MARKING AN AIRCRAFT AS CONFIDENTIAL FOR TENDER

When adding or editing tendered aircraft in ARENA you can select whether or not these aircraft are visible to NAFC and agency staff before the tender closes.
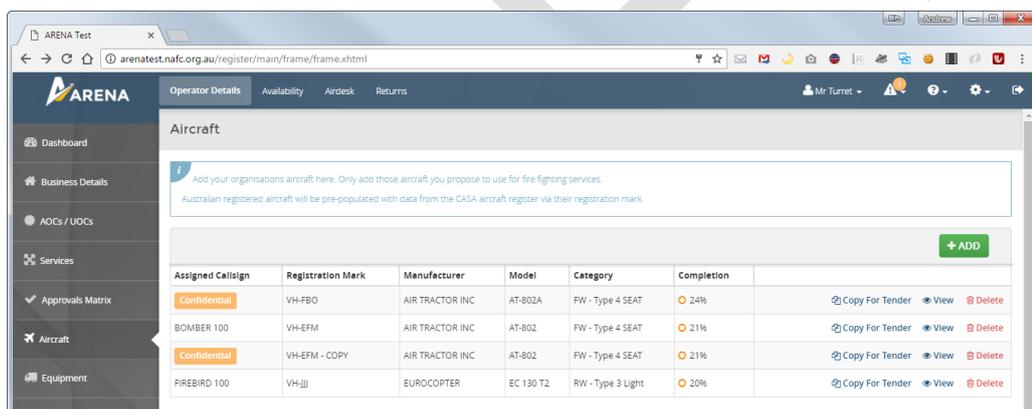
If you set the visibility of an aircraft to Confidential for Tender, fire agency and NAFC staff will not be able to view that aircraft in ARENA, or even see that it exists, until the current tender period closes. When the tender closes NAFC staff will be able to view the aircraft. You can set the visibility of an aircraft to Normal at any time.

The decision as to whether to mark an aircraft as Confidential for Tender is made by the operator. It is not necessary to set existing aircraft in ARENA as Confidential for Tender although this is an option if you want to keep the details of the aircraft confidential during the tender period. NAFC recommends that aircraft newly entered for the purpose of the tender are marked as Confidential for Tender.

If you have existing aircraft in ARENA that you wish to tender and you wish to mark its visibility as Confidential for Tender then you can use the Copy For Tender function to make a confidential copy of the aircraft. That way you can continue to have the original aircraft available for Agencies to use in ARENA while editing a copy of it for the tender process.

Aircraft set as Confidential for Tender will be marked in the aircraft list with the flair **Confidential**

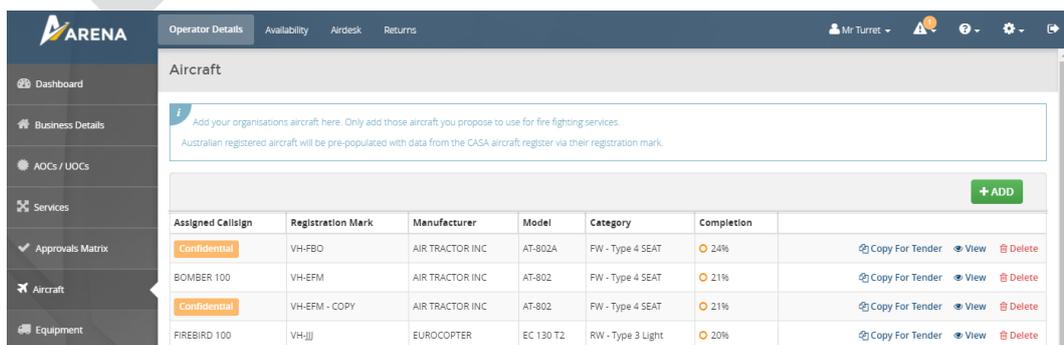Aircraft copied for the tender process will be marked with `- COPY` in the registration field.

> **To copy an aircraft and set the copy as Confidential for Tender:**

Find the aircraft in your aircraft list and press **Copy For Tender**

Press **CREATE COPY FOR TENDER**

Edit the new aircraft and press the **SAVE** button

➢ **To create a new aircraft and set it as Confidential for Tender:**

Use the **+ ADD** function to create a new aircraft record

In the in the Identity section set the Visibility to **Confidential for Tender**
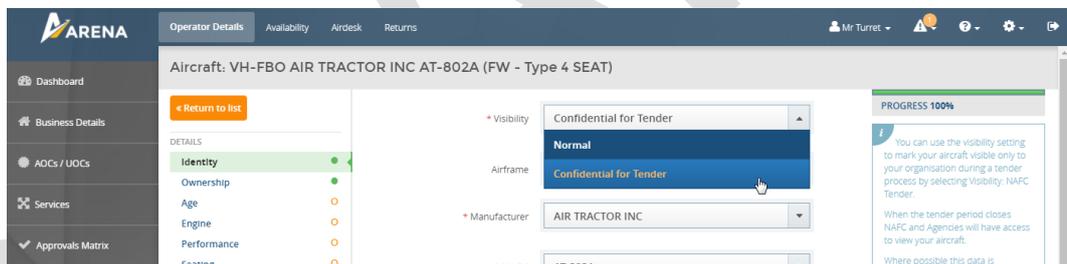
Press the **☑ SAVE** button
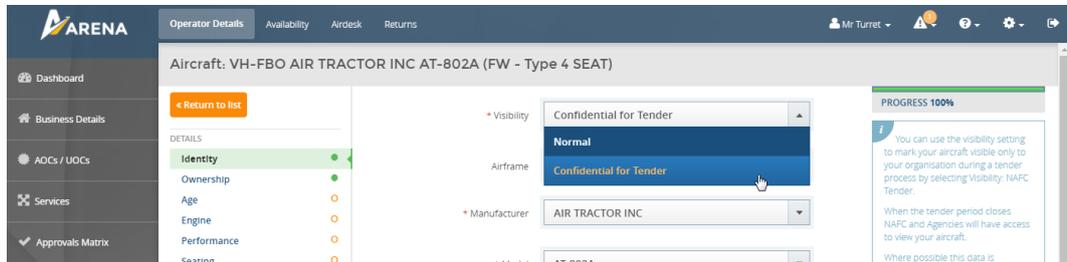
➢ **To set an existing aircraft as Confidential for Tender:**

This will hide the aircraft from Agencies. Do not this for Call When Needed or Contracted aircraft, use the copy function instead.

Find the aircraft in your aircraft list and press **👁 View**

In the in the Identity section set the Visibility to **Confidential for Tender**

Press the **☑ SAVE** button

➢ **To change an aircraft back to Normal visibility:**

This will allow NAFC and Agencies to see the aircraft.

Find the aircraft in your aircraft list and press **👁 View**

In the in the Identity section set the Visibility to **Normal**

Press the **☑ SAVE** button