2015

Documentation for
GlideMan Program

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[GLIDEMAN]

Coverpage.

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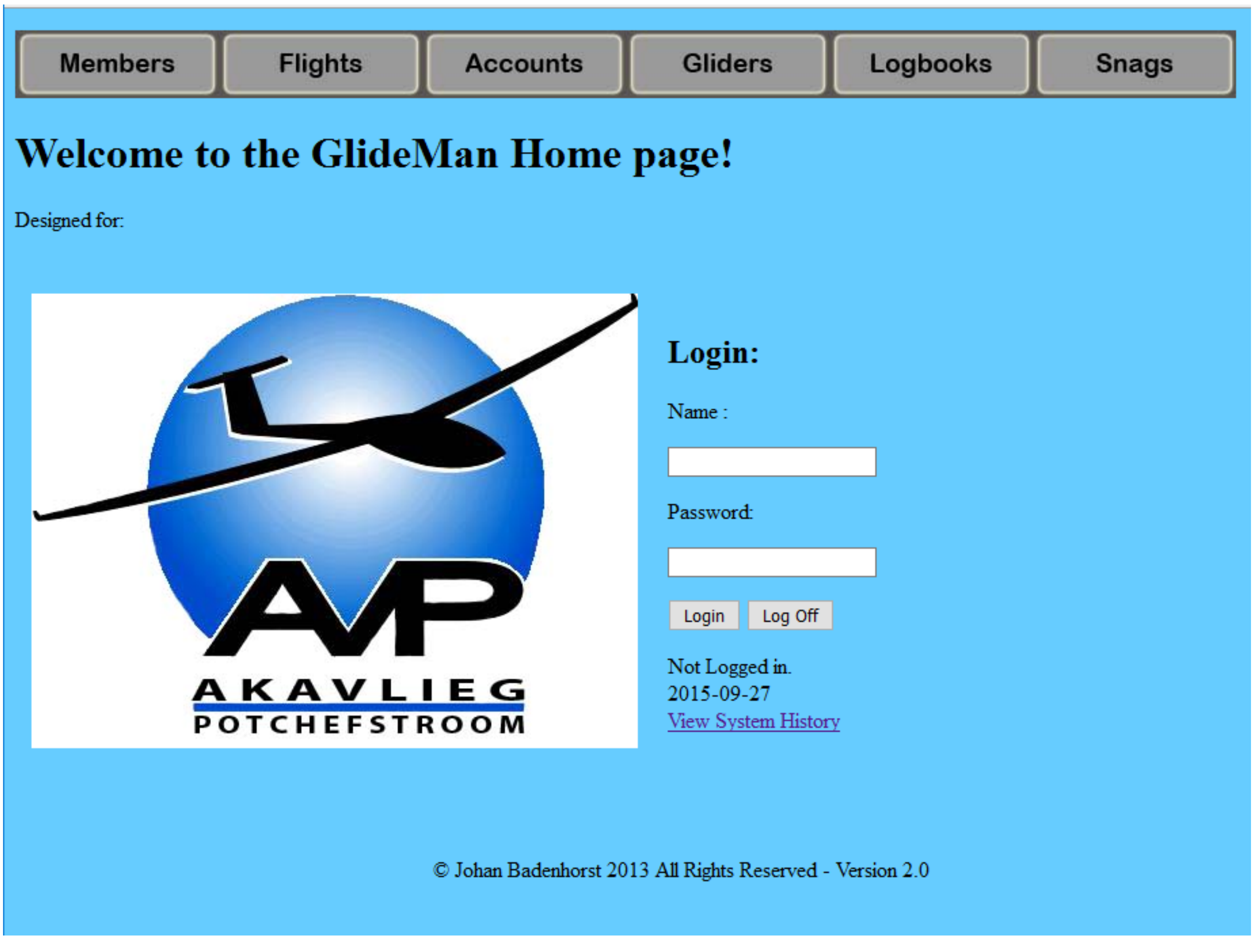
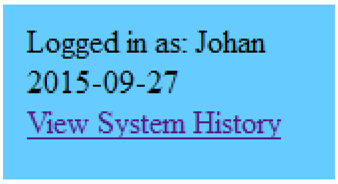
Home Page



The top Menu Bar is visible in all of the main sections. Each button links you to its section as indicated by the button name. Below the login information there is a "View System History" link that displays system history information.

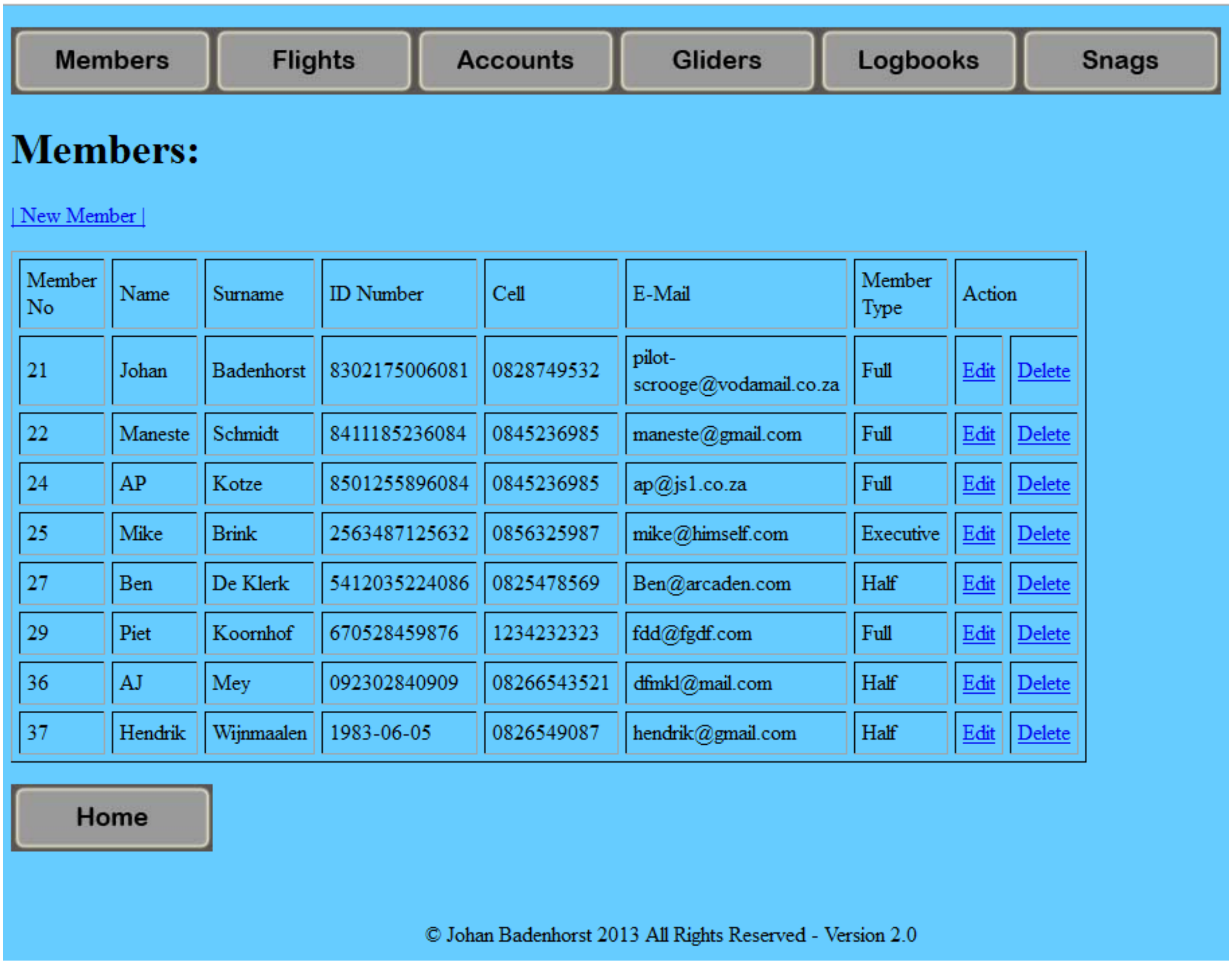
On this screen you can log on or off. You need to be logged in to use the system, although you may be able to open some of the pages while not being logged in, you will not be able to view or change any information.

On successful login, the login information will display as follows



Members:

Viewing & Deleting Members:

