

AviApps AutoLog

Getting Started and User Guide

Installing AviApps AutoLog

Step 1 - Click on Download AutoLog in the downloads section of the AviApps website.

This will open a Dropbox window containing the installation files. Click the Download icon in the top right hand corner of the screen and select Download as .zip. Save the download onto your PC.

Step 2 - To install AutoLog

- Extract the AviApps AutoLog folder from the zip onto your PC desktop (or other convenient location).
- Open the folder and run the AviApps AutoLog.exe file. Follow the on-screen instructions and select Typical when prompted.

The installation will be located in:

C:\Program Files\QuDieMGA on a 32 bit operating system

Or

C:\Program Files (X86)\QuDieMGA on a 64 bit operating system

If necessary check your computer to identify the installed location.

Shortcuts to open the application will be installed on your Desktop and Start Menu.

The remainder of this Getting Started Guide covers the basic setup of the software and will to get you up and running.

To open the system and complete installation:

- **If your PC is running on Windows® Vista or 7 or later**, right click on the AviApps AutoLog desktop shortcut and click Run as Administrator.
- **If your PC is running on Windows®XP**, you must be logged in as an Administrator user account. Right click on the AviApps AutoLog desktop shortcut, click Run as and uncheck the box labelled "Protect ... "
- Use the AviApps AutoLog desktop shortcut to open the system.
- The Installation Configuration screen will be displayed. Select the appropriate Location (see above) and click Install to link the databases.
- If installing as a network workstation, first share the QuDieMGA folder on the server PC as "QuDieMGA". Select Network Drive QuDieMGA, enter the Host PC network name and click Install.
- When installation is complete, click Installation Successful to open the application.

Overview

The Main screen includes the following:

- Update Flight Log
- Aircraft Flight Logs
- Invoicing
- Next Check
- Set-up
- Register
- Terms of Use
- Exit

Registration

Aircraft's flight records may be stored on the server in up to three User Groups each with a unique registration number. So for example, an aircraft may be included with others in an Operator group, with different aircraft in a CAMO group and with another collection of aircraft in an Owner's group. In this way an Operator can download the

aircraft he operates, a CAMO or maintenance organisation can download aircraft from different operators and an Owner can download records for his aircraft operated by a number of organisations.

AutoLog users can set-up multiple registrations and select each in turn to access different groups of aircraft or can request their own unique registration to which the aircraft they require are allocated, subject to the agreement of the aircraft Owner/Operator.

Flight Records

Aircraft flight records are stored on the AviApps server for 60 days. To ensure your local records are complete, Update Flight Log more frequently than this period.

Your local flight records are available to view, produce Tech Log records which may be printed onto labels for insertion in standard books and invoice members for their flights including the application of Fuel Refunds.

Recorded flight times are GMT with the option of automatically applying an adjustment to local time. Daylight Saving Time is not applied automatically.

The Latitude and Longitude of the aircraft when shut down at the end of a flight is displayed as part of the flight record.

Setting-up the application

Select Set-up on the Main screen

Customise

1. Select Your Organisation Details.
2. Enter your details as they are to appear invoices.
3. Close the screen to save details.

Aircraft

1. Select Aircraft.
2. Click Add Aircraft.
3. Enter the registration(s) for all aircraft in your User Groups. This must match the detail provided to AviApps for server configuration.
4. Enter the current airframe, engine and propeller hours at the point at which AutoLog flight records are active. These may be adjusted later if required.
5. Enter the current Hours at Next Check.
6. Check the Use Brakes Times to Invoice box if required.
7. Enter the Rates/Hour including applicable vat for Hire and Training.
8. Repeat 3-7 for additional aircraft.
9. Click Save.

To edit details of aircraft previously entered, select the Aircraft from the Display list and make the required changes. Repeat to edit additional aircraft and Save.

Members

1. Select Members.
2. Click Add New Member.
3. Enter Name and contact details
4. Amend the Discount entry to reflect the discount the member to be applied to member's invoices.
5. Repeat 2-4 as required for additional members.
6. Close the screen to save entries.

To edit details of members previously entered, select the Member from the Display list, make the required changes. Repeat to edit additional members and Save.

Select Airfields

1. Click Add Airfield
2. Enter airfields that you use.
3. Repeat as necessary.
4. Close screen to save entries.

Preferences

1. Select Preferences.
2. Check boxes as required.

3. Close screen to save selections.

Vat Rates

1. Select VAT Rates
2. Set the STANDARD rate to 0% if you do not apply vat to invoices. Changes to the STANDARD Vat Rate will be applied to invoices processed from the point of the change. Invoices processed previously will not be affected.
3. Close screen to save changes.

