

Using the Visual Online Reservation System (VOR)

at

Alouette Flying Club



John Dray (2006)

Alouette Flying Club, Building C700,
East Camp, Biggin Hill Aerodrome,
Bromley, Kent, TN16 3BN



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Welcome to our online reservation system

Note: This system is for club members only. These instructions assume that you are a member of Alouette Flying Club and that you have a valid username and password. All other use is prohibited.

Here are a few tutorials on how to use the system. The system can do more than we intend using it for, so feel free to explore the system.

Please remember it is a 'live' system, so do not make booking that you do not intend to honour.

The system does not enforce rules such as how far in advance the club allows you to book and the number of advance bookings you can make. You are expected to abide by club rules. Failure to do so may result in the club taking disciplinary or other action against any member found to be in breach of club rules.

Part of keeping the system secure is by the sensible use of passwords. **On first use of the system, members should change their passwords.**

Passwords

The best way to think of passwords is as the keys to something precious. Just as you would not hand your house keys to someone who might steal things from your house, so you should not give your password or allow your password to be used by someone who might do something malicious to the system.

To **change your password**, review the tutorial on page 14ff 'Changing personal details' .

Forgot my password or username!

If you forget your password, contact the booking clerk for a new one. If you think that someone may have inappropriately gained access to your password, change it immediately.

That said, we hope that this system will help your enjoyment of flying with Alouette and help you gain many friends within the club.

Visual Online Reservations - Logging on and off

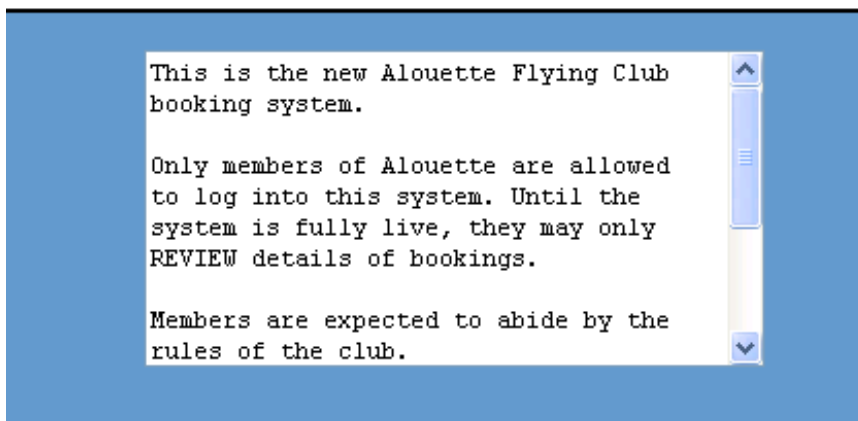
Getting into the system 'logging on'

Using your internet browser, browse to 'www.aero-vor.ch'.

Towards the bottom of the screen there is a link to 'Alouette Flying Club, Biggin Hill'. Click on 'Alouette Flying Club'. You will be taken to the 'log in' screen [shown below].

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	<input type="button" value="Reset"/>

[Forgot your Password?](#)



Next to 'Username' type in your membership number.

Next to 'Password' type in the password you have been given.

