



## User's Guide

ADMINISTRATOR

# INNOVATIVE. INTEGRATED.

Smart Flight Scheduling, Powered by FtPlan.

### *Fall 2019 - FtLogic's New and Enhanced Features*

- **Intelligent ICAO Lookup** – Easily find the ICAO ID of any airport by typing the name, city, or beginning of the ICAO code. FtLogic will provide a list of matching airports.
- **Aircraft Utilization Report** – Enter your aircraft operating costs by hour and NM. These figures are used for the NEW Aircraft Utilization Report.
- **Reporting Enhancements** – The reporting section has been enhanced with new filters, export options, and new reports with requested information.
- **New Calendar Settings** – New calendar settings are available for SOB (souls on board), events in Zulu time, and a calendar Auto-Refresh.
- **Flight Staff Currency** – Track flight staff certifications, license renewals, etc.
- **Passenger Trip Sheet Notes** – Add a note to the bottom of the trip sheet with information for the passenger about the trip. Example: Arrive 15 minutes early.
- **Small Enhancements** – Added Edit to Reserve Aircraft, additional filtering and exporting options in under Reports, added toggle to Other Events to be visible to all users, added toggle to show SOB on calendar.

**How-To Guides for the new features and enhancements are provided on the next few pages.**



## NEW Intelligent ICAO Lookup

**Intelligent ICAO Lookup.** Now it's even easier to schedule a flight when you're unsure of the airport identifier. Simply begin typing the city name, airport name, or beginning of the ID and FltLogic will provide a list of matches.

Begin typing a city name in the Departure or Arrival box and FltLogic will provide a list of available airport ID's.

Leg(s):

	Title	Departure Airport	Arrival Airport	Departure Time	Arrival Time	Delete
1		NEW YORK				
		KGN7 - NEW YORK SKYPORTS (SPB) NEW YORK, NY, US KISP - LONG ISLAND MAC ARTHUR NEW YORK, NY, US KLGA - LA GUARDIA NEW YORK, NY, US KJFK - JOHN F KENNEDY INTL NEW YORK, NY, US KNS - EAST 34TH STREET HELIPORT NEW YORK, NY, US				

Next →

ADD EVENT VIEW

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Details and Reservations

Flight Info

EDIT EVENT VIEW

Itinerary

☒ Recalculate times automatically

Leg	Taxi Out (min)	Departure (Local)	Arrival (Local)	Taxi In (min)	Pax	Flight	Block Time	Distance	Callsign
1	10	KATL Atlanta, GA ATLANTA 09/27/2019 12:21	KNEW New Orleans, LA KNEW 09/27/2019 12:55	10	2	1:14 ETE	1:34	412 mi 358 nm	
2	10	KY93 - ATLANTA MUNI ATLANTA, MI, US KFFC - ATLANTA REGIONAL-FALCON FIELD ATLANTA, GA, US 9 15:00	KATL Atlanta, GA KATL 09/28/2019 17:36	10	2	1:16 ETE	1:36	412 mi 358 nm	

Airport / FBO

ICAO	Airport	FBO Name	FBO Address	FBO Phone
KATL	HARTSFIELD	SIGNATURE	1200 TOFFIE TERRACE, ATLANTA, GA, US	404-761-1960
KNEW	LAKEFRONT	SIGNATURE	5801 WALTER BEECH ST, NEW ORLEANS, LA, US	504-241-2800



## Aircraft Utilization Report

A new tab for aircraft operating costs has been added under each aircraft. Enter the operating cost of the aircraft by hour and/or NM, to take advantage of the new Aircraft Utilization Report.

This report offers a summary of the current month, year-to-date, and 1 year rolling calculations. Other information provided in the Utilization Report includes:

- TIME: Total Block & Flight Time
- TRIP: Number of Legs Flown & Average Distance (mi.) per leg
- PAX: Number of passengers, passenger miles flown, Load Factor (decimal & percentage)
- DISTANCE: Breakdown of leg distances in 100 nm increments (larger increments over 1000 nm). Information included:
  - # of Flights
  - % of Flights
  - Fuel/Hour
  - Passenger Load %
- Information can be viewed for individual aircraft or All aircraft

This data can be exported and saved or printed for future reference.

Click on the Operating Costs tab and enter the hourly and distance costs

Quoting Module is not active. Quoting Rates and Other Charges areas are not currently active. Contact support for more information.

N2345B

Info Currency **Operating Costs** FlightDocs

N2345B Operating Costs

Operating Costs		Quoting Rates		Other Charges	
Flight Time Cost (per hour)	1205.97	Flight Time Rate (per hour)	0.00	Ferry Rate (per hour)	0.00
Flight Distance Cost (per NM)	2.18	Flight Distance Rate (per NM)	0.00	Ferry Rate (per NM)	0.00
		Minimum Flight Time (hours)	0.00	Positioning Rate (per hour)	0.00
		Minimum Distance Rate (NMs)	0.00	Repositioning Rate (per NM)	0.00

Click Save when done

Save

**New Reporting Options.** There are new filter and export options for many of the existing reports. There are also several new reports covering additional information.

## New Calendar Settings & Passenger Trip Sheet Notes

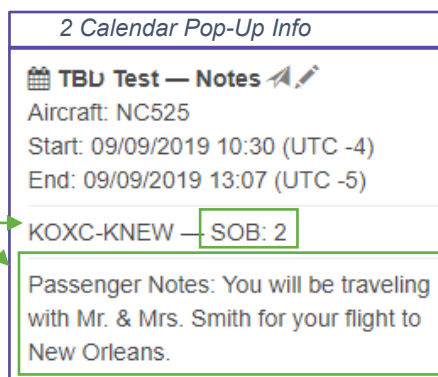
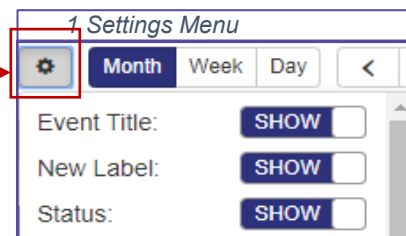
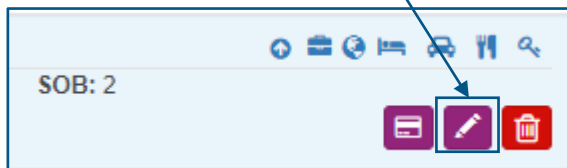
**New Calendar User Settings.** Three new settings have been added to the calendar view choices. The new settings include:

- Souls-On-Board (SOB)
  - *NOTE: This feature only works with Leg View toggled to ON*
- Zulu Time – Displays events in Zulu Time on Calendar
- Auto Refresh – Used when multiple users are scheduling events
  - Will refresh the calendar every 5 minutes
- View Passenger Notes on Calendar

### Features of Calendar Settings:

- Calendar settings are unique to each user
- To view SOB, you must turn on LEG VIEW
- To view **Passenger Leg Notes**, click on the event on the calendar
  - Leg Notes can be added when Editing an Event by expanding Details and Reservations and clicking on the pencil icon

1. Toggles to customize the information shown on the Calendar can be accessed by clicking on the Settings (wheel) icon and moving the toggle to show.
2. To view SOB or Passenger Notes simply click on the event on the Calendar
3. To add a **Passenger Note** to a trip:
  - a. Go to the Edit Trip Page
  - b. Expand the Details and Reservations
  - c. Click on the Pencil icon in the bottom, right corner of the leg box





## Flight Staff Currency

**Staff Currency.** Dated based currency for flight staff has been added for recurring training (i.e., CPR, Evacuation, etc.)

The staff currency feature works identically to the pilot date-based currency.

## Other New Features / Enhancements

**Edit Reserved Aircraft.** Ability to edit reservation dates

**View of Other Events.** You can now make "Other" Events, like staff meetings, company-wide events, etc. visible to all users.

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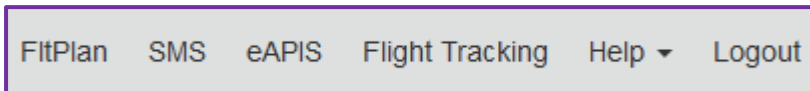
## FltLogic Overview

The FltLogic Scheduling System contains powerful features that can be accessed quickly using the left menu and various icons.

The left menu provides access to different areas of the program: Calendar, Events, Users, Aircraft, Reports, and Locations. There are several other buttons below the quick links, including: Request Event, Open Trip (only available if requested) and Refresh the page.

The FltLogic Scheduling System is the only aviation scheduling system that integrates directly with flight planning and other aviation solutions.

At the top of the screen you will find quick links to your FltPlan.com account and any Premium Services to which you subscribe: SMS, eAPIS, and/or Flight Tracking.



A link to the Help area, containing the FAQ's and User's Manual, and the Logout button are also on this top menu.

### Learning the System

We recommend several training sessions at startup. The support team will provide live, web-based training anytime during business hours. Training can be provided individually or with groups of users with the same role in the company.

### Support & Training

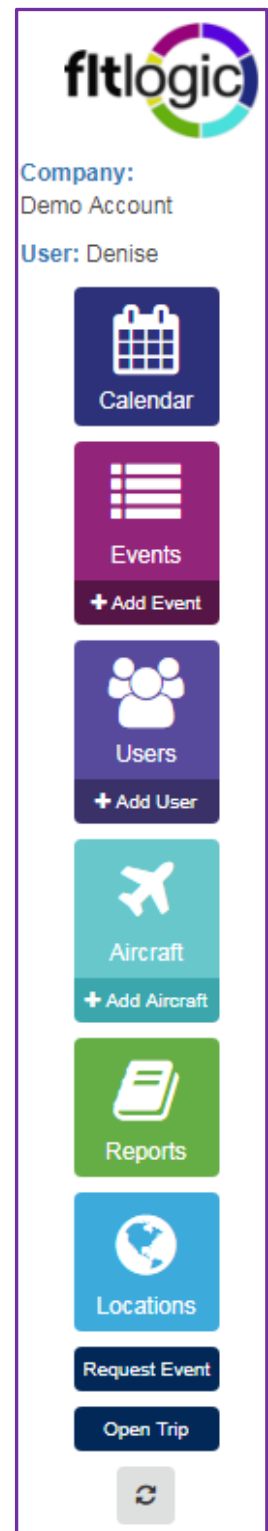
Email: [Support@FltLogic.com](mailto:Support@FltLogic.com)

Phone: 203-262-8500 | 203-262-9800

After Hours: 203-262-8900

Phone Support Hours: Monday – Friday, 9 am to 5 pm EST

**NOTE: SUPPORT EMAIL IS MONITORED 24/7/365. EMERGENCY SUPPORT IS AVAILABLE OUTSIDE NORMAL OFFICE HOURS.**









## Monthly Calendar

The monthly calendar provides a quick look at the activity of all aircraft in the account. Events are color-coded by aircraft and type of event and are customizable by the user.

