



CharterLog XMS

Procedures & Reference Manual



CharterLog XMS

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Printed: May 2006

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Chapter 1

Introduction

1 Introduction

1.1 What is CharterLog XMS

Overview

CharterLog XMS is a software program which aids commercial flight operators in managing the information necessary to insure compliance with FAA regulations. It records and tracks "flight log" forms, individual pilot records, and aircraft records. Pilot records include tracking of on/off duty times, any number of user-specified checkrides (e.g. 135.293 and 135.297), and medical certificate. Aircraft records include tracking of airframe hours/cycles, engine hours/cycles, maintenance items, life-limited parts, squawks, work orders and condition reports. Printed reports include a monthly Flight Duty Report for each pilot, which both graphically and numerically depicts the pilot's duty hours, commercial flight hours, and non-commercial flight hours for each day of the month. Summary totals are included for the current quarter, previous quarter, and current calendar year.

How CharterLog XMS Organizes Information

CharterLog XMS organizes flight operations information into three primary databases; Flight Records, Pilot Records and Aircraft Records; with supporting databases for Inventory, Mechanics and Approved Vendors.

Flight Records

The Flight Records serves as a journal for recording all pertinent information about a flight. Flight Records are analogous to printed multi-leg flight log sheets and manifest sheets used to record flight information in the cockpit. Each Flight Record stores the Aircraft ID, Flight Number, Manifest information, Squawks, VOR Check, and Remarks for the flight, plus the following for each leg:

- From & To airports
- Date, Time Zone
- Time-Out, Time-Off, Time-On, Time-In
- Hobbs Out/In
- Block Time and Flight Time
- Crew Logbook Entries (Day, Night, Takeoffs & Landings, Approaches, Instrument and Holds),
- APU Meter Out/In, APU Hours, APU Cycles
- Air Conditioner Meter Out/In, Air Conditioner Hours
- RVSM Altitude Check,
- Passenger Count, Fuel Burn and Fuel Purchase data
- Weight & Balance information

Pilot Records

The Pilot Record database stores the information necessary to track certificates, ratings, check rides, flight time and duty time for each pilot flying for the company. While the pilot database does include a "logbook" for recording flight times, it is not intended to act as the pilot's personal logbook. It records only those times necessary for commercial flight operations reporting to the FAA.

Each pilot record includes the following:

- Pilot Certificate: type, number and date of issue,
- Logbook: includes columns necessary to track flight time, block time, day/night, takeoffs, landings, instrument time and approaches,
- Time Sheet: records on-duty date/time, off-duty date/time, and remarks for each shift,
- Ratings: records and tracks an unlimited number of category/class ratings (e.g. AIR-MEL) and type-specific 135.293 checkrides. Each 293 check includes date issued, date of last 135.293 checkride, a valid time for the checkride, and the date the next checkride is due,
- Medical: includes date, class and due dates for private, commercial and ATP operations,

- Checkrides: An open-ended list of user-specified checkrides including the date of last check, the valid time period, and the date next check is due.

Aircraft Records

The Aircraft Record database stores information necessary to track aircraft status and maintenance. Supporting databases are provided for tracking parts inventory, mechanics and vendors.

Each aircraft record includes the following:

- Aircraft Identification: Tail number, type, category, class, maximum gross weight, number of engines and required crew, typical cruise speed, maximum number of passengers and operating cost per hour.
- Status: "Airworthy", "Minimum Equipment List" or "Grounded".
- VOR Check: includes date, type of check, facility, frequency, Nav1/Nav2 errors, and date next check due.
- Airframe & Engine Log: tracks hours and cycles for airframe and up to four engines. This log is updated automatically via the Flight Records (see above).
- Squawk Log: includes date reported, flight log number & leg, problem description & corrective action (memo fields), MEL category and repair interval, and return-to-service date.
- Major System Log: Tracks times and overhaul intervals for aircraft engines, APU and Air Conditioner.
- Maintenance Log: Tracks an unlimited number of recurring maintenance items (i.e. inspections, functional tests, overhauls, etc). Recurrence interval (hours, cycles or months) can be independently set for each item. "Next Due" calculations are performed automatically.
- Parts Log: Tracks an unlimited number of life-limited or "on condition" parts. Replacement interval (hours, cycles or months) can be independently set for each item. "Time remaining" calculations are performed automatically.
- Work Cards: Provides a mechanism for scheduling and tracking all work performed on the aircraft, including: squawk resolution, recurring maintenance, parts replacement, major system changes, and one-time modifications (i.e. SBs, STCs, ADs, etc.).
- Condition Reports: Provides a mechanism for documenting aircraft failure trends, with the goal of preventing future failures.

How CharterLog Works

CharterLog XMS streamlines the data entry bottleneck by tracking pilot and aircraft and flight records in an integrated environment. Once the databases have been initialized (e.g. pilot and aircraft records created), the daily "logging" of flights via the Flight Log automatically updates the Pilot Records and Aircraft Records databases. Here's how it works...

- A flight is "launched" by creating a new Flight Records, specifying the departure date and route (legs), and assigning an aircraft and a crew. The Flight Launch Wizard guides the user through the process. Relevant pilot currency and aircraft maintenance status information is displayed, allowing these factors to be reviewed when selecting aircraft and crew.
- Once the Flight Record has been created and initialized with the route, crew and aircraft information, a Flight Log Form can be printed and given to the crew before departure. During the flight, the crew records detailed information for each leg including departure and arrival times, on-duty/off-duty, meter readings, passenger count, fuel burned, fuel purchase, weight and balance information, squawks (if any), VOR and RVSM checks performed, remarks, and crew logbook entries.
- At the termination of the flight, information from the completed paper form is entered into the Flight Records window. When the record is completed and verified, it is "closed". The closing process automatically posts logbook information for each crewmember to the Pilot Records database, hours and cycle counts for airframe and engines to the Aircraft Records database, and updates VOR check and Squawk records. The Aircraft Records update automatically triggers an update of all Maintenance and Parts records attached to the aircraft.

Closed Flight Records retain all of their information, but are sealed against further modification. If necessary, to correct errors and omissions, the Flight Record can be re-opened, modified, then closed again. The closed forms remain in the Flight Log database until such time as the program administrator decides to archive them.

1.2 Product Support

Technical Assistance

Technical assistance is available to registered customers via Email or telephone.

If you experience problems with CharterLog XMS, 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

EEmail: support@polaris-microsystems.com

Voice: 410-810-1030

A Word About the Toll-Free Number

Polaris Microsystems, LLC 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.

Product Updates

Product updates, including program updates, airport list updates and report template updates are available to registered customers who have a current maintenance contract in effect. Initial purchase of CharterLog XMS includes a 1-year maintenance contract. This can be extended by purchasing additional coverage. See the Online Maintenance Contract order form.


1.3 Demo Mode Restrictions

To allow pre-purchase evaluation, CharterLog XMS 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 CharterLog XMS 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.

1.4 Setup Checklist

Print this page and use it as guide for setting up CharterLog XMS on your system.

Basic Setup

 The aircraft maintenance, mechanics and vendor tracking features of CharterLog XMS are optional. Setup for these are marked with a † in the list below.

- ☐ -- Enter your company information. (Setting Program Options.)
- ☐ -- Create a Pilot Record for each active pilot in your company. (Adding a New Pilot Record)
- ☐ -- Enter Checkride and Ratings records for each pilot as necessary. (Entering Checkrides, Entering Ratings)
- ☐ -- Create an Aircraft Record for each aircraft. (Adding a New Aircraft Record)
- ☐ -- (†) Enter Maintenance and Parts records for each aircraft. (Setting up Maintenance Tracking)
- ☐ -- (†) Create Mechanic Records for each mechanic on your staff. (Adding a new Mechanic Record)

- ☐ -- (†) Enter Training and RII Authorization records for each mechanic. (Tracking Recurrent Training, Entering RII Authorizations)
- ☐ -- (†) Create Approved Vendor records and enter Type Approvals (Adding a New Vendor Record, Entering Type Approvals)

Back-Entering Pilot Records

Since CharterLog XMS is not intended to act as the pilot's official logbook, there is no need to back-enter previous flight time and duty time into the Pilot Records window. As Flight Records are processed and closed using , entries will automatically be made to these areas. The only exception to this is when you wish to be able to produce a complete pilot currency and experience reports for the current month (or year). To do this, you first need to enter the necessary flights and duty shifts for each pilot. See Entering Duty Shifts and Entering Pilot Logbook Records for step-by-step procedures.



Chapter 2

The Basics

2 The Basics

2.1 The Main Window

CharterLog XMS's main window (shown below) provides a central point from which all of the programs windows and functions can be accessed.



Main Menu

The Main Menu provides pull-down menu access to all of CharterLog XMS's functions and data records:

- **File Menu** -- Provides user log-in/out functions, plus access to the Database Manager and Update Utility.
- **Records Menu** -- Provides menu access to the main data record windows (see Data Record Buttons below).
- **Lists Menu** -- Provides editing access to top-level supporting lists via the Supporting List Editor. Secondary supporting lists can be edited from the various data record windows.
- **Activities Menu** -- Provides menu access to frequently-utilized functions (see Activity Buttons below).
- **Configuration Menu** -- Includes functions for setting global program options. See Setting Program Options.
- **Help Menu** -- Provides access to program information ("About" dialog), documentation and related Web links.

Data Record Buttons

These buttons provide one-click access to the main data record windows in CharterLog XMS:

- **Flight Log** -- Opens the Flight Log Window from which all flight-related information and reporting is managed.
- **Pilot Records** -- Opens the Pilot Records Window from which all pilot-related information and reporting is managed.
- **Aircraft Records** -- Opens the Aircraft Record Window from which all aircraft-related information and reporting is managed.
- **Parts Inventory** -- Opens the Parts Inventory Window from which information on uninstalled (inventoried) aircraft parts is managed.
- **Mechanic Records** -- Opens the Mechanic Records Window from which all mechanic-related information and reporting is managed.
- **Approved Vendors** -- Opens the Vendor Records Window from which vendor-related information and reporting is managed.

Quick Report Buttons

These buttons provide one-click access to frequently-used reports:

- Pilot Status -- Prints a report which summarizes the "currency" status of pilots.
- Aircraft Status -- Prints a report which summarizes the pending maintenance and squawk status of aircraft.

Activity Buttons

These buttons provide one-click access to frequently-utilized functions:

- Launch Flight -- Initiates the creation of a new Flight Record by opening the Flight Launch Wizard.
- Clock-In -- Creates a new non-flight Duty Shift record at the start of a duty shift.
- Clock-Out -- Completes the currently-open non-flight Duty Shift record (created by Clock-In) at the end of a duty shift.

Status Bar

These area displays various program-related information:

- User -- Shows the username of the current user.
- Version -- Shows the program version number.
- Data Path -- Shows the full path name to the folder containing the CharterLog XMS database. The "server" name is shown in parenthesis next to the path.

2.2 Basic Record Editing

This topic explains how to editing data records in CharterLog XMS. The techniques are generally applicable to all of the main data windows.

Record Modes


The screen shot below shows a portion of the Pilot Records Window. Note that the editable fields have a turquoise background. This background color indicates that the record is in Display Mode.

First Name	TOM	Certificate	ATP	Type	Medical	Issued	Class	04/30/2003	Pri.	Block Time Limit
Last Name	HAMLIN		9876543210	Number		04/26/2001	1	Due	04/30/2002	Com.
Pilot ID #	9876543210		05/27/1980	Issued			2			10 in 24
							3		ATP	




In Display Mode, the field values are visible, but cannot be changed.

The screen shot below shows the same record. Note that the editable fields now have a white background. This background color indicates that the record is now in Edit Mode.




First Name	TOM	Certificate	ATP	Type	Medical	Issued	Class	04/30/2003	Pri.	Block Time Limit
Last Name	HAMLIN		9876543210	Number		04/26/2001	1	Due	04/30/2002	Com.
Pilot ID #	9876543210		05/27/1980	Issued			2			10 in 24
							3		ATP	

In Edit Mode, field values can be modified. A record is placed into Edit Mode by clicking the  button in the associated command bar.


Editing an Existing Record

- Locate the record using the search or navigating buttons in the command bar, or using the associated scroll bar.
- Click the  button to place the record in Edit Mode.
- Make changes to the fields as required.
- Click the  to save the changes, or the  to discard changes.

Adding a New Record

- Click the  button to add the new record and place it in Edit Mode.
- Make changes to the fields as required.
- Click the  to save the new record, or the  to discard it.

Deleting a Record

- Locate the record using the search or navigating buttons in the command bar, or using the associated scroll bar.
- Click the  button to delete the record.

2.3 Command Bars

Many of the common program functions are grouped into button bars called "command bars". Most of on-screen windows incorporate at least one command bar located at the top. 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. CharterLog XMS 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 CharterLog XMS 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



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.




Chapter 3

Customizing CharterLog XMS

3 Customizing CharterLog XMS

3.1 Setting Up Usernames and Passwords

 CharterLog XMS'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 topic.

Overview

Controlling access to the CharterLog XMS program and the functions and data therein is accomplished through a system of user permission settings. In order to set up access control for CharterLog XMS, 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 CharterLog XMS 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 System Administrator Password

The user's list is created and maintained using a separate, password protected utility program called the CharterLog XMS Access Utility. The password used to enter the Access Utility is called the *System Administrator Password*. Obviously, this password should be known only by the System Administrator.



When CharterLog XMS is first installed, the *System Administrator Password* is initialized to "MASTERKEY". The first task of the System Administrator is to change this password. To change the password:

- Start the CharterLog XMS Access Utility by selecting [Start > Programs > CharterLog XMS > CharterLog XMS Access] from the Windows desktop. If you are using CharterLog XMS in a multi-user environment, run the Access Utility on the Server by clicking the desktop icon.
- 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**.

Creating the Users List

 The User List should be created after Pilot Records have been added to CharterLog XMS. If you haven't already done so, start CharterLog XMS and create a new Pilot Record for each pilot before proceeding.

The following will guide you through creating a users 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 **New Record** button . When prompted for the Username, enter "DEFAULT" (exclude quotes) then click **Ok**.
- Click the **Edit Record** button , then assign the permissions which most closely match the settings you want for the majority of pilots.
- Click the **Save as Default** button. This will save the settings so they can be automatically assigned to new users when they are added to the list.
- Click the **Add Pilots to Users List** button. Confirm your choice by clicking **Ok**. All pilots currently entered into CharterLog XMS (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 CharterLog XMS using the Change Password function ([File | Change User Password...]).

3.2 Setting Program Options


Global program options are set via the Configuration pull-down menu. Additional option settings, specific to the major program windows (i.e. Flight Log, Pilot Records, Aircraft Records, etc) are set via the Configuration pull-down menus in these windows.



The Global Configuration menu items are as follows:

- **Program Options...** -- Opens the Program Options window. The majority of the program options are set via this dialog. See the Program Options window reference for information about the settings contained therein.
- **Multi-Record Editing** -- Normally when editing records in CharterLog XMS, you must manually place each individual record in edit mode by clicking the Edit 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 button once.
- **Verify Required Fields** -- When selected, the required-field rules in the Flight Log window are enforced.
- **Verify Deletes** -- When selected, the program requires positive verification (via typing the word "Yes" in a message box) from the user before permanently erasing a database record.
- **Allow Fuel Price Editing** -- When selected, the fuel purchase price -- normally a calculated, read-only field -- can be manually changed by the user.
- **Auto-Adjust Flight Leg Dates** -- When selected, a change made to the departure date of an individual leg of a Flight Log flight, triggers an automatic adjustment (if necessary) of the departure dates of subsequent legs of the flight.
- **Auto-Adjust Flight Leg Airports** -- When selected, a change made to the arrival ("To") airport of an individual leg of a Flight Log flight, triggers an automatic adjustment of the departure airport ("From") in the subsequent leg of the flight.
- **Auto-Adjust Flight Leg Meter Fields** -- When selected, a change made to the Meter-In (Hobbs In, APU In, A/C In) fields an individual leg of a Flight Log flight, triggers the preset of the Meter-Out fields of the subsequent leg (if any).
- **Display Popup Hints** -- Enables display of pop-up hints for various fields and buttons within CharterLog XMS. To display a pop-up hint, position the mouse pointer over the item and hold it there for a short while.
- **Show Clock-In/Out Buttons** -- When selected, Duty Shift "Clock-In" and "Clock-Out" buttons are available in the main CharterLog XMS window.




3.3 Editing Supporting Lists

Adding a List Item


- Open the Supporting List Editor by selecting the desired list from the appropriate Configuration menu. For example, to add a new ATA Code, select [Configuration | ATA/GAMA Codes] from the Aircraft Record Window menu.
- Append a blank record by clicking the New Record button . 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 (optional).
 - To save the new item, click the Post Edit button . 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 CharterLog XMS will work properly. Locked list items are displayed with a gray colored background.
- Open the appropriate list by selecting it from the Configuration menu. For example, to add a new ATA Code, select [Configuration | ATA/GAMA Codes] from the Aircraft Record Window menu.
 - Select the item you want to modify. For some of the longer lists (e.g. Aircraft Types), you can use the Search By... fields to locate the item.
 - Click the Edit Record button .
 - Modify the item as necessary.
 - Click the Post Edit button  to save the changes.

3.4 Editing the Airport List

 CharterLog XMS 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

- Open the Airports Window by selecting [Lists | Airports] from the main menu.
- Append a blank record by clicking the New Record button  in the command bar. 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.
- If entering a single airport, click **Save & Close**, or...
- To enter additional airports, Click **Save then New**.

Modifying an Airport

- Open the Airports Window by selecting [Lists | Airports] from the main 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 the **Edit** button.
- Modify the record as necessary.
- Click the **Save & Close** button.



Chapter 4

Working with Pilot Records

4 Working with Pilot Records

4.1 Setting Pilot Options

Pilot options are set via the Configuration pull-down menu at the top of the Pilot Records Window. The menu choices are as follows:




- **Options** -- Opens the Pilot Options window.

4.2 Adding a New Pilot Record

Related Procedures ...

Entering Checkrides | Entering Ratings | Entering Duty Shifts




- Open the Pilot Records Window by clicking the  button in the main window, or by selecting [Records | Pilot Records...] from the menu.
- Append a blank record by selecting [Pilot | New...] from the menu 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 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 pilot's Certificate information.
- 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 the Post Edit button  in the command bar at the top of the window. To cancel and dispose of the new record, click the Cancel Edit button .




4.3 Entering Checkrides

Setup





- Open the Pilot Records Window by clicking the  button in the main window, or by selecting [Records | Pilot Records...] from the menu.
- If necessary click the **Checkrides** tab to select it.

Adding a New Checkride

- Append a blank record by clicking the New Record button  in the command bar just above the list, or select [Checkrides | New] from the menu.
- Enter the name/description of the checkride, the last-check date, and the valid period (Valid For.. and Days/Months columns).
- To save the record, click the Post Edit button . 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 the Edit Record button  in the command bar just above the list.
- Modify the record as necessary.
- Click the Post Edit button  to save the changes.


Copying Checkrides from another pilot

- If necessary, perform the Setup procedure (above) to prepare the window display.
- Select [Checkrides | Copy Checkrides from another pilot...] from the menu. The Copy Pilot Checks dialog will be displayed.
- Select what you wish to copy (Checkrides, Ratings or Both), then use the drop-down list next to From to select the pilot who's records you wish to copy.
- Click **Ok** to initiate the copy.




4.4 Entering Ratings

Setup




- Open the Pilot Records Window by clicking the  button in the main window, or by selecting [Records | Pilot Records...] from the menu.
- If necessary click the **Category & Type Ratings** tab to select it.

Adding a New Rating

- Append a blank record by clicking the New Record button  in the command bar just above the list, or select [Ratings | New] from the menu.
- Select the appropriate category and class designations in the first two columns, then click the ellipse button (three dots) in the Type column and select the aircraft type from the pop-up list.
- Enter the renewal Interval (months) and the original issuance date (Issued).
- Enter the name/description of the checkride, the last-check date, and the valid period (Valid For.. and Days/Months columns).
- Enter the Base Month of and the date of the most recent 135.293(b) checkride 293 Checkride.
- Enter the Base Months and dates of the most recent 135.293(a) tests under 293 Test (1), 293 Test (2-3), and 293 Test (4-8).
- To save the record, click the Post Edit button . 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 Rating


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

- Click the Post Edit button  to save the changes.

Copying Ratings from another pilot

- Select [Ratings | Copy Ratings from another pilot...] from the menu. The Copy Pilot Checks dialog will be displayed.
- Select what you wish to copy (Checkrides, Ratings or Both), then use the drop-down list next to From to select the pilot who's records you wish to copy.
- Click Ok to initiate the copy.

4.5 Entering Pilot Logbook Records

 Generally it is not necessary to make direct entries into the Pilot Logbook (i.e. the Logbook tab in the Pilot Records Window). As flights created in the Flight Log Window are closed, entries will automatically be made to the individual pilots' logbooks. The only exception to this is when you wish to back-enter a pilot's previous flight time.

Initialization Records

The Pilot Logbook supports bulk entry of previous pilot time via special "Initialization" records. These records are accessed by selecting the Initialization tab located below the list of Logbook records (see figure below).

1030	04/03/2001	N64JP	PIC	KROC	KBUF	0	16:20	16:24	16:50	16:54	0.6
1030	04/03/2001	N64JP	PIC	KALB	KROC	0	14:57	15:03	16:04	16:09	1.2

Recent

Initialization

double click in table to edit or view logbook records


Initialization records differ from regular ("Recent") records in the following ways:

- Airport information (i.e. From and To) is not entered.
- The Flight Number is not entered.
- Departure and arrival times (i.e. Out, Off, On, In) is not entered.
- Block Time and Flight Time are entered directly, instead of being calculated from departure/arrival times.


CharterLog XMS allows direct entry of either type of Logbook record. Consider the following when deciding which to use...

- If you want to back-enter flight time so it can be included in the Flight & Duty report, use "Recent" records. This report requires specific departure and arrival times.
- If you want to make "bulk" entries of a pilots previous time, where airport information and departure/arrival times are irrelevant, use "Initialization" records.

Entering a New Logbook Record


- Open the Pilot Records Window and select the **Logbook** tab.
- Select the type of record(s) you want to enter ("Recent" or "Initialization") using the tabs at the bottom.
- Click the New Record button  in the Logbook tab command bar. A blank record will be displayed in the Logbook Record Dialog.
- Fill in all the appropriate fields. Use the mouse or the Tab key to move through the fields.
- If you are entering only one record, click **Save & Close**, or...
- To enter additional records, click **Save**, then click **New**.

Modifying a Logbook Record

 Pilot Logbook records which are created automatically when a Flight Record is closed, cannot be modified from the Pilot Records window. To make changes in these records, you must re-open the appropriate Flight Record, make the modifications, and then re-close it.


- Open the Pilot Records Window and select the **Logbook** tab.
- Select the type of record(s) you want to modify ("Recent" or "Initialization") using the tabs at the bottom.
- Locate the record in the list and double-click on it. The record will be displayed in the Logbook Record Dialog.
- Click the **Edit** button, then modify the fields as desired.
- Click **Save & Close** to save the changes.

4.6 Entering Duty Shifts


 As flights are processed and closed using the Flight Log Window, duty shift entries will automatically be posted to the individual pilots' Time Sheet tab. Use the procedures below when you need to enter non-flight duty shift records.

Setup




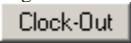
- Open the Pilot Records Window by clicking the  button in the main window, or by selecting [Records | Pilot Records...] from the menu.
- If necessary click the **Time Sheet** tab to select it.

Creating a New Shift Record with Clock-In


- Click the  button above the list. The Duty Shift Dialog will be displayed.
- Modify the On-Duty time and date, and verify that the Time Zone field is correct.
- Select the appropriate Type of Duty: Flight, Training, or Non-Flight.
- Enter any notes about the shift in the Remarks memo field.
- Click **Save & Close** to save the record.

Completing a Shift Record with Clock-Out


 This procedure assumes that an the Off-Duty fields of the most recent duty shift record have been left blank. If no such record exists, a message will be displayed indicating so.

- Click the  button above the list. The Duty Shift Dialog will be displayed.
- Modify the Off-Duty time and date.
- Enter any notes about the shift in the Remarks memo field.
- Click **Save & Close** to save the record.

Creating a Shift Record with New Record

- Click the New Record button  above the list, or select [Timesheets | New...] from the menu. The Duty Shift Dialog will be displayed.
- Modify the On-Duty and Off-Duty times and dates.
- Verify that the Time Zone field is correct.
- Select the appropriate Type of Duty: Flight, Training, or Non-Flight.
- Enter any notes about the shift in the Remarks memo field.
- Click **Save & Close** to save the record.

Modifying a Completed Shift Record

- Locate the record to be modified using the scroll bar.
- Click the Edit Record button  in the command bar above the list.
- Modify the record as necessary.

- Click **Save & Close** to save the changes.



Chapter 5

Working with Aircraft Records

5 Working with Aircraft Records

5.1 Setting Aircraft Options



Aircraft options are set via the Configuration pull-down menu at the top of the Aircraft Records Window. The menu choices are as follows:

- **Options** -- Opens the Aircraft Options window.
- **Aircraft Types...** -- Edits the aircraft types list. See Editing Supporting Lists.
- **Aircraft Categories...** -- Edits the aircraft category list. See Editing Supporting Lists.
- **Aircraft Classes...** -- Edits the aircraft class list. See Editing Supporting Lists.
- **ATA/Gama Codes...** -- Edits the ATA/Gama code list. See Editing Supporting Lists.
- **Maintenance Action Codes...** -- Edits the aircraft maintenance action list. See Editing Supporting Lists.
- **Fault Codes...** -- Edits the aircraft Condition Report fault code list. See Editing Supporting Lists.

5.2 Adding a New Aircraft Record

CharterLog XMS includes a "wizard" which guides you through creating and initializing a new Aircraft Record. The New Aircraft Wizard collects information about the aircraft by presenting a sequence of "pages" with fields to be completed. To display the wizard...



- Open the Aircraft Window by clicking the  button in the main window, or by selecting [Records | Aircraft Records] from the menu.
- Click the New Record button  in the command bar at the top of the window, or select [Aircraft | New...] from the menu.