Registration(s)

1. Select Registrations.
2. Enter your own Registration Number provided by AviApps or Registration numbers provided by User Groups whose aircraft records to which you to have access.
3. Close the screen to save the entries.

Set-up is now complete. Return to the Main screen.

To Register to a User Group

1. Select Register
2. Use the drop down list to select the required User Group.
3. Click Save. The application will register to the User group and return to the Main screen.

[Updating the Flight Log](#)

Click Update Flight Log to download flight records for aircraft included in your Registered User Group from the AviApps server. Aircraft flight records are maintained on the server for 60 days from the date of the flight. To ensure your local flight records are complete, update the flight log more frequently than this.

[Viewing and Printing Tech Logs](#)

Select Aircraft Flight Logs.

To View and Print Logs

1. Select View/Print Logs
2. Amend Dates if required. The TO date will automatically be set to current date.
3. Click View Flight Log to see record of flights.
4. Click View Tech Log Data to see daily Tech Log summaries.
5. Click Airframe, Engines 1/2 or Propeller 1/2 to Preview label prints. If the date range requires multiple labels select number of labels to view. To only print complete labels, adjust the TO Date to limit daily entries.

To Print Tech Log Data for All Aircraft

Select the Print button for either Between Dates or From Last Date as required.

Manual Flight Entries

In the unlikely event that a flight is not logged by AutoLog, this may be added to the Flight Log and, if required, subsequently edited using the appropriate buttons. Note that manually entered flight records will be allocated Flight IDs >1000000 to avoid conflict with AutoLog entries. Manually entered flights will be included in Tech Logs and Invoicing functions.

[Invoicing Flights](#)

Select Invoicing

To Process Invoices

1. Select Process Invoices. The first and last days of the previous month will be preset. Adjust as required.
2. Click Proceed. Flights within the date range that have not been invoiced will be listed grouped by aircraft.

For each flight

3. Select the Member to be charged.

4. Optionally select the departure and arrival Airfields. An airfield not on the list may be entered directly.
5. Enter Volume of Fuel to be refunded and Unit Volume Price.
6. Select Hire, Training or No Charge as required.
7. Re-Select VAT Rate if required.

Charges for flights, net of fuel refund, will be displayed.

- **Select Preview Invoice(s)** to preview Invoices before processing, using the record navigation buttons to preview multiple members' invoices.
- **Select Process Invoice(s)** to process invoices and added to Invoice Records.
- **Cancel** will close the screen and clear all above settings.

Invoices records

Invoices are logged as individual records for each flight with a unique reference made up of the aircraft registration and flight no. Flight invoices processed on the same date will be grouped into a single summary and included on a single invoice report.

Invoices may be listed as:

- **Member Invoices**
Select Member Invoices.

Within the Invoices Between section enter the date range to filter the member's invoices: **Select List Summaries** to list summaries of member's invoice processed within the date range. Click View to display the detailed invoice. Select Print to open Print options. Select E-Mail to send the invoice to the member's e-mail address using your default e-mail application.

Select List/Unsettle to list invoice records within the date range for which a payment date has been recorded. To clear the Payment Date (UnSettle), double click the recorded date.

Within the Unpaid Invoices section:

Select List Summaries to list all the member's invoices for which payment has not been recorded. Click View to display the detailed invoice.

Select List/Settle to list invoice records for which a payment date has not been recorded. To record the Payment Date (Settle), double click the Settlement Date field for the relevant invoice record. The record will be removed from the list.

- **Completed Invoices**
Selecting Completed Invoices will list all flight invoice records, latest first, including the Settlement Date where this has been recorded. Double click the Settlement Date entry to clear (UnSettle) the date.
- **UnPaid Invoices**
Selecting UnPaid Invoices will list all invoice records for which a payment date has not been recorded. To record the Payment Date (Settle), double click the Settlement Date field for the relevant invoice record. The record will be removed from the list.

[Next Check](#)

The Next Check feature allows the current hours available before aircrafts' Next Check to be exported to a user-defined location on the user's PC. By exporting to a folder that can sync to a cloud server such as Dropbox, Google drive etc. the current Hours to Next Check may be shared with group pilots using iOS and Android mobile devices.

With the AutoLog application open and the Auto Update and Export function selected, Hours to Next Check will be updated every hour.

To identify the correct location address, right click the required folder in Windows Explorer and display Properties. Highlight and copy the path following C:\ and paste this into the field on the Next Check screen. A typical location path will be: Users\User name\Dropbox\Folder Name. Click Export and open the folder to confirm correct location path. Open the Hours to Next Check.txt file to view details.