



# Training Guide

## FLIGHT RECORDS



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## Assigning Access Levels

Before users can attempt to manage flight records for your organisation they must be assigned the correct access levels. Follow the steps below to assign the access levels:

- Step 1. Select **Operations > People > Personnel**. The **Personnel** screen is displayed.
- Step 2. Filter the **Personnel** screen according to your requirements.
  - Enter filter criteria in the text-box and click [Filter].
  - Select a value from the **Department** drop-down list to view personnel located in a particular department.
  - Select a value from the **Base** drop-down list to view personnel located in a particular base location.
  - Select the **Show In-Active** tick box to include personnel that are no longer active in the system. This includes personnel which have ceased employment with your organisation.
- Step 3. Click [Details] to view detailed personnel information. If you do not have the required access level to view personnel details, a warning is displayed.
- Step 4. Select 'Access Levels' from the **Personnel Profile** pane.
- Step 5. Click [Edit].
- Step 6. Select all the applicable access levels in the '**Flight Records**' group.

Access Level	Description
<b>Flight Records &gt; View All</b>	Allows users to view any flight record.
<b>Flight Records &gt; Add All</b>	Allows users to add a new flight record.
<b>Flight Records &gt; Edit All</b>	Allows users to edit any flight record.
<b>Flight Records &gt; Delete All</b>	Allows users to delete any flight record.
<b>Crew Duty Details &gt; Modify Selection</b>	Allows users to modify the duty information contained in flight records for a selection of crew (limited to base/department).
<b>Crew Duty Details &gt; Modify All</b>	Allows users to modify the duty information contained in flight records for all crew.
<b>Crew Flight Details &gt; Modify Selection</b>	Allows users to modify the flight information contained in flight records for a selection of crew (limited to base/department).
<b>Crew Flight Details &gt; Modify All</b>	Allows users to modify the flight information contained in flight records for all crew.
<b>Setup &gt; Modify All</b>	Allows users to customise the flight records setup including adding, editing and deleting all fields.

- Step 7. Click [OK].

## Setting Up Flight Records

Air Maestro allows you to setup customised flight records for your organisation to capture required information for each flight such as: crew, passengers, fuel, route etc. All fields contained in the flight records register can be reported on using the reporting module.

Step 1. Select **Manage > Setup > Flight Records**. The **Flight Records Setup** screen is displayed.

The screenshot shows the Flight Records Setup screen with three main sections:

- Options:** Contains checkboxes for 'Track Flight Leg Data', 'Populate Route From Leg Data', 'Enable Timesheet Integration', 'Autopopulate Flight Times From Schedule', and 'Track Duty Time'. It also has fields for 'Flight Identifier Name' (Flight No.), 'System Generated Number', and 'Beginning at:'. On the right, there are checkboxes for 'Enable Volume Field', 'Enable Page Field', and 'MR Time Field', along with input fields for 'label:', 'Pages per volume:', and 'Legs per page:'.
- Flight Fields:** Shows a 'Hierarchy' dropdown set to 'root' and an 'Add New Field' button. Below is a table with columns 'Field Name', 'Field Type', 'Show in Summary', and 'Show in Editor'. The table is currently empty with the message 'No records to display.'
- Flight Leg Fields:** Similar to Flight Fields, it shows a 'Hierarchy' dropdown set to 'root' and an 'Add New Field' button. Below is a table with columns 'Field Name', 'Field Type', 'Show in Summary', and 'Show in Editor'. The table contains one record: 'Location Data' (Location Data) with 'Yes' for both 'Show in Summary' and 'Show in Editor'.

Step 2. Click [Edit] in the **Options** pane.

This screenshot is identical to the previous one, but the 'Edit' button in the Options pane is highlighted with a red rectangle.

Step 3. Complete the **Options** pane with the required settings.

