

Flight Schedule Pro User's Guide



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Questions?

Procedures and Operations

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User's Guide

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Introduction

Advances in airplane operations software has made switch-over to a computer-based system attractive for the BEFA to improve resource utilization. To help move into the future, the Board has approved a trial program to test out a new scheduling system: **Flight Schedule Pro (FSP)**.

The trial program for FSP will begin at Paine Field, starting December 1st, 2013. If FSP proves useful, it will be adopted across BEFA.

Paine Field was chosen for the trial because it will be easier to work out the bugs with a smaller group of resources before implementing across the fleet.

Flight Schedule Pro has the same scheduling functions as Schedule Master. Additional benefits are:

- ⊕ Web access on computer, tablet, or mobile
- ⊕ Convenient, customizable views of airplanes and schedules
- ⊕ Airplane dispatch (check-out/in)
- ⊕ Tach Time and Hobbs time logging
- ⊕ Squawks and dispositions
- ⊕ Maintenance tracking
- ⊕ Pilot info, including pilot currency, endorsements, and photo
- ⊕ iPhone/iPad App (expected 1st quarter of 2014)

A big advantage will be *online submittal of squawks*. Squawks will be transmitted instantly to BEFA focals and maintenance partners. Pilots can check squawks online, instead of being surprised at the airport. Work will be prioritized for maintenance, allowing quick, timely resolution and repairs. Crown Aviation (formerly Regal) at Paine Field already uses Flight Schedule Pro, and is eager for BEFA to join.

The other new functionality is *online tach log*. Pilots will use FSP to check planes in and out, enter tach/Hobbs numbers, and review maintenance requirements. Monthly tach times will be downloaded directly for monthly account balances (no more faxing).



What You Need To Know

Starting December 1st, 2013, all scheduling, squawks, tach logs, and maintenance tracking for assets at Paine will switch to Flight Schedule Pro.

During the pilot program, **THE PAPER TACH LOG AND PAPER SQUAWKS** must be *maintained in parallel*.

This means, when pilots arrive at Paine Field to fly, they are required to:

- ⊕ Perform the AD check and fill out the paper tach log
- ⊕ AND perform the AD check and check the plane out on FSP

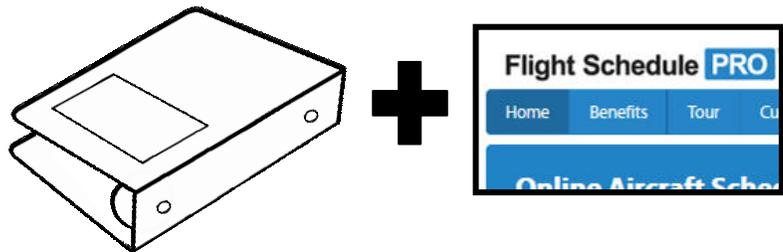
After flying,

- ⊕ Write the final tach and Hobbs time in the paper tach
- ⊕ AND check in the airplane on FSP, and enter tach and Hobbs times

For a squawk,

- ⊕ fill out a paper squawk sheet and turn in at the Regal desk
- ⊕ AND create a squawk on Flight Schedule Pro

Using the paper system side-by-side with Flight Schedule Pro is a necessary step to ensure the accuracy of the system and to determine if we're successful. It is also needed as a backup. The dual system will be in place for the indefinite future.



Airplanes at Renton will be unchanged, and will continue to be managed through Schedule Master, Tach Logs and paper squawks. Assets at Paine will still appear in Schedule Master but will not be available to schedule. If planes are moved between locations, they will be switched between FSP and Schedule Master accordingly.

Use of Flight Schedule Pro at Paine Field will be monitored and reviewed monthly by the Board to determine how well the system is working for Paine operations. Periodic reports to the Association will be made in the newsletter.

This switch will be a tremendous improvement in the efficiency and utilization for the BEFA fleet.

Account Set-up

1) Navigate to:

<https://www.flightschedulepro.com/gateway.aspx?mode=signup&code=72377&id=72377>

2) Click on **Continue**

3) Fill in the contact information

4) Choose a user name and password

5) Under E-mail notifications, check the box for **Reservation Reminders**.

6) Turn off all other check boxes

7) Click the button next to **I accept**

8) Click Request Approval

9) You will receive an email titled **Welcome to Flight Schedule Pro!** informing you the request is awaiting approval.

10) Your account request will go to one of several account administrators, who will review and accept the account.

11) Once your account is approved (expect 24 hours), you'll receive an email titled **You have been approved for access to Flight Schedule Pro**.

12) To log in, go to **www.flightschedulepro.com**, click on the **Login** button, enter your user name and password, and click **Login**.

Quick Start

To Schedule a resource (Airplane or CFI)

- 1) Log in to **FSP**
- 2) Click  **Schedule** and click **Day**
- 3) To schedule for other than today, click on the day on the calendar on the left.
- 4) Click the start time desired for the resource
- 5) Popup window will open. Fill out **General** tab with start and end date and times.
- 6) To schedule a CFI, use **Select Instructor. . .** drop-down
- 7) Fill out **Flight Details** tab. Click **Save**. Log out

When you arrive at the airport

- 1) Fill out paper tach log, check ADs, and check squawks
- 2) Log in to **FSP**
- 3) Click  **Maintenance** and **Reminders**. Note the AD and scheduled maintenance times for your airplane.
- 4) Click  **Maintenance** and **Squawks**. Review relevant squawk(s) and status for your airplane.
- 5) Click **Edit** icon  for more details
- 6) Click  **Flights**.
- 7) Set **Unused Reservations:** to **Today**
- 8) Find reservation. Click green arrow  (far right)
- 9) Write down Hobbs and tach times.
- 10) Click **Check-Out**. Log out

When you return from flying

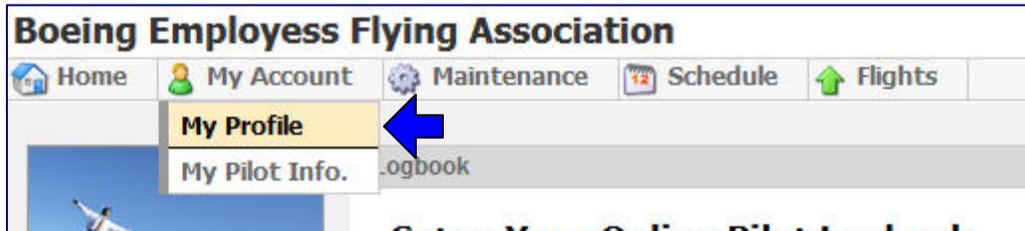
- 1) Fill out paper tach log
- 2) Log in to **FSP**
- 3) Click  **Flights**
- 4) Click **Checked-Out Flights**
- 5) Find reservation. Click blue arrow  (far right)
- 6) Enter final Hobbs and tach times
- 7) If start times don't match, click **Mismatch** and enter correct start times
- 8) Click **Check-In**. Log out

Squawks

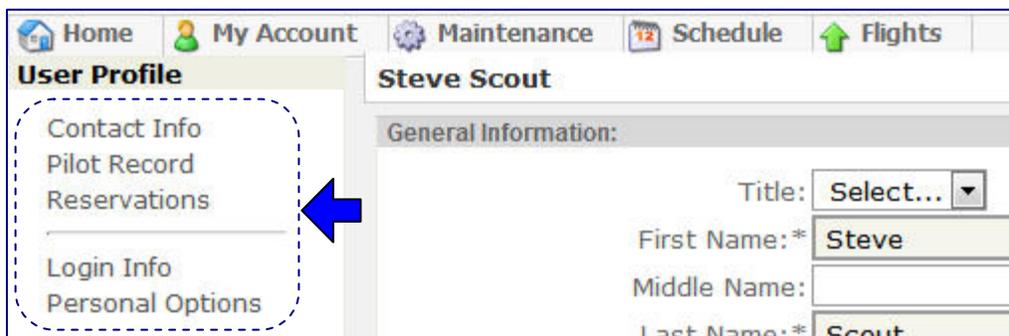
- 1) For new squawk, fill out paper squawk
- 2) Yellow copy in tach log, white copy to front desk
- 3) Log in to FSP
- 4) Click  **Maintenance** and **Squawks**.
- 5) Click **New Squawk**. Fill in the discrepancy.
- 6) Click **Ground Aircraft?** if warranted
- 7) Click **Save**. Log out

My Profile

- 1) At the tabs along the top, hover over **My Account** and select **My Profile**



- 2) You will see a menu on the left. Click on each link to fill out information for the user profile.



- 3) Contact Info

*Enter name, email address, phone number, and address. Required entries have an asterisk * next to the field.*

*Note: There are fields to enter optional information, such as date of birth, weight, SSN, passport, nationality, gender, driver's license, and/or a photo, and emergency contact. **BEFA recommends that pilots do not enter this information.** This is sensitive personal identifier information and is not needed for BEFA operations. Unintentional disclosure through the website could be a liability for BEFA and the pilot.*

- 4) Pilot Record

Enter pilot certificate number, ratings, endorsements, medical certificate, date of last flight, and total hours. This information is optional.

The section for Insurance is not necessary, since BEFA covers.

5) Reservations

This will show a list of current reservations for the pilot. Reservations are also listed in other screens; this is for convenience only.

