



CrewLounge  
PILOTLOG

# User Guide

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## Terms of Use

When you download, install and use **CrewLounge PILOTLOG** you agree with the **Terms of Use**. The Terms of Use include the **General License Terms** (describing our liability in case of bugs), the **Refund Policy**, the **Privacy Policy** and the **Cookie Policy**.

You find the **Terms of Use** on our website:

Website

[CrewLounge AERO - Terms of Use](#)

## Privacy Policy

**CrewLounge PILOTLOG** is a mobile and desktop (web) app from the **CrewLounge AERO** software suite. You must register a User Account to use this app. It is important that you understand how we protect your privacy. Read our **Privacy Policy** (as Controller and as Processor) above.

Verify and manage your privacy preferences in the app on the **Settings – Privacy Settings** page, or through the portal [MyCrewLounge](#).

We do not share, sell or distribute your personal data with any external party for commercial or other purposes.

## Author

**CrewLounge PILOTLOG** is an electronic app from **AvioBook**, a Belgian aviation software company. **AvioBook** is based in Hasselt (BE), with offices in Singapore (SG), Cebu (PH), Hanoi (VN) and Dallas (US).

**CREWLounge®** and **AVIOBOOK®** are registered trademarks of AVIOVISION NV, a Thales Group Company.



## Creating a User Account

You must register your free User Account with **CrewLounge AERO** from the **Settings – User Account** page in the mobile app, or online:

Website

[CrewLounge AERO - Register](#)

## Purchasing a User License

### Free License

We strongly recommend using **CrewLounge PILOTLOG** in the free Student plan first! Make sure our products and customer service meet your expectations before committing to any of the paid plans. You can use the free license for as long as you want, the free subscription is not limited in time.

If you use or have used another electronic logbook app, you can import the records from that logbook with our free Student plan. To import another logbook, read this user guide or online:

Website

[CrewLounge PILOTLOG – Import Wizard](#)

### Paid License

Our website outlines the different editions for **CrewLounge PILOTLOG**:

Website

[CrewLounge PILOTLOG – Editions](#)

You can purchase the license from the **Apple iTunes** store or **Google Play** store, from inside the app on the **Settings – User Account** page. The license is valid for 12 months. Subscriptions are **not** automatically renewed.

You can also order online through our website, and receive discounts for 3 and 5 year plans.

Website

[CrewLounge AERO – Order Page](#)

## Roster Import



CrewLounge PILOTLOG imports rosters from more than **600** airline Crew Web Portals, and connects with **150** different Crew Resource Management (CRM) and Electronic Flight Bag (EFB) systems.

Any change in these systems or web portals may cause a failure of the roster download or EFB import. Our developers update all interfaces **7 on 7 days**. Bear with us when there is a breakdown for your company. We will have it fixed in a matter of days.

While we make every effort to support the connection to your company, **we can never guarantee such import in the future!** Roster import for your company can be removed from the CrewLounge app in the event that your airline switches to another system that we do not support, when the airline blocks access, or for any other technical, legal or strategic reason. You must understand that we cannot be held responsible for this and therefore we do not refund your subscription. Review our **Return Policy** ([here](#)).



# Getting Started



# SOFTWARE INSTALLATION & UPDATING

## Getting started

**CrewLounge PILOTLOG** runs cross-platform. You can run the logbook on Windows, MacOS, iOS, Android in any combination. Screenshots in this User Guide may show differences in design and in functionality with the User Interface (UI) on your phone, tablet or desktop.

Read more in the Online Knowledge Base:

[Online Support](#)

[Getting started with CrewLounge PILOTLOG](#)

### Version 5

**CrewLounge PILOTLOG** is a desktop application for Windows / MacOS, with mobile companion apps for iOS / Android. While nearly 80% of all functions are available in the mobile apps, you require the desktop installation to use all functionalities of this logbook.

### Version 6

## Release of Version 6 is planned for Q4-2023

**CrewLounge PILOTLOG** is a web application for Safari / Chrome / Edge / Mozilla, with mobile companion apps for iOS / Android. Most functions are available in the mobile apps. Use the web app for all print functions and for advanced database querying.

# Installing the application on MS Windows / macOS

## Version 5

Download the desktop software installer from our website:

Website

[CrewLounge PILOTLOG - Download](#)

Note: The software installer does not have the latest update of the executable! When you launch the desktop application for the first time, you must **first download the latest update** from the **Tools –Software Updates** page.

Note: Do not download the software through torrent websites, even if they offer you a free, cracked or cheap license. Your payment will be lost, the license key will not work and you risk to lose your data.

## Version 6

The web application does not require any software installation. Access the web app from any modern browser. The UI is optimized for desktop monitor sizes, and may be hard to use from a phone or tablet.

Web App

<https://pilotlog.crewlounge.center>

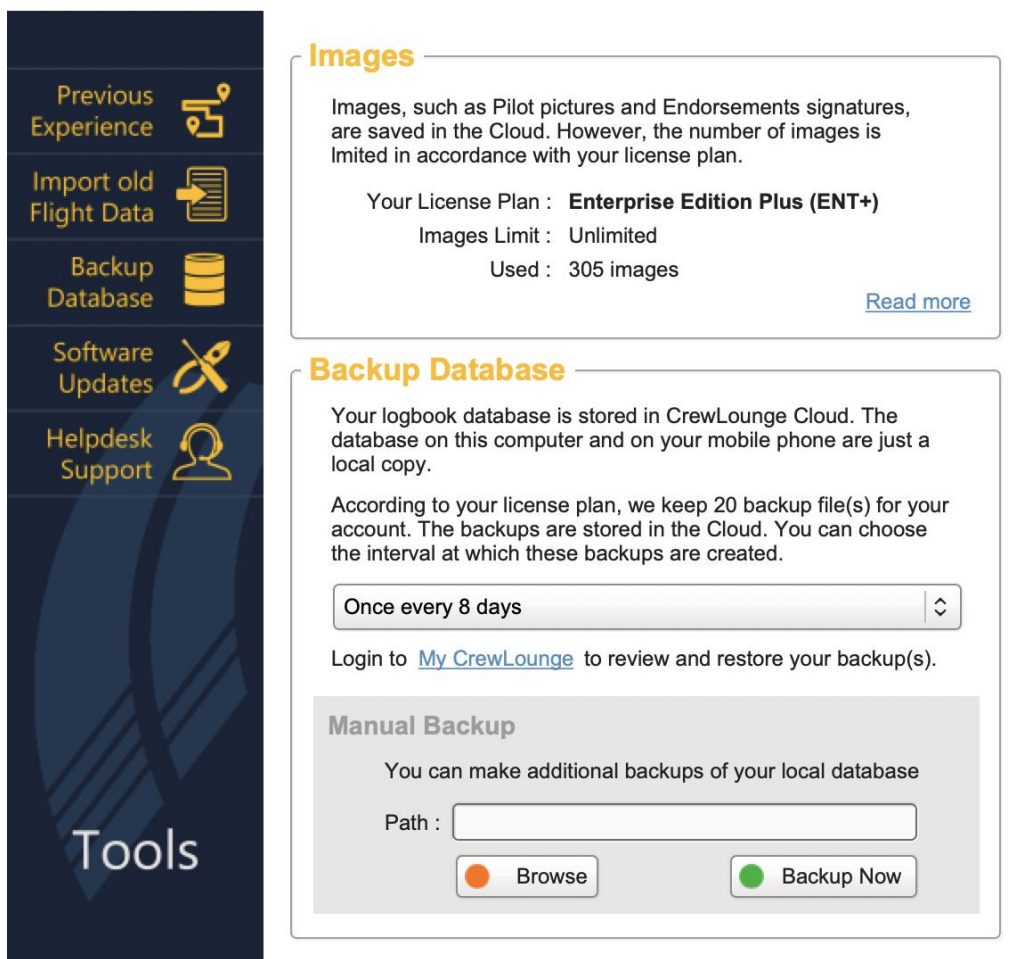
## Downloading New Updates

Version 5

**PILOTLOG** for desktop does not run a resident background process to detect and download new updates. The desktop application searches for new software updates on launching the program. A notification appears in the left upper corner of the **Home** page when a new update is available.

Updates are available in all plans. Updates are always free, also the Student Edition!

Go to the **Tools – Update Software** page to download new updates for the desktop application. **Restart** the desktop application to install the new update!



The screenshot shows the 'Tools' menu on the left with options: Previous Experience, Import old Flight Data, Backup Database, Software Updates, and Helpdesk Support. The main content area has three sections:

- Images**: Explains that images are saved in the Cloud and limited by license plan. Shows 'Enterprise Edition Plus (ENT+)' with an 'Unlimited' limit and '305 images' used. Includes a 'Read more' link.
- Backup Database**: States the logbook database is stored in CrewLounge Cloud. Explains that 20 backup files are kept in the Cloud. Includes a dropdown menu set to 'Once every 8 days' and a link to 'My CrewLounge' for reviewing and restoring backups.
- Manual Backup**: Allows for additional local database backups. Includes a 'Path' input field, a 'Browse' button, and a 'Backup Now' button.

## Downloading Intermediate Revisions

Version 5

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 – Help Desk Support** page, by pressing the **Re-Install Latest Revision** button.

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

**Update Software**

Latest Build Release : **202000573**  
Installed on this desktop : **202000573**  
Software Release notes : [Read Notes](#)

Your software installation is up-to-date

Should you want to force a new download of the latest software revision, click here :

# Application Run Time Error

Version 5

**PILOTLOG** runs on 7 different platforms (Windows, Mac, iOS, Android, Blackberry, Kindle) with different OS systems (Windows 7, 8, 10, macOS Mojave, Catalina, Android Sandwich, Jellybean, iOS 9, 11, 13...), different processors (32-bit, 64 bit) 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.

Read more in the Online Knowledge Base:

[Online Support](#)

[Install - PC Crash – Run Time Errors](#)

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



Uninstalling and reinstalling the app often causes additional problems on top of the initial problem! In most cases, the solution is just a few clicks away and there is no need to uninstall the app! Our Helpdesk is happy to help you find the right solution!

## Installing the mobile app for iOS / Android

Download the apps from the App Store (iOS) or Google Play (Android). You find the correct reference to the apps on our website:

[Website](#)

[CrewLounge PILOTLOG - Download](#)

**Note:** Do not download apps with a similar name from torrent websites. These may not be compatible with our platform and may charge your account without activating your license.

# Settings Configuration



# GENERAL

**PILOTLOG** consists of the following components and services:

- **CrewLounge PILOTLOG**
  - main desktop application for **MS Windows** and **macOS**
  - mobile companion apps from **iOS, Android, Blackberry** and **Kindle**
- **CrewLounge CLOUD**
  - data synchronization and on-line database Backup
- **CrewLounge Online Support**
  - on-line solution knowledge base with FAQ, tips and tricks and video tutorials
  - helpdesk support - available 24/7 via email
  - free support service for all users, including the free Student Edition
- **User Guide**
  - the PDF document you are reading right now

## Mobile App

The **mobile app** works off-line and does not require continuous internet connection. You can log new flights and add new pilots and aircraft while off-line. As soon as internet connection is established, all data are automatically synched to **CrewLounge CLOUD** and from there to all other devices linked to your account.



The mobile app is a complementary mobile tool only. You cannot use the mobile app as an autonomic logbook. Advanced functions, like Reports, myQuery and printing the logbook, are only available through the desktop.

## Desktop

Version 5

The rich-client desktop application is mandatory for certain functions. You cannot use **PILOTLOG** without the main desktop software.



## Version 6

Certain features require the web app. You cannot fully use PILOTLOG without the web app. The web app UI is designed to be used on a desktop, but can also be accessed from your mobile phone/tablet.

## Settings

The best place to start using **PILOTLOG** the **Settings** page! Navigate through the different tabs and configure the software to your needs.

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

You can log flight hours in different modes and with different accuracies. Default, flight times are logged in **Hours-Minutes** (e.g. 1:30). Select the "**I log flights in Decimal Hours**" option on the **Settings – App General** page to log flight times in decimals (e.g. 1,5 or 1.5)

Notice that, regardless of your selection, **PILOTLOG** always stores flight times as minutes in the database! When decimal logging mode is selected, flight times are rounded to the nearest decimal for on-screen display and for paper printing (logbook and reports) only!

e.g. You log a flight from 23:40 until 02:15

This flight is saved in the database as 155 minutes. If you run **PILOTLOG** in Hours-Minutes, the flight is displayed and printed as '1:35'. If you selected Decimal Hours, the flight is displayed and printed as '1.6' hours.



By default, **PILOTLOG** stores flight times with the highest accuracy. This may cause discrepancies in the page subtotals and the grand totals.

### Sample

You log a flight from **08:00** to **08:14**, and another flight from **10:00** to **10:38**. The flights are saved in the database as **14 minutes** and **38 minutes**, regardless of your settings.

Running the software in hours-minutes mode, the totals at the bottom of the page nicely show **52 minutes**. Printing the same logbook in decimal hours, the first flight is printed as **0.2 hours** and the second flight shows **0.6 hours**. Totals at the bottom of the page are based on **52 minutes**, which converted to the nearest decimal returns **0.9 hours**...

By default, **PILOTLOG** maintains the highest possible accuracy. In the sample above, 0.9 hours is more accurate than 0.8 hours, even though it looks weird. You can change the accuracy on the **Settings – App General** page. The available options depend on the mode that is selected, as follows:

Mode	Hours-Minutes	Decimal Hours
Option 1 (default)	<b>Precise</b> (Highest Accuracy - 1 minute)	<b>Precise</b> (Highest Accuracy - 1 minute)
Option 2	<b>Rounded</b> (Clock Marks - 5 minutes)	<b>Rounded</b> (Decimals - 6 minutes)

This setting applies on how **PILOTLOG** saves hours to the database.



Changing the accuracy applies to new entries only, or when editing records. It does not update backwards to records already stored in the database.

### Sample

Flight from 10:00 until 10:17

Selected Accuracy	Flight is saved in database as	Flight is displayed and printed as
Precise (Highest Accuracy – 1 minute) :	17 minutes	0:17
Rounded (Clock Marks – 5 minutes) :	15 minutes	0:15
Precise (Highest Accuracy – 1 minute) :	17 minutes	0.3
Rounded (Decimals – 6 minutes) :	18 minutes	0.3

Read more in the Online Knowledge Base:

[Online Support](#)

[Page Totals in my logbook show an error up to 0.2 hours](#)

### 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)

## Date and Time Formatting

Select your preferred date and time formatting from the **Settings – App General** page.

## 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.
- You can select the number of % of the Total Time to assign as the Relief Time.

Read more about **Relief Time** (page 67).

## Automatic Flight Number Recognition

Searches the database for the same flight number and populates the departure and arrival airfield when the flight number is found.

The departure airfield must be empty for the automatic recognition to work.

You cannot store flight numbers in some table. Flight number often change per season. Instead, the software will search the database backwards in time and try to find the same flight number logged before.

## Task

- Drives the TO-LDG boxes, unless you tick the checkbox "**Do not link TO-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

## Automatic calculation of Night Time

Read more about [Automatic Night Time](#) (page 75).

## 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

## My Profile

Information from this tab is used for printing logbook and reports. The information is taken from your **CrewLounge AERO** account. You can edit your profile online through [My CrewLounge](#)

## Airline Interface

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

### Pilot 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)

## 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 any time 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

Even though you are familiar with time zones, we strongly recommend to read the following two pages to understand how the app deals with time zones while you travel the world!

## UTC Time

Events are logged with Start and End time referenced to **UTC Time**. UTC (Universal Time Coordinated), GMT (Greenwich Mean Time / Greenwich is a small town in the UK near the zero degrees meridian) and Z (Zulu) are all the same!

## Home Base Time

Events are logged with reference to **Local Time** at your **Home Base**. The Home Base is taken from the **Settings - Airline** page.

### NOTE

Should you change the Home Base on the **Settings - Airline** page, events in the database remain stored with reference to the previous Home Base! You must download your roster again to update the hours!

### Airlines with a Home Base in different time zones



e.g. you fly **EasyJet** and you are based in France - Paris  
you fly **Sunwing** and you are based in Canada - Vancouver

Local Base hours shown by AIMS eCrew are referenced to the Headquarters of the airline (e.g. Luton for EasyJet, Toronto for Sunwing) and not Local Time at your home base airfield, even with your home base is listed in the header of the HTML file ! **CrewLounge CONNECT** applies a correction (for the above listed companies) while parsing the HTML roster, however the HTML roster remains unchanged.

## Station Local Time

Flights are logged with Start and Landing times referenced to **Local Time** at departure and **Local Time** at destination. These airfields can be in the same Time Zone or in different Time Zones. Station LOCAL Time mode can be selected for HTML roster download / display, but not for app display. Station Local time is always displayed between brackets.

## Running 2 logbooks

### Version 5

You can configure **PILOTLOG** to print flight records in two separate logbooks.

### Version 6

You can configure **PILOTLOG** to print flight records in different logbooks.

Say, you are an **airline** pilot and you also fly **glider** in your off-days, and your local authority requires that you print these hours in separate logbooks with a different format.

