Version

8.5

PENTAGON 2000 SOFTWARE

Flight Operations Module

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TITLE:	Flight Operations Module		
PART:	Quality		
MODULE:	Flight Operations Module	**BUILD**	8.5.54.113.18
RESPONSIBILITY:	Procedures Specialist, Pentagon 2000	**REVISION:**	01
APPROVED BY:	Vice President, Operations, Pentagon 2000	**EFFECTIVE DATE:**	09/16/2013

Purpose

The Pentagon 2000 Flight Operations Module enables planning and tracking of actual flights for aircraft managed within the system. Flights may be planned in the future in order to efficiently allocate aircraft and resources.

- Enables tracking of crewmember positions and time in each position.
- Enables tracking of passengers.
- Enables tracking of cargo
- Reservation system is available.
- Enables invoicing for various costs to multiple customers.
- Linked to aircraft records for quick and easy update of aircraft and all component hours, landings, and cycles.

Overview

This procedure outlines the steps for tracking aircraft flights using the Flight Operations Module

Required Modules/Features

- Pentagon 2000 Core
- Flight Operations Module

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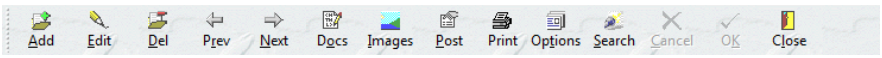
Procedure

1. Flight Log Window Toolbar



a. **Add** button – Left-click to add a new flight log record.

b. **Edit** button – Left-click to edit an existing flight log record.

c. **Del** button – Left-click to delete the current flight log record.

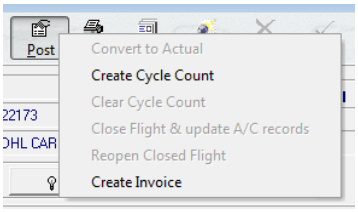
d. **Prev** button – Left-click to view the previous flight log record.

e. **Next** button – Left-click to view the next flight log record.

f. **Docs** button – Left-click to add or view documents associated with the current flight log record.

g. **Images** button – Left-click to add or view images associated with the current flight log record.

h. **Post** button



i. **Convert to Actual** – Select to convert a flight log with a flight status of "Plan" to a flight status of "Actual".

ii. **Create Cycle Count** – Select to create cycle counts that will be used to update aircraft, engine, and component hours, landings and cycles.

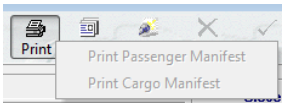
iii. **Clear Cycle Count** – Select to clear existing cycle counts from the current flight.

iv. **Close Flight & update A/C Records** – Select to close the flight log and update the aircraft records with hours, landings and cycle information.

v. **Reopen Closed Flight** – Select to reopen a flight log that was previously closed and clear existing cycle count information from the current flight.

vi. **Create Invoice** – Select to create an invoice based upon the flight log.

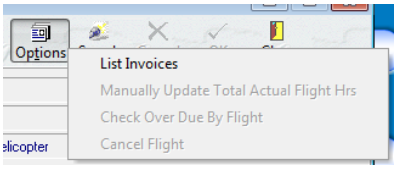
i. **Print** button



i. **Print Passenger Manifest** – Select to print a passenger manifest

ii. **Print Cargo Manifest** – Select to print a cargo manifest.

j. **Options** button



i. **List Invoices** – Select to view invoices associated with the flight log.

ii. **Manually Update Total Actual Flight Hours** – Select to change the total actual flight hours value without updating the flight leg records.

iii. **Check Over Due by Flight**

iv. **Cancel Flight** – Select to identify that the flight was cancelled and did not occur.

k. **Search** button – Left-click to open the **Flight Log** search window.

l. **Cancel** button – Left-click when in edit mode to cancel changes to the flight log record.

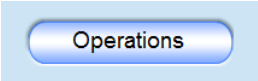
m. **OK** button – Left-click when in edit mode to save changes to the flight log record.

n. **Close** button – Left-click to close the **Flight Log** window.

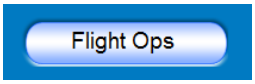
END OF SECTION

2. Create a New Flight Log

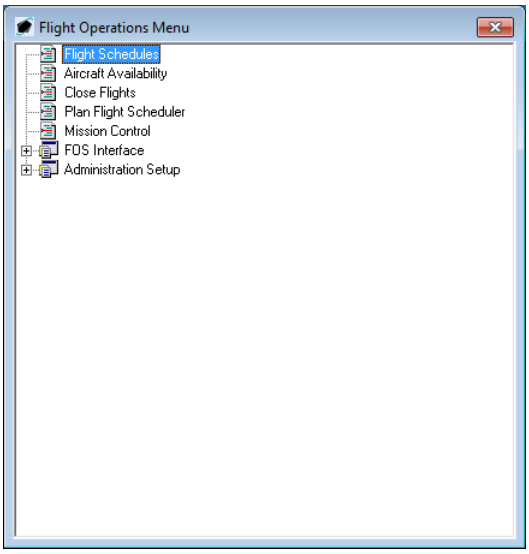
a. From the **Main Menu**, left-click the **Operations** button.



b. The **Operations** menu window will appear. Left-click the **Flight Ops** button.



c. The **Flight Operations Menu** window will appear. Double-click the **Flight Schedules** menu option.



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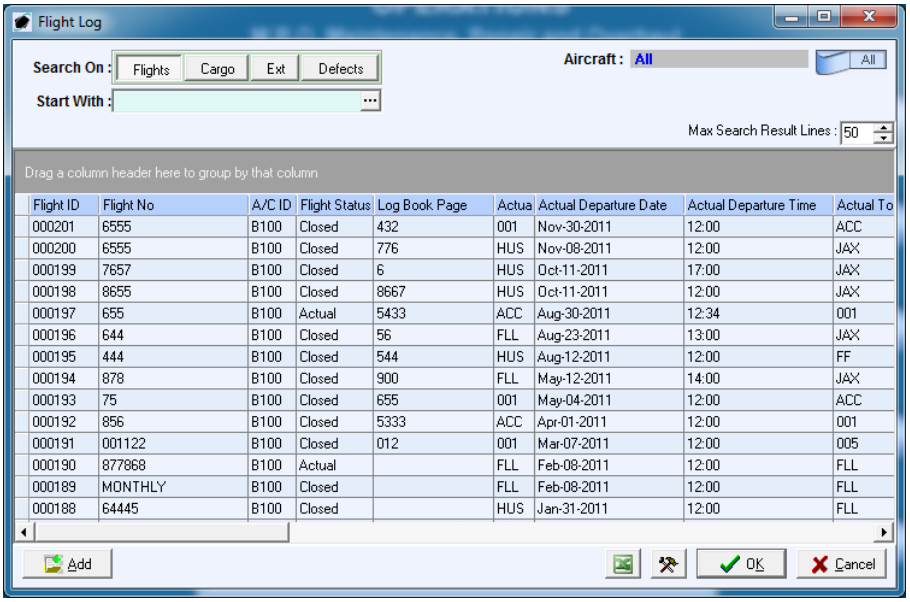
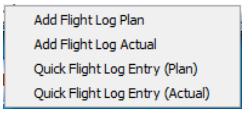
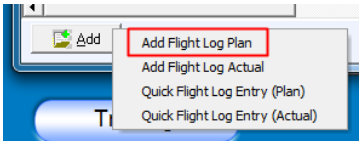
d. The **Flight Log** search window will appear. Left-click the **Add** button.



e. Left-click a flight log option from the menu that appears.

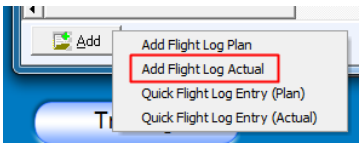


i. **Add Flight Log Plan**



1. The **Flight Log** window will appear.
2. The flight status will be identified as “Plan”.

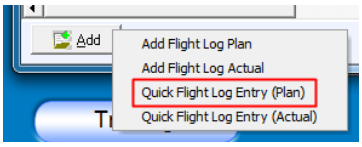
ii. **Add Flight Log Actual**



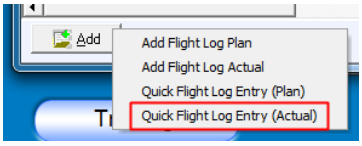
1. The **Flight Log** window will appear.

2. The flight status will be identified as “Actual”.

iii. Quick Flight Log Entry (Plan) – will be described in a subsequent section.

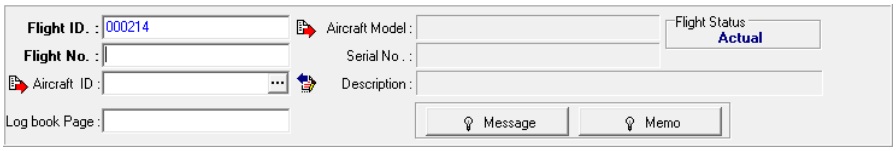


iv. **Quick Flight Log Entry (Actual)** – will be described in a subsequent section.



END OF SECTION

3. Header



a. **Flight ID** field – The system will generate a unique flight ID; however, the user may overwrite this field.

b. **Flight No** field – Identify the flight number. This number does not have to be unique.

c. **Aircraft ID** field – Select the aircraft for which the flight log applies. Left-click the ellipsis in the field and the **Aircraft** search window will appear. Select the appropriate aircraft (left-click the line within the search window and left-click OK; or double-click the line within the search window). The **Aircraft Model**, **Serial No**, and **Description** fields will be populated automatically.

d. **Logbook Page** field – If the flight log is created as the result of a particular maintenance action, enter the logbook page on which the maintenance action was recorded.

e. **Message** button – Enter information about the entire flight log that may be printed and shared externally, if necessary.

f. **Memo** button – Enter information about the entire flight log that should be kept internal, if necessary.

g. Left-click the **OK** button to save the Header information and create the record.

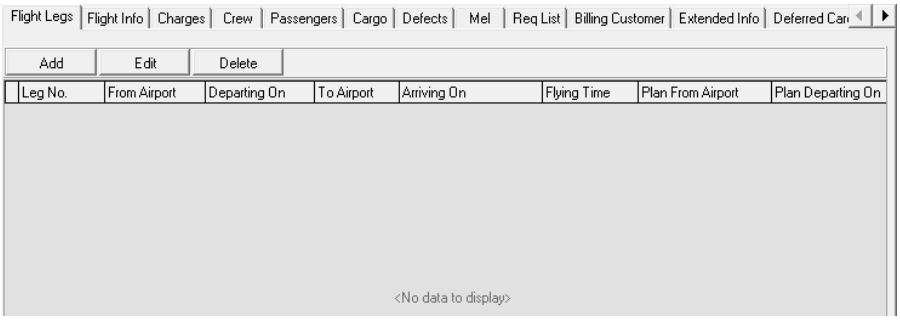
END OF SECTION

4. Flight Legs Tab

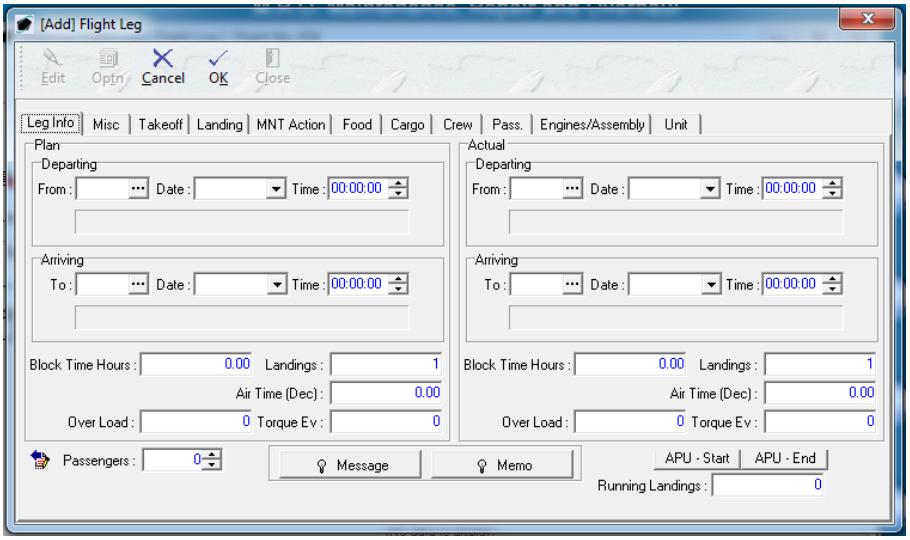
A flight leg is the record of aircraft operation from a particular departure point to a specific arrival point. A flight log may be made up of several flight legs.

a. Left-click the **Edit** button on the **Flight Log** window toolbar.

b. The **Flight Leg** tab toolbar will appear. Left-click the **Add** button.



c. The **Flight Leg** window will appear.



i. **Leg Info** tab

1. **Plan** group box – Enter the details of a future flight leg.

> ***NOTE:*** *If the flight being recorded occurred in the past, this group box may be ignored.*

a. **Departing** group box – Enter the details of the planned departure.

i. **From** field – Select the airport or location from which the aircraft is planned to depart.

ii. **Date** field – Identify the date on which the aircraft is planned to depart.

iii. **Time** field – Enter the time at which the aircraft is planned to depart.

b. **Arriving** group box – Enter the details of the planned arrival.

i. **From** field – Select the airport or location at which the aircraft is planned to arrive.

ii. **Date** field – Identify the date on which the aircraft is planned to arrive.

iii. **Time** field – Enter the time at which the aircraft is planned to arrive.

c. **Block Time Hours** field – This field will be populated using the calculation of [arriving date/time minus departing date/time]; however, the value can be manually adjusted if necessary. In general, "block time" represents the time from the moment the aircraft is pushed back from the departure gate until the moment the aircraft arrives at the arrival gate.

d. **Landings** field – Enter the number of full-stop landings that are planned during the flight leg.

e. **Air Time (Dec)** field – This field will be populated using the calculation of [arriving date/time minus departing date/time]; however, the value can be manually adjusted if necessary. In general, "air time" represents the time from the moment the aircraft breaks contact with the runway upon departure until the moment the aircraft touches the ground upon arrival.

f. **Over Load** field – Enter the number of over load events planned for the flight leg.

g. **Torque Ev** field – Enter the number of torque events planned for the flight leg.

2. **Actual** group box – Enter the details of a flight leg that has been completed.

> ***NOTE:*** *If you are creating a flight plan, this group box will not be active.*

a. **Departing** group box – Enter the details of the actual departure.

i. **From** field – Select the airport or location from which the aircraft departed.

ii. **Date** field – Identify the date on which the aircraft departed.

iii. **Time** field – Enter the time at which the aircraft departed.

b. **Arriving** group box – Enter the details of the actual arrival.

i. **From** field – Select the airport or location at which the aircraft arrived.

ii. **Date** field – Identify the date on which the aircraft arrived.

iii. **Time** field – Enter the time at which the aircraft arrived.

c. **Block Time Hours** field – This field will be populated using the calculation of [arriving date/time minus departing date/time]; however, the value can be manually adjusted if necessary. In general, "block time" represents the time from the moment the aircraft is pushed back from the departure gate until the moment the aircraft arrives at the arrival gate.

d. **Landings** field – Enter the number of full-stop landings that occurred during the flight leg.

e. **Air Time (Dec)** field – This field will be populated using the calculation of [arriving date/time minus departing date/time]; however, the value can be manually adjusted if necessary. In general, "air time" represents the time from the moment the aircraft breaks contact with the runway upon departure until the moment the aircraft touches the ground upon arrival.

f. **Over Load** field – Enter the number of over load events for the flight leg.

g. **Torque Ev** field – Enter the number of torque events for the flight leg.

3. **Passengers** field – Enter the number of passengers on board the aircraft for the flight leg.

