

How to use the 'Q Logger' System.

LAUNCH POINT

- Click on 'Launch Point' in the left-hand menu.
- **Flying List**
Type three letters from the member's name or surname in the "Pilot Name" box, and choose the member name from the list. Change the arrival time if necessary, Choose "P1" or "P2" from the drop box and add any comments in the notes Box.
Click Add.
To view the flying list click on the Eye Icon.



To hide the list Click on the slashed eye icon.



CREATING A NEW FLIGHT

- There are three stages a flight can be in the Q Logger System:
 - Gliders waiting on the grid;
 - In the air (FIA);
 - Landed.

Glider Flight

A flight can be created, changed or altered at any time. To create a flight:-
Either you click "Fly" next to the member's name on the flying list which will open a New Flight box with prefilled information. Fill in the missing information and continue as below.

OR

- Click on '**New Flight**' and add the information from the drop down menus:-
N.B. If it is a 'Voucher Flight' – See Voucher Manual

Who will be flying?

- Pilot 1 name; By typing 3 letters from either the name or surname, a list of members names will appear, then select;
- Pilot 2 name (if applicable); Type 3 letters etc. as per above.



- **Who will be paying?**
- 'Charge to' is ONLY required if the payer is P1 in a 2 pilot flight, or a 3rd party
- 'FREE Launch' and 'Free Flight time' boxes . Tick as appropriate.

Flight Details

- Flight Type: There are 4 Flight types in the Glider mode.
 - Standard Winch Launch
 - Standard Aero tow Launch
 - 1st Flight for Visitors where £12 charge is applicable
 - Instructor training.All Flight types are self-explanatory.
Choose the flight type from the drop down list.
- Aircraft: Type 2 letters, a list will appear, choose the aircraft.
 - If the aircraft is not available on the list, select G-XXXX and add the correct aircraft information to the Notes at the bottom of the page;
- Launch type – N.B. when Aerotow is selected you MUST enter the Tug used. Height is not required at this stage;
- Click on 'Create Flight'.
 - The flight will appear in 'Gliders waiting on the grid'. Multiple flights can be input at any time.
- To amend any details click on the registration number of the glider (shown in red), there is also the option to remove the flight.

Take Off / Landing Times

- When the glider takes off, click on 'Take Off' from the list in 'Gliders waiting on the grid' for that specific flight.
 - A new window will appear, click on either 'Now' to automatically add the current time as the Take Off time, or manually enter a specific time. Then click 'Take Off' again.
- The flight will then move into 'In the air (FIA)' section. At this stage you can still amend the flight details by clicking on the registration number.
- When the glider lands, click on 'Landed'. A new window will appear, click on either 'Now' to automatically add the current time as the Landed time, or manually enter a specific time. Then click 'Set Landed'.

Notes

- The 'Notes' section is for any comment not included within the drop down menus, or any information you wish to advise the back office about.

FRIENDS AND FAMILY FLIGHTS

- If the person is not already in the database do the following.
- Input 'Not Registered Pilot' as P2 in dropdown menu



- Charge to the paying member;
- Notes section: Include Friends and Family Details. (Ensure that the temporarily membership Form is completed and Signed)
- Select “1st Flight for Visitors where £12 charge is applicable” from the flight Type drop down. A £12 surcharge will be added to his flight cost as Day membership.

RECIPROCAL MEMBERS

- If the person is not already in the database do the following.
- Input ‘Not Registered Pilot’ as P2 or P1 in dropdown menu –Charge to ‘As appropriate’
- Notes section: Include name and reciprocal membership number and any other details you feel necessary to be included

MG/TUG Flight

A flight can be created, changed or altered at any time. To create a flight:-

- Click on ‘**New MG/TUG Flight**’ and add the information from the drop down menus:-

Who will be flying?

- Pilot 1 name; By typing 3 letters from either the name or surname, a list of members names will appear, then select;
Pilot 2 name (if applicable); Type 3 letters etc. as per above. N.B. If it is a ‘Voucher Flight’– See Voucher Manual

Who will be paying?

- ‘Charge to’ is ONLY required if the payer is P1 in a 2 pilot flight, or a 3rd party

Flight Details

- Flight Type: Select the flight type from the dropdown list. Each type may have a different charge rate.
- Select Aircraft: Type 2 letters, a list will appear, choose the aircraft.
- Enter the times as appropriate. Tacho time should be entered by the pilot when convenient.
- Click on ‘Create Flight’.
 - The flight will appear in ‘Aircrafts waiting on the grid’. Multiple flights can be input at any time.
- To amend any details click on the registration number of the aircraft (shown in red), there is also an option to remove the flight.