



**Automated Check In Instructions
for the
Wings of Carolina
myFBO Aircraft Management System**

**Wings of Carolina Flying Club
702 Rod Sullivan Road
Sanford, Lee County
North Carolina 27730**

December 28, 2009

Background:

Wings of Carolina Flying Club is improving operational efficiency to save time and money. Automated Check-In is a part of the efficiencies and is also required by our insurance company to get the best rates. . The following pages of instruction are meant to assist users with learning the Automated Check-In process.

Requirements:

You can check in a flight whether you have a reservation or not. If you do have a reservation, you can only check that flight in after the beginning time of your reservation (it works even if a different plane was used for the flight). The start time for that reservation must have passed but it does not matter if the reservation end time has passed or not (i.e. you can check-in flights early). For example, if you have a reservation for a flight at 10:00am, you can check-in that reservation at 10:05am or later (regardless of when the flight was actually made).

Payment:

If you are making a check payment for this flight, simply put the check in the lock box (no orange slip needed). Please include you membership number on the check.

Caution:

DO NOT USE THE BACK FUNCTION ON YOUR BROWSER during the check in process.

Problems:

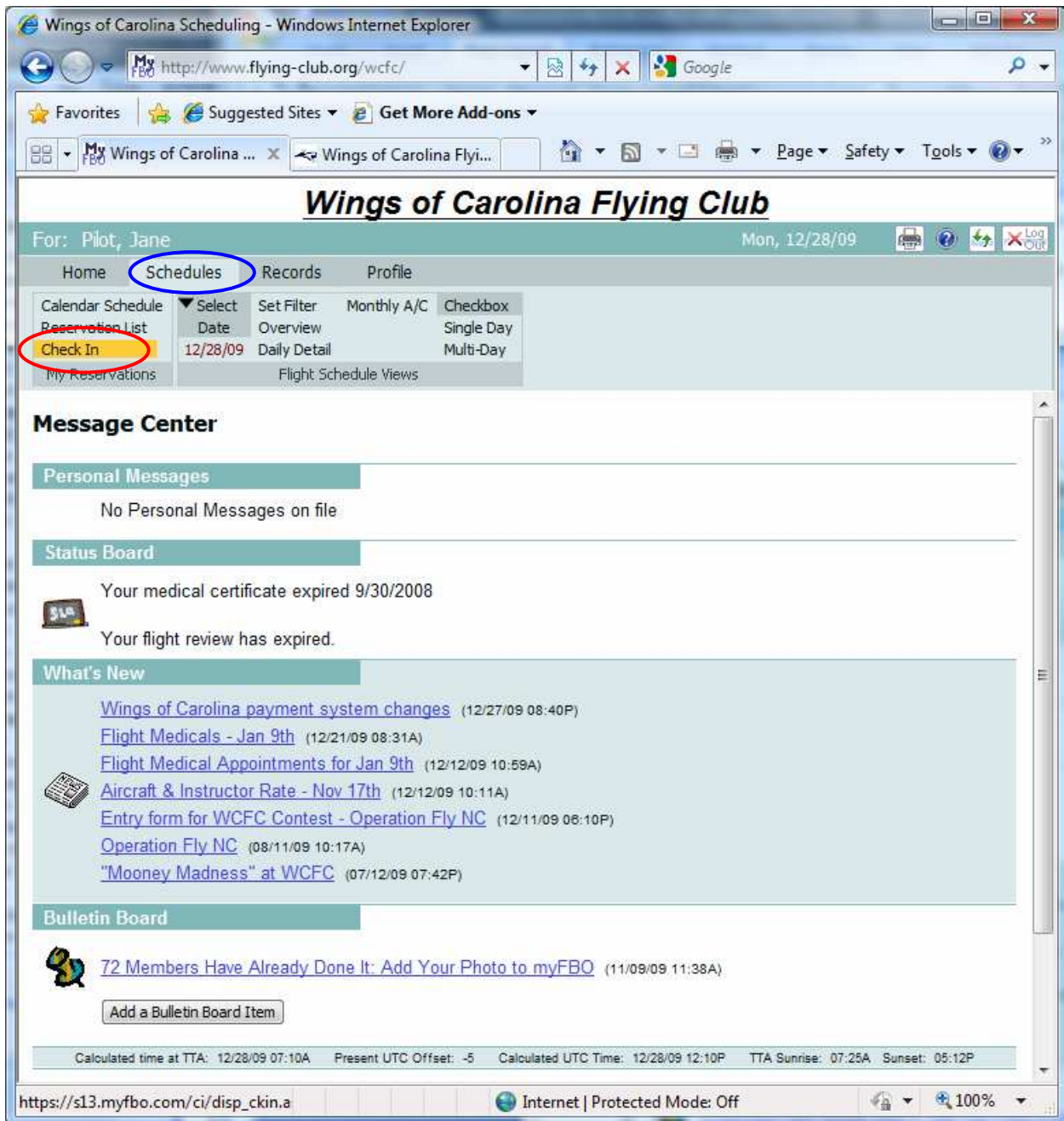
If you have problems after starting this process, please call the WCFC myFBO help line.

