

Pilots Quick Reference

Logging New Flights



PILOT PARTNER

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

Flight Detail

Tach

Start Time: 7682.5
(Current: 7682.5)

End Time: 7683.7
(Total: 1.2)

Hobbs

Start Time: 2602.7
(Current: 2,602.7)

End Time: 2604.3
(Total: 1.6)

Trip Type: Personal

Flight Detail

Hobbs

Start Time: 2602.7
(Current: 2,602.7)

End Time: 2604.3
(Total: 1.6)

Trip Type: Personal

Oil Added: 1

Fuel Added: 25

Remarks: Panel light is INOP

Save Draft

Flights

Flight Categories

PIC: ☒

SOLO: ☒

DayLdg: ☒

Tach

Start Time: 7,656.90

End Time: 7,657.20

Total Time: 0.30

Hobbs

Start Time: 2,570.60

End Time: 2,571.00

Total Time: 0.40

Remarks

Fuel Reimbursement

+ Add Reimbursement

Upload Image

Private Image

Fuel Reimbursement

Reimbursement Mode: Fixed Price per Gallon

Reimbursement Per Gallon: \$6.10

Step 1) Upload Receipt

IMG.jpg

Select Image New Image

Step 2) Reimbursement Details

QTY Purchased: 20.97

Fuel Cost Total: 69.20

Before Each Flight

Before each flight you should ensure that Pilot Partner has the correct current Hobbs and Tach time. As long as the pilot before you logged their flights correctly, the time in Pilot Partner will be correct. Simply open Pilot Partner and select “Log Flight” from the menu.

Select the correct aircraft from the list of aircrafts and Pilot Partner will look up what the current values are for Tach and Hobbs. If the Start times are correct, you simply close the app and continue with your flight.

If the times are not correct, then use the Plus and Minus buttons to adjust the start time for both Hobbs and Tach Time to match the meters in the aircraft. Scroll down until you see the “Save Draft” button and click it. This will store a copy of the adjusted starts times on your device. After your flight when you log your flight, you will not have to remember the start times because they are saved.

After Each Flight

Log your flight immediately after you complete your flight. It is best done while still sitting in the aircraft and should not take you longer than 1 minute to complete. Open Pilot Partner and choose “Log Flight” from the menu. If you have saved a draft flight before the flight, you will see a resume draft button on the dashboard of Pilot Partner.

Use the Plus and Minus buttons to adjust the end time for Tach and Hobbs. You can adjust the whole numbers and the decimal number separately for quick entry. Pilot Partner will automatically populate your Flight Total time based on what is entered into the Hobbs Meter. You can make any adjustments required before saving the flight.

The following fields are required to save your flight: Date, Aircraft Tail Number, Hobbs/Tach Start and End Time, Route of Flight and Total Time.

Entering a route of flight helps the flying club track down different flights in the event a pilot makes a bad entry, and will populate on your invoice to help you remember which flight was which. Be sure to enter Airport Codes into the route of flight and include the “K” if it applies. Put a space between each airport code, or press the blue search button to lock in the airport.

The flying club doesn’t require the rest of the fields to be filled out, but you may want to ensure you fill out the rest of the form accurately if you plan on using Pilot Partner as your electronic logbook to track your flying records.

Click Save Flight and Pilot Partner will take you to the Flight Summary Screen.

Submit Fuel Reimbursements

You should submit your request for fuel reimbursement at the same time you log your flight. When you purchase fuel, take a picture of the fuel receipt right as it comes out of the fuel pump. Simply save the image in your phone's camera roll. After you complete your flight and you log your flight, you will be on the Flight Summary Screen.

On the Flight Summary Screen there is a button to "Add Reimbursement." Simply click this button and then upload the image of your fuel receipt. Although there is an option to take a picture of the fuel receipt at the time you submit the request, it is important to note, that the picture will not be saved on your phone in case you need to submit it again later.

When sending in a request for a Fuel Reimbursement you will need to enter the following values:

- Total number of Gallons Purchased
- Total cost of fuel (This is the bottom line total and NOT the cost per gallon).

When your Club's Finance Officer generates invoices, your reimbursement will automatically be credited on your invoice.

Other Helpful Information

Supported Devices

You can perform all of these actions on an iPad, iPhone, Android Phone or Tablet. You can even use your computer at home and access Pilot Partner through the web portal at: <https://pilotpartner.net>. We recommend using Google Chrome web browser.

Pending Invoices

As soon as you log your flight you can log into <https://pilotpartner.net> and view all of your pending flights and fuel reimbursements that have not been invoiced yet. This is a good way to keep tabs on how much you will owe when the next invoices are generated.

Errors in Time

If you notice any errors in what the pilot before you entered, be sure you write down the exact numbers you see on the aircraft meters. Pilot Partner validates each entry before it saves it to the database to ensure two different pilots are unable to log the same time twice. A pilot should never enter an end time that is greater than what the aircraft meter currently reads, this will cause problems for the next pilot. If you encounter a situation where you can't enter the correct time, contact your Pilot Partner Administrator for help.

