



PENTAGON 2000 SOFTWARE

Flight Operations Module

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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



Table of Contents

1.	FLIGHT LOG WINDOW TOOLBAR	4
2.	CREATE A NEW FLIGHT LOG	6
3.	HEADER	9
4.	FLIGHT LEGS TAB	.10
5.	FLIGHT INFO TAB	.36
6.	CHARGES TAB	.38
7.	CREW TAB	.41
8.	PASSENGERS TAB	.43
9.	CARGO TAB	.49
10.	DEFECTS TAB	.53
11.	MEL TAB	.63
12.	REQ LIST TAB	.64
13.	BILLING CUSTOMER TAB	.65
14.	EXTENDED INFO TAB	.66
15.	DEFERRED CARDS / OPEN DEFECTS TAB	.67
16.	CYCLE COUNT PROCEDURES	.69
17.	FLIGHT CLOSURE	.70
18.	REPORTS	.71



Procedure

1. Flight Log Window Toolbar

Add Edit Del Prev Next Docs Images Post Print Options Search Cancel OK Close

- 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

anifest
est
-

- 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.
- I. 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.



- 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.





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

	Flight Log)		-	and the second se				x
5	Search On : Flights Cargo Ext Defects All Aircraft : All All All All Max Search Result Lines : 50 -								
Dr	rag a colum	in header here to group by	that col	umn					
F	Flight ID	Flight No	A/C ID	Flight Status	Log Book Page	Actua	Actual Departure Date	Actual Departure Time	Actual To
0	000201	6555	B100	Closed	432	001	Nov-30-2011	12:00	ACC
0	00200	6555	B100	Closed	776	HUS	Nov-08-2011	12:00	JAX
0	000199	7657	B100	Closed	6	HUS	Oct-11-2011	17:00	JAX
0	000198	8655	B100	Closed	8667	HUS	Oct-11-2011	12:00	JAX
0	000197	655	B100	Actual	5433	ACC	Aug-30-2011	12:34	001
0	000196	644	B100	Closed	56	FLL	Aug-23-2011	13:00	JAX
0	000195	444	B100	Closed	544	HUS	Aug-12-2011	12:00	FF
0	000194	878	B100	Closed	900	FLL	May-12-2011	14:00	JAX
0	000193	75	B100	Closed	655	001	May-04-2011	12:00	ACC
0	000192	856	B100	Closed	5333	ACC	Apr-01-2011	12:00	001
0	000191	001122	B100	Closed	012	001	Mar-07-2011	12:00	005
0	000190	877868	B100	Actual		FLL	Feb-08-2011	12:00	FLL
0	000189	MONTHLY	B100	Closed		FLL	Feb-08-2011	12:00	FLL
0	000188	64445	B100	Closed		HUS	Jan-31-2011	12:00	FLL
			· [1	F
	📑 🔁						*	<u>✓ ok</u>	Cancel

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".

Flight Status 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.





3. Header

Flight ID. : 000214	₿,	Aircraft Model :	Flight Status
Flight No. :		Serial No . :	
Aircraft ID :	€	Description :	
Log book Page :		[V Message V Memo

- 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.



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.

Flight Legs	Flight Info Charge	es Crew Passe	ngers Cargo	Defects Mel	Req List Billing] Customer Ext	tended Info	Deferred Car	()
	1 1								
Add	Edit	Delete							
Leg No.	From Airport	Departing On	To Airport	Arriving On	Flying Time	e 🛛 Plan From	n Airport	Plan Departing	ı On
				<no data="" display<="" td="" to=""><td>Þ</td><td></td><td></td><td></td><td></td></no>	Þ				

c. The Flight Leg window will appear.

🕖 [Add] Flight Leg	×
Edit Optn Cancel OK Gose	
Leg Info Misc Takeoff Landing MNT Action Food Cargo	Crew Pass. Engines/Assembly Unit
Plan	Actual
Departing	Departing
From : Date : Time : 00:00:00 🜩	From : Date : Time : 00:00:00 🜩
Arriving To: Date: Time: 00:00:00 🛨	Arriving To: Date: Time: 00:00:00 ÷
Block Time Hours : 0.00 Landings :	1 Block Time Hours: 0.00 Landings: 1
Air Time (Dec) : 0.	00 Air Time (Dec) : 0.00
Over Load : 0 Torque Ev :	0 Over Load : 0 Torque Ev : 0
Passengers : 0-	Y Memo APU - Start APU - End Running Landings : 0

- 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.