Closing:

Thank you for your time and effort in learning how to use the Automated Check-In process and for assisting other club members as they learn how to use it.

Log in to myFBO normally after returning from your flight.

Select the “Schedules” ribbon menu (see blue oval),
and then click on “Check In” (see red oval).



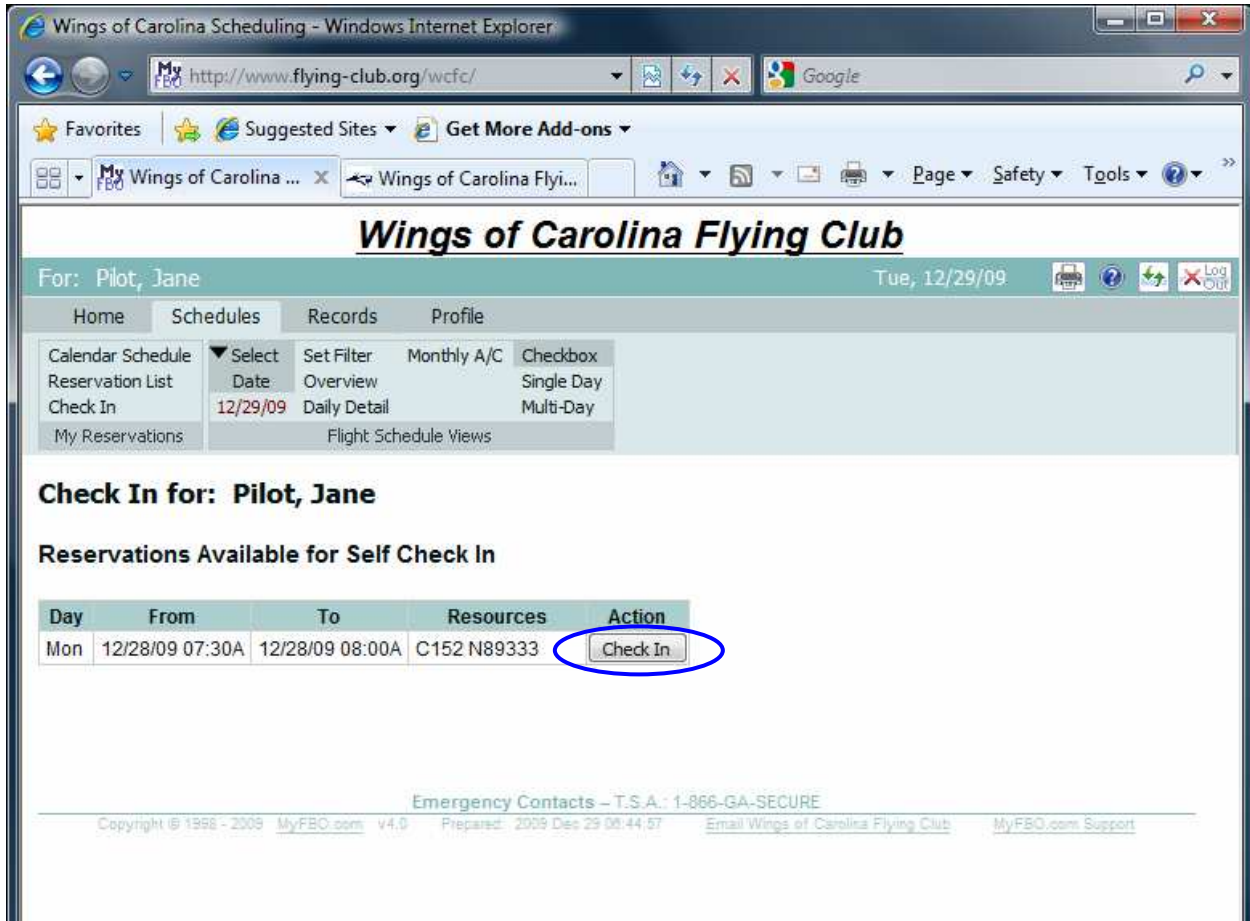
To Check In a flight with a reservation go to “**Check In with Reservation**” on page 4.

