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## Logging into Your eLogbook Account

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There are two ways to access your eLogbook account, either by signing in through FltPlan.com or Logbook.FltPlan.com.

To log into your eLogbook account through FltPlan.com, go to FltPlan.com and log in normally. On the Main Menu page click on the Tools section from the Dashboard and then click on eLogbook.

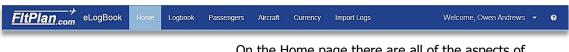
If you have yet to register for an eLogbook account, click on the Logbook Registration link located in the note to first time users.

Enter the required information, including your License Number, Password, Email Address, Security Question, and the Security Answer, and then click the Register button.

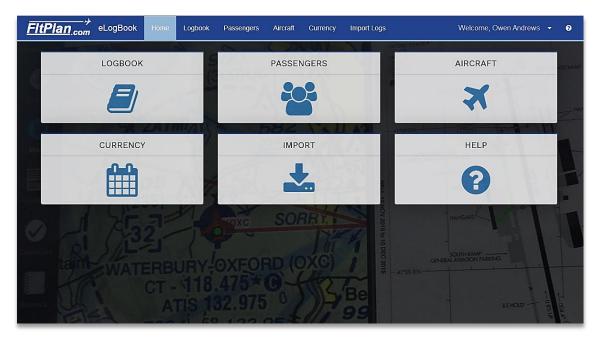
After creating your eLogbook account with FltPlan.com you will need to enter your personal/user information before logging any flight plans. This can be done by clicking the Question icon in the top right of the eLogbook Home Page and selecting My Profile.

### Home

After logging into your eLogbook account, the first page displayed is the Home page.



On the Home page there are all of the aspects of FltPlan's eLogbook program lain out in several sections, including Logbook, Passengers, Aircraft, Currency, Import, and Help.



Along the Main Menu header of the Home page the same aspects of FltPlan's eLogbook program are presented as tabs. Click either the sections or tabs to begin working in your eLogbook program.

## Logbook



Click on the Logbook section and you will be brought to the FltPlan Logbook page. On this page you can enter new Logs manually beneath the Log Entry section, view or edit Filed Logs or Pending Logs, and export your logbook as CSV, TXT, XLS, DOC, or PNG document.

#### Log Entry

Beneath the Log Entry section you can manually enter flight log information including the Date, Duration, Aircraft Make/Model, Aircraft Registration #, Departure Airport, Enroute Airport, and Arrival Airport.

|                       | L               | OG ENTRY                |                 |  |  |  |
|-----------------------|-----------------|-------------------------|-----------------|--|--|--|
| Date                  |                 | Duration                |                 |  |  |  |
| Date                  |                 | Duration                |                 |  |  |  |
| Aircraft Make / Model |                 | Aircraft Registration # |                 |  |  |  |
| Aircraft Make / Model |                 | Aircraft Registration # |                 |  |  |  |
| Depature              | Enroute         |                         | Arrival         |  |  |  |
| Departure Airport     | Enroute Airport |                         | Arrival Airport |  |  |  |
| Advanced Edit         |                 |                         | Add Clear Entry |  |  |  |

### **Advanced Edit Button**

Beneath these text boxes is an Advanced Edit button. Click on this button and the Log Entry page will expand to include additional sections you can enter information for your log, including Piloting information, Conditions, Aircraft Class, Custom Columns you determine, and Images.

#### **Piloting**



Advanced Edit

Beneath the Piloting section there are four drop-down menus to select specific piloting information of the Log Entry including whether this flight was a General Aviation, Corporate, Air Taxi, or Scheduled Air Carrier flight.

| Piloting Conditions | Aircraft Cla | iss Image Galle | ry Documents | Dassengers |   |             |           |
|---------------------|--------------|-----------------|--------------|------------|---|-------------|-----------|
| General Aviation    | ~            | Pilot           | ~            | Student    | ~ | FAR Part 61 | ~         |
|                     |              |                 |              |            |   |             |           |
| Basic Mode          |              |                 |              |            |   | Update      | New Entry |

You can also specify whether this flight was flown by a Pilot, Captain, First Officer, Instructor, PIC, SIC, or Student, and if the flight was a FAR Part 91, Part 121, or Part 135.

