User's Manual

Contents

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Settings

Logging In

- There are two ways you can access your **eLogbook** account. You can sign in through FltPlan.com or you can go to Logbook.FltPlan.com.

- To log into your **eLogbook** through FltPlan.com, go to FltPlan.com and log in. Once logged in, click on **Tools** from the left side of the **Main Menu** page and click on **eLogbook.**

- After creating your **eLogbook** account, you will need to enter your personal/user information before logging any flight plans.

Settings Icon

- You can enter this information by clicking on the **Settings** icon (Insert picture) in the upper right corner on the **eLogbook** home page.

- A pop-up window labeled, **User Menu**, will appear in the center of the screen with the following links: **My Account** and **Change Password**.

My Account

- Click on the **My Account** link and you will be redirected to the **Pilot Profile** page.

Pilot Profile

- Listed on the **Pilot Profile** page is personal information connected to your **eLogbook** account including your **First Name, Last Name, Date of Birth, License Type, Medical Type, Flight Instructor, FTN Number, IACRA Username, IACRA Password,** and **Logbook Style.**

- Click in the text boxes beneath the **Pilot Profile** section you would like to enter information for.

- Make sure to click the **Complete** button to save any changes you have made.

Change Password

- Click on the **Change Password** link and you will be redirected to

Settings
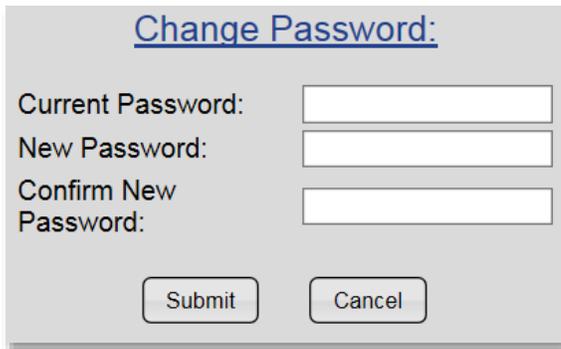
the **Change Password** page.

- Beneath the **Change Password** section you will see text boxes in which you must enter in your **Current Password, New Password,** and **Confirm New Password.**

- After you have entered all of your information, click the **Submit** button to submit your password change.

- To cancel, press the **Cancel** button to the right of the **Submit** button.

- If your current password is automatically saved by your browser and you do not know your current password, log out of account and click the **Forgot Password** button. Follow the password secuirty prompts and you will then be able to reset your password.

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Home Button
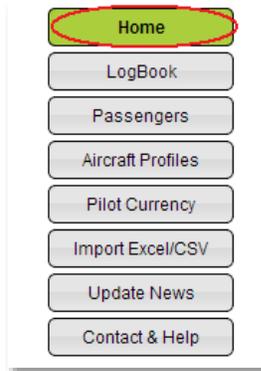
- When you first log into your **eLogbook** account, you are automatically directed to the **Home** page. The **Home** page is the start of the logbook, where you can enter a new flight entry or choose an existing from fltplan.com.

- In the center of the page is a box labeled, **Flight Plans from FltPlan.com.**

Flight Plans from FltPlan.com
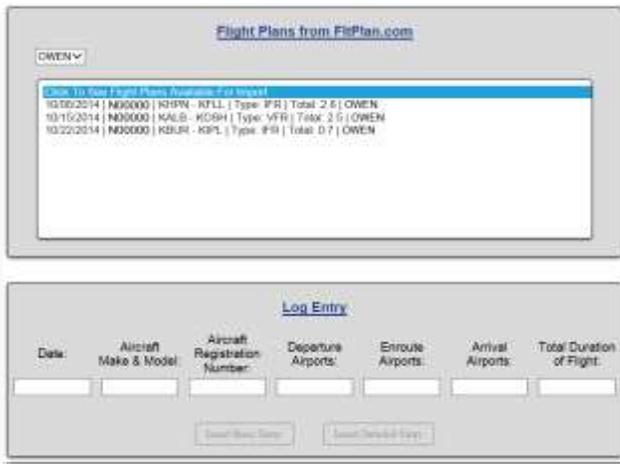
- The **Flight Plans from FltPlan.com** box contains flight plans that you have filed through FltPlan that have not yet been entered into the **eLogbook**.