6) Login Info

Use to change your login info (user name, password, and security question)

7) Personal Options

Change personal options within Flight Schedule Pro:

E-mail format (HTML or plain text)

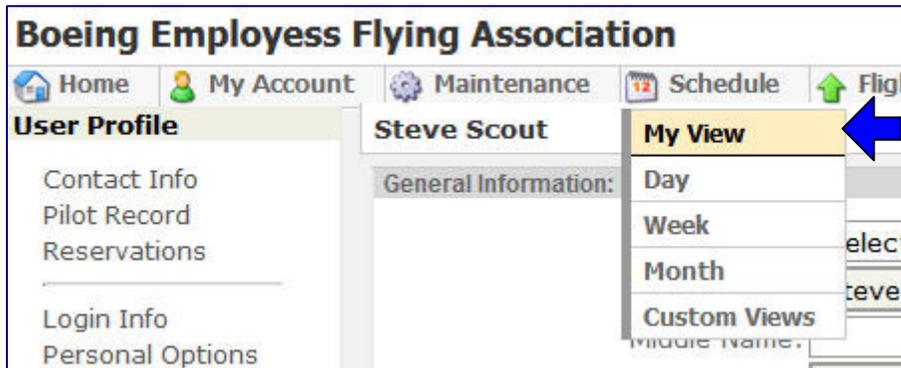
*E-mail notifications. Recommend to select **Reservation Reminders**, and turn off newsletters and release notes.*

Language and time zone settings

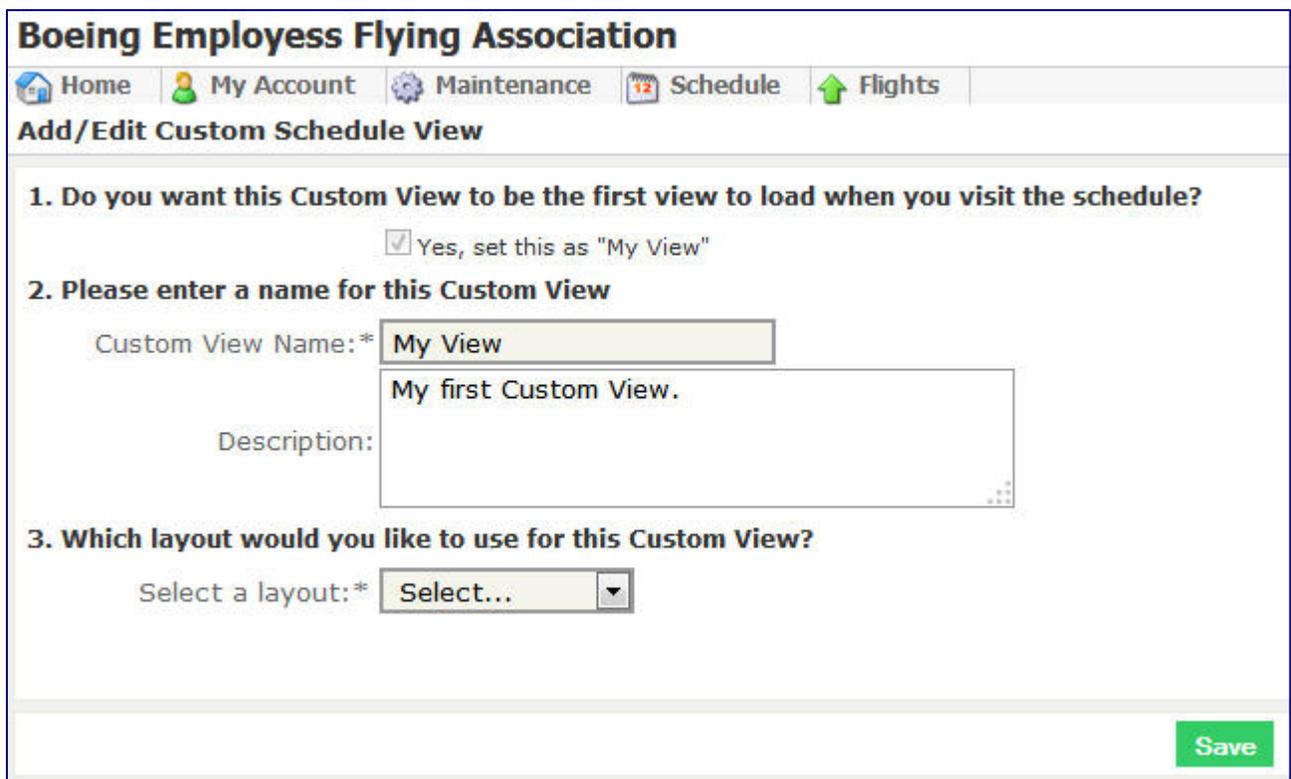
Set Up My View

My View is an option for pilots to set up a custom view to use for scheduling. Options for day, week, or month views, and resources to show (airplanes, CFIs), are available. This step is optional.

- 1) At the tabs along the top, hover over **Schedule** and select **My View**



- 2) You will see a form to select the default view for the schedule



The screenshot shows the 'Add/Edit Custom Schedule View' form. It contains three main sections:

- 1. Do you want this Custom View to be the first view to load when you visit the schedule?**
 Yes, set this as "My View"
- 2. Please enter a name for this Custom View**
 Custom View Name: *
 Description:
- 3. Which layout would you like to use for this Custom View?**
 Select a layout: *

A green 'Save' button is located at the bottom right of the form.

- 3) Click the drop-down next to **Select a layout**. Select **Week** (most convenient and similar to Schedule Master) or whatever is desired.

Set Up My View (cont'd)

4) You will see a list of resources.

4. Which resource(s) would you like to display for this Custom View?

Available Resources:		Display these Resources:
<ul style="list-style-type: none"> Cessna 150's Cessna 172N's Cessna 172XP's Cessna 150 N704RY Cessna 172N N4801D Cessna 172N N739BT Cessna 150 N704ML Cessna 172XP N758NF Mike Catalfamo Richard Newman Steve Kirsch All Aircraft 	<div style="margin-bottom: 10px;">></div> <div style="margin-bottom: 10px;"><</div> <div style="margin-bottom: 10px;">>></div> <div style="margin-bottom: 10px;"><<</div>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>

Hold "Ctrl" to select multiple or deselect.

5) Click on each resource (airplane and/or instructor) that you would like to include in your default view, and click the right arrow to move to the box on the right.

6) Click on the green **Save** button on the lower right.

7) You will see the schedule for the current week.

Boeing Employees Flying Association Help | Logout
Steve Scout

Home My Account Maintenance Schedule Flights

Select a day: Day View **Week View** Month View Printable View

October 21, 2013 to October 27, 2013 Previous Next

Monday, Oct 21	Tuesday, Oct 22	Wednesday, Oct 23	Thursday, Oct 24
Friday, Oct 25	Saturday, Oct 26	Sunday, Oct 27	

N4801D Cessna 172N
04:00 PM to 06:00 PM
Stephen Baier
N758NF Cessna 172XP
03:45 PM to 06:15 PM
Oliver Meier

Options:

View: Custom Views
My View

Resource: N704RY Cessna 150

Show Standby's

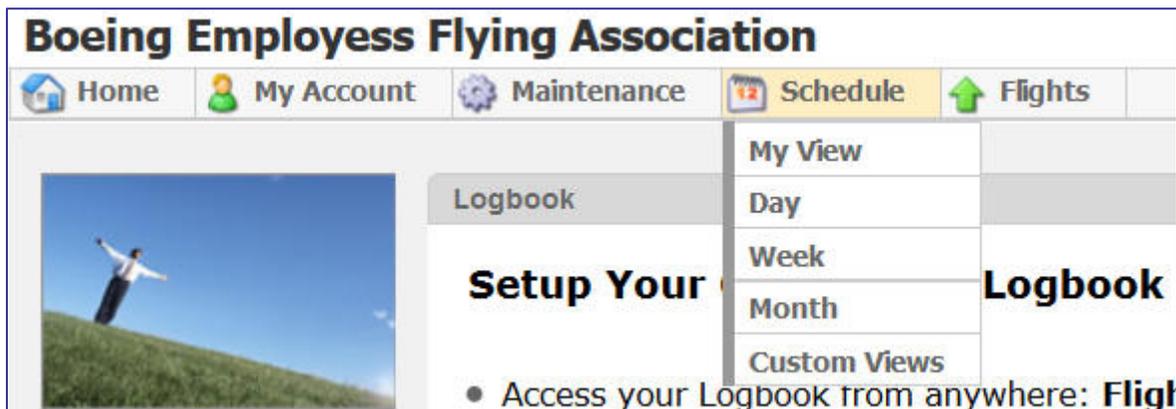
Color Key:

Maintenance	
Standard	
Unavailable	

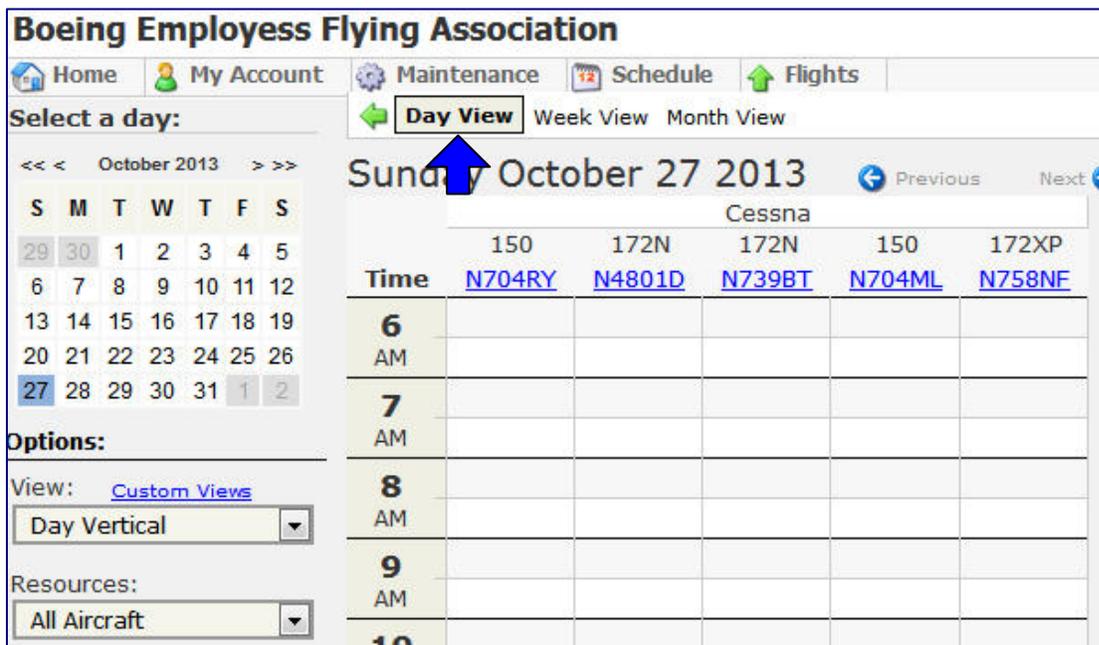
Select a Schedule View

This section shows options for how to select and view the schedule. The view can be changed between day, week, and month. For day views, the format can be horizontal (time along the top, resources down the left; this is similar to Schedule Master) or vertical (time down the left, resources along the top). Resources to show can be changed.

