



## User's Manual

*FltPlan*.com ✈

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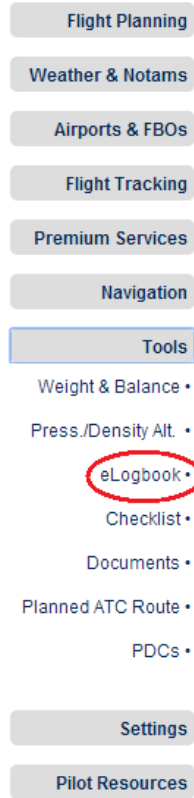
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# Settings



## Logging In

- There are two ways you can access your **eLogbook** account. You can sign in through FltPlan.com or you can go to Logbook.FltPlan.com.
- To log into your **eLogbook** through FltPlan.com, go to FltPlan.com and log in. Once logged in, click on **Tools** from the left side of the **Main Menu** page, and click on **eLogbook**.
- If you have yet to register for an **eLogbook** account, click on the **LogBook Registration** link.
- Enter the required information, including your **License Number**, **Password**, **E-Mail Address**, **Security Question**, and the **Security Answer**, then click the **Register** button.
- After creating your **eLogbook** account, you will need to enter your personal/user information before logging any flight plans.

## Settings Icon

- You can enter this information by clicking on the **Settings** icon (Insert picture) in the upper right corner on the **eLogbook** home page.
- A pop-up window labeled, **User Menu**, will appear in the center of the screen with the following links: **My Account** and **Change Password**.

## My Account

- Click on the **My Account** link and you will be redirected to the **Pilot Profile** page.

## Pilot Profile

- Listed on the **Pilot Profile** page is personal information connected to your **eLogbook** account including your **First Name**, **Last Name**, **Date of Birth**, **License Type**, **Medical Type**, **Flight Instructor**, **FTN Number**, **IACRA Username**, **IACRA Password**, and **Logbook Style**.
- Click in the text boxes beneath the **Pilot Profile** section you would like to enter information for.
- Make sure to click the **Complete** button to save any changes you have made.

Pilot Profile

License Number: 0000000

First Name:

Last Name:

Date of Birth:

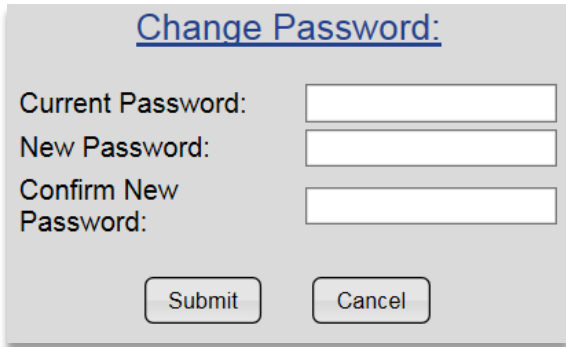
License Type:

Medical Type:

Flight Instructor:

FTN Number:

IACRA Username:  IACRA Password:

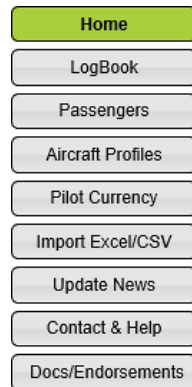


The screenshot shows a form titled "Change Password:" with a blue underline. It contains three text input fields: "Current Password:", "New Password:", and "Confirm New Password:". Below the fields are two buttons: "Submit" and "Cancel".

## Change Password

- Click on the **Change Password** link and you will be redirected to the **Change Password** page.
- Beneath the **Change Password** section you will see text boxes in which you must enter in your **Current Password**, **New Password**, and **Confirm New Password**.
- After you have entered all of your information, click the **Submit** button to submit your password change.
- To cancel, press the **Cancel** button to the right of the **Submit** button.
- If your current password is automatically saved by your browser and you do not know your current password, log out of account and click the **Forgot Password** button. Follow the password security prompts and you will then be able to reset your password.

