

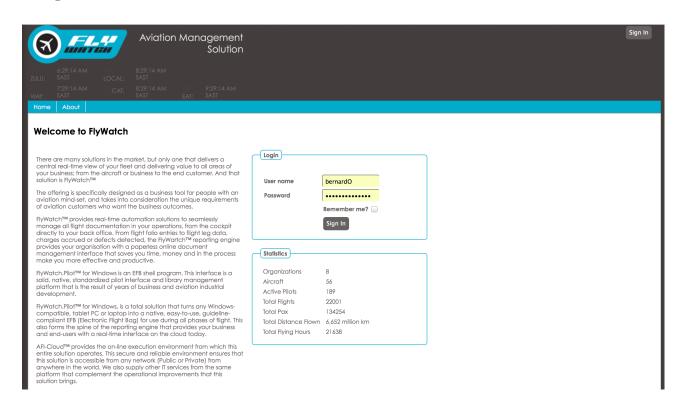


# FlyWatch Quick Reference Guide

## **Table of Contents**

| Login                       | 3  |
|-----------------------------|----|
| My FlyWatch                 | 4  |
| My Details                  | 4  |
| My Logbook                  | 6  |
| My Dashboard                | 7  |
| My Alert History            | 7  |
| Import EasyPlan Logbook     | 8  |
| Logbook Summary             | 8  |
| Take Test                   | 9  |
| Alert Subscriptions         | 9  |
| FlyWatch.Pilot              | 9  |
| Reporting                   | 10 |
| Aircraft                    | 10 |
| Monthly Aircraft Statistics | 10 |
| Aircraft Dashboard          | 11 |
| Open Defects                | 11 |
| Manage                      | 12 |
| Organisation                | 12 |
| Persons                     | 13 |
| Owner                       | 13 |
| Aircraft                    | 14 |
| Bases                       | 14 |
| Airfields                   | 14 |
| Crew Management             | 15 |
| Crew Dashboard              | 15 |
| Notification Audit Report   | 16 |
| Examination                 | 17 |
| Exams                       | 17 |
| Set Exam                    | 17 |
| Safety                      | 18 |
| Notification System         | 18 |
| Notification Audit Report   | 19 |
| Hazard Reporting            | 19 |
| Contact Us                  | 20 |

## Login



To log onto FlyWatch go to <a href="www.flywatch.com">www.flywatch.com</a> and enter your user name and password provided to you by your organisations FlyWatch administrator. Click the 'Sign In' button to enter the FlyWatch portal. Upon log on you will be directed to the 'My Dashboard' page. The user is now ready to start utilising FlyWatch.

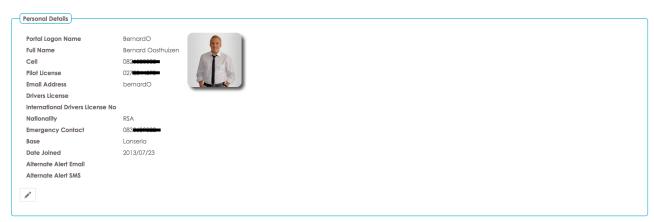
## My FlyWatch



In the 'My FlyWatch' tab you will find all the necessary tools to customise the FlyWatch Portal to each users specifications. Hover over 'My FlyWatch' to activate the drop down menu and select your desired menu item.