From the calendar you can click on an event to quickly access the passenger trip sheet or edit the event. There are other icons on the calendar that provide additional information.

### Other Information on the Calendar

	Flight Event – Each flight will have the aircraft icon.
	New Event Indicator – Active for 1 day from event creation.
	Completed Event – Display of completed events is a user option
	Issues with Event – Conflicts, missing crew, tentative status, or no authorization
	Upcoming Currency – Icon will be “red” if currency is expired
	Open Trip – Not yet crewed

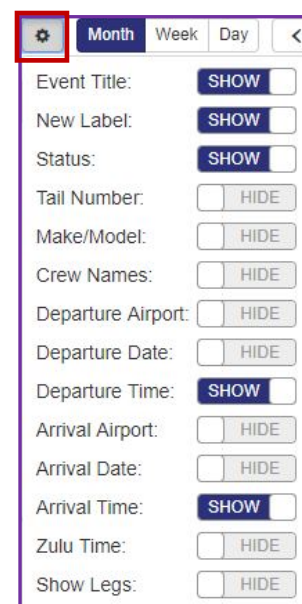
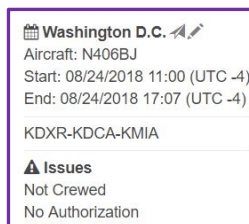
### Customizing the Calendar View

Click on the Calendar Settings Icon (outlined in red on right) to choose what information to display on the calendar. Toggle the Show/Hide bar next to each item available on the calendar.

**Show Legs:** This will change the display of a trip from a continuous event, which might span days, to individual legs which would show flight time only.

When you click on a calendar event a pop-up box appears with additional information and links, including:

- Event Title
- Quick link to Trip Sheet – Airplane Icon
- Quick link to Edit Event – Pencil Icon
- Start Date & Time
- End Date & Time
- Airport Identifiers for each leg
- Any Issues with the event – Caution Icon
- Any currency issues for pilot or aircraft
- Passenger notes (*when Show Legs is ON*)



### Retracting the Left Menu



On smaller screens, iPads, and tablets you may want to hide the left-hand menu for more working space. At the top of the menu is an icon to hide/show the left-hand menu.

## Weekly Calendar View

The weekly view is displayed in a list format. The calendar settings you set for the monthly calendar will be applied in the weekly list as well.

## FltPlan.com Integration

Flight events (with no issues) will automatically transfer to the FltPlan.com account of the PIC. Information transferred to FltPlan.com includes the date & time, departure & arrival airports, and S.O.B. The trip is marked with a checkmark in the event list, indicating successful transfer.

Messages
FltLogic - New Flight
FltLogic Change: Time
FltLogic - New Flight

Benefits of linking FltLogic to the pilot's FltPlan.com account:

- Flights are easily identified as coming from FltLogic.com and the pilot(s) are notified either by email or with the notification system in the FltLogic Companion App
- The airport ID's and departure times are already in the FltPlan.com system for the pilot to review and complete the flight plan.
- If changes are made to SOB or departure time of an event, the event will be updated in FltPlan.com and the change will be listed (see graphic above)
- Changes in date or location will generate a new flight plan.
- Pilots with the FltLogic Companion App will get a "Change Notification" in the app. The scheduler/dispatcher should also send a revised email for the event.

## Linking Pilots to FltPlan.com

**NOTE: EACH PILOT MUST LOGIN WITH THEIR FLTLOGIC CREDENTIALS TO ADD THEIR FLTPLAN.COM USERNAME AND PASSWORD.**

1. Log in to FltLogic.com
2. Click on Users, then click on the pilot name (1<sup>st</sup> on the list)
3. Scroll down to FltPlan.com Account and add the credentials
4. If using individual accounts check the Solo box
5. Click Update at the bottom to save

**FltPlan.com Account**  
Only required for pilots and dispatchers  
Username:   
Password:   
Solo: ☐ This fltplan.com account is only used by one person  
FltPlan Bias:  minutes (0-60)

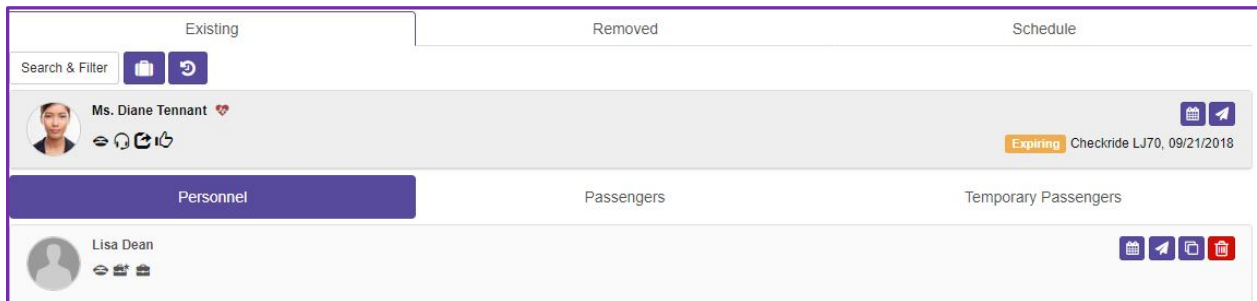
Shortcut: Administrators can access any user's view using from the user list. If the Admin is entering these credentials use the following process to quickly switch between accounts to accomplish this task.

Steps:

1. Access User List
2. Find the User you want to add credentials for
3. Click on the Admin Login button (outlined in red)
  - a. If you are comfortable with the system, you can temporarily make the person an admin to quickly switch back without logging in again.
  - b. You must remember to remove the admin privilege when you are logged back in as the Admin
4. Log out of the user account
5. Log back in with your Admin credentials



Add, Edit, Remove, and Manage the profiles of everyone associated with your flight department (i.e. pilots, schedulers, dispatchers, maintenance, administrators, etc.), passengers and temporary passengers.



The logged in user is always displayed at the top of the User List. The remainder of each list is alphabetical by last name.

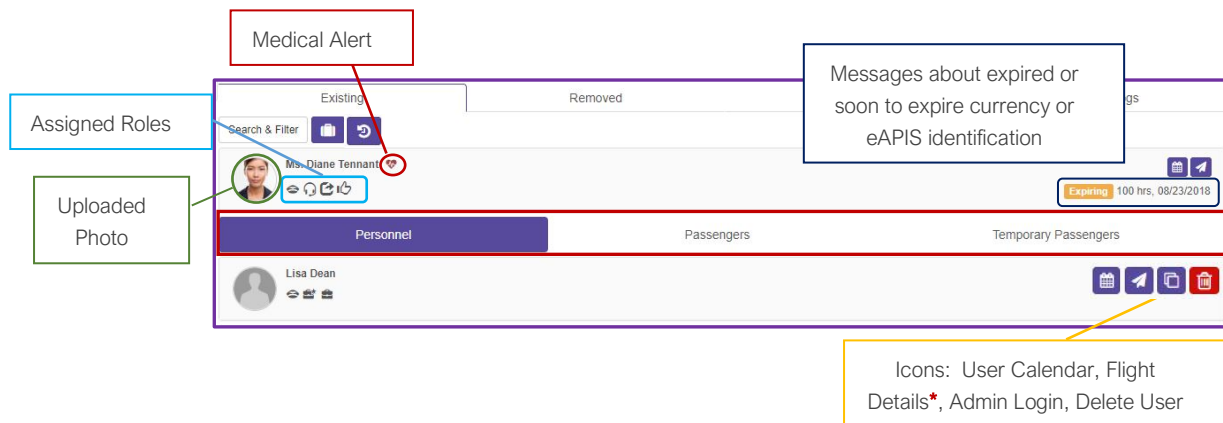
**NOTE: THE SCHEDULE TAB IS ONLY SEEN BY THE ADMIN & DISPATCHER ROLES.**

Users are listed under three categories: Personnel, Passengers, Temp. Passengers. Temporary passengers have no access to the FitLogic website or FitLogic companion app until created into a user with login credentials.

## User List View

Important information about each user is displayed in the User List before accessing a specific user. This information includes:








- Left Side: Picture if available, full name, assigned roles
- Right Side: Personal calendar, \*flight information, delete icon, admin login, \*upcoming currency warning or \*eAPIS document status warning (for FitPlan.com eAPIS users)



Warnings for expiring or expired pilot currency or expired or soon to expire eAPIS documents will show in this view.

## Icons in User List

The Flight Info icon will only appear if the user is a pilot. The Admin View icon is only visible to the Admin Role.


	Find a user based on username or full name. Find or filter users with specific roles or permissions.
	Import eAPIS passenger list.
	Activity logs to track additions or changes. Date/time stamped.
	Personal Calendar • Time Off. View calendar of all scheduled activities. Add Time Off to the system (vacation, illness, leave, etc.).
	Flight Info. Display details of flights by date range.
	Admin View. Log in with selected user's credentials.
	Delete User. User will remain in Deleted Users list for 7 days and then be permanently deleted. User can be restored from the Deleted Users list.


## Search & Filter Users

You can search for any User by Name, Username, Roles and/or Permissions

Username:

Full Name:

Roles:


Permissions:


- Search by Name: Enter any part of first or last name to filter the results.
- Search by Role: Turn off all roles except one to filter by Role.
- Search by Permissions: Any users with selected/highlighted permissions will be displayed.

