

How to Create a Reservation

	Cessna 172 6301D	Cessna 172 733TP	Cessna 172 734UL	Cessna 152 959GT	Cessna 152 631TK	Cessna 310 2901R	Cirrus SR20 4195R	Elite BATD PI-135	Elite AATD RC1000	Joe Harbison	Tim Larson	Rob Caughron	Dan Huschke	Travis Thiel	Larry Juhl	Alan Matson	Trever Rossini	Benjamin Porch
6:00																		
6:30																		
7:00																		
7:30																		
8:00																		
8:30																		
9:00																		
9:30																		
10:00																		
10:30																		
11:00																		
11:30																		

1. From the main schedule view, click on the time slot that you wish to reserve.
2. Verify that all of the information is correct.
3. Select Instructor and aircraft.
4. Click "Save"

How to dispatch your flight:

1. Left click on the reservation
2. Select "Dispatch"

3. Verify information
4. Check the "Print" Checkbox
5. Click "Dispatch"
6. Reservation should turn Green on the schedule.
7. Take printed sheet, and fill out hobbs and tach times.

Different Colors of a Reservation:



Reservation is scheduled



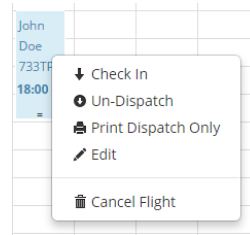
Reservation is dispatched



Reservation is checked-in

How to Check In After Your Flight

1. Click your green reservation
2. Click “Check In” In the option box that appears.

A screenshot of a 'Check In Process' form. The form title is 'Check In Process'. Below the title, there is a 'Flight Details' section. The main section is titled 'Pilot: John Doe' and 'Aircraft: Cessna 172J (1 of 5)'. There are four rows of input fields: 'Hobbs (min)' with a dropdown menu showing '500' and a value of '15:00'; 'Hobbs max (hr)' with a value of '0:00' and a '0:00' button; 'Tech prep (hr)' with a value of '0:00' and a '0:00' button; and 'Aircraft rate' with a dropdown menu showing 'Standard (\$ 10.00)'. At the bottom left, there is a 'Cancel Check In' button.

3. Enter in your end hobbs and tach times.
4. Select base or club rate as applicable.
5. Click “Next”
6. Verify pricing, tach time, and hobbs time
7. Select Payment method
8. Click “Finish”

DISCLAIMER: If you are caught manipulating the Hobbs times you will have rental access revoked indefinitely.