

How to Create a Reservation

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



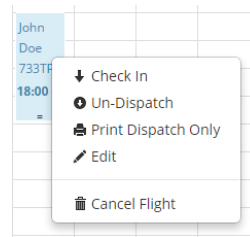
Reservation is dispatched



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 172B (1 of 5)'. There are four rows of input fields: 'Hobbs (min)' with a dropdown menu showing '500' and a value of '1500'; '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.