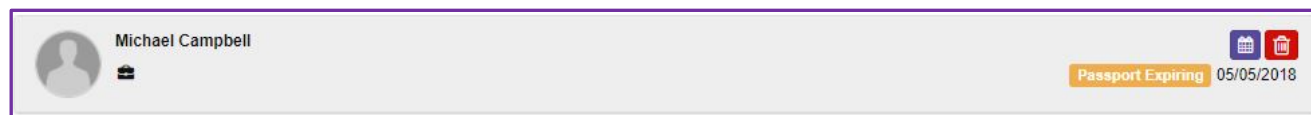
## Importing eAPIS Passengers

Each eAPIS Passenger that is imported will have a “checkmark” icon next to their name. Expiration dates of credentials which are expired or set to expire in the next 6 months will show a warning, document name, and the expiration date.

**NOTE: UPDATING DOCUMENTATION FOR EAPIS LINKED CUSTOMERS MUST BE DONE IN FLTPLAN.COM (SEE INSTRUCTIONS BELOW).**

### To Import eAPIS Passenger List

1. From the User list click on the Suitcase Icon at the top of the list
2. Click OK to the pop-up
3. All imported passengers will default to the role of Passenger
4. Users imported from eAPIS will have a checkmark next to their name
  - a. If the travel documents on file in eAPIS are expired or expiring in the next 6 months there will be an alert on the right side of the listing
  - b. Once the documents are updated in eAPIS (FltPlan.com) and you click on the Briefcase Icon again, the checkmark will appear
5. Once the import is complete, you can add additional Roles, Permissions, and details by editing the user
6. Expired or soon to expire credentials will show a warning in the User List with the document's expiration date



### To Update eAPIS Passengers

1. Updating travel documents for eAPIS passengers must be done in FltPlan.com before updating FltLogic
  - a. This includes changes to the passengers' legal name (as listed on their travel documents)
2. Once you have updated the FltPlan.com eAPIS list, click on the same suitcase icon you used to import the passengers the first time

A message stating the Import is Complete will appear.

## Activity Logs

Activity logs are only available to administrators and schedulers/dispatchers. Logs are separated by area of the program: Login, Users, Events, Aircraft, Documents and Emails. Activity logs display the logged in user's actions with a timestamp of actions performed.

Login	Users	Events	Aircraft	Documents	Emails
Events					
Active User	Event		Time (UTC)	Action	
Dennis Wells	C525 HPN - ALB		09/23/2019 12:42:20	Edit	
Dennis Wells	C525 HPN - ALB		09/23/2019 12:41:36	Create	

## Adding a User

Each user will have a unique username and password that needs to be entered during the User Creation process. ***We recommend establishing a standardized system for assigning usernames and passwords.*** Usernames and passwords can be changed by an administrator after a user is created and by any user logged into their account.

The **Username & Password** you assign each person, along with your company login name, will be their sign in credentials for either the FltLogic Website or the FltLogic Companion App for iPad, iPhone, and Android.

The minimum required information to add a user is:

- Username: 4 – 20 alphanumeric characters (not case sensitive)
- Password: 4 – 20 alphanumeric characters with some symbols supported (case sensitive)
- First and Last name
- Active User must be checked
- Role(s)/Permissions allowing or limiting access to the system
- Email address – If not known use [xxxx@mt2015.com](mailto:xxxx@mt2015.com) (where xxx = any text)
- Time Zone – Required if you have passengers, pilots, or trips in different time zones.
- **For Pilots: After a user is created for a pilot, the pilot should log in and add their FltPlan.com, FPM, and or SMS (if applicable) credentials. Once added, click Update.**

## User Details

Each user profile has sections/tabs for additional detailed information (shown below). Not all companies will use every tab available.

Personal	Contact	Medical Notes	Reservations	Currency	Misc. Notes	Departments
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## User – Personal Tab






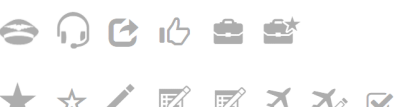










### Roles & Permissions

The roles and permissions help to define what part each User plays in the program. The permissions are set by the Admin holder and allow access to different areas of the scheduling program and its contents.



















































































*A breakdown of Roles and Permissions, their behaviors and combinations are on the following two pages.*

*If you are not sure of the proper combination of roles & permissions, please contact support for assistance.*



ROLE	ACCESS / RESTRICTIONS	CAN BE COMBINED W/
	<b>PILOT</b> <ul style="list-style-type: none"><li>• SEES EVENTS THEY ARE SCHEDULED ON</li><li>• CAN ACCESS TRIP SHEETS OF EVENTS THEY ARE SCHEDULED ON</li><li>• CAN UPLOAD FLIGHT RELATED EXPENSES</li><li>• CAN ACCESS EDIT AND SUBMIT POST FLIGHT ACTUALS</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>DISPATCH</b> <ul style="list-style-type: none"><li>• SEES ENTIRE CALENDAR</li><li>• CAN ACCESS TRIP SHEETS FOR ALL EVENTS</li><li>• CAN CREATE AND EDIT EVENTS</li><li>• CANNOT CREATE OR EDIT USERS OR AIRCRAFT</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>CREW</b> <ul style="list-style-type: none"><li>• SEES EVENTS THEY ARE SCHEDULED ON</li><li>• CAN ACCESS TRIP SHEETS OF EVENTS THEY ARE SCHEDULED ON</li><li>• CAN ACCESS A/C ENGINE AND CURRENCY INFORMATION</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>REQUESTER</b> <ul style="list-style-type: none"><li>• CAN BE SELECTED AS REQUESTING PARTY DURING EVENT CREATION</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>AUTHORIZER</b> <ul style="list-style-type: none"><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN BE SELECTED AS AUTHORIZING PARTY DURING EVENT CREATION</li><li>• RECIPIENT OF EVENT REQUESTS (EMAIL, FLTLOGIC)</li><li>• CAN ACCEPT OR REJECT ALL REQUESTS</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>PASSENGER</b> <ul style="list-style-type: none"><li>• SEES EVENTS THEY ARE SCHEDULED ON</li><li>• CAN ONLY ACCESS TRIP SHEET INFORMATION FOR LEGS THEY ARE ON</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>LEAD PASSENGER</b> <ul style="list-style-type: none"><li>• SEES EVENTS THEY ARE SCHEDULED ON</li><li>• CAN ACCESS FULL TRIP SHEETS OF EVENTS THEY ARE SCHEDULED ON</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	
	<b>A/C OWNER</b> <ul style="list-style-type: none"><li>• SEES EVENTS SCHEDULED WITH A/C THEY OWN</li><li>• HAVE FULL ACCESS TO TRIP SHEET INFO FOR FLIGHTS THEY ARE ON</li><li>• CAN BE SCHEDULED AS PILOT WITH A/C THEY OWN</li><li>• CAN BE SCHEDULED AS LEAD PASSENGER ON ANY EVENT</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	CANNOT BE COMBINED WITH ANY OTHER ROLE OR PERMISSION
	<b>A/C OWNER (LIMITED)</b> <ul style="list-style-type: none"><li>• SEES EVENTS SCHEDULED WITH A/C THEY OWN</li><li>• CAN ONLY ACCESS TRIP SHEET INFORMATION FOR LEGS THEY ARE ON</li><li>• CAN BE SCHEDULED AS PILOT WITH A/C THEY OWN</li><li>• CAN BE SCHEDULED AS LEAD PASSENGER ON ANY EVENT</li><li>• CANNOT VIEW REPORTS, USERS, OR ANY OTHER SENSITIVE DATA</li><li>• CAN SUBMIT FLIGHT, TRAINING, MX, OR OTHER EVENT REQUESTS</li></ul>	CANNOT BE COMBINED WITH ANY OTHER ROLE OR PERMISSION

**PERMISSION**
**ACCESS / RESTRICTIONS**
**CAN BE COMBINED W/**

	<b>ADMIN</b>	<ul style="list-style-type: none"> <li>• WHEN ADDED TO ANY ROLE, ALL ACCESS AND EDITING CAPABILITIES GRANTED WITHIN ACCOUNT</li> </ul>	      
	<b>ADMIN (READ ONLY)</b>	<ul style="list-style-type: none"> <li>• WHEN ADDED TO ANY ROLE, VIEWING ACCESS GRANTED WITHIN ACCOUNT (WITHOUT THE ABILITY TO EDIT)</li> </ul>	      
	<b>EDIT USER</b>	<ul style="list-style-type: none"> <li>• ADDS ABILITY TO EDIT USERS</li> </ul>	           
	<b>ADD / DELETE EVENT</b>	<ul style="list-style-type: none"> <li>• ADDS ABILITY TO CREATE OR DELETE EVENTS</li> </ul>	         
	<b>EDIT EVENT</b>	<ul style="list-style-type: none"> <li>• ADDS ABILITY TO EDIT ALREADY EXISTING EVENTS</li> </ul>	          
	<b>ADD / DELETE A/C</b>	<ul style="list-style-type: none"> <li>• ADDS ABILITY TO CREATE OR DELETE A/C</li> </ul>	         
	<b>EDIT A/C</b>	<ul style="list-style-type: none"> <li>• ADDS ABILITY TO EDIT ALREADY EXISTING A/C</li> </ul>	         
	<b>PASSENGER TRIP SHEET VIEW</b>	<ul style="list-style-type: none"> <li>• ALLOWS PASSENGERS TO SEE ALL LEGS OF EVENTS THEY ARE SCHEDULED ON (OTHERWISE ONLY SEE LEGS OF INVOLVEMENT)</li> </ul>	 
	<b>CALENDAR (ONLY)</b>	<ul style="list-style-type: none"> <li>• DISPLAYS CALENDAR OF EVENTS WITHOUT SENSITIVE INFORMATION (DISPLAYS TAIL# OF AIRCRAFT, AND DATES OF FLIGHT ONLY)</li> </ul>	 
	<b>AUTHORIZED PILOT VIEW</b>	<ul style="list-style-type: none"> <li>• ALLOWS PILOTS TO VIEW THE SCHEDULE OF ALL A/C THEY ARE AUTHORIZED TO FLY (OTHERWISE PILOTS SEE EVENTS THEY ARE SCHEDULED ON ONLY)</li> </ul>	



### Other Important Information in Personal Tab:

- Employee Type: The employee type is used for SIFL calculations. If you do not use SIFL reporting this can be ignored
- Disable Auto-Logout: Turn this on to prevent auto-logout, Not recommended for Admins.
- View Completed Events: Determines whether completed trips remain on the calendar display
- View Departments: Toggle on to see and use departments
- View Open Trips: Determine whether Open Trips display on the calendar (uncrewed). The Open Trip feature must be activated by FltLogic Support.
- FltPlan Account: Enter FltPlan.com credentials to link to FltPlan.com
- SMS Account: Enter user's SMS credentials
- FltPlan Bias: Add up to 60 minutes to the filed departure time on FltPlan.com.