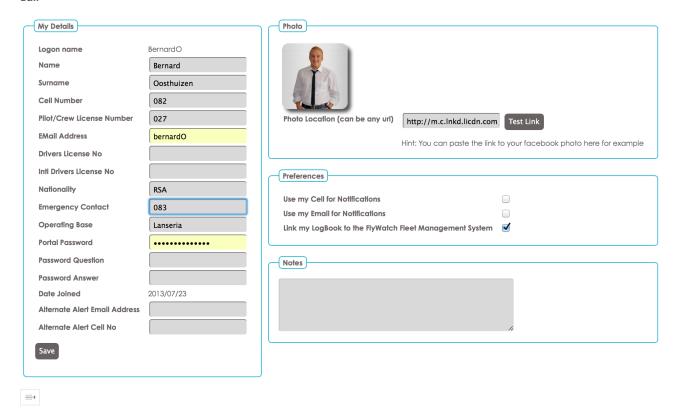
## My Details

#### **Details**

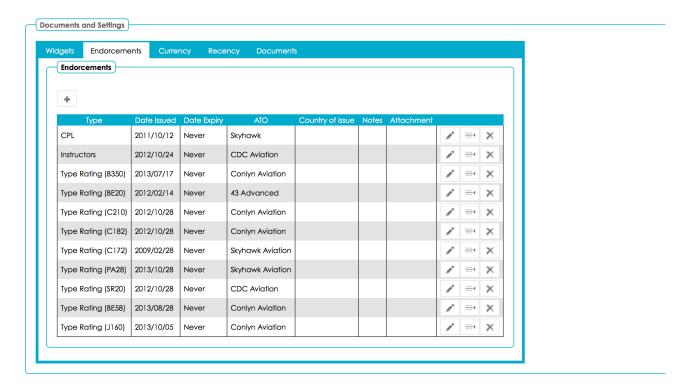


The 'My FlyWatch > My Details > Personal Details' section on the 'My Details' page displays all personal information relevant to the current user. This information can be configured by the user and is the users responsibility for keeping the information herein up to date. To edit this information click on the edit button (pencil) in the bottom left corner of this section.

#### Edit



Enter the required information as accurately as possible. This information forms the basis of the user's FlyWatch notifications. To add a photograph of yourself paste the pictures link (URL) into the supplied text box. This link can be used from any online photograph (Facebook, LinkedIn etc.) Select user preferences and add notes to the users profile. Click the 'Save' icon in the bottom left corner once all the information has been entered. The user is able to return to this page should any information be edited.



The 'My FlyWatch > My Details > Widgets' tab at the bottom of the the 'My Details' page enables the user to configure his dashboard that is displayed after logon. To add a new widget click on the 'Add New' link and select the desired widget and its position. Click on the 'Add' button to add the widget to the users dashboard. This information may be modified at a later stage should the user require this.

The 'My FlyWatch > My Details > Endorsements' tab allows the user to upload all his/her license endorsements an expiry date and attachments can be added to these as required. The attachments may be previewed once uploaded. To add a new endorsement click on the add button (plus symbol) to add a new endorsement. Enter all the relevant data and click the 'Create' button to upload the information.

The 'My FlyWatch > My Details > Currency', 'Recency' and 'Documents' tab are a replica of the 'Endorsements' tab and entries are added in exactly the same manner.

## My Logbook

#### Logbook for Bernard Oosthuizen

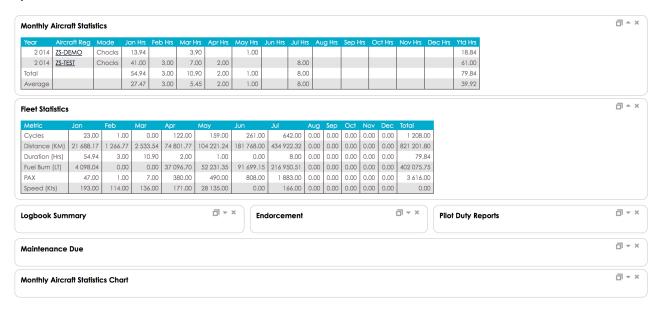


The 'My FlyWatch > My Logbook' page enables the user to log his/her flight hours. An opening summary can be added by clicking the 'Edit Opening Summary' button to enter the flying hours the user's FlyWatch logbook should start with. Additional flight entries can be added by clicking the add button (plus symbol) in the top right hand corner. Enter the relevant flight data and click the 'Create' button in the bottom left corner to create the entry.

## My Dashboard

The 'My FlyWatch > My Dashboard' page displays all the widgets perviously selected under the 'My Details' page. These can be minimised/expanded should the user wish to do so.

