



# **User Notes**

## **for the**

# **Alouette On-line Booking out & Payment System**

Issue:5  
Date: 14/1/2016

### ***Introduction***

This system is designed to replace the current paper sheets used to book out our aircraft and also the payment sheets for flying accounts merging them into one coherent application which can be viewed at the club or from any internet connected device (PC, mobile, tablet etc).

The intention was to produce a system which operated very much like the two sets of paper in the current system but removed many of the problems associated with that system. For instance often pilots miscalculate values for tacho time and hours to check so, as much as possible, this has been automated. Also, it is not always easy to read handwriting so again the new system overcomes this problem which will make life easier for those of us who have to decipher these sheets and update our accounts.

Each flying member of Alouette, including students, PPL and instructors, will have an account on the new system which they will need to use to logon. There are actually four types of user: Admin, Instructor, Pilot (PPL) and Student. Only Admin users can change the status of a user (i.e. from Student to PPL) and control other features, like costs, current aircraft hours etc.

For a PPL or Student, once logged on, the process of booking out an aircraft, completing the flight details and paying for the flight is simple and not unlike the current paper version.

Students will need an instructor to authorise their flight, as before, and this is done by the instructor entering his or her login name and password into the student's booking which will then show as 'authorised'.

Instructors can book their 'own' flights, for instance for a trial flight, but have the additional capability to authorise those of their students.

As with the paper system, anyone can look back over the previous flight bookings or payments but they will not be able to make any changes, this can only be done by an administrator.

Finally, all data entered into the system will be kept for a minimum of 3 years and will also be backed up to provide a permanent record.



## **Logging on to the system**

To login to the system, you will need a username, which is your membership number, and a password.

To set your *initial* password, use this link;

<http://flights.alouette.org.uk/Set-Password>

and complete the information requested. Note you only need to do this once!

Once this has been done, you will then be able to login to the main system using the following link;

<http://flights.alouette.org.uk/Home>

Note you can change your password at any time by logging in to the system and editing your own account details.

## **The User Dashboard**

Once logged on, the initial screen will be that of the User Dashboard. From here you can;

- Book out an aircraft
- Check the number of hours left on each aircraft before the next service is due
- View (but not edit) all bookings for an aircraft, not just your own
- Edit your own previous booking's departure details
- Delete any bookings you have that were not flown
- Complete a booking on your return by entering the flight details, times, tacho, landings etc. then calculate your payment and record the details
- View the cash payments sheet for any month
- Edit your account details.
- Access the option menu via the  button (top left)

The user Dashboard is the top (home) page and you can go back to this page by using the back button  which also appears top left on most screens.



## **Menu Options**

For any pilot user, the Options menu has the following;

- A welcome message i.e. Hello user
- Aircraft, this shows a list of the current aircraft with rates and actual hours to check.
- Price List, this shows the current prices for all flying related items
- Contact us, this will send an email to the Administrator(s) of the system
- Logout, this will log you out of the system

## **Booking out an aircraft**

Booking out an aircraft is a simple process, choose which aircraft you want to book and click on it in the Bookings panel. Note the current hours to check value is show under each aircraft.

Once you have made at least one booking, the system will keep track of your currency in terms of the club 56 day rule and will show this in a banner at the top of the screen. Of course the system doesn't know if you have flown elsewhere so there is a tick box for you to confirm that you have indeed flown with the last 56 days. If not you will need to contact an instructor to authorise the flight.

The aircraft registration, date, your membership number and pilot in command fields are automatically completed for you. If you are a student, you may need to set the pilot in command field to that of your instructor using the drop down list.

Don't forget to tick the 56 day currency box, if you are indeed current.

Also complete the Passenger/Student boxes, as appropriate, and tick those that are members and therefore do not need to fill out a day membership form.

The next two boxes are for point of departure and destination. Note these fields use the ICAO designators so, for instance, Biggin is EGKB. As you start to type, the system will offer you suggestions and you can click on the one that matches your intended destination at any point. You can still type the airfield name (i.e. Biggin) but the system will use the ICAO code, once you choose from the list offered.

In the next field, enter your return time in HH:MM format using the 24 hour clock.

