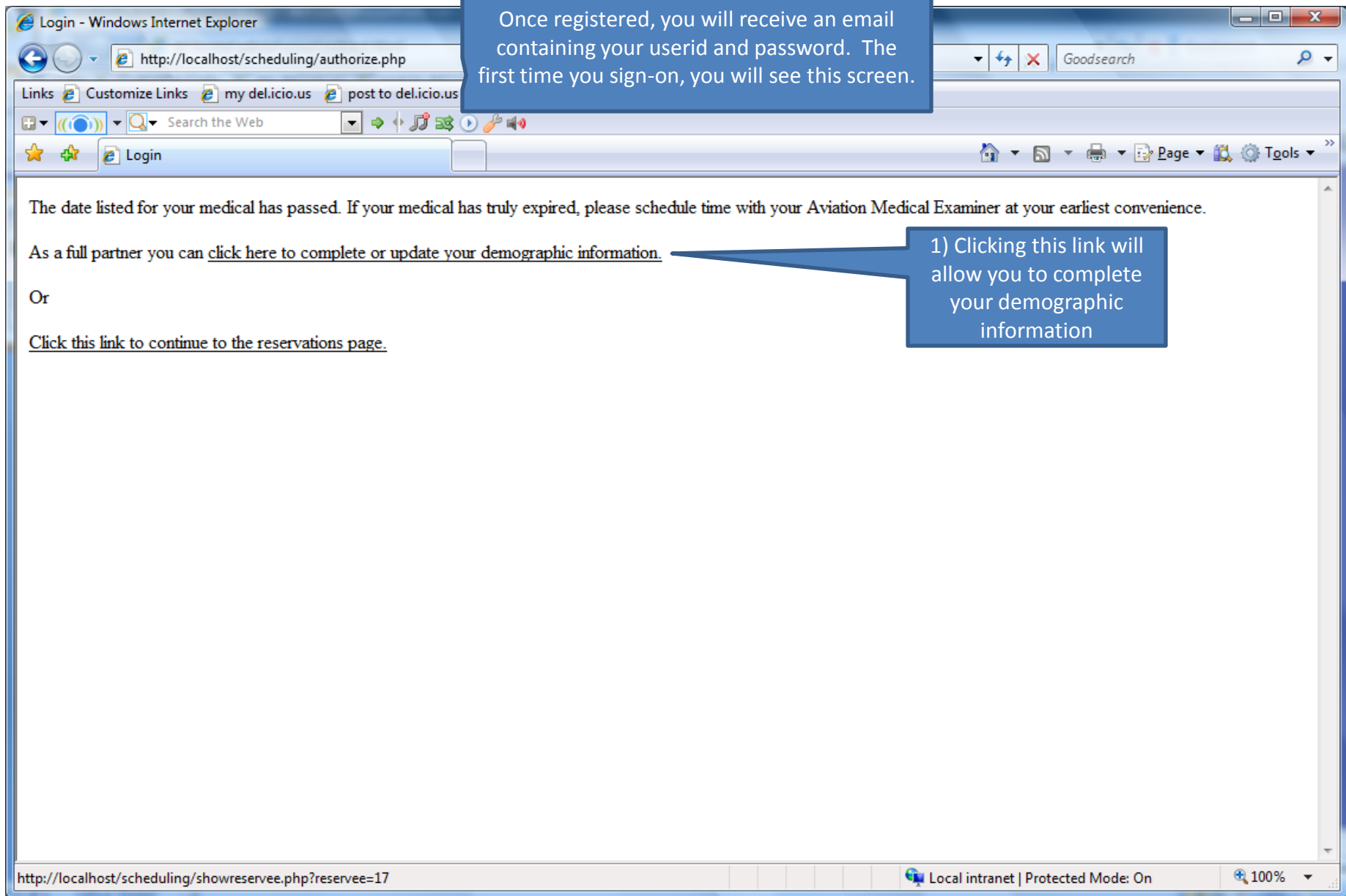


# Welcome to Flight Reserves!

This tutorial will help you get started



Once registered, you will receive an email containing your userid and password. The first time you sign-on, you will see this screen.

