

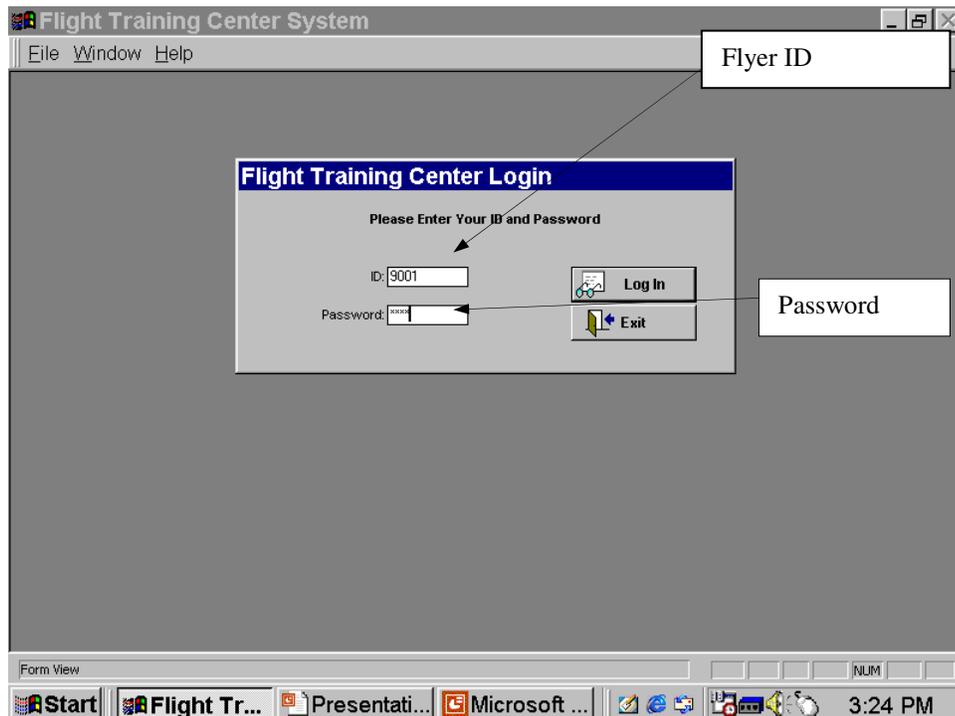
HOW TO USE THE PROGRAM:

On the Windows task bar, select Start -> Programs -> Flight Training Center folder -> Flight Training Center. There may also be an airplane icon on the Desktop, which can be double clicked to open the program.

Wait for the Flight Training Center login screen.

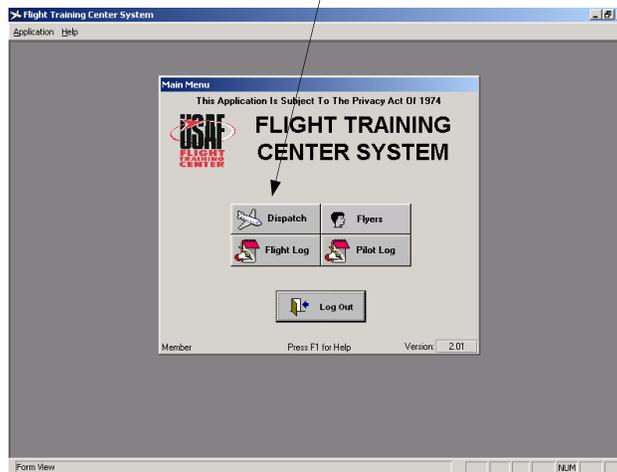
LOGON

Enter your Flyer ID in the ID field. At FMFA, the Flyer ID is usually the first letter of your first name and the first three letters of your last name. Enter your password in the Password field. If this is your first time using the system, your default password is "PASSWORD." You will be prompted to change your password the first time you log in.



