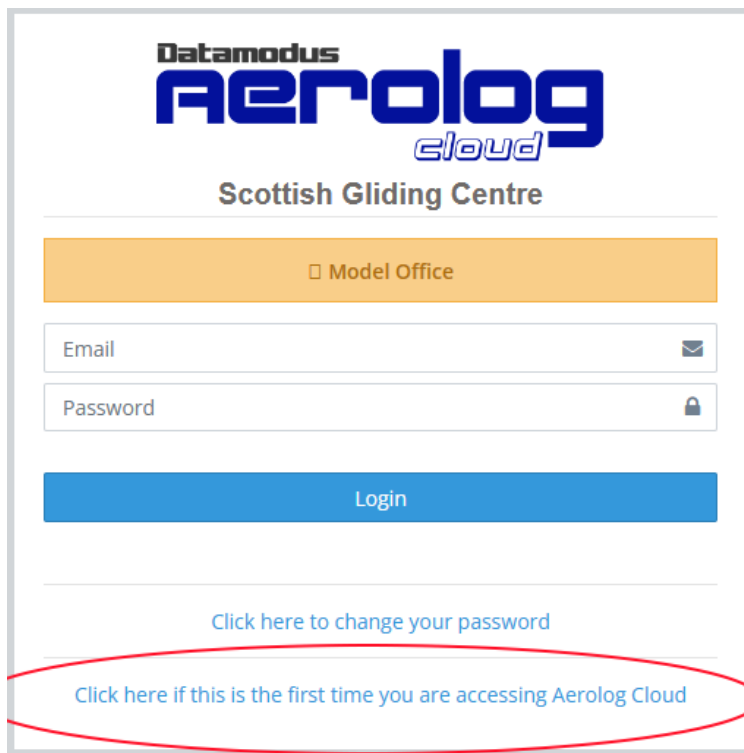# Aerolog User Guide
Getting Started
Revision 1, 5-4-24

First Time Logging in

You will receive an email from automationdatamodus@gmail.com that you have been granted access to Aerolog. Click on the link to access and you will see the following screen:

Now click on the first time user link (highlighted in the picture) and enter your registered email (it is shown in the email you received).

You will receive an email with a numerical code and asked to enter this on the next screen (Password setup – Step 1).

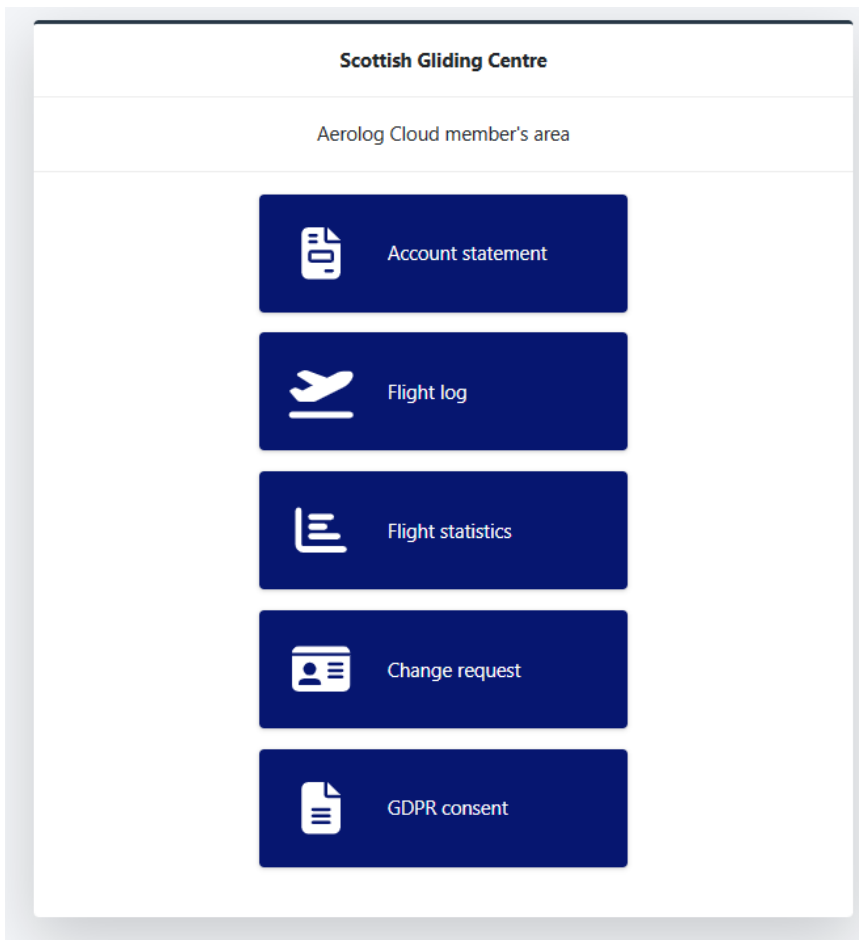Once this is correctly entered, you are asked to enter a new password.

You can now go to the login screen and login using your email address and password.

When you are logged in, the first thing you see is a GDPR statement. Please read this and click on the tick box that you have read and understood it.

The next screen are the Terms and Conditions. Again, tick the box and continue.

The Home Screen

You now see the main Aerolog screen.