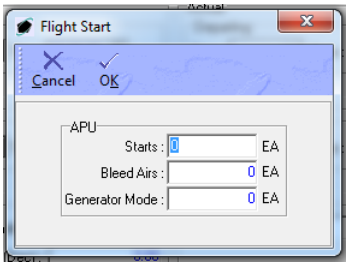
4. **Message** button – Enter information about the flight leg that may be printed and shared externally, if necessary.

5. **Memo** button – Enter information about the flight leg that should be kept internal, if necessary.

6. **APU - Start** button

   a. Left-click the button.

   b. The **Flight Start** window will appear.



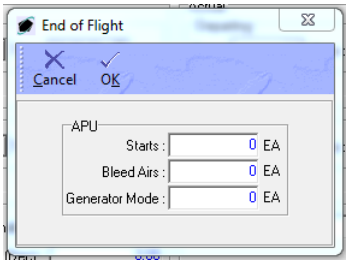
   c. Enter APU counter information for starts, bleed airs, and generator mode prior to departure.

   d. Left-click the **OK** button on the **Flight Start** window toolbar.

7. **APU - End** button

   a. Left-click the button.

b. The **End of Flight** window will appear.



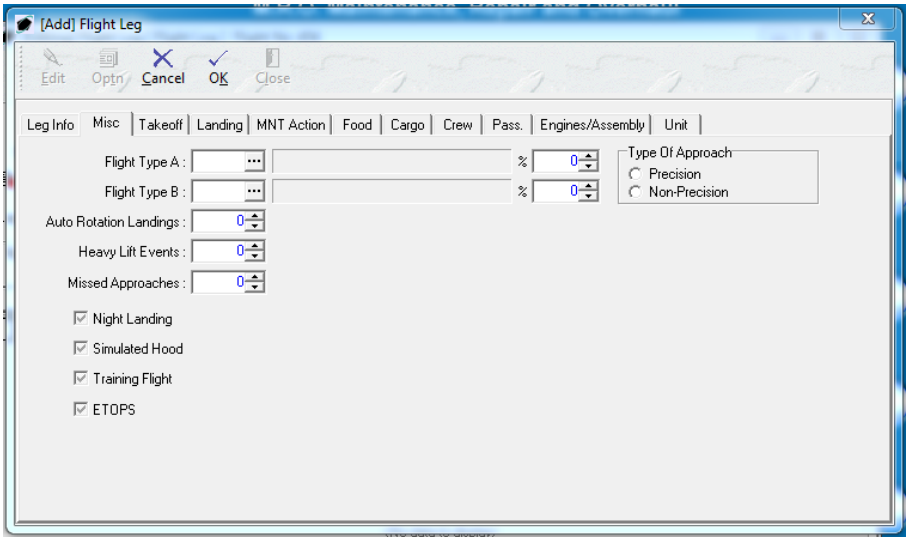
c. Enter APU counter information for starts, bleed airs, and generator mode applicable after arrival.

d. Left-click the **OK** button on the **End of Flight** window toolbar.

8. **Running Landings** field – enter the number of touch-and-go landings that occurred during the flight leg.

END OF SECTION

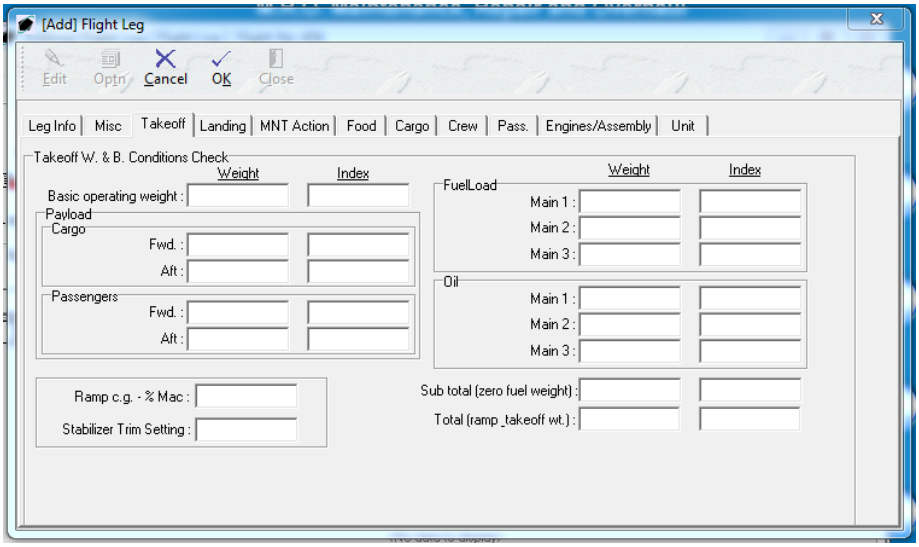
ii. **Misc** tab



1. **Flight Type A** and **Flight Type B** fields – Enter the flight type and the percentage of the flight leg that should be considered each type.
2. **Type of Approach** field – Identify whether the approach for the flight leg should be classified as precision or non-precision.
3. **Auto Rotation Landings** field – Enter the number of auto rotations that occurred during the flight leg.
4. **Heavy Lift Events** field – Enter the number of heavy lift events that occurred during the flight leg.
5. **Missed Approaches** field – Enter the number of missed approached that occurred during the flight leg.
6. **Night Landing** flag – Mark as checked if the landings performed during this flight leg occurred at night.
7. **Simulated Hood** flag – Mark as checked if an IFR training hood was utilized during the flight leg.
8. **Training Flight** flag – Mark as checked if the flight leg was part of a training flight.
9. **ETOPS** flag – Mark as checked if the flight leg was performed under Extended-range Twin-engine Operational Performance Standards.

END OF SECTION

iii. **Takeoff** tab



1. **Weight** fields – Enter the weight of the object(s) in a consistent unit of measure.
2. **Index** fields – Enter the distance from the balance datum line to the CG of the object(s) in a consistent unit of measure.
3. **Basic operating weight** fields – Enter the weight and arm of the aircraft when empty and defueled.
4. **Payload** group box
    a. **Cargo** group box
        i. **Fwd** fields – Enter the weight and arm of cargo in the “forward” of the aircraft (as defined by your organization).
        ii. **Aft** fields – Enter the weight and arm of cargo in the “aft” of the aircraft (as defined by your organization).
    b. **Passengers** group box
        i. **Fwd** fields – Enter the weight and arm of passengers in the “forward” of the aircraft (as defined by your organization).
        ii. **Aft** fields – Enter the weight and arm of passengers in the “aft” of the aircraft (as defined by your organization).
5. **FuelLoad** group box – Enter the weight and arm of fuel in each fuel tank at takeoff in the **Main 1**, **Main 2**, and **Main 3** fields.

6. **Oil** group box – Enter the weight and arm of oil in each reservoir at takeoff in the **Main 1**, **Main 2**, and **Main 3** fields.

7. **Sub total (zero fuel weight)** fields – Enter the weight and arm for the loaded aircraft, not including fuel.

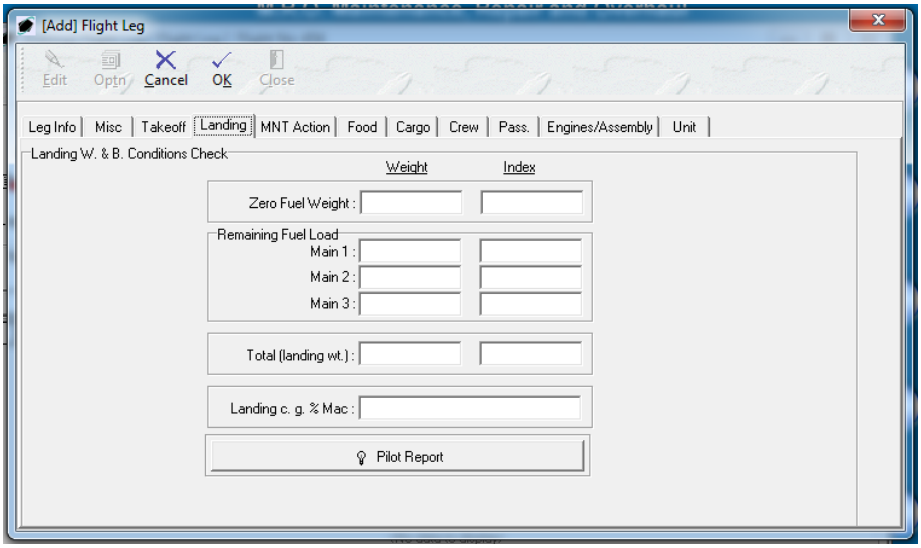
8. **Total (ramp_takeoff wt)** fields – Enter the weight and arm for the loaded aircraft, including fuel, at takeoff.

9. **Ramp C.G. - % Mac** field – Enter the aircraft center of gravity at takeoff as a percentage of the length of the aircraft's mean aerodynamic chord.

10. **Stabilizer Trim Setting** field – Enter the stabilizer trim setting used for takeoff.

END OF SECTION

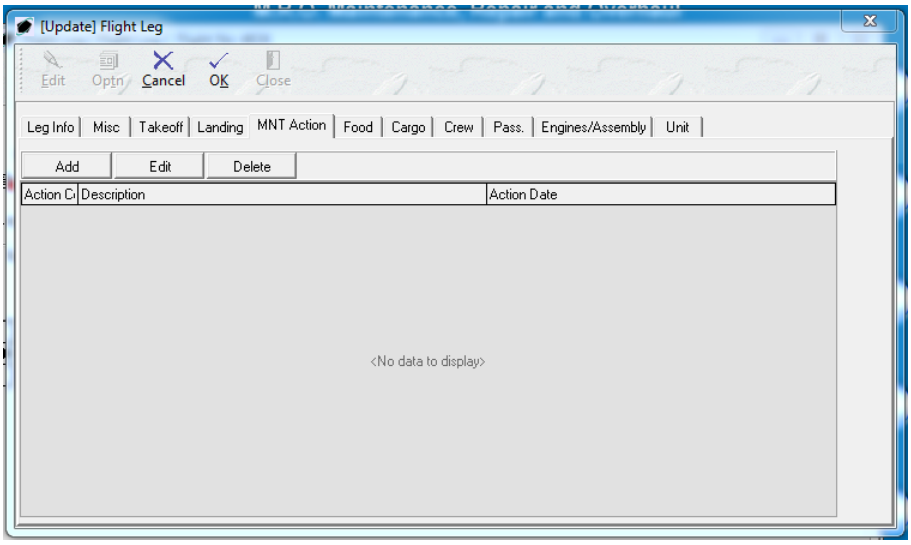
iv. **Landing** tab



1. **Weight** fields – Enter the weight of the object(s) in a consistent unit of measure.
2. **Index** fields – Enter the distance from the balance datum line to the CG of the object(s) in a consistent unit of measure.
3. **Zero Fuel Weight** fields – Enter the weight and arm for the loaded aircraft, not including fuel.
4. **Remaining Fuel Load** group box – Enter the weight and arm of the fuel remaining in each fuel tank at takeoff in the **Main 1**, **Main 2**, and **Main 3** fields.
5. **Total (landing wt)** fields – Enter the weight and arm for the loaded aircraft, including fuel, upon landing.
6. **Landing C.G. - % Mac** field – Enter the aircraft center of gravity upon landing as a percentage of the length of the aircraft's mean aerodynamic chord.
7. **Pilot Report** button – Enter any notes submitted by the pilot regarding the W&B of the aircraft during the leg.

END OF SECTION

v. **MNT Action** tab – Enter the details of any maintenance actions that were performed during this flight leg.



1. Tab toolbar

   a. **Add** button – Left-click to add a new maintenance action.

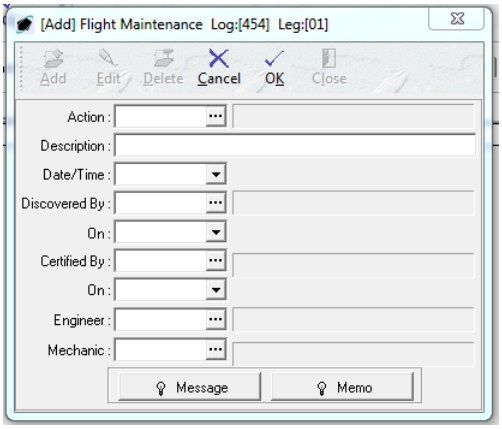
   b. **Edit** button – Left-click to edit an existing maintenance action.

   c. **Delete** button – Left-click to delete an existing maintenance action.

2. Add a new maintenance action.

   a. While in edit mode, left-click the **Add** button.

   b. The **Flight Maintenance** window will appear.



   i. **Action** field – Select the category of maintenance action.

ii. **Description** field – Enter the description of the maintenance.

iii. **Date/Time** field – Select the date and time that the maintenance action was taken.

iv. **Discovered By** field – Select the user who discovered the discrepancy.

v. **On** field – Select the date and time that the discrepancy was discovered.

vi. **Certified By** field – Select the user who certified the maintenance action.

vii. **On** field – Select the date and time that the maintenance action was certified.

viii. **Engineer** field – Select the user who acted as engineer for this maintenance action (if applicable).

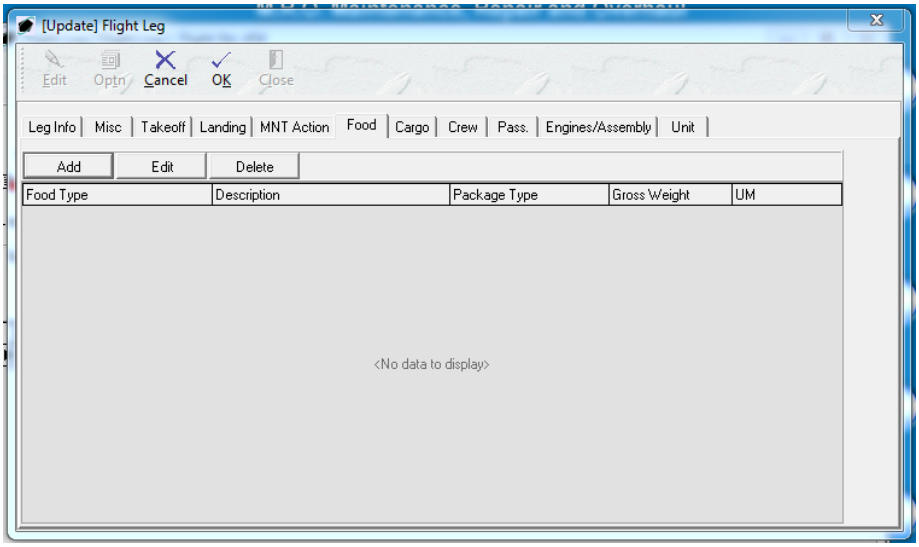
ix. **Mechanic** field – Select the user who acted as mechanic for this maintenance action.

c. Left-click the **OK** button on the **Flight Maintenance** window toolbar to save the record.

d. Left-click the **Close** button on the **Flight Maintenance** window toolbar to close the window.

END OF SECTION

vi. **Food** tab – Enter the details of any food that was on board during the flight leg.



1. Tab toolbar

   a. **Add** button – Left-click to add a new flight food.

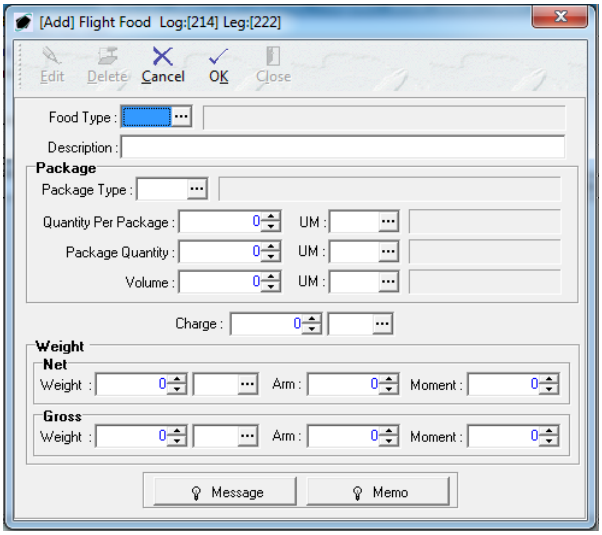
   b. **Edit** button – Left-click to edit an existing flight food.

   c. **Delete** button – Left-click to delete an existing flight food.