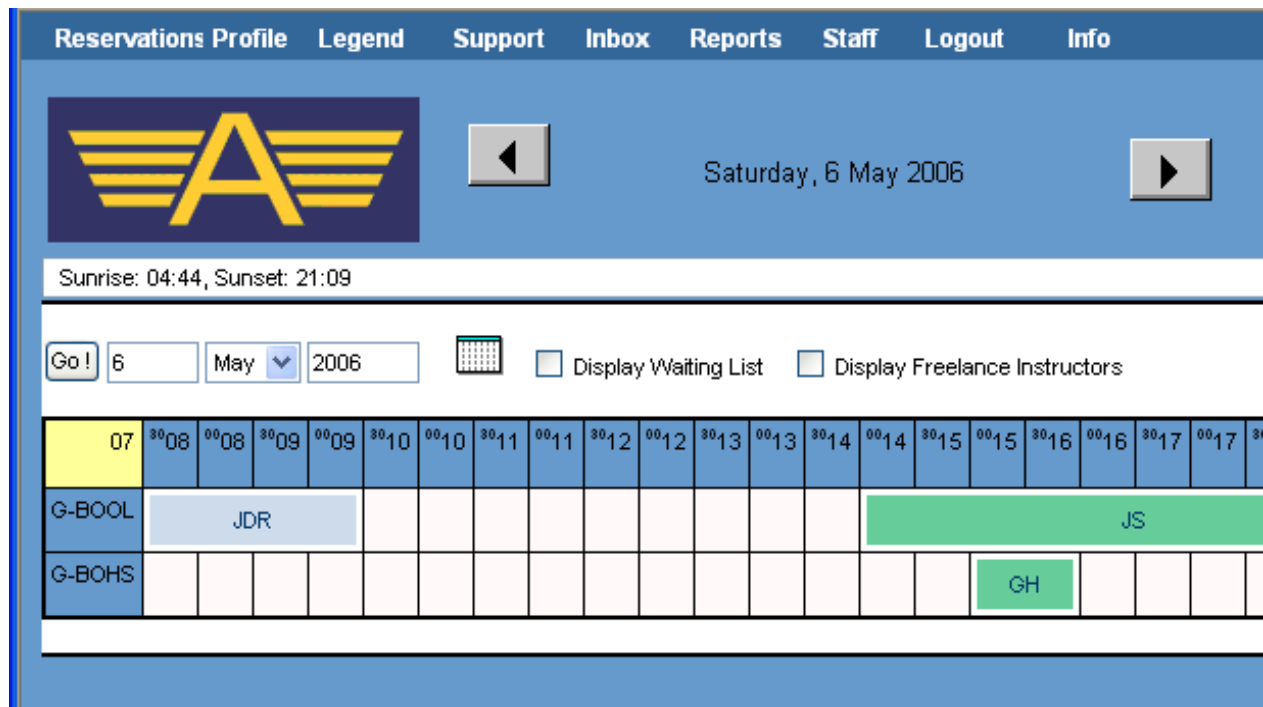
Click on 'Login'. You will be taken into the system.

[If this does not work, check that you have the 'Caps Lock' off - 'Hello' is different to 'hELLO' is different to 'hello' is different to 'HELLO' in a password.]

If you are using the system at the clubhouse, or other public place, ensure that the browser is NOT set to remember your username and password. [Otherwise, other people will be able to log in with your details.]

Logging off

It is good practice, when finished with the system, to log off. This prevents other people from using your credentials to alter things on the system.



The screenshot shows a web application interface with a blue header bar containing navigation links: Reservations Profile, Legend, Support, Inbox, Reports, Staff, Logout, and Info. Below the header is a logo featuring a yellow 'A' with wings on a dark blue background. To the right of the logo is a date display showing 'Saturday, 6 May 2006' with left and right navigation arrows. Below the date display, it shows 'Sunrise: 04:44, Sunset: 21:09'. Further down is a search bar with 'Go!', a date selector for '6 May 2006', a calendar icon, and two checkboxes: 'Display Waiting List' and 'Display Freelance Instructors'. The main content area is a calendar grid with columns for days of the month (07 to 31) and rows for different reservation types: G-BOOL, G-BOHS, and G-BOHS. The G-BOOL row shows 'JDR' for the 8th and 'JS' for the 15th to 17th. The G-BOHS row shows 'GH' for the 15th.

Simply click on the word 'Logout' [top right]

A window will pop up, asking you to confirm. Simply click on 'OK'.