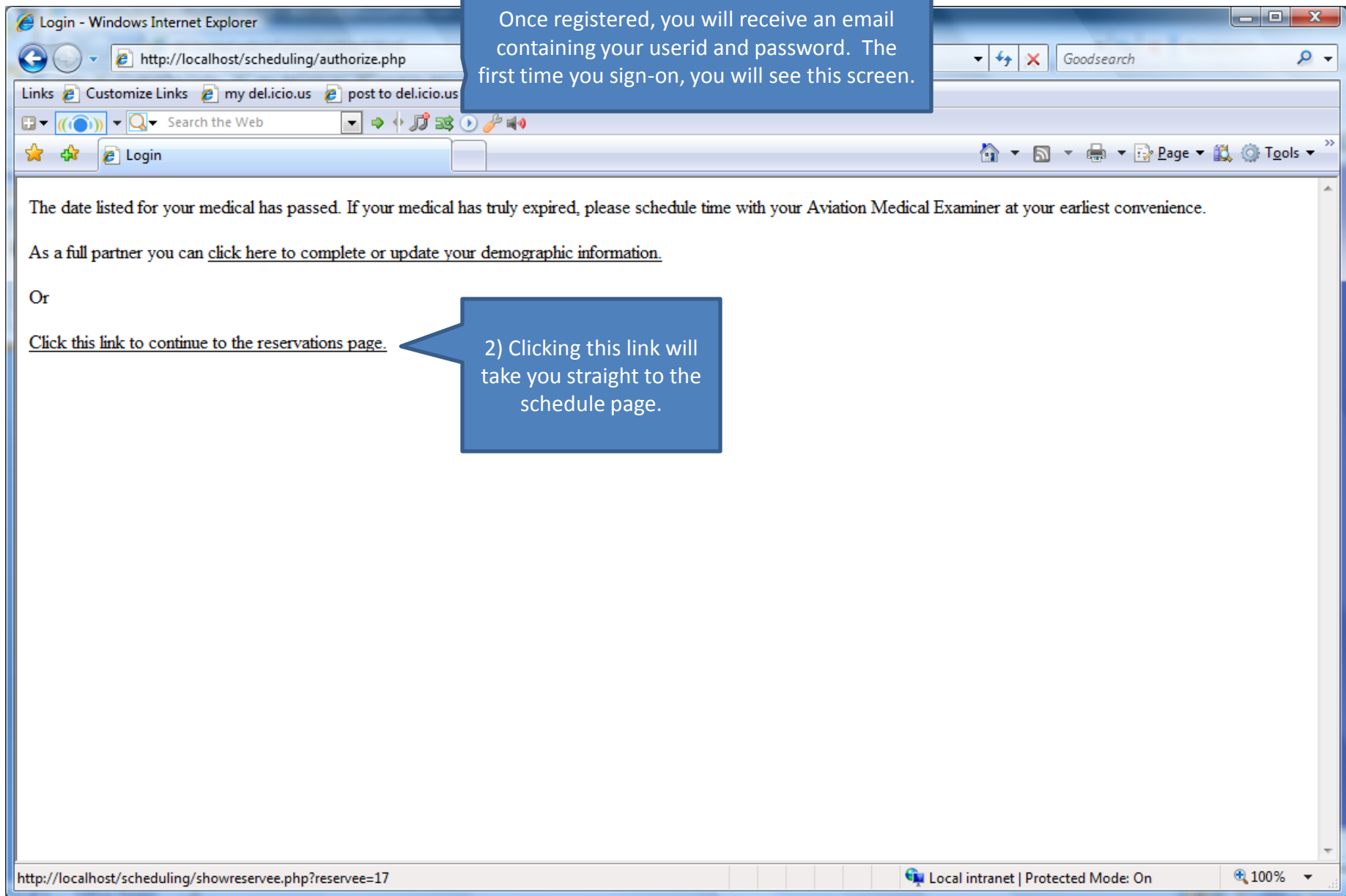
1) Clicking this link will allow you to complete your demographic information

The date listed for your medical has passed. If your medical has truly expired, please schedule time with your Aviation Medical Examiner at your earliest convenience.

