

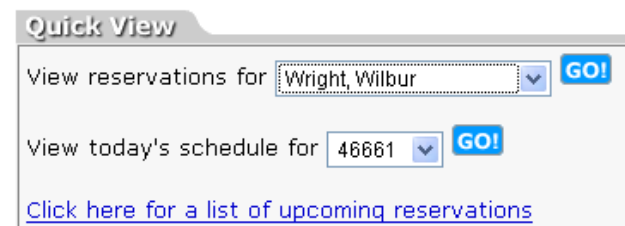
View Schedules

It is important to know that the daily view is the only place where you can create a “standby” reservation and also the only place to see all aircraft schedules at the same time. As an administrator, you can view the schedules in two different ways. The first is to view them like a normal user by:

- Select “View Schedule” from the main menu on the left or from the top bar
- For the monthly and weekly, you will need to select the aircraft to view

HINT: You might find it useful to start with the month view. From here you can jump to the daily view by clicking on the day number or jump to the weekly view by clicking on the “[w](#)” at the beginning of the week.

The second way is to use the “Quick View” by selecting either the user or the plane to view.



The screenshot shows a web interface titled "Quick View". It has two rows of input fields. The first row is labeled "View reservations for" and contains a dropdown menu with "Wright, Wilbur" selected and a blue "GO!" button. The second row is labeled "View today's schedule for" and contains a dropdown menu with "46661" selected and a blue "GO!" button. Below these fields is a blue link that says "Click here for a list of upcoming reservations".

Create Reservation

On the daily and weekly view you create a reservation by clicking on the airplane tail number ([N46661](#)) for the day/time you are interested in. On the monthly view you would click on [+](#) for the day desired. In both cases it will bring up a screen for you to fill out.

Enter information for the following fields:

One of the fields Press the “Save” button to save the reservation.

- Start and end date
- Start and end time
- Aircraft
- Schedule for pilot

The “Schedule for pilot” field allows you to make a reservation for someone else but it will show up in the schedule as their reservation rather than yours.

Change a Reservation

To change a reservation:

- View the schedule that shows the reservation
- Click on the name (ex: [DeAngelo](#))
- Edit the fields as needed
- Click on the “Save Changes” button

Delete a Reservation

To delete a reservation:

- View the schedule that shows the reservation
- Click on the name (ex: [DeAngelo](#))
- Click on the “Delete” to button

Update Member’s Profile or Change Their Password

The member’s profile should be treated as “secret.” Their profile contains a few things like their BFR or medical date that they may not want everyone to have access to. In addition, and more importantly, the profile contains the member’s password and PIN number.



Users

[User Profiles](#)

[User Level Settings](#)

[Phone Book](#)

The member profile contains the following primary items:

- Member’s contact information
- Member’s currency information
- User password
- Phone Access ID
- Phone Access PIN

The member will maintain most of the information but the last three are items that they may need help with. On occasion, a member may forget the password, phone access ID, or access PIN.

To view their profile:

- Select “[User Profiles](#)” under the “Users” portion on the main menu.
- Select the user from the drop-down list next to “Select User”
- Press the GO! Button

At this point you can make any needed changes by updating their profile. To update their profile:

- Click on the “[Edit Profile](#)” link
- Update information as needed
- Click on the “Save Profile Changes” button

Phone Reservations

The phone access system doesn't provide administrative functionality. To perform administrative tasks you must use the web access.

The reservation system allows for basic reservation functions through the phone.

From the phone you can:

- Listen to reservations
- Make reservations
- Delete reservations

To use the phone to access the reservation system you will need to know your Phone Access ID and your Phone Access PIN.

Your ID and PIN are available by looking at your profile. See "Update Your Profile" on the other side for instructions.

To access the reservation system by phone:

- Dial 1-888-845-9494
- Enter your Phone Access ID
- Enter your Phone Access PIN
- Follow the phone instructions

Note: The menu selections are shown on the right.

<http://flyingsignaleers.com>

1-888-845-9494

Phone Access ID: _____

Phone Access PIN: _____

Phone Menu:

1. **Reserve aircraft**
 1. N46661
 2. N7655G
2. Reserve instructor
3. Cancel reservation
 1. **Cancel aircraft**
 1. N46661
 2. N7655G
 2. Cancel instructor
 3. Main menu
 4. Exit
4. Hear your reservation
 1. All
 2. For a specific date
 3. Main menu
5. Hear schedule
 1. **Aircraft schedule**
 1. N46661
 2. N7655G
 2. Instructor schedule
 3. Main menu
 4. Exit
6. Exit



The Flying Signaleers



Administrators

Quick Reference Guide

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