To Check In a flight without a reservation go to “**Check In without a Reservation**” on page 5.

Check In with Reservation

If you have past reservations you will see them listed on the screen. Any past reservations can be selected for Check-In. Click on the “Check In” (see blue oval) next to the flight you wish to check in.

Please note that you will see several screens where you are given the option to “Cancel Check In”. If you click this option, your past reservation will be gone. To continue to check the plane will require that you use the “Check In without a Reservation” procedure. This is ok and does not create any problems in myFBO.



The screenshot shows a web browser window titled "Wings of Carolina Scheduling - Windows Internet Explorer". The address bar shows "http://www.flying-club.org/wfc/". The page header includes "Wings of Carolina Flying Club" and "For: Pilot, Jane" with the date "Tue, 12/29/09". There are navigation tabs for "Home", "Schedules", "Records", and "Profile". A menu on the left lists "Calendar Schedule", "Reservation List", "Check In", and "My Reservations". The "Check In" menu item is selected, showing a date of "12/29/09" and options for "Daily Detail" and "Multi-Day". Below this, the heading "Check In for: Pilot, Jane" is followed by "Reservations Available for Self Check In". A table lists a reservation for Monday, 12/28/09, from 07:30A to 08:00A, using resource C152 N89333. The "Action" column for this reservation contains a "Check In" button, which is circled in blue. At the bottom of the page, there is a footer with "Emergency Contacts - T.S.A.: 1-866-GA-SECURE" and copyright information.

Day	From	To	Resources	Action
Mon	12/28/09 07:30A	12/28/09 08:00A	C152 N89333	Check In

To continue, go to “Continue Check In Process” on page 6.

Check In without a Reservation

If you do not have a past reservation and have clicked Check In, you will see the screen below. On this screen select the aircraft you wish to check in from the drop down list (see blue oval). You can select the Time "Departed" if you desire, but it is not required. Then click "Continue" (see green oval)

Wings of Carolina Scheduling - Windows Internet Explorer

http://www.flying-club.org/wcfc/

Google

Wings of Carolina Flying Club

For: Pilot, Jane Tue, 12/29/09

Home Schedules Records Profile

Calendar Schedule	Select	Set Filter	Monthly A/C	Checkbox
Reservation List	Date	Overview	Single Day	
Check In	12/29/09	Daily Detail	Multi-Day	
My Reservations	Flight Schedule Views			

Check In for: Pilot, Jane

Reservations Available for Self Check In

No reservations available for check in at this time.

[Self Check In Without Reservation](#)

Aircraft: C152 ----- N89333 (TTA)

Departed: 12/29/09 06:30A

Emergency Contacts - T.S.A.: 1-866-GA-SECURE

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Internet | Protected Mode: Off 100%

Continue Check In Process

Be sure that you have the correct tail number listed for the Check In (see red oval). If you need to change the tail number use the pull down menu to select the correct tail number (see red oval). The normal way to check in a flight is to enter the flight as one entry by clicking the “Continue Check In” (see blue oval).