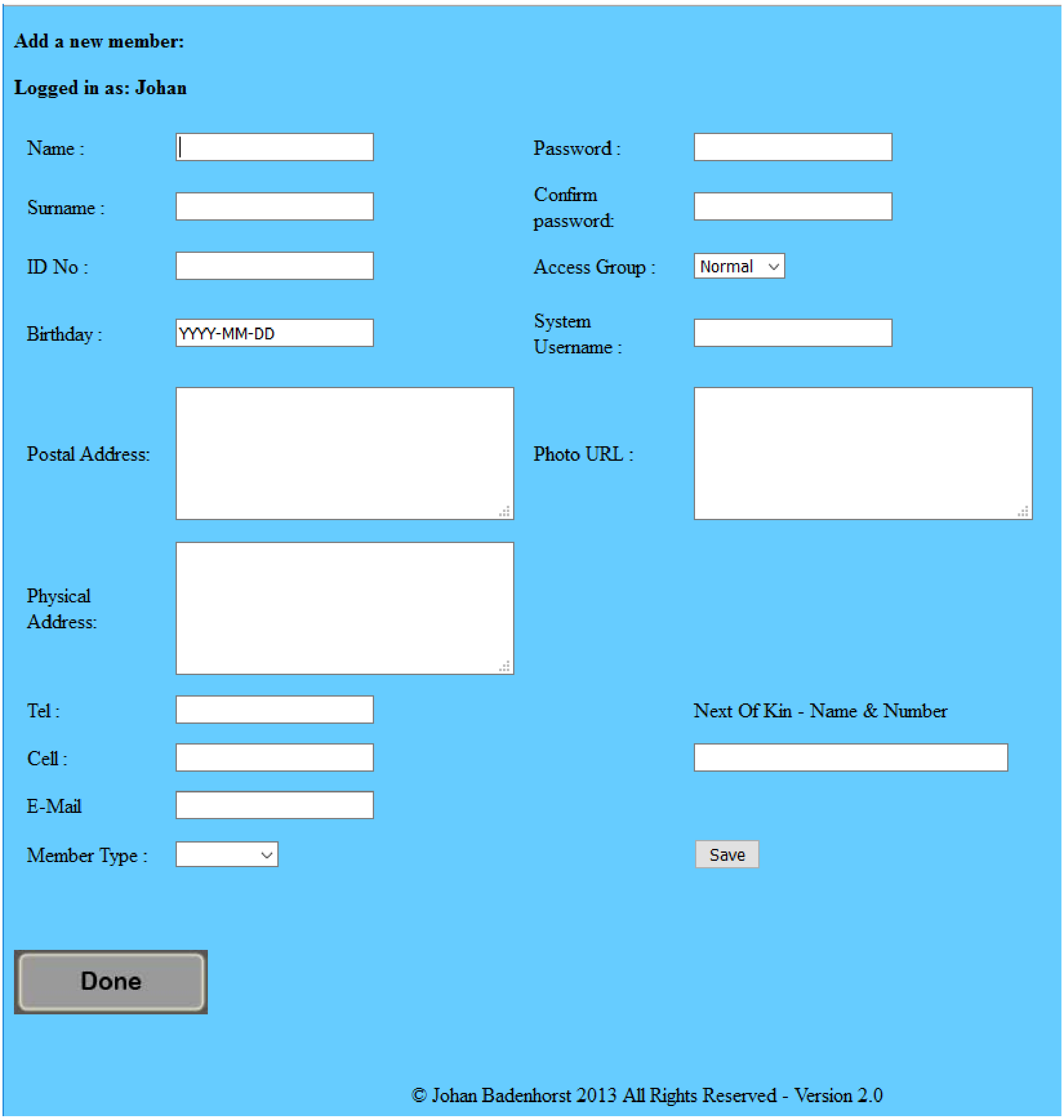


Member No	Name	Surname	ID Number	Cell	E-Mail	Member Type	Action	
21	Johan	Badenhorst	8302175006081	0828749532	pilot-scrooge@vodamail.co.za	Full	Edit	Delete
22	Maneste	Schmidt	8411185236084	0845236985	maneste@gmail.com	Full	Edit	Delete
24	AP	Kotze	8501255896084	0845236985	ap@js1.co.za	Full	Edit	Delete
25	Mike	Brink	2563487125632	0856325987	mike@himself.com	Executive	Edit	Delete
27	Ben	De Klerk	5412035224086	0825478569	Ben@arcaden.com	Half	Edit	Delete
29	Piet	Koornhof	670528459876	1234232323	fdd@fgdf.com	Full	Edit	Delete
36	AJ	Mey	092302840909	08266543521	dfmkl@mail.com	Half	Edit	Delete
37	Hendrik	Wijnmaalen	1983-06-05	0826549087	hendrik@gmail.com	Half	Edit	Delete

Selecting the “Members” button from the home page automatically brings you into the Members area displaying a list of all members. To delete a member simply select the delete option next to the corresponding member.

Adding Member:

From the Members area, select" New Member".

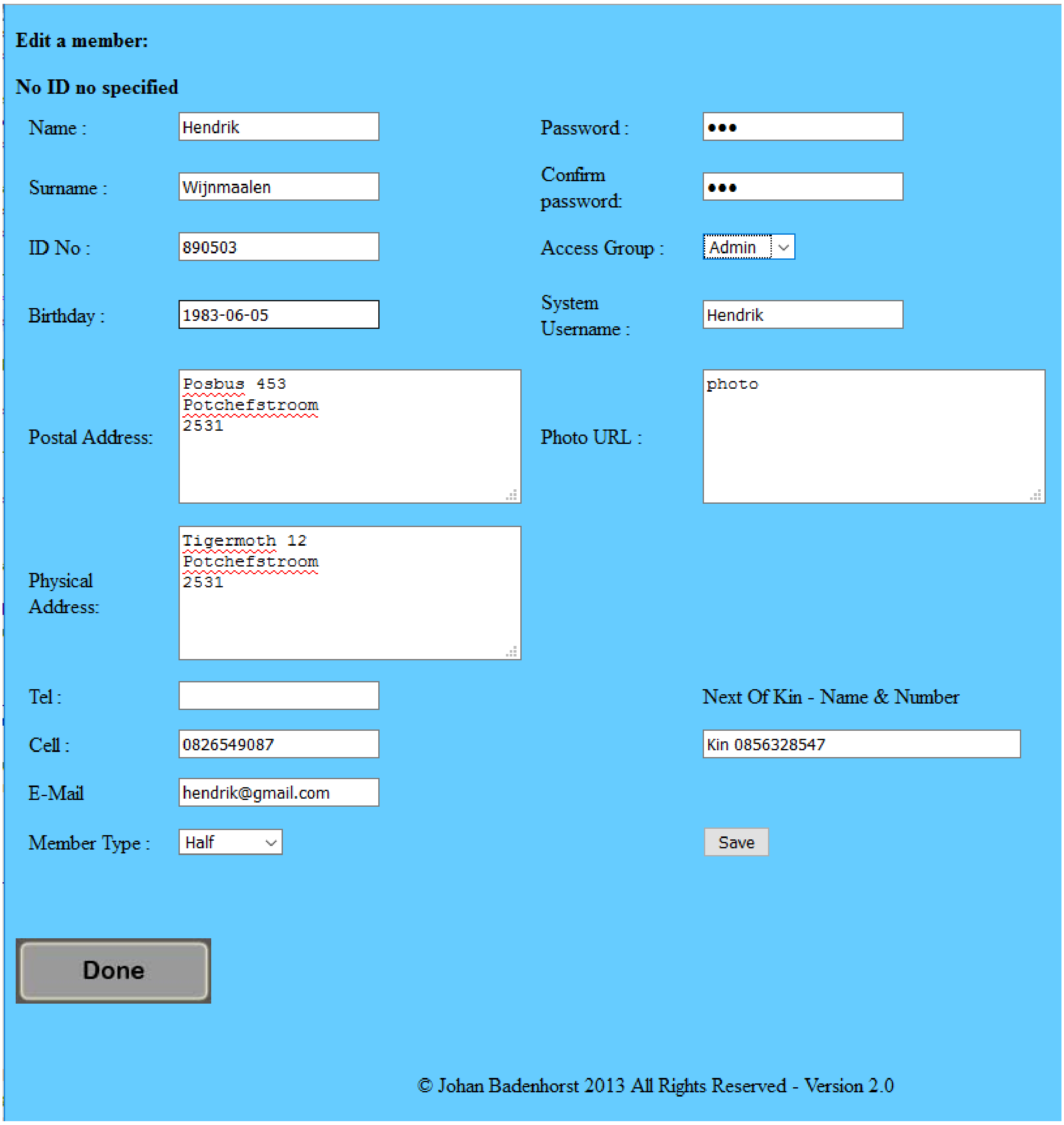


Enter the information for the member that you wish to add. The system will verify the following fields:Password entered matches, ID number entered, Cell Phone number entered, E-Mail address entered and Username entered.

Once all the information is entered Select the "Save" button. The system checks that the member does not already exist and that the username is not already in use, it will then give you a message that the Member has been entered successfully and the fields will be cleared. Once finished entering members you can simply select "Done" to take you back to the Members area. An account for the member is automatically created when the member is created. There is no need to create another account for the member unless there is a specific reason.

Editing Member:

From the Members area select the “Edit” option next to the corresponding member that you wish to edit.

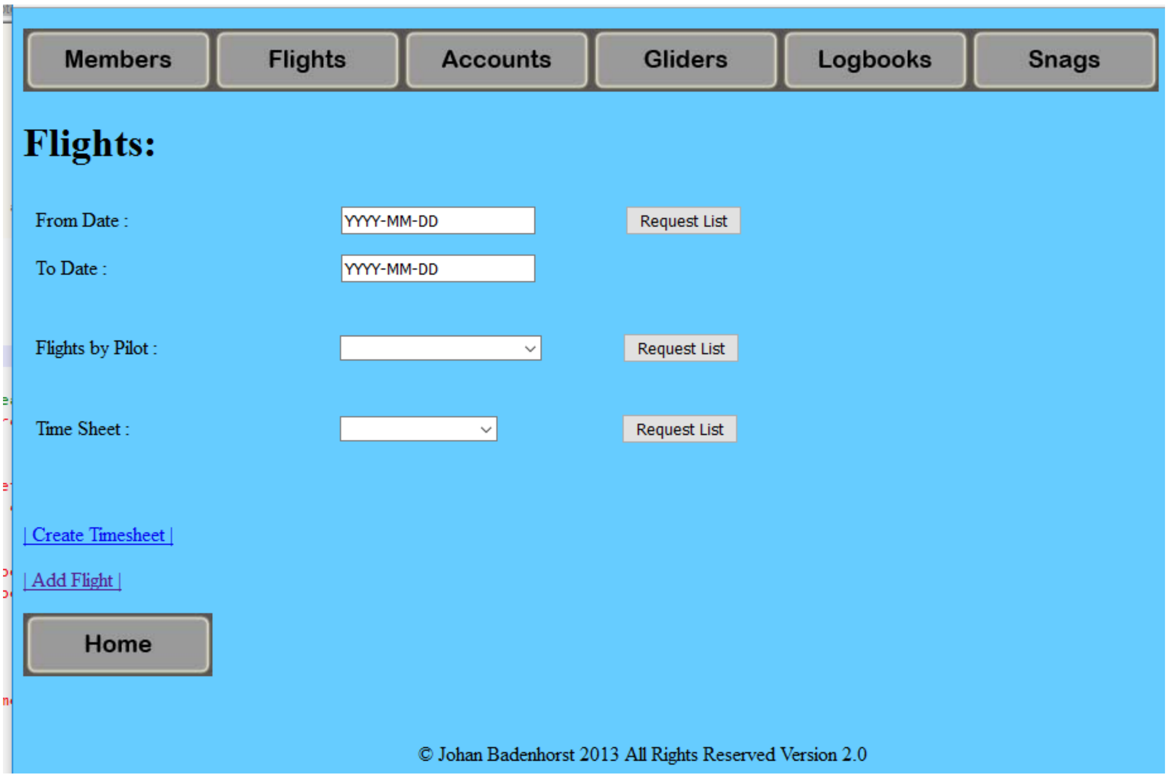


Change the information required, all the same fields are verified in the same way as when you create a new member. Select “Save” when done, the system will perform checks on the same entries as when you create a member. An update successful message will be displayed at the top. The “Done” button takes you back to the Members area.

