Procedures & Reference Manual

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Introduction

AeroLog Pro is a fourth-generation pilot logbook software program which is designed with the professional pilot in mind. However, it adheres to the basic design philosophy of its predecessors: AeroLog-II, AeroLog-III, and AeroLog for Windows.

Program Design

Overview

Most pilot logbooks provide several columns for use in recording flight information. They have the usual pre printed columns (e.g., PIC, DUAL, DAY, NIGHT, SEL, MEL, etc.) and blank columns which you can use to customize the logbook. This system requires some duplication of entries, but suffices in fulfilling the logbook requirements specified in FAR Part 61. However, insurance company forms and employment applications are another story.

In order to have the necessary totals on hand you need to use many more columns, which means more duplication and more totaling. If the requirements change and your existing columns don't give you what you need, your only recourse is to get your calculator and page through your logbook, totaling as you go.

AeroLog Pro solves this problem by abandoning the "column for every classification" approach. The columns in most logbooks serve to classify flight information in one of the following ways:

1. conditions of flight (day, night, actual, simulated, simulator...)
2. type of time/experience (PIC, SIC, dual, landings, approaches...)
3. aircraft classifications (category, class, make/model, high-performance, turbine, retractable...)

Conditions of flight, and type of time classifications require their own columns since time and experience can be split or duplicated among them for any one flight. For example, a 2-hour flight may have 1.0 day/PIC, 1.0 night/PIC, 2.0 actual, etc. On the other hand, aircraft classifications are fixed. They apply to a flight, as a unit, and are independent of conditions and type of time.

Instead of providing the typical numeric aircraft classification columns, AeroLog it allows you to assign aircraft classification codes to each flight record. These codes are

- Category (AIR, ROT, GLI, etc.)
- Class (SEL, MEL, SES, etc.)
- Type (C-152, PA-28, etc.)
- Tags

Category, Class and Type are standard aircraft classifications that all pilots should be familiar with. Tags are user defined codes for further classifying the aircraft. What you use for Tags is completely up to you. You can use 2-letter codes, 3-letter codes, letters and numbers, anything. Some examples of Tags are: PIS (piston), TBJ (turbojet), TBN (turbine), and TBP (turboprop). See Defining Tags (below) for more information.

AeroLog stores aircraft information (including Category, Class, Type and Tags) in an Aircraft List. When you identify the aircraft for a flight, AeroLog automatically inserts that aircraft's classification codes into the flight record.

Reporting is another area where AeroLog differs. Instead of providing all built-in fixed-format reports, AeroLog includes a full-featured report generator which allows you to design your own reports and save them in a library for future use. The report generator gives you complete control over the contents, page layout and ordering of the report.

Defining Tags

Aircraft Tags are user-defined codes which serve to identify certain physical characteristics of an aircraft, including but not limited to the power plant type, gear type, equipment, etc. You assign tags to an aircraft by entering them into the Tags field in the *Aircraft Window*. When entering multiple tags for an aircraft, separate them with commas.

How you define your tags is totally up to you, however, you should consider the following guidelines.

- The Tags field is limited in length to 40-characters. You can enter multiple tags into these fields,

however, the number that will fit depends on how long the tags are. Therefore, you should try to define tags which are as short and concise as possible.

- Tags should be consistent in length. In other words, if you want to use a three-letter tag, all tags should be three letters long. If you mix two and three letter tags, it is possible that a search will work incorrectly. For example, if you use "TB" for turbine and "TBP" for turboprop, a filter which tests for "TB" will incorrectly select "TBP" as well since both start with letters "TB".

Before you define your own tags, first look at the type of aircraft you fly. Decide how you may need to classify them, beyond the usual classifications of type, category and class, when printing reports or getting totals.

Primary and Advanced Dual and Solo Time

Within the context of AeroLog Pro, “Solo” and "Dual Instruction" are separated into two categories: Primary and Advanced. The difference is described below.

☞ IMPORTANT: The definitions of the terms "primary " and "advanced" as given below, apply only within the context of AeroLog Pro. These terms may have different meanings for different pilots outside of this context. Therefore, it is important to understand the following so that you can properly log your time.

Primary Dual -- Primary Dual is defined as dual instruction time which is not logged concurrently with either PIC or SIC time. An example of Primary Dual is when a pilot is receiving instruction in an aircraft he or she is not yet rated to fly. When AeroLog Pro calculates totals for fields such as Day, Night and Cross Country, it includes any Primary Dual time of the corresponding type. For example, the Day total would include Primary_Dual_Day time.

Advanced Dual -- Advanced Dual is defined as dual instruction time which is logged concurrently with either PIC or SIC time. An example is when a pilot is receiving instrument instruction in an aircraft he or she is rated to fly, and PIC time is being logged concurrently with dual for that flight. When AeroLog Pro calculates totals for fields such as Day, Night and Cross Country, it does not include any Advanced Dual time of the corresponding type, because the concurrent PIC or SIC time is already being included.

Primary Solo -- Primary Solo is defined as Solo time not logged concurrently with PIC time.

Advanced Solo -- Advanced Solo is defined as Solo time which is logged concurrently with PIC.

Unspecified Flight Time

AeroLog Pro includes three flight log fields (visible in the Edit tab of the *Pilot Logbook Window*) titled "Unspecified" -- one each for Day, Night and X-Country. These fields are provided for situations where the pilot does not remember (or does not care) if the Day/Night/X-Country time was PIC, SIC, Solo, etc.

Command Bars

Many of the common program functions are grouped into button bars called "command bars". Most of AeroLog Pro's windows incorporate at least one command bar. In cases where the window in question includes sub-lists of associated data records, there will be additional command bars for those lists. A typical command bar is shown below.

The command buttons and the functions they perform are described in detail below. Note: In many cases, some of the buttons described below will either be omitted from the command bar or disabled, indicating that their respective functions are not applicable.

Close - Closes the window.

Help - Displays help information for the window.

First - Move to the first record. Keyboard Shortcut: [Ctrl-Home]

Prior - Move to the previous record. Keyboard Shortcut: [Ctrl-PgUp]

Next - Move to the next record. Keyboard Shortcut: [Ctrl-PgDn]

Last - Move to the last record. Keyboard Shortcut: [Ctrl-End]

New Record - Adds a new record to the database. Keyboard Shortcut: [Ctrl-Insert]

 **Delete Record** - Permanently erases the displayed record. A confirmation dialog is always displayed first, giving the user an opportunity to cancel the delete. Keyboard Shortcut: [Ctrl-Delete]

 **Edit Record** - Places the displayed record in Edit mode, allowing fields to be entered and/or modified. Keyboard Shortcut: [Ctrl-Enter]

 **Post Edit** - Saves any changes made to the displayed record during editing. AeroLog Pro will do an automatic "Post" before moving to another record or closing the window. Keyboard Shortcut: [Ctrl-Enter]

 **Cancel Edit** - Cancels any changes made to the displayed record during editing. When an edit is canceled, all fields are restored to their pre-edit state. A confirmation dialog is always displayed first, giving the user an opportunity to retain the changes.

 **Refresh Data** - Reads the displayed record from disk and updates the display. This button is useful in a shared-data installation where multiple users may be modifying data concurrently.

 **Set Bookmark** - This button works in conjunction with the Return To Bookmark button to provide a convenient way to mark and quickly return to a record in the database. To mark the displayed record, click the button. To later return to the marked record, click the Return To Bookmark button (below). Note that bookmarks are lost when the AeroLog Pro session is terminated.

 **Return to Bookmark** - Displays a previously-book marked record. See Set Bookmark (above) for details.

 **Locate** -Displays a search dialog to aid in locating records in a large database. The search dialog allows the user to locate a record using all indexes available for the database in question.

 **Print** - If a record-print option is available for the database, clicking this button initiates the print operation.

 **Modified By** - Displays a dialog showing the date and time the currently displayed record was last modified. If Access Control is in use, the username of the person who did the modifications is also displayed.

Keyboard Shortcuts

Most of AeroLog Pro's entry fields and windows respond to keyboard commands or "shortcuts" which allow for more rapid data entry under certain circumstances. Below is a summary.

- When viewing a flight record in the Flight Inspector pressing the <Tab> key moves the cursor to the next field, automatically expanding and collapsing detail fields as necessary. <Shift-Tab> moves the cursor to the previous field in a similar fashion.
- Date, elapsed-time and numeric fields support increment and decrement via the <+> and <-> keys on the numeric keypad.
- Flight log fields can be cleared by typing <Ctrl_-> (hold down <Ctrl> and press the <-> key).
- Typing <Ctrl_+> (hold down <Ctrl> and press the <+> key) in an "elapsed time" field inserts the Duration (block time) value.
- Typing <Ctrl_+> in a "count" field (landing, approaches, etc.) inserts a value of 1.
- Typing <Ctrl_+> in the non-numeric fields listed below inserts the indicated value:

  Date -- Inserts value from previous flight.
  Flight # (Flt No) -- Inserts value from previous flight.
  From -- Inserts "To" identifier from previous flight.
  To -- Inserts "From" identifier from previous flight.
  Via -- Inserts value from previous flight.
  Depart -- Inserts value from previous flight.
  Arrive -- Inserts value from previous flight.
  Zone -- Inserts value from previous flight.
  Delay -- Inserts value from previous flight.
  Type -- Inserts value from previous flight.
  Aircraft -- Inserts value from previous flight.
  Flt Tags -- Inserts value from previous flight.
  Remarks -- Inserts value from previous flight.

- Many of the command bar functions can be invoked using the following key sequences*:
  <Ctrl_Home> – Go to first record.
  <Ctrl_End> -- Go to last record.
  <Ctrl_PgUp> – Go to prior record.
  <Ctrl_PgDn> -- Go to next record.

<Ctrl_Insert> – Add new record.
<Ctrl_Delete> -- Erase record.
<Ctrl_Enter> – Edit/Post record.

(*) Note: Not all windows support command bar shortcuts.

Demo Mode Restrictions

To allow pre-purchase evaluation, AeroLog Pro will operate in Demo Mode for 15 "usage days" without a valid serial number and registration code. A "usage day" is a day during which AeroLog Pro was started at least once. Running the program several times during a day still only counts as one usage day. Days where the program is not used do not count toward usage days.

Demo Mode imposes the following functional restrictions: a maximum of 2 pilot logbooks may be created, and each pilot logbook is restricted to 20 flight log entries.

Product Support

Technical assistance is available to registered customers via Email or telephone. If you experience problems with AeroLog Pro, contact us via phone or Email at the numbers provided below. If you get the answering machine, please leave a message. We are a small company and are not able to man the phones at all times. On such occasions, our answering machine will be on. We return most calls within a few hours, and we do our best to get back to everyone within a day. We often return calls on weekends and in the evening, so you can leave both a home and business number if desired.

Technical Assistance Contacts

FAQ: http://polaris-microsystems.com/faq.htm#apfaq

Email: support@polaris-microsystems.com
Voice: 1-856-848-1043

A Word About the Toll-Free Number

Polaris Microsystems has a toll-free number which it provides for sales purposes. Though we will never refuse to accept a tech call on this number, we do ask that you not use it for technical assistance. Unlike many software companies, we do not charge for tech support. We ask only that you pay for the phone call.

Initial Setup Procedures

Initializing Data Files

AeroLog Pro is available in either a single-user version, or a multi-user version (multiple users on multiple workstations). In the single-user environment, database files reside on the local hard drive. Under normal circumstances, AeroLog Pro automatically creates the necessary files and folders, and there is no need to do any additional database setup.

In a multi-user environment, data files reside on a centralized network file Server. All necessary files and folders are created when the AeroLog Pro Server installation is performed.

See the AeroLog Pro Installation Guide for detailed instructions for both versions.

Establishing A Data Backup Procedure

Both AeroLog Pro and the **AeroLog Data Manager** utility program (provided with AeroLog Pro) include built-in backup functions which will copy the entire database into a single compressed library file. (The backup library file is a standard PKZip™ format file, however a file extension of "APB" is used so that the program can easily identify its own backup files.) The file can be directed to any local or mapped network drive accessible from the workstation.

However, running a backup to the same floppy disk or Zip™ disk every time, while better than no backup at all, offers only minimal protection against data loss. The problem with this scheme is that, often times, a damaged data file (the AeroLog Pro database consists of many linked data files) is not discovered until well after the damage has occurred. If you run a backup before you discover the damage, you will overwrite the potentially good backup with a corrupt one.

The best way to safeguard against this scenario is to maintain multiple levels of backup, each one progressively older. If a damaged file is not discovered until a few days later, there will be a much better chance of having a good backup on hand.

The easiest way to establish and maintain a multiple-level backup is to use a rotating daily backup scheme whereby a different disk is used for each day of the week. Each time you run the Backup function -- even if you don't do a backup every day -- you use the appropriate disk for that day.

Preparing for a rotating daily backup is simple. Just format 7 new floppy disks (or Zip disks) and label them as follows:

- "AeroLog Pro Backup: Sunday-1"
- "AeroLog Pro Backup: Monday-1"
- "AeroLog Pro Backup: Tuesday-1"
- "AeroLog Pro Backup: Wednesday-1"
- "AeroLog Pro Backup: Thursday-1"
- "AeroLog Pro Backup: Friday-1"
- "AeroLog Pro Backup: Saturday-1"

This will give you a starting set of disks, one for each day of the week. The "-1" after each day name indicates that this is disk number 1 for that day. As your data files grow in size a daily backup may (if you are using floppies) eventually require multiple disks. You can format and label additional disks as needed.

Setting Program Options

General program options (i.e. options that apply to the program itself and to all pilot logbooks) are set via the Configuration pull-down menu. The menu items are:

- **Program Options...** -- Opens the Program Options dialog. The majority of the program options are set via this dialog. See the *Program Options Window* reference later in this guide for information about the settings contained therein.
- **Check Status On Startup** -- Enables the automatic display of the *Status Alerts Dialog* when AeroLog Pro is started.
- **Multi-Record Editing** -- Normally when editing records in AeroLog Pro, you must manually place each individual record in edit mode by clicking the Edit Record button in the command bar. This can make for tedious work when you need to make changes to several records in a session. With Multi-Record Editing enabled, if you edit a record and then move to another record, the screen stays in

edit mode. You only need to click the Edit Record button once.

- **Auto-Edit Flight Records** -- (*Single-User AeroLog Pro only*). When enabled, you can edit an existing flight record without first clicking the  button. The screen will automatically go into "edit" mode when it detects a change in the value of any of the fields.
- **Display Popup Hints** -- Enables display of pop-up hints for various fields and buttons within AeroLog Pro. To display a pop-up hint, position the mouse pointer over the item and hold it there for a short while.
- **Backup on ShutDown** – Enables the data backup check and the display of the associated reminder dialog box on program shutdown.
- **Verify Shutdown** -- Enables the program shutdown confirmation dialog box.

Setting Up Access Control

☞ AeroLog Pro's Access Control features are completely optional. When the program is first installed, access control is disabled. If you wish to make use of access control, read on. Otherwise you can skip the next section.

Controlling access to the AeroLog Pro program and the functions and data therein is accomplish through a system of user permission settings. In order to set up access control for AeroLog Pro, you need to create a list of users and assign specific permissions to each. The permission settings for a user determine what functions and areas within AeroLog Pro he or she is allowed access to. For example, you can set up permissions such that a pilot can view all Pilot Logbooks, but only modify his or her own.

Designating a System Administrator

In order for access control to work (and make sense) you need to assign one trusted individual the task of being the "System Administrator". The System Administrator is responsible for creating and maintaining the user's list.

Setting the Master Password

The user's list is created and maintained using a separate, password protected utility program called the **AeroLog Access Utility** (provided). The password used to enter AeroLog Access is called the “Master Password”. Obviously, the Master Password should be known only by the System Administrator.

When AeroLog Pro is first installed, the Master Password is initialize to "MASTERKEY". The first task of the System Administrator is to change this password. To do this:

- Start AeroLog Access by selecting the Windows Start button then selecting Programs>AeroLog Pro>AeroLog Access. If multi-user AeroLog Pro is installed, run AeroLog Access on the Server by clicking the icon on the desktop.
- When asked to enter the password, respond by entering "MASTERKEY" (excluding the quotes). The program window will be displayed.
- Click the Change System Administration Password button. Enter "MASTERKEY" in the first box (old password), then enter a new password in the second box (new password). Repeat the new password in the third box to verify and check for typos, then click Ok.