Scottish Gliding Centre

Aerolog Cloud member's area

Account statement

Flight log
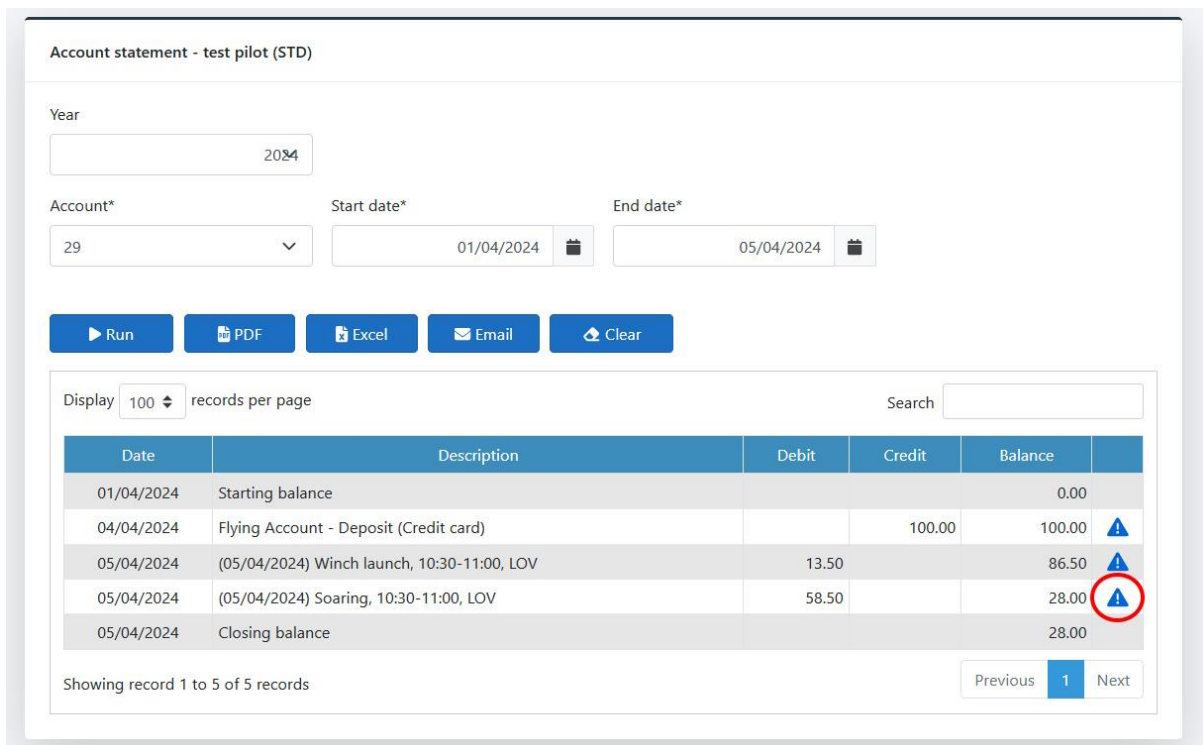
Flight statistics

Change request

GDPR consent

Initially, there will only be a few functions available, but this will be increased as you take on more club duties.

The initial basic functions (shown in the picture) are:

Account Statement -> this will show you a statement of your membership and flying account. Please check this and compare it with your Glamis account.

It looks like the picture below. For each transaction you see a triangle with a "!". If you have a query about a transaction, click on this, type in your query and submit it. This will

Account statement - test pilot (STD)

Year

2024

Account*	Start date*	End date*
29	01/04/2024	05/04/2024

▶ Run   📄 PDF   📄 Excel   ✉ Email   ☁ Clear

Display 100 ⬍ records per page   Search

Date	Description	Debit	Credit	Balance	
01/04/2024	Starting balance			0.00	
04/04/2024	Flying Account - Deposit (Credit card)		100.00	100.00	⚠
05/04/2024	(05/04/2024) Winch launch, 10:30-11:00, LOV	13.50		86.50	⚠
05/04/2024	(05/04/2024) Soaring, 10:30-11:00, LOV	58.50		28.00	⚠
05/04/2024	Closing balance			28.00	

Showing record 1 to 5 of 5 records   Previous 1 Next

send it to the office for review and correction. (in the example you see that soaring charges are incorrect for a 30 minute flight).

Flight Log -> This shows your flights in a given period. Again, for each flight you have the blue triangle, which you can click on to query any issues with a particular flight.

Flight Statistics -> This gives you a summary of your flights to date.

Change Request -> Here you can change your personal details. Please look at all the tabs on this screen and make any corrections and additions. The data you see is from the Glamis system and may be incomplete or out of date. Make sure all your data is correct and make any necessary corrections. You can also add a photo of yourself.

Don't make changes to the Direct Debit tab. This will be set up by the office based on your GoCardless direct debit. Any change requests for DD must be sent directly to the office.

Note that any changes you make are not reflected immediately, the office administrator must approve them first.

Browser Settings

Note that whilst most of the current browsers are supported these should be at the latest version.

The browser language and location needs to be set up UK English as this controls the date format used by Aerolog. For instance, in Chrome this is located in Settings | Languages | Preferred Language. Many browsers default to US English. If you haven't change this, do it now.