



Aviatize User Manual – Flying Members

Version 1.0

December 2022

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Introduction

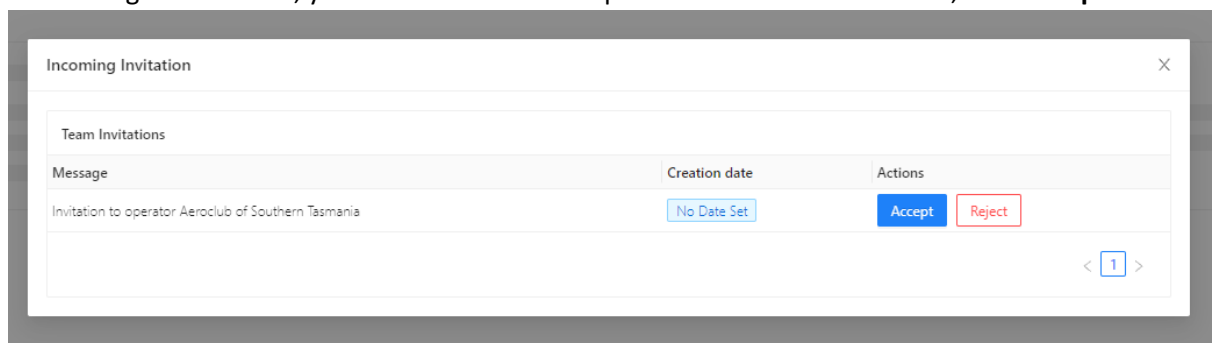
Aviatize is the aircraft, pilot management and booking system used by the Aero Club of Southern Tasmania. Aviatize is a Software as a Service (SaaS) platform hosted purely online, accessible from anywhere and from any device (PC, Tablet or Mobile). Aviatize is developed out of Belgium, and used by many 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 bug fixes.

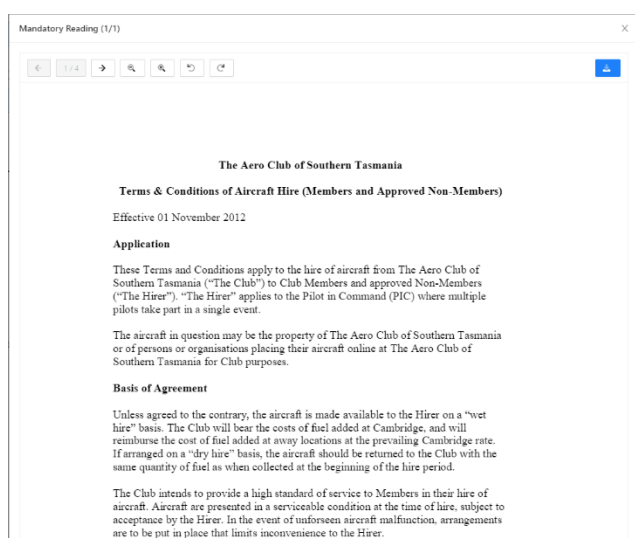
This manual will contain the information required on how to use the system for full paying, flying members of the club.

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**:

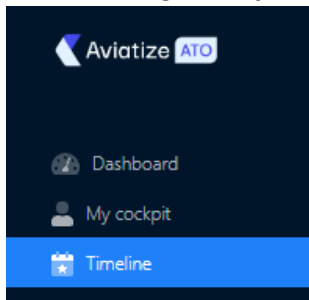


- You will also be shown any current mandatory reading, such as the terms of hire. Please read these and click **Read And Agreed**

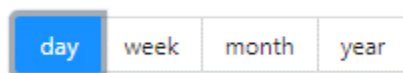


Booking the Aircraft

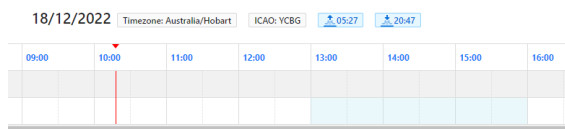
1. Login to Aviatize from anywhere – <https://ato.aviatize.com>
2. In the menu, go to **My cockpit**, or **Timeline**