The next time you start AeroLog Access, enter your new password. If you forget your password contact Polaris Microsystems for assistance.

Creating the User List

☞ The User List should be created after Pilot Logbooks have been added to AeroLog Pro. If you haven't already done so, start AeroLog Pro and create a new Pilot Logbook for each pilot before proceeding.

The following will guide you through creating a user list containing all of your pilots. First you'll be adding a "default" user with permission settings typical for most pilots. Then you'll use the Add Pilots function to automatically add pilots to the users list.

- Click the  button . When prompted for the Username, enter "DEFAULT" (exclude quotes) then click Ok.
- Click the  button , then assign the permissions which most closely match the settings you want for the majority of pilots.

- Click **Save as Default**. This will save the settings so they can be automatically assigned to new users when they are added to the list.
- Click **Add Pilots to Users List**. Confirm your choice by clicking Ok. All pilots currently entered into AeroLog Pro (and not already in the list) will be added and assigned the default permission settings.
- If necessary, use the command bar buttons to edit the users list and fine tune the permission settings.

Setting Initial User Passwords

 A user's password is masked from view until the record is placed in edit mode by clicking the Edit Record button.

When a new user is added, the program presets the new user's password to a code based on the first two characters of the Username. As System Administrator, you can either ask each user to choose a password and alter them yourself; or you can just give each user their preset password and allow them to change it from within AeroLog Pro using the Change Password function ([File|Change User Password...]). The choice is yours.

Maintaining Lists

To facilitate easier and more accurate logbook entries, AeroLog Pro maintains an *Aircraft* table, a *Standard Flights* table and an *Airport* list. In addition, there are supporting lists for:

- Aircraft Types
- Aircraft Categories
- Aircraft Classes
- Crew Tags
- Tags
- Delay Codes
- Type-Of-Time Tags

Many of the lists are initialized with "standard" items when AeroLog Pro is first installed. However, it is sometimes necessary to expand or modify these lists. Refer to the procedures below for instructions.

Defining Standard Flights

Standard Flights are an optional part of AeroLog Pro. Depending on the type of flying you do, you may or may not find the feature useful. If you fly for an airline or other scheduled (part 121) operator, or if you fly the same routes on a regular basis, the Standard Flight feature can save you time when making logbook entries.

Entering a New Standard Flight

- If necessary, open the *Standard Flights Window* by selecting [Lists|Standard Flights] from the menu.
- Append a blank record by clicking  . The *Add Standard Flight* dialog will be displayed, prompting you to enter a Flight #. This number must be unique -- that is, no other flight in the list can have the same number. Enter the number then click OK.
- Complete the record by entering the Aircraft (tail #), Type of Time, Route (the origination, intermediate stops, and the destination), Flight Tags and Remarks. Note that any one of these fields can be left blank. However, it makes little sense to define a standard flight with no Route information.
- To save the record, click  . If you are entering several records at once, you can automatically save the record and append a new one in one step by clicking the New Record button instead.

Modifying a Standard Flight

- If necessary, open the *Standard Flights Window* by selecting [Lists|Standard Flights] from the menu.
- Click  to find the record you want to modify.
- Click  then modify the record as necessary.
- Click  to save the changes.

Maintaining the Airport List

AeroLog Pro ships with a complete US airport list which is updated periodically from the FAA airport database. The list also includes hundreds of airports outside of the US. Due to difficulty in obtaining updated information (in electronic form) on non-US airports, some of these entries may be out of date. To insure accurate distance calculations, be sure to verify the airport location information for any non-US airports you fly into.

Adding a New Airport

- If necessary, open the Airports Window by selecting [Lists|Airports] from the menu.
- Append a blank record by clicking  . A new blank *Airport Dialog* will be displayed.
- Enter the complete international identifier (ID) for the airport.
- Enter the airport Name, City (nearest) and State (if applicable).
- Enter the Latitude and Longitude information. This information is used to calculate great circle route distances, and to calculate official sunrise and sunset times.
- Click OK to save the new record, or Cancel to discard it.

Modifying an Airport

- If necessary, open the Airports Window by selecting [Lists|Airports] from the menu.
- Use the Search By... fields to find the airport you want to modify.
- Double-click on the airport in the list. This will open the *Airport Dialog* and display the selected airport.

- Click  then modify the record as necessary.
- Click  to save the changes , or click OK to save the changes and close the dialog.

Editing Supporting Lists

Adding a List Item

- Open the *Supporting List Editor* by selecting the desired list from the Lists menu. For example, to add a new Tag, select [Lists|Tags] from the menu.
- Click  to append a blank record. A blank line will be inserted into the list (indicated by the "*" in the left margin).
- Type in the new list item, and a description.
- Click  to save the new item. If you are entering several items at once, you can automatically save the item and append a new one in one step by clicking the New Record button instead.

Modifying a List Item

 Many of the standard list items are locked and can neither be deleted nor modified. This is done primarily so that the pre-defined reports supplied with AeroLog Pro will work properly. Locked list items are displayed with an aqua colored background.

- Open the appropriate list by selecting it from the Lists menu.
- Select the item you want to modify. For some of the longer lists, you can use the Search By... fields to locate the item.
- Click  then modify the record as necessary.
- Click  to save the changes.

Making Logbook Entries

This chapter discusses procedures for entering and editing logbook information.

Entering Aircraft Information

Strictly speaking, it is not necessary to pre-enter aircraft information into AeroLog Pro. As logbook entries are made, AeroLog Pro automatically opens a pop-up aircraft information dialog whenever a new tail number is detected. You can use this mechanism to build the aircraft database as you go. The procedures below illustrate how to "manually" enter new aircraft and/or how to modify an existing aircraft record.

Entering a New Aircraft Record

- If necessary, open the *Aircraft Window* by selecting [Lists|Aircraft] from the menu.
- Append a blank record by clicking  in the command bar at the top of the window. A *New Aircraft* dialog will be displayed, prompting you to enter an Aircraft # or Serial # for the entry. This number must be unique -- that is, no other aircraft in the list can have the same number. It is recommended that you not use the tail number, since the tail number could be transferred to another aircraft in the future. If you decide to use it anyway, it is suggested that you add a dash number suffix (e.g. "N94294-1").
- Complete the record by entering the Tail Number, Category, Class, and Type information. The Tags field is optional and can be left blank. (See the Defining Tags in the previous chapter for more information.)
- To save the record, click  . If you are entering several records at once, you can automatically save the new record and append a new one in one step by clicking the New Record button instead.

Entering Aircraft Maintenance Items

- Click  to find the aircraft you want to modify.
- Add a new maintenance record by clicking the New Record button  in the command bar located next to the "Maintenance" heading.
- Enter a Description and the date and hours (hobbs) of the last action.
- Define the maintenance interval by making the appropriate entries in the Due Every... and Days/Months/Hours columns.
- If desired, enter explanatory remarks in the Notes field below.
- Click the Post Edit button  to save the changes.

Creating a New Pilot Logbook

The procedures assume that the Pilot Logbook Window is already open. To open this window, select [Logbook|Pilot Logbook...] from the menu.

- Append a blank record by clicking  in the command bar at the top of the window. In the *New Pilot* dialog, enter an ID number for the pilot. You can use an employee number or social security number, or some other identifier just as long as it is unique to the individual. Click Ok.
- Enter the pilot's last and first name in the fields provided.
- Enter the Medical Certificate date and class.
- If necessary, adjust the 24-hour block time limitation which will apply for the pilot.
- To save the new record, click  in the command bar at the top of the Pilot Information page.

Customizing the Logbook

If necessary, select the Flight Log tab.

Adjusting a Field (column) Width

- If necessary, select the Browse tab on the right-hand side of the window.
- Locate the field (column in the list).
- Click and drag the column divider line to the right of the heading to adjust the width.

Changing the Position of a Field - Method 1

- If necessary, select the Browse tab on the right-hand side of the window.
- Locate the field (column in the list) you want to move.
- Click and drag the heading right or left as desired.

Changing the Position of a Field - Method 2

- Click  to open the *Configure Logbook Window*.
- Locate the field you want to move in the field list.
- Click and drag the field name up or down as desired.
- Click the Close button.

Hiding a Logbook Field

☞ A few of the standard fields are "required" and cannot be hidden.

- Click  to open the *Configure Logbook Window*.
- Locate and select (by clicking once on the name) the field you want to hide.
- Un-check the Enabled check box at the bottom of the window.
- Click the Close button.

Adding a Custom Field

- Click  to open the *Configure Logbook Window*.
- Locate and select an unused custom field of the proper type (Time, Count or Money).
- Check the Enabled check box to make the field visible.
- Enter the desired heading in the Name field.
- Click and drag the new logbook field to desire location in the list.
- Click the Close button.

Entering Certificates and Ratings

If necessary, select the Pilot Info tab.

Adding a New Certificate or Rating

- Append a blank record by clicking  in the command bar just above the Certificates and Ratings list.
- Enter the name/description of the certificate or rating, the certificate number (if applicable) and the date issued.
- Save the record by clicking  . If you are entering several records at once, you can automatically save the new record and append a new one in one step by clicking the New Record button instead.

Modifying a Certificate or Rating

- Locate the record to be modified and click on it to select it. If necessary, use the scroll bar to the right.
- Click  in the command bar just above the Certificates and Ratings list.
- Modify the record as necessary.
- Click  to save the changes.

Entering Checkrides

If necessary, select the Checkrides tab.

Adding a New Checkride

- Append a blank record by clicking in the command bar just above the Checkrides & Recurrent Training list.
- Enter the name/description of the checkride, the last-check date, and the valid period (Valid For.. and Days/Months columns).
- Save the record by clicking  . If you are entering several records at once, you can automatically save the new record and append a new one in one step by clicking the New Record button instead.

Modifying a Checkride

- Locate the record to be modified and click on it to select it. If necessary, use the scroll bar to the right.
- Click  in the command bar just above the Checkrides & Recurrent Training list.
- Modify the record as necessary.
- Click  to save the changes.

Entering Flights

If necessary, select the Flight Log tab.

Entering a New Flight Record

> The following procedure illustrates how to create a single entry (record) in the flight log. If you are entering a multi-leg flight and want individual log entries for each leg, see Entering Multi-Leg Flights below.

- Append a blank record by clicking New Flight at the top of the window.
- Fill in all the appropriate fields. Use the mouse or the <Tab> key to move through the fields. *Note: Date and Aircraft are required fields which cannot be left blank.*
- Click to save the record . If you are entering several records at once, you can automatically save the record and append a new one in one step by clicking New Flight instead.

Locating a Flight Record

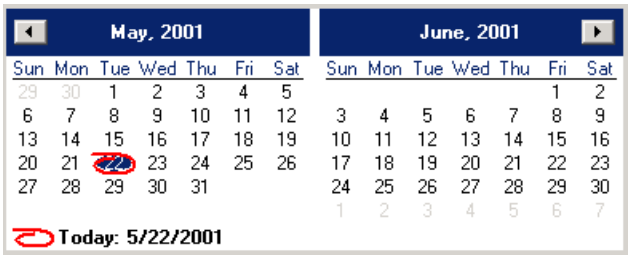
- If necessary, select the Browse tab on the right-hand side of the window.
- Decide the best sort index to use and select it in the Sort By field located to the right of the command bar. The options are: Date, Reverse Date, Departure Airport, and Arrival Airport. The ordering of the list will change accordingly.
- If you have chosen a date sorting order (Date, Reverse Date), enter the date of the flight you are looking for (or select it from the pop-up calendar). If you are searching by airport (Departure Airport, Arrival Airport), start typing in the identifier. In either case, the closest matching record will be selected.

Modifying a Flight Record

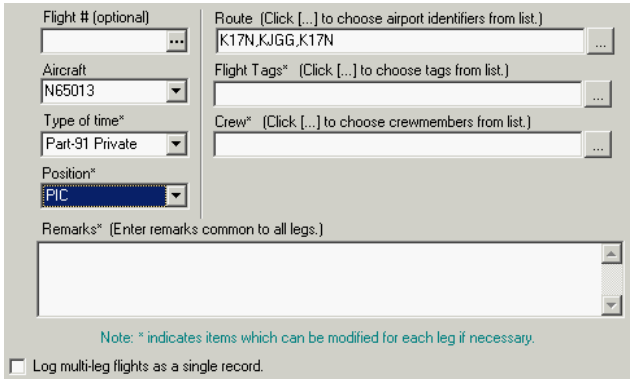
- Locate the record to be modified (see above).
- Double-click on the flight in the list – or – select the Edit tab then click in the command bar.
- Modify the record as necessary.
- Click to save the changes.

Entering a Multi-Leg Flight

- Click Flight Wizard at the top of the window. The *New Flight Wizard* will be displayed.



- Select the departure date (block-out date) for the first leg from the calendar. Click the Next button or press [Ctrl-PgDn].

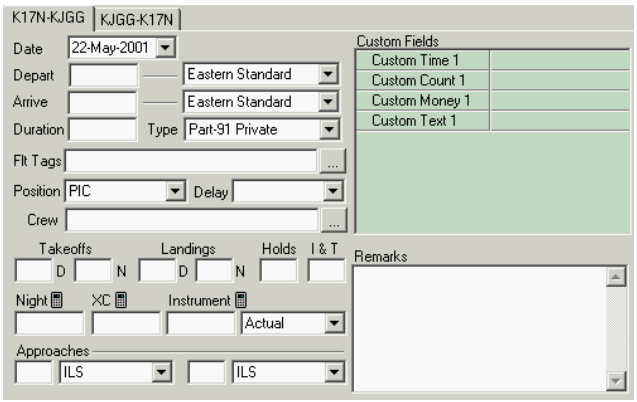


- Select (or enter) the aircraft tail number, the "type of time" (Part-91, 121, etc.), and the "position" (PIC, SIC, Primary Dual, etc.). *Note: If the type of time or position is not the same for all legs, select the appropriate entries for the first leg. You will be able to change these values for each leg of the flight later.*
- Enter the airports (origination, intermediate stops, and termination) into the Route field. You can alternately select identifiers from Airport List by clicking the button.
- If appropriate, enter any descriptive Flight Tags, Crew Tags, and Remarks which apply to all of the legs. *Note: You can modify these on a leg-by-leg basis later if necessary.*
- If you want to create a single-record entry for a multi-leg flight, check the

Log multi-leg flights as a single record. check box at the bottom of the page.

AeroLog Pro incorporates a database for holding user-defined "standard" flights. Instead of manually filling out the above information, you can select a standard flight in the Flight # field. See Defining Standard Flights for more information.

- Click the Next button or press [Ctrl-PgDn]. The wizard will automatically create "leg records" for the flight and display the following in the window.



- Complete the flight by filling in the appropriate fields for each leg. (Use the tabs at the top to select another leg.) An entry is required in the Duration field of each leg. All other fields can be blank.
- When all leg screens have been completed, click the Ok button to post the new flight. AeroLog Pro will automatically create a logbook entry for each leg. The individual leg entries can be further modified as necessary by directly editing them in the *Pilot Logbook Window* (see Entering Flights above).

Using the Copy and Paste Functions

AeroLog incorporates a "clipboard" which can be used to save the image of a flight record. This image can then be used to set the fields of a new (or another existing) flight record. The clipboard is saved upon program shutdown and restored when the program is restarted.

Copying a Flight to the Clipboard

- Open the Pilot Logbook Window , and if necessary, select the Flights page by clicking on the Flight Log tab on the left-hand side of the window.
- Locate the flight record you want to memorize (see Locating a Flight).
- Click the button in the command bar at the top of the Flights tab.

Pasting Clipboard Data to a New Flight Record

- Append a blank record by clicking the New Flight button at the top of the window.
- Click the button in the command bar at the top of the Flights tab.
- Fill in or modify fields as necessary to complete the entry, then click the button to save the new record.

Memorizing a Flight

To "memorize" an existing flight record (add it to the *Standard Flights* list)...

- Locate the flight record you want to memorize (see above).
- Click the Memorize button .
- Enter a unique Flight # to identify the flight, then click Ok.

Entering Duty Shifts

If necessary, select the Duty Log tab on the left-hand side of the window.