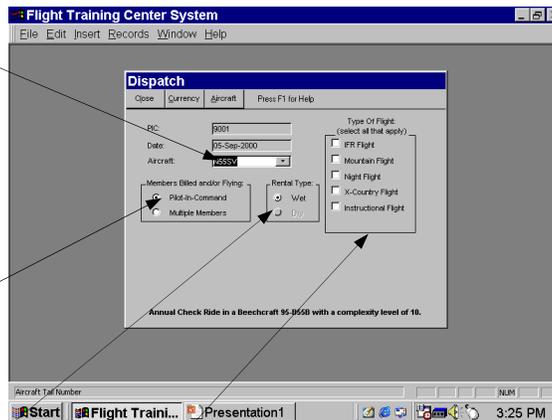
DISPATCH

To dispatch an aircraft, click on DISPATCH. Your ID should appear in the “PIC sorted by ID:” field.



COMPUTER PROGRAM INSTRUCTION

Go to the “Aircraft:” field and select the aircraft reserved for this flight.



Starting with button field on the left, select either “Pilot In Command:” for solo flights, or “Multiple Members” when more than one member will be flying and paying for the aircraft. When this option is used, the members will be able to specify how much time will be billed to each pilot. Separate invoices will print out for each member.

In the middle area, select the appropriate “Rental Type”. If one of the options is not available, then the club does not offer that option.

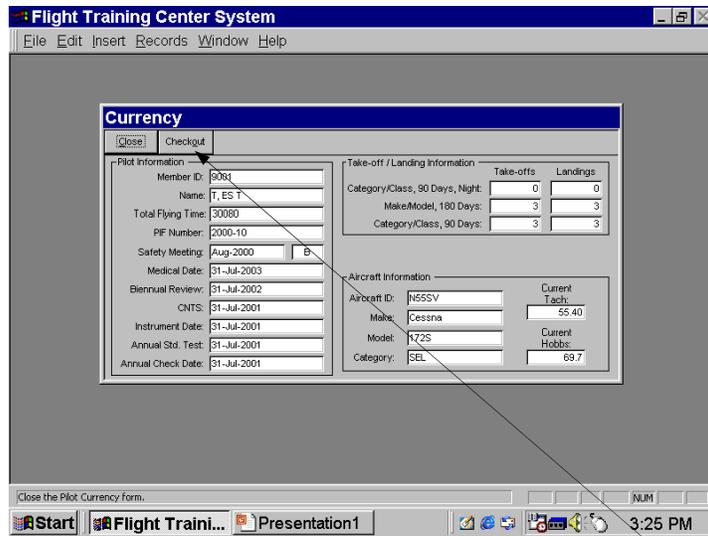
In the “Type of Flight:” area, select all that apply. Day VFR flight is assumed when nothing else is selected from this area.

If you wish to view information on the selected aircraft, click on “Aircraft.” Be sure to read all open and recently closed write-ups, on that aircraft. It is considered bad form to write a new squawk which duplicates one already reported. Once finished, click on “Close.”

You will then click on “Currency.” You may see information screens at this point in the dispatching process. Make sure you read them and select the appropriate response.

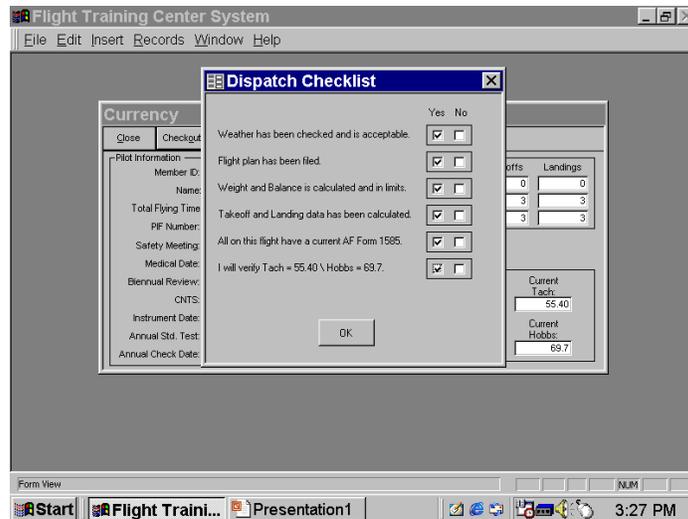
The “Currency” screen will appear at this time. If you are not current, you will be notified in **RED**. The area in which you are not current will also appear in **RED**. If you are not current for any reason, it must be corrected prior to the flight.

