



## How to use the 'Q Logger' System.

### LAUNCH POINT

- Click on 'Launch Point' in the left-hand menu. There are three stages a flight can be in the Q Logger System:
  - Gliders waiting on the grid;
  - In the air (FIA);
  - Landed.

### CREATING A NEW FLIGHT

A flight can be created, changed or altered at any time. To create a flight:-

- Click on '**New Flight**' and add the information from the drop down menus:-

#### **Who will be flying?**

- Pilot 1 name; By typing 3 letters from either the name or surname, a list of members names will appear, then select;
- Pilot 2 name (if applicable); Type 3 letters etc. as per above. N.B. If it is a 'Voucher Flight' do not enter the voucher holders name, at this stage;

#### **Who will be paying?**

- 'Charge to' is ONLY required if the payer is P1 in a 2 pilot flight, or a 3rd party
- 'Voucher Flight' – tick in the box if it is a Voucher Flight ('Charge to' option will disappear)
  - Choose 'Product Code' from dropdown list
  - Complete Voucher Number (either the serial number from the Voucher or the 'T' number or if left blank the system will generate a random number)
  - Complete Pilot 2 details i.e. the name of the Voucher holder (this automatically generates the holder as a temporary member, for a period of one month or as required)
- 'Valid Voucher List' - if it is a 2nd or 3rd flight of a multi flight voucher: click on 'Valid Voucher List' and click on 'Apply' against the relevant Voucher holder/temporary Member name; Details will be pre-populated.
- Include 'Voucher Extras' (N.B. a unit is 100ft) from 'Select Item' dropdown list, click on 'Apply'. Include the extra Units as necessary (e.g. 500ft = 5 units). To delete 'Voucher Extras' click on 'X'.
- N.B. The 'FREE Launch' indicator relates only to the launch and not the minutes flown.



### Flight Details

- Flight Type: Ensure that all aerobatic flights are recorded accordingly.
- Aircraft: The Club aircraft are on top of the list and the privately owned aircraft are down the list; Scroll down
  - If the aircraft is not available on the list, select G-LUPY and add the correct aircraft information to the Notes at the bottom of the page;
- Launch type – N.B. when Aerotow is selected you MUST enter the Tug used. Height is not required at this stage;
- Click on 'Create Flight'.
  - The flight will appear in 'Gliders waiting on the grid'. Multiple flights can be input at any time.
- To amend any details click on the registration number of the glider (shown in red), there is also the option to remove the flight.

### Take Off / Landing Times

- When the glider takes off, click on 'Take Off' from the list in 'Gliders waiting on the grid' for that specific flight.
  - A new window will appear, click on either 'Now' to automatically add the current time as the Take Off time, or manually enter a specific time. Then click 'Take Off' again.
- The flight will then move into 'In the air (FIA)' section. At this stage you can still amend the flight details by clicking on the registration number.
- When the glider lands, click on 'Landed'. A new window will appear, click on either 'Now' to automatically add the current time as the Landed time, or manually enter a specific time. Then click 'Set Landed'.

### Notes

- The 'Notes' section is for any comment not included within the drop down menus, or any information you wish to advise the back office about.

### FRIENDS AND FAMILY FLIGHTS

- Input 'Not Registered Pilot' as P2 in dropdown menu – N.B. Do NOT leave P2 empty;
- Charge to the paying member;
- Notes section: Include Friends and Family flight information.

### RECIPROCAL MEMBERS

- Input 'Not Registered Pilot' as P2 in dropdown menu – N.B. Do NOT leave P2 empty;
- Charge to 'Not Registered Pilot' or P1 if applicable
- Notes section: Include name and reciprocal membership number and any other details you feel necessary to be included