Entering a New Shift Record

- Append a blank record by clicking New Duty Shift at the top of the window.
- Enter the On-Duty and Off-Duty times (and dates), and verify that the Time Zone field is correct.
- Select the appropriate Type of Duty: Flight, Training, or Non-Flight.
- Enter the total Scheduled Flight Time for the shift.
- Enter any notes about the shift in the Remarks field.
- Click to save the record . If you are entering several records at once, you can automatically save

the record and append a new one in one step by clicking 

instead.

Modifying a Shift Record

- Locate the record using the scroll bar.
- Click  then modify the record as desired.
- Click  to save the changes.

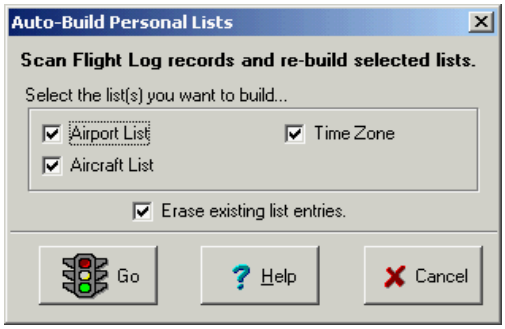
Initializing Personal Lists

AeroLog Pro provides "personalized" Airport, Aircraft and Timezone lists for each pilot. These speed entry by removing rarely-used items from the list of choices. The personal lists can be edited from the Pilot Logbook Window.

Auto-Building Personal Lists

AeroLog Pro includes a utility which will scan your existing flight records and add the necessary items to the Personal Lists for you.

- Open the Auto-Build Personal List Utility (shown below) by selecting [Personal Lists|Auto Build Lists...] from the pull-down menus at the top of the Pilot Logbook Window.



- Select the lists you want to build using the check boxes provided.
- To clear any existing entries first, check the Erase check box. If this box is not checked, new list entries will be added to the existing ones.
- Click Go to begin the scan.

Adding Personal List Items

☞ Items are added to a personal list by making selections from the corresponding master list. Therefore, before a new item can be added to a personal list, it may be necessary to first add the item to the master list.

- Open the Personal List Editor by selecting the desired list from the Personal Lists menu. For example, to add a new personal Airport, select [Personal Lists|Airport...] from the pull-down menus at the top of the Pilot Logbook Window.
- Locate the item in the Master list on the left. If available, you can use the "Search by..." fields at the top to locate the item.
- With the desired Master List item selected, click the 

button to add the item to the Personal List. Alternately, you can double-click the Master List item to add it.
- To add multiple Master List items, select the desired items using <Ctrl> click, then click 

to add them.

Removing a Personal List Item

- Open the Personal List Editor by selecting the desired list from the Personal Lists menu.
- Click once on the item to be removed, then click the 

button.

Removing ALL Items from a Personal List

- Open the Personal List Editor by selecting the desired list from the Personal Lists menu.
- Click the 

button. A confirmation dialog box will be displayed.

Setting a Default Item

☞ The "default" list item feature is used by the companion Palm application (APPi). Personal list "defaults" do not affect the main AeroLog Pro application.

- Open the Personal List Editor by selecting the desired list from the Personal Lists menu.
- Double-click on the desired default item. A checkmark is displayed next to the current default item (if any).

Setting up AutoCalc

☞ IMPORTANT! AutoCalc is an optional "enhancement" feature of AeroLog Pro. While this topic is discussed as part of the procedures for normal operations, it is not necessary to set up AutoCalc scripts

before using AeroLog Pro. You can add, modify or delete scripts at any time.

AeroLog Pro allows you to "program" the Flight Log portion of the Pilot Logbook Window by writing your own scripts (referred to as AutoCalc scripts) using the built-in AeroCalc script language. The AutoCalc feature supports four separate scripts:

- **Preset Script** -- This script is executed automatically whenever a new Flight Record is added. As the name implies, the Preset script is typically used to preset initial values into Flight Record fields.
- **Manual Script** -- This script is executed when manually triggered (by the user clicking the button) during flight editing. This script is typically used for doing special calculations and assigning or modifying field values at the discretion of the user.
- **Presave Script** -- This script is executed immediately before a new or modified flight record is "posted" to the database. The Presave script is typically used to add custom error checking to the Flight Log, though it is also possible to do calculations and assign or modify field values in the Presave script.
- **Import Script** -- The Import script is executed once for each flight record transferred from the Import Staging area to the Flight Log. It is typically used to perform calculations and error checking of flights imported from a PDA or some other external source.

Basic procedures for editing, saving, loading and running AutoCalc scripts are given below. To learn more about how to write scripts see the AeroCalc Tutorial and Language Reference , available as a separate electronic document (PDF format) from the Polaris Microsystems web site.

Editing an AutoCalc Script

- If necessary, open the Pilot Logbook Window and select the pilot logbook you want to work with.
- Open the AutoCalc Script Window by selecting [Calc|Edit AutoCalc Scripts...] from the pull-down menus at the top of the Pilot Logbook Window.
- Select the script you want to edit (Preset, Manual or Presave) by clicking the appropriate tab.
- Double-click anywhere within the script display area to open the AeroCalc Script Editor.
- Enter and/or modify the script as desired. (See the above-mentioned tutorial and reference information if necessary.)
- Click the button to verify the syntax of your script. Correct any syntax errors.
- Click the button to close the script editor. Your modified script will be displayed in the AutoCalc Script Window.
- If desired, activate your script by checking the Enabled checkbox at the top of the window.

Exporting an AutoCalc Script (to a file)

A pilot's AutoCalc scripts are stored along with his or her logbook records. However, it is also possible to develop a library of different scripts, or to share scripts with others by exporting them to small text files (ASF files). The following procedure addresses how this is done.

- Follow the procedure above to select the script and open the AeroCalc Script Editor.
- When the script is ready, click the button.
- Enter a file name in the Export Script dialog box, then click the Save button.

Importing an AutoCalc Script (from a file)

- Follow the procedure above to select the script and open the AeroCalc Script Editor.
- Click the button to display the Import Script dialog.
- Locate the script file then click the Load button.

Running an AutoCalc Script

Assuming you have set up and enabled your script(s), the Preset, Presave and Import scripts will execute automatically during normal entry and editing of flight records. The following procedure addresses how to trigger the Manual script.

- Open the Pilot Logbook Window and either create a new flight record or edit an existing record as desired.
- With the record in edit mode, click the button to trigger your Manual AutoCalc script.
- Post the record changes as usual.

Importing Data

AeroLog Pro supports import of logbook data from the following sources:

- **AeroLog for Windows** – A dedicated built-in utility allows the importing of pilot logbook information from AeroLog for Windows and AeroLog-III for DOS.
- **Palm OS PDAs** – Provides an import pathway for flights entered into a PDA running the AeroLog Pro Palm Interface (APPi) companion application.
- **ODBC** – Allows flight records to be imported from virtually any ODBC supported data source, including CSV text files.

Importing AeroLog for Windows Data

AeroLog Pro includes a built-in import utility for transferring pilot data records from AeroLog-III (DOS) or AeroLog for Windows (ALW). The *Import Wizard* takes you step-by-step through the process, which is described in detail below.

Starting the ALW Import Utility

- Open the *Pilot Logbook Window* by clicking 

in the main window, or by selecting [Logbook|Pilot Logbook...] from the menu.
- If necessary, click  at the top of the window to locate the logbook for the pilot being imported. If a logbook has not been created for the pilot, follow the procedure for Creating a New Pilot Logbook first, then continue with the import.
- Select [Import|Import from ALW...] from the menu at the top of the Pilot Logbook Window.

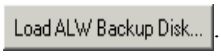
Specifying the location of the files to be imported

If AeroLog for Windows resides on the same machine as AeroLog Pro...

- Type in the directory path to your ALW (AeroLog-III/AeroLog for Windows) data files, or...
- Click  to select the path.

☞ By default AeroLog for Windows pilot data files are placed in individual sub-folders within the ALW (program) folder. Pilot data folders are named using the first 8 characters of the pilot's last name. For example, the data folder for pilot John Smith would be located using the path C:\ALW\SMITH.

If AeroLog for Windows is not on the same machine...

- Start AeroLog for Windows (ALW) on the other machine and run the Backup Pilot Logbook function. Place the backup file on a floppy disk.
- Insert the ALW backup disk into the AeroLog Pro machine, then click 

. Select and load the ALW backup file just created on the floppy disk. The Import Wizard will load the ALW files into a special Import folder and automatically set the path field to point to them.

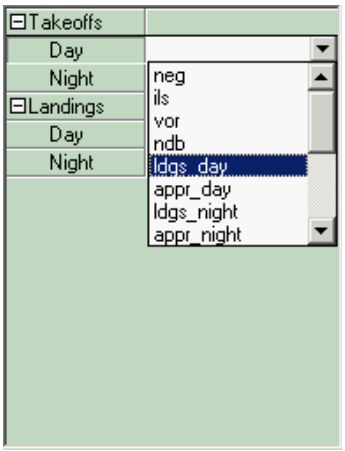
Click 

to go to the next screen.

Takeoff & Landing Import Mapping

☞ This step applies only to situations where custom fields were set up in ALW to separately log takeoff and landing counts. If you used the standard landings fields in ALW, click Next.

- Using the mapping selector to the right (see below) choose the ALW fields you want to "map" into each of the AeroLog Pro takeoff and landing fields. *It is okay to map the same ALW field to more than one AeroLog Pro field, or to leave a field mapping blank.*



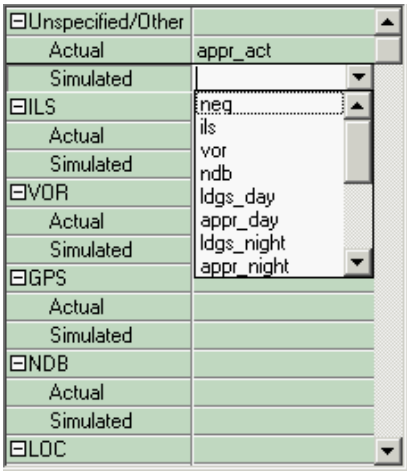
- Click 

to go to the next screen.

Instrument Approach Import Mapping

☞ This step applies only to situations where custom fields were set up in ALW to separately log different types of approaches. Refer to the on-screen instructions. If the default mapping is sufficient, click Next.

- Using the mapping selector to the right (see below) choose the ALW fields you want to "map" into each of the AeroLog Pro approach fields. *It is okay to map the same ALW field to more than one AeroLog Pro field, or to leave a field mapping blank.*

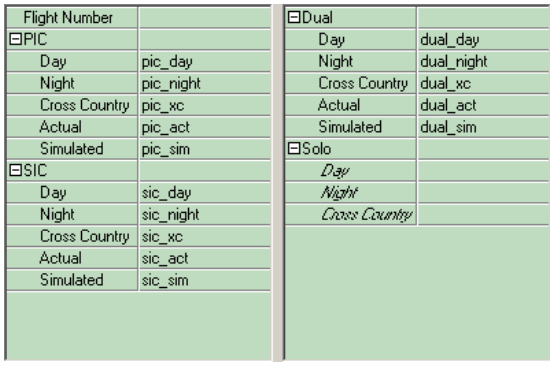


- Click **Next ☞** to go to the next screen.

Standard Field Import Mapping

☞ The Standard Field Map is preset and will only need to be changed when you are importing from an ALW logbook with non-standard Breakdown Table row and column headings.

- Using the mapping selector to the right (see below) modify the standard field mapping as necessary.

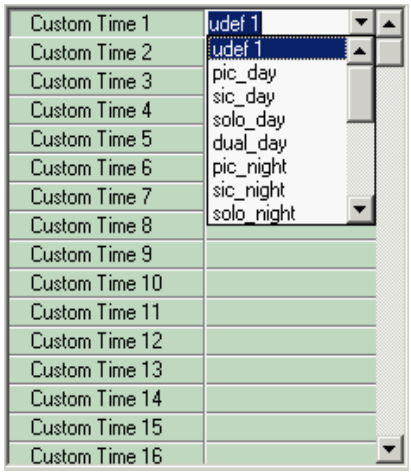


- Click **Next ☞** to go to the next screen.

Custom Field Import Mapping

☞ This step applies only to situations where custom fields (other than the ones addressed in the previous steps) were set up in ALW. Refer to the on-screen instructions. If there are no custom fields to be imported, click Next.

- Using the mapping selector to the right (see below) map each custom ALW field into the AeroLog Pro field of your choice. Note that ALW "time" fields can only be mapped to AeroLog Pro "time" fields, "count" fields to "count", etc. It is okay to map the same ALW field to more than one AeroLog Pro field, or to leave a field mapping blank.

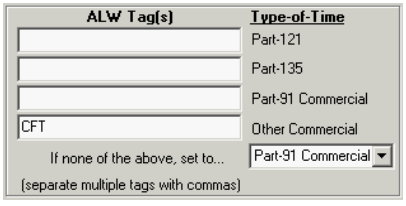


- Click **Next ☞** to go to the next screen.

Commercial Time

The *Import Wizard* can translate custom ALW "tags" into the "Type-of-Time" tags used in AeroLog Pro. If you use tags in ALW to specify different types of commercial and non-commercial flight, enter your tags into the mapping fields (shown below) provided. You can specify a "default" Type-of-Time to use when none of the tags are located.

☞ You can map more than one ALW tag to a Type-of-Time by separating the tags with commas.



Other Options

The bottom half of the screen contains several import options:

- Import Instrument Competency Checkrides -- When checked, instrument checkrides (ICCs) will be imported from the Instrument Experience table (see ALW Private Currency Window) into AeroLog Pro's Checkrides & Recurrent Training table.
- Import Biennial Flight Review -- When checked, the Flight Review information (see ALW Private Currency Window) will be imported into AeroLog Pro's Checkrides & Recurrent Training table.
- Import Medical Certificate -- When checked, the Medical Certificate information (see ALW Private Currency Window) will be imported.
- Import Pilot Certificates -- When checked, pilot Certificates (see ALW Pilot Information Window) will be imported into AeroLog Pro's Certificates & Ratings table.
- Import Ratings -- When checked, pilot Ratings (see ALW Pilot Information Window) will be imported into AeroLog Pro's Certificates & Ratings table.
- Import Checkrides -- When checked, Aircraft Checkrides (see ALW Aircraft Checkrides Window) will be imported into AeroLog Pro's Checkrides & Recurrent Training table.
- Allow Only Valid Airport Identifiers -- When checked, the Import Wizard will check the From, To and Via fields of all imported flights against the Airport List.
- Replace Empty Aircraft ID -- AeroLog Pro requires that every flight log entry contain an Aircraft ID (tail number). When the Import Wizard encounters an ALW flight record with no Aircraft ID, it will substitute the ID entered in this field.

Click Next ☞ to go to the next screen.

Begin Import

Review the on-screen notes, then click **Start Import** when ready. You can interrupt the import at any time by clicking **Stop Import**. The import progress is displayed in the scrolling list to the right.

Importing Palm PDA Fights

AeroLog Pro includes a companion application which will run on Palm OS v3 & v4 compatible handheld devices (PDA). The AeroLog Pro Palm Interface (APPi), as it is called, allows you to enter flight records on the PDA and later merge them into the main AeroLog Pro application via a HotSync operation.

☞ Complete instructions for installing and using APPi are contained in the AeroLog Pro Palm Interface Installation & User's Guide. The APPi guide is included on your AeroLog Pro installation CD, and can also be downloaded from the Polaris Microsystems web site (http://polaris-microsystems.com). The following gives brief instructions on how to install APPi on a handheld device.

Installing APPi on a Palm PDA

- Open the Pilot Logbook Window.
- Open the Palm Setup Window by selecting [Import|Install Palm Application...] from the pull-down menus at the top of the Pilot Logbook Window.
- If necessary, edit your personal Airport, Aircraft and Time Zone lists. These lists are sent to the PDA as part of the setup process. When finished, click Next ☞.
- Place your PDA in its cradle, then click **Install APPi**. Follow the onscreen instructions to complete the HotSync operation.

Importing Flights

☞ The following assumes that you have previously installed APPi on your PDA, entered one or more flights, and are now ready to import them back into AeroLog Pro.

- Open the Pilot Logbook Window.
- If necessary, select the Import Staging Area by clicking on the Import tab on the left-hand side of the window.
- Place your PDA in its cradle, then click the Palm Import button. Follow the onscreen instructions to complete the PDA import.
- Review the imported flight records in the Import Staging Area and make any corrections or additions as needed.

