



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.

FLYING LIST

- Pilot Namer: By typing 3 letters from either the name or surname, a list of members names will appear, then select;
- Time Arrive: Select from the drop Down menu the Hours and Minutes
- P1 Or P2: select from the drop Down menu
- Notes: Populate as required
- Click Add

CREATING A NEW FLIGHT

Glider 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:-
- Or Click on " Fly" from the flying list to open a pre-populated New Flight Window and add the missing information.

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' – See Voucher Manual
- The 'FREE Launch' box relates only to the launch.

Flight Details

- Flight Type: Select the flight type from the dropdown list. Each type may have a different charge rate.

- Aircraft: By typing 3 letters from either the Registration or the competition Number , a list of aircraft will appear, then select;
- If the aircraft is not available on the list, select AAAA 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

- If the person is not already in the database do the following.
- 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

- If the person is not already in the database do the following.
- 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

MG/TUG Flight

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

- Click on **'New MG/TUG 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' – See Voucher Manual

Flight Details

- Flight Type: Select the flight type from the dropdown list. Each type may have a different charge rate.
- Select Aircraft: By typing 3 letters from either the Registration or the competition Number , a list of aircraft will appear, then select;
- Click on 'Create Flight'.
 - The flight will appear in 'Aircrafts waiting on the grid'. Multiple flights can be input at any time.
- To amend any details click on the registration number of the aircraft (shown in red), there is also an option to remove the flight.