As a full partner you can [click here to complete or update your demographic information.](#)

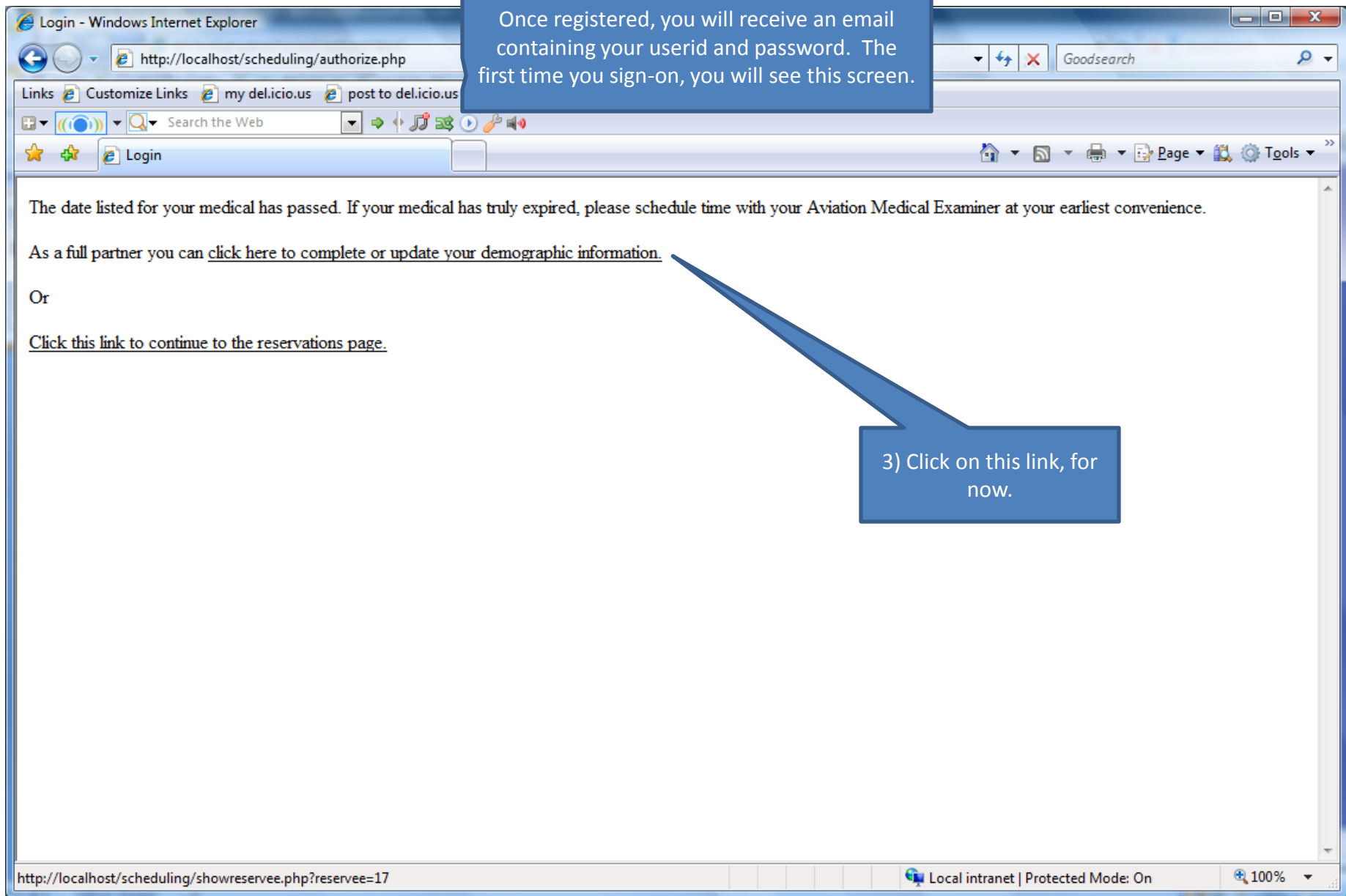
Or

[Click this link to continue to the reservations page.](#)



Once registered, you will receive an email containing your userid and password. The first time you sign-on, you will see this screen.

2) Clicking this link will take you straight to the schedule page.



Once registered, you will receive an email containing your userid and password. The first time you sign-on, you will see this screen.

The date listed for your medical has passed. If your medical has truly expired, please schedule time with your Aviation Medical Examiner at your earliest convenience.

As a full partner you can [click here to complete or update your demographic information](#).

Or

[Click this link to continue to the reservations page.](#)

3) Click on this link, for now.

There are several things you should do the first time you are at this screen.