- This panel only works if you are logged in with your username through www.FltPlan.com.

- In this box, beneath the **Flight Plans from FltPlan.com** label, there is a small drop-down box with all of the pilot names and their associated flight plans logged into their individual **eLogbook** accounts .

- If you have multiple **eLogbook** accounts associated with a single FltPlan account, all of the connected **eLogbooks** will show those users' names and their logged flights under the shared FltPlan account.
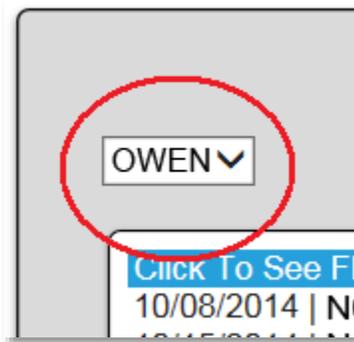
- Click on this drop-down box and you can choose which **eLogbook** account to display. You can select a pilot in this drop-down box and all the flight plans that belong to that pilot will populate.

- Beneath **Click To See Flight Plans Available For Import** is a list of your filed flight plans. Click on the desired flight plan and the flight information will be inserted into the **Log Entry** section.

- Note that flight plans imported from FltPlan.com do not contain aircraft make & model information, only the tail number. When importing a record using the FltPlan.com import listbox,to automatically have information filled in, you must either enter the tail number yourself or have an aircraft profile with that tail number. Logbook will then use that information to fill out the make & model information for you.

Home Button

Log Entry Section

▪ The **Log Entry** section of the page has spaces to enter the **Date, Aircraft Make & Model, Aircraft Registration Number, Departure Airports, Enroute Airports, Arrival Airports, and the Total Duration of Flight.**

▪ Click on any of these text boxes to begin a manual entry of your flight plans, or click on any of the listed flight plans in the **Flight Plans from FltPlan.com** box. The information will automatically be transported to the **Log Entry** section. All fields are mandatory except the Via/Enroute Airports field.

▪ If you would like to include an aircraft for which you have a profile, enter the tail number of that aircraft in the **Aircraft Registration Number** text box. This will automatically fill out the make & model, as well as the performance specs. of the aircraft in the log.

▪ The **Date of Flight** field allows you to enter the time of the flight in hour long increments. This is used for flights with multiple legs that occur on the same day, allowing them to be ordered correctly in the logbook based on the day that they occurred.

▪ To set a time on a flight that has already been logged, edit the flight and click on the **Date**. You will then be able to enter the time of the flight.

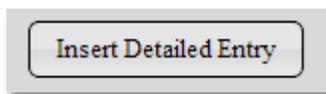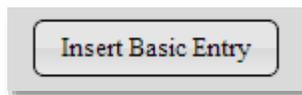▪ Beneath the **Log Entry** are the **Insert Basic Entry** and **Insert Detailed Entry** buttons.

Insert Basic Entry Button

▪ Click the **Insert Basic Entry Button** and anything entered into the **Log Entry** will be added to your **eLogbook**.

▪ If the tail number entered matched an aircraft for which a profile has been created, the aircraft specs will be added to the flight log as well.

Insert Detailed Entry Button

▪ Click on the **Insert Detailed Entry** button and you will be redirected to the **Additional Details** page where you can enter detailed information regarding the flight you wish to log.