- When satisfied with the imported records, click 

to move the imported flights into the Flight Log.

Updating Palm Tables

Under normal circumstances, the various supporting data files used by APPi on the Palm device are updated after each Palm Import operation. However, a separate function is provided for situations where just the supporting list information needs to be updated and transmitted to the device.

☞ The following assumes that you have previously installed APPi on your PDA.

- Open the Pilot Logbook Window.
- Place your PDA in its cradle, then select [Import|Update Palm Tables...] from the pull-down menus at the top of the Pilot Logbook Window. Follow the onscreen instructions to complete update.

Importing Pocket PC Fights

AeroLog Pro includes a companion application which will run on Pocket PC 2002-compatible handheld devices. The AeroLog Pro Pocket PC Interface (ALProPPC), as it is called, allows you to enter flight records on the PDA and later merge them into the main AeroLog Pro application.

☞ Complete instructions for installing and using ALProPPC are contained in the AeroLog Pro Pocket PC Interface Installation & User's Guide. The ALProPPC guide is included on your AeroLog Pro installation CD, and can also be downloaded from the Polaris Microsystems web site (http://polaris-microsystems.com). The following gives brief instructions on how to install ALProPPC on a handheld device.

Installing ALProPPC on a Pocket PC Device

- Open the Pocket PC Setup Window by selecting [Import|Install Pocket PC Application...] from the pull-down menus at the top of the Pilot Logbook Window.
- If necessary, edit your personal Airport, Aircraft and Time Zone lists. These lists are sent to the PDA as part of the setup process.
- Place the device in its ActiveSync cradle, then click 

.
- Click **Install ALProPPC**. Follow the onscreen instructions to complete the installation.
- Click **Initialize ALProPPC Database** to create a customized database (containing your personal lists and preferences) on the device.

Importing Pocket PC Flights

☞ The following assumes that you have previously installed ALProPPC on your PDA, entered one or more flights, and are now ready to import them back into AeroLog Pro. For detailed instructions on how to install and use ALProPPC on your PDA, see the AeroLog Pro Pocket PC Interface User's Guide. The guide is included on your AeroLog Pro installation CD, and can also be downloaded from the web (http://polaris-microsystems.com).

- If necessary, select the Import Staging Area by clicking on the Import tab on the left-hand side of the window.
- Place your PDA in its cradle, then click the 

button. Follow the onscreen instructions to complete the PDA import.
- Review the imported flight records in the Import Staging Area and make any corrections or additions as needed.
- When satisfied with the imported records, click 

to move the imported flights into the Flight Log.

Updating Pocket PC Tables

Under normal circumstances, the data files used by ALProPPC on the Pocket PC device are updated after each import operation. However, a separate function is provided for situations where just the supporting list information needs to be updated and transmitted to the device

☞ The following assumes that you have previously installed ALProPPC on your PDA.

- Open the Pilot Logbook Window.
- Place your PDA in its ActiveSync cradle, then select [Import|Update Pocket PC Tables...] from the pull-down menus at the top of the Pilot Logbook Window. Follow the onscreen instructions to complete update..

Importing Flights using ODBC

Please refer to ODBC Import Tips and FAQs in the Help file for further information.

AeroLog Pro supports the importing of flight records from external files and databases using Microsoft's Open Database Connectivity™ (ODBC) services. ODBC allows access to varying data formats through the use of special ODBC Drivers. Many "standard" drivers are provided with the Windows™ operating system, including drivers for CSV (Comma-Separated Value) text files, Microsoft Access, dBase, Paradox, FoxPro, Excel et. al.

ODBC is open-ended in the sense that manufactures of proprietary databases can create and provide an ODBC driver for their database format. If an ODBC driver is available for a proprietary database format, it can usually be obtained directly from the manufacturer.

Performing an ODBC import generally involves the following tasks:

- Prepare an ODBC Data Source definition for your import.
- Map the fields in the imported data base to fields in AeroLog Pro.
- Specify default values for "filling in" missing information.

The Data Source definition includes following:

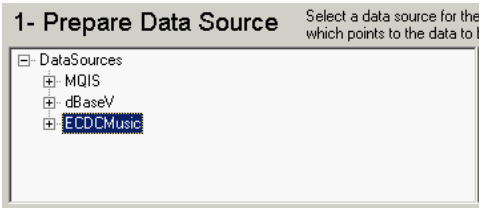
- the ODBC Driver to be used (see above),
- the location of the file(s) containing the data,
- and for text sources (e.g. CSV), the "field" format of the data.

ODBC imports performed from the ODBC Import Window. To open this window...

- Open the Pilot Logbook Window.
- Select the Import Staging Area by clicking on the Import tab on the left-hand side of the window.
- Click ODBC Import.

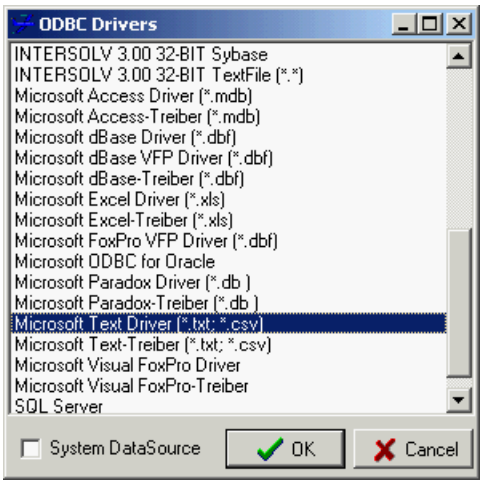
Step 1: Add a New Data Source

All Data Sources defined on your computer are shown in the upper left corner of the window. The figure below shows a typical display. Your's may be different.



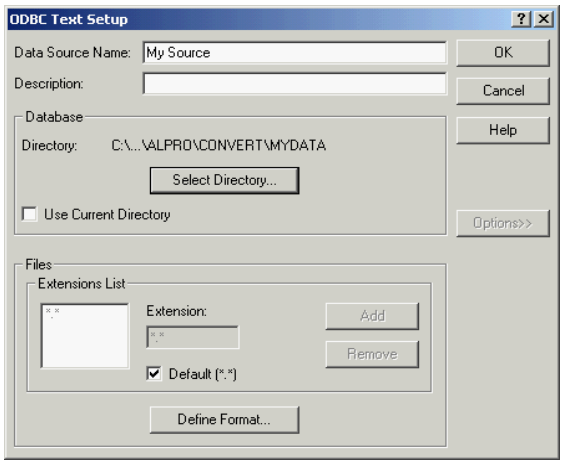
Unless you have used ODBC Import before, you will need to add a new Data Source for the import. Follow the procedure below.

- Click Add. A list of the available ODBC Drivers will be displayed.



- Locate and select the driver which matches the database format of your import source files then click **OK**. The Drivers dialog will close and a driver-specific ODBC setup dialog will be displayed.
- Complete the Setup dialog. Each ODBC driver has a customized Setup dialog. There is usually a Help button providing setup instructions. Minimally, you will need to complete the Data Source Name field and specify the location of the files using the **Select Directory** button.

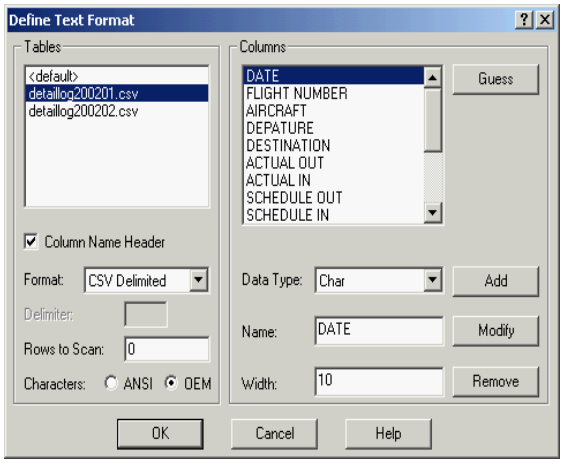
  The figure below shows the Setup dialog for the Microsoft Text Driver (CSV). The Data Source Name field and the database Directory have been specified.



- For text imports, like the CSV example above, you will need to define the field format of the text file. Click the **Define Format...** button to open the Text Format dialog.

  The figure below shows an example Text Format definition for a specific CSV file. The CSV file has column (field) names in the first row, so the Column Name Header box is checked. The Columns list was initially filled in using the **Guess** button, and then changes were made manually.

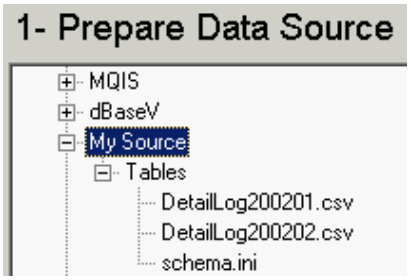
  When importing flight data from CSV or other text formats, it is suggested that all columns (fields) be defined as "Char" data types. AeroLog Pro will automatically convert character values to the appropriate Date, Time and Numeric types as necessary.



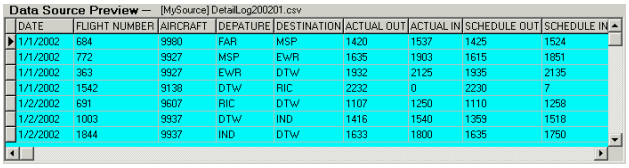
Step 2: Select a Data Source Table

Once a Data Source has been added, it will appear in the DataSources list. The next step is to select the specific Table which contains the data to be imported.

- Click the ⊞ next to your Data Source, then click ⊞ next to "Tables" to reveal the individual tables.



- Click on the specific table in the list to select it. When a table has been selected, the table fields will be listed to the right and the Data Source Preview area will display the actual data which will be imported. The figure below shows the preview of the example CSV source table.

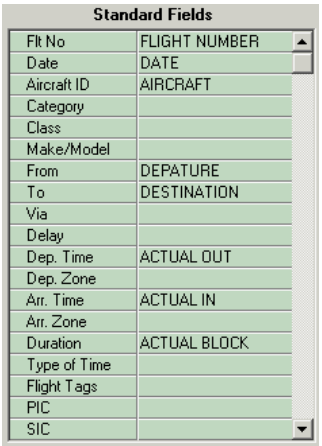


- Click **Next** to go to the Map Fields page.

Step 3: Map the Import Fields

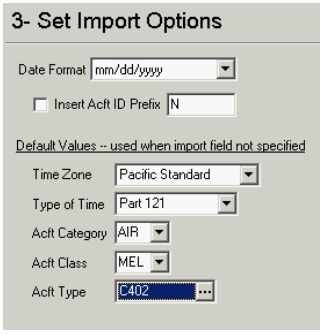
This page lists the Data Source field names on the left, and the AeroLog Pro map in the remainder of the window. To map a field, select it from the Data Source list, then drag & drop it in the desired map "slot". *It is not necessary to map all of the D/S fields.*

The figure below shows the mapping for the example import. (Some of the mapped fields are not visible.)



- Map the fields as desired, then click Next ☞ to go to the Set Import Options page.

Step 4: Set Defaults and Options



- IMPORTANT! Select a Date Format to match the format of dates in the Data Source Table.
- If desired, check the Insert Acft ID Prefix box and enter the prefix you want inserted.
- Adjust the default settings as desired.
- Click Next ☞.

Step 5: Import the Data

During the import, status and error messages will be displayed in the text area. Also, as each new aircraft identifier is encountered, the New Aircraft dialog will be displayed, allowing you to complete and/or verify the aircraft information.

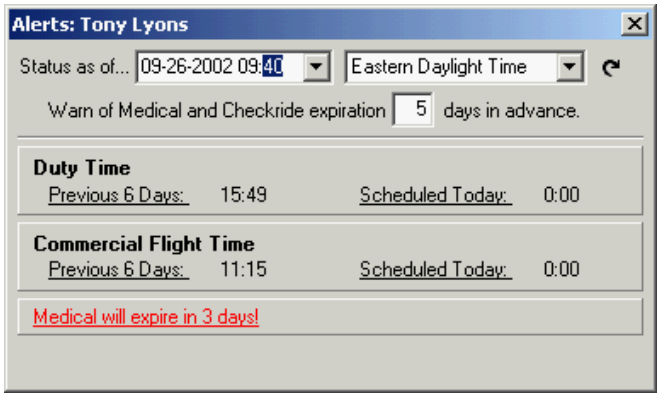
- To begin the import, click the Start Import button.
- To stop an import in progress, click the Stop Import button.

Reports

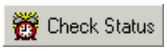
Checking Flight Status

The Status Alerts dialog provides a quick "legal to fly" check of the following currency and limitation items

- Past 7-Day Duty Time – The scheduled duty time for today's (date shown in at the top of the dialog) duty shift is added to the actual logged duty time for the previous 6 days.
- Past 7-Day Flight Limit -- The Scheduled Flight Time for today's (date shown in at the top of the dialog) duty shift is added to the actual logged commercial flight time for the previous 6 days. If the total exceeds the 7-day block time limitation, as entered in the Program Options window, an alert panel is displayed.
- Medical Certificate -- If the pilot's medical certificate has expired or will expire within the number of days indicated, and alert panel is displayed.
- Checkrides -- If one or more of the logged checkrides has expired or will expire within the number of days indicated, and alert panel is displayed.



There are three ways to display status alerts...

- click  in the main window,
- select [Logbook|Check alert status...] from the menu,
- click  at the top of the *Pilot Logbook Window*.

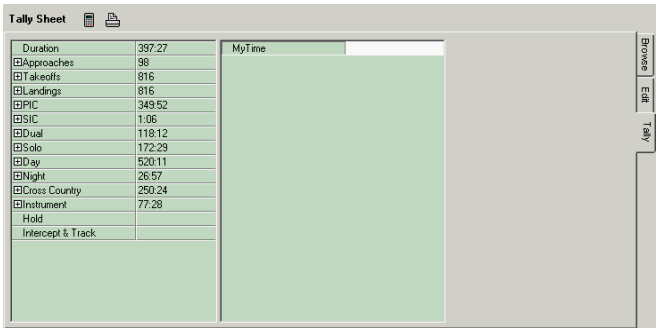
In addition, you can configure AeroLog Pro to automatically display the *Status Alerts* dialog on startup by selecting [Configuration|Check Status On Startup] from the menu.

Calculating Bottom-Line Totals

Bottom-line logbook totals can be calculated and optionally printed using the Tally Sheet function incorporated into the *Pilot Logbook Window*. The totals can be "filtered" or "un-filtered". A filtered total includes only a sub-set of the flight records as defined by a *Flight Filter*. Following are procedures for running both filtered and un-filtered tallies.

Setup

- Open the *Pilot Logbook Window* by clicking  in the main window, or by selecting [Logbook|Pilot Logbook...] from the menu.
- If necessary, click the Flight Log tab to select it.
- If necessary, click the Tally tab on the right to display the Tally Sheet.



Running an Un-Filtered Tally

- Click the calculator button to run the tally and display the totals.
- Expand and/or collapse the primary fields (by clicking the + and - icons) as desired to view the totals.
- If a "hard copy" is desired, follow the printing procedure below.

Running a Filtered Tally

- Click  to open a *Flight Filter*. Enter your filter parameters (or load a saved filter), then click

Ok to return to the Tally Sheet. (See Flight Filter Window in the help file.)

- Click the calculator button to run the tally and display the totals.
- Expand and/or collapse the primary fields (by clicking the + and - icons) as desired to view the totals.
- If a "hard copy" is desired, follow the printing procedure below.

Printing a Tally

- Run the tally (un-filtered or filtered) by following the procedures above.
- Click the Print button to display the tally in a Print Preview window.
- Expand or collapse fields by clicking the + and - icons until the on-screen report appears as desired. (See Tally Sheet Preview the help file for more information.)
- Click the Print button at the top of the Print Preview window to print the Tally Sheet.