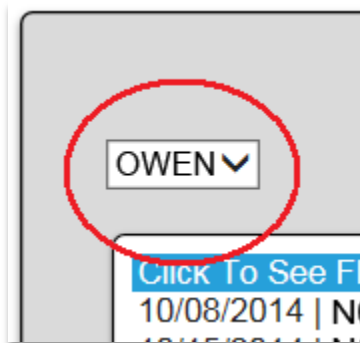
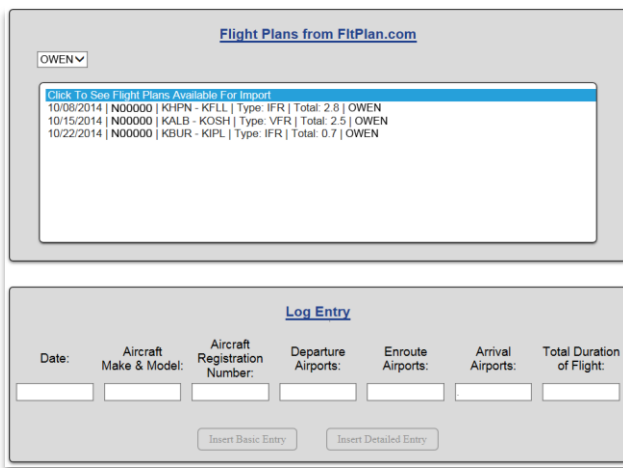
# Home Button



- When you first log into your **eLogbook** account, you are automatically directed to the **Home** page. The **Home** page is the start of the logbook, where you can enter a new flight entry or choose an existing from fltplan.com.
- In the center of the page is a box labeled, **Flight Plans from FitPlan.com**.

## Flight Plans from FitPlan.com

- The **Flight Plans from FitPlan.com** box contains flight plans that you have filed through FitPlan that have not yet been entered into the **eLogbook**.
- This panel only works if you are logged in with your username through www.FltPlan.com.
- In this box, beneath the **Flight Plans from FitPlan.com** label, there is a small drop-down box with all of the pilot names and their associated flight plans logged into their individual **eLogbook** accounts .
- If you have multiple **eLogbook** accounts associated with a single FitPlan account, all of the connected **eLogbooks** will show those users' names and their logged flights under the shared FitPlan account.
- Click on this drop-down box and you can choose which **eLogbook** account to display. You can select a pilot in this drop-down box and all the flight plans that belong to that pilot will populate.
- Beneath **Click To See Flight Plans Available For Import** is a list of your filed flight plans. Click on the desired flight plan and the flight information will be inserted into the **Log Entry** section.
- Note that flight plans imported from FitPlan.com do not contain aircraft make & model information, only the tail number. When importing a record using the FitPlan.com import listbox, to automatically have information filled in, you must either enter the tail number yourself or have an aircraft profile with that tail number. Logbook will then use that information to fill out the make & model information for you.



# Home Button

## Log Entry Section

Log Entry

Date:	Aircraft Make & Model:	Aircraft Registration Number:	Departure Airports:	Enroute Airports:	Arrival Airports:	Total Duration of Flight:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Log Entry

Aircraft Make & Model:	Aircraft Registration Number:	Departure Airports:	Enroute Airports:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The **Log Entry** section of the page has spaces to enter the **Date, Aircraft Make & Model, Aircraft Registration Number, Departure Airports, Enroute Airports, Arrival Airports, and the Total Duration of Flight.**
- Click on any of these text boxes to begin a manual entry of your flight plans, or click on any of the listed flight plans in the **Flight Plans from FitPlan.com** box. The information will automatically be transported to the **Log Entry** section. All fields are mandatory except the Via/Enroute Airports field.
- If you would like to include an aircraft for which you have a profile, enter the tail number of that aircraft in the **Aircraft Registration Number** text box. This will automatically fill out the make & model.
- The **Date of Flight** field allows you to enter the time of the flight in hour long increments. This is used for flights with multiple legs that occur on the same day, allowing them to be ordered correctly in the logbook based on the day that they occurred.
- To set a time on a flight that has already been logged, edit the flight and click on the **Date**. You will then be able to enter the time of the flight.
- Beneath the **Log Entry** are the **Insert Basic Entry** and **Insert Detailed Entry** buttons.

