Welcome to Flight Reserves!

This tutorial will help you get started

Changing Demographic Information

- When you complete this tutorial, you should be able to…
  - Change your password
  - Change your contact information
  - Remove accounts for partners that are no longer active

There are two sets of instructions…

- If you are a full partner, your demographic information can be found under "Administrative Functions>>"

- If you are not a full partner, your demographic information can be found under "My Account"

- All accounts begin as full-partners. Limited partners must be identified and configured by the remaining partners after registration

Instructions for Full-Partners

Start by clicking the "Administration Functions" link

http://localhost/scheduling/weeklyview.php?&PHPSESSID=ph9am258j6rg8gtoco66j5tro7

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Testing

Page · Tools ·

To start a reservation, click on an available time.

Flight Reserves

NAIRPLANE	Sat 03-20-2010	Sun 03-21-2010	Mon 03-22-2010	Tue 03-23-2010	Wed 03-24-2010	Thu 03-25-2010	Fri 03-26-2010
0700	0700	0700	0700	0700	0700	0700	0700
0800	0800	0800	0800	0800	0800	0800	0800
0900	0900	0900	0900	0900	0900	0900	0900
1000	1000	1000	1000	1000	1000	1000	1000
1100	1100	1100	1100	1100	1100	1100	1100
1200	1200	1200	1200	1200	1200	1200	1200
1300	1300	1300	1300	1300	1300	1300	1300
1400	1400	1400	1400	1400	1400	1400	1400
1500	1500	1500	1500	1500	1500	1500	1500
1600	1600	1600	1600	1600	1600	1600	1600
1700	1700	1700	1700	1700	1700	1700	1700
	1800	1800	1800	1800	1800	1800	1800
	1900	1900					
	2000	2000					
	2200	2200					
	2300	2300	2300	2300	2300	2300	2300

Signed On As

skoonermn

Log Off
Show My Reservations
Administration Functions>>

<<Close Menu

Administrate Users
Send Broadcast Message
Modify Aircraft Info
Reservation Report

Now, click "Administrate Users"