🏉 En	d of Flight	23	_
X			
<u> </u>			
	APU		
	Starts :	0 EA	
	Bleed Airs :	0 EA	
	Generator Mode :	0 EA	
	,		

- 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.



ii. Misc tab

[Add] Flight Leg
 Edit Optri <u>C</u> ancel O <u>K</u> Gose
Leg Info Misc Takeoff Landing MNT Action Food Cargo Crew Pass. Engines/Assembly Unit
Flight Type A : % 0 + C Precision
Flight Type B : 👘 🕺 🕺 🖓 🖓 🖓
Auto Rotation Landings : 0-
Heavy Lift Events : 💦 🕛 🛨
Missed Approaches : 0-
✓ Night Landing
I Simulated Hood
🔽 Training Flight
✓ ETOPS

- 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.



iii. Takeoff tab

🖉 [Add] Flight Leg	x
Edit Optn Cancel OK Close	
Leg Info Misc Takeoff Landing MNT Action Food Car	go Crew Pass. Engines/Assembly Unit
Basic operating weight: Index Payload	Weight Index FuelLoad Main 1 :
Ramp c.g % Mac : Stabilizer Trim Setting :	Sub total (zero fuel weight) : Total (ramp_takeoff wt.) :

- 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).
- 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.



iv. Landing tab

l	[Add] Flight Leg	x
	Edit Optin Cancel OK Close	-5
	Leg Info Misc Takeoff [Landing] MNT Action Food Cargo Crew Pass. Engines/Assembly Unit	
	-Landing W. & B. Conditions Check Weight Index	
1	Zero Fuel Weight :	
	Remaining Fuel Load Main 1 : Main 2 : Main 3 :	
	Total (landing wt.):	
	Landing c. g. % Mac :	
	Pilot Report	

- 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.



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

[Update] Flight Leg	X
Edit Optn Cancel OK	Gose // // //
Leg Info Misc Takeoff Landi	ng MNT Action Food Cargo Crew Pass. Engines/Assembly Unit
Add Edit	Delete
Action C Description	Action Date
	<no data="" display="" to=""></no>

- 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.

🍠 [Add] Flight Ma	intenance Log:[4	154] Leg:	[01]	X
Add Edit	Delete Cancel	ŎĔ	Close	
Action :				
Description :				
Date/Time :	•			
Discovered By :				
On :	•			
Certified By :				
On :	-			
Engineer :				
Mechanic :				
	ଦ୍ମ Message		₽ Memo	

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.



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

🖉 [Update] Flight l	Leg	RAINSANANAA LIANATU AU		X
Edit Optn	Cancel OK Close			775
Leg Info Misc T	Takeoff Landing MNT Action	Food Cargo Crew Pass. Eng	jines/Assembly Unit	
Add	Edit Delete			
Food Type	Description	Package Type	Gross Weight UM	
		<no data="" display="" to=""></no>		

- 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.

🖉 [Add] Flight Food Log:[214] Leg:[222]
Edit Delete Gancel OK Glose
Food Type :
Description :
Package
Package Type :
Quantity Per Package : 0 🔶 UM : .
Package Quantity : 0++ UM : ····
Volume : UM : .
Charge : 0+
Weight
Net Weight : 0-↓ Arm : 0-↓ Moment : 0-↓
Gross Weight : 0 ↔ Arm : 0 ↔ Moment : 0 ↔
ଦୁ Message ଦୁ Memo



- 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.



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.



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.



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.



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

Edit Optn Cancel OK Close		2-5-2-
Leg Info Misc Takeoff Landing MNT Ac	tion Food Cargo Crew Pass. Engines/Assembly	Unit
Add Edit		
ngine/Asserr Part Number	Description	Zone
PT6T-3	TURBOSHAFT ENGINE	7A
PT6T-3	TURBOSHAFT ENGINE	7B

- 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.