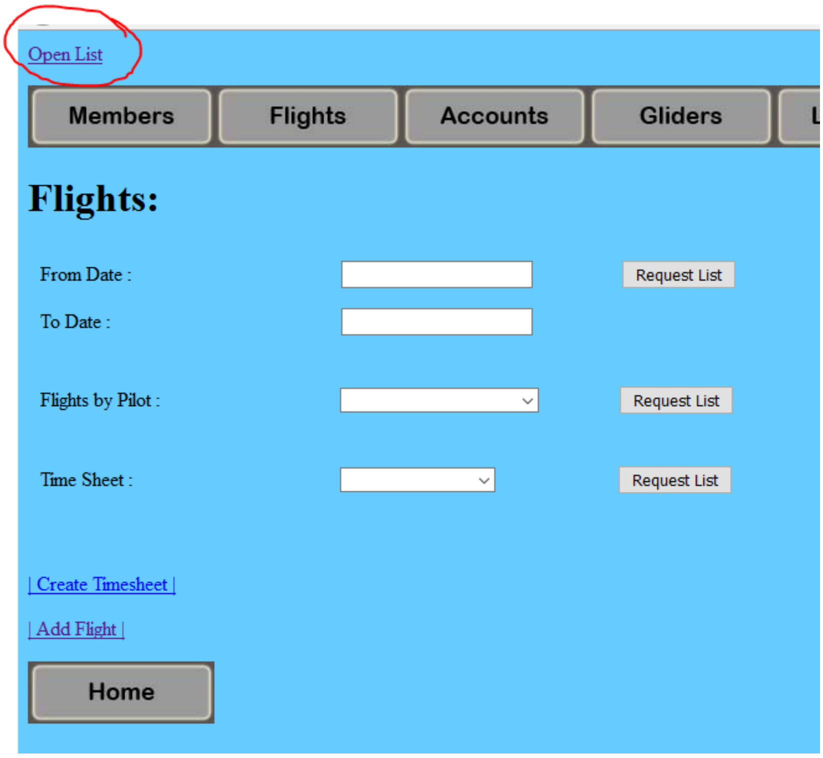
Flights

Flight Reporting

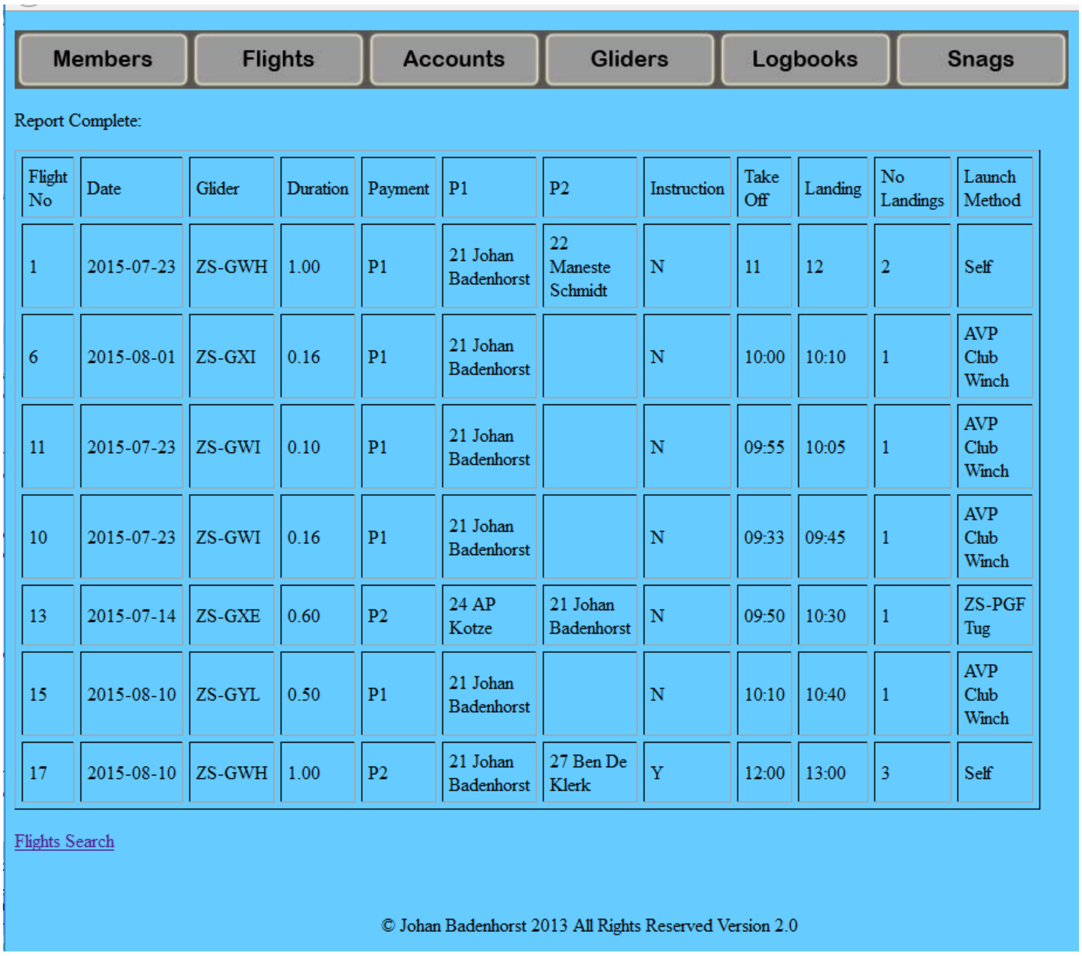
In the “Flights” area you have the options to search for flights by date range, pilot or timesheet. Enter the required information and select the corresponding “Request List” button. Please make sure to enter dates exactly in the format as shown. The list will be generated and an option to open the list will be displayed at the top.



Select the “Open List” option to view your report.



The results of your search are displayed in a table.



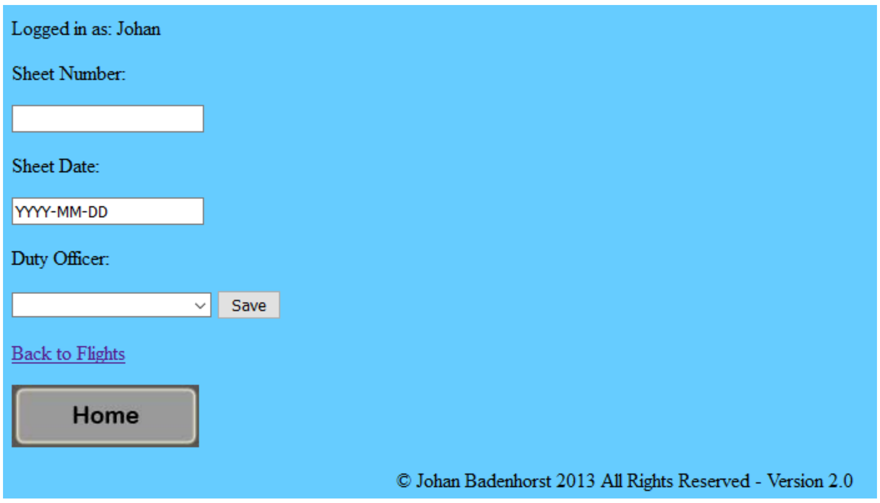
Flight No	Date	Glider	Duration	Payment	P1	P2	Instruction	Take Off	Landing	No Landings	Launch Method
1	2015-07-23	ZS-GWH	1.00	P1	21 Johan Badenhorst	22 Maneste Schmidt	N	11	12	2	Self
6	2015-08-01	ZS-GXI	0.16	P1	21 Johan Badenhorst		N	10:00	10:10	1	AVP Club Winch
11	2015-07-23	ZS-GWI	0.10	P1	21 Johan Badenhorst		N	09:55	10:05	1	AVP Club Winch
10	2015-07-23	ZS-GWI	0.16	P1	21 Johan Badenhorst		N	09:33	09:45	1	AVP Club Winch
13	2015-07-14	ZS-GXE	0.60	P2	24 AP Kotze	21 Johan Badenhorst	N	09:50	10:30	1	ZS-PGF Tug
15	2015-08-10	ZS-GYL	0.50	P1	21 Johan Badenhorst		N	10:10	10:40	1	AVP Club Winch
17	2015-08-10	ZS-GWH	1.00	P2	21 Johan Badenhorst	27 Ben De Klerk	Y	12:00	13:00	3	Self

To go back to the flight search page, you can select the “Flight Search” link at the bottom

Adding flight timesheets.

All flights in the system are linked to a timesheet, so in order to add flights a timesheet for the specific day needs to already exist or must be newly created. Timesheets have a locked and unlocked state, once a timesheet has been locked for accounting reasons, further flights cannot be added to it.