2. Add a new flight food.

   a. While in edit mode, left-click the **Add** button.

   b. The **Flight Food** window will appear.



i. **Food Type** field – Select the applicable food type code.

ii. **Description** field – Enter the description of the flight food.

iii. **Package** group box

1. **Package Type** field – Select the applicable package type code.

2. **Quantity Per Package** and **UM** fields – Enter the quantity of food items per package and select the appropriate unit of measure.

3. **Package Quantity** and **UM** fields – Enter the quantity of packages and select the appropriate unit of measure.

4. **Volume** and **UM** fields – Enter the volume of the packages and select the appropriate unit of measure.

iv. **Charge** and **UM** fields – Enter the cost of the flight food and select the appropriate unit of measure.

v. **Weight** group box

1. **Net** group box – refers to the food product and its disposable packaging.

a. **Weight** and **UM** fields – Enter the weight value of the food and select the appropriate unit of measure

b. **Arm** field – Enter the arm of the food.

c. **Moment** field – Enter the moment of the food.

2. **Gross** group box – refers to the food product along with all durable storage.

a. **Weight** and **UM** fields – Enter the weight value of the food and select the appropriate unit of measure

b. **Arm** field – Enter the arm of the food.

c. **Moment** field – Enter the moment of the food.

vi. **Message** button – Enter information about the flight food that may be printed and shared externally, if necessary.

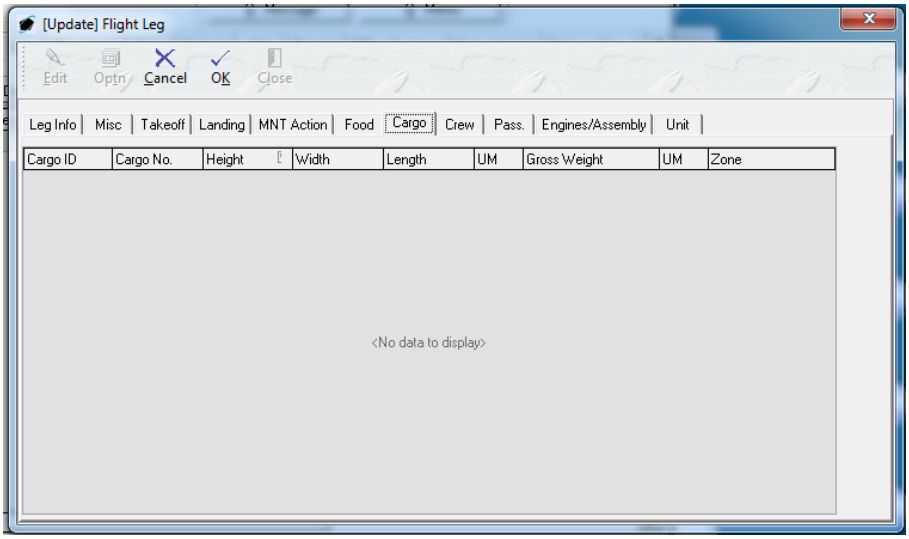
vii. **Memo** button – Enter information about the flight food that should be kept internal, if necessary.

c. Left-click the **OK** button on the **Flight Food** window toolbar to save the record.

d. Left-click the **Close** button on the **Flight Food** window toolbar to close the window.

END OF SECTION

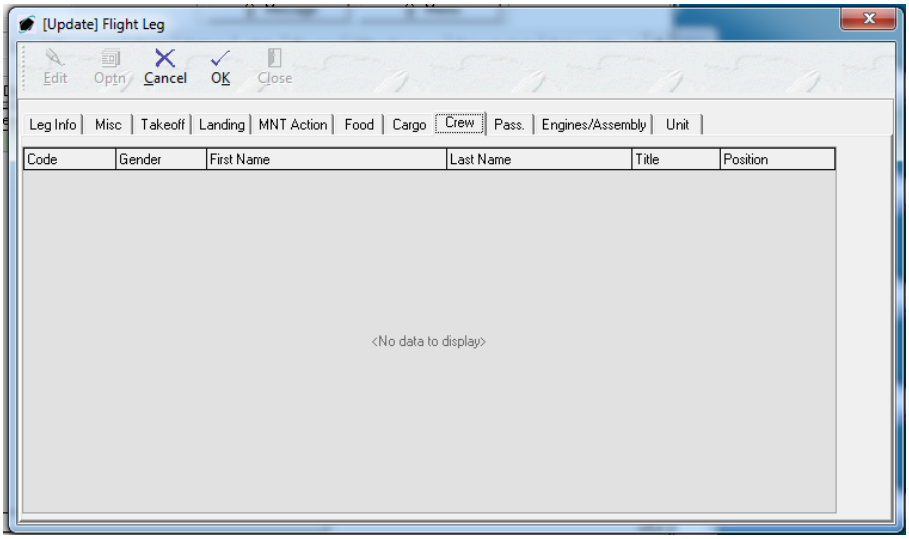
vii. **Cargo** tab – Displays the details of any cargo that was on board the aircraft during the flight leg.



NOTE: *Flight cargo details are managed at the flight log level and will be described in a subsequent section.*

END OF SECTION

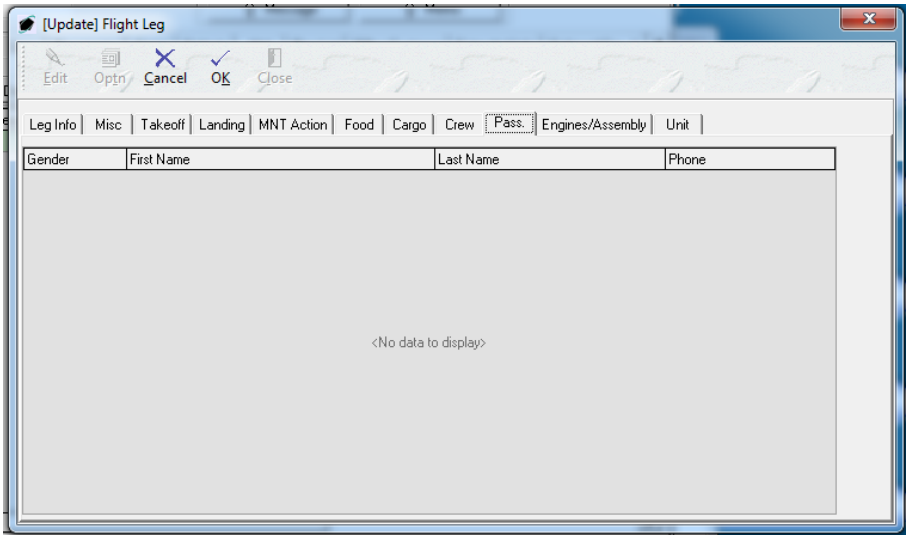
viii. **Crew** tab – Displays the details of crewmembers assigned to the aircraft during the flight leg.



NOTE: *Flight crew details are managed at the flight log level and will be described in a subsequent section.*

END OF SECTION

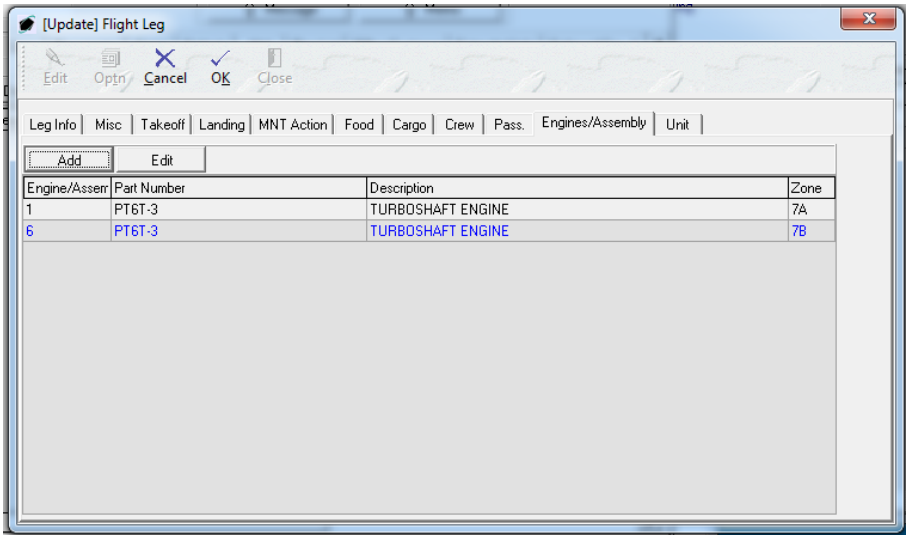
ix. **Pass.** tab – Displays the details of any passengers that were on board the aircraft during the flight leg.



NOTE: *Flight passengers details are managed at the flight log level and will be described in a subsequent section.*

END OF SECTION

x. **Engines/Assembly** tab – Displays the details of the engines/assemblies that were installed on the aircraft during the flight leg.



1. Tab toolbar

    a. **Add** button – Left-click to add an engine or assembly that was previously deleted.

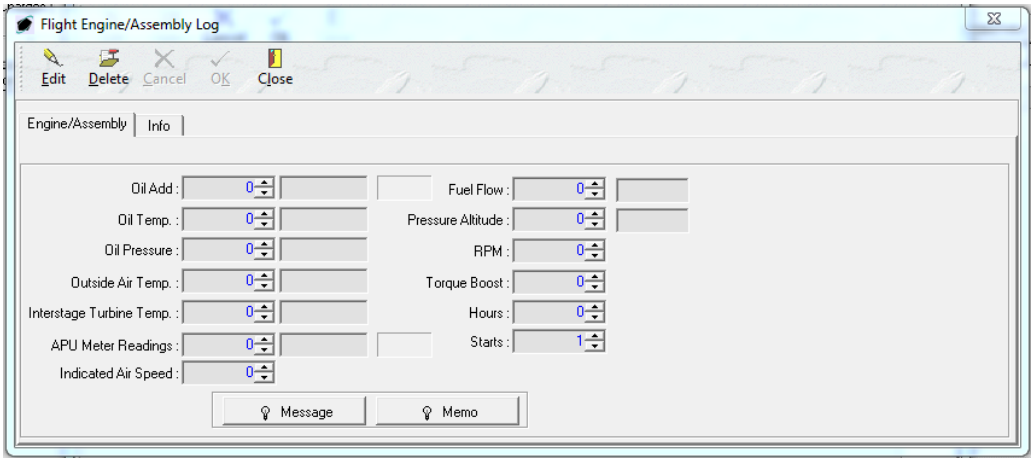
    b. **Edit** button – Left-click to edit flight leg information for an engine or assembly installed on the aircraft.

CONTINUE TO NEXT PAGE

2. Edit engine/assembly flight leg information

   a. While in edit mode, select the engine or assembly and left-click the **Edit** button.

   b. The **Flight Engine/Assembly Log** window will appear.



   c. To modify the fields, left-click the **Edit** button on the **Flight Engine/Assembly Log** window toolbar.

   d. **Engine/Assembly** tab

      i. **Oil Add** and **UM** fields – Enter the amount of oil added to the engine/assembly during this flight leg and select the appropriate unit of measure.

      ii. **Oil Temp** and **UM** fields – Enter the oil temperature of the engine/assembly during this flight leg and select the appropriate unit of measure.

      iii. **Oil Pressure** and **UM** fields – Enter the oil pressure of the engine/assembly during this flight leg and select the appropriate unit of measure.

      iv. **Outside Air Temp** and **UM** fields – Enter the air temperature of the air entering the engine/assembly during this flight leg and select the appropriate unit of measure.

      v. **Interstage Turbine Temp** and **UM** fields – Enter the interstage temperature of the engine/assembly during this flight leg and select the appropriate unit of measure.

      vi. **APU Meter Readings** and **UM** fields – Enter the APU meter reading during this flight leg and select the appropriate unit of measure.

      vii. **Indicated Air Speed** field – Enter the air speed during this flight leg.

      viii. **Fuel Flow** and **UM** fields – Enter the rate of fuel flow for the engine/assembly during this flight leg and select the appropriate unit of measure.

ix. **Pressure Altitude** and **UM** fields – Enter the pressure altitude for the engine/assembly during this flight leg and select the appropriate unit of measure.

x. **RPM** field – Enter the applicable RPM value for the engine/assembly during this flight leg.

xi. **Torque Boost** field – Enter the applicable torque boost value for the engine/assembly during this flight leg.

xii. **Hours** field – Enter the hours for the engine/assembly during this flight leg.

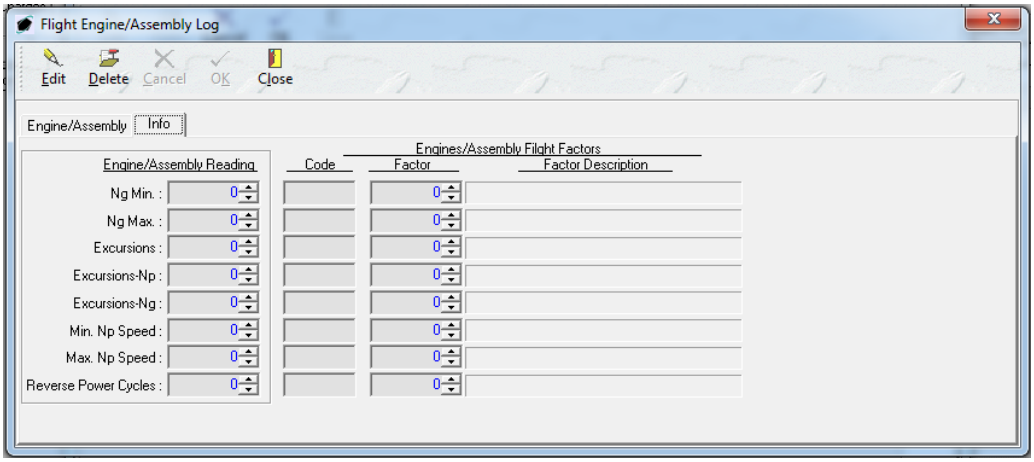
> ***NOTE:*** *If a value is entered, this value will override any hours formula that has been assigned to the engine/assembly when calculating cycle count.*

xiii. **Starts** field – Enter the number of starts for the engine/assembly during this flight leg.

xiv. **Message** button – Enter information about the engine/assembly that may be printed and shared externally, if necessary.

xv. **Memo** button – Enter information about the engine/assembly that should be kept internal, if necessary.

e. **Info** tab



i. Columns

1. **Engine/Assembly Reading** fields – Enter the value of each reading.

2. **Code** fields – Select the time control factor applicable to each reading.

3. **Factor** fields – The factor associated with the time control factor will be populated automatically, but may be modified manually.

ii. **Ng Min** field – Enter the minimum gas generator speed reading for the engine/assembly during the flight leg.

iii. **Ng Min** field – Enter the maximum gas generator speed reading for the engine/assembly during the flight leg.

iv. **Excursions** field – Enter the number of heat release rate excursions that occurred for the engine/assembly during the flight leg.

v. **Excursions-Np** field – Enter the power turbine speed reading during any excursions for the engine/assembly during the flight leg.

vi. **Excursions-Ng** field – Enter the gas generator speed reading during any excursions for the engine/assembly during the flight leg.

vii. **Min Np Speed** field – Enter the minimum power turbine speed reading for the engine/assembly during the flight leg.

viii. **Max Np Speed** field – Enter the maximum power turbine speed reading for the engine/assembly during the flight leg.

ix. **Reverse Power Cycle** field – Enter the number of reverse power cycles that occurred for the engine/assembly during the flight leg.

3. Delete an engine/assembly

   a. While in edit mode, select the engine or assembly and left-click the **Edit** button.

   b. The **Flight Engine/Assembly Log** window will appear.