- 1) Hover over the Schedule tab and select a view. Choose My View, Day, Week, Month, or Custom Views.



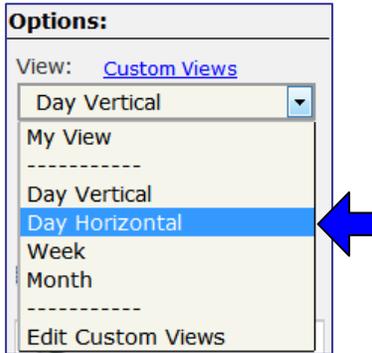
- 2) Click on **Day View**, and you will see this:



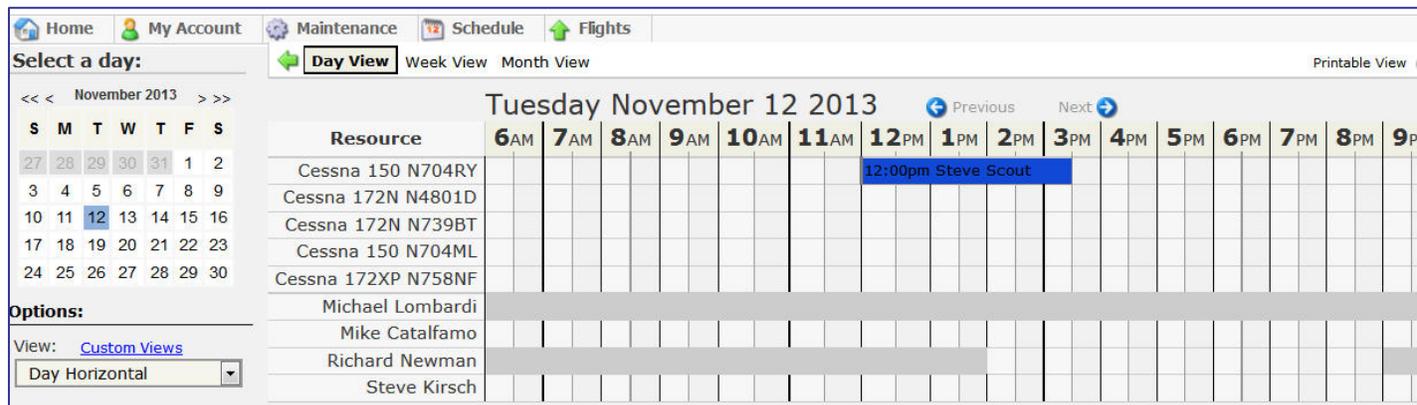
*Notice that the airplanes are along the top, and time down the left. This is the **Day Vertical** view.*

Select a Schedule View (cont'd)

- 3) The format for Day View can be switched to Horizontal, with airplanes down the left and time along the top. This is the same as **Schedule Master**. Click the dropdown below **View** and select **Day Horizontal**.



The **Horizontal Day** view looks like this:

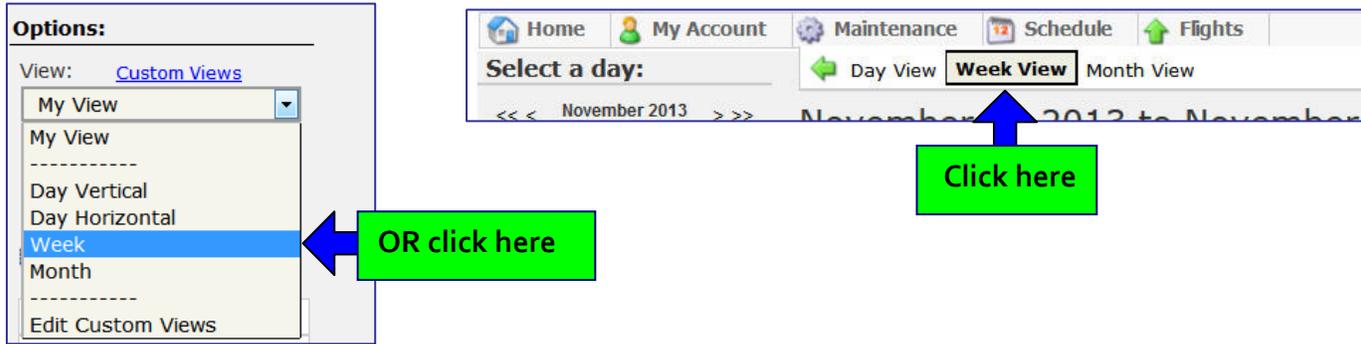


The screenshot shows the Flight Schedule Pro interface. At the top, there are navigation tabs: Home, My Account, Maintenance, Schedule, and Flights. Below these is a 'Select a day:' section with a calendar for November 2013, where the 12th is selected. The main view is titled 'Tuesday November 12 2013' and shows a grid of resources (airplanes and pilots) over time. The resources listed are Cessna 150 N704RY, Cessna 172N N4801D, Cessna 172N N739BT, Cessna 150 N704ML, Cessna 172XP N758NF, Michael Lombardi, Mike Catalfamo, Richard Newman, and Steve Kirsch. The time slots range from 6 AM to 9 PM. A flight is shown for Cessna 150 N704RY at 12:00 PM, piloted by Steve Scout. The 'Day View' tab is active, and the 'View:' dropdown is set to 'Day Horizontal'.

Select a Schedule View (cont'd)

- 4) From the **Views** drop-down, you can click on **Week View**. This will show resources for an entire week.

*You can also select along the top beneath the **Schedule** tab.*



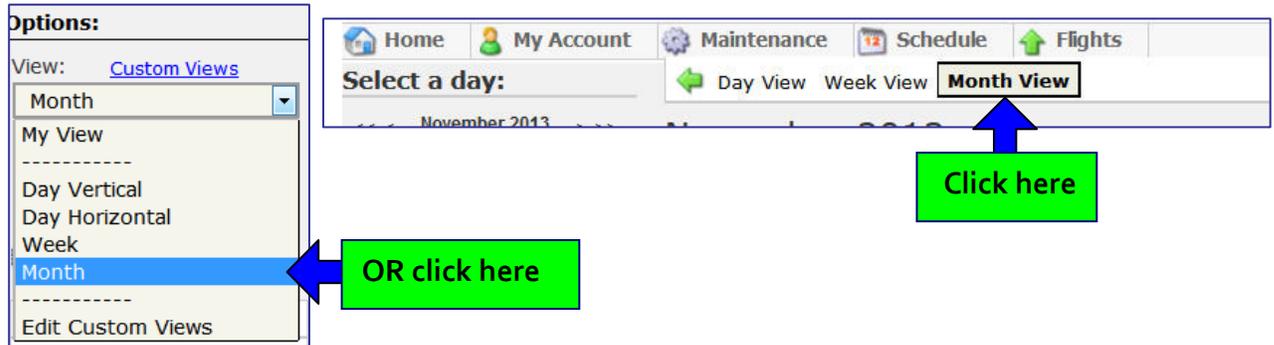
- 5) The **Week View** looks like this:



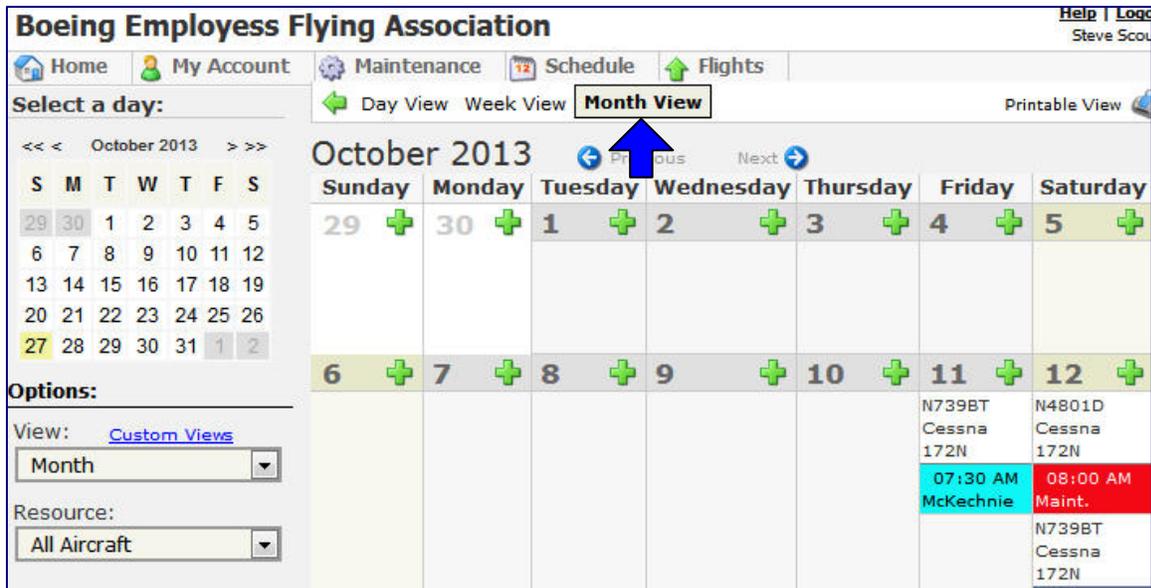
Select a Schedule View (cont'd)

- 6) From the **Views** drop-down, you can click on **Week View**. This will show resources for an entire week.