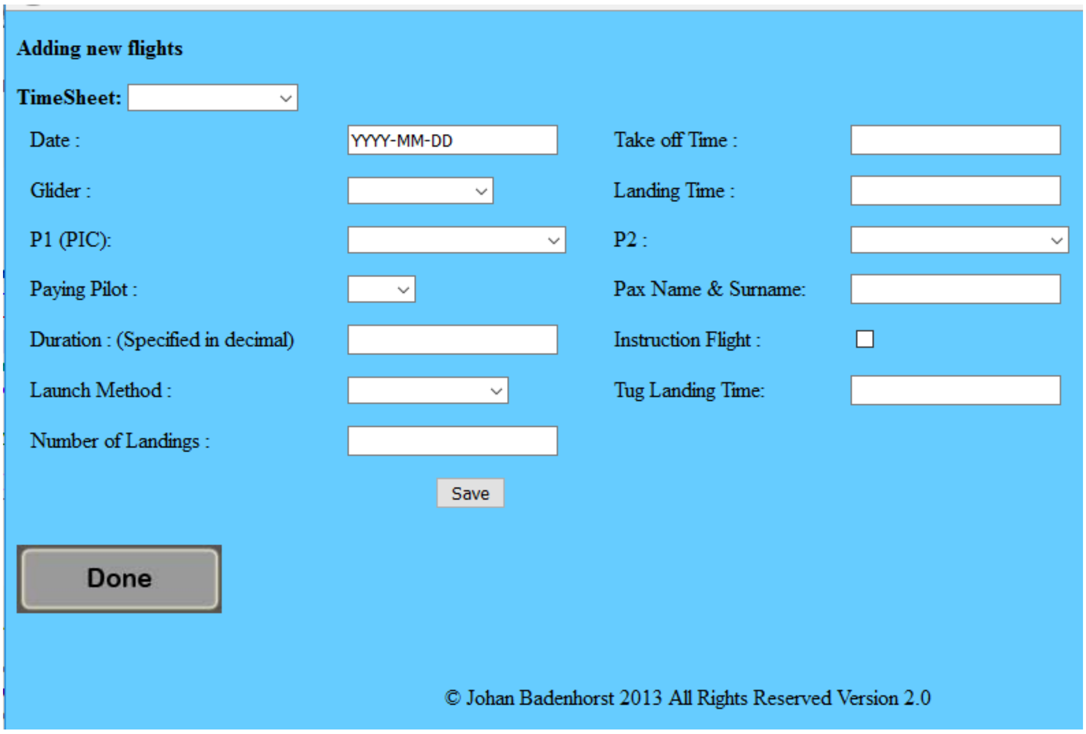
To create a Timesheet, from the Flights page select “Create Timesheet”



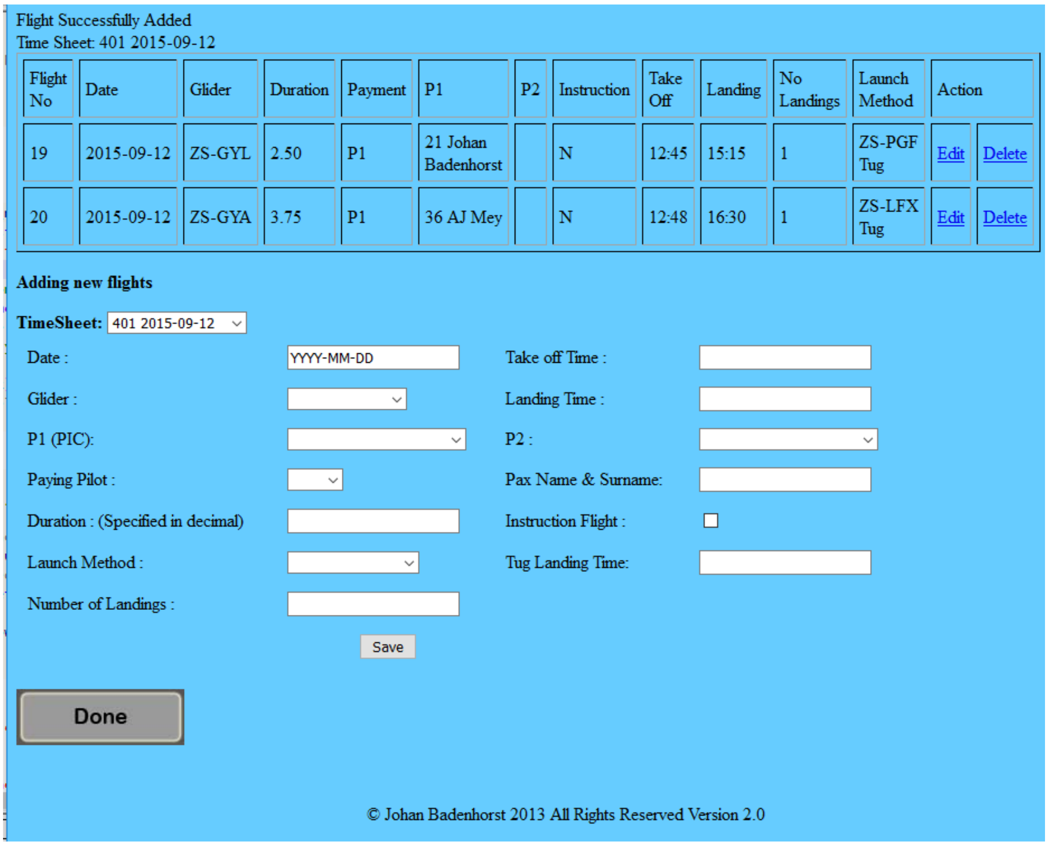
Type the sheet number, date and select a duty officer. Click on save. The timesheet will now be available to add Flights.

Adding a new flight

Select the “Add Flight” option in die “Flights” section to add flights to the database.

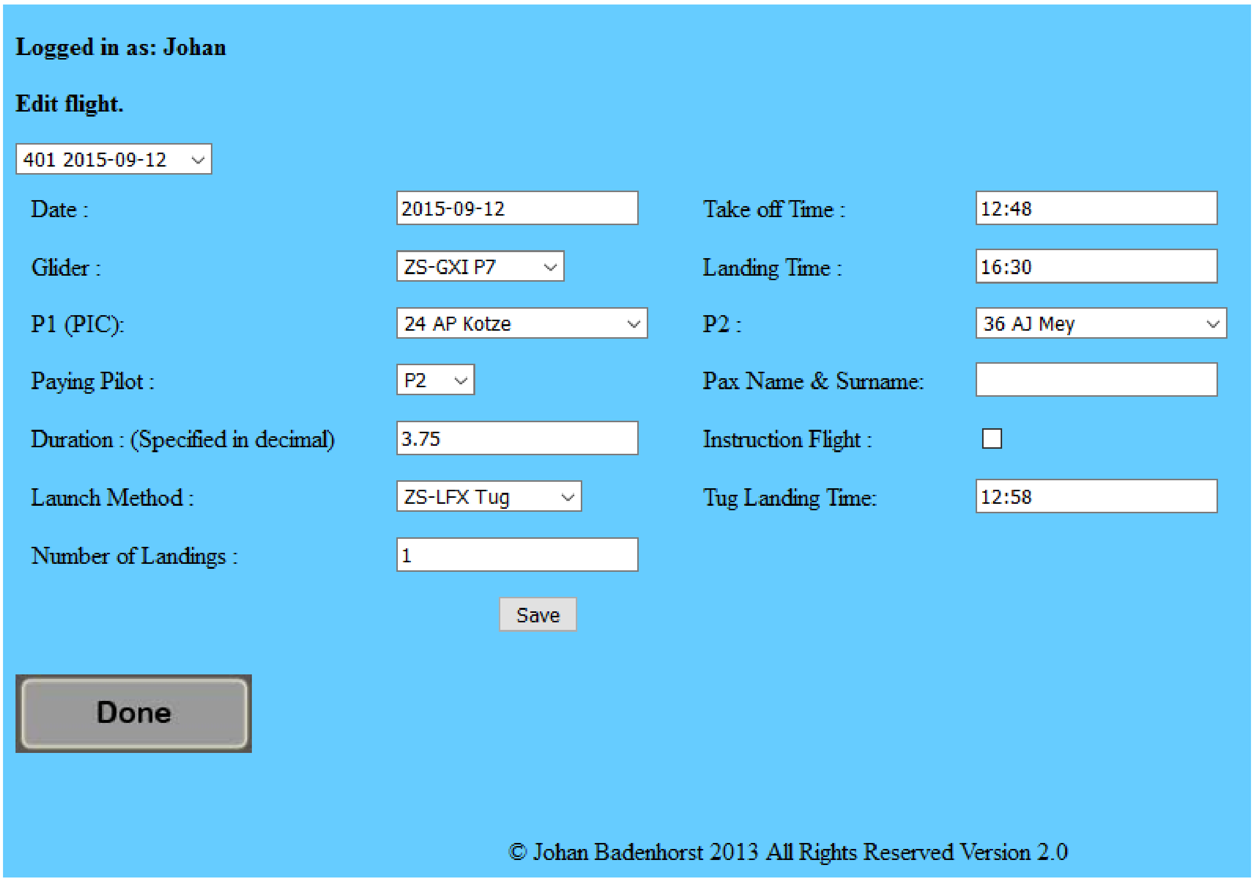


Enter the relevant information about the flight. Please make sure to enter the date exactly in the format as shown When you are finished select the “Save” option. A Flight Added Successfully message will be displayed and all the flights for the timesheet you currently have selected will be shown including the one just added.



Editing Flight Info

You can edit the flight information by selecting the “Edit” option next to the corresponding flight. To delete the flight, simply click the “Delete” link next to the corresponding flight. Flights on timesheets that have been locked are not possible to edit any further as this would affect accounting of the system.