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Home Button

- This page is made up of several sections, including **Basic Flight Information** page**, Type of Piloting, Conditions of Flight, Aircraft Category and Class,** and **Custom Logbook Columns.**

Additional Details Page   Additional Details

- Once clicking on the **Insert Detailed Entry** button, you will be brought to the **Basic Flight Information** page of the **Additional Details** page. Here you can enter the same information as in the **Log Entry** section, including the **Date, Aircraft Make & Model, Aircraft Registration Number, Departure Airports, Enroute Airports, Arrival Airports,** and the **Total Duration of Flight.**

Type of Piloting

- Click on this section and you can specify whether the type of piloting by selecting from the following columns: **General Aviation, Corporate, Air Taxi, or Scheduled Air Carrier,** whether you are a **Pilot or Flight Instructor**, whether the pilot is a **PIC, SIC or Student, and whether the Student is a FAR Part 61 or FAR Part 141.**

- These types of piloting columns are associated with the drop-downs and the total duration of the flight.

- Remember to click the **save** button on the bottom of the page when you are finished.

Conditions of Flight

- Click on this section and you can check boxes to indicate various conditions of your flight, including **Solo, Dual Received, Dual Given, Cross Country, Cross Country >50nm, Day or Night, Day Landings, Night Landings, IFR, VFR, Actual Instrument, Simulated Instrument, Flight Training Device, # of Approaches, Types of Approaches,** and **Remarks.** This section will automatically be filled out when the tail number of the flight is associated with an aircraft saved in the aircraft profiles. The values will automatically be filled out based on that aircraft.

- Remember to click the **save** button on the bottom of the page when you are finished.

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Home Button

## Aircraft Category and Class

Aircraft Category and Class

- Click on this section and you can check boxes to indicate different categories and classes of your aircraft including **ASEL, AMEL, ASES, AMES, Helicopter, Glider, Balloon, Light Sport, Experimental, Lighter Than Air, High Performance, Complex, Tail Wheel, Amphibian, Turbo Prop(s), Jet Engine(s), Multi-Engine Inline Thrust, Weight >12,500 lbs., or Pressurized.**

- Remember to click the **save** button on the bottom of the page when you are finished.

Custom Logbook Columns

Custom Logbook Columns

- Click on this section and you can customize column names that appear on your **eLogbook** table by entering your column name in the text box.

- Note that **Custom Column** names may not have spaces in them and **Custom Columns** are totaled in the sum mode.

- Remember to click the **save** button on the bottom of the page when you are finished.

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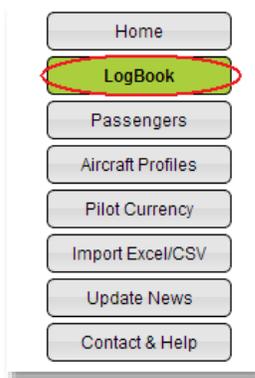
Logbook Button

- Click on the **Logbook** button from the left side of the **eLogbook Main Menu** page and you will be redirected to **Logbook** page.

- You will see that the **Logbook** contains details of your logged flights, along with the buttons **Edit** and **PAX**.

Edit Button   Edit

- Click on the **Edit** button of a logged flight and you will be brought to the **Additional Details** page where you can enter information regarding a basic **Log Entry**, **Type of Piloting**, **Conditions of Flight**, **Aircraft Category and Class**, and **Custom Logbook Columns**.

- Remember to click the **save** button on the bottom of the page when you are finished.

PAX Button   PAX

- Click on the **PAX** button of a logged flight and you will be brought to the **Passengers On Flight** page that contains **Flight Log Information** along with a list of **Passengers on Flight** and **Active Passengers**.

- You can choose how many flights are displayed on the **Logbook** by clicking the **Page Size** drop-down box and clicking on a number from 5-1000 or All.