*Hint: Typing into a field such as a time field is validated when you move to the next box and this will save you time so, for instance, if you type 1500 instead of 15:00 the system will add the : for you if you move on. Try it!*



Next we have the flight authorisation boxes. Here, if you are a PPL, you simply enter your login name and password to 'self authorise' the flight. This effectively confirms that all the information you have entered is correct and is the equivalent of you signing the paper sheets in the old system..

However if you are a student or a PPL who needs to fly with an instructor, this section needs to be authorised by your instructor typing his or her username and password into the two boxes.

In either case clicking on the Authorise button will authorise the flight, assuming the correct details have been entered.

There is also a comments box at the end of the form into which you can type anything you feel may be relevant to the flight. For instance if you intend to make a single payment for multiple flights, please say so here to make it easier for us to understand your intentions.

Finally, click the "Book out aircraft" button to complete your booking and you will be taken to the confirmation screen. Here you can either confirm the booking or go back and edit it if you spot a mistake or, for instance, your return time has had to be changed for some reason or a passenger hasn't turned up.

Once you confirm your booking, the system will automatically send you an email to your registered address which you can keep for your own records.

If you are flying to and from another airfield, you need to make more than one booking, as before. Each flight to/from another field should be recorded separately but note you can make one single payment for both flights.

### ***Editing a confirmed booking***

From your Dashboard, you can edit the Departure details for any booking you have made until the booking has been completed (i.e. flown).

It is also possible to delete a booking if for some reason the flight didn't go ahead, see below.

### ***Deleting a confirmed booking that can't be flown.***

If you have made a booking but can't complete the flight due, for instance, to bad weather, aircraft technical issue or other problems then this can be done from the Dashboard. Simply click the Delete button next to the relevant booking. Note you cannot delete or edit bookings once they have been completed, i.e. after the flight times, tacho etc. have been added and the payment calculated.



## **Completing a booking – Flight Details**

Once you have completed your flight(s), then you should fill out all the usual details and make your payment. Bookings that are incomplete are shown in your Dashboard and you will see there is a “Complete” button next to each one.

Click on the “Complete” button for the appropriate flight and you will be taken back to the booking which now shows an extended form with two extra sections to enter the flight and payment details.

Enter the Brakes off and Brakes on times, then click on the Flight Duration box and you will note that the system has calculated this for you.

It will also show you the Current Hours to Check and the Hours to check after your flight with 10 mins taxing time taken off automatically. Note an administrator will update the Current hours to Check, for instance when the aircraft has just returned from a service.

*Note: Once the Hours to Check reaches 4:59 or less, the system will show a warning message to the effect that it will soon be necessary to take the aircraft for its service so please make sure you contact an instructor or committee member to arrange this.*

Now enter the Tacho End value, note that the Tacho Start is taken from the previous booking automatically. Again the system will calculate the Tacho time and display this in the Total box. *Note: Be careful to enter these correctly with a decimal point otherwise the system will calculate the costs incorrectly. For the Cessna, this should be in the format xxxxx.x but as the PA28 has a different type of tacho which has two decimal places, this should be entered as xxxxx.xx.*

There is also a fuel uplift box and it is always helpful if you complete this as other pilots following you will have an idea of whether they need to re-fuel the aircraft before they leave. This is a free text box so you can type what you like, for instance Full at Start.

## **Completing a booking – Payment**

The final section you must complete is that of the payment details. However this has been made a little easier as your tacho time has automatically been converted, using the current flying rates, to an amount you need to pay.

Enter also the number of landings and/or Touch & Go landings at Biggin (value automatically calculated), plus any other items such as day membership subs, Fuel payments made at another airfield or Life raft hire.



*Note fuel payments made away from Biggin are automatically subtracted from the total you owe as actual amounts, that is to say if you paid £100 and entered this, then the system will deduct that amount from what you owe. However the club will only reimburse you at the same rate as Biggin currently charge us per litre so if you pay more than this there will be a deficit, or if you pay less a surplus. This will be picked up when we check the accounts which is done once a month so any monies owed in either direction will be sorted out then.*

All you need do now is choose your payment method (Cheque, PayPal or Cash) and the system will show a total value payable to the club *for this flight* at the bottom of the screen. If you need to pay for a second, i.e. return flight, then you should note the total from the first flight and then proceed to complete the details for the second flight, as before. Finally, add the two totals together to make your payment. The system does not currently do this automatically.