## Insert Basic Entry Button

Insert Basic Entry

- Click the **Insert Basic Entry Button** and anything entered into the **Log Entry** will be added to your **eLogbook**.
- If the tail number entered matched an aircraft for which a profile has been created.

## Insert Detailed Entry Button

Insert Detailed Entry

- Click on the **Insert Detailed Entry** button and you will be redirected to the **Additional Details** page where you can enter detailed information regarding the flight you wish to log.
- This page is made up of several sections, including **Basic Flight Information** page, **Type of Piloting**, **Conditions of**

# Home Button

Flight, Aircraft Category and Class, and Custom Logbook Columns.

## Additional Details Page Additional Details

Basic Flight Information		Additional Details				
Date:	Aircraft Make and Model:	Aircraft Registration Number:	Departure Airport:	Enroute Airports:	Arrival Airport:	Total Duration of Flight:
2014/10/11 00:00	C650	KTEB	KTEB	KDXR	KDXR	02
▼ Type Of Piloting						
General Aviation ▼ Pilot ▼ PIC ▼ FAR Part 91 ▼						
► Conditions of Flight						
► Aircraft Category and Class						
► Custom Logbook Columns						
save delete						

- Once clicking on the **Insert Detailed Entry** button, you will be brought to the **Basic Flight Information** page of the **Additional Details** page. Here you can enter the same information as in the **Log Entry** section, including the **Date**, **Aircraft Make & Model**, **Aircraft Registration Number**, **Departure Airports**, **Enroute Airports**, **Arrival Airports**, and the **Total Duration of Flight**.

## Type of Piloting Type Of Piloting

- Click on this section and you can specify whether the type of piloting by selecting from the following columns: **General Aviation**, **Corporate**, **Air Taxi**, or **Scheduled Air Carrier**, whether you are a **Pilot** or **Flight Instructor**, whether the pilot is a **PIC**, **SIC** or **Student**, and whether the Student is a **FAR Part 61** or **FAR Part 141**.
- These types of piloting columns are associated with the drop-downs and the total duration of the flight.
- Remember to click the **save** button on the bottom of the page when you are finished.

## Conditions of Flight Conditions of Flight

- Click on this section and you can check boxes to indicate various conditions of your flight, including **Solo**, **Dual Received**, **Dual Given**, **Cross Country**, **Cross Country >50nm**, **Day or Night**, **Day Landings**, **Night Landings**, **IFR**, **VFR**, **Actual Instrument**, **Simulated Instrument**, **Flight Training Device**, **# of Approaches**, **Types of Approaches**, and **Remarks**. This section will automatically be filled out when the tail number of the flight is associated with an aircraft saved in the aircraft profiles. The values will automatically be filled out based on that aircraft.
- Remember to click the **save** button on the bottom of the page when you are finished.

## Aircraft Category and Class Aircraft Category and Class

- Click on this section and you can check boxes to indicate



# Home Button

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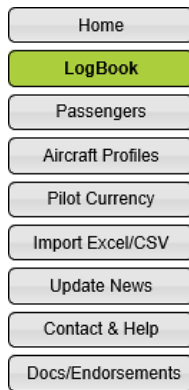
different categories and classes of your aircraft including **ASEL, AMEL, ASES, AMES, Helicopter, Glider, Balloon, Light Sport, Experimental, Lighter Than Air, High Performance, Complex, Tail Wheel, Amphibian, Turbo Prop(s), Jet Engine(s), Multi-Engine Inline Thrust, Weight >12,500 lbs., or Pressurized.**

- Remember to click the **save** button on the bottom of the page when you are finished.

## Custom Logbook Columns ▶ Custom Logbook Columns

- Click on this section and you can customize column names that appear on your **eLogbook** table by entering your column name in the text box.
- Note that **Custom Column** names may not have spaces in them and **Custom Columns** are totaled in the sum mode.
- Remember to click the **save** button on the bottom of the page when you are finished.