Description Page


- All of the fields are required and cannot be left blank. If you do not know the exact manufacture date (Mfg Date), enter an approximate date. This field is used to preset the installation dates for the Hobbs meter, engines, APU and Air Conditioner. An exact date is not critical.
- Click the **Next** button or press [Ctrl-PgDn].

Installation Page

 The Installation fields are preset for "factory installed", new components. You only need to modify systems where changes have been made.

- If necessary, modify the Engine installation fields to reflect the *currently-installed* engines.
- If necessary, modify the Hobbs installation fields to reflect the *currently-installed* meter.
- If necessary, modify the APU installation fields to reflect the *currently-installed* APU.
- If necessary, modify the Air Conditioner installation fields to reflect the *currently-installed* unit.
- Click the **Next** button or press [Ctrl-PgDn].

Baseline Times Page

 This page is used to establish "baseline" times for the new aircraft. The "baseline" is an arbitrary point in time at which you will begin logging flights for this aircraft in CharterLog XMS. You can decide establish the baseline at the present, and log only future flights. Or, you can log back-dated flights from an earlier baseline. In either case, you should pick a baseline for which you have accurate and reliable records of the aircraft times.

- Enter the baseline Date and Time. If you have records specifying an exact baseline time, enter it. Otherwise, use the default setting (00:00 zulu)
- Enter the exact number of hours and landings on the Aircraft at the baseline date/time.
- If applicable, enter the exact reading on the installed Hobbs meter at the baseline date/time. *In cases where*

a "loaner" meter is installed, the Hobbs reading may not be the same as the Aircraft Hours.

- If applicable, enter the exact number of hours and cycles on the installed APU at the baseline date/time.
- If applicable, enter the exact number of hours on the installed Air Conditioner at the baseline date/time.
- Click **Ok** or press [Enter] to create the new aircraft record.

5.3 Setting Up Maintenance Tracking

 Maintenance tracking is an optional feature. The setup described below need only be performed if you intend to utilize CharterLog XMS to track maintenance.

Overview



CharterLog XMS has the ability to track maintenance on aircraft entered into the database. Tracking includes the following:

- Overhauls on aircraft engines, APU and air conditioner.
- Recurring maintenance actions, including but not limited to, phase inspections, component inspections and, component overhauls.
- Life-limited parts replacement.
- Aircraft alterations (e.g. SBs, STCs, ADs).


This chapter addresses the procedures necessary to prepare an aircraft for maintenance tracking. For instructions on utilizing maintenance tracking, see *Scheduling Aircraft Maintenance*, and *Major System Overhauls*.

Setting Major System Overhaul Intervals


Independent overhaul intervals ("time before overhaul") can be set for the APU, Air Conditioner, and each Engine. Repeat the procedure below for each system, as necessary.

- If necessary, open the Aircraft Window and select the **Major Systems** tab.
- Click the  button in the command bar at the top of the window.
- Select the tab for the System you want to modify (e.g. **Engine 1, APU**).
- Modify the Overhaul After fields (Hours & Cycles) as desired.
- Click the  to save the changes.

Defining Recurring Maintenance Actions



 If your fleet employs several aircraft of the same or similar type, you can set up one aircraft and use it as a template for the others. See *Copying Maintenance Actions From Another Aircraft*.

Setting up tracking for recurring maintenance involves adding and initializing a Maintenance Action record for each item you want to track.

- If necessary, open the Aircraft Window and select the **Maintenance** tab.
- Locate the Aircraft Record you want to work on.
- Click the  in the command bar at the top of the Maintenance tab. The Maintenance Action Dialog will be displayed.


- Enter the Item Name and Item ID and ATA Code as appropriate to describe the item. The ATA Code is one of the fields used to establish a sort order for the records, so accurate entries are important for this field.
- In the System field, select the aircraft system (Airframe, Engine 1, Engine-2, etc.) which will be the basis for scheduling the maintenance action. For example, if entering a 100 hour inspection which is to be based on the number of hours and/or cycles logged for the airframe, then choose "Airframe" in the System field.
- Select the type of action (e.g. "Inspect", "Overhaul", "Functional Test", etc.) in the Maintenance Action field. To define additional "actions", see Setting Aircraft Options.
- Enter the total "system" (as per the System field) hours and cycles, and the date the action was last performed into the Last Completed fields.
- Specify how often the action has to be performed by making the applicable hours, cycles or months entries into the Interval fields. Leave any non-applicable fields blank.
- If appropriate, enter text into the Work Description and Method of Compliance fields. Text in these fields is used to preset the corresponding fields in Work Cards created for the item. This saves typing later on.
- If finished entering items, click **Save & Close**, or...
- To enter more items, click **Save**, then click **New**.

Copying Maintenance Actions From Another Aircraft

- If necessary, open the Aircraft Window and select the **Maintenance** tab.
- Locate the Aircraft Record you want to work on.
- Select [Maintenance | Copy maintenance actions from another aircraft...] from the menu. The Copy Maintenance Actions Dialog will be displayed.
- Select the aircraft you want to use as a template via the drop-down list (combo box) field, then click **OK**.
- Scroll to the top of the Maintenance Action list.
- Double-click on the first Maintenance Action record to open the Maintenance Action Dialog.
- Click the  Edit button to the right of the Last Completed fields.
- Enter "Initialization" into Reason field of the pop-up dialog, then click **OK**.
- Enter the total "system" (as per the System field) hours and cycles, and the date the action was last performed into the Last Completed fields.
- Click  at the bottom of the dialog to go to the next record, then repeat the previous 3 steps. Continue until the Last Completed fields have been set in all records.
- Click **Save & Close**.

Tracking Life-Limited Parts

Setting up tracking for life-limited parts involves adding and initializing a Part record for each item you want to track.

- If necessary, open the Aircraft Window and select the **Parts** tab.
- Locate the Aircraft Record you want to work on.
- Click the  in the command bar at the top of the Parts tab. The Aircraft Part Record Dialog will be displayed.
- Enter the Part Description, Part Number and Serial Number.
- Enter the Item Name and Item ID and ATA Code as appropriate to describe the part. The ATA Code is one of the fields used to establish a sort order for the records, so accurate entries are important for this field.
- If desired, enter the Vendor, Weight and Arm field values. These are not required.
- In the Aircraft System field, select the system (Airframe, Engine 1, Engine-2, etc.) which will be the basis for calculating the accumulated time on the part. For example, a life-limited part on the APU would accumulate time only when the APU was in use, so you would select "APU" as the system.

- In the Installation column, enter the date the part was installed, and the total "system" hours and cycles at the time of installation.
- In the Time On Part column, enter the accumulated Hours, Cycles and Months on the part (if any) at the time of installation. For new parts, set these fields to 0, or leave them blank.
- Specify the life-limit of the part by making the applicable hours, cycles or months entries into the Replace After column. Leave any non-applicable fields blank.
- If finished entering parts, click **Save & Close**, or...
- To enter more parts, click **Save**, then click **New**.

5.4 Performing Aircraft Maintenance

Overview

All maintenance related items (maintenance actions, life limited parts, and squawks) have an associated "status" with one of the following values:

- Ok -- No immediate action is required.
- Pending -- Action is required within the time-frame (hours, cycles or months) specified in the Aircraft Options. *Squawks always have an initial status of "pending".*
- Scheduled -- An open Work Card exists for this item.

The recording of all aircraft maintenance is performed via Work Cards. Work Cards can also be used to record one-time actions such as SBs, STCs, ADs and other aircraft alterations.


Within the context of CharterLog XMS, maintenance work is considered "scheduled" when a Work Card has been created for the job. The work is considered "completed" when all pertinent information has been entered into the Work Card fields, and the card has been "Recorded and Closed".


Checking Aircraft Status

In this context, the term "aircraft status" refers to the collective status of all the maintenance items being tracked (e.g. maintenance actions, life limited parts, squawks and, major system overhauls). There are two ways to determine the status of an Aircraft in CharterLog XMS:

1. Aircraft Status Report -- This report is a summary listing of every "pending" maintenance item for an aircraft. This report can be printed from the Main Window or from the Aircraft Record Window.
2. Onscreen "Views" -- The Maintenance, Parts and Squawks tabs have the ability to display restricted "views" (via the View combo box) of maintenance items. Items with a "pending" status can easily be located by selecting the "Action Pending" view.


Creating Recurring Maintenance Work Cards


- If necessary, open the Aircraft Window and select the **Maintenance** tab.
- Locate the Aircraft Record you want to work on.
- Select "Action Pending" in the View combo box to view only the pending items.
- Right click on an item in the list, then select [Create Work Card...] from the pop-up menu. Click **Yes** in the confirmation dialog box. A new card will be created and displayed in the Work Card Dialog.
- If desired, click the  button at the top of the window to edit the card and enter or modify the Work Description, Method of Compliance, or other fields as needed.
- If desired, click **Print Work Card** to print the card.

Click  to close the Work Card Dialog. Repeat the procedure as necessary until all cards are created for all



pending items.


Creating Part Change Work Cards

 The procedure below addresses how to create a Work Card specifically to replace a part which is near exceeding its life-limit. However, Part Change records can be added to any type of Work Card. Typically an Alteration Work Card is used when adding new parts and equipment.


- If necessary, open the Aircraft Window and select the **Parts** tab.
- Locate the Aircraft Record you want to work on.
- Select "Action Pending" in the View combo box to view only the pending items.
- Right click on an item in the list, then select [Create Work Card...] from the pop-up menu. Click **Yes** in the confirmation dialog box. The Work Card Dialog will be displayed with the new card.
- If desired, click the  button at the top of the window to edit the card and enter or modify the Work Description, Method of Compliance, or other fields as needed.
- If desired, click **Print Work Card** to print the card.


To print a Part Tag for the removed part...

- Click the  button on the right side of the Part Change Record area.
- Select the desired tag color in the Removed Part Tag field.
- Click the  button to save the changes.
- Click the **Print Part Tags** button at the top.

Click  to close the Work Card Dialog. Repeat the procedure as necessary until all cards are created for all pending items.

Creating Squawk Work Cards



- If necessary, open the Aircraft Window and select the **Squawks** tab.
- Locate the Aircraft Record you want to work on.
- Select "Pending Squawks" in the View combo box to view only the pending items.
- Right click on an item in the list, then select [Create Work Card...] from the pop-up menu. Click **Yes** in the confirmation dialog box. A new card will be created and displayed in the Work Card Dialog.
- If desired, click the  button at the top of the window to edit the card and enter or modify the Work Description, Method of Compliance, or other fields as needed.
- If desired, click **Print Work Card** to print the card.

Click  to close the Work Card Dialog. Repeat the procedure as necessary until all cards are created for all pending items.





Creating Alteration Work Cards (SB/STC/AD)


Generally speaking, "alteration" Work Cards are entered primarily to document one-time changes to the aircraft. However, since changes can involve the adding or removing of parts, an "alteration" Work Card can include one or more Part Change records. When such a Work Card is closed, the appropriate changes will be made to the life-limited Parts list for the aircraft.

- If necessary, open the Aircraft Window and select the **Work Cards** tab.



- Locate the Aircraft Record you want to work on.
- Click the  button located at the top of the **Work Cards** tab. A new card will be created and displayed in the Work Card Dialog.
- Click the  button at the top of the window to edit the card.
- Enter the Work Description and Method of Compliance.
- If applicable, enter the SB, STC, or AD number.



If the work includes the adding or removal of life-limited parts, add Part Change records as follows...

- Click the  button on the right side of the Part Change Record area to add a new record.
- If removing a part, click the  button at the right edge of the Remove field, then locate and select the part to be removed. Click **OK** to close the part-selection dialog.
- If adding a part, click the  button at the right edge of the Install field. If the part is already in Inventor, locate it and select it. Otherwise, click **Add New Part** to create a new Part Record. (see Aircraft Part Record Dialog). Click **OK** to close the part-selection dialog.
- If applicable, select the desired tag color in the Removed Part Tag field.
- Enter text as necessary in the Reason field.
- Click the  button to save the changes.
- Repeat the above to add more Part Change records as needed.
- If desired, click the **Print Part Tags** button at the top.

Click **Print Work Card** to print the card, then click  to close the Work Card Dialog.

Closing Work Cards

- If necessary, open the Aircraft Window and select the **Work Cards** tab.
- Locate the Aircraft Record you want to work on.
- Select "Open" in the View combo box to view only the open cards.
- Double-click on the Work Card you want to close. The card will be displayed in the Work Card Dialog.
- If necessary, click the  button at the top of the window to edit the card.
- Complete the Mechanic, Work Started, Work Completed and Man Hours fields, and any other appropriate fields.
- Click the  button to save the changes.
- Click the **Record & Close Work Card** button at the top.


To close other cards, use the   buttons to locate the next card, then repeat the above procedure.

5.5 Major System Overhauls





Overview

This chapter addresses how to document the removal/replacement of major aircraft systems (i.e. Engines, APU and Air Conditioner) using CharterLog XMS Work Cards. As with other aircraft maintenance (see Performing Aircraft Maintenance), the work is considered "scheduled" when a Work Card has been created for the job. The work is considered "completed" when all pertinent information has been entered into the Work Card fields, and the card has been *Recorded and Closed*.

Recording an Engine Change

- If necessary, open the Aircraft Window and locate the Aircraft Record you want to work on.
- Select the **Major Systems** tab, then select the tab for the Engine in question.
- Click the **Change Engine** button, then click **Yes** in the confirmation dialog box. A new card will be created and displayed in the Work Card Dialog.
- Click the  button at the top of the window to edit the card.
- Enter the reason for the change, engine serial numbers, and any other pertinent information into the Work Description and/or Method of Compliance fields.
- Verify that the Installation Date, Time on Removed Component and Time on Aircraft @ Install field values correct. Make any necessary changes.
- Enter the time (hours and cycles) on the engine being installed into the Time on Installed Component fields.
- Complete the Mechanic, Work Started, Work Completed and Man Hours fields, and any other appropriate fields.


If the work includes the adding or removal of life-limited parts, add Part Change records as follows...

- Click the  button on the right side of the Part Change Record area to add a new record.
- If removing a part, click the  button at the right edge of the Remove field, then locate and select the part to be removed. Click **OK** to close the part-selection dialog.
- If adding a part, click the  button at the right edge of the Install field. If the part is already in Inventor, locate it and select it. Otherwise, click **Add New Part** to create a new Part Record. (see Aircraft Part Record Dialog). Click **OK** to close the part-selection dialog.
- If applicable, select the desired tag color in the Removed Part Tag field.
- Enter text as necessary in the Reason field.
- Click the  button to save the changes.
- Repeat the above to add more Part Change records as needed.
- If desired, click the **Print Part Tags** button at the top.


To complete the work...




- If desired, click **Print Work Card** to print the card.
- Click the **Record & Close Work Card** button at the top.

Recording an APU or A/C Change

- If necessary, open the Aircraft Window and locate the Aircraft Record you want to work on.
- Select the **Major Systems** tab, then select the tab for the APU or Air Conditioner in question.
- Click the **Change APU** or **Change A/C** button, then click **Yes** in the confirmation dialog box. A new card will be created and displayed in the Work Card Dialog.
- Click the  button at the top of the window to edit the card.
- Enter the reason for the change, component serial numbers, and any other pertinent information into the Work Description and/or Method of Compliance fields.
- Verify that the Installation Date, Time on Removed Component field values correct. Make any necessary changes.
- Enter the time (hours and cycles) on the unit being installed into the Time on Installed Component fields.
- Complete the Mechanic, Work Started, Work Completed and Man Hours fields, and any other appropriate fields.

If the work includes the adding or removal of life-limited parts, add Part Change records as follows...

- Click the  button on the right side of the Part Change Record area to add a new record.

- If removing a part, click the  button at the right edge of the Remove field, then locate and select the part to be removed. Click **OK** to close the part-selection dialog.
- If adding a part, click the  button at the right edge of the Install field. If the part is already in Inventor, locate it and select it. Otherwise, click **Add New Part** to create a new Part Record. (see Aircraft Part Record Dialog). Click **OK** to close the part-selection dialog.
- If applicable, select the desired tag color in the Removed Part Tag field.
- Enter text as necessary in the Reason field.
- Click the  button to save the changes.
- Repeat the above to add more Part Change records as needed.
- If desired, click the **Print Part Tags** button at the top.



To complete the work...

- If desired, click **Print Work Card** to print the card.
- Click the **Record & Close Work Card** button at the top.



5.6 Replacing the Hobbs Meter

Hobbs meter installation information is located at the bottom left-hand side of the Aircraft Record Window. When a Hobbs meter is changes, you need to make changes to the fields in this area, *and also make a "shop" entry into the Airframe/Engine log to "set" the current meter reading.*

To record the replacement of and aircraft Hobbs meter, follow the procedure *exactly* as given below...

- Locate the Aircraft Record for the aircraft in question.
- Click the  button at the top of the window to edit the record.
- Enter the installation date in the Install Date field.
- Enter the total hours on the aircraft at the time of installation into the Install Acft Hrs field.
- Enter the *exact hours reading* on the *meter being installed* into the Reading @ Install field.
- Click the  button to save the changes.


To make the log entry...

- Select the **Airframe/Engine Log** tab, then click the  button *at the top of the tab*. A new "shop" Airframe/Engine Log record will be created and displayed in the Aircraft Log Entry dialog.
- Enter the *exact hours reading* on the *meter being installed* into the Hobbs In field.
- Enter Remarks text documenting the change. (e.g. "New meter installed") then post them by clicking the  button.
- Click **Save & Close** to save the log record.
- Verify that the Current Reading (in the Hobbs area at the bottom of the Aircraft window) matches the Reading @ Install just above it.

5.7 Entering Shop Squawks

Normally, aircraft squawks are entered into the Flight Log and posted automatically to the Aircraft Record (see Processing a Completed Flight). However, ground crew, mechanics and others may need to post squawks noticed under non-flight circumstances. These squawks (called "Shop" squawks in CharterLog XMS) are posted directly into the Aircraft Record Window.

To post a "Shop" squawk...

- Locate the Aircraft Record for the aircraft in question.
- Select the **Squawks** tab, then click the  button *at the top of the tab*. A new "shop" squawk record will

- be created and displayed in the Squawk Dialog.
- Enter the Problem Description and MEL Information (if applicable).
- Click **Save & Close** to save squawk.

5.8 Aircraft Condition Reports

Overview

A Condition Reports is a means for documenting, classifying and tracking aircraft mechanical faults and repairs. Essentially a condition report can be thought of as a "squawk" originating with the maintenance staff. However, where the purpose of a Squawk is to report a problem, the purpose of a Condition Report is to *identify a failure trend and discover the underlying cause*. Once a trend is identified, measures can be taken to prevent or lessen the chance of future occurrences of the failure.

An Example

To illustrate, consider the situation where the maintenance staff is noticing unusually high rates of brake wear on two aircraft in the fleet. They begin documenting the incidences by creating condition reports which include all known information, including the commanding officer flying the aircraft before each incidence.

After several incidences have been document, the staff examines the compiled reports and notices that a common factor in all of the documented cases was the pilot flying the plane.

Following up on this, the pilot is interviewed and it is discovered that he is not using thrust reversers in the recommended manner. After some supplemental training for the pilot, the incidents of excessive brake wear in the two aircraft decline.

As the example illustrates, Condition Reports can assist in identifying a failure trend and its cause by documenting the "who", "what", "when" "where" and "how" surrounding each incidence:

- *who* was operating or working on the aircraft (i.e. pilot, mechanic),
- *what* failed (i.e. problem description, ATA Code),
- *when* the failure occurred (i.e. date, flight number, leg),
- *where* the failure occurred (e.g. preflight, start, takeoff, climb, cruise, descent, approach, etc.), and
- *how* it failed (user-defined fault codes -- e.g. "broken", "worn", "dented", "burned", etc.).


The compiled list of Condition Reports can then be grouped or sorted according to these factors, thus making it easier to "see" the trends and underlying causes.

Creating a Condition Report

Condition Reports can be created from the Work Card Dialog, or directly from the Aircraft Record Window.

To create a report...

...from the Aircraft Window...

- Locate the Aircraft Record for the aircraft in question.
- Select the **Condition Reports** tab, then click the  button *at the top of the tab*. A new report will be created and displayed in the Aircraft Condition Report Dialog.
- Enter all known information into the available fields.
- Click **Save & Close** when finished.

...from the Work Card dialog...

- If necessary, locate and open the Work Card related to the fault or repair.
- Select [Action | Create Condition Report...] from the pull-down menu.
- A new report will be created and displayed in the Aircraft Condition Report Dialog.

- Enter all known information into the available fields.
- Click **Save & Close** when finished.

Printing Condition Reports

Using the standard report templates included with CharterLog XMS, Condition Reports can be grouped according to any of the "who", "what", "when" "where" and "how" parameters discussed above. These are accessed from the [Reports] pull-down menu at the top of the Aircraft Record Window.



Chapter 6

Working with Flight Records

6 Working with Flight Records

6.1 Setting Flight Record Options

Flight Records options are set via the Configuration pull-down menu at the top of the Flight Log Window. The menu choices are as follows:

- Options -- Opens the Flight Record Options window.
- Flight Log Form... -- Opens the Flight Log Form Designer, from which you can select and/or modify the template used when printing a Flight Log record.
- Standard Routes... -- Opens the Standard Routes window, from which you can define and save the route (airport stops), aircraft selection, crew selection, and customer for commonly flown trips. Standard Routes can be "loaded" via the Flight Launch Wizard to speed the Flight Record creation process.
- Delay Codes... -- Edits the flight delay codes list. See Editing Supporting Lists.
- Customers... -- Edits the customer information list. See Editing Supporting Lists.
- Fuel Payment Types... -- Edits the fuel payment types list. See Editing Supporting Lists.


6.2 Creating a new Flight Record

Overview


CharterLog XMS uses a "wizard" (called the Flight Launch Wizard) to streamline the creation of new Flight records. The Flight Launch Wizard prompts for aircraft, route and crew information, and then creates an initialized Flight record, complete with "leg" records appropriate to the selected route. The resulting Flight record is not complete. You must go back, post-flight and add leg details (e.g. departure/arrival times, day/night, IFR, etc), and squawks (if any). See Processing a Completed Flight for more information.

Running the Flight Launch Wizard



- If necessary, open the Flight Log Window by clicking the  button in the main window, or by selecting [Records | Flight Log...] from the menu.



- Click the  button in the main window, or select [Flight | New...] from the menu. The Flight Launch Wizard will be displayed.
- Select an aircraft from the drop-down list. Aircraft squawk and maintenance information will be displayed for your review. When an aircraft has been selected, click the **Next** button or press [Ctrl-PgDn].
- Select airports in sequence starting with the departure point of the flight and ending with the termination point. You can select airports using either of the following methods. When all airports have been selected, click the **Next** button or press [Ctrl]-[PgDn].

Keyboard Method -- Set the Search By index to ID, then begin typing the airport ID. As you type, the closest matching airport will be displayed. Once the desired airport is located, press the [Enter] key to add it to the Airports list. Repeat until all airports are selected.

Mouse Method -- Use the scroll bar or the Search By fields to locate an airport then double-click on it to append it to the Airports list. Alternately, you can click the > button instead of double-clicking in the list. Repeat until all airports are selected. If an airport is already in the Airports list, you can double-click on it to duplicate it and add it to the end of the list. This

method is useful when entering circular or "backtrack" routes.


- Select the required crewmembers for the first leg of the flight. You can select Crew members using either of the methods below. Once a crew is selected for the first leg, you can easily copy the assignments to the remaining legs by clicking the **Duplicate Selected Leg** button. When all crewmember positions have been filled, click the **Next** button or press [Ctrl-PgDn].


Keyboard Method -- Make sure the Pilot List is selected. Use the up/down arrow keys to highlight a pilot the type [Ctrl-1] for Captain, [Ctrl-2] for First Officer, [Ctrl-3] for Crew Member 1 or [Ctrl-4] for Crew Member 2. Use the [+/-] keys to work on another leg.

Mouse Method -- Use the mouse to drag pilots and drop them in the desired crew slots.


- Enter the Flight Number for the flight. Flight Numbers can be any combination of letters, numbers or other characters. The only requirement is that it be absolutely unique. If you are using a simple sequence number, you can click the << **Next Number** button to automatically assign a number.
- Select the departure date from the calendar. When finished, click the **Ok** button or press [Enter] to close the wizard and create the new Flight Log Form.


Entering Manifest Information (optional)

 Manifest information is recorded by CharterLog XMS, but is not required. If entered, this information can be printed in reports and on your customized Flight Log Form. The standard form, "Manifest & Log Sheet" includes a manifest page. (See Customizing the printed Flight Log Form for more information)

- Click the Edit Record button  in the command bar at the top of the Flight Log window.
- Enter customer contact information in the fields provided at the top of the window.
- If necessary select the **Manifest** tab.
- Enter Scheduled Leg Times and Remarks information for each leg in the **Crew Itinerary** block. (Use the command bar buttons below to select and edit each leg.)
- Enter the passenger list (if any) in the **Passengers** block. (Use the command bar buttons insert new passenger entries into the list.)

Printing a pre-flight Flight Log Form (optional)

 If you create your Flight records prior to departure, you can print a pre-flight Flight Log Form and use for recording flight information in the cockpit.

- Verify the pre-flight Flight record, paying particular attention to the From and To airports and crewmember assignments for each leg. The Flight Launch Wizard sets the same departure dates for all legs. It is not necessary to modify these at this time. Departure date information can be corrected when the leg information is updated after the termination of the flight.
- Print the form by clicking on the **Print** button  in the command bar at the top of the window. See Customizing the printed Flight Log Form for more information.


6.3 Processing a Completed Flight

Overview



The processing of a completed flight requires the recording all pertinent flight information in the Flight record created during the "launch" phase (see Creating a new Flight Record). Typically the flight information will have been recorded on the printed Flight Log form by the flight crew, and the completed form turned into the staff member responsible for recording and closing flights.

 The following assumes that a Flight Log Form for the flight was previously created using the Flight Launch Wizard.


Locating the Flight Record

 The Flight Log window includes a View setting (see the drop-down box at the top of the window) which lets you restrict the displayed list of Flight records. Setting the View to "Open" will help you locate incomplete Flight records by hiding all of the completed and "Closed" records.