Finally, click on the “Update your Booking” button to save the information to the system, a warning message is shown which indicates you can no longer edit the information beyond this stage. Finally, the system will send a copy of the entry to your registered email address.

At this stage your booking will be removed from the Dashboard as it is complete.

However don't forget to make the actual payment!

### **Viewing Completed bookings**

You can still view, but not edit, any previous bookings you have completed from the “View Bookings” list under the relevant aircraft from the Dashboard. You can choose any month, or simply select All Bookings from the drop down list.

Note you will also be able to see bookings made by other users and any you have yet to complete will be shown with the word “Complete” at the end and may be edited from here.

If you need a printed copy of the bookings, there is a button on the top right of the screen for the purpose.

### **Viewing the cash Sheets**

If you want to check what payments have been made by you, or anyone else for that matter, you can do so from the Dashboard by clicking on the cash Sheet drop down, choose any month or All entries.

You can also print cash sheets from here.



## ***Editing your Account details***

Again this is done from the Dashboard by clicking on the “Edit your account details” button. Note you can only change your email address or password from here, all other details are only editable by an Administrator so please contact us if you need other changes made using the “Contact us” link from the options menu.

## ***Logging Out***

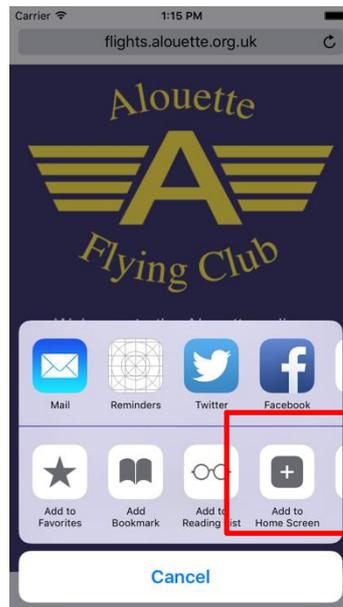
You can log out of the system at any time by accessing Logout on the options menu.

## ***Problems!***

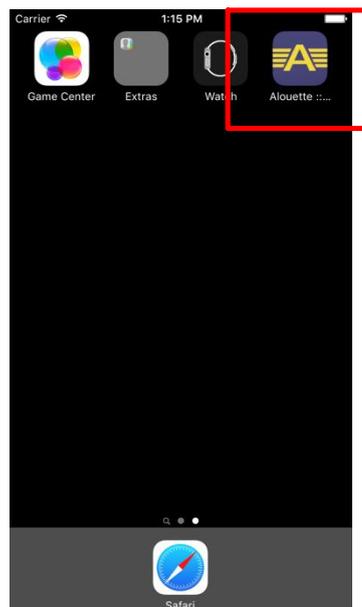
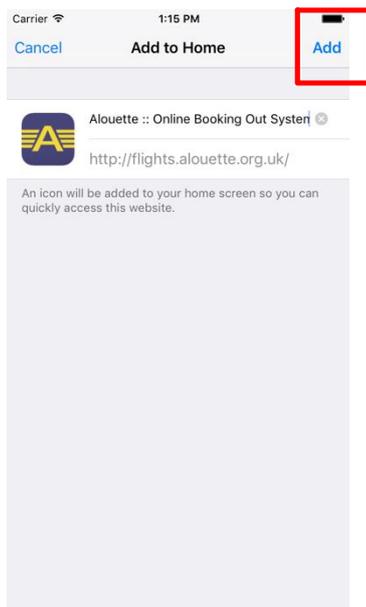
We hope there won't be any but if there are, please contact us using the **Contact Us** form from the main menu as this will then be sent to all those responsible for managing the system. If you can't login, or have other problems that mean you cannot access the system at all, please email [graham@alouette.org.uk](mailto:graham@alouette.org.uk).



## iPhone Users: Install to Home Screen



1. Open Safari on your iOS device and go to [flights.alouette.org.uk](http://flights.alouette.org.uk)
2. Then click on the icon highlighted above
3. Click on the 'Add to Home Screen' icon



4. Click 'Add'
5. The Alouette icon appears on the Home Screen and the system can be launched by clicking it