If you **did not fly** click the “No Aircraft/FTD Time” (see green oval).

If you want to check in the aircraft and record each segment separately, click “Record Flight Segments” (see black oval). Recording each segment separately **does not allow you to charge each leg to a different member.**

Wings of Carolina Flying Club

For: Pilot, Jane Tue, 12/29/09

Home Schedules Records Profile

Calendar Schedule Select Set Filter Monthly A/C Checkbox
Reservation List Date Overview Single Day
Check In 12/29/09 Daily Detail Multi-Day
My Reservations Flight Schedule Views

Check In Rental Flight / Lesson

For: Pilot, Jane from 12/28/09 07:30A to 12/29/09 06:51A Full

Please Verify

Aircraft / FTD Used: C152 - N89333
Instructor: Select

Did Not Fly
No Aircraft / FTD Times

Whole Flight Recording
Flight begins and ends at TTA
Continue Check In

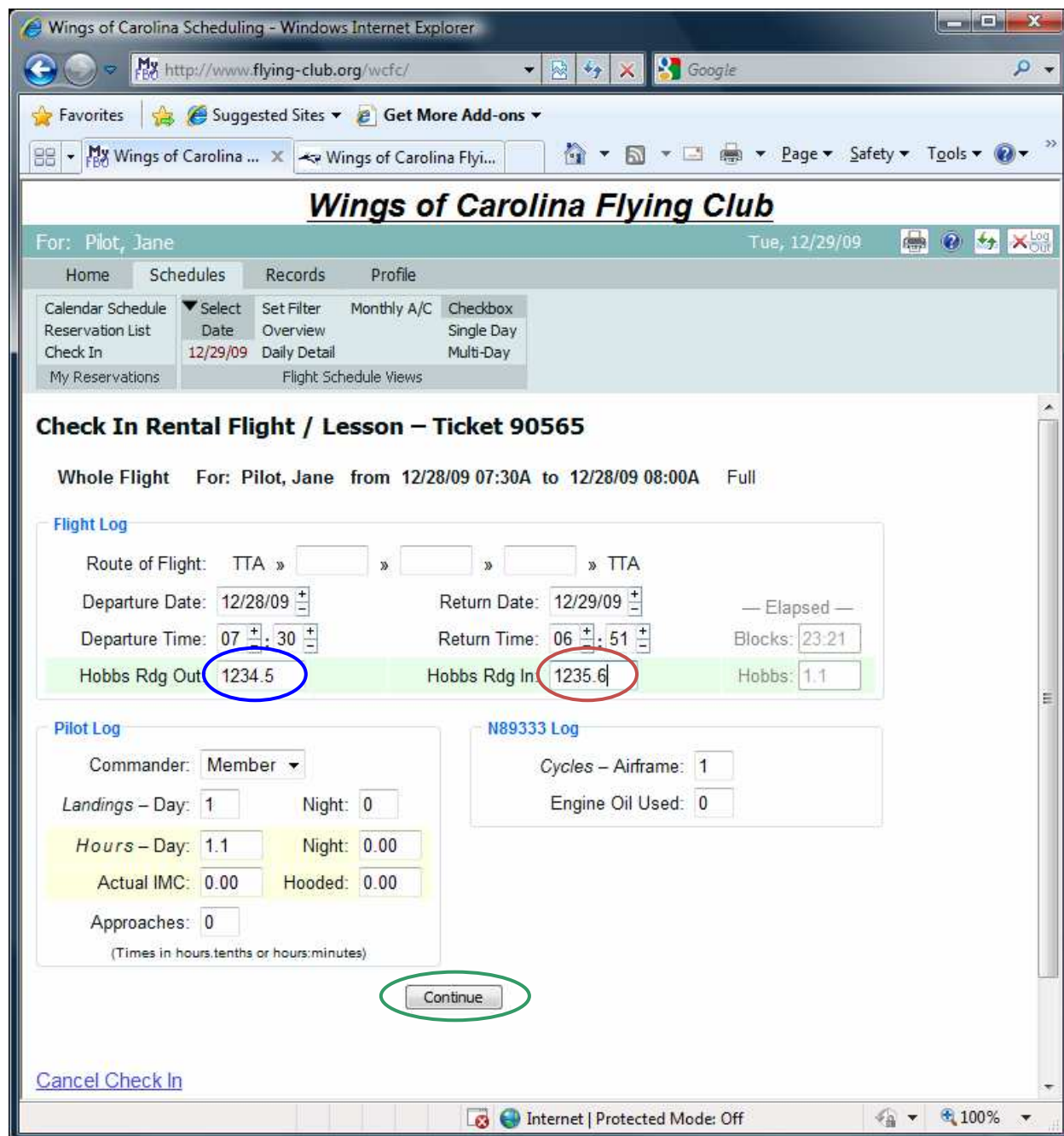
Flight Segment Recording
Incremental or Multi-Airport
Record Flight Segments