- 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.

Engine/Assembly Info Engine/Assembly Info Oil Add: 0 - Oil Temp.: 0 - Oil Temp.: 0 - Oil Pressure: 0 - Oil Pressure: 0 - Outside Air Temp.: 0 - Outside Air Temp.: 0 - Hours: 0 - APU Meter Readings: 0 - Q Message Q Memo	Flight Engine/Assembly Lo		X
Engine/Assembly Info Oil Add: 0 ÷ Oil Temp.: 0 ÷ Oil Temp.: 0 ÷ Oil Pressure 0 ÷ Outside Air Temp.: 0 ÷ Outside Air Temp.: 0 ÷ Interstage Turbine Temp.: 0 ÷ APU Meter Readings: 0 ÷ Indicated Air Speed: 0 ÷ Q Message Q Memo	♦ Image: Second seco	K Close	
Oil Add: 0 ÷ Oil Temp.: 0 ÷ Oil Temp.: 0 ÷ Oil Pressure 0 ÷ Outside Air Temp.: 0 ÷ Outside Air Temp.: 0 ÷ Interstage Turbine Temp.: 0 ÷ APU Meter Readings: 0 ÷ Indicated Air Speed: 0 ÷ Q Message Q Memo	Engine/Assembly Info		
Dil Temp.: 0 ÷ Dil Pressure: 0 ÷ Dil Pressure: 0 ÷ RPM.: 0 ÷ Outside Air Temp.: 0 ÷ Interstage Turbine Temp.: 0 ÷ APU Meter Readings: 0 ÷ Indicated Air Speed: 0 ÷ V Message	Oil Add :	0 -	
Oil Pressure: 0÷ Outside Air Temp.: 0÷ Interstage Turbine Temp.: 0÷ APU Meter Readings: 0÷ Indicated Air Speed: 0÷ Q Message Q Memo	Oil Temp. :	0 + Pressure Altitude : 0 +	
Outside Air Temp.: 0 ÷ Interstage Turbine Temp.: 0 ÷ APU Meter Readings: 0 ÷ Indicated Air Speed: 0 ÷ Ø Message Ø Memo	Oil Pressure :	0	
Interstage Turbine Temp.: 0 + Hours: 0 + APU Meter Readings: 0 + Starts: 1 + Indicated Air Speed: 0 + V Message V Memo	Outside Air Temp. :	0 + Torque Boost : 0 +	
APU Meter Readings : 0 + Starts : 1 + Indicated Air Speed : 0 + Ø Message Ø Memo	Interstage Turbine Temp. :	0 + Hours : 0 +	
Indicated Air Speed : 0	APU Meter Readings :	0 🔶 Starts : 1 ᅷ	
V Message V Memo	Indicated Air Speed :	0	
		V Message V Memo	

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

Flight Engine/Assembly Log		3
Edit Delete Cancel OK C	lose	
Engine/Assembly Info		
	Engines/Assembly Filght Factors	
Engine/Assembly Reading	Code Factor Factor Description	
Ng Min. : 🛛 🗨		
Ng Max. : 🛛 🗘 🛨		
Excursions : 0 🛨		
Excursions-Np : 0 🛨		
Excursions-Ng : 0 🛫		
Min. Np Speed : 0 🛨	0-	
Max. Np Speed : 0 🛨		
Reverse Power Cycles : 0 🛨		
		_

- 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.



- 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.

🔮 Engine/Assembl	у		1				
Start With :							
						Max Search Re	sult Lines : 50 🍦
Drag a column head	er here to group b	y that column					
Engine P/N	Serial No.	Engine/A	Description	Position	Kir A/C II	Model No	A/C Desc
▶ PT6T-3	346554	1	TURBOSHAFT ENGINE		En; B100	757-E	Bell 206 Rescue He
PT6T-3	633254	6	TURBOSHAFT ENGINE		En; B100	757-E	Bell 206 Rescue He
					3	🗞 🔨 ок	X Cancel

- c. Select the appropriate engine/assembly (left-click the line within the search window and leftclick 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.