# Logbook Button



- Click on the **Logbook** button from the left side of the **eLogbook Main Menu** page and you will be redirected to **Logbook** page.
- You will see that the **Logbook** contains details of your logged flights, along with the buttons **Edit** and **PAX**.

## Edit Button

- Click on the **Edit** button of a logged flight and you will be brought to the **Additional Details** page where you can enter information regarding a basic **Log Entry**, **Type of Piloting**, **Conditions of Flight**, **Aircraft Category and Class**, and **Custom Logbook Columns**.
- Remember to click the **save** button on the bottom of the page when you are finished.

## PAX Button

- Click on the **PAX** button of a logged flight and you will be brought to the **Passengers On Flight** page that contains **Flight Log Information** along with a list of **Passengers on Flight** and **Active Passengers**.
- You can choose how many flights are displayed on the **Logbook** by clicking the **Page Size** drop-down box and clicking on a number from 5-1000 or All.
- Beneath the **Logbook** you can navigate from page to page of your **eLogbook** by clicking on the arrows or hyperlinked page numbers. You can also choose to view all of your logged flights at the same time by clicking the **Click to View All XXX Logs** button.

- Beneath the **Classic Logbook** are three tabs labeled **Export**, **Filter**, and **Hidden Columns**.

## Export Tab

- Click on the **Export** tab to export your logbook as a document.
- There are a wide variety of doc types, including **TXT**, **CSV**, **DOC**, **XLS**, **PPT**, **PNG**, and **HTML**.

## Filter Tab

- The **Filter Tab** allows for you to filter displayed flights by

Edit	Passengers	Enroute	Arrival Alt	Total Dur	ASEL	ASE S	AMEL	AMES	Helicopter	Expensive
Edit	PAX		KDXR	0.2	0.0	0.0	0.2	0.0	0.0	0.0
Edit	PAX		KIPL	0.6						
Edit	PAX		KRIC	2.3	0.0	0.0	2.3	0.0	0.0	0.0
Edit	PAX		KEWR	2.1	0.0	0.0	2.1	0.0	0.0	0.0
Edit	PAX		KMEM	2.2						
Edit	PAX		KFJC	2.8	2.8	0.0	0.0	0.0	0.0	0.0
Edit	PAX		KDXR	0.5						
Edit	PAX		KDFL	0.5	0.0	0.0	0.5	0.0	0.0	0.0
Edit	PAX		KBED	0.6						
Edit	PAX		KORD	3.3	0.0	0.0	0.0	0.0	0.0	0.0

Logbook Totals (Current Page / All Pages) | 15.1 / 125.4 | 2.8 / 61.8 | 0.0 / 0.0 | 5.1 / 35.9 | 0.0 / 0.0 | 0.0 / 0.0

Page Size: 10 | 1 2 3 4

Export Filter Hidden Columns

Note: Export function only exports visible records, to export all records change "Page Size" to "All" or click "View All Logs" below

Click To View All 40 Logs

TXT CSV DOC XLS PPT PNG HTML



# Logbook Button

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date, showing only flights that occur before, after, or between selected dates.

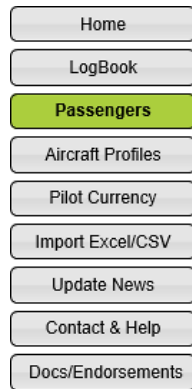
## Hidden Columns Tab

Hidden Columns

- The **Hidden Cloumns Tab** is a tab that shows the list of columns that are hidden.
- To hide a column, click on the **X Eye** icon in the column header nex to the name of the column.
- To unhide a column , click on the **Hidden Columns** tab and then click on the name of the column that you wish to display.



