mccPILOTLOG

logbook software

USER GUIDE

Software Version 4.0

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Software License Agreement

Sorry, but we have to start with the boring stuff...

Downloading, installing and/or using "mccPILOTLOG logbook software" indicates that the user accepts the terms of this **Software License Agreement**. If the user does not agree to these terms, he/she should not download, install nor use the software.

The legal agreement is between the user of mccPILOTLOG logbook software (hereinafter named "the user") and the author / publisher of mccPILOTLOG logbook software (hereinafter named "the author")

Carefully read all **Definitions**, **Terms and Conditions** and/or **Privacy Policy** of this agreement prior to downloading, installing or using the mccPILOTLOG software application (hereinafter named "the software").

The author may change the **Definitions**, **Terms and Conditions** and/or **Privacy Policy** without prior notice. Whenever the Terms of Use change, all users are notified through any part of the product about the changes. Continued use of the product after any such changes constitutes the acceptance of the new software license agreement. Should the user not agree with the modified Definitions, the new Terms and Conditions or the new Privacy Policy, the user should immediately stop using the product and submit a request to abandon the user account. The user will then receive a refund for the remaining period of the paid subscription.

Definitions

- **mccPILOTLOG** is a software application for desktop and mobile enabling private and professional flight crew to log flights and import personal flight schedules, hereinafter named "the logbook". mccPILOTLOG is available for free download from the main website, from iTunes®, from Google® Play®, from Windows® Store® , from Blackberry® World® and from Amazon®. mccPILOTLOG is developed by MCC bvba.
- **mccPILOTLOG.net** and **airCREW.center** are the websites associated with the logbook, hereinafter each referred to as "the website"
- **mccCLOUD.net** and **api.airCREW.center** are the cloud servers that support the logbook, hereinafter referred to as "the cloud server". The cloud servers are stored in Belgium – Europe and in Germany – Europe.
- **MCC BVBA** is the company that develops, owns, publishes and supports the product, hereinafter named "the author". MCC BVBA is headquartered in Belgium – Europe.
- The combination of mobile app, websites, cloud servers and helpdesk support is hereinafter named "**the product**".

- Anyone who installs the logbook, either with a free test account or with the paid subscription, and/or anyone who registers on mccPILOTLOG.net is hereinafter named "**the user**". The user becomes a "**Verified User**" as soon as he/she has successfully logged-in to the airline company web-portal, that is the combination of login and valid password on the airline company web-portal is considered a valid authentication of the user.
- Any data (such as contact details, pictures, airline login credentials, in-app messages) inserted by the user in the product, any data (such as time zone, local weather and position) obtained by actual geographic location of the user and any flight schedule data retrieved through the airline company web-portal or any other electronic format, is hereinafter named "**personal data**". Personal data is being collected as soon as the user starts using the product, even with the free test account.

<div align="center">

Terms and Conditions

</div>

License Agreement

The user should carefully read all terms and conditions of this agreement prior to installing or using the product. Downloading, installing and/or using any parts of the product indicate that the user accepts the terms of this agreement and as such become a legal agreement between the user and the author. If the user does not agree to these terms, he/she should not use any part of, or register for, the product.

Children at the age of 14 or under are not entitled to use this product. If the user is under 18 years of age, he/she may use the product only if the user possess legal parental or guardian consent, and is fully able and competent to enter into the terms, conditions, obligations, affirmations, representations, and warranties set forth in this License Agreement, and to abide by and comply with this License Agreement.

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All rights, title and interest including, but not limited to, copyright and other intellectual property rights in and to the product (including but not limited to all files, graphics/images, and documentation) are owned by the author. Such rights are protected by international copyright laws and treaty provisions. The author retains all rights not expressly granted herein. The author grants to the user a personal, non-exclusive, non-assignable and non-transferable license to download, install and use the product.

Unauthorized copying of the product, including the logbook and any associated files or written documentation is expressly forbidden. The user may not sublicense, assign or transfer this license or the product except as permitted by the author.

The user agrees that the author has access to all personal data, as specified above, including the personal flight roster obtained through the airline company web-portal or any other electronic format. The author does not claim any ownership to the user's personal data. However, the user explicitly allows the author to retrieve, store and process any personal data, including the flight

roster. The user should not use the product if the use of the product or this kind of apps or products is prohibited by the airline company and/or the employer of the user.

All data stored in the user database, including all back-ups that are generated by the logbook software, is and remains the sole property of the user. The user explicitly allows the author to use all personal data for testing purposes, further improvement and further development of the logbook. At all times, the author shall treat all data as confidential.

The user may choose to or the author may invite the user to submit comments, feedback, suggestions and new ideas about the product. By submitting any suggestion or new idea, the user agrees that his/her disclosure is gratuitous, unsolicited and without restriction and will not place the author under any fiduciary or other obligation. The user agrees that the author is free to disclose the idea on a non-confidential basis to anyone or otherwise use the idea without any additional compensation to the user. The user acknowledges that, by acceptance of his/her submission, the author does not waive any rights to use similar or related ideas previously known to the author, or developed by its employees, or obtained from sources other than the user.

Disclaimer of Warranties

The author has made reasonable checks of the product to confirm that it will perform in normal use on compatible equipment substantially as described in the current specifications for the product. However, due to the inherently complex nature of computer software and the wide variety of computer platforms, the author cannot warrant that the product or the documentation is error free, will operate without interruption or is compatible with all equipment and OS (operating system) configurations.

Accordingly, the product and documentation are provided "as is" without warranty of any kind. It is likely that the product contains errors, which may cause interruption of the product or may result in display of invalid flight schedules. Should the user notice such errors, the user is invited to report these errors to the author as soon as possible.

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In no event will the author be liable for indirect, incidental or consequential damages (including, but not limited to, loss of stored data, late show-up for work, loss of income, loss of business information, business interruption or termination of employee contract) arising out of the installation of, the use of or the inability to use the product, even if the author has been advised of the possibility of such damages.

The author will not be held liable should the user use the product while the use of this product or this kind of apps or products is prohibited by the airline company and/or the employer of the user. The user must, while using the product, strictly adhere to the airline company or employer rules and code of conduct, and any privacy laws from the country of residence of the user. The user takes full responsibility in this matter and guards the author against any claim from the airline company, employer or any third party.

The author takes reasonable measures to protect personal data in an effort to prevent loss, misuse and unauthorized access. However, the user must understand that, despite efforts from the author, no security measures for data storage or data transmission are 100% safe against hacking and/or abuse. The user acknowledges that he/she provides personal data at own risk ! In no event will the author be liable for any leak of confidential or private information or personal data through hacking or spying by third parties, for all data transmissions to and from the cloud servers, for all personal data stored by the product on the users mobile or desktop devices or cloud servers, and for any data transmitted to and from the author through e-mail or other means, or to other users of the product.

Since the product is used by thousands of crew members worldwide, with many different nationalities, cultures and religions, the user shall be respectful to other users while using any transmission channels of the product or when accessing personal data from other users. The author and the product act as a passive conduit for online distribution and publication of any content posted by the user. The author does not monitor in-app communications. The user takes full responsibility for all content transmitted via the product. The author cannot be held responsible for any insulting, offensive or humiliating communications posted by other users. Should the user notice non-respectful transmissions from another user, the user should inform the author as soon as possible.

The user shall not transmit any content that creates or may create a risk of ham, loss, damage, physical or mental injury, emotional distress, disability, disfigurement, physical or mental illness or dead, to any other user of the product or to any other person or property. The user shall not transmit any content that is unlawful, harmful, abusive, racially or ethnically offensive, defamatory, infringing, invasive of personal privacy or publicity rights, harassing, humiliating to other people (publicly or otherwise), libelous, threatening, or otherwise objectionable, any content that contains

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The author takes no responsibility and assumes no liability for any content transmitted by the user over the product. The user understands and acknowledges that he or she may be exposed to content posted by other users that is inaccurate, offensive, indecent or objectionable. The user agrees that the author shall not be liable for any damages the user alleges to incur as a result of such content.

Indemnity

The user agrees to defend, indemnify and hold harmless the author and its subsidiaries, agents, managers, and other affiliated companies, and their employees, contractors, agents, officers and directors, from and against any and all claims, damages, obligations, losses, liabilities, costs or debt, and expenses (including but not limited to attorney's fees) arising from the use of and access to the product, including any data or work transmitted or received by the user; any violation of any term of this License Agreement, including without limitation, breach of any of the representations and warranties above; violation of any third-party right, including without limitation any right of privacy, publicity rights or Intellectual Property Rights; violation of any law, rule or regulation of any country; any claim or damages that arise as a result of any of the user's posted content or any that are submitted via the user's account; or any other party's access and use of the product with the users unique username, password or other appropriate security code.

Suspension of Use

The author may permanently or temporarily terminate, suspend, or otherwise refuse to permit access to the product without prior notice and liability, if, in the author's sole determination, the user is considered to be violating any of the Terms of Use, including prohibited actions, such as attempting to interfere with, compromise system integrity or security or decipher any transmissions to or from the cloud servers running the product, taking any action that imposes, or may impose an unreasonable or disproportionately large load on the cloud servers, uploading invalid data, viruses, worms, or other harmful software through the product, impersonating another user or otherwise misrepresenting any affiliation with a person or entity, conducting fraud, hiding or attempting to hide the real identity, or, interfering with the proper working of the product or bypassing the measures the author may use to prevent or restrict access to the product.

The author may permanently or temporarily terminate, suspend, or otherwise refuse to permit access to the product without prior notice and liability, if, in the author's sole determination, the user is considered to show lack of respect towards other users or towards the author. The author reserves the right, without any obligation, to monitor disputes between the user and other users.

Return Policy

The user can free download and use the logbook with basic functions. The product cannot be returned for a refund. Should the user experience a problem with the logbook, the author shall, on voluntary base and without any obligation, offer support and / or fix any bugs. Purchasing the product issues a license code only, no physical goods are shipped.

The user understands and agrees that the author may stop further development and / or support at any time, without prior notice to the user and without any refund or restitution.

Privacy Policy

Collecting Personal Data

The author guarantees that the product will only collect personal data with the sole purpose of returning the information to the user in a user-friendly format and offering services to the user which require part of that personal data, such as sharing contact details or sharing the flight roster with other Verified Users, at the discretion of the user.

The author confirms that the product will not collect any data available from the airline company web-portal other than the planned and historic flight roster.

Besides personal data the author agrees that the product may also collect technical data straight from the mobile device, such as crash reports, which includes information about hardware and software installed on the mobile device. This technical data is either collected through built-in automatic background processes or attached to e-mails that are generated from the logbook, either manually or automatic. The author guarantees that this technical data is used only for the purpose of locating bugs in the logbook.

The product should not be used by children with the age of 14 or under. If the author learns that the user is 14 years or under, the user account and all collected personal data will immediately be deleted from the cloud server and any paid subscription that did not yet expire, will be refunded immediately.

Storage of data

The product stores personal data of the user in the logbook folder and on the cloud server. The user can verify and modify his/her personal data at any time, either through the logbook or through the website, which is linked straight to the cloud server.

Personal data remains stored on the cloud server, even when the user stops using the product and/or deletes the logbook from the phone / tablet. The user can request to delete his/her user account and clear all personal data from the cloud server at any time, by sending a simple e-mail request to the Helpdesk installed by the author.

The user agrees that all personal data may be transferred to any other company should the author come to a business agreement with the other company to transfer a part or the entire application.

Sharing Personal Data

The user accepts and agrees that his/her name, company and function are shared with all Verified Users. Other personal data is shared with a selected group of Verified Users at the user's discretion. The user has full control and can select the target group of Verified Users from the logbook Settings – Privacy page and/or from the website.

The author will never distribute or sell any personal data to third parties or to other users, without prior written approval from the user.

The user agrees that the author uses (and not abuses) personal data for further development of the product, and for debug testing, even if the user did not submit a request for support or submit a bug report.

The user accept and agrees that the author is using de-identified personal data from the user to create history graphs and to build statistic reports about a certain group of users (e.g. per company, demographic repartition) or about all users of the product.

Mailing – Marketing

The author address the user with support information, offers and notifications about the product and other products and services from the author or request feedback from the user about the product or services provided by the author. The user can unsubscribe from these messages by submitting a written request to the author or by changing his profile on the Settings – My Profile page in the product. The author may send any notices required by law, in lieu of communication by postal mail, via email to the user.

The product may encourage the user to invite other crew members from the same airline company to start using mccPILOTLOG. The user agrees that invitations are sent out on behalf of the user, with the users contact details.

The websites use "cookies" and "cache files" placed on the user's computer by the web browser. Cookies and cache files are used to enhance the user's internet experience. Most internet web browsers automatically accept and install cookies, unless the web-browser is configured to refuse or obtain prior permission to install cookies. Refusing cookies or cache files from the website will not affect functions or services provided through the product.

Author

mccPILOTLOG, mccROSTER, mccCONVERT, mccPILOTCAL and **mccCLOUD** are software products from MCC bvba. **crewCONNECT** is a software product from MCC bvba through crewCONNECT BV – the Netherlands.

Visit the website for more information about our company :

| Website | Meet the MCC Team |

MCC bvba has more apps in the App Store, such as B737 MRG, B737 PRH, B737 QB, B787 QB, E190 QB, and the following :

crewCONNECT

crewCONNECT (previously **mccROSTER**) is a calendar app, used by tens of thousands of flight crew and cabin crew.

This mobile app :

- downloads the flight roster from AIMS, Sabre, CrewDock
- supporting more than 100 airlines worldwide
- parses and stores all planned duties in the local app database
- displays the roster in a calendar table
- allows the user to view the roster offline
- exports the roster to the OS default Calendar app

| Website | crewCONNECT.aero |

There is no data exchange between mccPILOTLOG and crewCONNECT (mccROSTER) !

mccCONVERT

mccCONVERT (previously **mccPILOTCAL**) is mobile application for iPhone and Android to convert aviation units, decode snowtams, calculate speeds and climb gradient. App runs multi-language.

User Guide Legend

The following labels are used in this User Guide :

| **Website** | This link opens a page on our website |

| **Online Solution** | This link opens a solution in the **mccSUPPORT** online knowledge base |

| **Video Tutorial** | This link opens a video tutorial on our website |

| **PRO Edition** | Indicates that adjacent paragraph requires the PRO (Professional) license. The function is not available in the free STD (Standard) edition. |

| **ENT Edition** | Indicates that the adjacent paragraph is only available to ENT (Enterprise) users. ENT users have access to all functions, also the functions that are labelled PRO Edition. |

| **Version 3.6** | Adjacent paragraph applies to mccPILOTLOG Version 3.6 on Windows PC |

| **Version 4.0** | Adjacent paragraph applies to mccPILOTLOG Version 4.0 on Windows PC and on Mac OS |

Home page   Refers to a certain page in the logbook software

Paragraph (p. 8)   These hyperlinks re-direct you to another location in this User Guide.

The color of the bookmarks corresponds to the colored pages in the mccPILOTLOG software. e.g. Yellow = **Tools** page.

Support

All users, including pilots running the free Standard Edition, can contact the Helpdesk. Our Helpdesk is available 24 / 7 – also on holidays.

HelpDesk Notice
A new software update is available.
Click here to download.
What's New?
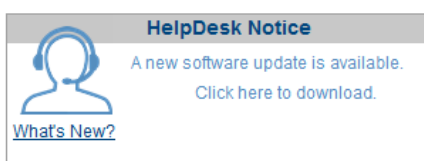
Click the **Helpdesk** icon (the little man) on the **Home** page to contact the Helpdesk. This link will open a web-form.

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PART I

Software Installation & Updating

Installing the main desktop application on Windows PC and Mac OS

Download the installer from the website :

| Website | [Download Software](#) |

> Note : While we release new software updates every month, the Installer Package is rebuilt once every year. The Installer package does not have the latest update ! As such, when launching the application for the first time, your first action is to download the latest software update from the **Tools – Update Software** page.

> Note : Do not download the software through torrent websites, even if they offer you a free license key. The license key is encrypted and must match your private name ! Using the license key from another pilot, will disturb database synchronization.

Installing the mobile app on your phone / tablet

Download the app from your favorite App Store. The links are listed on the website :

| Website | [Download Mobile Apps](#) |

> Note : Always download the app from your favorite App Store, this guarantees you have the latest update. Do not download from torrent websites, you will probably install an older copy.

Software Editions

mccPILOTLOG comes in 3 editions :

- the **Standard Edition** is a complete logbook on PC/Mac with basic functions. The Standard Edition is **completely FREE for ALL pilots worldwide** !
- You can store an unlimited number of flights in the database and the application does not expire with time !
- Some functions are not available in the STD Edition and require a PRO or ENT user license.

- the **Profession Edition** (PRO) unlocks all functions on the PC/Mac, such as the Airline interface, Google™ Earth display, all Forms and Reports, etc.

ENT+ Edition

- the **Entreprise Edition** (ENT) enables **mccCLOUD** backup and data synchronization with other devices, such as another PC/Mac, mobile phones and tablets.
- The online backup is limited to the database, it does not include any images.
- To backup pilot images and endorsement signatures, choose the **ENT+ edition**.

Read more about the different Editions on our website :

Website   mccPILOTLOG Editions

Purchasing the PRO / ENT / ENT+ User License

When you download and install mccPILOTLOG from the website, the application runs default in the free Standard Edition. You are welcome to use the free logbook as long as you want. You will get the same updates and the same Helpdesk support as for the paid editions.

Should you like to use additional features of mccPILOTLOG, such as the Airline Interface and cloud synchronization with mobile apps, you can purchase the user license from our website.

Purchase the PRO, ENT or ENT+ license key from our website :

| Website | mccPILOTLOG Order Here |

To upgrade to the **PRO** or **ENT/ENT+** edition, purchase the license key from our website and insert your license key in the **Tools – Upgrade to PRO-ENT** page.

About page

Whenever you contact the **Helpdesk**, make sure to include the elements displayed on the **About** page. Simply click the Helpdesk icon on the **Home** page (main desktop PC/Mac) or contact the Helpdesk from the **Help** page (mobile apps).

Software Updates and Software Revisions

The desktop application for PC/Mac is updated every month. The mobile apps are renewed every quarter.

mccPILOTLOG does not run a resident background process to detect and download new updates. Updates for the desktop PC/Mac are detected and downloaded by the main application itself. The advantage of this technology is that our software does not use any processor time.   The disadvantage is that you need to restart the application in order to install new updates.

The desktop application searches for new software updates some 5 seconds after launching the program. A notification appears in the right upper corner of the **Home** page when a new update is available.

Mobile apps are updated through your favorite app store. While **Google™ Play Store** releases new updates (and bug fixes) in a matter of minutes, **iTunes App Store** takes 5 to 10 business days to release new builds. The latter explains why an iOS bug fix may take up to 2 weeks – to our own vexation... ☹ !

Downloading new Updates

Updates are available in all plans, including the free Standard (STD) Edition. Updates are always free !

Go to the **Tools – Update Software** page to download that update.   <u>Restart</u> the desktop application to install the new update !
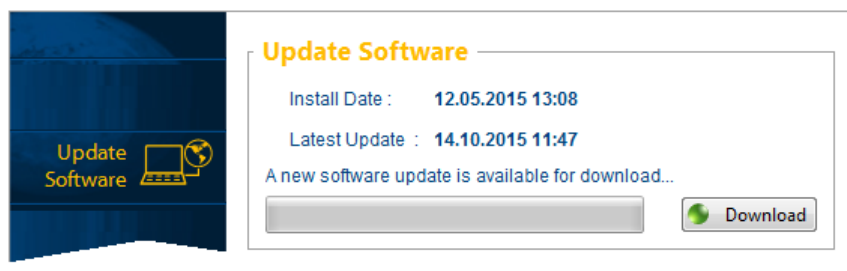
Downloading new updates (10-15 MB) is a matter of seconds, provided you enjoy broadband connection. It may take longer on some Wifi networks, such as in hotel rooms or airport lobby. To avoid damage to the installation, you should never interrupt the download process, unless it takes more than 5 minutes.

Downloading intermediate Revisions

Besides monthly software updates, we often post intermediate **software revisions** with bug fixes. These revisions are not announced on the **Home** page and do not trigger any notification message.

As such you may notice minor differences between the application installed on two or more computers, which both appear to have the latest update ! At any time you can manually download the latest revision from the **Tools – Helpdesk** page, by pressing the Re-Install Latest Revision button.

Installing revisions is not mandatory, but it may clear a non-critical issue or bug.

Transferring the application to another PC/Mac

Continue online with the following solutions in **mccSUPPORT** :

Online Solution   How to Synchronize multiple PC - Mac - Laptop

Online Solution   How to tranfer mccPILOTLOG to another computer

Application Run Time Error / Software Bug

mccPILOTLOG runs on 7 different platforms (Windows, Mac, iOS, Android, WindowsPhone, Blackberry, Kindle) with different OS systems (Windows Vista, 7, 8, 10, OS Mavericks, OS Yosemite, Ice Cream Sandwich, Jellybean, ...) and different language packages (English, Spanish, Russian, Korean, German, ...). As such, you may encounter a bug that does not occur on our development or testing installation.

Prior to release the software is tested to our best extend. However, we are humans and pilots, so we make mistakes.

Some errors and questions are listed in **mccSUPPORT** :

<div>

Online Solution	Install - PC Crash - RunTime Errors

</div>

If the error you encounter is not listed, contact the Helpdesk for support. Your report is very important to us !

<div style="background:red;color:white;text-align:center">

**NEVER delete and re-install the software in an attempt
to clear a bug, even in case the application does no longer start !**

</div>

Removing the application often causes more trouble than pleasure ! The solution is usually only a few clicks away, our Helpdesk is happy to assist you in finding the proper fix !

GENERAL

PART II

GENERAL

Getting Started

mccPILOTLOG consists of the following components and services :

- **mccPILOTLOG**
  - main desktop application for **Windows PC** and **Mac OS**
  - mobile companion apps from **iOS, Android, Windows Phone, Blackberry** and **Kindle**

- **mccCLOUD**
  - synchronization and on-line database Backup

- **mccSUPPORT**
  - on-line solution knowledge base with FAQ, tips and tricks and video tutorials

- Helpdesk
  - available 24/7 service
  - free support service for all users, including those using the free Standard Edition

- User Guide
  - the PDF document you are reading right here

The rich-client desktop application is mandatory. You cannot run mccPILOTLOG without the main desktop software.

Data input, output and monitoring

| Video Tutorial | This online Video Tutorial VT01 is a basic introduction to mccPILOTLOG, showing data input, output and monitoring. |

Application Settings

The best place to start, after <u>first installing the latest update</u> from the **Tools – Update Software** page, would be the **Settings** page. Walk through the different tabs and configure the software to your needs.

Logging Hours-Minutes (H:MM) or Decimal Hours (H.M)

Block hours shall always be logged in HH:MM (24-hours clock).

Flight hours are logged in H:mm (always with colon, like 2:30 hours) or in decimal H.h (with decimal or comma, like 2.5 or 2,5 hours). Default mccPILOTLOG runs in hours-minutes. Select "I log in decimals hours" on the **Settings – Flight Logging** page if you prefer decimal formatting.

An entry like "20" is automatically converted into 0:20 hours if setup for hours-minutes. For decimal hours the same entry is considered as 20 hours. Insert a leading zero for all entries less than 1 hour. (e.g. enter "0.3" for 18 minutes)

To maintain the highest level of accuracy and to allow switching from one format to the other format, <u>mccPILOTLOG stores all flight times as minutes in the database</u>. Flight times are converted into H:MM or H.M for display and print purposes only.

Flight hours are rounded to the nearest decimal for display or printing purposes, but never in the database. As a result of this, **totals at the bottom of a list, report or printed logbook** may appear to be wrong... but they are not :

e.g.   You log a flight from **08:00** to **08:14**, and another flight from **10:00** to **10:38**

mccPILOTLOG stores these flights in the database as **14 minutes** and **38 minutes**, regardless of your settings. Now, if the logbook is setup for decimal hours, the first flight is displayed as **0.2 hours** and the second flight shows **0.6 hours**. However, total time at the bottom of the page is displayed as **0.9 hours** since mccPILOTLOG calculates **52 minutes**...

One can argue whether the logbook should display 0.8 instead of 0.9 hours. Our policy is that the logbook should represent as much as possible your actual experience, and not an inaccurate sum of rounded values, which can lead to a significant error over time, up to 1 hour per year of flying. Also, should you ever decide to switch from decimals H.M to hours-minutes H:MM your flight experience remains unchanged.

Date and Time Formatting

Version 3.6   Date and Time formatting is taken straight from your **Windows Regional Settings**. Changes made to your Windows OS will immediately show in mccPILOTLOG.

Version 4.0   Select your preferred date and time formatting from the **Settings – Other Settings** page.

Check Average Flight Time

- Displays a message when the flight time entry differs by more than 25% from the average flight time for this route in both directions
- Function is inhibited for flights from / to the airport of departure (local flight)

Remind me when Pilot phone / e-mail is missing

- Applies to "Add / Edit Flight"
- Displays a message when pilot data (phone number or e-mail address) is incomplete

I log Relief Pilot time

- Relief function time is available for augmented crews on longer flights
- When you select "**Deduct Relief from Total Time**", all flight time logged as Relief Pilot will be subtracted from the Total Time on the **Totals** page and when you print your logbook and reports. As a result, your total experience shows less hours.

Read more about Relief Time (page 67).

I do not log Off- / On-Block Hours

- Check this option if you do not want to log the Departure and Arrival Time
- As a result, night time cannot be calculated automatically and must be entered manually

I do not log the Departure and Arrival airfield

- Tick this box when local authorities do not require registration of the departure and arrival field. However, we strongly recommend to always log airfields.
- In case you always depart and land on the same airfield, leave this box unchecked and tick the "**(local flights)**" checkbox below the Home Identifier text field

Automatic Flight Number recognition

- Applies to "Add / Edit Flight"
- Searches the database for the same or a similar (using wildcards) flight number and populates the departure and arrival airfield when the flight number is recognized

In case your airline handles a specific flight number format whereby multiple flight numbers refer to the same route, you enter the format on the **Settings** page as follows :

→ use ' **n** ' for each <u>fixed</u> alphanumeric digit
→ use ' ***** ' (asterisk) as a <u>wildcard</u> alphanumeric digit

e.g.   nnn   flight numbers 761 and 763 refer to a **different** flight route
        nn*   flight numbers 761, 763 and 76K refer to the **same** flight route
        *nnn   flight numbers 2344 and 5344 match the **same** flight route,
                   but 5346 refers to **another** route
        nn   flight numbers 2344, 5346 and 534J match the **same** flight route

The flight number format is only used for the first leg. The departure airfield must be empty.

The auto-function runs partially in case you enter a flight number not matching the preset format. e.g. With format nn* the software expects you to enter a flight number as airline prefix + 3 digits. If you enter a flight number with 2 or 4 digits, the auto-function will only return results if an exact identical flight number is found in the database.

Automatic calculation of Night Time

Read more about <u>Automatic Night Time</u> (page 70).

Task

- Drives the TO-LDG boxes, unless you tick the checkbox "**Do not link T/O-Ldg with the Task PF/PM**"
- Setting applies to Multi Pilot aircraft only - single pilot aircraft are always default PF
- Settings also applies to flights imported through the Airline Interface, except for interfaces that come with Task PF/PM data

Actual Instrument Time

- The **Autoload** function for Actual instrument Time can be limited to a certain percentage of Total Time, e.g. 10%
- Calculation is rounded to the nearest lower or higher minute
- Manual override remains possible
- The **Autoload** function must be activated for the aircraft

Private Data

Information from this tab is required for printing logbook and reports. The name field cannot be changed. You can change your name from the **Tools – Upgrade to PRO-ENT** page, however the modification may not match with the License key.

Datagrid Columns

- Applies to grid "Add / Edit Flight" and "Query Filter"
- Allows you to select what information is displayed in the datagrid
- The progress bar below the selection list indicates the total width of all selected columns versus the <u>actual</u> width of the datagrid. The datagrid is automatically resized in accordance with the available screen work area. Maximize the program window to obtain the maximum work area. The progress bar indication is based on default column widths. You can always reduce the width of any column. The progress bar colors orange for a ratio between 100% and 110% and red for a ratio above 110%.
- Whenever you add or remove columns from the datagrid on the **Settings – Display Format** page, all column widths are reset to their default value. You can change any column width by dragging the header divider line in the datagrid header.
- Keep in mind that the more data you display, the slower the software will run. .

Airline Interface   PRO Edition

- Select the airline interface to import your flight report or flight roster

Crew Names :

- Applies only to names that are imported through the Airline Interface
- Does not apply to names imported from your old excel logbook
- Does not apply to name entered via Tables - Pilots (you can change the format - lower case / UPPER CASE / Title Case / PARTIAL Case - by double-clicking on the Pilot Name text box on the **Tables – Pilot Edit** page)

Read more in the following online solution in **mccSUPPORT** :

   Online Solution   Download your roster with the Airline Interface

User Fields

You can configure mccPILOTLOG with an additional set of **7 user fields**, as follows :

- On the **Settings - Flight Logging** page, you can setup 4 user time fields. Entries may not exceed Total Block Time.

- On the **Settings – Other Settings** page, you can setup another 3 user fields, with different formats ; numeric (max 8 digits), text (max 50 characters) and a boolean (Yes/No)
- User fields activated on the PC/Mac will automatically show on the mobile device

You should create a new User Field <u>only</u> if you want to :

- Print the contents in a separate column of the paper logbook
- Monitor currency on that field (such as minimum hours)
- Run statistic reports on that field

As such, we recommend to <u>not</u> setup user fields to log cabin crew names, store delay codes, log fuel numbers or log transatlantic flights. Cabin Crew can be stored in the Flight Log report. Delay codes and Fuel are default available in mccPILOTLOG. You can further comment the delay in the Flight Log report. Finally, oceanic crossings are automatically derived from the airfield coordinates. You can run an **Advanced Query** on the **Query** page to list all ocean or equator crossings.

Here are some samples :

e.g.   *"I want to log **Flight Engineer** (FE) or SPO (System Panel Operator) hours"*

➔ Setup a user <u>time</u> field

*"I want to log **Aerobatic** time"*

➔ Setup a user <u>time</u> field, or select the Aerobatic property for the Aircraft on the **Tables – Aircraft** page. Read the following article in **mccSUPPORT** :

Online Solution   How to log Flight time (Aerobatics)

*"I want to log **SOLO** time"*

➔ Do **NOT** activate a user time field for SOLO time, it will NOT print in your logbook. Read the following article in **mccSUPPORT** :

Online Solution   How to log SOLO time

*"I want to log the **Landing Runway"***

➔ Setup the <u>free text</u> field

"I want to log whether or not I was RHS (right hand seat) pilot"

➔ Setup the <u>Yes/No</u> field. However, if you want to log RHS <u>time</u>, then you need a user <u>time</u> field.

*"I want to log **De-Icing**"*

➔ There is already a pre-defined field for de-icing

*"I want to log **Low Vis Takeoff**"*

➔ Setup the <u>Yes/No</u> field.

*"I want to log the **number of passengers**"*

➔ There is already a pre-defined field for passengers.

*"I want to log **Distance Flown**"*

➔ Track, Distance and Ground Speed are automatically calculated by mccPILOTLOG using airfield coordinates. Do <u>not</u> create an additional User field for this !

Airport Identifier

- Applies to all functions, input to database and output to tables and to printer
- You can swap from IATA to ICAO or vice-versa at anytime without loss of data.

Flight Number Prefix

- Applies to "Add / Edit Flight"
- Enter company default flight number letter code
- If you operate flights for different airlines, enter the prefix for the airline you fly most

Airline Company Code

- Applies to "Add / Edit / Listing Pilots"
- Used to group pilots and aircraft per company

Currency Symbol for Flight Allowances & Costs

- Applies to "Add / Edit Flight" and "Tables – Flight Allowances"
- It is recommended to always select "Local Currency", even if your currency appears in the dropdown list
- "Local Currency" retrieves the currency symbol from your computer Windows settings
- Select any other currency if payment is done in another than local currency

Understanding Time Zones and Time Modes

UTC Time   Departure and Arrival Hours are referenced to **UTC world time**.

Info :   UTC stands for Universal Time Coordinated, also known as Z (Zulu time) and also as GMT (Greenwich Mean Time – Greenwich is a small town in the UK near the zero degrees East-West meridian).

BASE Time   The flight is logged with reference to the **local time** at the **Home Base**, regardless of any local times at the departure or arrival airfields. The Home Base from the **Settings – Flight Logging** page is used.

Note :   Changing the Home Base on the **Settings** page applies to new down-loads only. Records in the database remain stored with reference to the previous Home Base !

Caution :   Airlines that have **crew based in different countries**

e.g.   you fly for EasyJet and you are based in CDG

It appears that AIMS eCrews is showing the wrong Local Base hours in the HTML file ! "Local Base" hours shown by AIMS are referenced to the headquarters of the airline (e.g. EasyJet in Lutton) and not Local Time at your home base airfield (e.g. CDG), even if that airfield is listed in the header of the AIMS HTML file !

LOCAL Time   The flight is logged with Departure time and Arrival time referenced to **local time** at Departure airfield and **local time** at Arrival airfield. These airfields can be in the same Time Zone or in different Time Zones. Local Time cannot be user selected.

Note :   Events other than flights (Duty Type 2 and 3) are referenced to Local Time at the Home Base (entered on the **Settings** page). Should the event (e.g. a simulator check ride) not be in the same time zone as your Home Base, Local Time indication is invalid !

Important Note

Time Zones and especially DST (Summer Time) rules are no exact science. Rules often change for political, economical or religious reasons. Last minute changes by the government may cause mccPILOTLOG / mccROSTER to show invalid Local times or invalid Base times.

**Should you notice any error with Time Zones
please contact the helpdesk immediately**

Running 2 logbooks

You can setup mccPILOTLOG to print flight records in <u>two separate logbooks from a single database</u>. Say, you are an airline pilot and you also fly micro-light or glider in your days-off, your local authority may require that you print these hours in separate logbooks with a different format.

You can select a different layout format for each logbook. Each logbook will have its own layout and its own page sub-totals.

Note :   This function **<u>cannot</u>** be used for two pilot-partners ! If you and your partner are both pilots and both of you want to run mccPILOTLOG from the same desktop computer, then Continue online with the following solution in **mccSUPPORT** :

Online Solution   <u>My partner and I are both Pilots</u>

The decision to run one or two logbooks may appear radical to you, yet software configuration is really simple and the split can be undone at any time without losing any data !

Continue with <u>How to Print 2 different Logbooks</u> (page 144).

mccCLOUD

Cloud Data Synchronization

mccCLOUD is the dedicated cloud server for mccPILOTLOG. No hassle with cables, no need to install any synch software... **mccCLOUD** is always there, no installation needed. All you need to sync is internet connection.