COMPUTER PROGRAM INSTRUCTION



If you show as current (no **RED** on the screen) select “Checkout.”

A “Dispatch Checklist” screen will appear. Read and respond to all prompts on this screen. Make sure all passengers have signed a “Covenant not to Sue” form before the flight. Leave the signed form in the appropriate box in the Ops Room.



NOTE: This last item requires you to verify the TACH and HOBBS meter readings prior to departure. If there is a discrepancy, make a note for the office on your invoice so your charges can be correct.

Then check “OK.”

COMPUTER PROGRAM INSTRUCTION

You should now see a “DISPATCH SUCCESSFUL” screen.

The printer will print a single sheet of paper with one half of that sheet being the DISPATCH SLIP and the other half being the PILOT SLIP.

A flight plan will be prepared and left on the spike. Under 200-hour pilots must have approval from clearing official or staff member.

The DISPATCH SLIP will be placed on the appropriate clip board on the Ops Room wall.

The PILOT SLIP will be taken to the aircraft and be used by the pilot to record data for logging the flight back in on the computer.

******NEXT COMPLETE YOUR FLIGHT!******

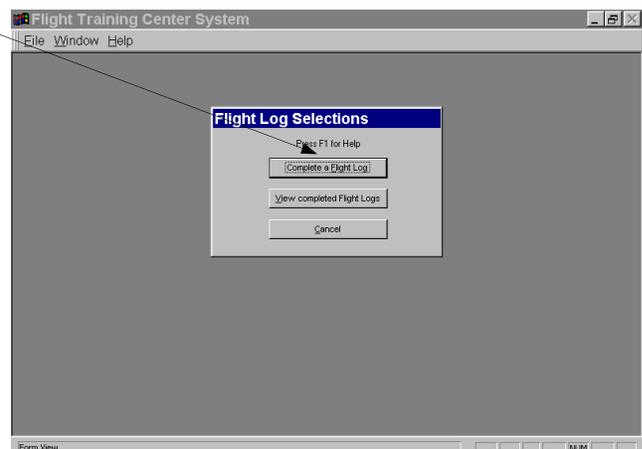
FLIGHT LOG

Upon returning from your flight, **immediately complete the computerized “Flight Log”** to allow other members to check out the aircraft.

On the MAIN MENU of the Flight Training Center Operations screen, click on “Flight Log.” After that is clicked a new window appears, click “Complete a Flight Log.”



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COMPUTER PROGRAM INSTRUCTION

A screen for you and the aircraft you checked out should appear.

The screenshot shows a Windows-style application window titled "Flight Training Center System". Inside, there is a "Flight Log" dialog box with a "Close" button and a "Save" button. The dialog contains several input fields and checkboxes. The "Member ID" is 9001, "Aircraft" is N555V, "Flight ID" is 780, "Category" is SEL, "Dispatch Date" is 05-Sep-2000, "Make" is Cessna, and "Model" is 172S. There are checkboxes for "IFR", "X-Country", "Mountain", "Instructional", "Night", "Maintenance", and "Simulator". Below these are fields for "Return Date" (05-Sep-2000), "Total Fuel Used", "Sorties", "Hobbs End" (36), "Hobbs Begin" (69.7), "Tach End" (0.00), "Tach Begin" (55.40), "Flight Time" (0.0), "T1 Hours" (0.0), "T2 Hours" (0.0), "T3 Hours" (0.0), and "Total" (0.0). An "Enter Aircraft Write-Up" button is also present. At the bottom of the dialog, it says "Last updated by T. ES T on 05-Sep-2000 15:27:17". The taskbar at the bottom shows "Ending Hobbs Meter Reading. (REQUIRED)", "Start", "Flight Traini...", "Presentation1", and the system clock "3:27 PM".