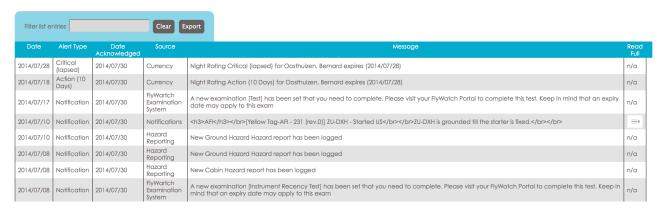
#### My Dashboard



## My Alert History

The 'My FlyWatch > Alert History' page displays all alerts issued to the user. These include Red/Yellow Tags, Hazards and License notifications. These alerts may be expended where applicable by clicking the 'Read Full' button in the right hand column of the relevant notification.

#### **Alert History**



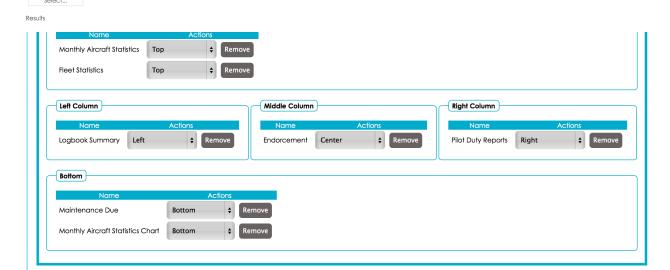
## Import EasyPlan Logbook

The 'My FlyWatch > Import EasyPlan Logbook' page allows you to import data from an existing EasyPlan Logbook. Follow the on screen prompts to import the logbook data.

#### **EasyPlan Logbook Import**

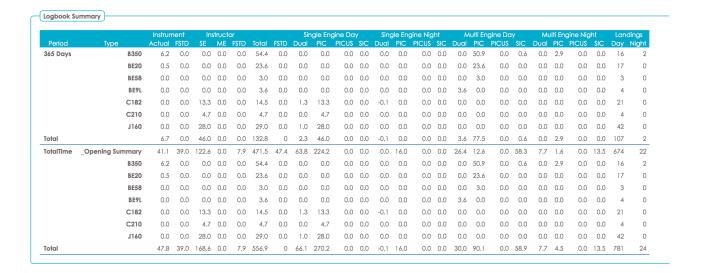
You can import your EasyPlan loabook here!

- 1. Go to your EasyPlan program and from the menu select Logbook -> Export.
- 2. Save the export txt file somewhere on your machine where you will find it again
- 3. Press the "Select..." button below and choose the txt file you just created in step 2
- 4. The import program will analyze and consume your file. Any resulting messages will be displayed in the screen below.
- 5. Note: Often errors occur when your EasyPlan logbook has blank lines in them. Be sure to inspect your import file for entries that look suspicious. For example there will be a date with flight details but missing registration and type information. You can contact our support team from the link in the menu bar if you need assistance.



## Logbook Summary

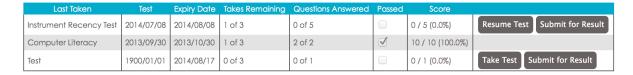
The 'My FlyWatch > Logbook Summary' page displays a summary of all the user's logged flying hours. These hours are compiled from the user's logbook.



### Take Test

The 'My FlyWatch > Take Test' page allows the user to take a test designated to him/her. Tests can be resumed and submitted for results on this page. When a new test is designated to a user, the user will receive a alert to notified the user.

#### Index



## Alert Subscriptions

#### **Alert Subscriptions**



The 'My FlyWatch > Alert Subscription' page allows the user to define additional system alerts. This can be configured by clicking the 'Subscribe to New Alert' link and select the desired notification type, select the desired means of being notified and click the 'Subscribe' button to activate the desired alert notification.

## FlyWatch.Pilot

The 'My FlyWatch > FlyWatch.Pilot' page allows the user to download the FlyWatch application by following the relevant link and prompts.

## Reporting



The 'Reporting' tab allows the user to view and manage aircraft statistics such as document expiry dates, Flight Folio entries, Flight Expenses, Aircraft Financials, Fuel uplift and open defects. Hover over 'Reporting' to activate the drop down menu and select your desired menu item.