- If necessary, open the Flight Log Window by clicking the  button in the main window, or by selecting [Records | Flight Log...] from the menu.
- Click the **Locate** button  to open the search dialog, and locate the Flight record in the list.

Recording Leg Information



- Click the **Legs** tab to select it, then click the **Page 1** tab at the bottom.
- Click the **Edit Record** button  at the top of the **Legs** tab.
- Select the first leg by clicking on "Leg 1" on the left. Complete page 1 by entering the departure date (if necessary), leg times, meter reading, day/night and IFR fields.
- If necessary, modify the "credit" check boxes (T/O, Ldg, Apch, Duty) in the Crew section on the right. For example, if the second-in-command (SIC) pilot flies the approach, place a check mark in the Apch column on the SIC line.
- If desired, switch to the Page 2 tab and enter W&B, RVSM, Fuel, and expense information.
- Repeat the previous 3 steps for each leg of the flight.

Entering Squawks

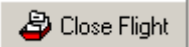
- Click the **Squawks** tab to select it.
- Click the **New Record** button  at the top of the Squawks tab. The Squawk Dialog will be displayed and initialized with a new squawk record.
- Enter the date, leg, problem description, and if applicable, the MEL category and repair interval.
- If you have more squawks to enter, click **Save & New**, or click **Save & Close** when done.

Entering VOR Check and Remarks


 VOR Check and Remarks fields are located at the top of the Flight Log window.

- Click the **Edit Record** button  at the top of the window.
- Enter the VOR Check and Remarks info into the fields provided.
- Click the **Post Edit** button  to save the changes.

Closing the Flight

Review and verify the Flight record information, checking for missing or incorrect field entries. When satisfied, click the **Close Flight** button .

Printing the completed Flight Log Form (optional)


Print the form by clicking on the **Print** button  in the command bar at the top of the window. See

Customizing the printed Flight Log Form for more information.


6.4 Closing Multiple Flights

To close all *open* Flight Records...




- If necessary, open the Flight Log Window by clicking the  button in the main window, or by selecting [Records | Flight Log...] from the Main Window menu.
- Select [Flight | Close all open flights...] from the Flight Log Window menu.

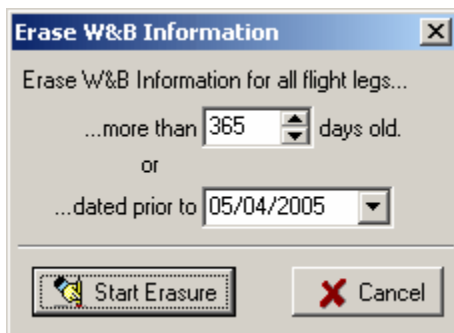
6.5 Clearing Old Weight & Balance Information

 **WARNING** -- CharterLog XMS imposes no regulation-based restrictions on the purging of Weight & Balance information. It is the responsibility of the user to consult and adhere to current regulations when using the software utility described below.

To clear "old" weight and balance information from Flight Records...



- If necessary, open the Flight Log Window by clicking the  button in the main window, or by selecting [Records | Flight Log...] from the Main Window menu.
- Select [Flight | Clear old W&B info...] from the Flight Log Window menu.
- Select either the minimum age (days old) of the records to be cleared, or the "dated prior to" cutoff date (See figure below).
- Click **Start Erasure** to begin the process.



6.6 Per Diem Calculations

Pay Calculations

Domestic and International pay hours are automatically calculated for each trip. Existing on/off duty and out/in times are used to perform the calculations. No additional entries are required. Per Diem pay is calculated using user-modifiable domestic and international hourly rates set via the Program Options Window.

As mentioned above, CharterLog XMS calculates pay hours based on the On/Off-Duty and Time-Out/In fields for the trip in question. Generally, Time-Out is considered to be the "start" time of a leg, and Time-In the "end" time. The only exceptions to this rule are for the first and last legs of the trip. The start time of the first leg of a trip is the On-Duty time. If On-Duty is blank, Time-Out is used. The end time of the last leg of a trip

is the Off-Duty time. Likewise, if Off-Duty is blank, Time-In is used.

Domestic Trips

A "domestic" trip is defined as a trip where there are no stops at international-rate airports. An airport is designated as international by entering "International" into the Hourly Rate field in the Airport List (see List Editor window / Airport Dialog).

The pay hours for a domestic trip is defined as the elapsed clock hours from the time the crew went On-Duty prior to the first leg of the trip, to the time they went Off-Duty after completing the last leg of the trip. For example, consider the following trip.

Leg	Date	From	To	On-Duty	Out	In	Off-Duty
1	2/22/00	KPHL	KORD	09:00	09:30	11:44	--
2	2/22/00	KORD	KBOS	--	13:50	15:00	15:15
3	2/23/00	KBOS	KPHL	08:00	08:30	11:15	11:30

The pay hours for this trip is 26.5 -- the elapsed time between 2/22/00 09:00 and 2/23/00 11:30. Since all of the stops were at domestic airports, per diem pay will be calculated at the domestic pay rate.

International Trips

An international trip is defined as a trip where there is at least one stop at an international-rate airport. Pay hours for an international trip can consist of an international component and in some cases a domestic component as well.

The international portion of the pay hours is calculated as the elapsed clock hours from the start of the border-crossing outbound leg, to the end of the border-crossing inbound leg. If these legs are the first and last legs of the trip, respectively, then there is no domestic component. The following is an example of a trip consisting of just international pay hours.

Leg	Date	From	To	On-Duty	Out	In	Off-Duty
1	2/22/00	KGLS	MMMX	09:00	09:17	11:09	--
2	2/22/00	MMMX	KGLS	--	13:55	15:30	15:45

In this example, time is calculated using the same method as with the domestic trip example above. The total pay hours would be 6.8 hours. Per diem pay would be calculated at the international rate.

When a trip includes legs flown between domestic stops as well as border-crossing legs, the calculations are a bit more complicated. Consider the following trip:

Leg	Date	From	To	On-Duty	Out	In	Off-Duty
1	11/6/99	KHOU	KGLS	15:00	17:36	17:58	-
2	11/6/99	KGLS	MMMX	-	19:17	21:14	-
3	11/7/99	MMMX	KGLS	-	00:45	02:35	-
4	11/7/99	KGLS	KHOU	-	03:32	03:55	04:30

The total hours for the trip is 13.5 (15:00 - 11/6/99 thru 04:30 - 11/7/99). The international portion begins at 19:17 - 11/6/99 and ends at 02:35 - 11/7/99 for total of 7.3 hours. The domestic portion is simply the difference -- $13.5 - 7.3 = 6.2$ hours.

Overnight Allowance Calculations

Overnight allowances are calculated by multiplying the crew-reported number of overnight stays by the per-night cost, Standard or High-Cost, for the airport. The Standard and High-Cost rates are set via the Program Options Window. The number of nights must be entered into the Overnight Stays field where appropriate for

each leg of the trip (see Flight Log Window).

CharterLog XMS uses the Standard overnight rate in all cases except the following:

- Layovers at international airports (Hourly-Rate field = "International") are calculated at the High-Cost overnight rate.
- Layovers at domestic airports that fall within a high-cost period, as set for that airport, are calculated at the High-Cost rate. High-cost periods are set via the Airports Window.


6.7 Customizing the Flight Log Form

The Flight Log Form template controls the appearance of printed Flight Records. This section discusses how to select the "active" template, print a blank form, and obtain a customized Flight Log Form template.

Selecting a Flight Log Form Template

CharterLog XMS is shipped with two pre-designed templates: "BASIC LOG SHEET" and "MANIFEST & LOG SHEET". To select either of these (or a custom template installed on your system) as the "active" template...



- If necessary, open the Flight Log Window by clicking the  button in the main window, or by selecting [Records | Flight Log...] from the menu.
- Select [Configuration | Flight Log Form...] from the pull-down menu. The Flight Log Form Designer dialog will be displayed.
- Select the desired template from the Template File drop-down list.
- Click **Close** when finished.

Printing a blank Log Form

To print a blank Log Form, open the Flight Log Form Designer (see Selecting a Flight Log Form Template, above) then click the **Print Blank Form** button.

Obtaining a custom Flight Log Form Template

Your purchase of CharterLog XMS includes design services for one (1) custom Flight Log Form template. Contact Polaris Microsystems for more information.




Chapter 7



Working with Inventory Records

7 Working with Inventory Records

7.1 Adding a Part to Inventory

 Follow the procedure below to add a part directly to your "in stock" inventory. Parts in the inventory list are available for installation on aircraft via Part Change records. See Setting Up Maintenance Tracking and Performing Aircraft Maintenance for instructions on installing parts.




- Open the Parts Inventory Window by clicking the  button in the main window, or by selecting [Records | Parts Inventory...] from the menu.
- Click the  button in the command bar at the top of the window. A blank part record will be displayed in the Aircraft Part Record Dialog.
- Enter the part description and identification information in the fields in the top panel.
- Leave the Installation column fields blank.
- If the part is *not* new, enter the time on the in the At Install column (months, hours, cycles).
- Enter the part's Life Limit in the Replace After column. Leave any non-applicable fields blank.
- If you will be tagging the part, select the appropriate tag color/type in the Part Tag field. (See Printing Part Tags).
- Click **Save & Close** to save the record.

7.2 Scrapping/Salvaging a Part

Part records cannot be deleted from the Parts Inventory. However, they can be marked "scrapped" and removed from the "active" inventory list. Scrapped records can be recovered or "salvaged" if necessary.




- Open the Parts Inventory Window by clicking the  button in the main window, or by selecting [Records | Parts Inventory...] from the menu.
- Locate the part record to be scrapped or salvaged.
- Right-click on the part record, then select Scrap/Salvage... from the pop-up menu.
- Enter the reason for scrapping or salvaging the part in the pop-up dialog box, then click **OK**.

7.3 Printing Part Tags

To print a Part Tag for a part in inventory...



- Open the Parts Inventory Window by clicking the  button in the main window, or by selecting [Records | Parts Inventory...] from the menu.
- Locate the part record.
- Double-click on the part to open the Part Record Dialog.
- If necessary, edit the record and select the desired Part Tag color/type.
- Click the **Print Tag** button.



Chapter 8

Working with Mechanic Records




8 Working with Mechanic Records

8.1 Adding a new Mechanic Record

Related Procedures ...

Tracking Recurrent Training | Logging Training Time | Entering RII Authorizations




- Open the Mechanic Record Window by clicking the  button in the main window, or by selecting [Records | Mechanic Records...] from the menu.
- Append a blank record by selecting [Mechanic | New...] from the menu at the top of the window. In the New Mechanic dialog, enter an ID number for the mechanic. You can use an employee number or some other identifier just as long as it is unique to the individual. Click **Ok**.
- Enter the mechanic's last and first name in the fields provided.
- Enter the A&P Certificate information.
- Enter the IA Certificate information, if applicable
- To save the new record, click the Post Edit button  in the command bar at the top of the window. To cancel and dispose of the new record, click the Cancel Edit button .




8.2 Tracking Recurrent Training

Setup





- Open the Mechanic Record Window by clicking the  button in the main window, or by selecting [Records | Mechanic Records...] from the menu.
- Select the **Recurrent Training** tab.

Adding a New Recurrent Training Record

- Append a blank record by clicking the **New Record** button  in the command bar just above the list.
- Enter the Description of the training, the valid period (Valid For.. and Days/Months columns) and the date Last Completed.
- To save the record, click the **Post Edit** button . 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 Recurrent Training Record

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




8.3 Logging Training Time

Setup





- Open the Mechanic Record Window by clicking the  button in the main window, or by selecting [Records | Mechanic Records...] from the menu.
- Select the **Training Log** tab.

Adding a New Training Log Record

- Append a blank record by clicking the **New Record** button  in the command bar just above the list.
- Enter the Description/Subject of the training.
- Select the ATA Code most closely associated with the training.
- Select the Aircraft Type, or "General" for non-specific training.
- Enter the training Hours logged and the Date it was conducted/completed.
- Select the Type of Training -- On the job ("O.T.J."), "Classroom" or "Run-Up".
- Select either "Instructor" or "Verifier" then enter the appropriate name.
- To save the record, click the **Post Edit** button . 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 Recurrent Training Record

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




8.4 Entering RII Authorizations



Setup





- Open the Mechanic Record Window by clicking the  button in the main window, or by selecting [Records | Mechanic Records...] from the menu.
- Select the **RII Authorizations** tab.

Adding a New Authorization Record

- Append a blank record by clicking the **New Record** button  in the command bar just above the list.
- Enter the Aircraft Type, or click the  button to select it from the Types list.
- Enter the ATA Codes (separated by commas) included in the authorization, or click the  button to select the code(s) from the ATA Code list.

- Enter the Authorized By name.
- To save the record, click the **Post Edit** button . 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 an Authorization Record

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



Chapter 9




Working with Vendor Records

9 Working with Vendor Records

9.1 Adding a new Vendor Record

Related Procedures ...
Entering Type Approvals




- Open the Vendor Records Window by clicking the  button in the main window, or by selecting [Records | Approved Vendors...] from the menu.
- Append a blank record by selecting [Vendor | New...] from the menu at the top of the window.
- Enter the vendor's name, address and contact information in the fields provided.
- Enter the Air Agency Certification number, Facility Rating, and Approved For fields as applicable.
- If the vendor has been given sections of the General Maintenance Manual, indicate the chapters in the GMM Chapters and Rev fields.
- Enter information regarding the last audit of the vendor's facility in the Facility Audit block.
- Complete the applicable on-file check boxes and fields.
- To save the new record, click the Post Edit button  in the command bar at the top of the window. To cancel and dispose of the new record, click the Cancel Edit button .






9.2 Entering Type Approvals

Setup





- Open the Vendor Records Window by clicking the  button in the main window, or by selecting [Records | Approved Vendors...] from the menu.
- Select the **Type Approvals** tab.

Adding a Type Approval Record

- Append a blank record by clicking the **New Record** button  in the command bar just above the list.
- Enter the Aircraft Type, or click the  button to select it from the Types list.
- Enter the ATA Codes (separated by commas) for the approved activity, or click the  button to select the code(s) from the ATA Code list.
- Check the Approved box if the Type Approval process is completed.
- To save the record, click the **Post Edit** button . 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 Type Approval Record

- Locate the record to be modified and click on it to select it. If necessary, use the scroll bar to the right.
- Click the **Edit Record** button  in the command bar just above the list.

- Modify the record as necessary.
- Click the **Post Edit** button  to save the changes.



Chapter 10


Working with Reports

10 Working with Reports


10.1 Printing Reports

Overview


All CharterLog XMS reports are accessed via pull-down menus and in buttons, in the related program window. For example, reports related to pilot records are accessed from the Reports menu at top of the Pilot Records Window. Likewise for aircraft-related reports (Aircraft Record Window) and flight-related reports (Flight Log Window).

 CharterLog XMS utilizes a template library based reporting engine, instead of "hard coded" reports. The report library is stored in a database table which allows it to be easily expanded and updated. (See Downloading Product Updates.)


Previewing a Report

- Choose the report you want from the Reports menu in the appropriate window. This will display the Report Setup Dialog.
- If necessary or desired, alter the Report Title, Report Date or Revision fields. (See Report Setup -- Header Information)
- If desired, enter "filter" values in the Report Setup area. (See Report Setup -- Filters.)
- Click . The report will be displayed in the Preview window.

Printing a Report

- Follow the steps above to preview the report.
- Click the  button at the top of the Preview window.
- Select the destination printer, page range, etc. then click **OK**.

Exporting a Report

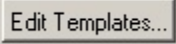

- Follow the steps above to preview the report.
- Click the  button at the top of the Preview window.
- Check the Print To File checkbox.
- Select the export format from the Type drop-down list.
- Enter the destination file name in the Where field.
- Click **OK**.
-

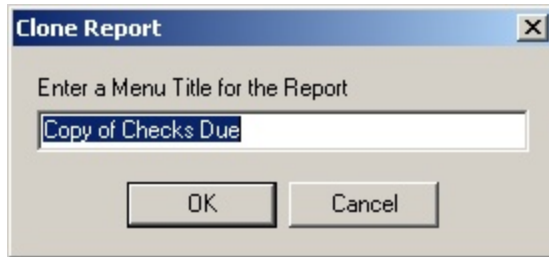
10.2 Creating Custom Reports

CharterLog XMS incorporates tools which allow an end-user who is familiar with using report design software, to create customized versions of existing reports. This section addresses how to "clone" an existing report and then open the Report Designer to modify the cloned template.

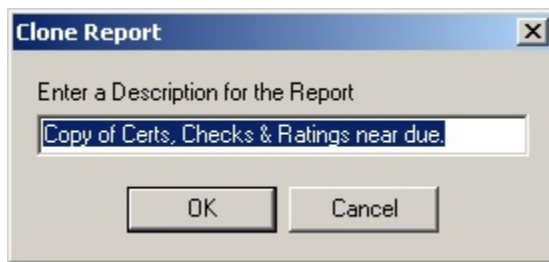
Cloning a Report

To clone an existing report from the reports library...

- Open the Report Setup Dialog by selecting the report you which to clone from the appropriate menu.
- Click the  button to open the Templates Dialog. The Templates Dialog will list all of the report templates in the grouping.
- Select the report template you want to clone, then click . A confirmation dialog will be displayed. Click **OK**. A dialog will be displayed, requesting a Menu Title for the new report.




- The Menu Title is the name of the new report as it will appear in the pull-down Reports menu. Change the preset "Copy of..." title to a short but descriptive name for the report (e.g. "Custom Checks Due"), then click **OK**. A dialog will be displayed, requesting a Description for the new report.

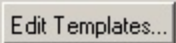



- Enter a short description of the new report (e.g. "'Customized Certs, Checks & Ratings near due.'"), the click **OK**. The new report will be created and added to the templates list.

Editing a Report Template

 If you are unfamiliar with designing report templates or if you need specialized reports, Polaris Microsystems offers report design services. Custom report design services are available to *registered customers who have a current maintenance contract in effect*. Contact Polaris Microsystems for more information.

To edit a report template...

- Open the Report Setup Dialog by selecting the report you which to modify from the appropriate menu.
- Click the  button to open the Templates Dialog. The Templates Dialog will list all of the report templates in the grouping.
- Select the report template you want to modify, then click . The template will be displayed in the Report Designer window. See the Help menu at the top of the Report Designer for assistance.
- When finished making changes, close the Report Designer to save the modified template.



Chapter 11

Housekeeping




11 Housekeeping

11.1 Downloading Product Updates

CharterLog XMS includes a built-in utility for updating the program modules, airports list and standard report library. All product updates are performed via the CharterLog XMS Update Utility, accessible from the File menu in the Main Window (select File | Update CharterLog XMS...)

Refer to the procedures below for step-by-step instructions.

Updating Program Modules

- Open the Update Utility (see above).
- Click on the **Program Updates** tab.
- Click .
- If there is an update available, click  to download it.
- Click .
- When the update installation is completed, restart CharterLog XMS.


Updating the Airports List

- Open the Update Utility (see above).
- Click on the **Airport List Updates** tab.
- Click .
- If there is an update available, click  to download it.
- Click .

Updating the Standard Reports Library


- Open the Update Utility (see above).
- Click on the **Standard Reports Updates** tab.
- Click .
- If there is an update available, click  to download it.
- Click .

11.2 Backing Up Your Data


 If your data files are stored on a network server, they may be backed up on a regular basis as part of the server backup. Check with your network administrator to verify that the CharterLog XMS data is being included in the server backups.

Overview

Both CharterLog XMS and the standalone CharterLog XMS Data Manager utility program include built-in backup functions which will copy the entire CharterLog XMS database into a single compressed library file. (The backup library file is a standard PKZip™ format file.) The file can be directed to any local or mapped network drive accessible from the workstation.

 By default, %PRODUCTNAME% will use a date-coded file name (i.e. "CXyyyymmdd.CXM") when saving the backup. This allows you to easily identify the date on which a backup was performed. *It is suggested that you save these date-coded backup files on removable media, and store them in a fireproof safe.*

Running a Backup

- Open the Data Manager by selecting [File | Database Manager...] from the main window, or start the standalone Data Manager by selecting [Start > Programs > CharterLog XMS > CharterLog XMS Data Manager] from the Windows desktop.
- Insert your backup media in the appropriate drive.
- Click the **Backup** button . In the dialog box, select the appropriate drive for your media in the Drives field and set the desired name for the backup file in the File name field. By default, the File Name field will be preset with a date-coded name --- "CXyyyymmdd.CXM"
- Click **Save** to begin the backup.

11.3 Archiving Records

Overview


CharterLog XMS allows outdated or unneeded data records to be moved into a hidden "archive" database. Archived records are not visible in the program's on-screen windows, and are excluded from printed reports. If necessary, archived records can be selectively "restored" back into the active database at any time.

CharterLog XMS supports archive/restore of the following:

- Pilot Records -- Individual Pilots who are "inactive", or who no longer need to be part of the company's records can be archived.
- Aircraft Records -- Individual Aircraft that have been "retired" from the fleet can be archived.
- Flight Records -- *Closed* individual Flight Records, or groups of records older than a user-specified age can be archived.
- Mechanic Records -- Individual Mechanics who are "inactive", or who no longer need to be part of the company's records can be archived.


Archiving/Restoring Pilots



- Open the Pilot Records Window by clicking the  button in the main window, or by selecting [Records | Pilot Records...] from the menu.
- To archive a pilot: Locate the pilot record, then select [Pilot | Archive...] from the menu.
- To restore an archived pilot: Select [Pilot | Restore Archived Pilot...]. Select the pilot to be restored from the drop-down list in the pop-up dialog box, then click **OK**.

Archiving/Restoring Aircraft



- Open the Aircraft Record Window by clicking the  button in the main window, or by selecting [Records | Aircraft Records...] from the menu.
- To archive an aircraft: Locate the aircraft record, then select [Aircraft | Archive...] from the menu.
- To restore an archived aircraft: Select [Aircraft | Restore Archived Aircraft...]. Select the aircraft to be restored from the drop-down list in the pop-up dialog box, then click **OK**.

Archiving/Restoring Flight Records



- Open the Flight Log Window by clicking the **Flight Log** button in the main window, or by selecting [Records | Flight Log...] from the menu.
- To archive an individual flight: Locate the flight, then select [Flight | Archive...] from the menu. Click the "Currently Selected Flight..." radio button, then click **OK**.
- To archive a group of flights: Select [Flight | Archive...] from the menu. Click the "All flights more than..." radio button. Enter "days old" or "dated prior to" then click **OK**.
- To restore an archived flight: Select [Flight | Restore Archived Flight...]. Select the flight to be restored from the drop-down list in the pop-up dialog box, then click **OK**.

Archiving/Restoring Mechanics



- Open the Mechanic Records Window by clicking the **Mechanic Records** button in the main window, or by selecting [Records | Mechanic Records...] from the menu.
- To archive a mechanic: Locate the mechanic record, then select [Mechanic | Archive...] from the menu.
- To restore an archived mechanic: Select [Mechanic | Restore Archived Mechanic...]. Select the mechanic to be restored from the drop-down list in the pop-up dialog box, then click **OK**.

11.4 Relocating Data Files

IMPORTANT! The following procedures apply to installations where the CharterLog XMS program and its associated data files are stored on a single computer (i.e. a "single-user" environment). If you are running CharterLog XMS in a "multi-user" environment, where your database is located on a shared Server drive, you should contact your network system administrator to request a change to the location of your database.

Creating empty files in a new or existing folder.


- 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 CharterLog XMS then choose [File | Database Manager...] from the main menu.
- To create a new folder, type the full data path into the Data Path field then press the <Tab> key. CharterLog XMS 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 Database Manager. CharterLog XMS will automatically create and initialize empty data files.

Moving data files to a new or existing folder.

- If data files are to be moved to an existing folder, first insure that the folder is empty. If not, erase any files using Windows Explorer™.
- Start CharterLog XMS then choose [File | Database Manager...] from the main menu. If data files are to be moved to an existing folder, first insure that the destination directory is empty.
- Click **Backup Files** and make a backup copy of your data. Save the backup to the Desktop, or to 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 (CXM 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 the Database Manager.
- Confirm that the data path shown in the status bar of the main window indicates your new folder.

11.5 Recovering From Data Loss

 **IMPORTANT!** This topic is intended as a guide for rebuilding or restoring lost or damaged CharterLog XMS 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 CharterLog XMS data files is damaged.


- Shut down CharterLog XMS on all workstations.
- Start the standalone CharterLog XMS Data Manager by selecting [Start > Program Files > CharterLog XMS > CharterLog XMS Data Manager] from the Windows™ desktop.
- Click **Check Files** to begin the recovery operation. If Check Files is able to successfully rebuild all damaged files, close the 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 CharterLog XMS 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 CharterLog XMS 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 CharterLog XMS database, restoration of individual files is not allowed. You must restore all files, if you are going to restore any of them.

- Shut down CharterLog XMS on all workstations.
- Start the standalone CharterLog XMS Data Manager by selecting [Start > Program Files > CharterLog XMS > CharterLog XMS Data Manager] from the Windows™ desktop.
- Specify a new data folder by typing the full destination data path into the Data Path field.
- Locate the backup media from which you want to restore. If necessary, insert the removable media in the appropriate 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 drive where your media is located in the Drives field.
- Locate the backup file ("CXM" file) in the File list on the left, then select it by double-clicking on the file name. The restore process will begin.
- When the restore is complete, the Data Manager will "ask" if you want to run the Check Files and Reindex

& Pack functions. Respond yes to both.



Chapter 12

Reference

12 Reference

12.1 Pilot Windows

12.1.1 Pilot Records Window

Related Procedures ...

Setting Pilot Options | Adding a New Pilot Record | Entering Checkrides | Entering Ratings | Entering Logbook Records | Entering Duty Shifts

All pilot logbook information and reports can be viewed and edited from the Pilot Records Window. The window consists of a Pilot Information area, and a "tabbed notebook" with several tabs as described below.