After you have finished entering all of the desired information for the Piloting section of the log, make sure to click the Add button in the bottom right corner of the Log Entry page to save all changes.

If you wish to re-enter information and clear the entered information, click the Clear Entry button in the bottom right corner of the Log Entry page to start again.

#### Conditions

Conditions

Beneath the Conditions section you can specify what the conditions of flight were when you flew the logged flight.

Click on the check box to the left of the condition to select it, and then you can add additional information in the text box to the right.

| Solo                 | Solo      | Dual Received          | Dual Rec   | Dual Given        | Dual Give  |
|----------------------|-----------|------------------------|------------|-------------------|------------|
| Cross Country        | Cross Co  | Cross Country > 50nm   | Cross Co   | □ Day             | Day        |
| □ Night              | Night     | Day Landings           | 1          | Night Landings    | Night Lar  |
| □ IFR                | IFR       |                        | VFR        | Actual Instrument | Actual In: |
| Simulated Instrument | Simulater | Flight Training Device | Flight Tra | ☐ # Of Approaches | # Of Appi  |
| Type of Approaches   |           |                        | Remarks    |                   |            |
|                      |           |                        |            |                   |            |
|                      |           |                        |            |                   |            |

Select from conditions including whether flight was flown Solo, Cross Country, Night, IFR, Simulated Instrument, Dual received, Cross Country > 50nm, Day Landings, VFR, Flight Training Device, Dual Given, Day, Night Landings, Actual Instrument, the Number of Approaches, Types of Approaches, and additional Remarks.

After you have finished entering all of the desired information for the Conditions section of the log, make sure to click the Add button in the bottom right corner of the Log Entry page to save all changes.

If you wish to re-enter information and clear the entered information, click the Clear Entry button in the bottom right corner of the Log Entry page to start again.

#### **Aircraft Class**

Aircraft Class

Beneath the Aircraft Class section you can specify aspects of your aircraft. To select specific categories, click in the text box to the left to the category.

Select from various aircraft classes including ASEL, ASES, Helicopter, Glider, Light Sport, Lighter than Air, AMEL, AMES, Balloon, Experimental, High Performance, Tail Wheel, Pressurized, Turbo Prop(s), Multi-Engine Inline Thrust, Complex, Amphibian, Jet Engines, and Weight > 12,500lbs.

| Piloting Conditions | Aircraft Class Image Gallery Documents | Passengers |                       |
|---------------------|--|------------|-----------------------|
| ASEL                | Glider                                 |            | Balloon               |
| □ ASES              | Light Sport                            | AMES       | Experimental          |
| Helicopter          | Lighter Than Air                       |            |                       |
|                     |  |            |                       |
| High Performance    | Turbo Prop(s)                          |            | ☐ Jet Engine(s)       |
| Tail Wheel          | Multi-Engine Inline Thrust             | Amphibian  | □ Weight > 12,500 lbs |
|                     |  |            |                       |
|                     |  |            |                       |
| Basic Mode          |  |            | Update New Entry      |

After you have finished entering all of the desired information for the Aircraft Class section of the log, make sure to click the Add button in the bottom right corner of the Log Entry page to save all changes.

If you wish to re-enter information and clear the entered information, click the Clear Entry button in the bottom right corner of the Log Entry page to start again.

#### **Image Gallery**

Image Gallery

Beneath the Image Gallery section you can upload photos related to the Log Entry.

Click the Upload button to insert an image and the image will appear to the left.

| Piloting   | Conditions | Aircraft Class | Image Gallery | Documents | Passengers       |
|------------|------------|----------------|---------------|-----------|------------------|
|            |            | •              |               |           |                  |
|            | U          | pload          |               |           |                  |
| Basic Mode | e          |                |               |           | Update New Entry |

Beneath the newly uploaded image you will see a Remove button. Click the Remove button to delete the image.

After you have finished uploading images, make sure to click the Add button in the bottom right corner of the Log Entry page to save all changes.

If you wish to remove all added images at once, click the Clear Entry button in the bottom right corner of the Log Entry page to start again.