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



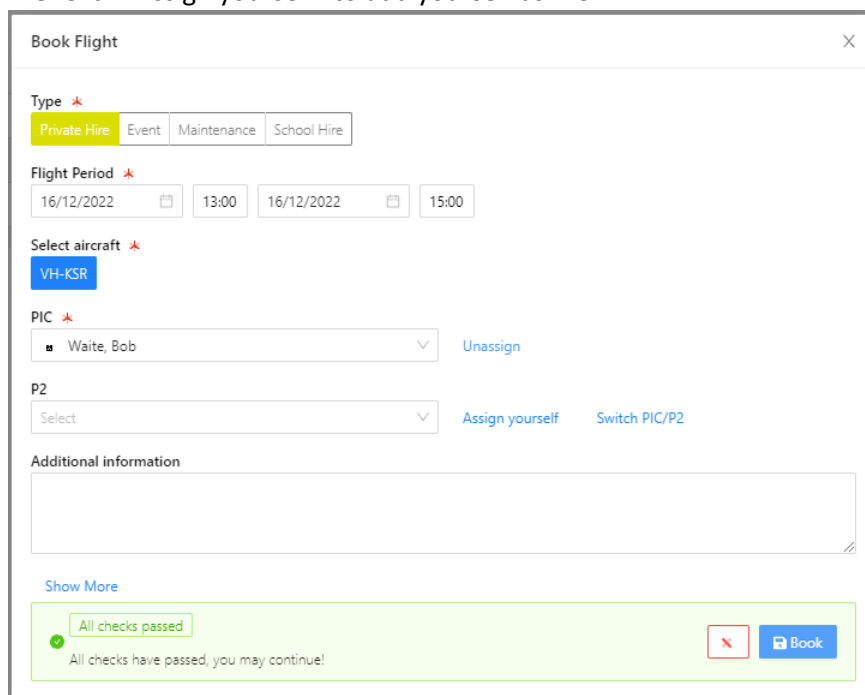
5. Complete the booking popup form and click **Book** 

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

A screenshot of the 'Book Flight' popup form. The form has a title bar with 'Book Flight' and a close button. The fields are: 'Type' with a dropdown menu showing 'Private Hire', 'Event', 'Maintenance', and 'School Hire'; 'Flight Period' with a date and time selector showing '16/12/2022' and '13:00' to '15:00'; 'Select aircraft' with a dropdown menu showing 'VH-KSR'; 'PIC' with a dropdown menu showing 'Waite, Bob' and an 'Unassign' button; 'P2' with a dropdown menu showing 'Select' and 'Assign yourself' and 'Switch PIC/P2' buttons; and 'Additional information' with a text area. At the bottom, there is a 'Show More' link and a green box with a checkmark and the text 'All checks passed' and 'All checks have passed, you may continue!'. There are also 'X' and 'Book' buttons at the bottom right.

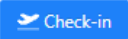
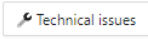
6. *Optional: You can click Show More and add in your planned trajectory and PAX.*

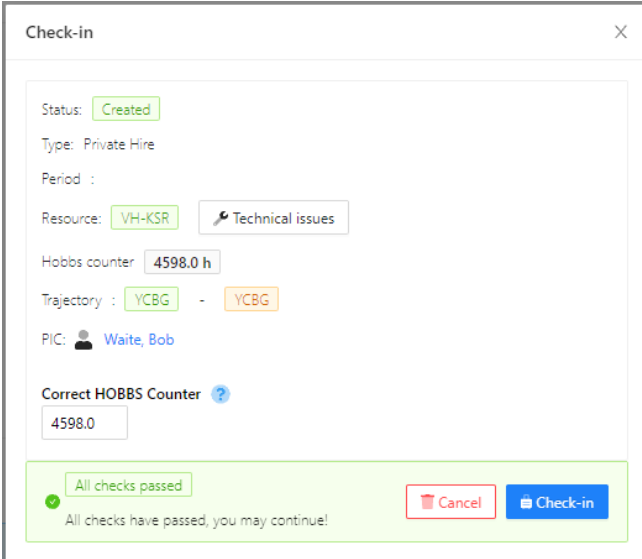
Flying the Aircraft

When flying the aircraft, the plane **MUST** be checked in and out, with the Tacho time recorded for charging and reconciliation purposes.

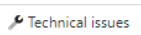


NOTE: The **Hobbs** counter field within Aviatize is equal to the **Tacho** counter within the plane.

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** 
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** 
6. Click **Check-in** to check the plane in for your flight

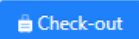


The screenshot shows a 'Check-in' modal window with the following details:

- Status: Created
- Type: Private Hire
- Period :
- Resource: VH-KSR 
- Hobbs counter: 4598.0 h
- Trajectory : YCBG - YCBG
- PIC:  Waite, Bob
- Correct HOBBS Counter 
4598.0

At the bottom, there is a green success message: "All checks passed" with a green checkmark icon and the text "All checks have passed, you may continue!". To the right of this message are two buttons: a red "Cancel" button and a blue "Check-in" button.