Printing Standard Reports

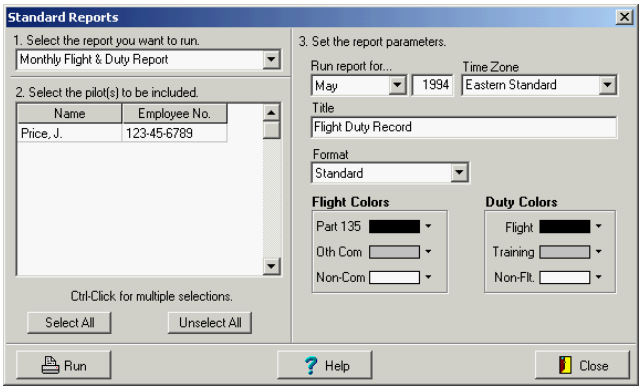
The standard AeroLog Pro reports include the following:

- Commercial Flight/Duty Limits Summary -- a summary of recent rest periods commercial flight time
- Certificates/Ratings/Checkrides Due – shows currency items which are near or past expiration.
- Pilot Currency Summary – a summary of the current status of all currency items, including checkrides, equipment checks, takeoff & landing, and commercial flight time.
- Monthly Flight Duty Report – A graphical report depicting flight and duty activity for the specified calendar month.
- Flight & Duty - 28 Day Cycle – A numeric summary of flight and duty time over a 28 day cycle starting on any user-specified date.
- Flight & Duty - Calendar Month – A numeric summary of flight and duty time for the specified calendar month.

To print a report...

- Open the Standard Reports Window by clicking 

in the main window, or by selecting [Reports|Standard Reports...] from the menu.



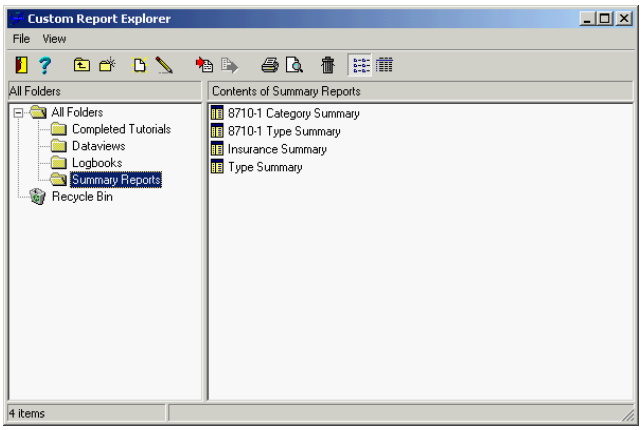
- Choose the report you want to run from the drop down list.
- Select the pilots you want included in the report. Use <Ctrl> click to select multiple pilots or click Select All to select all of the pilots in the list.
- If required, specify the parameters for the report. Note that not all reports require parameters to be set. See Standard Reports Window in the help file for a discussion of the setup parameters
- Click the Run button.

Printing Custom Reports

AeroLog Pro includes a built-in report designer and supports an open-ended library of user-modifiable custom reports. Procedures are given below for on-screen previewing and printing custom reports saved in the library. Instructions and tutorials for using the report designer are provided under separate cover in the Report Designer Tutorial document.

Setup

- Open the *Custom Report Explorer* by clicking the Custom Reports button in the main window, or by selecting [Reports|Standard Reports...] from the menu.



Previewing a Custom Report

- Locate the report you want to run by selecting and opening folders as necessary.
- Click once on the report to select it then click  .

  An alternate "short cut" method is to just double-click on the report.
- If a Report Filter has been designed into the report, the *Report Filter Window* will be displayed. Modify the filter as desired, then click Ok to proceed.
- The report will be displayed in the *Print Preview Window*. To print the report without closing the preview window, click  .

Printing a Custom Report

- Locate the report you want to run by selecting and opening folders as necessary.
- Click once on the report to select it then click  .
- If a Report Filter has been designed into the report, the *Report Filter Window* will be displayed. Modify the filter as desired, then click Ok to proceed.

Creating Custom Reports

Please refer to the Report Designer Tutorial manual for instructions on how to create and/or modify custom reports. This manual is provided on the AeroLog Pro CD, and can also be downloaded from the Polaris Microsystems web site. Point your browser to...

http://polaris-microsystems.com/download.htm#ALP

Online help for the AeroLog Pro's Report Designer is contained in a separate help file. To open this file select Help from the Report Designer pull-down menu.

Importing & Exporting Report Templates

The Custom Report Explorer includes Import and Export functions which allow you to copy custom report templates to and from self-contained report template files (RTM files). You can use RTM files to exchange report templates with other users, or to archive report templates.

IMPORTANT! The Export function discussed below should not be confused with a "print to file" function. RTM files contain only the design and layout of the report, not an image of the report as previewed or printed. No pilot-specific data is saved in the RTM file.

Importing a Report Template

- Open the Custom Report Explorer by clicking the **Custom Reports** button in the main window, or by selecting [Reports|Custom Reports...] from the menu.
- Select and open the folder where you want to place the imported template.
- Click the  button. A file-open dialog box will be displayed.
- Locate and select the RTM file you wish to import, then click **Open**.
- Rename the report if desired.

Exporting a Report Template

- Open the Custom Report Explorer (see above).
- Locate the report template you want to export by selecting and opening folders as necessary.
- Click once on the report to select it then click the  button. A file-save dialog will be displayed.
- Enter a file name and select a destination folder for the new RTM file, then click **Save**.

Database Maintenance

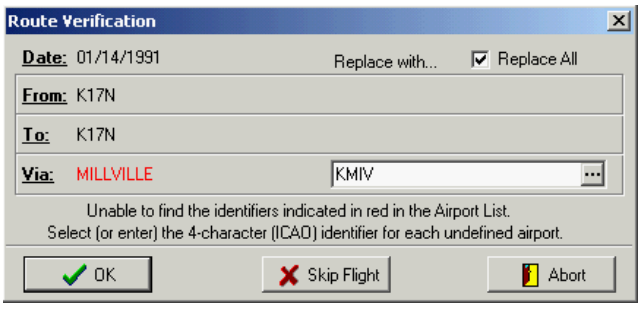
Validating Airport Identifiers

AeroLog includes an Airport Validation Utility which checks the airport identifiers in the From, To and Via fields of existing flight records, and if necessary, converts them to full ICAO identifiers. When the Airport Validation Utility is unable to resolve a conversion, it presents a dialog box allowing the user to manually specify the standard ICAO identifier(s) to replace the non-standard one(s). The Airport Validation Utility stores user-specified replacements in an Airport Conversion list, so future occurrences of the non-standard ID's can be automatically converted without user intervention.

IMPORTANT! Changes made by the Airport Validation Utility cannot be undone. The only way to remove the changes is to restore the entire database from a backup copy.

- Make a current backup. (see Backing Up Your Data below).
- If necessary, open the Pilot Logbook Window and select the pilot logbook you want to work with.
- Select [Logbook|Validate Airports...] from the pull-down menus at the top of the Pilot Logbook Window.
- Step through the Backup warning to begin the scan.

If the utility cannot resolve an airport, it will display the Route Verification dialog showing the date and route of the flight in question. Use the entry fields to specify the proper ICAO replacement identifier(s) as necessary. To save replacement information in the Airport Conversion list, check the Replace All checkbox then click **OK.**



To skip the flight and continue the scan, click **Skip Flight**. To abort the validation scan, click **Abort**.

Modifying Data Using Global Scan

IMPORTANT! The Global Scan Utility is an optional "enhancement" feature of AeroLog Pro. It is not necessary to learn Global Scan in order to use AeroLog Pro.

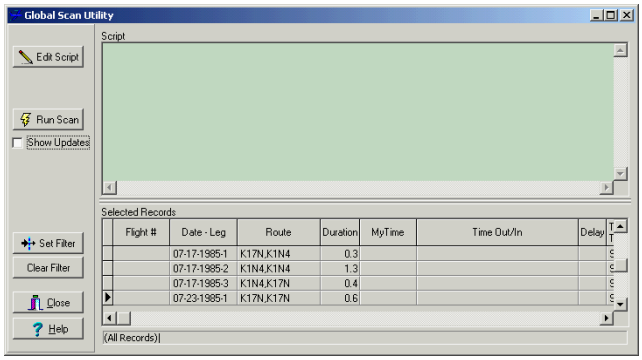
The Global Scan Utility combines the capabilities of the AeroCalc language and AeroLog's Filtering capabilities into a tool for performing batch modification of flight records. With Global Scan you can...

- automatically correct erroneous entries in your logbook without editing each record,
- change the layout of your flight records by moving entries to other fields, and
- calculate and "fill-in" newly added fields.

Using Global Scan involves the following tasks:

- Make a current backup of your data! Modifications made using Global Scan cannot be "undone". The only recourse is to restore the database from a backup copy.
- Write a script (using the AeroCalc language) which makes the desired changes to a single flight record. This script will be executed once for each record in the scan.
- Set up a Filter to select the records to be scanned and modified. If you want to modify all of the records in your Flight Log, you can skip this step.
- Run the scan to make the changes.

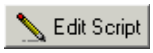
With the exception of making a backup, the entire process is performed from the Global Scan Utility Window (shown below).



Detailed procedures for using Global Scan are given below, along with some examples. To learn more about how to write scripts see the AeroCalc Tutorial and

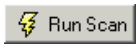
Language Reference (available on your installation CD or from the Polaris Microsystems web site).

Running a Scan

- Make a current backup. (see Backing Up Your Data below).
- If necessary, open the Pilot Logbook Window and select the pilot logbook you want to work with.
- Open the Global Scan Utility Window by selecting [Calc|Global Scan Utility...] from the pull-down menus at the top of the Pilot Logbook Window.
- Click the 

button, or double-click anywhere within the script display area to open the AeroCalc Script Editor.
- Enter the desired script. (See the above-mentioned tutorial and reference information, and the examples below if necessary.)
- Click the  button to verify the syntax of your script. Correct any syntax errors.
- Click the  button to close the script editor. Your modified script will be displayed in the Global Scan Utility Window.
- Click the 

button to open the Flight Filter Window. Enter filter parameters as required to select the records you want to modify. When finished, click **OK** to return to the Global Scan window.
- Refer to the Selected Records list at the bottom of the window and verify that only the records you want to modify are listed.
- If you want Global Scan to update the display after each record is scanned (so you can track its progress), check the 

check box.
- Click the 

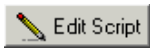
button to start Global Scan. A progress dialog will be displayed during the scan. You can abort the scan at any time by clicking the Abort button.

Global Scan Example

This example shows how to set up a new field for "low approaches" and then use Global Scan to calculate and store an approach count into it. The script for this example will compare the total approaches with the total landings. If there are more approaches than landings, it assumes that the difference is the number of low approaches performed. A filter will be used to select only those fights where at least 1 approach was logged.

There may be situations where the above algorithm will be too simplistic to yield the correct count. This kind of problem often comes up when you use Global Scan to calculate field values. If the scan does a correct calculation for 90% of your flights, it is worth the effort to go back and correct the other 10%. On the other hand, if you'll end up correcting most of the flights, it's better to skip the Global Scan and make the change the old fashion way.

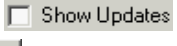
Follow the steps below to prepare for the scan.

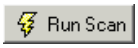
- Make a current backup. (see Backing Up Your Data).
- Open the Pilot Logbook Window and select the pilot logbook you want to work with.
- Click the  button and add a new custom field titled "Low Approaches". Use one of the Custom Count fields.
- Open the Global Scan Utility Window by selecting [Calc|Global Scan Utility...] from the pull-down menus at the top of the Pilot Logbook Window.
- Click the 

button, or double-click anywhere within the script display area to open the AeroCalc Script Editor.
- Enter the following script, then close the Script Editor.

```
if[Approaches>Landings]
 Low_Approaches=Approaches-Landings
endif
```

- Click the 

button to open the Flight Filter Window and click on the Numeric Search tab. Under General Numeric enter a filter of "App is greater than 0". Click **Ok** to close the Filter window.
- Verify to your satisfaction that the Selected Records list contains only flights where at least 1 approach was logged.
- Check the 

check box then click 

to start the scan.

Backing Up Your Data

☞ If you are running Multi-User AeroLog Pro on a network, the data files are stored on the network server and may be backed up on a regular basis as part of the server backup. Check with your network administrator to determine if the AeroLog Pro data is being included in the server backups.

☞ The following assumes that you have prepared backup disks as specified in Establishing a Data Backup Procedure.

To run a backup, all you need to do is to specify a name and location (drive and/or directory) for the backup file. The rest is automatic.

- Locate the backup disks for the proper day of the week and insert the "-1" disk in the floppy drive. Always use the proper disks, regardless of when the last backup was done. For example, if it is Wednesday and for some reason a backup was not done on Tuesday, use the "Wednesday" disks anyway.
- Select [Activities|Backup Data...] from the menu, or click the Backup button in the main window. In the dialog box, select the floppy disk drive in the Drives field and set the desired name for the backup file in the File name field. A good suggestion for a file name is your company name abbreviated to 8 characters or less. AeroLog Pro will remember the drive and file name you choose and will preset the fields accordingly the next time you run a backup.
- Click OK to begin the backup. Before proceeding, AeroLog Pro will check to see if a backup file by the same name exists on the disk. If so, it will warn you of the overwrite and give you two chances to cancel. If you are using the suggested rotating daily backup scheme, you should proceed and allow the file to be overwritten. You will only be overwriting the backup made a week ago, and not the other six.

Recovering From Data Loss

This section is intended as a guide for rebuilding or restoring lost or damaged AeroLog Pro data files. If your data files become damaged or are erased, review the recovery steps discussed below before doing anything. If you have any questions or doubts about the recovery process, call for assistance before proceeding.

Rebuilding Damaged Data Files

This should be first recovery step taken when one or more of the AeroLog Pro data files is damaged.

- Start the *AeroLog Data Manager*. If you are running Single-User AeroLog Pro, shut down AeroLog and select Start>Programs>AeroLog Pro>AeroLog Data Manager from the Windows™ desktop. If you are running Multi-User AeroLog Pro, shut down AeroLog on all workstations, go to *the Server and double click the AeroLog* Data Manager icon on the desktop.
- Click Check Files to begin the recovery operation. If Check Files is able to successfully rebuild all damaged files, close the AeroLog Data Manager and take steps to visually verify that all data is present. If data is missing, or if the Check Files function fails, you will need to restore files from the most recent backup (see below).

Restoring Data Files From Backup

Use this procedure when one or more of the AeroLog data files is damaged and the rebuild operation failed, or if one or more data files are inadvertently deleted.

☞ WARNING! The Restore From Backup function will wipe out ALL of the AeroLog Pro data on your system, and replace it with the data on the Backup. Any changes or additions since the backup was created will be lost!

☞ WARNING! Do NOT use the Restore From Backup function to Merge or Synchronize data between two machines!

☞ Do NOT restore data to the same directory where your damaged data resides. Always restore to a new directory.

☞ Due to the complicated links between the individual data files which make up a AeroLog database, restoration of individual files is not allowed. You must restore all files, if you are going to restore any of them.

- Start the *AeroLog Data Manager*. If you are running Single-User AeroLog Pro, shut down AeroLog Pro and select Start>Programs>AeroLog Pro>AeroLog Data Manager from the Windows™ desktop. If you are running Multi-User AeroLog Pro, shut down AeroLog Pro on all workstations, go to the Server and double click the AeroLog Data Manager icon on the desktop.

- Specify a new data folder by typing the full destination data path into the Data Path field.
- Locate the backup disk(s) from which you want to restore, and insert the "-1" disk in the floppy drive.
- Click Restore From Backup. The data manager will confirm that you want to create the new directory. Click Yes.
- Proceed past the "warning" dialog by clicking OK. The "Restore files from..." dialog will be displayed. Select the floppy disk drive in the Drives field and locate the backup file in the File list on the left.
- Double-click on the name in the list, or click once on the name then click the OK button. Either action will begin the restore process. If your backup spans more than one disk, follow the instructions on the screen, inserting the last disk then reinserting the first disk as requested.
- When the restore is complete, the Data Manager will "ask" if you want to run the Check Files and Reindex & Pack functions. Answer yes to both.

Relocating Data Files

☞ Data file relocation is an option only with the single-user version of AeroLog Pro. In Multi-User AeroLog Pro the data files must be located on the Server. Contact your network administrator if you need to relocate Multi-User AeroLog Pro data to a different folder on the Server.

Creating empty files in a new or existing folder.

☞ This procedure applies only to single-user AeroLog Pro.