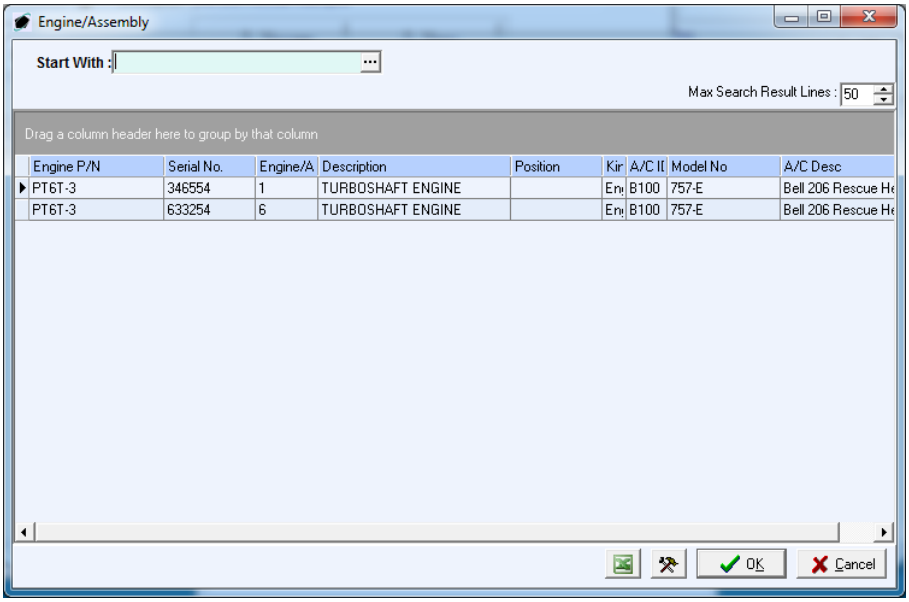
   c. Left-click the **Delete** button on the **Flight Engine/Assembly Log** window toolbar.

CONTINUE TO NEXT PAGE

4. Add a previously removed engine/assembly

   a. While in edit mode, left-click the **Add** button.

   b. The **Engine/Assembly** search window will appear listing all engines/assemblies installed on the aircraft.



   c. Select the appropriate engine/assembly (left-click the line within the search window and left-click OK; or double-click the line within the search window).

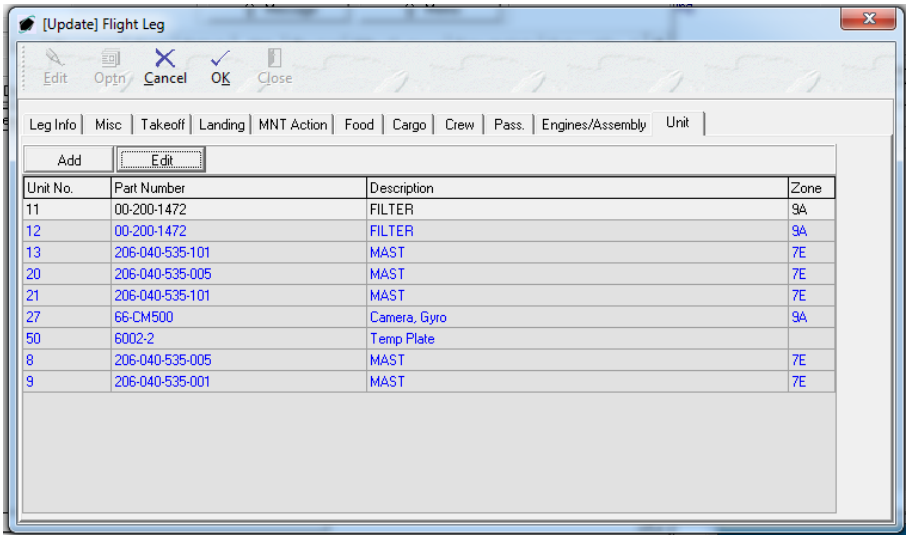
   d. The engine/assembly will be added to the grid.

5. Left-click the **OK** button on the **Flight Engine/Assembly Log** window toolbar to save the record.

6. Left-click the **Close** button on the **Flight Engine/Assembly Log** window toolbar to close the window.

END OF SECTION

xi. **Units** tab – Displays the details of the units that were installed on the aircraft during the flight leg.



1. Tab toolbar

   a. **Add** button – Left-click to add a unit that was previously deleted.

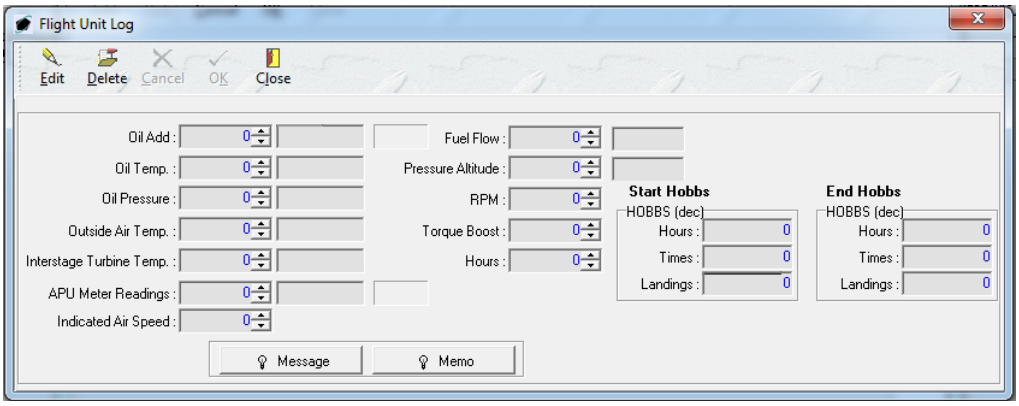
   b. **Edit** button – Left-click to edit flight leg information for a unit installed on the aircraft.

CONTINUE TO NEXT PAGE

2. Edit unit flight leg information

   a. While in edit mode, select the unit and left-click the **Edit** button.

   b. The **Flight Unit Log** window will appear.



   c. To modify the fields, left-click the **Edit** button on the **Flight Unit Log** window toolbar.

   d. **Engine/Assembly** tab

      i. **Oil Add** and **UM** fields – Enter the amount of oil added to the unit during this flight leg and select the appropriate unit of measure.

      ii. **Oil Temp** and **UM** fields – Enter the oil temperature of the unit during this flight leg and select the appropriate unit of measure.

      iii. **Oil Pressure** and **UM** fields – Enter the oil pressure of the unit during this flight leg and select the appropriate unit of measure.

      iv. **Outside Air Temp** and **UM** fields – Enter the air temperature of the air entering the unit during this flight leg and select the appropriate unit of measure.

      v. **Interstage Turbine Temp** and **UM** fields – Enter the interstage temperature of the unit during this flight leg and select the appropriate unit of measure.

      vi. **APU Meter Readings** and **UM** fields – Enter the APU meter reading during this flight leg and select the appropriate unit of measure.

      vii. **Indicated Air Speed** field – Enter the air speed during this flight leg.

      viii. **Fuel Flow** and **UM** fields – Enter the rate of fuel flow for the unit during this flight leg and select the appropriate unit of measure.

      ix. **Pressure Altitude** and **UM** fields – Enter the pressure altitude for the unit during this flight leg and select the appropriate unit of measure.

x. **RPM** field – Enter the applicable RPM value for the unit during this flight leg.

xi. **Torque Boost** field – Enter the applicable torque boost value for the unit during this flight leg.

xii. **Hours** field – Enter the hours for the unit during this flight leg.

> ***NOTE:*** *If a value is entered, this value will override any hours formula that has been assigned to the unit when calculating cycle count.*

xiii. **Start Hobbs** – Enter HOBBS meter reading information applicable to the unit prior to the start of the flight leg.

xiv. **End Hobbs** – Enter HOBBS meter reading information applicable to the unit after the end of the flight leg.

xv. **Message** button – Enter information about the unit that may be printed and shared externally, if necessary.

xvi. **Memo** button – Enter information about the unit that should be kept internal, if necessary.

3. Delete a unit

   a. While in edit mode, select the unit and left-click the **Edit** button.

   b. The **Flight Unit Log** window will appear.

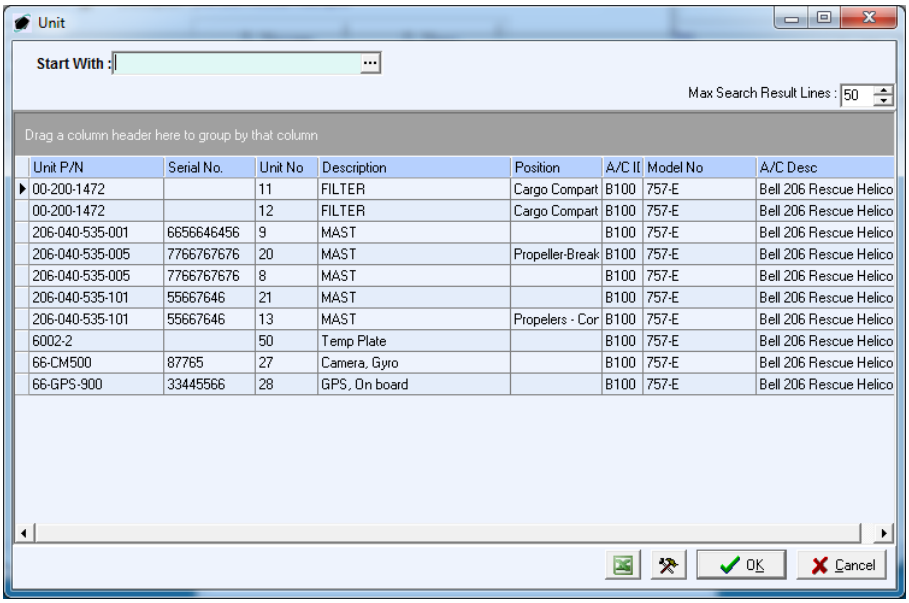
   c. Left-click the **Delete** button on the **Flight Unit Log** window toolbar.

CONTINUE TO NEXT PAGE

4. Add a previously removed unit

   a. While in edit mode, left-click the **Add** button.

   b. The **Unit** search window will appear listing all units installed on the aircraft.



Unit P/N	Serial No.	Unit No	Description	Position	A/C II	Model No	A/C Desc
00-200-1472		11	FILTER	Cargo Compart	B100	757-E	Bell 206 Rescue Helico
00-200-1472		12	FILTER	Cargo Compart	B100	757-E	Bell 206 Rescue Helico
206-040-535-001	6656646456	9	MAST		B100	757-E	Bell 206 Rescue Helico
206-040-535-005	7766767676	20	MAST	Propeller-Break	B100	757-E	Bell 206 Rescue Helico
206-040-535-005	7766767676	8	MAST		B100	757-E	Bell 206 Rescue Helico
206-040-535-101	55667646	21	MAST		B100	757-E	Bell 206 Rescue Helico
206-040-535-101	55667646	13	MAST	Propelers - Cor	B100	757-E	Bell 206 Rescue Helico
6002-2		50	Temp Plate		B100	757-E	Bell 206 Rescue Helico
66-CM500	87765	27	Camera, Gyro		B100	757-E	Bell 206 Rescue Helico
66-GPS-900	33445566	28	GPS, On board		B100	757-E	Bell 206 Rescue Helico

   c. Select the appropriate units (left-click the line within the search window and left-click OK; or double-click the line within the search window).

   d. The unit will be added to the grid.

5. Left-click the **OK** button on the **Flight Unit Log** window toolbar to save the record.

6. Left-click the **Close** button on the **Flight Unit Log** window toolbar to close the window.

END OF SECTION

xii. **Flight Leg** window toolbar

1. **Edit** button – Left-click to edit an existing flight leg record.
2. **Optn** button
    a. **Update Values Manually** – Select to manually adjust the actual block time, landings, air time, over load, and torque event values.
3. **Cancel** button – Left-click when in edit mode to cancel changes to the flight record.
4. **OK** button – Left-click when in edit mode to save changes to the flight record.
5. **Close** button – Left-click when in edit mode to close the

d. Left-click the **OK** button on the **Flight Leg** window toolbar to save the flight leg record.

e. Left-click the **Close** button on the **Flight Leg** window toolbar to close the **Flight Leg** window.

END OF SECTION

5. Flight Info Tab

a. **Flight Canceled** flag – Marked as checked if the flight was cancelled.

b. **Reason** field – Displays the reason the flight was cancelled if the flight was cancelled.

c. **Calculated A/F RIN** field – Displays the calculated Retirement Index Number for the aircraft following the flight using the formula selected within the aircraft file, if applicable.

d. **Hobbs - Start** – Enter HOBBS meter reading information applicable prior to departure.

e. **Hobbs - End** – Enter HOBBS meter reading information applicable after arrival.

f. **Plan** group box – Displays the total details of a future flight log.

> ***NOTE:*** *If the flight being recorded occurred in the past, this group box may be ignored.*

i. **Departing** group box – Displays the details of the planned departure from the earliest flight leg.

1. **From** field – Displays the airport or location from which the aircraft is planned to depart.
2. **Date** field – Displays the date on which the aircraft is planned to depart.
3. **Time** field – Displays the time at which the aircraft is planned to depart.

ii. **Arriving** group box – Displays the details of the planned arrival from the latest flight leg.

1. **From** field – Displays the airport or location at which the aircraft is planned to arrive.
2. **Date** field – Displays the date on which the aircraft is planned to arrive.
3. **Time** field – Displays the time at which the aircraft is planned to arrive.

iii. **Block Time Hours** field – Displays the total planned block time from all flight legs.

iv. **Landings** field – Displays the total number of planned full stop landings that occurred during all flight legs.

v. **Air Time (Dec)** field – Displays the total planned air time from all flight legs.

vi. **Over Load** field – Displays the total number of planned over load events for all flight legs.

vii. **Torque Ev** field – Displays the total number of planned torque events for all flight legs.

CONTINUE TO NEXT PAGE

g. **Actual** group box – Displays the total details of a flight that has been completed.

> ***NOTE:*** *If you are creating a flight plan, this group box will not display any information.*

i. **Departing** group box – Displays the details of the actual departure from the earliest flight leg.

1. **From** field – Displays the airport or location from which the aircraft departed.
2. **Date** field – Displays the date on which the aircraft departed.
3. **Time** field – Displays the time at which the aircraft departed.

ii. **Arriving** group box – Displays the details of the actual arrival from the latest flight leg.

1. **From** field – Displays the airport or location at which the aircraft arrived.
2. **Date** field – Displays the date on which the aircraft arrived.
3. **Time** field – Displays the time at which the aircraft arrived.

iii. **Block Time Hours** field – Displays the total block time from all flight legs.

iv. **Landings** field – Displays the total number of full stop landings that occurred during all flight legs.

v. **Air Time (Dec)** field – Displays the total air time from all flight legs.

vi. **Over Load** field – Displays the total number of over load events for all flight legs.

vii. **Torque Ev** field – Displays the total number of torque events for all flight legs.

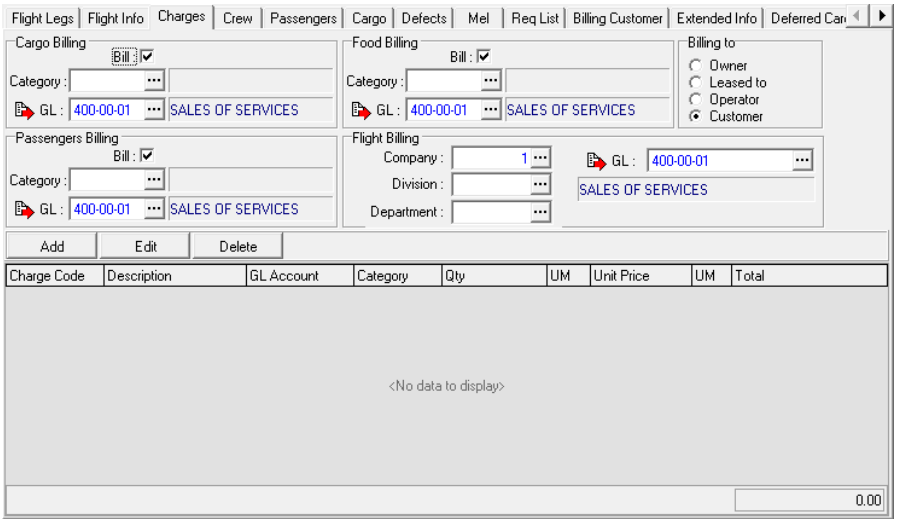
h. **Running Landings** field – Displays the total number of touch-and-go landings that occurred during all flight legs.

i. **APU - Start** button – Displays total APU counter information for all starts, bleed airs, and generator mode applicable before departures.

j. **APU - End** button – Displays total APU counter information for all starts, bleed airs, and generator mode applicable after arrivals.

