



How to Check In Flights

1. **DISPATCH:** After creating your reservation, Right Click it to Dispatch

The screenshot shows the Flight Circle Test Center interface. At the top, there is a navigation bar with the Flight Circle logo, a 'Members' link, a 'Schedule' link, and a 'Messages' notification with a red circle containing the number 4. Below the navigation bar is a 'Test Center' header. Underneath, there are navigation buttons for '<', '>', 'Today', and a calendar icon. The date 'Thursday, September 1st' is displayed on the right. A flight schedule table is shown with columns for time slots from 7:00 to 13:00. The first row is for 'Cessna 172M' and the second row is for 'RedBird Sim'. The flight entry for 'John Thomas N23456' is highlighted in blue. A context menu is open over this entry, showing options: 'Dispatch' (highlighted), 'Print Dispatch Only', 'Edit', and 'Cancel Flight'. Below the schedule table, the names 'Josh Bowser' and 'Mark Brown' are listed.

	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00
Cessna 172M					John Thomas N23456								
RedBird Sim													
Josh Bowser													
Mark Brown													

2. **CONFIRM:** Ensure the Hobbs Out number is correct. If there is a discrepancy, please call one of the club BOT members prior to checking the plane back in. If possible, try taking a picture of the hobbs meter prior to engine start. A list of BOT members is posted in the clubhouse.

Confirm Dispatch

You (John Thomas) must confirm the following before dispatching.

Aircraft: Cessna 172M	
Hobbs Out	18.60
Tach Out	73.50
Maintenance	Fail

Pilot: John Thomas	
Balance:	\$0.00
Aircraft check-out	Fail
Expiration date(s)	Fail
Currency & Endorsements	Unknown

Print

3. **CHECK IN:** After flying, Right Click the reservation again and choose Check In

Flight Circle Members Schedule 4 Messages

Test Center

< > Today

Thursday, Sep 10

	7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00
Cessna 172M					John Thomas N23456								
RedBird Sim													
Josh Bowser													
Mark Brown													

- Print Dispatch Only
- Check In**
- Un-Dispatch
- Edit
- Cancel Flight

4. **ENTER TIME:** Enter your new meter times and choose Next. If you purchased fuel at another airport, enter that info on screen 2, then Next. Nothing needs to be entered on Screen 3. Click Next to go to Screen 4.

Check In Process

Flight Details

Pilot: John Thomas (1 of 5)
Aircraft: Cessna 172M

Return date	Thu Sep 18 2014	11:00	
Hobbs out / in	18.6	20.2	1.60
Tach out / in	73.5	75.1	1.60
Aircraft rate	Member (\$119.00)		

- FINISH:** Review the summary and choose your payment method. If a credit balance exists and you wish to deduct from that, choose Apply Now. Then click Finish. If paying the exact amount by check, choose Check in the drop-down menu, then Finish. If paying a different amount by check, choose Pay Later, then Finish and leave your check in the white box with your yellow sales slip. The club will enter the check for you. A receipt will show when complete that you can email or print.

Check In Process x

Flight Details

Pilot: John Thomas
Aircraft: Cessna 172M **(4 of 5)**

Current Balance: \$0.00

Hobbs: +1.60, **Tach:** +1.60

Aircraft Rental	Hours	Total
#N23456 Cessna 172M	1.60	\$190.40
Grand total		\$190.40

Apply Aircraft Tax

Ready for card swipe (if card not on file). [Or manual entry](#)

Or select a payment Pay Later x ▼

Cancel Check In Back Finish

TIP:
To view your flight history and account balance click your Name at the top right and choose Account History.