

Airline Pilot's Daily Aviation Logbook **Palm Edition**



NC SOFTWARE, INC.
DEVELOPING FOR THE FUTURE

Version 6.0 User's Guide

Updated 13 Feb 2009

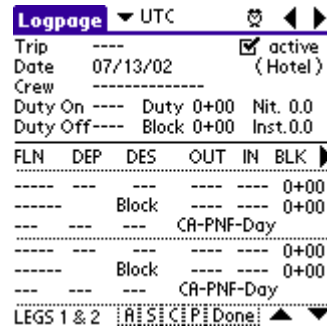
Equipped with a Palm OS Handheld, you can:

- Track Scheduled and Actual Flight Times in Zulu, Local, or Domicile time zones. Organize Aircraft, Crew changes, Delay and Mechanical Information for each flight.
- Calculate FAR 121 duty limitations and evaluate FAR 121 rest requirements.
- Manage your Monthly Schedule and Datebook from your Palm Pilot.
- Alerts for duty, rest, and contractual limitations including an Alarm Clock to keep you on-time.
- Easy to use, online Schedule Importer, HotSync your airline's trip pairings from PDF bidline files, company website, or the internet to your Palm Pilot.
- Analyze your Payroll, Flight Time, Expenses, and On-Time Performance for any date range.
- Keep track of your actual expenses. Calculate CONUS/OCONUS and IRS ME&I rates to evaluate the best deduction for your expenses.
- Generate Flight Time reports. Export Data to Excel, Access, or other programs. Print APDL logbook data from within Logbook Pro.
- Export your logbook data directly to Logbook Pro for Windows. Combine both programs to have a complete digital logbook solution!

Airline Pilot's Daily Aviation Logbook for the Palm OS

Logpage : Getting Started

Below is a description of each field on the Logpage, from left to right, starting from the top of the screen:



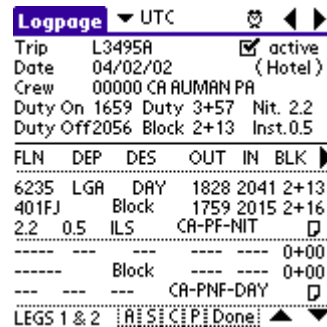
Next to the (Logpage) title:

Tap (Logpage) to bring down the menu or tap the menu button to access the Logbook's menu.

The (UTC) selector box allows you to choose the time format of the Logpage. Your choices are (BASE logbook format), (Zulu), (Local), and (Domicile) if different from (Base). All Logbook data will be stored in the (BASE) format by default. It can be viewed and edited in any format.

(The Alarm Clock Icon) - Allows you to set an alarm clock. The time defaults to (duty on) and can be adjusted using the pen to tap in the desired time.

When the Alarm Clock has two check marks on either side, the alarm is set. Taping on the icon will show the alarm time, as well as letting you cancel the alarm.



In the Trip Section:

(Trip), (Date), and (Crew) - Self-explanatory.

The (Active) check box is always checked if this trip was actually flown. If you do not check the Active box, it is placed in your trip history folder. Tap on the (menu)(view) and (trip history) to retrieve the inactive page.

(Duty On), (Duty Off) - Duty day start and duty day end, both can be either local or Zulu.

(Duty), (Block), (Night), and (Instrument) - All are calculated values.

In the Leg(s) Section:

Row 1: Flight Number, Departure, Destination, Actual Out Time, Actual In Time, and Actual Block Time (min).

Row 2: Aircraft ID, Payroll Category, Scheduled Out Time, Scheduled In Time, and Scheduled Block Time.

Row 3: Night, Instrument, Type of Approach, Position/Flying Pilot/Time-of-Day, and Notes.

After inputting data, tap on the (Done) box at the bottom of the screen. When finished with a Logbook page, tap on the (s) or the (menu)(edit)(save) to ensure that your new data or modifications have been saved.

(Block) is the default pay category. Tap on this selection to get a list of available payroll categories. They include: Block; CNX; Sick; Dead Head; Reserve; Standup; Above; Abv/Other; Night Ovr; Int'l Ovr; 1,2nd ext.; and 3,4th ext.

The Menu buttons at the bottom are:

(A) Airport Notes - Record gate codes, operation frequencies, and location information.

(S) Save Notes - Writes the Logpage to your Datebook. Otherwise, all information is saved automatically. When you use

the Schedule Importer, the trip will be added to your Datebook if (datebook integration) is selected to (yes).