*You can also select along the top beneath the **Schedule** tab.*



- 7) The **Month View** looks like this:

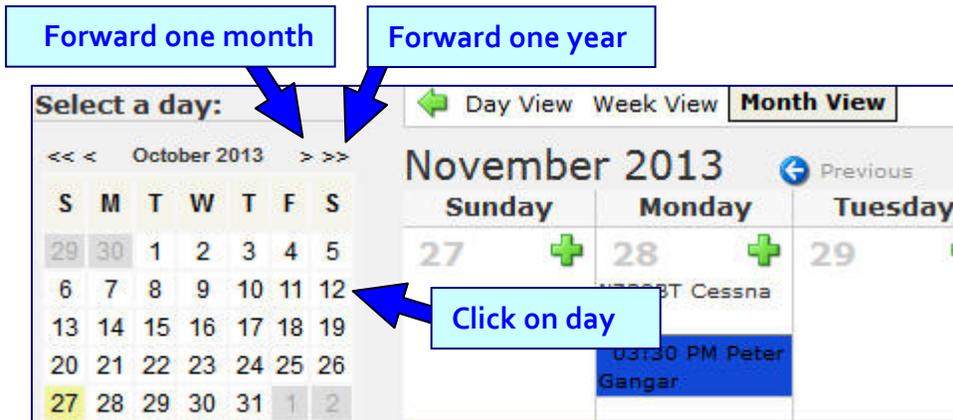


Select a Schedule View (cont'd)

- 8) From any view, the resources that are displayed can be filtered by selecting the **Resource** drop-down menu on the left



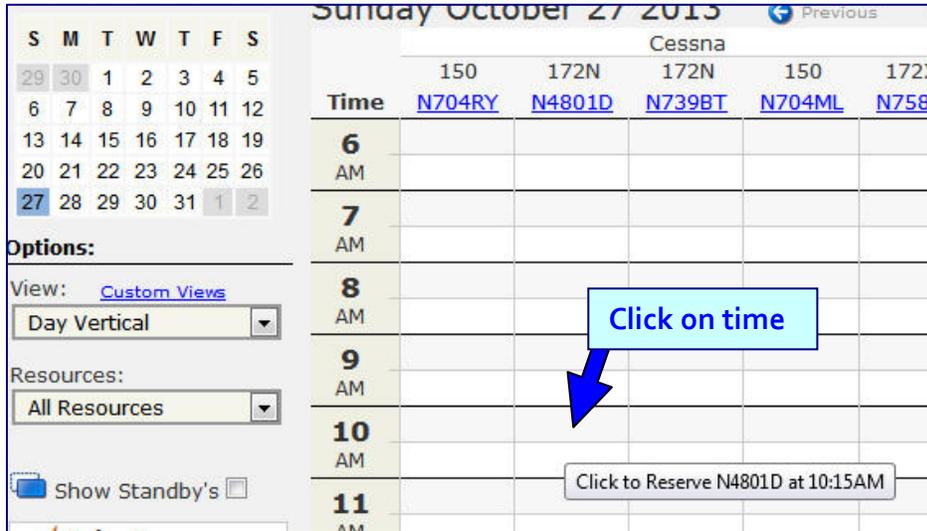
- 9) The current day, week, and month can be changed by clicking within the calendar on the upper left



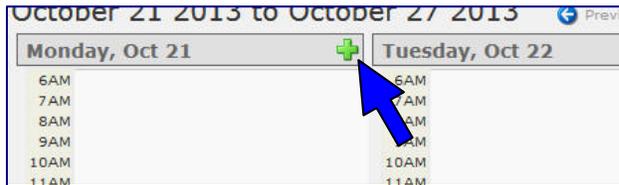
Schedule an Airplane

The following steps are used to schedule an airplane.

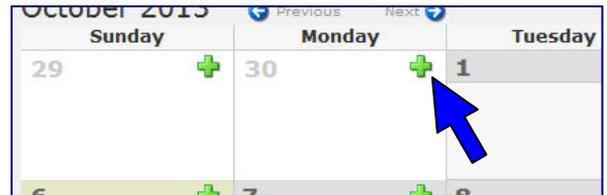
- 1) Select a Schedule View. See page 11.
- 2) From **Day View**, hover over the time to reserve the airplane and left-click



- 3) If you are in **Week** or **Month** view, click on the **green plus sign (+)**



Week View



Month View

Schedule an Airplane (cont'd)

4) A pop-up window will appear.

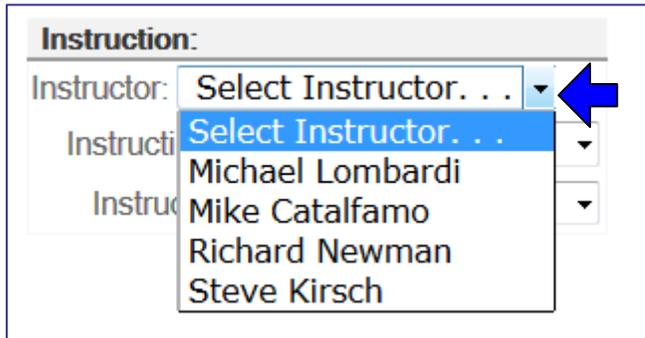
5) Select the **Aircraft** drop-down and pick the airplane

6) Select the **Start** date and time, and the **End** date and time

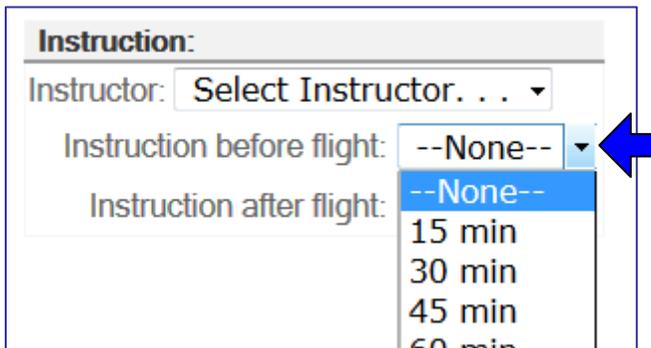
Schedule an Airplane (cont'd)

- 7) For dual instruction, select the **Instructor** drop-down and pick the CFI.

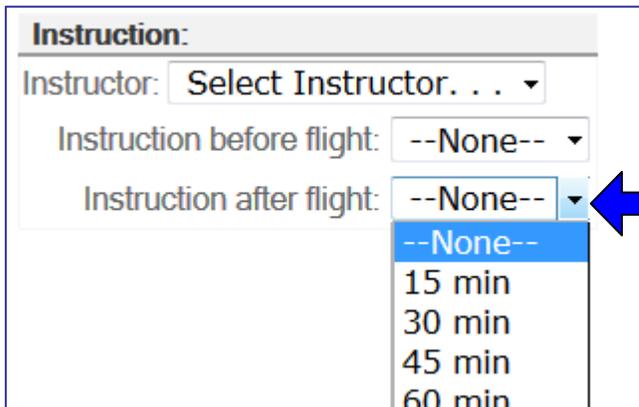
Note: CFIs have the option to use FSP for scheduling as a resource. Talk to your CFI to determine their scheduling preferences.



- 8) To schedule additional time for the CFI before the flight for ground instruction, click the drop-downs and select the amount of time.



- 9) To schedule additional time for the CFI after the flight for debrief, click the drop-downs and select the amount of time.



Schedule an Airplane (cont'd)

10) Click on the **Flight Details** tab

11) Click the **VFR** or **IFR** button

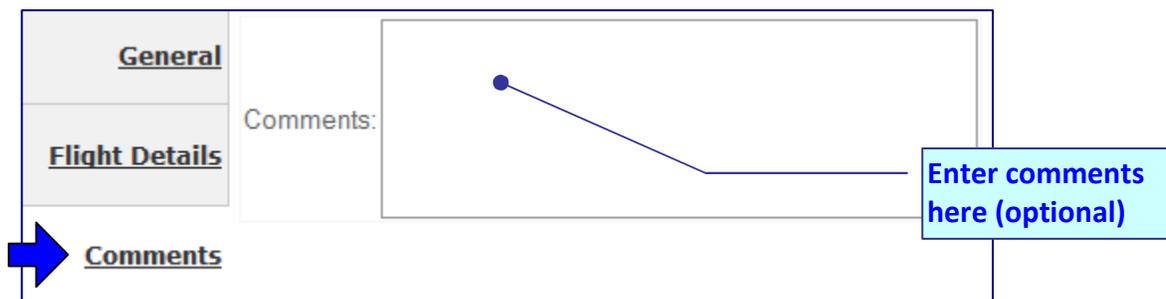
12) Click the **Local** or **Cross Country** button.

13) In the box next to **Flight Route/Legs**, type any relevant waypoints and/or stop-overs (OPTIONAL)

14) Leave the **Estimated Total Flight Time** blank.

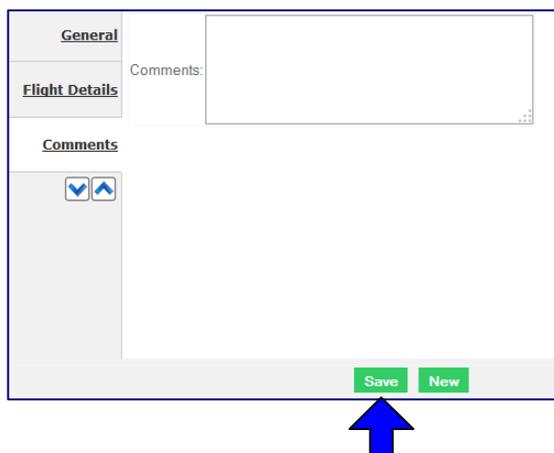
Schedule an Airplane (cont'd)

- 15) Click on the **Comments** tab



- 16) Enter any relevant comments you would want other people to see (OPTIONAL)

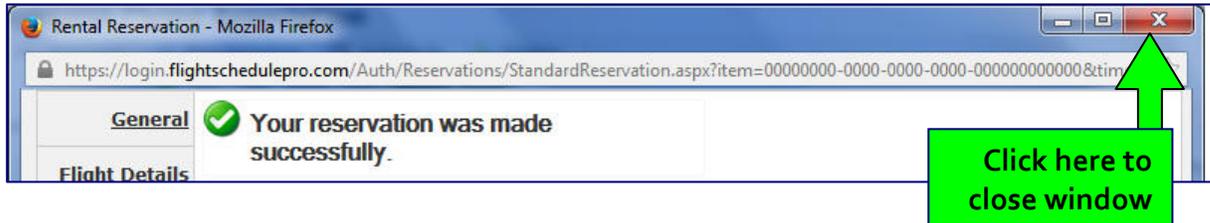
- 17) Click the green **Save** button



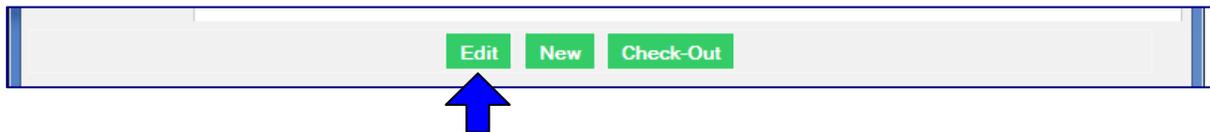
Schedule an Airplane (cont'd)

18) The pop-up window will remain on the screen.