END OF SECTION

6. Charges Tab



a. **Cargo Billing** group box

   i. **Bill** flag – Mark as checked in order to include cargo charges on the invoice for this flight.

   ii. **Category** field – Select the category in which the cargo on this flight should be classified.

   iii. **GL** field – Select the GL Account table associated with cargo on the flight.

b. **Passengers Billing** group box

   i. **Bill** flag – Mark as checked in order to include passenger charges on the invoice for this flight.

   ii. **Category** field – Select the category in which the passengers on this flight should be classified.

   iii. **GL** field – Select the GL Account table associated with passengers on the flight.

c. **Food Billing** group box

   i. **Bill** flag – Mark as checked in order to include food charges on the invoice for this flight.

   ii. **Category** field – Select the category in which the food on this flight should be classified.

   iii. **GL** field – Select the GL Account table associated with food on the flight.

d. **Flight Billing** group box

   i. **Company** field – Identify the company for which the invoice will be applicable.

   ii. **Division** field – Identify the division for which the invoice will be applicable.

   iii. **Department** field – Identify the department for which the invoice will be applicable.

iv. **GL** field – Select the GL Account table associated with general flight costs.

e. **Billing to** group box – Select the radio button that corresponds to the entity that will be billed for the flight.

i. **Owner** – Select this option to bill the entity listed on the **Owner** tab of the aircraft file.

ii. **Leased to** – Select this option to bill the entity listed on the **Leased To** tab of the aircraft file.

iii. **Operator** – Select this option to bill the entity listed on the **Operator** tab of the aircraft file.

iv. **Customer** – Select this option to bill the entity listed on the **Billing Customer** tab of the flight log. If this radio button is selected, the **Billing Customers** tab will appear.

f. Charges grid

i. Grid toolbar

1. **Add** button – Left-click to add a new flight charge.

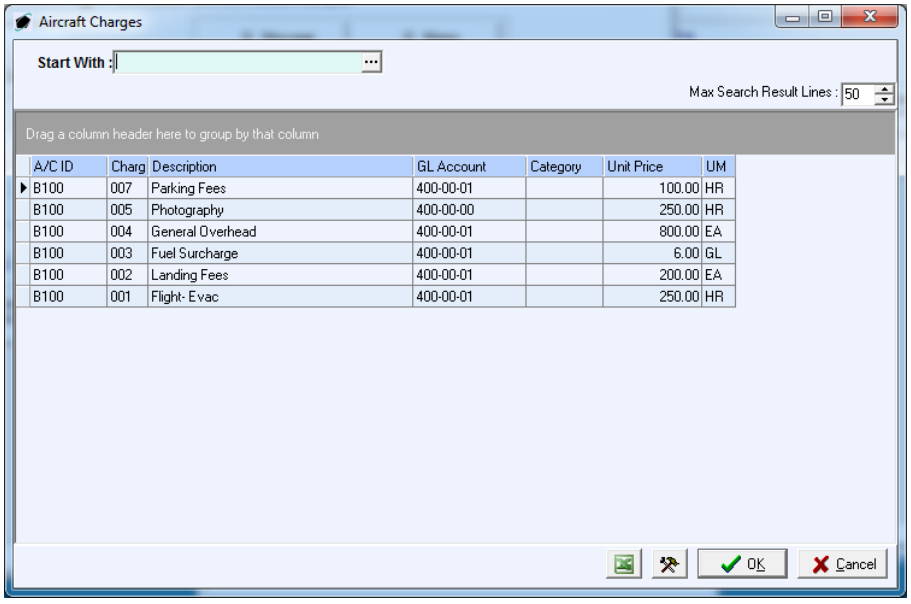
2. **Edit** button – Left-click to edit an existing flight charge.

3. **Delete** button – Left-click to delete an existing flight charge.

ii. Add a flight charge

1. While in edit mode, left-click the **Add** button.

2. The **Aircraft Charges** search window will appear.



3. Select the appropriate charge (left-click the line within the search window and left-click OK; or double-click the line within the search window).

4. The **Charge for Flight Log** window will appear.

   a. **Charge Code** field – Displays the charge code that was selected from the **Aircraft Charges** search window.

   b. **Description** field – Displays the description of the charge that was selected from the **Aircraft Charges** search window.

   c. **GL** field – Select the GL Account table associated with the flight charge.

   d. **Category** field – Select the category in which the flight charge should be classified.

   e. **Qty** and **UM** field – Enter the quantity value and select the unit of measure of the flight charge.

   f. **Price** and **UM** field – Enter the unit price and select the unit of measure of the flight charge.

   g. **Total** field – displays the total price of the charge.

5. Left-click the **OK** button on the **Charge for Flight Log** window toolbar to save the record.

6. Left-click the **Close** button on the **Charge for Flight Log** window toolbar to close the window.

iii. Edit an existing flight charge

1. While in edit mode, select the flight charge and left-click the **Edit** button.

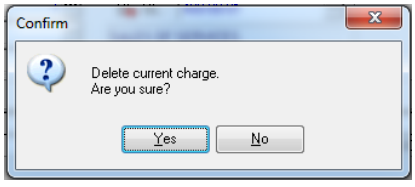
2. The **Charge for Flight Log** window will appear.

3. Left-click the **Edit** button on the **Flight Unit Log** window toolbar.

iv. Delete an existing flight charge

1. While in edit mode, select the flight charge and left-click the **Delete** button.

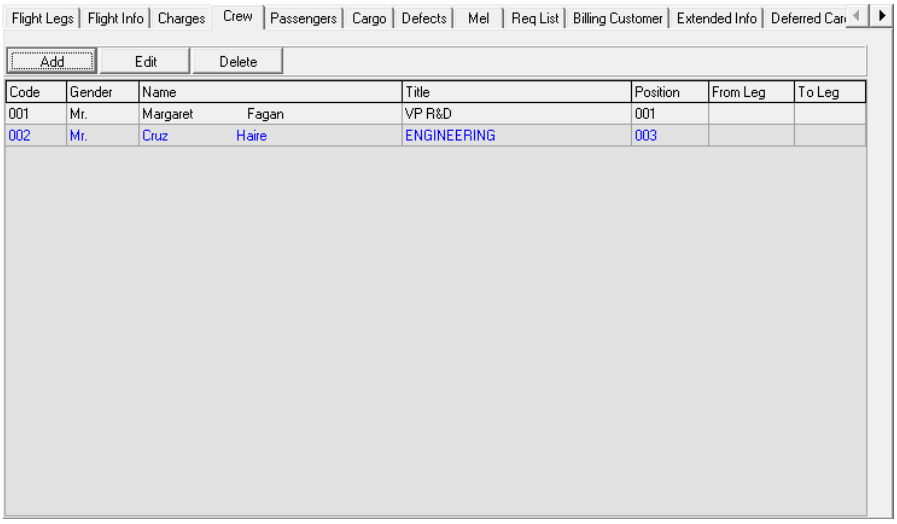
2. A confirm dialog box will appear displaying the following message:



3. Left-click the **Yes** button to delete the record.

END OF SECTION

7. Crew Tab



a. Tab toolbar

i. **Add** button – Left-click to add a new flight crewmember.

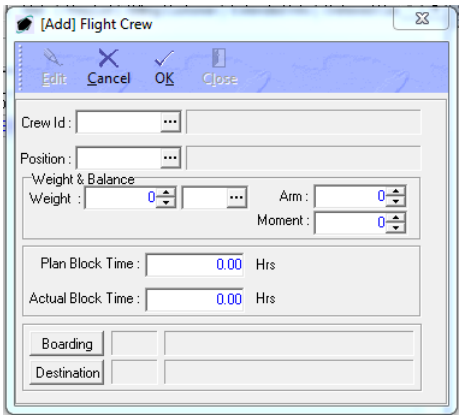
ii. **Edit** button – Left-click to edit an existing flight crewmember.

iii. **Delete** button – Left-click to delete an existing flight crewmember.

b. Add a new flight crewmember.

i. While in edit mode, left-click the **Add** button.

ii. The **Flight Crew** window will appear.



1. **Crew ID** field – Select the user who will be identified as crewmember.

2. **Position** field – Select the position that the crewmember is filling on the flight.

3. **Weight & Balance** group box

    a. **Weight** and **UM** fields – Enter the weight of the crewmember and select the appropriate unit of measure

    b. **Arm** field – Enter the arm of the location where the crewmember will be located on the flight.

    c. **Moment** field – Enter the moment of the crewmember.

4. **Plan Block Time** – The length of time the crewmember is scheduled to perform in the identified position.

5. **Actual Block Time** – The length of time the crewmember was actually performing in the identified position.

6. **Boarding** button – Left-click to identify the flight leg on which the crewmember began performing in the identified position.

7. **Destination** button – Left-click to identify the flight leg on which the crewmember finished performing in the identified position.

iii. Left-click the **OK** button on the **Flight Crew** window toolbar to save the record.

iv. Left-click the **Close** button on the **Flight Crew** window toolbar to close the window.

c. Edit an existing flight crewmember.

i. While in edit mode, select the flight crewmember and left-click the **Edit** button.

ii. The **Flight Crew** window will appear.

iii. Left-click the **Edit** button on the **Flight Crew** window toolbar to edit the record.

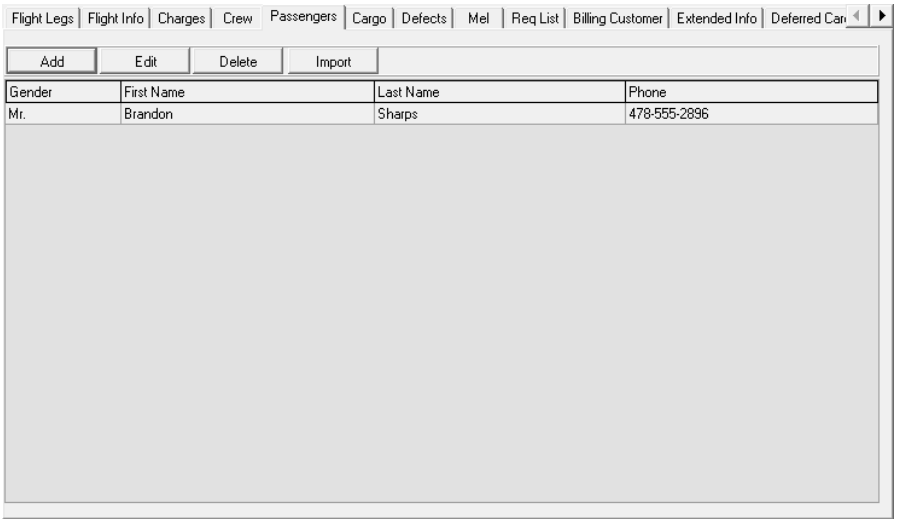
iv. Left-click the **OK** button on the **Flight Crew** window toolbar to save the record.

v. Left-click the **Close** button on the **Flight Crew** window toolbar to close the window.

d. Delete an existing flight crewmember - While in edit mode, select the flight crewmember and left-click the **Delete** button.

END OF SECTION

8. Passengers Tab



a. Tab toolbar

i. **Add** button – Left-click to add a new passenger.

ii. **Edit** button – Left-click to edit an existing passenger.

iii. **Delete** button – Left-click to delete an existing passenger.

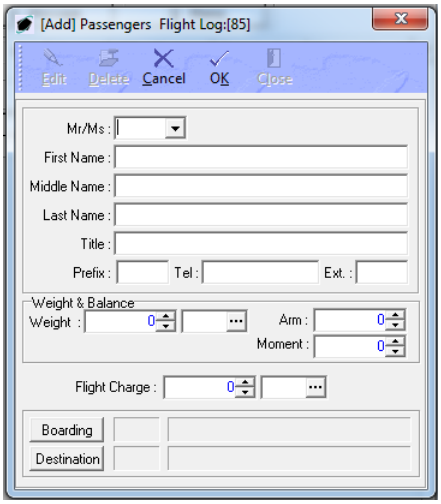
iv. **Import** button – Left-click to import a list of new passengers.

CONTINUE TO NEXT PAGE

b. Add a new flight passenger.

i. While in edit mode, left-click the **Add** button.

ii. The **Passengers** window will appear.



1. **Mr/Ms** field – Select the title of the passenger.
2. **First Name** field – Enter the first name of the passenger.
3. **Middle Name** field – Enter the middle name of the passenger.
4. **Last Name** field – Enter the last name of the passenger.
5. **Title** field – Enter the title of the passenger.
6. **Prefix** field – Enter the telephone prefix or country code for the passenger.
7. **Tel** field – Enter the telephone number for the passenger.
8. **Ext** field – Enter the telephone extension for the passenger.
9. **Weight & Balance** group box
    a. **Weight** and **UM** fields – Enter the weight of the passenger and select the appropriate unit of measure.
    b. **Arm** field – Enter the arm of the location where the passenger will be located on the flight.
    c. **Moment** field – Enter the moment of the passenger.
10. **Flight Charge** and **UM** – Enter the price paid by the passenger for the flight log and select the appropriate unit of measure.

11. **Boarding** button – Left-click to identify the flight leg on which the passenger boarded.
12. **Destination** button – Left-click to identify the flight leg on which the passenger departed.

iii. Left-click the **OK** button on the **Passenger** window toolbar to save the record.

iv. Left-click the **Close** button on the **Passenger** window toolbar to close the window.

c. Edit an existing passenger.

i. While in edit mode, select the passenger and left-click the **Edit** button.

ii. The **Passenger** window will appear.

iii. Left-click the **Edit** button on the **Passenger** window toolbar to edit the record.

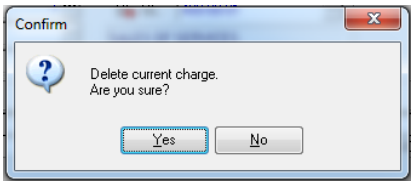
iv. Left-click the **OK** button on the **Passenger** window toolbar to save the record.

v. Left-click the **Close** button on the **Passenger** window toolbar to close the window.

d. Delete an existing passenger

i. While in edit mode, select the passenger and left-click the **Delete** button.

ii. A confirm dialog box will appear displaying the following message:



iii. Left-click the **Yes** button to delete the record.

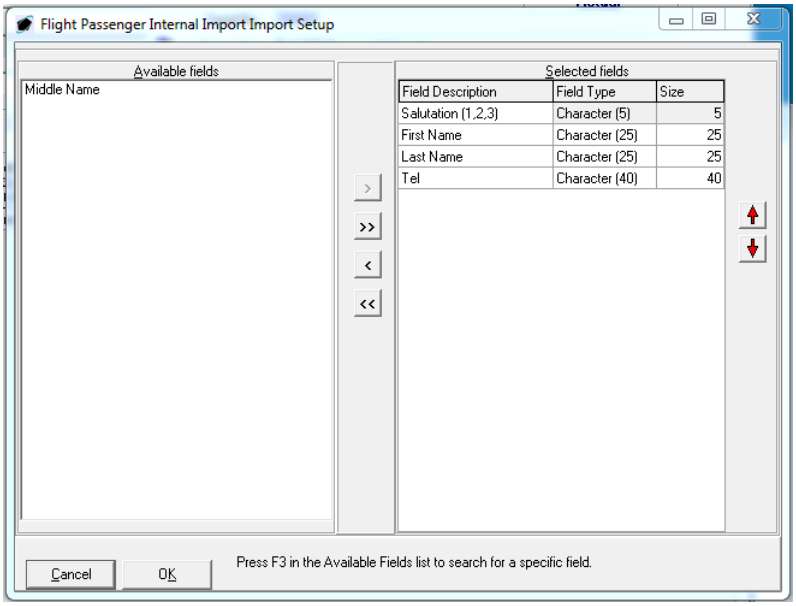
e. Import a list of new passengers

i. Prepare the flat file to be used for the import of data.