Copy Data has two functions. First, it makes a local copy of trip number, crew, duty on, duty off, leg flight numbers, departure, and destination cities, as well as their respective scheduled in and out times. Second, (copy data) makes a copy of the entire trip to the Palm's clipboard. You can paste this data into any Palm OS application by selecting (menu) and (paste).

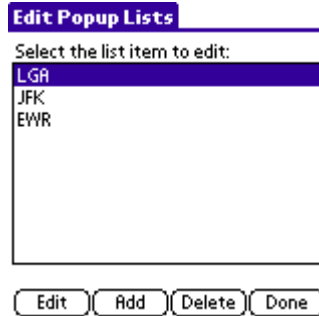
Paste the local copy of information from the last (copy data) action. The logbook will recalculate all fields. Use this when you are flying identical trips and you wish to copy trip information from one day to another.

(Done) - Hide the input cursor. When finished entering data, tap (done) to update screen.

Popup Lists

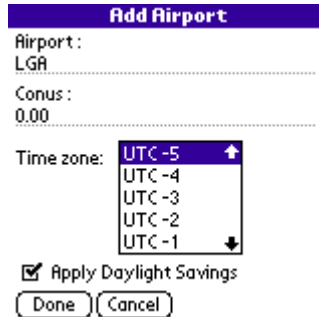
Airports

To edit Airport Lists, tap (options) (airport lists).



Select an entry to edit by tapping on the airport identifier in the list.

(Edit) - Will allow you to change the Airport id, CONUS rate, UTC, and Daylight Savings adjustment.



- (Airport) - Up to Five letters.
- (CONUS) - The CONUS/OCONUS rate for this city. Visit www.irs.gov to get the current rate.
- (Time Zone) - Select the appropriate time zone.
- (Apply Daylight Savings) - If this location participates in Daylight Savings, then check the box.
- (Done) - Save and Return to the (edit airport lists).
- (Cancel) - Return to the (edit airport lists).

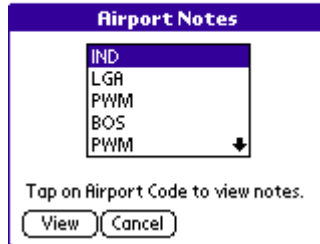
(Add) - Will add a new popup list entry.

(Delete) - Will delete the Airport from the list.

(Done) - Will return you to the Logpage.

Airport Notes

Airport Notes - Tap on the airport, then (view) to load the Airport Notes Screen.



Airport Notes are a convenient place to store Operational Frequencies and Gate Code information. You can store up to 40 lines of notes.

(Done) - Tap to return to the Logpage.



TIP - From the Logpage, tap the boxed (A) to shortcut to the Airport Notes Page.

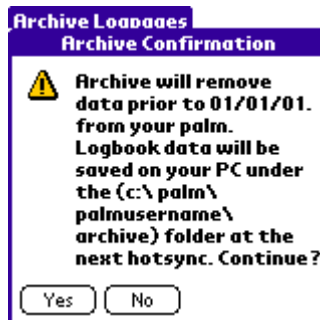
Archive Logpages



A typical Palm with 2MB of memory can store approximately 10 years of Logbook data. Likewise, an 8MB Palm can store approximately 28 years of Logbook data before you need to archive.

The Archive function, however, is great for removing data from your Palm when you no longer need it. We suggest keeping at least 2 years of data available.

AirlineLog-YYYYMM.PDB files prior to the month and year selected will be removed from the Palm and your computer c:\palm\palmusername\backup folder.



You will not be able to enter data on the Palm Logbook prior to the selected data.

The archived copies will be stored in c:\palm\{palm username}\archive folder.

TO PRESERVE YOUR LOGBOOK DATA; MAKE ROUTINE BACKUP COPIES OF YOUR PALM FOLDER. This will backup both the Palm's backup folder and archive folder. Even though the data will no longer be viewable from the Palm.

Crew Rest

Crew Rest(04/16/02) ◀ ▶			
Date	Actual Block	Trip	Scheduled Block
04/10/02	0.0	x	0.0
04/11/02	2.0	L3821A	1.7
04/12/02	5.3	L3821A	6.3
04/13/02	5.1	B3361	5.4
04/14/02	3.5	B3361	4.1
04/15/02	6.5	B3361	5.4
04/16/02	1.8	RSV	2.1
7-Day	24.2		24.5
MTD	35.1		
YRACC	35.1		
Duty On:	1020	Nit: 0.0	Ldq: 1/0
Duty Off:	1400	Inst: 0.0	App: 0

The Crew Rest page computes four values: seven day actual, seven day scheduled forecast, month-to-day (MTD) actual, and yearly accumulation (YRACC) total.

