






# Aviatize User Manual – Flying Members

Version 1.1

December 2023

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## Introduction

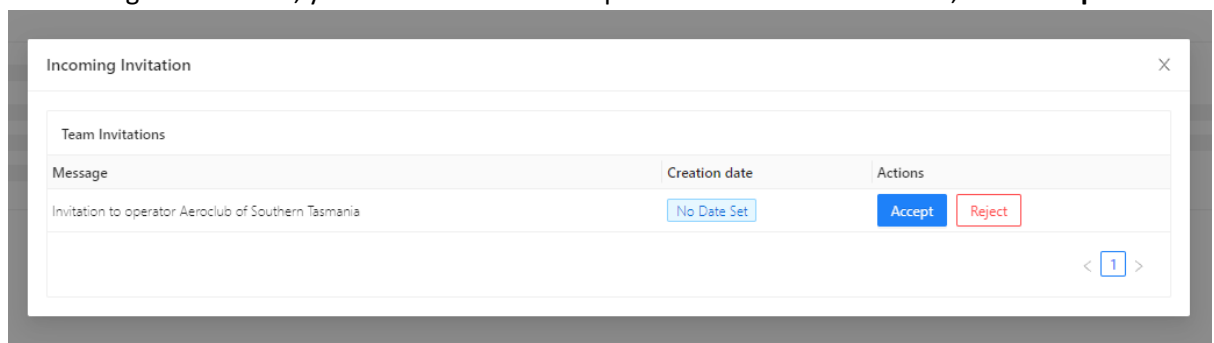
Aviatize is the aircraft, pilot management and booking system used by the Aero Club of Southern Tasmania. Aviatize is a Software as a Service (SaaS) platform hosted purely online, accessible from anywhere and from any device (PC, Tablet or Mobile). Aviatize is developed out of Belgium, and used by many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

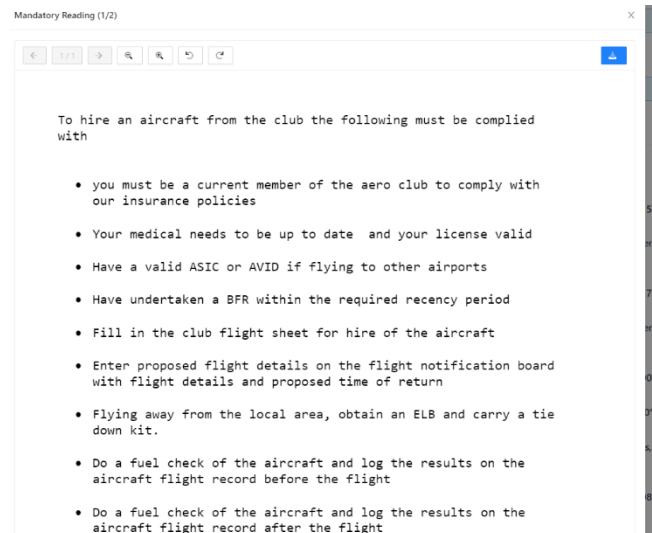
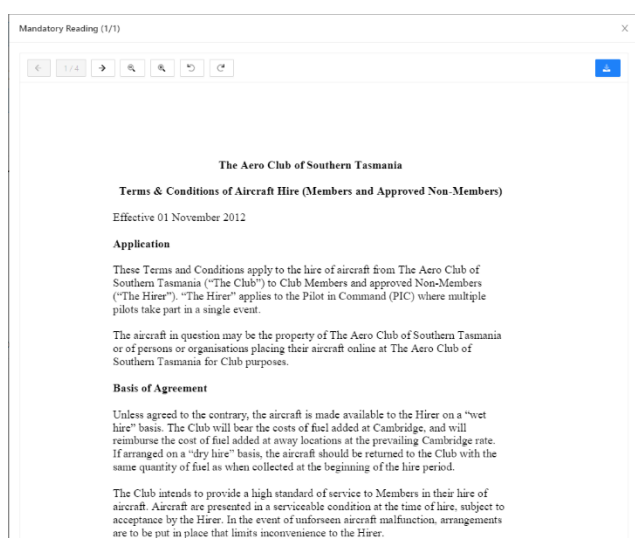
## NOTE

- **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**:




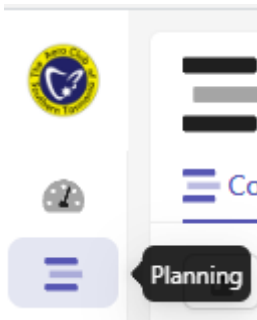
- You will also be shown any current mandatory reading, such as the terms of hire. Please read these and click **Read And Agreed**