#### **Documents**

Documents

Beneath the Documents section you can upload documents related to the log entry.

Click on the Documents section and you will see the Upload Document button.

Click on this button and you will be able to search your device for the document you wish to upload and attach to a specific log entry.

| Piloting Conditions | Aircraft Class | Image Gallery | Documents | Passengers       |
|---------------------|----------------|---------------|-----------|------------------|
|                     |                |               |           |                  |
|                     |                |               |           |                  |
|                     | oad Document   |               |           |                  |
| Basic Mode          |                |               |           | Update New Entry |

#### Passengers

Passengers

Beneath the Passengers section you can quickly Passenger names to specific flight logs.

Click on the Passengers section and you will see any passengers you have already added to the selected log.

In the text box to the left with the message "Passenger Name," type the first and last name of the passenger you wish to add to the selected log.

Click the Add Passenger button and the first and last name of the passenger will appear below this section.

To save changes, make sure to click the Update button in the bottom right corner.

To remove an existing passenger, click the Remove button to the right.

To add additional information for the new passenger entered, click on the Passengers section on the eLogbook header.

|                           |                  | Phone         | Phone             |
|---------------------------|------------------|---------------|-------------------|
| engers have been added to | this flight log. |               |                   |
| Add Passenger             |                  | Rer           | nove              |
|                           | Add Passenger    | Add Passenger | Add Passenger Ret |

#### **Flight Plans**

Beneath the Flight Plans section you will see all the logged Filed Logs, and any Pending Logs that are currently in your FltPlan.com account.

#### **Filed Logs**



Beneath the Filed Logs section you can view, edit, and delete all of your log entries.

| Text Excel     | CSV PDF    | Print  | Show/Hid | e Columns |             |                      |               |              | Filter | Model        |       |       |                   | isplay | 10 🗸             |
|----------------|------------|--------|----------|-----------|-------------|----------------------|---------------|--------------|--------|--------------|-------|-------|-------------------|--------|------------------|
| Edit Addon     | Date       | Model  | Reg #    | Departure | Enroute     | Arrival              | Duration      | ASEL         | ASES   | AMEL         | AMES  | Heli  | Experi-<br>mental |        | Glider           |
|                | 09/22/2015 | BE9L/G | N296KA   | KASG      |             | KBEC                 | 0.8           | 0            | 0      | 0            | 0     | 0     | 0                 | 0      | 0                |
| - <i>0</i> - 1 | 09/21/2015 | BE9L/G | N296KA   | KASG      |             | KLIT                 | 0.6           | 0            | 0      | 0            | 0     | 0     | 0                 | 0      | 0                |
| -/ <b>û</b>    | 09/21/2015 | BE9L/G | N296KA   | KLIT      |             | KASG                 | 0.7           | 0            |        |              | d     |       |                   |        |                  |
| - / û          | 09/15/2015 | BE9L/G | N296KA   | KASG      |             | KTUL                 | 0.5           | 0            |        |              |       |       |                   |        |                  |
| □/û            | 09/15/2015 | BE9L/G | N296KA   | KTUL      |             | KASG                 | 0.5           | 0            |        |              |       |       |                   |        |                  |
| -/ <b>û</b>    | 09/14/2015 | BE9L/G | N296KA   | KCDH      |             | KASG                 | 0.8           | 0            |        |              |       |       |                   |        |                  |
| 0/0            | 09/13/2015 | BE9L/G | N296KA   | KASG      |             | KSRC                 | 0.6           | 0            |        |              |       |       |                   |        |                  |
| / O            | 09/13/2015 | BE9L/G | N296KA   | KSRC      |             | KCDH                 | 0.6           | 0            |        |              |       |       |                   |        |                  |
|                | 09/11/2015 | BE9L/G | N296KA   | KASG      |             | KCDH                 | 0.8           | 0            |        |              |       |       |                   |        |                  |
| □ <i>#</i> ±   | 09/11/2015 | BE9L/G | N296KA   | KCDH      |             | KASG                 | 0.9           | 0            |        |              |       |       |                   |        |                  |
| <              | _          |        |          | c         | Current Pag | e Totals<br>s Totals | 6.8 /<br>49.7 | 0.0 /<br>0.0 | 0.0 /  | 0.0 /<br>0.0 | 0.0 / | 0.0 / | 0.0 /<br>0.0      | 0.0 /  | ><br>0.07<br>0.0 |

At the bottom of the Flight Plans page you'll notice a scroll bar. Click and drag on this scroll bar to display view all log information.

