# Aviatize User Manual – Flying Members

Version 1.0

December 2022

# Contents

## Introduction

Aviatize is the aircraft, pilot management and booking system used by the Aero Club of Southern Tasmania. Aviatize is a Software as a Service (SaaS) platform hosted purely online, accessible from anywhere and from any device (PC, Tablet or Mobile). Aviatize is developed out of Belgium, and used by many customers around the world including flying schools and professional drone operators.

The system is fully integrated with the online payment platform, Stripe, to allow immediate real-time payment by credit card. Regular updates are rolled out to the platform, including new features and bux fixes.

This manual will contain the information required on how to use the system for full paying, flying members of the club.

**NOTE**

- Before flight, pilots MUST **check-in** the plane within Aviatize.
- After flight, pilots MUST **check-out** the plane within Aviatize, and pay.
- On first login to Aviatize, you will be asked to accept the invite to the Aero Club, click **Accept**:
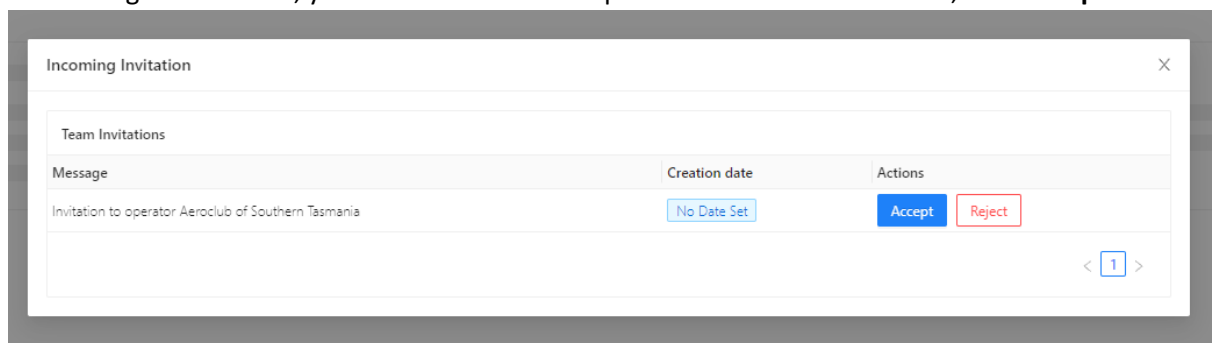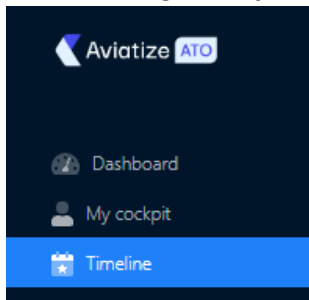


- You will also be shown any current mandatory reading, such as the terms of hire. Please read these and click **Read And Agreed** 
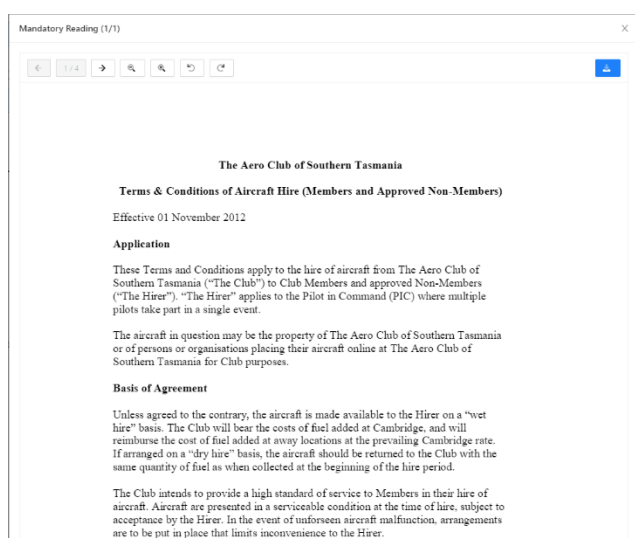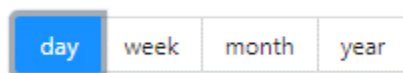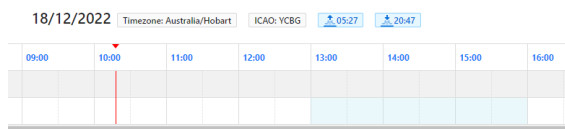
## Booking the Aircraft