Windows Internet Explorer window showing the "Show/edit Reserver" page. The browser address bar displays `http://localhost/scheduling/showreserver.php?res`. The page contains a form for editing user information.

|                                   |                          |
|-----------------------------------|--------------------------|
| Reserver:                         | 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<br>mm/dd/yyyy |
| Flight Review or Endorsement Due: | 01/31/2012<br>mm/dd/yyyy |
| Admin:                            | Full Partner             |

[Back to Administrate Users Page](#)  
[Back to Reservations Page](#)

1) First, change your password to something easy for you to remember, but difficult for others to guess. To change, just type the new password into the box. The actual characters will not be displayed.

There are several things you should do the first time you are at this screen.

Windows Internet Explorer window showing the "Show/edit Reservee" page. The browser address bar displays `http://localhost/scheduling/showreservee.php?res`. The page contains a form with the following fields:

|                                  |                          |
|----------------------------------|--------------------------|
| 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<br>mm/dd/yyyy |
| Flight Reviw or Endorsement Due: | 01/31/2012<br>mm/dd/yyyy |
| Admin:                           | Full Partner             |

Below the form is an "Update" button. At the bottom of the page, there are two links: [Back to Administrate Users Page](#) and [Back to Reservations Page](#).

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

There are several things you should do the first time you are at this screen.

Windows Internet Explorer window showing the "Show/edit Reservee" page. The browser address bar shows `http://localhost/scheduling/showreservee.php?res`. The page displays a form for editing a reservee's information. The form fields are:

|                                   |                          |
|-----------------------------------|--------------------------|
| 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<br>mm/dd/yyyy |
| Flight Review or Endorsement Due: | 01/31/2012<br>mm/dd/yyyy |
| Admin:                            | Full Partner             |

Buttons: Update

Links: [Back to Administrate Users Page](#), [Back to Reservations Page](#)

System tray: Done, Local intranet | Protected Mode: On, 100%

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

There are several things you should do the first time you are at this screen.

Windows Internet Explorer window showing the "Show/edit Reservee" page. The browser address bar displays "http://localhost/scheduling/showreservee.php?res". The page contains a form with the following fields:

|                                   |                          |
|-----------------------------------|--------------------------|
| 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<br>mm/dd/yyyy |
| Flight Reeviw or Endorsement Due: | 01/31/2012<br>mm/dd/yyyy |
| Admin:                            | Full Partner             |

Below the form is an "Update" button. At the bottom of the page, there are two links: [Back to Administrate Users Page](#) and [Back to Reservations Page](#).

4) Once all updates are complete, click the "Update" button



There are several things you should do the first time you are at this screen.

Windows Internet Explorer window showing the "Show/edit Reservee" page. The browser address bar displays `http://localhost/scheduling/showreservee.php?res`. The page contains a form with the following fields:

|                                   |                          |
|-----------------------------------|--------------------------|
| 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<br>mm/dd/yyyy |
| Flight Reeviw or Endorsement Due: | 01/31/2012<br>mm/dd/yyyy |
| Admin:                            | Full Partner             |

Below the form is an "Update" button and two links: [Back to Administrate Users Page](#) and [Back to Reservations Page](#).


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

Almost ready to go. While you can schedule the aircraft now, there are just a couple of tasks left, to make the most of Flight Reserves.

To start a reservation, click on an available time.

| 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           | 1800           |
| 1900      | 1900           | 1900           | 1900           | 1900           | 1900           | 1900           | 1900           |
| 2000      | 2000           | 2000           | 2000           | 2000           | 2000           | 2000           | 2000           |
| 2100      | 2100           | 2100           | 2100           | 2100           | 2100           | 2100           | 2100           |
| 2200      | 2200           | 2200           | 2200           | 2200           | 2200           | 2200           | 2200           |
| 2300      | 2300           | 2300           | 2300           | 2300           | 2300           | 2300           | 2300           |
| 2400      | 2400           | 2400           | 2400           | 2400           | 2400           | 2400           | 2400           |

Click here to see the list of administrative functions



**Signed On As**  
**skoonermn**  
[Log Off](#)  
[Show My Reservations](#)  
[Administration Functions>>](#)

**Date**  
**Sat**  
03 20 2010  
[Select from Calendar](#)  
[Go To Today](#)

Hobbs Tach

00.00 00.00

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This page is best viewed using Internet Explorer. [The latest version can be downloaded here.](#)



Signed On As

skoonermn

[Log Off](#)

[Show My Reservations](#)