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

(Update) Flight Leg								
<u>E</u> dit O	ptn <u>C</u> ancel O <u>K</u> Close							
Leg Info M	lisc Takeoff Landing MNT Action Fo	od Cargo Crew Pass. Engines/Assembly Unit						
Add	Edit							
Unit No.	Part Number	Description	Zone					
11	00-200-1472	FILTER	9A					
12	00-200-1472	FILTER	9A					
13	206-040-535-101	MAST	7E					
20	206-040-535-005	MAST	7E					
21	206-040-535-101	MAST	7E					
27	66-CM500	Camera, Gyro	9A					
50	6002-2	Temp Plate						
8	206-040-535-005	MAST	7E					
9	206-040-535-001	MAST	7E					

- 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.



- 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.

🗩 Flight Unit Log					×
<u>€</u> dit <u>D</u> elete <u>C</u> ancel	OK Close				
	0				
		Fuel Flow :			
Oil Temp. :	0	Pressure Altitude :	0 🛨		
Oil Pressure :		RPM :	0	Start Hobbs	End Hobbs
Outside Air Temp. :	0	Torque Boost :	0	Hours :	0 Hours : 0
Interstage Turbine Temp. :	0	Hours :	0	Times :	0 Times : 0
APU Meter Readings :	0			Landings :	0 Landings : 0
Indicated Air Speed :	0 🛟				
	♀ Message	ଦୁ Memo			

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.



- 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.

1	🖡 Unit	Unit 🗖 🗖 🔀							
Γ	Start With :								
	Max Search Result Lines : 50 🍝								
	Drag a column header here to group by that column								
Г	Unit P/N	Serial No.	Unit No	Description	Position	A/C II	Model No	A/C Desc	
Þ	00-200-1472	1	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	
Ľ	(
						\mathbf{x}	🔆 🔨 🗸 0	K X Cancel	
						_			

- 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.



- 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.



- 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.
- 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.



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.



6. Charges Tab

Flight Legs Flight Info Charges Crew Passenger	🛿 Cargo Defects Mel Req List Billing Customer Extended Info Deferred Car 生 🕨						
Cargo Billing Billist Category :	Food Billing Bill: IF C Dwner Category: C Dwner C Dwner GL: 400-00-01 SALES OF SERVICES C Operator Flight Biling Company: 1 1 E GL: 400-00-01 Division: SALES OF SERVICES SALES OF SERVICES SALES OF SERVICES						
Add Edit Delete							
Charge Code Description GL Account	Category Qty UM Unit Price UM Total						
<no data="" display="" to=""></no>							
	0.00						

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.

🍯 Aircraft (🖉 Aircraft Charges									
Start Wi	th :									٦
	,					м	ax Sear	ch Result Lin	es : 50 -	Ð
Drag a colu										
A/C ID	Charg	Description	G	L Account	Category	Unit Price	UM			
▶ B100	007	Parking Fees	40	00-00-01		100.00	HR			
B100	005	Photography	40	00-00-00		250.00	HR			
B100	004	General Overhead	40	00-00-01		800.00	EA			
B100	003	Fuel Surcharge	40	00-00-01		6.00	GL			
B100	002	Landing Fees	40	00-00-01		200.00	EA			
B100	001	Flight-Evac	40	00-00-01		250.00	HR			
J										-
						*	- 🗸	0 <u>K</u>	🗶 <u>C</u> ancel	
						*	~	0 <u>K</u>	X D	ancel



- 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.



7. Crew Tab

Flight Legs | Flight Info | Charges Crew | Passengers | Cargo | Defects | Mel | Req List | Billing Customer | Extended Info | Deferred Can 🔳

(Ac	Ы	Edit Delete				
Code	Gender	Name	Title	Position	From Leg	To Leg
001	Mr.	Margaret Fagan	VP R&D	001		
002	Mr.	Cruz Haire	ENGINEERING	003		

- 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.