Change the required info and select save. A Message at the top will display when the edit was successful. and again it will show the flights for the timesheet you have selected. Click Done when finished editing

Accounts

In the accounts section you are presented with a list of options to perform accounting functions with

POS

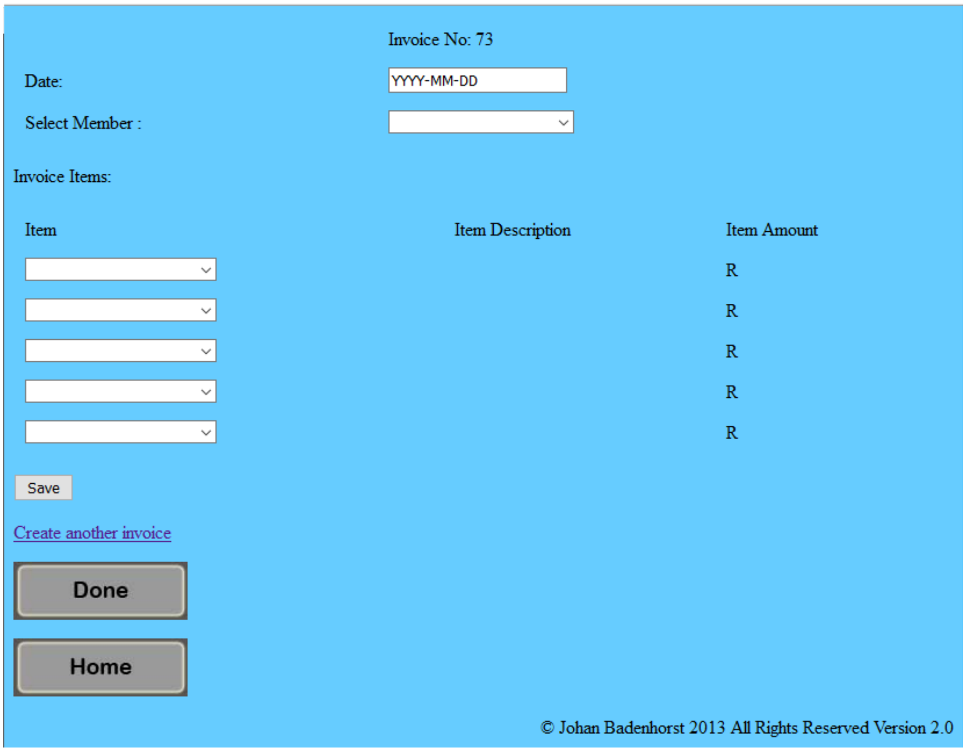
The POS link takes you to the Point of Sale module for the administration system.

Timesheet Finalization

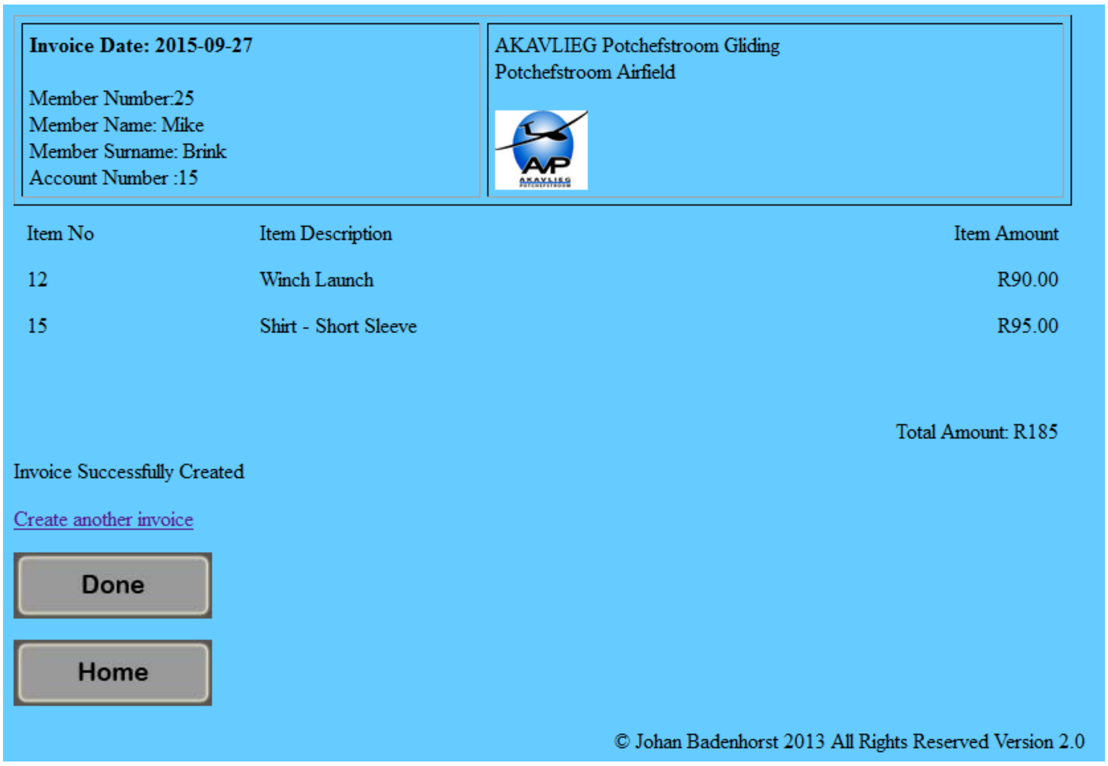
This allows you to process a timesheet. The timesheet will be locked and all the flights for the specified timesheet will be invoiced to the respective members for payment. Simply select the timesheet from the dropdown and select Submit

Creating an Invoice

To create an invoice, select the “Create Invoice” option in the “Accounts” section. Enter the date exactly as the format shown, select the member from the dropdown box and choose the items. When you select “Save” the invoice number, member details, items descriptions, items amounts and total amount will automatically be inserted. You will receive a message that the invoice has been completed successfully. All the relevant tables are automatically updated, the member’s account balance is also updated.

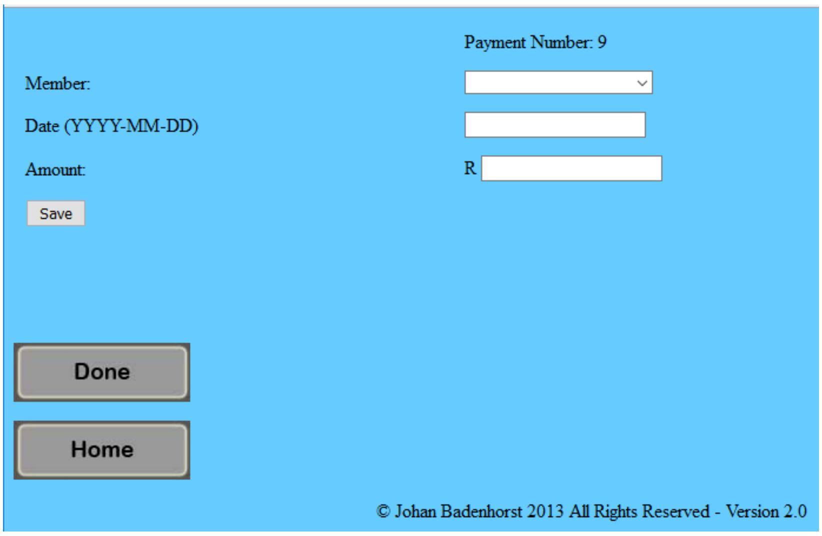


Next screenshot shows a completed invoice. This can easily be printed. “Done” takes you back to the accounts section



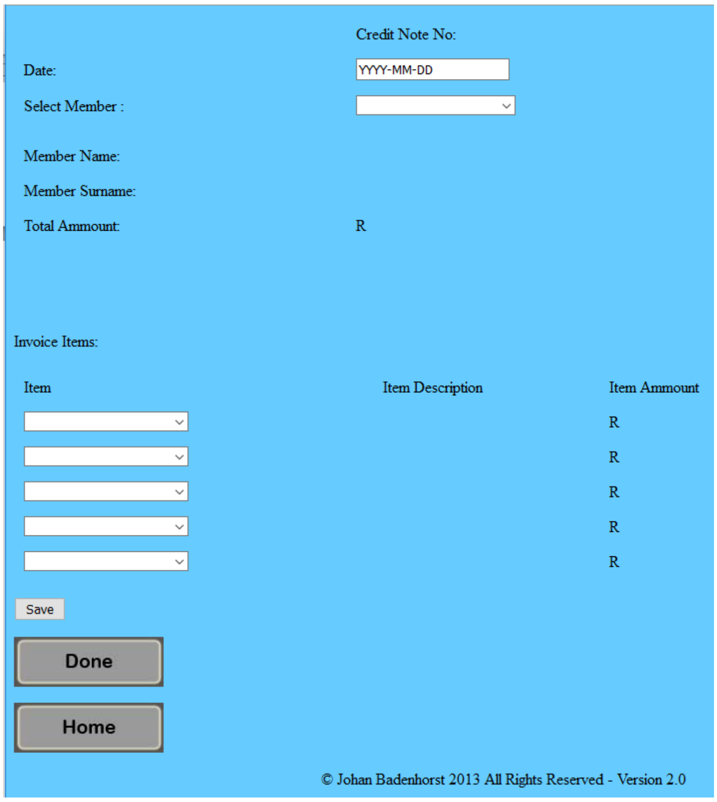
Creating a payment.

Select the “Create Payment” option from the “Accounts” section. Select the member from the dropdown list, enter the date in the format shown and enter the amount. Select save. You will receive a confirmation message that the payment has been processed. The members account balance will automatically be updated as well as all the normal relevant tables will be updated. “Done “ takes you back to the accounts section.



Creating a Credit Note

As with creating an invoice, creating a credit note works exactly the same. Select “Create Credit Note” from the “Accounts” section. Enter the date in the format shown, select the member and choose the items. When you click “save” the members account balance will automatically be updated as well as all the relevant tables. You will get a confirmations message that the credit note has been created successfully. The member details, item descriptions and item amount will be automatically completed.