Pilot Info Area

First Name	Peter	Certificate	ATP	Type		Medical	Issued	11/11/2005	Class	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3	11/30/2007	Pri.	Block Time Limit
Last Name	Dawes		99999999	Number					Due		11/30/2006	Com.	10 in 24
Pilot ID #	000128		11/14/1977	Issued								ATP	

Fields

- First/Last Name -- These fields are self explanatory.
- 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.
- Pilot Certificate -- Enter the certificate type, number and issue date in these fields.
- 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.

Command Functions

- Command Bar -- Standard buttons for modifying pilot records. See Adding A New Pilot Record for more information.

Checkrides Tab

	Description	Valid for...	Days/ Months	Base Month	Last Check	Next Due
►	Medical Information	12	Months	November	11/11/2005	11/30/2006
	Holding Pattern	12	Months	June	06/30/2005	06/30/2006
	International Ops Canada	12	Months	April	04/04/2006	04/30/2007
	Emergency Training	12	Months	January	01/18/2006	01/31/2007
	HAZARDOUS MATERIAL	12	Months	January	01/18/2006	01/31/2007
	Instructor Captian BE-90	24	Months	December	12/31/2005	12/31/2007



Fields

- Description -- Enter a descriptive name for the checkride here. (e.g. "Instrument Check (297)").
- 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.

- Base Month -- Select the "base month" for the checkride. Base Month is used in conjunction with the Valid For fields above to calculate the Next Due date.
- Last Check -- Enter the date of the most recent checkride.
- Next Due -- This column automatically computes and displays the due date for the next checkride.

Command Functions

- Command Bar -- Standard buttons for modifying the checkrides list. See Entering Checkrides for more information.
-  -- Moves the selected record up in the list.
-  -- Moves the selected record down in the list.

Category & Type Ratings Tab

	Cat	Class	Type	Interval (Months)	Issued	293 Checkride		293 Test (1)		293 Test (2-3)		293 Test (4-8)	
▶	AIR	MEL	BE20	12	06/15/2003	Base	June	Base	June	Base	June	Base	June
						Last	06/30/2005	Last	06/30/2005	Last	06/30/2005	Last	06/30/2005
						Due	06/30/2006	Due	06/30/2006	Due	06/30/2006	Due	06/30/2006
	AIR	MEL	BE90	12	05/12/1999	Base	June	Base	June	Base	June	Base	June
						Last	06/30/2005	Last	06/30/2005	Last	06/30/2005	Last	06/30/2005
						Due	06/30/2006	Due	06/30/2006	Due	06/30/2006	Due	06/30/2006

Fields

- Cat -- 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.
- Interval -- Enter how often (in months) the rating must be renewed.
- Issued -- Enter the original issue date for the rating.
- 293 Checkride -- Set the base month (Base) on the first line, and the date (Last) of the most recent 135.293(b) checkride on the second line. The Due date will be calculated and displayed on the third line.
- 293 Test (1) -- Set the base month (Base) on the first line, and the date (Last) of the most recent 135.293(a) sub-paragraph (1) test. The Due date will be calculated and displayed on the third line. These values must be entered, even if it is the same as the 293 Checkride Date.
- 293 Test (2-3) -- Set the base month (Base) on the first line, and the date (Last) of the most recent 135.293(a) sub-paragraph (2 & 3) test. The Due date will be calculated and displayed on the third line. These values must be entered, even if it is the same as the 293 Checkride Date.
- 293 Test (4-8) -- Set the base month (Base) on the first line, and the date (Last) of the most recent 135.293(a) sub-paragraph (4 thru 8) test. The Due date will be calculated and displayed on the third line. These values must be entered, even if it is the same as the 293 Checkride Date.

Command Functions

- Command Bar -- Standard buttons for modifying the ratings list. See Entering Ratings for more information.

Logbook Tab

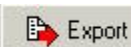
Flight Number	Date	Aircraft	Type	Pos	From	To	TZ	Time Out	Time Off	Time On	Time In	Block Time	Flt Time	GC Dist	Day Hrs	Day TO	Day Ldg	Nit Hrs
4608	03/16/2006	N75JP	BE90	SIC	KBUF	KHMZ	0	14:56	15:04	15:51	15:54	1.0	0.8	197.6 sm	1.0	1	1	
4612	03/17/2006	N75JP	BE90	SIC	KBUF	KBUF	0	09:56	10:10	11:24	11:28	1.5	1.3	0.0 sm	1.5			
4611	03/20/2006	N200MJ	BE20	SIC	KCXY	KBUF	0	18:03	18:06	19:06	19:08	1.1	1.0	211.8 sm	1.1	1	1	
4611	03/20/2006	N200MJ	BE20	SIC	KBUF	KCXY	0	07:13	07:18	08:04	08:06	0.9	0.7	211.8 sm	0.9			
4620	03/22/2006	N200MJ	BE20	SIC	KAVP	KBUF	0	15:22	15:26	16:17	16:18	0.9	0.8	189.8 sm	0.9	1	1	

Recent/Initialization/

The list shows 4 or more log entries 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. 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. A tab at the bottom of the list allows selection of "Recent" or "Initialization" entries. The latter are manually-entered records for entering pilot flight time prior to the beginning of record keeping in CharterLog XMS.

You can view or edit an entry in the list by double-clicking on it. This opens the Logbook Record Dialog.

Command Functions

- Command Bar -- Standard buttons for modifying logbook entries.
-  Export -- Click to export pilot flight log entries to various formats.


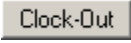
Time Sheet Tab

On-Duty Time	On-Duty Date	Off-Duty Time	Off-Duty Date	Time Zone	Flight No.	Remarks	On Duty (Z)
07:00	03/14/2006	17:00	03/14/2006	0		STNDBY	03/14/2006 07:
05:15	03/15/2006	19:12	03/15/2006	0	4604		03/15/2006 05:
14:00	03/16/2006	00:30	03/17/2006	0	4608		03/16/2006 14:
07:30	03/17/2006	12:15	03/17/2006	0	4612		03/17/2006 07:
12:16	03/17/2006	12:50	03/17/2006	0		MANUAL REV. & ASSIST MAINT.	03/17/2006 12:
06:00	03/20/2006	20:00	03/20/2006	0	4611		03/20/2006 06:

The list shows 6 or more duty shift records entries 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. 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.

You can view or edit an entry in the list by double-clicking on it. This opens the Duty Shift Dialog.

Command Functions

- Command Bar -- Standard buttons for modifying logbook entries. See Entering Duty Shifts for more information.
-  Clock-In -- Opens a new duty shift record. See Entering Duty Shifts.
-  Clock-Out -- Completes the currently-open duty shift record. See Entering Duty Shifts.

Menu Commands

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

Pilot Menu

- New... -- Adds a new pilot logbook to CharterLog XMS. See Adding A New Pilot Record for more information.

- Find... -- Used to locate and select a pilot logbook. The Pilot Records window can display only one pilot logbook at a time.
- Archive... -- Moves all information for the selected pilot into the archive database. See Archiving Records for more information.
- Delete... -- Permanently erases the displayed pilot logbook, including all logbook records, duty shift records, ratings and checkrides. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*
- Restore Archived Pilot... -- Moves a previously-archived pilot's information back into the active database. See Archiving Records for more information.

Checkrides Menu

- New... -- Adds a checkride record to the list. See Entering Checkrides for more information.
- Copy Checkrides from another Pilot... -- Adds the checkrides from another pilot to the selected pilot's checkride list. Only the Description and Valid-for fields are copied.
- Delete... -- Permanently erases the selected checkride. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

Ratings Menu

- New... -- Adds a rating record to the list. See Entering Ratings for more information.
- Copy Ratings from another Pilot... -- Adds the ratings from another pilot to the selected pilot's rating list. Only the Category, Class, Type and Interval fields are copied.
- Delete... -- Permanently erases the selected rating record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

Logbook Menu

- New... -- Adds a logbook record to the list and opens the Logbook Record Dialog to allow the new record to be edited.
- Edit... -- Opens the Logbook Record Dialog, allowing the selected record to be edited.
- Delete... -- Permanently erases the selected logbook record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

TimeSheets Menu

- New... -- Adds a duty shift record to the list. See Entering Duty Shifts for more information.
- Edit... -- Opens the Duty Shift Dialog, allowing the selected record to be edited.
- Delete... -- Permanently erases the selected duty shift record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*
- Clock-In... -- Opens a new duty shift record. See Entering Duty Shifts.
- Clock-Out... -- Completes the currently-open duty shift record. See Entering Duty Shifts.

Reports Menu

This menu is built dynamically according to the templates in your reports library. See Printing Reports for more information.

Configuration Menu


- Options... -- Opens the Program Options Window. See Setting Program Options for more information.

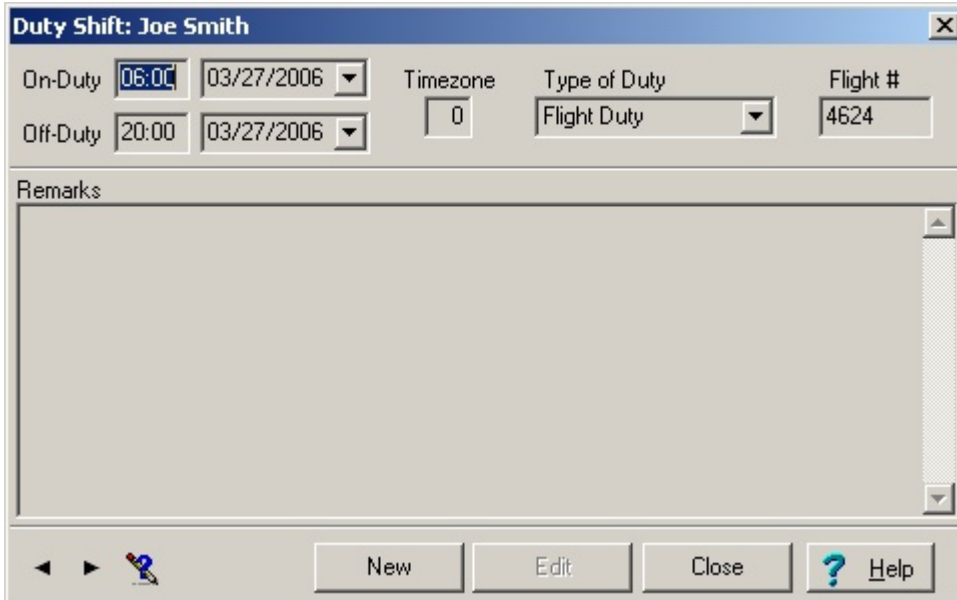
12.1.2 Duty Shift Dialog

Related Procedures ...

Processing a Completed Flight | Entering Duty Shifts

The Duty Shift dialog is used to enter a new duty shift record, or to view/edit an existing one.

 Duty shift records associated with a flight are automatically created when a Flight Record is closed. These records will be displayed with a gray background, and cannot be modified. To correct errors in these records, you must re-open the associated Flight Log record, make corrections and then re-close the flight.




Fields

- On-Duty -- The clock-in (on-duty) time and date (local to Timezone) for the shift.
- Off-Duty -- The clock-out (off-duty) time and date (local to Timezone) for the shift.
- Timezone -- Defines the "local" time zone for the entry. The On-Duty and Off-Duty 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".
- Flight # -- This field is optional. If the duty shift record was created from a Flight Log, this field will show the flight number.
- Remarks -- This is a "memo" field with virtually unlimited space for documenting the shift, if needed.

12.1.3 Logbook Record Dialog


Related Procedures ...
Entering Logbook Records

This dialog (shown below) is used to enter a new pilot logbook entry, or to view/edit an existing one.

 Pilot logbook records associated with a flight are created by CharterLog XMS when a Flight Log is closed. These records will be displayed with a gray background, and cannot be modified. To correct errors in these records, you must re-open the associated Flight Log record, make corrections and then re-close the flight.

Logbook Record: Joe Smith

Date	Aircraft	Type	From	To	Out	Off	On	In	TZ
03/20/2006	N200XX	BE20	KBUF	KCXY	07:13	07:18	08:04	08:06	0
Flight #	Type Of Time	Position	Departure Delay	Block Time		Flight Time			
4611	Part-135	PIC		0.9		0.7			
Day			Night			Approaches			
Hours	T/O	Ldg	Hours	T/O	Ldg	IFR	Qty	Type	Hold
0.9	1	1				0.2			
Remarks									

Navigation: < > 

Buttons: Edit New Close ? Help

Fields

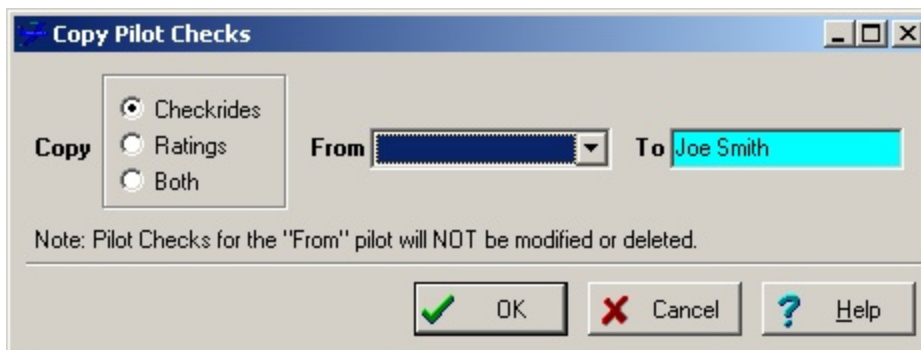
- Date -- The date the flight experience was logged.
- Aircraft & Type -- Identifies the aircraft flown.
- From & To -- Departure and destination airports.
- Out/Off/On/In -- Departure and arrival clock times.
- TZ -- Defines the "local" time zone for the entry. The times entered into Out, Off, On and In must be "local" to the specified time zone.
- Flight # -- This field is optional. If the duty shift record was created from a Flight Log, this field will show the flight number.
- Type Of Time -- Specifies the type of time being logged. (e.g. Part-135, Part-91, etc). This is used to internally to identify "commercial" time.
- Position -- Identifies the time as PIC, SIC, etc.
- Departure Delay -- Various user-defined delay codes can be selected to document a delayed departure. To define additional codes, see Setting Flight Record Options.
- Training -- Check this box if the flight was a "training" flight.
- Block Time -- The calculated block time (Out -- In) for the flight.
- Flight Time -- The calculated flight time (Off -- On) for the flight.
- Day / Night -- Fields for recording day and night experience.
- IFR / Approaches / Hold -- Fields for recording instrument experience.
- Remarks -- This is a "memo" field with virtually unlimited space for documenting the flight, if needed.

12.1.4 Copy Pilot Checks Dialog

Related Procedures ...

Entering Checkrides | Entering Ratings

This dialog box allows the user to copy pilot Checkrides and/or Ratings from one pilot to another.



The dialog box is titled "Copy Pilot Checks". It contains a "Copy" section with three radio buttons: "Checkrides" (selected), "Ratings", and "Both". To the right of these buttons are two fields: "From" (a drop-down menu) and "To" (a text field containing "Joe Smith"). Below these fields is a note: "Note: Pilot Checks for the 'From' pilot will NOT be modified or deleted." At the bottom are three buttons: "OK" (with a green checkmark icon), "Cancel" (with a red X icon), and "Help" (with a blue question mark icon).

Fields

- Copy -- Use the radio buttons to select what you want to copy.
- From -- Use this drop-down list to select the pilot you want to copy the records *from*.
- To -- Displays the name of the pilot you are copying the records *to*.

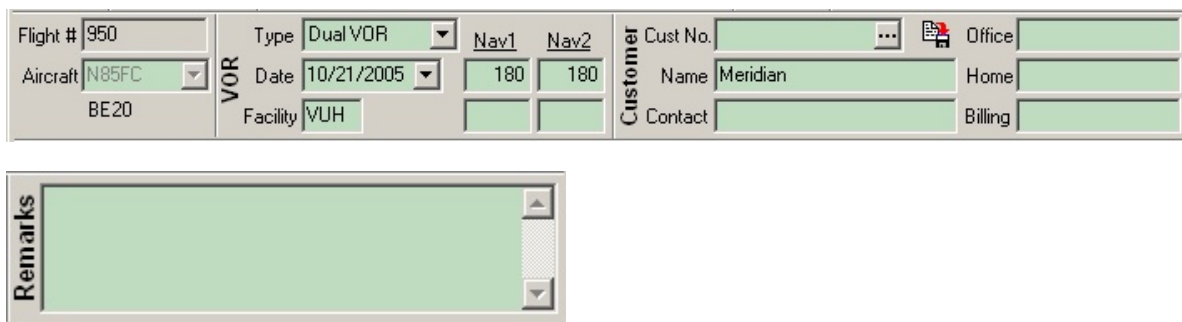
12.2 Flight Log Windows

12.2.1 Flight Log Window

Related procedures...

*Setting Flight Record Options | Creating a new Flight Record | Processing a Completed Flight
Closing Multiple Flights | Clearing Old Weight & Balance Information | Per Diem Calculations
Customizing the Flight Log Form*

Flight Header Area



The Flight Header Area is a form with several sections. On the left, there are fields for "Flight #" (950), "Aircraft" (N85FC), and "BE20". In the center, there is a "VOR" section with a "Type" dropdown (Dual VOR), a "Date" dropdown (10/21/2005), and a "Facility" dropdown (VUH). To the right of the VOR section are two columns of input fields labeled "Nav1" and "Nav2", with values "180" and "180" respectively. On the far right, there is a "Customer" section with fields for "Cust No.", "Name" (Meridian), "Contact", "Office", "Home", and "Billing". Below the header area is a large "Remarks" text area.

Fields

- Flight Number -- This field displays the Flight Number assigned to the flight. The Flight Number can be any combination of letters, numbers or other characters. The only requirement is that it be absolutely unique. *This is a read-only field which is normally assigned via the Flight Launch Wizard. To modify it, first double-click to unlock it.*
- Aircraft -- Drop-down list box for selecting the aircraft in which the flight was conducted. The aircraft type is displayed below for reference. *Normally, the aircraft selection is made from the Flight Launch Wizard, and not directly from this field.*
- VOR -- This panel contains fields for recording a VOR check, if one was performed during the flight.
- Customer -- Use these fields to record the customer information, if applicable.
- Remarks -- Enter notes and remarks for the flight in this space.

Legs Tab

The Legs tab displays a scrolling list of two-page Leg panels. Pages are selected with the tabs at the bottom. Legs are select via the scroll bar located on the right.

Page 1

Copy Crew To Subsequent Legs

LEG	From	To	Type of Time	Departure Date	TZ	Release	On Duty	Out	Off	On	In	Off Duty	Departure Delay
1	LFMN	LFPB	91C	10/04/2005	0		12:00	12:42	12:48	14:04	14:10	15:00	

Block Time	Hobbs Out	Hobbs In	Flight Time	Takeoff	Night	IFR	Hld	Approach	Landing	Auxiliary Power Unit				Air Conditioner		
										Out	In	Hrs	Cyc	Out	In	Hrs
1.5	6637.9	6639.2	1.3	Day		0.2			Day	226.0	229.0	3.0	2			

Crew	T/O	Ldg	Apch	Duty
PIC Diehl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CM1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CM2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fields

- **From/To** -- Identifiers of the departure and arrival airports. Enter values directly, or pull down the list to select an airport.
- **Type Of Time** -- Select the appropriate selection to identify the type of flight time. The choices are: 121, 135, 91C (commercial), 91N (non-commercial), OCT (other commercial), and NCT (non-commercial).
- **Departure Date** -- The departure date (block out) for the leg. Dates are interpreted as local to the time zone specified in the TZ field.
- **Time Zone (TZ)** -- Accepts a standard numeric time zone. The departure date, the on and off duty times, and the departure/arrival times (Out, Off, On and In fields) must be entered as local to the time zone specified in this field.
- **Release Number (Release)** -- This field is included for storing a "release number", if used by the company. The Release field has no pre-defined meaning within CharterLog XMS, therefore it can be used for another purpose or left blank if desired.
- **On Duty** -- If this is leg #1 of the flight, or if it is first leg flown for the duty shift, enter the time the shift began. If the crew was already on duty from an earlier leg of the same flight, leave the time blank. See Processing a Completed Flight for further explanation.
- **Out/Off/On/In** -- The departure and arrival times and dates for the leg. Times are in 24-hour format and are interpreted as local to the time zone specified in the TZ field.
- **Off Duty** -- If this is the last leg of the flight, or if it is last leg flown for the duty shift, enter the time the shift ended. If the crew remained on duty for the next leg of the same flight, leave the time blank. See Processing a Completed Flight for further explanation.
- **Departure Delay** -- If departure of this leg was delayed, specify the reason. To define additional codes, see Setting Flight Record Options.
- **Block Time/Flight Time** -- These fields hold the calculated block and flight times for the leg. *These fields are "locked". To override the calculated value, double-click to unlock the field then enter a new value.*
- **Hobbs Out/Hobbs In** -- If the aircraft has a Hobbs meter and bases aircraft maintenance on Hobbs time, enter the beginning and ending Hobbs readings in these fields.
- **Takeoff** -- When the takeoff occurred. Select either "Day" or "Night".

- Night -- Enter the hours of "night" flight on this leg.
- IFR -- Enter the hours of "IFR" flight on this leg.
- Hld -- Enter the number of instrument holds executed on this leg.
- Approach -- If applicable, select the type of approach executed on this leg.
- Landing -- When the landing occurred. Select either "Day" or "Night"
- APU: Out/In/Hrs/Cyc -- If available, enter the beginning (Out) and ending (In) APU meter readings. *To enter the APU hours directly, double-click on the Hrs field to unlock it.* Enter the number of cycles in the Cyc field.
- A/C: Out/In/Hrs -- If available, enter the beginning (Out) and ending (In) Air Conditioner meter readings. *To enter the Air Conditioner hours directly, double-click on the Hrs field to unlock it.*
- Crew -- Select the pilots flying the leg. Next to each pilot, check off the "credit" boxes as follows:
 - ✓ Check T/O if the pilot is logging the takeoff
 - ✓ Check Ldg if the pilot is logging the landing.
 - ✓ Check Apch if the pilot logging the approach.
 - ✓ Check Duty if the pilot is "on duty" for this leg.

Page 2

LEG	From		To	Pax	Takeoff G/W		Landing G/W		CG Limits		Actual	RVSM Alt. Checks			Miles (GC)															
	KBUF	KBGM			Actual	Maximum	Actual	Maximum	Fwd.	Aft.	CG	Left	Stndby	Right																
1				3	9694	10100	9219	9700	150.7	160.0	153.5				148.9															
<table border="1"> <thead> <tr> <th colspan="2">Base Fuel</th> <th colspan="2">Hotel</th> <th>Other</th> </tr> <tr> <th>Quantity</th> <th>Price</th> <th># Stays</th> <th>Rate</th> <th>Expenses</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>81</td> <td></td> </tr> </tbody> </table>																Base Fuel		Hotel		Other	Quantity	Price	# Stays	Rate	Expenses				81	
Base Fuel		Hotel		Other																										
Quantity	Price	# Stays	Rate	Expenses																										
			81																											

Fuel		Purchased Fuel		
Burn	Quantity	Tot Cost	Payment Method	Invoice No.

Fields

- Pax -- Enter the number of passengers on this leg.
- Weight & Balance -- These fields are included for storing gross weight and center-of-gravity information for the leg. They are only used for record keeping and reporting purposes.
- RVSM Alt Checks -- If applicable, record RVSM check information in these fields.
- Miles -- CharterLog XMS calculates great circle route distance between the From and To airports using latitude and longitude information from the Airport List.
- Fuel Burn -- To track fuel burn information, enter the quantity of fuel (pounds or gallons) used on this leg.
- Purchased Fuel -- To track off-base fuel purchases, enter the quantity, total cost and payment method in these fields.
- Base Fuel -- To track usage of home base fueling, enter the quantity and price in these fields.
- Hotel -- To track overnight expenses, enter the number of nights spent at the *departure airport* city. If necessary, adjust the per-night rate in the Rate field. See Per Diem Calculations for more information.
- Other Expenses -- Enter the total dollar amount for other miscellaneous expenses.


Command Functions

- **Command Bar** -- The command bar located at the top of the panel has buttons for adding and modifying Leg Records.
- **Copy Crew to Subsequent Legs** -- This button allows you to quickly the selected leg's crew assignments

to all subsequent legs.

Squawks Tab

The Squawks tab contains two tabular displays, the upper table lists squawks reported during the flight, while the lower table displays previously-posted squawks for the selected aircraft.

 Squawks reported during this flight. (double click in table to edit)

Squawk #	Leg	Reported	Posted	Problem Description
▶ 4635-2	2	03/30/2006	<input checked="" type="checkbox"/>	1 Missing and 2 loose screws under right wing near battery vent.
4635-1	2	03/30/2006	<input checked="" type="checkbox"/>	Right ice vane does not extend.

Previous squawks against the selected aircraft. (double click to view details)

Squawk #	Leg	Status	Reported	Problem Description	MEL Due Date	MEL Due Hrs	Returned to Service	Corrective Action
▶ 4635-2	2	Resolved	03/30/2006	1 Missing and 2 loose screws unde			03/30/2006	insp and replaced screw an
4635-1	2	Resolved	03/30/2006	Right ice vane does not extend.			03/30/2006	insp and cleaned & lubedmo
4614-1	1	Resolved	03/26/2006	Left Outboard Main is low			03/27/2006	Removed and replaced left c

Fields


See the *Squawk Dialog* for a description of the individual squawk fields.

Command Functions

The command bar located at the top of the panel has buttons for adding and deleting squawk records. To view or modify a record, double-click on the entry.

Manifest Tab


This tab contains fields for entering crew itinerary for each leg, and a passenger list.

Crew Itinerary 

L	From	To	Remarks (services, catering, transportation, etc.)
1	KBUF	KBGM	Binghamton, NY Link Field Trajen FBO Network 607-644-1062 129.55

Scheduled Leg Times

Leg	Departure Time	Flight Time	Block Time
1	06:00		

Passengers 

Name	Lbs	Legs Flown	Lead
▶ James Griggs(L)		1-2	<input type="checkbox"/>
Peter Castleman(L)		4-5	<input type="checkbox"/>

Fields

- Itinerary: Scheduled Departure Time -- Enter the proposed or estimated departure time for the leg.
- Itinerary: Scheduled Block & Flight Times -- If your company tracks scheduled vs. actual times, you can enter the scheduled block and flight times here.
- Itinerary: Remarks -- Use this area to record crew instructions and contact information regarding services, catering, transportation, etc.
- Passengers: Name/Lbs -- Enter the name and weight of the passenger.
- Passengers: Legs Flown -- Record the leg number(s) the passenger will be flying. For example, to indicate legs 1 and 2, enter "1,2".
- Passengers: Lead -- Place a check mark next to the lead passenger.