🗩 [Add] Flight Crew
Edit <u>C</u> ancel O <u>K</u> Close
Crew Id :
Position : Weight & Balance Weight : Moment : 0 - + Moment : 0 - +
Plan Block Time : 0.00 Hrs
Actual Block Time : 0.00 Hrs
Boarding Destination

- 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.



8. Passengers Tab

Flight Legs | Flight Info | Charges | Crew | Passengers | Cargo | Defects | Mel | Req List | Billing Customer | Extended Info | Deferred Can 🔳 🕨

Add	Edit	Delete	Import		
Gender	ler First Name Phone Phone				Phone
Mr.	Brandon			Sharps	478-555-2896

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.



- b. Add a new flight passenger.
 - i. While in edit mode, left-click the **Add** button.
 - ii. The **Passengers** window will appear.

(Add] Passengers Flight Log:[85]
Edit Delete Cancel OK Close
Mr/Ms:
First Name :
Middle Name :
Last Name :
Title :
Prefix : Tel : Ext. :
Weight & Balance Weight : 0 ★ Moment : 0 ★
Flight Charge : 0 🛨 💷
Boarding Destination

- 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:

Confirm	X
2	Delete current charge. Are you sure?
	Yes <u>N</u> o

- 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.

right assenger methal import import setup					
<u>A</u> vailable fields			Selected fields		
Middle Name		Field Description	Field Type	Size	
		Salutation (1,2,3)	Character (5)	5	
		First Name	Character (25)	25	
		Last Name	Character (25)	25	
		Tel	Character (40)	40	
	~~				
Cancel OK Press F3 in the Av	vailable Fie	elds list to search for a s	pecific field.		

- 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.

🖸 Import File
X √ <u>C</u> ancel O <u>K</u>
Select File To Import :
· · · · · · · · · · · · · · · · · · ·
The First Line is a Header



- 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.

🗊 Import Data :	to Passe Baylaton In	and the second s	X
Cancel OK	7 57. 7 5		7-57-5
Salutation (1,2,3)	First Name	Last Name	Tel
1	Barry	Flanigan	417.861.1231
3	Tara	Creatin	555.687.2122

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

Add	Edit	Delete	Import]		
iender	First Name			Last Name	Phone	
fr.	Brandon			Sharps	478-555-2896	
tr.	Barry			Flanigan	417.861.1231	
ts.	Tara			Creatin	555.687.2122	



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



9. Cargo Tab

Flight Legs | Flight Info | Charges | Crew | Passengers Cargo | Defects | Mel | Req List | Billing Customer | Extended Info | Deferred Can 🔨 🕨

Add	Edit	De	elete						
Cargo ID	Zone	UM	Gross Weight	UM	Length	Width	Height	Cargo No.	Destination
				<no da<="" td=""><td>ita to display></td><td></td><td></td><td></td><td></td></no>	ita to display>				

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.



- b. Add a new flight cargo
 - i. While in edit mode, left-click the **Add** button.
 - ii. The **Flight Cargo** window will appear.

[Add] Flight Cargo Log:[85]	X
Edit Delete Docs Images Cancel OK Close	
Cargo ID : Boarding Destination Destination	
Cargo Info Owner	
Height Width Length UM 0 ÷ × 0 ÷ × 0 ÷ · · · · · Volume : 0 ÷ · · · · · ElectroStatic : F Hazardous Mat. : Radioactive : F	iammable : 🗌 Explosive : 🗖
Cargo Charge : 0 🚖	
Net Weight : 0 ÷ Moment : 0 ÷	
Gross Weight : 0 + Arm : 0 + Moment : 0 +	

- 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.



10. Defects Tab

Flight Legs | Flight Info | Charges | Crew | Passengers | Cargo | Defects | Mel | Req List | Billing Customer | Extended Info | Deferred Can 🤳 🕨

Add	Edit	Delete				
Defect No.	Date		Description	Action Taken	Cert. By	Due By
			<no da<="" td=""><td>ta to display></td><td></td><td></td></no>	ta to display>		

- 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.



- b. Add a new flight defect
 - i. While in edit mode, left-click the Add button.
 - ii. The Flight Defect window will appear.