#### Aircraft

#### **Aircraft**



The 'Reporting > Aircraft' page allows the user to view flight logs by clicking the Flight Folio icon to the right of the aircraft description. This page will display all data entered into FlyWatch via the application. Each leg can be expanded by clicking the 'Flight Report' link in the right hand column of the desired leg. This supplies the user with expanded information such as expenses, fuel burn, distance and duration.

The graph icon on the 'Aircraft' page will give the user aircraft year to date statistics such as Trends, Fuel Flow, Hours, Revenue and Passengers displayed in graphs.

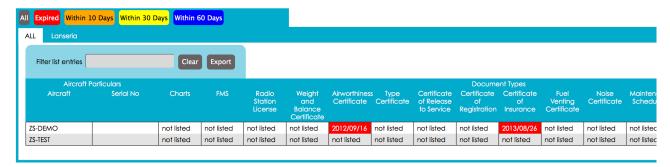
The money icon on the 'Aircraft' page directs the user to all expenses captured per leg the aircraft has flown. The user may also amend or add to these figures from this page. By hovering over the desired field and clicking the 'Add' button.

## Monthly Aircraft Statistics

The 'Reporting > Monthly Aircraft Statistics' page allows the user to generate reports based on the selected year. Once the desired year has been selected the user is able to click on a specific aircraft's link to expand on the aircraft's data. Herein the user is able to view data that includes hours flown, fuel burnt, trend monitoring and even passengers flown. A summary in a 'Fight Folio' style is available by clicking the 'Summary' link under the aircraft's performance data. An expanded version of this data is available by clicking the 'Detail' link.

## Aircraft Dashboard

#### **Aircraft Dashboard**



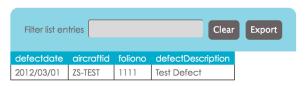
The 'Reporting > Aircraft Dashboard' displays all documents applicable to the aircraft within an organisation. The expiry dates are listed below the relevant columns. The expiry dates become colour coded once the date of expiry is within 60 days. At the top of the section the user can select to view only crew members with documents that expire within 60 days, 30 days, 10 days and already expired by clicking on the respective colour tag. The user is also able to view aircraft that correspond to certain bases by selecting the respective tab.

## Open Defects

## **Open Defects**

Lists open defects

Generated at: 2014/08/06 01:11:09 PM UTC



The 'Reporting > Open Defects' page displays the defects of all aircraft. These defects have not been marked closed by the user responsible for maintenance oversight.

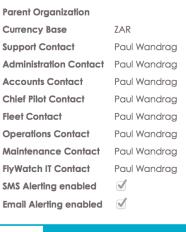
## Manage

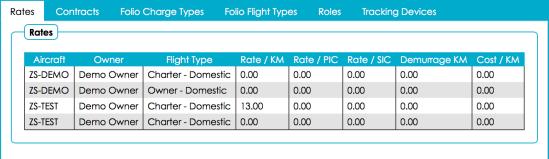


The 'Manage' tab allows the user to view and manage aircraft, organisations and personnel on FlyWatch. This includes associating personnel to roles and organisations as well as editing aircraft parameters such as speed and fuel burn.

## Organisation

## Organization Management - Demo

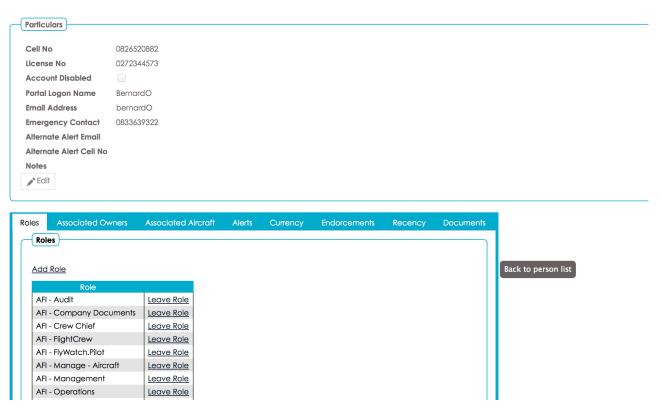




The 'Manage > Organisation' page allows the user to view settings pertaining to his/her organisation. By clicking on the relevant tab the user is able to view aircraft rates, contracts, folio charging, flight types, user roles and tracking devices linked to the organisation. The user is however not able to edit this data unless he/she has been granted administrative rights.