1. Identify the columns present, the order of those columns, and the format of those columns.
2. Each column has a length limit (identified in the **Size** column of the **Selected fields** grid)
3. All fields are character fields except the **Salutation** (Mr/Ms) field (‘1’ = “Mr”, ‘2’ = “Mrs”, ‘3’ = “Ms”)
4. Files should be saved as either a .csv (comma-separated values) or .txt (Text) file.

ii. While in edit mode, left click the **Import** button.

iii. The **Flight Passenger Internal Import Setup** window will appear.

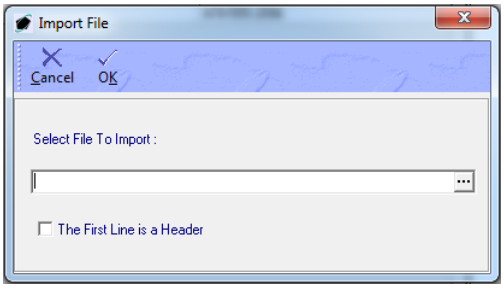


iv. Identify the columns from the **Available fields** section that are present on the flat file used to import passengers by moving them to the **Selected fields** section using the arrow buttons between the two sections.

v. Identify the order of the columns present on the flat file used to import passengers by using the arrow buttons to the right of the **Selected fields** section.

vi. Left-click the **OK** button.

vii. The **Import File** window will appear.



1. **Select File To Import** field

   a. Left-click the ellipsis in the field.

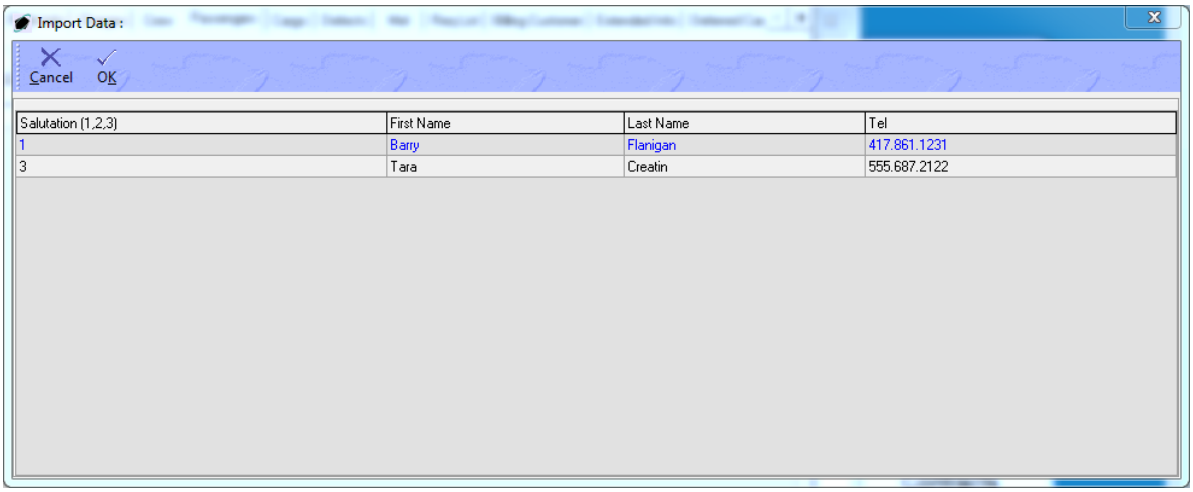
   b. The **Open** window will appear.

   c. Navigate to the correct file and left click the **Open** button to select the file.

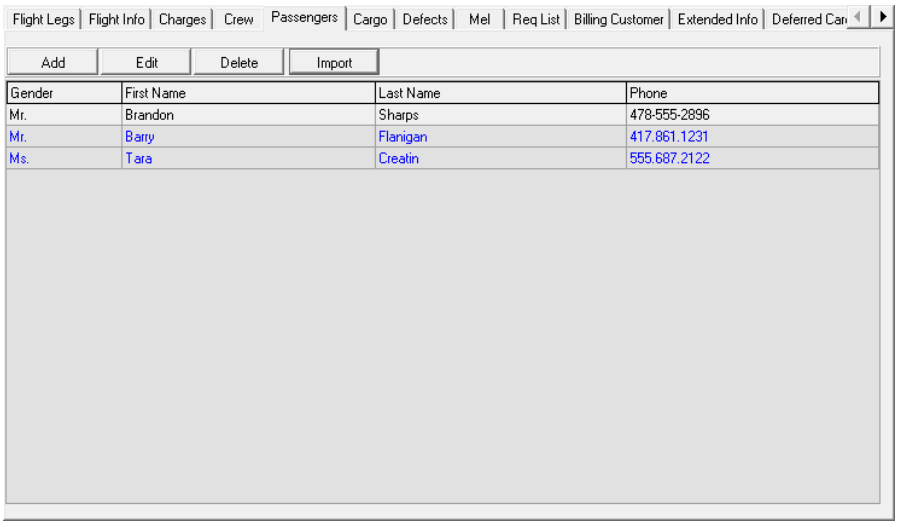
2. **The First Line is a Header** flag – Mark as checked to identify that the first line of the flat file is a header and should not be imported as a passenger.

viii. Left-click the **OK** button on the **Import File** window toolbar.

ix. The **Import Data** window will appear.



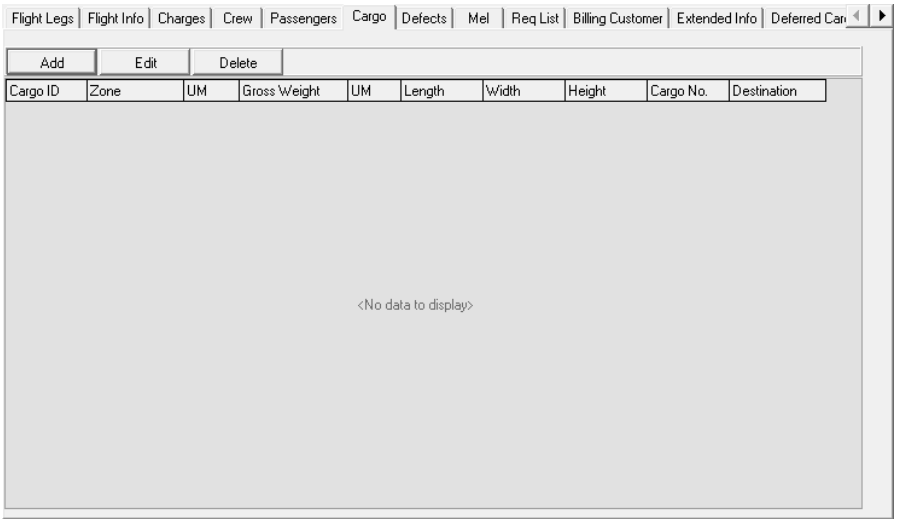
x. Verify that the data being imported is correct and left-click the **OK** button on the **Import Data** window toolbar.



xi. The passengers will appear on the **Passengers** tab. Additional information must be added using the **Edit** button.

END OF SECTION

9. Cargo Tab



a. Tab toolbar

   i. **Add** button – Left-click to add a new flight cargo.

   ii. **Edit** button – Left-click to edit an existing flight cargo.

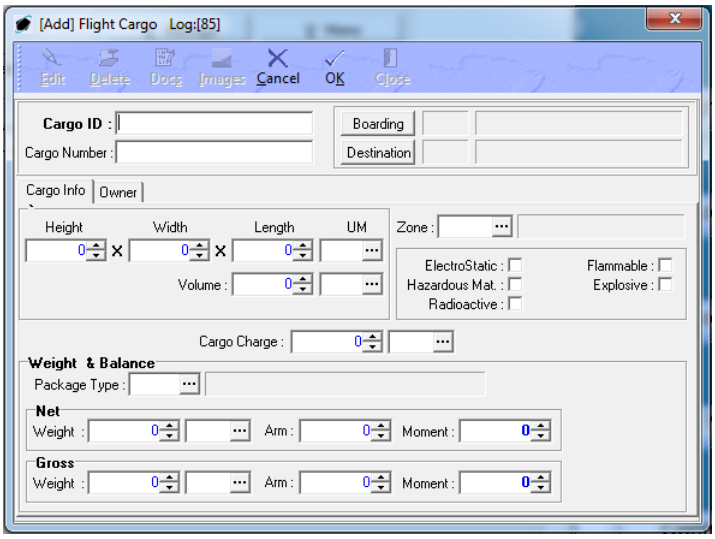
   iii. **Delete** button – Left-click to delete an existing flight cargo.

CONTINUE TO NEXT PAGE

b. Add a new flight cargo

i. While in edit mode, left-click the **Add** button.

ii. The **Flight Cargo** window will appear.



1. **Cargo ID** field – Enter a cargo identification number. This should be the control number used internal to your organization.
2. **Cargo Number** – Enter the cargo number provided by the owner.
3. **Boarding** button – Left-click to identify the flight leg on which the cargo was loaded onto the aircraft.
4. **Destination** button – Left-click to identify the flight leg on which the cargo was unloaded from the aircraft.
5. **Cargo Info** tab
    a. **Height** field – Enter the height of the cargo.
    b. **Width** field – Enter the width of the cargo.
    c. **Length** field – Enter the length of the cargo.
    d. **UM** field – Select the appropriate unit of measure for height, width, and length.
    e. **Volume** field – Select the volume of the cargo.
    f. **UM** field – Select the appropriate unit of measure for volume.
    g. **Zone** field – Select the aircraft zone in which the cargo will be stored.

h. **Flag** group box

i. **Electrostatic** flag – Mark as checked if the cargo is considered electrostatic.

ii. **Hazardous Mat** flag – Mark as checked if the cargo is considered hazardous material.

iii. **Radioactive** flag – Mark as checked if the cargo is considered radioactive.

iv. **Flammable** flag – Mark as checked if the cargo is flammable.

v. **Explosive** flag – Mark as checked if the cargo is considered explosive.

i. **Cargo Charge** and **UM** – Enter the price paid for the transportation of the cargo and select the appropriate unit of measure.

j. **Weight & Balance** group box

i. **Package Type** field – Select the packaging in which the cargo is being transported.

ii. **Net** group box

1. **Weight** and **UM** fields – Enter the weight of the cargo (not including packaging) and select the appropriate unit of measure

2. **Arm** field – Enter the arm of the location where the cargo will be located on the flight.

3. **Moment** field – Enter the moment of the cargo.

iii. **Gross** group box

1. **Weight** and **UM** fields – Enter the weight of the cargo (including packaging) and select the appropriate unit of measure

2. **Arm** field – Enter the arm of the location where the cargo will be located on the flight.

3. **Moment** field – Enter the moment of the cargo.

6. **Owner** tab

a. Customer field – Select the customer who owns the cargo being transported.

b. **Attn** field – Select the customer contact.

c. **Bill To** field – Select the bill to address.

d. **Contact** field – Select the customer contact for billing.

iii. Left-click the **OK** button on the **Flight Cargo** window toolbar to save the record.

iv. Left-click the **Close** button on the **Flight Cargo** window toolbar to close the window.

c. Edit an existing flight cargo

i. While in edit mode, select the flight cargo and left-click the **Edit** button.

ii. The **Flight Cargo** window will appear.

iii. Left-click the **Edit** button on the **Flight Cargo** window toolbar to edit the record.

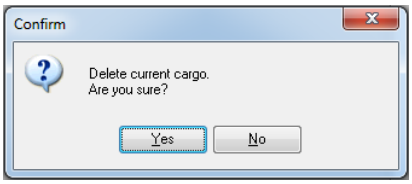
iv. Left-click the **OK** button on the **Flight Cargo** window toolbar to save the record.

v. Left-click the **Close** button on the **Flight Cargo** window toolbar to close the window.

d. Delete an existing flight cargo

i. While in edit mode, select the flight cargo and left-click the **Delete** button.

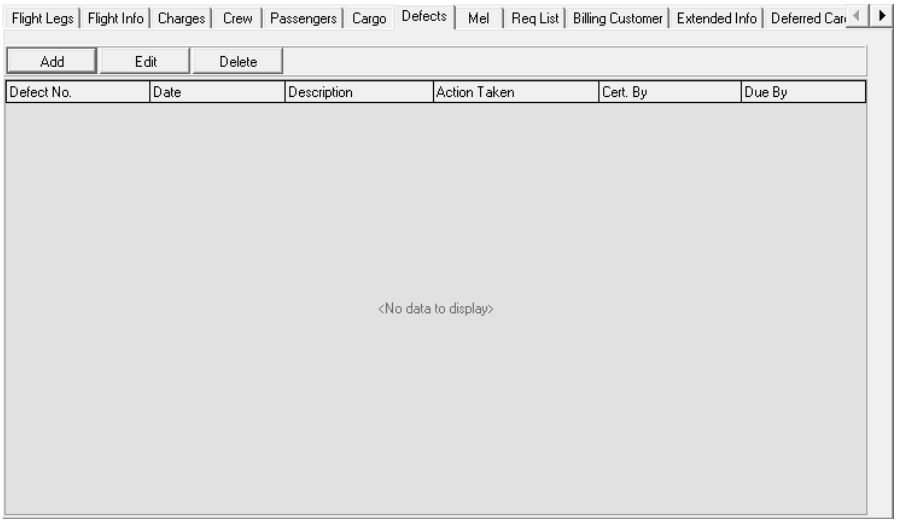
ii. A confirm dialog box will appear displaying the following message:



iii. Left-click the **Yes** button to delete the record.

END OF SECTION

10. Defects Tab



a. Tab toolbar

   i. **Add** button – Left-click to add a new flight defect.

   ii. **Edit** button – Left-click to edit an existing flight defect.

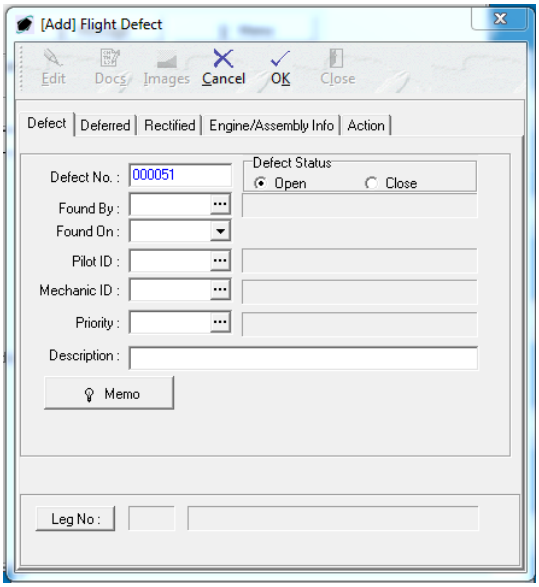
   iii. **Delete** button – Left-click to delete an existing flight defect.

CONTINUE TO NEXT PAGE

b. Add a new flight defect

i. While in edit mode, left-click the **Add** button.

ii. The **Flight Defect** window will appear.



1. **Defect** tab

a. **Defect No** field – Automatically populated by the system, but may be modified.

b. **Defect Status** field – Select the status of the defect; either “Open” or “Closed”.

c. **Found By** field – Select the user who found the defect.

d. **Found On** field – Select the date and time on which the defect was found.

e. **Pilot ID** field – Select the user who was acting as the pilot when the defect was discovered.

f. **Mechanic ID** field – Select the mechanic who confirmed and documented the defect.

g. **Priority** field – Select the priority that should be assigned to the defect.