Date

Sat

03 ▼ 20 ▼ 2010 ▼

◀ ▶

Select from Calendar
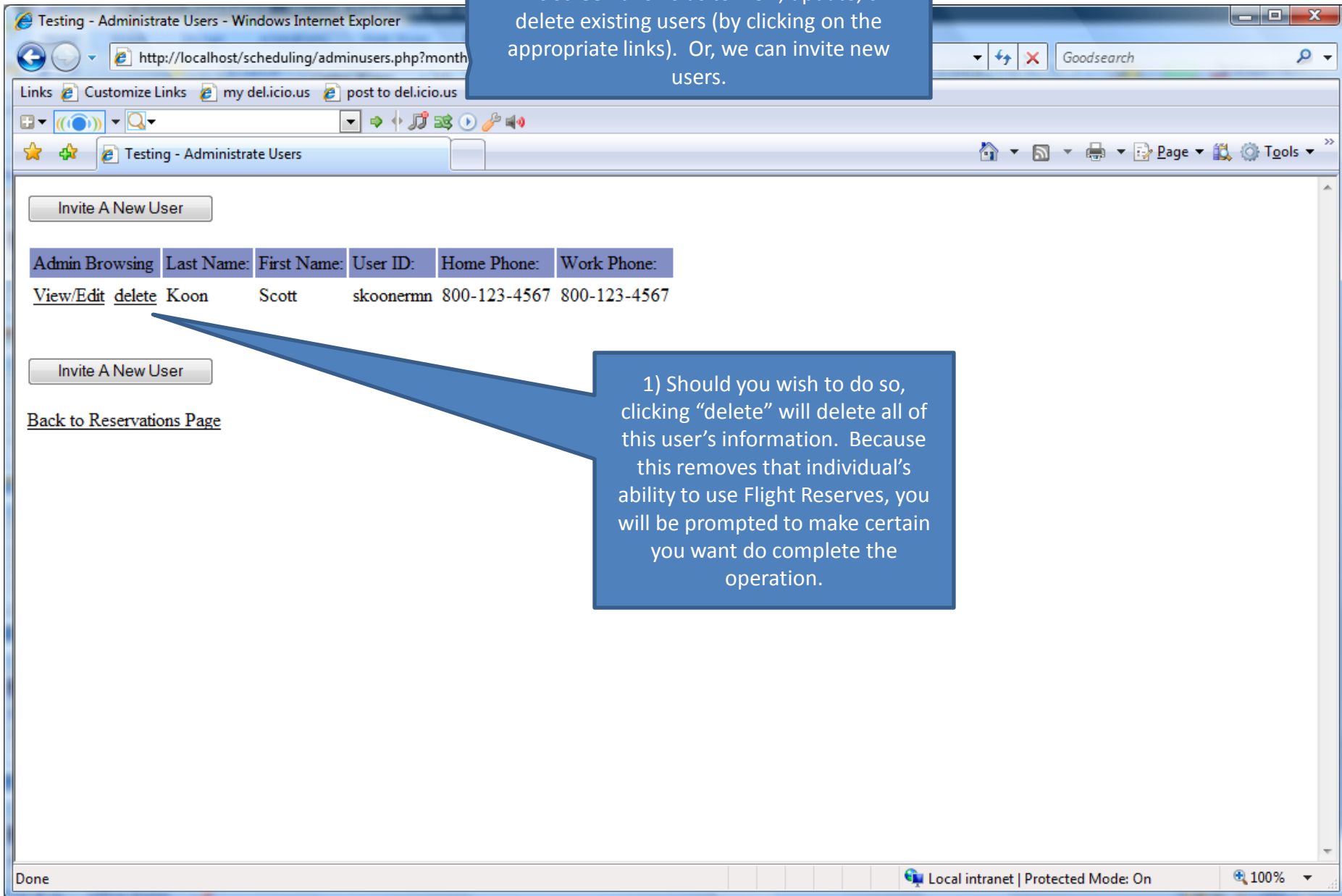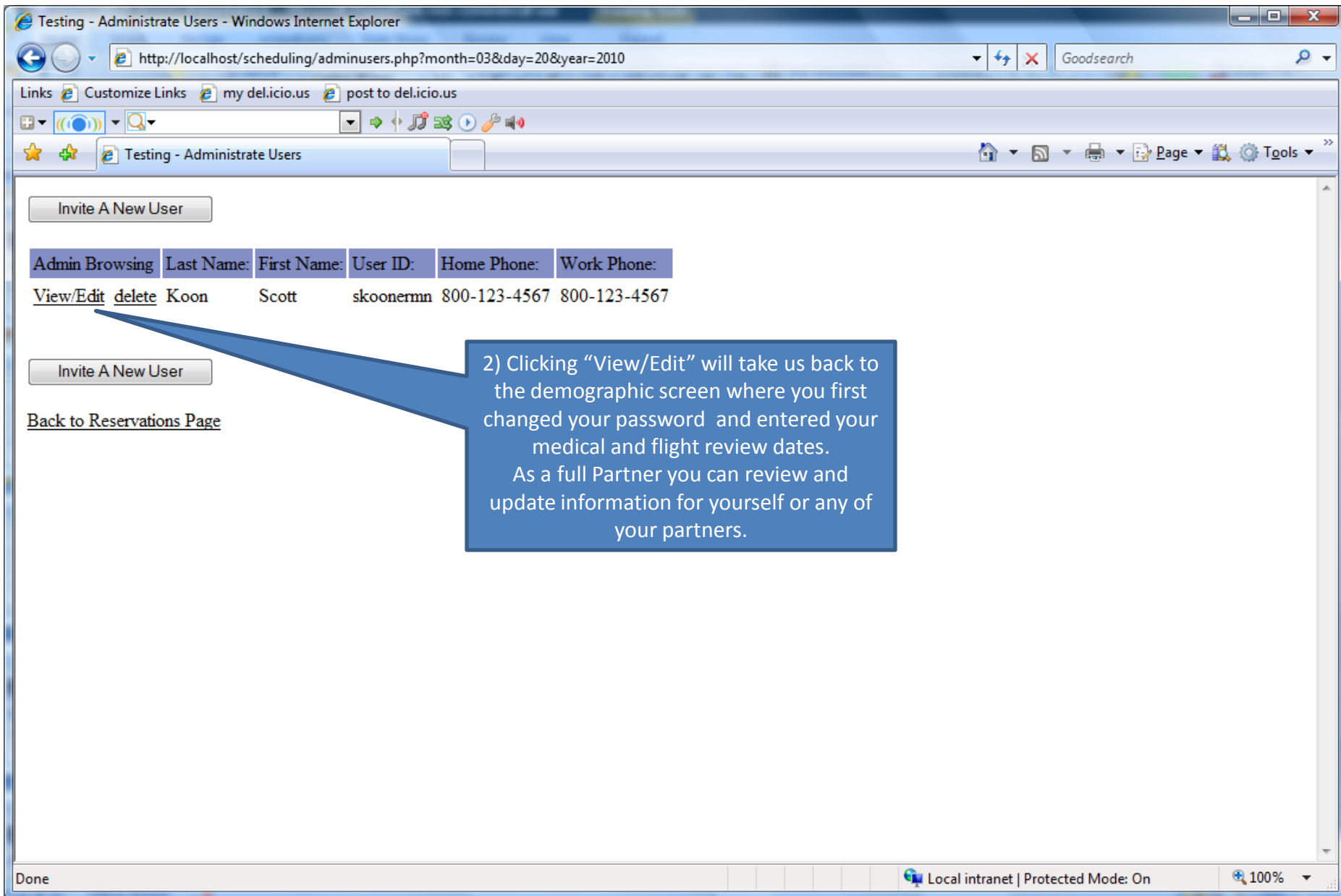Go To Today

Hobbs	Tach
250.00	250.00

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This page is best viewed using Internet Explorer. The latest version can be downloaded here.

javascript:void(0)

Local intranet | Protected Mode: On

100%

This screen allows us to view, update, or delete existing users (by clicking on the appropriate links). Or, we can invite new users.