# Passengers Button



**Add/Edit Passenger**

\* First Name:   
\* Last Name:   
Company Name:   
Address:   
Address 2:   
City:   
State:   
Zip Code:   
Country:    
Home Telephone:   
Work Telephone:   
Mobile Telephone:   
Active:

- Click on the **Passengers** button from the **eLogbook Main Menu** page and you will be brought to the **Passengers** page.
- There are several sections on the **Passengers** page, including the **Add/Edit Passengers** section, **Select Passengers to Edit** section, and **All Passengers** section.

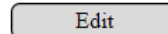
## Add/Edit Passengers Section

- In the **Add/Edit Passengers** section enter information regarding passengers including **First Name, Last Name, Company Name, Address, Address 2, City, State, Zip Code, Country, Home Telephone, Work Telephone, Mobile Telephone**, and check off where they are active.
- Remember to click the **Add** button on the bottom of this list to save passenger information.
- Click the **Clear** button to clear all textboxes and start over.

## Select Passengers Section

- In the **Select Passengers** section is a list of all existing passengers, their information, and whether or not they are active. You can edit a passengers' information by clicking on the **Edit** button listed next to the desired passengers' name.

### Edit Button



- Click on the **Edit** button and your passengers' information will appear in the **Add/Edit Passengers** section for you to edit.
- Sort through your passenger list by typing in the page number you wish to view next to the **Go to page** label.
- Personalize how to view your passenger list by choosing the number of rows to display from the drop-down box next to the **Show rows** label.
- Navigate your passenger list page by page by clicking the forward and backward arrows in the bottom right corner of this section.

## All Passengers Section

- In the **All Passengers** section is a list of all passengers and an extended list of their information including **Last Name, First Name, Company, Address, Address 2, City, State, Zip Code**,

**Select Passenger To Edit**

Edit	Last Name	First Name	Active
<input type="button" value="Edit"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="button" value="Edit"/>	Jenner	Bruce	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	Huizenga	Mike	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	Dean	Denzel	<input checked="" type="checkbox"/>
<input type="button" value="Edit"/>	Renee	Kardashian	<input type="checkbox"/>

Go to page:  Show rows:  1-4 of 4

# Passengers Button

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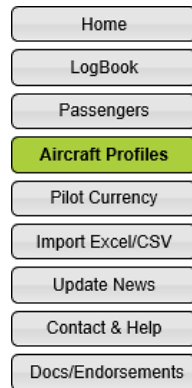
Last Name	First Name	Company	Address	City	State	Zip C.	Country	Home Phone	Work Phone	Cell Phone	Active
Smith	Tina										✓
Jackson	Tara										✓
Kehoe	Dana										✓
Keams	Carole										

Go to page:  Show rows:  1-4 of 4

**Country, Home Phone, Work Phone, Cell Phone,** and whether or not their account is **active**.

- Sort through your passenger list by typing in the page number you wish to view next to the **Go to page** label.
- Personalize how to view your passenger list by choosing the number of rows to display from the drop-down box next to the **Show rows** label.
- Navigate your passenger list page by page by clicking the forward and backward arrows in the bottom right corner of this section.

# Aircraft Profiles Button



- Click on the **Aircraft Profiles** button from the **eLogbook Main Menu** page and you will be brought to the **Add/Edit/Remove Aircraft** section.

## Add/Edit/Remove Aircraft

- On the **Add/Edit/Remove Aircraft** page you can add information about different aircraft associated with flights you want to log.

### Add Aircraft

- Beneath the Add Aircraft section you can enter your **Tail Number, Make & Model**, choose your **Aircraft Type**, and check off the options that apply including **High Performance, Complex, Tail Wheel, Amphibian, Turbo Prop(s), Jet Engine(s), Multi-Engine Inline Thrust, Aircraft > 12,500 lbs,** and whether the aircraft is **Pressurized**.
- After entering your aircraft information, make sure to click the **Add Aircraft** button, located beneath the list of aircraft options, to save your changes.
- Click the **Clear** button located next to the **Add Aircraft** button to clear the information entered in the checkboxes and textboxes. The **Clear** button only appears when adding a new aircraft and does not delete this aircraft, it only clears information entered into the checkboxes and textboxes of this page.