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 for making reservations. At the top 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 logo (a stylized yellow 'A' with wings), a left arrow button, the date "Saturday, 6 May 2006", and a right arrow button. Underneath the header, it displays "Sunrise: 04:44, Sunset: 21:09". The main content area features a search form with a "Go!" button, a text input field containing "6", a month dropdown menu set to "May", and a year input field containing "2006". To the right of the search form are two checkboxes: "Display Waiting List" and "Display Freelance Instructors". Below the search form is a calendar grid. The grid has columns for days of the month (07 to 04) and rows for different reservation types: "G-BOOL" and "G-BOHS". The "G-BOOL" row shows a green bar labeled "JS" spanning from the 14th to the 18th. The "G-BOHS" row shows a green box labeled "GH" on the 15th.

[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.

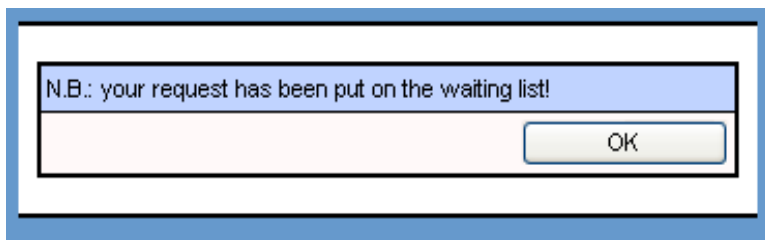
If you are a student or need an instructor for this flight, you will need to book the instructor!

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	08	09	09	10	10	11	11	12	12	13	13	14	14	15	15	16	16	17	17	18	18
G-BOOL I																							
G-BOOL II																							
G-BOHS I																							
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.]

Visual Online Reservations - Deleting/Editing a Booking

First ensure that you are 'logged in'.

You should get a screen something like this:

The screenshot shows a web interface for 'Visual Online Reservations'. At the top, there is a navigation bar with links: Reservations Profile, Legend, Support, Inbox, Reports, Staff, Logout, and Info. Below this is a header area with a logo (a stylized yellow 'A' with wings), a date display 'Saturday, 6 May 2006', and navigation arrows. A status bar shows 'Sunrise: 04:44, Sunset: 21:09'. Below the header is a search area with a 'Go!' button, a date selector set to '6 May 2006', a calendar icon, and two checkboxes: 'Display Waiting List' and 'Display Freelance Instructors'. The main content is a calendar grid for the month of May 2006. The grid has columns for each day from 07 to 31. The first row shows the days. The second row, labeled 'G-BOOL', shows a booking 'JDR' in a light blue box on the 8th and 9th, and a booking 'JS' in a green box on the 15th, 16th, and 17th. The third row, labeled 'G-BOHS', shows a booking 'GH' in a green box on the 15th. The grid is bordered by a blue bar at the bottom.

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

Go to the date of the booking.

NB You can only delete your own bookings.

Click on the initials on the booking you wish to delete (eg 'JDR' on the screen. Note that bookings made by other pilots are a different colour. In this example my booking is light blue, whereas the other bookings are green.)

A new screen will pop up giving you the possibility of editing the booking.

You can either:

- Edit the details, then click on 'Save'
- or Click on the 'Delete' button.

Job done!

Visual Online Reservations - Using messages

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 bar displaying "Sunrise: 04:44, Sunset: 21:09". Below this is a search area with a "Go!" button, a date selector set to "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 reservation types: G-BOOL and G-BOHS. The G-BOOL row shows a reservation for "JDR" on 08 and "JS" from 15 to 31. The G-BOHS row shows a reservation for "GH" on 15.

	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		JDR																								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.]

Viewing Messages

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

You should see a screen like the one shown overleaf.

