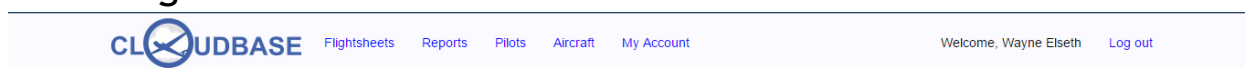


# Cloudbase User Manual

## 1.0 Introduction:

Cloudbase is a responsive and secure web application for tracking and recording aircraft flight records. This product is intended for small aviation clubs.

## 2.1 Navigation



To navigate through Cloudbase, use the menu located at the top of your screen. It's also where you go to log out.

## 2.2 FlightSheets

A screenshot of the Cloudbase 'Flightsheets' page. The page has a header with the Cloudbase logo and navigation links. Below the header, there's a 'Create New FlightSheet' button. The main content area is titled 'Incomplete Flights' and contains a table with flight records. Below this table is another section titled 'Flights with outstanding balance' with a corresponding table. The 'Incomplete Flights' table has columns for Flight No, Date, Takeoff Time, Operations Director, Type, and two Action links (update and delete).

Flight No	Date	Takeoff Time	Operations Director	Type	Action	Action
36	2015-04-22	08:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>
56	2015-04-23	05:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>
57	2015-04-24	08:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>
58	2015-04-24	03:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>
43	2015-04-25	06:00:00	Chuck Yeager	Ropebreak	<a href="#">update</a>	<a href="#">delete</a>
44	2015-04-28	12:00:00	Chuck Yeager	Ropebreak	<a href="#">update</a>	<a href="#">delete</a>
40	2015-04-22	08:00:00	Chuck Yeager	Aerotow	<a href="#">update</a>	<a href="#">delete</a>
42	2015-04-24	07:00:00	Chuck Yeager	Aerotow	<a href="#">update</a>	<a href="#">delete</a>

Flight No	Date	Takeoff Time	Operations Director	Type	Action	Action
-----------	------	--------------	---------------------	------	--------	--------

The FlightSheets page is designated for creating, updating, and deleting flight records. There are two tables appeared when you first open this page. Their presence indicates that there are incomplete records in the system. The incomplete flights table lists flights without complete records, and the flights with outstanding balance table list flights with financial issues.

CLX UDBASE							Welcome, Wayne Elseth <a href="#">Log out</a>	
Flightsheets								
Flight No	Date	Takeoff Time	Operations Director	Type	Action	Action		
22	2015-04-19	07:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>		
36	2015-04-22	08:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>		
54	2015-04-24	10:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>		
56	2015-04-23	05:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>		
57	2015-04-24	08:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>		
58	2015-04-24	03:00:00	Chuck Yeager	Soar	<a href="#">update</a>	<a href="#">delete</a>		
46	2015-04-25	08:00:00	Chuck Yeager	Rental	<a href="#">update</a>	<a href="#">delete</a>		
53	2015-04-24	07:00:00	Chuck Yeager	Rental	<a href="#">update</a>	<a href="#">delete</a>		
43	2015-04-25	06:00:00	Chuck Yeager	Ropebreak	<a href="#">update</a>	<a href="#">delete</a>		
44	2015-04-28	12:00:00	Chuck Yeager	Ropebreak	<a href="#">update</a>	<a href="#">delete</a>		
42	2015-04-24	07:00:00	Chuck Yeager	Aerotow	<a href="#">update</a>	<a href="#">delete</a>		

### Search Flights

From:  To:  [Search](#)

Flight No	Date	Takeoff Time	Operations Director	Type	Action	Action
-----------	------	--------------	---------------------	------	--------	--------


[About](#) [Help](#)

At the bottom of the page is a search function for updating or deleting old flight information. These flights have complete information although that information may be inaccurate due to user error. If such an event occurs, this is the place to fix it.

CLX UDBASE							Welcome, Wayne Elseth <a href="#">Log out</a>							
Flightsheets														
New Flightsheet														
Date:	<input type="text"/>													
Operations Director:	<input type="text" value="Chuck Yeager"/>													
Service	<input type="text" value="--"/>													
Payments														
<a href="#">New Payment</a>														

[About](#) [Help](#)

When you want to add a new flight record, click on the **Create New Flightsheet** button at the top of the page. It will take you to a new page. Fill it out completely or the system will keep reminding you if you missed some information.