[Administration Functions>>](#)

Date

Sat

03 20 2010



[Select from Calendar](#)

[Go To Today](#)

To start a reservation, click on an available time.

| 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           |
|           |                | 1900           | 1900           | 1900           | 1900           | 1900           | 1900           |
|           |                | 2000           | 2000           | 2000           | 2000           | 2000           | 2000           |
|           |                | 2100           | 2100           | 2100           | 2100           | 2100           | 2100           |
|           |                | 2200           | 2200           | 2200           | 2200           | 2200           | 2200           |
|           |                | 2300           | 2300           | 2300           | 2300           | 2300           | 2300           |

- <<Close Menu
- [Administrate Users](#)
- [Send Broadcast Message](#)
- [Modify Aircraft Info](#)
- [Reservation Report](#)

Clicking this link will allow us to add maintenance items

Hobbs Tach

00.00 00.00

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This page is best viewed using Internet Explorer. [The latest version can be downloaded here.](#)

This screen is where you can change aircraft identification information, or update maintenance.

To make modifications to the aircraft, modify existing text and press update. The form should update immediately to reflect your changes.

| Action                                | Item      | Type     | Maintenance Link                           |
|---------------------------------------|-----------|----------|--|
| <input type="button" value="Update"/> | NAIRPLANE | Aircraft | <a href="#">Click Here For Maintenance</a> |

[Back to Reservations Page](#)

2) Click here to add or update maintenance items for the aircraft. Even if you are not going to use Flight Reserves to help track maintenance we recommend you enter at least maintenance item.

To make modifications to the Listed maintenance items, either modify existing text and press update, press delete, or add something to the blank line and click add. The form should update immediately to reflect your changes.

| Action | Description | Hobbs  | Tach   | Date |
|--------|-------------|--------|--------|------|
| Add    | Oil Change  | 250.00 | 250.00 |      |

[Back to Managing Reservable Items](#)  
[Back to Reservations Page](#)

When adding maintenance items, enter the information on a blank line, then click the "Add" button. Adding a line containing at least 250 hours in the hobbs and tach columns, will keep the tach and hobbs displays on the main schedule page from showing "red"

To make modifications to the Listed maintenance items, either modify existing text and press update, press delete, or add something to the blank line and click add. The form should update immediately to reflect your changes.

| Action  | Description | Hobbs  | Tach   | Date       |
|---|-------------|--------|--------|------------|
| <input type="button" value="Update"/> <input type="button" value="Delete"/> | Oil Change  | 250.00 | 250.00 |            |
| <input type="button" value="Add"/>  | Annual      |        |        | 01/03/2011 |

[Back to Managing Reservable Items](#)

[Back to Reservations Page](#)

1) Once a maintenance item exists it can be deleted or modified. To modify, type the desired change, then click the "Update" button. To delete click the "Delete" button.

To make modifications to the Listed maintenance items, either modify existing text and press update, press delete, or add something to the blank line and click add. The form should update immediately to reflect your changes.

| Action  | Description | Hobbs  | Tach   | Date       |
|---|-------------|--------|--------|------------|
| <input type="button" value="Update"/> <input type="button" value="Delete"/> | Oil Change  | 250.00 | 250.00 |            |
| <input type="button" value="Add"/>  | Annual      |        |        | 01/03/2011 |

[Back to Managing Reservable Items](#)

[Back to Reservations Page](#)

2) You can add as many maintenance items as you'd like using any combination of dates, hobbs, or tach to track them.

To make modifications to the Listed maintenance items, either modify existing text and press update, press delete, or add something to the blank line and click add. The form should update immediately to reflect your changes.

| Action  | Description | Hobbs  | Tach   | Date       |
|---|-------------|--------|--------|------------|
| <input type="button" value="Update"/> <input type="button" value="Delete"/> | Oil Change  | 250.00 | 250.00 |            |
| <input type="button" value="Add"/>  | Annual      |        |        | 01/03/2011 |

[Back to Managing Reservable Items](#)

[Back to Reservations Page](#)

3) Once finished, click one of these links to navigate away from this page. For now, we'll click "Back to Reservation Page"



# Flight Reserves set up should now be complete

- You should now be able to use Flight Reserves to keep track of maintenance and your aircraft's schedule
- To get even more out of Flight Reserves, invite your partners to join as well!

Thank you for your interest in  
Flight Reserves!