New Email

	From	Date	Message
<input type="checkbox"/>	Dray (adm) John	07.05.06 11:55	Thank you for the great flight yesterday. I did not realise that it was possible to land so smoothly.
<input type="checkbox"/>	Rezzonico Michelangelo	28.04.06 10:30	<p>** THIS MESSAGE WILL BE AUTOMATICALLY DELETED AFTER 180 DAYS. **</p> <p>User Ablett (adm) Robin has added a new reservation for you. The data are:</p> <p>Member: Dray John Aircraft: G-BOOL From: 29.04.06 11:00 To: 29.04.06 20:00</p> <p>Remarks: "</p> <p>Your VOR Customer Support</p>

Delete

In this case there are two messages: one from John Dray (administrator account), and the other from Michelangelo Rezzonica. The latter is the developer of the system. All system generated messages are marked as coming from him. In this case a booking has been made by Robin Ablett (administrator account) for John Dray.

Deleting Messages

Having read a message, it is possible to delete it by clicking the box to the left of the message and clicking on the 'Delete' button.

Writing New Messages

To write a new message, click on the words 'New Email'.

This will bring up a screen where you can write your new email (shown overleaf).

New Email

Pilots:	Dray John
Instructors:	--None--
Mechanics:	--None--
Employees:	--None--
Administrators:	--None--
Message:	Thank you for the great flight yesterday. I did not realise that it was possible to land so smoothly.

Print Send Close

Choose your recipient. [In this case a pilot named 'John Dray', but you can send to instructors or employees - our club does not have any official mechanics.]

Type your message in the 'Message' section.

Click on 'Send'.

A message will pop up, saying that your message has been sent.

Click on 'OK'.

The message will be sent through the internal VOR system [the one demonstrated in this article]. If the person is receiving e-mails from VOR, it will also send a copy to their e-mail address.

Social Warning: Used appropriately this may help members to keep in better contact with each other. This could lead to more flying.

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 bar displaying 'Sunrise: 04:44, Sunset: 21:09'. Below this is a search area with a 'Go!' button, a date selector set to '6 May 2006', a calendar icon, and two checkboxes: 'Display Waiting List' and 'Display Freelance Instructors'. The main content is a reservation table 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	31	
G-BOOL		JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	JDR	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.

Changing your Password

It is important that you change your password regularly and do not give it to other people who are not authorised to use the system.

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

Opting into or out of e-mail

The system is only for Alouette use. E-mail addresses etc. submitted to the system will not be used for unsolicited advertising or 'spam'.

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

A 'tick' next to 'Internet Mail' means that you will receive 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.

Saving the Settings

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.

Visual Online Reservations - Tagging Along

This facility allows you to find 'free seats' and to tag along. (Of course, before booking yourself into someone else's flight you are expected to check that this is fine with them!)

First ensure that you are 'logged in'.

You should get a screen something like this:

The screenshot shows a web interface with a top navigation bar containing: Reservations, Profile, Legend, Support, Inbox, Reports, Staff, Logout, and Info. Below the navigation bar is a blue header area with a logo on the left, a date display "Saturday, 6 May 2006" in the center, and navigation arrows on the right. Below the header, it shows "Sunrise: 04:44, Sunset: 21:09".

The main content area includes a search bar with "Go!" and "6" in a text box, a month selector set to "May", and the year "2006". There are also checkboxes for "Display Waiting List" and "Display Freelance Instructors".

Below the search bar is a calendar grid for May 2006. The days are labeled from 07 to 31. The grid shows flight tags: "G-BOOL" is tagged on the 15th, 16th, and 17th with a green background and "JS" text. "G-BOHS" is tagged on the 15th with a green background and "GH" text.

[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 'Reports' [on the top line]

A menu will drop down. Click on 'Free Places'

The screenshot shows the same web interface as above, but with the "Reports" menu open. The search bar now has "From: 6 May 2006" and "To: 6 May 2006".

Below the search bar is a table with the following columns: Member, Aircraft, From, To, Instructor, From, To. The table is currently empty.

Type in the range of dates for which you wish to tag along.
Click 'Go'

A list of flights with free places will be shown.

You can then contact the relevant pilots to see if you can go with them.

Warning: You may find that you go to new aerodromes, pick up new skills and make new friends through this feature. Use with care.