Note: This function **should not** be used for two pilots that are partners! If you and your partner are both pilots and both of you want to run **PILOTLOG** from the same desktop computer, then continue online with the following solution in **CrewLounge Online Support**:

Read more in the Online Knowledge Base:

Online Support

[My partner and I are both Pilot](#)

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!

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

Continue with **How to Print 2 different Logbooks** (page 152).



# Database



# CREWLounge CLOUD

## Cloud Data Synchronization

**CrewLounge CLOUD** is the dedicated cloud server for **CrewLounge PILOTLOG**. No hassle with cables, no need to install any synch software, no need for iCloud, DropBox, etc... **CrewLounge CLOUD** is always there, no installation or configuration is needed. Simply launch the application (mobile or desktop) with your **CrewLounge AERO** account and you are connected to **CrewLounge CLOUD**.

There is no need for the mobile phone/tablet and the PC/Mac to be connected to the same network or through the same Wi-Fi router or Access Point. There is also no need for the devices to be connected at the same time. Any device can synch with **CrewLounge CLOUD** at any time and in any order.

**CrewLounge CLOUD** stores your database and all images (pilot pictures, endorsement signatures, expense notes, etc.). **CrewLounge CLOUD** synchronizes all data between all devices (mobile and desktop).

Note: You are not working “live in the cloud”! Cloud computing requires permanent internet connection, which would render the application useless onboard the aircraft or from a hotel room with poor internet connection. Instead, **CrewLounge PILOTLOG** runs from its local database installed on each device. As soon as internet connection is restored, all changes are automatically synchronized with **CrewLounge CLOUD** and from there to all other devices you use.

You can manually force a resync from the **Sync** page. You can also force a sync by pulling-down the Flights list and other lists on the mobile app.

### Maximum 5 devices

Per user account, you can run **CrewLounge PILOTLOG** on maximum of 5 devices.

Devices are automatically added to your device list when you login with our **CrewLounge AERO** account. You can view and manage (delete device) the list on **My CrewLounge**

Deleting devices from the list on **My CrewLounge** does not damage your database. It does only lock-out the devices, after which you simply need to login again. Deleting devices is recommended when you no longer use that device (old computer, old phone).

# DATABASE TABLES

## Airfields

### Introduction

**CrewLounge PILOTLOG** comes default with a **40,000 airfields** database, including major airfields, military air force bases, ultra-light landing strips, water ports, hospital roof, etc. Should you be operating into special airfields, such as safari lodges, oil rigs or sea carriers, you can additionally deploy any of the special airfield packages – read further.

The airfield database is automatically updated by the CrewLounge 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 – Flight Logging** 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.

### Automatic airfield updating

The CrewLounge team is continuously updating the Airfield database, to our best ability.



If you notice an error in our Airfield database, contact **SUPPORT** right away. We'll be more than happy to make modifications as needed.

## Adding a new Airfield

You can add new airfields on the **Tables – Airfield** page. The ICAO placeholder is mandatory and must be 4-characters. Enter **ZZZZ** for airports that have only a 3-character (**FAA** or **CAA**) code.



**Edit Airfield**

Country : Afghanistan

Airfield Name : Helmand

Category : Small Airfield

ICAO : AF04 Latitude : N 30° 19.8'

IATA : Longitude : E 061° 53.8'

Elevation : feet [Check on Google Maps](#)

Time Zone : Asia/Kabul

Nearby City :

Notes :

my Notes :

 Favorite : ☐ ☐

However, for smaller airfields that do not have any official code, **we recommend to using a code starting with the letter Q**, 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. **Using the Q code ensures that your private airfields are not replaced by another airfield through the automatic airfield feature (read further).**

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

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.

## 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.

Edit

Physical Map

Google Maps

Wikipedia

SkyVector

Report

Airfield

**Location**

Airfield : **Humberto Delgado**

ICAO : **LPPT**      Latitude : N 38° 46.9'

IATA : **LIS**      Longitude : W 009° 08.2'

Elevation : 374      feet

Category : Major International Airport

Nearby City : Lisboa      [More >](#)

Country : Portugal      [More >](#)

**Time**

Local : **05:37:22**      [More >](#)

Time Zone : UTC + 1      [DST Rule >](#)


Europe/Lisbon

Western European Time


Sunrise : 23-10-2020 06:55 UTC

Sunset : 23-10-2020 17:48 UTC

**Weather**



METAR :2020/10/23 04:30  
LPPT 230430Z 31003KT 9999  
FEW020 13/12 Q1019  
  
CAUTION : WX Report may be  
outdated - Verify TAF Date



**Notes**

[NOTAMS >](#)

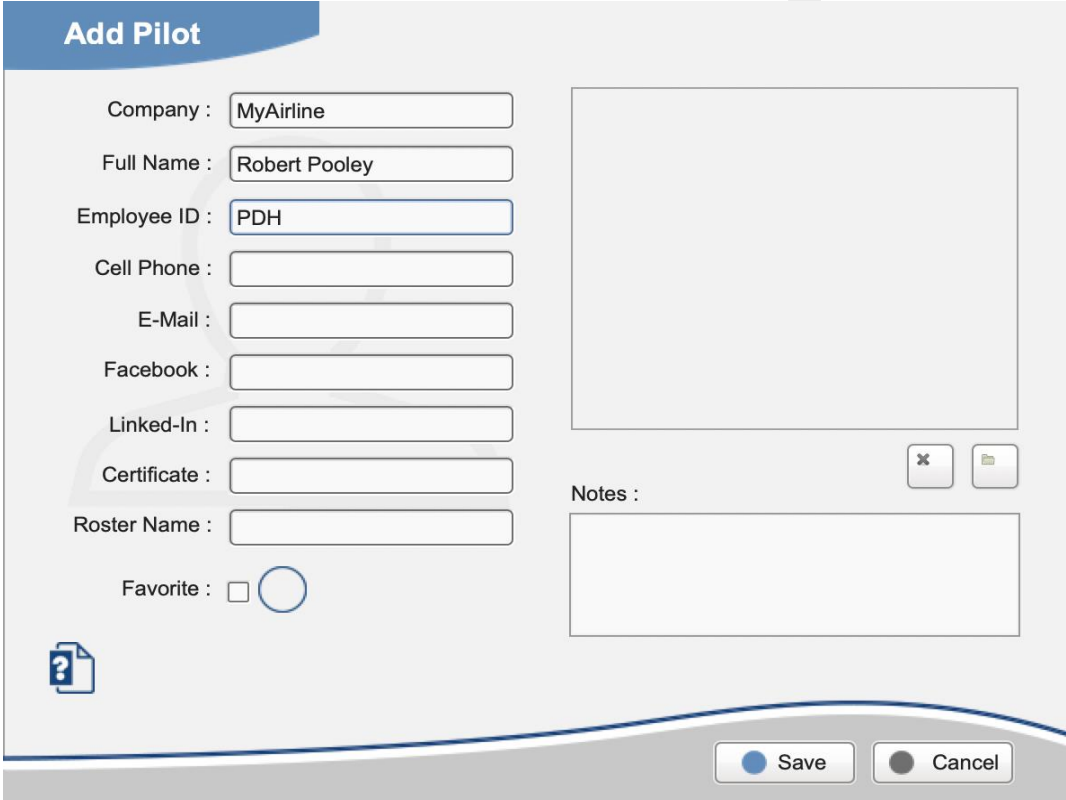
**Last Flight**

[History >](#)

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 exchange pilot names with other users (read further). The Pilot list is available from the **Tables – Pilots** page.



**Add Pilot**

Company : MyAirline

Full Name : Robert Pooley

Employee ID : PDH

Cell Phone :

E-Mail :

Facebook :



Linked-In :

Certificate :

Roster Name :

Favorite : ☐ ☒

Notes :

 Save  Cancel

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 editing the record another time and pressing the Save button.

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

## Pilot Pictures

Pilot pictures now synch in any direction, to and from any device and the CLOUD. You can add a **picture** for each pilot. Press the **Browse** button and select the photo.

### ENT Edition

**Enterprise** users can store up to 300 images on **CrewLounge CLOUD** with a maximum size of 2MB per picture!

### ENT+ Edition

**Enterprise Plus** users can store unlimited pictures, without size limitation.

## Pilot SELF

**PILOTLOG** requires all flights to be logged with pilot SELF. This pilot is hardcoded in the database and cannot be replaced or deleted. Do not add yourself to the database, always record your flights with Pilot SELF.

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 Support](#)

[SELF and My Name showing double](#)



## 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.

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 96).

## 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.

## Pilot Merge

Desktop Only

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.



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



In line with the EU GDPR regulations, you must respect the privacy of your colleagues! Do NOT post private information on public forums or social media.

## De-activating Pilots



De-Activate

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 92).

## 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.

**PILOTLOG** distinguishes 5 types of aircraft: **Aircraft, Simulator, Drone, 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.

The screenshot shows the 'Edit Aircraft' form with the following fields and options:

- Type:** Aircraft (dropdown)
- Class:** Aeroplane (dropdown)
- Auto load hours:** PICus when PF (dropdown)
- Company:** MyAirline (text input)
- Sub-Class:** Land (dropdown)
- Registration:** G-BYAL (text input)
- Category:** Multi Pilot (dropdown)
- Fin:** (text input)
- Power:** ME - Turbine (jet-fan) (dropdown)
- Model:** B757 (text input)
- Variant:** 200 (text input)
- Manufacturer:** (text input)
- Type Rating:** (text input)
- Passenger:** (text input) seats
- Favorite:** ☐ (radio button)
- Options:**
  - ☐ Aerobic
  - ☒ High Performance
  - ☒ More than 5,700 kg / 12,500 lbs
  - ☐ Complex
  - ☐ TM Glider
  - ☒ Tailwheel
  - ☒ EFIS
- Instrumentation:**
  - ☐ Cross-Country
  - ☐ Relief Pilot
  - ☐ IFR
  - ☐ Actual Instrument
  - ☐ Sim. Instrument
- Default Operation:** (dropdown)
- Default Approach:** (dropdown)

Buttons: Save, Cancel

**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.

**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 **EFIS** (Electronic Flight Instrument System) is a flight deck instrument display system that displays flight data electronically rather than electromechanically.

**TM glider** stands for “Touring Motorized glider”.

**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 [airline interface](#). 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)

#### Samples

	Aircraft			Simulator
Company	TUI fly	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

The **Aerobatic** property allows you to print reports and run queries:

[Online Support](#)

[How to log Flight time \(Aerobatics\)](#)

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 Support](#)

[How to auto-load Function & Condition Time](#)

If you have selected “**Running 2 logbooks**” on the **Settings – Flight Logging** 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 Properties

It is **important to know** that aircraft properties in the left (below indicated with a **red** frame), when changed, have an **immediate effect on all totals, reports and logbook printing**.

Aircraft **Autoload** properties (below indicated with a **green** frame) load default values in certain input fields while logging a flight record to the database, either manually or automatically (airline interface). Changing these properties does not affect flights that have been recorded before.

**Edit Aircraft**

Type : Aircraft    Class : Aeroplane

Company : MyAirline    Sub-Class : Land

Registration : G-BYAL    Category : Multi Pilot

Fin :    Power : ME - Turbine (jet-fan)

Model : B757

Variant : 200

Manufacturer :    ☐ Aerobic    ☐ Complex

Type Rating :    ☐ High Performance    ☐ TM Glider

Passenger :    ☒ More than 5,700 kg 12,500 lbs    ☐ Tailwheel

seats    ☐ EFIS

Auto load hours : PICus when PF

☐ Cross-Country

☐ Relief Pilot

☐ IFR

☐ Actual Instrument

☐ Sim. Instrument

Default Operation :   

Default Approach :   

Favorite : ☐ ☐

Save Cancel

## 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 **CrewLounge CLOUD**
- on the **Query** page, select all flights for aircraft **ABFT**
- Multi-Select all flight records. Read more about **Mass Editing** (page 92)
- 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.

### 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 Support

[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. **PILOTLOG** 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

## 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 92).

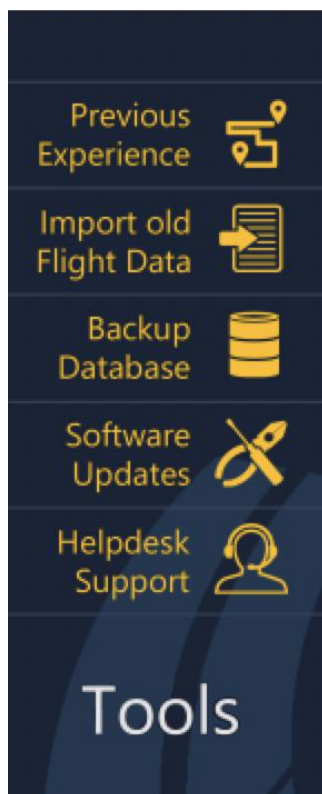
# DATABASE BACKUP

Desktop

**PILOTLOG** stores all flight records, pilot names and aircraft registrations in a single SQL database.

You can configure the software to make automatic backups every time (or every 8 days) the desktop application is closed. Select the frequency and the destination folder on the **Tools – Backup Database** page.

A copy of the SQL database is automatically uploaded from the desktop to **CrewLounge CLOUD**. The backup is archived with a Date-Time stamp. From the desktop, you can additionally create a manual backup through the **Tools – Backup Database** page.



## Backup Database

Your logbook database is stored in CrewLounge Cloud. The database on this computer and on your mobile phone are just a local copy.

According to your license plan, we keep 20 backup file(s) for your account. The backups are stored in the Cloud. You can choose the interval at which these backups are created.

Once every 8 days

Login to [My CrewLounge](#) to review and restore your backup(s).

### Manual Backup

You can make additional backups of your local database

Path :

 Browse

 Backup Now



Enable automatic backup from the **Settings – Tools – Database Backup** page.

## Maximum number of Backups

Making a backup is a good plan. It may happen that a problem with your database is discovered late, and you need to go back in time much further than the last backup.

**CrewLounge CLOUD** stores **1 up to 20 backups** for your database. The number depends on your license plan.



When the maximum number of backups for your license plan is reached, CrewLounge overwrites the oldest backup file with any new backup that you make. The logic is similar to the voice recorder on the flight deck.

## Restore Backup

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 Online Knowledge Base:

[Online Support](#)

[How to Start-Over \(delete / clear database\)](#)

## Exporting data to CSV or XLS

Desktop Only

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 Online Knowledge Base:

Online Support

[How do I export my flights to Excel or Text file](#)

### DATA EXPORT

We strive for a comprehensive, yet user-friendly logbook software. Exporting data makes us feel that we have failed in our mission!

Should you export the records to a spreadsheet to create your own reports or calculations, please tell us what your requirements are. We will try to add a similar report to the application.

If you're exporting records because you've decided to leave us, please do tell us! We are committed to improving our product and customer support services!

# Data Entry



# PREVIOUS EXPERIENCE

Previous experience (that is, your flying experience until the date where you start using **PILOTLOG**) 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.

**PILOTLOG** offers five different methods 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, not via the **Tools - Previous Experience** page.
- Professional airline pilots can import all previous experience using the **Airline Interface**, such as **AIMS, Sabre, eCrew, 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)
- **PILOTLOG** imports data from 50 other electronic logbook applications, such as **Safelog, Logbook Pro, LogTenPro**, ...

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

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. CrewLounge does not offer this kind of service, however we have listed a number of independent companies on our website:

Website

[CrewLounge PILOTLOG - Logbook scanning](#)

# Log Grand Totals per Aircraft Model

## Desktop Only

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

[Video Tutorial VT09](#)

## Previous Aircraft

You must first create an aircraft on the **Tables – Aircraft** page and set the Type 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 did fly Boeing 737 in the past and you still fly this aircraft today, you would add the following aircraft to the database:

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

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

(\*) you can split further per variant (e.g. B737-300, B737-400, etc.) or per group (e.g. B737-Classic, B737-NG, B737-MAX)

**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 many different models, and you are no longer interested in the details, you can group aircraft with the same type and number of engines. e.g. Group "C150, C152A, C172RG" into "all Cessna" or group "Cessna 150 and Piper 28" into "all SEP".

## 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

**PILOTLOG** can import data from **50 other logbook applications**. Export your flight records from your current application and submit the file for conversion:

Website

[CrewLounge PILOTLOG - 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 also submit the file. Select **V01 - Generic CSV** when uploading the file. Our team will convert the file into a compatible CSV file. This service is free.

Website

[CrewLounge PILOTLOG - Import Wizard](#)

Should you prefer to do the conversion yourself, follow the guidelines listed in the following solution in **CrewLounge Online Support**:

Read more in the Online Knowledge Base:

Online Support

[Import Data from my Excel sheet](#)

# FLIGHT LOGGING

## General

### Changing the layout of the flight data grid

Desktop Only

The **Flights** page and **Query** page use a common data grid. The layout of the data grid can be modified through the **Flight Grid** page. You access the **Flight Grid** page through the **Grid** button (picture icon) in the lower right corner of the **Flights** page of the desktop app. This function is not available in the mobile apps.