- If data files are to be stored in an existing folder, first insure that the folder is empty. If not, erase any files using Windows Explorer™.
- Start AeroLog Pro then choose [File|Set Data Path...] from the main menu to open the *Data File Location Dialog*.
- To create a new folder, type the full data path into the Data Path field then press the <Tab> key. AeroLog Pro will confirm that you want to create the new directory. Click Yes. To select an existing folder, click the button to the right of the Data Path field then select the desired folder from the Browse For Folder dialog.
- Once the path to the desired folder is shown in the Data Path field, Click OK to close the Data File Location dialog. AeroLog Pro will automatically create and initialize empty data files.

Moving data files to a new or existing folder.

☞ This procedure applies only to single-user AeroLog Pro.

- If data files are to be moved to an existing folder, first insure that the destination directory is empty. If not, erase any files using Windows Explorer™.
- IMPORTANT! Shut down AeroLog Pro.
- Start the *AeroLog Data Manager* by selecting Start>Programs>AeroLog Pro>AeroLog Data Manager from the Windows™ desktop.
- Click Backup Files and make a backup copy of your data either to a blank floppy disk or a temporary folder on your hard drive.
- If moving files to a new folder, type the full data path into the Data Path field. If moving files to an existing folder, click the button to the right of the Data Path field then select the desired folder from the Browse For Folder dialog.
- Once the path to the desired destination folder is shown in the Data Path field, click Restore From Backup. If you have selected a new folder, the program will confirm that you want to create the new directory. Click Yes.
- Click OK to proceed past the warning dialog. In the Open dialog, locate and select the backup (APB file) created above. Data files will be restored from the backup.
- The program will ask you if you want to run the Check Files function on the restored files. Click Yes. When the check is completed, close *AeroLog Data Manager*, then start AeroLog Pro. Confirm that the data path shown in the status bar of the main window indicates your new folder.

Pilot Logbook Window

Overview

All pilot logbook information stored by AeroLog Pro can be viewed and edited from the *Pilot Logbook Window*. The window consists of a main command bar and a "tabbed notebook" with the following pages:

- Pilot Info -- This tab contains the pilot identification fields (i.e. name, etc.), medical certificate information and a list of the pilot's Certificates and "non-recurrent" Ratings (e.g. "Airplane Single-Engine Land", etc.).
- Flight Log -- This tab contains fields and controls used to enter, browse and total the pilot's flight records. The Flight Log page is itself a "tabbed notebook" with three pages: Browse, Edit and Tally.
- Duty Log – This tab contains fields and controls used to enter and browse the pilot's duty ("shift") records.
- Checkrides – The top portion of this tab contains a list of the checkrides and/or recurrent training tracked for the pilot. The bottom contains a list of the "equipment checks" (e.g. 135.293) tracked for the pilot.
- Import -- Clicking this tab displays the Import Staging Area -- a work area used for importing flights from various sources including Palm OS-based PDAs.

Menu Commands

The Pilot Logbook window contains a set of pull-down menus, located just below the title bar.

Pilots Menu

- New... – Adds a new pilot logbook to AeroLog. See Creating A New Pilot Logbook for more information.
- Find... – Used to locate and select a pilot logbook. The Pilot Logbook Window can display only one pilot logbook at a time.
- Delete Pilot... -- Permanently erases the displayed pilot logbook, including all flight records, duty records, certificates and checkrides. A confirmation dialog is always displayed first, giving the user an opportunity to cancel the delete. Warning. The only way to undo this function is to restore the entire AeroLog database from a backup copy made prior to the delete operation.
- Exit - Closes the window.

Logbook Menu

- Flight Wizard... -- Adds a mult-leg (one record per leg) flight to the logbook using the New Flight Wizard. See Entering a Multi-Leg Flight for more information.
- New Flight... -- Adds a new record to the logbook, and opens it in preparation for entry of data. See Entering Flights for more information.
- New Duty Shift... -- Adds a new duty shift record to the logbook. See Adding Duty Shifts with New Shift for more information.
- New Checkride... -- Adds a new checkride to the logbook. See Entering Checkrides for more information.

Calc Menu

- Edit AutoCalc Scripts... -- Opens the AutoCalc Script Window where you can add or modify scripts to enhance and customize the flight-entry process.
- Global Scan Utility... -- Opens the Global Scan Utility Window. Global Scan provides a means to "batch modify" flight records via Scripts. See Using Global Scan for more information.

Import Menu

- Import from Palm... -- Transfers flights from a handheld device (running APPi) to the Import Staging Area. See Setting up a Palm Device and Importing Palm Flights for more information.
- ODBC Import... – Allows flight records to be imported from any external data source with ODBC access support.
- Import from ALW... – Opens the ALW Import Utility. Run this utility to import your logbook data from AeroLog-III for DOS or AeroLog for Windows.

- Update Palm Tables... -- Updates the Palm supporting list files and transmits them to the handheld device.
- Install Palm Application... -- Installs APPi on a Palm-compatible handheld device.

Personal Lists

This menu contains functions for editing the Personal Aircraft, Airport, and Timezone lists.

Main Command Bar

This command bar contains the following buttons:

- Closes the window.

- Displays help information for the window.

- Adds a new pilot logbook to AeroLog. See Creating A New Pilot Logbook for more information.

- Updates (refreshes) the window display (if necessary) to match the information in the database. The refresh function is included primarily for multi-user installations where other users may be modifying pilot information concurrently

- Used to locate and select a pilot logbook. The *Pilot Logbook Window* can display only one pilot logbook at a time.

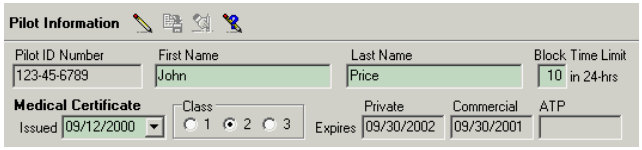
New Flight - Adds a new record to the displayed pilot logbook, and opens it in preparation for entry of data. See Entering Flights for more information.

Flight Wizard - Adds a multi-leg (one record per leg) flight to the displayed pilot logbook using the New Flight Wizard. See Entering a Multi-Leg Flight for more information.

New Duty Shift - Adds a new duty shift record to the displayed pilot logbook. See Adding Duty Shifts with New Shift for more information.

Check Status - Displays the *Status Alerts Dialog*.

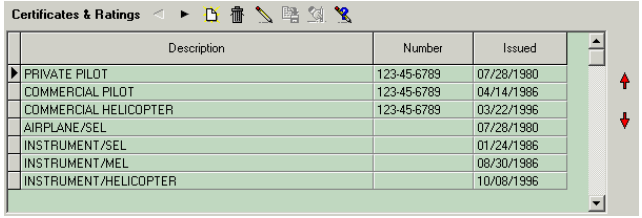
Pilot Info Tab



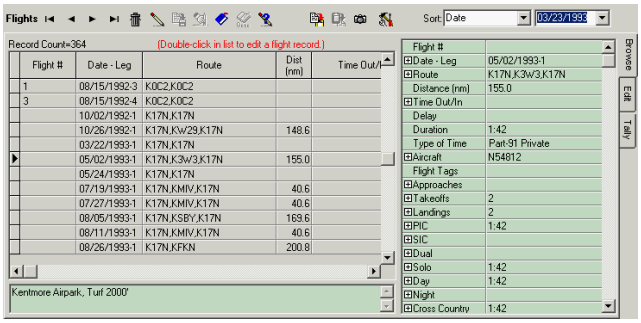
This tab is divided into two areas. The upper area (shown above) contains small command bar (with Edit Record, Post Edit, Cancel Edit and Modified By buttons) and the following fields:

- Pilot ID Number -- This field displays the pilot's unique identification number. You can use a social security number, employee number, or the pilot's last name. The only requirement is that it be unique. This field is normally locked. If you need to change a pilot's number, first place the record in edit mode (by clicking the button) then double-click in the Pilot ID Number field to unlock it.
- First/Last Name -- These fields are self explanatory.
- Medical Certificate -- Enter the date of the last FAA physical in the first field and select the certificate class in the radio buttons to the right. The expiration date(s) will be calculated and displayed.
- Block Time Limit -- Enter the maximum hours the pilot can fly in a 24-hour period. In the US, this will be either 8 or 10. *Note: This field is included for future expansion. At present it is not used internally by AeroLog Pro.*

The lower area (shown below) contains a tabular list for entering pilot certificates and ratings (e.g. "Airplane Single-Engine Land", etc.). The list has its own command bar with buttons for inserting, deleting and editing entries. The red arrow buttons to the right are for shifting certificate records up or down in the list.



Flight Log Tab



Overview

This tab contains fields and controls used to enter, browse and total the pilot's flight records. The Flight Log tab is itself divided into three "tabbed notebook" pages:

- Browse --This tab shows a traditional "tabular" view of flight log records on the left, and a detailed view of the selected or "current" flight record on the right. Flight details are displayed in a unique control called the "Flight Inspector". The Flight Inspector allows you to expand or collapse the display to show various degrees of detail. The Browse tab is useful for locating and viewing flights. An optional Flight Filter can be set to restrict the flight records displayed.
- Edit -- This tab is used to enter and edit individual flight records. Custom fields, if any, are presented in a special Flight Inspector control on the right. A memo field for entering detailed remarks about the flight is located at the bottom. An optional Flight Filter can be set to restrict the flight records displayed.
- Tally -- This tab is functionally similar to the Tally Sheet in previous versions of AeroLog. Bottom-line totals of every numeric field can be calculated and displayed (or printed) with a single button click. The totals are displayed in two side-by-side Flight Inspector controls similar to the one on the Browse tab, allowing you to adjust the degree of detail shown. An optional Flight Filter can be set to restrict the flight records included in the total.

Browse Tab

This tab contains a standard command bar at the top, a tabular flight list, a Flight Inspector for showing details, and sorting and filtering controls. You can alter the view by dragging the divider between the list and the Flight Inspector right or left.

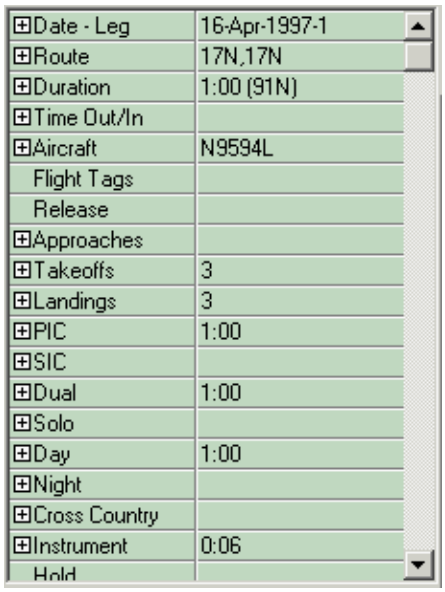
A typical Browse display is shown below.

Using the List

The list on the left shows from 12 to 25 flights at once, depending on the size of the window. The scroll bar on the right of the list is used to scroll up or down. You can edit a flight in the list by double-clicking on it. If the window size does not accommodate all of the columns, off screen columns can be viewed by scrolling right or left using the scroll bar at the bottom. Columns can be rearranged by dragging the heading right or left. The width of a column can be adjusted by position the mouse cursor over the column divider line to the right of the column heading and dragging. (See Customizing the Logbook for detailed procedures.)

Using the Flight Inspector

The Flight Inspector control on the right shows details for the flight record selected in the list (the "current" record). The Inspector allows you to expand or collapse the display to show various degrees of detail. The figure below shows the Flight Inspector in its fully collapsed state.



To see a detailed "breakdown" of a field, expand it by clicking on the to the left. The figure below shows the PIC field in its expanded state, which includes Day (PIC~Day), Night, Cross Country, Actual and Simulated. The fields in italics are not included in the collapsed total. In other words, the total PIC time for the flight is calculated as the total of PIC~Day and PIC~Night only. Consequently the 0:06 Simulated time in the figure below is not included.

Fields which have a + or - to the left are called "Primary" fields. Fields shown indented under an expanded Primary field are called "Detail" fields.

☞ Some of fields appear as Detail fields under more than one Primary field. For example, PIC~Day is shown under PIC and under Day. An entry made into the Day Detail field under PIC will appear automatically in the PIC Detail field under Day -- since they are the same physical field in the database.

☞ When <Tab> and <Shift-Tab> are used (as opposed to selecting fields with the mouse), the Flight Inspector will automatically expand and collapse Primary fields as necessary as you move up or down in the list.

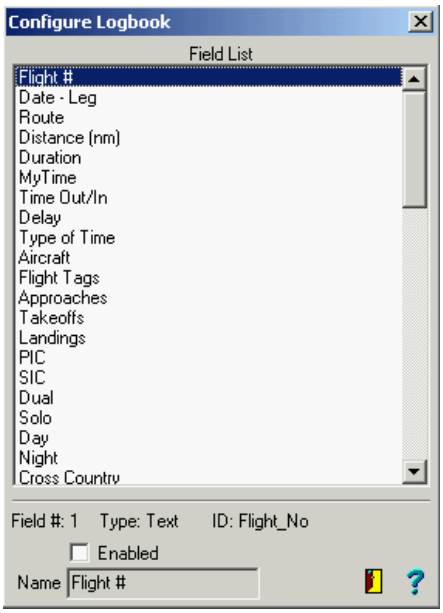
Sorting and Filtering Flights

The Sort By controls (located above the Flight Inspector) allow the ordering of the flights to be changed. The choices are: "Date", "Reverse Date", "Departure Airport", "Arrival Airport". Entering a sort "key" (i.e. date or airport identifier) into the adjacent field automatically repositions the list to the closest matching flight.

The Filter controls (shown below) allow a Flight Filter to be set which will restrict the list display to only those flight records matching the filter.

Configuring the Logbook

The pilot's logbook can be customized -- custom fields can be defined, unused fields can be hidden from view, and the field ordering can be changed. To customize the logbook, click  to open the *Configure Logbook Window* (shown below).



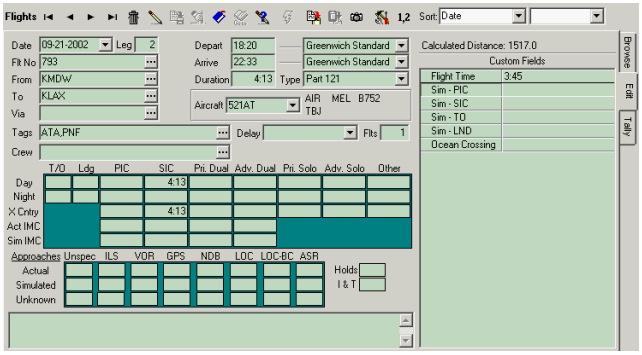
The *Configure Logbook Window* displays a list of every available logbook field. To configure a field, first select it in the list, then change the field heading (Name) and/or enable or disable the field as desired. Disabled fields are hidden from view.

Some of the "standard" fields cannot be disabled or renamed. In these cases, the Enabled check box and the Name field will be disabled to prevent changes.

Sixteen custom "time" fields, ten custom "count" fields, ten custom "money" fields and four custom "text" fields are available. These fields can be enabled and named as desired to create custom logbook "columns".

Edit Tab

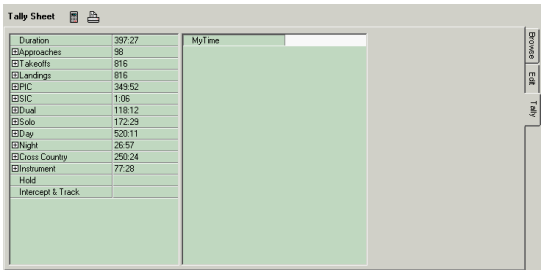
This tab (shown below) is used to enter a new flight record or to edit an existing one. Unlike in the Browse tab, only the Detail fields (the fields where actual flight data is entered) are presented. General flight information fields are located at the top-left. Below are two "breakdown" tables: one for flight times and a second for instrument approaches. A memo field for remarks and notes is located at the bottom. Custom fields, if any are located in a Flight Inspector control on the right.



One or more fields or groups of fields may be hidden, depending on the logbook Configuration settings. For example, if the "Solo" primary field group is disabled, the corresponding column in the flight time breakdown table will be hidden.