Adding items used for Invoicing and Credit notes

On the Accounts page click on “Add Items for Invoicing and Credit Notes” From her you can add new items, edit current one’s or remove an item entirely

You are Logged in as: Johan

Add a new Item:

Item No	Item Description	Item Cost	Item Charge	Action	
1	Cable retrieval	5.80	11.20	Edit	Delete
2	Towing Rope	15.00	28.00	Edit	Delete
4	Wash Bucket	20.00	30.00	Edit	Delete
5	Was Shammy	17.30	25.00	Edit	Delete
6	Battery - Glider	114.50	150.00	Edit	Delete
7	Shirt - Long Sleeve	80.00	110.00	Edit	Delete
8	Cap - Ballcap	50.00	65.00	Edit	Delete
9	Flight With K7	1.50	2.00	Edit	Delete
10	Flight with K8	1.50	2.00	Edit	Delete
11	Flight with Astir	2.00	2.50	Edit	Delete
12	Winch Launch	72.00	90.00	Edit	Delete
13	Aerotow	500.00	500.00	Edit	Delete
14	Hat - Circle Band	85.00	100.00	Edit	Delete
15	Shirt - Short Sleeve	65.00	95.00	Edit	Delete
16	Polorised Sunglasses	280.60	330.00	Edit	Delete

Item Description :

Item Cost : R

Item Charge : R

Save

Done

When you click Edit the fields at the bottom will be populated with the item you wish to edit.

Item Description : Flight with Astir

Item Cost : R 2.00

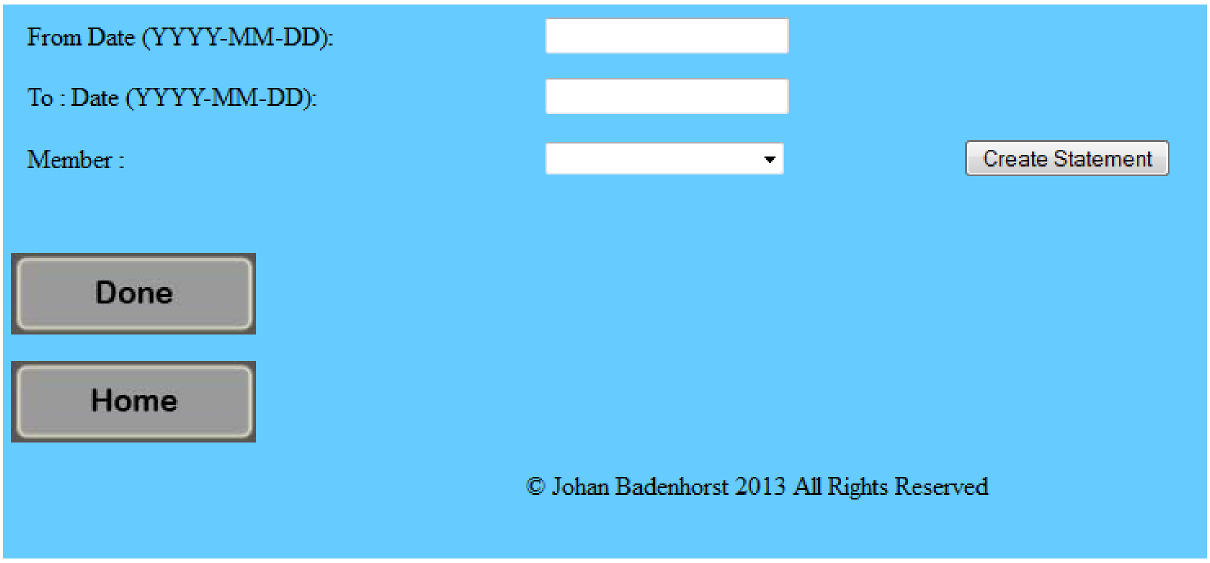
Item Charge : R 2.50

Save

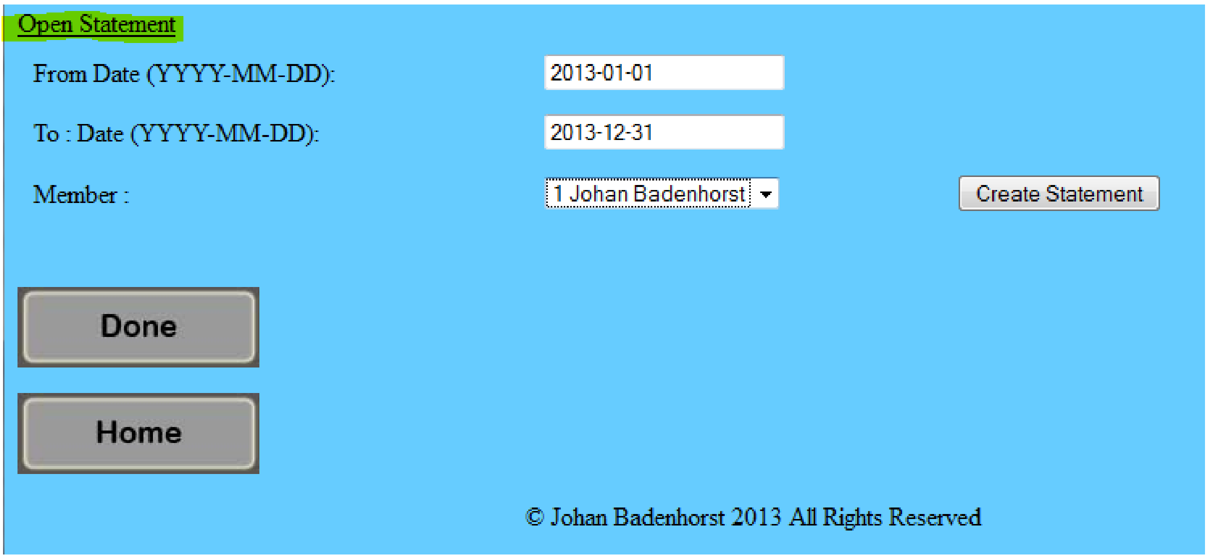
Done

Compiling a statement

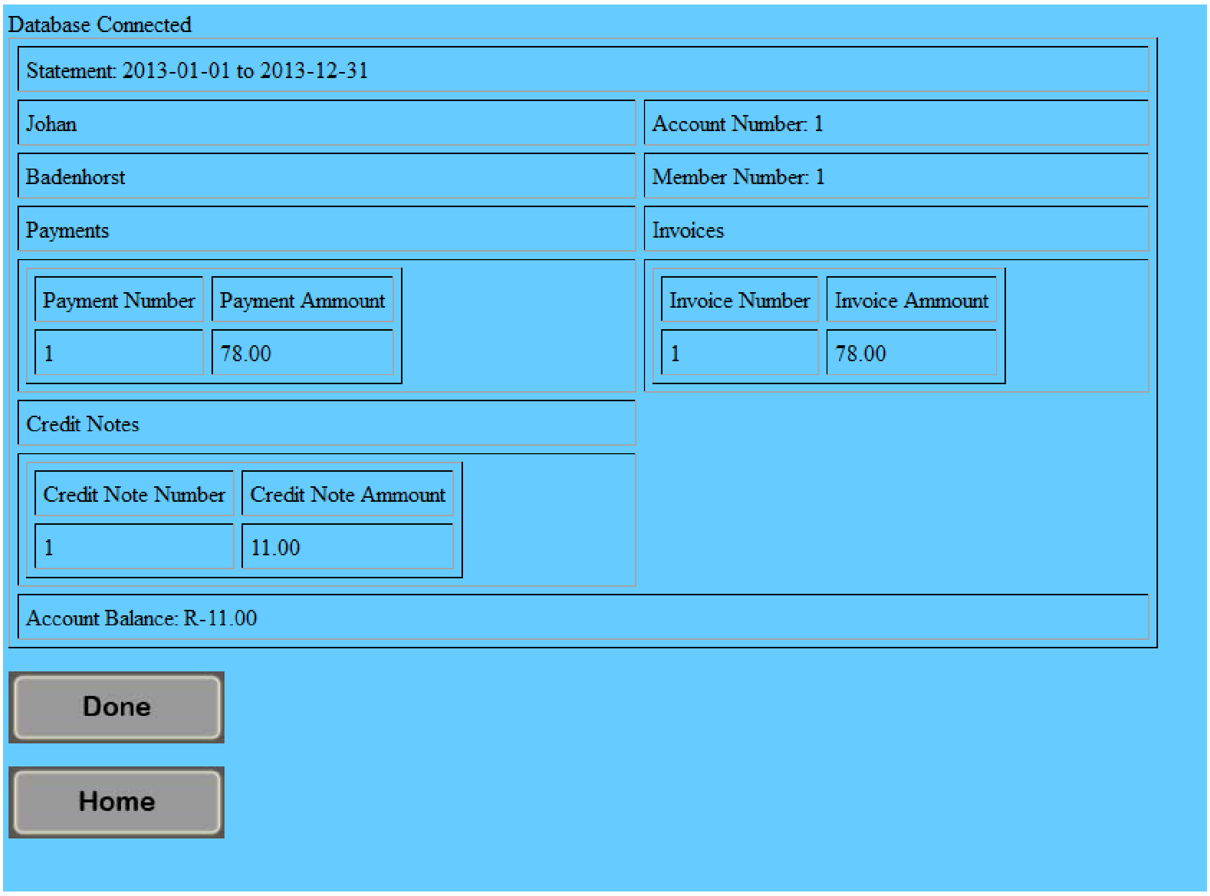
Select " Compile Statement " in the "Accounts" section.



Enter the date range exactly as in the format shown. Select the member and click "Create Statement" The statement will be generated and a "Open Statement" message will be displayed in the top left corner.



Click on the "Open Statement" option to view the statement. Example is shown on the next page.