*If you are done making the reservation, click the **red X** at the upper right to exit the window.*



*If you need to make changes to the reservation, click **Edit***



*If you are making multiple reservations, click **New** to start a new reservation*



*If you are going to fly right away, click the **Check-Out** button.*

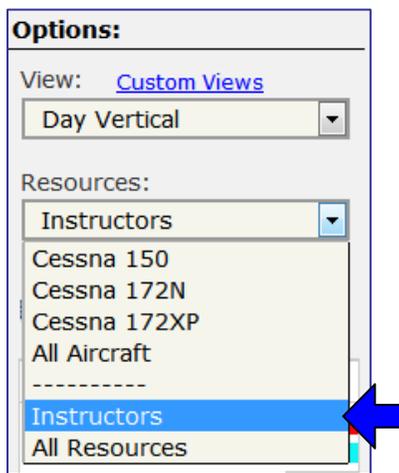


Schedule a CFI

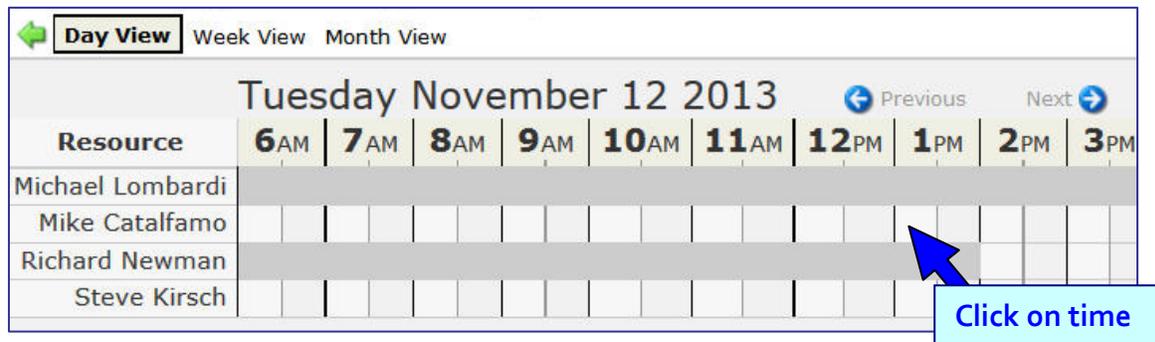
The following steps are used to schedule a CFI separate from an airplane reservation.

Note: CFIs have the option to use FSP for scheduling as a resource. Talk to your CFI to determine their scheduling preferences.

- 1) Select a Schedule View. See page 11.
- 2) To make it easier to see the CFIs in the schedule, click the drop-down beneath **Resources** and select **Instructors**.

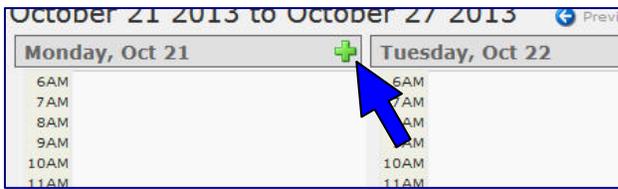


- 3) If you are in **Day View**, hover over the time to reserve the CFI and left-click

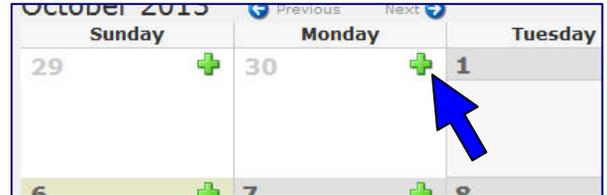


Schedule a CFI (cont'd)

4) If you are in **Week** or **Month** view, click on the **green plus sign (+)**



Week View



Month View

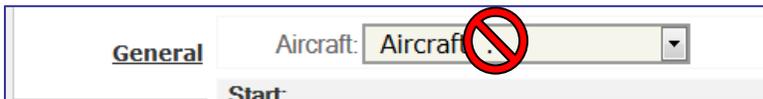
5) A pop-up window will appear.

A screenshot of a pop-up window for scheduling a flight. It has several sections:

- General:** Aircraft: Aircraft. . .
- Flight Details:**
 - Start:** Date: 11/12/2013, Time: 12 AM :00
 - End:** Date: 11/12/2013, Time: 01 AM :30
- Comments:** Includes up and down arrow buttons.
- Instruction:**
 - Instructor: Select Instructor. . .
 - Instruction before flight: --None--
 - Instruction after flight: --None--

 There are checkboxes for 'Standby?' and 'Recurring?'.

6) Do not click the **Aircraft** drop-down



7) Select the **Start** date and time, and the **End** date and time

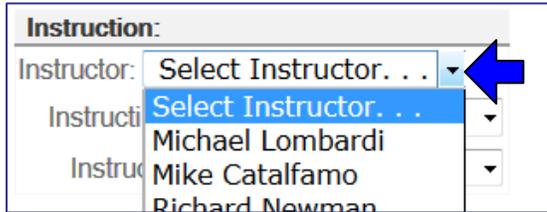
A screenshot of the 'Start' and 'End' sections of the pop-up window. Blue arrows point to the date and time input fields for both sections:

- Start:** Date: 11/13/2013, Time: 01 PM :00
- End:** Date: 11/13/2013, Time: 03 PM :30

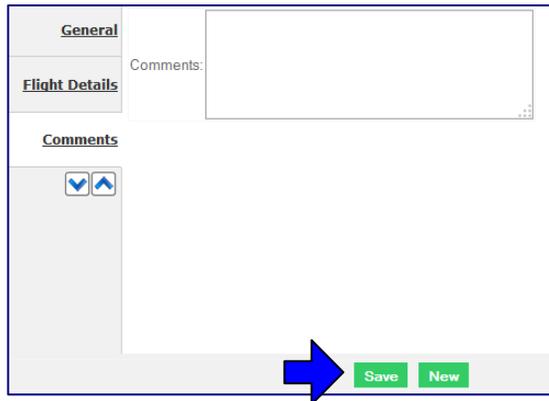
 There are also checkboxes for 'Standby?' and 'Recurring?'.

Schedule a CFI (cont'd)

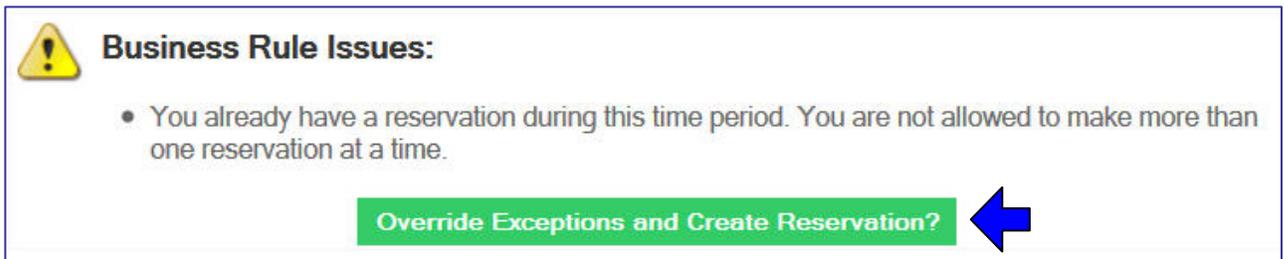
8) Select the **Instructor** drop-down and pick the CFI.



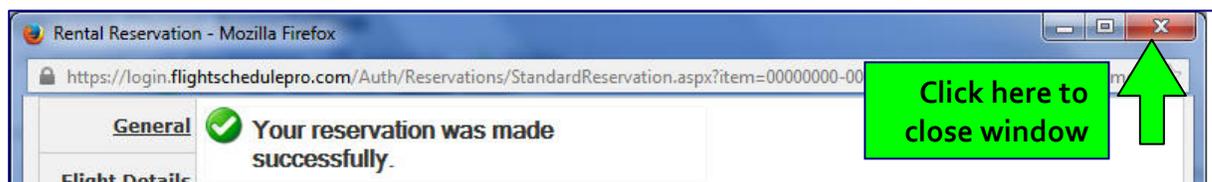
9) Click the green **Save** button



10) If you see a warning, click on **Override Exceptions and Create Reservation**



11) The pop-up window will remain on the screen. If you are done making the reservation, click the **red X** at the upper right to exit the window.



*If you need to make changes to the reservation, click **Edit**. If you are making multiple reservations, click **New** to start a new reservation. If you are going to fly right away, click the **Check-Out** button.*



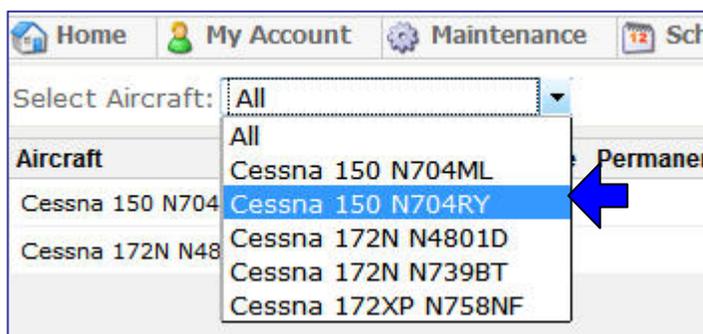
Check ADs and Recurring Maintenance

- 1) Log in to FSP
- 2) Click on the **Maintenance** tab, then **Reminders**



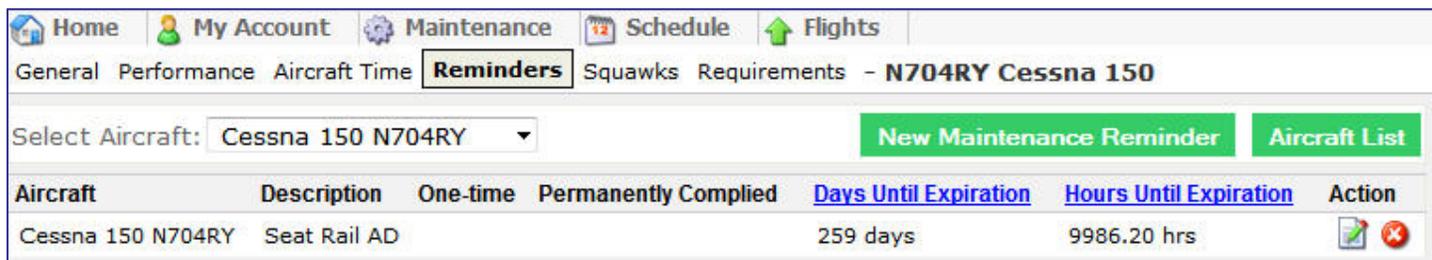
- 3) The default screen will show all airplanes.