### Persons

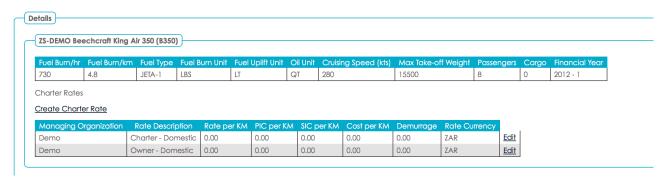
#### **Details for Bernard Oosthuizen**



The 'Manage > Persons' page allows the user to select personnel associated to the organisation. Once a parson has been selected the user is able to view contact details and system information. This system information includes associated roles and aircraft. The users crew documents can also be viewed and retrieved by clicking on the Currency, Endorsement or Recency tabs respectively. Once again this data can not be edit unless administrative rights are held.

#### Owner

#### **Demo Owner**

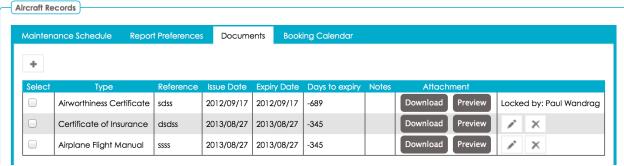


The 'Manage > Owner' page allows the user to view basic statistics captured for aircraft in their organisation. The user is also able to create a new rate type by clicking the 'Create Charter Rate'.

### Aircraft

#### **Details**





The 'Manage > Aircraft' page enables the user to view aircraft data and edit basic aircraft operating parameters. Click on the 'Manage' button to view and edit these figures. Below the aircraft details section one can create maintenance schedules, change report preferences, upload documents in the same manner that was discussed in the 'My FlyWatch' section of this manual and a booking calendar will be available for each aircraft in the near future.

#### Bases

The 'Manage > Bases' page allows the user to edit and create Bases and allocate managers to these by clicking the 'Create New' link.

#### Airfields

The 'Manage > Airfields' page allows the user to view and edit all airfield information within the FlyWatch database. A non registered airfield may be added by clicking the add button in the top left corner and completing the information as prompted.

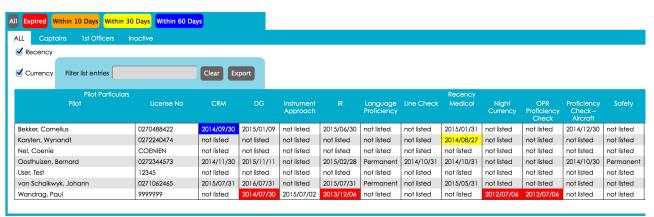
## **Crew Management**



In the 'Crew Management' tab you will find all the necessary tools to monitor, manage and track crew documents, validity and notification. Hover over 'Crew Management' to activate the drop down menu and select your desired menu item.

### Crew Dashboard

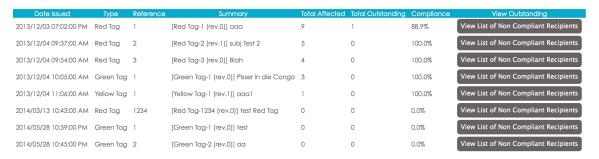
#### Flight Crew Dashboard



The 'Crew Management > Flight Crew Dashboard' page displays all documents and their expiry dates associated with the relevant crew member of an organisation. The expiry dates become colour coded once the date of expiry is within 60 days. At the top of the section the user can select to view only crew members with documents that expire within 60 days, 30 days, 10 days and already expired by clicking on the respective colour tag. The user is also able to view Captains, First Officer and Inactive crew members by selecting the respective tab.