Beneath the scroll bar you will see the totals of all flight information split into the Current Page Totals and All Pages Totals.

As a default the Flight Plans page will display 10 of the most recent entries made. Select the drop down menu above the list of log entries and you can choose to display 10, 25, 50, and 100 entries at one time.

To display older log entries, click the Next button in the bottom right corner of the Flight Plans page.

#### Edit Logs

Click on the Edit icon located to the left of the log entry, and that log's information will populate in the above Log Entry section.

In the Log Entry section you can enter, delete, or reenter any information to your existing log. When finished, make sure to clock the Update button to save all changes made.

#### **Delete Logs**

Click on the Delete icon located to the left of the log entry and a pop-up window labeled, Please Confirm will appear at the top of the page prompting the message, "Are you sure you want to delete this eLog?".

Click the OK button to delete the selected log entry or click the Close button to cancel the deleting of the log entry.

#### **Selecting/Deleting Multiple Logs**

If you wish to delete more than one flight log at a time, or select more than one log, select several logs at a time by clicking within the checkboxes.

There are check boxes beneath the Edit column in the Flight Plans section. Click on these checkboxes to the left of each flight log you wish to select.

Once selected, delete logs by clicking on the Delete button in the lower left side of the Flight Plans section.

#### Add On Section

To the right of the Edit section there is the Add On section. If there are additional remarks, photos, documents, or passengers added to the flight log, you will see the Remarks icon or Photos icon here.

| Edit  | Add-Ons | Date       | Model | Reg # |
|-------|---------|------------|-------|-------|
| 0 / t | ∞∎⊿∎    | 07/14/2016 | C182  | N413U |
| 0 ø û | 914     | 07/13/2016 | M20P  | N413U |
| 🗏 🖋 🖻 | 9 🖬 🛔   | 06/05/2016 | LJ45  | N150S |
| 000   |         | 06/05/2016 | LJ45  | N150S |
|       | 4       | 06/01/2016 | LJ40  | N333L |

To view the details of a specific log, click the edit icon and the information stored for the selected log will appear in the Log Entry section above.

Beneath the Conditions section you will find the Remarks. Next to the Remarks title there is a checkbox, which enables you to type in the Remarks section. Click this checkbox is enter remarks.

Beneath the Image Gallery section all the images for the selected log are displayed. You can remove any image by clicking the Remove button connected to the bottom of an image. Upload additional images by clicking the Upload button, selecting the image from your device, and clicking Upload.

| Edit         | Add-Ons       | Date            | Model | Reg # |
|--------------|---------------|-----------------|-------|-------|
| <b>.</b> /0  | ଡ଼⊠₿≛         | 07/14/2016      | C182  | N413L |
| 000          | <b>PI</b>     | 07/13/2016      | M20P  | N413L |
| - <i>i</i> i | 9 <b>4</b>    | 06/05/2016      | LJ45  | N150S |
| This entry   | has Passenger | 06/05/2016<br>s | LJ45  | N150S |
|              | 4             | 06/01/2016      | LJ40  | N333L |

Beneath the Documents section all the documents for the selected log are displayed. You can remove any document by clicking the Remove button connected to the bottom of a document. Upload additional documents by clicking the Upload button, selected the document from your device, and clicking Upload.

Beneath the Passengers section all the Passengers for the selected log are displayed. You can remove any Passenger by selecting the checkbox to the left of the passenger name and clicking the Remove button below. To add a passenger, enter the passenger's first and last name to the left of the Add Passenger button and click Add Passenger.

#### **Exporting Logs**

At the bottom of the Flight Plans page there are several buttons involved in exporting your flight logs, including CSV, TXT, XLS, DOC, PNG, Show/Hide Columns, Filter Model, and Display.