### User – Contact Tab

Enter primary and secondary e mail addresses, phone numbers, and addresses for each user.

### User – Medical Notes Tab

Medical Notes can be stored here for possible allergies, disabilities or any special needs. A Medical Alert icon will show next to the passenger name and on the pilot trip sheet with details/instructions.



### User – Misc. Notes Tab

Personal and Company Notes about any preferences or requirements can be kept in this area. Company notes are viewable by anyone with User access.

### User – Reservations Tab

Reservations made in FlightBridge will be displayed here. See “FlightBridge” for instructions on adding reservations using FlightBridge.

#### Adding a Manual Reservation

You can add manual reservations to the trip sheet here. You will need the Leg Number of the event where the reservation should be added. The Admin of a company can add a reservation for any user.

Add details and users to a custom reservation:

The screenshot shows the 'Add' form for a reservation. It includes tabs for Contact, Medical Notes, Reservations, Currency, Misc. Notes, and Departments. The form fields are as follows:

- Title:** Prime Steakhouse
- Type:** Dinner
- User:** Keith Wilcox (dropdown menu)
- Event Leg Number:** 174
- Party:** Denise Wellsby (with a close icon)
- Add Member:** Denise Wellsby (with a dropdown menu and a '+' button)
- Confirmation Number:** #OT54321
- Date & Time:** 09/21/2018 19:00
- Details:** Client Dinner - Party of 8
- Create** button at the bottom right.

Annotations with arrows point to specific fields:

- A blue box: "Admins: Select the user to add reservation information" points to the User dropdown.
- A green box: "Enter Leg Number of Event" points to the Event Leg Number field.
- A red box: "To add other users to the event, choose the user from the drop-down box and click the '+' sign" points to the Add Member dropdown and '+' button.
- An orange box: "Enter date & time. Click Create." points to the Date & Time field and the Create button.

## Pilot Currency

Pilot currency tracking is available for regular date-based events, as well as takeoffs, landings, and approaches by aircraft model.

### Adding & Updating Date Based Currency

Update the currency when renewed to view the date of renewal and the new expiration date.

The screenshot shows a table for Date Based Currency. The table has columns for Title, A/C Model, Due Date, and Days Remaining. The data rows are:

Title	A/C Model	Due Date	Days Remaining
RVSM		08/26/2018	704 days
AED/CPR		08/31/2020	704 days

Annotations with arrows point to specific elements:

- A blue box: "Enter Event" points to the Title field.
- An orange box: "Days remaining shows next to due date of" points to the Days Remaining column.
- A green box: "Enter Due Date" points to the Due Date field.
- A purple box: "Select A/C Model (when model applies)" points to the A/C Model dropdown.
- A red box: "Click to Add" points to the '+' button at the bottom right.

A warning (yellow or red calendar icon) will appear on the User List view, when currency expires in the next 30 days.

### Adding & Updating Cycle Based Currency

Follow the steps shown in the graphic to the right. To set currency for additional A/C models, choose the next model and follow the same steps.

The screenshot shows the Cycle Based Currency form. It includes a dropdown for Aircraft (CL30) and a table for Landings, Night Landings, and Approaches. The table has columns for Title, Landings, Days Prior, Due, Save, and Delete. The data rows are:

Title	Landings	Days Prior	Due	Save	Delete
Landings	3	90	02/08/2019		
Night Landings	3	90	11/26/2018		
Approaches	6	180	02/25/2019		

Annotations with arrows point to specific elements:

1. Choose Aircraft (points to the Aircraft dropdown)
2. Set the number of landings, night landings, and approaches and indicate the number of days for completion (points to the Landings, Days Prior, and Approaches columns)
3. Click to Save (points to the Save button)

A warning will appear on the User List view. Yellow indicates expiring in 30 days or less. Red indicates expired currency.

To check the status of this currency, select the model from the drop-down list to retrieve/display the information.

## User – Departments Tab

To use the Departments feature, the departments must first be created by the Admin. To set up departments:

1. From the Admin's user profile, click on the Departments tab
2. Type the name of each department in the box and click "+"
3. The department will be added to the department list on the left of the screen
4. Anyone who enters events will need "View Departments" toggled on in their user profile.
5. When creating a trip, the pilot(s), crew, and passengers can be assigned to a department.
6. Certain reports can be broken down by department

## Icons in User View

Below is a list of the icons in the Personal section of a user profile.

	Personal Events – Enter Time Off and view personal calendar of events
	Duty Time Periods – Enter duty time for selected user
	Repeat Duty Time Period – Copy duty time to multiple days (up to 6 months in advance)
	User SIFL Report – Print SIFL report for an event
	User Expense Report – View & download expense information
	User Documents – Upload profile picture & store user documents
	Open Events – Trips available

## Entering Time Off



Click on the Personal Calendar in the user account where you are entering vacation.

Follow the steps in the diagram to the right.

1. Click on Time Off

2. Enter the type of time off and date range and click Add

Use the Trashcan to remove

## Entering Duty Time/Repeat Duty Time

There are two icons to access duty time:



- Duty Time Periods (circled in red above): View quarterly duty time schedule, edit duty time
- Repeat Duty Time Period (outlined in blue above): Add duty time for next 6 months

Duty time can be easily entered using the repeat duty time feature. Follow the steps below:

2. Enter time on/off in local time (24-hr format) and select part 91 or part 135

3. Choose the days on duty. A checkmark in the box indicates days with existing duty time.

3. Scroll to the bottom of the page and hit Submit to save.

## User SIFL Reports



Click on the User SIFL Reports icon to view a list of SIFL reports created for the user. Information on how to create a SIFL Report is found under Events.

## User Expense Report



Click on the Expense Icon to view, edit, or add expenses. Access or download any receipts uploaded through the FltLogic Companion App.

Edit an expense by clicking on the pencil icon

Download a copy of the receipt by clicking on the "download link"

Delete Expense

## User Documents & Profile Picture



Click on the folder icon to upload images and store documents. Choose the Image or Document tab at the top and follow the instructions.

## Open Events (if activated)



View a list of Available Open Trips and respond with availability. The Open Event feature must be active to view this area.

To Accept or Decline a trip click the appropriate button.

Trips you have already responded to will list your prior response.

Click on the Accept or Reject button for each trip

Title	Aircraft	Start	End	Pax	Accept	Reject	Status
Atlanta	N574M	09/18/2018 12:00	09/20/2018 22:43	2 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Trip to Chicago	N574M	08/25/2018 13:00	08/25/2018 19:07	0 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Accepted PIC ✓ Accepted PIC ✓
Trip to LAX from NYC	N574M	08/24/2018 17:59	08/25/2018 06:00	0 0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Choose Captain or Copilot position from pop-up box

Accept event Atlanta

Status column will show status on trips you have already accepted or rejected

## Schedule Tab (Admin only)

The Admin has 4 tabs at the top of the user list view. The right-hand tab, Schedule, is a combined calendar showing scheduled events, duty time and time off for all personnel.

September 2018

Schedule Month Week Day < > Today

Personnel	Sa 1	Su 2	Mo 3	Tu 4	We 5	Th 6	Fr 7	Sa 8	Su 9
Lisa Dean			Warbirds Exhibit On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)		
Marggie DuPage	On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)					On Duty 12:00(2) - 21:00(2)	On Duty 12:00(2) - 21:00(2)
Keith Gilbert	On Duty 11:00(2) - 20:00(2)	On Duty 11:00(2) - 20:00(2)		Flight #1068 13:00(-4) - 13:02(-4)	On Duty 11:00(2) - 21:00(2)		Flight #1070 12:57(-4) - 13:02(-4)	On Duty 11:00(2) - 21:00(2)	On Duty 11:00(2) - 21:00(2)

Lisa Dean

Add Duty Time

Add Repeating Duty

Add Vacation Time

- Access event details by clicking on an event link.
- Add Duty Time, Repeat Duty Time, or Vacation Time directly from the Schedule by clicking on any empty day for the user you want to schedule.

## Temporary Passengers

Use the temporary passenger feature to quickly add a user to the system. Once a passenger has been stored in the Temporary Passenger list, you can quickly retrieve them or convert them to a permanent user (with a username and password).

1. Enter the passengers full name and email address in the Temporary Passenger field and continue to the trip sheet.
2. In the trip sheet view, click on the "+" symbol next to the passenger.
3. Fill out the information in the pop-up box and click Submit

Passengers

Name


Kathryne Jamerson

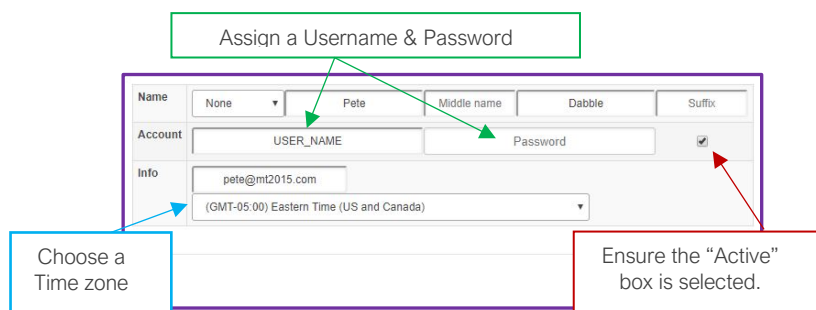
+



## Convert a Temporary Passenger to a User

Quickly turn a Temporary Passenger to a full user by following these steps:

1. From the list of Temporary Passengers click on the user
2. Click the icon to create a user 
3. Fill out the information and click Create



The screenshot shows a user creation form with the following fields and annotations:

- Name:** Fields for First name (Pete), Middle name (Dabble), and Suffix.
- Account:** Fields for USER\_NAME and Password. A green box labeled "Assign a Username & Password" points to these fields.
- Info:** Fields for email (pete@mt2015.com) and Time zone ((GMT-05:00) Eastern Time (US and Canada)). A blue box labeled "Choose a Time zone" points to the time zone dropdown.
- Active:** A checkbox labeled "Active" is checked. A red box labeled "Ensure the 'Active' box is selected." points to this checkbox.