There is no need for the mobile phone/tablet and the PC/Mac to be connected to the same network or through the same wifi router. For instance, the desktop can be connected via a cable LAN network while the mobile phone is using the a WiFi network. Data link 3G/4G works too, but is not recommended. There is no need for the devices to be connected at the same time. Any device can synch with **mccCLOUD** at any time and in any order.

Keep in mind that all devices (mobile and PC/Mac) always run from a local database stored on the machine. **mccCLOUD** is only used to synchronize / transfer flight data between devices. You are not working "live on the cloud" ; cloud computing would require permanent internet connection, which would render the application useless onboard the aircraft or from an antiquated hotel room.

It is important to know that the main database is located on the PC/Mac, while the mobile app is just a companion tool. The database on the mobile device is not a backup !
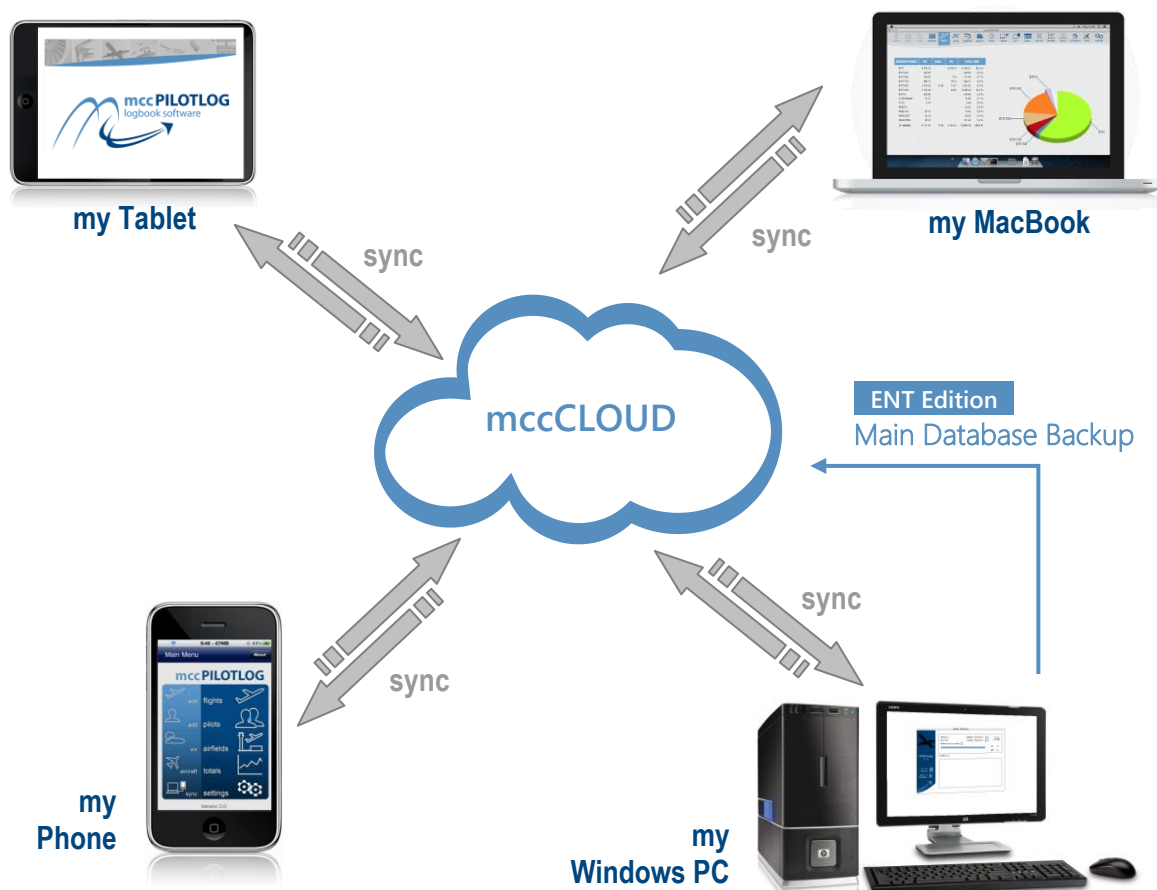
Data Synchronization

Data transfer and database management is very complex, in especially when only a part of the flight is logged onboard the aircraft and data is to be merged with data appertaining to the same flight, but retrieved from another source or logged on another device. For this reason, the PC/Mac is always the master and mobile device(s) are a companion tool only.

However, there is no hierarchy for the PC, Laptop or Mac. **All desktop installations run in parallel**, no-one is master or slave.

The following sample illustrates data synchronization between multiple devices :

Say, you use the iPhone to log **only** Aircraft Tail, Pilot Flying and Type of Approach onboard the aircraft. As soon as the flight is uploaded from the iPhone to **mccCLOUD**, the flight is removed from the FLIGHTS list on the mobile. It looks like the flight has disappeared (the mobile app has 2 separate lists, FLIGHTS for future and recently logged flights, and LOGBOOK for achieved flights), but it is temporarily stored on **mccCLOUD**, waiting for download by any desktop. The first PC or Mac synchronizing with **mccCLOUD** will pickup the record and store the flight record in the desktop local main database.

The flight record is now sent back to **mccCLOUD**, from where it is dispatched to all other devices, including the iPhone where it was originally logged, however it will now show-up in the LOGBOOK list of the mobile device. Changes made to the flight record on either PC or the Mac Book are again synched to all other devices in the cloud group.
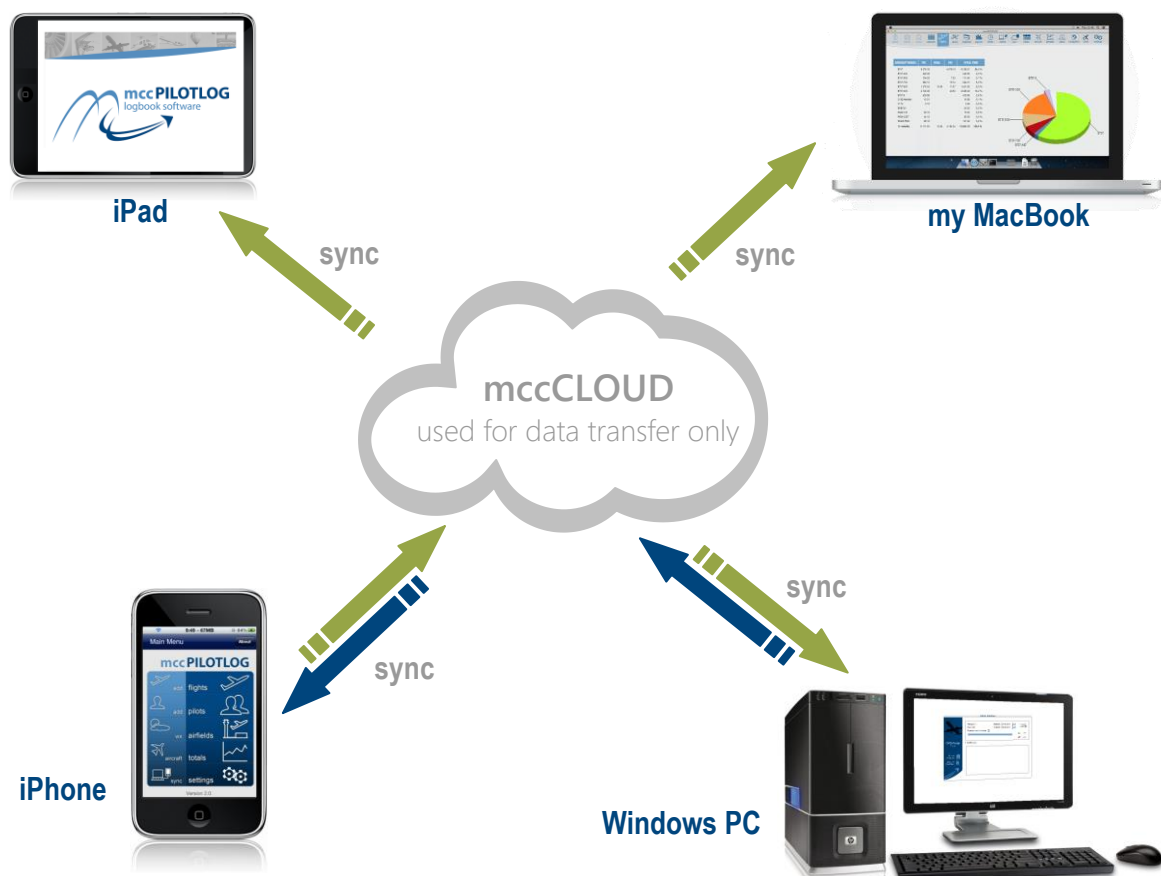
Setup mccCLOUD Device List

mccCLOUD is the dedicated cloud server for mccPILOTLOG. You do not need to configure any network connections yourself. However, you must add your devices to your Device List.

On the **Settings – Mobile PC Sync** page, **add all devices to the list**. You can add up to 9 devices `Version 3.6` / 90 devices `Version 4.0` with a single user license. You can mix any combination of Windows PC, Laptop, Mac book, iPhone, iPod, iPad, Android phone, Android tablet, Windows Phone, Blackberry or Kindle Phone. All devices can sync with each-other.

On the **Settings – Mobile PC Sync** page, select the type of device and press the **Add** button to add the device to **mccCLOUD**. You need internet connection to add, edit or delete devices.

Each new device on the device list receives a <u>unique Sync ID</u>. The Sync ID ranges from 1 thru 9 / 10 `Version 3.6` through 99 . `Version 4.0` For mobile devices, insert the complete **Sync ID** on the **Settings** page of the **mobile app**.

The order in which the devices are added, is of no importance, except that the first device to be added must be a PC. **We recommend to add or delete devices with care !** Playing around with the devices, may cause discrepancies in the database. Use the **Edit** button only to change the name of the device. <u>**Do not use the Edit function to re-use an existing Sync ID for a new device.**</u> Instead, Delete the device from the list and Add a new device !

Should you encounter issues while connecting to **mccCLOUD**, read following on-line solution in **mccSUPPORT** :

Online Solution Cannot Sync with mccCLOUD

Adding another PC/Mac to mccCLOUD

You must first add a PC/Mac desktop (or laptop) to the device list, prior to adding mobile devices. It's not really important whether you select "PC Home" or "PC Tablet" , what's in a name... Just take a name that makes sense to you.

You must always add the new desktop to the **mccCLOUD** from the device itself. You cannot add a desktop to the device list from another computer. However, you can delete the device from any other computer, i.e. should the former desktop have crashed and no longer be in use.

> **Video Tutorial**   This online Video Tutorial VT02 explains how to link your second PC or Mac to **mccCLOUD**.

Adding the first desktop or laptop to **mccCLOUD** is no big deal. However, when adding the second device, you must duplicate the database, as follows :

> **Online Solution**   How to Synchronize multiple PC - Mac - Laptop

Adding a mobile device to mccCLOUD

On the **Settings – Mobile PC Sync** page, add the mobile devices to the list.

Add one or more mobile devices to the device list. Mobile devices can be added from any PC or Mac station. Again, it's not really important if you select iPod or iPhone or iPad, same goes for Android and Android Tablet, just take whatever sounds best to you.

> **Video Tutorial**   This online Video Tutorial VT03 explains how to link your mobile device to **mccCLOUD**.

For Mobile devices, you can select the following options :

Plan :   sync future planned flights from the desktop database to the mobile app FLIGHTS List

Achv :   sync achieved flights from the desktop database to the mobile app LOGBOOK List

Cal :   sync future planned flights from the desktop database to the mobile OS calendar app (press the **Settings** button to setup different options for the **Calendar Export** function)

When you add a new mobile device, the database is still empty. Use the **Reset Mobile Database** function on the **Sync** page of the desktop to reload the mobile database. Select the 3 checkboxes abeam the vertical line, or more as desired, and click the **Sync** button.

> **Online Solution**   How to Synchronize Mobile Phone / Tablet

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PART III

Database Tables

Airfields

Introduction

mccPILOTLOG comes default with a **40,000 airfields** database, including major airfields, military air force bases, ultra-light landing strips, water ports, hospital roofs, etc.

Should you be operating into special airfields, such as safari lodges or oil rigs, you can additionally deploy any of the special airfield packages – read further.
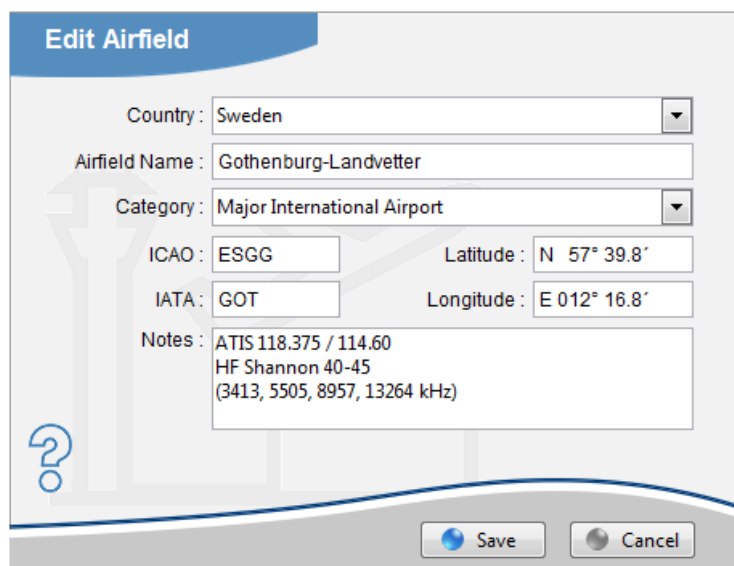
The airfield database is automatically updated by the MCC team. Additionally, you can manually add, edit and delete any airfield at any time.

You can select **ICAO** (4 characters) or **IATA** (3 characters) format on the **Settings – Other Settings** page. The software displays the selected format, if such code is available. A similar setting is available from the **Settings** page on the mobile apps.

Adding a new Airfield

You can add new airfields on the **Tables – Airfield** page.

The ICAO placeholder is mandatory and requires a 4-character entry. Enter **ZZZZ** for airports that have only a 3-character (**FAA** or **CAA**) code.

However, for smaller airfields that do not have any official code, <u>we recommend to using a code starting with the letter Q</u>, such as QABC or Q123, since Q is not used by any other country worldwide. All other letters are reserved by ICAO, such as C for Canada or Z for China. <u>Using the Q code ensures that your private airfields are not replaced by another airfield through the automatic airfield feature (read further).</u>

You can also use 4-digit numeric values, like 0001, 0002, etc. <u>Numeric codes will be replaced by the full airfield name when printing the logbook</u>.

e.g.   You create new airfield **QMOG** or **ZZZZ / QMG** with airfield name "**My Own Garden**", the logbook shows QMOG or QMG in the departure and/or arrival column

e.g.   You create new airfield **1234** or **ZZZZ / 999** with airfield name "**Chester Hospital Roof**", the software prints "Chester Hospital Roof" in the logbook. Since most logbooks have narrow columns for airfield codes, this will probably not look nice...

Airfield coordinates are needed to calculate **sunrise, sunset** and **night time**. Coordinates must be formatted with decimal minutes as HH MM.M as follows :

Latitude   as N0000.0 or S0000.0
Longitude   as W00000.0 or E00000.0

e.g.   Johannesburg (South-Africa)   S 26° 08' 25"   -   E 028° 14' 47"

must be inserted as S2608.4 and E02814.8

The digit behind the decimal is seconds divided by 6 rounded to nearest tenth. A leading zero can be omitted, so E2814.8 will work too.

Automatic airfield updating

The MCC team is continuously updating the Airfield database, to our best ability. An airfield update package is released every now and then. The software automatically detects and installs new updates. Changes to the main desktop database are then transferred to your mobile devices.
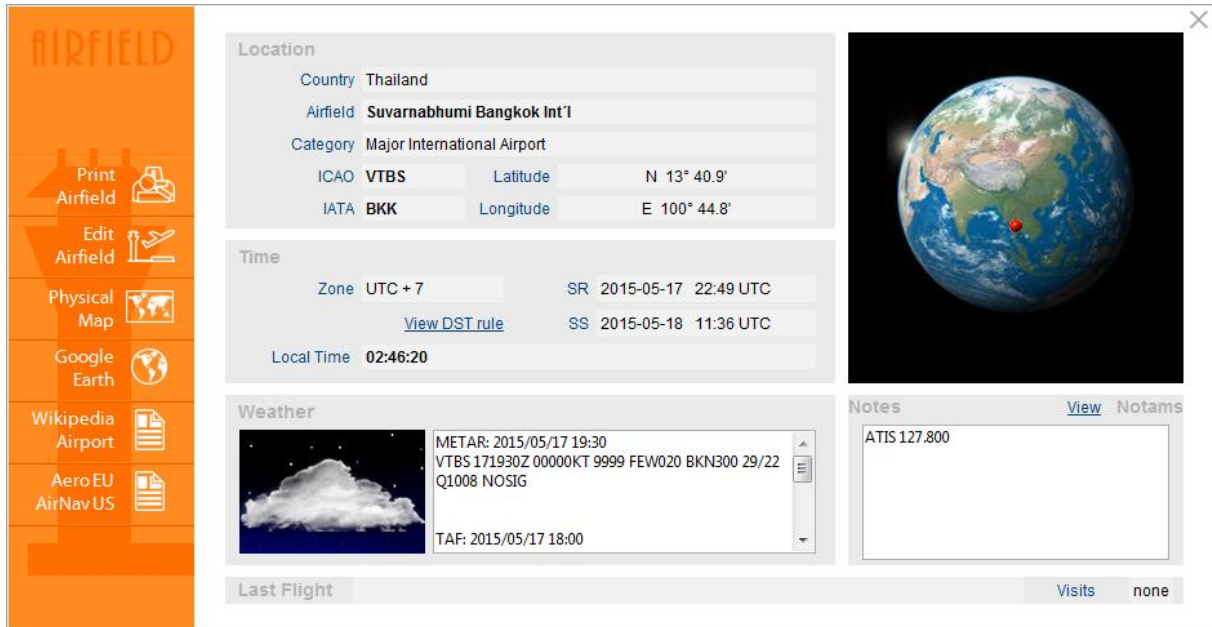
Operation into special airfields

Besides the default 40,000 airfields database, you can import additional packages with **special ops airfields**, such as landing spots around the Maldives islands, oil rig platforms in the European North Sea, snow strips for South Pole expedition, etc. These packages are available from the **Tables – Airfield** page, press the **Import** button.

Airfield Info

You can look-up any airfield straight from the **Quick Search** box on the **Home** page. Insert the airfield ICAO or IATA code of the airfield and hit the {Enter} key. If you do not know the code, click the **Loupe** icon on the **Home** page and browse through the database airfield search list.
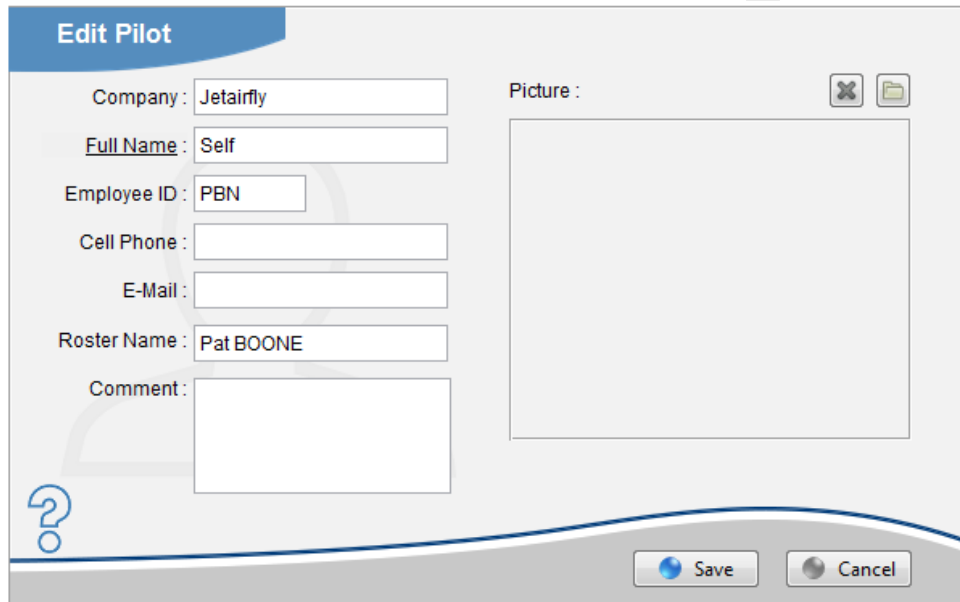
The **Notes** field can be used to enter any kind of personal information, such as ATIS frequencies, ATC or customs specialties, fuel info, etc. The ATIS frequency for 850 international and medium airfields, and HF frequencies for North-Atlantic and North-American crossing have been stored in the Notes field. These frequencies are a one-time service (dated 2010), we do not intend to update this data ! Accuracy cannot be guaranteed - use with care !

Pilots

Pilots can be added at any time ; you can enter all pilots when you start using this software, or you can enter pilots one by one when you fly together. You can also <u>exchange</u> pilot names with other users (read further). The Pilot list is available from the **Tables – Pilots** page.

 Changes made to any record are automatically synched to all other devices. Should an interruption have occurred, you can force a re-sync of the selected pilot(s) by clicking the **Re-Sync** icon on the **Tables – Pilots** page.

Pilot SELF

mccPILOTLOG requires **all flights to be logged with pilot SELF**. This pilot is hardcoded in the database and cannot be replaced or deleted. <u>Do not add yourself to the Pilot list, always use SELF.</u>

While pilot SELF is used throughout the entire application, you can still print your own full name in the paper logbook by selecting the corresponding checkbox on the **Logbook – Logbook Format** page. You can also change **SELF** into **Self** or **self** by double-clicking the name while editing Pilot SELF. This formatting feature is available to all pilot records.

Using the Airline Interface, there is a risk that the interface does not recognize your name on the electronic roster. The airline interface may then create a new pilot with your name... You need to fix this as follows :

Online Solution   <u>SELF and My Name showing double</u>

Pilot Add / Edit

The **Employee ID** field refers to the unique pilot code, company reference or payroll number. Typical examples are "PBN", "48357" or "US02167".

Double-clicking the **Pilot Name** field formats the name into UPPERCASE, lower case, Title Case, PARTIAL Case or Partial CASE.

PRO Edition   You can also **Multi-Select** several or all pilots from the Pilot list and modify all names to one of those formats with a single mouse-click.

The **Comments** field can be used to log any notes regarding the pilot's professional or private life, such as living place, number of kids, flying experience, previous company, actual function.

We deliberately do not offer any text field to log **pilot function**, such as Captain or First-Officer, since you will not be able to keep track of each-and-every pilot when you fly for a larger airline. Should you still want to log function of each pilot, you can enter any text in the **Comment** field.

The **Roster Name** field is optional and is used _only_ by the Airline interface.   By default, the airline wizard will try to locate pilots by their unique Employee ID. However, some crew rosters do not display that ID and only display the name. The Roster Name field enables you to modify the pilot name while allowing the airline wizard to find the pilot in the database.

Read more about Airline Interface (page 88).

With "**Remind when Pilot data is incomplete**" ticked on the **Setting – Other Settings** page, a reminder pop-ups when you fly with a pilot for which phone number or e-mail is missing.

Pilot Pictures

PRO Edition   You can add a **picture** for each pilot. Press the **Browse** button and select the photo.

ENT Edition   You can make a camera picture with your mobile phone and have that synched to the desktop application.

There is no backup of Pilot pictures to **mccCLOUD** !

ENT+ Edition   **Enterprise+** users can store up to 1 GB of pictures on **mccCLOUD** ! Read more about Backup (page **Fout! Bladwijzer niet gedefinieerd.**)

Quick Search

Pilot data and picture can be retrieved straight from the **Quick Search** field on the **Home** page. Enter the pilot employee ID or (a part of) the pilot's name in the Quick Search field and hit the {Enter} key to find the pilot. You may also enter (part of) the phone number to look-up the pilot, to identify a missed call. When the pilot is shown, click on the e-mail address to create an **e-mail**.

Pilot Merge

In case a pilot is listed twice in the database (e.g. **O'Neill** and **ONeill** or **Erik Roso** and **Roso E.**), use the **Merge** function on the **Tables – Pilots** page to merge both names. All flights with the deleted pilot are automatically rebooked to the preserved pilot. The pilot picture is linked to the remaining pilot.

The **Merge** function is automatically synchronized to all other devices. There is no need to repeat this action on any other desktop or any of your mobile devices.

Exchange Pilots with a friend / Import Pilot List

The MCC Team does not divulge any pilot lists. You can **exchange** pilot lists with fellow pilots using mccPILOTLOG. Have your colleague export the Pilot list from the **Tables - Exchange Data with a Friend** page and email the XML file to you. You can then the import that XML file through the same page.

You can import any pilot list using the **Import** function on the **Tables – Pilots** page.

<div style="background-color:red; color:white; text-align:center;">

**NOTE – Respect each other's privacy. Do NOT drop
these XML files on some public forum or social media.
Use the Pilot Exchange function on a 1-to-1 demand only.**

</div>

There is no privacy issue with aircraft registrations.   If you have all company aircraft in your database, you can drop the file on the internet and help-out other pilots that use mccPILOTLOG.

De-activating Pilots

As soon as you log the pilot on any of your flights, that pilot record cannot be deleted from the database. Should this pilot have left the company, you can then de-activate the pilot. The de-activated record remains stored in the database, but the pilot name will no longer show-up in search functions.

In case YOU change company, use the **Multi-Select** function to mass-de-activate all pilots with a single click. Read more about Mass Editing (page 84).

Aircraft

Aircraft can be added at any time ; you can enter all aircraft when you start using this software, or you can enter aircraft one by one. You can also exchange aircraft with other users (read further).

The Aircraft list is available from the **Tables – Aircraft** page. Notice the difference between Aircraft and Aeroplane. Aeroplane is a **Class**, same as Rotorcraft, Balloon, Glider and Ultralight.

mccPILOTLOG distinguishes 4 types of aircraft : **Aircraft**, **Simulator**, **Previous Aircraft** and **Previous Simulator**, the latter two are used to log previous experience. The difference between an aircraft and a previous aircraft, is that an aircraft holds a unique tail registration, while for a previous aircraft you only mention the model. Same logic applies to simulator and previous simulator.

Company is the airline, aeroclub or aircraft owner. For simulators, enter the training facility where the simulator is located, such as CAE London, Alteon Miami.

Model is the official ICAO or IATA code for the aircraft, such as B737, C172, PA34. We recommend to omit any hyphen (C-150 → C150), since a hyphen is also used for variants.

Variant (optional) is the aircraft sub-model, such as 800 for a **B737-800** or RG for a **C172-RG**.

Registration is the aircraft tail number, such as G-MIKL or N246PQ. This field is mandatory, also for simulators ! In fact, each simulator does have an official registration that is used by the aviation administration, for example NL-174. Ask your instructor for the official code or look-up the registration on the internet. (here is a list for all simulators in Europe and in Canada). If you don't know the simulator registration, you can use whatever code, such as SIM737 or FFS190.

Fin (optional) is a shorter tail number, attributed by the company and printed on the aircraft fin, such as 771 for N771RD or AE for D-ABAE or even M12 for PH-MFA. If the fin number is part of

the tail number, there is no need to enter the fin in the database. When you manually enter 771, the software will find N771RD anyway. This is however not true for the <u>airline interface</u>. The airline interface requires a full match. In case your electronic roster shows fin numbers rather than the entire tail number, you need to insert all fin numbers in the **Tables – Aircraft** page.

Manufacturer (optional) is the aircraft make, such as Boeing, Airbus, Cessna or Bombardier.

Type Rating (optional) is the license rating for this aircraft model. For a B737 (all variants) the rating is Boeing 737, for the A318, A319, A320, A321 series (all variants) the rating is Airbus 320 or Airbus 32F (family)

Here are some samples :

	Aircraft			Simulator
Company	Jetairfly	EasyJet	Flying Club	CAE Brussels
Registration	OO-TUC	G-EZDT	N2146K	B018
Fin	UC			
Model	B767	A319	PA34	B737
Variant	300ER	100	220T	800
Manufacturer	Boeing	Airbus Industries	Piper	Boeing
Type Rating	Boeing 757-767	Airbus 320		Boeing 737

Complex is a FAA definition 14 C.F.R., Sec. 61.31(e) which stands for an airplane that has a retractable landing gear (except for a seaplane), flaps and a controllable pitch propeller.   A **tail wheel** aircraft with retractable landing gear can also be a complex aircraft.

High Performance is a FAA definition 14 C.F.R., Sec. 61.31(e) which stands for an airplane with more than 200 horse power engine.

The **Aerobatic** property allows you to print reports and run queries, however it is omitted when printing the logbook.

Online Solution   How to log Flight time (Aerobatics)

TM glider stands for "Touring Motorized glider".

You can select the **Auto Load** as PIC, Co-Pilot, … function, this will automatically populate the associated time field as soon as total time is logged, either on the PC/Mac, the mobile device or through the airline interface. **Actual Instrument** auto load can be limited to a specified percentage from Total Time. Set-up the percentage on the **Settings – Flight Logging** page.

Online Solution   How to auto-load Function & Condition Time

If you have selected "**Running 2 logbooks**" on the **Settings – Other Settings** page, an additional **Logbook** property appears on the **Aircraft** page. You need to indicate in what logbook (1 or 2) flights with this aircraft or simulator are printed. The "Log" column in the **Tables - Aircraft** list shows "2" for aircraft that are printed in Logbook 2.

Aircraft Merge

Unlike for Pilots, there is no **Aircraft Merge** function. Should you accidentally have logged two aircraft registrations for one and the same aircraft, you can fix the problem as follows :

e.g.   You have logged an aircraft with tail registration **D-ABFT** and another aircraft with tail **ABFT**

- first, sync with **mccCLOUD**   ENT Edition
- on the **Query** page, select all flights for aircraft **ABFT**
- Multi-Select all flight records. Read more about Mass Editing (page 84)
- from there, register all selected flights on aircraft **D-ABFT** and **Execute**
- you can now delete **ABFT** from the **Tables** page
- all changes are automatically synchronized with other PC/Mac and mobile devices

Duplicate use of the same Aircraft Registration

Each aircraft registration is unique and can only be used once. However, it may occur that you need the same aircraft registration for another aircraft or for the same aircraft in another company.

You can then duplicate and re-use the registration, by adding an annex, either between brackets or a simple + sign. Both are filtered out when printing your paper logbook. The annex is not filtered when printing reports.

Here are some samples :

- a single pilot aircraft is sometimes flown with multi pilot crew.

    ➔ aircraft 5Y-DRK(SP) and 5Y-DRK(MP)
    ➔ aircraft N267PV and N267PV+

    Online Solution   How to log Multi Pilot time on a Single Pilot aircraft

- the same aircraft is used as LAND (snow skis) during winter season and SEA (water skis) in the summer.

    ➔ aircraft C-SKYW(water) and C-SKYW(snow)

- an aircraft is used as passenger aircraft (summer) and mixed passenger-cargo (winter).

    ➔ aircraft F-AEPA   and   F-AEPA(combi)

- you work for an aircraft manufacturer and perform test flights with a standard registration for all different models.

    ➔ aircraft F-AIRB(320), F-AIRB(330), F-AIRB(340)
    ➔ aircraft PT-190, PT-190(2), PT-190(3)

- the airline company you work for has merged with another company and a part of the aircraft fleet has migrated. mccPILOTLOG takes the company name from the aircraft properties to display **your flying experience per operator** (e.g. Report G003) In order to display hours for the old and the new company, you have to re-use the same aircraft registration but with different companies.

➔ aircraft G-MIDD(BMI) and G-MIDD(BA) or simply G-MIDD

Exchange Aircraft with a friend

We do not distribute any aircraft lists. You can **exchange** aircraft lists with fellow pilots using mccPILOTLOG. Have your colleague export the Aircraft list from the **Tables - Exchange Data with a Friend** page and email the XML file to you. You can then the import that XML file through the same page.

De-activating Aircraft

As soon as you log the aircraft on any of your flights, that aircraft record cannot be deleted from the database. Should this aircraft no longer be in service, you can then de-activate the aircraft. The de-activated record remains stored in the database, but it will no longer show-up in search functions.

In case YOU change company, use the **Multi-Select** function to mass-de-activate all aircraft with a single click. Read more about Mass Editing (page 84).

Start-Over

Should you want to start-over, you can mass-delete all records from the database by using the **Start-Over** function on the **Tools** page.

Read more in the following online solution in **mccSUPPORT** :

Exporting data to CSV or XLS

If you want to exchange data with another pilot using mccPILOTLOG, use the Exchange Data with a Friend (page 44) function on the **Tables** page.

Should you want to export any database records to CSV or XLS, you can use the **Export** function on the **Query** page (to export flights) or the **Export** function on the **Tables** pages.
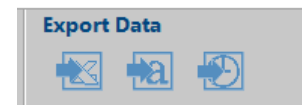
Read more in the following online solution in **mccSUPPORT** :

> NOTE – We aspire to create a comprehensive,
> yet user-friendly logbook software.
>
> Should you export the records to some spreadsheet
> in order to create your own reports or calculations,
> tell us about it, and we may add that report to application.
>
> If you export the records because you decided to
> switch to another logbook application,
> tell us about it, and we will go the extra (s)mile to improve
> our product and our support service !

PREVIOUS EXPERIENCE

Previous experience (that is, your flying experience until the date where you start using **mccPILOTLOG**) can be inserted at any time. There is no need to log your previous flying experience prior to logging new flights in the database. Previous experience can be inserted and modified any time later.

mccPILOTLOG offers <u>five different methods</u> to log previous experience :

- Enter your previous experience by logging the **total block hours** for each aircraft model, or model and variant. If you have flown 3 different aircraft models in the past, simply enter 3 records in the database, that's it !

- If the number of flights you have flown is limited, we strongly recommend to take the time and efforts to **log each flight** separately. This enhances query searches and currency checks. Log your flights via the **Flights Add / Edit** page, <u>not</u> via the **Tools - Previous Experience** page.

- Professional airline pilots can import all previous experience using the **Airline Interface**, such as **AIMS, Sabre, Crewdock, FLiCA**, and 50 other crew scheduling systems. If you have a digital copy of your duty roster over the past months or years, all flights can be imported into this software application.

- If you have stored your flight hours in a self-made **Excel file**, these flights can be imported through our powerful **Import Wizard**. (read further)

- mccPILOTLOG imports data from more than 40 other electronic logbook applications, such as **Logbook Pro, Safelog, LogTenPro**,...