💣 [Add] Flight Defect	1.000	×
Edit Docs Image	es <u>C</u> ancel O <u>K</u> Close	-5
Defect Deferred Rectifi	ied Engine/Assembly Info Action	
Defect No. : 000051	Defect Status © Open C Close	
Found By : Found Dn :	•	
Pilot ID :		
Mechanic ID :	<u></u>	
Priority :	···	
Description :		
ତୁ Memo		
Leg No :		

- 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.

🕑 [Add] Flight Defect	×
Edit Docs Images Cancel OK Close	·
Defect Deferred Rectified Engine/Assembly Info Action	
Deferred Defect No. : 000051 Deferred By : Deferred On : Deferred License No. : Deferred Desc :	
<u>♀</u> Memo	

- 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.



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.



4. Engine/Assembly Info tab

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

🗩 [Add] Flight Defect	x
Edit Docs Images Cancel OK Close	£
Defect Deferred Rectified Engine/Assembly Info Action	
Engine/Assembly Oil Added : 0 🗘 UM : 🛄	
Engine/Assembly RPM : 0	
Oil Temperature : 0 🜩	
Oil Pressure : 0 🜩	
Torque Boost : 0 🗘	
Fuel Flow : 0 🜩	
Pressure Altitude : 0	
APU Reading 0 🜩	

- 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.



5. Action tab

🗩 [Add] Flight Defect	×
Edit Docs Images Cancel OK Close	
Defect Deferred Rectified Engine/Assembly Info Action	
Action taken :	
Action Taken By :	
Action Taken On :	
Related MEL : 0 C20103500	
Due By :	
]
Memo Create Maintenance Maintenance	•

- 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.



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 se	lected, th	ne Eng/	Asm field	will appear.
----	---------	------------	---------	-----------	--------------

💓 [Add] Flight Defect	x
Edit Docs Images Cancel OK Close	
Defect Deferred Rectified Engine/Assembly Info Action	
Action taken :	
Action Taken By:	- 11
Related MEL : 0 C20103500	-
Due By :	
C Aircraft © Eng/Asm C Eng/Asm Comp.C Unit	
Eng/Asm :	
Maintenance Maintenance Maintenance	

- 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.

Edit Docs/ Images Cancel OK Close Defect Deferred Rectified Engine/Assembly Info Action Action taken :
Defect Deferred Rectified Engine/Assembly Info Action
Action taken :
Action Taken By :
Action Taken On :
Related MEL : 0 C20103500
Due By :
CAircraft CEng/Asm (* Eng/Asm Comp. CUnit
Eng/Asm :
Create Maintenance 🕒 Maintenance



- 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.

[Add] Flight Defect
Edit Docs Images Cancel OK Close
Defect Deferred Rectified Engine/Assembly Info Action
Action taken :
Action Taken By :
Action Taken On :
Related MEL : C20103500
Due By :
CAircraft CEng/Asm CEng/Asm Comp. © Unit
Unit:
Maintenance Maintenance Maintenance

- 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.



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.

✓ Add New Maintenar ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	nce XL Work Order		×
Enter Your Maintenance	Number	Order Da	te : 💌
Company : 1	··· Division :	··· Departme	nt :
Aircraft C Eng/Asm C Eng/Asm Comp. C Unit	Aircraft ID : B100 Bell 206	Serial No : 30 8 Rescue Helicopter	00001
Quote Actual			
Billing Account © Owner C Leased To C Operator			
Scope : Description :		···· · · · · · · · · · · · · · · · · ·	Standard Routine : W/0 Flat Rate : Parts Flat Rate : Charges Flat Rate :
History Additional Scop	es Other Scopes		
MNTNO. Doc type	Status Accoun	display>	

- 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.



11. MEL Tab

Displays the MEL associated with the aircraft.

Flight Legs | Flight Info | Charges | Crew | Passengers | Cargo | Defects | Mel | Req List | Billing Customer | Extended Info | Deferred Can 🖉 🕨

Unit No.	Part Number	Description	Zone
7	T-1020	GAS-LEAK INDICATOR	
2	015-10-144-12	PUMP, HYDR SUB ASSY	
3	C20103500	BRAKE SERVO-VALVE	



12. Req List Tab

Displays the Req List associated with the aircraft.