## Aircraft

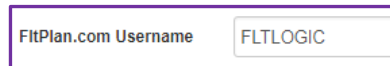
Aircraft is where you Add, View, and Edit the Aircraft for your FitLogic Program. There are four main tabs in the Aircraft Section: Info, Currency, Operating Rates and [Flightdocs](#).

### Adding an Aircraft

Each aircraft needs to be added to FitLogic with some basic performance information and must be linked to a FitPlan.com account (and listed in the FitPlan.com account Aircraft List) before it can be used in an Event. You can add an aircraft with just the Tail Number and Type, however, you will need the required information before using the aircraft in an event.

The Information Required to use an aircraft in an Event is:

- Tail Number: Must match the aircraft listing in the linked FitPlan.com account (incl. N prefix)
- Aircraft Type
- Call Sign (if you file with a call sign on FitPlan.com)
- Display Caption – This will show up after the tail number in the title
- Passenger Seats – Maximum number of passengers (add an additional seat if you allow passengers to occupy the Co-Pilot seat)
- Pilots Required – Minimum number of pilots required for aircraft or company
- Max Pilots
- Min. Runway Length (feet)
- Endurance (hours): single decimal format
- **FitPlan.com account where aircraft is listed**



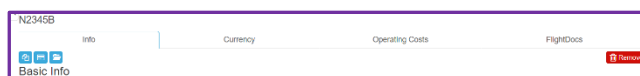
The screenshot shows a text input field labeled "FitPlan.com Username" with the value "FLTLOGIC" entered.

Click Create – you will get a message at the top of the screen “Aircraft Created Successfully”

### Aircraft Details

Additional aircraft information includes: Calendar Color, Aircraft Amenities, A/C Owner (if using the Aircraft Owner Role), Taxi Time, Max. Takeoff Weight (lbs.), Approach Required, Airframe Cycles, Airframe Hours, Engine Information, APU Cycles, APU Hours, and Aircraft Currency.

There are also three icons available in this area: Copy Aircraft, Aircraft Expenses, and Aircraft Documents.



The screenshot shows a tabbed interface for aircraft details. The tabs are: Info, Currency, Operating Costs, and Flightdocs. The "Info" tab is selected, showing a "Basic Info" section. There are also icons for "Copy Aircraft", "Aircraft Expenses", and "Aircraft Documents".





### Icons in the Aircraft Profile

- 1) Copy Aircraft– Create several profiles from one entered aircraft. Useful when you have several aircraft with the same model and specifications.
  - a) After you copy the aircraft, enter each profile and customize it for the next tail number
- 2) Aircraft Expenses– Expenses uploaded (assigned to the aircraft) from the FltLogic Companion App will show here. You can also enter aircraft expenses directly here.
  - a) Submitted expense receipt attachments can be downloaded here
  - b) To enter an aircraft expense in FltLogic, click on the credit card icon and enter the details of the expense
- 3) Aircraft Documents & Image– Upload Aircraft Image (s) and Document(s) by clicking on the folder icon



### Basic Information Section

- Event Color – Choose the calendar color for events for the selected tail number
- Aircraft Owner - This is only used if you have aircraft owners that require special viewing privileges.
- Maximum Takeoff Weight
- Approach Type – IFR / ILS Required
- Taxi Out/ Taxi In– If you have a default taxi time you can enter it here. It will then automatically be added to every event leg. Adjustments can be made during trip creation.
- \*Airframe Cycles– Cumulative Cycles (from Pilot Report)
- \*Airframe Hours– Cumulative Flight Time (from Pilot Report)
- \*APU Cycles– as reported on Pilot Log
- \*APU Hours– as reported on Pilot Log
- \*Engine(s) Information

*NOTE: \* INDICATES FIELDS THAT CAN BE EDITED TO ADD HOURS/CYCLES ACCUMULATED PRIOR TO USING FLTLOGIC OR FOR ADDING IN HOURS/CYCLES FOR FLIGHTS NOT IN THE FLTLOGIC SYSTEM.*

### Assigning Aircraft Owner

- Ensure the owner has the role of either Aircraft Owner or Aircraft Owner Limited in the User Profile
  - Aircraft Owner can see all trip details, crew, and passengers
  - Aircraft Owner Limited can see event dates and locations (airport IDs) for all of the A/C events, but can only see the crew and passengers of trips he/she is scheduled on
- Choose the owner from the drop-down list and click the blue plus sign to the right
- Scroll to the bottom and hit SAVE

## Aircraft Currency

Add currency for the aircraft under the Currency tab. Currency can be set for a specific date, or for accumulated hours or cycles.

### Adding Date Based Currency:

1. Type in a title
2. Set the expiration date
3. Click the “+” icon to add

### Adding Currency for Hours/Cycles:

1. Type in a title
2. Enter the expiration date
3. Enter the hours and/or cycles when the maintenance is due
4. Enter the number of hours/cycles to begin warnings

Enter due date, due hours, or due cycles and the warning number for when alerts begin.

Aircraft Currency:		Expiration	Due Hours	Warning	Due Cycles	Warning	Edit	Save	Delete
Title				N/A		N/A			
Date Based	9/15/2016								
Overhaul	9/15/2016		400			100			

Green, yellow, or red highlighting indicates status.

Icons to Add, Edit, Save or Delete



Warnings appear when currency is due in the next 30 days. Click on the yellow calendar icon from the calendar view to see details of upcoming currency. The yellow calendar icon will also appear on the event list.

## Aircraft Operating Costs

Enter the operating cost of the aircraft, by hour or NM, to use the newly added “Aircraft Utilization Reports”.

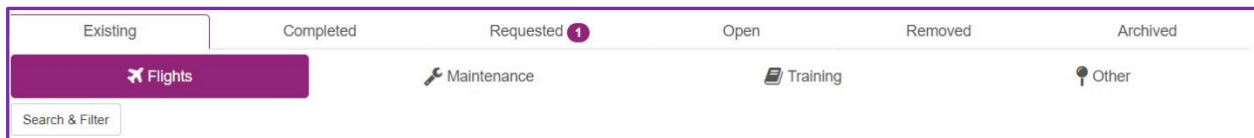
Info	Currency	Operating Costs	FlightDocs
N2345B Operating Costs			
Operating Costs		Quoting Rates	Other Charges
Flight Time Cost (per hour) 500.00		Flight Time Rate (per hour) 2000.00	Ferry Rate (per hour) 1500.00
Flight Distance Cost (per NM) 0.00		Flight Distance Rate (per NM) 10.00	Ferry Rate (per NM) 5.00
		Minimum Flight Time (hours) 2.00	Repositioning Rate (per hour) 800.00
		Minimum Distance Rate (NMs) 200.00	Repositioning Rate (per NM) 5.00
Enter the cost of operating the aircraft by hour and NM			Click Save when finished
			Save

**NOTE: EVENTS CANNOT BE ADDED UNTIL USERS AND AIRCRAFT ARE ADDED AND SETUP.**

There are four types of events:

1. Flights – Create a standard flight
2. Maintenance – Schedule A/C Maintenance making A/C unavailable
3. Training – Training events either with or without an aircraft.
4. Other – Any event that does NOT involve an aircraft.

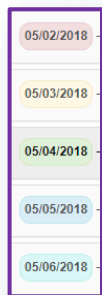
Events are further categorized by: Existing (open), Completed, Requested, Open (if activated), Removed, and Archived.



**NOTE: AN INDICATOR OF NEW REQUESTS WILL APPEAR WHEN NEW EVENT REQUESTS ARE RECEIVED.**

## Event List

In the event list, the icons will change based on event type, but standard information is available in every list:



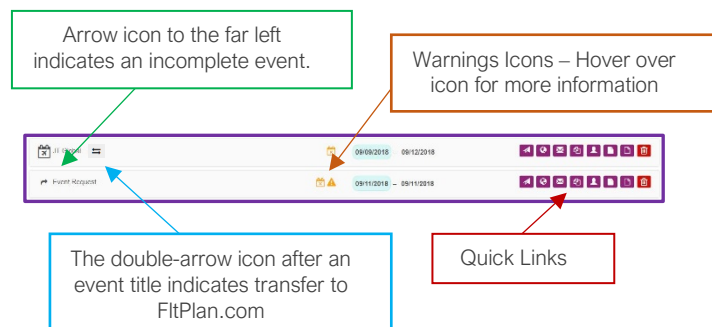
- Status of event creation
- Event Name
- Caution sign, Crew TBD Indicator, Currency Warning
- Dates of Event – color-coded to match FltPlan.com
  - Pink – Same Day
  - Yellow – Next Day
  - Green – 2 Days Away
  - Blue – 3 Days Away
  - Aqua – 4 or more Days Away
- Quick Link Icons

**NOTE: THE ICONS CHANGE BY EVENT TYPE AND STATUS, THE FUNCTION OF EACH ICON IS DISPLAYED WHEN YOU HOVER OVER THE ICON WITH THE MOUSE.**

## Information Available in the Event List









The event list contains:

- Incomplete indicator
- Title of event
- Check if transferred to FltPlan.com
- Not Crewed warning
- Currency warnings
- Open Trip indicator
- Dates of event
- Quick links to other features/functions











## Icons and Functions - Active Flight & Training Event Lists





**NOTE: EACH ICON HAS INFORMATION WHEN YOU HOVER OVER THE ICON.**

-  Passenger trip sheet
-  View trip in FltPlan.com Map Viewer
-  Email all participants
-  Duplicate trip – copy to any day in the next 6 months
-  Edit event
-  Edit pilot log or enter post-flight reporting
-  View pilot log – use to print blank pilot log
-  Delete event – deleted events will remain under Deleted for 7 days

## Icons and Functions - Completed Flight Event List

-  Passenger trip sheet
-  View trip in FltPlan.com Map Viewer
-  Email all participants
-  Edit SIFL Report – See  SIFL Reporting for additional information
-  Edit pilot log or enter post-flight reporting
-  View pilot log – use to print blank pilot log
-  Archive event

## Icons and Functions - Completed Training Event List

-  Passenger trip sheet
-  View trip in FltPlan.com Map Viewer
-  Email all participants
-  Archive Event

### Icons and Functions - Active Maintenance & Other Event Lists



Duplicate event – copies events to selected days up to 6 mos.



