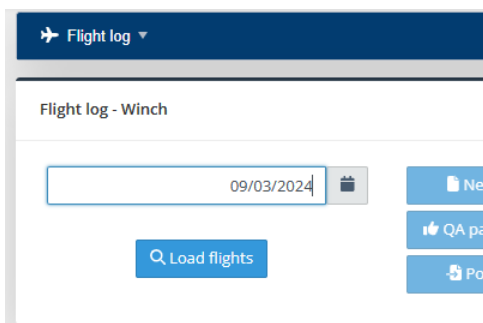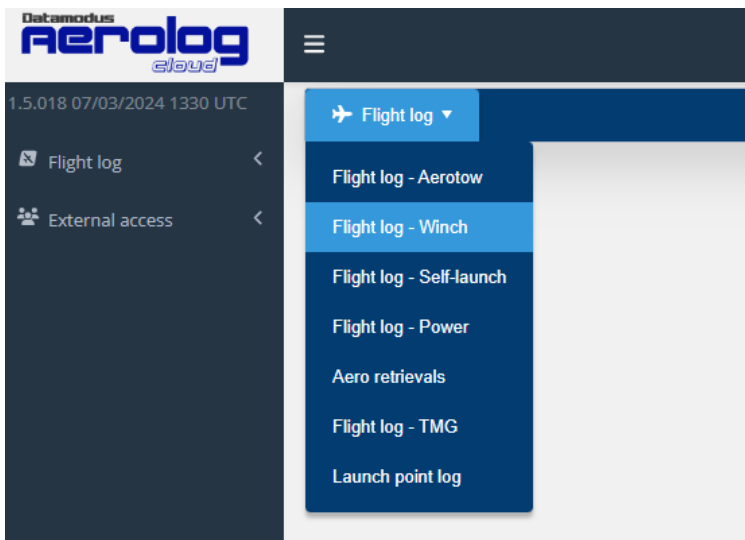# Aerolog User Guide
Flight Logging
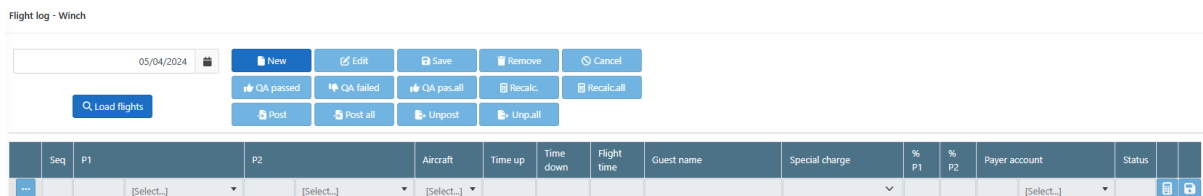Revision 3, 12-4-24

Entering Flight Logs

When you log in to Aerolog, you are presented with a **Flight log** drop down menu

Select the date you want to enter flights for and click on **Load flights**.

If nothing has been entered for this date, the following screen will appear and you can click on **New** to enter the first flight.

Winch Log Entries

	Seq	P1	P2	Aircraft	Time up	Time down	Flight time	Guest name	Special charge	% P1	% P2	Payer account	Status	
...		[Select...]	[Select...]	[Select...]								[Select...]		

Once you have clicked on **New**, you can start entering the flight details. Start with the membership number of P1 and **Tab** to the next field. The name of that member will appear. You can also go to the name and start typing if you don't know the membership number. A drop-down list appears and you can select the name. The membership number will automatically be populated.

Continue for P2 if there are 2 pilots in a 2 seater.

==Note that P1 comes first, which is different from the current logsheets where P2 would be first if it's a 2 seater.==

If the membership number is typed correctly but not found by the system, then this is likely to be a new member, a visitor or a reciprocal member who hasn't flown at Portmoak for some time and his account has been archived. Put his name and number into the remarks column and use I0001 in the pilot column.

Next enter the aircraft. There is a drop-down list to select from, but this can be quite long, so it's easier to just type in the Trigraph. Use the number on the tail rather than the full G-number.

Next are the Flight times. Time up and time down are just entered as 4-digit numbers. Don't type the separating ":", the system fills that in.

If it's an air experience or F&F flight (I0001, F0001), where there is no name in the P2 column then enter the name of P2 in the column **Guest Name**.

The next column is for **Special charge**. If it's a launch failure, select **CB-W** or **SCB-W** for Cable Break-Winch or Simulated Cable Break-Winch as appropriate. For Air Experience Flights and Mini Courses, select the appropriate Special Charge.

The columns **%P1** and **%P2** indicate how the charge is split.

By default, P2 will be charged when there are 2 pilots. You can change this to either split the cost by entering 50 for each pilot or enter 100 for %P1 and 0 for %P2 if P1 should be charged. After the %P2 column there is an optional Payer Account. This must be used if neither P1 nor P2 pay for the flight, but another member. For example, a F&F flight with another instructor flying the family member.