You can use any method you want, and you can even mix different methods to get where you want.

Furthermore, the **Exchange Data with a friend** function on the **Tables** page enables you to import pilot names, aircraft, allowance rules and flight time limitations rules from a colleague, who is using mccPILOTLOG logbook software for some time.

Finally, if a handwritten logbook is all you have and you want all records to be loaded in the database, you can hire some company to scan your paper logbook and convert the flights into electronic format. MCC does not offer this kind of service, however we have listed a number of such companies on our website :

Website   Logbook Binders

Log Grand Totals per Aircraft Model

If you do not have your flying hours in digital format and you have performed hundreds or thousands of flights prior to switching to an electronic logbook, you can simply insert a summary with the grand total per aircraft model.

All you need to do, is inserting a single record for each aircraft model that you have flown in the past, such as "200 hours on Cessna 152" and "3000 hours on Airbus 320 series", even if you still fly that aircraft today.

You can go one step further and further break-down the model into variants, such as 500 hours on the A319, 2300 hours on the A320 and 200 hours on the A320-neo.

Grand totals must be logged through the **Tools – Previous Experience** page.

> **Video Tutorial** Take a look at this online [Video Tutorial VT09](#)

Previous Aircraft

You must first create an aircraft on the **Tables – Aircraft** page and set the <u>Type</u> to **Previous Aircraft** or **Previous Simulator**. The main difference between a previous aircraft and an actual aircraft is the registration mark.

You should do this for each aircraft model and simulator model you have flown in the past, even if you are still flying that same model today !   For example, if you have been flying the Boeing 737 in the past and you still fly this aircraft today, you would add the following aircraft to the database :

Previous Aircraft :   B737   → to log your previous experience on the Boeing (*)

Previous Simulator :   B737   → to log your previous simulator training (*)

> (*)   if desired, you can split your previous experience per variant (e.g. B737-300, B737-400, etc) or per group (e.g. B737-Classic, B737-NG)

Aircraft :   B737-800
                               Registration OO-JAF   → to log new flights with this airplane

                               B737-700
                               Registration OO-JAS   → to log new flights with this airplane

Simulator :   B737
                               Registration CAE-737 → to log new simulator sessions

If you have flown too many different models, you can reduce the effort by grouping aircraft with the <u>same type and number of engines</u>, such as C150 + C152A + C172RG → 'All Cessna'
or C150 + PA28 + … → 'SEP ACFT'

Function time

If, for the same aircraft model, you have experience in more than one function (for example, PIC and Co-Pilot), you can log all hours with a single entry.

However, since there is only a single field for night time, night time will be spread over PIC time first, Co-Pilot time next and finally Dual time.

e.g.	PIC	150:00 hours	Night	200:00 hours
	Co-Pilot	400:00 hours		
	Dual	20:00 hours		

For this entry, the first 150:00 hours night time will be allocated to PIC, the remaining 50:00 hours are considered Co-Pilot time. If you prefer a different split, you need to make separate entries for each function time.

e.g.	PIC	150:00 hours	Night	70:00 hours
	Co-Pilot	400:00 hours	Night	130:00 hours
	Dual	20:00 hours	Night	0:00 hours

Although these 3 entries appear as separate records in the data grid, your previous experience for this aircraft model will be merged into a single line when printing forms and reports.

Import flight records from another electronic logbook

mccPILOTLOG can import data from more than **40 other logbook applications**. Export your flight records from the former application and submit the file through our website for conversion :

Website   Import Wizard

Our team will convert the file into a compatible CSV file. This service is free.

Import your self-made Excel Logbook

If you have created your own Excel / Calc / Spreadsheet, you can submit the file through our website. Select **V01 - Generic CSV** when uploading the file. Our team will convert the file into a compatible CSV file. This service is free.

Website   Import Wizard

Should you prefer to do the conversion yourself, follow the guidelines listed in **mccSUPPORT** :

Online Solution   Import Data from Other Logbook (or my Excel sheet)

FLIGHT LOGGING

General

Changing the layout of the flight datagrid

The **Flights** page and **Query** page use a common datagrid. The layout of the datagrid can be modified as follows :

- on the **Settings – Display Format** page, select the columns you want to display in the grid. The order in which the columns are sorted from left to right cannot be modified.

- on the **Settings – Display Format** page, select default sorting, either Date descending or Date ascending

- on the **Flights** page or **Query** page you can modify the width of each column by dragging the column header.

- on the **Flights** page or **Query** page you can click any header in the datagrid to sort the grid by the selected column. Click the same header another time to reverse the order in which the records are sorted A → Z or Z → A.

Sorting records in the flight datagrid

The datagrid is default sorted by flight date ascending. So, the last flight appears at the bottom of the datagrid, analogue to writing a new flight into your logbook. Tick the 'Sort Last Flight on Top' checkbox on the **Settings – Display Format** page to sort flight date descending.

Multiple flights on the same day are sorted according to :

- time of departure (if you have selected UTC date and UTC time or Local date and Local time as reference)
- order of entry (if you have selected Local date and UTC time as reference, or in case you do not log Off/On-Block Hours.

Record backcolor in the flight datagrid

Records in the datagrid can have different backcolors. The default backcolor is white.

31.12.2004 - Fri			B737		self			520:09	520:09
31.12.2005 - Sat			B737		self			945:33	945:33
31.12.2006 - Sun			B737		self			741:57	741:57
	sim		SIM-ALL		self			440:00	

Brown   These records are logged as 'previous experience' and show only on the **Query** page, never on the **Flights** page. These records can be added and edited only from the **Tools - Previous Experience** page.

26.03.2016 - Sat	JAF304	PUJ	MBJ	B787-8	OO-T88	Wielfaert Laurens + Braем Thomas		01:45	03:35	1:50	1:50
	JAF304	MBJ	BRU	B787-8	OO-T88	Wielfaert Laurens + Braем Thomas		04:35	13:20	8:45	8:45
12.04.2016 - Tue	sim			B787	SIM787	Denkens Ellen Royant Eric				4:00	4:00
19.04.2016 - Tue	JAF303	BRU	PUJ	B787-8	OO-JDL	Wielfaert Laurens		12:00	21:00	9:00	9:00

Lemon   These records are provisional, either because the flight is planned in the future, or the flight was in the past but some data is missing, such as pilot names, actual block hours or aircraft registration. Double-click the record, make any change and save again. mccPILOTLOG will then validate the record and notify about missing details. If all required data is logged, the record is saved and the green backcolor is removed.

> Note : The **FLIGHTS** page on the mobile devices (phone and tablet) use two colors for future flights :
>
> **Lemon**   future flights (flight date in the future)
>
> **Wine**   incomplete logs (some flight data is missing)

You can either edit each flight separately, or you can use the **Multi-Select** function to mass edit all records to add the missing data.   If you believe that all records are complete, you can also use the **Multi-Select** function to clear the green backcolor for all selected records. Read more about Mass Editing (page 84).

11.02.2014 - Tue	sim		B787-8	OTD-787	Nieuwlandt Ruben + Beville Anderson Mark			2:00	2:00
12.02.2014 - Wed	sim		B787-8	UK-FB-607	Nieuwlandt Ruben + Beville Anderson Mark			4:00	4:00
17.02.2014 - Mon	sim		B787-8	UK-FB-543	Nieuwlandt Ruben + Boylan Nial			4:00	4:00
18.02.2014 - Tue	sim		B787-8	UK-FB-607	Nieuwlandt Ruben + Boylan Nial			4:00	4:00

Grey   These records are Simulator sessions.

26.04.2011 - Tue	JAF2703	CRL	DJE	B737-800	OO-JAF	Van Wijk Mathijs	04:37	07:25	2:48	2:48
	JAF2704	DJE	CRL	B737-800	OO-JAF	Van Wijk Mathijs	08:21	11:30	3:09	3:09
02.05.2011 - Mon	JAF1853	BRU	AGP	B737-700	OO-JAO	Van Wijk Mathijs	04:04	06:59	2:55	2:55
	JAF1854	AGP	BRU	B737-700	OO-JAO	Van Wijk Mathijs	07:49	10:28	2:39	2:39

Yellow   Indicates that the "**Next Page**" property is set for this flight. It will force the record to be printed on the next page of the paper logbook, similar to a "hard page break" in a text editor. There is no need to insert a page break for each page of your logbook. Use this function only in case you want to manually force the print-out to move to the next page, i.e. skipping a number of lines in your paper logbook.

Logging a flight

You can log over 60 different items on a single flight.   Therefore, the best place to start is the **Settings – Flight Logging** page. Configure the software to your needs.

Read more in the following online solution in **mccSUPPORT** :

Online Solution   How to log Flight Time (PIC, Co-Pilot, Night, Single/Multi-Pilot, etc)

New flights are logged through the **Flight Add/Edit** frame on the **Home** page or the **Flights** page. Fill out the boxes and press Save.

The **Flight Add/Edit** frame can display in 5 different modes :

- Add New Flight
    - default mode / empty frame
    - add a new flight record to the database

- Return Flight
    - automatically suggested by the software after saving a new flight
    - automatic flight number recognition must be enabled on the **Settings – Flight Logging** page

- View Flight
    - double-click on a record in the flight datagrid to display and review the flight in the Flight Add / Edit frame. The **Save** and **Cancel** buttons are disabled
    - View mode automatically turns into **Edit** mode as soon as you make any changes to the record. The **Save / Cancel** buttons will then enable.

- **Edit Flight**
  - edit a record from the database and Save
  - all changes are automatically synched to other devices

- **Duplicate Flight**
  - select a record from the flight datagrid and press the **Duplicate Flight** icon
  - edit the boxes and press Save or Cancel

PRO Edition   Furthermore, by selecting multiple records in the flight datagrid, the **Flight Add / Edit** frame is turns into the **Multi-Select** frame, allowing you to mass edit all selected records with a single mouse click. Read more about Mass Editing (page 84).

Entry automation

When logging a new flight record on the desktop or the mobile app, you can insert only a small portion of the aircraft registration or the pilot names. Hit the **{Tab}** key to move to the next input field. mccPILOTLOG automatically searches the database for any records matching your entry.

e.g.   - an entry like 'PE' or 'ABP' finds D-ABPE, or 348 returns N348PV from the database
          - an entry like 'eters' returns pilot Jeff Peterson. You can also insert the unique (entire) Employee ID for this pilot, like 'JPE' or '1042'...

The automatic search function queries active records only. Aircraft and pilots that have been de-activated (typically when you change company) are omitted.

In case multiple records in the database match your entry, an orange pop-up window appears listing all results. Use the **{Arrow Down}** and **{Arrow Up}** keys to scroll through the list, and press the **{Enter}** key to select the record or the **{Esc}** key to cancel.
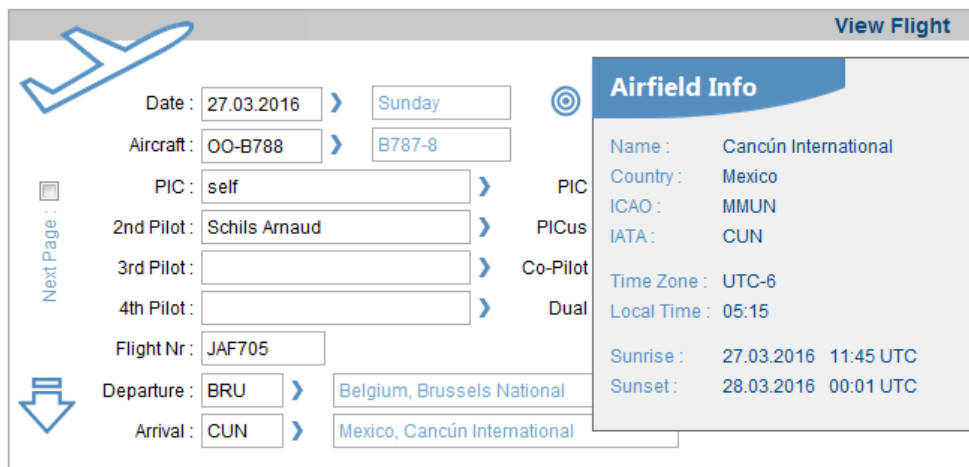
Other special keys :

- use the **{Tab}** key to move to the next input field, until you reach the **Save** button
- in all Time fields, except Night time and Relief time (read further), press the **{Insert}** key to copy total block time into the field, or to clear the field
- in the Takeoff, Landing and Autoland fields, hit the **{Insert}** key to insert "1" or to clear the field
- hit the **{Enter}** key to save a flight or the **{Esc}** key to cancel changes

There are additional entry automations, such as automatic flight number recognition and auto-return flight logic. These functions are described further in this user guide.

Enhanced Tooltips

Hover the mouse over any of the aircraft, airfield, pilot or Block Hours fields to display properties of the underlaying item.

Logging a simulator session

In order to log simulator time, you must first create an aircraft on the **Tables – Aircraft** page. Set the **Type** property as "Simulator" and insert the official (or any other) simulator registration.

Continue with Database Tables – Aircraft (page 45) for more details about adding new aircraft.

Simulator time is kept separate from aircraft time. Totals on the **Home** page represent aircraft time only and do not include simulator time. However, a breakdown of simulator time is available in the **T001 – Total Time** report. Press View More… on the **Home** page to display this report.

Read more in the following online solution in **mccSUPPORT** :

| Online Solution | How to log Simulator |

| Video Tutorial | Video Tutorial VT04 |

Note :   Do not confuse Simulated Instrument time (abbreviated as "**Sim.Instr**") with "simulator time" or with "simulator instructor" ! Simulated instrument is hood training and is only to be logged on a real aircraft, not in the simulator. Read further in this chapter.

Crew

Pilot SELF

mccPILOTLOG requires each flight to be logged with pilot "SELF". This pilot is hardcoded in the Pilots table and cannot be deleted or replaced. Do not log the flights with your own name !

Autoload Pilot Seat

When entering a new flight, pilot SELF will automatically be loaded in the Pilot PIC or 2nd Pilot name field <u>after inserting</u> the aircraft registration. If autoload for the aircraft is selected to PIC, pilot SELF is loaded in the Pilot PIC field, etc.

Other Pilots

You can log 4 pilots for each flight. Default only 3 boxes are displayed. Engage the "Extra Pilot" field from the **Settings – Flight Logging** page.

Usually the first field is used to log the PIC, the second field is used for the co-pilot, the third field for the instructor or line check pilot. In case of augmented crew, you would log the Commander's name in the first field, the Captain in the second field and so on. As such, the pilot boxes are labeled with Pilot 1, 2, 3 and 4. mccPILOTLOG does not register the function of each pilot.

With the "Remind when Pilot personal data is incomplete" checkbox ticked on the **Settings – Flight Logging** page, an alert pops-up in case the pilot's e-mail or phone number is missing. You can then complete the pilot's profile.

Flight number & Pairing

Flight Number – Pairing

The **flight number** field is optional. The flight number prefix for your airline, such as 'KLM' or '3X', is automatically added. You can set the prefix on the **Settings – Other Settings** page.

Pairing is a series (combination) of flights that are scheduled all together on your flight roster, often with overnight in outstation. The pairing number is optional and can be logged manually. If the pairing number is printed on your roster, it is automatically retrieved by the **Airline Interface**.

Read more in the following online solution in **mccSUPPORT** :

Online Solution   What is a Pairing

Automatic Flight Number recognition

mccPILOTLOG recognizes flight numbers, based on the default format that you have entered on the **Settings – Flight Logging** page. The software automatically populates the departure and arrival airfields when the flight number is recognized.

Flight numbers often change with a new season and with the sector or aircraft model you fly. For that reason, mccPILOTLOG does not store any list with all company routes. Instead, the software searches the database for any identical or similar flight number as soon as you hit the {Tab} key after entering the flight number.

Continue with <u>Settings – Flight Logging</u> for guidelines how to configure mccPILOTLOG for automatic flight number recognition.

Automatic Flight number recognition applies to new flight entries only. Subsequent entries use the **Automatic Return Flight** logic. <u>Both</u> features require the "Automatic Flight Number recognition" checkbox to be selected on the **Settings – Flight Logging** page. Should you not use flight numbers, but still be interested in the Return Flight logic, the checkbox must still be engaged, while the flight number format field remains blank.

Automatic Return Flight

When a new flight record is logged, mccPILOTLOG automatically suggests the next flight route. The software continues to suggest new flight routes until you land at any home base.

Insert your home base on the **Settings – Flight Logging** page. Use ICAO or IATA format in accordance with your selection on the **Settings – Other Settings** page. If you operate from multiple home bases, enter multiple home bases, separated by a space and/or a column e.g. BRU, LGG, OST, CRL   or   MRBA MRBC

When a return flight is suggested, flight crew and aircraft registration are duplicated, while airfields and task distribution are reversed. The flight number is automatically increased by 1 digit or 1 character.

> e.g.   JAF523 becomes JAF524
> AF11K turns into AF11L

The increment occurs for the second flight only. In case of a triangular flight (A $\rightarrow$ B $\rightarrow$ C $\rightarrow$ A), the number is no further increased.

You must then walk through all boxes using the {Tab} key to confirm aircraft, pilots and airfields !

Automatic return flight logic is also available in the mobile apps. Long tap any record in the **FLIGHTS** list to pop-up a sub-menu and select "Edit / Edit (paste) / Return Flight". Continue with <u>Mobile - Flight Edit</u> for more details

Departure and Arrival airfields

Enter the airport code and press the {Tab} key to search the database for the airfield. The airport code must be 3 or 4 characters long. You can enter the ICAO, IATA, FAA or any other code, including codes you have added yourself to the database.

IATA, FAA and ICAO codes can be used all mixed. mccPILOTLOG automatically turns your entry into IATA or ICAO mode according to your preferences on the **Settings – Other Settings** page.

If the airfield code cannot be found in the airfields database, your entry turns into red color. The airfield name field remains blank.

If the airfield code is found, but you have never flown into that airfield before, both the airfield code and the airfield name color red. This is an alert for possible typo errors, e.g. you wanted to log LAX (Los Angeles), but you accidentally entered LAY (an airfield in South Africa)...

Logging by ROUTE

Each flight must be recorded from A to B. mccPILOTLOG does not allow a route be inserted with a single entry, such as JFK-MIA-IAD-JFK. This sample route must be recorded in three database records JFK-MIA, MIA-IAD and IAD-JFK.

While route logging is time saving, it substantially increases the risk of making entry errors. Furthermore, a lot of knowhow remains stuck in your database and cannot be deployed to reports and statistics...

Logging each flight as a separate record from A to B, enables mccPILOTLOG to validating your entry. The software will detect invalid entries, such as 4.0 hours for a flight from JFK to MIA (you will get a message "the average flight time on this route is 3.0 hours") or 2.0 hours (you get a warning that "your average ground speed is too high")...

Also, the airfield colors red in case you accidentally enter a code for an airfield where you have never been before...

Logging by ROUTE doesn't reveal these kinds of errors and it does not allow for analytics on average flight time between two airfields, average fuel consumption or passenger load for a specific sector.

Logging each flight leg as a separate record may seem cumbersome. mccPILOTLOG offers many built-in features to facilitate your entries, such as automatic flight number recognition, automatic return / triangular flight suggestion and automatic flight roster import from over 250 airlines worldwide...

Adding a new airfield

mccPILOTLOG comes with a **40,000 airfields** database. If needed, you can add new airfields.

Continue with <u>Database Tables – Airfield</u> (page 39) for more details about adding new airfields.

Outfield landing

Helicopter, glider and ballooning pilots often land outfield. You need to create an "airfield" for that, either a new airfield for each landing spot, or a common name, like "outfield".

Read more in the following online solution in **mccSUPPORT** :

Online Solution   <u>How to log Outfield Landings or landing on a Private Strip</u>

Continue with <u>Database Tables – Airfield</u> (page 39) for more details about adding new airfields.

Block Hours

Scheduled Off-/On-Block hours

Planned block hours are usually automatically logged by the **Airline Interface**. Hours are displayed on the orange pop-up screen on the desktop. Planned block hours can also be displayed in the Flight List of the mobile apps.

You can review, insert and modify planned block hours on the supplementary **Flight Hours** frame. Click the **darts** icon left of the Block Hours to display the **Flight Hours** frame.

Scheduled Block hours also appear when hovering the mouse over the Actual Block Hours or Total Time field.

Read more in the following online solution in **mccSUPPORT** :

Actual Off-/On-Block hours

Off- and On-Block hours are mandatory, unless you check the box "I do not log Off- / On-Block hours" on the **Settings – Flight Logging** page. Block hours can be logged in **UTC**, **Base Time** or **Local Time**. Read more about Time Modes (page 31).
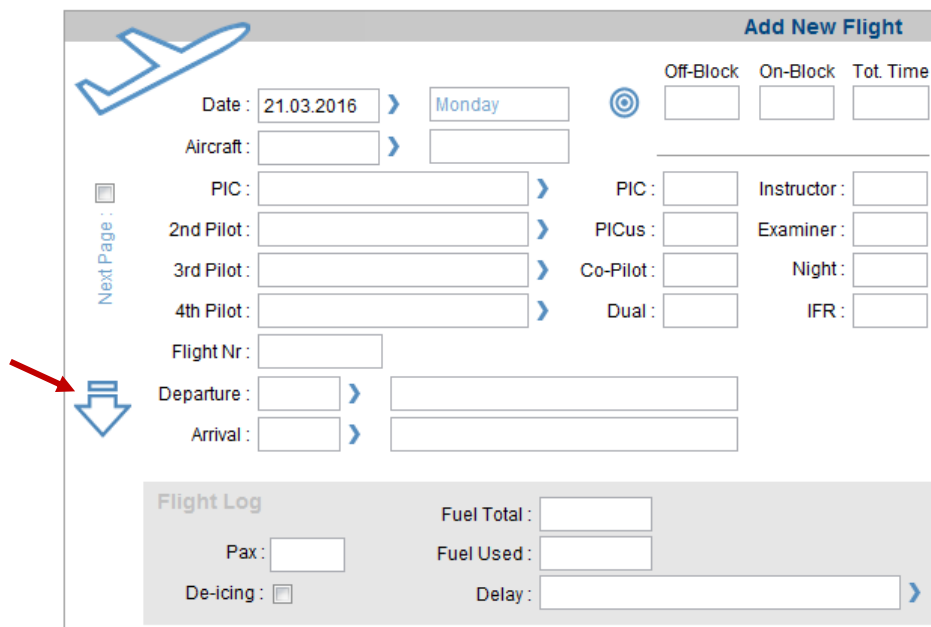
Total Block time is automatically calculated when block hours are inserted. Total Time can be overridden (reduced), if needed. Do not modify (reduce) total time for long haul flights with augmented crew. Instead, use Relief Time (page 67).

Total time is automatically copied to other boxes (PIC, Co-Pilot time, Instructor/Examiner, IFR, cross-country, etc) according the autoload settings for the active aircraft registration. Read more about Autoload (page 69).

Takeoff / Landing hours

Takeoff and Landing hours are optional and must be engaged from the **Settings – Flight Logging** page. Takeoff and Landing hours must be inserted in the same Time Mode as Block Hours, either UTC, Base Time or Local Time.

Takeoff and Landing Hours appear in the supplementary flight log frame. Depending on your desktop screen size, the supplementary flight log appears at the bottom or on the right side of the Flight Add / Edit frame. On smaller screens, you must click on the cyan **arrow down** icon in order to display the supplementary flight log frame. However, you can set the ''auto-deploy Flight frame'' on the **Settings – Display Format** page.

Air Time is calculated automatically and cannot be edited. Air Time is printed in several reports, such as R018-R019.

Sign-In/Out - Duty Time

Sign-In/Out Times

You can preset the sign-in and sign-out default values on the **Settings – Other Settings** page. Sign-In/Out hours and duty hours are not stored in the database, but calculated live.

The advantage of this logic is that you do not have to take care about duty hours, everything is done automatically. The disadvantage is reduced flexibility, such as different sign-in/out times depending on type of flight or type of aircraft. We will add more flexibility in future updates of mccPILOTLOG.

Duty Time Limits

mccPILOTLOG monitors your duty time. Create the rules on the **Tables – Flight Duty Time** page and monitor your actual duty hours on the **Limits** page.

Detailed Duty Time calculations are displayed on the supplementary Flight Hours frame. Click the **arrow** icon on the left side of the Block Hours to display the supplementary Flight Hours frame.

A simplified duty time display is available on the mobile apps.

Pilot Function time

Function time covers your role on the flight, such as Pilot-in-Command, Co-Pilot or Instructor.

mccPILOTLOG comes with 7 pre-coded fields to log Pilot Function time. Should you require more function time fields, such as Navigator (N1), System Panel Operator (SPO) or Flight Engineer (FE/E1), you can setup additional user time fields on the **Settings – Flight Logging** page.

You can log multiple function times on a single flight. This is the case when you perform multiple roles simultaneously, such as PIC and Instructor. Or, you may act different roles one-after-the-other, typically on longer flights with augmented crew, where you take-off as Co-Pilot in the right seat and act as PIC in the left seat in cruise. mccPILOTLOG verifies that the sum of all logged function times equals total block time.

Continue with Autoload Function and Condition time (page 69) for guidelines how to configure mccPILOTLOG for automatic loading of pilot function time.

PIC, PICus, SPIC

PIC Under Supervision (PICus – P1 U/S) can be logged when conducting command tasks, in the left or the right seat, under supervision of a line training captain or instructor, towards meeting the license requirements of becoming a captain yourself.

Student Pilot-In-Command (SPIC) can be logged by student pilots on an integrated CPL/IR course when undertaking an I/F flight with an instructor. The instructor may only observe the pilot and not take control of the aircraft. In case the instructor takes control, flight time must be logged as DUAL !

There is no separate field to log SPIC. SPIC time must be logged in the PIC field. Additionally, write "SPIC" in the Instruction field (quotation marks not required). With the "SPIC" note inserted, mccPILOTLOG automatically prints "SPIC" in the Holder's Operating Capacity column of your paper logbook and on official forms, such as F006 (UK).

Read more in the following online solution in **mccSUPPORT** :

Online Solution   How to log SPIC / PICus

SIC, First Officer, Second Officer

Second-In-Command (SIC), First Officer (F/O), Second Officer (S/O) and Safety First Officer (SFO) are all logged in the Co-Pilot (COP) time field.

If you prefer to split Second Officer time from First Officer time, you can either setup a User Time field on the **Settings – Flight Logging** page, or you can drop a note in the Remarks text field.

SOLO

SOLO time is PIC time and must therefore be logged in the PIC field. There is no separate field for SOLO time and you should certainly not create a SOLO user definable field !

PIC time on a single pilot aircraft is automatically considered as SOLO when training is logged.

So, PIC time becomes **SOLO** when all of the following conditions are met :

- single pilot aircraft
- PIC time logged
- any note written in the Instruction text field
- no Instructor time is logged

You can use the hardcoded "Solo" checkbox on the **Query** page to list all SOLO flights with a single click. The SOLO criterion is also available from the **Query – Advanced Query** page.

Read more in the following online solution in **mccSUPPORT** :

Online Solution   How to log SOLO time

Dual

Dual (P/UT) time is any flight time under instruction for the purpose of obtaining a license or type rating, or for conversion to an aircraft type within the same or another type rating group or aircraft class.

All hours logged in the Dual time field are considered **Dual Received**.   However in case you simultaneously log hours in the Instructor time field, Dual time is taken as **Dual Given**.

Typically pilots flying EASA / ICAO shall log PIC or DUAL time, while FAR regulations allow PIC and DUAL time being logged simultaneously. The latter triggers a warning in mccPILOTLOG. FAA pilots can disregard and bypass that message.

Instructor / Examiner

Enable the Instructor / Examiner column from the **Settings – Flight Logging** page.

There is no field for "Instruction Received". Instructor time should therefore only be logged by instructors and is always considered "Instruction Given".

Instructor time can also be logged for simulator training. Hours logged in the SIM are kept separate from aircraft instruction and is therefore not printed in most paper logbooks.

Use the Examiner time field for flights or simulator sessions where you act as Check Pilot.

Cruise Relief Pilot, Safety Pilot, Supernumerary Pilot

A cruise relief pilot shall log :

- **PIC** time when he/she occupies a pilot's seat as relief for the designated commander
- **Co-Pilot** time when he/she occupies a pilot's seat as relief for the co-pilot
- **PICUS** time when he/she occupies a pilot's seat and acts as pilot in command under the supervision of the designated commander or his relief

The Cruise Relief Pilot (also known as "COCO") may not log any periods during which he/she does not occupy a pilot seat on the flight deck. Those hours shall be logged as **Relief time** (read as **Rest time**) in mccPILOTLOG.

Depending on your local aviation authorities, Relief time may be included or must be deducted from Total Flight Time. In the latter case, select the "Deduct Relief Time from Total Time" checkbox on the **Settings – Flight Logging** page.

> e.g.   - Flight from A (depart at 06:00 UTC) to B (arrive at 18:00 UTC)
> - You are the co-pilot on this flight
> - You sit 5 hours in the right seat, 3 hours in the left seat and 4 hours of sleep
>
> ➔ Log as :   Total Block   12.0
>   PIC   3.0
>   Co-Pilot   5.0
>   Relief   4.0
>
> ➔ Notice that total time is not modified, but matches Off-/On-Block hours !

Press the **{Insert}** key to automatically calculate Relief time, that is Total Time minus PIC, Co-Pilot or Dual logged. In the above listed sample, the **{Insert}** key returns "4.0".

Read more in the following online solution in **mccSUPPORT** :

> **Online Solution**   How to log Relief Pilot / Supernumerary

Observer, Supernumerary Pilot, Deadhead

Observer (OBS) or **Supernumerary (SNY)** is any pilot who is part of the active crew but has no duties assigned. **Deadhead (DH / PAX)** is any pilot travelling as non-active crew.

mccPILOTLOG does not have any dedicated field for these functions. If you want to record these flights in your logbook, you can log the Airfields and Off-/On-Block hours, but Total Time must be set to zero.

Do not log OBS / SNY when you act as safety pilot supervising a co-pilot under training. These hours should be logged as **Safety Officer (SFO)**.

The software shall print "**SNY**" in the Holder's Operating Capacity column of the paper logbook, when all of the following conditions are met :

- Pilot 'SELF' is logged as Pilot 3 or Pilot 4
- Task is set to PM
- TO/LDG are left blank
- Instructor or Examiner time are not logged

Condition time

Condition time covers the condition in which the flight was conducted, such as IFR, IMC or Night. mccPILOTLOG comes with 5 pre-coded fields to log condition time :

IFR	Actual Instrument (IMC)
Night	Simulated Instrument (Hood)
Cross-Country	

Should you require more time fields, such as Sling & Winch (S&W) or Night Vision Goggles (NVG), you can setup additional user time fields on the **Settings – Flight Logging** page.

Continue with for guidelines how to configure mccPILOTLOG for automatic loading of condition time.

IFR, Actual Instrument, Simulated Instrument

Instrument Flight Rules (IFR) time should be logged for any flight that is not planned as VFR. IFR time is logged for the entire flight, unless you cancel IFR with ATC and you continue the flight under VFR. IFR time continues when you obtain clearance for a "visual approach" ! VFR is not logged in mccPILOTLOG, but is automatically calculated from Total Time minus IFR time.

Actual Instrument time (Act.Instr) should be logged – typically FAR – for any portion of the flight in real Instrument Meteorological Conditions (IMC). You can configure mccPILOTLOG to automatically log Actual Instrument time for a certain percentage % of total time. See further...

Simulated Instrument time (Sim.Instr) should be logged – typically FAR – for any portion of the flight where instrument flying training is received, either in IMC or VMC. Simulated Instrument time, also known as Hood time, is logged on a real aircraft, not in the simulator !

Note : Do not confuse "**Sim.Instr**" with "simulator time" or with "simulator instructor" !

Autoloading Function and Condition time

Configuration

Pilot Function time (PIC, Co-Pilot, Instructor, ...) and Flight Condition time (IFR, Night, Actual Instrument,...) can be automatically loaded with Total block time.

Autoload is a two-step configuration :

- on the **Settings – Flight Logging** page, select the time fields that you want to log with mccPILOTLOG. Your selections will enable / disable (that is display / hide) the associated time fields on the **Flights** page of the desktop software.

- on the **Tables – Aircraft** page, edit the aircraft registration and select the default function time and desired flight condition times for autoload. This enables the **Autoload** function when manually adding new records on the **Flights** page or automatically through the **Airline Interface**.

The idea behind the two-step configuration is to enable (display) time fields on the **Flights** page, while some fields are not required for some aircraft models you fly. For instance, an airline pilot flying glider in the weekend can configure mccPILOTLOG to autoload the Co-Pilot or IFR time field for a flight on the Airbus, but requires PIC time autoload when flying gliders.

As such, autoload must be configured for <u>each and every</u> aircraft registration. You can use the **Multi-Select** function to mass edit all aircraft in a single click.

| Video Tutorial | This online Video Tutorial VT07 explains how to configure mccPILOTLOG for time autoload. |

Read more in the following online solution in **mccSUPPORT** :

| Online Solution | How to auto-load Function & Condition Time |
| Online Solution | How to mass edit records using Multi-Select |

On the desktop, the autoload function will trigger when you modify the Block Hours or Total Time.

Automatic Night time calculation

PRO Edition When enabled from the **Settings – Flight Logging** page, night time is calculated automatically after inserting the departure/arrival airfields and the Off-/On-Block hours.

Night time is calculated from Sunset to Sunrise, corrected for equation-of-time. You can add an extra 10 minute or 30 minute margin on the **Settings – Flight Logging** page. Most countries apply the "6 degrees civil twilight rule" (= 30 minutes) – http://en.wikipedia.org/wiki/twilight

Night time is calculated along a rhumb line (loxodromic) route, which may somewhat deviate from your real route, especially when flying over polar regions, such as a flight from Dubai to Los Angeles. mccPILOTLOG calculates your ground speed along the route, based on a fixed
10 minute taxi-out and 5 minute taxi-in time. There are no additional corrections for airport elevation or airplane cruising level.

Night time cannot be calculated if geographic coordinated for the departure or arrival airfield are missing. On the desktop, the "night :" label turns red to indicate an issue with automatic calculation. Insert the missing coordinates on the **Tables – Airfields** page.

Takeoff Day/Night and Landing Day/Night are automatically included when you act as PF (Pilot Flying), unless you tick the checkbox "Do not suggest T/O-Ldg Day / Night" on the **Settings – Flight Logging** page.

Some aviation authorities, typically Brasil, consider night time as any flight time between **Fixed Hours** , regardless of any daylight or sunset... The hours "from" and "until" are considered **UTC** or **BASE**. This function should only be used with mccPILOTLOG running in **UTC Time** mode or **Base Time** mode. If you run mccPILOTLOG in Local Time mode, night time is invalid when you cross time zones.