Command Functions

There are two command bars, one for the Crew Itinerary panel and one for the Passengers panel. Use these functions to modify the information.

Per Diem Tab

This tab shows the Per Diem pay calculation summary for the flight. See Per Diem Calculations for more information .

Per Diem Summary					
Overnight Allowances					
Leg	From	To	Nights	Rate	Total
1	KBUF	KCXY		81	0
2	KCXY	KBUF		81	0

	Hours	Rate	Pay
Domestic	14.0	1.41	19.74
International	0.0	1.66	0
Total Hourly Pay			19.74
Flat Rate Trip Pay			
Total Overnight Allowances			0
			19.74

Menu Commands

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

Flight Menu

- New... -- Adds a new Flight Record. See Creating a New Flight Record for more information.
- Find... -- Used to locate and select Flight Record.
- Print... -- Prints the displayed Flight Record using the currently-selected Flight Log Form template. See Customizing the Flight Log Form.
- Close Flight.../Open Flight... -- Select this command to close a Flight Record, or to open a previously-closed Flight Record. See Processing a Completed Flight.
- Close all open flights... -- The function automatically locates and closes any open Flight Records. See Closing Multiple Flights.
- Clear old W&B info... -- Clears "old" weight & balance information from the Flight Log database. See Clearing Old Weight & Balance Information.
- Archive... -- Moves all information for selected Flight Records the archive database. See Archiving Records .
- Restore Archived Flight... -- Moves a previously-archived Flight Records back into the active database.

See Archiving Records..

- **Delete...** -- Permanently erases the displayed Flight Record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

Legs Menu

- **New...** -- Adds a Leg Record to the flight.
- **Edit...** -- Places the selected Leg Record in edit mode.
- **Delete...** -- Permanently erases the selected Leg Record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

Squawks Menu

- **New...** -- Adds a Squawk Record to the flight.
- **Edit...** -- Edits the selected Squawk Record. See Squawk Dialog.
- **Delete...** -- Permanently erases the selected Squawk Record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

Reports Menu

This menu is built dynamically according to the templates in your reports library. See Printing Reports for more information.

Configuration Menu

- **Options...** -- Opens the Program Options Window. See Setting Program Options for more information.
- **Flight Log Form...** -- Allows selection and/or modification of the Flight Log Form template. See Customizing the Flight Log Form and Flight Log Form Designer.
- **Standard Routes...** -- Edits the Standard Routes database.
- **Delay Codes...** -- Edits the Delay Codes supporting list. See Editing Supporting Lists.
- **Customers...** -- Edits the Customers supporting list. See Editing Supporting Lists.
- **Fuel Payment Types...** -- Edits the Fuel Payment Types supporting list. See Editing Supporting Lists.

12.2.2 Flight Launch Wizard

Related Procedures ...

Creating a new Flight Record | Processing a Completed Flight | Closing Multiple Flights | Clearing Old Weight & Balance Info | Printing Flight Reports | Setting Flight Record Options

Overview

The Flight Launch Wizard is designed to take you step-by-step through the process creating a new Flight Log record. In addition, it presents supporting information to the "dispatcher" regarding aircraft maintenance status and pilot currency status.

The wizard collects information about the flight by presenting a sequence of "pages" -- [Aircraft](#), [Airports](#), [Crew](#), and [Flight No./Date](#). As each page is completed, you move to the next by clicking the **Next** button at the bottom of the window.



If you have defined and saved Standard Routes (see Setting Flight Record Options), you can expedite the "launch" process by loading the saved information into the Flight Launch Wizard. Simply click the **Load Standard Route...** button and select the route.

Aircraft

To complete this page, simply select an aircraft via the combo box at the top. Squawk and Pending Maintenance information is displayed for the selected aircraft.

Flight Launch Wizard

Aircraft | Airports | Crew | Flight No./Date

Aircraft — N200MJ

Enter or select the tail number of the aircraft to be used for this flight. Press [Ctrl-PgDn] or click Next when finished.

Squawks

Squawk #	Reported	Description	Resolved	Action
2685-1	10/13/2003	LEFT BLEED AIR FAIL LIGHT ILLUMINATED IN FLIGHT.	10/14/2003	FOUND BLEED AIR WARNING LINE DAMAGED IN LEFT WING INBD OF NACELLE. NO BLEED
2850-1	12/29/2003	LEFT BRAKE DEICE IS INOPERATIVE.	12/31/2003	Found deice valve bad. Installed overhauled unit S/N 10232. ops good.
2780-1	11/26/2003	when engaging autopilot, plane began to porpoise. did not re-engage.	11/28/2003	Performed several engagements of autopilot and altitude hold function. Operational test good in

Pending Maintenance Items

	Inspection/Component Name	Insp ID/Part No	ATA Code	Hours Remaining	Cycles Remaining	Months Remaining
Replace	ELT battery		25			1
Replace	HAND HELD MARINE SIGNAL FLAR	S/N 009	25-60			2
Replace	HAND HELD MARINE SIGNAL FLAR	S/N 008	25-60			2
Inspect	PFD 12 MO. INSP.		25-60			2
Inspect	PFD 12 MO. INSP.		25-60			2
Inspect	PFD 12 MO. INSP.		25-60			2
Inspect	PFD 12 MO. INSP.		25-60			2
Inspect	HAND HELD MARINE SIGNAL FLAR		25-60			2
Inspect	FAR91.207d		05			2

Prev Next Load Standard Route ... OK Cancel Help

When finished, click the **Next** button or press [Ctrl-PgDn] to go to the next page.

Airports

This page contains an airport list and associated controls for locating and selecting the departure airport, intermediate "stops", and the termination airport. Selected airports are displayed in the Airports list on the right.

 At least two airports must be selected, a departure point and a termination point.

ID	Name	City	State
KPGA	PAGE MUNI	PAGE	ARIZONA
KPGD	CHARLOTTE COUNTY	PUNTA GORDA	FLORIDA
KPGR	KIRK FIELD	PARAGOULD	ARKANSAS
KPGV	PITT-GREENVILLE	GREENVILLE	NORTH CAROLINA
KPHD	HARRY CLEVER FIELD	NEW PHILADELPHIA	OHIO
KPHF	NEWPORT NEWS/WILL	NEWPORT NEWS	VIRGINIA
KPHG	PHILLIPSBURG MUNI	PHILLIPSBURG	KANSAS
KPHH	ROBERT F SWINNIE	ANDREWS	SOUTH CAROLINA
KPHK	PALM BEACH CO GLADE	PAHOKEE	FLORIDA
KPHL	PHILADELPHIA INTL	PHILADELPHIA	PENNSYLVANIA
KPHN	ST CLAIR COUNTY INTL	PORT HURON	MICHIGAN
KPHP	PHILIP	PHILIP	SOUTH DAKOTA
KPHT	HENRY COUNTY	PARIS	TENNESSEE
KPHX	PHOENIX SKY HARBOR	PHOENIX	ARIZONA
KPIA	GREATER PEORIA REG	PEORIA	ILLINOIS
KPIB	HATTIESBURG-LAUREL	HATTIESBURG/LAUREL	MISSISSIPPI
KPIE	ST PETERSBURG-CLEA	ST PETERSBURG-CLEA	FLORIDA
KPIH	POCATELLO REGIONAL	POCATELLO	IDAHO
KPIL	PORT ISABEL-CAMERON	PORT ISABEL	TEXAS

Airports

KPHL
KPHK
KPIL
KPHL

Double click to duplicate an airport.

Prev Next Load Standard Route... OK Cancel Help

Select airports in sequence starting with the departure point of the flight and ending with the termination point. You can select airports using either of the following methods:

- **Keyboard Method** -- Set the Search By index to ID, then begin typing the airport ID. As you type, the closest matching airport will be displayed. Once the desired airport is located, press the [Enter] key to add it to the Airports list. Repeat until all airports are selected.
- **Mouse Method** -- Use the scroll bar or the Search By fields to locate an airport then double-click on it to append it to the Airports list. Alternately, you can click the > button instead of double-clicking in the list. Repeat until all airports are selected. If an airport is already in the Airports list, you can double-click on it to duplicate it and add it to the end of the list. This method is useful when entering circular or "backtrack" routes.

When finished, click the **Next** button or press [Ctrl+PgDn] to go to the next page.

Crew

This page is used to select the crew for each leg of the flight. A list showing each leg is displayed with columns for each of the required crew members. The number of crew columns is determined by the Crew field setting for the aircraft (see Aircraft Records Window). Below the leg list is a list of the pilots qualified to fly the selected aircraft*. The list includes a display of pilot currency information (explained below) as an aid in making the selection.

* - Note: When the Show Rated Pilots Only check box is checked, only pilots with the appropriate type rating are shown in the list. To view all pilots, un-check this check box.

IMPORTANT! CharterLog will allow you to choose *any* pilot on the list, *regardless of his or her currency status*. The choosing of appropriate and legal crew members for the flight is the responsibility of the dispatcher.

Flight Launch Wizard

Aircraft | Airports | Crew | Flight No/Date

Crew — Assign pilots to the appropriate crew slots for each leg. Press [Ctrl-PgDn] or click Next when finished. Duplicate Selected Leg

Leg	From	To	Captain [Ctrl-1]
1	KPHL	KPHK	Harrigan, M.
2	KPHK	KPIL	Harrigan, M.
3	KPIL	KPHL	Harrigan, M.

Pilot List (Rating= BE20) (Currency information as of 04/13/2006) ☐ Show rated pilots only.

Pilot	Medical Due		Checkrides Due		Aircraft			T & L		IFR		Recent Block Time	
	ATP	Comm	293	Other	Cat	Class	Type	Day	Nit	Apch	Hold	Past 24 Hrs	Other Rem
Gray, E.	07/2000	01/2001	⊕	12/1999	AIR	MEL	(all)	<3	<3	0	0	0	⊕ 34
Gregori, J.	08/2002	02/2003	⊕	02/2002	AIR	MEL	(all)	<3	<3	0	0	0	⊕ 34
HAMLIN, T.		04/2002	⊕	09/2001	AIR	MEL	(all)	<3	<3	0	0	0	⊕ 34
Harrigan, M.	04/2006	10/2006	⊕	04/2006	AIR	MEL	(all)	OK	OK	5	0	0	⊕ 34
Hill, Y.	09/2006	03/2007	⊕	11/2006	AIR	MEL	(all)	OK	OK	5	0	0	⊕ 34
Kish, M.	08/2003	02/2004	⊕	01/2004	AIR	MEL	(all)	<3	<3	0	0	0	⊕ 34
Kistner, B.	03/2004	09/2004	⊕	03/2004	AIR	MEL	(all)	<3	<3	0	0	0	⊕ 34
PARSON, M.	09/2006	03/2007	⊕	05/2006	AIR	MEL	(all)	OK	OK	9	1	0	⊕ 34
Magdon, D.	10/2002	04/2003	⊕	12/2002	AIR	MEL	(all)	<3	<3	0	0	0	⊕ 34

Drag and drop names using the mouse or use [Ctrl-1], [Ctrl-2], [Ctrl-3] or [Ctrl-4] to select by keyboard. Use +/- keys to change selected Leg.

Prev Next Load Standard Route ... OK Cancel Help

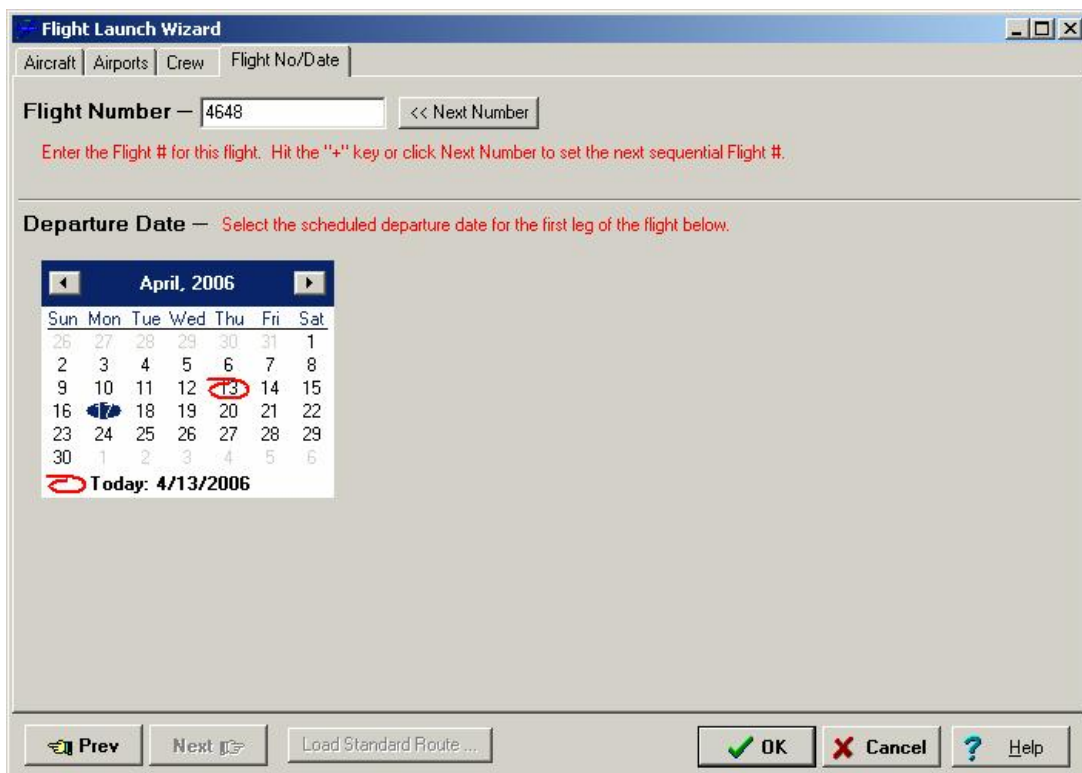
You can select Crew members using either of the following methods. Once a crew is selected for the first leg, you can easily copy the assignments to the remaining legs by clicking the **Duplicate Selected Leg** button..

- **Keyboard Method** -- Make sure the Pilot List is selected. Use the up/down arrow keys to highlight a pilot the type [Ctrl-1] for Captain, [Ctrl-2] for First Officer, [Ctrl-3] for Crew Member 1 or [Ctrl-4] for Crew Member 2. Use the [+/-] keys to work on another leg.
- **Mouse Method** -- Use the mouse to drag pilots and drop them in the desired crew slots.

When finished, click the **Next** button or press [Ctrl-PgDn] to go to the next page.

Flight No/Date

This page is used to assign a Flight Number and set an initial departure date for the flight.



Flight Launch Wizard

Aircraft | Airports | Crew | Flight No/Date

Flight Number — 4648 << Next Number

Enter the Flight # for this flight. Hit the "+" key or click Next Number to set the next sequential Flight #.

Departure Date — Select the scheduled departure date for the first leg of the flight below.

April, 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: 4/13/2006

Prev Next Load Standard Route... OK Cancel Help

Assign a unique flight number to the flight. If you are using a simple sequence number, you can click <<**Next Number** to automatically assign the next sequential number.

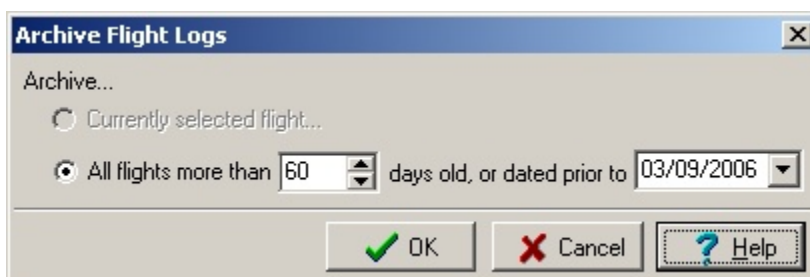
Select a departure date from the displayed calendar. To select a different month or year, click on the displayed month name or year to drop down a selection list. The forward and back buttons can be used to switch to the next successive, or previous month.

When finished, click **OK** or press [Enter] to exit the wizard and build the new flight log record.

12.2.3 Archive Flights Dialog

Related Procedures...
Archiving Records

This dialog box is used to select Flight Records for archiving.



Archive Flight Logs

Archive...

☐ Currently selected flight...

☒ All flights more than 60 days old, or dated prior to 03/09/2006

OK Cancel Help

Fields

- Currently selected flight... -- Select this to archive only the displayed Flight Record. This option is only

enabled when the displayed flight record is Closed. (open Flight Records cannot be archived).

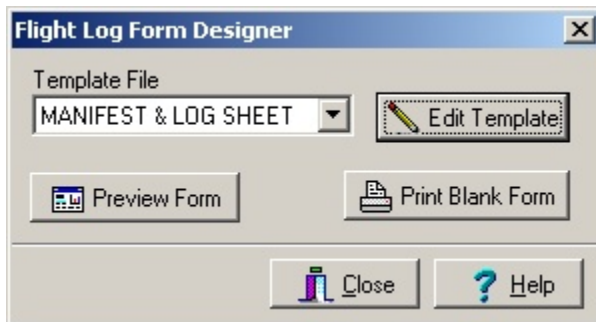
- All flights more than... -- Select this option to archive a group of records according to age. Enter either the age (days old) or a specific cutoff date (dated prior to).

12.2.4 Flight Log Form Designer

Related Procedures...

Customizing the Flight Log Form

This dialog box is used to select, preview and modify the report template used to print Flight Records.



Fields

- Template File -- This drop-down list allows you to select among the installed Flight Log Form templates. The displayed template is the one which will be used when Flight Records are printed.

Commands Functions

- Preview Form -- Previews the selected Log Form template on the screen, using actual flight date from the Flight Records window.
- Print Blank Form -- Previews (with the option to print) a blank copy of the selected Flight Log Form template.
- Edit Template -- Opens the Report Designer to allow the selected template to be modified. See Customizing the Flight Log Form for more information.

12.3 Aircraft & Maintenance Windows

12.3.1 Aircraft Record Window

Related Procedures...

*Setting Aircraft Options | Adding a New Aircraft Record | Setting up Maintenance Tracking
Performing Aircraft Maintenance | Major System Overhauls | Replacing the Hobbs Meter
Entering Shop Squawks | Aircraft Condition Reports*

All aircraft information stored by CharterLog XMS can be viewed and updated through the Aircraft Record window. The window consists of several panels and tabbed pages as described below

Aircraft Description / VOR / Hobbs / Totals

Acft #/Serial #	Tail Number	Type	Category	Class
N75JP	N75JP	BE90	AIR	MEL
Max G/W	Eng. Crew	Cruise	Max. PAX	Cost/Hr.
10,100	2	2		
Status	293 Req.			
Airworthy	<input checked="" type="checkbox"/>			

VOR	Checked	Due	Nav1	Nav2
	03/17/2006	04/16/2006	358	360
	Type	Facility	Error	
		BUF	2	


Hobbs	Install	Reading
Date	@ Install	
Acft Hrs	Current	0.0

Totals	Aircraft	APU	Air Cond	Engine 1	Engine 2
Hours	8658.6	0.0	0.0	8928.2	8228.1
Cycles	8747	0		6498	7157

Fields

- **Acft #/Serial #** -- This field contains the unique identification number assigned to the aircraft. It is recommend (but not required) that you not use the tail number or ship number since these numbers can be re-assigned. If you have no other identifying number then it is suggested that you add a "dash" number suffix. (e.g. "N54812-1").
- **Tail Number** -- This is the primary aircraft identification number. The tail number is *not* required to be unique. Therefore, if an aircraft is taken out of service, another can be assigned the same tail number.
 - Typically either the tail number or the ship number (for airline equipment) is entered into the Tail Number field. The Tail Number is used identify the aircraft in the on-screen display and in printed reports. It is also the number by which aircraft are selected.
- **Type** -- Enter the type designation, or select it from the drop-down list.
- **Category & Class** -- Select the aircraft category and class from the drop down lists.
- **Maximum Gross Weight (Max GW)** -- Enter the maximum gross weight for the aircraft.
- **Number of Engines (Eng)** -- Enter the number of engines in the aircraft. *The maximum number of engines supported by CharterLog XMS is four (4).*
- **Required Crew (Crew)** -- Enter the number of required crewmembers. This value is used by the Flight Launch Wizard during crew selection. *The maximum crewmember count supported is four (4).*
- **Cruise Airspeed (Cruise)** -- Enter the typical en route cruise airspeed.
- **Maximum Passengers (Max PAX)** -- Enter the maximum number of passengers the aircraft will hold. *This value is used for reporting purposes only.*
- **Cost per Hour (Cost/Hr.)** -- Enter the standard operating cost per flight hour. *This value is used for reporting purposes only.*
- **Status** -- Select the appropriate status from the drop down list. This field is intended as an overall status indicator for the aircraft. It must be manually updated by maintenance staff whenever the aircraft status changes.
- **293 Check Required** -- Check this box if the pilot is required to pass a 135.293 checkride before operating the aircraft. This field affects the pilot currency information displayed by the Flight Launch Wizard during crew selection.
- **VOR** -- This group of fields is used to record information from the most recent VOR check. Individual Nav 1 and Nav 2 "From" bearings can be recorded, as well as the bearing error. The due date for the next

check is calculated and displayed.

- **Hobbs** -- This group of fields is used record the date and airframe hours when the Hobbs meter was installed, and the reading on the Hobbs meter at the time it was installed (if other than 0). The Current Hobbs reading is calculated from Airframe/Engine log entries and displayed.
- **Totals** -- Total times and landings/cycles for the airframe, APU, A/C and engines are displayed in the read-only fields in this area. Clicking the  button causes the totals to be recalculated.

 Engine times and cycles are calculated from the current Airframe time (hours & landings), based on the engine installation information entered in the Major Systems tab (see above).

Command Functions

- **Command Bar** -- Use the command bar buttons at the top of the window to locate and modify aircraft records. See Adding A New Aircraft Record for more information

Major Systems Tab

This tab contains installation, time tracking, and overhaul life limit information for the aircraft's APU, Air Conditioner and Engines

Installation	Time On Engine 1						Life Limit	
	Date Installed	At Install	Since Install	Total	Overhaul After	Remaining Life		
Aircraft Hours	01/18/1996	0.0	5666.0	5666.0	8000.0	2334.0		
Aircraft Cycles	0	0	4444	4444	6000	1556		

APU Air Conditioner **Engine 1** Engine 2

Installation	Time On APU						Life Limit	
	Date Installed	At Install	Since Install	Total	Overhaul After	Remaining Life		
Time Installed	05/12/2006	100.0		100.0	2000.0	1900.0		
	07:34 zulu	61		61				

APU Air Conditioner **Engine 1** Engine 2

Installation	Time On Air Conditioner						Life Limit	
	Date Installed	At Install	Since Install	Total	Overhaul After	Remaining Life		
Time Installed	05/10/2006	350.0		350.0				
	07:36 zulu							

APU Air Conditioner **Engine 1** Engine 2

Fields

- **Installation** -- These fields record when the system was last installed. For engines, the date and the aircraft time (hours and landings) are recorded. For APU and Air Conditioner, the date and time are recorded.

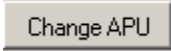
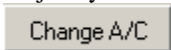
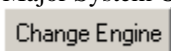
 The Installation fields are initialized by the New Aircraft Wizard when the aircraft record is created. They can be modified when a installation change is made (see Command Functions below).

- **Time On System** -- These fields break down the total time the system. The "At Install" column records the time already on the system when it was installed. The "Since Install" and "Total" columns are calculated automatically.

 The "At Install" fields are initialized by the New Aircraft Wizard when the aircraft record is created. They can be modified when a installation change is made (see Command Functions below).

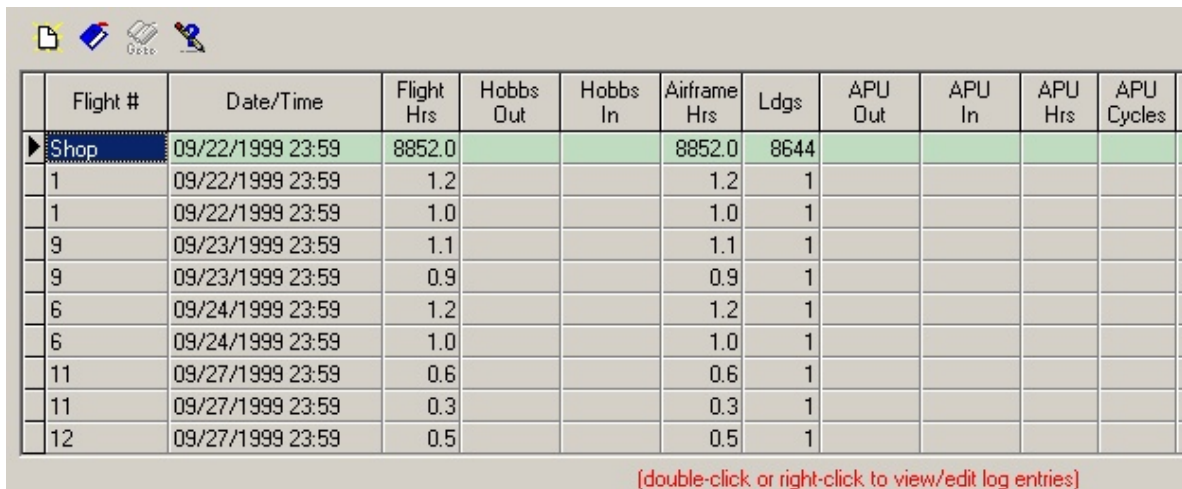
- **Life Limit** -- Specify the "time until overhaul" for the system by entering the appropriate numbers in the "Overhaul After" column. The "Remaining Life" fields are calculated automatically.