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** 
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**



Check-out → VH-KSR Checked In 16/12/2022

1 Flight Leg 1 2 Add-ons 3 Invoice 4 Finish

PIC
 Unassign

P2
 Assign yourself

Departure Place Search Arrival Place Search

Landings day Landings night

Hobbs Start Hobbs End Total Counter Time Departure Time Arrival Time Total Flight Time

Remarks and endorsements

→ Add flight leg

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)

Product	Quantity	Price	VAT	Total	Actions
Cambridge (YCBG) Landing Fee	1	\$ 35.00	Not set	\$ 35.00	
Cambridge (YCBG) Landing Fee					
Launceston (YMLT) Landing Fee					
Strahan (YSRN) Landing Fee					

→ Add

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

Check-out → VH-KSR Finished 16/12/2022

1 Flight Leg 1 2 Add-ons 3 Invoice 4 Finish

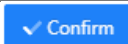
Product	Quantity	Price	VAT	Total
VH-KSR	66	\$ 4.48	Not set	\$ 295.90
Cambridge (YCBG) Landing Fee	1	\$ 35.00	Not set	\$ 35.00

→ Add

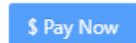
Total Price
\$ 330.90

Confirm

9. Click **Confirm** to proceed to payment



10. Review the invoice on the Invoice screen, and click Pay Now




Check-out → VH-KSR **Finished** 18/12/2022

Flight Leg 1 → Add-ons → **3** Invoice → Finish

2022/19 Invoice **Draft** Finalise Invoice 1 Comments **\$ Pay Now**

Details Emails Transactions

Status: Draft
Your Invoice is in draft. A number will be assigned once your Invoice is completed.



Aeroclub of Southern Tasmania
Building 2, Cambridge Aerodrome, Cambridge TAS 7170, Australia
TAS 7170 Cambridge
Australia
acst@aviatize.com
BE12 3456 7891 2345

Bob Waite
[Redacted]@com.au

11. Complete your payment details on the Stripe payment screen and click Pay

The Aero Club of Southern Tasmania


Pay The Aero Club of Southern Tasmania
A\$330.90

Aero Club of Southern Tasmania Flight costs	A\$330.90
Subtotal	A\$330.90
Add promotion code	
Total due	A\$330.90

Powered by **Stripe** | Terms Privacy

Pay with card

Email [Redacted]@com.au

Card information
1234 1234 1234 1234 
MM / YY CVC




Name on card
[Redacted]

Country or region
Australia

Securely save my information for 1-click checkout
Pay faster on The Aero Club of Southern Tasmania and thousands of sites.

Pay

Cancelling a Flight

1. Go to the Dashboard page
2. Under “Upcoming Flights”, find your flight and click Cancel 
 - a. If you are cancelling due to a Technical Issue, you can add an issue by clicking **Add**
Technical Issue 
 - b. Write a description of the issue
 - c. Click **Save**
3. Click **Yes** 

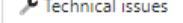
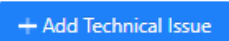
Reporting Technical Issue (with aircraft)

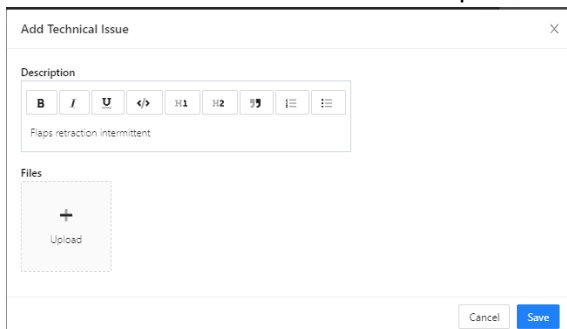
Technical issues with the aircraft can be reported within Aviatize, which will be visible to other pilots and emailed to the Chief Pilot for review.