### Edit Aircraft

- To the right of the **Add Aircraft** section is a list of your entered aircraft.
- From this list you can edit the information for a particular aircraft by clicking on the **Edit** button located to the left of your aircraft.

### Edit Button

- Click on the **Edit** button and the information entered for that particular aircraft will be pulled up beneath the **Add Aircraft** section.
- From the **Add Aircraft** section you can edit the entered information for your aircraft and then press the **Update** button

# Aircraft Profiles Button

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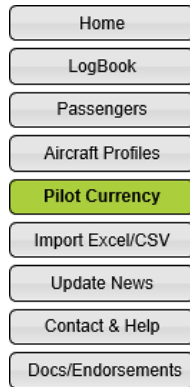
A rectangular button with a light gray background and a thin border, containing the text "Update" in a dark gray font.A rectangular button with a light gray background and a thin border, containing the text "Cancel" in a dark gray font.A rectangular button with a red background and a thin border, containing the text "Delete" in a white font.

to save your changes made.

- To cancel, click on the **Cancel** button located beneath the **Add Aircraft** section.
- To delete an aircraft, click on the **Delete** button located beneath the **Add Aircraft** section.
- You can navigate and choose the display of your list of aircraft beneath the list of aircraft.
- Next to the label **Go to page** you can type in the page number you desire and that page number of your list will be displayed.
- Next to the label **Show Rows** you can choose from the drop-down box how many rows of aircraft are shown per page, either 5, 10, or 20.

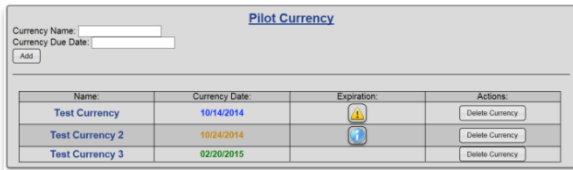
A blue horizontal bar containing page navigation controls. It includes a "Go to page:" label, a text input field with the number "1", a "Show rows:" label, a dropdown menu with "10" selected, the text "1-4 of 4", and two arrow buttons for navigation.

# Pilot Currency Button



## Pilot Currency

- Click on the **Pilot Currency** button from the **eLogbook Main Menu** and you will be redirected to the **Pilot Currency** page.
- On the **Pilot Currency** page you can enter the currency of your documentations.
- You can personalize your **Currency Name** and manually enter your **Currency Due Date**.
- After filling out your **Currency Name** and **Currency Due Date**, press the **Add** button beneath these text boxes to add this particular currency.
- Your currency names and dates will appear on the right side of all web pages when logged onto your **eLogbook** account.
- Beneath the **Add** button are columns of all of your entered currencies including the **Currency Name**, **Currency Date**, **Expiration**, and **Actions**.



## Expiration Column

- Beneath the **Expiration Column** there are three expiration icons that can appear depending on the expiration date of your **Currency Due Date**, including the **Blue Information Icon**, **Yellow Information Icon**, and the **Red Information Icon**.

### Blue Information Icon

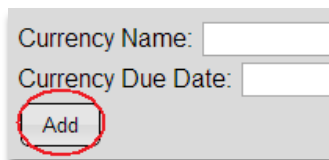
- There is an **Blue Information Icon** that will appear notifying you if your currency expires within the next 90 days. To display this message, hover your mouse across this icon.

### Yellow Information Icon

- There is a **Yellow Information Icon** that will appear warning you if your currency is expiring today. To display this message, hover your mouse across this icon.

### Red Information Icon

- There is a **Red Information Icon** that will appear when the currency displayed in expired. To display this message, hover your mouse across this icon.

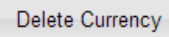




# Pilot Currency Button

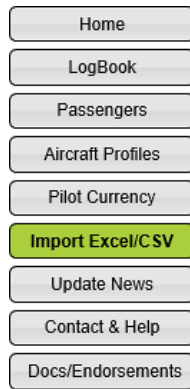
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## Actions

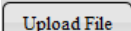
A rectangular button with a thin border and rounded corners, containing the text "Delete Currency".

