

Visual Online Reservations - Changing personal details

First ensure that you are 'logged in'.

You should get a screen something like this:

The screenshot shows the Visual Online Reservations interface. At the top, there is a navigation menu with links: Reservations Profile, Legend, Support, Inbox, Reports, Staff, Logout, and Info. Below the menu is a blue header area containing a yellow logo with a stylized 'A' and wings, a left arrow button, the date 'Saturday, 6 May 2006', and a right arrow button. Below the header, there is a white box displaying 'Sunrise: 04:44, Sunset: 21:09'. Below that is a search area with a 'Go!' button, a date selector showing '6 May 2006', a calendar icon, and two checkboxes: 'Display Waiting List' and 'Display Freelance Instructors'. The main content is a reservation grid with columns for dates from 07 to 31 and rows for G-BOOL and G-BOHS. The G-BOOL row shows 'JDR' for dates 08-14 and 'JS' for dates 15-31. The G-BOHS row shows 'GH' for date 15.

	07	08	08	09	09	10	10	11	11	12	12	13	13	14	14	15	15	16	16	17	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
G-BOOL		JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS	JS		
G-BOHS																																				GH	

[If there is a dialogue box warning you that you have messages, click on the 'OK' button to get to the screen above.]

Click on 'Profile' [on the top line of the screen].

You should see a screen like the one shown overleaf.

Profile

Username:	F1312
Password: /
Last Name:	Dray
First Name:	John
Initials:	JDR (2-3 characters)
Address:	21 Great Street
ZIP Code:	SE6 2WV
City:	Catford
State:	Kent
Country:	UK
Phone (Home):	02020202022
Phone (Office):	01233114422
Cellular:	07980123333
Fax:	
Email:	jd101k2000@yahoo.co.uk
SMS Address:	
Informed by:	<input checked="" type="checkbox"/> Internet Mail <input type="checkbox"/> SMS Mail <input checked="" type="checkbox"/> VOR Mail
<input type="button" value="Licenses, Ratings and Medical"/> <input type="button" value="Aircraft Type"/>	
<input type="button" value="Print"/>	<input type="button" value="Save"/> <input type="button" value="Close"/>

Edit the details so that they accurately reflect your details.

To change your password, type your new password on both sides of the '/' next to 'Password'.

A 'tick' next to 'VOR Mail' means that you will received messages when you log into the VOR (Visual Online Reservations system).

A 'tick' next to 'Internet Mail' means that you will be e-mailed messages from the VOR system. [This will only work if your e-mail address is entered correctly.]

Ideally both 'Internet Mail' and 'VOR Mail' should be ticked.

SMS Mail will (when the developer implements it) allow messages to be sent

to mobile phones.

When all the details are correct, click on 'Save'.

You will note that there are buttons called 'Licences, Ratings and Medical' and 'Aircraft Type'. The former allows you to update the relevant items. If you put in accurate details, the system will keep track of when you next need medicals, etc. The latter reports which aircraft you have been checked out on, according to club records. You will not be able to use a plane (without an instructor) that you have not been checked out on.

As well as keeping your medical and licensing data up-to-date in this system, it is vital that the club has paper copies of relevant documents.