Event expense report / Add event expenses



Delete Event

### Icons and Functions - Completed Maintenance & Other Event Lists



Duplicate event – copies events to selected days up to 6 mos.



Event expense report / Add event expenses

### Search & Filter Function

The Search & Filter button will open a box to quickly find any event. You can also use this area to sort events by date or title. There are several ways to filter and find an event:

- Event Name
- By Date
- Sort by Date or Title – Ascending or Descending
- Find Leg ID – Useful for finding trips associated with aircraft and pilot detail reports

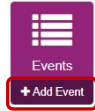
Search & Filter



## Creating a Flight Event

### Flights – First Screen Entry

- 1) Click the bottom of the Events box on the left menu. The area is darker and labeled “+ Add Event”
- 2) The first screen contains general flight information:
  - a) Title – Appears on Calendar and top of trip sheets
  - b) Requester – Usually the person scheduling the event
  - c) Authorizer – Person authorizing flight
  - d) Aircraft
  - e) Tentative/Private/No External Boxes
    - i) Tentative – Select if trip details are not complete. Trips in tentative status will not transfer to FitPlan.com or trigger any email or app notifications
    - ii) Private – Trip is confidential and only required parties and the admin can view
    - iii) No External – Disables the External Email feature
  - f) Department Drop-Down – Use this drop-down to assign the entire trip to one department (to split the trip between departments, leave the drop-down on None)
  - g) Additional Details – Notes that apply to entire trip, Visible to pilot and passengers
  - h) Leg(s) – enter the first leg, then click the “+” to add the next leg
    - i) Leg Title – Not required
    - ii) Departure ICAO – in U.S. you can leave off the “K”. Outside the U.S. the full ICAO ID must be entered.
    - iii) Departure time – Enter the departure time and the system will calculate arrival
    - iv) Arrival time – To calculate departure time based on a firm arrival time, set the arrival time first and the system will calculate departure time



**FitLogic Demo Comp**

Create Event  
09/23/2019 1:57 PM  
User: Dennis Wells

Event:

Type	Title	Requester	Authorizer	Aircraft	Tentative	Private	No External	Department
Flight	EVENT TITLE	Aviation Dire	Company DI	NC525	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

Additional Details

Enter event title, requester, authorizer, and choose aircraft.

Leg(s):

	Title	Departure Airport	Arrival Airport	Departure Time	Arrival Time	Delete
1	Title Not Required	KDET	KALB			
			YKBR - KALBARRI			
			KALBARRI, AUSTRALIA			
			KALB - AOSAN, JPN			

Enter departure and arrival airports by typing the ID, airport name or city name and enter departure date/time.

Click “+” to add leg(s) or Next to continue

Next →

## Flights – Second Screen Entry

The second screen of event creation is broken down into sections:

- Information from screen one
- Details & Reservations – Click the “plus icon” to add notes, documents, or make hotel, car, limo, or catering reservations
- Flight Info
  - Itinerary
  - Airport / FBO
  - FuelerLinx® Fuel Pricing \* (requires FuelerLinx subscription)
  - Pilot(s)
  - Crew
- Lead Passengers
- Passengers
- Temporary Passengers

### 1) Itinerary – information from prior screen is automatically entered

Add Taxi In or Taxi Out time for each leg

Enter Callsign (if applicable)

Itinerary Check to recalculate times automatically ☒

Leg	Taxi Out (min)	Departure (Local)	Arrival (Local)	Taxi In (min)	Pax	Flight	Block Time	Distance	Callsign
1	6	KDET Detroit, MI  10/10/2018 07:30	KALB Albany, NY  10/10/2018 08:49	6	0	1:07 ETE	1:19	470.1 mi 408.5 nm	
2	6	KALB Albany, NY  10/11/2018 17:00	KDET Detroit, MI  10/11/2018 18:18	6	0	1:06 ETE	1:18	470.1 mi 408.5 nm	

- Taxi Time – enter taxi time if you have not set a standard taxi time for the aircraft
- Call Sign – used only if flying with a call sign

### 2) Airport / FBO Selection – Select the FBO(s)

Airport / FBO

ICAO	Airport Name	FBO Name	FBO Address	FBO Phone
KALB	ALBANY INTL	MILLION AIR	18 JETWAY DRIVE, ALBANY, NY, US	518-242-2444
KDET	COLEMAN A. YOUNG MUNI	AVFLIGHT	11499 CONNER AVE., DETROIT, MI, US	313-527-8620

Select the FBO for each airport

- Preferred FBOs and Private Hangers can be added under Locations

### 3) Pilots and Crew (flight staff) – Use the drop-down boxes to select the pilots and crew (if needed) for the trip

Pilots

Name	Leg 1	Leg 2	All
Brian Grant	<input checked="" type="checkbox"/> PIC <input type="checkbox"/> SIC	<input checked="" type="checkbox"/> PIC <input type="checkbox"/> SIC	<input checked="" type="checkbox"/> PIC <input type="checkbox"/> SIC
Dave Matthews	<input type="checkbox"/> PIC <input checked="" type="checkbox"/> SIC	<input type="checkbox"/> PIC <input checked="" type="checkbox"/> SIC	<input type="checkbox"/> PIC <input checked="" type="checkbox"/> SIC

Click “+” and select the pilot from the drop-down box

Select PIC or SIC for each leg OR assign PIC/SIC for all legs in the All column



- a) Use the checkboxes to indicate PIC / SIC roles by leg or use the checkboxes in the All column to assign one PIC or SIC to all legs
- b) If the crew has not been determined yet you can leave this area empty.
  - i) For companies with a large flight staff or using contract pilots – See [Open Trips](#) for instructions on how to create these flights
- 4) Passenger Selection – Select Primary Passengers, Other Passengers and enter any Temporary Passengers
  - a) Use the checkboxes to indicate which legs each passenger is on
  - b) Primary Passengers – will see details of ALL legs of an event, regardless of whether they are on every leg
  - c) Standard Passengers – Can be set to see all leg details or only the details of the legs they are on – See [Roles & Permissions](#)
- 5) Temporary Passengers – Used for one-time passengers. You do not need to create a username & password for these passengers.
  - a) Commonly used for Inspector Flight Checks
  - b) Temp passengers have no access to the FltLogic App
  - c) More information on Temporary Passengers can be found under Users
- 6) Click Submit at the bottom of the page
- 7) Reservations for hotels, rental cars, limousines, and catering can be added after the trip is created.

Submit



## Creating a Maintenance Event

### Maintenance – First Screen

Creating a Maintenance Event is like creating a Flight Event. A Maintenance Event will ensure the aircraft is not scheduled for flight events during the scheduled maintenance.

- 1) Enter a title, choose aircraft, select dates of service, and add any details
- 2) Click Next to continue

The screenshot shows the 'Event:' form for creating a maintenance event. It includes fields for Type (Maintainer), Title (ADS-B Upgrade), Requester (Keith Wilcox), Authorizer (Keith Wilcox), Aircraft (N733CF), and Tentative status. Below these are Start and End date/time fields (10/29/2018 08:00 and 10/31/2018 18:00 respectively). An 'Additional Details' section contains the text 'Installation of new avionics package'. A green box with arrows pointing to the Title, Aircraft, and dates fields contains the text: 'Enter a title, select aircraft, choose dates the aircraft is in maintenance, and add any details.' A blue box labeled 'Click Next' points to the 'Next' button at the bottom right.

### Maintenance – Second Screen

- 1) Information from the first screen can be modified here
- 2) Add Participants to the event –
  - a. Any User(s) added as a Participant will also be unavailable during the scheduled Maintenance event
- 3) Event color can be customized by event or left at the default orange color
- 4) External email address can be added to keep non-FitLogic users aware of changes

The screenshot shows the second screen of the maintenance event creation process. It allows editing the information from the first screen. Annotations include: a blue box 'Edit any of the information entered on the prior screen' pointing to the Title, Start, End, Requester, Authorizer, and Aircraft fields; a green box 'Choose the calendar color for the event' pointing to the 'Event Color' dropdown; a red box 'Users added as a participant will be unavailable during the event. Choose user from drop-down and click the "+" icon' pointing to the 'Participants' dropdown and the '+' icon; and a blue box 'Click Update' pointing to the 'Update' button at the bottom right. Other features include 'External Emails' and 'Export' buttons.

## Creating a Training Event

Training Events can be used for ground or flight training.

### Ground Training – First Screen

Event:

Type	Title	Requester	Authorizer	Aircraft	Tentative
Training	New Avionics Ground Training	Denise Wellsby	Denise Wellsby	None	<input type="checkbox"/>

Start: 09/20/2018 08:00 End: 09/20/2018 10:00

Additional Details: Ground training on new avionics package

Enter a title, choose start and end dates, and add any details.

Click Next

Next →

### Ground Training – Second Screen

Add the users that will participate in training to the Participants list. This will make them unavailable for other events during the scheduled training.

New Avionics Ground Training

Event Type: Training Title: New Avionics Ground Training Start: 09/20/2018 08:00 End: 09/20/2018 10:00

Requester: Denise Wellsby Authorizer: Denise Wellsby Aircraft: None

Additional Details: Ground training on new avionics package

External Emails: Steve Sales Steve.Sales@Garmin.com Add

Participants: Fred Ricks Keith Wilcox Paul Zeero

Choose the calendar color for the event

Users added as a participant will be unavailable during the event. Choose user from drop-down and click the "+" icon

Click Update

Update

### Flight Training – Flight Event

Once you select an aircraft in a Training Event the steps are the same as [creating a Flight Event](#). Follow the instructions provided under [Creating a Flight Event](#).

**NOTE: TRAINING EVENTS USING THE SAME ICAO AIRPORT ID FOR DEPARTURE AND ARRIVAL WILL NEED TO MANUALLY ENTER FLIGHT TIME.**

## Creating Other Events

Other Events can be used for any event that does not require the aircraft but will make pilots or staff unavailable during the duration.

### Other Events

The entry of an Other Event is the same as a [Ground Training Event](#).