Testing - Administrate Users - Windows Internet Explorer

http://localhost/scheduling/adminusers.php?month

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Testing - Administrate Users

Page ▼ Tools ▼

Invite A New User

Admin Browsing	Last Name:	First Name:	User ID:	Home Phone:	Work Phone:
View/Edit delete	Koon	Scott	skoonermn	800-123-4567	800-123-4567

Invite A New User

Back to Reservations Page

1) Should you wish to do so, clicking "delete" will delete all of this user's information. Because this removes that individual's ability to use Flight Reserves, you will be prompted to make certain you want do complete the operation.

Done

Local intranet | Protected Mode: On

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http://localhost/scheduling/adminusers.php?month=03&day=20&year=2010

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Testing - Administrate Users

Page ▾ Tools ▾

Invite A New User

Admin Browsing	Last Name:	First Name:	User ID:	Home Phone:	Work Phone:
View/Edit delete	Koon	Scott	skoonermn	800-123-4567	800-123-4567

Invite A New User

Back to Reservations Page

2) Clicking "View/Edit" will take us back to the demographic screen where you first changed your password and entered your medical and flight review dates.
As a full Partner you can review and update information for yourself or any of your partners.

Done

Local intranet | Protected Mode: On   100%

http://localhost/scheduling/showreservee.php?reservee=17

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Show/edit Reservee

Page ▼ Tools ▼

Reservee:	17
First:	Scott
Last:	Koon
User ID:	skoonermn
Password:	••••••
PIN:	
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earthlink.net
Medical Exp:	02/01/2013 mm/dd/yyyy
Flight Reveiw or Endorsement Due:	01/31/2012 mm/dd/yyyy
Admin:	Full Partner

Update

2) Now is also a good time to make sure phone numbers and email addresses are accurate.

Back to Administrate Users Page
Back to Reservations Page

Done

Local intranet | Protected Mode: On

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http://localhost/scheduling/showreservee.php?reservee=17

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Show/edit Reservee

Page ▼ | Tools ▼

Reservee:	17
First:	Scott
Last:	Koon
User ID:	skoonermn
Password:	●●●●●●
PIN:	
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earthlink.net
Medical Exp:	02/01/2013 mm/dd/yyyy
Flight Reveiw or Endorsement Due:	01/31/2012 mm/dd/yyyy
Admin:	Full Partner ▼

Update

Back to Administrate Users Page
Back to Reservations Page

3) Enter dates for your medical expiration and next flight review. Flight Reserves will remind you when you need to renew them.

Done   Local intranet | Protected Mode: On   100%

http://localhost/scheduling/showreservee.php?reservee=17

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🔗 Show/edit Reservee

Reservee:	17
First:	Scott
Last:	Koon
User ID:	skoonermn
Password:	●●●●●●
PIN:	
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earthlink.net
Medical Exp:	02/01/2013 mm/dd/yyyy
Flight Reveiw or Endorsement Due:	01/31/2012 mm/dd/yyyy
Admin:	Full Partner

Update

Back to Administrate Users Page
Back to Reservations Page

5) Once complete you can click here to get to the schedule page

Done

Local intranet | Protected Mode: On   100%

Instructions for Limited-Partners

http://localhost/scheduling/weeklyview.php?&PHPSESSID=396q1qnn0d4m71qh2lrs5tp1k2

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Testing

Page ▾ | Tools ▾

To start a reservation, click on an available time.

NAIRPLANE	Sat 04-03-2010	Sun 04-04-2010	Mon 04-05-2010	Tue 04-06-2010	Wed 04-07-2010	Thu 04-08-2010	Fri 04-09-2010
0700	0700	0700	0700	0700	0700	0700	0700
0800	0800	0800	0800	0800	0800	0800	0800
0900	0900	0900	0900	0900	0900	0900	0900
1000	1000	1000	1000	1000	1000	1000	1000
1100	1100	1100	1100	1100	1100	1100	1100
1200	1200	1200	1200	1200	1200	1200	1200
1300	1300	1300	1300	1300	1300	1300	1300
1400	1400	1400					1400
1500	1500	1500					1500
1600	1600						1600
1700	1700						1700
							1800
1900	1900	1900					1900
2000	2000	2000					2000
2100	2100	2100					2100
2200	2200	2200					2200
2300	2300	2300					2300
2400							

Flight Reserves

Signed On As

skoonermn

Log Off
Show My Reservations
My Account

Date

Sat

04 ▾   03 ▾   2010 ▾

◀ ▶

Select from Calendar
Go To Today

As a Limited Partner, the "Administrative Functions " link is replaced with "My Account". Click here to see your demographic information.