1. Login to Aviatize from anywhere – https://ato.aviatize.com
2. In the menu, go to **My cockpit**, or **Timeline**



3. Find the date and time on the calendar which you would like to book
   **NOTE:** To make it easier to view, you can change the viewing period in the top right



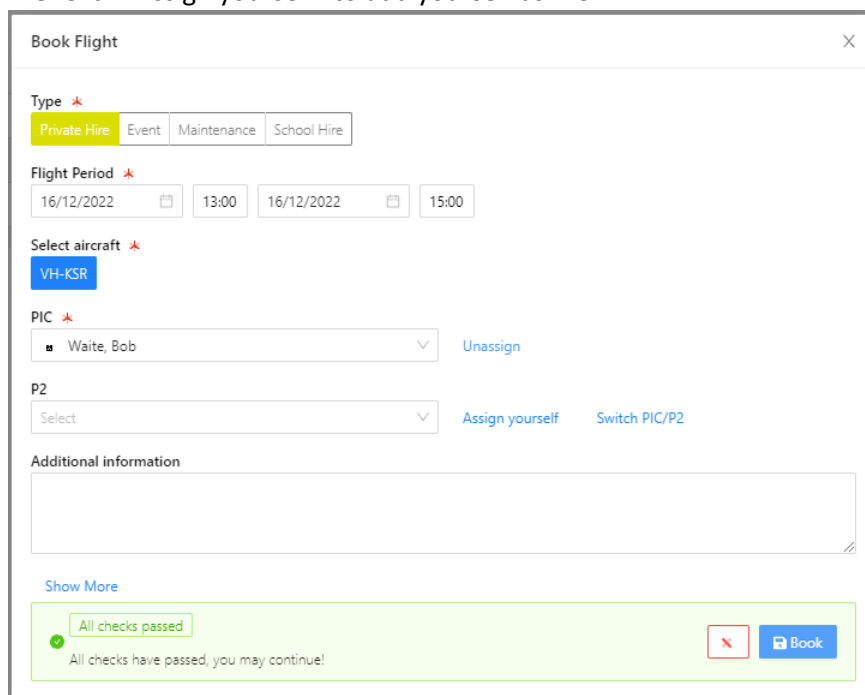4. Click and drag to highlight the time you want to book



5. Complete the booking popup form and click **Book**   

   **Type:** Private Hire (This will be the default and should always be used)
   **Flight Period:** The period you selected in the calendar (You can adjust the booking time if required here)
   **Select aircraft:**  This will always be VH-KSR and be selected by default
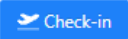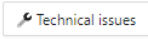   **PIC:** Click "Assign yourself" to add yourself as PIC



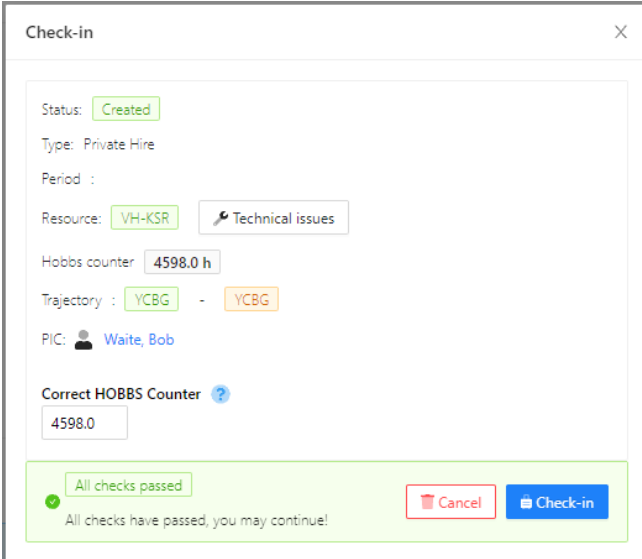6. *Optional: You can click Show More and add in your planned trajectory and PAX.*

## Flying the Aircraft

When flying the aircraft, the plane **MUST** be checked in and out, with the Tacho time recorded for charging and reconciliation purposes.
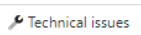
**NOTE:** The **Hobbs** counter field within Aviatize is equal to the **Tacho** counter within the plane.