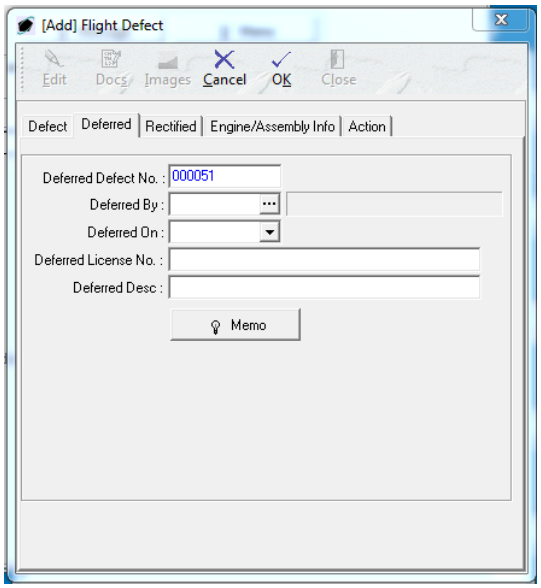
h. **Description** field – Enter a short description of the defect.

i. **Memo** button – Enter all details about the defect, if necessary; by default these details will be kept internal.

j. **Leg No** button – Select the leg on which the defect was discovered.

2. **Deferred** tab

Complete this tab if the defect was deferred.



a. **Deferred Defect No** field – Displays the defect number from the **Defect** tab.

b. **Deferred By** field – Select the user who deferred the defect.

c. **Deferred On** field – Select the date and time on which the defect was deferred.

d. **Deferred License No** field – Enter the license number (i.e. A&P License) for the individual who deferred the defect.

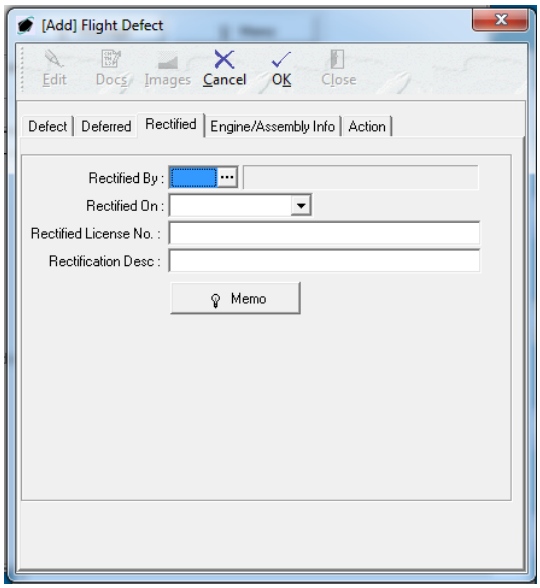
e. **Deferred Desc** field – Enter a short description justifying the deferment.

f. **Memo** button – Enter all details about the deferment, if necessary; by default these details will be kept internal.

CONTINUE TO NEXT PAGE

3. **Rectified** tab

Complete this tab if the defect was rectified.



a. **Rectified By** field – Select the user who rectified the defect.

b. **Rectified On** field – Select the date and tie on which the defect was rectified.

c. **Rectified License No** field – Enter the license number (i.e. A&P License) for the individual who rectified the defect.

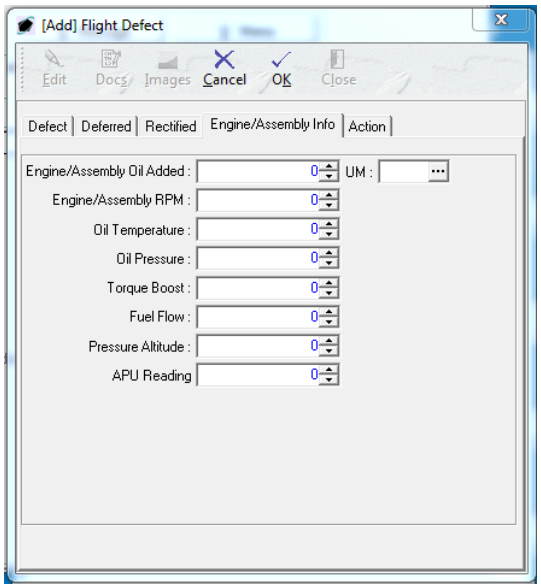
d. **Rectification Desc** field – Enter a short description of the rectification.

e. **Memo** button – Enter all details about the rectification, if necessary; by default these details will be kept internal.

CONTINUE TO NEXT PAGE

4. **Engine/Assembly Info** tab

Complete this tab if the defect was related to an engine or APU.



a. **Engine/Assembly Oil Added** and **UM** fields – Enter the amount of oil added in the rectification of the defect and the appropriate unit of measure.

b. **Engine/Assembly RPM** field – Enter the RPM applicable to the defect.

c. **Oil Temperature** field – Enter the oil temperature applicable to the defect.

d. **Oil Pressure** field – Enter the oil pressure applicable to the defect.

e. **Torque Boost** field – Enter the torque boost value applicable to the defect.

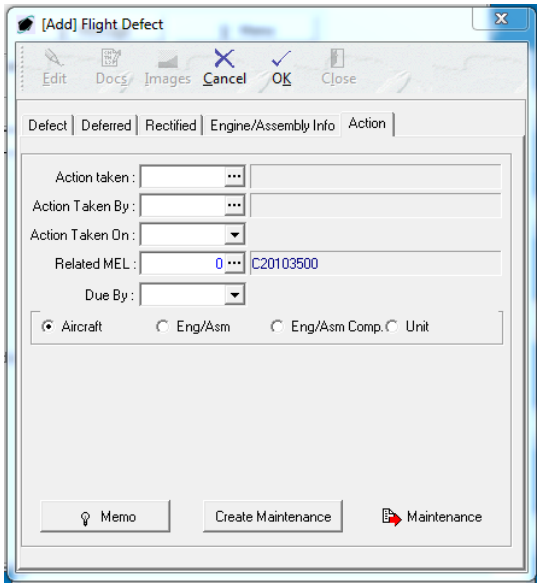
f. **Fuel Flow** field – Enter the fuel flow value applicable to the defect.

g. **Pressure Altitude** field – Enter the pressure altitude value applicable to the defect.

h. **APU Reading** field – Enter the APU reading applicable to the defect.

CONTINUE TO NEXT PAGE

5. **Action** tab



a. **Action taken** field – Select the action taken.

b. **Action Taken By** field – Select the user who took the action identified.

c. **Action Taken On** field – Select the date and time that the action was taken.

d. **Related MEL** field – Select the MEL related to the defect, if applicable.

e. **Due By** field – Select the date and time by which the action must be taken.

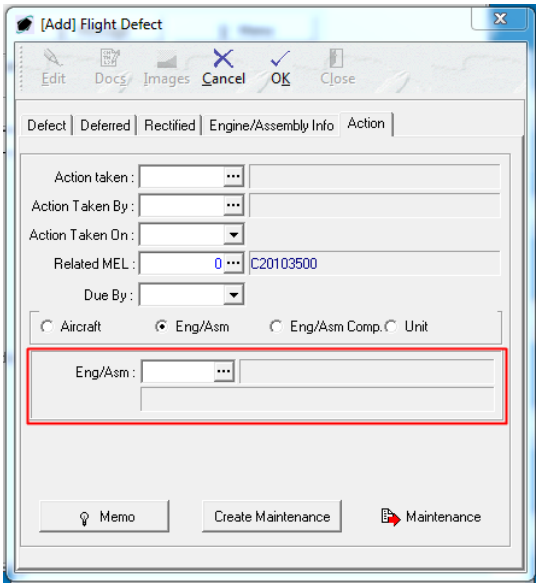
f. Scope Type field – If you would like to create a maintenance work order, select the type of scope that will be associated with the maintenance work order.

   i. **Aircraft** radio button – Select if the maintenance work order that will be created should be associated with an aircraft scope.

CONTINUE TO NEXT PAGE

ii. **Eng/Asm** radio button – Select if the maintenance work order that will be created should be associated with an aircraft engine or assembly.

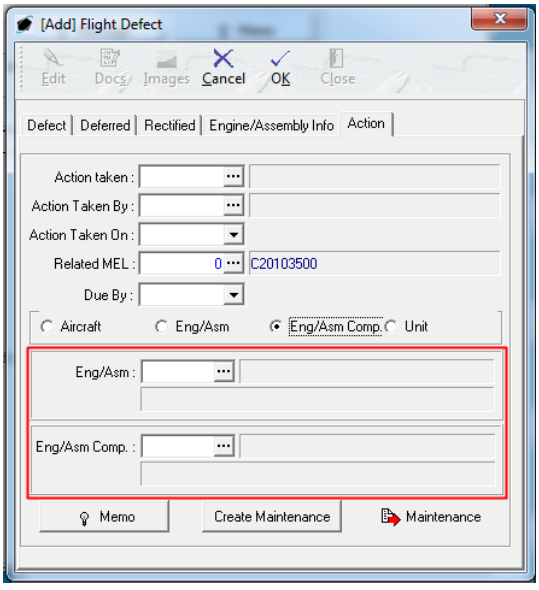
1. When selected, the **Eng/Asm** field will appear.



2. **Eng/Asm** field – Select the engine or assembly for which the scope on the work order will be associated.

iii. **Eng/Asm Comp** radio button - Select if the maintenance work order that will be created should be associated with an engine or assembly component.

1. When selected, the **Eng/Asm** and **Eng/Asm Comp** fields will appear.

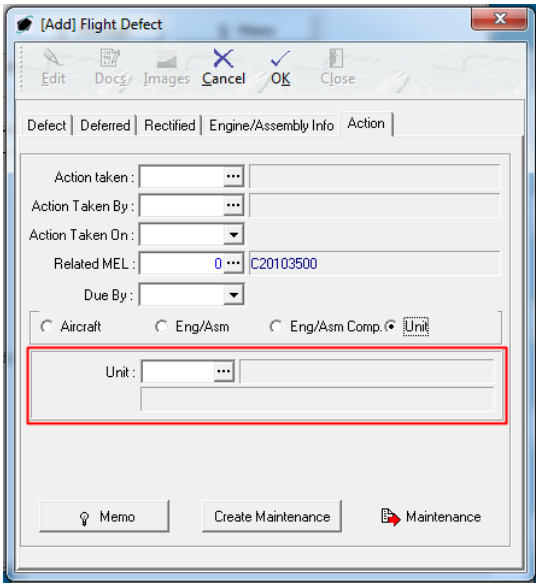


2. **Eng/Asm** field – Select the engine or assembly on which the component is installed.

3. **Eng/Asm Comp** field - Select the component for which the scope on the work order will be associated.

iv. **Unit** radio button – Select if the maintenance work order that will be created should be associated with an aircraft unit.

1. When selected, the **Unit** field will appear.



2. **Unit** field – Select the unit for which the scope on the work order will be associated.

g. **Memo** button – Enter all details about the actions, if necessary; by default these details will be kept internal.

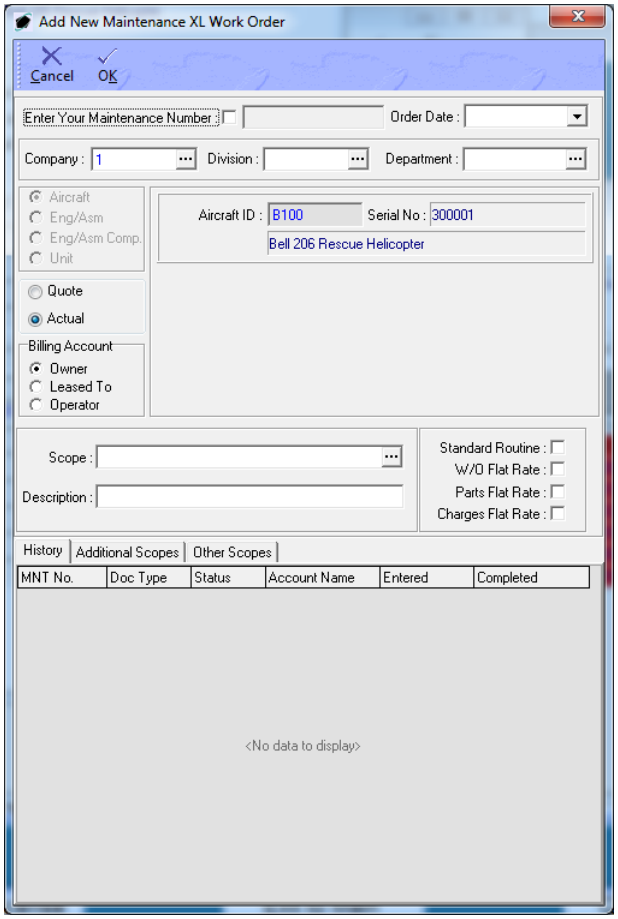
h. Left-click the **OK** button on the **Flight Defect** window toolbar to save the record.

CONTINUE TO NEXT PAGE

i. **Create Maintenance** button – Left-click to create a maintenance work order from the defect.

> ***NOTE:*** *The **Flight Defect** window cannot be in edit mode in order to create the maintenance work order.*

i. The **Add New Maintenance Work Order** window will appear.



ii. Follow the procedure for creating a maintenance work order (outlined in a separate document).

iii. Left-click the **OK** button on the **Flight Defect** window toolbar to save the record.

c. Edit an existing flight defect

i. While in edit mode, select the flight defect and left-click the **Edit** button.

ii. The **Flight Defect** window will appear.

iii. Left-click the **Edit** button on the **Flight Defect** window toolbar to edit the record.

iv. Left-click the **OK** button on the **Flight Defect** window toolbar to save the record.

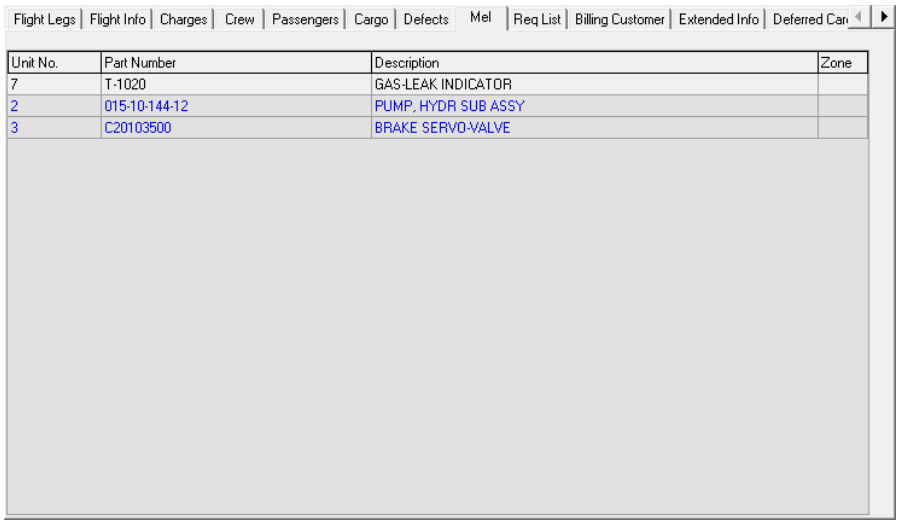
v. Left-click the **Close** button on the **Flight Defect** window toolbar to close the window.

d. Delete an existing flight defect - While in edit mode, select the flight defect and left-click the **Delete** button.