[Cancel Check In](#)

Emergency Contacts – T.S.A. : 1-866-GA-SECURE

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If you have clicked the “Continue Check In”, you should see the screen below. Using the flight information that you entered on the Yellow Sheet in the aircraft’s operational folder, for “Hobbs Reading Out” enter beginning Hobbs (see blue oval). For “Hobbs Reading In”, enter ending Hobbs (see red oval). It is imperative that you enter **all the digits** of the Hobbs meter. This is a requirement of our insurance carrier and if we do not follow it, our insurance rate will go up substantially and it will cost you more to fly. It is imperative that the **all the digits be entered correctly**. The “Elapsed Hobbs” is the time that you will be charged for. The other information on this screen is not required but may be useful (or required) in the future. Once the information is entered click “Continue” (see green oval).



Below is the second page of the "Check In". Fill in the information you want recorded. None is required. Do not worry about the "Elapsed Time: Blocks". We do not use Block Time. Your bill (what you pay for) is based on the "Elapsed Time: Hobbs". Click "Continue" (see green oval).

Wings of Carolina Scheduling - Windows Internet Explorer

My FBO http://www.flying-club.org/wfc/

Wings of Carolina Flying Club

For: Pilot, Jane Tue, 12/29/09

Check In Rental Flight / Lesson

Member: Pilot, Jane from 12/28/09 07:30A to 12/29/09 06:51A

For Aircraft: N89333

Elapsed Times: Blocks: 23.35 Hobbs: 1.10 (bill)

Course Information Update

Course: Select Syllabus: []

Stage: 0 Lesson: 0

Cross Ctry: Yes No

Remarks

[]

[Clear previous remarks](#)

Continue

[Cancel Check In](#)

Emergency Contacts - T.S.A.: 1-866-GA-SECURE

Done Internet | Protected Mode: Off 100%

The "Ticket" number (see blue oval) will show up in your account once the transaction processes. Please put the ticket number on any check or other information you submit regarding this transaction. Always include your member number on anything you "drop in the grey box".

If you have fuel credits with the flight, click "Enter Fuel/Oil Purchased Elsewhere" (see red oval).

If you did not purchase fuel/oil and do not wish to "Purchase Merchandise" (like charts), click "Produce Receipt" (see green oval) and skip to page 12 of this manual.

Wings of Carolina Flying Club

For: Pilot, Jane Tue, 12/29/09

Processing for Pilot, Jane – Rental

Units: \$ Service Date: 12/28/09 Ticket: 90565 Club rates applied.

Type	Item	Quantity	Rate	Extension	Tax	Total Cost
A	C152 N89333	1.10	45.000	49.50	1.49	50.99
AF	Fuel Surcharge N89333	1.10	18.770	20.65	0.00	20.65
Total Amount						71.64

Credit Card [Refresh this page](#)

Credit card type: V (Visa)
Card number: xxxxxxxxxxxxxxx1297
Expiration Date: 09/10
Name on Card: Jane Pilot
Billing Address: 702 Rod Sullivan Rd
Sanford, NC 27523
Card Verification Code: 123 [\(help\)](#)

Charge to Monthly Account (Current balance is \$0.00.)

