

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

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.