Read And Agreed



## Booking the Aircraft

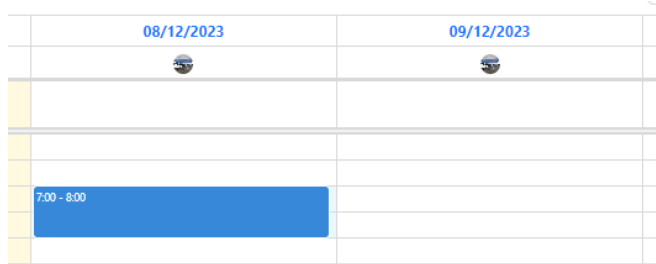
1. Login to Aviatize from anywhere – <https://one.aviatize.com>
2. On the left menu, go to **Planning** 



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

The screenshot shows a 'Book Flight' form with the following fields and options:

- Type \***: Private Hire (selected), Event, Maintenance, School Hire
- Flight Period \***: 16/12/2022, 13:00, 16/12/2022, 15:00
- Select aircraft \***: VH-KSR
- PIC \***: Waite, Bob (selected), Unassign
- P2**: Select (selected), Assign yourself, Switch PIC/P2
- Additional information**: Empty text area
- Show More**: Link to expand the form
- Validation**: All checks passed (green box), All checks have passed, you may continue!
- Buttons**: Close (X), Book

6. *Optional: You can add Additional information, such as information about your trip to assist anyone looking at the bookings. You can also click Show More and add in your planned route 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** or **Engine Start/Stop** counter field within Aviatize is equal to the **Tacho** counter within the plane.

### Before flight

1. Login to Aviatize from anywhere – <https://one.aviatize.com>
2. Your booking will show on the default **My Cockpit** screen (alternatively, go to **Planning** 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

Check-in

08:00 - 09:00 12/12/2023 Created

Local time:  
Australia/Tasmania 08:00 - 09:00 12/12/2023

Type	Private Hire
Aircraft	VH-KSR • 1985.4 h <span>Technical issues</span>
PIC	Peter Rennie
P2	
Route	YCBG - YCBG
Additional information	

Correct HOBBS Counter ?  
1985.4

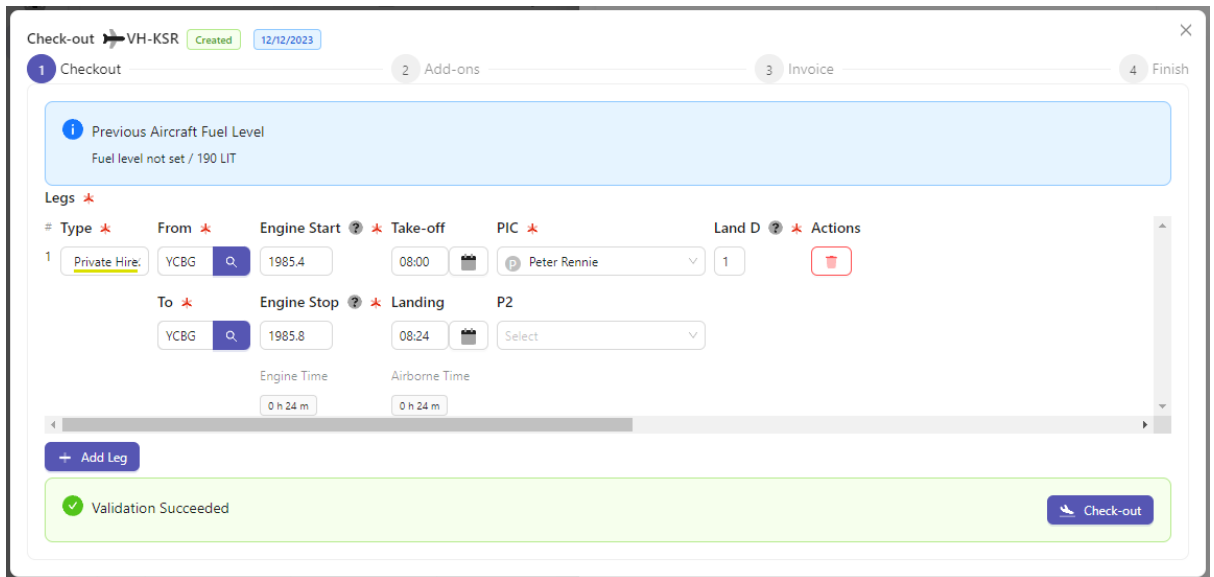
All checks passed Cancel Check-in

All checks have passed, you may continue!