Command Functions

- Use command bar located at the top of the window to edit these fields
-  -- Creates a Work Card for uninstalling the APU and installing a replacement APU. See Major System Overhauls.
-  -- Creates a Work Card for uninstalling the A and installing a replacement APU. See Major System Overhauls.
-  -- Creates a Work Card for uninstalling an Engine and installing a replacement Engine. See Major System Overhauls.

Airframe/Engine Log Tab

This tab contains a tabular display of the hours and cycles logged for the selected aircraft and its associated engines.



Flight #	Date/Time	Flight Hrs	Hobbs Out	Hobbs In	Airframe Hrs	Ldgs	APU Out	APU In	APU Hrs	APU Cycles
Shop	09/22/1999 23:59	8852.0			8852.0	8644				
1	09/22/1999 23:59	1.2			1.2	1				
1	09/22/1999 23:59	1.0			1.0	1				
9	09/23/1999 23:59	1.1			1.1	1				
9	09/23/1999 23:59	0.9			0.9	1				
6	09/24/1999 23:59	1.2			1.2	1				
6	09/24/1999 23:59	1.0			1.0	1				
11	09/27/1999 23:59	0.6			0.6	1				
11	09/27/1999 23:59	0.3			0.3	1				
12	09/27/1999 23:59	0.5			0.5	1				

(double-click or right-click to view/edit log entries)

Fields






See *Aircraft Log Entry Dialog* for a description of the individual fields.

Command Functions

The command bar located at the top of the panel has buttons for adding records. To view or edit a record, double-click on the entry.

Maintenance Tab

This tab displays a list of the recurring maintenance actions being tracked for the aircraft. The list can be filtered (using the View control) to show only the "pending" or "scheduled" items. The OrdEr By control allows the ordering of the displayed list to be changed. Items with a "pending" status are highlighted in color.

     View All Order By ATA Code									
	Action	Item Name	Item ID	ATA Code	Status	Hours Rem	Cycles Rem	Due Date	Months Rem
	Inspect	INSPECTION PS823	PS823	12	Pending	96.6		06/30/2009	1
	Inspect	DEEP CYCLE PS823	PS823	12	Ok			12/31/2008	7
	Inspect	DEEP CYCLE SHIP BAT	SHIPS BATTERIES	12	Pending	147.1		06/30/2008	1
	Inspect	DEEP CYCLE EM.BAT	EMERG. LITE BAT.	12	Pending			06/30/2008	1
	Inspect	Battery cables		24	Ok	247.1			
	Inspect	BAT. INST. INSP		24	Pending			06/30/2008	1
	Overhaul	Rt gen		24	Ok	755.3			
	Overhaul	Lt. gen		24	Ok	1071.3			
	Inspect	pfd 60 month insp	472887	25-60	Ok			06/30/2010	49
	Inspect	PFD 60 MONTH	20994	25-60	Ok			06/30/2010	49

(double-click in table to edit records)

Fields






See Maintenance Action Dialog for a description of the individual fields.

Command Functions

The command bar located at the top of the panel has buttons for adding records. To view or edit a record, double-click on the entry.

Parts Tab

This tab displays a list of the life-limited and on-condition parts being tracked for the aircraft. The list can be filtered (using the View control) to show only the "pending" or "scheduled" parts. The Order By control allows the ordering of the displayed list to be changed. Items with a "pending" status are highlighted in color.

     View All Order By ATA Code							
	Rec #	Description	Part Number	Status	Hours Rem	Cycles Rem	Months Rem
	1	ULB battery		Ok			46
	2	Rt ess A/B C.B.		Ok		3028	44
	3	Lt ess A/B C.B.		Ok		3028	44
	4	Main buss tie C.B.		Ok		3028	44
	5	Rt gen bearings		Pending	18.0		
	6	Lt. gen bearings		Pending	20.6		
	7	Fire bot squibs		Ok			30
	8	Crew fire bottle		Ok			92
	9	Cabin fire bottle		Ok			74



(double-click in table to edit records)

Fields

See Maintenance Action Dialog for a description of the individual fields.






Command Functions

- The command bar located at the top of the panel has buttons for adding records. To view or edit a record, double-click on the entry.

-  **Install Part** -- Click this button "install" a Part from Inventory.
-  **Renum Part Records** -- Click this button to assign a new sequence of record numbers (Rec #) to the parts. Numbers are assigned sequentially from 1, in the order designated in the Order By control

Squawks Tab

This tab displays a list of the squawks reported against the aircraft. The list can be filtered (using the View control) to show only the "open" or "scheduled" squawks.

     View All Squawks							
Squawk #	Leg	Reported	Problem Description	Returned to Service	Corrective Action	Status	
161-1	2	12/21/1999	Green nose gear light burned ou	12/21/1999	Relamped, ops good	Resolved	
161-2	2	12/21/1999	Right engine would not shut dow	12/21/1999	Reindexed it throttle on rt. engine, ops	Resolved	
169-1	2	01/06/2000	Recognition light out	01/06/2000	Relamped recognition light	Resolved	
175-1	1	01/09/2000	Nose wheel tire pressure low	01/09/2000	Serviced nose tire to 110psi, a/c ok fo	Resolved	
175-2	1	01/09/2000	Oxygen pressure low	01/10/2000	Serviced o2 to 1800psi, A/C ok for ser	Resolved	
195-1	5	01/14/2000	Primary pitch trim inop.	01/17/2000	Installed overhauled stab actuator, ops	Resolved	
▶ 210-1	2	01/24/2000	Left landing light out.	01/25/2000	Relamped Left Landing Light, OPS CH	Resolved	
244-1	1	02/11/2000	Recognition light out	02/11/2000	Relamped Recon Light, OP'S CK GOOD	Resolved	
266-1	1	02/20/2000	Left outboard static wick broken	02/21/2000	Installed new static wick	Resolved	

(double-click in table to edit a squawk)

Fields






See *Squawk Dialog* for a description of the individual fields.

Command Functions

The command bar located at the top of the panel has buttons for adding records. To view or edit a record, double-click on the entry.

Work Cards Tab

This tab displays a list of Work Cards for the selected aircraft. The list can be filtered (using the View control) to show only the "open" work cards.


    View All  Renum Workcards							
Work Card No	Work Card Type	Work Description	Work Started	Work Completed	Mechanic/Vendor	Man Hrs	
▶ N75JP-1	Other	AD2003-13-16	02/27/2004	02/27/20...	Paul Johnson	6.50	
N75JP-3	Maintenance	Inspect PFD 12 M0 INSP					
N75JP-4	Part Change	Replace Lt. fuel pump filter					
N75JP-5	Squawk	As power is advanced on the ground ...					

(double-click in table to view/edit a work card)

Fields






See *Work Card Dialog* for a description of the individual fields.

Command Functions

- The command bar located at the top of the panel has buttons for adding records. To view or edit a record, double-click on the entry..
-  Renumbr Workcards -- Click this button to assign a new sequence of record numbers (Work Card No.) to the records.

Condition Reports Tab

This tab displays a list of the Condition Reports logged for the aircraft.

    							
	Report Date	Leg	Date Occured	Problem Description	Fault Code	Occured During	Date Corrected
▶	04/14/2006	3	02/15/2006	Vibration in left main landing gear. Traced to	Excess Vibration	LANDING	02/17/2004
	05/12/2006	1	03/20/2006	Airspeed Indicator loose	Loose	PREFLIGHT	03/21/2006
(double-click to view/edit records)							

Fields

See *Aircraft Condition Report Dialog* for a description of the individual fields.

Command Functions

The command bar located at the top of the panel has buttons for adding and deleting records. To view or edit a record, double-click on the entry.

Menu Commands

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

Aircraft Menu

- New... -- Adds a new aircraft to CharterLog XMS. See Adding A New Aircraft Record for more information.
- Find... -- Used to locate and select an Aircraft Record.
- Archive... -- Moves all information for the selected aircraft into the archive database. See Archiving Records for more information.
- Delete... -- Permanently erases the displayed Aircraft Record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*
- Restore Archived Aircraft... -- Moves a previously-archived Aircraft Record back into the active database. See Archiving Records for more information.

Airframe/Engine Log

- New... -- Adds a "Shop" log entry to the list.
- Edit... -- Opens the selected record in the Aircraft Log Entry Dialog for viewing or editing. *Note -- Only "Shop" entries can be edited.*
- Void/Restore... -- Voids a log entry, or Restores a voided entry.
- Recalculate totals -- Recalculates the bottom-line totals (see bottom of window) for the aircraft.
- Delete... -- Permanently erases the selected "Shop" log entry. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete*

operation.

Maintenance Menu

- New... -- Adds a new Maintenance Action record to the list. See Setting up Maintenance Tracking for more information.
- Edit... -- Opens the selected record in the Maintenance Action Dialog for viewing or editing.
- Delete... -- Permanently erases the selected record. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*
- Create Work Card... -- Creates a Work Card for the selected item. See Performing Aircraft Maintenance for more information.
- Copy maintenance actions from another aircraft... -- Duplicates the list of maintenance actions from another aircraft and adds the list to the displayed aircraft. The function saves time when setting up two or more aircraft of the same type. See Setting up Maintenance Tracking for more information.

Parts Menu

- New... -- Creates a new Part record to and "installs" it on the aircraft. See Setting up Maintenance Tracking for more information.
- Edit... -- Opens the selected record in the Aircraft Part Record Dialog for viewing or editing.
- Create Work Card... -- Creates a Work Card to replace the selected part. See Performing Aircraft Maintenance for more information.
- Install part from Inventory... -- Moves a selected Part Record from Inventory to the displayed aircraft. *The part record must exist in the inventory list.*

Squawks Menu

- New... -- Creates a new "Shop" squawk record. See Entering Shop Squawks for more information.
- Edit... -- Opens the selected squawk in the Squawk Dialog for viewing or editing.
- Create Work Card... -- Creates a Work Card for the selected squawk. See Performing Aircraft Maintenance for more information.

Reports Menu

This menu is built dynamically according to the templates in your reports library. See Printing Reports for more information.

Configuration Menu

- Options... -- Opens the Program Options Window. See Setting Program Options.
- Aircraft Types... -- Edits the Types supporting list. See Editing Supporting Lists.
- Aircraft Categories... -- Edits the Categories supporting list. See Editing Supporting Lists.
- Aircraft Classes... -- Edits the Categories supporting list. See Editing Supporting Lists.
- ATA/Gama Codes... -- Edits the ATA Code supporting list. See Editing Supporting Lists.
- Maintenance Action Codes... -- Edits the Maintenance type codes. See Editing Supporting Lists.
- Fault Codes... -- Edits the Condition Report fault codes. See Editing Supporting Lists.


12.3.2 New Aircraft Wizard

Related Procedures...
Adding a New Aircraft Record

The New Aircraft Wizard guides you through creating and initializing a new Aircraft Record in CharterLog XMS. The wizard collects information about the new aircraft by presenting a sequence of "pages" as described below. As each page is completed, you move to the next by clicking the **Next** button at the bottom of the window.

Identification & Description Page

Describe the aircraft by entering the requested information. All of the fields are required and cannot be left blank.

 If you do not know the exact manufacture date (Mfg Date), enter an approximate date. This field is used to preset the installation dates for the Hobbs meter, engines, APU and air conditioner (see Installation Page below). An exact date is not critical.

Identification & Description — Enter the required information below. Press [Ctrl-PgDn] or click Next when finished.

Acft ID #	<input type="text" value="324424"/>	Enter a unique Acft # or Serial # (NOT Tail #)
Tail #	<input type="text" value="N12345"/>	Enter the Tail Number designation for this aircraft
Type	<input type="text" value="LR35"/> ...	Select the aircraft type designations (make/model).
Cat/Class	<input type="text" value="AIR"/> <input type="text" value="MEL"/>	Select the aircraft category and class designations.
Max GW	<input type="text" value="12500"/>	Enter the maximum takeoff gross weight.
Mfg. Date	<input type="text" value="08/18/2001"/>	Enter the aircraft manufacture (new) date.
Engines	<input type="text" value="2"/>	Enter the number of engines.
Crew	<input type="text" value="2"/>	Enter the number of required crew.
Has Hobbs	<input checked="" type="checkbox"/>	Check here if the aircraft has a Hobbs meter.
Has APU	<input checked="" type="checkbox"/>	Check here if the aircraft has an APU.
Has A/C	<input checked="" type="checkbox"/>	Check here if the aircraft has an Air Conditioner
293 Req.	<input checked="" type="checkbox"/>	Check here if the aircraft requires a type rating (293).

When finished, click the **Next** button or press [Ctrl-PgDn] to go to the next page.

Installation Page

This page allows modification of the "installation" parameters for the aircraft Hobbs meter, engines, APU and air conditioner systems. The wizard presets the fields to "original equipment" values, assuming that the systems were factory installed on the aircraft when it was new.

To complete this page, you need only modify the fields for systems which have been changed since the aircraft was new.

For example, in the screen shot below, the Engine 2 fields have been modified to account for a "loaner" engine installed in May of 2000. At the time of the loaner engine install, the aircraft had 3255.5 hours and 2768 cycles. The loaner engine being installed had 167.5 hours and 98 cycles on it.

Installation — Modify the system installation information below as needed. Press [Ctrl-PgDn] or click Next when finished.

	Engine 1	Engine 2
Engines		
Engine Install Date	08/14/1996	05/10/2000
Aircraft Hours @ Install	0	3255.5
Aircraft Ldgs @ Install	0	2768
Engine Hours @ Install	0	167.5
Engine Cycles @ Install	0	98
Hobbs		
Date Installed	08/14/1996	Enter the date of the most recent Hobbs meter installation
Act Hours @ Install	0	Enter the aircraft hours at the time of installation.
Reading @ Install	0	Enter the number of hours shown on the Hobbs at installation.
APU		
Install Date/Time	08/14/1996 00:00	Enter the date and time of the most recent APU installation.
Hours @ Install	0	Enter the hours on the APU at the time of installation.
Cycles @ Install	0	Enter the cycles on the APU at the time of installation.
A/C		
Install Date/Time	08/14/1996 00:00	Enter the date and time of the most recent A/C installation.
Hours @ Install	0	Enter the hours on the A/C at the time of installation.

When finished altering the fields, click the **Next** button or press [Ctrl-PgDn] to go to the next page.

Baseline Times Page

This page is used to establish "baseline" times for the new aircraft. The "baseline" is an arbitrary point in time at which you will begin logging flights for this aircraft in CharterLog XMS.

You can decide establish the baseline at the present, and log only future flights. Or, you can log back-dated flights from an earlier baseline. In either case, you should pick a baseline for which you have accurate and reliable records of the aircraft times.

Baseline Times — Establish baseline times by entering values below. Press [Enter] or click OK when finished.



Date/Time	01/01/2005	00:00	Enter the date and time for the baseline values.
Aircraft Hours	5344.6		Enter the baseline aircraft total hours.
Aircraft Ldgs	3776		Enter the baseline aircraft total landings.
Hobbs Reading	5344.6		Enter the baseline Hobbs meter reading.
APU Hours	4966.4		Enter the baseline APU total hours.
APU Cycles	3779		Enter the baseline APU total cycles.
A/C Hours	3554.9		Enter the baseline Air Conditioner total hours.


The "baseline" represents the point in time from which you will begin using CharterLog to log time in this aircraft. For example, if you are going to back-enter flights from the start of the year, enter January 1 as the baseline date, and enter the bottom-line totals on the aircraft at that time.

When finished entering the baseline information, click the **Ok** button or press [Enter] to create the new aircraft record.


12.3.3 Aircraft Log Entry Dialog

The Aircraft Log Entry dialog is used to enter a new Airframe/Engine Log record, or to view/edit an existing one.

-  Airframe/Engine Log entries which are posted when a Flight Record is closed, cannot be modified..
-  Airframe/Engine Log entries made directly from the Aircraft Records Window are called "Shop" entries.



Fields

- Date/Time -- Time stamp for the entry.
- Flight No -- Identifies the flight number from which the entry was generated. This will be blank for "shop" entries.
- Hobbs Out/In -- Records the Hobbs meter readings, if available. These are used to update the Current Hobbs Reading field shown in the Aircraft Record Window.
- Acft Hours/Landings -- The hours and landings "logged" on the aircraft during the flight.
- APU Out/In -- Records the APU meter readings, if available
- APU Hours/Cycles -- The hours and cycles "logged" on the APU during the flight.
- A/C Out/In -- Records the Air Conditioner meter readings, if available
- A/C Hours -- The hours "logged" on the Air Conditioner during the flight.
- Remarks -- To add a line of text to the Remarks area, enter the text into this field then click the  button to post it.

12.3.4 Squawk Dialog

Related Procedure ...

Processing a Completed Flight | Entering Shop Squawks

The Squawk dialog is used to enter a new aircraft squawk, or to view/edit an existing one.

 Squawks can be entered directly in to the Aircraft Record Window, or as part of a Flight Record. Flight Record squawks are "posted" to the appropriate Aircraft Record when the Flight Record is closed.

Fields

- Squawk No -- Displays the squawk id number ([flight number] - [sequence #]), or "Shop" for squawks entered directly into the Aircraft Record window.
- Date Reported -- The date the problem was noted.
- Flight Leg No -- The leg of the flight during which the problem was noted. (Blank for "Shop" squawks).
- MEL Category -- Minimum Equipment List category, if applicable.
- Repair within -- Used to calculate the MEL Repair Deadline... (see below).
- MEL Repair Deadline -- Displays the calculated repair-by date or aircraft hours.
- Returned to Service -- The date the Corrective Action was completed.
- Problem Description -- Detailed description of the problem.
- Corrective Action -- Detailed description of action taken to correct problem.

12.3.5 Maintenance Action Dialog

Related Procedures...

Setting Up Maintenance Tracking | Performing Aircraft Maintenance

The Maintenance Action Dialog is used to enter a new maintenance action record, or to view/edit an existing one.

Maintenance Action Item: N200XX

Item Name: Phase 2

Item ID/AWD: ☐ AW-1 Item ATA Code: 05

Aircraft System: Airframe Maintenance Action: Inspect

	Airframe Hours	Airframe Cycles	Date
Last Completed	9289.4	7972	07/01/2005
Interval	200.0		24 Mos
Next Due	9489.4		07/31/2007
Current	9468.6	8168	
Remaining	20.8		15 Mos

Work Description:

Method of Compliance:

History:

05/19/2005 13:45: Last inspection hours manually changed from [8811.3] to [9096.7]
 05/19/2005 13:44: Last inspection date manually changed from [09/24/2003] to [11/05/2004]
 09/24/2003 18:10: Last inspection hours manually changed from [8442.4] to [8811.3]

Buttons: Duplicate, Create WorkCard, Record Action, Edit, New, Close, Help

Fields

- **Item Name** -- Enter the name or a short description of the maintenance item.
- **Item ID/AWD** -- Enter an identifying number or character string for the maintenance item.
- **AW-1 Item** -- Check box to indicate that the item should appear in the AW-1 report.
- **ATA Code** -- Select the ATA Code or Gama Index for the aircraft system affected.
- **Aircraft System** -- Select the aircraft system (Airframe, Engine 1, Engine-2, etc.) which will be the basis for scheduling the maintenance action. For example, if entering a 100 hour inspection which is to be based on the number of hours and/or cycles logged for the airframe, then choose "Airframe" in this field.
- **Maintenance Action** -- Select the type of action (e.g. "Inspect", "Overhaul", "Functional Test", etc.) in the **Maintenance Action** field. To define additional "actions", see Setting Aircraft Options.
- **Last Completed** -- Enter the total hours and cycles on the applicable system (Airframe, Engine 1, Engine-2, etc.), and the date the action was last performed. *These fields are updated automatically when a Work Card created for the item is closed.*
- **Interval** -- Specify how often the action has to be performed by making the applicable hours, cycles or months entries into these fields. Leave any non-applicable fields blank.
- **Work Description** -- Enter a detailed description of the work being performed. *The contents of this field is used to preset the corresponding field in Work Cards created for the item.*
- **Method of Compliance** -- Enter a detailed description of the procedures and steps used to complete the maintenance action. *The contents of this field is used to preset the corresponding field in Work Cards created for the item.*

Command Functions

- **Edit** -- This button unlocks the **Last Completed** fields, allowing them to be edited directly by the user. A pop-up dialog box will be displayed, prompting the user to enter a reason for editing the fields directly.
- **Duplicate** -- Clicking this button creates a new Maintenance Action record which is a "clone" of

displayed record. It can save time when entering similar maintenance records.

- **Create WorkCard** -- Creates a new Work Card for the Maintenance Action record.
- **Record Action** -- This button sets the Last Completed fields to the current date, system hours and cycles. In other words, it marks the item as being completed "today". *Important! Using **Record Action** bypasses the tracking and documenting features of Work Cards.*

12.3.6 Aircraft Part Record Dialog


Related procedures...

Setting Up Maintenance Tracking | Performing Aircraft Maintenance | Adding a Part to Inventory

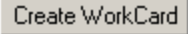
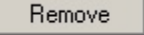
The Aircraft Part Record dialog is used to enter a new part record (to Inventory, or directly to an aircraft), or to view/edit an existing one.

Fields

- Part Description -- Enter the name or a short description of the part.
- Part Number -- Enter the part identification number, if applicable and available.
- Serial Number -- Enter the unique serial number of the part, if applicable and available.
- RII Component -- Check if the part is a Required Inspection item.
- On Condition -- Check if the part is a "replace on condition" item.
- ATA/Gama Index -- Select the ATA Code or Gama Index the the system the part belongs to.
- Vendor -- If available, enter the name of the vendor from which the part was obtained.
- Weight, Arm -- Weight & balance data for the part, if available.
- Aircraft System -- Select the aircraft system (Airframe, Engine 1, Engine-2, etc.) which will be the basis for calculating the Time Since Install on the part. *For example, if the part is attached to the APU, and accumulates time only when the APU is in operation, select "APU" in this field.*
- Installation -- These fields show the date and the total hours and cycles on the applicable system (Airframe, Engine 1, Engine-2, etc.) when the part was installed. *These fields are updated automatically when a part is installed via a Work Card Part Change record, or can be edited directly via the **Edit Installation Parameters** button (see below).*

- **Time On Part: At Install** -- These fields show the number of hours, cycles and months on the part at the time of installation. They will be blank or zero if the part is new. *These fields are updated automatically when a part is installed via a Work Card Part Change record, or can be edited directly via the **Edit Installation Parameters** button (see below).*
- **Time On Part: Since Install** -- These are calculated fields which show the hours, cycles and months accumulated on the part since it was installed on the aircraft.
- **Life Limit: Replace After** -- Enter the maximum hours, cycles and/or months allowed on the part before replacement is required. Leave any non-applicable fields blank.
- **History** -- To add a line of text to the History area, enter the text into this field then click the  button to post it.

Command Functions

- **Edit Installation Parameters** -- This button unlocks the **Installation** fields and the **Time On Part: At Install** fields, allowing them to be edited directly by the user. *A pop-up dialog box will be displayed, prompting the user to enter a reason for editing the fields directly.*
-  -- Creates a new Part Replacement Work Card for the displayed part.
-  -- This button removes the part from the aircraft and places it in Inventory. *Important! Using the **Remove** function bypasses the tracking and documenting features of Work Cards.*

12.3.7 Work Card Dialog

Related functions...

Performing Aircraft Maintenance | Major System Overhauls | Aircraft Condition Reports

The Work Card dialog is used to enter new Work Cards, and to view or edit existing ones.

Common Fields

- **W/O No** -- Unique number assigned by CharterLog XMS when the Work Card is created.
- **Status** -- Shows the open/closed status of the card
- **Work Card Type** -- Shows the type of card (e.g. Maintenance, Part Change, Squawk, Other, Engine, APU, A/C).
- **Aircraft ID & Type** -- Identifies the aircraft.
- **Airframe Hrs & Cyc** -- Shows the time on the aircraft when the Work Card was created.
- **Hobbs** -- Shows the Hobbs reading when the Work Card was created.
- **Work Description** -- Enter a detailed description of the work to be performed.
- **Method of Compliance** -- Enter a detailed description procedures used to perform the work, including references to company or aircraft manuals.
- **SB/STC/AD Number** -- If applicable, select "SB", "STC", or "AD" and enter the number.
- **Major Alteration** -- Check this box if the Work Card is for a major alteration to the aircraft.
- **CW Source** -- (I have no clue what goes here).
- **System Affected** -- Select "Airframe", "Propeller", "Powerplant" or "Accessory"

Maintenance Work Card Fields -- Displayed for Maintenance Action work cards.

- **Item Name** -- This field is preset with the Item Name from the Maintenance Action record.
- **AWD/Item ID** -- This field is preset with the Item ID from the Maintenance Action record.
- **ATA Code** -- This field is preset with the ATA Code from the Maintenance Action record.



Squawk Work Card Fields -- Displayed for Squawk Work Cards

- **Problem Description** -- Enter a abbreviated description of the problem.
- **Squawk Number** -- This field is preset with the squawk identification number.

System Change Work Card Fields -- Displayed for engine, APU or Air Conditioner change work cards.

- Installation Date -- Enter the date the installation was performed. This is preset with the date the Work Card was created.
- Time on Removed Component -- Enter the hours and cycles on the engine, APU or A/C being removed. *These fields will be preset with the time on the component when the Work Card was created.*
- Time on Installed Component -- Enter the hours and cycles on the engine, APU or A/C being installed.
- Time on Aircraft @ Install -- Enter the total time and landings on the aircraft when the installation was performed.

Part Change Fields -- *Displayed when the Part Change records are added.*

- Remove: -- Shows the part being removed. Click the  button to select from the installed parts.
- Install: -- Shows the part being installed. Click the  button to select a part from Inventory, or to create a new Part Record.
- Reason -- Enter the reason for removing and/or installing the part(s).
- Removed Part Tag -- Select the type (color) of tag you want to print for the removed part.