[Flightsheets](#)
[Reports](#)
[Pilots](#)
[Aircraft](#)
[My Account](#)
Welcome, Wayne Elseth
[Log out](#)

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### Payment

\*required

Date:\*

Payment Type:\*

--


Amount:\*

Create Payment

[About](#)
[Help](#)

When you need to record a customer's payment for a flight, click on the **New Payment** button at the bottom of the new flightsheet or update flightsheet page. Again, if you forget to fill out the whole form, the system will remind you.

## 2.3 Reports


[Flightsheets](#)
[Reports](#)
[Pilots](#)
[Aircraft](#)
[My Account](#)
Welcome, Wayne Elseth
[Log out](#)

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### Flight Reports

Start  End  [Filter Dates](#)

Show  entries

Search:

Date	T/O	Land	Duration	Aircraft	Pilot	Cost
2015-04-25	08:00:00	10:00:00	02:00:00	234FDHR	Yeager, Chuck	
2015-04-24	07:00:00	08:38:00	01:38:00	234FDHR	Yeager, Chuck	
2015-04-24	10:00:00	12:36:00	02:36:00	REG2334S	Yeager, Chuck	\$109.00
2015-04-24	08:00:00	10:31:00	02:31:00	3DDG234	Yeager, Chuck	\$52.00
2015-04-24	07:00:00	07:30:00	00:30:00	234FDHR	Yeager, Chuck	
2015-04-24	03:00:00	05:15:00	02:15:00	3DDG234	Yeager, Chuck	\$52.00
2015-04-24	10:00:00	11:00:00	01:00:00	234FDHR	Yeager, Chuck	
2015-04-23	05:00:00	05:32:00	00:32:00	3DDG234	Yeager, Chuck	\$52.00
2015-04-22	08:00:00	10:00:00	02:00:00	234FDHR	Yeager, Chuck	
2015-04-22	08:00:00	09:30:00	01:30:00	REG2334S	Yeager, Chuck	\$107.00

The report page is designated for producing reports. There is a table that by default lists every known and complete flight record by date. All fields are sortable and you can search every field too with the search box. You can also filter by date with a convenient

calendar. To filter the reports by date, select the desired dates and click the **Filter Dates** button. The table also includes a paging functionality that you can use to navigate multiple pages. You can also disable it completely.

CLIMBUDBASE <a href="#">Flightsheets</a> <a href="#">Reports</a> <a href="#">Pilots</a> <a href="#">Aircraft</a> <a href="#">My Account</a> <span>Welcome, Wayne Elseth <a href="#">Log out</a></span>						
2015-04-25	08:00:00	10:00:00	02:00:00	234FDHR	Yeager, Chuck	
2015-04-24	07:00:00	08:38:00	01:38:00	234FDHR	Yeager, Chuck	
2015-04-24	10:00:00	12:36:00	02:36:00	REG2334S	Yeager, Chuck	\$109.00
2015-04-24	08:00:00	10:31:00	02:31:00	3DDG234	Yeager, Chuck	\$52.00
2015-04-24	07:00:00	07:30:00	00:30:00	234FDHR	Yeager, Chuck	
2015-04-24	03:00:00	05:15:00	02:15:00	3DDG234	Yeager, Chuck	\$52.00
2015-04-24	10:00:00	11:00:00	01:00:00	234FDHR	Yeager, Chuck	
2015-04-23	05:00:00	05:32:00	00:32:00	3DDG234	Yeager, Chuck	\$52.00
2015-04-22	08:00:00	10:00:00	02:00:00	234FDHR	Yeager, Chuck	
2015-04-22	08:00:00	09:30:00	01:30:00	REG2334S	Yeager, Chuck	\$107.00
Date	T/O	Land	Duration	Aircraft	Pilot	Cost
Showing 1 to 10 of 15 entries						
<a href="#">Generate PDF</a> <span>Previous</span> <span>1</span> <span>2</span> <span>Next</span>						
<a href="#">About</a> <a href="#">Help</a>						

Another feature of the report page is that you can output the shown table to PDF. Please keep in mind that only what is shown on the screen is made into a printable report. Just set up the table the way you like it and then click **Generate PDF** on the bottom left of the page.