- Beneath the **Logbook** you can navigate from page to page of your **eLogbook** by clicking on the arrows or hyperlinked page numbers. You can also choose to view all of your logged flights at the same time by clicking the **Click to View All XXX Logs** button.
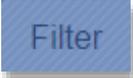
- Beneath the **Classic Logbook** are three tabs labeled **Export, Filter,** and **Hidden Columns**.
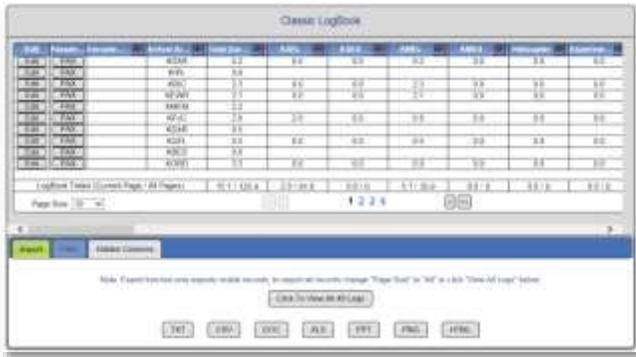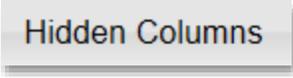
Export Tab

- Click on the **Export** tab to export your logbook as a document.

- There are a wide variety of doc types, including **TXT, CSV, DOC, XLS, PPT, PNG,** and **HTML**.

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Logbook Button

Filter

Filter Tab

- The **Filter Tab** allows for you to filter displayed flights by date, showing only flights that occur before, after, or between selected dates.
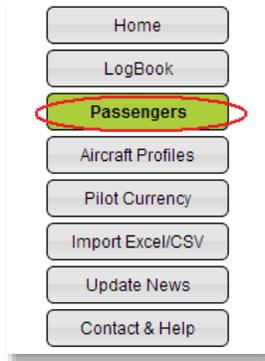
Hidden Columns

Hidden Columns Tab

- The **Hidden Cloumns Tab** is a tab that shows the list of columns that are hidden.

- To hide a column, click on the **X Eye** icon in the column header nex to the name of the column.

- To unhide a column , click on the **Hidden Columns** tab and then click on the name of the column that you wish to display.

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Passengers Button

Home

LogBook

Passengers

Aircraft Profiles

Pilot Currency

Import Excel/CSV

Update News

Contact & Help

- Click on the **Passengers button** from the **eLogbook Main Menu** page and you will be brought to the **Passengers** page.

- There are several sections on the **Passengers** page, including the **Add/Edit Passengers** section, **Select Passengers to Edit** section, and **All Passengers** section.

Add/Edit Passengers Section

Add/Edit Passenger

* First Name:

* Last Name:

Company Name:

Address:

Address 2:

City:

State:

Zip Code:

Country: United States

Home Telephone:

Work Telephone:

Mobile Telephone:

Active: ☐

Add   Clear

- In the **Add/Edit Passengers** section enter information regarding passengers including **First Name, Last Name, Company Name, Address, Address 2, City, State, Zip Code, Country, Home Telephone, Work Telephone, Mobile Telephone**, and check off where they are active.

- Remember to click the **Add** button on the bottom of this list to save passenger information.

- Click the **Clear** button to clear all textboxes and start over.

Select Passengers Section

- In the **Select Passengers** section is a list of all existing passengers, their information, and whether or not they are active. You can edit a passengers' information by clicking on the **Edit** button listed next to the desired passengers' name.

Edit Button   Edit

Select Passenger To Edit

Edit	Last Name	First Name	Active
			⬛
Edit	Jenner	Bruce	✔
Edit	Huizenga	Mike	✔
Edit	Dean	Denzel	✔
Edit	Renee	Kardashian	

Go to page: [1] Show rows: [10 ▾] 1-4 of 4 [<] [>]

- Click on the **Edit** button and your passengers' information will appear in the **Add/Edit Passengers** section for you to edit.

- Sort through your passenger list by typing in the page number you wish to view next to the **Go to page** label.

- Personalize how to view your passenger list by choosing the number of rows to display from the drop-down box next to the **Show rows** label.

- Navigate your passenger list page by page by clicking the forward and backward arrows in the bottom right corner of this section.

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Passengers Button

All Passengers Section

- In the **All Passengers** section is a list of all passengers and an extended list of their information including **Last Name, First Name, Company, Address, Address 2, City, State, Zip Code, Country, Home Phone, Work Phone, Cell Phone**, and whether or not their account is **active**.