*To view ADs for a single airplane, click on the drop-down next to **Select Aircraft**. Select the airplane you are flying.*



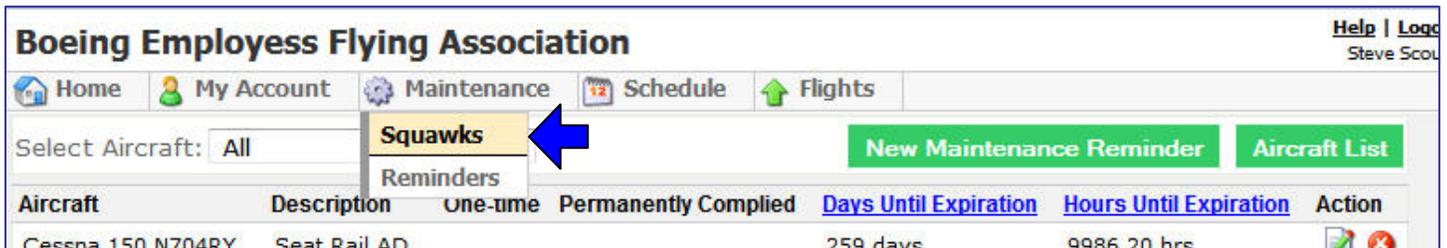
- 4) Review the list of AD(s) and maintenance for the airplane you are flying. Make note of the days and times when the AD or maintenance action are due.

Note: Date and times shown are based on calculated time remaining. This is different than the tach log, which shows the date when inspections/maintenance are due.



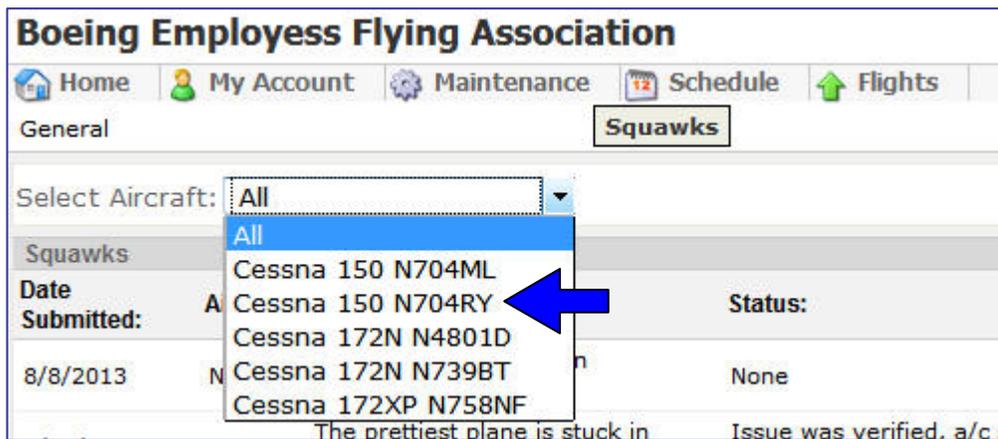
Check Squawks

- 1) Click on the **Maintenance** tab, and **Squawks**

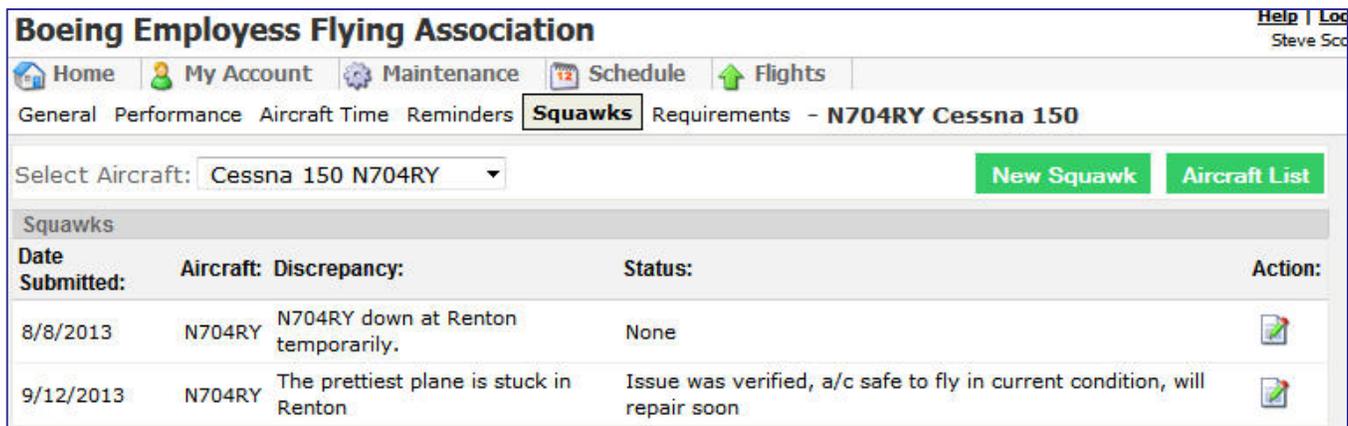


- 2) The default screen will show all airplanes.

*To view squawks for a single airplane, click on the drop-down next to **Select Aircraft**. Select the airplane you are flying. This will filter the list to just your airplane.*



- 3) Review the squawks for your airplane.



Check Squawks (cont'd)

4) To see more details about a squawk, click on the Action button on the right

Boeing Employees Flying Association Help | Log
Steve Scott

Home My Account Maintenance Schedule Flights

General Performance Aircraft Time Reminders **Squawks** Requirements - N704RY Cessna 150

Select Aircraft: Cessna 150 N704RY New Squawk Aircraft List

Date Submitted:	Aircraft:	Discrepancy:	Status:	Action:
8/8/2013	N704RY	N704RY down at Renton temporarily.	None	
9/12/2013	N704RY	The prettiest plane is stuck in Renton	Issue was verified, a/c safe to fly in current condition, will repair soon	

Select Aircraft: N704RY Cessna 150

Create/Update Squawk

Reported By:* Diana Cassity

Discrepancy:* N704RY down at Renton temporarily.

Ground Aircraft?

Resolution

Action Taken:

Date Corrected: 

Corrected By:

Certificate Number:

Date Inspected: 

Inspected By:

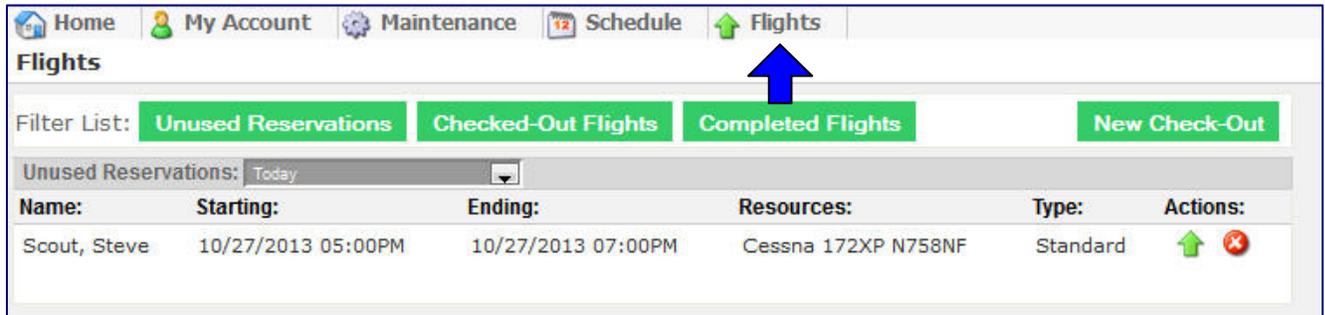
Certificate Number:

Resolution:

Save Save and New View List of Squawks

Dispatch (Check-Out) an Airplane

- 1) Click on the **Flights** tab

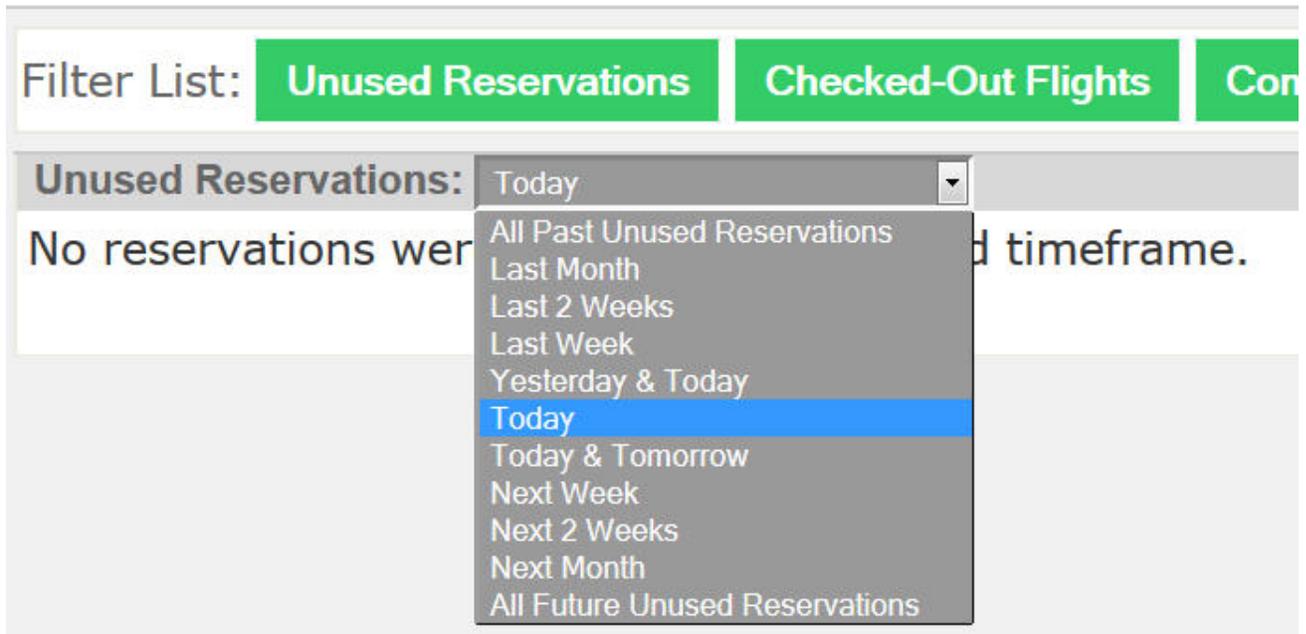


You will see the list of reservations for today.