This screenshot shows the Flight Records Setup screen with the following settings in the Options pane:

- Track Flight Leg Data
- Populate Route From Leg Data
- Enable Timesheet Integration
- Autopopulate Flight Times From Schedule
- Track Duty Time
- Flight Identifier Name: Mission
- System Generated Number
- Beginning at: (empty)
- Enable Volume Field, label: Vol Num, Pages per volume: 10
- Enable Page Field, label: (empty), Legs per page: (empty)
- MR Time Field, Total Block Time

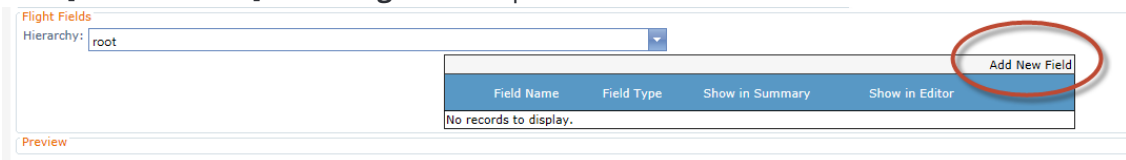
The 'Edit' button is now replaced by 'OK' and 'Cancel' buttons.

Access Level	Description
<b>Track Flight Leg Data</b>	Select the <b>Track Flight Leg Data</b> tick box to record individual flight legs for each flight.
<b>Populate Route From Leg Data</b>	Select the <b>Populate Route From Leg Data</b> tick box to automatically record the route from the data entered in the legs for the To and From fields. For example, if you enter ADL ->SYD for Leg 1 and SYD->BRS for Leg 2, the route is automatically populated with ADL->SYD->BRS.
<b>Enable Timesheet Integration</b>	Select the <b>Enable Timesheet Integration</b> tick box to include the flight records fields in each pilot's timesheet. Enabling this option

	will require pilots/crew to complete flight records data prior to entering their flight hours.
<b>Autopopulate Flight Times From Schedule</b>	Select the <b>Autopopulate Flight Times From Schedule</b> tick box to include the crew names and flight time in the <b>Crew Details</b> section of the flight record, when creating a flight record based on a scheduled task.
<b>Track Duty Time</b>	Select the <b>Track Duty Time</b> tick box to include the Duty pane in each flight record. Enabling this option will allow pilots/crew to complete their duty time through the flight records.
<b>Flight Identifier Name</b>	Enter the name of the <b>Flight</b> field for your organisation. Some organisation's rename the default identifier 'flight' to mission, job etc.
<b>System Generated Number</b>	Select the <b>System Generated Number</b> tick box for the system to automatically generate the next available number for the flight record.
<b>Beginning at</b>	Enter the start sequence for the system generated number.
<b>Enable Volume Field</b>	Select the <b>Enable Volume Field</b> tick box to include a volume field in the flight records entry screen. Enter the corresponding field label that is displayed to the user in the <b>label</b> text box. Enter the number of pages allowed per volume in the <b>Pages per volume</b> text box.
<b>Enable Page Field</b>	Select the <b>Enable Page Field</b> tick box to include a page field in the flight records entry screen. Enter the corresponding field label that is displayed to the user in the <b>label</b> text box. Enter the number of legs allowed per page in the <b>Legs per page</b> text box.
<b>MR Time Field</b>	Select the field which automatically increments the TTIS hours for the aircraft log. Only <b>Numeric</b> and <b>Calculated</b> fields can be linked to the TTIS hours.

Step 4. Click [OK] to save the changes in the **Options** pane.

Step 5. Click [Add New Field] in the **Flight Fields** pane.



*Prior to setting up custom fields, it is recommended that you setup a 'Group' field for the flight record entry screen and define the layout of the fields in that group. Once the group is created, you can add custom fields inside the group and they will be formatted according to the layout options you specified for the group.*

Step 6. Select **'Group'** from the **Control Type** drop-down list.

Step 7. Enter **'Page'** in the **Control Name** field.

Step 8. Enter **'Page'** in the **Control Label** field.

Step 9. Select the applicable options in the **Options** pane. The options defined will determine the layout of the fields contained in this group. In the example below, the resulting flight record will be formatted in a table format, with two left aligned columns and a label width of 120 pixels. The group width is set to 800 pixels and therefore all the fields and groups within this top level group will not exceed 800 pixels. Once all the relevant fields are created in this group, the options can be modified to improve the layout if required.