### Before flight

1. Login to Aviatize from anywhere – https://ato.aviatize.com
2. Your booking will show on the default **Dashboard** screen (alternatively, go to **My cockpit** and open your booking)
3. Click **Check-in**  ✈ Check-in
4. Confirm the **Correct HOBBS Counter** value against the aircraft **Tacho** time, and update if required
5. Read any outstanding technical issues by clicking **Technical issues**  🔧 Technical issues
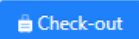6. Click **Check-in** to check the plane in for your flight



### After flight

1. Login to Aviatize from anywhere – https://ato.aviatize.com
2. Your booking will show on the default **Dashboard** screen (alternatively, go to **My cockpit** and open your booking)
3. Click **Check-out**  🧳 Check-out
4. Update the **Hobbs End** value with the aircraft **Tacho** time
   Note: The Total Counter Time should equal your chargeable tacho flight time
5. *Optional: You can update the actual flight times, and add any notes or remarks on this screen for your own notes.  They will be accessible in your online Aviatize Logbook.*

6. Click **Check-out**



7. Under **Product**, select the appropriate landing fee from the drop-down list (eg. Cambridge (YCBG) Landing Fee), and update **Quantity** as required (1 = up to 4 landings, 2 = up to 8 landings etc)



8. Additional Landing Fee locations can be added as required by clicking Add



9. Click **Confirm** to proceed to payment
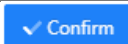
10. Review the invoice on the Invoice screen, and click Pay Now
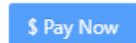
**11.** Complete your payment details on the Stripe payment screen and click **Pay**

## Cancelling a Flight

1. Go to the Dashboard page

2. Under "Upcoming Flights", find your flight and click Cancel ⬛ Cancel
   a. If you are cancelling due to a Technical Issue, you can add an issue by clicking **Add Technical Issue** ✚ Add Technical Issue
   b. Write a description of the issue
   c. Click **Save**

3. Click **Yes** ✔ Yes

## Reporting Technical Issue (with aircraft)

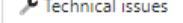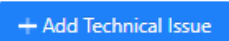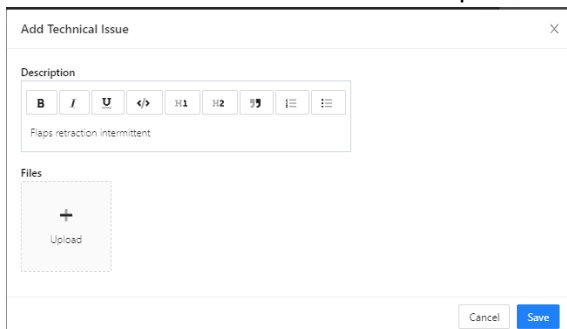Technical issues with the aircraft can be reporting within Aviatize, which will be visible to other pilots and emailed to the Chief Pilot for review.

### At the end of flight

1. Instead of click Check-out on your flight from the Dashboard, navigate to **My cockpit** in the menu
2. Click on your flight in the calendar



3. Click **Technical issues**

4. Click **Add Technical Issue**

5. Write details of the issue in the Description field
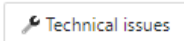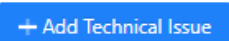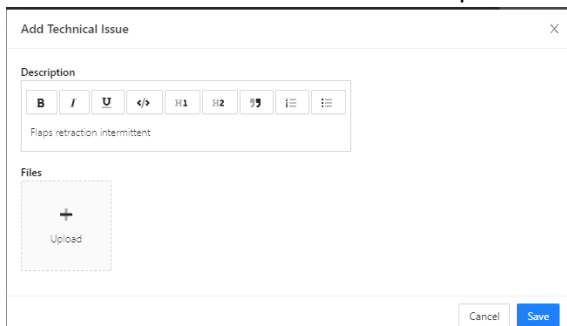


6. Click **Save**

### Before flight

1. On the Check-in page, click **Technical issues**

2. Click **Add Technical Issue**

3. Write details of the issue in the Description field



4. Click **Save**

**NOTE:** If the Technical Issue means you cannot fly, and you have already checked-in, see [Cancelling a Flight](#)

# Dashboard

## Overview

The Dashboard page is the default when logging in.