### 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 **Engine Stop** value with the aircraft **Tacho** time  
**NOTE:** The Land D (Landings Day) field can be ignored  
The Engine Time should equal your chargeable tacho flight time
5. *Optional: You can update the actual Take-off and Landing times if you like. They will be accessible in your online Aviatize Logbook.*

6. Click **Check-out** 



Check-out → VH-KSR Created 12/12/2023

1 Check-out 2 Add-ons 3 Invoice 4 Finish

**Previous Aircraft Fuel Level**  
Fuel level not set / 190 LIT

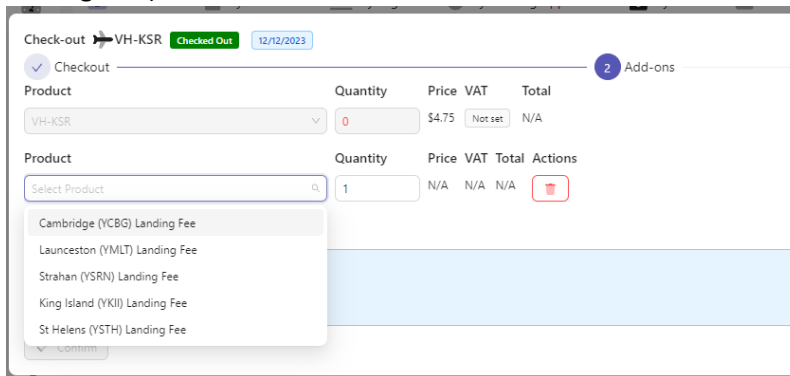
**Legs**

#	Type	From	Engine Start	Take-off	PIC	Land D	Actions
1	Private Hire	YCBG	1985.4	08:00	Peter Rennie	1	
		To	Engine Stop	Landing	P2		
		YCBG	1985.8	08:24	Select		
		Engine Time	Airborne Time				
		0 h 24 m	0 h 24 m				

[Add Leg](#)

Validation Succeeded [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)



Check-out → VH-KSR Checked Out 12/12/2023

1 Check-out 2 Add-ons

Product	Quantity	Price	VAT	Total	Actions
VH-KSR	0	\$4.75	Not set	N/A	
Select Product	1	N/A	N/A	N/A	

- Cambridge (YCBG) Landing Fee
- Launceston (YMLT) Landing Fee
- Strahan (YSRN) Landing Fee
- King Island (YKIJ) Landing Fee
- St Helens (YSTH) Landing Fee

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

Check-out ✈ VH-KSR Checked Out 12/12/2023

✓ Checkout 2 Add-ons

Product	Quantity	Price	VAT	Total
VH-KSR	0	\$4.75	Not set	N/A

Product	Quantity	Price	VAT	Total	Actions
Select Product	1	N/A	N/A	N/A	<span style="color: red; font-size: 1.2em;">🗑</span>

- Cambridge (YCBG) Landing Fee
- Launceston (YMLT) Landing Fee
- Strahan (YSRN) Landing Fee
- King Island (YKII) Landing Fee
- St Helens (YSTH) Landing Fee

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

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

Product	Quantity	Price	VAT	Total
VH-KSR	66	\$ 4.48	Not set	\$ 295.90

Product	Quantity	Price	VAT	Total	Actions
Cambridge (YCBG) Landing Fee	1	\$ 35.00	Not set	\$ 35.00	<span style="color: red; font-size: 1.2em;">🗑</span>

+ 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 \$ Pay Now

Check-out ✈ VH-KSR Finished 18/12/2022

✓ Flight Leg 1 ✓ Add-ons 3 Invoice 4 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]@aviatize.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 SouthernTasmania **A\$330.90**  
Flight costs

Subtotal **A\$330.90**

[Add promotion code](#)

Total due **A\$330.90**

Powered by

### Pay with card

Email

Card information

1234 1234 1234 1234

MM / YY  CVC

Name on card


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.