- on the **Flight Grid** page, select the columns you want to display. The order in which the columns are sorted from left to right cannot be modified.
- 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 data grid 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 flight records

The data grid (desktop) or flight list (mobile app) is default sorted by flight date ascending. The last flight (date) appears at the bottom of the data grid, similar to writing flight records in your paper logbook. Tick the '**Sort Last Flight on Top**' checkbox on the **Flight Grid** page (desktop) or the sort button at the bottom of the list (mobile app).

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).

### Flight Configuration

There are 60 different fields at your disposal to enter flight details. Enable the fields from the **Flight Config** page. You must redo the configuration for any other device.

You access the **Flight Config** page through the **Config** button (cogwheel icon) in the lower right corner of the **Flights** page of the desktop and the mobile apps.



<b>ROUTE</b>	<b>DATE</b>	Date of Flight, either UTC or Local
	<b>AIRCRAFT</b>	Aircraft registration, such as N234PB
	<b>DEPARTURE</b>	ICAO or IATA code for departure airfield
	<b>DEPARTURE RUNWAY</b>	Runway designator for departure airfield
	<b>ARRIVAL</b>	ICAO or IATA code for arrival airfield
	<b>ARRIVAL RUNWAY</b>	Runway designator for arrival airfield
	<b>FLIGHT NUMBER</b>	Flight Number, such as EK550
	<b>PAIRING</b>	Sequence of planned flights
<b>HOURS</b>	<b>OUT - IN HOURS</b>	Off/On Block - Out/In times (ATD / ATA)
	<b>TO - LDG HOURS</b>	Takeoff/Landing - Off/On times
	<b>TOTAL TIME</b>	Total Block Time
	<b>SCHEDULED HOURS</b>	Scheduled Hours (STD / STA)
	<b>HOBB HOURS</b>	Start/End Hobbs meter
	<b>PIC</b>	Pilot-in-Command or SOLO time
	<b>PICUS</b>	PIC under Supervision time, Upgrade to PIC
	<b>COPILOT</b>	First Officer / SIC time
	<b>DUAL</b>	Dual time, either given or received
	<b>INSTRUCTOR</b>	Instructor time (given)
	<b>EXAMINER</b>	Examiner time, both flight and sim
	<b>RELIEF</b>	Pilot Relief (non-flying) time
	<b>NIGHT</b>	Night time (automatic or manual)
	<b>IFR</b>	IFR time (remaining becomes VFR)
	<b>ACTUAL INSTRUMENT</b>	Actual time in IMC conditions
	<b>SIMULATED INSTRUMENT</b>	Simulated IMC, Hood training time
	<b>CROSS-COUNTRY</b>	Navigation 30 NM (rotor) / 50 NM (airplane)
	<b>USER TIME 1</b>	Setup your own time field
	<b>USER TIME 2</b>	Setup your own time field
	<b>USER TIME 3</b>	Setup your own time field
	<b>USER TIME 4</b>	Setup your own time field

<b>CURRENCIES</b>	<b>TASK</b>	Pilot Flying, Pilot Monitoring (Non-Flying)
	<b>TO DAY</b>	Number of Takeoffs during Daylight
	<b>TO NIGHT</b>	Number of Takeoffs during Night
	<b>LDG DAY</b>	Number of Landings during Daylight
	<b>LDG NIGHT</b>	Number of Landings during Night
	<b>AUTOLAND</b>	Number of autolands
	<b>LIFTS</b>	Number of Lifts (Sling & Winch)
	<b>HOLDING</b>	Number of turns in the hold
	<b>PAX</b>	Number of passengers carried
	<b>CARGO</b>	Cargo payload carried
	<b>USER NUMERIC</b>	Setup your own numeric field
	<b>USER TEXT</b>	Setup your own text field
	<b>USER BOOLEAN</b>	Setup your own Yes-No field
	<b>DE-ICING</b>	Aircraft was de-iced for takeoff
	<b>FUEL</b>	Total Fuel on board (kg or lbs)
	<b>FUEL PLANNED</b>	Planned Fuel Used (trip + taxi)
	<b>FUEL USED</b>	Fuel Used (insert minus fuel remaining)
	<b>TYPE OPERATION</b>	Solo, SPIC, Observer, LowVis, FAR 121...
	<b>TYPE APPROACH</b>	Select Type of Approach
	<b>GLIDER LAUNCH</b>	Select Type of Glider Launch
	<b>DELAY</b>	IATA code(s) for delay
	<b>SIGN BOX</b>	Insert the number of the signature box
	<b>SIGN PEN</b>	Capture signatures with your phone
<b>CREW</b>	<b>PIC</b>	Name of the Pilot-in-Command
	<b>2nd PILOT</b>	Name of the First Officer
	<b>3rd PILOT</b>	Name of the third pilot (or examiner)
	<b>4th PILOT</b>	Name of the fourth pilot (extra crew)
	<b>CREW LIST</b>	Entire Crew List with roles
<b>FLIGHTLOG</b>	<b>REMARKS</b>	Comments are printed in logbook
	<b>INSTRUCTION</b>	Type of training (given or received)
	<b>JOURNEY LOG</b>	Comments are not printed in logbook

## I do not log the Departure and Arrival airfield

- Departure and Arrival airfields are mandatory because we need the airfields to know the Local Time Zone

## User Fields

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

- On the **Flights – Config** page, you can setup 4 user time fields. Entries may not exceed Total Block Time.
- On the **Flights – Config** 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** only 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 **not** 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 **Crew List** box. Delay codes and Fuel are default available in **PILOTLOG**. 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.

### Samples

“I want to log **Flight Engineer** (FE) or **SPO** (System Panel Operator) hours”

➔ Setup a user time field

“I want to log **Aerobatic** time”

➔ Setup a user time field, or select the Aerobatic property for the Aircraft on the **Tables – Aircraft** page. Read more in the Online Knowledge Base:

Online Support

[How to log Flight Time \(Aerobatics\)](#)

“I want to log **Distance Flown**”

- ➔ Track, Distance and Ground Speed are automatically calculated by **PILOTLOG** using airfield coordinates. Do **not** create an additional User field for this!

“I want to log **SOLO** time”

- ➔ Do **NOT** activate a user field for SOLO time, it will NOT print in your logbook. You will need to select the **SOLO** tag from the **Type of Operations** select list. Read more in the Online Knowledge Base:

Online Support

[How to log SOLO time](#)

“I want to log the number of **approaches** (e.g. 3 x ILS)”

- ➔ Do **NOT** activate a user field for number of approaches, it will NOT print in your logbook and on reports.  
Select the approach from the **Type of Approach** list. In case the approach was flown more than 1 time, select the same tag again! (e.g. **[RNAV] [RNAV]**)

“I want to log the **Landing Runway**”

- ➔ Setup the Runway field from the **Config** page.

“I want to log whether or not I was **RHS (right hand seat)** pilot”

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

“I want to log **Passengers**”

- ➔ There is a pre-defined check boxes for passengers. There are no separate boxes for adults, male, female, children, infants. If you like to keep track of that, you can store the details in the **Flight Report** field.

“I want to log **Low Vis Takeoff (LVTO)**”

- ➔ You can log **Low Visibility Takeoff** by selecting the **[LVTO]** tag from the **Type of Approach** field, or log **Low Visibility Procedures** in general by selecting the **[LVP]** tag from the **Type of Operations** field. Both fields are available from the **Flight Add/Edit** page. Use the one that fits you best.

## Flight List Color Codes

A colored band on the left side of each record indicates the **Type of Event** and **Record Status**.

28 Oct 2019	JAF2941
3:40	BRU-AYT

Cyan color indicates a historical **Flight** record where all data is **completed**.

29 Oct 2019	Simulator
4:00	B737

Purple color indicates a historical **Simulator** record where all data is **completed**.

02 Nov 2019	Drone
2:50	DR-345X

Yellow color indicates a historical **Drone** record where all data is **completed**.

25 Nov 2019	JAF2671
2:55	CRL-TNG

Green color indicates a record in the **Future** (planned roster).

03 Nov 2019	EK902
2:40	DXB-BOM

Grey color indicates a record that has "**Next Page**" ticked (on desktop). Edit the flight to set the Next Page checkbox on the left side.

16 Aug 1989	
54:48	BRU-BRU

Brown color indicates **Previous Experience**. Previous experience is logged only from the desktop **Tools - Previous Experience** page. On the desktop, you can look-up previous experience time from the **Tools** page and the **Query** page. On the mobile app, press the **loupe** icon on the **Flight** List and select Previous Experience in the Date window.

03 Nov 2019	JAF3402
2:40	ALG-CRL

Red color indicates a **Record (flight / sim / drone)** that is **not completed** (some data is missing). Typically, that would be any of the following:

- Airfields (departure and arrival)
- Aircraft Model & Registration (different from any default XX)
- OUT / IN hours (\*1)
- Total Time (may not be zero)
- Function time (any PIC, PICUS, SIC, DUAL, RELIEF, INSTR, EXAM)
- Pilot names (at least SELF and 1 other pilot must be logged)
- Flight was removed from your roster or cancelled (\*2)

(\*1) The airline interface compares OUT/IN hours against SCHEDULED OUT/IN hours to decide whether or not block hours are updated to actual or still planned. In case Scheduled hours are not available, the logic will look for rounded numbers. In that scenario, if **both** the OUT and IN times end by "0" or "5" (e.g. 14:25 – 18:10), block hours are considered planned and the record colors red.

(\*2) Read more about **Roster Changes** (page 105).

You can clear the red color by manually editing the flight and saving the record. On the desktop, you can use the mass-edit function to clear the red color.

## Logging Flights

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

Read more in the Online Knowledge Base:

[Online Support](#)

[How to log Flight Time](#)

## Next flight / Return Flight

### Desktop

Pressing the **Return Flight** button in the **Flight List** on the desktop, creates a new Flight in the **Flight Add** screen, with the following properties:

- Date (same day, or next day when near midnight)
- Increase Flight Number by 1 unit
- Reverse Departure and leave Arrival airfield blank
- Copy Aircraft Registration
- Reverse Task (PF / PM)
- Copy Entire Crew

### Mobile App

On the mobile app, there are some additional functions for creating the Next Flight or Return Flight. **Long tap-and-hold** a flight record in the **Flights** list to pop-up the following menu:

This function creates a new flight, 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 leave Arrival airfield blank
- Copy Aircraft Registration
- Reverse Task (PF / PM)
- Copy Pilots and Crew List

## Paste Last Flight

### Mobile App

The paste data button copies data from the last saved flight into the current record:




- Aircraft Registration
- Reverse Task (PF / PM)
- All Pilots
- Crew List
- Instructor / Examiner Time
- Type of Operations
- Type of Launch

And optionally, if the field is still empty:


- Date
- Airfields (Departure and Arrival are swapped)
- Runways (Departure and Arrival are swapped)
- Flight Number (increased with 1)
- Training (instruction notes)

✕ CANCEL | ✓ DRAFT | ✓ SAVE

**Add Flight**

DATE 25 Sep 2020 Friday >

AIRCRAFT  tail number >

The button is not always visible, only when adding a new flight after a recent log.



## Save / Draft Save

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. You can then use the **DRAFT** save button instead. The **DRAFT** save function saves the record to the database and bypasses all validation checks.

## ACARS

Grab flight hours from your onboard FMS **ACARS** by making a picture of the display with your phone or tablet.

The **ACARS** function is available from the **Flight Add/Edit** page (iOS app only). If you do not find the **ACARS** button, then activate the **ACARS** function from the **Settings – Flight Logging** page on the mobile app.

We support more than 60 different ACARS displays. Read more in the Online Knowledge Base:

[Online Support](#)

[ACARS Data Capture](#)



## ADS-B

**CrewLounge PILOTLOG** connects to the worldwide **ADS-B** network and retrieves live data with a single tap of the button.

The **ADS-B** function is available from the **Flight Add/Edit** page in the mobile app. If you do not find the **ADS-B** button, then activate the **ADS-B** function from the **Settings – Flight Logging** page.

**ADS-B** is an expensive paid service. We are including a limited number of free calls into your subscription plan, even in the free Student Edition.

Read more in the Online Knowledge Base:

[Online Support](#)

[ADS-B Live Data](#)

# Simulator Time

## Simulator Type

In order to log simulator training, 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.

Read **Database Tables – Aircraft** (page 35) for more details about adding new aircraft.

Simulator time is kept separate from aircraft time. Totals on the **Home** page may or may not include simulator time, depending on your selections with the checkboxes at the top of the page. A breakdown of simulator time is available in the **T001 – Total Time** report. Press the **View More...** link on the **Home** page to display this report.

Read more in the Online Knowledge Base:

Online Support

[How to log Simulator Time](#)

Watch the following online demo video:

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.

You must log Start / End hours and Total Time for all simulator sessions, **even if some sessions (e.g. ATD, FSTD) do not count against your total experience**. In line with your aviation administration regulations, you will then exclude these records when printing your official logbook.

You exclude these sessions through option 3 on the **Logbook – Logbook Format** page (read more - page 163). Should that option not be adequate, you can configure for “**Running 2 logbooks**”, and redirect all unwanted simulator devices to Logbook 2 (read more – page 152).

## Crew

### Pilot SELF

**CrewLounge PILOTLOG** 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 after inserting 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 **Flights – Config** 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. **PILOTLOG** 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 – App General** 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 Online Knowledge Base:

Online Support

[What is a Pairing](#)

## Automatic Flight Number recognition

**PILOTLOG** 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, **PILOTLOG** 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.

## Departure and Arrival Airfield

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. **PILOTLOG** automatically turns your entry into IATA or ICAO mode according to your preferences on the **Settings – App General** 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) ...

### Route Logging

Each flight must be recorded from A to B. **PILOTLOG** 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 **PILOTLOG** 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.

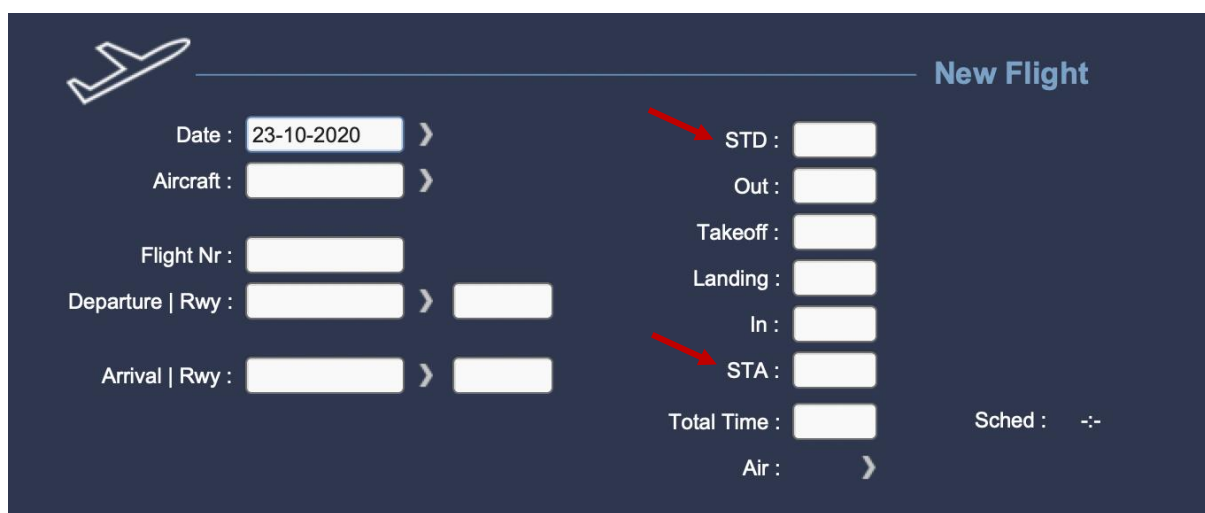
Logging each flight leg as a separate record may seem cumbersome. **PILOTLOG** offers many built-in features to facilitate your entries, such as automatic flight number recognition, automatic return / triangular flight suggestion and automatic flight roster import from over 250 airlines worldwide...

## Block Hours - OOOI Times

### Scheduled Off-/On-Block hours

Planned block hours (OUT-IN) are usually automatically logged by the **Airline Interface**. Hours are displayed on the designated **STD (Scheduled Time of Departure)** and **STA (Scheduled Time of Arrival)** fields.

These fields can be activated on the **Flight Config** page.



The screenshot shows the 'New Flight' form with the following fields:

- Date : 23-10-2020 >
- Aircraft : >
- Flight Nr :
- Departure | Rwy : >
- Arrival | Rwy : >
- STD : (indicated by a red arrow)
- Out :
- Takeoff :
- Landing :
- In :
- STA : (indicated by a red arrow)
- Total Time :
- Air : >
- Sched : -:-

### Actual Off-/On-Block hours

Off- and On-Block hours (OUT-IN) 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 23).

