



Flylogs Company Implementation Checklist

1. Flylogs Account Configuration

- Configure company account settings
 - Measurement units (time, fuel, distance, weight, etc.)
 - Time format and time zones
 - User permissions and role behavior
 - System appearance and branding preferences
 - Duty time limitations and operational rules
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1.2 Create Management Accounts

- Create additional manager accounts to speed up setup
- Assign the appropriate **management user types**

Management User Types:

- **Company Administrator**
 - Full system access
 - Can create, downgrade, or delete other administrators
- **Operations Manager**
 - Access to all options except administrator account management
- **Compliance & Safety Manager**
 - Reporting tools
 - Documents
 - Flights
 - Trainings
 - SMS (Safety Management System)
- **Human Resources Manager**
 - Create and manage company users
- **Financial Manager**
 - Manage company billing
 - Manage user balances
 - Manage Flylogs Premium subscription
 - Download invoices
- **Crew Scheduling Manager**
 - Manage flight schedules
 - Manage pilot availability and basic pilot info
- **Flight Dispatcher**
 - Edit or cancel scheduled flights
 - Confirm flights after landing
 - Enter flight details

- **Mechanic**
 - Access all aircraft details
 - Manage maintenance
 - View and download aircraft logbooks and flight data

 More details: <https://docs.flylogs.com/fcom/company-management/account-types>

Important:

- Any management account can also be assigned **pilot privileges**
- This allows a manager (e.g., Safety & Compliance) to also operate as a pilot without creating a second account

2. Create Aircraft

- Create all company aircraft profiles
- Enter current aircraft status:
 - Airframe total flight time
 - Cycles / landings
- Enter last performed maintenance and annual inspections
- Configure expiration dates for:
 - Aircraft documentation
 - Major components
- Upload aircraft documents
- Assign expiration dates to uploaded documents

3. Configure Trainings (If Applicable)

- Create training courses
- Define training structure:
 - Subjects
 - Lessons
 - Time allocation

NOTE: Flylogs can auto generate subject structures based on defined lessons and time.

- If **distance training** is required:
 - Upload lesson content
 - Upload slides
 - Create exams and questions

NOTE: Distance training setup is a **separate and time-consuming process** since all training content has to be uploaded, configured and properly ordered for its usage.

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Documentation: <https://docs.flylogs.com/fcom/training-courses/training-basics>

4. Create Pilot Groups

- Define pilot groups (customizable):
 - By training year
 - By pilot type
 - By classroom or internal structure
 - Customize group names and colors

 - Use pilot groups to:
 - Invite multiple pilots at once
 - Enroll pilots into trainings by group
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5. Upload Company Manuals

- Upload manuals and internal documentation
 - Set access permissions for the correct user groups
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6. Create Pilot Accounts

- Start by creating **Chief Pilot** and **Flight Instructor** accounts for early system familiarization

Pilot Account Types:

- **Chief Pilot**
 - View all pilots
 - Flights
 - Documents
 - SMS
 - Schedules
- **Flight Instructor**
 - Own flights and schedules
 - SMS
 - View all students
- **Captain**
 - Own flights and schedules (view/edit)
- **Pilot**
 - Own flights and schedules (view/edit)



- **Student Pilot**
 - View-only access
 - Limited access to other pilot profiles

NOTE: Some pilot accounts may already exist as previously created **staff users**. If so, ensure pilot privileges are enabled in their **Staff user profile**.

Account Invitations

- Choose whether to send the welcome email during account creation
- Invitations can be resent:
 - From individual pilot profiles
 - To entire pilot groups

Invitation Status Behavior:

- Email shown as **blue link** → account created
 - Email shown as **grey** → account inactive or invitation bounced
 - Inactive accounts can be reinvited
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7. Enroll Students into Trainings

- Go to **Trainings** → **Students**
 - Enroll students:
 - Individually
 - By pilot groups
 - Students receive instant notifications
 - Training access is granted immediately
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Final Notes

- Your Flylogs account is now operational with your organization data integrated

For help and documentation:

- <https://docs.flylogs.com>
- Support: support@flylogs.com

If you require **assistance or data migration**, contact Flylogs support for a faster and smoother onboarding experience.