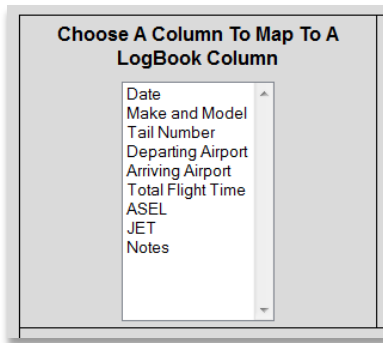
- Beneath the **Action** column is a button labeled **Delete Currency**. Click on this button to remove a currency that you have entered

# Import Excel/CSV Button

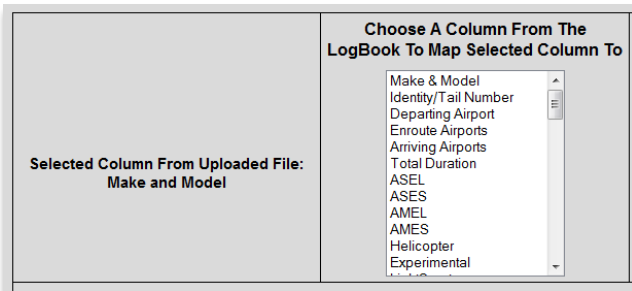


## Import Excel/CSV

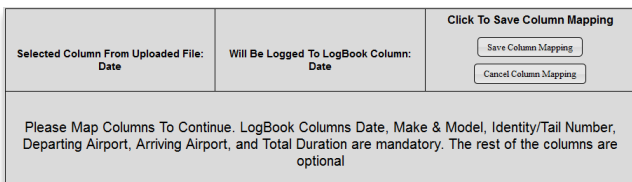
- Click on the **Import Excel/CSV** button and you will be brought to the **Import Flight Logs** page.
- Beneath the label, **Select A File (CSV or Excel) From Your Computer And Upload It:**, there is a **Choose File** button.
- Click on this button and a pop-up window will appear that allows you to search for the flight log you would like to import.
- Select the file you wish to import and then click the **Upload File** button. 



- The **Import Flight Logs** page will now show a white text box with all of your data in your imported document beneath the label: **Choose A Column To Map To A LogBook Column**.
- Click on the first item in the list of data, and a new white text box will appear, to the right, labeled **Choose A Column From The LogBook To Map Selected Column To**.
- To the left, you will see the label, **Selected Column From Uploaded File: Your Selected Item Name**. This is the data you chose as your first column in the eLogbook, you want to sure make this column matches the next column you choose.



- Choose a item from the white text box labeled, **Choose A Column From The LogBook To Map Selected Column To** to map your selected item to the eLogbook. For example if you choose the item labeled, **Date**, you would then want to match it with the logbook item labeled, **Date**.



- After mapping your item to the logbook item, you will see a box labeled: **Selected Column From Uploaded File: Your Selected Column Name** and a box to the right, labeled, **Will Be Logged To LogBook Column: Your Matched Logbook Column Name**, and **Click to Save Column Mapping**.



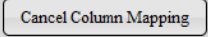
- Beneath **Click to Save Column Mapping**, you will see two buttons, **Save Column Mapping** and **Cancel Column Mapping**.
- If you have matched the items correctly, click the **Save Column Mapping** button.