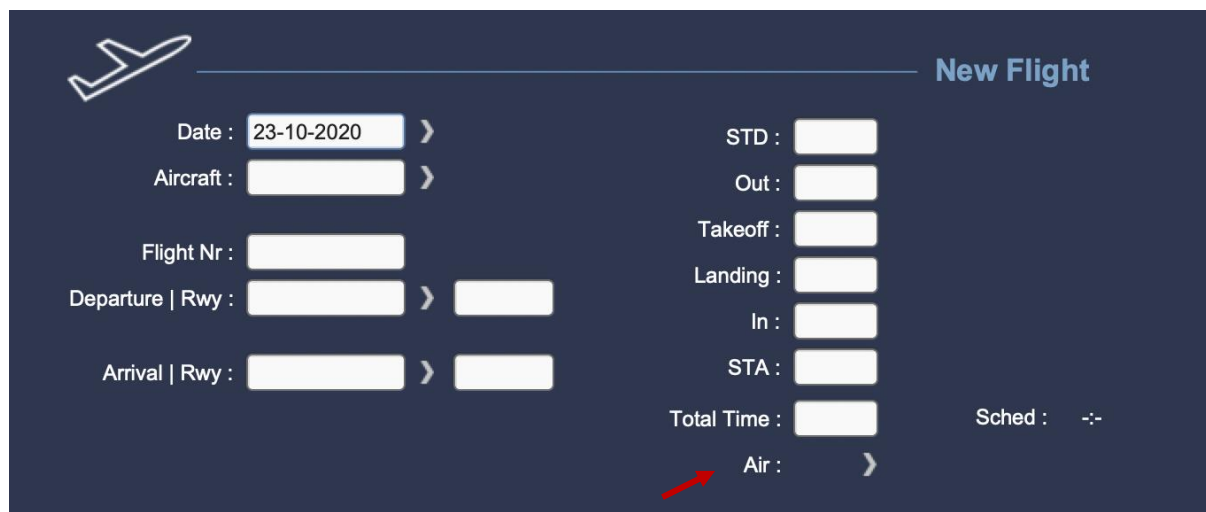
Total Block time is automatically calculated when block hours are inserted. Total Time can be overridden (reduced), if needed. Do not modify (reduce) total time for long haul flights with augmented crew. Instead, use [Relief Time](#) (page 67).

Total time is automatically copied to other boxes (PIC, Co-Pilot time, Instructor/Examiner, IFR, cross-country, etc.) according to the autoload settings for the active aircraft registration. Read more about [Autoload](#) (page 74).

## Takeoff / Landing hours

Takeoff and Landing hours (OFF-ON) are optional but is readily available when you enter a flight on the **Flights** 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 together with the scheduled and actual block hours.



The screenshot shows the 'New Flight' form in PILOTLOG. The form is dark blue with white text and input fields. It includes fields for Date (23-10-2020), Aircraft, Flight Nr, Departure | Rwy, Arrival | Rwy, STD, Out, Takeoff, Landing, In, STA, Total Time, and Air. A red arrow points to the 'Air' field.

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

## Check-In/Out - Duty Time

### Check-In/Out Times

C/O and C/I times are separately logged from the flight itself. This gives you the flexibility to enter the accurate Check-in/out times for proper accounting and calculation.

### Duty Time Limits

**PILOTLOG** monitors your duty time. Create the rules on the **Tables - Flight & Duty Limits** 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.



# Pilot Function Time

**Function** time describes your role, such as Pilot-in-Command, Co-Pilot or Instructor.

**PILOTLOG** 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 **Flights – Config** 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. **PILOTLOG** verifies that the sum of all logged function times equals total block time.

Continue with **Autoload Function and Condition time** (page 74) for guidelines how to configure **PILOTLOG** 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, select "**SPIC**" from the list on the Operations field. With the "**SPIC**" note inserted, **PILOTLOG** 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 Online Knowledge Base:

[Online Support](#)

[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 **Flights - Config** 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. Do not create a SOLO user field!

Log the flight as PIC time and select SOLO from the **Type of Operations** dropdown list.

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 Online Knowledge Base:

[Online Support](#)

[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 **PILOTLOG**. FAA pilots can disregard and bypass that message.

## Observer, Supernumerary Pilot, Line Operations Safety Auditor

**Observer (OBS)**, **Supernumerary (SNY)** and **Line Operations Safety Auditor (LOSA)** are pilot functions on the flight deck, as part of the active crew but with no flying duties assigned. 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)**.

You can select these functions from the **Type of Operations** dropdown list. The code is then printed in logbooks that have the Holder's Operating Capacity column. You can also run advanced queries on the database to filter these codes.

**Deadhead (DH / PAX)** is any pilot travelling as non-active crew on a flight (or ground transport). **PILOTLOG** is a logbook to record your own flights as pilot, and so we do not expect you to log these flights in the database.

## Instructor / Examiner

Enable the Instructor / Examiner column from the **Flights - Config** 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.

## Cruise Relief 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 **PILOTLOG**.

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.

### Sample

You fly 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 right seat, 3 hours in left seat and 4 hours of rest time:

➔ Log as:	Total Block	12.0	(matching OUT-IN time)
	PIC	3.0	
	Co-Pilot	5.0	
	Relief	4.0	

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 Online Knowledge Base:

[Online Support](#)

[How to log Relief Pilot / Supernumerary](#)

## Logging Flight Time in Decimals hours

### Mobile App

Default, the application runs in H:MM format. You can select “**I log Flight Times in Decimal**” on the app **Settings – App General** 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	<b>1</b>	automatically turns into	<b>0.1</b> hours
	<b>10</b>		<b>1.0</b> hours
	<b>123</b>		<b>12.3</b> hours

## Type of Operation

**Tag** your flights with **Type of Operation**. Select one or multiple tags from the following list. The list is hardcoded inside the app. You cannot add or edit any tags. Contact CrewLounge SUPPORT to add more types of operation.

Code	Description
ACRO	Aerobatics
AEMS	Aeroplane Emergency Medical Services
AMBU	Ambulance / HOSP
AT	Aircraft Test Flight
ATFM	Air Traffic Flow Measures
ATFMX	Air Traffic Flow Measures Exempted
ATPL	Airline Transport Pilot License
BFR	FAR 61.56 - Flight Review
CAR406	CARs 406 - Flight Training
CAR604	CARs 604 - Private Operators
CAR701	CARs 701 - Foreign Air Operations
CAR702	CARs 702 - Aerial Work
CAR703	CARs 703 - Air Taxi Operations
CAR704	CARs 704 - Commuter Operations
CAR705	CARs 705 - Airline Operations
CARGO	Cargo Load
CBT	Combat
CDR	Aircraft Commander
CDR-FM	Formation Commander
CHECK	Flight / Simulator Check
CHECK/MY	Flight / Simulator Check (my own)
CPL	Commercial Pilot License
CROP	Aerial application - Crop dusting
DH	Deadhead (Pax, Passenger, Non-Active Crew)
DROP	Dropping
ETOPS	Extended Twin Operation
FAR107	14 CFR Part 107 - Small Unmanned Aircraft

FAR117	14 CFR Part 117 - Flight / Duty time limitations and rest (for Flight Crew)
FAR121	14 CFR Part 121 - Scheduled air carrier (airliners)
FAR129	14 CFR Part 129 - Foreign Air Carriers
FAR133	14 CFR Part 133 - External load operations (Helicopter)
FAR135	14 CFR Part 135 - Commuter and On-Demand operations (max 30 seats)
FAR141	14 CFR Part 141 - Pilot Training
FAR380	14 CFR Part 380 - Public Charter air transportation of passengers (in interstate or foreign air transportation)
FAR61	14 CFR Part 61 - Certification for all pilots, flight instructors and ground instructors
FAR63	14 CFR Part 63 - Certification for flight crew other than pilots (flight engineer, navigator, etc)
FAR91	14 CFR Part 91 - Non-commercial flight (with small aircraft)
FERRY	Ferry Flight
FIRE	Fire Fighting
FORM	Formation Flying
HEMS	Helicopter Emergency Medical Services
HESLO	Helicopter External Sling Load Operations
HOIST	Rescue Hoist
IFF	In-Flight Fueling
INSP	Inspection
LOQE	Line Oriented Quality Evaluation
LOSA	Line Operations Safety Auditor
LOW	Low Level
LVP	Low Visibility Procedures
MAINT	Maintenance Flight
MCC	Multi Crew Course
MEDEVAC	Medical Evacuation
MIL	Military Air Forces
MOUNT	Mountains (1800 meters / 6000 feet)
NAVY	Military Naval Air Forces
NVIS	Night Vision Imaging System
OBS	As Observer
OFFSH	Offshore (oil rigs, ships, etc)
P2X	Second Officer - Cruise Relief

PHOTO	Photography - Infrastructure Inspection
POLAR	Polar Route
POLAV	Police Aviation
PPL	Private Pilot License
PRIV	Privately operated flight
READ	Readaptation
RHS	Right Hand Seat
SAFETY	Acting as Safety Pilot on flight deck (part of the active Crew)
SAR	Search And Rescue
SFO	Safety Officer
SNY	Supernumerary
SOLO	PIC under ground supervision
SPIC	Student Pilot-In-Command
TOW	Towing
TRNG	Training
WINCH	Cargo Winch
ZERO-G	Zero Gravity (Weightlessness / Readaptation)

## Condition Time

**Condition** time describes the condition in which the flight was conducted. **PILOTLOG** has five fields to record condition time:

Code	Description
IFR	Instrument Flight Rules
NIGHT	Night (7 different modes)
XC	Cross-Country
IMC	Actual Instrument Time
HOOD	Simulated Instrument Time

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 **Flights – Config** page.

### 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 **PILOTLOG**, 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 **PILOTLOG** to automatically log Actual Instrument time for a certain percentage % of total time. See further...

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 92).

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.

**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”!



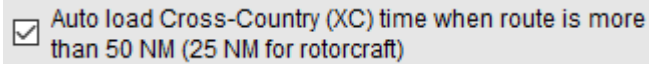
## Night Time

Read more about [Night Time](#) (page 75).

## Cross-Country

Cross-Country time ("XC") is logged automatically when all of the following conditions are met:

- 1) **XC time** must be enabled on the **Flights - Config** 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 **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 **PILOTLOG** recalculate XC time. Read more about [Mass Editing](#) (page 92).

# 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 **Flights – Config** page, select the time fields that you want to log with **PILOTLOG**. 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 **PILOTLOG** 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 each and every aircraft registration. You can use the **Multi-Select** function to mass edit all aircraft in a single click.

Watch the following online demo video how to configure **PILOTLOG** for time autoload:

Video Tutorial

[Video Tutorial VT07](#)

Read more in the Online Knowledge Base:

Online Support

[How to auto-load Function & Condition Time](#)

Online Support

[How to mass edit records using Multi-Select](#)

# Night Time

## Automatic Night Time calculation

Night time is calculated automatically when you insert the departure / arrival airfields and the OUT-IN hours. You must enable automatic night time calculation from the **Settings - Flight Logging** page.

**CrewLounge PILOTLOG** calculates the route along a great circle line, resulting in more accurate night time calculations for polar crossings. You can choose from **8 different types of night time** calculation!



Night times for flights that are recorded in your database prior to V5.3 remain unchanged, unless / until you edit those records. Editing records may result in small to large differences in night time calculation.

Choose any of the following types of Night Time calculation, in accordance with your regulations:

Type	Description
-	No night time is calculated – Log manually
SS/SR	Night runs from Sunset until Sunrise
Civil	Night runs from Civil Dusk until Civil Dawn (6 degrees)
Nautical	Night runs from Nautical Dusk until Nautical Dawn (12 degrees)
Fixed Hours	Night runs between fixed hours (Home Base time)
SS+10/SR-10	Night runs from Sunset + 10 minutes until Sunrise – 10 minutes
SS+15/SR-15	Night runs from Sunset + 15 minutes until Sunrise – 15 minutes
SS+30/SR-30	Night runs from Sunset + 30 minutes until Sunrise – 30 minutes
SS+60/SR-60 & Civil Night (US FAA)	Night runs from Civil Dusk until Civil Dawn, but takeoff and landing are considered Night from Sunset + 60 minutes until Sunrise – 60 minutes as per <b>FAA 14 CFR §1.1</b> ( <a href="#">read here</a> ) and §61.57 ( <a href="#">read here</a> )

**PILOTLOG** calculates your ground speed along the route, based on actual OFF (takeoff) and ON (landing) hours. If these hours are not logged or missing, night time is calculated from OUT (Off-Block) until IN (On-Block), with a fixed correction of 10 minute taxi-out time and 5 minute taxi-in time. There are no corrections for airport elevation nor airplane cruising level.

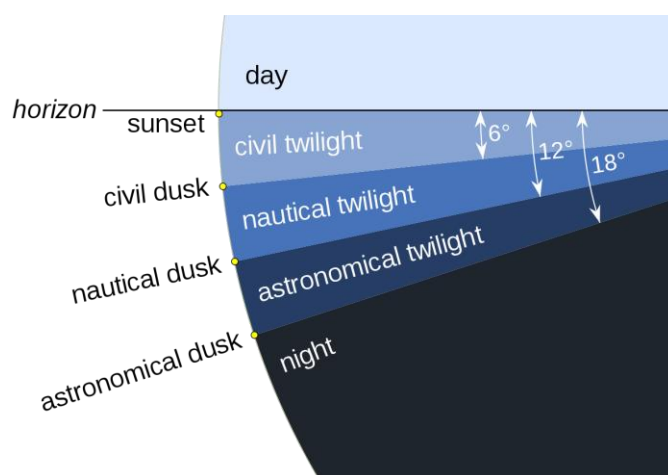
Night time cannot be calculated if geographic location for the departure or the arrival airfield are missing. Most of the 40,000 airfields in the **CrewLounge PILOTLOG** database have coordinates. Should the coordinates be missing for your airfield, you can manually insert the location on the **Tables – Airfield** 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 TO-LDG Day-Night**” on the **Settings – Flight Logging** page.

More general information about night time and twilight can be found on these web-pages:

<https://www.timeanddate.com/astronomy/different-types-twilight.html>

<http://en.wikipedia.org/wiki/twilight>



## Other Time and Data fields

**PILOTLOG** 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 51).

# 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, **PILOTLOG** 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 motor driven 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 Online Knowledge Base:

Online Support

[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 38). 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 **Flights – Config** page.

Read more in the Online Knowledge Base:

Online Support

[How to log Flight time \(Aerobatics\)](#)

## Task Distribution PF / PM

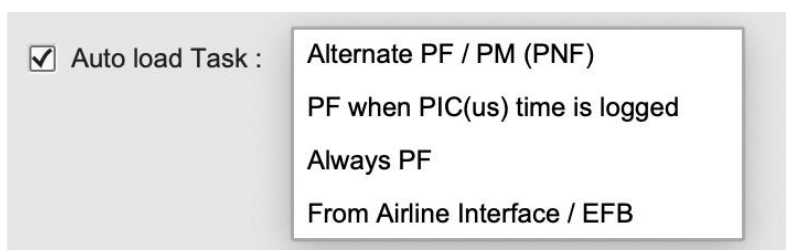
### PF / PM (PNF)

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). **PILOTLOG** 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:



### 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 92).

## 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.

### Navigation

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

# Type of Takeoff & Approach

## Approach & Landing

Similar to Type of Operation, you can “tag” the Type of Approach on your flights, like “RNAV”. Rotorcraft pilots can select type of landing, such as landing on “Oil rig”, “Deck” and “Glacier”.

In case you perform multiple similar approaches on a single flight, select that approach multiple times from the list. (e.g. [ILS] [ILS] [ILS])

[GO-AROUND], [AUTOLAND] can also be selected.

## Takeoff

You find a few Takeoff items in the same list, such as “HUD TO” and “LVTO”.