You can configure mccPILOTLOG to calculate both night time logics simultaneously. Since there is only 1 dedicated night time field, mccPILOTLOG automatically activates an additional user time field with caption "FH-Night" to store the night time according to fixed hours. In this scenario, TO and LDG are calculated in accordance with geographic night time calculations.
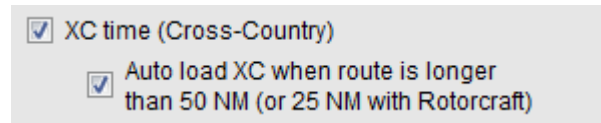

Cross-Country

Cross-Country (also shortened to "**XC**") time can be logged for any flight from A to B covering a distance of 50 NM or more (aeroplanes) / 25 NM or more (rotorcraft).

With automatic XC calculation enabled on the **Settings – Flight Logging** page, mccPILOTLOG calculates the distance between the departure and the arrival airfields and drops Total Time in the XC time field, with cross-country autoload enabled for the given aircraft registration.

For the XC autoload function to work properly, all of the following conditions must be met :

1) **XC time** must be enabled on the **Settings – Flight Logging** page (this displays the field on the main desktop **Home / Flights** page)

2) **Auto load XC** must be enabled on the **Settings – Flight Logging** page (this enables automatic calculation)

3) **Cross-Country** time must be selected on the **Tables - Aircraft** page for the selected **aircraft registration** (this allows you to enable XC time for certain aircraft and not for others)

4) Great Circle **Distance** between airfield A and B must be more than 50 NM (25 NM rotor) (hence, the autoload function will not work for local flights from A back to A)

Should you find out that Cross-Country time was not properly logged for flight records already in the database, you can use the **Multi-Select** function to mass edit the records and have mccPILOTLOG recalculate XC time. Read more about Mass Editing (page 84).

Actual Instrument

Typically, you would log actual instrument time (flight under IMC) for only a portion of the flight. You can manually log actual instrument time on the desktop and on the mobile. Or, you can setup mccPILOTLOG to automatically log a percentage % of total (block) time.

Insert the percentage % value on the **Settings – Flight Logging** page and enable automatic logging on the **Tables – Aircraft** page.   Use the **Multi-Select** function to mass edit aircraft. Read more about Mass Editing (page 84).

The percentage % cannot be set to zero. To disable automatic logging, you need to de-select the auto load function for this particular aircraft or for all aircraft on the **Tables – Aircraft** page.

Other Time and Data fields

mccPILOTLOG records more than 60 different properties on a single flight entry. Nevertheless, you may require additional fields for special operations, such as Search-and-Rescue (SAR), Maritime operations, etc.

You can setup 4 additional TIME fields. You can additionally setup 3 DATA fields. Read more how to setup User Fields (page 28).

Aircraft time

Aircraft properties

Aircraft time, such as single-pilot / multi-pilot, single-engine / multi-engine or land / sea, is taken straight from the aircraft properties. You do not need to log these hours, mccPILOTLOG takes the Aircraft Registration and Total Time of the flight to calculate Aircraft Time.

Aircraft time is further divided into classes, such as Aeroplane (fixed wing), Rotorcraft (gyro, helicopter), Lighter-than-Air (Balloon), Glider (including motordriven TMG) and Ultralight.

Logging Multi-Pilot time on a Single-Pilot Aircraft

 Some commuter companies schedule flights with two pilots on an aircraft that is factory-default rated single-pilot. In this case you can set the aircraft to multi-pilot.

Should you operate the same aircraft registration both as single-pilot and on some flights as multi-pilot, you need to duplicate the aircraft registration. Read more in the following online solution in **mccSUPPORT** :

> **Online Solution** How to log Multi-Pilot time on a Single-Pilot aircraft

Aerobatics

By selecting the Aerobatic property checkbox, all flights logged on that aircraft registration are logged as aerobatic aircraft time. It will also print in the Aerobatic column for paper logbooks that have that column.

Should you not want all flights with this aircraft be logged as aerobatic, you can either duplicate the aircraft registration, as explained in Duplicate same Aircraft Registration (page 47).
You would then log all aerobatic flights on e.g. G-EEHN(aero) and log cross-country flights on G-EEHN. The entire flight is then logged as aerobatics or as no aerobatics.

If only a portion of the flight must be logged as aerobatic and the remaining part as non-aerobatic, you need to clear the Aerobatic property for the aircraft and set-up an additional User Time field "Aerobatic" on the **Settings – Flight Logging** page.

Read more in the following online solution in **mccSUPPORT** :

> **Online Solution** How to log Flight time (Aerobatics)
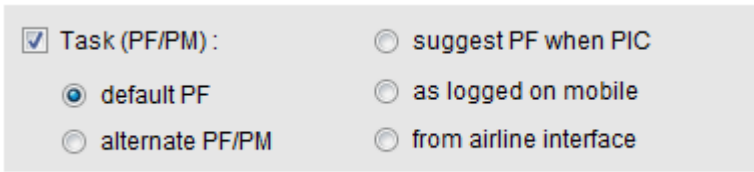
Task Distribution PF / PM

PF / PM (PNF)

In multi-pilot operation, one pilot shall be the Pilot Flying (PF) while the other pilot becomes the Pilot Monitoring (PM), also known as Pilot Non-Flying (PNF). mccPILOTLOG uses PF and PM for Task distribution.

The task checkbox on the **Flight Add / Edit** page is locked to **PF** when the aircraft is Single Pilot.

Automatic Task logging

You can configure the software for automatic Task logging from the **Settings – Flight Logging** page, as shown here :

The option "**from Airline Interface**" should only be used if the crew web portal for your airline company provides Task distribution data. Only a few systems provide that information.

An alternate solution is to record PF/PM on your mobile phone and have that automatically merged with data from the airline interface, as per "Data Flow Type B". To avoid that your entries on the mobile phone is overwritten by the desktop, you must select "**as logged on mobile**" here.

Mass Editing

You can use the **Multi-Select** function to mass edit records in order to modify or reset the Task. Read more about Mass Editing (page 84).

Autoland

There is no mandatory link between Task and Autoland. You can log Autoland as PF or PM.

Type of Approach

Approach & Landing

You can select up to 3 different approach / landing types on each flight record. Unfortunately mccPILOTLOG does not cater for logging the number of approaches, such as 6x ILS, typically logged during your initial IFR / Simulated Instrument training.

Rotorcraft pilots can select type of landing, such as landing on oil rig or glacier.

Autoland

There is an additional field to log Autoland. Press the **{Insert}** key to populate the field with "1" or type any other numeric value.

The paper logbook shows "A" next to the number of landings when autoland was logged on a flight.

Type of Glider Launch

Launch

For glider aircraft, the "Type Of Approach" box is replaced with "Type Of Launch". You can choose 4 different launch types :

- Aerotow
- Bungee
- Car tow
- Self launch
- Winch

Takeoff Day/Night, Landing Day/Night

Night time

With the Night time function turned ON, mccPILOTLOG automatically calculates Takeoff and Landing are during Day time or Night time. There are 4 fields :

- TO   Day   -   Takeoff Day
-         Night   -   Takeoff Night
- LDG Day   -   Landing Day
-         Night   -   Landing Night

There is an additional field for Autoland, however that field is not linked with these fields.

This function requires that **automatic Night Time calculation** is enabled on the **Settings – Flight Logging** page.

mccPILOTLOG logs 1 takeoff and 1 landing in the appropriate fields, when Task is set "PF". The TO / LDG fields remain blank when Task is logged as "PM", unless you select "Do not link T/O-LDG with the task PF/PM" on the **Settings – Flight Logging** page, in which case the fields will always be populated regardless of task PF/PM.

Mass Editing

Should you find out that TO and LDG are not properly logged, you can use the **Multi-Select** function to mass edit the records. Take it in 2 steps :

> - first run Multi-Select to reset the Task (e.g. Alternate PF/PM)
> - next run Multi-Select again and "Recalculate Night Time, including TO/LDG"

Read more about Mass Editing (page 84).

Printing the Logbook

TO and LDG are automatically printed in the paper logbook, if such columns are available in the selected Logbook format.

Totals at the bottom are printed automatically, unless the checkbox "Print Totals for TO / LDG" is cleared on the **Logbook – Logbook Format** page.

Fuel

Total Fuel & Fuel Used

You can log Total Fuel and Fuel Used with mccPILOTLOG.

e.g.	Flight from Mexico to Germany	Total Fuel	62.000 KG
		Fuel used	55.000 KG

<div style="background-color:red; color:white; text-align:center; font-weight:bold;">

**WARNING – Do not use mccPILOTLOG fuel reporting
for flight planning or in-flight references !**

</div>

Should you prefer to log "remaining fuel", you can simply insert a negative value in the Fuel Used field. mccPILOTLOG will then do the math for you and turn you entry into Fuel Used, as follows :

e.g.	Local Flight at small grass strip	Total Fuel	500 LBS
		Fuel Used	-190
	mccPILOTLOG turns that into	Fuel Used	310 LBS

This option was added for all pilots born after the landing on the moon - mental arithmetic without the use of a smart-phone appears to be problematic for this generation ☺

Fuel Unit

The unit (**kilogram KG or pounds LBS**) is set on the **Settings – Other Settings** page. This unit is valid for <u>ALL</u> aircraft and all reports.

Passengers

Passenger Load

You can log the number carried on your flight.

Insert the maximum seat capacity on the **Tables - Aircraft Edit** page. mccPILOTLOG accepts an overload of maximum 10% for infants that do not have their own seat.

Should your airline periodically reconfigure the aircraft from passengers-only to cargo, you can duplicate the aircraft registration, as follows :

Boeing 737-300	149 seats	OO-SYB
	68 seats + cargo	OO-SYB(cargo)

Continue with

Delay

Delay Code

mccPILOTLOG comes with the official IATA delay code list. You cannot edit or modify the list with company codes.

You can log a maximum of 1 delay code on a flight. More codes will be added in future updates of the software.

Delay Time

There is no need to log the amount of delay time. Delay Time is calculated automatically from the Scheduled Time of Departure (STD) to Actual Time of Departure (ATD).

The planned Off-Block time (STD) is automatically recorded when you use the **Airline Interface**. You can view and modify planned block hours by clicking the **arrow** icon on the left side of the Block hours in the Flight Add / Edit frame.

De-Icing

Tick the De-Ice checkbox in case the aircraft was being de-iced prior flight.

Remarks, Instruction, Flight Log Report

Taking Notes on your Flight

You can record private notes on the flight in the following 3 text fields :

	Instruction	Remarks	Flight Log
Purpose	Instruction given or received	Important notes	Additional notes or cabin crew
Printed in the paper logbook	Optional (*)	Always	Never
Maximum text length	30 characters	50 characters	250 characters

(*) Engage this option from the **Logbook – Logbook Columns** page.

Here are a few samples :

- Use the **Remarks** field for special markers, such as "Raised Safety Report #236", "Return to gate", "Diversion to LAX", etc

- Use the **Instruction** field to log training given or training received, such as "ETOPS Line Training", "Recurrent Simulator 2012", "Proficiency Check", etc

- Use the **Flight Log Report** field to store routine events on the flight, comments on the delay, reason for additional fuel, cabin crew names, unruly passengers, weather, etc

Read more in the following online solution in **mccSUPPORT** :

Online Solution   Difference between Instruction, Remarks and Flight Report ?

Track and Distance

Flight Logging

Track, Distance and Ground Speed are automatically calculated for your flight based on airfield geographical coordinates. There is no need to setup a User Field for these properties.

Hover the mouse over the **Total Time** field to look-up Track and Distance for a given flight.
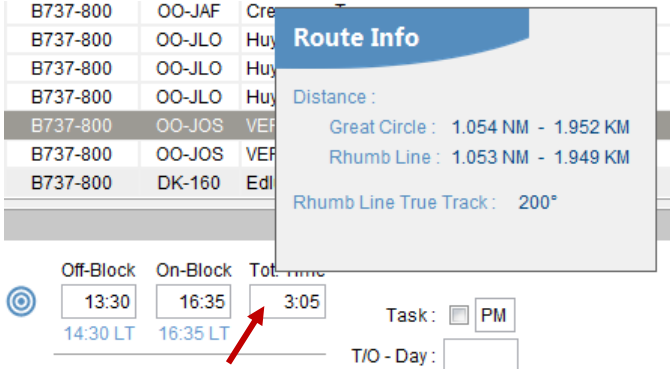
Navigation

You can additionally obtain Track and Distance between any two points from the **Navigation** page.

ENDORSEMENTS

Introduction

A challenge when switching to an electronic logbook is capturing signatures. As the logbook is not yet printed straight after completion of the check-ride, the instructor cannot sign-off in the Remarks & Endorsements column.

mccPILOTLOG comes with two solutions :

- have the instructor sign-off the Endorsement Sheet, or
- capture the instructor's signature on your mobile phone / tablet

Note : The date of the signature must coincide with the date of the flight. As such, mccPILOTLOG captures only 1 signature per calendar day.

Endorsement Sheet   ALL Editions

How it works

The instructor shall no longer sign-off in the Remarks & Endorsements column, but on a separate **Endorsement Sheet**. This sheet contains numbered boxes. The number in which the instructor has signed-off is then printed in the Remarks & Endorsements column next to the flight or simulator.

Continue as follows ;

1- Print the empty Endorsement sheet from the **Logbook – Print Logbook** page. The size of the sheet is automatically adjusted to the size of the selected logbook format. If desired, you can print the sheet on self-adhesive labels and paste it somewhere at the back of the logbook.

2- When a flight or simulator check needs to be signed off, have the instructor or check pilot sign-off the next available box.

3- Insert the number (here, in the sample "2") in the "**Sign Box**" field on the Add New Flight frame (desktop) or the **Flight Add** page (mobile app).

4- When the logbook is printed, the number appears encircled in the Remarks & Endorsements column <u>as a reference to</u> the Endorsement Sheet, which you have pasted in the back of your paper logbook.

Electronic Signatures   ENT Edition

Capturing

Grab the instructor's signature with your mobile phone or tablet. The **Signature** page in the mobile app can be accessed from the **Flight Add** page or straight from the **Main Menu**.

To avoid misuse, the captured image is watermarked with the date of the flight.

The image is transferred from the mobile device to the PC/Mac on the first sync with **mccCLOUD**.

View & Printing

Images can be reviewed with the desktop by pressing the Sign Box icon :
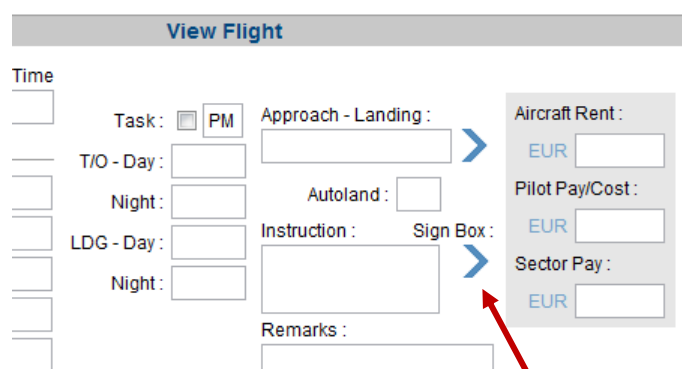
Endorsement signatures are automatically printed in the logbook, provided the **Endorsement** checkbox is selected on the **Logbook – Logbook Columns** page. Depending on the selected format and the quality of the images, the signatures may print kind of small.

Signatures are also printed on the Simulator Record Sheet, available from the **Logbook – Print Logbook** page.

Signatures Backup

**WARNING – Make sure you have a backup of
all electronic endorsements !**

`ENT Edition` There is no backup of Endorsement Signatures to **mccCLOUD** ! Use the manual backup procedure on the **Tools – Backup Database** page to copy all endorsement images to a safe location. Or, upgrade to the ENT+ edition for automatic online backup !

`ENT+ Edition` **Enterprise+** users can store up to 1 GB of images on **mccCLOUD** ! The backup is fully automatic.

Read more about Backup (page **Fout! Bladwijzer niet gedefinieerd.**)

MASS EDITING

Introduction

You can mass edit records from the database by using the **Multi-Select** function on the following pages :

- on the **Flights** and **Query** page, you can mass edit **flight** records
- on the **Tables** page, you can mass edit **airfields**, **aircraft** and **pilots**

All changes are automatically synched with the database on other PC/Mac and mobile devices.

Multi-Select is a somewhat hidden function. On the **Flights** and **Query** page, you need to grab multiple records from the datagrid for the **Multi-Select** function to appear. The following on-line solution from **mccSUPPORT** shows how to grab the records and use the **Multi-Select** function :

Online Solution   How to mass edit records using Multi-Select

Editing multiple Flights

Mass Edit Flights

Here are the features you can accomplish through mass editing on the **Flights** page :

- modify aircraft registration
- modify, add pilots, or swap pilot seats
- clear the flight number or pairing number
- modify airfields
- modify total time, any function time (PIC, SIC, ...) or condition time (Night, XC, ...)
- clear times, or set the time to a certain percentage of total time
- transfer time from one field to another (e.g. move SIC time to PICus field)
- modify Takeoff, Landing, Holding, Autoland, etc
- modify Task (PF / PM)
- modify, transfer or delete Remarks
- modify or clear type of approach
- recalculate cross-country time
- recalculate pilot relief time
- recalculate night time, including TO and LDG
- force selected records to be exported to the OS Calendar
- mass-delete records
- clear the green backcolor

Recalculate Cross-Country Time

This feature Recalculates XC time as follows :

- XC time is set equal to Total Block Time, for all flights with a great circle distance between the departure and arrival airfield equal to or more than 50 NM (aeroplanes) – 25 NM (rotorcraft)

- XC time is set to zero, for all other flights, including local flights that land at the airfield of departure

Read more about Cross-Country Time (page 70).

Recalculate Relief Time

This feature recalculates Relief Pilot time as follows :

- **Total Time** for all selected flights is set equal to the difference between On- and Off-Block hours, if block hours are logged and only when UTC time logging is used

- **Relief Time** is set equal to the remainder of the flight time, that is Total Block Time minus the sum of all function times (PIC / PICus / Co-Pilot / Dual time)

e.g.   Flight from FRA to JFK from 14:00 to 21:30

- on this flight you were at the controls for 4 hours and you got 3.5 hours of rest time

- you had manually modified the Total Time from 7.5 hours to 4 hours, you logged 2 hours as PIC and 2 hours as Co-Pilot

- the **Multi-Select** function will reset Total Time back to 7.5 hours and log 3.5 hours as Relief Pilot time

Read more about Relief Time (page 67).

Editing multiple Airfields

Edit the Departure or Arrival airfield for a number of Flights

Use the **Multi-Select** function on the **Flights** page to mass edit flight records and modifying airfields.

Edit properties of multiple Airfields

Multi-Select the pilots from the **Tables – Airfields** datagrid. Next, press the **Edit** button below the table to display the **Airfields Mass Edit** page. This pages offers a limited number of editing features.

Editing multiple Pilots

Edit Pilots for a number of Flights

Use the **Multi-Select** function on the **Flights** page to mass edit flight records and modifying pilots.

Edit properties of multiple Pilots

Multi-Select the pilots from the **Tables – Pilots** datagrid. Next, press the **Edit** button below the table to display the **Pilot Mass Edit** page. The layout is different from the **Tables – Pilot Edit** page.

Pilot names can be altered as follows :

- UPPERCASE   e.g.   PETER BRANDSON
- lowercase   peter brandson
- Title Case   Peter Brandson
- PARTIAL Case   PETER Brandson   (usually BRANDSON Peter)
- Partial CASE   Peter BRANDSON

"Swapping" First and Last name is no exact science. Pilot "John Vanden Berghe" is turned into "Vanden Berghe John". However pilot "Van den Berghe John" ends up as "den Berghe John Van" which is probably not what you wanted.

Press the **De-Activate** button to mass de-active all selected pilots. This feature can be used when YOU change to another company.

Editing multiple Aircraft

Edit the Aircraft Registration for a number of Flights

Use the **Multi-Select** function on the **Flights** page to mass edit flight records and modifying aircraft.

Edit properties of multiple Aircraft

Multi-Select the pilots from the **Tables – Aircraft** datagrid. Next, press the **Edit** button below the table to display the **Aircraft Mass Edit** page. The layout is slightly different from the **Tables – Aircraft Edit** page.

Aircraft registrations can be altered as follows :

- Clear hyphen   e.g.   N-118PK   →   N118PK
- Insert hyphen   D32AB   →   D-32AB
                                                  PHTUI   →   PH-TUI

Pay attention to the checkboxes, these are displayed in 4 different layouts :
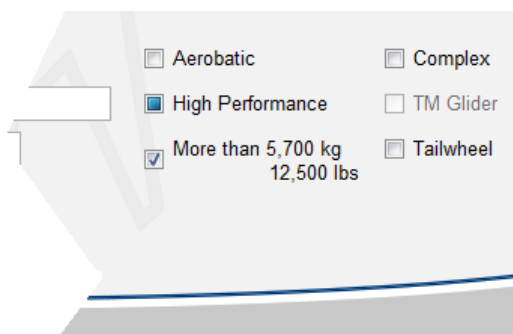
In the above screenshot ;

- ☑ → ALL aircraft have this box <u>ticked</u>
- ☐ → ALL aircraft have this box <u>not</u> ticked
- ☑ → SOME aircraft have this box ticked and SOME not
- ☐ → this checkbox is disabled and not available at this moment

AIRLINE INTERFACE

Configuration

Introduction

mccPILOTLOG imports flight data from nearly 300 airlines worldwide, which are using 60 different crew rostering systems...

The interfaces are fragile. Any change on the airline's website, any change in the layout of the published roster or any new codes published on your roster may render the interface inoperative. Our team is continuously updating the interfaces, kindly bear with us.

> **Video Tutorial**   This online Video Tutorial VT05 is a basic introduction to using the Airline Interface.

mccPILOTLOG is a logbook application. Hence, mccPILOTLOG imports flight and simulator records only, for the sake of completing your logbook.

> Note :   mccPILOTLOG does not import deadheading flights or ground positioning. Take a look at **crewCONNECT** (previously **mccROSTER**) to import your complete schedule, including ground duties, days off and deadheading :
>
> > **Website**   crewCONNECT.aero

Some crew rostering systems show only planned data, some platforms are updated with actual block hours and even aircraft registration. mccPILOTLOG imports **Planned** data, **Achieved** data or **Both**. This includes pilot names, actual block hours, aircraft registration, task (PF / PNF-PM) and low visibility approach, whatever data is available in the crew rostering system used by your company.

Records imported through the Airline Interface will therefore color either **lemon green** (indicating that some data is missing, such as actual block hours or aircraft registration) or **white** (if the portal provides all flight data). Read more about these Color Codes (page 54).

mccPILOTLOG has two types of interface ;

- the off-line **File Interface**
- the on-line **Web Interface**

How it works

Nowadays, most pilots can access their flight schedule online through some "crew web portal". The <u>on-line</u> interface of mccPILOTLOG will do exactly the same :

From your desktop, mccPILOTLOG connects to the crew portal with your personal login credentials. The application downloads a copy of your roster to your PC/Mac. From there, mccPILOTLOG connects to our cloud server for data parsing. Finally, the parsed data is stored in the local desktop database. From there, flight data is synched with your mobile app through **mccCLOUD**.

The on-line interface works fully automatic, just a single mouse-click.

For a number of airlines, mccPILOTLOG does not have a direct connection. These interfaces work <u>off-line</u>, as follows :

- manually download your roster from the crew web portal
- drop the files in a dedicated directory
- mccPILOTLOG will then parse all files which it finds in the dedicated directory

How to get started

On the **Settings – Airline Interface** page :

    - select your **company** from the dropdown list (*1)
    - select the default function "**Log Hours as :**" (*2)

> (*1)   Some airlines use multiple systems, such as "Sabre FLICA" and "CrewTrac". Select the proper combination of airline + system.

> (*2)   "PICus when PF" imports flight hours as PICus time when you are PF for the sector, and as Co-Pilot time when PM. However, this is only useful for interfaces that import achieved hours and that come with task PF/PM data. Most interfaces do not have task data available, in which case the software uses the default Task option that you have selected on the **Settings - Flight Logging** page.

On the **Settings – Other Settings** page :

    - fill-out the **Airline Company** (e.g. "Bangkok Airways", "Lufthansa")
    - fill-out the **Flight Number Prefix** (e.g. "AF" for Air France or "EK" for Emirates)

On the **Tables - Pilots** page :

    - select and edit pilot "SELF"
    - enter your employee ID (such as your 3-letter code "PBN" or your numeric ID "48357")

On the **Airline** page, continue as follows :

<u>File Interface</u> (off-line)

1. Login to the company's crew web portal and download your roster
2. Save the roster file(s) on your computer (choose some dedicated folder)
3. On the **Airline** page press the **Browse** button
4. Select the folder where you store those file(s)
5. The files should now appear in the list [*5]
6. Select the file(s) that you want to import (by default all files are pre-selected)
7. Press the **Start Import** button

> [*5]   In order to keep track of files that have been imported, mccPILOTLOG will modify the name of the file with a leading underscore. Files with leading underscore no longer appear in the list on the **Airline** page.
>
> e.g. file **Jan2016.pdf** is renamed as **_Jan2016.pdf**
>
> Removing the underscore makes the file reappear in the list.

<u>Web Interface</u>   (on-line)

1. Make sure you have internet access (i.e. hotel room or public areas)
2. On the **Airline** page, fill-out the boxes with your login credentials [*2]
3. Select the proper **Date** window
4. Select the **Slow Connectivity** checkbox [*4]
5. Press the **Start** button

> [*2]   Several airlines require you to first pass through the company's **extranet** portal before you can access the crew rostering system. In that case, mccPILOTLOG asks for double login credentials, as shown here :

	AIMS eCrew	Remote Access
Login ID :	12441	daniel.larsen
Password :	++++++++	++++

> The boxes <u>on the left</u> are the login credentials for the <u>rostering system</u>, while the boxes <u>on the right</u> apply to the company's <u>extranet</u> !

> [*4]   Use the "**Slow Connectivity**" checkbox when your internet connection is slow, or when the airline server is slow, typically when the new roster is published and all crew members attempt to retrieve the new roster. With the Slow Connectivity checkbox selected, the time-out delay is increased from 20 to 60 seconds. This feature does not slow down the interface, it will only extend the time-out at which the interface reports a connection issue.

General Notes

Tech Log

Select the "**Tech Log**" checkbox only on request of the Helpdesk. This feature logs additional technical details about the connection with your airline portal.
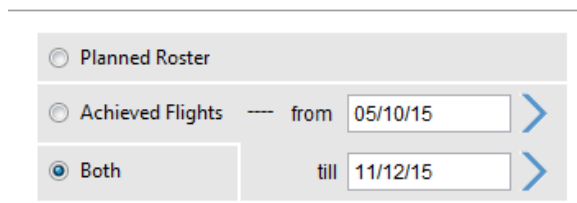
Time Zone conversion

Depending on the system used by your airline, your roster can be published in UTC time, Base Time, or Local Time at the airfield of departure and the airfield of arrival... Read more about Time Modes (page 31).

On the other hand, you can run the software either in UTC time, Base Time, Local Time airfield, or even in Local Date but UTC hours... Verify your selection on the **Settings – Flight Logging** page prior to importing roster files !

mccPILOTLOG is able to handle all possible combinations. If the roster is printed in UTC, but you run mccPILOTLOG in Home Base time, the hours from the roster are automatically converted into the correct time mode. Unfortunately, Time Zones and especially DST rules are no exact math. Rules often change for economic, political and religious reasons. The Airline interface wizard monitors time zone conversion and notifies you when a conversion does not match total block time. Report any anomalies to the Help Desk.

Date Window (Web interface only)

Select the "**Planned Roster**" (or "**Both**") option to import all future flights, starting from today onwards to a maximum window of 60 days ahead.

Select the "**Achieved flights**" (or "**Both**") option to import all flights within the selected date window. The boundary dates (05/10 and 11/12 in the above screenshot) are included.

You may notice that, for some rostering systems, mccPILOTLOG will download slightly more data, such as an extra day or even an extra month. (e.g. if the date window starts 05 OCT, the airline wizard may also download 03 OCT. This is to deal with systems where flight data for the 5th is actually published on the 3rd, since the flight falls within the pairing that departed the 3rd.)

Flight Data

Depending on the system used by your airline, all or only a part of all flight data is available. The backcolor in the datagrid colors green to indicate that part of the flight data is missing, such as aircraft registration, crew member names, or actual block hours.

The green backcolor is removed as soon as you edit the flight and complete the missing data. Read more about Flight Datagrid Color Codes (page 54).

In case the system does not provide the **Aircraft registration**, the airline wizard generates a dummy aircraft registration, such as D-mcc or PH-77W or simply NoTAIL. If the **Aircraft model** is not listed, the wizard will create **Model X**. There is no need to edit or delete this aircraft from the **Tables – Aircraft** page, since the wizard will create it again on the next import. Instead, edit the flight record on the **Flights** page and insert the actual aircraft that was used.

Scheduled block hours are stored in the database for later reference, such as calculation of Duty Limits and calculation of Flight Allowances. You can look-up scheduled block hours on the **Flights** page. Hoover the mouse over the On-/Off-Block Hours to display Scheduled block hours. Or, press the **< arrow** icon left of the Block Hours to display and edit the Scheduled block hours. Read more about Scheduled Block Hours (page 62).

Some systems provide **Task PF / PM (PNF)** data. If you want the airline wizard to use PF/PM from the airline system, make sure to select the "**Task – from airline interface**" on the **Settings – Flight Logging** page. Another option is to log PF/PM yourself on your mobile phone. In that case, select "**Task – as logged on mobile**".

Flight allowances are calculated automatically, based on the rules that you have created on the **Tables – Flight Allowances** page prior to importing the roster.

Automatic Flight Data Merging

mccPILOTLOG comes with an extensive logic for automatic flight data merging. If the same flight is imported or recorded a second time, the new entry is automatically merged with the record already in the database. The **automatic merging** function works for flights retrieved through the airline interface and for flights recorded on any mobile device.

e.g.　　1) you download your planned roster through the airline interface
→ the record is now created in the database with planned hours

2) you log aircraft registration and PF/PM on your mobile phone
→ the existing record is updated with registration and PF/PM

3) you download your roster another time with actual block hours
→ the existing record is now updated with actual hours

Flight data merging is one of the most complex logics in the software, a kind of chicken-egg story, "who was first". Are the hours in the database actual or planned ? Is the aircraft registration in the database the correct one, or should it be updated ? Should IFR and Night time be adjusted or preserved ? ... Flight data merging is fully automatic, no configuration required.

Autoloading function and condition time

PIC / Co-Pilot Time

mccPILOTLOG does not interpret any capacity (function, role, rank or whatever is published on your roster). Instead, the airline wizard uses the default autoload properties for each aircraft registration from the **Tables – Aircraft** page, either the actual aircraft registration, or the dummy that is generated by the airline wizard. Read more about Autoload (page 69).

Instructor Time

For some systems, mccPILOTLOG is able to read the training codes, such as "L" for "Line Training given", "I" for Instruction given.

In these cases, the wizard will automatically log Instructor time, provided that the "**Instructor / Examiner**" checkbox on the **Settings – Flight Logging** page is ticked and autoload for this aircraft registration is set to "Instructor". Read more about Autoload (page 69).

Contact the Helpdesk should mccPILOTLOG not recognize instructor codes on your roster.

Night Time

Only a few rostering systems publish night time on the historical roster.

With "**Automatic Night Time calculation**" selected on the **Settings – Flight Logging** page prior to importing the roster, night time is automatically calculated by mccPILOTLOG. This includes Takeoff and Landing, unless you have de-activated this function by ticking the "**Do not suggest TO/LDG**" checkbox.

Should you have turned-off automatic night time calculation, you can either turn it ON and re-do the same import, or you can use the **Multi-Select** function on the **Flights** or **Query** page to re-calculate night time for flights already in the database. Read more about Mass Editing (page 84).

Cross-Country Time / Actual Instrument Time / IFR Time

With the **Cross-Country** checkbox ticked on the **Settings – Flight Logging** page prior to importing the roster and the XC autoload checkbox selected for each aircraft registration, XC time is automatically set equal to the total Flight Time for all flights that span more than 50 NM.

The same goes for **IFR** time and **Actual Instrument** time. The latter can be configured to a certain percentage of total time.

Read more about Autoload (page 69).

Importing Crew Members

Flight Crew

If the names of the crew are listed on the roster, the wizard retrieves the names of the pilots. New pilots are automatically stored in the database and can be edited from the **Tables – Pilots** page.

mccPILOTLOG is a pilot logbook software. Hence the wizard imports Flight Crew Members (pilots) only. No Cabin Crew Members (flight attendants) are imported.

Should you want to manually log the name of all cabin crew members in your logbook, drop the names in the **Flight Log Report** field.

> Note :   **crewCONNECT** (previously **mccROSTER**) actually does import the entire crew, including flight attendants :
>
> | Website | crewCONNECT.aero |

Pilot Names

Some rostering systems do not publish the entire pilot name, but only the Employee ID, such as a 3-letter code "PBN" or a numeric code "SN48357".

The airline wizard will then substitute the name by the ID. The pilot looks like "PBN" (Employee ID) and "**Pilot PBN**" (Pilot Name). You can edit the name on the **Tables – Pilots** page and insert the real name, here "Pat BOONE". This is a one-time effort. Next time the airline wizard finds "PBN" on the roster, it will know that you fly with Pat.

You can use the Exchange Data with a Friend (page 44) function on the **Tables** page to import all pilot names from a colleague using mccPILOTLOG.

Some crew rostering systems, such as AIMS eCrews, publish the crew list by **Name** in the planned section and list the crew by their **Employee ID** in the achieved section. Or worse, such as eMaestro, displaying the numeric Employee ID in one section and the 5-letter ID in the other section. Read further for guidelines how to deal with this !

My name and Pilot SELF

mccPILOTLOG requires all flights to be logged by **Pilot SELF**. In some cases, the Airline Interface (either in off-line or on-line mode) may fail to recognize your name from the roster and create a new pilot in the database. The flight will then show Pilot SELF and your name on the same flight.

Continue online with the following solution in **mccSUPPORT** :

| Online Solution | SELF and my Name showing double |

Search Engine

The airline wizard searches the desktop database by the pilot's unique Employee ID, typically the 3-letter code (e.g. PBN) or a longer code (e.g. SN48357). If the roster does not display the Employee ID, the database is searched with the name of the pilot.

mccPILOTLOG comes with a comprehensive search engine and is able to match **SHADUR M.** with **M. Shadur**, **MShàdur** and even **Shadur Michelle**.   Unfortunately 100% success cannot be guaranteed...