This page will show you the following information:

- **Upcoming Flights** (within the next week)
  - You can choose to Check-In your flight straight from here
- **Completed Flights** (for last week)
  - You can click the Details button to view more detail on your previous flight, including access to the invoice or ability to Pay Now on those that are outstanding
- **METAR & TAF for YCBG**
  - Shows current METAR and TAF for YCBG/YMHB
  - NOTE: Wind speed is currently displayed in km/h, and elevation in meters. These will look to be adjustable in a future enhancement.

# My cockpit

## Overview

This section of Aviatize is used to maintain your flight history (and invoices), license and medical details, ICE contacts and your contact details.

Each function is based on its own tab as follows.

## My Schedule

- A calendar view of your flights, defaulting to the current week.
- You can change the calendar view between day, week, list and month.
- At the top of the calendar, the sunrise and sunset times are displayed, eg:





## My Flights

- A list of all your flights.
- Click the pencil icon ![pencil] under the Actions column to drill into more detail.
- You can click the + sign to show the flight legs.

## My Pending Approvals

NOT CURRENTLY USED

## My Inbox

NOT CURRENTLY USED

## Pilot Logbook

NOT CURRENTLY USED

## License & Qualifications

Here you can manage your licence and medical details to receive reminders when they are due to expire.  This also helps the club maintain up to date information on the pilots flying the club aircraft.

### How to add your licence or medical

1. Browse to **My cockpit -> License & Qualifications** page
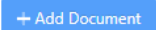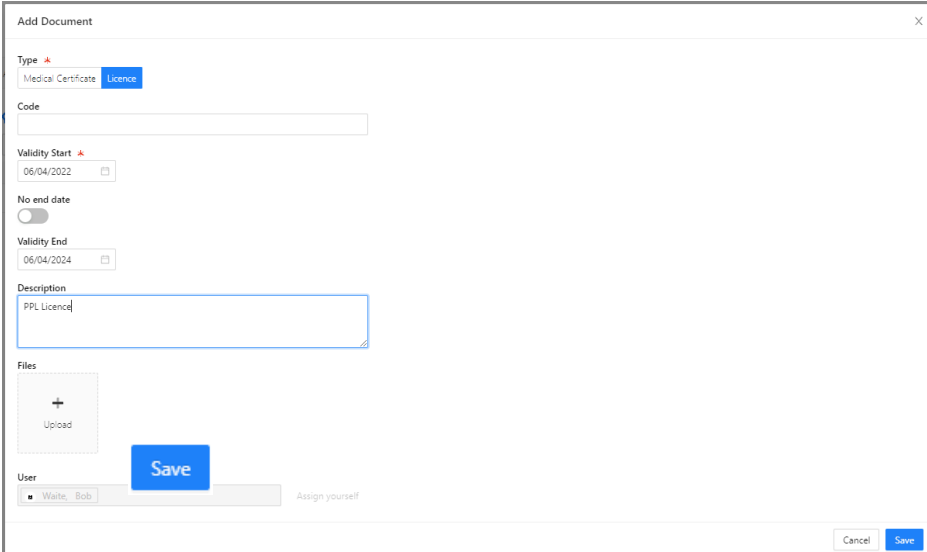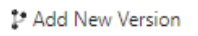2. Click **Add Document** button [+ Add Document]
3. Complete the details of your licence or medical:
   **Type:** Medical Certificate or Licence
   **Code:** *Optional*, you can leave this blank
   **Validity Start:** Date licence or medical was issued
   **Validity End:** Date licence or medical is due to expire (eg. BFR validity end date)