Here is the complete list

Code	Description
A-RNP	Advanced RNP
AL	Autoland
ARA	Airborne Radar Approaches
ARRGR	Arrestor Gear Landing
BOL	Bolter Aircraft Carrier Landing
CAT-1 (LTS)	ILS - Category I (Lower Than Standard)
CAT-2	Instrument Landing System - Category II
CAT-2 (OTS)	ILS - Category II (Other Than Standard)
CAT-3	Instrument Landing System - Category III
CAT-3b	Instrument Landing System - Category III-B
CAT-3c	Instrument Landing System - Category III-C
CATAPULT	Catapult Takeoff
CIRC	Circling Approach
CONTACT	Contact Approach
DECK	Landing on Helicopter Deck or Aircraft Carrier Deck
DECK-TO	Takeoff from Helicopter Deck or Aircraft Carrier Deck
EFVS	Enhanced Flight Vision System
FCLP	Field Carrier Landing Practice
G/A	Go-Around
GCA	Ground Controlled Approach
GLACIER	Landing on Glacier
GLONASS	Global Orbiting Navigation Satellite System
GLS	GBAS (Ground Based Augmentation System) Landing System
GPS	Global Positioning System
HOSP	Landing on Hospital
HUD / EVS	HUD (Enhanced Vision System)
HUD-TO	Head-Up Display Takeoff
IAN	Integrated Approach Navigation
IAPP	Instrument Approach
ILS	Instrument Landing System
ILS (IGS)	ILS (Instrument Guidance System)



<b>ILS (PRM)</b>	ILS (Precision Runway Monitor)
<b>ILS (STEEP)</b>	ILS (with glide slope more than 4.5°)
<b>JPALS</b>	Joint PA (Precision Approach) and Landing System
<b>LAAS</b>	Local Area Augmentation System
<b>LDA</b>	Localizer Directional Aids
<b>LNAV</b>	Lateral Navigation
<b>LNAV-VNAV</b>	Lateral Navigation and Vertical Navigation
<b>LOC</b>	Localizer
<b>LOC-BC</b>	Localizer Back Course
<b>LOC-DME</b>	Localizer (Distance Measuring Equipment)
<b>LPV</b>	Localizer Performance with Vertical Guidance
<b>LVTO</b>	Low Visibility Takeoff
<b>MLS</b>	Microwave Landing System
<b>MOUNT</b>	Landing on Mountain
<b>MP</b>	Monitored Approach
<b>NDB</b>	Non Directional Beacon
<b>NDB-DME</b>	Non Directional Beacon (Distance Measuring Equipment)
<b>NDB2</b>	Non Directional Beacon (2 stations)
<b>NON-PREC</b>	NPA (Non-Precision Approach) (general)
<b>NVIS</b>	Night Vision Imaging System
<b>NVIS (CAL)</b>	Night Vision Imaging System (Confined Area Landing)
<b>NVIS (UL)</b>	Night Vision Imaging System (Unlit Area Landing)
<b>OIL RIG</b>	Landing on Oil Rig
<b>OUTSIDE</b>	Landing Outside
<b>PAR</b>	PA (Precision Approach) Radar
<b>PMA</b>	Pilot Monitored Approach
<b>PREC</b>	PA (Precision Approach) (general)
<b>RFA</b>	Radar FLIR Approach
<b>RIG'N FLY</b>	Rig Integrated GPS approach with enhanced flyability and safety
<b>RNAV</b>	Area Navigation
<b>RNAV (DME-DME)</b>	Area Navigation (using two different DME)
<b>RNAV (GNSS)</b>	Area Navigation (Global Navigation Satellite System)
<b>RNAV (GPS) / LNAV</b>	Area Navigation (Global Positioning System) / LNAV minimums
<b>RNAV (GPS) / LP</b>	Area Navigation (Global Positioning System) / LP minimums

<b>RNAV (GPS) / LPV</b>	Area Navigation (Global Positioning System) / LPV minimums
<b>RNAV (GPS) / VNAV</b>	Area Navigation (Global Positioning System) / VNAV minimums
<b>RNAV (VIS)</b>	RNAV Visual Approach
<b>RNAV (VOR-DME)</b>	Area Navigation (using VOR and DME)
<b>RNP</b>	Required Navigation Performance
<b>RNP / LNAV</b>	Required Navigation Performance / LNAV minimums
<b>RNP / LP</b>	Required Navigation Performance / LP minimums
<b>RNP / LPV</b>	Required Navigation Performance / LPV minimums
<b>RNP / VNAV</b>	Required Navigation Performance / VNAV minimums
<b>RNP AR</b>	Required Navigation Performance (Authorization Required)
<b>ROOF</b>	Landing on Building Roof
<b>SDF</b>	Simplified Directional Facility
<b>SHIP</b>	Landing on Ship
<b>SRA</b>	Surveillance Radar Approach
<b>T&amp;GO</b>	Touch & Go
<b>TACAN</b>	UHF Tactical Air Navigation Aid
<b>VISUAL</b>	Visual Approach
<b>VNAV</b>	Vertical Navigation
<b>VOR</b>	VHF Omni Directional Radio Range
<b>VOR-DME</b>	VHF Omni Directional Radio Range (Distance Measuring Equipment)
<b>VS</b>	Vertical Speed
<b>A-RNP</b>	Advanced RNP

## Type of Glider Launch

### Launch

Glider pilots can choose from 5 different launch types:

Code		Description
AT	Aerotow	Towed behind another aircraft
BG	Bungee	Pulled from a downhill slope
CT	Car Tow	Towed behind a driving car
SL	Self-Launch	Takeoff with built-in engine
WH	Winch	Pulled by a stationary ground-based cable spool

# Takeoff Day/Night, Landing Day/Night

## Takeoff & Landing

**PILOTLOG** automatically sets Takeoff and Landing:

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

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

**PILOTLOG** 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 TO-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.

Read more in the Online Knowledge Base:

[Online Support](#)

[How to configure Settings for TO-LDG and PF/PM](#)

## Mass Editing

Desktop Only

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 92).

## 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 **PILOTLOG**.

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



**DO NOT USE PILOTLOG FUEL DATA FOR FLIGHT PLANNING  
OF IN-FLIGHT REFERENCE!**

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

### Sample

Local Flight at small grass strip	Total Fuel	500 LBS
	Fuel Used	-190
<b>PILOTLOG</b> turns that into	Fuel Used	310 LBS

## Fuel Unit

The unit (**kilogram KG or pounds LBS**) is set on the **Settings – Flight Logging** page. This unit is valid for **ALL** aircraft and all reports.

## Fuel Plan

You can use the Fuel Plan field where you can choose for Planned Total Fuel or Planned Trip Fuel. You can activate the FUEL field from the **Flights – Config** page.

## De-Icing

Tick the De-Ice checkbox in case the aircraft was being de-iced prior flight. You can activate the DE-ICING field from the **Flights – Config** page.

## Payload

### Passenger Load

You can log the number carried on your flight.

Insert the maximum seat capacity on the **Tables - Aircraft Edit** page. **PILOTLOG** 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 **Duplicate use of the same Aircraft Registration** (page 38).

### Cargo Load

You can record the cargo carried on your flight. Choose any unit (KG or LBS), as long as you always use the same unit.

# Flight Delay

## Delay Code

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

You can log up to 3 delay codes on a flight.

## 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.

# 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 PDF logbook	Optional (*)	Always	Never

(\*) 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 Online Knowledge Base:

[Online Support](#)

[Difference between Instruction, Remarks and Flight Report](#)



# 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.

**PILOTLOG** 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, PILOTLOG captures only 1 signature per calendar day.

## Endorsement Sheet

### 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.

---

### Endorsement Sheet

Print page starting from  
Signature Box number :

1



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

Endorsement			
① Date : 31 Jan 11	Type of Session : LPC B737 Passed	Instructor / Examiner : James Duncan Lic / K-334112	⑥ Date :
② Date : 25/02/11	Type of Session : Sim Check Rating B767 Succeeded	Instructor / Examiner : Martin Andersen TRE NO-221143	⑦ Date :
③ Date :	Type of Session :	Instructor / Examiner :	⑧ Date :
④ Date :	Type of Session :	Instructor / Examiner :	⑨ Date :

- 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).

Remarks :

Training :

Sign :  >

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

11				12
SYNTHETIC TRAINING DEVICES SESSION				REMARKS AND ENDORSEMENTS
R	DATE (dd/mm/yy)	TYPE	TOTAL TIME OF SESSION	
	24.02.11	FNPT2 (FNPT Level II)	4 00	REC 2011-1
	25.02.11	FNPT2 (FNPT Level II)	4 00	② LPC 2011-1

# Electronic Signatures

## Capturing

Mobile Only

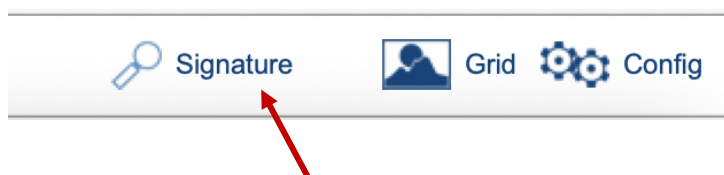
Grab the instructor's signature with your mobile phone or tablet. The **Signature** page in the mobile app can be accessed from the **Flight Add** page or straight from the **Main Menu**.

To avoid misuse, signatures are saved to the cloud and is associated to the flight which it is assigned to by a specific flight code generated in the background.

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

## View & Printing

Images can be reviewed with the desktop by pressing the **Signature** 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

**Endorsement Signatures** are stored on **CrewLounge CLOUD**. The maximum number of images that you can store, depend on your license plan.

# MASS EDITING

Desktop Only

## 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 data grid for the **Multi-Select** function to appear.

Read more in the Online Knowledge Base:

Online Support

[How to mass-edit / mass-delete records](#)

## Mass Edit 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

## Mass Delete Records

You can also delete multiple records. Select two or more records from the grid on the **Flights** or **Query** page, and press the **Delete** button.

In the event you need to delete all records, consider to using the **Start-Over** function, available from the **Tools** page.

Read more in the Online Knowledge Base:

[Online Support](#)

[How to Start-Over \(delete / clear database\)](#)

## Mass Edit 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** data grid. Next, press the **Edit** button below the table to display the **Airfields Mass Edit** page. This page offers a limited number of editing features.

# Mass Edit 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** data grid. 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.

# Mass Edit 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** data grid. 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:

<input type="checkbox"/> Aerobatic	<input type="checkbox"/> Complex
<input type="checkbox"/> High Performance	<input type="checkbox"/> TM Glider
<input checked="" type="checkbox"/> More than 5,700 kg 12,500 lbs	<input checked="" type="checkbox"/> Tailwheel
	<input type="checkbox"/> EFIS

In the above screenshot:

- ☒ → ALL aircraft have this box ticked
- ☐ → ALL aircraft have this box not ticked
- ☐ → SOME aircraft have this box ticked and SOME not
- ☐ → this checkbox is disabled and not available at this moment

# AIRLINE INTERFACE

## Online / Offline / EFB

### Introduction

CrewLounge **PILOTLOG** imports flight data from more than **130 different crew rostering** and **EFB** systems for **600 airlines** worldwide!

Watch the following online demo video:

[Video Tutorial](#)

[Video Tutorial VT05](#)

**PILOTLOG** is a logbook application. Therefore, **PILOTLOG** imports flights, simulator and flight duty periods only. The application does not import other duties, like ground classes, meetings, medical check or off days. Use **CrewLounge CONNECT** as your roster app!

Some crew rostering systems show only planned data, with or without crew names. While other systems are updated with actual block hours and aircraft registration. **PILOTLOG** imports both **Planned** rosters and **Historical** data. The latter includes pilot names, actual block hours, aircraft registration, task (PF / PNF-PM) and low visibility approach, whatever data is available through the crew rostering system used by your company.

Records imported through the Airline Interface will therefore color either **green or red** (indicating that some data is missing, such as actual block hours or aircraft registration) or **cyan** (flights) / **purple** (sim). Read more about **Flight List Color Codes** (page53).

**PILOTLOG** has 5 types of airline interfaces;

- the off-line **File Interface**
- the on-line **Web Interface**
- the email **EFB interface**
- the iOS **Calendar App**
- the Airline Crew Planning **API connection**



## How to get started

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

- select your **company** from the dropdown list
- select the default function “**Log Hours as:**”

“**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 (e.g. 3-letter code “PBN” or your numeric ID “48357”)

## Web Interface (online)

Mobile Only

Most companies provide the crew with an online crew web portal. The **PILOTLOG online** web interface accesses (crawling) the portal and retrieves your flight roster.

**PILOTLOG** connects to the crew portal by using your personal login credentials. The mobile app downloads a copy of your roster to your phone. The roster is then uploaded to the **CrewLounge CLOUD API Server** for data parsing.

Your flight data is stored in the cloud database, from where it all synchs to all devices (desktop and mobile) that you use **PILOTLOG** with.

Read more in the Online Knowledge Base:

Online Support

[Airline Roster Import](#)

## File Interface (off-line)

For a number of airlines, **PILOTLOG** does not have a direct automatic download. These interfaces work **off-line**, as follows:

1. Manually download your roster from the company's crew web portal
2. Save the roster file(s) on your computer (choose some dedicated folder)
3. On the **Airline** page press the **Browse** button (desktop) – **Share With** (mobile)
4. Press the **Start Import / CONVERT** button

## EFB Interface

More and more airlines introduce the EFB (Electronic Flight Bag) with a **Voyage Report / Journey Log / Flight Record** feature. Pilots must fill-out the document with actual block hours, fuel uplift, number of passengers and delay codes.

In the event that you receive a copy of the EFB via email, you can forward the report to the CrewLounge EFB Mail Inbox. Emails are processed within 2 minutes and all data automatically syncs to your logbook!

You can also enable auto-forwarding of all emails.

Read more in the Online Knowledge Base:

[Online Support](#)

[Airline EFB](#)

**PILOTLOG** imports EFB records from various airlines. If your airline is not listed, contact us to build an import function. If your airline is not using an EFB app yet, consider our top of the art EFB app, **AvioBook Flight** ([read more](#)).

## iOS Calendar App / Airline Crew Planning API

These methods are not described in this User Guide.

# Roster Time Zones

## 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 23).

On the other hand, you can run the software either in UTC time, Base Time, Local Time airfield, or in any selected time zone of your choice... Verify your selection on the **Settings – Flight Logging** page prior to importing roster files!

**PILOTLOG** handles all possible combinations. If the roster is printed in UTC, but you run **PILOTLOG** 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.

# Aircraft Model & Registration

## Aircraft Registration

In case your roster does not provide **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.

# Pilot Function and Condition Time

## PIC / Co-Pilot Time

The airline wizard uses the autoload properties for each aircraft registration from the **Tables – Aircraft** page to populate PIC / PICus / SIC. If there is no aircraft registration published on your roster, or the aircraft registration is not found in your database, the airline wizard will create a dummy registration (e.g. XX-B737 or XX-A320) and copy the default settings from the **Settings – Airline Interface** page to the new aircraft record.

## Instructor Time

For some systems, **PILOTLOG** 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 **Flights – Config** page is ticked and autoload for this aircraft registration is set to “Instructor”. Read more about [Autoload](#) (page 74).

## Night Time

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

If automatic night time calculation was turned off during data import, 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 81).

## Cross-Country Time / Actual Instrument Time / IFR Time

With the **Cross-Country** checkbox ticked on the **Flights – Config** 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 aircraft record properties prevail but work in combination with the selections on the **Settings – Airline Interface** page.

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 66).

# Pilots & Cabin Crew List

## 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.

**PILOTLOG** is a pilot logbook software. By default, the interface imports only Flight Crew Members (pilots). Optionally, the entire crew, including Cabin Crew Members (flight attendants), can also be imported in the Crew List box. Enable the Crew List box from the **Flights Config** page.

## 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** function on the **Tables** page of the desktop application to import all pilot names using **PILOTLOG**.

Some crew rostering systems, such as AIMS eCrew, 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. Use the **Roster Name** function to deal with this!

## My name and Pilot SELF

**PILOTLOG** 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.

Read more in the Online Knowledge Base:

Online Support

[SELF and My Name showing double](#)

## Search Logic

The airline wizard searches the 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.

**PILOTLOG** comes with a comprehensive search engine and is able to match **SHADUR M.** with **M. Shadur**, **MShàdur** and **Shadur Michelle**. However, 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

**PILOTLOG** 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 of the desktop application to merge double pilots into a single record. The name of the deleted pilot is stored in the “**Roster Name**” 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 Name 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, including any spaces or punctuation marks!

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.

# Combining multiple devices and interfaces

## Introduction

Depending on the crew web portal used by your company, all, or only a part, of the flight data can be retrieved through the **Airline Interface**.

- ➔ You can run different interfaces, for instance download your planned roster through one device and download historical data through another device, or import your EFB records!

## Event Merging

**PILOTLOG** comes with an extensive logic for automatic event merging.

If the same flight or simulator or duty is imported or recorded a second time, the new entry is automatically merged with the record already in the database. **Automatic event merging** works for all records that are retrieved through the airline interface.

Event Merging (EM) is one of the most complex modules, it's a chicken-egg story, "who was first". Are the hours in the database actual or planned? Is aircraft registration in the database the correct one, or should it be updated? Should IFR and Night time be adjusted or preserved after manual editing?

The EM module is fully automatic, no configuration required.

## Scenario

This is a case study where the crew web portal from the airline company provides the crew with planned and historical data in different formats.

e.g.	Emirates	Planned Roster is downloaded from FOIP Training data is retrieved from TMS Historical data is downloaded as Flight Time Record (XLS/PDF)
------	----------	--



Step 1 → Import **planned flights** from the crew web portal (online). Flight records are colored **green**, because the date is in the future.

Step 2 → Onboard the aircraft **edit** the record and insert any data you want to log, such as Task PF/PM, training notes or delay codes. The flight record colors **red**, because some data is missing when saved.

Step 3 → The records automatically sync to **CrewLounge CLOUD** and further to other mobile and desktop devices. This may actually already occur after Step 1 and then again after editing the records in Step 2.

Step 4 → Import **historical flight** data from the crew web portal (online) or historical data sheet (offline) or EFB import (email). The imported data **automatically merges** with existing flight records in the database.

Block hours are updated with actual OUT-IN times and aircraft registration is now received. The flight record turns **cyan** (simulator turns **purple**) to indicate that all data is complete.

Step 5 → Records automatically sync through **CrewLounge CLOUD** to other devices.