The search engine requires the last and the first name (or the initial) to avoid a mix-up between two pilots with a similar last name. This explains why **Mike O'Neill** printed on the roster does not match with **O'Neill** in the database, since that pilot could as well be **John O'Neill**. A wrong match would pollute your flights for the past ten or twenty years with the wrong pilot.

This is where the "**Roster Name**" field comes in. The Roster Name field is used to store the name "as shown" on the roster crew list. (read further)

Roster Name

mccPILOTLOG may fail to recognize pilot names listed on your flight roster. The airline interface creates a new pilot, resulting in double records in the database.

> e.g.   The captain on your electronic flight roster shows **Theodore William DAWSON**.
> You already have this pilot in your database as **Ted Dawson**

Use the **Pilot Merge** function on the **Tables – Pilots** page to merge double pilots into a single record.   The name of the deleted pilot is stored in the "**Roster Name**" alias field, enabling the airline interface to find the pilot next time that name appears on your roster.

> e.g.   In the above sample, the pilot is displayed as **Ted Dawson** throughout the entire desktop and mobile application. The roster alias shows **Theodore William DAWSON** allowing the airline interface to find this pilot on the next roster import.

The Roster Name field is optional and should only be used if the airline interface fails to find an existing pilot in the database. The Roster Name must be an exact match, <u>including any spaces or punctuation marks</u> !

Merging pilot names is automatically ported to the mobile app (iPhone, Android, ...). Double pilots in the mobile app database will automatically be cleared from the desktop.

Roster Changes

Company Notifications and Roster Changes

mccPILOTLOG displays a note in case your planned roster was changed, or in case you have some compulsory notifications that you must read first.

mccPILOTLOG will **never** acknowledge roster changes or other company notifications when you connect **on-line** to the crew web portal.

If technically possible, the Airline Interface will step-over the notification. If the crew web portal does not allow bypassing the message, mccPILOTLOG will cancel the connection and logout from the portal.

<div style="background-color:red; color:white; text-align:center;">

**NOTE – mccPILOTLOG does never acknowledge
roster changes ! You need to manually log in
to your crew web portal to acknowledge any changes.**

</div>

Flight changes

Any planned flight that was removed from your planned roster, will also be deleted from the mccPILOTLOG database on the next import run.

Flights in the past are **not** deleted from the database, should you not have performed that flight due to a last minute roster change. This is to make sure that mccPILOTLOG does not accidentally delete any flight that is carried out besides your daily roster. You need to manually delete these records from the database on the main desktop as well from you mobile devices.

Special notes for your airline

While we strive to make the airline wizard intuitive, there may be special notes for the crew rostering system used by your airline. Here is a list, sorted alphabetically :

2Log – TUI (Belgium)   (File Interface)

Pilots as Jetairfly can use 3 different interfaces : 2Log, JAF Extranet and TUI OpsMan. For the latter, read further.

2Log files are stored in the **C: \ Pilot \ Inbox \ Company \ XXX** folder, where XXX is your 3-letter code. Press the **Browse** button to locate this folder. 2Log files are also synched to the Captain's laptop, with a delay of 1 or 2 days.

With mccPILOTLOG logbook software installed on the private partition and 2Log files stored on the business partition, you need direct access from the private partition to the business partition. Contact the Helpdesk for assistance in this matter.

Night time, TO and LDG are retrieved from the 2Log file and may be somewhat different from night time calculated by mccPILOTLOG. In case you edit the flight and you tab through the block hours input field, night time is recalculated by mccPILOTLOG.

Task PF/PM is also retrieved from the 2Log file.

The 2Log file does not provide pilot names, only 3-letter codes. You can manually edit all pilot names on the **Tables – Pilot** page. Or, you can import all JAF pilot names through the Exchange Data with a Friend (page 44) function.

The 2Log file mentions ATC flight numbers, like JAF2KL or JAF970. mccPILOTLOG will convert these numbers into numeric flight numbers, but this conversion is not reliable and may fail, especially on flight routes with 3 or 4 legs.

AGORa   (File Interface)

Use the 'File - Save As' menu of your internet browser to download your AGORa crew schedule to any location on your PC/Mac as a **HTM** file. Press the **Browse** button on the **Airline** page and locate the folder where you store those HTM files. Do not use the **Excel Export** button from AGORa.

Pilot names are imported by their 3-letter code. Only the first pilot of the 'Equipage' column is imported.

AIMS (off-line / File Interface)

Download your AIMS flight crew schedule to any location on your PC/Mac. Save as **HTM** file. Press the **Browse** button on the **Airline** page and locate the folder where you store those AIMS HTM files. The file may contain **only one horizontal frame** (approximately 31 days). HTM files with multiple months (read as : multiple frames, one below the other) will not work.

AIMS eCrews   (Web Interface)

The AIMS eCrew interface connect **online** to the AIMS eCrews portal. The AIMS interface retrieves planned rosters from the **Detailed Format** page and achieved flight data from the **Brief Format** page in eCrews.

Pilot Names are listed by Employee ID in the **Brief Format** section while the crew is listed with some sort of cut-off name in the **Detailed Format** section. As a result, the mccPILOTLOG airline wizard may fail to recognize the pilot and create a new (double) record in the database. The following method is recommended :

     e.g.   Pilot ID in the Brief Format section :   3340
                 Pilot Name in the Detailed Format section :   VDWEGHE

                 This pilot is initially loaded in your database as Employee ID "3340" and Pilot name "VDWEGHE". You can then manually edit this pilot as follows :

                      Employee ID :   3340
                      Pilot Name :   Jeffrey Van Den Weghe
                      Roster Name :   VDWEGHE

                 Next time you fly with this pilot, the airline wizard will find 3340 or VDWEGHE.

Depending on your airline company server, you can go back 2 up to 5 years. Login to AIMS and check the **Brief Format** pages to find out how far back you can go. If you need to go further back, you can **work offline** and import HTM files that you had saved in the past. Read more about the AIMS off-line file interface above.

Due to a communication issue with the AIMS eCrew portal, your **AIMS password** may not be more than **8 characters**. If your password is 9 characters, you must choose a shorter password in order to connect to AIMS eCrews from mccPILOTLOG.

If you **forgot your AIMS password**, you can look it up in AIMS under "View Personal Information". If you have never set any password, and you see 4 bullets in the Personal Information password field, most probably your password is factory default set to 1234.

Continue online with various solutions for **AIMS** in **mccSUPPORT** :

        `Online Solution`   AIMS | issues

BlueOne   (Web + File Interface)

(not to be confused with **Blue1**, the Finnish subsidiary of SAS.
Blue1 is using interface **Sabre**, see further)

The BlueOne interface can run online (web interface) and off-line (file interface).

Online (default), the airline wizard connects to the BlueOne web portal and retrieves your planned roster.

To import achieved flight data, click the "**Work Off-line**" checkbox to switch to the off-line file interface.   Manually download your **JAA Pilot Logbook** from the BlueOne crew portal to any location on your PC/Mac.   Press the **Browse** button on the **Airline** page and locate the folder where you store those BlueOne PDF files.

Unfortunately, there are a number of issues with BlueOne Logbook PDF file :

- Night Time is often faulty. mccPILOTLOG recalculates night time, unless you have cleared the "Automatic Night Time calculation" checkbox on the **Settings – Flight Logging** page.

- Takeoff and PF/PM are not available. mccPILOTLOG will use the Landing column to define task distribution PF/PM, bypassing your preferences on the **Settings – Flight Logging** page. TO Day/Night is automatically added, taking into account day or night time at Off Block + 10 minutes.

- Pilot names are printed in the Remarks field. mccPILOTLOG will automatically split and transfer pilots from the Remarks field to the crew list.   Since Remarks and pilots are merged in the same field, some pilot names may contain remarks text in their name, such as "DAVIDSON CATIII".   Unless pilot Davidson has 3 cats at home, this is obviously not correct. Edit the pilot on the **Tables - Pilots** page and correct the name.

- Pilot names often come without first name. mccPILOTLOG will prompt you, should the name match with two or more pilots in the database. (e.g. PEETERS matches with Stephan PEETERS and Guy Peeters). We recommend you to **manually edit all pilots on the Tables - Pilots page and add the first name**.

- Another issue with BlueOne are the Block Times which often do not match flight time. To avoid unnecessary warnings, mccPILOTLOG modifies the flight time to match with block hours.

- The BlueOne logbook comes without Flight Numbers. To inhibit the automerge logic, the import wizard will allocate fictive flight numbers to your flights.

- Finally, the Low VIS column does not specify the type of approach, such as CAT II, CATIIIa/b and/or Autoland. If you have selected "Type Of Approach" from the **Settings – Flight Logging** page, the interface defaults to CAT IIIa - Autoland.   You may need to adapt this entry to the proper type of approach - the airline wizard will notify you about this.

Avient IOB (File Interface)

The Aviant IOB interface imports your flight roster in PDF.

Carmen Interbid – Iberia (File Interface)

Pilots as Iberia receive their roster via e-mail. Save the attached CSV file to your PC/Mac.

Press the **Browse** button to select the folder where you store those CSV files. The import wizard will retrieve flight data from the CSV file.

CAS – Lufthansa (File Interface)

Logon to your Crew Assignment System and download the **Persönlicher Einsatzplan** as PDF file. Store the files on your PC/Mac. Press the **Browse** button on the **Airline** page and locate the folder where you store those PDF files.

> **(suspended)** Lufthansa VPN BDFL is a web interface that connects to the Lufthansa crew portal and downloads all flights and simulator sessions from the Aktuell und Vormonat BDFL pages, including actual block hours and flight crew names. Make sure to first connect your Cisco VPN before you login with the mccPILOTLOG interface.

CATCREW – US Airways (File Interface)

The airline wizard retrieves flight data from the CATCREW.log file. The **FlightCrew Connector** software should be installed on the same computer or another computer in the network. If that application is stored on another computer, copy the CATCREW.log to the PC/Mac where you run mccPILOTLOG.

This is how it works :

1. FlightCrew Connector : Retrieve the desired monthly schedule from CATCREW - this action creates a new CATCREW.log file
2. mccPILOTLOG : Open the **Airline** page. As soon as this page is loaded, mccPILOTLOG makes a local copy of the CATCREW.log file. The local CATCREW.log file appears in the list. If the file does not appear, press the **Browse** button to select the FlightCrew Connector application folder
3. Repeat steps 1 and 2 for each calendar months
4. mccPILOTLOG : Press the **Start Import** button to import the selected files

Make sure the Employee ID for Pilot SELF on the **Tables – Pilots** page is set to your numeric ID as used in the Crew Data list of CAT CREW.

CrewConnex   (Web Interface)

The CrewConnex interface downloads planned and achieved flights straight from your airline crew portal.

Some airline rosters do not specify crew member function, such as CP or FO. The interface will therefore only import the first name from the crew list. Other crew members from the list are omitted, unless the interface finds the 3-lettercode in the mccPILOTLOG database. This may cause some gaps in the crew list when you start to use the airline interface.

Crew Dock – Ryanair EFB   (Web Interface)

mccPILOTLOG comes with 4 different interfaces for Ryanair Pilots :

- The **CrewDock** interface connects straight to the Ryanair crew web portal. The interface downloads your published and your planned rosters.

- You can also use the **CrewDock** interface in the off-line mode. You will then manually download the roster from CrewDock yourself and have it imported by mccPILOTLOG, without inserting your Login ID and Password in the software.

     Continue online with the following solution in **mccSUPPORT** :

     Online Solution   Ryanair | CrewDock

- The **Ryanair EFB** interface imports the electronic Voyage Report from the company iPad. We have merged EFB import with the CrewDock interface. Select **Ryanair (CrewDock)** on the **Settings – Airline Interface** page to use the EFB import function.

     Continue online with the following solution in **mccSUPPORT** :

     Online Solution   Ryanair | Import your Ryanair EFB

- The **Netline** interface imports historical flight data, as far back as your first day with Ryanair. The interface works off-line through PDF, as follows :

     1. From the RYR crewroom desktop computers, download your historical flight data as **PDF** file. Store the files on a USB memory device (or email to your home computer).
     2. At home, select the **Ryanair (NetLine)** interface on the **Settings – Airline Interface** page. On the **Airline** page, browse your USB device and import the PDF files.

CrewLink – British Airways   (Web Interface - File Interface)

The web interface connects to the baplc.com crew portal and retrieves the planned and achieved rosters from the Current and Historical Statement pages.

To avoid that crew changes are being erased, pilots are retrieved for the Planned Rosters only. It is therefore recommended to run the interface twice for each flight, that is one time when the flight is planned and again when the flight is achieved. Except for the aircraft tail, all flight data is available from this portal, given that you run it twice.

You can edit the flight on the PC/Mac and add the aircraft tail. Or, you can log the aircraft tail on your mobile phone and have all data automatically synched.

Notice that the Achieved Roster is not released before the end of the month. As a result, when you try to download achieved flights for the today's calendar month, the airline wizard will not find any records.

Should you want to import older roster files (Historical Statements) that you had downloaded manually to your desktop page, tick the "**Work Offline**" checkbox and import the files. Use the 'File - Save As' menu of your internet browser to download and save your historical roster as .TXT file. Press the **Browse** button to select the folder where you have stored the TXT files.

> Note : **BA FAN 49/13 -** mccPILOTLOG is EG801 Compliant - Computer Misuse Act – only authorized access to this system is permitted. You can validate compliance statements by visiting the British Airways Flight Ops Intranet.

CrewTimes – NetJets US (File Interface)

Request your CrewTimes exported CSV file from the company.

FAR 91, 91k and 135 hours are imported as follows :

- (default) mccPILOTLOG drops a note "**FAR 91**","**FAR 91k**" or "**FAR 135**" in the Remarks field
- If you set-up a **User Time** field on the **Settings – Flight Logging** page with the caption "FAR 91" all FAR 91 hours will be logged in this field. Same for 91k and 135.
- If you setup a **User Time** field "FAR 135" but no "FAR 91k" field, those hours are automatically combined into the same field "FAR 135", for duty time calculation purposes.

mccPILOTLOG compares its own Night Time calculations with CrewTimes. If a discrepancy is detected, you will be notified. The CrewTimes values for Night Time, Takeoff and Landing prevail. However, when you edit the flight and you tab through the block hours input field, night time is recalculated by mccPILOTLOG...

IFR time, Actual Instrument time, Task PF/PNF and Off-/On-Block hours are all taken from the file.

Doanbay – Vietnam Airlines (Web Interface)

The interface connects straight to the (English) Doanbay 919 portal to retrieve flight data.

Go to the **Tables – Pilots** page and edit Pilot SELF. Insert **Employee ID** and the **Roster Name**. You find both in the right upper corner of your monthly Schedule, or also under Doanbay919 – Personal Information – Profile – Flight Code.

  e.g. The following code is printed on your Schedule :

    1040 TUYEN BINH QUANG 6

    Insert **Employee ID**   1040
       Roster Name   TUYEN BINH QUANG 6

eMaestro – British Airways (Web Interface)

This airline interface automatically connects to the Jeppesen eMaestro web portal. The wizard retrieves all flight data, including scheduled and actual block hours, crew members, aircraft registration and even Task PF/PM.

  Note : **BA FAN 49/13 -** mccPILOTLOG is EG801 Compliant - Computer Misuse Act – only authorized access to this system is permitted. You can validate compliance statements by visiting the British Airways Flight Ops Intranet.

Unfortunately, there is a minor issue with **Pilot Names**. Pilot are not always listed by their full name. The eMaestro portal displays a numeric Employee ID and a 5-letter code. You may have to manually update the names. The following method is recommended :

  e.g. Pilot numeric ID :   12547
    Pilot 5-letter code :   WILJH

    This pilot is initially loaded in your database as Employee ID "12547" and name "Pilot WILJH". You can then manually edit this pilot as follows :

      Employee ID :   12547
      Pilot Name :   John Henry Williamson
      Roster Name :   WILJH

    Next time you fly with this pilot, the airline wizard will find 12547 or WILJH.

ETA – Talon (File Interface)

Filter your flights on the ETA – My Pilot Log page, and click the **Print with Comments** button to download your flight records as a CSV file. When the Save prompt is shown, make sure to manually add **.csv** at the end of the file name ! The mccPILOTLOG airline wizard imports all data from the CSV file.

Some comments :

- the Talon file does not show departure and arrival airfields. All flights are logged as local flight from the Home Base. Enter your Home Base on the Settings – Flight Logging page.
- the Talon file does not show any off-/on-block hours. All flights are logged with 00:00 – should you edit the flight, you will be prompted about invalid block hours
- to avoid automatic merging, each flight gets a fictive flight number
- you need to enter your name in the **Roster Name** field for Pilot SELF

FBO – myFBO   (File Interface)

From the myFBO – Records – Lesson Log page, click the **Export to Excel** button to download your flight records. The mccPILOTLOG airline wizard imports all data from the XLS file.

Some comments :

- do not edit and modify the original file with Excel / Calc, since that will corrupt the file !
- myFBO departure hours are considered local station
- in order to have the Equipment Hours column match the Block hours, the On-Block time is not taken from myFBO, but recalculated for the listed Equipment Hours value.
- myFBO does not provide aircraft tail number
- mccPILOTLOG does not store number of approaches, only type of approach.
- night time is taken from myFBO.
- mccPILOTLOG does not import ROUTE. The route is split into Departure and Arrival airfields. If there are intermediate airfields, the entire route is stored in the Remarks field
- ticket numbers are stored in the Flight Number field – you need to enable the Flight Number field from the Settings – Flight Logging field in order to view ticket numbers

Flight Register – UPS (File Interface)

From the UPS portal, use the web-browser 'File - Save As' menu to download your 'Flight Payroll Register' sheet. The file should be saved as a TXT file to any location on your PC/Mac. Press the **Browse** button on the **Airline** page and locate the folder where you store those UPS text files.

The file should be saved **in UTC**, all hours are automatically converted to Local Time Base in accordance to your preferences. Only the records with actual flight times are imported.

FOIP – Emirates   (Web Interface)

The wizard connects to **The Emirates Group World** portal and retrieves achieved flight data from the **Flight Time Report** section and planned data from the **Current Roster** page.

After downloading all flight data from the FOIP portal, you will be prompted by a "Close Window" message box. This message is generated by the web portal. You must click NO to avoid a crash.

Geneva CrewNet − Navitaire (File Interface)

Download the **Crew Roster Report** from the Geneva Crew Manager as PDF file. The import wizard retrieves flights and simulator records from the PDF file.

Unfortunately mccPILOTLOG cannot import the **Crew Logbook Report / Crew Flight Log**, as flights are listed per ROUTE. mccPILOTLOG does not cater for ROUTE logging.

JetSched Crew Access (File Interface)   Version 3.6

From the JetSched Crew Access portal, download the PDF files as follows :

- from the **Planning - Crew Schedule** page, click PRINT to create the PDF
- from the **Planning - FlightLog** page, PRINT your logbook as PDF (select HH:MM)

Notes :
   - the PDF truncates all messages, causing some flight information to be corrupted, such as the UTC / LT indicator in the Time columns, and the aircraft registration in the Crew Notes column.
   - the logbook PDF does not show the Flight Number. In case the same flight route from A to B is performed more than once on the same calendar day, the interface may be confused.

KLM − iCrew / Carmen (File Interface)

You can use the **Carmen INO** or the **iCrew PDF** file interfaces to import **.INO** respectively **.PDF** files that you receive via e-mail from your airline company.

Korunet − Air New Zealand (File Interface)

Manually download your planned and current MyRoster from the **Air New Zealand** Korunet portal. The interface will import the PDF files.

Leon (File Interface)

Login to your Leon Software web portal and download the Logbook Exported CSV file.

mccPILOTLOG will not import the file if your name contains special characters, like an L with bar (e.g. **Paweł**). In that case, remove the special character from the file name.

mccPILOTLOG compares its own Night Time with Leon Software. If a discrepancy is detected, the import wizard will notify you. The Leon values for Night Time, Takeoff and Landing are imported and prevail. However, when you edit the flight and you tab through the block hours input field, night time is recalculated by mccPILOTLOG.

Nalot – LOT   (File Interface)

The interface imports all flight records from your weekly or monthly post flight report that you receive from your airline. The interface cannot be used to import your Netline flight roster.

Save the Dzial text file(s) to any location on your PC/Mac. Press the **Browse** button on the **Airline** page and locate the folder where you store those TXT files.

Night time is taken from the Dzial file and may be somewhat different from night time calculated by this application. TO and LDG are automatically added, unless you have ticked the associated checkbox on the **Settings – Flight Logging** page. In case you edit the flight and you tab through the block hours input field, night time is recalculated by mccPILOTLOG.

LOT pilots can also use the **NetLine/Crew** interface to import the NetLine PDF files. Read further.

NetLine/Crew   (File Interface)

The NetLine/Crew interface imports data from any of the following 4 documents that you can download from your NetLine/Crew web portal :

- the **Individual Duty Plan**
- the **Individual Plan**
- the **Flight Time Record**
- the **Monthly Overview**

You can feed multiple PDF documents together, in different formats, even if they cover the same roster period.

For instance, the wizard can import the **Individual Plan** (planned flights with crew names) together with the **Flight Time Record** (actual hours and aircraft tail) at the same time and in any order. This way, the wizard takes airfields, flight number and crew names from one document and actual hours with aircraft tail from the other document. Yep, we have a very smart wizard !

PortalDOV – TAP Portugal (Web Interface)

The web interface automatically connects to **PortalDOV** to retrieve your individual flight roster. You can download your planned roster and all achieved flights.

It takes a lot of time to download the crew for each individual flight, therefore the interface will download the crew only for the first flight of each pairing (e.g. 2LGW03P). Should the flight deck crew change during the pairing, you need to manually modify those flight records.

Deadheading flights are also imported, you will have to manually delete these flights, as desired.

RAIDO (Web Interface + File Interface)

The airline interface automatically connects to the Aviolinx - RAIDO portal and retrieves basic flight data. For technical reasons, mccPILOTLOG does not connect to the main RAIDO portal, but to RAIDO Mobile.

RAIDO (online) does not publish actual flight times, only planned flight times. There is no aircraft registration either. Pilots are listed by their 3-letter code. You can manually edit all pilot names on the **Tables – Pilots** page. Or, you can import all JAF pilot names through the Exchange Data with a Friend (page 44) function.

To import achieved flight data, click the "**Work Offline**" checkbox on the **Airline** page and continue offline. Manually login to the RAIDO web portal and navigate to **Views – Human Resources – Performed Roster**. Select the date range and press the **Run** button to display the Performed Activities. Future dates are accepted, should you want to import your planned roster.

Hoover the mouse over the **Save** button and select CSV format from the Save pop-up menu. Save the file to any location and modify the file name ! The file name must contain the year of the first record in the CSV file :

> e.g.   jan2013_Report.csv
>   or,   2013.csv
>   or,   my.heavy.roster_2013.csv
>
> or whatever file name you prefer, as long as it contains the year in 4 digits.
>
> Caution in January, should the file still contain December flights, the year in the file name must be last year !

The offline airline wizard imports the contents of the CSV file. This includes actual block hours for achieved flights. The file shows Landing pilot, which is used to log Task PF/PM. In order to find your name in the crew list, drop your name "as printed" in the **Roster Name** field for Pilot SELF (e.g. BARNES,James or BARNES James)

RainMaker (Web Interface)   Version 3.6

The airline interface automatically connects to the Rainmaker Portal and retrieves all flight data from the Journey Logs, including task PF/PM data. Initial login to the server may take up to 60 seconds ! Retrieving each Journey Log takes again a few seconds. You can go back for several years. This may however take a couple of minutes, or even an half hour if you retrieve data a lot of flights. **Super users** get to see ALL pilot journey logs, and as a result, the interface will download and import all flights. Contact the helpdesk a solution.

RIA - SAS (Web Interface)　　　Version 3.6

The RIA interface connects straight to the **RIA Intra** portal from **Scandinavian Airlines** and retrieves all flight data from the Crew Schedule and from the Loggbok, including actual block hours, aircraft registration and task PF/PM.

Roster Report – Royal Brunei Airlines (File Interface)

Use notepad or another text editor and open a new empty TXT file. Copy your Individual Roster Report (received by email) in the text file. You can paste multiple rosters inside a single TXT file. The order (flight date) in which these rosters are pasted, is not important. Save the TXT file to your PC/Mac, any file name (e.g. aug_2013.txt).

The Individual Roster does not specify Flight Block Hours. In case you perform a single flight on a single day, the import wizard will calculate the block hours from the Report to Arrival Hours, taking into account the Sign-In/Out times that you have preset on the **Settings – Other Settings** page for Duty. In case you perform a series of flights, the software will log zero flight time, since either the Rpt or Arr field is empty.

Sabre AirCrews (Web Interface)

The interface automatically connects to the **Sabre AirCrews - Crew Connection** web portal, either straight or through the company's extranet.
The airline wizard retrieves all flight data, including actual take-off and landing times and crew members. Aircraft tail registration data is not available for some companies.

Continue online with the following solution in **mccSUPPORT** :

　　　　　Online Solution　 Sabre AirCrews : Token for LATAM Airlines crew

Sabre CrewTrac (Web Interface)

This interface automatically connects to the Sabre CrewTrac web portal, either straight or through the company's extranet.

The interfaces reads all flight data, including actual take-off and landing times and crew members and pilot flying. Aircraft tail registration data is not available for some companies.

Sabre FLiCA (Web Interface)

The airline wizard automatically connects to Sabre FLiCA.Net and imports your personal flight schedule. The FLiCA.Net crew portal stores flight schedules for the last 6 months only. You cannot go any further back.

Should you have a copy of older (previously downloaded) schedules, click the "**Work offline**" checkbox and import those HTM files.

Sabre PDF   (File Interface)

Download your **Individual Roster** to your PC/Mac. Press the **Browse** button on the **Airline** page and locate the folder where you store those roster PDF files.

Sabre Rocade CWP (Web Interface)

The airline interface automatically connects to the Sabre Rocade Crew Web Portal. Planned flights are downloaded from the **Current Roster** page, while achieved flight data is retrieved from the **Performed Activities** page.

Crew names are listed on the Current Roster page only. Hence, when you download achieved flight data, the name of the pilots is missing. The best way to use this interface is to import each flight twice ; first download the planned flights. Download the same records again when the flights are completed.

Sabre TASC (Web Interface)   Version 3.6

The Sabre TASC interface downloads planned and actual flight data from the Sabre server.

Continue online with the following solution in **mccSUPPORT** :

> Online Solution   Sabre TASC : American Airlines

SGT – Air Europa   (File Interface)

Login to SGT and navigate to the PROGRAMACION – LOGBOOK page. Select the desired period and have your logbook e-mailed to you as a XLS file. Save the file to your PC/Mac.

Press the **Browse** button on the **Airline** page and locate the folder where you store those roster XLS files.

There is no need to have some kind of spreadsheet software (Excel, OpenOffice, Calc, ...) installed on your PC/Mac, mccPILOTLOG reads data straight from the file. Some comments on the SGT logbook :

- the Co-Pilot name is not listed, so if you are a captain, it will not show co-pilots
- simulator sessions do not have aircraft model specified, the wizard takes the aircraft model from your last flight prior to the simulator
- night time is not taken from the SGT logbook, but recalculated by mccPILOTLOG, including takeoff and landing. Night time from SGT is for sector pay only. You can import those night hours by creating a user field "**SGT**" on the **Settings – Flight Logging** page (any of the 4 user fields can be activated as SGT). The wizard will then store logbook night time in the SGT user field.

Sigla (Web Interface)

The airline interface automatically connects to the airline company Sigla Portal and retrieves all flight data. You may notice that mccPILOTLOG is connecting to Sigla twice. On the first run, mccPILOTLOG connects to the Tripulantes domain to retrieve your flight roster. On the second run, the wizard connects to the Funcionarios or the Aeroporto domain, from where actual block hours are downloaded.

SkedPlus+ (Web Interface)

The SkedPlus+ interface connects straight to the SkyWest Online portal and retrieves all planned and achieved flight data. You can go back several years in time. Simulator records are also downloading.

swaLife CWA – Southwest (Web Interface)

The CWA interface automatically connects to the Southwest Airlines swaLife webportal and retrieves all flight data, both achieved flight data for the past 3 months and planned flights in the next 2 months.

You may expect a pop-up message from the portal saying "Failed to find app keepAlive frame" – this is because our software is taking some shortcuts. Click "OK" to continue. Should you get another message about "Closing Window" then press OK too.

HGS Landings will automatically be logged as CAT-3b approaches. You may need to clear the approach after import, if you did not accomplish a CAT-3b landing on that flight.

Should you want to log HGS Takeoffs, continue as follows :

- on the **Settings – Other Settings** page, activate the User Numeric Field with name "HGS". The wizard will then store 0, 1 or 2 in this field referring to sum of HGS Takeoff + HGS Landing.

or,

- on the **Settings – Other Settings** page, activate the User Text Field with name "HGS". The wizard will then write "HGS TO" and/or "HGS LDG" in this field.

TCAB Portal – Thomas Cook Belgium (File Interface)

From the TCAB crew portal, navigate to Reports and further to My Pilot Logbook menu. Export your flight records as CSV file.

Prior to running the interface, go to **Tables - Pilots** page and edit Pilot 'Self' as follows :

- insert your 3-letter code in the Employee ID field (e.g. RPO)
- insert your name <u>as printed</u> in the CSV file in the **Roster Name** field (e.g. PONT R)

The airline wizard reads both the old format (My Pilot Logbook) and the new format (Pilot Logbook enhanced).

TUI OpsMan (Web Interface)

Airlines of the TUI group are using the following interfaces :

- **TUI (Belgium)**, **TUI (Germany)** and **TUI (The Netherlands)** all use **TUI OpsMan**
- **TUI (UK- Thomson)** uses **TUI OpsMan**, but connects through the **Smart4Aviation** portal
- **TUI (Nordic)** is using **Sabre CWP Rocade**

Pilots at TUI (Belgium) can also use the company 2Log and JAF Extranet interface. See above.

The TUI OpsMan portal does not specify the function, such as CP or FCM, in the crew list. To avoid that cabin crew is imported as pilots, the wizard will import only crew for whom the 3-lettercode is found in your logbook database. If no name is found, the wizard will default import the first name of the crew list. This may cause some invalid entries, in case the first member is no pilot.

Trouble Shooting

File / Web Interface

As mentioned in the introduction, the airline interfaces are fragile. Any change on the airline's website, any change in the layout of the published roster or any new codes published on your roster may render the interface inoperative. Our team is continuously updating the interfaces, kindly bear with us.

Here are some frequently reported issues and solutions in **mccSUPPORT** :

> Online Solution   Issues with the on-line Airline Interface

DATABASE QUERY & SEARCH

Basic Query

Introduction

Query the database and find flights that meet specific criteria. A number of frequently used criteria are available from the **Query – Basic Query** page.

Both previous experience and logged flight records are being searched. However, previous experience records contain lesser details. For example, if you search the database for all flights to Tokyo, you will not find any flight in the previous experience part. If you query the database for all flights with a specific airplane model, previous experience will also be searched.

Previous Experience records are shown with brown back color. Read more about Flight Datagrid Color Codes (page 54).

Basic Querying

Fill-out any of the boxes on the **Query – Basic Query** page and press the **Search** button.

If you fill-out 2 or more boxes, only records that meet ALL criteria will be displayed. That is, multiple conditions behave as AND. The more criteria you add, the fewer records are returned.

Here are some notes on the Basic Query fields :

Period :

- The period "Last X days" includes today
- To prevent the query from searching through previous experience records, select "Omit Previous Experience"
- Use **Advanced Query** to search the database for specific dates or other periods

Company :

- Searches the Aircraft Company field, not company for Pilots

Aircraft / Simulator :

- Select any aircraft model from the dropdown list
- Use **Advanced Query** to search for aircraft variant or other aircraft properties, such as aircraft class / sub-class, aircraft category, engine power, …

Registration :

- Enter a specific aircraft tail number. You can insert a part (e.g. "JDL") and press the **{Tab}** key. It will then display "OO-JDL".
- Use **Advanced Query** to <u>exclude</u> specific tail numbers from the search result list

Airfield :

- Insert the 3-letter IATA or the 4-letter ICAO airport identifier and press the **{Tab}** key to search the database for the airfield.
- IATA and ICAO codes can be mixed. If the IATA code is unknown, try the ICAO code to find the airfield
- Press the **{Insert}** key or click the loupe symbol to pop-up the entire database list
- Searches flight records for departure and arrival airfield
- Use **Advanced Query** to search for either Departure or Arrival airfield, for a specific airfield category or country

Pilot :

- Enter any text that refers to the pilot's last or first name or to the pilot's Employee ID.
- For example, to find pilot 'McDouglas' from the pilot database, you can enter any few consecutive characters from the name, such as 'mcd' or 'doug' or 'glas'. If your entry is unique, the pilot's name will automatically appear when pressing the **{Tab}** key. If more than one pilot in the pilot database matches with your entry, you will be prompted with a selection list. If no pilot matches your entry, the entry is colored red.
- Press the **{Insert}** key or click the loupe symbol to pop-up the entire database pilot list.
- Use **Advanced Query** to search for multiple pilots, e.g. "all flights with John OR Bill".

Any text :

- Searches the Remarks, Instruction and the Flight Reports fields for specific words
- Enter any free text (not case sensitive)
- If you enter more than one word, only exact matches are returned (e.g. "test flight" will not find "flight test"
- Use asterisk * as a wildcard (e.g. "*PC" will find "OPC" and "LPC")

Autoland :

- Tick this checkbox to retrieve all flights that are logged with Autoland

Solo :

- Check this box to retrieve all flights that are logged as SOLO
- Read more about <u>Logging SOLO</u> (page 66)

Signed :

- Tick this checkbox to find all flights that have a **Sign number** logged
- Read more about <u>Endorsements</u> (page 80)

Advanced Query

myQuery

PRO Edition   The **Advanced Query** feature enables you to build and save simple or complex queries. These queries can be saved as **myQuery** and can be used throughout the application.

You build and save **myQuery** on the **Query – Advanced Query** page.

You can then use **myQuery** on the **Query**, **Reports** and **Limits** pages :

- **Query** page :   simply click any saved myQuery to display all records at a glance

    e.g. *"Display all flight records where I logged aerobatic time"*

- **Reports** page :   select any saved myQuery and print any report. The report covers only records that meet the myQuery criteria

    e.g. *"Print Fuel / CO2 emission report for all my transatlantic flights with Boeing 787"*

- **Limits** page :   select any saved myQuery to display Flight and Duty Time Limits

    e.g. *"Display my Flat Rate Hours between April 1st and March 31st on aircraft and on simulator where I acted as instructor."*

How to build an Advanced Query

The **Advanced Query Wizard** allows you to build complex queries and search the database for more than 80 different criteria !