## Additional Functions Available in Events

Clicking on any flight event will take you to a screen that looks like the graphic below:

## Icons Available in the Details and Reservations area

In addition to the FlightBridge interface, the Details and Reservations area is also used for:

- Add leg(s) to event
- Adding a name to a leg
- Adding pilot & passenger notes
- Uploading documents
- View or enter expenses
- Delete a leg from an event

## Adding Leg Expense or User or Pilot Notes & Documents

The screenshot shows the 'Details and Reservations' section with a table of flight legs. Below the table is an 'Add Leg' form with fields for Title, ICAO, Arrival ICAO, Date, and Arrival time. A 'Send to FlightBridge' button is at the top left, and an 'Add Legs to Event' button is at the bottom right.

Expenses can be added for either a user or an aircraft. Follow the steps in the below diagram to add a user or aircraft expense to a trip:

The diagram shows the 'Add Expense' form with the following steps:

1. Add a name for expense in the Title field
2. Use Type drop-down list to categorize the expense
3. Enter Date paid
4. Enter amount
5. Choose *either* a User or Aircraft to assign the expense to
6. Use additional details to add details of the expense
7. Upload a receipt
8. Drop-down to choose payment method
9. Click to Add

The diagram shows the 'Leg Title' form with the following steps:

1. *Optional:* Add title to leg
2. Enter notes for everyone to view under Additional Details. Use Pilot Notes for information only viewable by the flight crew.
3. Click Choose File to attach a document. Title field is required for upload. Click Upload when finished.
4. Click Update

## Editing Events

### Adding Legs to an Event

Additional legs can be added to an active event in any order. The legs will appear in the correct order when you update the event.

1. Go to the Events List
2. Click on the event to be changed
3. Enter the Departure & Arrival ICAO codes and the departure or arrival time
4. Click Add Legs to Event or the “Plus Icon” to add more than 1 leg



### Changing Dates / Times / Pilots / Locations

1. From the Calendar click Edit Event (pencil icon)
2. From anywhere in the Events area, click the silhouette icon
3. Edit the information that is changing
4. Click Update at the top or bottom



*NOTE: WHEN UPDATING LOCATIONS OR DATES A NEW FLIGHT PLAN WILL BE TRANSMITTED TO FLTPLAN.COM*



## Adding Reservations to an Event

The Flight Bridge integration allows you to book hotels, car rentals, catering, and limousines. Reservations can be made directly through Flight Bridge using your credit card. Flight Bridge will store your credit card information (if selected) and any travel reward program information. Flight Bridge can also be used for reservations booked other ways, (phone, hotel website, etc.) called Outside Booking.

Properties highlight in yellow have negotiated pricing. Click on Begin Booking to view rates and restrictions associated with the discounted rates.



**Fairfield Inn & Suites by Marriott Atlanta Vinings**  
★★★★☆ Distance: 6.2 miles Phone: (770) 435-4500  
2450 Paces Ferry Rd SE [Directions from FBO](#)  
Check In: 3PM Check Out: 12N  
♥ Mark as preferred

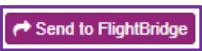



✔ Discounted rate available  
Hill Aircraft pre-negotiated rate







From 94.00 USD 

[Begin Booking](#)

[Outside Booking](#)

### Adding FlightBridge Reservations to Event

- Find and select (click on) the trip in the event list
- Use the button to transfer trip details 
- Icons to view / book available services are in each leg (shown left)
- Click on the icon for the service you want to book
- Choose Departure or Arrival airport for the service
- The first screen will show the flight crew pre-selected and passengers under the Unbooked passengers drop-down.
- Select the passengers to book
  - Click the down icon (left of Unbooked Passengers) to see all parties on the trip
  - If the crew and passengers are in the same hotel they can be booked at the same time
- Click Book Rooms 
- The next screen will show properties within a 20-mile radius of the airport
  - Properties with negotiated rates will appear with the yellow background and a message if the rate is available
- Select Begin Booking to see rate details 
- If booking by credit card you can book the hotel from the page with rate details
- If booking by phone or another travel website
  - Click Outside Booking and enter your confirmation number 

-  Briefcase – view all reservations
-  Globe – open trip in Map Builder
-  Hotel – book hotel(s)
-  Car – book rental car(s)
-  Catering – book catering
-  Limo – Select and book limousine

**NOTE: SELECTING OUTSIDE BOOKING FROM THE SECOND SCREEN TO TRANSFER THE HOTEL DETAILS TO THE TRIP SHEET AND COMPANION APP. IF YOU USE THE RECORD OUTSIDE BOOKING BUTTON FROM THE FIRST SCREEN THE HOTEL ADDRESS INFORMATION WILL NEED TO BE MANUALLY ADDED.**

## Booking a Rental Car with FlightBridge

Rental car reservations can be made without a credit card if the arrival and departure are within the rental car provider's hours of operation.

1. Click on the event from the event list to make reservations
2. Send the trip to FlightBridge using the arrow icon at the top of the screen
3. Choose the rental car icon and Departure or Arrival for the location of the rental car pickup
4. The top of the first screen allows you to:
  - a. Select the provider
  - b. Choose delivery or pickup location
  - c. Choose pickup and return times
  - d. Enter Corporate Rate Code
  - e. Choose to return car to a different location

New Car Reservation

Choose Rental Provider

National - vehicle at Signature Flight Support

☒ FBO/Delivery
 ☐ Main Terminal

Phone: 504-942-8766  
Pick up vehicle at Signature Flight Support

Pickup Date / Time

5/14/2018 11:19  
Hours: 07:30 to 18:00

Return Date / Time

5/16/2018 18:00  
Hours: 07:30 to 18:00

Corporate Rate Code

FBO Rate Available

☒ Use Signature Flight Support Rates

☐ Return to different location

5. Select the driver
  - a. To book outside of Flight Bridge see next section
6. Enter rewards/membership number (if applicable)
7. Click Select Vehicle under Car Type

Driver	Country	Emerald Club	Car Type	Total	Options
<input type="checkbox"/> Daniel Femberbridge Passenger		<input type="text"/>			
<input checked="" type="checkbox"/> Diane Tennent Passenger		<input type="text"/>	Select Vehicle		(None) ▾
<input type="checkbox"/> B... C...		<input type="text"/>			
<input type="checkbox"/> Paul Smith Crew		<input type="text"/>			

Select the desired driver(s) in the list above, then select an action to perform at left.


- a. The following screen will provide the rental period, total cost of the rental, and a link for Pricing Details.
8. To expedite the reservation, enter the license details for the driver

- Click Create reservation(s)

Select Car Type - Showing National availability and prices for 5/14/2018 through 5/16/2018

National - Signature Flight Support Rate Applied


Rental period: 2 days, 6 hours, 41 minutes



4

2

Economy 55.00 / day  
MITSUBISHI MIRAGE OR SIMILAR



5

1

Compact 60.50 / day  
NISSAN VERSA OR SIMILAR


3 days @ 55.00  
Subtotal 165.00  
Taxes / Fees 58.15  
Total 223.15


223.15  
Pricing Details


245.36  
Pricing Details


## Booking a Rental Car outside of FlightBridge


- Follow steps 1 – 5 in the above section on Booking Rental Cars
- Click on Record outside reservation
- Enter the confirmation number, type of car, and rate information



Create reservation(s)


Modify reservation


Cancel reservation


Record outside reservation


Change Leg


Download Confirmation Report

Click to reserve using FlightBridge

Click to add outside reservation

## Booking Catering and Limousines

- Click on the Catering or Limo icon
- Select the vendor you would like to use
  - If providing catering or a limo outside the system use the Record Outside Catering/Limousine
  - Enter details of the reservation and hit save
- If booking via FlightBridge, the vendor will contact you within 24-hours with a quote for services





### Changing/Moving Booked Reservations.

**NOTE: DO NOT DELETE A TRIP WITHOUT MOVING OR CANCELLING RESERVATIONS BOOKED ON A CREDIT CARD.**

Below are the steps to make changes to an event with reservations booked through FlightBridge. If you re-create an event and want to move a reservation to the new event, you would use this procedure as well.

1. Make the changes to your event first
2. Resend the trip to FlightBridge using the Send to FlightBridge button
3. Click on the icon for the reservation you want to change (hotel, car, etc.)
4. Changes will be shown with a caution icon, identical to the graphic on page 1
5. Select the reservations to change with the checkbox to the left of each name
6. Click on the Change Leg button
7. Select the event leg where you want to move the reservation and click Move Booking

Send to FlightBridge

Change Leg

Select destination reservation and click Move Booking.

	Date/Time	Trip #	Tail	Departure
<input type="radio"/>	3/23/2018 at 15:00   19:00 Z	Premium313	NC	
<input type="radio"/>	3/23/2018 at 16:00   20:00 Z	Premium311	N40	
<input checked="" type="radio"/>	3/23/2018 at 16:39   20:39 Z	Premium313	NC	
<input type="radio"/>	3/23/2018 at 16:45   20:45 Z	Premium311	N40	

Showing 1 to 4 of 4 entries

The Trip # column shows the account (company) name followed by the leg number of the event.

The Leg Number can also be found in FltLogic Event Details. Search is also available by leg number.