# Roster Changes

## Automatic Checking

**PILOTLOG** does not run any background process to check your roster every 30 minutes or so. While this kind of automation is technically possible, we refrain from doing so, on request of your airline company. If thousands of crew members check their roster every 30 minutes, this could potentially overload the company server.

## Company Notifications

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

**PILOTLOG** will never acknowledge roster changes or other company notifications when you connect on-line to the crew web portal. Where possible, the Airline Interface will step-over the notification. If the crew web portal does not allow bypassing the message, **PILOTLOG** will cancel the connection and logout from the portal.



CrewLounge PILOTLOG does never acknowledge roster changes! You need to manually log in to your crew web portal to acknowledge any changes.

## Cancelled Flights & Roster Changes

In case of a roster change, flight swap or in the event a flight is cancelled, the airline interface deletes that flight from your database only if the change occurs in the future.

The airline interface does not delete flight records from your database for changes in the past, even if the flight is removed from your roster. This is to avoid inadvertent deletion of historical records in your logbook due to an automation logic error. You must manually delete historical records from your **PILOTLOG** database.

Note: This behavior is typical to **PILOTLOG**. Backwards database updating is available in other apps of **CrewLounge AERO**. If you use another app like **CONNECT**, you will see that the airline interface does indeed backwards delete flights from the database in the **CONNECT** app. This is a technical decision, based on our risk assessment.

# Trouble Shooting

## File / Web Interface

As mentioned in the introduction, the airline interfaces are fragile. Any change on the airline's crew web portal, 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.

Read more in the Online Knowledge Base:

[Online Support](#)

[Airline Interface](#)

## Share events with the CONNECT app

### CrewLounge CONNECT

**CrewLounge CONNECT** is a mobile app to manage your roster and share your flight schedule with friends.

The **CONNECT** app uses the same airline interface as **PILOTLOG**. However, the **CONNECT** app imports ALL events, such as ground training, office duty, classroom teaching and also off-days and holidays.

### Event Sharing

By default, **event sharing** is turned ON. Any roster downloaded through one app will automatically also feed the database of the other app.

You can turn OFF event sharing from the app **Settings** page, or through the web portal **My CrewLounge**.

Read more in the Online Knowledge Base:

[Online Support](#)

[Sharing events between CONNECT and PILOTLOG](#)

# Data Query & Monitoring



# 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.

### 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 exclude 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 **Logging SOLO** (page 66)

#### Signed:

- Tick this checkbox to find all flights that have a **Sign number** logged
- Read more about **Endorsements** (page 89)

# Advanced Query

Desktop Only

## myQuery

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:

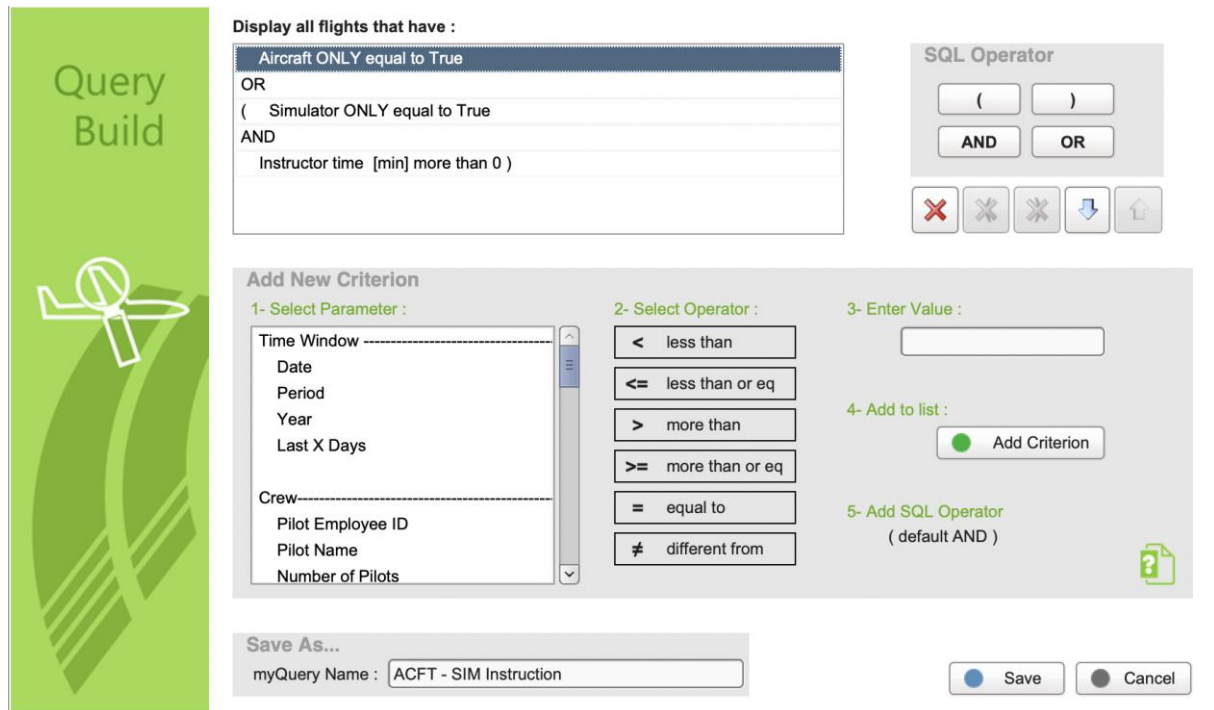
- **Query** page: simply click any saved myQuery to display all records at a glance  
e.g. “Display all flight records where I logged **aerobatic** time”
- **Reports** page: select any saved myQuery and print any report. The report covers only records that meet the myQuery criteria  
e.g. “Print Fuel / 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 from April 1st to 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!

Version 5

Read the following notes below before you start building your own advanced queries:



**Query Build**

Display all flights that have :

- Aircraft ONLY equal to True
- OR
- ( Simulator ONLY equal to True
- AND
- Instructor time [min] more than 0 )

**SQL Operator**

( )

AND OR

X ✖ ✖ ⬇ ⬆

**Add New Criterion**

1- Select Parameter :

- Time Window
  - Date
  - Period
  - Year
  - Last X Days
- Crew
  - Pilot Employee ID
  - Pilot Name
  - Number of Pilots

2- Select Operator :

- < less than
- <= less than or eq
- > more than
- >= more than or eq
- = equal to
- ≠ different from

3- Enter Value :

4- Add to list :

Add Criterion

5- Add SQL Operator ( default AND )

Save As...

myQuery Name : ACFT - SIM Instruction

Save Cancel

## 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 both pilots 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 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.

### 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 need to monitor the annual **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 & Duty 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 5

"I am an instructor on Boeing 747. My **flat rate** payment 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 6

“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 92). You can also use the “Type Rating” field to find “A320 family”.

# Quick Search

## Home page

Desktop

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 Employee 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 Employee 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 hovering 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 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:

- **PILOTLOG** is a pilot logbook, the database stores flights and simulators and extends to other duties such as deadheading, taxi, etc. This perfectly allows Flight Time monitoring
- On the **mobile app**, Flight and Duty Time monitoring is not only limited to Today's flights but is also extended to more flexible monitoring such as Last 28 days, Last 90 days.

## How to log Duty Hours

**PILOTLOG** stores Check-In or Check-Out hours in the database as separate records.

So, when you edit a flight and delay the landing, you must also manually edit the associated duty and extend the duty time.

With the Airline Interface, this goes semi-automatic.

# Creating Rules

Desktop Only

## Type of Rule

You must first create some rules on the **Tables – Flight & Duty Limits** page.

- **Flight Time Limit**

Flight Time Limit is a maximum of hours you are legally allowed to fly. Any flying above this limit is legally not allowed, hence exceeding the limit will color red. The purpose of this rule is to monitor your legal requirements. 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 Check-In/Out values from Duties logged on the **Flights** page.

- **Flat Rate**

Flat Rate is a maximum of hours you are flying 'within your contract'. Any flying above this limit is paid as 'overtime', hence exceeding the limit will color green. The purpose of this rule is to monitor your payment. 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.

By default, Flight Time Limit calculations use all hours (flights, simulator) from the database in the given period. To exclude any flying (e.g. general aviation, rotorcraft) or to exclude any simulator (e.g. all sim sessions, or only sim sessions where I act as instructor), you need to first build an **Advanced Query** (page 63). Then, run the Flight Time Limit rule on that query. The combination with **myQuery** is currently only available from the desktop app.

Events that **span midnight** (Home Base airport reference) are split into 2 parts. Only the part that falls inside the Time Window is taken into account.

e.g. you monitor “Last 28 days” and your flight today will land after midnight, then only the part before midnight is taken into account for “Last 28 days”.

The **Limits Summary** does not include your planned roster (beyond today), whereas planned flights are taken into account for the **Limits Detail** page. The **Limits Detail** (graph and grid) show the daily calculation results over the past 6 months.

The “**24 hours**” **Time 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, **PILOTLOG** 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.

The following **Time Windows** are fixed:

calendar day	calendar quarter	specified period (*)
calendar month	calendar 2 quarters	
calendar 12 months	calendar year	


(\*) the grid / graph are not available if the period exceeds 1 year

# Quick Monitoring

## Home page

Desktop

Simplified **Flight / Duty Time monitoring** is available from the **Home** page.



### Flight / Duty Times

[Limit Table >](#)

#### Flight Time

Max 100 flight hours in 28 days (4 weeks)	102:55	EXCEEDED
Max 900 flight hours in Calendar Year	256:44	VALID

#### Flight Time w/o Relief

--	--	--

#### Duty Time

--	--	--

#### Flat Rate

750 flight hours in Specified Period	602:23	VALID
750 flight hours in Specified Period	508:38	VALID

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.

## 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 Limits** page, create a **Limit** rule
2. on the **Query – Advanced Query** page, create and save a **myQuery**
3. on the **Settings – App General** page, select the **myQuery**

Home page  
myQuery : Aircraft + Sim Instr





# CERTIFICATES AND PROFICIENCIES

## Introduction

The **Certificate & Proficiency** function enables you to monitor aircraft and airfield qualifications, and monitor document and training expiry dates.

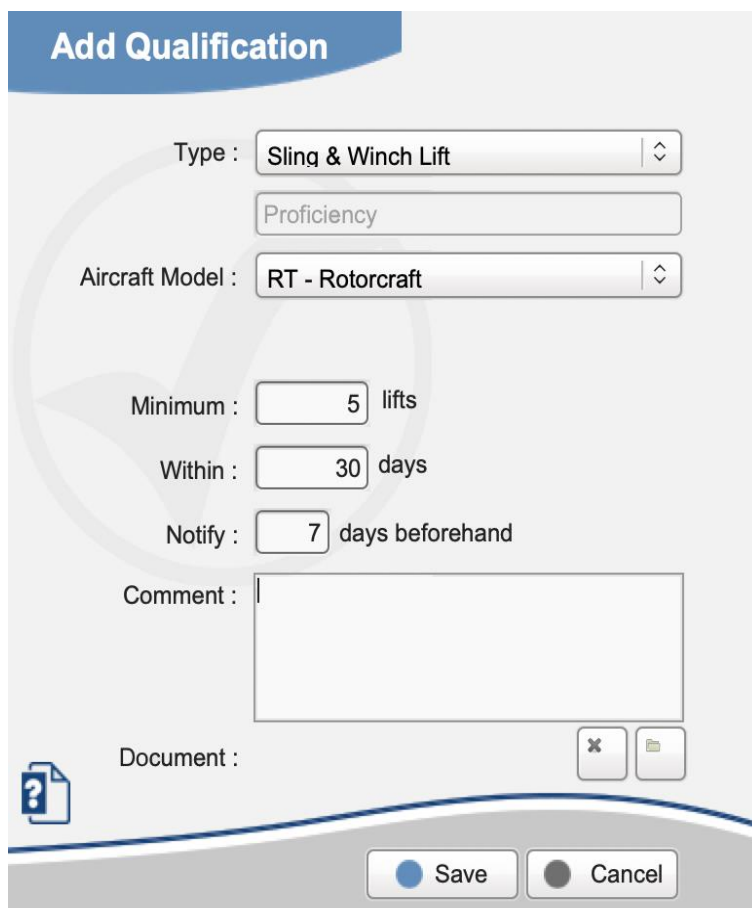
Create a set of rules on the **Tables – Certificate and Proficiency** page. Monitor the currencies on the **Home** page of the desktop software and on the **CURRENCY** page of the **mobile app**.

## Creating Rules

Desktop Only

### Type of Rule

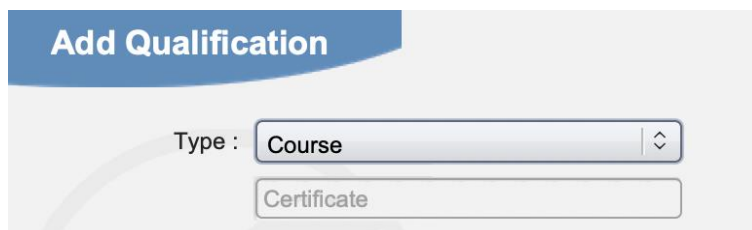
You must first create some rules on the **Tables – Certificate and Proficiency** page.



The screenshot shows the 'Add Qualification' dialog box. It has a blue header bar with the title 'Add Qualification'. The form contains the following fields and controls:

- Type :** A dropdown menu with 'Sling & Winch Lift' selected.
- Proficiency :** A text input field containing the word 'Proficiency'.
- Aircraft Model :** A dropdown menu with 'RT - Rotorcraft' selected.
- Minimum :** A text input field with '5' and the unit 'lifts'.
- Within :** A text input field with '30' and the unit 'days'.
- Notify :** A text input field with '7' and the unit 'days beforehand'.
- Comment :** A large text area for additional notes.
- Document :** A label next to a file icon and a folder icon, indicating where to save the document.
- Buttons:** At the bottom, there are 'Save' and 'Cancel' buttons.

The layout of the **Qualification Add / Edit** page changes with the selected type of rule. Some rules classify as “**Proficiency**” or “**Certificate**”. The latter type monitors an expiration date only.



The screenshot shows a web form titled "Add Qualification". Under the title, there is a label "Type :" followed by a dropdown menu. The dropdown menu currently displays "Course". Below the dropdown menu is a button labeled "Certificate".

Select the type of Certificate and add additional information in the Comments box, for instance select “Course” and add comment “ETOPS Briefing”.

The logic for Proficiencies is more complex and may require additional parameters, such as the type of aircraft or the minimum number of landings.

## Aircraft Model

Notice the difference between “Aircraft” (type) and “AP- Aeroplane” (class). An aircraft is anything that goes up in the sky and requires a pilot at the controls.

AP (Aeroplane) is one of the five aircraft classes and is also known as “Fixed Wing”. Others are ML (Microlight and Ultralight), GL (Glider including TMG), LA (Lighter-than-Air, ballooning) and RT (Rotorcraft, Helicopter, Gyrocopter).

“Aircraft (any-only)” covers any class, but excludes simulator and drone. The logic is similar for “Simulator (any-only)” and “Drone (any-only)”.

## Other Proficiencies


The following proficiencies require some clarification:

Type of Rule	Clarification
Airfield Qualification	Counts <b>any flight</b> to a specific airfield <b>on selected aircraft</b> . <b>Does not monitor PF/PM.</b>
Airfield Qualification (Landing)	Counts <b>Day Landing</b> and <b>Night Landing</b> at specific airfield. Does not monitor PF/PM.
Approach Type	Monitors the <b>Type of Approach</b> field. Does not monitor PF/PM.
Autoland	Counts all flights or simulator having “ <b>AL</b> ” (Autoland) selected for <b>Type of Approach</b> . Does not monitor PF/PM.

Deck Landing	Counts <b>Day Landing</b> and <b>Night Landing</b> for flights or simulator having “ <b>DECK</b> ” (heliport or aircraft sea carrier) selected for <b>Type of Approach</b> .
Deck Landing Night	Counts <b>Night Landing</b> for flights or simulator having “ <b>DECK</b> ” (heliport or aircraft sea carrier) selected for <b>Type of Approach</b>
Deck Takeoff	Counts <b>Day Takeoff</b> and <b>Night Takeoff</b> for flights or simulator having “ <b>DECK-TO</b> ” (heliport or aircraft sea carrier) selected for <b>Type of Approach</b>
Deck Takeoff Night	Counts <b>Night Takeoff</b> for flights or simulator having “ <b>DECK-TO</b> ” (heliport or aircraft sea carrier) selected for <b>Type of Approach</b>
Flight Sector	Counts <b>any flight</b> on selected aircraft
Flight Sector – IFR/IMC	Counts <b>any flight</b> on selected aircraft, where IFR or IMC time is logged
Flight Sector – PF	Counts <b>any flight</b> on selected aircraft, where task PF is logged
Landing	Counts <b>Day Landing</b> and <b>Night Landing</b> . Does not monitor PF/PM.
Landing Night	Counts only <b>Night Landing</b> . Does not monitor PF/PM.
Operation	Monitors the <b>Type of Operation</b> field, like “PART121”, “SOLO”, “SPIC”, etc.
Takeoff	Counts <b>Day Takeoff</b> and <b>Night Takeoff</b> . Does not monitor PF/PM.
Takeoff Night	Counts only <b>Night Takeoff</b> . Does not monitor PF/PM.
Tailwheel Landing	Counts <b>Day Landing</b> and <b>Night Landing</b> on any or selected aircraft, having property Tailwheel set. You can set the Tailwheel property on the <b>Tables – Aircraft</b> page.
User Field (Yes/No)	Counts <b>any flight</b> on selected aircraft having the boolean-type user field set to “Yes (true)”. Configure the boolean-type user field on the <b>Settings – App General</b> page (desktop) or <b>Flights – Flight Config</b> page (mobile app).
User Field (Num)	Counts <b>value</b> in the numeric user field on select aircraft. Configure the numeric-type user field on the <b>Settings – App General</b> page (desktop) or <b>Flights – Flight Config</b> page (mobile app).
User Time Field	As soon as the field is setup, it will display in the <b>Type</b> dropdown list on the <b>Tables – Qualification Add/Edit</b> page

## Automatic Monitoring

**Certificates & Proficiencies** are automatically monitored on the **Home** page (desktop app), or the **Qualifications** page (mobile apps).