At the end of flight

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

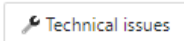
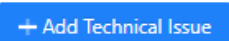


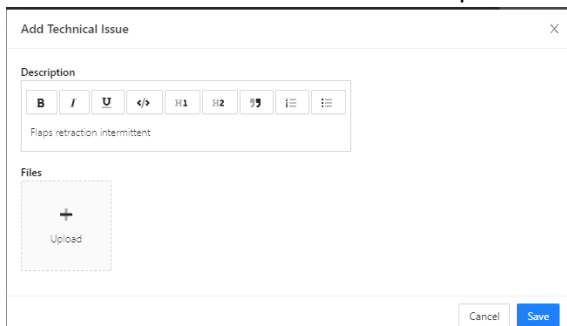
3. Click **Technical issues** 
4. Click **Add Technical Issue** 
5. Write details of the issue in the Description field

A screenshot of the 'Add Technical Issue' form. The form has a title bar with 'Add Technical Issue' and a close button. Below the title bar is a 'Description' field with a rich text editor toolbar containing buttons for bold, italic, underline, code, list, and link. The text 'Flaps retraction intermittent' is entered in the description field. Below the description field is a 'Files' section with an 'Upload' button. At the bottom right of the form are 'Cancel' and 'Save' buttons.

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

A screenshot of the 'Add Technical Issue' form, identical to the one shown in the previous step. It shows the 'Description' field with the text 'Flaps retraction intermittent' and the 'Files' section with an 'Upload' button. The 'Cancel' and 'Save' buttons are at the bottom right.

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.

The screenshot shows the Aviatize dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, My cockpit, and Timeline. The main content area is divided into three sections:

- Upcoming Flights (in coming week):** A light blue box with the text "No upcoming flights found" and a Refresh button.
- Completed Flights (for last week):** A section showing flight details for a flight on 18/12/2022 from 14:00-16:00 at Australia/Hobart. The flight status is "Finished". The aircraft is "YH-KSR" and the PIC is "Walt, Bob". The trajectory is from YCBG to YCSG. A "Details" button is visible.
- METAR & TAF for YCBG:** This section is split into two columns. The left column shows METAR data for YMHB observed on 18/12/2022 at 13:30. The right column shows TAF data for YMHB issued on 18/12/2022 at 13:27.

METAR - YMHB - Observed: 18/12/2022 13:30			TAF - YMHB - issued: 18/12/2022 13:27		
Clouds	Wind	Visibility	From	To	Clouds
Few 3500 feet	22 km/h - 160°	10,000+ Meter	18/12/2022 14:00	19/12/2022 02:00	No significant clouds
Humidity	Temperature	Dew Point	Wind	Visibility	Conditions
63%	16°C	9°C	22 km/h - 160°	10,000+ Meter	No significant weather
Air Pressure	Elevation	Flight Category	From	To	Clouds
1027.92 mb	2 meter	VFR	19/12/2022 02:00	19/12/2022 09:00	Broken 2000 feet
Observed	Position	Station	Ceiling	Wind	Visibility
18/12/2022 13:30	2.7762 km from YCBG	Hobart, AU	Broken 2000 feet	9 km/h - 330°	10,000+ Meter
YMHB 180230Z 180120Y 9999 FEW035 16-09 Q1028			Change		
			FM		

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:

Sunrise: 12 December 2022 05:26

ICAO: YCBG [05:26](#) [20:43](#)

My Cockpit ?

My Schedule

My Flights

My Pending Approvals

My Inbox

Pilot Logbook

License & Qualifications

My ...

iCal

Week 51

Timezone: Australia/Hobart

ICAO: YCBG

05:26

20:43

day

week

list


month

<

>

	12/12/2022	13/12/2022	14/12/2022	15/12/2022	16/12/2022	17/12/2022	18/12/2022
all-day							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00					13:00 - 15:00 Waite, Bob - VH-KSR		
14:00							14:00 - 16:00 Waite, Bob - VH-KSR
15:00							
16:00							
17:00							

My Flights

- A list of all your flights.
- Click the pencil icon  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