Command Functions

- **Record & Close Work Card** -- Click this button when the work has been completed and all of the appropriate fields have been edited. If applicable, the appropriate Maintenance Action record, Part record, Squawk record or Major System record will be updated.
- **Print Work Card** -- Click this button to print the card. *The printout can be customized by right-clicking on the button and selecting [Customize...] from the pop-up menu.*
- **Print Part Tags** -- Click this button to print part tags for each *removed* part in the Part Change area. *The tag template can be customized by right-clicking on the button and selecting [Customize...] from the pop-up menu.*
- **Void Work Card** -- This button permanently "voids" the work card. There is no way to undo this.
- Action Menu -- Select **Create Condition Report** to create a Condition Report for the displayed Work Card. See Aircraft Condition Reports for more information.

12.3.8 Aircraft Condition Report Dialog

Related functions...

Aircraft Condition Reports

The Condition Report dialog is used to enter new reports, and to view or edit existing ones.

Aircraft Condition Report						
Tail #: N200XX	Type: BE20	S/N: BB1012	Date: 04/14/2006	Work Card #: N200MJ-1		
Date Occured: 02/15/2006	Occured During: LANDING	Flight No: 4636	Leg: 3	Commanding Officer: Peter Dawes	Fault Code: Excess Vibration	
Description and Cause of Condition Vibration in left main landing gear. Uneven tire wear traced back to pre-maturely worn wheel bearings.						
Date Repaired: 02/17/2004	Mechanic/Vendor: Paul Johnson					
Corrective Action Replaced tires and wheel bearings.						
			Edit	New	Close	Help

Fields

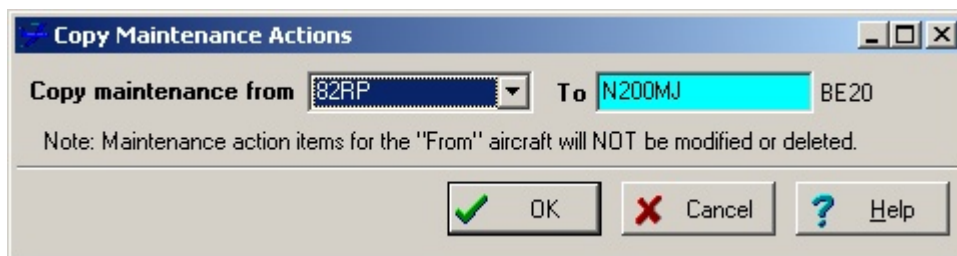
- Tail #, Type & S/N-- Identifies the aircraft.
- Date -- Date Condition Report was created.
- Work Card # -- Identifies the Work Card the report is related to, if applicable.
- Date Occurred -- Date the condition or problem was first noticed or discovered.
- Occurred During -- Standardized code indicating when the problem occurred (e.g. PREFLIGHT, TAXI, TAKEOFF, etc.).
- Flight No, Leg -- Identify the flight during which the problem occurred, if applicable.
- Commanding Officer -- Pilot flying when problem occurred, if applicable.
- Fault Code -- Standardized fault-type code. See Setting Aircraft Options.
- Description and Cause of Problem -- Enter a detailed description of problem and underlying cause, if known.
- Date Repaired -- Self explanatory
- Mechanic -- Mechanic performing the work
- Corrective Action -- Enter a detailed description of the work performed to correct the problem.

12.3.9 Copy Maintenance Actions Dialog

Related Procedures...

Setting Up Maintenance Tracking

This dialog box allows the user to copy Maintenance Actions records from one aircraft to another of the same type.



Copy Maintenance Actions

Copy maintenance from **82RP** To **N200MJ** BE20

Note: Maintenance action items for the "From" aircraft will NOT be modified or deleted.

OK Cancel Help

Fields

- Copy maintenance from -- Use this drop-down list to select the aircraft you want to copy the records *from*.
- To -- Displays the tail number of the aircraft you are copying the records *to*.

12.4 Mechanic, Vendor & Inventory Windows

12.4.1 Mechanic Records Window

Related procedures...

Adding a new Mechanic Record | Tracking Recurrent Training | Logging Training Time | Entering RII Authorizations

All mechanic information and reports can be viewed and edited from the Mechanics Records Window. The window consists of a Mechanic Information area, and a "tabbed notebook" with several tabs as described below.

Mechanic Info Area

First Name	Tommy	A&P Certificate		IA Certificate	
Last Name	Franks	Number	465699999	Number	465699999IA
Employee #	465699999	Date	06/21/1997	Date	11/21/2000


Fields

- First/Last Name -- These fields are self explanatory.
- Employee # -- Enter a unique identification number for the mechanic. You can use a social security number, employee number, or whatever. The only requirement is that it be unique.
- A&P Certificate -- Enter the mechanics A&P certificate number and issue date in these fields.
- IA Certificate -- If applicable, enter the mechanics IA certificate number and issue date in these fields.

Command Functions

- **Command Bar** -- The command bar at the top of the window contains buttons for modifying mechanic records. See *Adding a new Mechanic Record* for more information.



Recurrent Training Tab

Recurrent Training Training Log RII Authorizations				
				
Description	Valid For...	Days/ Months	Last Completed	Next Due
Towing	12	Months	07/05/2005	07/31/2006








Fields

- Description -- Enter a descriptive name for training.
- Valid For... & Days/Months -- These two columns are used together to specify the length of time the training is valid. If the training recurs on a calendar month basis, enter the number of months under Valid For... and select "Months" in the Days/Months column. If it recurs a days basis, enter the number of days under Valid For... and select "Days" in the Days/Months column.
- Last Completed -- Enter the date of the most recent training.
- Next Due -- This column automatically computes and displays the date the next training is due.

Command Functions

- Command Bar -- Standard buttons for modifying the recurrent training list. See Tracking Recurrent Training for more information.
-  -- Moves the selected record up in the list.
-  -- Moves the selected record down in the list.

Training Log Tab

Recurrent Training Training Log RII Authorizations								
      								
Description/Subject	ATA Code	A/C Type or General	Hours	Date	Type Training	Instructor/Verifier	Name	
▶ Transponder ops chk	34-10	General	0.5	01/19/2005	O. J. T.	Verifier	Timothy Rester	
Oxygen sensor change	35-00	Lear 60	0.5	01/19/2005	O. J. T.	Verifier	Tony Venerella	







Fields

- Description/Subject -- Describe the training activity.
- ATA Code -- Select the appropriate ATA code for the activity.
- A/C Type or General -- Select the appropriate aircraft type, or select "General" for general procedures training.
- Hours -- Enter the number of hours logged.
- Date -- Enter the date the training was completed.
- Type Training -- Select the type of training (e.g. O.J.T., CLASSROOM or RUN-UP).
- Instructor/Verifier Name -- Select either "Instructor" or "Verifier" then enter the appropriate name.


Command Functions

- Command Bar -- Standard buttons for modifying the Training Log. See Logging Training Time for more information.

RII Authorization Tab

Recurrent Training Training Log RII Authorizations			
     			
Aircraft Type	ATA Codes		Authorized By
▶ BE20 ...	00-01		Tony Venerella
C551	00-01		Tony Venerella
CL60	00-01		Tony Venerella
LR60	00-01		Tony Venerella
P180	00-01		Tony Venerella
WW24	00-01		Tony Venerella

Fields

- Aircraft Type -- Select the appropriate aircraft type for the RII Authorization.
- ATA Codes -- Enter the appropriate ATA code(s) for the authorized systems. Click  to select codes from the ATA Codes list.
- Authorized By -- Enter the name.

Command Functions

- Command Bar -- Standard buttons for modifying the RII Authorization records. See Entering RII Authorizations for more information.

Menu Commands

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

Mechanic Menu

- New... -- Adds a new mechanic to CharterLog XMS. See Adding a new Mechanic Record for more information.
- Find... -- Used to locate and select a mechanic. The Mechanic Records window can display only one mechanic at a time.
- Archive... -- Moves all information for the selected mechanic into the archive database. See Archiving Records for more information.
- Delete... -- Permanently erases the displayed mechanic's records. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*
- Restore Archived Mechanic... -- Moves a previously-archived mechanic's information back into the active database. See Archiving Records for more information.

Reports Menu

This menu is built dynamically according to the templates in your reports library. See Printing Reports for more information.

Configuration Menu

- Options... -- *There are currently no option settings for mechanics.*

12.4.2 Vendor Records Window

Related procedures...

Adding a new Vendor Record | Entering Type Approvals

All vendor information and reports can be viewed and edited from the Vendor Records Window. The window

consists of a Vendor Information area, and a "tabbed notebook" with several tabs as described below.

Vendor Info Area

Name	Contact	Air Agency Cert No	Facility Rating
General Dynamics	Fred H. Porter	VE2R2X7L	Primary
Address	Phone	Fax	Approved for...
8555 Lemmon Avenue Dallas, TX 75209	214-555-4500		12-00,12-10,32-00,28-00
	Email	GMM Chapters	Rev
		3,6,8	0

Facility Audit	
Last <input type="text" value="05/10/2005"/>	<input checked="" type="checkbox"/> Approved
Next <input type="text" value="05/10/2006"/>	<input checked="" type="checkbox"/> Audit Report
	<input type="checkbox"/> Discrepancy Rpt
Auditor	<input checked="" type="checkbox"/> Anti-Drug/Alcohol Program
Michael Wright	<input checked="" type="checkbox"/> Ops Specs
	<input type="checkbox"/> Air Agency Cert. On File
	File Review Date
	<input type="text" value="05/01/2006"/>







Fields

- Name, Address and Contact Info -- These fields are self explanatory.
- Air Agency Cert No -- Enter the Vendor's certificate number.
- Facility Rating -- Select "Primary" or "Secondary".
- Approved for... -- Type of repairs the facility is approved for.
- GMM Chapters / Rev -- The General Maintenance Manual chapters (and revision #) given to the Vendor.
- Facility Audit -- Date and status of last audit, date of next audit and the name of the auditor.
- Anti-Drug/Alcohol Program -- Check if the Vendor has an approved drug/alcohol program.
- Ops Specs -- Check if the Vendor's ops specifications are on file.
- Air Agency Cert On File -- Check if a copy of the certification is on file.
- File Review Date -- Date of the next scheduled review of the Vendor's file.

Command Functions


- Command Bar -- The command bar at the top of the window contains buttons for modifying vendor records. See Adding a new Vendor Record for more information.

Type Approvals Tab

Type Approvals		
     		
Aircraft Type	ATA Codes	Approved
▶ LR60	12-00,12-10,32-00,28-00	<input checked="" type="checkbox"/>

Fields

- Aircraft Type -- Select the appropriate aircraft type for the approval.
- ATA Codes -- Enter the appropriate ATA code(s) for the systems for which the Vendor is approved.

Click  to select codes from the ATA Codes list.

- Approved -- Check if approved for repairs on this Type at the last audit.

Command Functions

- Command Bar -- Standard buttons for modifying Type Approval records. See Entering Type Approvals for more information.

Menu Commands

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

Mechanic Menu

- New... -- Adds a new vendor to CharterLog XMS. See Adding a new Vendor Record for more information.
- Find... -- Used to locate and select a vendor. The Vendor Records window can display only one vendor at a time.
- Delete... -- Permanently erases the displayed vendor's records. *Warning. The only way to undo this function is to restore the entire CharterLog XMS database from a backup copy made prior to the delete operation.*

Reports Menu

This menu is built dynamically according to the templates in your reports library. See Printing Reports for more information.

Configuration Menu

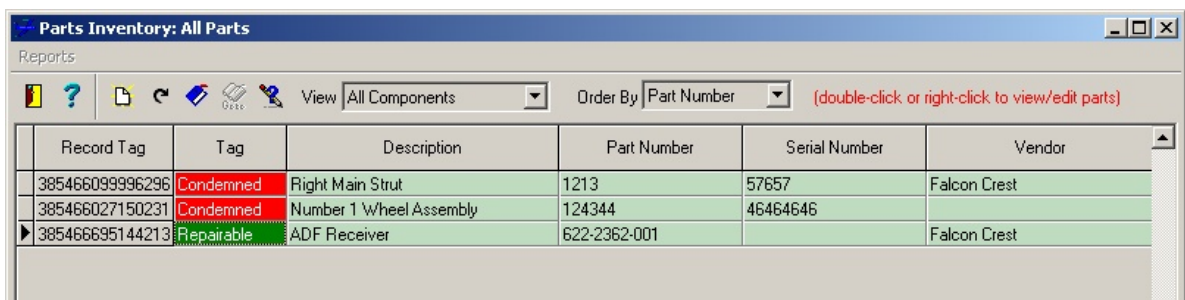
- Options... -- *There are currently no option settings for vendors.*

12.4.3 Parts Inventory Window

Related procedures...

Adding a Part to Inventory | Scrapping/Salvaging a Part | Printing Part Tags

The Parts Inventory window is used to "store" and manage Part Records which are not installed on an aircraft (i. e. new parts or remove/discarded parts).



Record Tag	Tag	Description	Part Number	Serial Number	Vendor
385466099996296	Condemned	Right Main Strut	1213	57657	Falcon Crest
385466027150231	Condemned	Number 1 Wheel Assembly	124344	46464646	
385466695144213	Repairable	ADF Receiver	622-2362-001		Falcon Crest

Fields

The window displays a tabular list of part records. Records are entered or edited via the Aircraft Part Record Dialog. See the description of this window for an explanation of the fields.

Command Functions

The command bar at the top of the window contains buttons for adding and locating part records. Individual records can be modified by right-clicking and selecting options from the popup menu.

Menu Commands

Reports Menu

This menu is built dynamically according to the templates in your reports library. See [Printing Reports](#) for more information.

12.5 Report Related Windows

12.5.1 Report Setup Dialog

Related Procedures ...

Printing Reports | Creating Custom Reports

Overview

The Report Setup window (shown below) allows the user to specify various reporting parameters.

The screenshot shows the 'Aircraft Reports' dialog box. It has a title bar with a close button. The main area is divided into sections. The top section, labeled 'Header Information', contains fields for 'Report Template' (Maintenance - Maintenance Items), 'Report Description' (Maintenance Items by Time (Hrs/Cyc/Mos) Remaining), 'Report Title' (Aircraft Maintenance Items), 'Report Date' (05/02/2008), and 'Revision'. Below this is the 'Report Setup' section, which includes a dropdown for 'Aircraft' (Include All), and three rows for filters: 'Hours Rem.' (is less than... 100), 'or Cycles Rem.' (is less than... 60), and 'or Months Rem.' (is less than... 2). At the bottom are buttons for 'Run Report', 'Options...', and 'Close'. Three yellow callout boxes with red arrows point to specific fields: 'Template Selector' points to the 'Report Template' dropdown, 'Header Information' points to the 'Report Title' and 'Report Date' fields, and 'Report Filters' points to the filter rows.

Template Selector

This is a drop-down list (combo box) includes all of the reports (templates) in the report group. When you select a report via the Reports pull-down menu, or a report button, this combo box automatically preset to the proper template. However, you use the template selector to select a different report, or to print more than one type of report without closing the Report Setup dialog.

Header Information

These values in these fields are normally printed in the report heading area of most reports.

- Report Title -- This field will be preset to the default title stored in the report library.
- Report Date -- This field is be preset to today's date.
- Revision -- This field has no preset value since it is not utilized by any of the pre-defined standard reports. However, it is available for inclusion in custom templates or future standard templates.

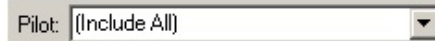
Report Filters

The Report Setup area displays one or more Report Filter panels. The number of panels will vary, depending on the report you are printing.

The filter panels come in three "flavors", depending on the type of information stored in the selected search field. They are:

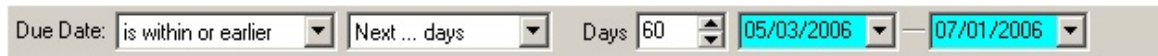
- Drop-Down List Panel -- This type of panel is used to allow selection of specific records (e.g. selecting a specific pilot or aircraft).
- Date Panel -- This panel is displayed when filtering on fields which hold a calendar date.
- Character Panel -- This panel is displayed when filtering on fields which hold letters, numerals and other keyboard symbols.
- Numeric Panel -- This panel is displayed when filtering on fields which hold numeric values.

Drop-Down List Panel



This type of panel has a single drop-down list (combo box) containing specific records (e.g. pilots, aircraft, etc.). Simply select the desired record, or select "(Include All)" for all records.

Date Panel



This type of panel has five fields. The first field is a drop-down selector (combo box) presenting two choices:

- is within -- includes the records which match the date search criteria selected in the remaining fields.
- is within or earlier -- same as "is within" with the addition of all records dated earlier than the specified criteria.
- is within or later -- same as "is within" with the addition of all records dated later than the specified criteria.
- is not within -- 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 Panel

A character panel has a search option combo box, and a field for entering the search text. The character search options are described below. Note that each search option has a companion "negative image" choice which produces an "everything but" View.

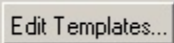
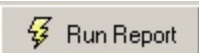
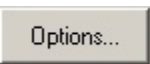
- is exact like.../is not exactly like... -- Use these options when you want to search for an exact character-by-character match between the field and the search text.
- begins with.../does not begin with... -- Use these options when you want to search for field entries which begin with the search text. 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.
- 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).
- is empty/is not empty -- These options are useful for locating missing or blank field entries. No search text is required.

Numeric Search Panel

A numeric panel has a search option combo box and either one or two search value fields (depending on the search option selected). 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.

Command Functions

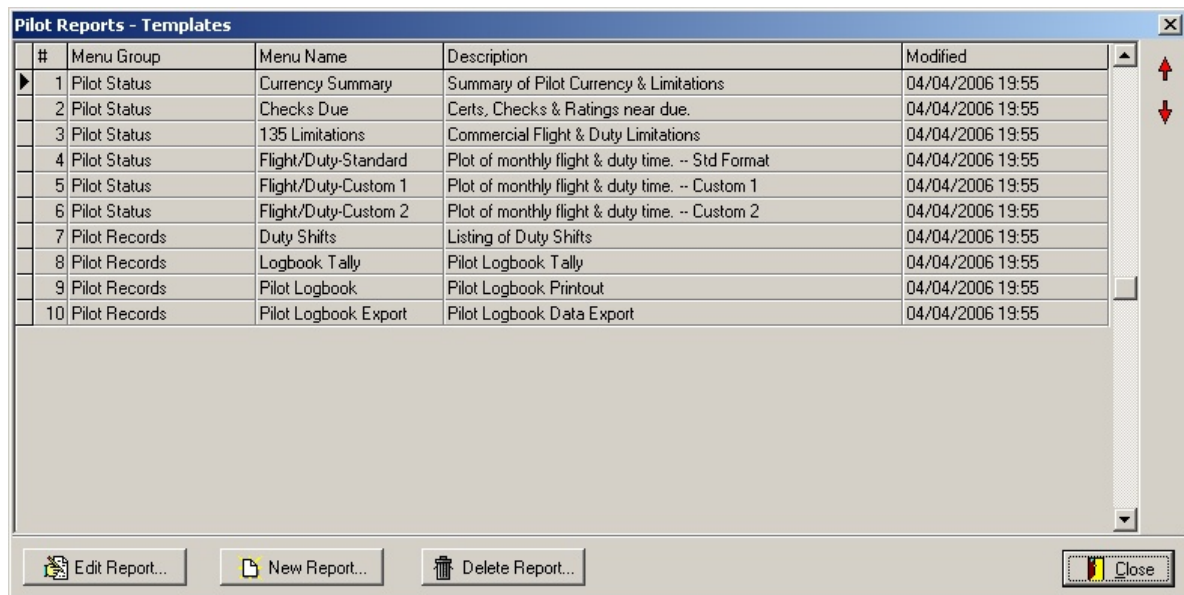
-  -- This button opens the Templates dialog from which templates can be added, edited, re-ordered, or deleted.
-  -- Click this button to "run" the selected report. The report will first be displayed in the Preview window, from which it can be viewed and/or sent to a printer or other output device.
-  -- Allows editing of report-related options in the Program Options Window.

12.5.2 Templates Dialog

Related Procedures...

Printing Reports | Creating Custom Reports

The Templates dialog (show below) lists all of the report templates contained in the library for a specified report "group". For example in the figure below, the dialog lists the templates in the "Pilot Reports" group, as indicated by the window title bar.



The list includes the following columns...

- **Sequence Number (#)** -- This number controls the ordering of the templates in the list. When CharterLog XMS builds the Reports pull-down menus, the menu selections are created in this order. You can change the order of the reports via the and buttons on the right.
- **Menu Group** -- This column shows the name of the menu grouping in which the report is contained. For example, the six reports with "Pilot Status" in the Menu Group column will be listed as sub-menu selections within the "Pilot Status" menu group. If the **Menu Group** is blank, then the report is shown as a top-level menu selection.
- **Menu Name** -- This is the name of the menu selection for this report.
- **Description** -- This column contains text which describes what the report contains.
- **Modified** -- Shows the date and time when the report template was last modified.

Command Functions

- **Edit Report** -- Edits the template for the selected report.
- **New Report** -- Creates a new template which is a copy or "clone" of the selected report -- leaving the original template unchanged.
- **Delete Report** -- Deletes the selected report. Only user-created reports created with the New Report command can be deleted. Reports shown with a gray background are locked and cannot be deleted.

12.5.3 Report Preview Window

The Report Preview Window provides functions for screen previewing of reports. The command bar, located at the top of the window contains controls for:

- navigating the report (changing the displayed page),

- controlling the size (i.e. zoom-in/zoom-out),
- for printing or exporting the previewed report.

Navigation Controls






The navigation controls include VCR-style buttons for browsing through the pages of the report. The current page number is shown in the associated field. You can go directly to any page by entering a page number into this field then pressing the <Enter> key.

Zoom Controls



The zoom controls include three quick-zoom selection buttons:

-  Full Page -- Sets the zoom so that the entire page can be seen at once. *On a typical 17" monitor, normal report text is not readable at this zoom setting.*
-  Page Width -- Sets the zoom so that the page width fills the window. *On a typical 17" monitor, this is the optimal zoom setting for reading the report.*
-  100% -- Sets the zoom to actual size (100%). *On a typical 17" monitor, both the horizontal and vertical scroll bars must be used to read the report.*

You can directly set any zoom percentage by entering the number in the associated field then clicking the <Enter> key.

Print Button



-- Click this button to print or export the displayed report.

12.6 Miscellaneous Windows

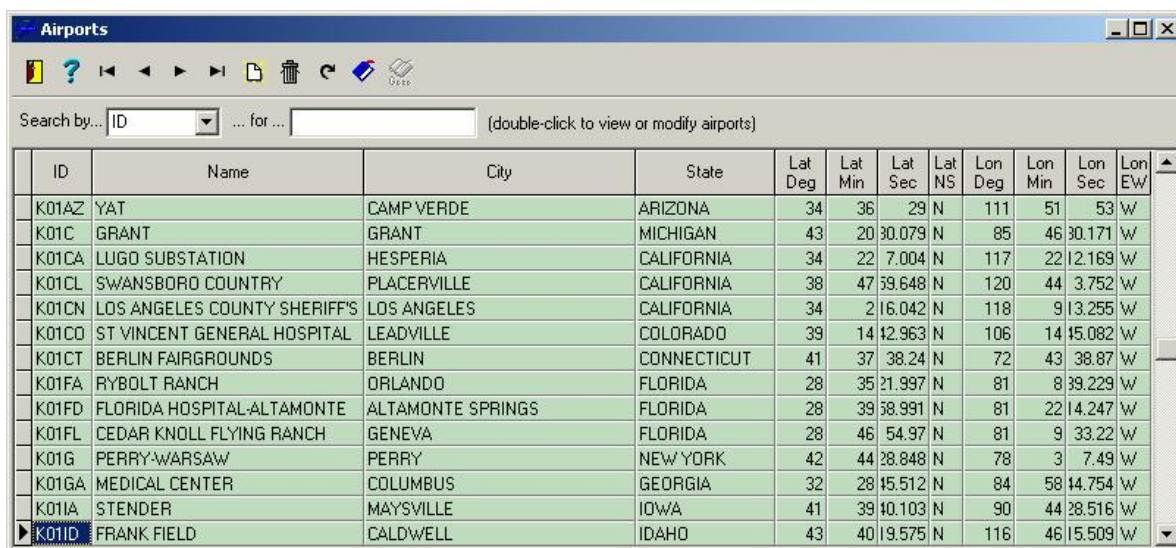
12.6.1 Airports Window

Related Topics ...
Editing the Airport List

Airport information is stored in the Airport List which can be browsed and edited via the Airports Window (shown below). The window displays airports in a tabular list. A command bar at the top contains buttons for navigating the list, adding new airports and erasing airports. The scroll bar on the right can also be used to move through the list.

The Search By... fields just below the command bar allow you to change the order of the list and to enter a search "key". You can search by the airport identifier (ID), the airport Name, the City or the State.

To modify the information for an airport, double-click on it in the list. Entry and editing of airport information is accomplished via the Airport Dialog. Refer to this topic for a detailed description of the various airport information fields.