Currencies		
 Certificates & Proficiencies >		
Certificate		
Badge	03-04-2019	VALID
Type Rating B767-300ER	15-07-2019	VALID
Proficiency		
2 night landings on B757-200 in 5 days	0	EXPIRED

### Notification

For **certificates**, the notification period is straight forward. The software starts showing a notification **N days** ahead of the certificate expiration date.

For **proficiencies**, the logic runs in 2 directions: the software will first verify your recent flying. Did you meet the requirements in the past? If that is not the case, the **EXPIRED** red alert shows.

The software will then look ahead and calculate by what date (in the future) you need your next approach or landing in order to keep your proficiency valid. If this date falls within the notification period (**N days** from today onwards), the **UPCOMING** amber alert shows, together with the date. If the date is further ahead in the future, the **VALID** marine blue label shows.

## Case Study

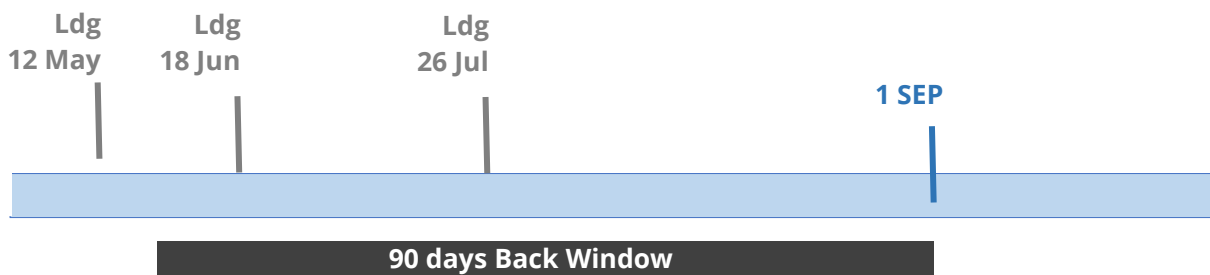
- say today, we are September 1<sup>st</sup>
- you need 3 landings in 90 days
- you set the Notification window to 20 days

Here are different cases:

### Case 1

**EXPIRED**

Looking backward: You did not perform 3 landings in the last 90 days.  
Your qualification is not valid anymore.



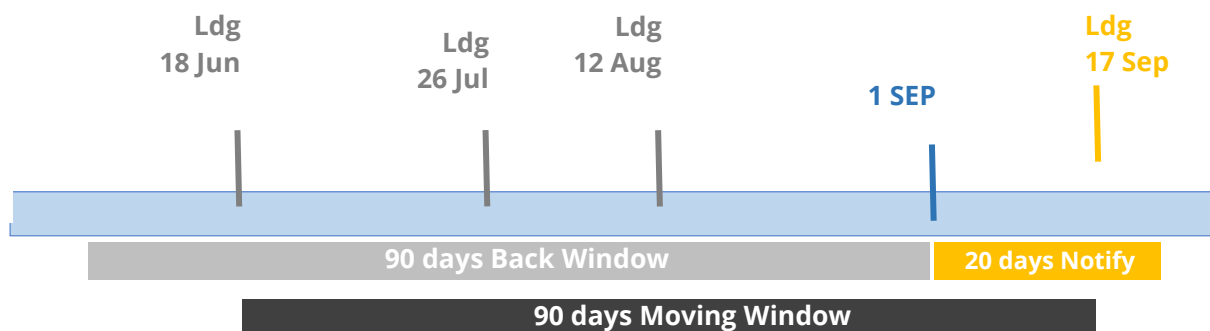
### Case 2

**UPCOMING**

2020-09-17

Looking backward: You have performed 3 landings in the last 90 days.  
Your qualification is valid

Looking forward: You need your next landing by 17 SEP (90 days after the 3<sup>rd</sup> landing)  
Since 17 SEP falls within the 20 days ahead Notification window, an amber alert shows with the date on or before which you need a landing.

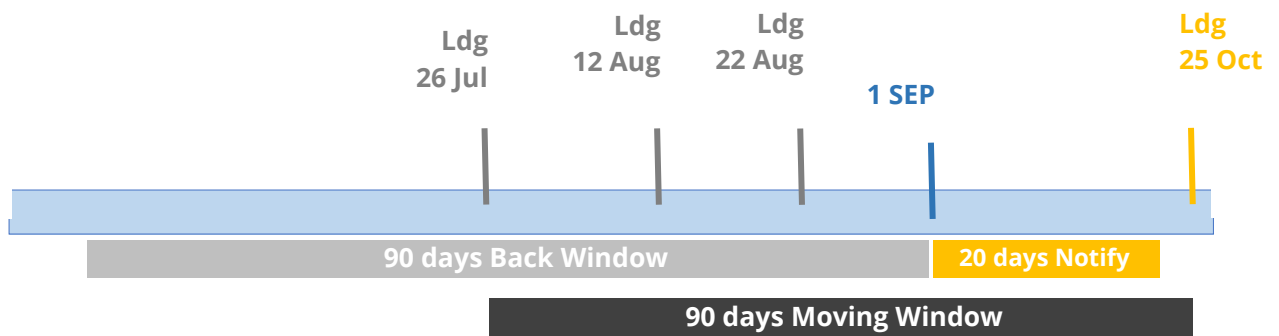


### Case 3

**VALID**

Looking backward: You have performed 3 landings in the last 90 days.  
Your qualification is valid

Looking forward: You need your next landing by 25 OCT (90 days after the 3<sup>rd</sup> landing)  
This date 25 OCT falls outside the 20 days ahead Notification window.



# FLIGHT ALLOWANCES & EXPENSES

## Introduction

Keep track of payments and expenses with the **Flight Allowances** and the **Expenses** functions in CrewLounge PILOTLOG.

Typically, **Flight Allowances** are sector pays (when you fly a certain number of hours or miles), per diems (per flight, per duty or during overnight), instructor / examiner fees and also flat rate exceedance.

**Expenses** can be anything like hiring a small aircraft and pay for fueling, landing taxes and instructor fees. Professional pilots can log expenses for taxi and hotel, uniform, medical, etc.

## How to get started

**Expenses** are logged manually through the **Expenses** page, available on the desktop and the mobile apps. The log is stored in the database and synched across all devices.

You can attach a copy of the invoice or receipt, as JPG image or PDF file.

You can print more than ten different reports and breakdowns from the desktop **Reports** page, and keep track of your monthly and yearly expenses.

**Flight Allowances** are not stored in the database, but calculated virtually according to a set of rules.

You create the rules through the desktop application on the **Tables – Flight Allowances** page. You then run the rules by selecting associated reports from the desktop **Reports** page.

There are more than 40 different rules to choose from! The rules are explained further in this User Guide.

You can also create rules based on **User Time** fields and on the **Numeric User** field. Read more on how to configure User Fields (page 51). As soon as any User field is enabled, it will show on the **Tables – Flight Allowances** page when creating rules.

If the automatic logic does not fit your needs, you can still manually log flight allowances through the **Expenses** page. This page caters for both Debit and Credit.

# Expenses

## Log Expenses

Manually log any kind of expense (debit or credit) through the **Expenses** page, either on the desktop or the mobile app. Expenses are divided into 4 groups:

<b>FLT</b>	Expenses and allowances in Flight	Aircraft Rental, Pilot Salary, Per Diem, Landing Fee, ...
<b>GRD</b>	Expenses and payments on Ground	Hotel Room, Taxi, Car Parking, ...
<b>ACFT</b>	Aircraft ownership and maintenance	Aircraft Maintenance, Aircraft Insurance, ...
<b>ATT</b>	Attributes, tools and administration	Uniform, Laundry, Computer, Sunglasses, ...

Notice that the first group (FLT) serves as manual logging of flight allowances. So, either use the automatic logic from the **Tables – Flight Allowances** page, or use this group for manual logging through the **Expenses** page.

You can further choose from a preset list with different types of expenses (see this screenshot). The lists are fixed, you cannot add or edit any of the Expense Groups or Types. Contact us if you need anything else added to this list.

**Add Expense**

Date : 23-10-2020

Group : FLT - Expenses and allowances in Flight

Type : CO - Aircraft / Sim Rental Cost

Original Amount :

My Currency :

Description :

Document :

PS - Pilot Salary

IF - Instructor / Examiner Fee

PD - Per Diem / Sector Pay

IE - Instructor / Examiner Cost

LD - Landing Fee

Save Cancel



## Currency Rate

You can log the “original amount” and / or “my currency”, as follows:

- selects preferred Currency on the **Settings – General** page (e.g. EUR)

### Sample 1

You travel in Viet Nam and pay 150.000 VND (Vietnamese Dong) for a meal

- Insert the original Amount **150000** and select **VND** from the currency list
- My Currency automatically calculates **5,88 EUR** on the next line

### Sample 2

You travel in Spain and pay 216 EUR.

- Original Amount: **blank**
- My Currency: you insert 216 (currency is pre-set and cannot be changed)

## Image / Document

You can attach one document to the **Expense** record. The document can be of any type, such as image (jpg, png, bmp, tif, ...) but also PDF or perhaps XLS. Open the document with the default application or with the browser.

The document is automatically uploaded to **CrewLounge CLOUD** and from there shared with other devices you run **PILOTLOG** with. The document can be viewed from the **Flights - Add/Edit** page. On the mobile, the document can also be viewed from the **Expenses** page.

# Flight Allowances

Desktop Only

## Type of Rule

You create rules through the **Tables – Flight Allowances** page on the desktop.

Select any of the 4 Types:

<b>Aircraft / Simulator Rental</b>	Charges for using / hiring an aircraft or simulator
<b>Pilot Salary</b>	Calculate your salary as a pilot
<b>Instructor / Examiner Fee</b>	Calculate the fees you make as an instructor / check pilot
<b>Per Diem / Sector Pay</b>	Calculate typical flight or meal allowances paid by the company

**Add Allowance**

Type :

Model :

Variant or Reg. : (optional)


When :

Currency :

Amount :  fixed (one time)

per

Based on :



### Notes:

- All **intervals** (such as Distance, Start/End times, Flight Times) are lower bound inclusive and upper bound not inclusive!

e.g. a rule "from 06:00 until 12:00" actually runs  
from 06:00 (incl) until 11:59 (incl)

- Distinguish between **Aircraft Model** and **Simulator Model**. If a flight allowance is paid for both the aircraft and the simulator, you must create two separate rules!

- When you add or modify a rule, the new rule applies to all flights, also backwards.

e.g. in 2019 the sector pay was 20 EUR  
and in 2020 the sector pay was raised to 22 EUR

### 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 **Scheduled Hours** (page 63).

- **the Better of the two**

Calculations are based on the better of the scheduled Total Time and the actual Total Time

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 outer bounds, 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 entire flight time, given that distance flown falls within the distance interval. If the flight was shorter than the lower bound or longer than the upper bound, Sector Pay is not paid!
- when you select **per KM**, Sector Pay is calculated per distance unit for the portion of the flight 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 calculated for the entire interval, but not above the upper bound!

### Sample 1

“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.

<input checked="" type="radio"/> a track distance between <input type="text" value="0"/> and <input type="text" value="648"/> NM	€ <input type="text" value="1,20"/> per <input type="text" value="minute"/> € <input type="text"/> fixed
<input checked="" type="radio"/> a track distance between <input type="text" value="648"/> and <input type="text" value="9999"/> NM	€ <input type="text" value="1,05"/> per <input type="text" value="minute"/> € <input type="text"/> fixed

e.g.      Flight Distance:                      1,700 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

### Sample 2

“The company pays 0,015 EUR for each great circle kilometer”

<input checked="" type="radio"/> a track distance between (*)	(*) per diems are only allocated to the time or distance within the interval	€ 0,015 per KM
<input type="text" value="0"/> and <input type="text" value="9999"/> KM		€ <input type="text"/> fixed

e.g. Flight Distance: 700 NM  
Flight Time: 1:25 hours

This rule pays  $700 \times 0.015 = 10.5$  EUR

### Sample 3

“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 upper bound is not included, while the 500 NM lower bound is included.

<input checked="" type="radio"/> a track distance between (*)	(*) per diems are only allocated to the time or distance within the interval	€ 0,015 per NM
<input type="text" value="0"/> and <input type="text" value="500"/> NM		€ <input type="text"/> fixed

<input checked="" type="radio"/> a track distance between (*)	(*) per diems are only allocated to the time or distance within the interval	€ 0,01 per NM
<input type="text" value="500"/> and <input type="text" value="9999"/> NM		€ <input type="text"/> fixed

e.g. Flight Distance: 700 NM  
Flight Time: 2:45 hours

This first rule pays  $500 \times 0.015$  and the second rule pays  $200 \times 0.010$  which gives a total pay = 9.50 EUR

### Sample 4

“I receive a 15 EUR bonus for flights beyond 1000 KM”

<input checked="" type="radio"/> a track distance between (*)	(*) per diems are only allocated to the time or distance within the interval	€ <input type="text"/> per KM
<input type="text" value="1000"/> and <input type="text" value="9999"/> KM		€ 15,00 fixed

e.g.      Flight Distance:                      700 KM  
              Flight Time:                         1:25 hours

This rule pays nothing = 0.00 EUR

e.g.      Flight Distance:                      2,400 KM  
              Flight Time:                         3:45 hours

This rule pays 1 x 15.00 = 15.00 EUR

## Available Rules

You can choose from more than 40 different rules. The logic is as follows:

ID		Aircraft	Simulator	Drone	Duty	Variable Amount
1	<b>Any Flight sector / Sim session / Drone flight</b>					
	any Flight record					
		X	X	X		Total Time
2	<b>Air Time is logged</b>					
	any Flight record with Takeoff (OFF) and Landing (IN) hours					
		X		X		Air Time
3	<b>PIC or PICus Time is logged</b>					
	any Flight record with PIC time or PICus time					
		X	X	X		PIC or PICus Time
4	<b>Dual Time is logged</b>					
	any Flight record with Dual time					
		X	X	X		Dual Time
5	<b>Instructor Time is logged</b>					
	any Flight record with Instructor time					
		X	X	X		Instructor Time
6	<b>Examiner Time is logged</b>					
	any Flight record with Examiner time					
		X	X	X		Examiner Time
7	<b>Instructor or Examiner Time is logged</b>					
	any Flight record with Instructor or Examiner time					
		X	X	X		Instructor or Examiner Time
8	<b>UserTime1 is logged</b>					
	any Flight record with User time 1 logged					
		X	X	X		User Time
9	<b>UserTime2 is logged</b>					

	any Flight record with User time 2 logged				
	X	X	X		User Time
10	<b>UserTime3 is logged</b>				
	any Flight record with User time 3 logged				
	X	X	X		User Time
11	<b>UserTime4 is logged</b>				
	any Flight record with User time 4 logged				
	X	X	X		User Time
12	<b>Relief Time is logged</b>				
	any Flight record with Relief time				
	X				Relief Time
13	<b>Augmented Crew is logged (Relief Time)</b>				
	any Flight record with 3 or 4 pilots and Relief time				
	X				Non-Relief Time
14	<b>Augmented Crew is logged (Relief - Total Time)</b>				
	any Flight record with 3 or 4 pilots and Relief time				
	X				Total Time
15	<b>Augmented Crew is logged (3 or 4 Pilots)</b>				
	any Flight record with 3 or 4 pilots				
	X				Total Time
16	<b>Augmented Crew is logged (4 Pilots)</b>				
	any Flight record with 4 pilots				
	X				Total Time
17	<b>Departing from Home Base</b>				
	any Flight record departing from the Home Base Airfield				
	X		X		Total Time
18	<b>Not departing from Home Base</b>				
	any Flight record NOT departing from the Home Base Airfield				
	X		X		Total Time
19	<b>Arriving in Airfield X</b>				
	any Flight record where Arrival airfield is X				
	X		X		Total Time
20	<b>Departing from or Arriving in Airfield X</b>				
	any Flight record where Arrival airfield is X				
	X		X		Total Time
21	<b>Arriving in Country Z</b>				
	any Flight record where Arrival airfield is located in Country				
	X		X		Total Time
22	<b>Departing from or Arriving in Country Z</b>				
	any Flight record where Departure OR Arrival airfield is located in Country				
	X		X		Total Time
23	<b>Flight Number X</b>				
	any Flight record with exact matching flight number				
	X		X		Total Time