- Sort through your passenger list by typing in the page number you wish to view next to the **Go to page** label.

- Personalize how to view your passenger list by choosing the number of rows to display from the drop-down box next to the **Show rows** label.

- Navigate your passenger list page by page by clicking the forward and backward arrows in the bottom right corner of this section.

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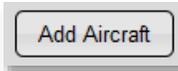
Aircraft Profiles Button

- Click on the **Aircraft Profiles** button from the **eLogbook Main Menu** page and you will be brought to the **Add/Edit/Remove Aircraft** section.

Add/Edit/Remove Aircraft

- On the **Add/Edit/Remove Aircraft** page you can add information about different aircraft associated with flights you want to log.
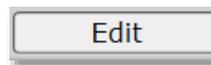
Add Aircraft

- Beneath the Add Aircraft section you can enter your **Tail Number, Make & Model,** choose your **Aircraft Type**, and check off the options that apply **including High Performance, Complex, Tail Wheel, Amphibian, Turbo Prop(s), Jet Engine(s), Multi-Engine Inline Thrust, Aircraft > 12,500 lbs**, and whether the aircraft is **Pressurized**.

- After entering your aircraft information, make sure to click the **Add Aircraft** button, located beneath the list of aircraft options, to save your changes.

- Click the **Clear** button located next to the **Add Aircraft** button to clear the information entered in the checkboxes and textboxes. The **Clear** button only appears when adding a new aircraft and does not delete this aircraft, it only clears information entered into the checkboxes and textboxes of this page.

Edit Aircraft

- To the right of the **Add Aircraft** section is a list of your entered aircraft.

- From this list you can edit the information for a particular aircraft by clicking on the **Edit** button located to the left of your aircraft.
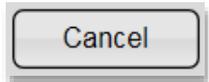
Edit Button

- Click on the **Edit** button and the information entered for that particular aircraft will be pulled up beneath the **Add Aircraft** section.

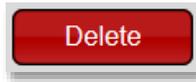- From the **Add Aircraft** section you can edit the entered

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Aircraft Profiles Button
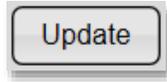
Update

information for your aircraft and then press the **Update** button to save your changes made.

Cancel

- To cancel, click on the **Cancel** button located beneath the **Add Aircraft** section.
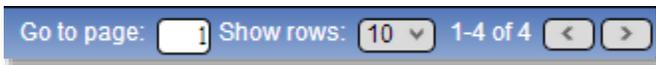
Delete

- To delete an aircraft, click on the **Delete** button located beneath the **Add Aircraft** section.
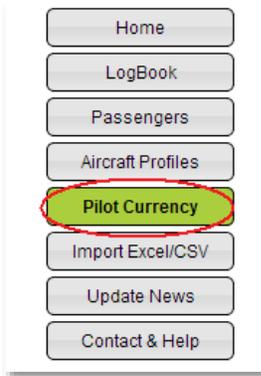
- You can navigate and choose the display of your list of aircraft beneath the list of aircraft.

- Next to the label **Go to page** you can type in the page number you desire and that page number of your list will be displayed.

Go to page: 1 Show rows: 10 ▾ 1-4 of 4 ‹ ›

- Next to the label **Show Rows** you can choose from the drop-down box how many rows of aircraft are shown per page, either 5, 10, or 20.

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Pilot Currency Button

Pilot Currency

- Click on the **Pilot Currency button** from the **eLogbook Main Menu** and you will be redirected to the **Pilot Currency** page.

- On the **Pilot Currency** page you can enter the currency of your documentations.

- You can personalize your **Currency Name** and manually enter your **Currency Due Date**.

- After filling out your **Currency Name** and **Currency Due Date**, press the **Add** button beneath these text boxes to add this particular currency.

- Your currency names and dates will appear on the right side of all web pages when logged onto your **eLogbook** account.