### Changing Outside Reservations

1. Make the changes to your event first
2. Resend the trip to FlightBridge using the FlightBridge icon
3. Find the leg the rental car is on and click the rental car icon
4. Changes to the trip will be shown with a caution icon
5. To modify the date, click on the word View (highlighted on graphic next page)
6. Make changes and save

**NOTE: IF YOU ARE CHANGING AIRPORTS, WE RECOMMEND CANCELLING THE ORIGINAL OUTSIDE RESERVATION AND RE-ENTERING THE RESERVATION IN THE EDITED TRIP**



Hotel Bookings for arrival at Dekalb-Peachtree Airport, Atlanta, (PDK/KPDK)

Back

Trip No: Premium234 Leg No: 3 NEW → PDK Arriving Thursday, 1 Feb 2018 at 20:11 local time

Crew and hotel bookings

	Name	Booking Status / Confirmation	Property	Check-in / Check-out
<input type="checkbox"/>	2, Passenger Passenger	Confirmed (outside) View	Hyatt Place Atlanta Airport-South 📞 1 770-9942997	2/1/2018 - 2/4/2018
<input type="checkbox"/>		Confirmed (outside) View	Hyatt Place Atlanta Airport-South 📞 1 770-9942997 ⚠️ The airport has changed from ATL to PDK. ⚠️ The arrival/departure date has changed from 03-Feb-2018 01:10 Z to 02-Feb-2018 01:11 Z.	2/1/2018 - 2/4/2018
<input type="checkbox"/>		Confirmed (outside) View	Hyatt Place Atlanta Airport-South 📞 1 770-9942997 ⚠️ The airport has changed from ATL to PDK. ⚠️ The arrival/departure date has changed from 03-Feb-2018 01:10 Z to 02-Feb-2018 01:11 Z.	2/2/2018 - 2/4/2018
<input type="checkbox"/>	Weston, Sarah Crew	Confirmed (outside) View	Hyatt Place Atlanta Airport-South 📞 1 770-9942997 ⚠️ The airport has changed from ATL to PDK. ⚠️ The arrival/departure date has changed from 03-Feb-2018 01:10 Z to 02-Feb-2018 01:11 Z.	2/2/2018 - 2/4/2018

+ Add another room

## Requesting an Event

Use the Request Event button at the bottom of the left-hand menu. Fill in as much information as possible and hit Submit.

Requested events will generate an email to the admin on the account and toggle on the Requested Event Counter on the top tab.

Requested 1

A trip can be Accepted or Rejected from the Requested Events list in FltLogic or from within the email the authorizer receives. Accepted events will automatically go on the main calendar, while rejected ones will not. Once a trip is accepted it will appear in the appropriate event list for completion.

You can reserve an aircraft for full days when the times have yet to be determined.

**Create Hold**  
10/29/2018 10:32 AM  
User: Keith Wilcox

**1. Add title**

**2. Select the start and end date for the hold. Check the Calendar box to have the hold appear on the Calendar.**

**Reserve Aircraft:**

Title	Aircraft	Start	End	Calendar	Calendar Color	Airport ICAO
<input type="text"/>	None	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

**Additional Details**

**3. Optional – Choose color for calendar, enter location of aircraft and additional details as needed**

**4. Click Create**

## Locations

### Marking Preferred FBO's

1. Search for the Airport ID in the top box
2. Click on the Airport ID
3. Select the Preferred FBO
4. Click the Save icon to the right

**KTEB (TETERBORO)**

**Name:** TETERBORO **ICAO:** KTEB **City:** TETERBORO  
**Fuel:** JET/AVGAS **Latitude:** 40.85 **Longitude:** -74.0617

**FBO:**

Name	Address	Phone	Preferred	Save
MERIDIAN TEB	485 INDUSTRIAL AVE, TETERBORO, NJ, US	201-288-5040	<input type="radio"/>	<input type="button" value="Save"/>
JET AVIATION	112 CHARLES LINDBERGH DR, TETERBORO, NJ, US	201-462-4000	<input type="radio"/>	<input type="button" value="Save"/>
ATLANTIC AVIATION	233 INDUSTRIAL AVE, TETERBORO, NJ, US	201-288-1740	<input type="radio"/>	<input type="button" value="Save"/>
SIGNATURE SOUTH	101 CHARLES A. LINDBERGH DR., TETERBORO, NJ, US	201-288-3555	<input type="radio"/>	<input type="button" value="Save"/>
SIGNATURE EAST	TETERBORO, NJ, US	201-393-4041	<input type="radio"/>	<input type="button" value="Save"/>
SIGNATURE WEST	401 INDUSTRIAL AVE, TETERBORO, NJ, US	201-288-1880	<input type="radio"/>	<input type="button" value="Save"/>



### Adding a Private Hanger

1. Search for the airport where your hanger is located
2. Click on the Airport Listing to show the FBO Information
3. Click on the Add Hanger Icon
4. Enter the information for the hanger

The open trip feature allows you to create a trip and send the details to all pilots authorized to fly the selected aircraft, to check for availability. Pilots can respond by email or contact the scheduler/dispatcher if they are available to fly the trip.

*NOTE: THE OPEN TRIP FEATURE MUST BE ACTIVATED PRIOR TO USE. CONTACT FLTLOGIC TO ACTIVATE THE OPEN TRIP FEATURE.*

### Creating an Open Trip

1. Click the Open Trip button at the bottom of the left menu
2. Enter the details of the flight. Use the additional details sections for any notes to the prospective crew
3. Click SUBMIT
4. The trip will appear in the Open Events list with the Not-Crewed Icon  the pilot is in
5. The system will send an email with trip details to all eligible pilots. If the PIC and SIC list, they will receive two notices
6. Pilots can Accept or Decline a trip from the email notification
7. Schedulers/Administrators can update Open Trip status for a pilot who calls in or send a text. To update the pilot's availability, click on the Open Trip icon under the pilot's User Profile 
8. Click Select next to the names of the crew who will fly the trip

Captain	Status		Copilot	Status	
Mr. Frank White	Accepted ✓	Select	Mr. Frank White		Select
Paul Szee	Accepted ✓	Select	Paul Szee	Accepted ✓	Select
Mr. James Jackson		Select	Mr. James Jackson	Accepted ✓	Select
Ms. Lauren Hilltop	Accepted ✓	Select	Ms. Lauren Hilltop	Accepted ✓	Select

## Completing Events & Post-Flight Reporting

An event can be marked complete by an administrator, scheduler or dispatcher. Events where the pilot enters the flight information after each leg, will automatically move to completed status when the last leg of the event is reported by the pilot.

### Completing an Event (website)

1. Click on the event from the Event List
2. Check off the Completed Box
3. Click Update
4. Find the trip in the Completed Events List
5. Click on the Edit Pilot Log icon at the top of the event to complete the post-flight reporting
6. Enter the information and click Update

☒ Completed  
 Check after this flight has been completed for post-flight reporting.

### Archiving Completed Events

1. Completed events can be archived by clicking the Archive Icon in the Completed Event List
2. In the Archived Event List, use the same icon to restore the event to the Completed List



## Report Section

There are 5 Sub-Sections under reports:

- Pre/Post-Flight Hours
- Pilot Overview
- Passenger Overview
- Aircraft Overview
- SIFL Overview

### Pre/Post-Flight Hours

Historical and Projected Flight Hours – Totals include all active and completed flights.

### Pilot / Passenger Overview

There are several reports available for pilots & passengers:

- Hours & Legs Totals – Monthly totals by year including all active and completed flights
- Detailed Expense Report – Click on the Expense Icon for detailed expenses for the selected pilot
  - Expenses can also be added on this screen
- Detailed Flight Information by Leg – Click on the Airplane Icon - selectable by date range
- Detailed Pilot Flight Report – Activity report by Year and Month detail

### Aircraft Overview

- Hours, Legs, & PAX Totals – Monthly totals by year including all active and completed flights
- Detailed Aircraft Report – Click the Tail Number to view Monthly and yearly totals for aircraft
- Detailed Expense Report – Click on the Expense Icon for detailed expenses for the selected pilot
  - Expenses can also be added on this screen
- Detailed Event Information by Leg and Aircraft – Click on the left-hand Search Icon - Selectable by date range
- All Event Information by Leg and Aircraft – Click on the right-hand Search Icon – Overview of every leg flown with details on locations, PAX, Start/End Airframe Hours, Ending Cycles, N. Miles, Crew and Fuel

### SIFL Overview

- Detailed SIFL Report by User – Click on a user's name to get a list of SIFL Reports
- Detailed Expenses by User – Click on the credit card icon to review user expenses

The mobile app is a tool for both passengers and pilots. Passengers can view the details of their trip. Pilots can view trip details, enter flight data, and upload and track expenses. Pilots and passengers receive notifications of new, changed, and upcoming trips.

## Installation & Login

1. Open the App Store/Play Store
2. Search for FltLogic and install the app
3. Tap on the Settings icon at the bottom of the screen
4. iPad will show a split screen (see picture)
5. On iPhone tap User to login
6. Use the information provide to you by the scheduler to login.
  - a. You will remain logged in until you tap “Log Out” under your information

## Settings

- User – Tap on User Settings to log out or log in
- Notifications – Turn on and off Push Notifications and Trip Notifications
- Options
  - Load to Events List – On/Off
  - Show/Hide Completed Events
  - Set Default Fuel Burn Units
  - Set Default Fuel Purchase Units
- Check Version Number

## Calendar

The calendar is color coded to match the aircraft color on the website. Tap on any event to view event details. If there are multiple trips on the same day, select the trip you wish to view.

*NOTE: USE THE BAR AT THE TOP OF THE CALENDAR TO FILTER FLIGHTS, MAINTENANCE, TRAINING AND OTHER EVENTS.*

## Entering Expenses

Pilots can take pictures of receipts and upload them to the web.

*NOTE: EXPENSES CAN BE ASSIGNED TO THE USER OR THE AIRCRAFT*

To add an expense:

1. Tap on Events and select the leg of the event to attach the expense
2. Tap on Documents -> tap the "+" icon in the top left -> choose to take a picture of your receipt or upload it from the photo gallery
3. Choose Receipt
4. Enter the details of the expense
5. Choose the user or aircraft to assign the expense

## Post-Flight Reporting

Pilots can enter flight times, fuel burn, take offs & landings, HOBBS, APU cycles and hours and more.

To enter flight actuals:

- Click on the event leg you are reporting
- Tap Actuals at the top of the screen
- Enter the flight times, Approach, T/O, Landing, Night & Inst. Hours, HOBBS Out & In, APU hours/cycles, Fuel Burn, Fuel Purchased, Total cost, Fuel Remaining, and any notes.
- After entering the data, if you have a Wi-Fi connection, tap Submit (upper right corner)
- If you don't have a Wi-Fi connection, tap Done (upper right) and go back and Submit when connected to Wi-Fi

## Support & Training

Live phone support and web-based screen sharing is available during regular business hours for support and training.

### Contact Information and Office Hours

Email: [Support@FtLogic.com](mailto:Support@FtLogic.com)

Support Phone: 203-262-8500

Sales Phone: 203-262-8942

Support Hours: Monday – Friday, 9 am to 5 pm EST

After Hours Email: [Support@FtPlan.com](mailto:Support@FtPlan.com)