Database Connected
Statement: 2013-01-01 to 2013-12-31
Johan
Account Number: 1
Badenhorst
Member Number: 1
Payments
Invoices
Payment Number
Payment Ammount
1
78.00
Invoice Number
Invoice Ammount
1
78.00
Credit Notes
Credit Note Number
Credit Note Ammount
1
11.00
Account Balance: R-11.00
Done
Home

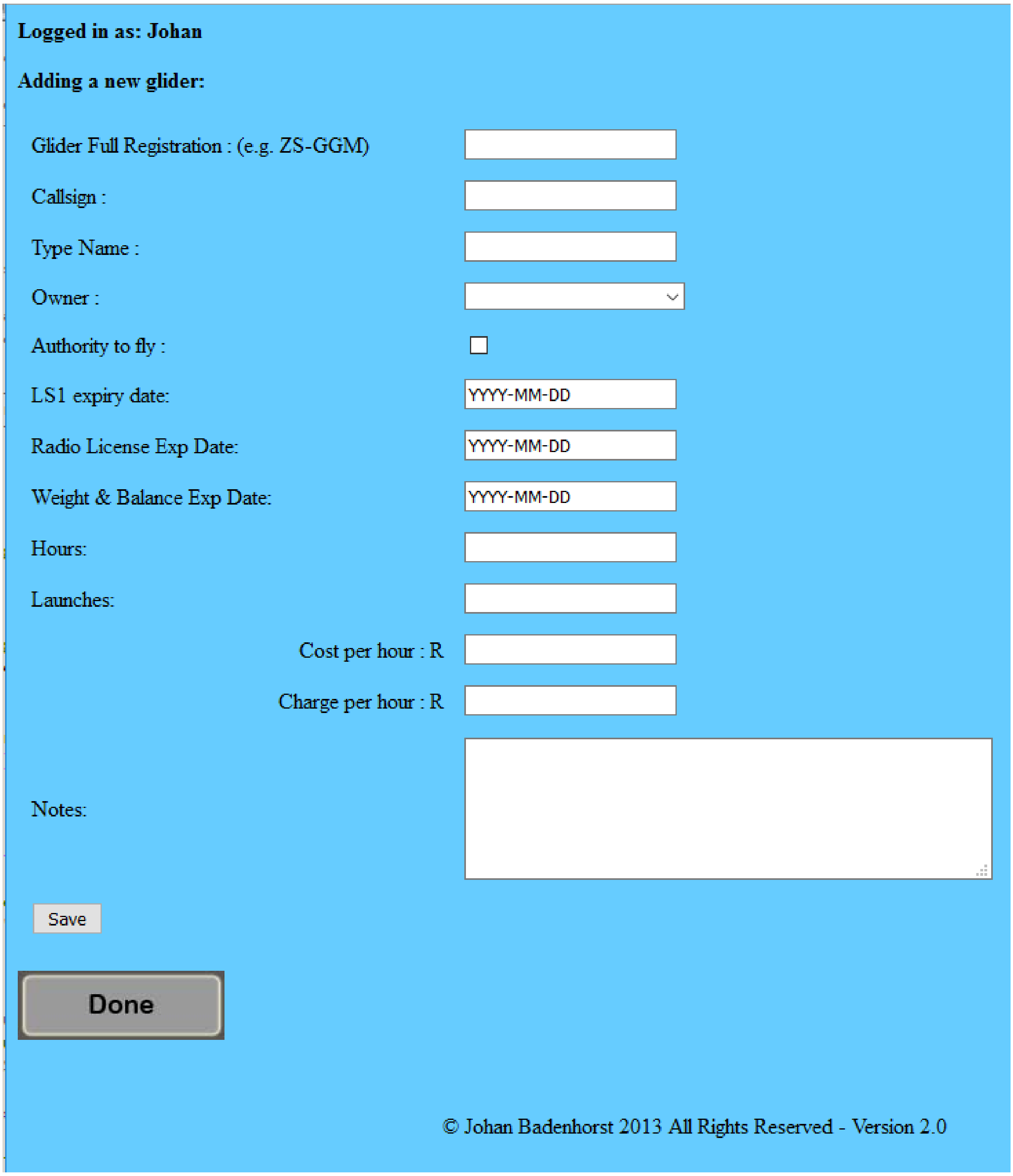
Gliders:

Viewing and deleting gliders

If you click on the “Gliders” button from the main menu, the gliders section is opened automatically displaying a table with all the gliders currently in the database. To delete a glider simply select the “Delete” option next to the corresponding glider.

Adding a glider

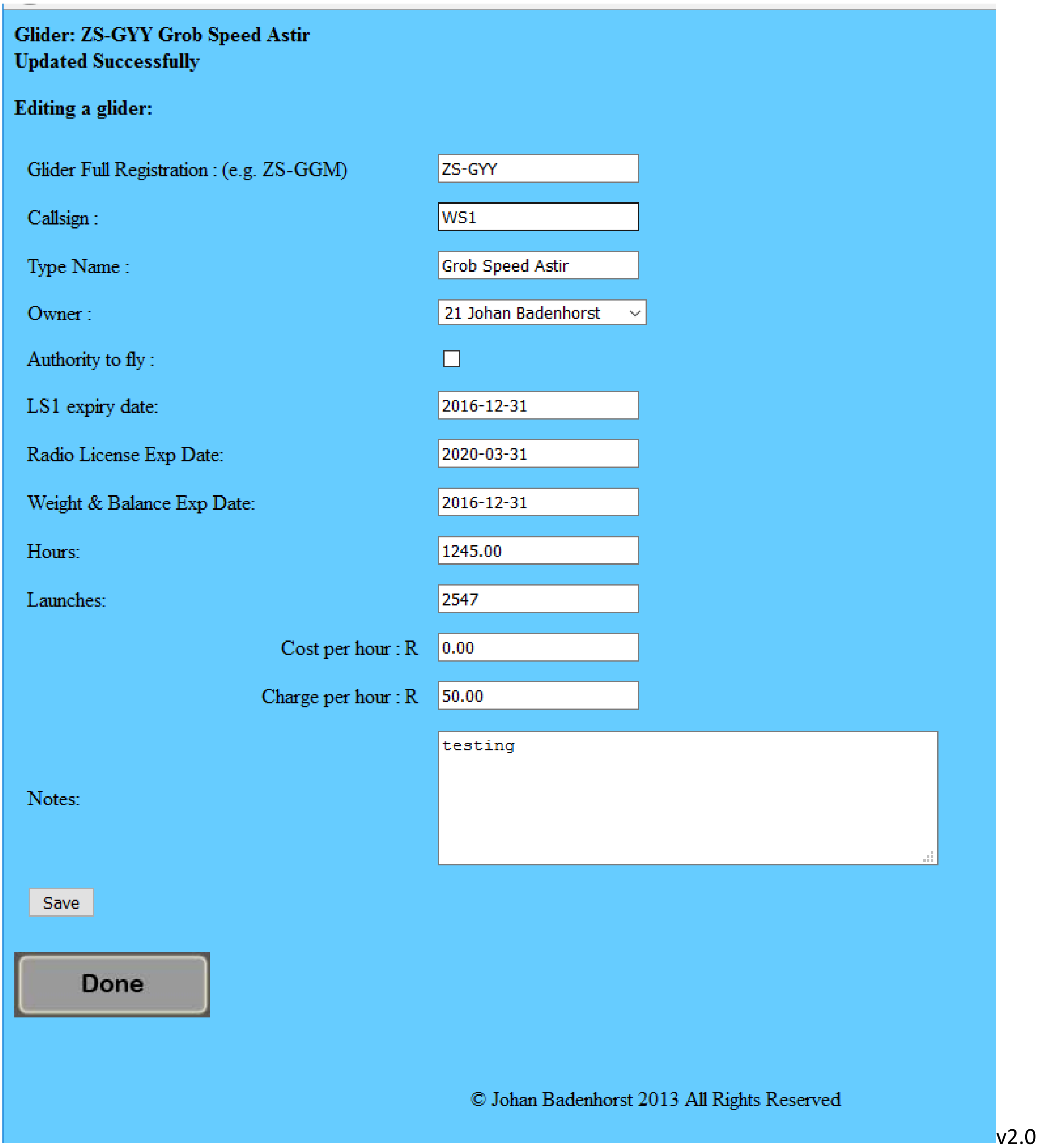
To add a glider, simply select the “Add Glider” option Enter all the relevant information. The glider registration, owner, cost and charge fields are compulsory and are checked. Please make sure you enter the date correctly in the format indicated. Select “Save”. The system checks if the glider already exists in the DB and if it is not found the new glider record is successfully saved.



You will receive a confirmation message that the glider has been added successfully

Editing a glider

From the “Gliders” section select the “Edit” option next to the corresponding glider that you wish to edit. Change the info as required, the same fields are compulsory for editing as they are for adding a glider . Select “Save”, the system will perform the same checks as with adding a glider. You will get a confirmation message that the record has been updated successfully



Reports

From any of the main areas, select the “Logbooks” button fro reports

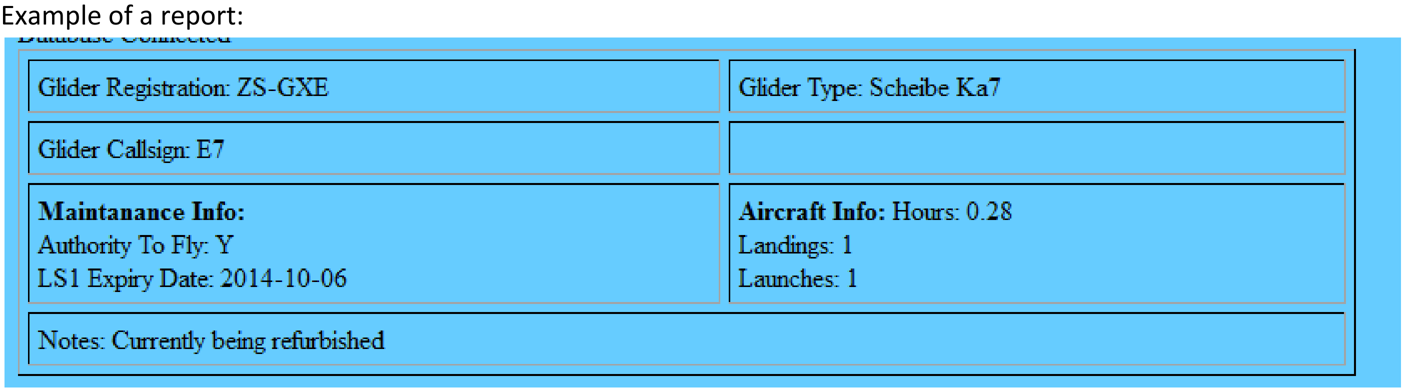
Generating a logbook report for a specific glider

On the Reports page select the glider logbooks option.