Flight Legs | Flight Info | Charges | Crew | Passengers | Cargo | Defects | Mel | Req List | Billing Customer | Extended Info | Deferred Can 🖉 🕨

Unit No.	Part Number	Description	Zone
14	5001	Strecher	
15	5002	Oxygen Bottle	
16	5003	Gas Mask	



13. Billing Customer Tab

Flight Legs Flight Info Charges Crew Passengers	Cargo Defects	Mel 🛛 Req List	Billing Customer	Extended Info	Deferred Car 🔳 🕨
	Bill To :				
Attn :	Contact :			-	
,	,			-	
				-	
				-	
/				-	
1	1				

- 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.



14. Extended Info Tab

erminal: Ref 12: Ref 22: Origin: Ref 13: Ref 23: Dest: Ref 14: Ref 24: Config: Ref 15: Ref 25: el Upht: Ref 16: Ref 26: Inv # : Ref 17: Ref 27: Amount: Ref 18: Ref 29: Cost: Ref 19: Ref 20: Ref 20: Ref 30:	ETOPS :	Ref 11 :	Ref 21 :
Drigin: Ref 13: Ref 23: Dest: Ref 14: Ref 24: Config: Ref 15: Ref 25: uel Uplit: Ref 16: Ref 26: Inv #: Ref 17: Ref 27: Amount: Ref 18: Ref 28: Cost: Ref 19: Ref 20: Supplier: Ref 20: Ref 30:	erminal :	Ref 12 :	Ref 22 :
Dest: Ref 14: Ref 24: Config: Ref 15: Ref 25: uel Uplit: Ref 16: Ref 26: Inv #: Ref 17: Ref 27: Amount: Ref 18: Ref 28: Cost: Ref 13: Ref 20: Supplier: Ref 20: Ref 30:	Origin :	Ref 13:	Ref 23 :
Config: Ref 15: Ref 25: uel Uplf: Ref 16: Ref 26: Inv #: Ref 17: Ref 27: Amount: Ref 18: Ref 28: Cost: Ref 19: Ref 20: Supplier: Ref 20: Ref 30:	Dest :	Ref 14 :	Ref 24 :
uel Uplit: Ref 16: Ref 26: Inv #: Ref 17: Ref 27: Amount: Ref 18: Ref 28: Cost: Ref 19: Ref 29: Supplier: Ref 20: Ref 30:	Config :	Ref 15 :	Ref 25 :
Inv # : Ref 17 : Ref 27 : Amount : Ref 18 : Ref 28 : Cost : Ref 19 : Ref 29 : Supplier : Ref 20 : Ref 30 :	iel Uplft :	Ref 16 :	Ref 26 :
Amount: Ref 18: Ref 28: Cost: Ref 19: Ref 29: Supplier: Ref 20: Ref 30:	Inv # :	Ref 17 :	Ref 27 :
Cost : Ref 19 : Ref 29 : Supplier : Ref 20 : Ref 30 :	Amount :	Ref 18:	Ref 28 :
Supplier: Ref 30 : Ref 30 :	Cost :	Ref 19:	Ref 29 :
	Supplier :	Ref 20 :	Ref 30 :

Flight Legs | Flight Info | Charges | Crew | Passengers | Cargo | Defects | Mel | Req List | Billing Customer Extended Info | Deferred Car

- 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.