Go to “HOBBS End:” and enter the end HOBBS meter reading for your flight, HOBBS is often referred to as HOUR. You can write this on your PILOT SLIP printed by the computer. Make sure this is accurate!

Go to “TACH end:” and enter the end TACH reading for your flight. You can write this on your PILOT SLIP printed by the computer. Make sure this is accurate!

Go to “Total Fuel Used:” and enter the **total fuel amount**, this includes fuel from Tipton and that purchased at other locations, used for this flight(s)

Go to “Sorties,” and enter the number of sorties flown. A sortie is each and every time on the flight that the engine is shutdown and restarted.

COMPUTER PROGRAM INSTRUCTION

T-1, T-2, and T-3 times should be entered as appropriate. The definitions for these are on the “PILOT SLIP.” This amount should equal the “flight time” from the first column.

If the aircraft has a maintenance problem, click on the “ENTER AIRCRAFT WRITE UP” button while on this screen.

A single **✓** indicates that the write-up is non-grounding. An **✗** indicates that the aircraft is grounded. Only an Aero Club mechanic may un-ground an airplane!

Enter your comments into the block provided. Make sure your narrative is complete to provide the mechanics with as much information as possible.

Once this is complete, click on the “SAVE” button.

At this point you may see some informational screens. Read them and proceed as appropriate. Make sure all data is correct. The program will check HOBBS readings and TACH readings and compare them. If this notice does appear check your HOBBS and TACH entries for accuracy. If the information is correct, continue, but take extra precautions to make sure your times are accurate.

You will also be warned that you will not be able to make changes after a certain point. This also requires accuracy on your part!

If the data is correct click “YES,” if the data is not correct, click “NO” and change it.

PILOT LOG screen is for your pilot information. Enter the times as appropriate.

The screenshot shows a window titled "Flight Training Center System" with a menu bar (File, Edit, Insert, Records, Window, Help). Inside the window is a "Pilot Log" dialog box with the following fields and options:

Member ID:	9001	Aircraft:	N555V	IFR:	<input type="checkbox"/>	X-Country:	<input type="checkbox"/>
Flight ID:	760	Category:	SEL	Mountain:	<input type="checkbox"/>	Instructional:	<input type="checkbox"/>
Dispatch Date:	05-Sep-2000	Make:	Cessna	Night:	<input type="checkbox"/>	Maintenance:	<input type="checkbox"/>
Return Date:	05-Sep-2000	Model:	172S				
FlightTime:	0.0						

Buttons: Close, Save, Press F1 for Help

Flight Date: 05-Sep-2000

Hours and Approaches:

Flight Date:	05-Sep-2000
PIC Hours:	0.0
Dual Rev'd Hours:	0.0
Secondary Hours:	0.0
XC Hours:	0.0
Instrument Hours:	0.0
Simulated Hours:	0.0
Night Flight Hours:	0.0

Day	Night
Takeoffs:	0 0
Landings:	0 0
Precision	Nonprecision
Approaches:	0 0

Last updated by System on 05-Sep-2000 15:27:17

Taskbar: Start, Flight Train..., Presentation1, 3:28 PM

COMPUTER PROGRAM INSTRUCTION

It is very important that you enter your PIC, Dual Received, Night hours, and both take-offs and landings accurately! The dispatch system uses this data to calculate your currency. If you forget to enter the data, you may find yourself unable to dispatch an aircraft later. And the system looks for BOTH take offs and landings when figuring currency! So be complete.

SECONDARY HOURS refers to co-pilot duties only where required. This does not apply at FMFA.

Enter other data as appropriate and click on “SAVE.” Again you will receive the warning that data must be accurate because you will not be able to change it.

The Invoice “Summary” screen shows data you have already entered. You cannot change this data. You may enter remarks at this point.

Click on the “Charges” tab to complete the invoice.