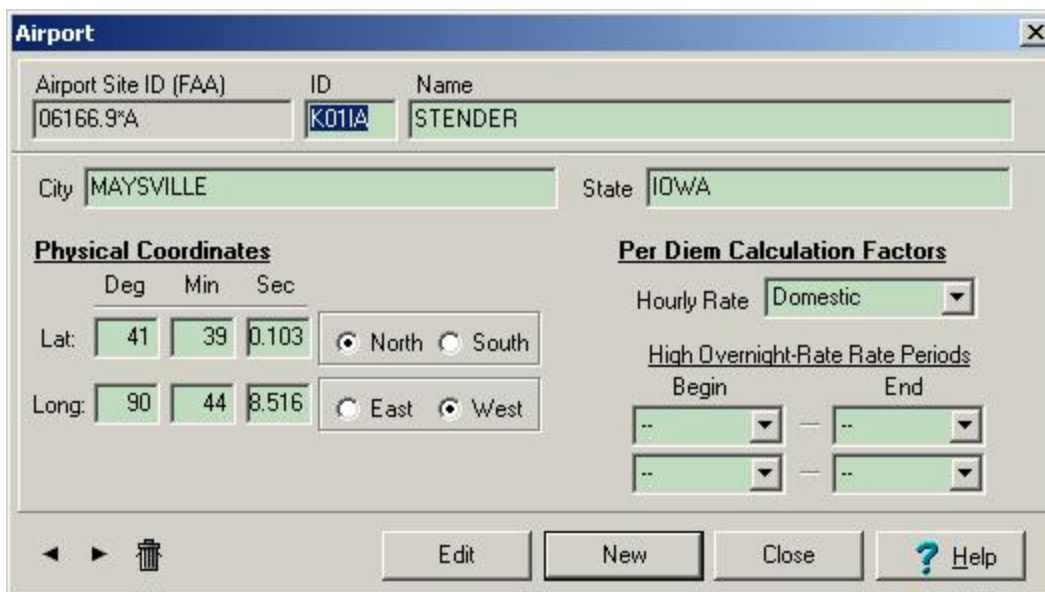
ID	Name	City	State	Lat Deg	Lat Min	Lat Sec	Lat NS	Lon Deg	Lon Min	Lon Sec	Lon EW
K01AZ	YAT	CAMP VERDE	ARIZONA	34	36	29	N	111	51	53	W
K01C	GRANT	GRANT	MICHIGAN	43	20	30.079	N	85	46	30.171	W
K01CA	LUGO SUBSTATION	HESPERIA	CALIFORNIA	34	22	7.004	N	117	22	12.169	W
K01CL	SWANSBORO COUNTRY	PLACERVILLE	CALIFORNIA	38	47	39.648	N	120	44	3.752	W
K01CN	LOS ANGELES COUNTY SHERIFF'S	LOS ANGELES	CALIFORNIA	34	2	16.042	N	118	9	13.255	W
K01CO	ST VINCENT GENERAL HOSPITAL	LEADVILLE	COLORADO	39	14	12.963	N	106	14	45.082	W
K01CT	BERLIN FAIRGROUNDS	BERLIN	CONNECTICUT	41	37	38.24	N	72	43	38.87	W
K01FA	RYBOLT RANCH	ORLANDO	FLORIDA	28	35	21.997	N	81	8	39.229	W
K01FD	FLORIDA HOSPITAL-ALTAMONTE	ALTAMONTE SPRINGS	FLORIDA	28	39	38.991	N	81	22	14.247	W
K01FL	CEDAR KNOLL FLYING RANCH	GENEVA	FLORIDA	28	46	54.97	N	81	9	33.22	W
K01G	PERRY-WARSAW	PERRY	NEW YORK	42	44	28.848	N	78	3	7.49	W
K01GA	MEDICAL CENTER	COLUMBUS	GEORGIA	32	28	45.512	N	84	58	14.754	W
K01IA	STENDER	MAYSVILLE	IOWA	41	39	40.103	N	90	44	28.516	W
K01ID	FRANK FIELD	CALDWELL	IDAHO	43	40	19.575	N	116	46	15.509	W

12.6.2 Airport Dialog

Related Topics ...

Editing the Airport List

The Airport Dialog (shown below) is used to enter or modify information about an airport.



Airport

Airport Site ID (FAA): 06166.9*A ID: K01IA Name: STENDER

City: MAYSVILLE State: IOWA

Physical Coordinates

Lat: 41° 39' 0.103" ☒ North ☐ South

Long: 90° 44' 8.516" ☐ East ☒ West

Per Diem Calculation Factors

Hourly Rate: Domestic

High Overnight-Rate Rate Periods

Begin: --:-- End: --:--

Buttons: Edit, New, Close, Help

Fields

- **Airport Site ID** -- This is the *unique* identifier for the airport. No two airports can have the same Site ID. For domestic (US) airports, this field contains the site identifier taken directly from the FAA airport database. Airports outside of the US can have any string of characters for a Site ID, as long as it is unique. As shipped, the non-US airports in the Airports list use the ICAO identifier. Airports added to the list by the user are automatically assigned a unique Site ID.

- **ID** -- The full ICAO identifier. CharterLog XMS uses the complete identifier for all airports, foreign and domestic.
- **Name** -- The name of the airport.
- **City** -- The name of the nearest city.
- **State** -- The State or Province in which the airport is located.
- **Latitude** (Deg, Min, Sec, North/South) -- These fields hold latitude as discrete degrees, minutes and seconds values, with a north/south specification. *Latitude information is used internally by CharterLog XMS in calculating distances and in determining sunrise and sunset times.*
- **Longitude** (Deg, Min, Sec, East/West) -- These fields hold longitude as discrete degrees, minutes and seconds values, with an east/west specification. *Longitude information is used internally by CharterLog XMS in calculating distances and in determining sunrise and sunset times.*
- **Per Diem Calculation Factors** -- Allows selecting the hourly rate when flying into the airport, and selecting two calendar periods where the "High" overnight rate applies.

12.6.3 Program Options Window

Related Procedures...


Setting Program Options | Setting Pilot Options | Setting Aircraft Options | Setting Flight Record Options

The Program Options Window displays various settings, depending on the context (window) from which it is opened.

Global Options (Main CharterLog XMS window.)

Fields

- **Company Information** -- This information is stored in the database and used primarily in the various reports produced by the program.
- **Default Time Zones** -- These values are used as presets or defaults whenever time zone input is required.
- **Date Format** -- Select the desired date format. The date format affects how dates are entered, displayed and printed by CharterLog XMS.
- **Distance Units** -- Select either Statute or Nautical miles for the display of calculated flight distances.
- **Inactivity Timeouts** -- CharterLog XMS 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 logs the current user off. 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 Log Options

Per Diem Pay Rates		Warn on Close Flight when...	
Domestic	1.41 /hour	... block time exceeds	10
International	1.66 /hour	... duty time exceeds	14
Flat Rate Trip Pay	/trip		
Overnight Allowances		FAR Limitation Warnings...	
Standard	81 /night	... when block time exceeds	80 % of limit.
High-Cost	151 /night	<input type="checkbox"/> Preset Fuel Purchased fields to 0	

Fields

- Per Diem Pay Rates -- Per hour and per trip pay rates.
- Overnight Allowances - Per night dollar amounts for standard and high-cost airports. See Editing the Airport List to modify airport allowance designations.
- Flight Log Warnings -- A warning is displayed when the total block or total duty time for a Flight Record exceeds these values.
- FAR Warnings -- This value is used to control the highlighting in various reports which show commercial flight time (e.g. 7-Day, 30-Day, Calendar Year, etc.)

Pilot Record Options

Check	Valid Period	Block Time Limitations	Minutes to Tenths Rounding
Medical 24 12 6 Months 293 6 Months 297 6 Months (typ) 299 12 Months (typ)	Pri. Com. ATP Months	7 Days 34 This Month 120 30 Days 120 This Quarter 500 90 Days 500 Past 2 Quarters 800 365 Days 1400 This Year 1400	Decimal B (4-min boundry) 0:00 - 0:01 0.0 0:00 - 0:01 0.1 0:00 - 0:02 0.2 0:01 - 0:02 0.3 0:01 - 0:02 0.4 0:01 - 0:02 0.5 0:01 - 0:01 0.6 0:00 - 0:01 0.7 0:00 - 0:01 0.8 0:00 - 0:01 0.9
Takeoffs/Landings Required Within past... 3 90 Days		Rest Periods per Quarter 13	
Grace Time -- Checkrides expire... 1 Months ... after Due date.		Min. Rest Hrs Between Shifts 10 (set to 0 if not applicable)	

Fields

- 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.
- 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.
- 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.
- 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.
- Grace Time -- Enter the number of months allowed ("grace period") for completion of overdue checkrides and training
- Block Time Limitations -- Enter the maximum allowed block times for each time interval. *CharterLog XMS can issue advanced warning (via color highlighting) when block time totals exceed a percentage (entered here) of the FAR limits.*
- 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.
- 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:
 1. Decimal A (3-minute boundary)
 2. Decimal B (4-minute boundary)
 3. US Air force
 4. US Navy
 5. US Army

Aircraft Records Options

Aircraft Maintenance Warnings...

... when cycles remaining drop below	60
... when days remaining drop below	60
... when months remaining drop below	2
... when hours remaining drop below	100

Fields

- Aircraft Maintenance Warnings -- These values control when maintenance items and life-limited parts are set to the "Pending" status, and highlighted (via color) in on-screen lists and printed maintenance reports.

Report Options

Default Report Time Zone

Checkride Dates

☒ Print In Color

Pre Month

☐ Print Underlined ☐ Print Boldface

Grace Month

☐ Print Underlined ☐ Print Boldface

Expired

☐ Print Underlined ☐ Print Boldface

Fields

- Default Report Time Zone -- This time zone is used as a default when report data must be adjusted according to a selected time zone.
- Checkride Dates -- These settings control emphasis (font color and style) of "Pre Month", "Grace Month" and "Expired" currency-related dates, etc. in various reports.

12.6.4 Registration Window

This window is used to enter program registration codes, obtained when CharterLog XMS is purchased.

CharterLog XMS

There are 15 usage days remaining before you must register.

System ID

Enter your Serial Number

Enter your Registration Code

☒ OK ☐ ? Help

Obtaining Registration Codes

CharterLog XMS must be initialized with a valid System ID, Serial Number and Registration Code before it will be fully functional. However, to allow pre-purchase evaluation, CharterLog XMS will operate in Demo Mode for 15 usage days without being initialized. *In order to obtain your Serial Number and Registration Code, you must purchase the program.* You can purchase CharterLog XMS and obtain the required codes in any one of the following ways...

- Online (Major Credit Cards) -- Point your web browser to [<http://polaris-microsystems.com/securelink.htm>], and click on the Purchase CharterLog XMS link.
- Telephone -- Call 888-325-4506. If we are not in to take your call, just leave a message with your name and phone number and we'll call you back.

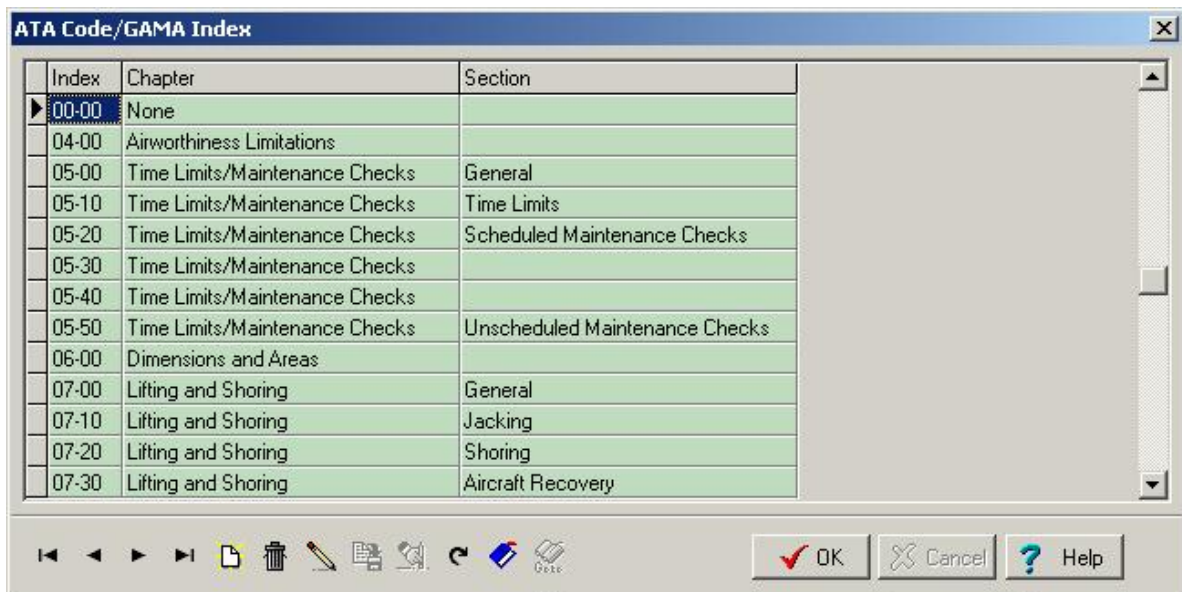
Entering Registration Codes

1. Enter the System ID codes exactly as provided in your purchase email.
2. Enter the Serial Number exactly as provided in your purchase email.
3. Enter the Registration Code exactly as provided in your purchase email.
4. Click **Ok**.

12.6.5 Supporting List Editor

The Supporting List Editor window provides viewing and editing functions for all of CharterLog XMS's supporting lists:

- Types -- Aircraft type designators.
- Categories -- Aircraft category designators.
- Classes -- Aircraft class designators.
- ATA/GAMA Codes -- Standard aircraft systems codes.
- Customers -- Customer information records used to populate the Manifest section of a Flight Record.
- Delay Codes -- Special tags which denote reasons for departure delays.
- Maintenance Action Codes -- Tags for specifying various maintenance activities (e.g. "Inspect", "Overhaul", "Replace", etc.).
- Fault Codes -- Tags for specifying various fault conditions in an Aircraft Condition Report record.
- Fuel Payment Types -- Payment types (e.g. Credit Card, Invoice, etc...) for fuel purchases.



The figure above shows a typical editor window. The selected supporting list is displayed in a tabular "grid". The grid columns will vary depending on the list being displayed. Many of the lists have "standard" items which cannot be modified or deleted. These are displayed with a gray colored background.

The command bar, located below contains functions for moving through the list, editing existing items, adding new items, and deleting items.

Some of the lists will include search controls (shown below).

Search by... ...for...

To do a search, first select a search index from the Search by... drop down list. The listing order will change to match. Next, type the first few characters of what you are searching for in the ...for... field. As you type each character, the closest matching item will be located and displayed in the list.

See the Editing Supporting Lists topic for detailed list editing procedures.

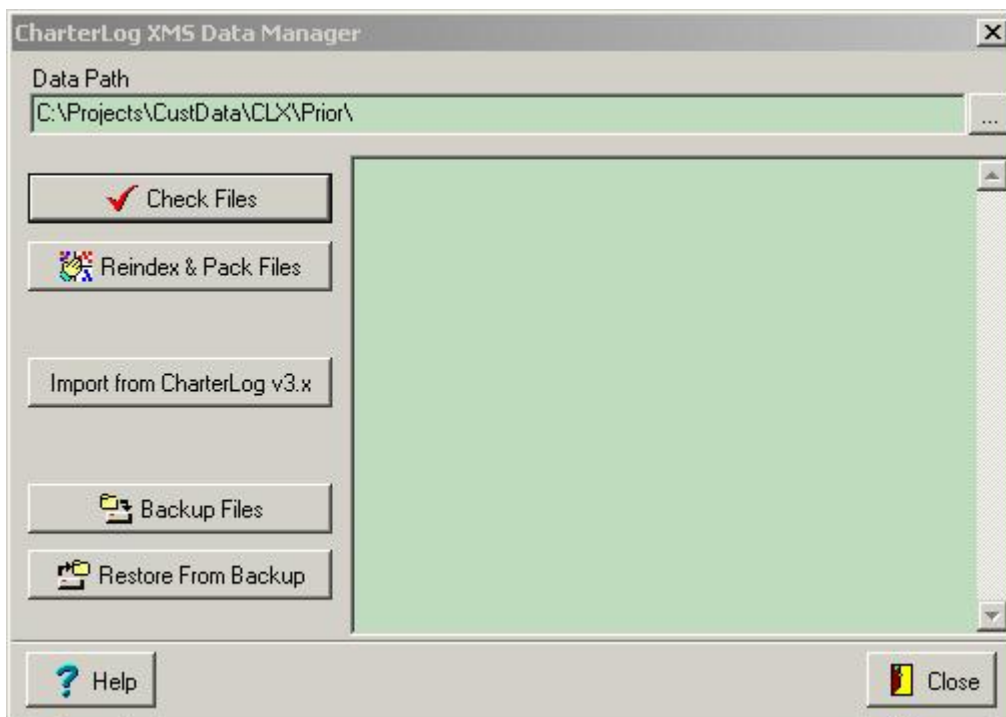
12.7 Support Utilities


12.7.1 CharterLog XMS Data Manager

Related Topics ...

Backing Up Your Data | Relocating Data Files | Recovering From Data Loss

The CharterLog XMS Data Manager provides functions for validating, maintaining and backing up the CharterLog XMS database files.



The Data Path field displays the path (directory location) of the CharterLog XMS 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 CharterLog XMS data files and index files.
- Reindex & Pack Files -- This function rebuilds all index files and recovers any wasted space resulting from record deletions.

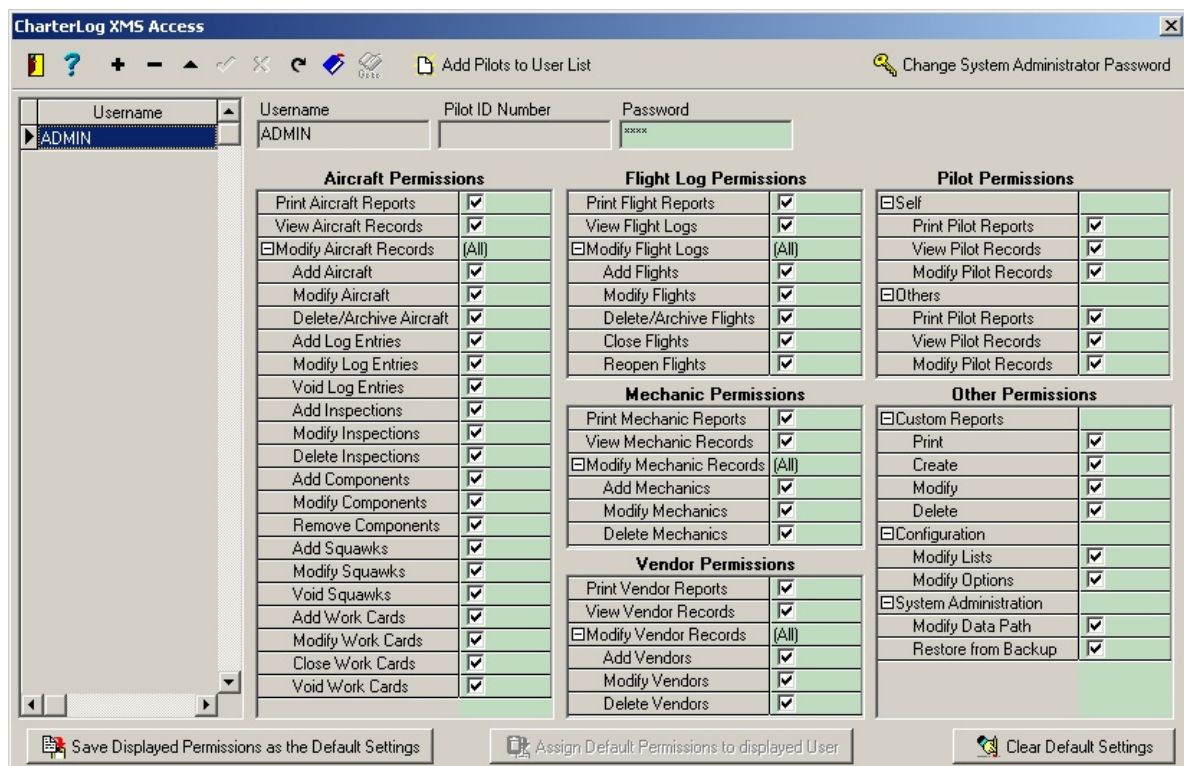
- Import from CharterLog -- This function imports data from previous versions of CharterLog. *WARNING -- Data in the selected CharterLog XMS is deleted prior to import.*
- Backup Files -- Creates a backup of your data files. See Backing Up Your Data for detailed instructions.
- Restore from Backup -- Begins a restore operation. Read Recovering From Data Loss before using this function!

12.7.2 CharterLog XMS Access Utility

Related procedures...

Setting Up Usernames and Passwords

CharterLog XMS 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 CharterLog XMS 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 CharterLog XMS. 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.

Pilot ID Number -- This field is used within CharterLog XMS 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 Pilot ID Number field is left blank, the Modify Self permissions are ignored. The Modify Others permission settings (see below) determine if the user can edit pilot logbooks.

 The Pilot ID Number 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 CharterLog XMS by selecting [File | Change User Password...] from the main menu.

Aircraft Permissions

- Print Aircraft Reports -- Allows the user to run aircraft-related reports.
- View Aircraft Records -- Allows user to open the Aircraft Record Window. *This permission must be granted in order for the remaining Aircraft Permissions to be effective.*
- Modify Aircraft Records -- Choose "(All)" or "(None)" to grant/deny the user blanket access to all the record types in the grouping. Choose "(Selected)" if you want to pick and choose which record types the user can modify.

Flight Log Permissions

- Print Flight Reports -- Allows the user to run flight-related reports.
- View Flight Logs -- Allows user to open the Flight Log Window. *This permission must be granted in order for the remaining Flight Log Permissions to be effective.*
- Modify Flight Logs -- Choose "(All)" or "(None)" to grant/deny the user blanket access to all the record types in the grouping. Choose "(Selected)" if you want to pick and choose which record types the user can modify.

Mechanic Permissions

- Print Mechanic Reports -- Allows the user to run mechanic-related reports.
- View Mechanic Records -- Allows user to open the Mechanic Records Window. *This permission must be granted in order for the remaining Mechanic Permissions to be effective.*
- Modify Mechanic Logs -- Choose "(All)" or "(None)" to grant/deny the user blanket access to all the record types in the grouping. Choose "(Selected)" if you want to pick and choose which record types the user can modify.

Vendor Permissions

- Print Vendor Reports -- Allows the user to run vendor-related reports.
- View Vendor Records -- Allows user to open the Vendor Records Window. *This permission must be granted in order for the remaining Vendor Permissions to be effective.*
- Modify Mechanic Records -- Choose "(All)" or "(None)" to grant/deny the user blanket access to all the record types in the grouping. Choose "(Selected)" if you want to pick and choose which record types the user can modify.

Pilot Permissions

There are two groups of permissions; "Self" and "Others". The Pilot ID Number (see above) is used to determine if the user is accessing his or her own records (Self) or another pilot's records (Others). *If the Pilot ID Number is left blank, the Self permission group is never used.* Each group has the following permission options.

- Print Pilot Reports -- Allows the user to run mechanic-related reports.
- View Pilot Records -- Allows the user to open the Pilot Records Window.
- Modify Pilot Records -- Allows the user to modify the pilot records, including checkride and rating records.

Other Permissions

- Custom Reports -- This group of permissions controls access to the report template modification functions. See Creating Custom Reports.
- Modify Lists -- Allows the user access to the Supporting List Editor.
- Modify Options -- Allows the user to open the Program Options Window 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 CharterLog XMS database, potentially destroying it.**
- Modify Data Path -- Allows the user to alter the directory path to the CharterLog XMS data files.

Command Functions

- **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 CharterLog XMS 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 CharterLog XMS.
- **Change System Administration Password** -- Use this function to change the password which allows entry into the CharterLog XMS Access Utility.

12.7.3 CharterLog XMS Update Utility

Related Procedures...

Downloading Product Updates

The Update Utility simplifies the process of checking for, downloading and installing updated versions of CharterLog XMS. All that is required is a working Internet connection.

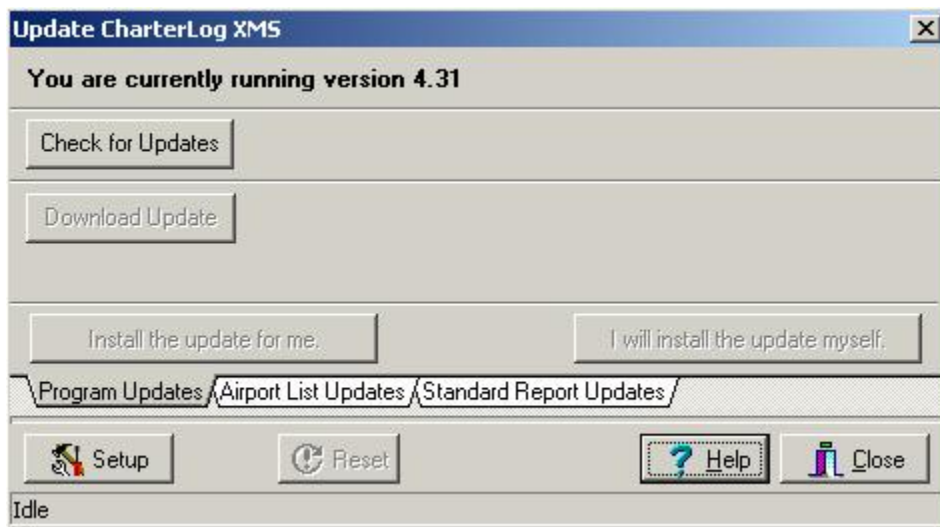


On some systems, it may be necessary to manually establish the Internet connection from outside of CharterLog XMS prior to running the Update Utility.



If you are connecting to the Internet through a Proxy server, you will need to configure the update utility with your Proxy Server information. Click the Setup button located in the lower left-hand corner of the dialog.

The figure below shows the Update Utility window in its initial state. Your current version number will be displayed at the top of the window.

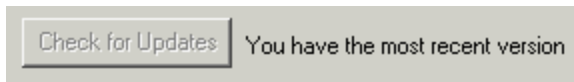


The Update Utility supports three types of updates, as indicated by the tabs near the bottom of the window:

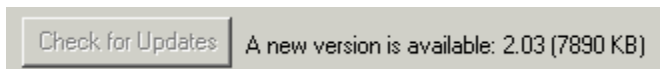
- Program Updates -- This tab is used to update the CharterLog XMS program files.
- Airport List Updates -- This tab is used to update the domestic (USA) airports list maintained by the program.
- Standard Reports Updates -- This tab is used to update the reports library stored in your company database.

The update procedures are similar for each of the tabs.

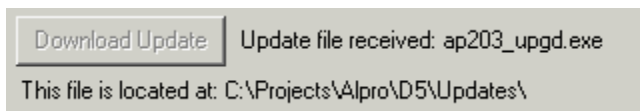
When you click **Check for Updates**, the utility automatically connects to the Polaris Microsystems FTP site and checks the version number of the latest update patch. If you are running the latest version, it will be indicated as shown below.



If a update is available, the version number and file size will be displayed, and the Download function will be enabled.



Click **Download Update** to download the update installation file. When the download completes, the location of the installation file will be displayed.



If you want to install the update at a later time, make a note of the install file name and location, then click

I will install the update myself., otherwise click **Install the update for me.** CharterLog XMS will shut down and the update installation will be run.

