Voucher Flights

1st Flight

- Enter Pilot 1 name
- Tick in the "*Voucher Flight*" box situated underneath "*Who will be paying?*" ('*Charge to*' option will disappear).
- Choose '*Product Code*' from the drop down list. A new Box will appear with the Voucher Entitlement/Description.
- Complete Voucher Number (either the serial number from the Voucher or the 'T' number. Note, 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). D.O.B format 'yyyy-mm-dd'
- 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*'.

2nd and subsequent Flights

Conditions: The voucher entitlement is more than 1 flight or if the duty instructor decides to give the voucher holder an extra flight free of charge.

- Enter P1
- Tick in the '*voucher flight*' box situated underneath "*Who will be paying*" ('*Charge to*' option will disappear)
- Click on '*Valid Voucher list*' a list of vouchers will appear
- Choose the appropriate voucher and click on "*Apply*"
- The '*New flight*' window will re-appear with a prefilled voucher and voucher holder details.
- Continue to fill in the flight details as normal.

NB: This method is not to be used when the voucher holder decides to use his temporary membership to fly a subsequent chargeable flight(s). In this case treat him as a member. You will find that his name has been added automatically to the database.