Flight Fields

Hierarchy: root

Field Name	Field Type	Show in Summary	Show in Editor
Control Type:	Group		
Control Name:	Page		<input type="checkbox"/> Border
Control Label:	Page		<input type="checkbox"/> Display Label
<input checked="" type="checkbox"/> Display in Summary			
<input checked="" type="checkbox"/> Display in Editor			
<b>Options</b>			
Display Mode:	<input type="radio"/> Flow <input checked="" type="radio"/> Table		
Direction:	<input checked="" type="radio"/> Horizontal <input type="radio"/> Vertical	Group Width:	800 px
Number of Columns:	2	(if not specified will default to 100%)	
Label Width:	120 px	Alignment:	<input checked="" type="radio"/> Left <input type="radio"/> Right
Display Options: Always			
Insert		Cancel	

Step 10. Click [Insert].

Step 11. Click [Add New Field] in the **Flight Fields** or **Flight Legs** pane.

Flight Fields

Hierarchy: root

Field Name	Field Type	Show in Summary	Show in Editor	
▼	Page	Group	No	Yes
<input checked="" type="checkbox"/> Add New Field				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				

Step 12. Select the required field type from the **Control Type** drop-down list.

The screenshot shows the 'Flight Fields' configuration window. At the top, there is a 'Hierarchy' dropdown set to 'root'. Below this is a table with columns: 'Field Name', 'Field Type', 'Show in Summary', and 'Show in Editor'. A 'Control Type' dropdown menu is open, displaying a list of field types: Calculated Field, CheckBox, CheckBox List, Cumulative Time, Date Control, Date Time, Drop Down List, Group, Label, Numeric, and Radio Button List. The 'Control Type' label is circled in red. To the right of the dropdown, there are checkboxes for 'Border' and 'Display Label', and a table with 'Yes' and trash icons.

Field	Description
<b>Autonumber</b>	Displays an automatically generated number starting from a base number and prefix.
<b>Calculated Field</b>	Displays a calculated value based on a formula involving other custom fields. For example, you may create an 'Age' calculated field, which determines the value based on an entry in a 'Date of Birth' custom field.
<b>Checkbox</b>	Displays a tick box that enables the user to select from true/false and yes/no options.
<b>Checkbox List</b>	Displays multiple tick boxes that enable the user to select one or more items.
<b>Contact Picker</b>	Displays a selectable list of contacts as entered in the contact register ( <b>Operations &gt; People &gt; Contacts</b> ).
<b>Cumulative Time</b>	Displays a text box which enables the user to enter an amount of time.
<b>Date Control</b>	Displays a picker that enables the user to select a date.
<b>Date Time</b>	Displays a picker that enables the user to select a date and time.
<b>Drop-Down List</b>	Displays a predefined list that enables the user to select a single item from the list.
<b>Group</b>	Groups multiple custom fields under a single heading.
<b>Label</b>	Displays a line of text.
<b>Nested Drop Down List</b>	Displays a series of interconnected drop down lists (up to 3). Typically used for location data (Country, State, Suburb).
<b>Numeric</b>	Displays a text box which enables the user to enter numerical data.
<b>Personnel Picker</b>	Displays a list of personnel names currently active in Air Maestro.
<b>Radio Button List</b>	Displays multiple radio buttons that enable the user to select a mutually exclusive option.
<b>Text</b>	Displays a text box which enables the user to enter text data.
<b>Time</b>	Displays a text box which enables the user to enter time data.
<b>Tree</b>	Displays a hierarchal tree structure.
<b>Upload</b>	Displays the upload control allowing users to upload files.

Step 13. Complete the field options with the required settings.