# Import Excel/CSV Button

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Columns That Have Been Mapped	
Column From Uploaded File:	Column In LogBook:
Make and Model	Make & Model
Date	Date
Tail Number	Identity/Tail Number
Departing Airport	Departing Airport
Arriving Airport	Arriving Airports
Total Flight Time	Total Duration
ASEL	ASEL
Notes	Remarks
JET	Jet Engine(s)

[Click Here When Finished Mapping Columns](#)

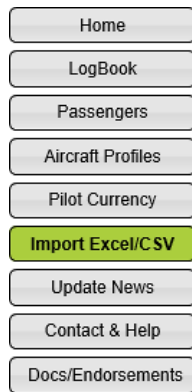
- If you wish to cancel a particular mapped item, click the **Cancel Column Mapping** button. 
- If you selected the **Save Column Mapping** button, you will be taken back to the white text box labeled: **Choose A Column To Map To A LogBook Column**, so you can choose another item to match to another eLogbook item.
- You will see a new box with the label: **Columns That Have Been Mapped**, showing the **Column From Uploaded File: Your Selected Item Name**, and the **Column In LogBook: Your Matched Logbook Item Name** so that you can easily keep track of the items you have matched.
- Continue mapping your items to the eLogbook items until your log is complete.
- When you have completed your flight log press the button, **Click Here When Finished Mapping Columns**.
- **Note** that **LogBook Columns Date, Make & Model, Identity/Tail Number, Departing Airport, Arriving Airport, and Total Duration** are mandatory. The rest of the items are optional.
- Located below are some examples of CSV and XLS logbooks that are used for importing into FltPlan's **eLogbook**.
- Click on the **Example of a CSV File** link to open an example of a correctly formatted CSV document, or click on the **Example of an XLS File** link to open an example of correctly formatted XLS document.

[Example of a CSV File](#)

[Example of an XLS File](#)

# Update News Button

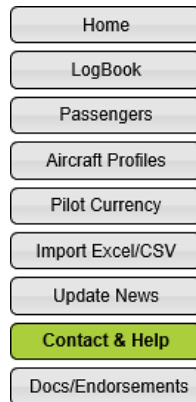
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- Click on the **Update News button** and a pop-up window will appear labeled **Title of Latest New Story**.
- You will see in the right corner of the pop-up window the date that the news story was created.
- You will see all any new features or bug fixes described on this pop-up window as of the date listed in the right corner of the pop-up window.
- Beneath the details of bug fixes and updates you will see a **Blue Hyperlinked Arrow**.
- Click on this arrow and you will be brought to a previous update page with bug fixes and new features that were added in the past.

# Contact & Help Button

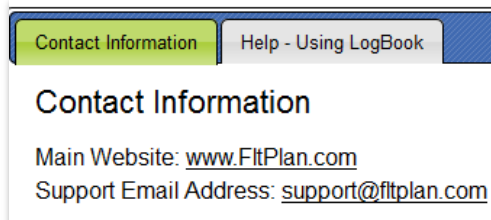
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- Click on the **Contact & Help** button from the **eLogbook Main Menu** page and you will be redirected to the **Contact & Help** page.
- From this page there are several help tabs including **Contact Information**, **Help-Logging In**, **Help-Registering**, and **Help-Using Logbook**.

## Contact Information

- Click on the **Contact Information** tab and you will see our **Main Website: [www.FltPlan.com](http://www.FltPlan.com)** and our **Support Email Address: [Support@FltPlan.com](mailto:Support@FltPlan.com)**

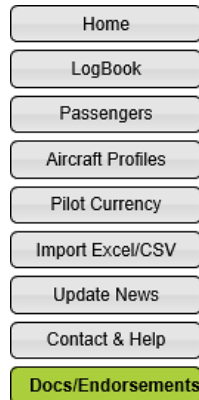


## Help-Using LogBook

- Click on the **Help Using LogBook** tab and you will see a link to the **eLogbook** manual.

# My Endorsements/Documents Button

## My Endorsements/Documents



- Click on the **Doc/Endorsements** button from the eLogbook **Main Menu** page and you will be redirected to the **My Endorsements/Documents** page.
- From this page you can upload and store endorsements and documents.
- There are two sections of the **My Endorsements/Documents** page, on the left side showing all of your uploaded documents or endorsements labeled, **My Endorsements/Documents**.
- On the right side you can upload files and enter a **File Description**, labeled **Upload New Endorsement/Document**.
- To upload a document/file, click on the **Browse..** button and choose the document to upload. Then write a **File Description** in the textbox below and click the **Upload File** button.