All of these buttons are ways to customize and choose which flight plans are exported/displayed in your eLogBook, the document type they are exported as, and which aspect of each log that you want exported.

| Text | Excel | CSV | PDF | Print | Show/Hide Columns |
|------|-------|-----|-----|-------|-------------------|
|------|-------|-----|-----|-------|-------------------|

When beginning your export, first you can choose which columns to show or hide by clicking the Show/Hide Columns button. All columns are selected by default, so click on the columns to deselect them for export.

To further limit which flight logs you export, you can enter certain information into the Filter Model text box, including filtering all logs by tail numbers, dates, models, or certain airports you want displayed.

To the right of the Display label notice there is a dropdown box with the number of flight logs you can display at once time. This option is also used for how many logs you can export at one time.

The minimum is 10 logs and the maximum is all the logs you have saved in your account. When exporting, choose to display the number of logs you wish to export.

Click on the button of the document type you wish to export your eLogbook as and you can download your eLogbook to your desktop computer or other device.

#### **Pending Logs**

Beneath the Flight Plans section is the Pending Logs tab. If you have a FltPlan.com account that is linked to your eLogbook then any flight plans you have entered into your FltPlan.com account will appear in the Pending Logs section.

To import a pending log into your eLogbook as a filed log, click on the Edit icon located on the left of the log you wish to add.

The information of this log will now appear beneath the Log Entry section where you can edit and add additional information.

When the log entry is complete, click the Add button to make the pending log a filed log and have it appear beneath the Filed Logs tab.

| Filter Model | Display | 10 | Y |
|--------------|---------|----|---|
|              |         |    |   |



Click on the Passengers section and you will be brought to the Passenger Profile page where you can Add Passengers and view and edit Current Passengers you've entered in the past.

#### **Add Passenger**

**Passengers** 

Beneath the Add Passenger section enter information about each individual passenger including First and Last Name, Company, Address 1, Address 2, City, State, Zip Code, Country, and Home, Work, and Cell Phone Number.

When finished filling out information make sure to click the Add button in the bottom left corner of the Add Passenger window.

#### **Current Passengers**

All entered Passengers will appear beneath the Current Passengers section listed by Last Name and then First Name.

To view the Current Passengers page full screen and hide the Add Passenger window, click the Expand button in the top right corner of the Current Passengers window.

To revert back to a split screen displaying both the Add Passenger and Current Passengers window, click the Expand button again.

#### **Edit/Delete Current Passengers**

From this section you can edit or delete passengers. To edit a passenger click on the Edit icon located to the right of the contact you wish to edit and the information entered for that contact will appear beneath the Add Passenger section.

Beneath the Add Passenger section you can modify the entered information or completely clear the passenger's information by clicking the Clear button.

| FIRST NAME          | LAST NAME           |                     |
|---------------------|---------------------|---------------------|
| First Name          | Last Nar            | ne                  |
| COMPANY             |                     |                     |
| Company             |                     |                     |
| ADDRESS 1           |                     |                     |
| Address 1           |                     |                     |
| ADDRESS 2           |                     |                     |
| Address 2           |                     |                     |
| CITY                | STATE               | ZIP                 |
| City                | State               | Zip                 |
| COUNTRY             |                     |                     |
| United States       |                     | ~                   |
| HOME                | WORK                | CELL                |
| +1 (203) 111 - 2222 | +1 (203) 111 - 2222 | +1 (203) 111 - 2222 |

| Last Name   | 🏨 First Name |            |
|-------------|--------------|------------|
| Johnson     | Vinny        | Ø 🖞        |
| McKay       | Michael      | <i>I</i> 🖞 |
| Klein       | Joey         | Ø 🖞        |
| Rosado      | Ryan         | Ø 🖞        |
| Montpellier | Sam          | Ø 🖞        |
| Smith       | Alexa        | Ø 🗓        |
| Rhodes      | Julie        | 10         |
| Henson      | Larry        | <b>₽</b> Û |
| Fredriks    | Nik          | Ø 🗓        |
| Bluis       | Luis         | Ø 🗓        |

When finished editing, make sure to click the Edit button and the information will be updated in the Current Passengers section.