Read the following notes below before you start building your own advanced queries :

SQL Operator

It is important to understand the difference between **AND** and **OR** when it comes to database querying. These operators behave opposite to how we use AND and OR in spoken language !

Say you want to display all flights with pilot Brown and also all flights with pilot Kennedy, you need to use the "OR" operator, as follows : Pilot = Brown OR Pilot = Kennedy. If you query the database for Pilot = Brown AND Pilot = Kennedy, you get only those flights where <u>both pilots</u> were on the same flight !

In most cases, you will use the **AND** operator, for example 'Flight Date >= 01-jan-2010 AND Flight Date < 01-jul-2010'. The Wizard therefore automatically adds the AND operator for each new criterion that you add to the list.

To change the SQL operator from AND to OR, select the line and press the desired SQL operator.

Using Brackets

Add brackets to the Query whenever operators AND and OR are used both in the same query. There is no need to use brackets when only the AND operator is used, or only the OR operator is used.

The location of the brackets is very important, as follows :

Year = 2010 AND (Pilot = Brown OR Pilot = Kennedy) displays all flights with one of these pilots, performed in 2010

(Year = 2010 AND Pilot = Brown) OR Pilot = Kennedy displays all flights with pilot Brown in 2010 and all flights with pilot Kennedy in any year.

Variable Date

Period "Last 6 months" is a flexible date. It will take 6 months on the day that you run the query.

Hit the {T} key to insert "Today" in the Date field. This again is interpreted as the day you run the query.

Save As…

Save the query with any name. The query is added to the **myQuery** list for further use in reports and forms.

Tick the 'Add to Quick Menu' checkbox to listed the Query in the **Quick Menu** on the left of the datagrid.
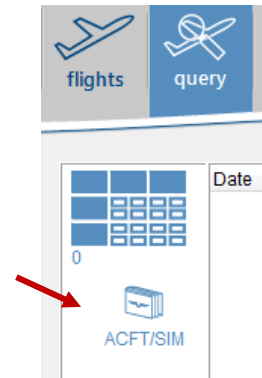
Advanced Query - Samples

Sample 1

*"I fly single engine airplanes and I also fly single engine and multi-engine helicopter. I want to get all **single engine helicopter** from the database."*

myQuery   Class = RT - Rotorcraft
                                 AND
                                 Engine Power = SE Piston

Sample 2

*"I moved to another airline company 'Happy Skies' back in 2009 and I want to display **all flights for that airline in 2009**."*

myQuery   Year = 2009
                                 AND
                                 Company = Happy Skies

Sample 3

*"I am an Airbus driver and I also fly smaller piston aircraft. I have set-up the software to run 2 logbooks. I want to get **all local flights** performed between January 1st **and today**."*

myQuery   Local Flight = True
                                 AND
                                 Date after or equal 1-1-2012
                                 AND
                                 Date before or equal Today

Press "T" in the "Insert Value" field to obtain "Today".

Sample 4

*"I am an instructor on Boeing 747. My **flat rate** runs from October 1st till the end of September the following year. I need a query that gets me **all my flights on the 747 and all simulator sessions performed as instructor** within this time window. Simulator sessions to renew my own license must be taken out."*

myQuery   Aircraft ONLY = True
OR
(Simulator = True
AND
Instructor Time more than 0)

Limit Rule   On the **Tables – Flight Time Limits** page, create a Flat Rate rule with the time desired window, namely Oct. 1st 2010 until Sep 30th 2011.

                             Now, on the **Limits** page, select the **myQuery** from the dropdown list.

If you do not need the **Limits** display and you just want to list all flights within the given time window, the query would be as shown here. Notice the extra brackets around aircraft and simulator, this is to encapsulate the OR function !

myQuery   (Aircraft ONLY = True
OR
(Simulator = True
AND
Instructor Time more than 0))
AND
Date after or eq 10-1-2010
AND
Date before 10-1-2011

Sample 5

*"I need to monitor the monthly CA UK **900 total hours limit**, which occurs every last day of the calendar month. Should a night flight go over the monthly boundary, the hours must be split."*

myQuery   Aircraft ONLY = True

Limit Rule   On the **Tables – Flight Time Limits** page, create a Flight Time Limit rule for 900 hours in 12 months.

                             Now, on the **Limits** page, select the **myQuery** from the dropdown list. Flight time spanning midnight is automatically split according to local or UTC midnight hour.

Sample 6

*"I am an Airbus driver and I also fly glider. I have set-up the software to run 2 logbooks. Logbook 1 are my professional flights, logbook 2 contains my glider activities. Is there an easy way to **show all glider activity** ?"*

myQuery   Logbook 2 = True

Sample 7

*"I need **all flights on A320 and A321** performed in 2010."*

myQuery   Year = 2010
                           AND
                           (Model = A320
                           OR
                           Model = A321)

You must use the OR operator !

If you query the database for flights performed on A320 AND A321, it will return NO records, since you cannot fly on an A320 and A321 at the same time … So, you need to query the database for flights on A320 OR A321.

If you want to display all flights on the entire Airbus 320 Family (318 thru 321), it would be better to search the database on Type Rating instead of Model :

myQuery   Year = 2010
                           AND
                           Rating = A320F

Go to the **Tables – Aircraft** page and update all aircraft with the proper type rating. You can use the **Multi-Select** function to mass edit all aircraft. Read more about Mass Editing (page 84).

Query the Mobile Database

Logbook

The **LOGBOOK** page on the mobile app can be queried for Pilots, Airfields and Aircraft.

Quick Search

Home page

The **Quick Search** function is available from the **Home – Quick Search** page. The engine searches the database for Pilots and Airfields, as follows :

- any numeric entry searches for **Pilot Phone numbers**

  ➔ look-up a missed call on your cell phone

- a short text entry searches the database for any matching **Pilot Emloyee ID**

  ➔ look-up what pilot has ID = "IGO"

- a longer text entry searches the database for any matching **Pilot Name**

  ➔ to find pilot "Peter Huldenbergh", simply enter "Peter" or "Hulden"…

- an entry of 1 or 2 characters will search the **Aircraft Registrations Country** list

  ➔ to find the country of registration for any aircraft, type in the first characters, like "PH" to find The Netherlands, or "B" to find China, Hong Kong or Taiwan.
  Note : the entire list can be printed from the **Reports** page

- a text entry of 3 or 4 characters will search the **Airfield ICAO – IATA – FAA** codes list

  ➔ insert a code like "YPAD" to get all airport information for Adelaide - Australia

  ➔ if you don't know the airfield ICAO or IATA code for the airfield, then click the **Loupe** icon to search the database by airfield name

If both the pilot Emloyee ID and an Airfield ICAO-IATA match your entry, the pilot info will display first, followed by the airfield info (e.g. if the reference code for pilot Dean O'Reilly is ORD, the search also matches the IATA code for Chicago O'Hare International)

Notice that the aircraft, pilot and airfield details are also displayed as enhanced Tooltip by hoovering the mouse over the associated field on the **Flights** page.

Flight / Duty Time Limits & Flat Rate

Introduction

The **Flight / Duty Time Limit** function enables you to monitor your Flight Time Limits, Duty Time Limits and Flat Rate exceedance.

Create a set of rules on the **Tables – Flight / Duty Time Limits** page.

Monitor the outcome of the rules on the **Home** page and the **Limits** page. You can also print various reports regarding Flight and Duty times on the **Reports** page.

Some notes :

- mccPILOTLOG is a pilot logbook, the database stores only flights and simulators. This perfectly allows Flight Time monitoring. Unfortunately **Duty Time monitoring** does not include ground taxi and deadheading flights. This functionality will be added in Version 5 (Q3-2017).

- On the **mobile app**, Flight and Duty Time monitoring is limited to Today's flights only. We will add further monitoring (such as Last 28 days, Last 90 days) in Version 5 (Q3-2017).

How to log Duty Hours

Well, you don't… mccPILOTLOG does not store any Sign-In or Sign-Out hours in the database. All duties are calculated <u>live</u>, based on actual or scheduled block hours. Insert the Sign-In/Out hours on the **Settings – Other Settings** page.

We agree that this method does not offer full flexibility, but the amount of work saved for the pilot is tremendous ! No need to log anything, no hassle with local times on different airfields and always up-to-date when flights are changed !

Duty time is automatically calculated by the software. Whenever you edit a flight record – such as updating with actual hours – or whenever a flight is added or deleted, the duty hours automatically reflect the modification !

Creating Rules

Type of Rule

You must first create some rules on the **Tables – Flight Time Limits** page.

- Flight Time Limit
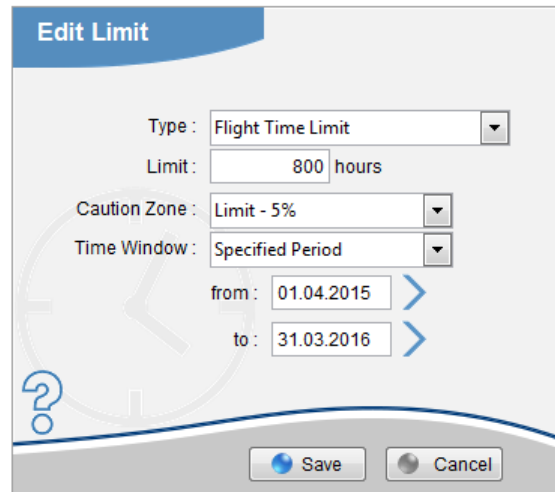
  Choose this rule to monitor total flight hours over the past period, such as Last 28 days or Last 90 days. The rule uses Total Time.

- Duty Time Limit

  Choose this rule to monitor total duty hours over a period, such as Last 28 days or Last 90 days. The rule uses Scheduled Hour of Departure, Scheduled or Actual Hour of Arrival and the Sign-In/Out values from the **Settings – Other Settings** page.

- Flat Rate

  Use this rule to monitor any exceedance of contractual hours, such as maximum 85 Block Hours per 30 days or an annual flat rate of 800 hours from Date 1 to Date 2.

The Caution Zone is the "amber band on your EGT gauge". The zone can be set to a fixed number of hours or a percentage of the limit.

The following **Time Windows** are <u>floating</u> :

24 hours (*1)	14 days	60 days
	15 days	90 days
3 days	28 days	100 days
7 days	30 days	365 days

(*1)   The 24 hours window is a continuous floating window changing every minute of the day.   If you open the software five minutes later, the 24 hours value may change. Therefore, mccPILOTLOG does not show your flight or duty time for the past 24 hours backwards (starting from this moment right now), but it shows the highest value that is reached in the past 0 to 24 hours.   Thus, mccPILOTLOG shows the highest value of 1440 intervals in the past 24 hours day !

The following **Time Windows** are <u>fixed</u> :

calendar day	calendar quarter	specified period (*4)
calendar month	calendar 2 quarters (*3)	
calendar 12 months (*2)	calendar year	

(*2)   This window jumps per completed calendar month. (e.g. we are April 17th today, then this window runs from March 1st last year until and including March 31st this year)

(*3)   By definition, this period is overlapping itself. (e.g. a flight on April 17th is part of the Q1-Q2 window, but falls also in the Q2-Q3 window) Therefore, the table and graph display only a single block of 2 calendar quarters.

Outside this 6 month block, all cumulative hours are put to zero. However, to allow for comparison, the same double quarter block from last year is shown also at the bottom of the table.

Either the actual or recent double quarter block is displayed on the **Limits** page, while the **Home** page always shows the actual (today's) double quarter block.

(*4)   The **Limits** page goes back as far as 2 years only, while the **Home** page runs through the entire database. Any period beyond 24 months will show invalid on the **Limits** page, but it will show fine on the **Home** page.

Quick Monitoring

Home page

Simplified **Flight / Duty Time monitoring** is available from the **Home** page. **Quick Monitoring** is only available in the **PRO Edition** :

Values that reach the Caution zone are colored **amber**. Values that exceed the limit are colored **red**, except for Flat Rate. Flat Rate exceedance is colored **green**, since it usually entails an additional payment.

The simplified display takes all database records into account, up and including today.

myQuery

To exclude certain records, such as "only 737 flights, no glider flights" or "all aircraft flights + simulator sessions where I as act instructor", you can paste a **myQuery** on the **Home** page display results, as follows :

1. on the **Tables – Flight / Duty Time Limits** page, create a **Limit** rule
2. on the **Query – Advanced Query** page, create and save a **myQuery**
3. on the **Settings – Other Settings** page, select the **myQuery**

The **myQuery** is then also displayed on the **Home** page :

Detailed Monitoring

Limits page

Detailed **Flight / Duty Time monitoring** is available from the **Limits** page. Open the page and press the **Clock** icon.

The **Limits** datagrid displays Flight Hours (Total Time) and Duty Hours (Total Time + Sign-In/Out) in the left columns. Flights that span midnight are split into 2 parts.

Values that reach the Caution zone are colored **amber**. Values that exceed the limit are colored **red**, except for Flat Rate. Flat Rate exceedance is colored **green**, since it usually entails an additional payment.

The Limits display takes all database records into account, including simulator time. **Planned** flights are also displayed and have a lime backcolor in the Date column.

Click on any of the datagrid columns and then on the **Graph** icon to display the graph for the selected rule.

myQuery

PRO Edition   Use the advanced **myQuery** function to filter flight records, such as removing simulator time, filtering flights with a specific aircraft or specific company, flights logged with Instructor time, etc.

Take a look at Samples 4 and 5 (page 117) in the **Database Querying and Search** section.

Currency Validation

Introduction
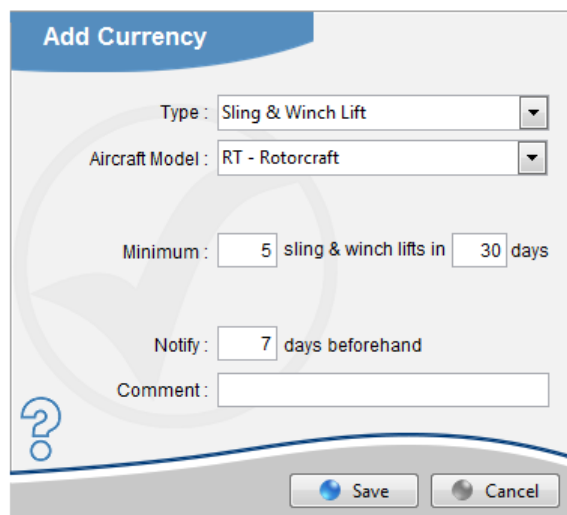
The **Currency Validation** function enables you to monitor aircraft and airfield qualifications, and monitor document and training expiry dates. **Currency Validation** is only available in the
PRO Edition

Create a set of rules on the **Tables – Currency Validations** page. Monitor the currencies on the **Home** page of the desktop software and on the **CURRENCY** page of the mobile app.

Creating Rules

Type of Rule

You must first create some rules on the **Tables – Currency Validations** page.

The layout of the **Currency Add / Edit** page changes with the selected type of rule.

You can set the minimum number of hours or the minimum number of takeoffs, landings or autolands in general (any aircraft) or for a specific aircraft Model or Class.

The **Airfield Qualification** rule monitors whether you have flown to a specific destination airfield within the specified time span. It does not verify whether you actually were the PF (Pilot Flying).

User Fields

You can also create rules based on **User Time** fields and the **User Numeric** field.

Read more how to setup <u>User Fields</u> (page 28). As soon as the field is setup, it will display in the **Type** dropdown list on the **Tables – Currency Add/Edit** page

Post a Memo

You can use the **Currency Validation** function to store private memos. Select "memo" from the **Type** dropdown list.

The memo will display from the **Notify Before** until the **Display till** date.

As soon as the date has expired, the memo is <u>automatically deleted</u> from the database.

Home page

Currencies are **monitored** by the software on the **Home** page.
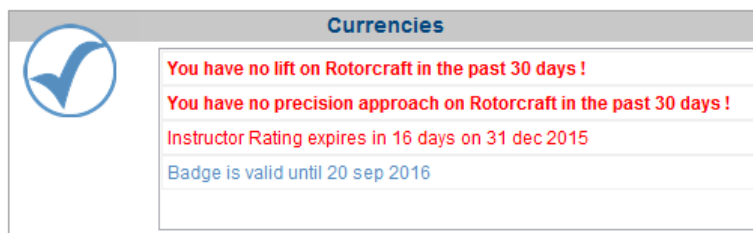
Currencies that reach the limit (either the **Expiry Date** or the **minimum number** of hours or movements) color red (light). Currencies where the minimum hours or movements was not achieved or where the Expiry Date is exceeded color **red (bold)**. Currencies that are valid are colored cyan (light).

Flight Allowances

Introduction

The **Flight Allowance** function enables you to automatically calculate sector pay, instructor fees and aircraft rental costs. Flight allowances can be logged in all editions of mccPILOTLOG. However, automatic flight allowance calculation is only available in the paid editions.

 PRO Edition   Create a set of rules on the **Tables – Flight Allowances** page. Flight allowances are then automatically calculated when you add or edit a flight record on the **Flights Add/Edit** page. The rules calculate also for records that are retrieved through the **Airline** page and records that are logged on the **mobile app**.

There are several reports on the **Reports** page that calculate **Flight Allowances**.

Currency Unit

You can select a different currency unit for each of the 3 groups (Aircraft, Pilot Salary - Instructor Fee, Sector pay) on the **Settings – Other Settings** page.

User Fields

You can also create rules based on the **Numeric User** field. Read more how to setup <u>User Fields</u> (page 28).

As soon as the **Numeric User** field is setup, it will display on the **Tables – Flight Allowances Add/Edit** page when selecting Type : **Per Diem – Sector Pay**.

Creating Rules

Type of Rule

You must first create some rules on the **Tables – Flight Allowances** page.

Select any of the 4 Types :

- Aircraft / Simulator Rental

    In case you are being charged for using the aircraft or simulator, use this rule to calculate the cost price.

- Pilot Salary

    Use this rule to calculate your salary as a pilot

- Instructor / Examiner Fee

    Use this rule to calculate the fee you receive as an instructor / check pilot, or the fee that you have to pay to an instructor / check pilot.

- Per Diem / Sector Pay

    Use this rule to calculate classic flight or meal allowances that are paid by the airline company.

Some additional notes :

- The **24 hours over-night** rule takes the complete flight duty and adds the Sign-In/Out times from the **Settings – Other Settings** page.

- All **intervals** (such as Distance, Start/End times, Flight Times) are lower bound inclusive and upper bound not inclusive.

- Make sure to distinguish between **Aircraft Model** and **Simulator Model**. If a flight allowance is paid for both the aircraft and the simulator, <u>two separate rules</u> must be created !

- Whenever you add or modify a rule, the new rule applies only to new records, or when editing records. Existing records in the database are not updated. This is to avoid that, when you get a pay raise, or when a rule is changed, it would affect entries from the past.

About **Based On** :

- Actual Hours

    Per Diems / Sector Pay is recalculated each time the block hours are modified

- Scheduled Hours

    Scheduled hours are automatically imported through the Airline Interface. You can review, edit or add Scheduled (Planned) Hours by editing the flight record on the **Flights** page. Read more about <u>Scheduled Hours</u> (page 62).

- the Better of the two

    Calculations are based on the <u>better</u> of the <u>scheduled Total Time</u> and the <u>actual Total Time</u>

    e.g. The flight is scheduled from 08:00 to 10:00 = 2:00 hours
    Actual block hours are from 08:04 to 10:16 = 2:12 hours
    ➔ Flight allowances are calculated with **2:12** hours

- the Outer of the two

    Calculations are based on the <u>outer bounds</u>, starting from Scheduled or Actual Departure time (whichever is earlier) until Scheduled or Actual Arrival time (whichever is later).

    e.g. The flight is scheduled from 08:00 to 10:00
    Actual block hours are from 08:04 to 10:16
    ➔ Flight allowances are calculated with **2:16** hours

Sector Pay according to Distance Flown

- when you select **per minute** or **per hour**, Sector Pay is calculated for the <u>entire flight time</u>, given that distance flown falls <u>within</u> the distance interval. If the flight was shorter than the lower bound or longer than the upper bound, Sector Pay is <u>not paid</u> !

- when you select **per NM** or **per KM**, Sector Pay is calculated per distance unit for the <u>portion of the flight</u> that falls within the distance interval. If the flight route is shorter than the lower bound, nothing is paid. If the flight route is longer than the upper bound, Sector Pay is <u>calculated for the entire interval, but not above the upper bound</u> !

Sample 1

"The company pays 0,015 EUR for each great circle kilometer"

e.g.   Flight Distance :   700 NM
        Flight Time :   1:25 hours

        This rule pays 700 x 0.015 = 10.5 EUR

Sample 2

"We get paid 0,015 EUR for each great circle nautical mile until 500 NM
and 0,010 for each great circle nautical mile beyond 500 NM."

You need to create 2 rules. Notice that the 500 NM <u>upper</u> bound is <u>not</u> included, while the 500 NM <u>lower</u> bound is included.

e.g.   Flight Distance :   700 NM
        Flight Time :   2:45 hours

        This first rule pays 500 x 0.015 and the second rule pays 200 x 0.010
        which gives a total pay = 9.50 EUR

Sample 3

"I receive a 15 EUR bonus for flights beyond 1000 KM"

e.g.	Flight Distance :	700 KM
	Flight Time :	1:25 hours

This rule pays nothing = 0.00 EUR

e.g.	Flight Distance :	2400 KM
	Flight Time :	3:45 hours

This rule pays 1 x 15.00 = 15.00 EUR

Sample 4

"We make 1,20 EUR per minute for flights within a range of 1200 KM. When the flight is more than 1200 KM, our pay for the entire flight is 1,05 EUR per minute."

You need to create 2 rules. When you select "minute" or "hour" in the pay field, the rule is setup for nautical miles. Therefore, you must convert 1200 KM into NM. (1 NM = 1.852 KM)

Notice that the (*) note disappears when you select minute or hour (see last sample). That means that the allowance is paid for the entire flight, not just for the interval. The interval only serves as a Yes/No.

e.g.	Flight Distance :	1700 KM
	Flight Time :	2:45 hours

The first rule pays nothing, because the distance is outside the interval.
The second rule pays 2:45 hours x 1.05 = 173.25 EUR

Logging Flight Allowances

Flight Add / Edit

You can log flight allowances on each flight or simulator session. Flight allowances can be logged manually, or automatically based on the rules that you have created on the **Tables – Flight Allowances** page. Automatic calculations can be overridden at all times.

- Aircraft / Simulator Rental

    Insert the price that you have to pay to rent the aircraft or simulator. The amount can be positive or negative value, as long as your entries remain consistent.

- Pilot Salary - Instructor / Examiner Fee

    Insert the salary you receive from the company to perform the flight as pilot, instructor or check pilot. Or, insert the fee you pay to hire the instructor or examiner.

    The amount can be positive or negative value, as long as your entries remain consistent. However, if the field is used in both ways (cost and pay), it is recommended to log the costs as negative values and revenues as positive values.

- Per Diem / Sector Pay

    Insert the bonus you receive from the company to perform the flight or simulator, or the compensation for flight expenses at outstation during overnight. The amount can be positive or negative value, as long as your entries remain consistent.

All payments / costs are logged with two digits after the decimal, even if this is not appropriate for the selected currency.

Each allowance or cost can be logged in a different **money currency** and the money currency can be different for each flight. For example, if you fly single engine piston airplanes in the weekend, you can log Aircraft Rent in Indian Rupees. Next day, as professional airline pilot, you log Sector Pay in US Dollars. Default currencies are set on the **Settings – Other Settings** page.

In case the currency used to log revenues or costs is different from the default currency as selected on the **Settings – Other Settings** page, the currency symbol turns **red**. This may be the case when you edit flights that have been logged with another currency or when you have created an automatic rule with a different currency.

> e.g. Flight allowances in your previous airline were paid in US Dollars, but your new employer pays your allowances in local currency.

Printing Reports

Forms, Reports, Graphs, Statistics, Lists & Maps

Introduction

mccPILOTLOG comes with more than **100 stunning reports**. All reports come hardcoded with the application and can be printed with a single mouse-click. (well, you need to double-click on the Report in the list).

There is no "report generator", enabling you to create your own documents. Should you not find the report in mccPILOTLOG, contact the Helpdesk and tell us about it ! We'll be happy to add it.

Reports are categorized in 6 groups. Each group has its own unique ID :

- **F001** - Official **Forms** published by some aviation authorities
- **R001** - **Reports** in different formats and different breakdowns
- **G001** - **Graphs** showing flight data in graphic format
- **S001** - **Statistic** reports, such as Top 10
- **L001** - Simple **Lists**
- **M001** - Geographic **Maps** and Google™ Earth

PRO Edition   Some reports are not available in the free Standard Edition !

Date Range

By default, all reports are calculated with all records from the database, including any previous experience logged on the **Tools – Previous Experience** page.

Should you want to generate a report showing flight hours for a specific month-year, or year, or the past two years, you can select the period from the **Reports** page ;

Use the **myQuery** option to generate reports that meet complex criteria (read further).

Page Size

All reports can be printed to paper or saved as PDF. Prior to printing reports, make sure you select the proper **page size** (DIN A4 or US Letter) on the **Settings – Display Layout** page. The report is then auto-sized to the selected paper.

Printing reports with myQuery

Advanced Query

PRO Edition   In combination with **myQuery**, reports are printed for flights that meet specific criteria, such as "only flights that cross the Pacific Ocean", "flights on multi-engine helicopter" or "instruction given on aircraft and in the simulator"…

This is how it works :

- build an **Advanced Query** on the **Query** page, and save as **myQuery**
- select the **myQuery** on the **Reports** page
- print any **Report**

Continue with <u>Advanced Query</u> (page 114) how to build complex **myQueries**.

Official Forms

Introduction

> **DISCLAIMER - mccPILOTLOG does not intend to reproduce any official form.**
> **The software can however assist you with filling-out those forms.**
> **You must always obtain the original form through your local aviation authority.**
> **Forms generated by mccPILOTLOG may not be conform or up-to-date !**
> **Calculations made by mccPILOTLOG may be inaccurate.**
> **Should you notice a bug, contact the Helpdesk as soon as possible.**

Some forms and reports come with an additional pop-up screen allowing you to configure the report, e.g. F004 – Form 8710 US.

Certifying Forms with your signature

PRO Edition   Official forms can be certified with your own signature. Read more about mySignature (page 146).

On the **Reports** page, press the **mySignature** icon to attach your signature. Should you already have done so on the **Logbook** page, the same signature file is used here.
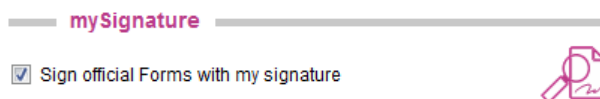
Notes on Forms & Reports

F000 – Totals Hours on Forms differ from Total Hours Home page

Totals displayed on the **Home** page are the **sum of Total Block Time** on all flights, while totals in **Forms** are the **sum of Function Time** logged on each aircraft model, as shown here :

Aircraft Model	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT								TOTAL
	DAY		NIGHT		DAY				NIGHT				
	PIC/Solo	Dual	PIC/Solo	Dual	PIC/SPIC	PICUS	Co-Pilot	Dual	PIC/SPIC	PICUS	Co-Pilot	Dual	
B737					6.129:07	3:41	3.374:04	3:05	1.881:49	7:04	729:17		12.128:07
B767					1.811:41		31:44		936:55		12:06		2.792:26
B787					624:47				251:34				876:21
C152	13:31	1:55											15:26
C172	0:12	2:34											2:46
EMB121								31:18				9:04	40:22
PA28	20:12	40:36		14:12									75:00
PA34					37:36			15:48	6:36				60:00
SIM													
SM26	86:15	35:05											121:20
TOTAL	120:10	80:10		14:12	8.603:11	3:41	3.405:48	50:11	3.076:54	7:04	741:23	9:04	16.111:48

Notice that most forms do <u>not</u> cater for "**Co-Pilot Time on Single Engine Aircraft**", since pilots are not supposed to log Co-Pilot time on these aircraft. Any co-pilot time logged on such aircraft, is not printed in the report, causing total time on the form to show lower than total time on the **Home** page.

F001 – Belgium CAA N27

You find the original form here :

   https://www.mobilit.fgov.be/data/forms/aero/NH27en.doc

Notes :

   - The "Instrument Flight" frame shows simulator time
   - Dates for the two lower right boxes can be inserted on the **Settings** page

F003 – India CA-39

You find the original form here :

   http://dgca.nic.in/forms/forms.htm

Notes :

   - Select the appropriate time period in the Period dropdown list (e.g. Last 5 years), next print
     the report.
   - If you fly helicopter and fixed wing aircraft, you need to print a separate form for helicopters.
     Create a **myQuery** for Rotorcraft and another **myQuery** for aircraft.

F004 – US FAA 8710-1

You find the original form here :

   http://www.faa.gov/documentlibrary/media/form/faa8710-1.pdf

The original FAA form is sized to **US Letter paper size**, up to 2.5 mm – 0.1 inch from the page borders. The software prints the form at 100% of the original size.

If the document is not properly printed, you need to save the document as PDF and then use Acrobat™ Reader to reduce the printed image to 96% (US Letter) or 93% (DIN A4).

There are about one hundred fields to be filled-out on this form. mccPILOTLOG comes with a simple tool to assist you with data entry. Press the **Edit CSV file** link to modify your data. If you prefer to fill-out the form by hand, clear the CSV file checkbox.

According to the filing instructions, the name in Block A must be printed **Last, First, Middle**. mccPILOTLOG takes your name as registered with the License key. If the name is not in the proper format for this form, you can override and change the name as follows :

- on the **Reports** page, double-click on **F004 - US Form 8710-1**
- click on **Edit CSV** file
- in line with **Ref Nr 51**, remove (auto) and insert your name
- close the CSV file and **Save** the changes

The following logic is coded behind section III - RECORD OF PILOT TIME :

Aircraft :

- Total Time shows total time with or without Relief Pilot time, according your selection for Relief Pilot time on the **Settings – Flight Logging** page

- Instruction Received shows Total time (or Cross Country time) for all flights where some text is logged in the Instruction field and Instructor / Examiner time is not logged (the latter is considered Instruction Given)

- Solo shows all PIC time (or Cross Country time) that meets the SOLO requirements. Do not create a user column for SOLO, it will not be printed ! Read more about SOLO (page 66).

- Instrument time and PIC / SIC time can be customized.

- the Night Take-off / Landings column shows takeoffs on the upper side and landings on the lower side, unless both are equal, in which case only a single value is printed. Due to limited space, the Night Take-off / Landings PIC / SIC column shows landings only.

- Powered Lift shows time logged on Aircraft with class ML – Microlight

- Glider launches are divided into Aero-Tows (aerotow), Ground Launches (car tow, winch, bungee) and Powered Launches (self launch).

Simulator :

- Sessions are divided into Simulator (FFS), Training Device (all FNPT, FTD, MCC and CSS) and PC ATD (CPT).

- Instruction Received shows Total time for all sessions where Instructor / Examiner time is not logged. Contrary to aircraft, there is no need for a text entry in the Instruction field.

- Contrary to aircraft, Instrument time cannot be customized. This field shows Simulated Instrument time only.

F006 – UK SRG-1183

You find the original form here :

http://www.caa.co.uk/application.aspx?catid=33&pagetype=65&appid=11&mode=list&type=subcat&id=20

The SRG-1183 document uses a specific **Univers** font. If the font is not installed, the printer driver will substitute another font. This may cause undesired results. Use the **Download Fonts** link on the **Reports** page to free download this font. After download, install the font on your PC/Mac.

Notes :

- Place the following markers in the Instruction field for the affected flights :

SPIC	to flag this flight as SPIC instead of P1/PIC (*)
MCC	to flag this simulator session as MCC Training
NIGHT	to flag this simulator session as Night Training (helicopter)

(*)   The flights must be logged with P1/PIC time. If function time is logged as PICUS, Co-Pilot or Dual, the SPIC comment in the Instruction field is ignored. For sections B, C and E, the PIC row includes PIC and SPIC time.

The Instruction field may contain other data, e.g. "*MCC training at CAE Brussels*" or "*Log as SPIC / Diversion to EGGW*". Flags are not case sensitive, so there is a minor risk that some entries are inadvertently recognized as SPIC. e.g. "*Stay-over at Aspic Hotel*" or "*Flight with my friend Hospico*". However, such comments should rather be stored in the Remarks field, not in the Instruction field and will then not interfere.

If the SPIC and MCC hours in your report do not look like expected, a good start is to Query Search the Remarks (*3) field for SPIC, MCC and NIGHT.

(*3)   You should store these labels in the Instruction field,, however the **Query** function also searches the Instruction field.

- "PIC" does not include hours logged as Instructor or Examiner, unless PIC time was logged for these flights.

- Column "Aeroplane" includes Single Engine, Multi Engine and Gliders. Balloons and Microlight are not printed on this form. You can further restrict aircraft (e.g. eliminate gliders) by using **myQuery**.

- Dates for **100 NM** and **300 NM** are taken from the **Settings – Private Data** page.

- Section B :   Displays function time for all flights that have Cross Country condition time logged, regardless of whether or not the landing was made at another airfield. Refer to Settings Help for additional information on Cross Country legislation.

- Section C :   "Solo take-offs and landings" displays night takeoff and night landing on single-pilot aircraft only.

- Section D :   Displays function time for all flights that have either **Actual** or **Simulated Instrument** condition time logged.   If **Actual** and **Simulated Instrument** time are <u>both</u> disabled on the **Settings – Flight Logging** page, **IFR** time will be used instead to populate Section D.

    If the sum of Actual + Simulated Instrument time (or IFR time instead) is less than function time, only the Instrument part is printed.
    e.g.   You log 2 hours Dual time, but only 1 hour Hood time, then only 1 hour Dual time is taken for this flight

    The bottom line (PIC/Co-Pilot time) also includes PICUS time.

- Section E :   Read notes about MCC Training (see above)

G020 / G021 - Delay Reports

To avoid thousands of flights logged in the past (without delay codes) bending your on-time performance to almost 100%, the report will only show flights as from the first flight that was delayed. The reference date taken into account is printed on the report. To move this date further back, you will have to log any delay code on a particular flight, causing the software to go further back. There is no need to modify the block hours for that flight, even if the actual off-Block time is equal to or ahead of the scheduled off-block time.

G022 / G028 - On Time Performance

The On-Time Performance (OTP) reports compare Actual Off-Block Time (ATD) versus Scheduled Off-Block Time (STD). There is no need to log any Delay Codes, the report is simply using the Block Hours. As such, the report will only return results for flight where Scheduled Block Hours are inserted. If you import your hours from the Airline Interface, chances are big that scheduled hours are automatically logged.

