glideTime v2.02 – One-page Summary for Duty Pilots

Note that although the basics of the earlier versions are unchanged, there are some screen layout differences and new operations. Please familiarise yourself with these (which are *italicised*).

Objective. glideTime aims to create an accurate Flight-Record (containing all the information we need to maintain for CAA and GNZ purposes, as well as for our own costing and invoicing) for every flight taken which involves club aeroplanes or facilities.

General features. glideTime tries to make it easy to enter full and correct information while minimising typing. Where 'drop-down' lists are associated with text-entry boxes, use a selection from the list wherever possible. You can restrict the long lists (e.g. pilot names) by typing in the first one or two letters of the name you want before displaying the list. (Note that this 'filtering' feature means you will always need to delete an incorrect entry before you can re-display the full list of options).
Apart from Shut-down (see below) *all the operations you will need in a recording session are accessed by toolbar buttons* in two groups immediately below the top menu-bar of the main screen. However, *all the top menu-bar items are now operational* and at slack times it's quite safe to let members access the reporting functions to check their logbooks etc.

Start-up. Double-click the glideTime icon on the Desktop and select the mode of operation. Use ***Mode-1*** for normal Springfield operations where the caravan is manned. Use ***Mode-2*** to re-start an existing session (typically following an accidental premature shut-down). Use ***Mode-3*** to enter flight details and times from paper records (e.g from notebooks at Omarama). Enter as much information as you can 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 by clicking one of the five options in the New Flight Toolbar. It is important to choose the right flight type! For costing purposes we need to distinguish between Member Flights (where the pilot will be invoiced for the flight cost) and Visiting Pilot or Trial flights (where payment on the day or a pre-paid voucher is an essential requirement).
Select **Member Instruction** for a member 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) and **Member Share** when two members are sharing costs 50:50 in a twin glider). These three flight types will force you to use pilot entries from the drop-down list – if the pilot is not on the list but really is a member (e.g. has just signed-up for membership) then cancel the Flight-Rec, add the new member to the database (see below) and then start a new Flight-Record creation. Enter as much other information as you can, but additions and changes can be made later. *For private gliders, enter the glider registration first and the pilot name will be filled automatically.*
The launch can then be recorded by clicking the **Groundroll Started** button. Alternatively, the Flight-Record can be saved to the **Intentions List** to be re-opened at some later time when the launch does takes place. Particularly on busy days, it is strongly recommended that as many flights as possible are set-up on the Intentions List so that they can quickly be brought up at launch time. There are a few check-boxes for special costings – please use them. For **Visiting Pilot** and **Trial** flights it is very important that a receipt is issued for any payment and that the payment details (including the receipt number) are entered in the Flight-Record.
Once created, a Flight-Record is always accessible from the main screen (where it will be displayed as a one-line summary in either the Intentions or the Completed-Flights list, or as a 'flag' on the Airborne-Flights indicator). The associated Flight-Record window can always be opened for further recording or editing, either by clicking the airborne-flag or by double-clicking the list item. In addition to the entry fields, the Flight-Record window has buttons for recording all subsequent stages of the flight. Their use should be self-explanatory.

Make notes to record any special circmstances. A text-entry **Notes** panel is provided on all Flight-Records and also on the **Session-Header.** Use the former for any flight-specific info (e.g. special payment arrangements, PAX info) and the latter for miscellaneous things e.g. equipment problems, oxygen refills. (Note that 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). NB Please do not use the Flight-Record Notes panel for recording OpsNormals – use the **OpsNormal** button in the Flight-Record window to automatically record the time and then enter the location and height etc.

Record a 'Landing-fee Only' for 'drop-in' aircraft using the Visiting Pilot flight type. Record the registration in Glider Regn (even if it is a power plane) and select **Self** launch type. Be sure to record the payment details. Then start the flight and land it immediately.

Record a Towpilot Training Flight as Member Solo with a dummy '---' glider regn and enter the trainee pilot as both glider and tow pilot. On towplane landing, land the dummy glider too.

Record a New Member by completing the fields in the pop-up window opened by the *New Member button on the Utilities toolbar*. *(This replaces the pilot Records|Add main menu item).* Please make a big effort to get this entry right! 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), be sure to 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 (which aborts the entry).

Shut-down at the end of the session (all flights landed) by clicking the Exit option from the File menu on the main menu-bar at the top of the screen. You will be asked whether there is an internet connection – check the WiFi status (in the bottom right-hand corner of the screen). If there is no connection at Springfield, try moving nearer the Woolshed (or, if the WiFi is down, make an ethernet cable connection in the house). Then click Yes and wait for the data to be transmitted, 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 txt Rob on 021-036-2199 so he knows that there is data to be collected by some other means.

Mode-2 Restart. This will require you to identify the database file for the session to restart. You will be presented with a 'file selection dialog' listing the session folders of recent sessions. These all have names which incorporate the site and date, so it should be easy to find the one you need. Open it, and if there is a '**sessionName.xml**' file present, double click it. If the program had crashed for some reason (most likely a laptop battery failure) all you may see is a '**tmp**' folder. Open this and there will be up to three 'sessionName.xml' files present – the three most recent backups before the crash. Double-click the most recent one. If that doesn't work, try again with the previous one. Note that if it were a lot of flights in the session the re-generation may take a minute or two.

MainMenu|Reports|Email Session Reports. You could be asked to do this if for some reason a previous session's data was not sent. First, you will obviously need to have an internet connection. Then, on selection of this option you will need to follow exactly the procedure described above under Mode-2 Restart to select the appropriate XML database file. Note that this can be done when glideTime is running a 'live session' – it will not interfere with the current data.

Rob S 6/09/2012