The seven day (7 day) actual figure is calculated as the sum of the last seven days' actual block.

The seven day (7 day) scheduled forecast figure is displayed in BOLD, next to the (7 day) actual. It is the sum of all the numbers that are BOLD. For dates in the future, the program will use the scheduled block number in determining the total projected flight time over that date's corresponding seven-day window.

The month-to-date (MTD) actual is the total of all flight time up to 2359 (Zulu or local) on the date listed at the top of the page.

The yearly accumulation (YRACC) total is computed from January 1st of the relevant year. If you began using the software after the 1st of the year, please adjust your (YTD starting hours) value on the (preferences) page.

The data provided at the bottom of the screen (Duty On), (Duty Off), Night (Nit), and Instrument (Inst.), are from the corresponding logbook page.

Landings are indicated by the total number of landings over the number of night landings. These values are computed based on the position you selected for each leg (i.e. CA-PF-NIT). The PF flag indicates a landing and NIT indicates a night landing.

Approaches (APP) are the number of non-visual approaches you logged during the trip.

To navigate, you can use the (left/right) arrows to move from

Logbook page to Logbook page. Or you can also use the page up / page down hard buttons to do the same.

If you advance the date into the future, the program will calculate a forecasted 7-day using the scheduled block time for the days that have yet to occur. This will be indicated by the Schedule block column values displayed in **BOLD**.

Relevant Regulations

FAR 121.471(a) provides:

No certificate holder conducting domestic operations may schedule any flight crew member and no flight crew member may accept an assignment for flight time in scheduled air transportation or in other commercial flying if that crew member's total flight time in all commercial flying will exceed:

- 1,000 hours in any calendar year;
- 100 hours in any calendar month;
- 30 hours in any 7 consecutive days;
- 8 hours between required rest periods.

FAR 121.471(d) provides:

Each certificate holder conducting domestic operations shall relieve each flight crew member engaged in scheduled air transportation from all further duty for at least 24 consecutive hours during any 7 consecutive days.

FAR 135.265(d) provides:

Each certificate holder shall relieve each flight crew member engaged in scheduled air transportation from all further duty for at least 24 consecutive hours during any 7 consecutive days.

NOTE: THE CREW REST PAGE SHOULD NOT BE USED FOR LEGALITY AND ONLY AS A GUIDE. YOU ARE RESPONSIBLE FOR DETERMINING YOUR COMPLIANCE WITH THE FARs. THE FAR PASTED ABOVE IS ONLY A REFERENCE TO THE CREW REST PAGE. REFER TO THE CURRENT FARs FOR SPECIFIC WORDINGS.

Expense

Track you actual expenses while on the road.

WARNING: Changed settings will affect previous data. Use (summary)(refresh) to recompute your month's Logbook data.

(Manual) - Use this trigger to select between (Manual),(CONUS/OCONUS), and (STD MEI).

- (Manual) - In this mode, you can enter receipt details and amounts. The actual total is updated automatically.

Expense ▼ MANUAL ◀ ▶		
04/15/02	Receipt#	Amount
Breakfast ?	HI1234	10.00
Lunch ?		
Dinner ?	HIL0000	23.96
Snack ?		
Movies/Misc ?	HIL0000	12.95
Van Driver Tip (in)		1.00
(outbound)		1.00
Actual Total		47.91
Conus/Oconus Total		50.00
Standard Rate Total		38.00

- (CONUS/OCONUS) - In this mode, expenses are prorated from the layovers' CONUS rate. You can enter CONUS rates under (options)(airport list). The CONUS data is available at www.irs.gov.

Expense ▼ CONUS/OCONUS ◀ ▶		
04/15/02	Receipt#	Amount
Breakfast ?	conus	12.50
Lunch ?	conus	12.50
Dinner ?	conus	12.50
Snack ?	conus	12.50
Movies/Misc ?	conus	0.00
Van Driver Tip (in)		0.00
(outbound)		0.00
Actual Total		48.91
Conus/Oconus Total		50.00
Standard Rate Total		38.00

- (STD MEI) - In this mode, expenses are prorated from the IRS Standard ME&I expense rate that you entered in (Preferences: General).