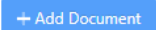
Pilot Logbook

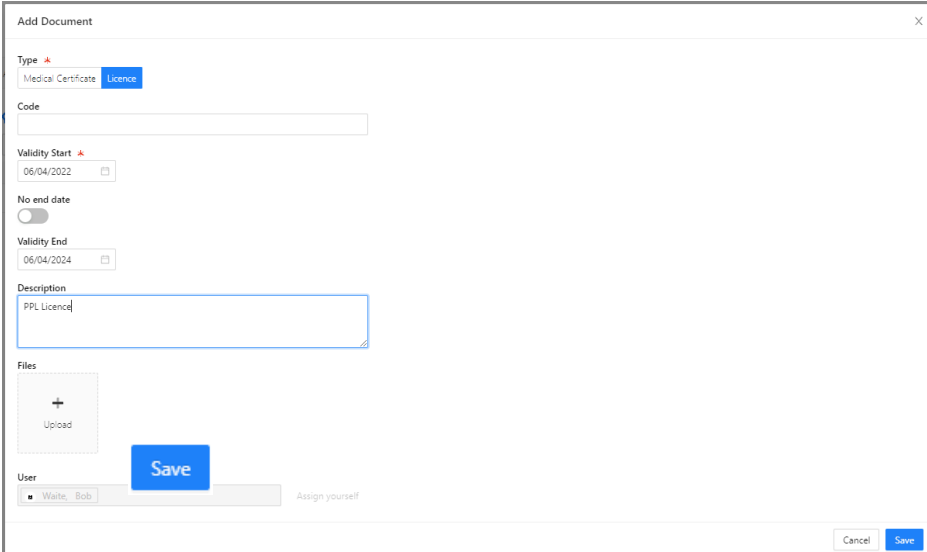
NOT CURRENTLY USED

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.


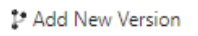
How to add your licence or medical

1. Browse to **My cockpit** -> **License & Qualifications** page
2. Click **Add Document** button 
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)

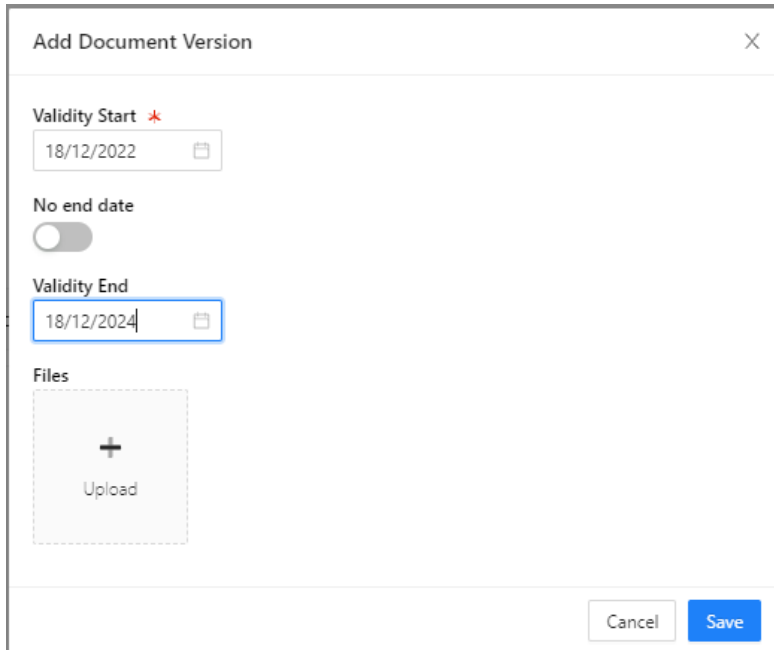


4. Click **Save**

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 
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



The screenshot shows a dialog box titled "Add Document Version". It contains the following fields and controls:

- Validity Start** (marked with a red asterisk): A date input field containing "18/12/2022" with a calendar icon.
- No end date**: A toggle switch currently turned off.
- Validity End**: A date input field containing "18/12/2024" with a calendar icon.
- Files**: A dashed box containing a plus sign and the word "Upload".
- At the bottom right, there are "Cancel" and "Save" buttons.

6. Click **Save**

My Availabilities

NOT CURRENTLY USED

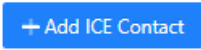
My Transactions

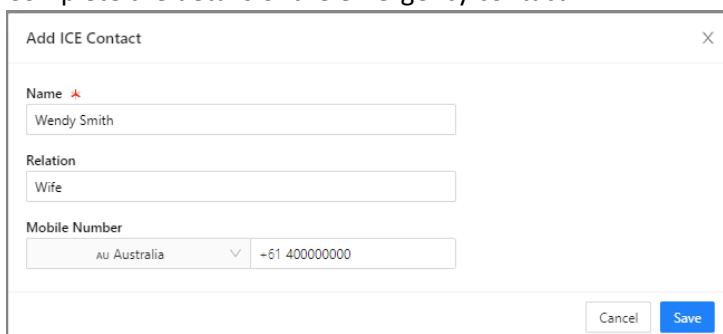
Displays any outstanding balance on your account, and historical individual charges you have paid e.g. landing fees, hire rate

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



The screenshot shows a dialog box titled "Add ICE Contact". It contains the following fields and controls:

- Name** (marked with a red asterisk): A text input field containing "Wendy Smith".
- Relation**: A text input field containing "Wife".
- Mobile Number**: A dropdown menu showing "AU Australia" and a text input field containing "+61 400000000".
- At the bottom right, there are "Cancel" and "Save" buttons.


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**

Delete Emergency Contact

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.