- Beneath the **Add** button are columns of all of your entered currencies including the **Currency Name, Currency Date, Expiration,** and **Actions.**

Expiration Column

- Beneath the **Expiration Column** there are three expiration icons that can appear depending on the expiration date of your **Currency Dute Date**, including the **Blue Information Icon, Yellow Information Icon**, and the **Red Information Icon**.

Blue Information Icon

- There is an **Blue Information Icon** that will appear notifying you if your currency expires within the next 90 days. To display this message, hover your mouse across this icon.

Yellow Information Icon

- There is a **Yellow Information Icon** that will appear warning you if your currency is expiring today. To display this message, hover your mouse across this icon.
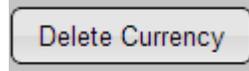
Red Information Icon

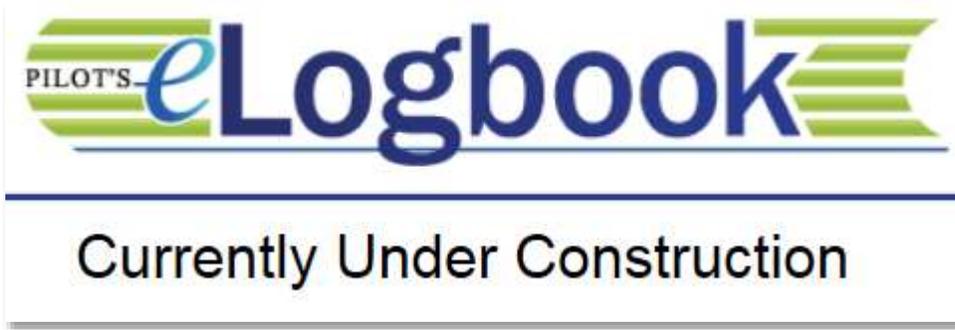- There is a **Red Information Icon** that will appear when the

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currency displayed in expired. To display this message, hover your mouse across this icon.
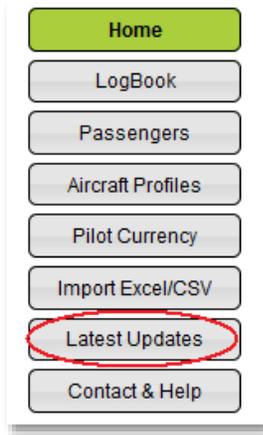
Actions

- Beneath the **Action** column is a button labeled **Delete Currency.** Click on this button to remove a currency that you have entered.

Import Excel/CSV Button

Latest Updates Button

- Click on the **Latest Updates button** and a pop-up window will appear labeled **Title of Latest New Story**.

- You will see in the right corner of the pop-up window the date that the news story was created.

- You will see all any new features or bug fixes described on this pop-up window as of the date listed in the right corner of the pop-up window.

- Beneath the details of bug fixes and updates you will see a **Blue Hyperlinked Arrow**.

- Click on this arrow and you will be brought to a previous update page with bug fixes and new features that were added in the past.

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Contact & Help Button
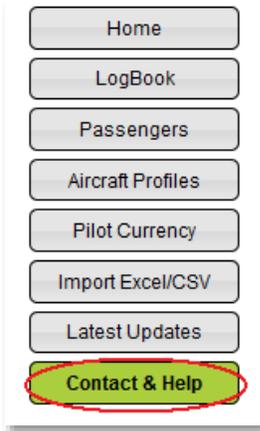
- Click on the **Contact & Help** button from the **eLogbook Main Menu** page and you will be redirected to the **Contact & Help** page.

- From this page there are several help tabs including **Contact Information**, **Help-Logging In**, **Help-Registering**, and **Help-Using Logbook**.

Contact Information

- Click on the **Contact Information** tab and you will see our **Main Website**: www.FltPlan.com and our **Support Email Address**: Support@FltPlan.com

Help-Using LogBook

- Click on the **Help Using LogBook** tab and you will see a link to the **eLogbook** manual.

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