Expense ▾ STD MEI ◀▶		
04/15/02	Receipt#	Amount
Breakfast ?	std mei	9.50
Lunch ?	std mei	9.50
Dinner ?	std mei	9.50
Snack ?	std mei	9.50
Movies/Misc ?	std mei	0.00
Van Driver Tip (in)		0.00
(outbound)		0.00
Actual Total		48.91
Conus/Oconus Total		50.00
Standard Rate Total		38.00

The prorated values are based on the IRS method one, of 3/4 rate for day one, full rate days 2...N-1, and 3/4 rate for N, N being the last day.

Totals for Actual, CONUS/OCONUS, and IRS Standard Rates are displayed in all three modes at the bottom.

To print an expense report for each month, click (web Services) (logbook wizard) and select (expense report).

WARNING: CONSULT A TAX ADVISOR BEFORE USING ANY OF THIS INFORMATION.

Export to Notepad

The Palm Logbook, menu option (Export to Notepad) is available to write Logpage data directly to MemoPad.



Select the Logbook month and year to export to the Notepad.

After clicking (export), the data will be available in the MemoPad under the (unfiled) category.

To access this data from the Palm Desktop, click on the Memo Button and then select the category (unfiled). They will appear on the list.

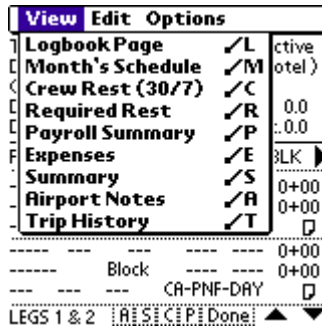
For Outlook users, look under text files.

To save these to a text file:

1. Highlight the Memo(s)
2. Click (File) (Save as) and ("text only *.txt")

View, Edit, and Options Menus

The View Menu provides access to the Logbook page and various report screens.



(Logbook Page) - Access trip details at a glance including flight numbers, crew information, multiple legs, and so forth.

(Month's Schedule) - This monthly view generates a summary of the month and provides easy access to other Logpages.

(Crew Rest 30/7) - This page generates a detailed analysis of the last 7 days of activity in regards to crew rest.

(Required Rest) - This option displays the last 24 hours of activity from your selected (Duty Off) time. The chart and corresponding graph can be used to aid in determining your required rest.

(Payroll Summary) - This page will calculate a total credit for the trip, time-away-from-base (TAFB), and duty rigs.

(Expenses) - Track your actual expenses on the road. Compare your actual expenses to the IRS Standard Rate and CONUS/OCUNS Rates.

(Summary) - Provides a synopsis of each month's flying.

(Airport Notes) - Store gate codes, operation frequencies, and other useful information.

(Trip History) - View out-of-date copies of your schedule (link).



The Edit Menu provides Logsheet record controls.

(Insert Blank Leg) - A pop-up box will appear asking you where you want the blank leg inserted. Use this to create a space, when you have been diverted.

(Delete Leg) - A pop-up box will appear, asking which leg to delete. Once you delete a leg, it is gone.

(Copy Logpage Data) - Copy Data has two functions. First, it makes a local copy of trip number, crew, duty on, duty off, leg flight numbers, departure and destination cities, and their respective scheduled in and out times. Second, (copy data) makes a copy of the entire trip to the Palm's clipboard. You can paste this data into any Palm OS application by selecting (menu) (paste).

(Paste Logpage Data) - Paste the local copy of information from the last (copy data) action. The Logbook will recalculate all fields. Use this when you are flying identical trips and you wish to copy trip information from one day to the other.

(Add Trip Today) - In some cases, one Logpage is not enough for any given day. If you are using Zulu time, you might have two different trips that start on the same Zulu day. Use this feature to add a second Logpage for the selected day. To retrieve this second Logpage, use the left/right arrows to navigate from the first Logpage (the one with the early start time) to last Logpage (the one with the later start time). Use caution to make sure that the times (duty on and duty off) do not overlap. If they do, all Crew Rest, required rest, and payroll calculations will be inaccurate.

(Delete Logpage) - Delete the current Logpage. A pop-up box will appear to confirm the deletion. Once the page is deleted, it is gone.

(Save Logpage) - Save the current Logpage. You can also press the (S) on the bottom of the Logpage.



The Options Menu allows you to configure your Logbook to your company and relevant regulations. Use care to select the correct settings in order to maximize the efficiency and accuracy of your data.