Control Type: Drop Down List

Control Name:

Control Label:

Groups:

Display in Summary

Display in Editor

Border

Display Label

**Options**

Required Field

List Items

Bases  Departments  Custom

Display Options: Always

Field	Description
<b>Control Name</b>	Enter the unique identifier for the custom field in the <b>Control Name</b> text box.
<b>Control Label</b>	Enter the display name for the custom field in the <b>Control Label</b> text box. For example, you may enter a more descriptive name than that entered in the <b>Control Name</b> field as this field is displayed in the interface.
<b>Groups</b>	Select where the field is located in the <b>Groups</b> drop-down list.
<b>Display in Summary</b>	Select the <b>Display in Summary</b> tick box to include the field in the preview for each flight in the main <b>Flight Records Register</b> screen (visible when <b>Operations &gt; Flight Records</b> is selected).
<b>Display in Editor</b>	Select the <b>Display in Editor</b> tick box to include the field in the flight records entry screen when each flight is entered.
<b>Border</b>	Select the <b>Border</b> tick box to include a border around the field.
<b>Display Label</b>	Select the <b>Display Label</b> tick box to include the label entered in the <b>Control Label</b> text box for the field.



Step 14. Complete the **Options** pane for the custom field as required. The options vary according to the selected custom field. For example, for the **'Drop Down List'** control type, you must specify if the field is required, the list items and if the field is always displayed. For the **'Text'** control type, you must specify if the field is required, if a multi-line text box is required, the dimensions of the multi-line text box (if applicable) and if the field is always displayed.



The **Display Options** field allows you to specify when the field must be displayed. The default is **'Always'**, but if you click the **'Always'** text a dialog box is displayed which allows you to set the view rules for the field. For example, if you had a field for **'Delays'** you may wish to display a **'Description'** text box only when the **'Delays'** field is selected.

Step 15. Click [Insert]. The grid is updated with the new custom field.

Step 16. Repeat **Steps 11-15** to add additional flight records fields. In the example below, five various custom fields have been setup. To change the layout of the fields, edit the properties for the **'Page'** group. Alternatively, you can create additional groups within the **'Page'** group with different layout properties.

Field Name	Field Type	Show in Summary	Show in Editor		
Client	Drop Down List	Yes	Yes		
Flight Type	Radio Button List	Yes	Yes		
Time Notified	Time	Yes	Yes		
Total Flight Time	Cumulative Time	Yes	Yes		
Comments	Text	Yes	Yes		

**Preview**

Client:

Flight Type:  Charter  Private  Training

Time Notified:

Total Flight Time:

Comments:



A preview of the flight records entry screen is displayed in the **Preview** pane. Use this to tailor the field options if required.

## Editing the Flight Records Setup


Step 1. Select **Manage > Setup > Flight Records**. The **Flight Records Setup** screen is displayed.

The screenshot shows the Flight Records Setup interface with three main sections:

- Options:** Contains checkboxes for 'Track Flight Leg Data', 'Populate Route From Leg Data', 'Enable Timesheet Integration', 'Autopopulate Flight Times From Schedule', and 'Track Duty Time'. It also includes 'Flight Identifier Name' (Flight No.), 'System Generated Number' (Beginning at), 'Enable Volume Field' (label: Vol Num, Pages per volume: 10), 'Enable Page Field' (label: , Legs per page: ), and 'MR Time Field' (Total Block Time). An 'Edit' button is at the bottom.
- Flight Fields:** Shows a hierarchy dropdown set to 'root' and an 'Add New Field' button. Below is a table with columns: Field Name, Field Type, Show in Summary, and Show in Editor. The table is currently empty with the text 'No records to display.'
- Flight Leg Fields:** Similar to Flight Fields, it shows a hierarchy dropdown set to 'root' and an 'Add New Field' button. Below is a table with columns: Field Name, Field Type, Show in Summary, and Show in Editor. The table contains one record: 'Location Data' (Location Data, Yes, Yes) with a pencil icon in the last column.

Step 2. Click [Edit] in the **Options** pane and modify any required fields and click [OK] to save the changes.

This screenshot shows the 'Options' pane after modification. The 'Edit' button has been replaced by 'OK' and 'Cancel' buttons. The 'Enable Volume Field' checkbox is now checked, and the 'MR Time Field' dropdown is set to 'Total Block Time'. Other options and fields remain the same as in the previous screenshot.

Step 3. Select the pencil icon [  ] corresponding with the required field in the **Flight Fields** or **Flight Leg Fields** pane.

Step 4. Edit the properties of the field as required.

Step 5. Click [Update].

Step 6. Repeat **Steps 3-5** to edit additional fields.