Tally Tab

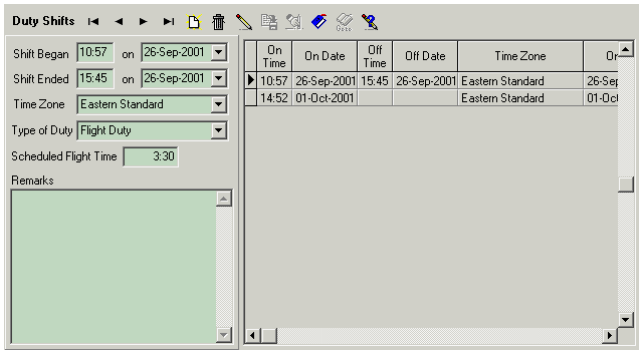
This tab provides a way to quickly calculate ("Tally") logbook totals. You can run an "unfiltered" Tally of your entire logbook, or you can set a Flight Filter to limit the records included in the Tally. A typical Tally Sheet display is shown below.



Totals are displayed in two side-by-side Flight Inspectors similar the one in the Browse tab. Standard fields totals are shown in the left inspector and custom fields in the right. In its fully collapsed state, the inspectors shows bottom-line totals of all the numeric Primary fields. Clicking the + to the left of a Primary field expands it, making totals for all the associated Detail fields visible.

Duty Log Tab

The left portion of the Duty Log tab (shown below) displays the currently selected duty record, and is where duty shift information is entered and edited. The right portion contains a tabular list of the logged duty shifts for the pilot. The list is "read only" and provides a way to browse and locate records.



Duty Shift Fields

- Shift Began -- The clock-in (on-duty) time and date (local to Time Zone) for the shift.
- Shift Ended -- The clock-out (off-duty) time and date (local to Time Zone) for the shift.

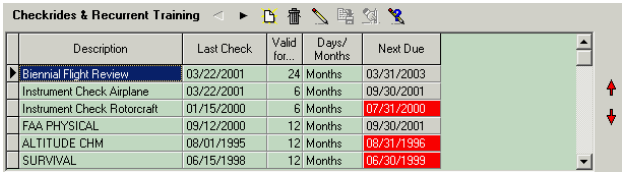
- Time Zone -- Defines the "local" time zone for the entry. The Shift Began and Shift Ended times must match the selected time zone.
- Type of Duty -- Select the appropriate tag. The choices are: "Flight Duty", "Training Duty" and "Non-Flight Duty".
- Scheduled Flight Time -- Enter the total flight hours you are scheduled to fly during the shift. This value is used by the Status Alerts Dialog when checking the past 7-day commercial flight limit.
- Remarks --This is a "memo" field with virtually unlimited space for documenting the shift, if needed.

Checkrides Tab

This tab contains two tabular lists; one for CheckRides & Recurrent Training, and a second for Equipment Checks (i.e. 135.293 or similar). Each list has its own command bar and ordering buttons (the red arrows to the right of the list).

Checkrides & Recurrent Training

The checkrides list (shown below) contains the following columns:

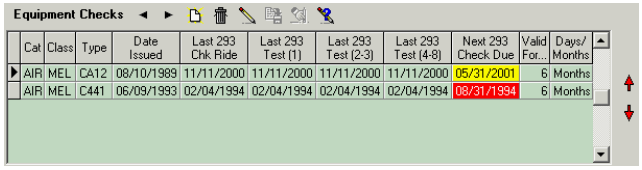


Description	Last Check	Valid for...	Days/ Months	Next Due
Biennial Flight Review	03/22/2001	24	Months	03/31/2003
Instrument Check Airplane	03/22/2001	6	Months	09/30/2001
Instrument Check Rotorcraft	01/15/2000	6	Months	07/31/2000
FAA PHYSICAL	09/12/2000	12	Months	09/30/2001
ALTITUDE CHM	08/01/1995	12	Months	08/31/1996
SURVIVAL	06/15/1998	12	Months	06/30/1999

- Description --Enter a descriptive name for the checkride here. (e.g. "Instrument Check (297)").
- Last Check -- Enter the date of the most recent checkride.
- Valid For... & Days/Months --These two columns are used together to specify the length of time the checkride is valid. If the checkride is due on a calendar month basis, enter the number of months under Valid For... and select "Months" in the Days/Months column. If it is due on a days basis, enter the number of days under Valid For... and select "Days" in the Days/Months column.
- Next Due -- This column automatically computes and displays the due date for the next checkride. As the figure below illustrates, a yellow background indicates "grace month" and a red background indicates "expired".

Equipment Checks

The equipment checks list (shown below) contains the following columns:



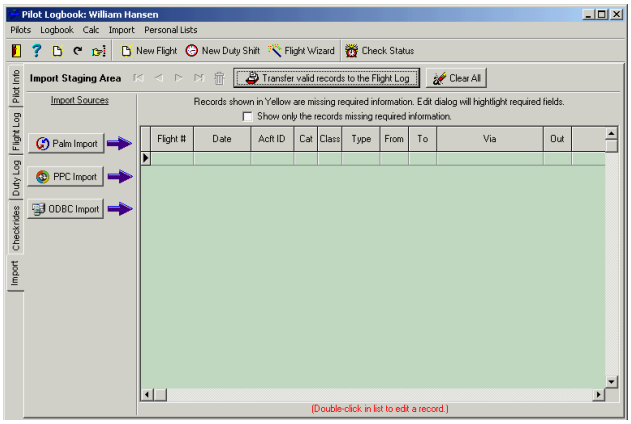
Cat	Class	Type	Date Issued	Last 293 Chk Ride	Last 293 Test (1)	Last 293 Test (2-3)	Last 293 Test (4-8)	Next 293 Check Due	Valid For...	Days/ Months
AIR	MEL	CA12	08/10/1989	11/11/2000	11/11/2000	11/11/2000	11/11/2000	05/31/2001	6	Months
AIR	MEL	C441	06/09/1993	02/04/1994	02/04/1994	02/04/1994	02/04/1994	08/31/1994	6	Months

- Category -- Select the aircraft category designator from the drop down list.
- Class -- Select the aircraft class designator from the drop down list.
- Type -- Enter the specific aircraft type (e.g. LR55) in this column. Entries can be typed directly or chosen from the drop-down list.
- Date Issued -- Enter the original issue date for the rating.
- Last 293 Chk Ride -- Enter the date of the most recent 135.293(b) checkride.
- Last 293 Test (1) -- Enter the date of the most recent 135.293(a) sub-paragraph (1) test. This date must be entered, even if it is the same as the checkride date (Last 293 Chk Ride).
- Last 293 Test (2-3) -- Enter the date of the most recent 135.293(a) sub-paragraphs (2) & (3) tests. This date must be entered, even if it is the same as the checkride date (Last 293 Chk Ride).
- Last 293 Test (4-8) -- Enter the date of the most recent 135.293(a) sub-paragraphs (4) thru (8) tests. This date must be entered, even if it is the same as the checkride date (Last 293 Chk Ride).
- Next 293 Check Due -- This column automatically computes and displays the due date for the next equipment check. The due date is based on earliest of the four individual date fields discussed above. As the figure below illustrates, a yellow background indicates "grace month" and a red background indicates "expired".
- Valid For... & Days/Months -- These two columns are used together to specify the length of time the

equipment check is valid. If it is due on a calendar month basis, enter the number of months under Valid For... and select "Months" in the Days/Months column. If it is due on a days basis, enter the number of days under Valid For... and select "Days" in the Days/Months column.

Import Tab

This tab displays the Import Staging Area -- a work area used for importing flights from various sources including Palm-compatible handheld devices.



The Import Staging Area provides a "holding" area where imported flight records can be reviewed and edited (if necessary). Record navigation functions are provided in standard command bar. Records are edited via a separate Imported Flight Dialog which is invoked by double-clicking on a record in the list.

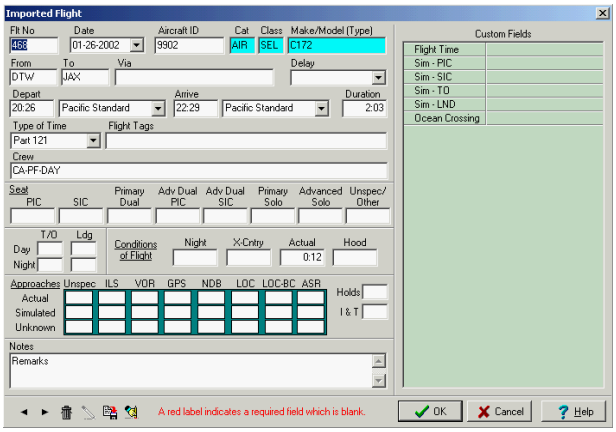
Invalid records (those which are missing required field information) are highlighted in yellow in the list. When these records are edited, the Imported Flight Dialog will highlight the problematic fields. To show just the invalid records, check the check box provided just above the list.

Functions

- Palm Import -- Click this button to "upload" flights (entered using APPi) from a Palm handheld device. See Importing Palm Flights for more information.
- PPC Import – Click this button to "upload" flights (entered using ALProPPC) from a Pocket PC 2002 device. See Importing Pocket PC Flights for more information.
- ODBC Import -- Click this button to import flight records from an external ODBC-supported data source.
- Transfer valid records to the Flight Log -- Click this button to move flight records from the Import Staging Area to the Flight Log.
- Clear All -- Click this button permanently erase all flights in the Import Staging area.

Imported Flight Dialog

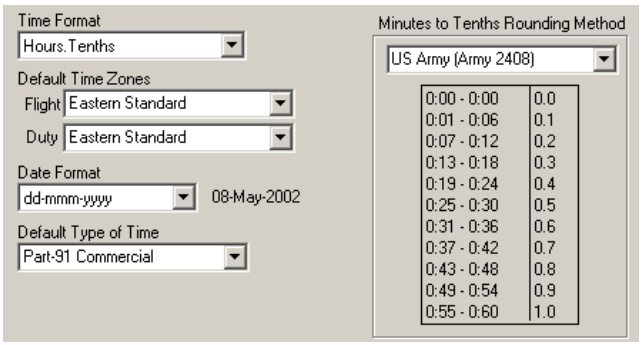
The Imported Flight Dialog (shown below) is used to view and/or modify flight records in the Import Staging Area. The dialog will display a red field label for any "required" field which is empty.



Program Options

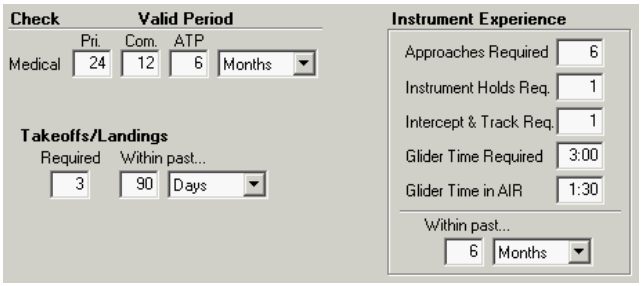
The *Program Options Window* organizes option settings into six groups -- each having its own "tab" page.

General



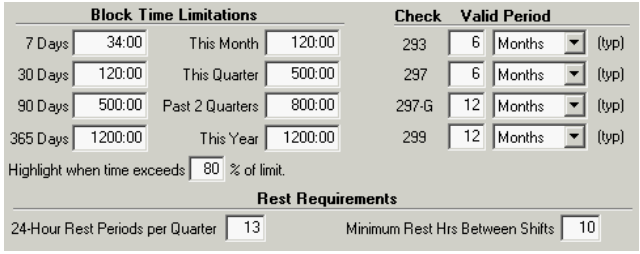
- Time Format -- Select the desired elapsed-time display format. The choices are "Hours:Minutes" or "Hours.Tenths". Note: Elapsed times are stored as an integer minute count internally. The Time Format setting simply alters how these values are formatted for display or printing.
- Default Time Zone -- This value is used as a preset or default whenever new flights or duty shifts are entered.
- Date Format -- Select the desired date format. The date format affects how dates are entered, displayed and printed by AeroLog Pro.
- Default Type Of Time – This value is used as a preset or default whenever a new flight record is created.
- Minutes to Tenths Rounding Method -- This setting controls how minutes are rounded to tenths when the "Hours.Tenths" Time Format is selected. There are five options: “Decimal A (3-minute boundary)”, “Decimal B (4-minute boundary)”, “US Air Force”, “US Navy” and “US Army”.

FAR - Private



- Medical Certificate Valid Times -- Enter the number of calendar months or the number of days a medical certificate is valid for a Private, Commercial, or ATP pilot. Note: These fields are normally preset to the match the current FARs and should not require adjustment.
- Takeoffs/Landings -- Enter the number of takeoffs and landings required in the first field. In the second two fields, enter the number of calendar months or the number of days within which the required takeoffs and landings must be performed. Note: These fields are normally preset to the match the current FARs and should not require adjustment.
- Instrument Experience -- Enter the number of approaches, holds and tracks required. For gliders, enter the total instrument time required, and the instrument time-in-aircraft required. The "Within past.." fields are used to establish the time frame. Enter the number of calendar months or the number of days within which the required instrument experience must be performed. Note: These fields are normally preset to the match the current FARs and should not require adjustment.

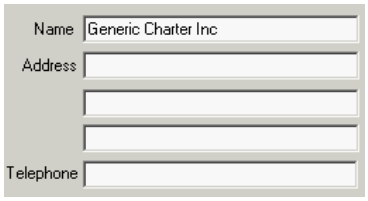
FAR - Commercial



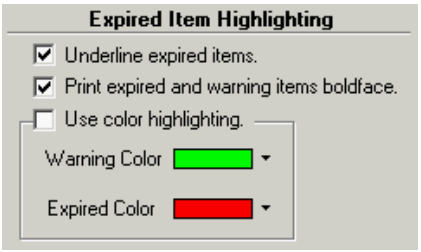
- Block Time Limitations -- Enter the maximum allowed block times for each time interval. AeroLog Pro can issue advanced warning (via color highlighting) when block time totals exceed a percentage (entered here) of the FAR limits.
- Equipment Check (293) Valid Period -- Enter the number of calendar months or the number of days the most common (for your company) 135.293 checkride is valid. The value entered here is used as a preset or default wherever a new type-specific 293 checkride is entered.
- Instrument Proficiency Check (297) Valid Time -- Enter the number of calendar months or the number of days a 135.297 proficiency check is valid.
- Autopilot Check (297G) Valid Time -- Enter the number of calendar months or the number of days a 135.297 (g) proficiency check is valid.
- Route Check (299) Valid Time -- Enter the number of calendar months or the number of days a 135.299 route check (line check) is valid.
- Rest Periods per Quarter -- Enter the minimum number of 24-hour rest periods required per calendar quarter.
- Min Rest Hrs Between Shifts -- Enter the minimum off-duty hours required between duty shifts. If this rule is not applicable to your operation, enter 0.

Company Information

If AeroLog Pro is being used in a company environment, you can enter the company name, address and phone number in the fields provided.

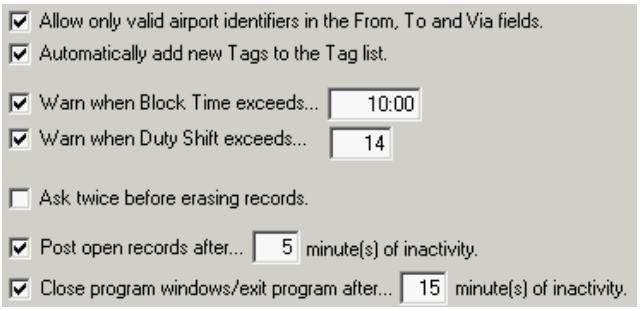


Report Options



- Underline expired items -- When checked, "expired" items (e.g. past-due dates, takeoff/landing counts below minimum, etc.) are underlined.
- Print expired and warning items boldface -- When checked, "expired" items and "warning" items (e.g. grace month dates, etc.) are printed in a bold font.
- Use color highlighting -- When checked, "expired" items and "warning" items are printed in the colors specified in the selectors below.

Miscellaneous



- Airport Validation -- When this option is checked, AeroLog Pro validates entries made into the From, To and Via fields against the Airport List. If a new airport identifier is detected, it must be added to the list.
- Auto-Append New Tags -- When this option is set, AeroLog Pro automatically adds new Tags to the Tag List.
- Block Time Warning -- Whenever a new flight is logged, AeroLog Pro checks the total block time for the flight and issues a warning if the specified maximum (entered here) is exceeded.
- Duty Time Warning -- Whenever a new duty shift is logged, AeroLog Pro checks the total duty time and

issues a warning if the specified maximum (entered here) is exceeded.