Emergency Contacts – T.S.A.: 1-866-GA-SECURE

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Internet | Protected Mode: Off 100%

Enter the number of gallons of fuel purchased (see blue oval) and the fuel price per gallon, including tax, (see red oval) and note that the "Extension" or credit amount is automatically calculated (see green oval). Please enter the correct number of gallons. We use this to calculate the fuel burns for the aircraft. When done entering fuel credits click the "Update" button (see black oval).

Wings of Carolina Flying Club

For: Pilot, Jane Tue, 12/29/09

Fuel and Oil Purchased Elsewhere

Be sure NO landing, overnight, or other fees are included in the fuel credit below. Remember to leave the actual receipts in the lock box.

Fuel Purchased Elsewhere (up to five purchases)

Quantity	Rate	Extension
1	4.35	4.35
0	9.00	0
0	9.00	0
0	9.00	0
0	9.00	0

Oil Purchased Elsewhere (up to five purchases)

Quantity	Rate	Extension
0	0.00	0
0	0.00	0
0	0.00	0
0	0.00	0
0	0.00	0

[No Fuel or Oil Purchased](#)

Any fuel credits will now show up on this screen (see blue oval). If you need to add more fuel credits you can repeat the two steps on the previous two pages. Once the flight receipt is correct, choose an account to bill. In this example, the "Credit Card" (see red oval) was chosen as payment for the flight. Then, click the "Produce Receipt" button (see green oval).

Wings of Carolina Flying Club

For: Pilot, Jane Tue, 12/29/09

Processing for Pilot, Jane – Rental

Units: \$ Service Date: 12/28/09 Ticket: 90565

Type	Item	Quantity	Rate	Extension	Tax	Total Cost
A	C152 N89333	1.10	45.000	49.50	1.49	50.99
AF	Fuel Surcharge N89333	1.10	18.770	20.65	0.00	20.65
FR	Fuel Reimbursement - 100LL N89333	1.00	4.350	4.35	0.00	4.35
Total Amount						67.29

Enter Fuel / Oil Purchased Elsewhere Purchase Merchandise

Credit Card [Update My Credit Card](#) [Refresh this page](#)

Credit card type: V (Visa)
 Card number: xxxxxxxxxxxxxxx1297
 Expiration Date: 09/10
 Name on Card: Jane Pilot
 Billing Address: 702 Rod Sullivan Rd
 Sanford, NC 27523
 Card Verification Code: [\(help\)](#)

Charge to Monthly Account (Current balance is \$0.00.)

Emergency Contacts – T.S.A.: 1-866-GA-SECURE

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The receipt that is produced is shown below. Note that the sales tax is broken out as a separate line item (see blue oval) as opposed to being shown as a composite item in the total cost line on the previous screen. Now the transaction has been posted. If you want a copy of the receipt, please click "Print This Page" (see red oval). Click "Menu" (see green oval) to go back to your myFBO main menu.

(graphic appears here when printed)

Receipt for Pilot, Jane – Rental (Solo)

Pilot, Jane
test
test, NC 27703

Member Number: 9998

Service Date: 12/28/09 Receipt: 12/29/09 Level: 5 Ticket: 90565
Insufficient balance on dispatch to qualify for prepay rates.

Receipt Items

Type	Item	Quantity	Rate	Extension
A	C152 N89333	1.10	45.000	49.50
	Sales Tax			1.49
AF	Fuel Surcharge N89333	1.10	18.770	20.65
FR	Fuel Reimbursement - 100LL N89333	1.00	4.350	-4.35
	— Receipt Subtotal —			67.29
X	Online Payment, card 1297 002045 (V)	Apr:021736		-67.29

Wings of Carolina Flying Club 702 Rod Sullivan Rd Sanford, NC 27330
Phone: 919-776-2003

If you should find any discrepancies in this transaction, please contact us at: accounting@wingsofcarolina.org

At you get back to the “Menu” screen, be sure to click “Log Out” (see blue oval) to end your myFBO session.