24	<b>Flight is Local</b>	any Flight record where Departure Airfield is same as Arrival <b>Airfield</b>			
		X		X	Total Time
25	<b>Flight is Domestic</b>	any Flight record where Departure and Arrival <b>Country</b> are the same			
		X		X	Total Time
26	<b>Flight is International</b>	any Flight record where Departure and Arrival <b>Country</b> are different			
		X		X	Total Time
27	<b>Great Circle distance (NM) between X and Y</b>	any Flight record where Distance (NM) between departure and arrival airfield is between values X and Y (both boundaries included)			
		X		X	Total Time
28	<b>Great Circle distance (KM) between X and Y</b>	any Flight record where Distance (KM) between departure and arrival airfield is between values X and Y (both boundaries included)			
		X		X	Total Time
29	<b>Total Time (minutes) between X and Y</b>	any Flight record where Total Time is between 2 values (expressed in minutes - both boundaries included)			
		X	X	X	Total Time
30	<b>Duty Duration between X and Y</b>	any Duty record where Duration is between 2 values (expressed in minutes - both boundaries included)			
				X	Duty Time
31	<b>Layover (24 hours - Duty)</b>	any Duty record with a Duration longer than 24 hours			
				X	Duty Time
32	<b>Duty event is logged</b>	any Duty record - any duration			
				X	Duty Event
33	<b>Duty event starts before X</b>	any Duty record starting before the specified time (UTC, Local, Base)			
				X	Duty Time
34	<b>Duty event ends after X</b>	any Duty record terminating after the specified time (UTC, Local, Base)			
				X	Duty Time
35	<b>Duty event spans over X and Y</b>	any Duty record starting before and then terminating after the specified time (UTC, Local, Base) (both boundaries included)			
				X	Duty Time



36	<b>Flight spans over X and Y</b>	any event in the Flight list starting before and then terminating after the specified period (either UTC, Local, Base) (both boundaries included)			
		X	X	X	Total Time
37	<b>UserBool is logged (True)</b>	any Flight record with User Boolean (True/False) logged as True			
		X	X	X	Total Time
38	<b>UserNum is logged</b>	any Flight record with User Num logged			
		X	X	X	Total Time
39	<b>UserNum is logged (Number)</b>	any Flight record with User Num logged			
		X	X	X	Fixed Amount (triggers once for each unit logged in the UserNum field)
40	<b>Lift is logged</b>	any Flight record with Lift logged			
		X	X	X	Total Time
41	<b>Lift is logged (Number)</b>	any Flight record with Lift logged			
		X	X	X	Fixed Amount (triggers once for each Lift)
42	<b>Pax is logged</b>	any Flight record with Passenger(s) logged			
		X	X	X	Total Time
43	<b>Pax is logged (Number)</b>	any Flight record with Passenger(s) logged			
		X	X	X	Fixed Amount (triggers once for each Passenger)
44	<b>Co-Pilot Time is logged</b>	any Flight record with Co-Pilot time logged			
		X	X	X	Co-Pilot Time

# Forms & Reports



# PRINTING REPORTS

Desktop Only

## Forms, Reports, Graphs, Statistics, Lists & Maps

**PILOTLOG** 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 **PILOTLOG**, 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

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Some reports are not available in the free Student 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.

Choose one of the following 152 reports :

**Query**

myQuery :

Period :



## 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 – App General** page. The report is then auto-sized to the selected paper.


## Certifying Forms with your signature

ENT / ENT+

Official forms can be certified with your own signature. Read more about [mySignature](#) (page 155).

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.

**mySignature**

☒ Sign official Forms with my signature 

## Printing reports with myQuery

### Advanced Query

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 **Advanced Query** (page 110) how to build complex **myQuery**.

## Official Forms



CrewLounge PILOTLOG does not intend to reproduce any official form. You can use CrewLounge PILOTLOG to assist you with filling-out those forms. However, you must always obtain the original form through your local aviation authority.

Forms generated by PILOTLOG may not be conform or up-to-date!  
Calculations made by PILOTLOG may be inaccurate.

Some forms and reports come with an additional pop-up screen allowing you to configure the report, e.g. F004 – Form 8710 US.

## 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 not 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.mobiliteit.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. **PILOTLOG** 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**. **PILOTLOG** 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 – My Profile** 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 both 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.

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.

## 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 (only) records where Fuel Used is logged, are taken into account. 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 – Flight Logging** 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

## S006 - Total Distance Flown

**PILOTLOG** 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, **PILOTLOG** prints exact numbers for all records logged in the database, and it will use the following algorithm to calculate missing data:

<b>MICROLIGHT</b>	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
<b>GLIDER</b>	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
<b>BALLOON</b>	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
<b>ROTORCRAFT</b>	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
<b>AIRCRAFT</b> Airbus, Boeing, Cessna, etc.	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
<b>AIRCRAFT</b> 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
<b>AIRCRAFT</b> 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

# Printing the Logbook



# PRINTING THE LOGBOOK

Desktop Only

## Pre-defined formats

### Introduction

**PILOTLOG** ships with **75 different logbook formats** from official state publications and various publishers (Jeppesen, ASA, Pooleys, etc.). These formats are hardcoded in the software and are printed with a single click of the button. Should the format for your country not be listed, contact us to have it added.



CrewLounge PILOTLOG does not intend to reproduce any of the listed publications, of which some are copyrighted. CrewLounge PILOTLOG 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.

Logbook formats from third-party publishers are numbered L001 etc. You can also choose any of the generic page-filling formats in the range P090-P099. The layout of all formats is hardcoded in the software and cannot be changed.

Version 5

You can configure your own logbook layout by selecting logbook format P099. 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.

**PILOTLOG** is not accredited by any authority. **PILOTLOG** 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 – App General** page, verify **Page Size** is set to DIN A4 / US Letter
2. On the **Logbook - Logbook Format** page, select the logbook for your country
3. On the **Logbook – Logbook Columns** page, select any additional options
4. On the **Logbook – Print Logbook** page, hit the **Print** button

Read more in the Online Knowledge Base:

Online Support

[Page Totals in my logbook show an error up to 0.2 hours](#)

## How to print two different logbooks

Version 5

Should you want to print certain flights in one logbook and other flights in another logbook with a different format, you can setup **PILOTLOG** for “running 2 logbooks”. Read more about **Running 2 Logbooks** (page 24).

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.



1. On the **Settings – Flight Logging** 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 92).
  
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 – Flight Logging** 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 [Endorsements](#) (page 89).

Select the “Add Cover Page” checkbox on the **Logbook – Logbook Format** page to include a title page. Read more about [Printing Cover Page](#) (page 160).

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 **P090-P099** 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 **PILOTLOG** 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 **CrewLounge** 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.

## 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 **PILOTLOG** and cannot be changed.

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 flatbed 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 **PILOTLOG**. The same image can be used to sign-off **official Forms**, printed from the **Reports** page.



Read more in the Online Knowledge Base:

Online Support

[mySignature printing too small or too low](#)

# Hour Columns

## Hour printed in columns

Most columns, like PIC, SIC and Night time, are straight forward. Some logbooks have complex definitions regarding the hours that must be printed in certain columns.

Read more in the Online Knowledge Base:

Online Support

[What hours are printed in this Column?](#)

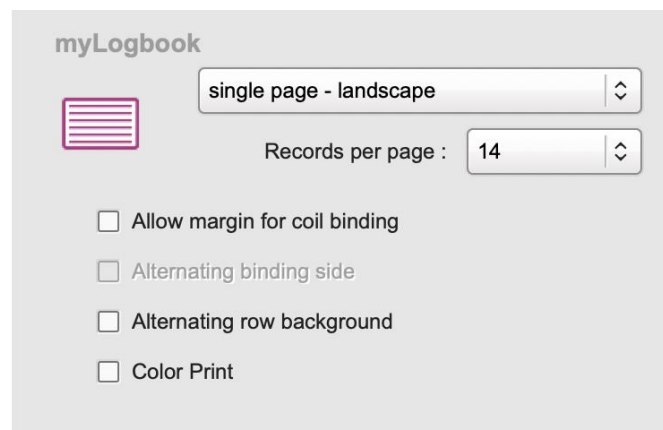
## Creating your own layout

Version 5

ENT / ENT+

## Configuring myLogbook

You can configure your own logbook layout by selecting logbook format **P099** on the **Logbook – Logbook Format** page. The **myLogbook** frame appears, as follows:



The screenshot shows the 'myLogbook' configuration window. It features a title bar with the text 'myLogbook'. Below the title bar, there is a small icon of a logbook. To the right of the icon, there is a dropdown menu showing 'single page - landscape'. Below this, there is a label 'Records per page :' followed by a dropdown menu showing '14'. At the bottom, there are four checkboxes: 'Allow margin for coil binding', 'Alternating binding side', 'Alternating row background', and 'Color Print'.

**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 back color 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

**PILOTLOG** 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 **Flights – Flight Config** 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 [Logging SOLO](#) (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. **PILOTLOG** 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 72).

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.

Read more in the Online Knowledge Base:

Online Support

[IFR / Actual Instrument time printing double hours](#)

## Remarks & Endorsements

When you log a fly with **PILOTLOG** you can take notes in 3 different fields. Read more in **Remarks, Instruction and Flight Report**.

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:

<b>Remarks</b>	<input type="checkbox"/> Delay Codes	<input type="checkbox"/> Airfields
<input type="checkbox"/> Remarks	<input type="checkbox"/> Type of Operation	<input type="checkbox"/> # Passengers
<input type="checkbox"/> Flight Nbr	<input type="checkbox"/> Type of Approach	<input type="checkbox"/> # Holdings
<input type="checkbox"/> Instruction	<input type="checkbox"/> Name of other Pilots	<input type="checkbox"/> # Lifts
<input type="checkbox"/> "PF-PM"	<input type="checkbox"/> Endorsement Signatures	

Read more about capturing **Endorsements** (page 89)

# Printing Options

## Font Type, Size and Color

Version 5

Desktop Only

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.

Read more in the Online Knowledge Base:

[Online Support](#)

[Installing new Fonts](#)

## Printing your own Name instead of SELF

**PILOTLOG** requires all flights to be logged with Pilot SELF. Do not log flights with your own name! Read more about this logic in **Pilot SELF** (page 32).

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 – My Profile** page.

By default, **PILOTLOG** prints the “**PILOTLOG** 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

Version 5

The PDF print preview uses the entire available width and height of the page. However, most inkjet and laser printers 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 **PILOTLOG**. As a solution, **PILOTLOG** 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 - App General** 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 logbooks with code “L” (e.g. L001 – Belgium) are **1-to-1** scaled reproductions. The size is exactly the same as the size of the paper logbook that you purchase from the authorities of pilot store.

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).

Generic logbooks with code “P” (e.g. P091 - EASA) are **page-filling**. The output is scaled to the paper size, either DIN A4 or US Letter.

# Printing Range from Page X to Y, or Date X to Y

## Printing the logbook from Page X to Y

**PILOTLOG** 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 depends 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 - Right annotation (1-L and 1-R) if the “**Left – Right Page Numbering**” checkbox is selected.

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 happen that you want to skip a number of rows in printed logbook to keep the page subtotals in sequence with your handwritten logbook. **PILOTLOG** cannot skip rows, however you can force a record to be printed onto the next page.

To force the record to be printed on the next page of the logbook, edit the record from the desktop application and select the **Next Page** checkbox.

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.

# Simulator Record Sheet

## Printing Simulator Time

Some logbooks have specific columns for Simulator time. Other logbooks do not have such columns, but have a separate Record Sheet to print simulator time. **PILOTLOG** automatically prints 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:

Print Options

Simulator :

Do NOT print SIM records in Logbook

0

Print SIM records in Logbook

1

Print SIM and sum with Flight Time (grand total)

2

Print SIM and sum with Flight Time (when FFS / Level D)

3

Print SIM and sum with Flight Time (all hours columns)

4

Print SIM and sum with Flight Time (all columns)

5

Print SIM, sum only TO-LDG, do not sum hours

6

Option	Print SIM records in logbook	Sum SIM with Total Time	Sum SIM with PIC, IFR, Instructor, etc.	Sum SIM with TO / LDG
0	No	-	-	-
1	Yes	No	No	No
2	Yes	Yes	No	No
3	Yes	Yes (*3)	No	No
4	Yes	Yes	Yes	No
5	Yes	Yes	Yes	Yes
6	Yes	No	No	Yes


(\*3) Only FFS and FFS-D

## 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.

**SIM Record**



☒ Logbook Size  
☐ DIN A4  
☐ Endorsement signatures

# Weather, Snowtam & NOTAM

Version 5

## Introduction

**PILOTLOG** retrieves aviation weather from the NOAA server ( [www.weather.gov](http://www.weather.gov) ). We cannot guarantee accuracy.

It has appeared that the weather is outdated, in some cases more than 1 year... **PILOTLOG** 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 **snowtam** in the weather report are automatically deciphered into readable text.

**NOTAMS** data is derived from FAA NAS ( [pilotweb.nas.faa.gov](http://pilotweb.nas.faa.gov) ).



**All weather is provided “as is”. CrewLounge cannot be held responsible for any invalid or outdated reports. CrewLounge does not load SIGMETS.**

**Always use official sources provided by your company. Do not use PILOTLOG for flight planning!**

## 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

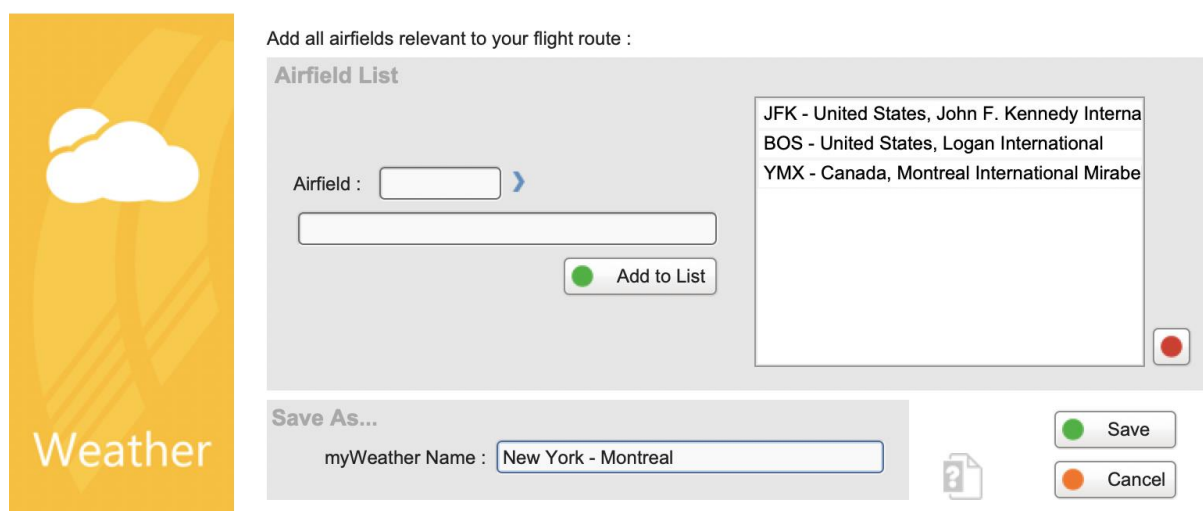
For SNOWTAM decoding, Braking action and Canadian Friction Coefficient and for Cold Temperature Altimeter Correction, we have **CrewLounge CONVERT** ([read more](#)) which is an independent application that would cater your needs.

# Creating common flight routes

## myWeather

Version 5

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.



The screenshot shows the 'myWeather' application interface. On the left is a yellow vertical bar with a white cloud icon and the word 'Weather' at the bottom. The main area is a light gray dialog box titled 'Add all airfields relevant to your flight route :'. Inside, there's a section 'Airfield List' with a text input field labeled 'Airfield :', a blue arrow button, and an 'Add to List' button with a green circle icon. To the right of the input field is a list box containing three entries: 'JFK - United States, John F. Kennedy Interna', 'BOS - United States, Logan International', and 'YMX - Canada, Montreal International Mirabe'. A red close button is in the bottom right corner of the list box. Below the 'Airfield List' section is a 'Save As...' section with a text input field labeled 'myWeather Name :' containing the text 'New York - Montreal'. To the right of this field are two buttons: 'Save' with a green circle icon and 'Cancel' with an orange circle icon. A question mark icon is also visible next to the 'Save' button.

“**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 30).



Notams are provided “as is”. CrewLounge cannot be held responsible for any invalid or outdated reports.

Always use official sources provided by your company. Do not use PILOTLOG for flight planning!





END OF USER GUIDE