- Delete Confirmation -- This setting controls how enthusiastically AeroLog Pro asks for delete confirmation.
- Inactivity Timeouts -- AeroLog Pro detects long periods of inactivity (the absence of mouse motion and/or keystrokes) and automatically posts changes to data records, closes open windows, and ultimately shut itself down. You can disable the inactivity timeouts and/or modify the time periods by adjusting these fields.

 Testing for periods of inactivity and taking the appropriate measures is critical in the multi-user environment. For example, if user places a record in edit mode and then leaves his workstation, all other users are prevented from working with the locked record until he returns and posts his changes. The inactivity timeout feature prevents this situation from occurring.

Flight Filters

Overview

Flight Filters allow you to isolate a subset of logbook flight records which match a specific search criteria. For purposes of discussion, this subset will be referred to as a "View". Filtered Views can be used to do the following:

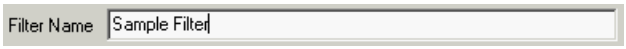
- Restrict the flight records which are displayed in the *Pilot Logbook Window*. This allows you to browse through or edit a small group of related flights without having to wade through your entire logbook.
- Restrict the flight records included in a Tally Sheet total.

The *Flight Filter Window* is used to specify the search criteria which will define the filtered View. The window is divided into several regions, discussed below.

Command Buttons

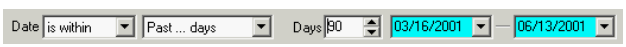
The Clear button  at the bottom of the window resets the filter to a null or "include all records" state. Save Filter  and Load Filter  buttons allow filters to be saved for later retrieval and re-use.

Filter Name



The Filter Name is simply a descriptive title for the Filter. It does not affect the View created by the Filter, and can be left blank.

Date Search



This region allows searching based on the departure date of the flight. The region includes five fields.

The first field is a drop-down selector (combo box) presenting two choices: "is within" or "is not within". Choosing "is within" produces a View which includes the records which match the date search criteria selected in the remaining fields. Choosing "is not within" produces a "negative image" View which includes the records which do not match the search criteria.

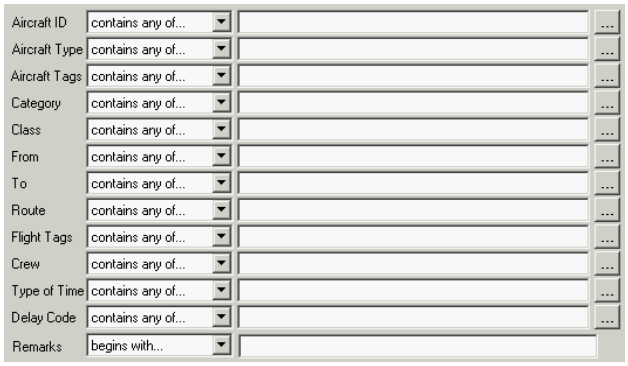
The second field (also a combo box) is for setting the date search option. The search options are described below. Some of the options require entry of additional information in one or more of the three fields to the right.

- All Dates -- This option defines a "don't care" or "null" date search. The Filter ignores the flight departure date.
- Fixed Range... -- Use this option to search for records dated within a specific date range. Enter the specific starting and ending dates in the date range fields on the far right.
- This Month/Quarter/Year -- Use these options to search for records dated within the current calendar month, quarter or year (respectively) based on the computer's clock.
- Last Month/Quarter/Year -- Use these options to search for records dated within the previous calendar month, quarter or year (respectively) based on the computer's clock.
- First/Second/Third/Fourth Quarter -- Use these options to search for records dated within the selected calendar quarter of the current year, based on the computer's clock.
- First/Second/Third/Fourth Quarter... -- Use these options to search for records dated within the selected calendar quarter of a specific year. Enter the desired 4-digit year into the field to the right.
- Past ... Days/Months/Years -- Use these options to search for records dated within the past [n] days, months, or years (respectively) from the computer clock date. Enter the number [n] into the field to the right.
- Next ... Days/Months/Years -- Use these options to search for records dated within the next [n] days, months, or years (respectively) from the computer

clock date. Enter the number [n] into the field to the right.

- Calendar Year ... -- Use this option to search for records dated within a specific calendar year. Enter the desired 4-digit year into the field to the right.
- January .../February .../ -- December ... -- Use these options to search for records dated within the selected calendar month of a specific year. Enter the desired 4-digit year into the field to the right.

Character Search Tab



This tab contains fields for specifying searches on one or more of the 12 logbook fields shown. These are grouped together because they all define searches on "character" logbook fields (i.e. fields holding non-numeric text).

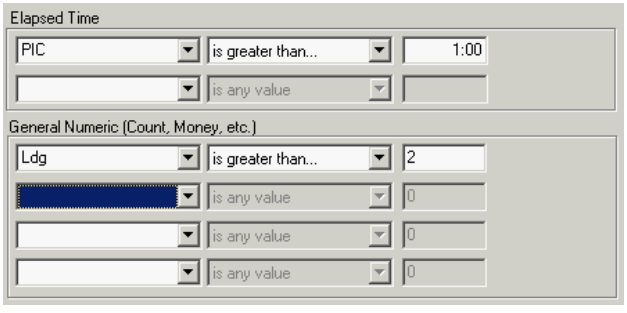
A character search is defined by selecting a search option in the first field (combo box), and entering the text to search for in the second field. With the exception of the Remarks search, the search text can be selected from a supporting list by clicking the ... button to the right.

The character search options are described below. Note that each search option has a companion "negative image" choice which produces an "everything but" View.

- is exact like.../is not exactly like... -- Use these options when you want to search for an exact character-by-character match between the field and the search text.
- begins with.../does not begin with... -- Use these options when you want to search for field entries which begin with the search text. For example, an Aircraft Type search with "LR" as the search text would match any of the following field entries: "LR23", "LR24", "LR25", "LR28", "LR29", "LR35", etc.
- contains.../does not contain... – Use these options when you want to search for field entries which contain the search text characters anywhere in the field. This option is typically used to specify a Tag search. For example, an Aircraft Tag search with the search text "TBP" would produce a View which included records containing "TBP" anywhere in the Aircraft Tags field.
- is in list.../is not in list... -- These options are similar to the contains... options above, except that the search text can contain multiple search items (separated by commas). This type of search is specified in the figure above. In the example shown, the View would include records containing "TBP", "TBN" or "TBJ" anywhere in the Aircraft Tags field.
- is empty/is not empty -- These options are useful for locating missing or blank field entries. No search text is required.

The Remarks search differs slightly. In place of the button is a check box. Checking this box causes the search to be case-sensitive. In a case-sensitive search, lower case letters are considered to be different from upper case. For example, in a case-sensitive search the search text "Checkride" would not match a field value of "CHECKRIDE".

Numeric Search Tab



This tab contains fields for specifying searches on any numeric logbook field.

Up to six fields can be searched at once -- two Elapsed Time and four General Numeric. Elapsed Time searches are for any logbook field holding a time duration (e.g. Block Time, PIC, Day, Night, etc.). General Numeric searches are for any other type of numeric field.

The reason for the two types of numeric searches is strictly internal (programmatic). Both types are specified in exactly the same way.

A numeric search is defined by selecting the logbook field in the first combo box, selecting a search option in the second combo box, and then entering the search value in the third field.

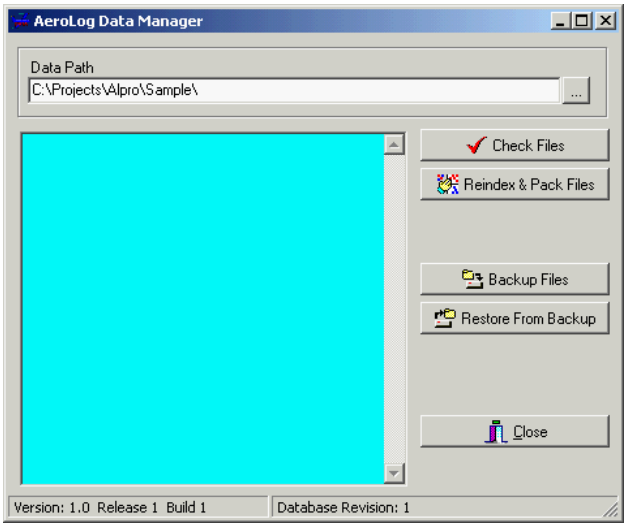
The numeric search options are described below. Note that some search options have a companion "negative image" choice which produces an "everything but" View.

- is any value -- This option defines a "don't care" or "null" search.
- is equal to.../is not equal to... -- Use these options when you want to search one specific numeric value.
- is less than... -- This option locates values which are numerically smaller than, but not equal to the search value.
- is less or equal to... -- This option locates values which are numerically smaller than or equal to the search value.
- is greater than... -- This option locates values which are numerically larger than, but not equal to the search value.
- is greater or equal to... -- This option locates values which are numerically larger than or equal to the search value.
- is between.../is not between... -- These options locate values which are numerically larger than or equal to the first search value, and smaller than or equal to the second search value.
- is empty/is not empty -- These options are useful for locating blank entries. *Important: A value of zero (0) is not the same as an empty or "null" field. This search option only locates the latter.*

External Utility Programs

AeroLog Data Manager

The *AeroLog Data Manager* provides functions for validating, maintaining and backing up the AeroLog Pro database files.



The Data Path field displays the path (directory location) of the AeroLog Pro database. The data path can be modified directly (by typing in the field), or you can click the ... button to select an existing folder.

The text field (aqua background) below the Data Path field is used to display step-by-step status when the maintenance functions (discussed below) are run. Initially this field will be blank.

The following functions are provided:

- **Check Files** -- This function verifies the structure of the AeroLog Pro data files and index files.

  ☞ An automatic database check is run each time Single-User AeroLog Pro is started. Any updates or repairs are made at that time. When Multi-User AeroLog Pro is started, an abbreviated check is performed. However, if any updates or repairs are required, the user must start the AeroLog Data Manager and run Check Files manually.

- **Reindex & Pack Files** -- This function rebuilds all index files and recovers any wasted space resulting from record deletions.

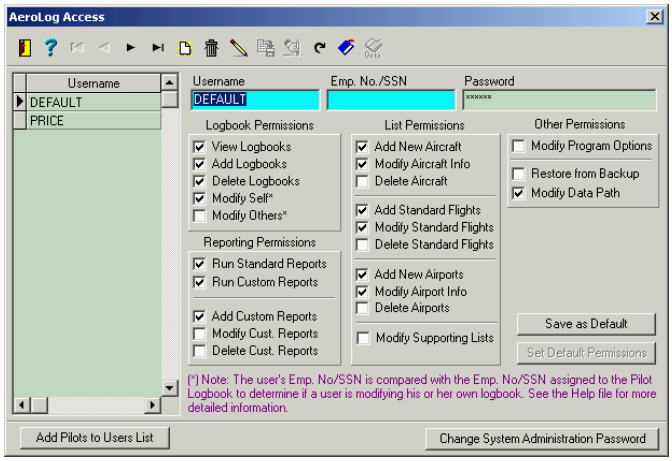
- **Backup Files** -- Creates a backup of your data files. See Backing Up Your Data for detailed instructions.

- **Restore from Backup** -- Begins a restore operation. Read Recovering From Data Loss before using this function!

AeroLog Access Utility

Overview

AeroLog Access allows you to establish a list of "users" and assign specific permissions to each. Users are added to the list and permissions are set using the *AeroLog Access* program.



At the top of the window is the main command bar with buttons for moving through the users list, adding new users, etc. Just below the command bar on the left is a tabular display of users. The "selected" user is indicated by the triangular pointer. The selected user's information is displayed in the fields to the right of the list. Permissions are set by manipulating these fields.

Fields

Username -- This field displays the unique username assigned to the individual. This is the name the person will use when logging in to AeroLog Pro. Usually the person's last name is used, though in cases where there are two users with the same last name, a modified last name will need to be used to avoid duplication.

☞ The Username field is set when the user is added to the list. Once added, the username can only be changed by deleting then re-adding the user.

Emp. No./SSN – This field is used within AeroLog Pro to determine if a user is attempting to modifying his or her own Pilot Log records. Therefore, if the user is a pilot, this field should be set to match the Employee Number assigned to the pilot in the Pilot Log. *This field is read only. To modify it, first double-click on the field box.*

☞ IMPORTANT! If the Emp. No./SSN field is left blank, the Modify Others permission (see below) determines if the user can edit pilot logbooks. The Modify Self permission is ignored.

☞ The Emp. No/SSN field is automatically initialized when the Add Pilots to Users List function is used to add new users (see below).

Password -- This is the log-on password for the user. Passwords are masked from view until the user record is placed in edit mode by clicking the Edit button in the command bar. Initial passwords should be assigned by the System Administrator and given to each user.

☞ Users can change their password from with AeroLog Pro by selecting [File|Change User Password...] from the main menu.

Logbook Permissions

- View Logbooks -- Allows user to open *the Pilot Logbook Window*. *This permission must be granted in order for the remaining Logbook Permissions to be effective.*
- Add Logbooks -- Allows the user to create new pilot logbooks.
- Delete Logbooks -- Allows the user to erase a pilot logbook.
- Modify Self -- Allows the user to modify only his or her own logbook information records. Modification of other pilot's records is prohibited*.
- Modify Others -- Allows the user to modify any existing pilot logbook*.

☞ (*) Note: Use the Modify Self permission only for pilot users with a valid Emp. No./SSN. Non-pilot users must be granted Modify Others permission if they are to be able to alter pilot records.

Reporting Permissions

- Run Standard Reports -- Allows the user to open the *Standard Reports* dialog and print reports contained therein.
- Run Custom Reports -- Allows the user to open the *Custom Reports Explorer* and print reports contained therein.
- Add Custom Reports -- Allows the user to create new reports and add them to the *Custom Reports Explorer*.
- Modify Custom Reports -- Allows the user to modify any of the existing reports in the *Custom Reports Explorer*.
- Delete Custom Reports -- Allows the user to delete existing reports from the *Custom Reports Explorer*.

List Permissions

- Add New Aircraft -- Allows the user to add an aircraft to the aircraft list. *If this permission is not granted, the user will not be able to add a new aircraft "on the fly" during flight entry.*
- Modify Aircraft Info -- Allows the user to modify an existing Aircraft.
- Delete Aircraft -- Allows the user to delete an Aircraft from the list. *IMPORTANT! If an Aircraft is referenced by any flight in any logbook, AeroLog Pro will prevent it from being deleted, regardless of this permission setting.*
- Add Standard Flights -- Allows the user to add a new entry into the *Standard Flights* list.
- Modify Standard Flights -- Allows the user to modify an existing Standard Flight.
- Delete Standard Flights -- Allows the user to delete a Standard Flight.
- Add New Airport -- Allows the user to add a new entry into the Airport list. *If this permission is not granted, the user will not be able to add a new airport identifier "on the fly" during flight entry.*

- Modify Airport Info -- Allows the user to modify an existing Airport.
- Delete Airport -- Allows the user to delete an Airport.
- Modify Supporting Lists -- Allows the user to add, modify, and delete items in the supporting lists. *If this permission is not granted, the user will not be able to add a new list item "on the fly" during flight entry.*

Other Permissions

- Modify Program Options -- Allows the user to open the Program Options dialog and change the settings contained therein.
- Restore From Backup -- Allows user restore data files from a backup disk set. *WARNING -- A user granted this permission will be able to completely replace all existing data in the AeroLog Pro database, potentially destroying it.*
- Modify Data Path -- Allows the user to alter the directory path to the AeroLog Pro data files.

Buttons

Save as Default -- Click this button to make the displayed permissions the "default" setting. The default permissions are automatically assigned when a new user is added to the list or when the **Set Default Permissions** button is clicked.

Set Default Permissions -- Click this button to assign the default permissions to the currently selected user. The user record must be in edit mode in order for this button to be active.

Add Pilots to Users List -- This function scans the AeroLog Pro database and adds new pilots to the user list. The program uses the employee number to determine if a pilot is already in the list. Use this button to update the user list whenever a new pilot is added to AeroLog Pro.

Change System Administration Password -- Use this function to change the password which allows entry into AeroLog Access.