To delete a passenger, click on the Delete icon located to the right of the contact you wish to delete and a window will appear prompting the message, "Are you sure you want to delete this passenger?".

Click the OK button to delete the selected log entry or click the Close button to cancel the deleting of the log entry.

## Aircraft



Click on the Aircraft section and you will be brought to the Aircraft Profiles page where you can add different aircraft, and edit and delete current aircraft that have been previously entered.

#### **Add Aircraft**

| AIL NUMBER                 | MAKE & MODEL          |
|----------------------------|-----------------------|
| Tail Number                | Make & Model          |
| RCRAFT TYPE                |                       |
| ASEL                       |                       |
| HIGH PERFORMANCE           |                       |
| TAIL WHEEL                 | AMPHIBIAN             |
| ] TURBO PROP(S)            | JET ENGINE(S)         |
| MULTI-ENGINE INLINE THRUST | AIRCRAFT > 12,000 LBS |
| 1 PRESSURIZED              |                       |

| Tail Number | 👫 Make & Model |     |
|-------------|----------------|-----|
| N111        | C750           | ø 🛍 |
| N54738      | LJ45           | e 🗊 |
| N73683      | PC12           | ø 🛍 |
| N73687      | PA31           | 10  |

Beneath the Add Aircraft section add information based on each individual aircraft, including the Tail Number Make & Model, Aircraft Type, and whether the aircraft is High Performance, has Tail Wheel, Turbo Prop(s), Multi Engine Inline Thrust, Pressurized, Complex, Amphibian,

When finished add information, make sure to click the Add button in the bottom left corner of the Add Aircraft window.

has Jet Engine(s), and weighs > 12,000 lbs.

If you wish to re-enter information and clear the entered information, click the Clear button in the bottom left corner of the Log Entry page to start again.

#### **Current Aircraft**

All entered Passengers will appear beneath the Current Aircraft section listed by Tail Number and Make & Model.

#### **Edit/Delete Current Aircraft**

From this section you can edit or delete aircraft. To edit an aircraft, click on the Edit icon located to the right of the aircraft you wish to edit and the information entered for that aircraft will appear beneath the Add Aircraft section.

Beneath the Add Aircraft section you can modify the entered information or completely clear the aircraft information by clicking the Clear button.

When finished editing, make sure to click the Edit button and the information will be updated in the Current Aircraft section.

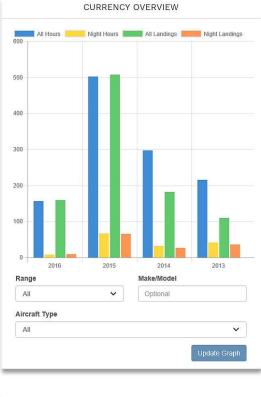
To delete an aircraft, click on the Delete icon located to the right of the aircraft you wish to delete and a window will appear prompting the message, "Are you sure you want to delete this aircraft?".

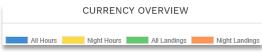
Click the OK button to delete the selected aircraft or click the Close button to cancel the deleting of the aircraft.

### Currency



| CURRENCY | NAME          | DUE DATE   |         |
|----------|---------------|------------|---------|
| Currenc  | y Name        | Due Date   | Add     |
| Name     | Currency Date | Expiration | Actions |





Click on the Currency section and you will be brought to the Pilot Currency page where you can organize and track your currencies, including the Name, Currency Date, and Expiration Status. You can add, delete, and store currencies in this section, as well as display your currency information on a customizable graph display.

In the Pilot Currency section, beneath Currency Name and Due Date, enter the currency information in the text boxes beneath these labels. Make sure to click the Add button in the top right corner to save changes.

In the Pilot Currency section there is the list of entered currencies, including the Name, Currency Date, whether or not the currency has reached Expiration, and the option to Delete Currency.

When a Currency has expired there will be a red X icon listed beneath the Expiration section.

To delete a currency, click on the Delete Currency button listed beneath the Actions section.

In the Currency Overview section there is a graphical representation of your stored currency information. This graph can be organized to display information such as Night Hours flown, All Landings, Night Landings, or All Hours flown.