## 2.4 Pilots

CLIMBUDBASE <a href="#">Flightsheets</a> <a href="#">Reports</a> <a href="#">Pilots</a> <a href="#">Aircraft</a> <a href="#">My Account</a> <span>Welcome, Wayne Elseth <a href="#">Log out</a></span>			
Pilot Information			
<a href="#">Add New Pilot</a>			
Pilot First Name	Pilot Last Name	Action	
Chuck	Yeager	<a href="#">update</a>	<a href="#">delete</a>
Buzz	Aldrin	<a href="#">update</a>	<a href="#">delete</a>
joe	pilot	<a href="#">update</a>	<a href="#">delete</a>
test	test	<a href="#">update</a>	<a href="#">delete</a>
HxH	XT	<a href="#">update</a>	<a href="#">delete</a>
By	Great	<a href="#">update</a>	<a href="#">delete</a>
<a href="#">About</a> <a href="#">Help</a>			

The pilots page is where you keep information about your club's pilots. You can add new, update, or delete pilot personnel. Just click on the appropriate button and fill out the forms shown.

## 2.5 Aircraft

CLUBBASE

Flightsheets

Reports

Pilots

Aircraft

My Account

Welcome, Wayne Elseth

Log out

Aircraft Information

Add New Aircraft

Model	Serial #	Name	Type	Action	Action
btrthh	REG2334S	sefdfs	glider	<a href="#">update</a>	<a href="#">delete</a>
thyhjfy	234FDHR	<script>alert("Hello");</script>	tow	<a href="#">update</a>	<a href="#">delete</a>
pilates 2b	3DDG234	N4533	glider	<a href="#">update</a>	<a href="#">delete</a>

[About](#) [Help](#)

The aircraft page is where you keep information about your club's aircraft. You can add new, update, or delete aircraft information. Just click on the appropriate button and fill out the forms shown.

## 2.6 My Account

CLUBBASE

Flightsheets

Reports

Pilots

Aircraft

My Account

Welcome, Wayne Elseth

Log out

Account Information

\*required

Firstname:\*

Wayne

Middlename:

?

Lastname:\*

Elseth

Email:\*

test@test.com

Username:\*

admin

Password:

Confirm Password:

Update

Create New User Account

Admin Control

First	Last	Password	Admin?	Action	Action
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The account page is where you change information about your website account. You can change your name or email address here. Just fill out the form!

#### Create New User Account

<b>Firstname:*</b>	<input type="text"/>
<b>Middlename:</b>	<input type="text"/>
<b>Lastname:*</b>	<input type="text"/>
<b>Email:*</b>	<input type="text"/>
<b>Username:*</b>	<input type="text"/>
<b>Password:*</b>	<input type="password"/>
<b>Confirm Password:*</b>	<input type="password"/>
<b>Admin?:</b>	<input type="checkbox"/>

Submit

#### Admin Control

First	Last	Password	Admin?	Action	Action
josh	greer	<input type="password"/>	<input checked="" type="checkbox"/>	<a href="#">update</a>	<a href="#">delete</a>
harryson	tun	<input type="password"/>	<input checked="" type="checkbox"/>	<a href="#">update</a>	<a href="#">delete</a>
mike	mas	<input type="password"/>	<input checked="" type="checkbox"/>	<a href="#">update</a>	<a href="#">delete</a>

There are some site areas that only administrative users can access. These areas allow administrators to promote and demote other administrators and reset passwords. Administrative users can also create new Cloudbase accounts.

## 2.7 Email Reset

On the sign-in page, there is a link for resetting your password. Click the **Forgot Your Password?** link and you are directed to a new page. Enter your email address and you will be emailed a new password, which is randomly generated. We recommend that you change your password immediately for security reasons. This only works if your

email address is registered with the system. That is why it is important to keep your account information up to date.