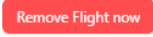
**Pay**

## Cancelling a Flight

1. Go to the Planning page on the left menu 
2. Find your flight and select it to open it
  - 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**

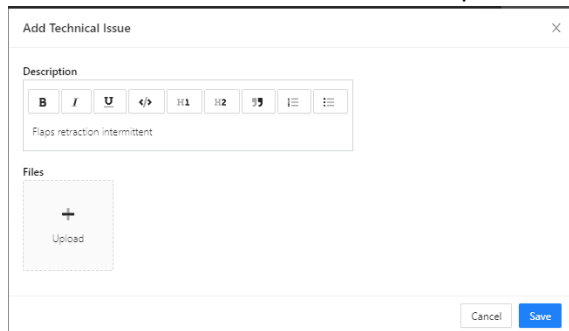
3. Click the **Remove** button 
4. Click **Remove Flight now** 

## 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.

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



The screenshot shows a modal window titled "Add Technical Issue". Inside, there is a "Description" section with a rich text editor toolbar and the text "Flaps retraction intermittent". Below that is a "Files" section with an "Upload" button. At the bottom right, there are "Cancel" and "Save" buttons.

4. Click **Save**

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

# My Cockpit



## Overview

The My Cockpit page is a dashboard and is the default when logging in. This section of Aviatize is used to also maintain your license and medical details.

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.
- **License & Qualifications**
  - You can click Add Document to upload your current license or medical document.


The screenshot shows the 'My cockpit' dashboard with the following components:

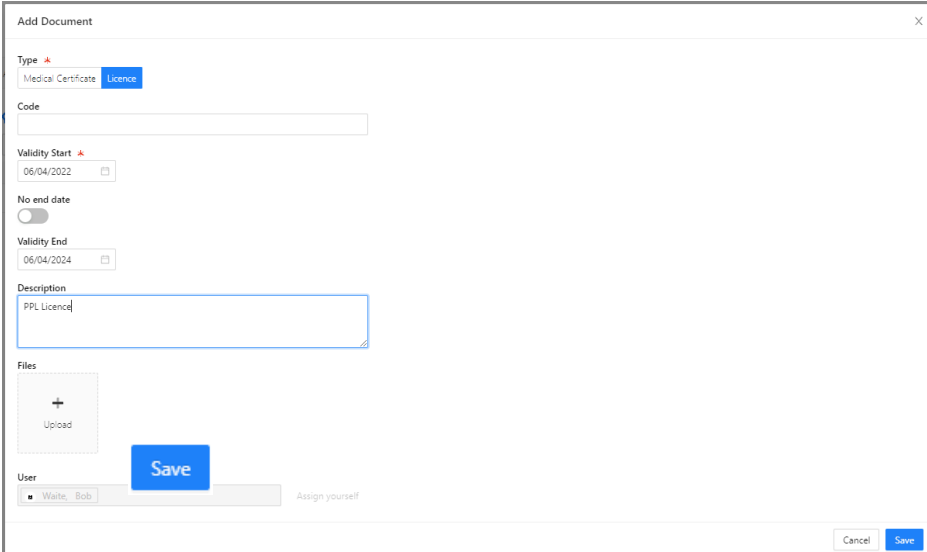
- Navigation Bar:** Includes 'Dashboard', 'My Schedule', 'My Flights', 'My Pending Approvals', 'My Inbox', 'Pilot Logbook', 'License & Qualifications', 'My Transactions', 'My Availabilities', and 'Docu ...'. There is also an 'ERP' button in the top right.
- Upcoming Flights (in coming week):** A section with a refresh icon and a message: 'No upcoming flights found'.
- Completed Flights (for last week):** A section with a refresh icon and a message: 'No recently completed flights found'.
- METAR & TAF - YCBG:** A section containing two data panels:
  - METAR - YMHB - Observed: 07/12/2023 09:00**  
Code: YMHB 070900Z AUTO 03006KT 9999 // NCD 20/10 Q1012 RF00.0/000.0  
Clouds: Clear skies  
Wind: 11 km/h - 30°  
Humidity: 53%  
Air Pressure: 1011.85 mb  
Observed: 07/12/2023 09:00  
Visibility: 9,700 Meter  
Temperature: 20°C  
Dew Point: 10°C  
Elevation: 2 meter  
Position: 2.7762 km from YCBG  
Flight Category: VFR  
Station: Hobart, Tasmania, Australia
  - TAF - YMHB - issued: 07/12/2023 05:28**  
Code: TAF YMHB 070528Z 0706/0806 14012KT CAVOK FM070900 03008KT CAVOK FM071200 33008KT CAVOK FM080000 16010KT CAVOK FM080400 18015G25KT CAVOK  
From: 07/12/2023 06:00 To: 07/12/2023 09:00  
Wind: 22 km/h - 140° Visibility: 9,700 Meter  
Conditions: No significant clouds  
From: 07/12/2023 09:00 To: 07/12/2023 12:00  
Wind: 15 km/h - 30° Visibility: 9,700 Meter  
Conditions: No significant clouds  
Change: FM