In the logbooks report simply select the aircraft you need a logbook for and click load. A Report will be generated for you.

v2.0

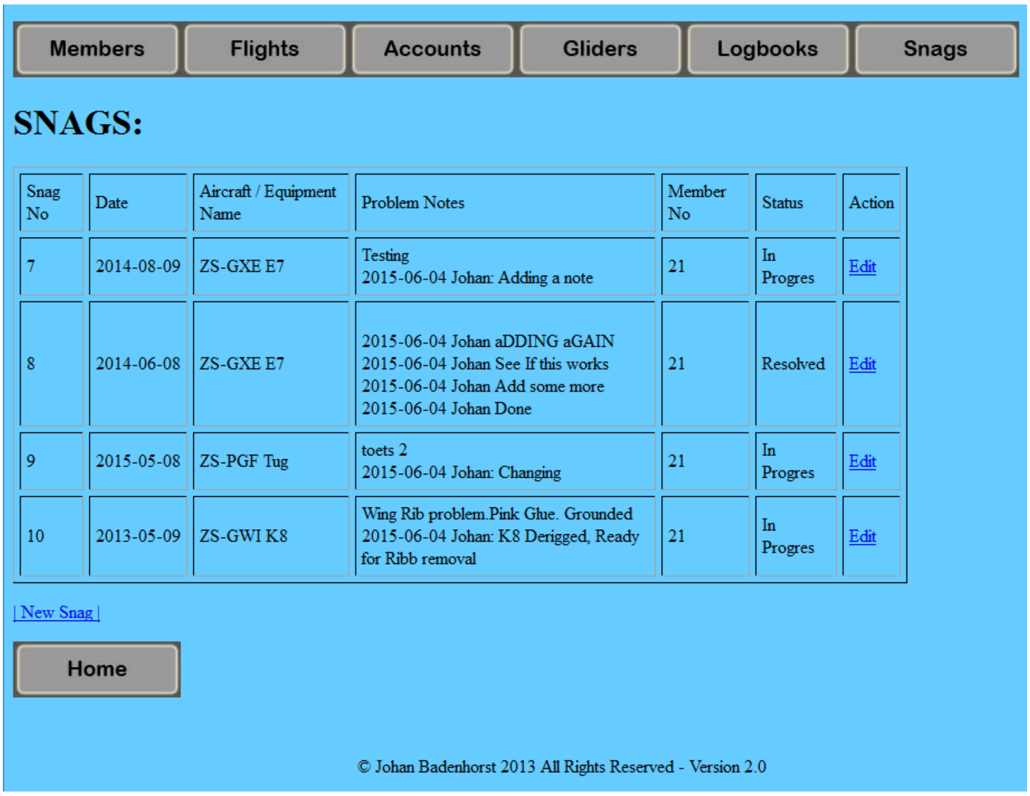
Example of a report:



Snags

Viewing Snags

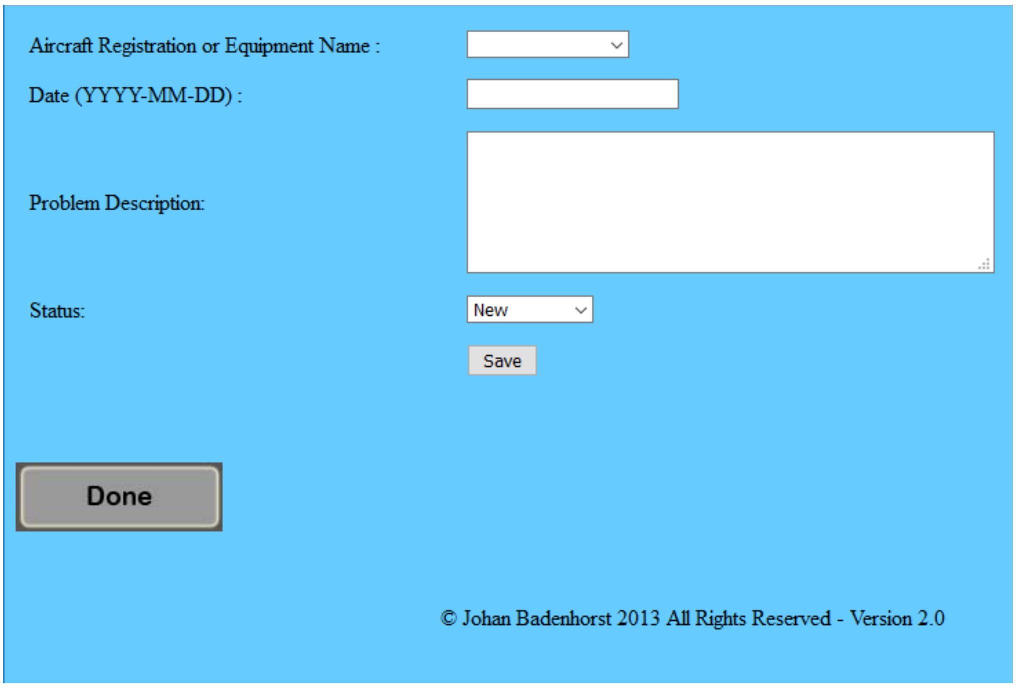
When you select the “Snags” option from the top main menu you will be presented with the screen showing all the snags in the database.



Snag No	Date	Aircraft / Equipment Name	Problem Notes	Member No	Status	Action
7	2014-08-09	ZS-GXE E7	Testing 2015-06-04 Johan: Adding a note	21	In Progres	Edit
8	2014-06-08	ZS-GXE E7	2015-06-04 Johan aDDING aGAIN 2015-06-04 Johan See If this works 2015-06-04 Johan Add some more 2015-06-04 Johan Done	21	Resolved	Edit
9	2015-05-08	ZS-PGF Tug	toets 2 2015-06-04 Johan: Changing	21	In Progres	Edit
10	2013-05-09	ZS-GWI K8	Wing Rib problem.Pink Glue. Grounded 2015-06-04 Johan: K8 Derigged, Ready for Ribb removal	21	In Progres	Edit

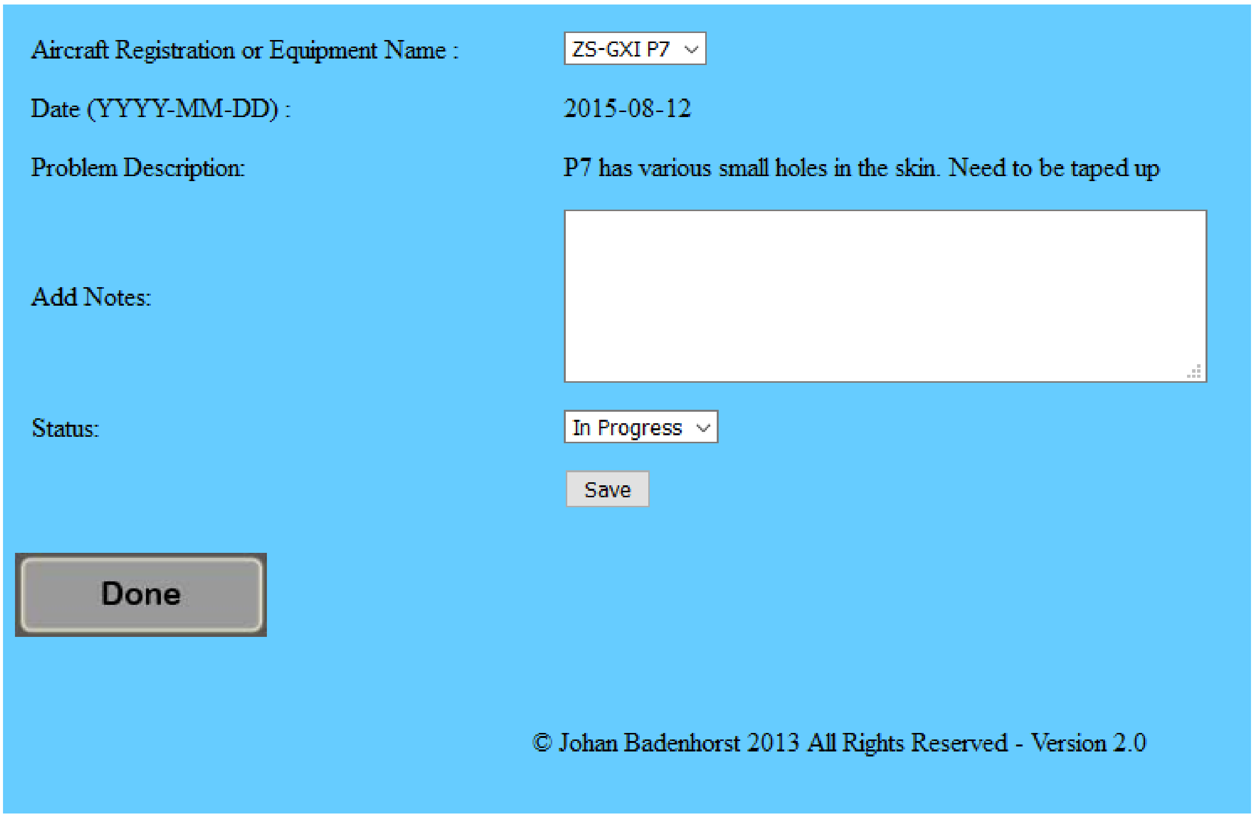
Adding Snags

To add a snag, simple click the “New Snag” option from the “Snags” area. Complete the relevant information and select “Save” The record will be created and a confirmation message given



Editing Snags

To edit a snag, simply click on the "Edit" option next to the corresponding snag. You can the edit the relevant info and select "Save" The record will be updated and you will receive a confirmation message.



Notes are only added to the snag description for auditing and regulation reasons. No previous notes can be removed. The snag record will look as follows. Date is automatically added to each note.

Snag No	Date	Aircraft / Equipment Name	Problem Notes	Member No	Status	Action
11	2015-08-12	ZS-GXI P7	P7 has various small holes in the skin. Need to be taped up 2015-09-27 Johan: We have taped up all the small problem areas	21	In Progres	Edit