# Completing Flight Records without Legs

Step 1. Select **Operations > Flight Records**. The **Flight Records Register** screen is displayed.



Alternatively, if the **'Timesheet Integration'** option is enabled in the **Flight Records Setup** screen, a flight record entry can be made directly via the timesheets. Select **My Profile > My Timesheets** and edit the required day. Complete the duty fields as required and proceed to the flight entry.

Step 2. Click [Add Flight].

**Flight Records Register**

**Filters**

Registration: Any Pilot In Command: Any Start Date:

Flight No.: Any Personnel: Any End Date:

**Scheduled Tasks**

31/10/2013

Start	Task	Route	Duration	Crew	Aircraft	# Flight Records
0600 AM			6:00	N/A	N/A	0 (create)
0900 RPT Flight		ADL - MELB	3:00	ADAMS, Martin	VH-XYZ	0 (create)

**Flight Records**

Registration Flight Date Task Flight No. Route Pilot in Command Operational Risk Assessments

Step 3. Complete the default flight record fields as required.

**Flight Records**

Registration Flight Date Task Flight No. Route Pilot in Command Operational Risk Assessments

31/10/2013

**Flight Details**

AC Rego:  Flight Date: 31/10/2013 Task:

Pilot In Command:  Flight No.:  Route:  Risk Assessment:

Field	Description
<b>AC Rego</b>	Select the aircraft registration. If the required aircraft registration is unavailable, the aircraft has not been added to the Aircraft Register.
<b>Pilot In Command</b>	Select the name of the pilot in command for this flight.
<b>Flight Date</b>	Select the date of this flight. The default is today's date.
<b>Flight No.</b>	Enter the applicable flight number.
<b>Route</b>	Enter the applicable route for the flight.
<b>Task</b>	Select the applicable scheduled task.
<b>Risk Assessment</b>	Select the applicable operational risk assessment.

Step 4. Complete the custom flight record fields as required. The fields displayed vary for each organisation according to the **Flight Records Setup** screen.

Flight Type:

Client:

**Pax Info**

Name:

Name:

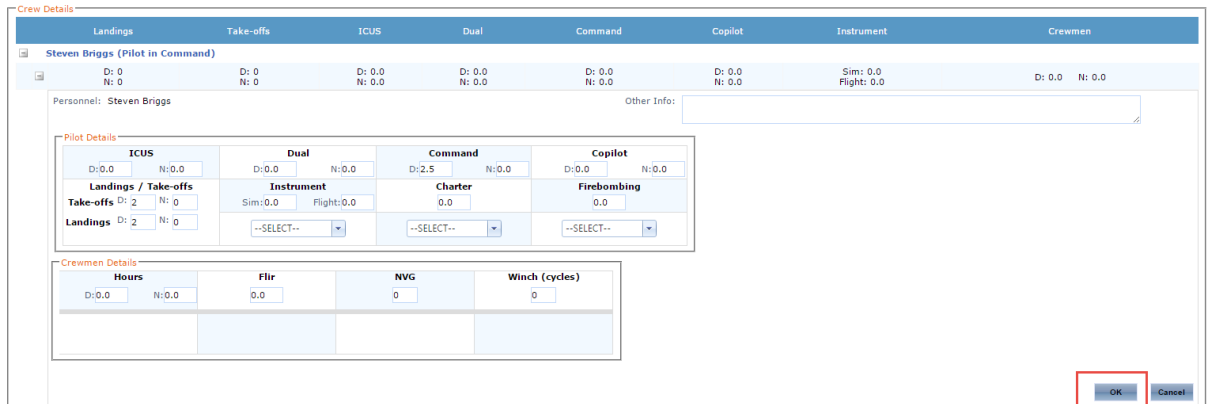
Name:

Name:

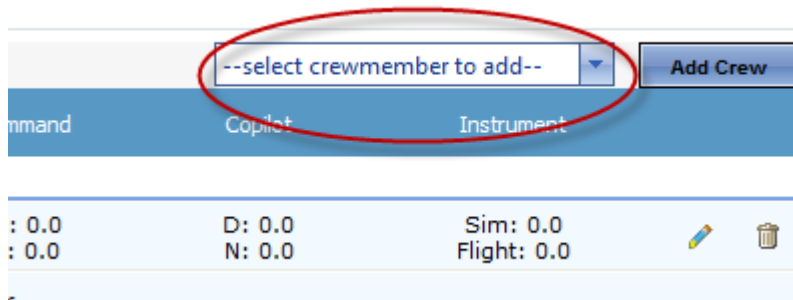
Step 5. Click [Insert]. The flight record is added and the **Crew Details** pane is displayed.