Information can be sorted and selected by time period, Make/Model of the aircraft flown, and Aircraft Type.

On the top of the Currency Overview Graph you will see the interactive graph legend. Click on any of the colored boxes to either display or eliminate that category from the graph display.

Beneath the labels, Range, Make/Model, and Aircraft Type there are drop-down boxes to select specifics to customize your graph display with based on time period, aircraft type, and aircraft make/model. When finished customizing your graph, make sure to click the Update Graph button.

## **Import Flight Logs**



| Select A File ( | CSV or Excel) From Your Com | puter And Upload I |
|-----------------|-----------------------------|--------------------|
|                 |                             | Browse             |
|                 |                             |                    |
|                 |                             |                    |



Click on the Import/Import Logs section and the Import Logs page will appear. In the center of the page there is a window labeled, Import Flight Logs.

On the Import Flight Logs window you will see a search bar. Click on the Browse button to search your computer for the file you wish to import.

Please note the log you wish to import needs to be in the CSV or Excel format.

After selecting the file, make sure to click the upload file button.

After updating a file, the Import Flight Logs section will contain another window titled, Column to Map From. This window displays the extracted information from your uploaded excel sheet.

Select the column you wish to map from, or to take from the excel sheet and import into a category of your choice, which will appear as a new column in your eLogbook.

The column options for your eLogbook include Date, Make & Model, Identity/Tail Number, Departing Airport, Enroute Airports, Arriving Airports, Total Duration, ASEL, ASES, AMEL, AMES, Helicopter, Experimental, Light Sport, Glider, Balloon, Lighter Than Air, Day, Night, Day Landings, Night Landings, VFR, IFR, IMC, Hood, FTD, Number of Approaches, Types of Approaches, Cross Country, Cross Country > 50nm, Solo, Dual Given, Dual Received, PIC, SIC, FAR61, FAR141, FAR91, FAR121, FAR135, Corporate, Air Taxi, Scheduled Air Carrier, Captain, First Officer, Flight Instructor, High Performance, Complex, Tail Wheel, Amphibian, Turbo Prop(s), Jet Engine(s), Pressurized, Multi-Engine Inline Thrust, Weight > 12,500lbs., and Remarks.

After choosing the column to designate in your eLogbook, the Import Flight Logs page will appear as a summary page of what you have chosen to import from your uploaded logbook to the eLogbook. The first section is labeled, Selected Column From Uploaded File: Beneath this section is the name of the selected column from your uploaded logbook document.

| Selected Column From   | n Uploaded File: | Will Be Logged To LogBook Column:                | Save Column | Cancel               |
|------------------------|------------------|--|-------------|----------------------|
| Logged Flights Jan 2   | 016 - Feb 2016   | Date   | Sale oounin |                      |
|                        |                  |  |             |                      |
| lease Map Columns To ( |                  | olumns Date, Make & Model, Identity/Tail Number  |             | ng Airport, and Tota |
|                        | Duratio          | on are mandatory. The rest of the columns are op | tional      |                      |

Save Column Cancel

The second section is labeled, Will Be Logged To LogBook Column: Beneath this section is the name of the column you selected from the options presented for the eLogbook.

This means you are assigning the first column (from your uploaded logbook) to appear in the designated area of your new eLogbook.

If the information displayed below these to columns is correct, click on the Save Column button and a new column will appear.

If the wrong columns were selected or you wish to Cancel and start over, click the Cancel button.

# Help



Click on the Help section and the Contact Information page will be displayed.

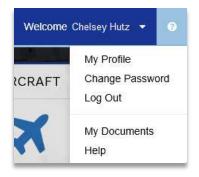
On this page the website will be listed, FltPlan.com, and our Support Email Address, <u>Support@FltPlan.com</u>.

If you have any questions or need support on any aspects of FltPlan's eLogbook program, feel free to contact us.



### **Settings Button**

#### **My Profile**



Beneath Profile Settings, enter information regarding your eLogbook account including your First Name, Last Name, Birth Date, License Type, Issued Date, Medical Type, Issued Date, whether or not you qualify as a Flight Instructor and Issued Date, FTN Number, and IACRA Username ad IACRA Password. When you are finished entering this information make sure to click the Complete button.