Press the **dartboard** icon left of the Block Hours on the **Flight Add / Edit** frame of the desktop software to view and edit planned block times.

Hours that do not have Scheduled Block Hours are displayed in the "No Schedule" column of the report and are not taken into account for OTP calculations.

M008 / M010 / M015 / M016 – Google Earth Maps

Some reports use the Google Earth™ / Google Maps™ plugin. Read the terms of use in the Navigation section (page 159).

Version 3.6   The Google Earth™ plugin is no longer available as from December 2015. We are switching to Google Maps™ in version 4.0

S006 - Total Distance Flown

mccPILOTLOG does not store Distance Flown in its database. Distances are recalculated when reports like S006 and R010 are printed.

The following logic and algorithm are used :

- For flights from A to B, the software calculates the exact great circle distance and calculates the exact number of domestic and international flights

- For local flights from A to A, the software calculates the distance based on flight time, taking into account a pre-set taxi time and a pre-set aircraft groundspeed according to aircraft class (see table below for details). All flights are counted as local. You can exclude local flights from the report by creating an **myQuery** with "Local Flights NOT True".

- For previous experience in block hours, you can manually enter total distance flown and total number of domestic and international flights for each aircraft model. Enter these values on the **Tools - Previous Experience** page. If omitted, the software uses the same algorithm (see following table) to calculate distance flown. An estimated total number of flights is also calculated according to a pre-set average flight time per aircraft class with a subsequent split in type of flight.

So, in short, mccPILOTLOG prints exact numbers for all records logged in the database, and it will use the following algorithm to calculate missing data :

MICROLIGHT	Total Distance is calculated on flight time, taken into account 5% taxi and an average ground speed of 40 knots
	Number of flights is calculated on an average flight time of 30 min. Type of flight is considered default 80% Local and 20% Domestic
GLIDER	Total Distance is calculated on flight time, taken into account no taxi time and an average ground speed of 70 knots
	Number of flights is calculated on an average flight time of 60 min. Type of flight is considered default 100% Local

BALLOON	Total Distance is calculated on flight time, taken into account no taxi time and an average ground speed of 10 knots
	Number of flights is calculated on an average flight time of 90 min. Type of flight is considered default 100% Domestic
ROTORCRAFT	Total Distance is calculated on flight time, taken into account 3% taxi and an average ground speed of 80 knots
	Number of flights is calculated on an average flight time of 60 min. Type of flight is considered default 80% Local and 20% Domestic
AIRCRAFT Airbus - Boeing	Total Distance is calculated on flight time, taken into account 10% taxi and an average ground speed of 450 knots
	Number of flights is calculated on an average flight time of 90 min. Type of flight is considered default 10% Domestic and 90% International
AIRCRAFT multi-engine	Total Distance is calculated on flight time, taken into account 10% taxi and an average ground speed of 250 knots
	Number of flights is calculated on an average flight time of 60 min. Type of flight is considered default 80% Domestic and 20% International
AIRCRAFT single engine	Total Distance is calculated on flight time, taken into account 5% taxi and an average ground speed of 100 knots
	Number of flights is calculated on an average flight time of 30 min. Type of flight is considered default 50% Local and 50% Domestic

R031 / R032 / S013 / S018 - CO2 emission

The carbon footprint calculation in this report is not designed to be 100% accurate, since there are too many variables required in order to give an exact emission total. This report is only an indication on how much carbon dioxide you generate on your flights.

You need to log Fuel and Passengers for the report to show.

Some notes on the CO2 emission report :

- all (and only) records where Fuel Used is logged, are taken into account. Thus, ferry flights where fuel is logged, but no passengers are carried, are also included. If you want to filter-out those ferry flights, print the report in combination with a **myQuery** where Pax > 0

- emission is calculated with 3.15 grams CO2 per gram of kerosene. According to some

studies, CO2 emissions in high atmosphere have a greater greenhouse effect and the emissions should be adjusted. You can manually override this number on the **Settings – Other Settings** page

- Air Time is taken from the flight records. If no air time is logged, block time is taken instead, reduced by 10 minutes taxi time prior takeoff and 5 minutes taxi-in after landing

- the report calculates distance along great circle. Distance should be increased by 5 up to 10%, depending of type of operation for departure, approach and holdings.

- all local flights are omitted, only flights from A to B are taken into account (to allow for distance calculation). You may need to additionally filter-out general aviation flying, by printing the report in combination with **myQuery**.

Notice that the amount of CO2 emission weighs more than the original amount of fuel... This is because each carbon atom (C) in the fuel combines with two oxygen atoms (O2) in the air to make carbon dioxide (CO2). CO2 has an atomic weight of 44, roughly 3.7 times the atomic weight of the carbon only.

T002 - Pilot Record

For "Instruction Given", flight hours are automatically split as follows :

- instruction given on single-engine aircraft is re-directed to the PPL column
- instruction given on multi-engine piston aircraft is printed in the CPL column
- other instruction (multi-engine turbo-prop or jet) is printed in the ATPL column

PRINTING THE LOGBOOK

Pre-defined formats

Introduction

mccPILOTLOG ships with some 40 different logbook formats from various publishers (such as Jeppesen, ASA, Pooleys) and official state publications. These formats are hardcoded in the software and are printed with a single mouse-click. Should the format for your country not be listed, contact us to have it added.

<div style="background-color:red;color:white;text-align:center">

**DISCLAIMER - mccPILOTLOG does not intend to reproduce
any of the listed publications, of which some are copyrighted.
mccPILOTLOG should only be used to print on self-adhesive labels.
Purchase the original paper logbook from your favorite pilot supply store
and paste the labels inside the original logbook.**

</div>

Read more about different <u>Printing Solutions</u> (page 145).

Logbook formats from third-party publishers are numbered L001 etc. You can also choose any of the generic page-filling formats in the range M090-M099. The layout of all formats is hardcoded in the software and cannot be changed.

PRO Edition   You can configure your own logbook layout by selecting logbook format M099. Read further for guidelines.

Electronic logbook

Your local aviation administration may or may not accept electronic logbooks (saved as PDF) or loose leaf printed sheets.

mccPILOTLOG is not accredited by any authority. mccPILOTLOG is simply a software application and enables you to create PDF files or print your logbook on paper / labels. Contact your local aviation administration to find out what kind of logbook format is approved.

If your authority accepts digital registrations, you can save the Logbook print preview as PDF file to your desktop computer. You can certify the logbook with your own signature by using the **Print Signature** function on the **Logbook – Print Logbook** page. Instructor Endorsements can also be digitalized and inserted in the PDF (read further).

How to print the logbook

Verify the configuration and print your logbook with a single mouse-click, as follows :

1. On the **Settings – Other Settings** page, verify **Page Size** is set to DIN A4 / US Letter
2. On the **Logbook - Logbook Format** page, select the logbook Format for your country
3. On the **Logbook –Logbook Columns** page, select any additional options, if enabled
4. On the **Logbook – Print Logbook** page, hit the **Print** button

Common printing issues are listed on-line in **mccSUPPORT** :

> Online Solution   Logbook not printing properly

> Online Solution   Page totals in my logbook show an error up to 0.2 hours

How to print 2 different logbooks

Should you want to print certain flights in one logbook and other flights in another logbook with a different format, you can setup mccPILOTLOG for ''running 2 logbooks''. Read more about Running 2 Logbooks (page 32).

All flight records are stored in a single database. Pilots and airfields are commonly used for both logbooks. The split between both the 2 different logbooks is based on the aircraft registration. All flights logged with certain aircraft are printed in logbook 1, while all flights with other aircraft are automatically directed to logbook 2.

Continue as follows :

1. On the **Settings – Other Settings** page :

     - tick the Run 2 Logbooks checkbox
     - enter a name for each logbook

2. On the **Tables - Aircraft** page :

     - by default all records are printed in Logbook 1
     - select Logbook 2 for all aircraft and simulators which flights you want to print
       in the second logbook (*)

          (*)   You can use the **Multi-Select** function to mass-edit aircraft records
                 Read more about Mass Editing (page 84).

3. On the **Logbook – Logbook Format** page :

     - select the preferred format for each logbook

To stop running two logbooks, simply clear the "Run 2 separate Logbooks" checkbox on the **Settings – Other Settings** page. No data is lost, all flights return back to a single logbook.

Printing Solutions

Printing the logbook as PDF

By default, the logbook print preview is generated as PDF document. You can save the PDF file to your desktop computer.

Pages in the PDF can be certified with your signature.

You can also enclose instructor endorsements. Read more about <u>Endorsements</u> (page 80).

Select the "Add Cover Page" checkbox on the **Logbook – Logbook Format** page to include a title page. Read more about <u>Printing Cover Page</u> (page 151).

If your local aviation authorities accept electronic logbooks, you are all set. Simply generate a PDF and send a copy to the administration.

Printing the logbook on loose-leaf pages

Some aviation authorities accept the logbook be printed as loose leaf printed sheets.

In that case, select any of the generic page-filling formats in the range **M090-M099** on the **Logbook – Logbook Format** page.

Hit the **Print** button and print your logbook at home.

Printing the logbook on self-adhesive labels

Most aviation authorities require flight hours be logged in a paperback or hardcover logbook. You can purchase these logbooks either directly from your aviation administration or from the many local or online pilot shops.

Instead of hand-writing flight hours in your paper logbook, have mccPILOTLOG print an exact copy (scale 1-to-1) of your favorite logbook on self-adhesive labels. Paste the labels straight in the original paper logbook.

Select the "Print pattern cutting lines" checkbox on the **Logbook – Logbook Format** page to print thin lines around the logbook outer frame. These thin lines facilitate cutting the printed image with a stanley knife.

Self-adhesive labels can be purchased from your local office supplier. You can also search online for ''1 label per sheet '' or ''2 labels per sheet '' to find a web-shop.

Printing the logbook through online printing services

The last solution is to upload your logbook PDF file to one of the online printing services that specialize in printing pilot logbooks. Your logbook is printed on high-quality paper and delivered in a luxury embossed binder.

The MCC team specializes in software development and support. We do not offer such online printing service. There are other companies that specialize in printing and binding logbooks. We have listed some of these companies on our website :

> **Website**   Logbook Binders

Certifying the Logbook

mySignature

Most logbook formats require each page to be certified with your name and personal signature.

The **Pilot name** printed in the logbook Remarks and Endorsement column is automatically linked to your user license for mccPILOTLOG and cannot be changed.

PRO Edition   You can sign-off the pages with **mySignature**, as follows :

- take a sheet of paper
- draw a box of 10 x 5 cm / 4 x 2 inches, or any other dimensions with a **ratio of 2 by 1**
- draw your signature with a very **thick** pencil
- scan the paper with a flat bed scanner, or make a picture with your camera
- edit the image and cut off to the borders of the box

Press the **Browse Image** icon on the **Logbook – Print Logbook** page to link your signature with mccPILOTLOG. The same image can be used to sign-off **official Forms**, printed from the **Reports** page.
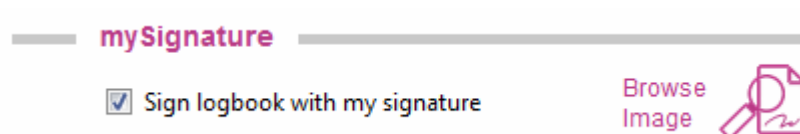
Continue online with the following solution in **mccSUPPORT** :

> **Online Solution**   mySignature printing too small or too low

Creating your own layout

Configuring myLogbook

PRO Edition   You can configure your own logbook layout by selecting logbook format **M099** on the **Logbook – Logbook Fromat** page. The **myLogbook** frame appears, as follows :
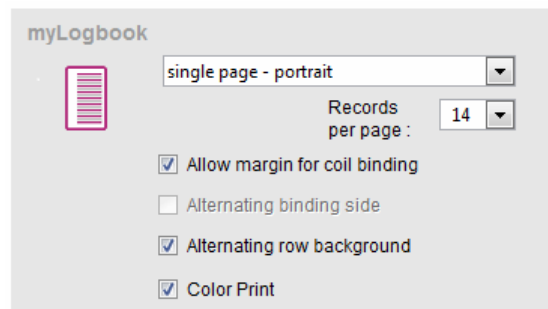
myLogbook can be configured for **single page** or **double page** printing, and **landscape** or **portrait**. Select the number of rows or have the software auto-calculate the optimum number of rows for your page size and page orientation.

The entire page is used, unless you select the "Allow margin for coil binding" option. This reserves a 25 mm / 1 inch blank border for coil binding or page drilling.   If you need that margin to be on the right hand side for even page numbers (for double sided – both-sided printing), simply subtract 25 mm from the Horizontal shift (right page) value.   Remember that you can enter negative numbers here.

The "Alternating row background" option prints a grey backcolor for odd record lines. The "Color Print" option changes the record text color from default black to cyan. You can further select font size and type of font in the **Fonts** frame.

myLogbook Columns

The Date column is default enabled. Select all other columns from the **Logbook – Logbook Columns** page.

The **order** sequence in which the columns are printed cannot be changed.

The **width** of the columns is automatically calculated and adjusted by the software based on the available (single or double) page width, any margins reserved for coil binding and the number of columns that are enabled. The more columns you select on the **Logbook – Logbook Columns** page, the smaller these columns are printed.

You can select a fixed number of rows from 1 to 60. If you select "**Rows Max**", the number of rows is automatically adjusted taking a default row height around 5 mm - 0.2 inch.

mySignature is printed below the Remarks column. It will therefor only be available if you have enabled the Remarks column.

User selectable Columns

Extra Columns

mccPILOTLOG prints an exact copy of the original paper logbook. As such, columns are fixed and cannot be modified.

Some logbooks have extra blank columns, allowing the pilot to log other type of flying. You can then select additional columns from the **Logbook – Logbook Columns** page.

If you have configured the software with extra time fields - such as NVG (Night Vision Goggles), Flight Engineer, or others - on the **Settings – Flight Logging** page, these fields can also be printed in blank columns of the paper logbook.

PIC / PICus / SOLO

SOLO is logged in the PIC time field. Read more about <u>Logging SOLO</u> (page 66).

As such, SOLO time is printed in the PIC column of the logbook.

However, if the selected logbook has separate columns for PIC and SOLO, SOLO hours are automatically printed in the SOLO column and the PIC column remains blank for these flights. You can suppress this logic by selecting the "**Print SOLO also as PIC**" checkbox on the **Logbook – Logbook Format** page. In that case, SOLO hours are printed both in the PIC column and the SOLO column.

PICus (PIC under supervision) is logged in the separate PICus time field.

If the selected logbook format does not have a separate column for **PICus** time, PICus time is printed in the PIC column. You can tick the ''PICUS'' checkbox on the **Logbook – Logbook Columns** page. mccPILOTLOG will then print the word '**PICUS**' in the Remarks field for flights where PICus time logged.

IFR versus Actual Instrument

Typically IFR is logged by pilots flying under ICAO/EASA rules, while FAA pilots usually log Actual Instrument time. Read more about IFR time & Actual Instrument time (page 68).

In case you log IFR time, and the logbook does not have an IFR column, but only an Actual Instrument time column, you can select the "Print IFR time and Actual Instrument time in same column" checkbox on the **Logbook – Logbook Format** page. The opposite is also possible, should you want to print Actual Instrument time in the logbook IFR column.

Continue online with the following solution in **mccSUPPORT** :

Online Solution   IFR / Actual Instrument time printing double hours

Remarks & Endorsements

When you log a fly with mccPILOTLOG you can take notes in 3 different fields. Read more in Remarks, Instruction and Flight Report (page Fout! Bladwijzer niet gedefinieerd.).

Remarks are always printed in the **Remarks and Endorsements** column. You can configure the software to print additional data in the Remarks column. Select any of the following checkboxes on the **Logbook – Logbook Columns** page :

Flight Nbr :   print the flight number

Instruction :   print the notes logged in the type of Instruction field

"PF-PM" :   print the task, either "**PF**" or "**PM**"

 "CAT II-III" :   print low visibility approaches, either "CAT2", "CAT3", "CAT-3B" or "CAT-3C"

 "PICUS" :   print the word "**PICUS**" when PICus time was logged, typically when the logbook does not have a dedicated column for PICus time.

 "AUTOLAND" :   print the word "**AUTOLAND**" whenever an autoland is logged on the flight

 "Name of other Pilots" :   print the name of other pilots

 "Endorsement Signatures" :   print electronic signatures, captured with the mobile phone (*)
                        (*) Read more about capturing Endorsements (page 80)

Approaches :   print type of approach, such as VOR, LOC, RNAV...

Holdings :   print the number of holdings

Notes on some Logbooks

L023 / L035 – New Zealand

The New Zealand CAA logbook does not have separate columns for departure and arrival airfields. By selecting format L023, airfields are printed in the **Details of Flight** column.

According to CAA rule 61.33 you should write your "**Actual Instrument Time in the simulator**" in Column 15 of the logbook. Enable **Actual Instrument** time on the **Settings – Flight Logging** page and log your actual instrument time for simulator in the **Act.Instr** time field on the **Flights** page.

mccPILOTLOG is using Column 16 to print "Simulator Total Time". If you choose "Do not print SIM records" on the **Logbook – Logbook Format** page, column 16 becomes available for other purposes.

Column 17 is always user selectable. Select the field that you want to print from the **Logbook – Logbooks Column** page.

L024 / L025 / L027 / L049 – Australia / Canada

Minor differences between the **grand total** on the left page and the actual sum of columns 1 thru 10 (Canada) or 1 thru 14 (Australia) on the right page may occur due to calculation rounding, especially when logging flight hours in decimal format. The difference may go as high as <u>a few hours</u> on a career.

However, in case of a large discrepancy, the problem may be caused by logging Co-Pilot hours on a Single Engine aircraft...

Actually, to print the grand total on the left page of the logbook, mccPILOTLOG <u>does not</u> sum columns 1 through 10/14. Instead, the program runs a separate query over the entire database.

Notice that on the right page, there is no column to print **Co-Pilot** time on **Single Engine** aircraft. As a result, any hours logged as Co-Pilot are not printed... But these hours are taken into account for the grand total query... Hence the difference between the grand total on the left page and the actual sum of the values on the right page.

There are several ways to fix this :

- edit the associated flights and change Co-Pilot hours into Dual time
- or, edit the associated flights and set Total Time to zero
- or, edit the aircraft properties and change into Multi Engine aircraft
- or, use another logbook format, such as **L008 - Canada VIP Pro**

Printing Options

Font Type, Size and Color

We differentiate between "fonts to print the logbook layout" and "fonts to print flight records".

The font type, size and color for printing the layout, such as column headers, is pre-set by the software and cannot be modified. Some logbook formats use special fonts, which may not be default available from your PC or Mac.

Continue online with the following solution in **mccSUPPORT** :

Online Solution   Installing New Fonts

For printing flight records, you can choose any other font type, font size and font color from the **Logbook – Logbook Format** page.

Printing your own Name instead of SELF

mccPILOTLOG requires all flights to be logged with Pilot SELF. Do <u>not</u> log flights with your own name ! Read more about this logic in Pilot SELF (page 42).

By default, the logbook is also printed with "Self" in the PIC or Other Pilots column. You can change the spelling **SELF** into "**self**" or "**Self**" by double-clicking the pilot name (double-click on the word SELF) in the **Tables - Pilot Edit** page for pilot Self.

Should you prefer to print your own name instead of SELF in the logbook, select the checkbox "**Print my Name instead of Self**" on the **Logbook – Logbook Format** page. This setting is valid for both logbooks, in case you run 2 logbooks.

Printing a Cover Page

Select the "**add Cover Page**" checkbox on the **Logbook – Logbook Format** page to include a title page in the logbook printout. You can also print only the cover page (without logbook) straight from the **Logbook – Print Logbook** page.

Data printed on the cover page, such as your date of birth and license number, is taken from the **Settings – Private Data** page.

By default, mccPILOTLOG prints the "mccPILOTLOG wing" on the logbook cover page. You can select any other wing or company logo from the **Logbook – Print Logbook** page. Should you prefer no logo at all, then browse and select a blank image.

Page Margins

Adjusting the position of the print-out

The PDF print preview uses the entire available width and height of the page. However, most inktjet and laserprinters are not able to actually print near the page border. As a result, the logbook may look fine in preview, but be cutoff when printed on paper of labels.

This technical limitation is inherent to and different for each printer, and cannot be overridden by mccPILOTLOG. As a solution, mccPILOTLOG enables you to move the entire printout image more to the left or the right, or more to the top or the bottom of the page.

First make sure that you have selected the proper **Page Size** on the **Settings – Other Settings** page. You can choose between DIN A4 or US Letter. Notice that some logbook formats do not fit on DIN A4 and some do not fit on US Letter.

Modify the **Print Margin Shift values** on the **Logbook – Logbook Format** page to move the entire print-out horizontally and vertically. You may even insert negative shift values to move the print-out more to the left or more upwards. Default recommended values are 5.0 mm (horizontal shift for left page), 5.0 mm (horizontal shift for right page) and 1.0 mm (vertical shift for both pages).

Page filling

All logbook formats in the range **L001-L0xx** are **1-to-1** scaled reproductions, enabling you to print self-adhesive labels that fit exactly in the original paper logbook. This explains why the print-out does not fill the entire page. This concept is typical to mccPILOTLOG and cannot be changed.

In some cases the print-out may even exceed the width or the height of the page (e.g. the Canadian Logbook does not fit on DIN A4, this logbook requires US Letter).

However, all generic logbook formats (range **M090-M099**) are **page-filling**. Select this format on the **Logbook – Logbook Format** page.

Printing Range from Page X to Y, or Date X to Y

Printing the logbook from Page X to Y

mccPILOTLOG does not store any subtotals in the database. Subtotals (printed as "carried-over" at the bottom of each page) are calculated while printing the logbook. The value of the subtotals depend on the number of rows and are different for each logbook format.

The logbook is therefore printed starting from the first record in the database. By default, the page numbering starts from page 1. You can change the initial page number on the **Logbook – Logbook Format** page. Logbooks that are printed double-sided, have a page numbering with Left and Right annotation (1-L and 1-R) if the "**Left – Right Page Numbering**" checkbox is seleted.

To print the logbook from **page X to Y** :

      - print the logbook from the **Logbook – Print Logbook** page
      - this generates a PDF preview
      - select the page range from the PDF printer driver settings

Skipping Rows

It may happens that you want to skip a number of rows in printed logbook to keep the page subtotals in sequence with your handwritten logbook. mccPILOTLOG cannot skip rows, however you can jump to the next page, e.g. should you want the next calendar year to start on a new page, or should you change airline company and prefer to start a new page for the new company.

Use the **Next Page** function to force a certain flight record to a new page in the paper logbook. Read more about

Printing the logbook from Date X to Y

You can insert the starting date on the **Logbook – Print Logbook** page. All flights prior this date are printed a "brought forward" subtotals.

The logbook is always printed until the last record in the database. You cannot set the end date. However, if absolutely needed, you can apply the combination of "skipping rows" and "printing until page Y" to obtain the same.

Continue online with the following solution in **mccSUPPORT** :

         Online Solution   How to print the logbook for a specified period

Simulator Record Sheet

Printing Simulator Time

Some logbooks come with columns reserved for Simulator time. Other logbooks do not have such columns, but have a separate Simulator Record Sheet at the end or in the front.

mccPILOTLOG will automatically print simulator records in the logbook depending on the selected logbook format.

By default, simulator time is not included in the **Grand Total** time. You can choose any of the following options on the **Logbook – Logbook Format** page :

1. Do not print Simulator records in the logbook
2. Print Simulator records in the logbook (simulator time is not included in grand total time)
3. Print Simulator records in the logbook and add simulator time to grand total time
4. Print Simulator records in the logbook and add simulator time to grand total time, but only for simulator type FFS – Level D

Function and Condition time are never printed for simulator records. **Instructor** time in the simulator is never summed with instructor time on aircraft.

Printing Simulator Record Sheet

You can also print the **Sim Record Sheet** from the **Logbook – Print Logbook** page.

The layout of the document is generic and cannot be changed. However, the size of the sheet can be adapted to the size of your favorite logbook format.
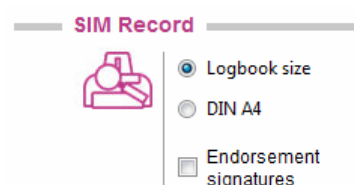
Database Backup

Main Database

Desktop application

mccPILOTLOG stores all flight records, pilot names and aircraft registrations in a single SQL database. A separate database contains all 40,000 airfields.

STD / PRO Edition   You can configure the software to make automatic backups everytime (or every 8 days) the desktop application is closed. Select the frequency and the destination folder on the **Tools – Backup Database** page.

> Note :   It is important to store your backup on a removable memory device or a remote network drive, whatever is kept outside your house or appartment ! mccPILOTLOG monitors your backup location and displays a message if considered not safe.
> One of the messages you may get, is a warning about the local C: drive being an unsafe location. If you backup the database to a dedicated folder on the local machine C: drive, from where you upload your pilot logbook and other documents to an online backup storage, the warning about the C: drive is not relevant and probably annoying. The warning is automatically suppressed if the directory path contains any of the following words ; "**dropbox**", "**cloud**" or "**backup**".

ENT Edition   Unless you have disabled the automatic function, the database is <u>automatically</u> uploaded from the desktop to **mccCLOUD** each time the application is closed and any changes have been made. The backup is archieved with a Date-Time stamp. **mccCLOUD** stores a maximum of 100 copies per user for a maximum of 12 months.

> Note :   Entreprise users can additionally use the basic **Backup** function and store an extra copy on a location of there choice.

<div style="background:red;color:white;text-align:center">

DISCLAIMER - The application database is stored locally
on the desktop PC/Mac, not in the cloud !
It is very important to make regular backups to avoid loss of data
in case of hard disk failure or virus infection.
<u>You are solely responsible for making regular backups !</u>

</div>
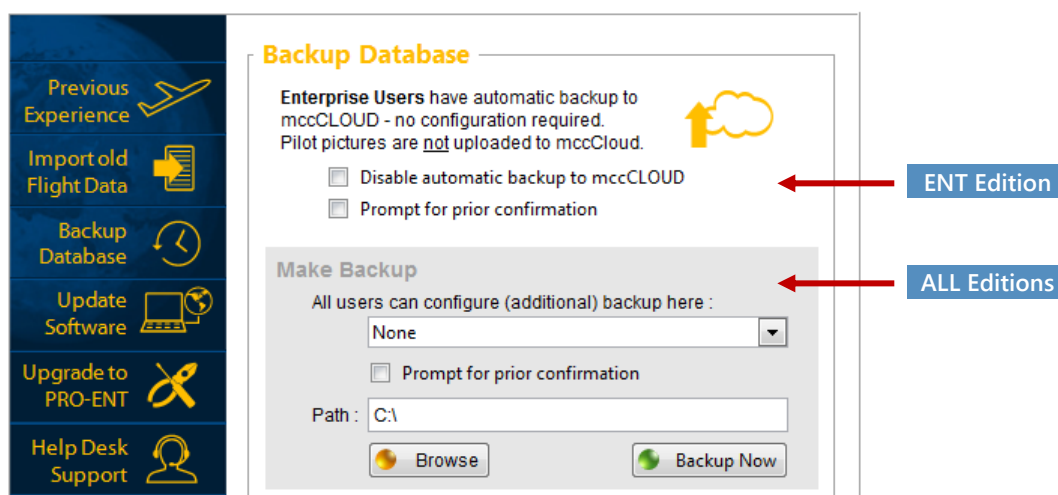
Furthermore, the desktop application automatically creates a <u>local backup</u> file in the application Backup folder each time a new update is downloaded. This ensures data quality is guaranteed should the new software update contain a serious bug. This feature is enabled in all editions of mccPILOTLOG.

The Database Backup ZIP file is locked with a password. The password is generated by the software and unique for each user. Read more with this online solution in **mccSUPPORT** :

> **Online Solution**   Backup ZIP File locked with Password

Should you encounter any errors while uploading the backup from the desktop to **mccCLOUD**, continue online with the following solution in **mccSUPPORT** :

> **Online Solution**   Backup - Cannot connect to mccCLOUD

Mobile application

The mobile application uses its own local database. Records logged on the mobile device are stored in a local database on the phone / tablet, not on **mccCLOUD** ! It is therefore strongly recommended to synchronize the mobile application with **mccCLOUD** every week or so.

> **The LOGBOOK database on the mobile app is no valid backup**
> **and cannot be used as a recovery file**
> **in case the main desktop application database is lost !**

You can upload a database backup from the mobile app to **mccCLOUD**. Press the Upload icon at the bottom of the mobile app **SETTINGS** page or engage the automatic 8-days backup feature. Notice that the backup from the mobile app does not have a Date-Time stamp. Each backup overwrites the previous backup.

Pilot Pictures

Pilot pictures are stored in the **Pictures** folder of the application.

STD / PRO / ENT Edition   <u>There is no backup of Pilot pictures to **mccCLOUD**</u> !   Use the basic **Backup** function on the **Tools – Backup Database** page to make regular copies of the entire Picture folder.

ENT+ Edition   **Enterprise+** users can store up to 1 GB of pictures on **mccCLOUD** ! The **Backup** function is fully automatic, both for desktop and mobile devices.

Endorsement Signatures

Version 3.6   Endorsement signatures are stored in the **Pictures** folder of the application.

Version 4.0   Endorsement signatures are stored in the **Signatures** folder of the application.

> **Make sure you hold a copy of all Endorsement Signatures !**
> **Upgrade to the ENT+ edition for automatic backup to mccCLOUD !**

STD / PRO / ENT Edition   <u>There is no backup of Endorsement Signatures to **mccCLOUD**</u> ! Use the basic **Backup** function on the **Tools – Backup Database** page to make regular copies of the entire Signature folder.

Restore Backup

Restoring the backup

On the **Tools – Backup Database** page, select the one of the following sources in the **Restore Backup** section :

- ENT Edition **mccCLOUD**
- Network Drive or Removable Device
- Application Local Backup Folder (*)

(*)   Each time a new update is downloaded, the desktop application automatically creates a <u>local backup</u> file in the application Backup folder on the PC/Mac. This ensures data quality is guaranteed should the new software update contain a serious bug. This feature is automatic and is enabled in all editions of mccPILOTLOG.
Should your flight records be invalid after receiving a new software update, you can use this backup recovery feature. Inform the Helpdesk as soon as possible !

You can press the **View** button to preview the contents of the backup file. If the contents meet your expectations, press the **Install Backup** button to replace the active database with the backup. This action cannot be reversed !
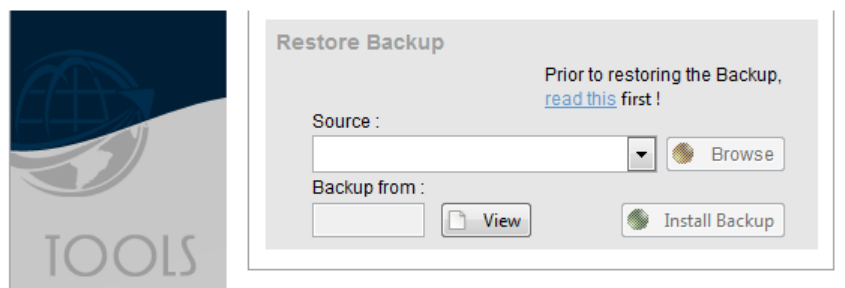
Should you encounter any errors when downloading the backup from **mccCLOUD** to the desktop, continue online with the following solution in **mccSUPPORT** :

Online Solution   Backup - Cannot locate the new Backup

NAVIGATION

Calculating track and distance

Track and Distance between two airfields

The **Navigation** page is available from the main menu at the top of the display. On smaller desktop monitors, the Navigation button may be removed from the menu bar, rendering the **Navigation** page non available.

Insert the airfield ICAO or IATA code and press the {Tab} key. Or, click the **Airfield** icons on the right and select the airfield from the list. Track and distance data is calculated immediately.

Track and Distance between two waypoints

Insert the geographical coordinates for any waypoint. Use the standard method, such as N4345.6 and E00927.1

For **oceanic crossings waypoints**, you can insert short denotations, like N40 and W030.

Track and distance data is calculated immediately, as soon as you press the {Tab} key.

Display route on Google^{TM} Earth

Click the **Display on Google Earth** button to display the track on Google Earth™ / Google Maps™

Version 3.6   The Google Earth™ plugin is no longer available as from December 2015. We are switching to Google Maps™ in version 4.0

Disclaimer

Google Earth™ / Google Maps™ are independent applications and free services from Google and the Tele Atlas company. By using these services, you accept the Google Maps - Terms of Use .

MCC does not charge any fee to view Google Earth™ / Google Maps™ images. However, the built-in interface to connect from mccPILOTLOG to Google Earth™ is only available in the PRO and ENT editions.

WEATHER, SNOWTAM & NOTAM

Introduction

mccPILOTLOG retrieves aviation weather from the NOAA weather server (www.weather.gov). While this website is highly reliable, **mccPILOTLOG** cannot guarantee accuracy.

It has appeared that the weather is outdated, in some cases more than 1 year... **mccPILOTLOG** displays a pop-up alert when the report is outdated for more than 24 hours. There is no need to contact the Helpdesk about this, since we simply do not have any control over the weather that is listed on the NOAA server.

Any **snowtams** in the weather report are automatically deciphered into readable text.

NOTAMS data is derived from the FAA NAS website (pilotweb.nas.faa.gov).

PRO Edition   Weather is available from the desktop application and from the mobile apps. NOTAMS are only available from the desktop application.

> DISCLAIMER : All data is provided "as is". mccPILOTLOG cannot be held
> responsible for any invalid, missing or outdated reports. mccPILOTLOG does
> not load SIGMETS. Do not use mccPILOTLOG for flight planning !
> You must always use official sources provided by your company.

