

Visual Online Reservations - Making a Booking

First ensure that you are 'logged in'.

You should get a screen something like this:

The screenshot shows a web interface with a blue header containing navigation links: Reservations, Profile, Legend, Support, Inbox, Reports, Staff, Logout, and Info. Below the header is a logo for 'A' with wings, a left arrow, the date 'Saturday, 6 May 2006', and a right arrow. Underneath, it displays 'Sunrise: 04:44, Sunset: 21:09'. A search area includes a 'Go!' button, a text input with '6', a month dropdown set to 'May', and a year input with '2006'. There are also checkboxes for 'Display Waiting List' and 'Display Freelance Instructors'. A calendar grid for May 2006 is shown, with the 6th highlighted in yellow. The grid has two rows: 'G-BOOL' and 'G-BOHS'. The 6th of May is marked with 'JS' in the G-BOOL row and 'GH' in the G-BOHS row.

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

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

You may wish to check that the plane is free on the date you want to book.
Enter the date:

Type the day of the month.

Choose the month (click the arrow to the right of where it says 'May' in this picture and choose the correct month from the list that drops down.)

Type in the correct year.

Click on the 'Go' button. You will then be able to see if the plane is booked.

Assuming it is free.

Click on the word 'Reservations' [top left]

A menu will appear. Click on 'New Reservation'.

A dialogue box will appear, looking something like:

New Reservation	
Member:	Dray John
Aircraft:	--None--
From:	6 May 2006 07:30
To:	6 May 2006 07:30
Free Places:	0
Instructor:	--None--
From:	6 May 2006 07:30
To:	6 May 2006 07:30
Remarks:	
Print Save Close	

First choose the aircraft you will be flying:

Click the arrow next to 'Aircraft' and choose 'G-BOOL' or 'G-BOHS'. Your selection will then appear in the box next to 'Aircraft'.

Enter the start time for your reservation:

Type in the day of the month

Choose the month from the drop-down list [in the same way that you chose the aircraft.]

Type in the year.

Choose the start of the time slot.

NB If any of these values are already correct, eg year, there is no need to re-type them!

In a similar manner, enter the end time for your reservation.

If you are willing to take along other members who would like to fly as passengers, or to share the flying, then enter a number in the 'Free Places' space. [There is no need to do this if you **know** who will be coming with you, but if someone just fancies a flight it enables them to do a search for free places and contact you to come along.]

At this point, if you do not need an instructor, you can click on 'save' on the bottom right of the dialogue box.

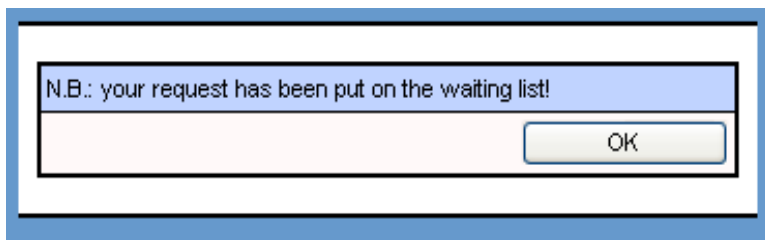
If you are a student or need an instructor for this flight, you will need to book the instructor!

Courtesy dictates that you will already have contacted them to make sure that this flight is OK. You can then book them in the lower half of this screen. As a student, you will not be able to book a flight unless this lower half is filled in.

When it is all filled in, click on the 'save' button.

PROBLEMS!!!

It may be that you get a message like this.



In this case, there was already a booking covering the time you were trying to book.

Click on the OK

What has happened is the booking has been made, but someone else has actually booked the plane. If they cancel, then your booking will replace theirs. (PTO)

To view the 'provisional' booking you have made, on the main screen (as shown on page 1) go to the date of the booking and click on the box to the left of 'Display waiting list'.

Sunrise: 04:44, Sunset: 21:09

Go! 6 May 2006 Display Waiting List Display Freelance Instructors

	07	08	09	10	11	12	13	14	15	16	17	18
G-BOOL I									JS			
G-BOOL II										JDR		
G-BOHS I									GH			
G-BOHS II												

Here you can see that JDR has made a booking from 15:30 to 16:30 that clashes with the booking of JS. [If you hover over the initials it will give more detail.]

To delete the provisional booking click on the initials ('JDR' in this case).

The 'edit reservation' screen will appear. Click on the 'delete' button [bottom left]. The provisional booking is gone.

[Clicking on other reservations will show you the details of those reservations, but will not allow you to edit them, as they are not yours.]