Wmax:	600
St:	2
Vmax:	301
Vc:	230
Vmin:	65
Vz:	3.5
Fc:	16
Class:	2
Cert:	46
id_old:	0
posted_flag:	1
date:	2004-05-04 10:08:19
published:	0

▲ back to top

| Delete record | Back |

3.B. Adding and deleting Importeures
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On the main page of a company, on the left-hand side at the bottom, you can see the importers of the company and to which countries they import its products. To delete an importer, click on the 'delete' link and you will see a window with the info of this importer; you confirm your deletion at the bottom of the page and receive a confirmation.

To add a new importer, click the 'New importer' link at the bottom off the importer part of the main window. A window now opens with the following fields:

Company	Select from the list the name of the importer. Normally this name is already on the list. If you cannot find the name, use the next field. Enter the address first (see 1.B.)
Company_text	If you have already entered the name of the new importer, but it has not appeared in the list because it is awaiting validation by our editors, write the name of the new importer here.
Company from	Select from the list the name of the manufacturer whose goods are being imported. Normally this name is already on the list. If you cannot find the name, use the next field…
Company_from_text	If you have already entered the name of the manufacturer, but it has not appeared in the list because it is awaiting validation by our editors, write the name of the manufacturer here.
Aircraft	If the importer is handling the whole range of this

	category of aircraft from this manufacturer, or all categories - leave this field blank. If the importer is only handling one model, choose this model from the list. – but you have to choose the category below two. If you cannot find the name on the list, use the next field…
aircraft_text	If the importer is handling the whole range of this category of aircraft from this manufacturer, leave this field blank. If the importer is only handling one model, but it has not appeared in the list above because it is awaiting validation by our editors, write the name of the aircraft here.
Country	goods. If the importer is supplying more than one country, repeat this procedure for each country.
Category	this manufacturer fall. i

At the end you press 'add record' and receive confirmation.
In the same way you may edit importer details. If the importer is handling goods from another company in the list, press the link 'New importer' at the bottom right-hand side of the main page of the company.

4. Schools entering data
4. A. Schools address
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The method of adding or editing a school's address is just the same as for a company address (see 1.A or 1.B above, as appropriate). Note, however, that when choosing a category, you select 'school'. Do not select a category which describes the type of training offered, such as 'paraglider' or 'flexwing microlight'; these categories are reserved for aircraft manufacturers.
4. B. Entering School data
Back to top
Please note that schools, like other aviation professionals, have their basic information (address and type of training offered) published free of charge on Widola.com. However, it would be impossible to list the thousands of flying schools worldwide in a printed directory, so only schools with Supporter Status are given a descriptive text and photo in WDLA. All advertisers automatically have Supporter Status, but for schools we have a special Schools Deal which offers them this status very inexpensively. All they have to do is buy 20 copies of the directory for a reduced price, for sale to their customers. Over 100 schools worldwide are already participating in this scheme. More info

So please remember, if you click the relevant 'publication' boxes below, you are agreeing to taking part in the Schools Deal. If you don't want to participate, leave the boxes unticked.

If the address is already in the database, first verify that the organisation concerned is listed as a school under categories, on the right-hand side of the main page. If not, add this category (see 3.A.). Then click on 'New school'. A window now opens with the following fields.

Title	Trading name of the school, can be the same as the company name if you wish
Company	Choose from the list
National	Click here if the school's information is to be published in only one language edition

International	Click here if the school's information is to be published in all three language editions, in English in every case
Flying Adventure	Click here if the company is not a school but offers flying holidays etc for pilots
Public UK	Click here if the English text is to be published in the English-language edition
Public FR	Click here if the French text is to be published in the French-language edition
Public GR	Click here if the German text is to be published in the German-language edition
Public note	Here you can write information for the editors, which will not be published
Photo	Here you may upload a photo of your school. (It will only published on the web, not in the printed version, and only if school has Supporter Status
Description (english)	Write about your school. Don't waste space with addresses etc, that information is already in the database. You have a maximum of 20 lines of 32 characters each, in English. If you cannot write in English, write in French or German, in the appropriate field, and put a note in the 'Public note' field above, asking the editors to translate it for you.
Description (french)	Write about your school. Don't waste space with addresses etc, that information is already in the database. You have a maximum of 20 lines of 32 characters each, in French. If you cannot write in French, write in English or German, in the appropriate field, and put a note in the 'Public note' field above, asking the editors to translate it for you.
Description (german)	Write about your school. Don't waste space with addresses etc, that information is already in the database. You have a maximum of 20 lines of 32 characters each, in German. If you cannot write in German, write in English or French, in the appropriate field, and put a note in the 'Public note' field above, asking the editors to translate it for you.
Specification	choose here: what kind of flying training is offered by your school. Select one or more from the following categories. Air-Park Auxiliary Powers Ballooning Fixed-Wing Microlight Flexwing Microlight Gyro Hang Gliding Helicopter Light Aircraft Paragliding Paramotors Paraplane

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Appendix **Back to top**
A.1. Specification for Photos for upload
We have two groups of aircraft:
With **Group 1,** we print one description **per company** (see section 2.A above).
Group 1 aircraft are:
Paragliders
Hang gliders
Paramotors
In Group 1 there are only two photos per manufacturer (paragliders) or one photo per manufacturer (hang gliders and paramotors).

So with the the technical data of the Hang glider and paraglider manufacturers please note: In the Paragliding section we only list Paragliders for none powered flying. If you make wings for power flying, please list your company under Paramoto + paraplane wings. The details of this wings are not published in the printed directory only addresses (Photos are only printed of those paramotor-wings of Wing manufacturers who advertise with us) In the online database there will be a possibility to enter the data of this wings later the year. You may send photo of your paramotor wings to willi@flying-pages.com via email Name of the Photo should be 'Name-of-Manufacturer-name-of-glider.jpg'

With **Group 2,** We print one description and one photo **per aircraft**.

Group 2 aircraft are:

Light Sailplanes

Paraplanes

Flexwing Microlights

Fixed-Wing Microlight

Homebuilts and Certified Aircraft

Autogyros

Helicopters.

Photo format

Photo should be .jpg format, 300 dpi resolution, and size not bigger than 1. MB (not smaller than 300kB). When the editor processes your request, the database will create a small version of the photo for the internet; the original we will use in our next printed edition.

Paraglider manufacturers should upload two vertical photos of different models (not different photos of the same glider). Regardless of which model the photos show, upload them to the first model on the list they will be shown anyway with all models as explained above. Please enter the names of the models in the field "Name of Photo 1" / "Name of Photo 2"

Sizes for paraglider photos 54 wide x 80 mm high.

Hang glider manufacturers should follow the same procedure except that we only need one photo per manufacturer

and the size is 90 mm wide x 65 mm high. Please enter the name of the model in the field Name of Photo 1

Paramotor manufacturers should supply one photo per manufacturer, size 53 wide x 59x high.

All **Group 2** manufacturers should attach a separate photo to the information for each aircraft model, size 61 wide x 43high. Please enter the name of the model in the field Name of Photo 1

For more translation help-info, press the **help** button on the bottom of the widola.com site.