(Preferences) - This option selects a dialog to configure general Logbook and FAR settings.

(Airport Lists) - Allows you to edit, add, and delete entries from your airport pop-up lists.

(Aircraft Lists) - Enables you to edit, add, and delete entries from your aircraft pop-up lists.

(Archive Logbook) - Purge (remove) outdated Logpages from your Palm. These deleted Logpages are archived (stored) on your PC. You can still view these files using the Logbook Wizard Report Tool.

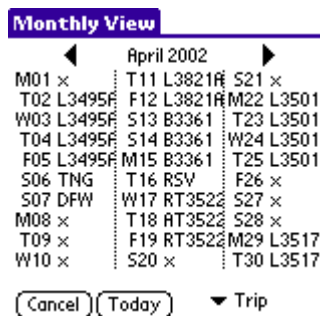
(Export Logbook) - This feature allows you to export a month worth of flying to the memo pad in the CSV (comma separated values) format. Use this option if you need the Logbook data but do not have access to the Logbook Wizard Report Tool.

(Enter Registration Code) - Location where you enter your registered email address and registration code.

(About) - Contains general program information.

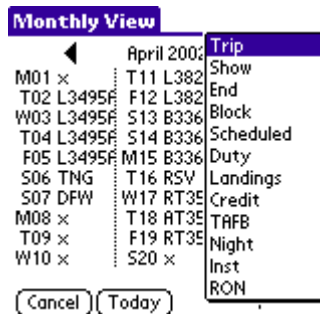
(Welcome) - Please read this information before you begin using version 3.0.

Monthly View



The Monthly View allows you to see your schedule at a glance. By tapping on (Trip), you can select pertinent information to view. By tapping a date/trip number, you can view that Logpage.

(Today) - Shortcut to today's Logpage from the Monthly View.



(Show) - View your Show times for the month at a glance.

(End) - View your End times for the month at a glance.

(Block) - View your Block times for the month at a glance.

(Scheduled) - View your Scheduled times for the month at a glance.

(Duty) - View your Duty times for the month at a glance.

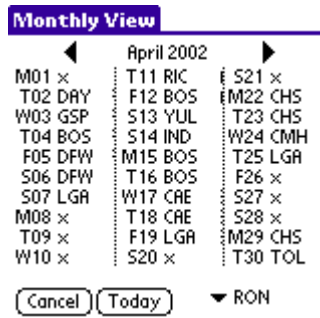
(Landings) - View your Landings for the month at a glance.

(Credit) - View your Credit times for the month at a glance.

(TAFB) - View your Time Away From Base (TAFB) times for the month at a glance.

(Night) - View your Night times for the month at a glance.

(Inst) - View your Instrument times for the month at a glance.



(RON) - View your Remain Overnight (RON) or Layover times for the month at a glance.

Payroll Summary

Payroll Summary	
Trip	RSV
Date	04/16/02
Duty Start	1020
Duty End:	1400
Duty Time	3+40
Totals	
Credit	2+09
Gross	\$123
TAFB	24+00
Per-diem	
nontaxable	\$24

(Trip) - Trip Number.

(Date) - The date that the duty day begins.

(Duty Start) - The time that the duty day begins.

(Duty End) - The time that the duty day finishes.

(Duty Time) - The total duty time for this logpage.

(Total: Credit) - The total hours and minutes in terms of payroll credit for this logpage.

(Total: Gross) - Total pay for this logpage.

(Total: TAFB) - Time Away From Base (TAFB) is calculated by using the domicile information that you supplied in the preferences section. If your trip starts and ends in your domicile, your TAFB will equal the duty time. However, if your trip does not start or end in your domicile, your TAFB for that day will equal 24+00. For multi-day trips, the first day is calculated from duty on to 0000, and the last day from 0000 to your duty off.

(Per-diem: Taxable) - For day trips, standups, high speeds, or COD trips Per-diem is taxable.

(Per-diem: Nontaxable) - Non taxable Per-diem for all multi-day trips.

Payroll Summary	
taxable	\$0
Rigs	
Toward Gaurantee :	
Block	6+32
Under Block	0+14
CNX	0+00
Sick	0+00
Deadhead	0+00
Reserve	0+00
Standup - COD	0+00
Night Override	0+00

(Rigs) -

(Duty Rig) - Duty rig is the fraction of duty time or the specified H+MM minimum. For 1 min of credit for every 2 minutes of duty, you would enter 1:2. Total credit is higher of actual, leg guarantee (if selected), trip guarantee (if selected), or Duty Rig.