Note: The list of reservations shown will be based on the filter in the **Unused Reservations** from the previous session of FSP.

- 2) To change the filter for reservations, click on the drop-down next to **Unused Reservations** and select the appropriate filter. If you are flying today, select **Today**.

Flights



Dispatch (Check-Out) an Airplane (cont'd)

- To dispatch the airplane (check out), click the **green arrow**  on the right of your reservation

Flights

Filter List: [Unused Reservations](#) [Checked-Out Flights](#) [Completed Flights](#) [New Check-Out](#)

Unused Reservations: Today

Name:	Starting:	Ending:	Resources:	Type:	Actions:
Scout, Steve	11/12/2013 12:00PM	11/12/2013 03:30PM	Cessna 150 N704RY	Standard	 

Click green arrow to dispatch airplane

- The **Flight Check Out** window will pop up.

General

Flight Details

Comments

Aircraft: Cessna 172XP N758NF

Hobbs Out: 1234.4

Tach 1 Out: 567.8

Estimated Return:

Date: 10/27/2013

Time: 06 PM :00

Instructor:

Instructor: Select Instructor...

Preflight: No Preflight

Postflight: No Post-flight

Checked-Out By:

[Check-Out](#) [List](#)

- Write down the **Hobbs** and **Tach 1 Out** times
- Verify the **Estimated Return** date and time
- Click the green **Check-Out** button.
- Click the **Logout** button and go fly.

Boeing Employees Flying Association

Home My Account Maintenance Schedule [Flights](#) Help | Logout Steve Scott

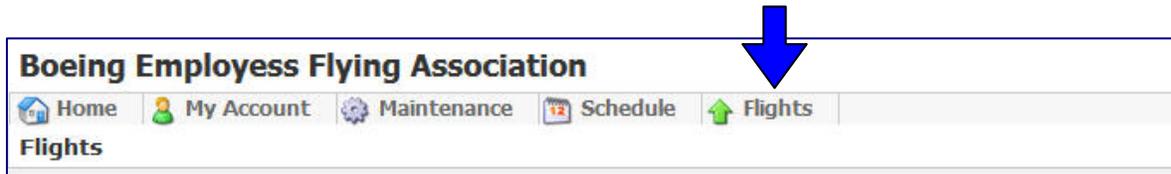
Flight Check-Out



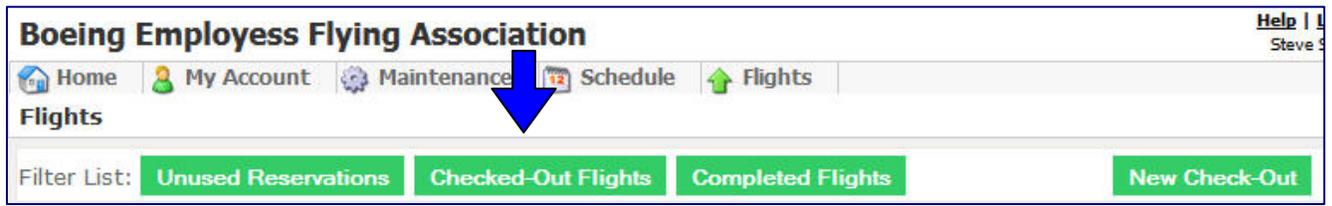
GO FLY

Check In an Airplane (after return)

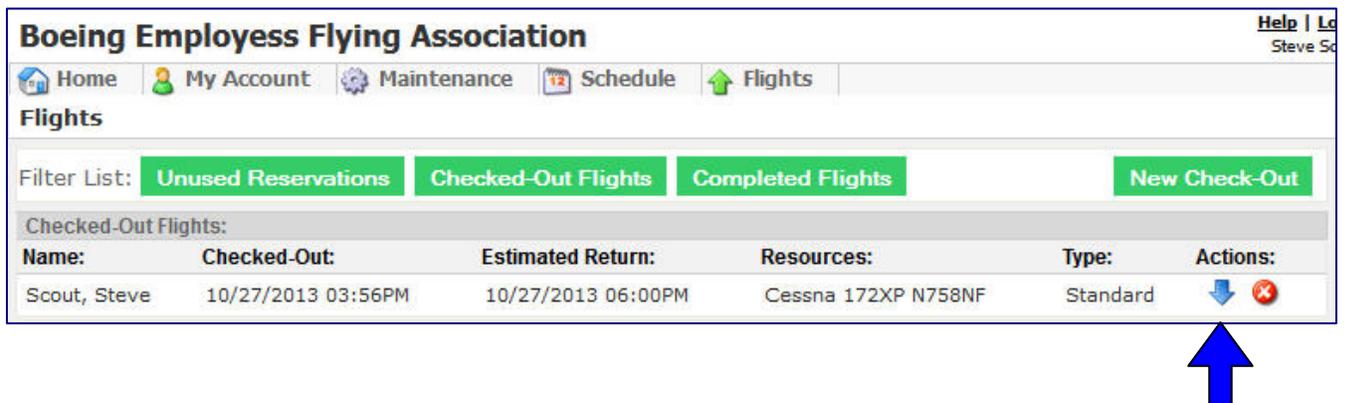
- 1) When you return, log in to **Flight Schedule Pro**, and click the **Flights** button.



- 2) Click on the green **Checked-Out Flights** button

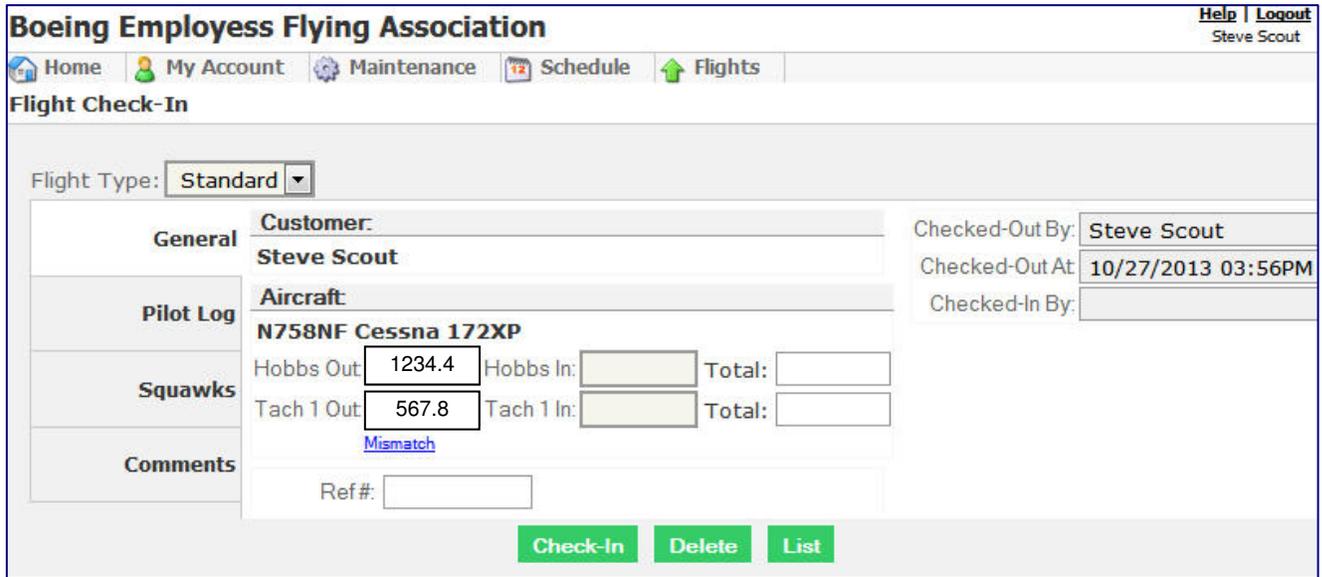


- 3) Click the blue button next to your flight



Check In an Airplane (after return)

4) The **Flight Check-In** window will appear.



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Steve Scout

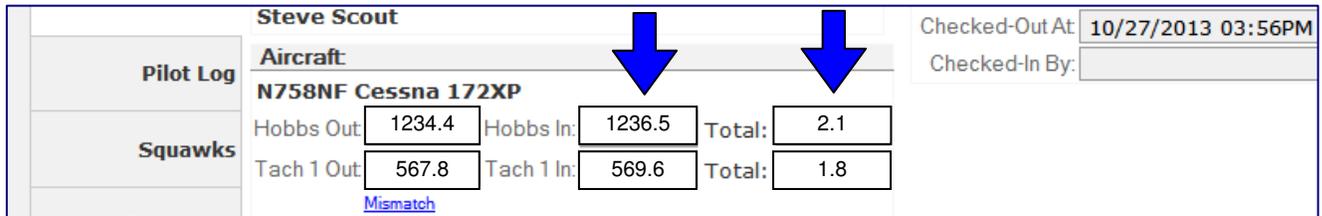
Home My Account Maintenance Schedule Flights

Flight Check-In

Flight Type: Standard

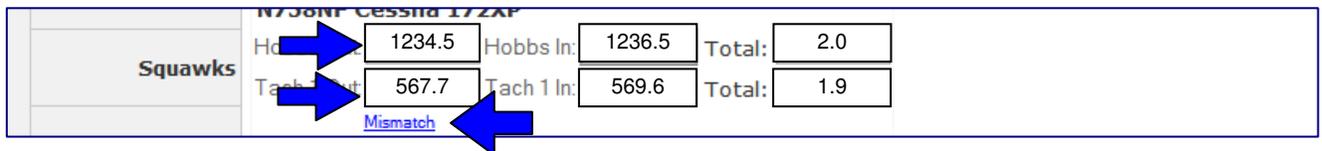
General	Customer: Steve Scout	Checked-Out By: Steve Scout
Pilot Log	Aircraft: N758NF Cessna 172XP	Checked-Out At: 10/27/2013 03:56PM
Squawks	Hobbs Out: 1234.4 Hobbs In: Total:	Checked-In By:
Comments	Tach 1 Out: 567.8 Tach 1 In: Total:	
	Mismatch	
	Ref#:	

5) Fill in the **Hobbs In** and **Tach 1 In** boxes with the appropriate times. The Total values will automatically be tallied.