END OF SECTION

11. MEL Tab

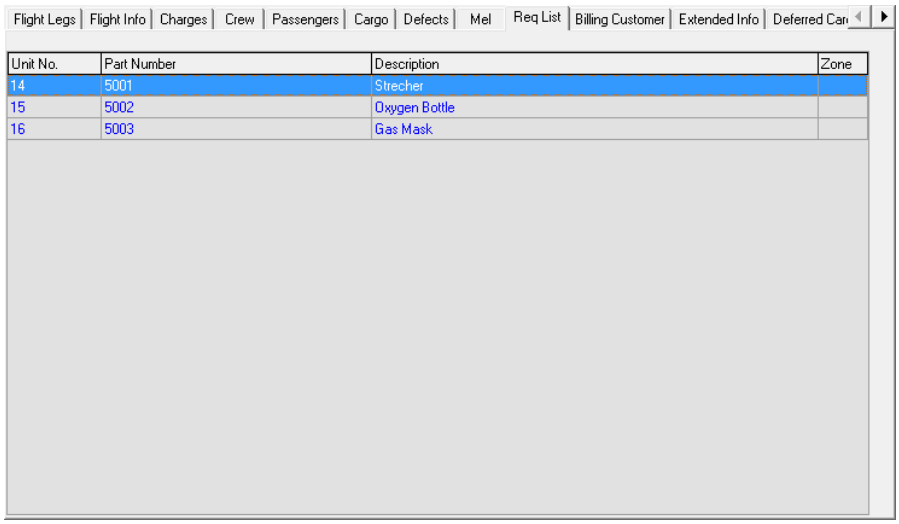
Displays the MEL associated with the aircraft.



END OF SECTION

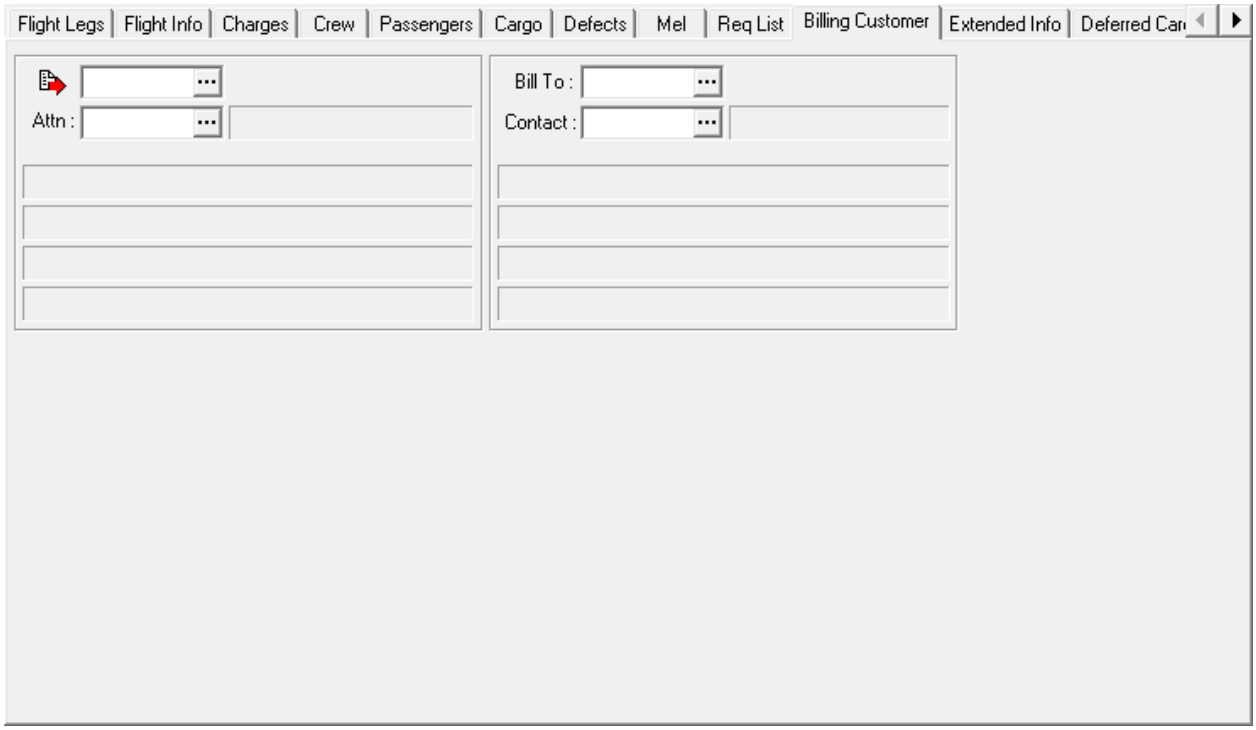
12. Req List Tab

Displays the Req List associated with the aircraft.



END OF SECTION

13. Billing Customer Tab



a. **Customer** field – Select the customer to who the flight should be billed.

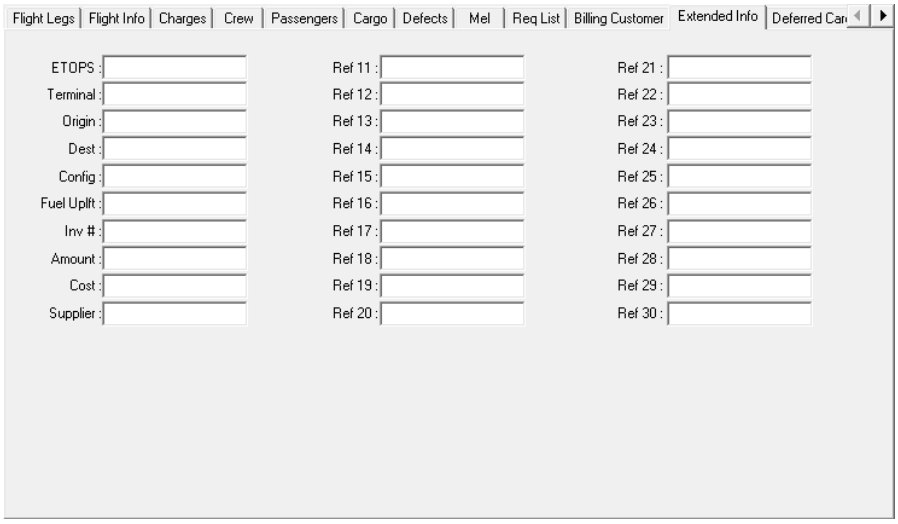
b. **Attn** field – Select the customer point of contact for the customer.

c. **Bill To** field – Select the Bill To address for the customer.

d. **Contact** field – Select the customer point of contact for the customer billing address.

END OF SECTION

14. Extended Info Tab

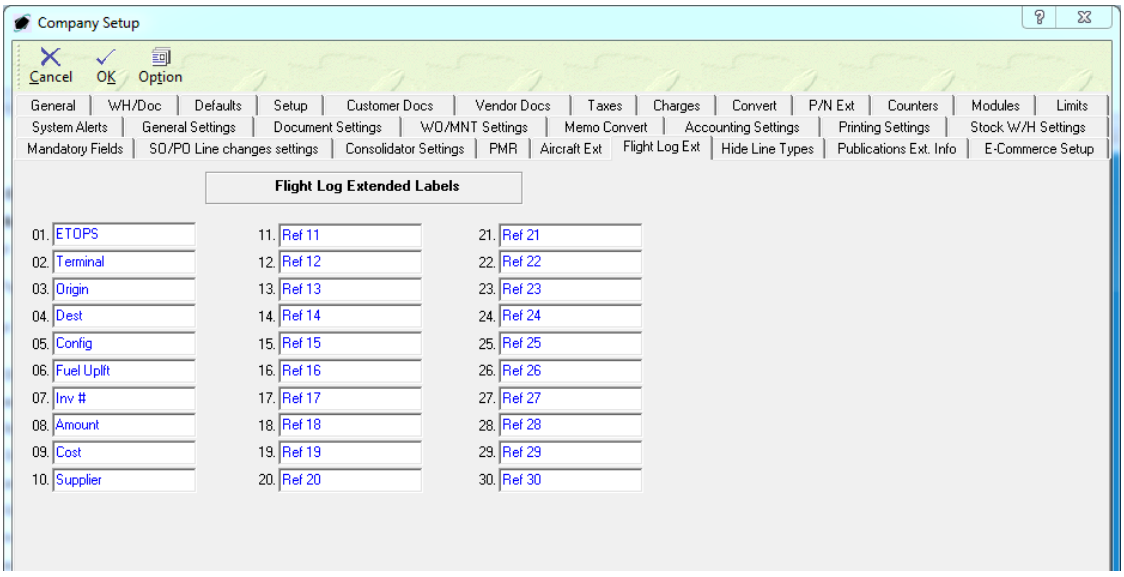


a. **Ref 1** thru **Ref 30** fields – user defined fields that may be used for any purpose your organization determines necessary.

b. The field labels may be modified by the following procedure:

i. From the **Main Menu** toolbar, left-click the **Administration** menu option, select **System Setup**, left-click **System General Defaults**.

ii. The **Company Setup** window will appear. Left-click the **Flight Log Ext** tab.

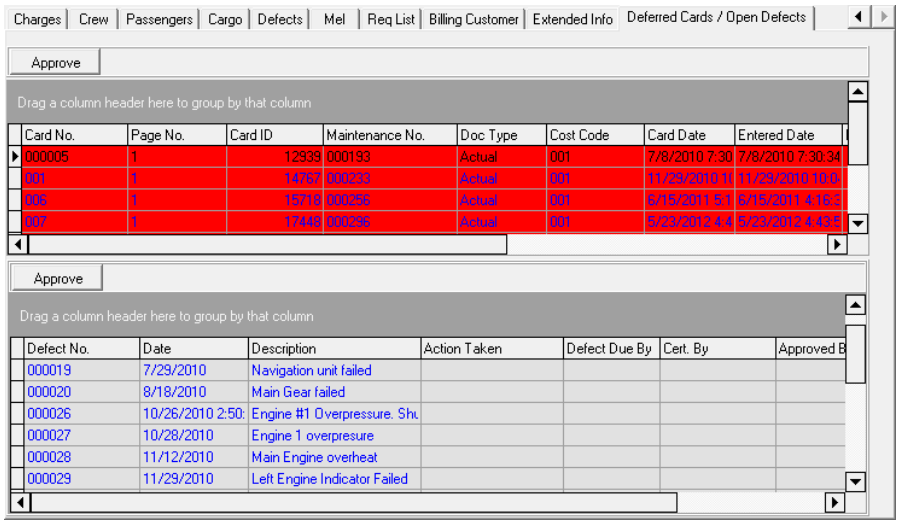


iii. Enter the label that you would like to appear for each field on the Extended Info tab.

END OF SECTION

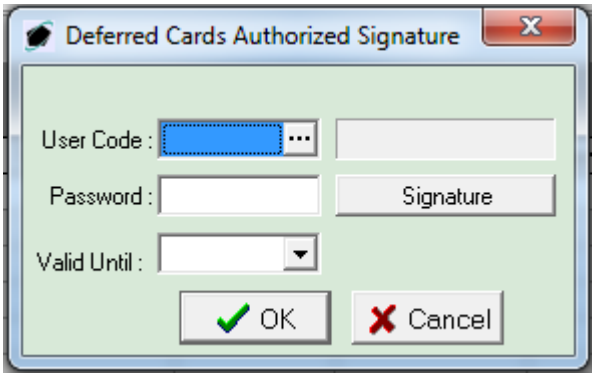
15. Deferred Cards / Open Defects Tab

Displays all deferred cards and open defects against the aircraft.



a. **Deferred Cards** grid – Displays all deferred cards against the aircraft.

i. **Approve** button – Left-click to identify that the discrepancy associated with the card was reviewed and the aircraft found safe to fly the mission.



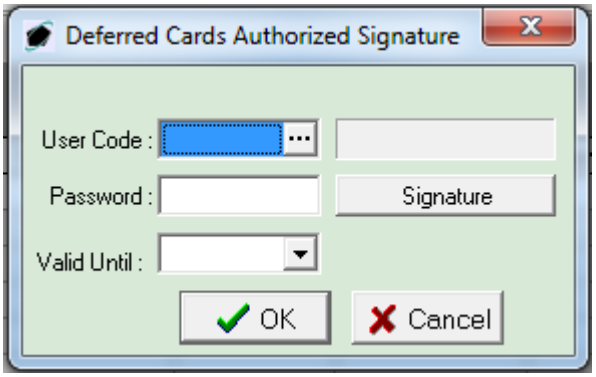
1. **User Code** field – Select the user who reviewed the discrepancy associated with the card and determined the aircraft safe to fly for the mission.

2. **Password** field – The user must enter his/her password.

3. **Valid Until** field – Enter the date until when the aircraft may be flown with the discrepancy associated with the card.

b. **Open Defects** grid – Displays all open defects associated with the flight log.

i. **Approve** button – Left-click to identify that the open defect was reviewed and the aircraft found safe to fly the mission.



1. **User Code** field – Select the user who reviewed the open defect and determined the aircraft safe to fly for the mission.

2. **Password** field – The user must enter his/her password.

3. **Valid Until** field – Enter the date until when the aircraft may be flown with the open defect.

NOTE: *Approvals have no logic associated with them. Instead, a simple record is maintained with each flight log identifying the cards and open defects which were reviewed and by whom for record keeping purposes only.*

END OF SECTION

16. Cycle Count Procedures

a. Create Cycle Count

i. From the **Post** button on the **Flight Log** window toolbar, left-click **Create Cycle Count**.

ii. The **Cycle Count** tab will appear and will list the aircraft as well as each engine/assembly, engine/assembly component, and unit installed on the aircraft.

iii. In edit mode, you may edit or view each cycle count by selecting the **Edit** button on the **Cycle Count** tab toolbar. If cycle counts for engines/assemblies are modified, you may choose whether the change is applicable to all sub-components or not.

b. Clear Cycle Count

i. From the **Post** button on the **Flight Log** window toolbar, left-click **Clear Cycle Count**.

ii. The **Cycle Count** tab will disappear.

END OF SECTION

17. Flight Closure

a. Close Flight

i. From the **Post** button on the **Flight Log** window toolbar, left-click **Close Flight & update A/C records**.

ii. The values for hours, landings and cycles from the **Cycle Count** tab will update the records associated with the aircraft as well as each engine/assembly, engine/assembly component, and unit installed on the aircraft.

b. Reopen Flight

i. From the **Post** button on the **Flight Log** window toolbar, left-click **Reopen Closed Flight**.

ii. The values for hours, landings and cycles from the **Cycle Count** tab that previously updated the records associated with the aircraft as well as each engine/assembly, engine/assembly component, and unit installed on the aircraft, will be removed

iii. The **Cycle Count** tab will disappear.

c. Cancel Flight

i. From the **Option** button on the **Flight Log** window toolbar, left-click **Reopen Closed Flight**.

ii. The **Cancel Flight** window will appear.

1. **Reason for Cancellation** field – Select the reason that the flight was cancelled

2. **Time/Date of Cancellation** field – Select the date and time that the flight was cancelled.

3. **Cancelled by** field – Select the user who cancelled the flight.

iii. The flight status will change to “Cancelled”. There is no way to undo cancelling a flight.

END OF SECTION

18. Reports

a. **Flight Operation Schedule** – Displays flight log and leg information for the selected flight logs, aircraft, and departure date.

b. **Crew Flight Schedule** – Displays schedule information for the selected flight logs, users, aircraft, departure dates, flight status, and crew position.

c. **Passenger Flight Schedule** – Displays passenger information for the selected flight logs, aircraft, departure dates, and flight status.

d. **Flight Operations Aircraft Log Plan vs Actual** – Displays a graph showing the variance between plan and actual for either legs, landings, hours, or logs for the selected aircraft, model, or departure date.

e. **Flight Operations Aircraft Log** – Displays cycle count information for the selected aircraft and departure date.

f. **Plane Flight Schedule List** – Displays flight log information for the selected aircraft, departure location, arrival location, departure date, and arrival date.

g. **Flight Leg Fuel and Oil Usage** – Displays fuel and oil usage by flight leg for the selected aircraft and departing date.

h. **Cancelled Flight Logs** – Displays flight log and leg information for the selected aircraft, planned arrival location, and actual arrival location.

END OF SECTION