🕖 Company Setup			23 S			
X ✓ 폐 Cancel OK Option	X √ Cancel OK Option					
General WH/Doc System Alerts General Mandatory Fields SD/PC	Defaults Setup Customer I Settings Document Settings Dine changes settings Consolidat	ocs VendorDocs Taxes Charges Co WO/MNT Settings MemoConvert Accounting r Settings PMR Aircraft Ext Flight Log Ext Hide	onvert P/N Ext Counters Modules Limits g Settings Printing Settings Stock W/H Settings e Line Types Publications Ext. Info E-Commerce Setup			
	Flight Log Extended	Labels				
01. ETOPS	11. Ref 11	21. Ref 21				
02. Terminal	12. Ref 12	22. Ref 22				
03. Origin	13. Ref 13	23. Ref 23				
04. Dest	14. Ref 14	24. Ref 24				
05. Config	15. Ref 15	25. Ref 25				
06. Fuel Uplft	16. Ref 16	26. Ref 26				
07. Inv #	17. Ref 17	27. Ref 27				
08. Amount	18. Ref 18	28. Ref 28				
09. Cost	19. Ref 19	29. Ref 29				
10. Supplier	20. Ref 20	30. Ref 30				

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



15. Deferred Cards / Open Defects Tab

Displays all deferred cards and open defects against the aircraft.

		"go b ciccico	Mei HeqList	Billing Customer	Extended Info	Deletted Calus 7 C	pen Delects	<u> </u>
Approve								
Drag a column h	andar hara ta araun	bu that only my						
Diag a columni	eauer nere to group	i by triat column						
Card No.	Page No.	Card ID	Maintenance No	. Doc Type	Cost Code	Card Date	Entered Date	11
000005	1	12939	000193	Actual	001	7/8/2010 7:30	7/8/2010 7:30:34	
001	1	14767	000233	Actual	001	11/29/2010 10	11/29/2010 10:0	
006	1	15718	000256	Actual	001	6/15/2011 5:1	6/15/2011 4:16:3	
007	1	17448	000296	Actual	001	5/23/2012 4:4	5/23/2012 4:43:5	-
0							Π	
							Ľ	
Approve								
Approve							<u> </u>	
Approve	eader here to group	by that column						
Approve Drag a column h	eader here to group	by that column		Action Taken	Defect Du	e Ru Cert Ru	Approved	
Approve Drag a column h Defect No.	eader here to group Date 7/29/2010	by that column Description	nit failed	Action Taken	Defect Du	e By Cert. By	Approved	
Approve Drag a column h Defect No. 000019 000020	eader here to group Date 7/29/2010 8/18/2010	b by that column Description Navigation u Main Gear fa	nit failed iiled	Action Taken	Defect Du	e By Cert. By	Approved	B
Approve Drag a column h Defect No. 000019 000020 000026	eader here to group Date 7/29/2010 8/18/2010 10/26/2010 2	b by that column Description Navigation u Main Gear fa	nit failed iiled verpressure, Shu	Action Taken	Defect Du	e By Cert. By	Approved	B
Approve Drag a column h Defect No. 000019 000020 000026 000027	eader here to group Date 7/29/2010 8/18/2010 10/26/2010 2 10/28/2010	b by that column Description Navigation u Main Gear fa 250: Engine #1 0 Engine 1 ove	nit failed iiled verpressure. Shu erpressure	Action Taken	Defect Du	e By Cert. By	Approved	
Approve Drag a column h Defect No. 000019 000020 000026 000026 000027 000028	eader here to group Date 7/29/2010 8/18/2010 10/26/2010 2 10/28/2010 11/12/2010	b by that column Description Navigation u Main Gear fa :50: Engine #1 0 Engine 1 ove Main Engine	nit failed siled verpressure, Shu overheat	Action Taken	Defect Du	e By Cert. By	Approved	
Approve Drag a column h Defect No. 000019 000020 000026 000027 000028 000028 000029	eader here to group Date 7/29/2010 8/18/2010 10/26/2010 10/28/2010 11/12/2010 11/12/2010	b by that column Description Navigation u Main Gear fa 50: Engine #1 0 Engine 1 ovc Main Engine Left Engine 1	nit failed iiled verpressure. Shu erpresure overheat ndicator Failed	Action Taken	Defect Du	e By Cert. By	Approved	

- 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.

Deferred Cards Authorize	ed Signature
User Code :	
Password :	Signature
Valid Until :	
🗸 ОК	X Cancel

- 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.

Deferred Cards Authorized Signature				
User Code :				
Password :	Signature			
Valid Until :				
🗸 ок	X Cancel			

- 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.



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.



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.



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.