At the end is also a column Remarks. Use this, if there is anything in the entry that needs further clarification and may have

to be completed by an administrator of the system (E.g. a new member who is not yet in the system).

Finally click on the **Save** symbol (circled in red) to save this entry.

If it's a private aircraft that is not yet in the database, the following message will appear:
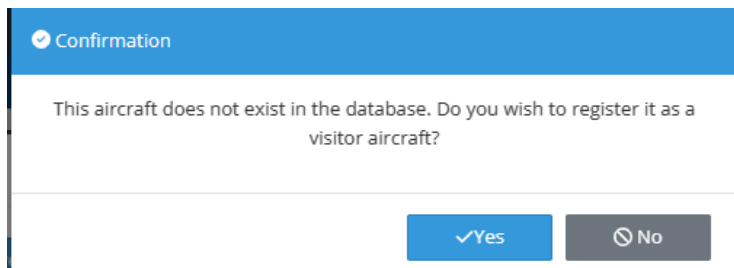
Do not click 'yes' without thinking further! Have you typed correctly? e.g. LZS rather than L2S that it may look like on the written log sheet. This is the most common error. If you type L2S as in the example above the club with miss out on the soaring charges for the two seater. Another common error is LOU instead of LOV and HDD instead of HHD both of which also lose money for the club if wrongly typed.
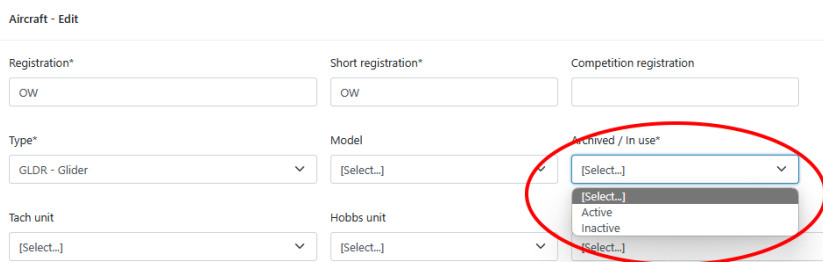
It is also possible that the aircraft exists but is not activated in the database. To check this, go to **Infrastructure->Aircraft**, type in the trigraph and click search. If it is found double click on it and you get to the **Edit** screen. Select **Active** in the drop down menu (highlighted in the picture above) and **Save**. You should now be able to save the log entry, but may have to log out and log back in to Aerolog.

Only when you are certain that it didn't exist and it's a new kid on the block should you click 'Yes' to add the glider to the database. Please note that although it says register as visitor aircraft, it may be a local private aircraft.

Once the entry is saved, the status will change to **AR** (Awaiting Review).

You can now click **New** to enter the next flight.

Please note, when you start entering a new flight but made an error and want to get rid of it completely, click on Cancel, don't just start new or close the browser. If you don't cancel it will leave a partial entry in the Flightlog.

Modifying a Flight Log Entry

You can modify an entry by selecting it (click on the line you want to change) in the list of flights. The entry will be highlighted in orange and you now have the following options:
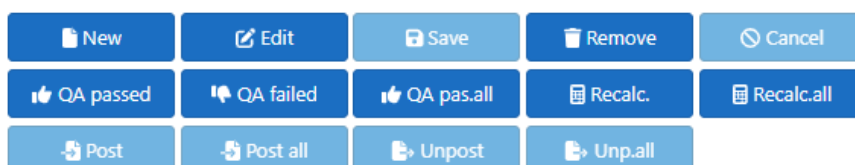
The **Edit** and **Remove** buttons are enabled. When you click on **Edit**, the selected entry appears on the entry line. You can make corrections and save it again.

If the entry is completely wrong you can delete it by clicking on the **Remove** button.

Quality Assurance

After you have completed your entries let one of your fellow loggers know and ask them to do a QA check on your input. Only after a QA check has been completed should you go on to the next section "Posting"

Posting

Whenever you save or select an entry the cost of that flight and the member to be charged will appear in the top right corner.

Payer account	Item	Amount
M0233	Winch launch	13.50
		13.50

Whenever a flight is saved in the log, it is in the state of **Awaiting Posting**. This means the charges are not yet applied to the member's account. Once you are happy with the entries for the day, you can Post them all by clicking on **Post all**. A pop-up box appears to confirm the date. Once confirmed the status changes to **PO** for Posted.

Once a flight is posted the member's account will be debited.

If you made an error on an entry, you can go back by selecting the flight, clicking on **Unpost**, editing it and the posting it again.

Aerotow Log Entries

The process for entering aerotows is exactly the same as for the winch log. There are 2 additional fields: **Tug** and **Release height**. Enter the tug (usually SGC) and if known, the release height in feet. Leave the Release height blank if it's not known and the office will enter it from the tug log.

Everything else is the same as for the Winch Log.