## 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.


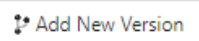
### How to add your licence or medical

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 image shows a dialog box titled "Add Document Version" with a close button (X) in the top right corner. The dialog contains the following elements:

- Validity Start** (marked with a red asterisk): A date input field containing "18/12/2022" and a calendar icon.
- No end date**: A toggle switch that is currently turned off.
- Validity End**: A date input field containing "18/12/2024", which is highlighted with a blue border and has a calendar icon.
- Files**: A dashed box containing a plus sign and the word "Upload".
- Buttons**: "Cancel" and "Save" buttons located at the bottom right of the dialog.

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

# Planning

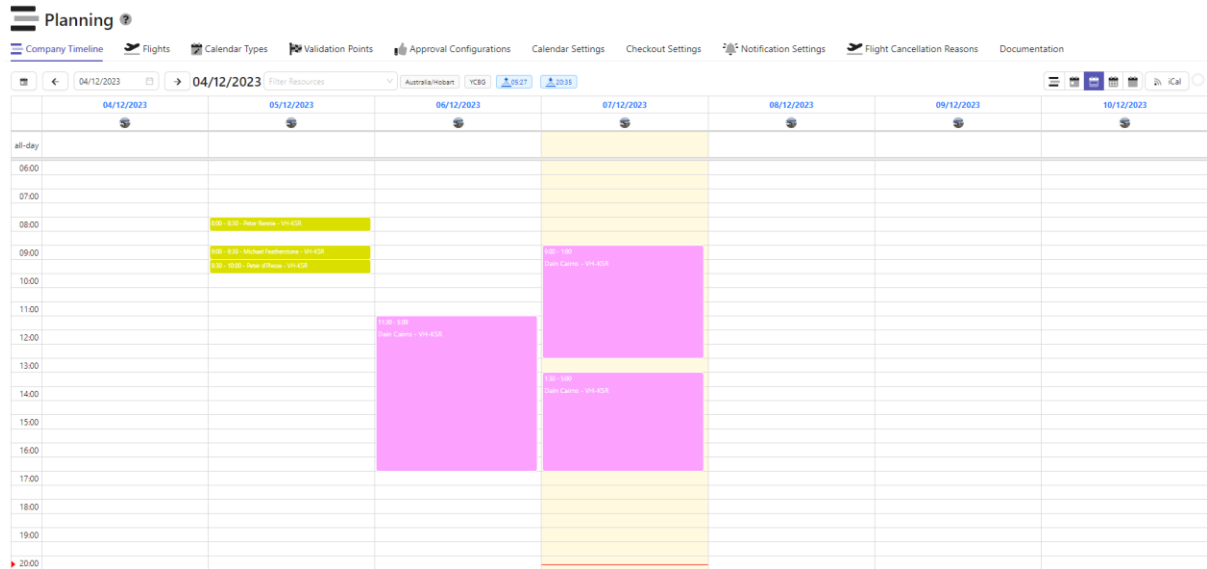


## Overview

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

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

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.

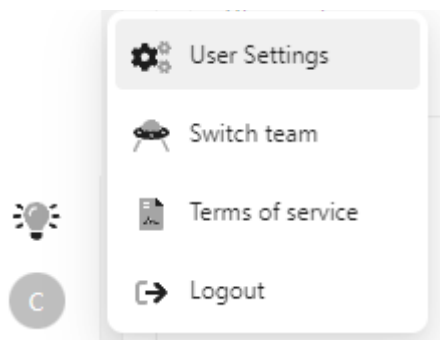


## User Settings

### Overview

The User Settings page allows you to maintain and update your user details, including contact information and ICE (In Case of Emergency) contacts.

To open, click on your user icon on the bottom of the left menu, then click User Settings



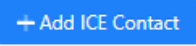
### Details

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

### 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

A screenshot of a web form titled 'Add ICE Contact'. The form has three input fields: 'Name' with the value 'Wendy Smith', 'Relation' with the value 'Wife', and 'Mobile Number' with a dropdown menu set to 'Au Australia' and a text 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

### User Settings

On the User Settings tab you can update your preferences for how to display Aviatize, including Dark mode.

### Security

Update your password here on this tab.