The left screenshot shows the 'Invoice' form with the 'Summary' tab selected. The form includes fields for Invoice Date (05-Sep-2000), Member ID (9001), Name (T,ES,T), Aircraft Type (Cessna-172S), Aircraft Number (N555V), Flight Date (05-Sep-2000), Flight ID (780), Time (0.0), Instructor, PIC Hours, Training (T1), Currency (T2), Recreation (T3), Sorties (0), PIC Hours (0.0), Chargeable Hrs (0.0), Hobbs (Begin: 69.7, End: 69.7), Tach (55.40, 55.40), and Remarks. There are also checkboxes for various flight types like Instructional, Solo, Simulator, Primary, IFR, Advanced, Multi-Engine, Mountain, Instrument, Night, X-Country, Aerobatic, Maintenance, and Replace.

The right screenshot shows the 'Charges' tab selected. It features a table for fuel and oil entries with columns for Inventory ID, Description, Quantity, Price, and Amount. The table currently shows 0.0 quantity for \$0.00 price and \$0.00 amount. Below the table are checkboxes for CASH, Pre-Paid, CHECK, On Account, and C/C, along with Amount Due and Amount Paid fields, both currently set to \$0.00.

You must enter the fuel used or purchased on this flight. The gallons must be entered in the categories provided. For “Aero Club Fuel:” enter the fuel pumped into the aircraft from the Tipton tank. For “Aero Club Oil:” enter the number of quarts of FMFA oil used during this flight(s). “Other Fuel:” is the number of gallons of gas purchased away from Tipton. Oil should never be purchased away from the club. Make sure you pick up sufficient oil for you flight prior to departure. If oil is purchased outside of the club, please attach a receipt to your invoice.

Enter the “amount paid” in the appropriate block. This must equal the “amount due.”

COMPUTER PROGRAM INSTRUCTION

At the bottom of the screen check the block indicating how you will pay for the flight. Use CASH, CHECK, or C/C. “ Prepaid” and “ON ACCOUNT” are not used. C/C indicates credit card or BLOCK TIME and the pop up screen for credit card information must be filled in completely. FMFA does not keep valid credit card information in the dispatch system or anywhere else – everyone has a Visa card, account number all zeroes. The dispatch system at FMFA do not connect to the outside world. Charges for the flight will be paid by check or credit card (using the credit card machine) or by deduction from the member’s block time account. The clerk will perform the bookkeeping.

Select “DONE” and the computer will begin printing invoices. The left half of the sheet is the Customer copy, the right half is the FMFA Accounting copy. Attach any fuel receipts, dues refund chits, credit card payments, and any notes to the clerk to the Accounting copy and deposit in the safe.

You will be automatically returned to the MAIN MENU. Select LOG OUT. (If you do not log out, the next person may inattentively dispatch an airplane in your name!)

REPRINTING INVOICES

If your invoice did not print, you can usually get the print by rebooting the printer controller, which is the computer named “PALEO”. If that doesn’t produce the invoice, go to “pilot log” and double-click on the flight. At the top of the frame, click on “Invoice”, and then click on “Re-Print” when the next page appears.

UPDATING PIFs DURING DISPATCH PROCEDURES:

If you are not current for PIFs and attempt to dispatch an airplane, the system will ask if you want to read the PIFs now.

If you choose to do this, the PIFs will come up one at a time with the applicable “I have read PIFs” button.

You will then be allowed to continue the dispatch procedure.

REVIEWING PIFs:

To update or re-read your PIFs go to your file. Click on the “FLYERS” button.

Then click on the “Review PIFs” button at the top of the Flyer Information window.

The screen is now a window showing all active PIFs Double-click on a PIF to review it.

If you choose the UPDATE PIF button you will be asked to read all the missed PIFs in order. PIFs that have been made NLA (No Longer Applicable) will not be required reading. At the bottom of each PIF screen you will see a button, “I have read PIF.” Click on that after reading the PIF and your record will be updated. This button takes a few seconds to activate -- wait and it will come on for the next screen.

The administrator must enter the Safety Meeting data. This will generally happen a few weeks after the Safety Meeting to give absent members time to watch the recording of the meeting.

--end--