## Pilots Quick Reference





## **Before Each Flight**

- 1. Check Hobbs/Tach Start Time
- 2. If it Matches
  - No Action Required
- 3. If it Doesn't Match
  - a. Adjust Hobbs/Tach Start Time
  - b. Save Draft

## **After Each Flight**

- 1. Add new Flight
- 2. Select Aircraft & Date
- 3. Enter Values For:
- a. Tach Start & End Time
- b. Hobbs Start & End Time
- c. Use 😑 🔁 Buttons
- d. Fill out Custom Fields
- 4. Route of Flight
  - a. 1 or more Airport Codes
  - **b.** Airport Codes with "K" in front
  - c. Space between each
- 5. Other Fields Optional
- 6. Click Save

## **Submit Fuel Reimbursement**

- **1. Take Picture of Receipt**
- Best Done at Fuel Pump
- Save to Image on Phone
- 2. After Flight is Logged a. Click Add Fuel Reimbursement b. Upload Image from Phone
- 3. Enter Values For:
  - a. # of Gallons Purchased
  - b. Total Cost of Fuel
- 4. Click Submit