Personalize your eLogbook account by uploading an image to display as Wallpaper for your Profile Background.

Beneath File Upload click the Browse button and choose an image to upload, and then click the Upload File button.

#### **Change Password**

| Current Password |  |
|------------------|--|
| Current Password |  |
| New Password     |  |
| New Password     |  |
| Confirm Password |  |
| Confirm Password |  |

Click on the Change Password option beneath the Settings button and you will be taken to the Change Password page.

Enter your Current Password, the New Password you wish to change to, and Confirm the new password again. Make sure to click the Update button when finished.

Log out

Click on the Log Out option beneath the Settings button and you will be logged out of your eLogbook account.

#### **My Documents**

Click on the My Documents option beneath the Settings button and you will be taken to the Documents page where you can upload, edit, and view various types of documents such as endorsements, certificates, pictures, etc. On the Documents page there are several sections, including My Documents, Document Upload, and a generic Documents sections containing different blank endorsement .pdf files that can be downloaded and printed.

#### **My Documents**

Beneath the My Documents section you can view, and delete documents that you have uploaded.

Beneath the section labeled, Name, click on the name of the document you wish to view and it will appear in another window.

To delete a document, click on the Delete button beneath the Delete section next to the document you wish to remove and it will be deleted.

#### **Document Upload**

Beneath the Document Upload section you can upload a file, and a description of the file, into the My Documents section.

Click on the Browse button and choose the file you wish to upload, and then write a short description of the file you are uploading in the File Description section.

When you are finished choosing your document to upload and filing in the file description, make sure to click the Upload File button.

#### **Documents**

Beneath the Documents section there is a list of different endorsements available for you to view and download as .pdf documents.

At the top of the list your see the Endorsement Table of Contents, then Student Pilot Endorsements, Student Pilot Seeking Sport Pilot Certificate Endorsements, Sport Pilot Endorsements, Recreational Pilot Endorsements, Private Pilot Endorsements, Commercial Pilot Endorsements, Airline Transport Pilot Endorsements, Instrument Rating Endorsements, Flight Instructor

| Name             | Description | Upload Date           | Delete |
|------------------|-------------|-----------------------|--------|
| Jellyfish.jpg    | Background  | 5/11/2016 9:12:03 AM  | Delete |
| Hydrangeas.jpg   | Background  | 5/11/2016 12:08:32 PM | Delete |
| Hydrangeas_1.jpg | Background  | 5/11/2016 12:09:07 PM | Delete |
| Koala_1.jpg      | Background  | 5/11/2016 12:59:50 PM | Delete |

|                  | DOCUMENT UPLOAD |             |
|------------------|-----------------|-------------|
| ſ                |                 | Browse      |
| File Description |                 |             |
|                  |                 | Upload File |

Endorsements, Flight Instructor with a Sport Pilot Rating Endorsements, Ground Instructor Endorsements, and Additional Endorsements.

| DOCUMENTS   |           |      |
|---|-----------|------|
| Instructor Endorsements   |           |      |
| Document  | File Name | View |
| Endorsement Table of Contents   |           | View |
| Student Pilot Endorsements  |           |      |
| Presolo Aeronautical Knowledge: § 61.87(b)                                | Doc-1.pdf | View |
| Presolo Flight Training: § 61.87(c)                                       | Doc-2.pdf | View |
| Presolo Flight Training at Night: §§ 6187(c) and 61.87(o)                 | Doc-3.pdf | View |
| Solo Flight (Each Additional 90-Day Period): § 61.87(p)                   | Doc-4.pdf | View |
| Solo Takeoffs and Landings at Another Airport Within 25 nm: § 61.93(b)(1) | Doc-5.pdf | View |
| Initial solo cross-country flight: § 61.93(c)(1)                          | Doc-6.pdf | View |

#### Help

Also in the Settings button drop-down is a Help option. Click on the Help option and the Contact & Help window will appear with contact information including our website, FltPlan.com, and an Email address for questions and support, <u>Support@FltPlan.com</u>.