## Notification Audit Report

#### Notification Audit Report as at 2014/08/04 (UTC)



The 'Crew Management > Notification Audit Report' displays all issued notification and indicates how many users have been issued with that specific notifications. By clicking the button to the right to view all users that have not yet accepted the specific notification.

## **Examination**



In the 'Examination' tab you will find all the necessary tools to create and designate exams to users. Hover over 'Examination' to activate the drop down menu and select your desired menu item.

#### Exams

### Index



| Exam Title | Description | Pass Rate % | Questions | D1 | D2 | D3 | D4 |           |
|------------|-------------|-------------|-----------|----|----|----|----|-----------|
| Test1      | aaa         | 100         | 2         | 2  | 0  | 0  | 0  | Questions |
| Test       | Test        | 75          | 4         | 1  | 1  | 1  | 1  | Questions |

The 'Examination > Exams' page displays all the previously created exams. These can be edited by clicking the pencil icon to the right of the desired question. To edit the questions click on the 'Question' button to display each question for editing. To create a new exam click the add button to the top left of the page. Enter all the requested details for your new exam. The user can select how many question from each degree of difficult is selected in the exam.

## Set Exam

1900/01/01

Bernard

2014/08/17 0/3

#### Index

You can issue a test to an individual using this screen. Tests are automatically generated from the available question bank based on the parameters set up for the particular test.

Depending on your organization's settings and the individual's settings he/she will be notified that there is a test waiting for them. Failing that they will be alerted on their next login to FlyWatch regardless. Filter

Show Expired Tests;

Show Completed Tests;

Submit

Examinee Date Last Taken Expiry Date Take Count Score Passed

0 / 1 (0.00))

The 'Examination > Set Exam' page displays all exams designated to users within your organisation. A list of all designated exams with the results thereof are displayed. To designate a exam to a user click the add button to the top left of the page.

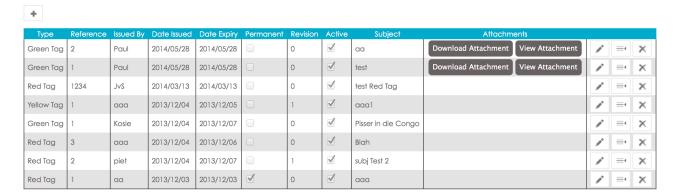
## Safety



Under the 'Safety' tab the user will be able to create notifications such as red and yellow tags and file hazard reports whilst being able to monitor this safety process. Hover over 'Safety' to activate the drop down menu and select your desired menu item.

## Notification System

#### **Notifications**

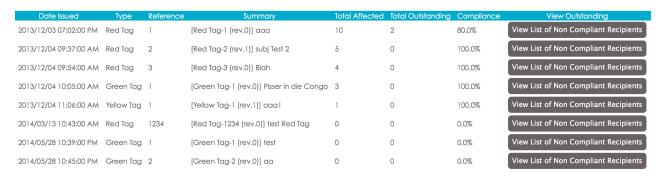


The 'Safety > Notification System' page allows the user to create notification and provide oversight for those already issued. To add a new notification click the add button in the top left corner of the page. Enter all the requested information. To select multiple recipients hold in the 'CTRL' key on your keyboard whilst selecting the desired recipients. A document may be attached by clicking the 'Select' button at the bottom of the page and selecting the desired document. Click 'Create' to send the notification, it will now appear in the Notifications list.

A notification may be edited or viewed by deleting the appropriate option in the right hand column of the desired notification.

## Notification Audit Report

#### Notification Audit Report as at 2014/08/12 (UTC)



In the 'Safety > Notification Audit Report' page the user can view users that have read the applicable notification and those who have not read them. Click the button to the right of each notification to view a list of non compliant users.

## Hazard Reporting

The 'Safety > Hazard Reporting' page allows the user to view and create hazard reports. All issued hazard reports can be viewed here. Click the add button in the top left corner of the page to file a new hazard report. Fill in all relevant information and click 'Create'. This will be sent off to the organisation's safety officer and actioned accordingly.

## **Contact Us**

Contact our support centre for real time support.

support@africaflight.co.za