Step 6. Click the pencil icon [  ] in the **Crew Details** pane and complete the flight hours for the **Pilot in Command**.

Step 7. Click [OK].



Step 8. Select any additional crew members from the '**Select Crewmember to Add**' drop-down list. If the **Track Flight Leg Data** option is enabled for your organisation, crewmembers must be added per leg in the **Leg** pane. There is no option to add crew at this step.



Step 9. Click [Add Crew].

Step 10. Complete the flight hours for the additional crew if applicable. Only users with the required access can enter flight hours on another crew member's behalf.

Step 11. Click [Submit] or [OK] to confirm the timesheet. This option is only required if you are entering the flight records data from your timesheet.

## Completing Flight Records with Legs

Step 1. Select **Operations > Flight Records**. The **Flight Records Register** screen is displayed.



Alternatively, if the **'Timesheet Integration'** option is enabled in the **Flight Records Setup** screen, a flight record entry can be made directly via the timesheets. Select **My Profile > My Timesheets** and edit the required day. Complete the duty fields as required and proceed to the flight entry.

Step 2. Click [Add Flight].

**Flight Records Register**

**Filters**

Registration: Any Pilot In Command: Any Start Date:

Flight No.: Any Personnel: Any End Date:

**Scheduled Tasks**

31/10/2013

Start	Task	Route	Duration	Crew	Aircraft	# Flight Records
0600 AM			6:00	N/A	N/A	0 (create)
0900 RPT Flight		ADL - MELB	3:00	ADAMS, Martin	VH-XYZ	0 (create)

**Flight Records**

Registration Flight Date Task Flight No. Route Pilot in Command Operational Risk Assessments

Step 3. Complete the default flight record fields as required.

**Flight Records**

Registration Flight Date Task Flight No. Route Pilot in Command Operational Risk Assessments

31/10/2013

**Flight Details**

AC Rego:  Flight Date: 31/10/2013 Task:

Pilot In Command:  Flight No.:  Route:  Risk Assessment:

Field	Description
<b>AC Rego</b>	Select the aircraft registration. If the required aircraft registration is unavailable, the aircraft has not been added to the Aircraft Register.
<b>Pilot In Command</b>	Select the name of the pilot in command for this flight.
<b>Flight Date</b>	Select the date of this flight. The default is today's date.
<b>Flight No.</b>	Enter the applicable flight number.
<b>Route</b>	Enter the applicable route for the flight.
<b>Task</b>	Select the applicable scheduled task.
<b>Risk Assessment</b>	Select the applicable operational risk assessment.

Step 4. Complete the custom flight record fields as required. The fields displayed vary for each organisation according to the **Flight Records Setup** screen.

Flight Type:

Client:


**Pax Info**

Name:

Name:

Name:

Name:

- Step 5. Click [Insert]. The flight record is added and the **Crew Details** pane is displayed.
- Step 6. Click [Add Leg].
- Step 7. Complete the From (Origin) and To (Destination) fields.
- Step 8. Select the pilot in command for the leg from the **Pilot In Command** drop-down list.
- Step 9. Select any additional crew for the leg from the **Additional Crew** drop-down list.
- Step 10. Complete the relevant custom fields in the **Leg Details** pane.
- Step 11. Unselect the **Add another leg** tick box if there are no additional legs for this flight.
- Step 12. Click [OK]. If additional legs are applicable for this flight, a new Leg Details entry pane is added. If additional legs are not applicable, proceed to **Step 14**.
- Step 13. Complete the additional leg details as per **Steps 7-12**.
- Step 14. Click the pencil icon [  ] in the **Crew Details** pane and complete the flight hours for the Pilot in Command.
- Step 15. Click [OK].