Pilot Log	Aircraft: N758NF Cessna 172XP	Checked-Out At: 10/27/2013 03:56PM
Squawks	Hobbs Out: 1234.4 Hobbs In: 1236.5 Total: 2.1	Checked-In By:
	Tach 1 Out: 567.8 Tach 1 In: 569.6 Total: 1.8	
	Mismatch	

6) If start times don't match, click the **Mismatch** link and enter correct start times.



Squawks	Hobbs Out: 1234.5 Hobbs In: 1236.5 Total: 2.0
	Tach 1 Out: 567.7 Tach 1 In: 569.6 Total: 1.9
	Mismatch

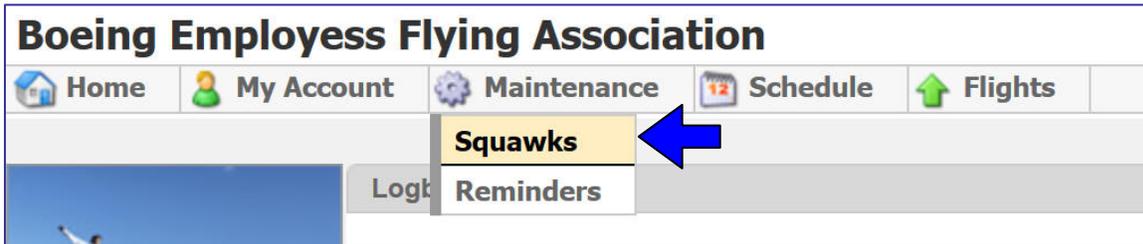
Check In an Airplane (after return)

7) Click the green **Check-In** button.

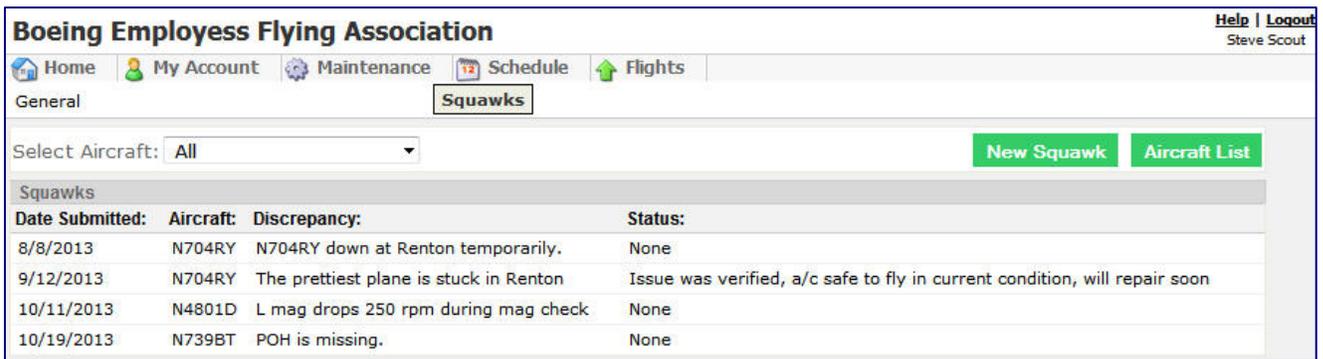
Steve Scout		Checked-Out At: 10/27/2013 03:56PM
Pilot Log	Aircraft:	Checked-In By:
	N758NF Cessna 172XP	
Squawks	Hobbs Out: <input type="text" value="1234.4"/> Hobbs In: <input type="text" value="1236.5"/> Total: <input type="text" value="2.1"/>	
	Tach 1 Out: <input type="text" value="567.8"/> Tach 1 In: <input type="text" value="569.6"/> Total: <input type="text" value="1.8"/>	
Comments	Mismatch	
	Ref#: <input type="text"/>	
		
<input type="button" value="Check-In"/> <input type="button" value="Delete"/> <input type="button" value="List"/>		

Squawks

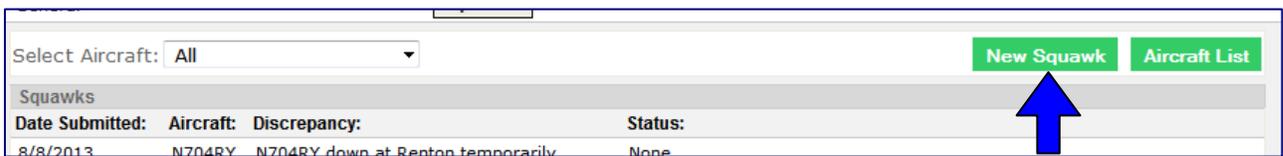
- 1) If there is a squawk found, log in to Flight Schedule Pro, hover over the **Maintenance** tab, and click on **Squawks**.



- 2) A list of current squawks for ALL airplanes will be shown.

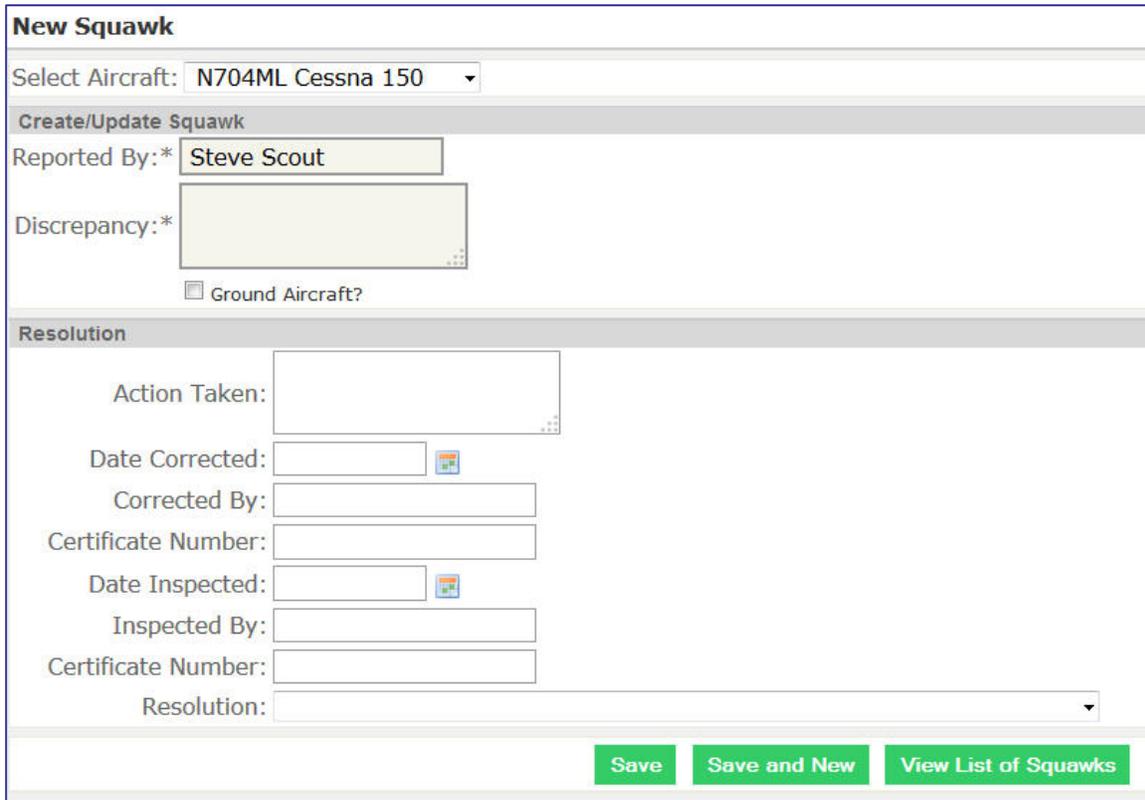


- 3) Click on the green **New Squawk** button.

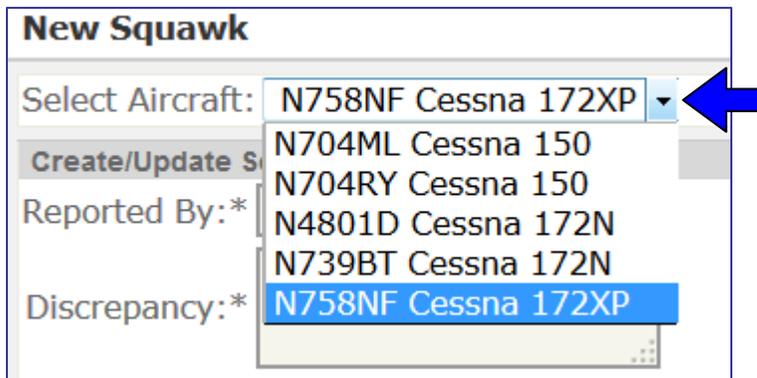


Squawks (cont'd)

4) The **New Squawk** window will appear.



5) Click the dropdown next to **Select Aircraft** and select the airplane.



Squawks (cont'd)

6) In the box next to **Discrepancy**, type the discrepancy.

7) If discrepancy warrants grounding the airplane, click the **Ground Airplane** check box.

8) If the pilot can make a temporary disposition, fill in the Action Taken field. Do not fill in any other fields.

9) Click the green **Save** button.