

glideTime – Cheat Sheet for Duty Pilots

Start Up

Double-click the glideTime icon on the Desktop and select the mode of operation. Use:

- **Mode-1** for normal Springfield operations where KraakKontrol has a duty pilot.
- **Mode-2** to re-start an existing session (typically following a premature shut-down). See the DPsummarySheet for more instructions
- **Mode-3** to enter flight details and times from paper records (e.g. at Omarama).

In the **Session-Header** window, the site, your own name (and, in Mode-3, the date of the session) are essential. The Session-Header window can be re-opened later for edits.

Create Flight-Records

- **Member Instruction** for a member dual instructional flight.
- **Member Solo** when the member pilot will be paying all the flight costs (including when there is a passenger in a twin glider). This is also used for DYT general hire and Tow Pilot training.
- **Member Share** when two members are sharing costs 50:50 in a twin glider.
- **Trial Flight** for BookMe and non-member trial flights. (Cost \$300 for “walk-up” T/F).
- **Visiting Pilot** for pilots from other clubs and visiting aircraft paying a Landing Fee.

Special Flight Types and Other Stuff

For **Visiting Pilot** and **Trial Flights** it is important that a receipt is issued for payments and the payment details (including the receipt number) are entered in the Flight-Record. Put “BookMe” in the “Trial Flight Voucher No.” box as the full BookMe booking reference is not needed.

Filtering Drop-down Lists. Restrict the long lists (e.g. pilot names in Surname, First name order) by typing in the first one or two letters of the name you want before displaying the list.

Make notes to record any special circumstances or costing information.

- A text-entry **Notes** panel is provided on all Flight-Records. Use it to record any flight-specific info (e.g. special payment arrangements, PAX info, corrections to timing etc).
- Don't use the **Notes** panel for recording OpsNormals – use the **OpsNormal button**.
- The **Session-Header** window can be re-opened for editing at any time via the Session-Header button in the Utilities Toolbar (top-right of main screen). Use it to record oxygen refills and misc matters like equipment problems etc.

Ops Normal

- When the glider button is RED follow the OVERDUE Glider emergency plan.
- To record a position report, click the Ops Normal button. This resets the colour of the glider button. Do not click Ops Normal unless you actually have a position update.
- Record position and altitude. Use the comment "Spot Position" and the time of the fix in the Position notes if you used Spot or another tracking service instead of a radio call.

'Landing-fee Only' for 'drop-in' aircraft

- Use the Visiting Pilot or Member Solo flight type.
- Record the aircraft registration in Glider Regn (even if it is a power plane)
- Select Self launch type then start the flight and land it immediately.

- Be sure to record the details if payment is made.
- Optionally put a comment in the flight record notes window that it is L/F only

Towpilot Training Flight

- Use Member Solo with a dummy '---' glider regn
- Enter the trainee pilot as both glider and tow pilot.
- On towplane landing, land the dummy glider too.
- Optionally put a comment in the flight record notes window that it is Towpilot Training

Dual or Multiple AeroTows

- Record the launch of any one of the gliders with the towplane details entered (important).
- Open a Flight-Window for a second glider, making sure it has the same towplane regn and towpilot entry, and click [Groundroll Started].
- You will get a pop-up dialog warning you that the towplane is already airborne and asking whether this is a mistake or a multiple tow.
- Confirm multiple tow. You will see that this flight automatically gets the same launch time.
- Note that the costing automatically shares the tow cost equally, and if you edit the launch details of any of the gliders on multi-tow the changes will propagate to the others.

General Hire of DYT

- Use Member Solo or Visiting Pilot as appropriate with a dummy '---' glider regn.
- Enter paying member as Pilot.
- Record the Tow Pilot / Instructor as Tow Pilot.
- Add a comment in the notes field that it is DYT General Hire.

Add a New Member

- **JUNIOR** members need to be under 25.
- **TEMP** members (typically created at Omarama for pilots planning to make frequent use of our towplane) need to have completed the registration form with their billing information etc.
- Scouts and ATC cadets flying on special courses should also be recorded as **TEMP** members, along with costing scheme SCOUT or ATCxx as appropriate.
- If the new member is a private owner (and particularly if they are a **TEMP** member), enter their glider registration (so that it appears in the Gliders drop-down list and the link with the pilot name is made). On completion, be sure to click Save rather than Quit.

Special Groups

- By agreement with the Treasurer, pilots may be recorded by adding placeholder member names e.g. '1, scout group', '2, scout group' rather than adding them as individual members. In this case add the pilot's name to the Notes field of the flight record.
- We need to track flights by juniors separately from adults for reporting to GNZ so make sure a placeholder junior and senior member is created and used if necessary.
- Add comment in the notes field of the flight records to clarify anything.

Record Oxygen Fill

- Open the **Session-Header** window and write a short description in the notes window with the paying person and glider registration.

Electronic Payments

- The club bank account is: ANZ Hornby 01-0811-0011563-00.

- Use Pilot Name, Trial Flight (if appropriate) and Receipt or Invoice Number as payment references.

Shutdown

- You must land all aircraft before closing glideTime. If private owners are airborne, then add a comment to the notes field e.g. "airborne at shutdown" and land them.
- Shut-down glideTime by clicking the Exit option from the File menu on the main menu-bar at the top of the screen.
Do not close glideTime by closing the C:\Python27\python.exe command window (with the black background).
- You will be asked whether there is an internet connection, this can be wired or Wi-Fi. When there is a connection, click Yes and wait for the data to be transmitted (this may take a minute or two), after which the program will close with a message that the transmission was successful (or not).
- If unsuccessful, or there was no possibility of a connection and you had to click No, please contact Neil Allison 021 765 884 so he knows that there is data to be collected by some other means.

History

30-Aug-2018	Neil Allison	Rev1	Initial Draft
8-Sep-2018	Neil Allison	Rev2	Updated, moved from .md to LibreOffice .fodt
5-Oct-2018	Neil Allison	Rev2.1	Minor clarification for LF for members drop-in A/c, Add \$250 price for walk-up T/F
2-Oct-2022	Neil Allison	Rev3	Update walk-up T/F price to \$300 Add Overdue glider note to follow Emergency plan Minor editorial updates
3-Oct-2022	Tim Hughes	Rev3.1	Update Ops Normal procedure. Amend reference to emergency plan.

Contact Neil Allison (neil@avon-tech-solutions.co.nz, 021 765 884) with corrections, comments or questions about this document.