**Crew Details**

Landings	Take-offs	ICUS	Dual	Command	Copilot	Instrument	Crewmen
D: 0 N: 0	D: 0 N: 0	D: 0.0 N: 0.0	D: 0.0 N: 0.0	D: 0.0 N: 0.0	D: 0.0 N: 0.0	Sim: 0.0 Flight: 0.0	D: 0.0 N: 0.0

Personnel: Steven Briggs      Other Info:

**Pilot Details**

ICUS	Dual	Command	Copilot
D: 0.0 N: 0.0	D: 0.0 N: 0.0	D: 2.5 N: 0.0	D: 0.0 N: 0.0

Landings / Take-offs	Instrument	Charter	Firebombing
Take-offs D: 2 N: 0	Sim: 0.0 Flight: 0.0	0.0	0.0
Landings D: 2 N: 0	--SELECT--	--SELECT--	--SELECT--

**Crewmen Details**

Hours	Flir	NVG	Winch (cycles)
D: 0.0 N: 0.0	0.0	0	0

- Step 16. Complete the flight hours for the additional crew if applicable. Only users with the required access can enter flight hours on another crew member's behalf.
- Step 17. Click [Submit] or [OK] to confirm the timesheet. This option is only required if you are entering the flight record data from your timesheet.

## Completing Duty Times in Flight Records

Air Maestro's duty control feature enables users to enter their duty information via the Flight Records module. This option must be enabled via the Flight Records Setup screen in the Options pane as per below. If the option is not enabled, users must continue to enter their duty time via their individual Timesheets rather than through the Flight Records module.

- Step 1. Select **Operations > Flight Records**. The **Flight Records Register** screen is displayed.
- Step 2. Click [Add Flight]. The flight record entry is displayed.
- Step 3. Complete the flight record as per the instructions in Module 4 or Module 5 depending on whether legs are used in your organisation.
- Step 4. Click [Edit Duty] in the **Duty Details** pane.
- Step 5. Complete the duty details as required. The fields contained in this pane, vary according to the setup of the timesheets for the crew member's primary department. For example, some departments may require the completion of Flight Duty Period (FDP) and Standby times.




Once you complete the duty details for the first crew member you can use the **Copy Down** [📄] icon to copy the shift type, work practice, duty and FDP data to all the additional crew members.

- Step 6. Click [Update Duty]. The duty information you entered is updated for each crew member. The green tick icon is displayed below the crew member's name to indicate that their timesheet is updated with the corresponding shift, work practice, duty and FDP times.


In the example below, crew member S Briggs, performed the AM shift type with the Single Pilot IFR work practice. His duty period involved a split shift of 0900-1500, followed by 1700-1800. During the period between the two duties (1500-1700) he was in rest conditions as defined in your work practices. There was no associated Flight Duty Period (FDP) with this duty.

Crew	Date & Shift Type	Work Practice	Duty	FDP	Copy Down
S Briggs	27/01/2015 AM - AM	Single Pilot - IFR	1 0900 - 1500 SF 0 2 1700 - 1800 SF 0 Continuation of duty type: Rest Sleep DH	1 2	<input type="checkbox"/>
M Black	27/01/2015 AM - AM	Single Pilot - IFR	1 0900 - 1500		<input type="checkbox"/>


## Editing Flight Records

- Step 1. Select **Operations > Flight Records**. The **Flight Records Register** screen is displayed.
- Step 2. Click [] for the required flight record. The flight record entry is displayed.
- Step 3. Edit the required fields.
- Step 4. Click [Update].

## Printing Flight Records

- Step 1. Select **Operations > Flight Records**. The **Flight Records Register** screen is displayed.
- Step 2. Click [] for the required flight record. The flight record is displayed in a new window, with the **Print** dialog box.
- Step 3. Select the required printer.
- Step 4. Click [Print].

## Deleting Flight Records

- Step 1. Select **Operations > Flight Records**. The **Flight Records Register** screen is displayed.
- Step 2. Click [] for the required flight record. The confirmation dialog box is displayed.
- Step 3. Click [OK]. The flight record is deleted.