Weather & Snowtam

METAR – TAF - SNOWTAM

Weather information is available from the following pages :

- on the desktop **Home** page
- on the desktop **Airfield Info** page (*)
- on the mobile app **Weather** page

(*) You reach the **Airfield Info** page as follows :
- desktop **Home** page
- insert the airfield ICAO or IATA code in the Quick Search text box
- hit the {Enter} key or click the GO icon

Creating common flight routes

myWeather

With **myWeather** on the desktop application **Home** page, you can create a set of frequently flown routes. A single click on such route retrieves the **METAR** and **TAF** for all airfields along the route.
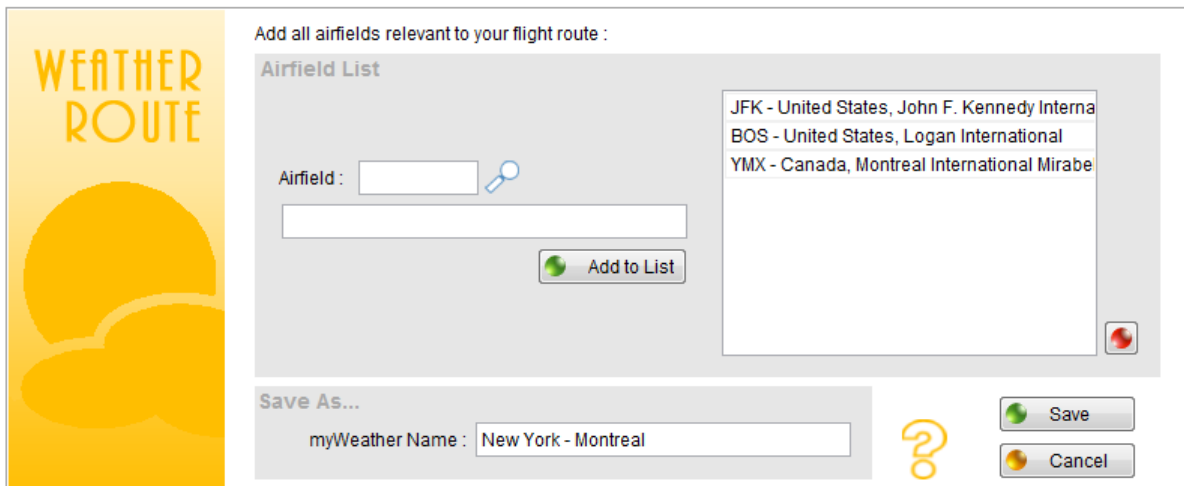
"**Today's Flight Route**" is hardcoded in the software and automatically takes the airfields for today's flight in your logbook. If there is no flight today, the software will take tomorrow's trip.

This function requires internet connection. However, a copy of the last viewed weather report is stored on your computer and remains available when off-line (should you carry your laptop with you in-flight). Weather reports are also available from your mobile device app.

Notams

Notice to Airmen

NOTAMS are available from the desktop **Airfield Info** page.

You reach the **Airfield Info** page as follows :

> - desktop **Home** page
> - insert the airfield ICAO or IATA code in the Quick Search text box
> - hit the {Enter} key or click the GO icon
> - next, press the NOTAM label to open the FAA webpage

Read more about Airfield Info (page 41).

EXPORT TO CALENDAR

Introduction

mccPILOTLOG is a logbook software. As such, the database contains only flights and simulator records. Other duties, like deadheading, meeting, medical examination, ground course,... are not stored in mccPILOTLOG.

Consequently, export from mccPILOTLOG to an external calendar is limited to these duties.

You may be interested in our mobile app crewCONNECT (page 13) with a full schedule export.

Export Solutions

mccPILOTLOG can export events as follows :

PRO Edition   Version 3.6   Events are synchronized from the main desktop application straight into MS Outlook. **MS Outlook** must be installed on the same Windows PC.

PRO Edition   Version 4.0   Events are exported from the main desktop application PC/Mac to a local directory. The events are saved as **generic ICS** files. Your calendar must then pickup those ICS files.

ENT Edition   Events are synched from the desktop application PC/Mac to your mobile device, from where the events are then automatically synched with the **mobile app** calendar, such as **iOS, Google / Gmail**, and others.

Read further for additional guidelines.

Automatic Export

Only future events (flights and simulator) can be exported from mccPILOTLOG to an external calendar. Future events are listed on the **Flights** page and the **Query** page.

Export is fully automatic. Read further how to access the **Calendar Export** page and configure the export.

Export from PC / Mac to external Calendar

How to export records to the Outlook or other software

On the **Query** page, press the **Calendar** icon and continue with the **Calendar Export** page.

Configure the **Calendar Export Settings** to your preferences :

- **Sign-In/Out** values are taken from the **Settings – Other Settings** page.
- **Plan** the event in UTC, Local Time station or Local Time - Base

Version 3.6   Press the **Export** button to synch events from the main desktop application straight into MS Outlook. **MS Outlook** must be installed on the same Windows PC.

Version 4.0   Press the **Export** button to create generic ICS files from the main desktop application PC/Mac to a local directory. Pickup the ICS file with your favorite Calendar application.

Force a new Export

A hidden flag in the database keeps track of records that still need to be exported to the Calendar, and records that have already been exported before.

You can look-up to records on the **Query** page, as follows :

- "**Future Records**" displays all records in the database with the Date in the future
- "**Future Records for Calendar**" displays all records that still need to be exported
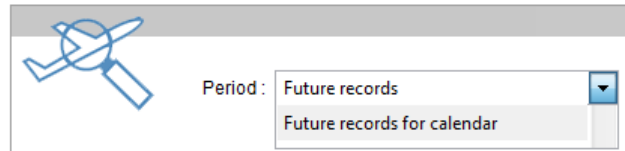
Should you want to **force a new export** to the external Calendar for some records in the database, you can use the **Multi-Select** function, as follows :

1. go to the **Flights** or **Query** page
2. **Multi-Select** the records that you want to export again
3. in the Mass Edit frame, select "**Flag for a new export to Calendar**"
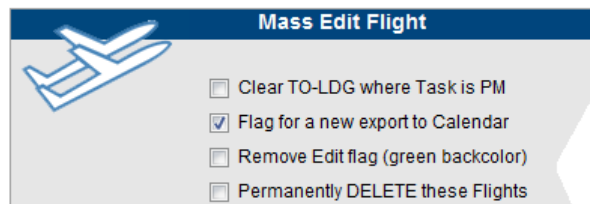
These records will export to the external Calendar on the next run.

Export from PC / Mac to Mobile Calendar

How to export records to the mobile device Calendar app

On the **Settings – Flight Logging** page of the desktop application, make sure that "**Export Flights to the mobile default Calendar app**" is ticked for your device, as follows :

Click the **Settings** button and configure the **Calendar Export Settings** page :

- **Sign-In/Out** values are taken from the **Settings – Other Settings** page.

Events are then automatically synched from the desktop application to the mobile device.

You need to **enable** the **Settings** page in the mccPILOTLOG mobile app and select the name of the Calendar.

If you want to mass-delete events from the mobile Calendar, you can use the **Delete** icon in the right upper corner of the **Settings** page in the mccPILOTLOG mobile app, as shown above.

Should you encounter issues with export to OS Calendar, Continue online with the following solution in **mccSUPPORT** :

| Online Solution | Events do not export to Mobile Calendar |
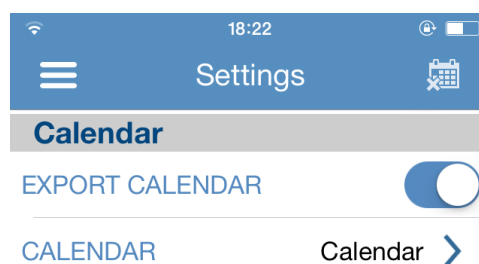
Force a new Export

A hidden flag in the main desktop database keeps track of records that still need to be exported to the mobile Calendar, and records that have already been exported before.

You can look-up to records on the **Query** page, as follows :

- "**Future Records**" displays all records in the database with the Date in the future
- "**Future Records for Calendar**" displays all records that still need to be exported
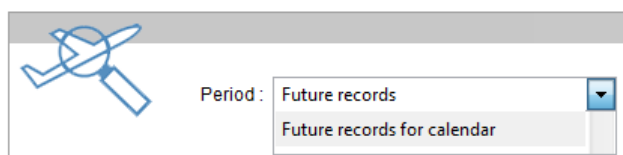
You can **force a new export** to the external Calendar by ticking the "**Transfer all planned flights to mobile Calendar app**" on the **Sync - Reset Mobile Database** page of the PC/Mac.
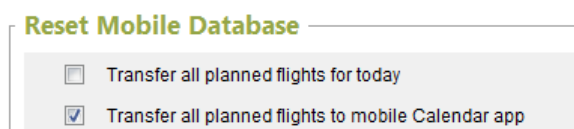
Note :   Export to Calendar will be suspended in **Version 5** of mccPILOTLOG (Q3-2017). You will then use the other app crewCONNECT for a better calendar export experience. crewCONNECT user license is not included in mccPILOTLOG user license !

PART IV

MOBILE APP

Introduction

The mobile app is an off-line mobile companion tool for the comprehensive logbook software on PC / Mac.

The **mccPILOTLOG mobile app** works off-line and does not require continuous internet connection. After logging a series of flights, all records are transferred to the PC / Mac main database via **mccCLOUD**.

> **The mobile app is a complementary mobile tool only.**
> **You cannot use the mobile app as an autonomic logbook.**
> **Do not consider the mobile app as a valid backup for the PC database !**

Installing the Mobile App

Download the app

mccPILOTLOG is available in the following app stores :

- iTunes - iOS
- Google Play - Android
- Windows Store for Windows Phone
- Blackberry World
- Amazon Kindle

Free download the app from your favorite app store. For iOS and Android, the app is available as PHONE and as TABLET version. For Windows, Blackberry and Amazon, we offer only PHONE app.

Test the free app on your mobile phone. If the app meets your expectations, you can order the ENT user license to activate the synchronization with **mccCLOUD**.

How to get started

How to use the mobile app

Video Tutorial   This online Video Tutorial VT03 is a basic introduction to using mobile devices with mccPILOTLOG.

How to setup synchronization

Read more in the following online solution in **mccSUPPORT** :

Online Solution   How to Synchronize Mobile Phone / Tablet

Read more about data synchronisation (page 33) with **mccCLOUD**.

Notice that, once linked to **mccCLOUD**, the desktop will automatically synchronize on each start of the software application and when the application is closed. You can disable automatic Sync from the **Settings – Mobile PC Sync** page. You can force a sync at any time on the **Sync** page.

The mobile apps do **not** sync automatically. You need to press the Sync button on the mobile app **SYNC** page to synchronize the app with **mccCLOUD**, once in a while - recommended weekly.

Trouble Shooting

Read more in the following online solution in **mccSUPPORT** :

Online Solution   Flights disappear after Sync with mccCLOUD

Mobile Database

<div style="background-color:red;color:white;text-align:center;">

<u>Do not</u> consider the mobile app logbook as a backup
for your flight records ! The PC/Mac database is the main database !
You must regularly backup the PC/Mac database,
preferably to mccCLOUD or an external media !

Anytime a new mobile app update is released in the App Store,
you must <u>first sync</u> the mobile app with mccCLOUD
prior to installing the update !

</div>

The mobile app runs with a light local database :

Settings

Selections on the mobile app **Settings** page are stored locally and are not transferred to the PC/Mac. In case of any conflict, the settings on the PC/Mac override mobile app settings.

Flights

You can either log a complete flight record or only a part of the record. The remaining fields can be entered later on the mobile app, or are filled by the airline interface on the PC/Mac.

To avoid disasters should the application crash or your mobile get lost, the flight list is limited to 80 flights. You must then first sync the app with **mccCLOUD** in order to clear the flight list. Use the back-up function to avoid disasters.

To avoid too much scrolling and to guarantee app performance, flight records on the mobile app are split in 2 different locations :

- **FLIGHTS**

  The **Flights** page contains all future planned and all new recorded flights

- **LOGBOOK**

  The **Logbook** page displays historical flight, if these are synched with the PC/Mac.

Records from the **Flights** page will first sync to the PC/Mac and return back to the **Logbook** page on the second synch.

Pilots

Except for the pre-defined "self" pilot, the crew list is empty when you install the application on your mobile. You can create new pilots straight on your mobile or you can transfer existing crew members from the PC/Mac to the mobile by ticking the checkbox on the **Sync - Reset Mobile Database** page.

Pilots are synched in both directions. So, anytime you change a Pilot on the mobile or on the PC/Mac, the changes are automatically transferred to the other database.

ENT Edition   Pictures are synched one-way only, that is from the mobile to the PC/Mac, but not the opposite direction.

ENT+ Edition   Pictures are synched in all directions.

Aircraft

When you initially install the application on your mobile, the Aircraft list contains a sample record. You can delete this record as soon as you are familiar with the application.

For commercial reasons, you cannot create new aircraft on the mobile. You can transfer all aircraft from the PC/Mac to the mobile by ticking the associated checkbox on the **Sync - Reset Mobile Database** page on the main desktop application.

To log a flight with an aircraft that is not (yet) listed in the mobile database, manually enter the aircraft registration in the Aircraft prompt, with or without hyphen, e.g. G-BACD or N2477Y. The mobile app displays New Aircraft when the aircraft registration is not recognized. When synching with the PC/Mac, the desktop software automatically creates a new aircraft with the registration that you entered on the mobile phone. The new aircraft will take the properties of the last aircraft that was added to the main database. You may need to verify and adjust the aircraft properties on the PC/Mac.

Airfields

To avoid too much scrolling and to guarantee app performance, the mobile database contains only airfields that you fly. A second separate database contains 40,000 airfields.

Press the **Add** button on the **Airfield** List to transfer a new airfield from the airfields database to the user database.

mobile phone

User database

40,000
Airfield database
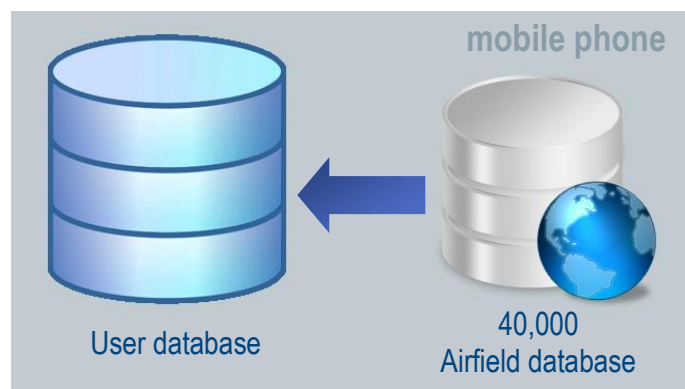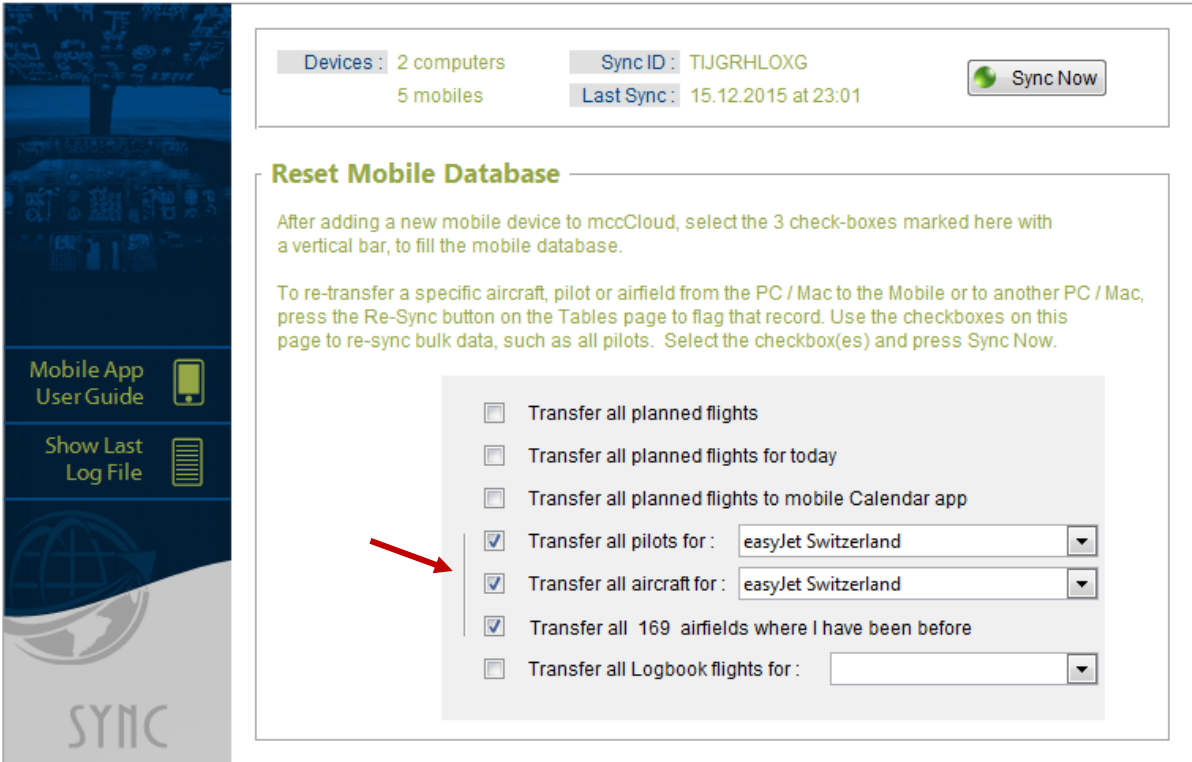
This process transfers airfields one by one, so it should only be used occasionally, while on the go.

How to load the Mobile Database

When you download the mobile app from the App Store and add the device to the **mccCLOUD** device list, the database is still empty.

Use the **Reset Mobile Database** function on the **Sync** page of the desktop PC/Mac to reload the mobile database. Select the <u>3 checkboxes</u> abeam the vertical line, or more as desired, and click the **Sync** button.

Deleting Records

When a record is deleted on the desktop, the DELETE action is usually not transferred to the mobile app. You have to manually delete the same record from the mobile app database.

To delete a record from the **Pilots**, **Airfields**, **Aircraft**, **Flights** or any other List, use the default delete method from the operating system ; on **iOS, Android, Blackberry** and **Amazon Kindle**, swipe the record from right-to-left. On **WindowsPhone** you must long-tap-and-hold the record in the list for a pop-up menu to appear.
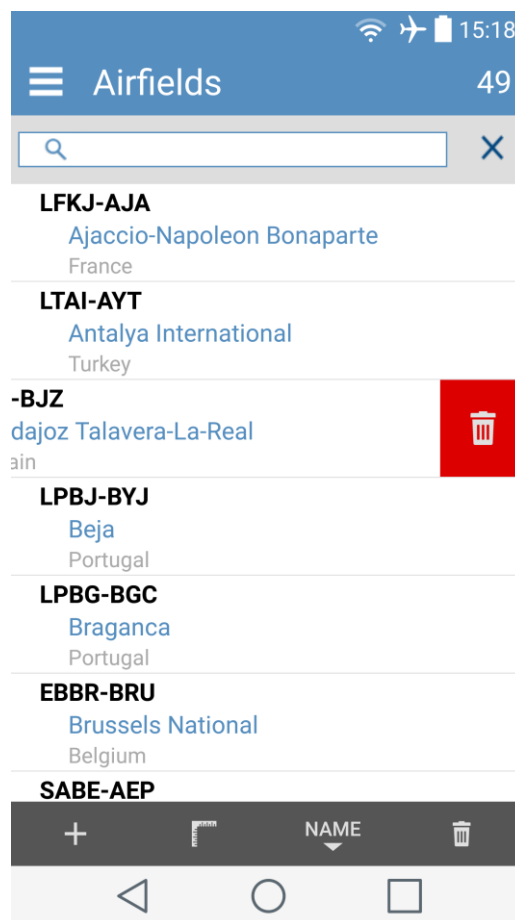
Records can only be deleted when they are not logged on a flight, which is still in the **Flights** List.

Flights List

Configure the Flights List

You can display either **Actual Block Hours** or **Planned Block Hours** in the **Flights** List. Select the appropriate option from the mobile app **Settings** page.
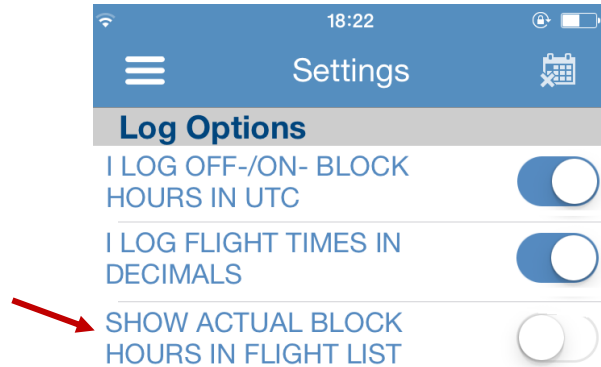
Configure the Flight Record page (Add / Edit)

mccPILOTLOG comes with 60 data fields for each flight. Most probably you are not using all fields.

Press the **Configuration** icon at the bottom of the **Flight Add** page and disable the fields you do not log on your mobile device.

> e.g.   Say that you log only Aircraft Registration and Task PF/PM, you can remove all other fields.
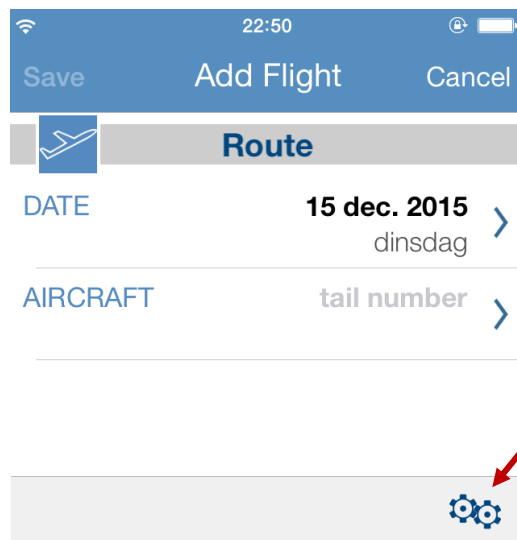
Synch Planned Flights

The **Flights** page shows flights that are recorded on the mobile or <u>future flights</u> that are synched from the PC/Mac, i.e. by using an **Airline Interface**..

Tick the **Sync planned Flights to mobile app Flights List** checkbox on the **Settings – Mobile PC Sync** page to synchronize planned flights from the PC/Mac to the mobile app.

You can then add or modify flights and log actual hours, aircraft tail, pilot names, etc.

If you use multiple mobile devices, but only one is used to record new flights, we suggest to synchronize planned flights to that mobile only. You can setup each device separately on the **Settings – Mobile PC Sync** page of the PC/Mac, as shown here :

When the app is newly installed on the mobile device, the mobile database is still empty. Tick the **Transfer all planned flights** checkbox on the PC/Mac **Sync - Reset Mobile Database** page to force a reload of the mobile app **Flight** List. Following changes will then sync automatically.

Edit Flights

Long tap-and-hold a flight record in the **Flights** list in order to pop-up the following sub-menu :

01 jan 2016	JAF503
BRU-VRA	06:50 - 17:15
01 jan 2016	JAF504
VRA-CUN	18:45 - 20:05
05 jan 2016	JAF106
CUN-BRU	02:45 - 12:00
09 jan 2016	JAF6711
BRU-ALC	07:00 - 09:25
09 jan 2016	JAF6712
ALC-BRU	10:20 - 12:55

Edit Flight

Edit Flight (paste data)

Create Return Flight

Delete Flight

Edit Flight

This is the same as a short tap on the record. It will simply <u>open</u> the flight record for <u>editing</u>.

Edit Flight (paste data)

This function will <u>open</u> the flight record for <u>editing</u> and meanwhile <u>copy</u> some data from the <u>last saved flight</u> into the selected record :

- Aircraft Registration
- Reverse Task (PF / PM)
- Entire Crew

e.g.
1) You fly from BRU to VRA, and further from VRA to CUN
2) You edit the first flight and insert all the details, and save.
3) Use the **Edit Flight (paste data)** function to copy aircraft tail, opposite task and pilot names from the last saved flight.

Create Return Flight

This function <u>creates a new flight</u>, based on the selected flight, as follows :

- Date (same day, or next day when near midnight)
- Increase Flight Number by 1 unit
- Reverse Departure and Arrival airfields
- Copy Aircraft Registration
- Reverse Task (PF / PM)
- Copy Entire Crew

Delete Flight

This function permanently deletes the flight record from the Flights List. There is no Undo function. While the record is deleted from the mobile app database, the delete action is not ported with other devices. You may have to manually delete the same record from the desktop or other mobile apps.

Save Flights

When you tap the **SAVE** button, your entries on the Flight Add/Edit page will be verified and must pass a whole bunch of validation checks. This is to guarantee that all flight data has been logged properly.

Professional pilots often record a portion of the flight while drinking a coffee in the cruise. Since the actual landing time is left open, the app will throw-up a number of error messages when the record is saved. To bypass all checks and messages, you can use the "**Draft Save**" button instead.

When you return to the Flights List, the record will have any of the following colors :

White background indicates that the record is logged fully complete. White records will sync to **mccCLOUD** as soon as you tap the **Sync** button on the app **Sync** page.

Lime green records are flights in the future, or flights in the past that were not yet edited, or flights saved as "draft". Lime green records will <u>never</u> sync to **mccCLOUD**.

Wine red indicates that the record was saved, but some vital data is missing, such as aircraft registration or block hours. The latter is named "**incomplete flights**". This would be done on purpose, when using the mobile app in combination with the airline interface.

Red colors will not sync with unless you turn-on the **Sync Incomplete Flights** checkbox on the Sync page. Read more about the <u>Airline Interface</u> (page 88).
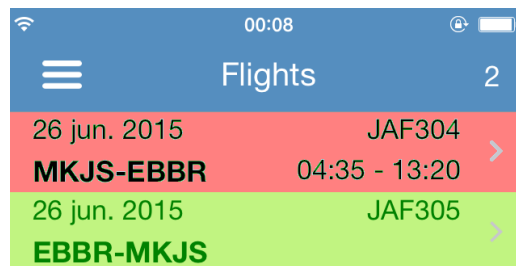
The desktop uses similar, but slightly different, color codes. Read more about the <u>Color Codes</u> (page 54).

## Logging Flight Time in Decimals hours

Default, the application runs in H:MM format. You can select "I log Flight Times in Decimal" on the app **Settings** page. This selection applies to the **Flights**, **Logbook** and **Totals** pages.

Notice that any comma or decimal point that you insert through the keyboard is filtered out. Instead, you always need to insert the tenths, as follows :

a keyboard entry of	1	automatically turns into	0.1 hours
	10		1.0 hours
	123		12.3 hours

User Selectable Fields

You can use 4 user time fields and 3 other fields (numeric, boolean yes/no, text) on the **Flights – Add / Edit** page. Configure those fields on the **Settings – Flight Logging** page or the **Settings – Other Settings** page of the desktop. The fields will then automatically synchronize with the mobile app and show here :
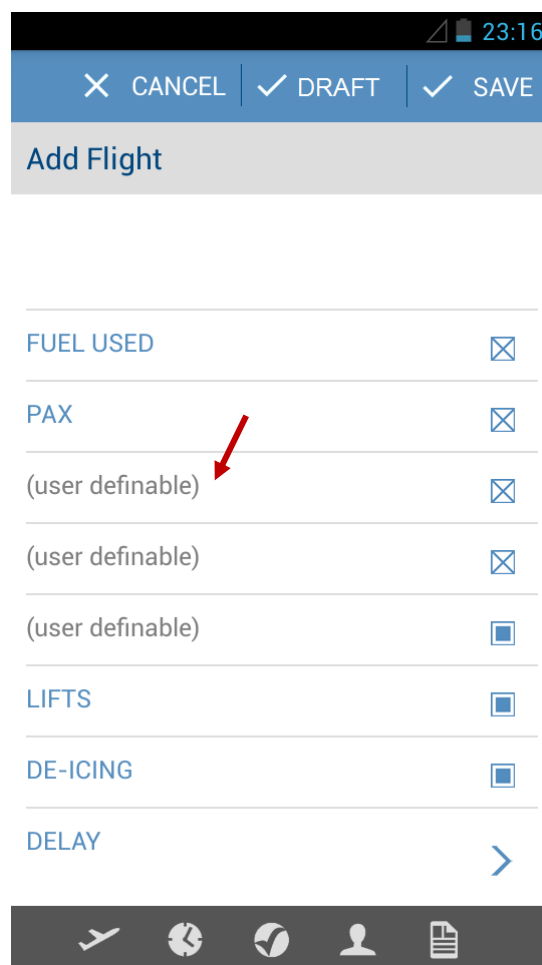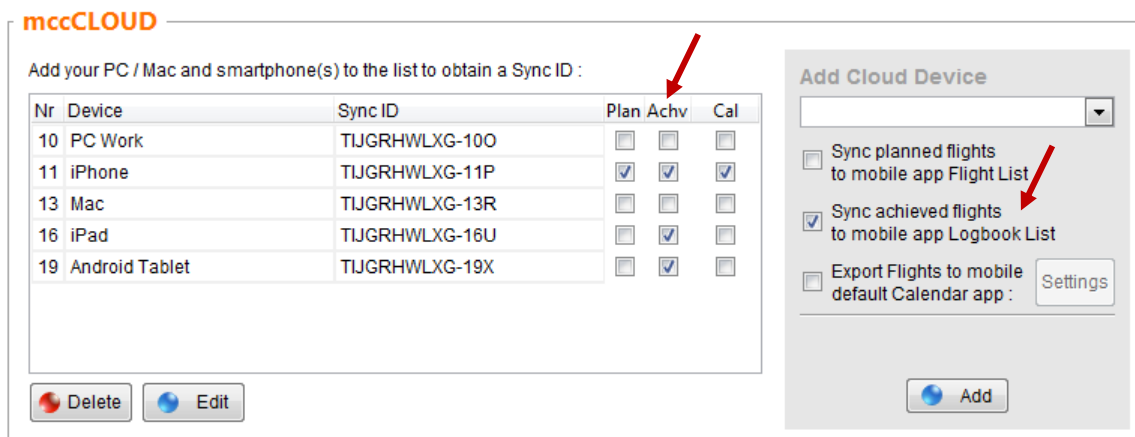
Logbook List

Synching Historical Records

The mobile app is a complimentary tool to the main PC/Mac software, and it should be used as such. Flights logged on the mobile are deleted from the mobile **Flights** List after each sync with **mccCLOUD** .

Tick the Sync achieved Flights to mobile app Logbook List checkbox on the **Settings – Mobile PC Sync** page to synchronize historical flight records from the PC/Mac to the mobile app.

These records do not appear in the mobile app **Flight** List, but are shown on the **Logbook** List.

When the app is newly installed on the mobile device, the mobile database is still empty. Tick the **Transfer all Logbook flights** checkbox on the PC/Mac **Sync - Reset Mobile Database** page to force a reload of the mobile app **Logbook** List. Following changes will then sync automatically.

Basic Query

Flight records in the mobile app **Logbook** List are a static copy of the original flight or simulator record in the main PC/Mac database. Records cannot be edited on the mobile. However, all changes made to the flight record on the PC/Mac are automatically sent to the mobile with the next sync.

Press the **loupe** icon at the bottom of the list and search the **Logbook** for Pilots, Airfields or Aircraft. Inserting multiple criteria will narrow the search results.

Using the Mobile App in combination with the Airline Interface

Introduction

Depending on the crew web portal used by your company, only a part of the required flight data can be retrieved by the **Airline Interface**.

> e.g.   The **Ryanair CrewDock** portal shows the planned roster only. It does not show Pilot Names, Aircraft Registration and no Actual Block Hours. Hence, the missing data must be logged manually.

In such scenario, you can use the mobile app in combination with the airline interface. Depending on the crew web portal, you would then use **Data Flow - Type A, Type B** or **Type C**.

> **Video Tutorial**   This online Video Tutorial VT03 explains Data Flow A, B and C.

Continue on the following pages for more details.

Sync Incomplete Flights

By default, the mobile app does not return any records from the mobile app **Flights** list to the PC/Mac as long as the flight is not complete. However, the purpose of **Data Flow – Type B and C** is to log only a portion of the flight on the mobile app and retrieve all other data via the **Airline Interface**.

Hence, when you use the mobile app according to **Data Flow – Type B or C**, you need to enable the **Sync Incomplete Flights** option on the mobile app **Sync** page.

Data Flow – Type A

The crew web portal provides **planned flights** only :

Step 1 → Import **planned flights** from the crew web portal or planned roster files. Flight records are colored lime green on the PC/Mac, because the date is in the future and part of the flight data is missing, such as aircraft tail and actual hours.

Step 2 → The planned flights are automatically **synched** from the PC/Mac to the mobile app. Flight records on the mobile app are colored lime green.

Step 3 → On the flight deck you **edit** the record and insert all vital data (such as actual block hours, aircraft tail, and pilot names) and any other additional data you want to log. After saving the record, the flight record colors white.

Step 4 → Sync the flights back to the PC/Mac - "**Incomplete Flights**" on the mobile **Sync** page should be selected OFF.

Data Flow – Type B

The crew web portal provides **historical flights** only and some vital data is missing :

Step 1 → Onboard the aircraft **create** a new flight. The <u>minimum required</u> information is :

- flight date
- departure and arrival airfield
- flight number (recommended, however mandatory when flying
  the same route multiple times on the same day)

You can log any other flight data, typically aircraft tail, task (PF/PM *), type of approach and remarks/instruction. You do not need to log the flight hours, night time, Takeoff and Landing, these will be retrieved from the crew web portal later.

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The new flight is saved as "incomplete", as indicated by a wine red backcolor.

Step 2 → On the mobile **Sync** page, enable **Sync Incomplete flights** and transfer the incomplete flights from the mobile to the PC/Mac. On the main desktop, these records will get a lime green backcolor (the PC/Mac does not use the wine color)

Step 3 → On the PC/mac, download actual flight data from the crew web portal. All data automatically merges with flight records logged from the mobile. All flight data is now available, so the flight record backcolor turns white on the main desktop.

(*) select **Task** "**as logged on mobile**" on the desktop **Settings – Flight Logging** page.

Data Flow – Type C

The airline interface imports **planned flights** <u>and</u> **achieved data with actual block times** from the crew web portal.

Step 1 → Import **planned flights** from the crew web portal or planned roster files. Flight records are colored lime green on the PC/Mac, because the date is in the future and part of the flight data is missing, such as aircraft tail and actual hours.

Step 2 → The planned flights are automatically **synched** from the PC/Mac to the mobile app. Flight records on the mobile app are colored lime green.

Step 3 → On the flight deck you **edit** the record and insert any data you want to log, such as aircraft registration (should that not be available from the crew web portal) or Task PF/PM (*) or any remarks. After saving the record, the flight record colors wine red, since not all vital data was logged.

Step 4 → On the mobile **Sync** page, enable **Sync Incomplete flights** and transfer the incomplete flights from the mobile to the PC/Mac. On the main desktop, these records will get a lime green backcolor (the PC/Mac does not use the wine color).

Step 5 → Import **achieved flight** data from the crew web portal. Imported data automatically merges with flight records logged from the mobile. All flight data is now available, so the flight record backcolor turns white.

(*) select **Task** "**as logged on mobile**" on the desktop **Settings – Flight Logging** page.

END OF USER GUIDE