Hobbs	Tach
250.00	250.00

Local intranet | Protected Mode: On   100%

http://localhost/scheduling/changemydemographic.php

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Change My Account Information

Page | Tools |

Change Demographic Information

First:	Scott
Last:	Koon
User ID:	skoonermn
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earth
Medical Exp:	02/01/2013
Flight Review or Endorsement Due:	01/31/2012

Update

Change Password

Old Password:	
New Password:	
Verify Password:	

Change   Reset

1) To change Password, type your old password once and your new password twice.

Change PIN

Old PIN:	
New PIN:	
Verify PIN:	

Change   Reset

Back to Reservations Page

Done   Local intranet | Protected Mode: On   100%

Password Dialog Detected
A dialog box or web page with a password field has been

http://localhost/scheduling/changemydemographic.php

Change My Account Information

Page ▼ | Tools ▼

Change Demographic Information

First:	Scott
Last:	Koon
User ID:	skoonermn
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earth
Medical Exp:	02/01/2013
Flight Review or Endorsement Due:	01/31/2012

Update

Change Password

Old Password:	
New Password:	
Verify Password:	

Change   Reset

2) Then click the "Change" button.

Change PIN

Old PIN:	
New PIN:	
Verify PIN:	

Change   Reset

Back to Reservations Page

Done

Local intranet | Protected Mode: On

Password Dialog Detected
A dialog box or web page with a password field has been

100%

http://localhost/scheduling/changemydemographic.php

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Change My Account Information

Page ▼ | Tools ▼

Change Demographic Information

First:	Scott
Last:	Koon
User ID:	skoonermn
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earth
Medical Exp:	02/01/2013
Flight Review or Endorsement Due:	01/31/2012

Update

Change Password

Old Password:	
New Password:	
Verify Password:	

Change   Reset

3) PIN is not implemented at this time.   It is a place-holder for future function

Change PIN

Old PIN:	
New PIN:	
Verify PIN:	

Change   Reset

Back to Reservations Page

Done   Local intranet | Protected Mode: On   100%

Password Dialog Detected
A dialog box or web page with a password field has been

http://localhost/scheduling/changemydemographic.php

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Change My Account Information

Page ▼ | Tools ▼

Change Demographic Information

First:	Scott
Last:	Koon
User ID:	skoonermn
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earthlink.net
Medical Exp:	02/01/2013
Flight Review or Endorsement Due:	01/31/2012

Update

Change Password

Old Password:

New Password:

Verify Password:

Change   Reset

5) As a limited partner you can view, but not change your Medical or Flight Review dates. Full partners will need to do that for you.

Old PIN:

Verify PI

Change   Reset

Back to Reservations Page

Done

Local intranet | Protected Mode: On

100%

Password Dialog Detected
A dialog box or web page with a password field has been

http://localhost/scheduling/changemydemographic.php

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Change My Account Information

Page ▼ Tools ▼

Change Demographic Information

First:	Scott
Last:	Koon
User ID:	skoonermn
Home Phone:	800-123-4567
Work Phone:	800-123-4567
Mobile Phone:	800-123-4567
Email Addr:	skoonermn@earthlink.net
Medical Exp:	02/01/2013
Flight Review or Endorsement Due:	01/31/2012

Update

Change Password

Old Password:	
New Password:	
Verify Password:	

Change   Reset

6) Once your information is updated, click the "Update" button.

New PIN:

Verify PIN:

Change   Reset

Back to Reservations Page

Done

Password Dialog Detected
A dialog box or web page with a password field has been

Local intranet | Protected Mode: On

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http://localhost/scheduling/changemydemographic.php

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Change My Account Information

Page ▾ Tools ▾

Change Demographic Information

First: Scott

Last: Koon

User ID: skoonermn

Home Phone: 800-123-4567

Work Phone: 800-123-4567

Mobile Phone: 800-123-4567

Email Addr: skoonermn@earthlink.net

Medical Exp: 02/01/2013

Flight Review or Endorsement Due: 01/31/2012

Update

Change Password

Old Password:

New Password:

Verify Password:

Change   Reset

Change PIN

Old PIN:

New

Veri

> 8) Use this link to return to the schedule page.

Back to Reservations Page

Done

Password Dialog Detected
A dialog box or web page with a password field has been

Local intranet | Protected Mode: On   100%

Changing Demographic Information

- You should now be able to…
  - Change your password
  - Change your contact information
  - Remove accounts for partners that are no longer active

Thank you for your interest in Flight Reserves!