4. Click **Save**
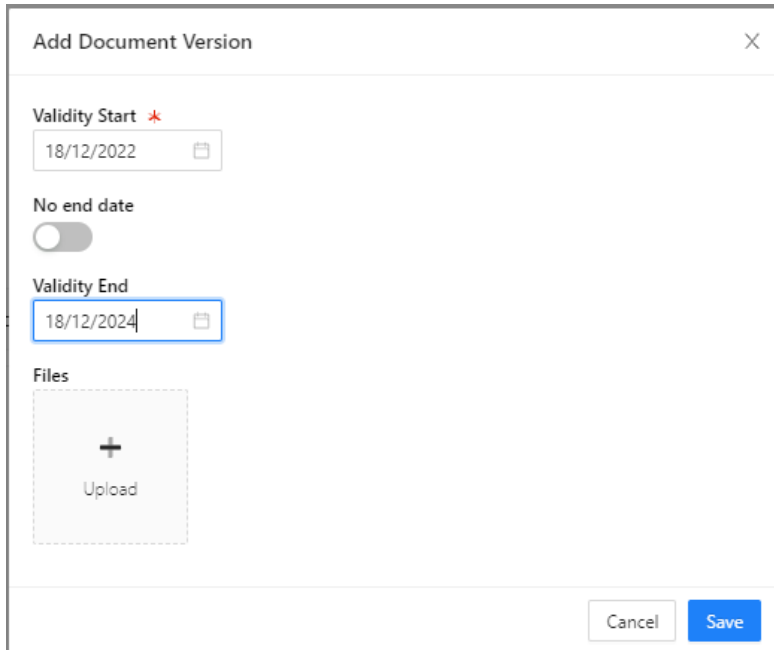
### How to update expiry on existing licence or medical

1. Browse to **My cockpit -> License & Qualifications** page
2. Click the Edit button [✏] next to licence or medical
3. Click the **Details** tab to view existing details
4. Click the **Add New Version** button [ Add New Version]
5. Complete the updated licence or medical details:
   **Validity Start:** e.g. Date of medical or BFR

**Validity End:** Date of new expiry of medical or licence



6. Click **Save**

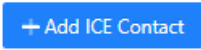## My Availabilities
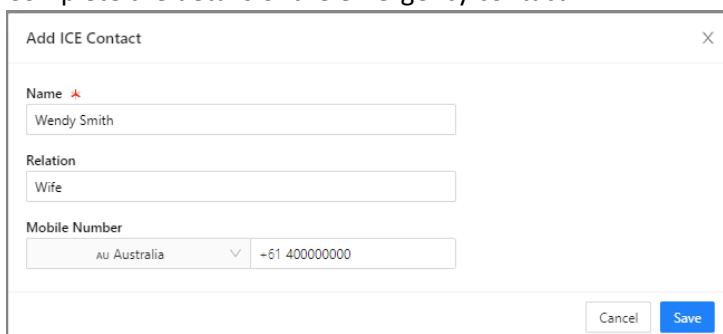NOT CURRENTLY USED

## My Transactions
Displays any outstanding balance on your account, and historical individual charges you have paid e.g. landing fees, hire rate

## ICE Contacts
A list of In Case of Emergency (ICE) contacts for the pilot.  This should be populated and kept up to date at all times for the club to have current emergency contacts if required.

### Add a new Emergency Contact
1. Browse to **My cockpit -> ICE Contacts** page

2. Click **Add ICE Contact** button 

3. Complete the details of the emergency contact



4. Click **Save**

### Update existing Emergency Contacts
1. Browse to **My Cockpit** -> **ICE Contacts** page

2. Click on the Edit icon  next to the contact to be updated

3. Update the details as required
4. Click **Save**

1. Browse to **My Cockpit** -> **ICE Contacts** page

2. Click on the Remove icon  next to the contact to be removed
3. Click **Remove "<name> now** button

## Details

This page contains all the contact details and preferences for the member/pilot.  Ensure this information is kept up to date for the club.

# Timeline

## Overview

The Timeline page displays the aircraft bookings across the club, including other private hire, events and maintenance.

The view can be updated to display day, week, month or year.

You can see details of other member bookings, however if the aircraft is under maintenance or booked for an event these may show as red "Unavailable" blocks on the calendar.