(Trip Rig) - Trip rig is the fraction of scheduled credit or the specified H+MM minimum. For 1 min of credit for every 3 minutes of trip credit, you would enter 1:3. Total credit is higher of actual, leg guarantee (if selected), trip guarantee (if selected), or the Trip Rig.

(TAFB Rig) - Time Away From Base (TAFB) rig is the fraction of TAFB time or the specified H+MM minimum. For 1 min of credit for every 4 minutes of TAFB, you would enter 1:4. Total credit is higher of actual, leg guarantee (if selected), trip guarantee (if selected), or the TAFB Rig.

(Toward Guarantee: Block) - Pay is calculated for those legs in which you selected (Block) on the Logpage. It is only the actual time recorded for the leg.

(Toward Guarantee: Under Block) -Pay is calculated in two different ways. If you select the (Leg Guarantee) option on the (Payroll Options) page, (Under Block) will be calculated on a per leg basis. Otherwise, if you select (Trip Guarantee) the under block value will be the difference of the total actual block and the total trip guarantee.

(Toward Guarantee: CNX) - Canceled (CNX) Pay is calculated from the scheduled in and out block times on the Logpage. If you have not entered the scheduled in and out times, the cnx calculation will use the actual in and out times. You can use this if you do not want your canceled flight time to affect your 30 in 7.

(Toward Guarantee: Sick) - Pay uses the scheduled out and in times to determine the block for pay purposes.

(Toward Guarantee: Deadhead) - Pay is all of the flight time logged to reposition the crew. It is not used in any other calculation besides (total credit).

(Toward Guarantee: Reserve) - Pay is calculated as the actual reserve block flown or the minimum reserve day, whichever value is greater. You can set the reserve minimum on the (payroll options) page.

(Toward Guarantee: Standup- COD) - Pay uses the duty time and pays you the higher of the total block or 1/2 of the duty time. Also known as high speeds or continuous duty trips.

Payroll Summary	
Sick	0+00
Deadhead	0+00
Reserve	0+00
Standup - COD	0+00
Night Override	0+00
Intl Override	0+00
150% Override	0+00
200% Override	0+00
Above Gaurentee	
Above Block	0+00
Above Other	0+00

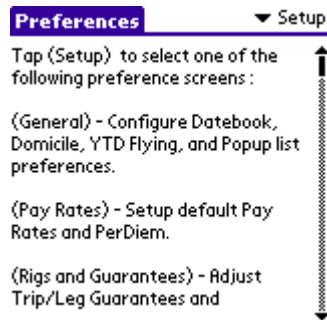
(Night Override) (Int'l Override) (150% Override) (200% Override) - These are all examples of custom payroll categories that you can create by tapping on (preferences) and then (payroll categories). You can create eight custom categories in addition to the Logbook's eleven predefined payroll categories.

(Above Guarantee: Above Block) - Calculated using the same rules as block, with the addition that any under block time is automatically added into the equation in order to bring you up to the leg guarantee.

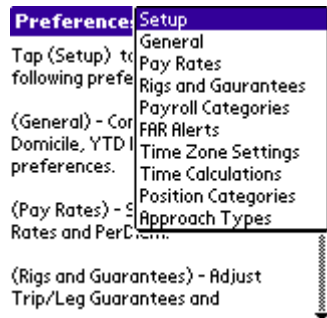
(Above Guarantee: Above Other) - Calculates the actual in and out times and adjusts the total credit upward. This field is useful for recording taxi reposition.

To deselect a payroll category and remove it from your view within the logbook, uncheck it from include in lists by tapping on (preferences) and then (payroll categories).

Preferences



Tap (Setup) to select one of the following preference screens:



(General) - Configure Datebook, Domicile, YTD Flying, and Popup list preferences.

(Pay Rates) - Setup default Pay Rates and Per-diem.

(Rigs and Guarantees) - Adjust Trip/Leg Guarantees and Duty/Trip/TAFB Rigs.

(Payroll Categories) - Edit individual Payroll Categories.

(FAR Alerts) - Duty Days, Scheduled Duty, Maximum Flight Times, and 30/7 Alerts.

(Time Zone Settings) - Select Logbook Time Format, Domicile Time Zone, Schedule Importer Time Zone, and Daylight Savings.

(Time Conversion) - Adjust the 1/10th (Avtime) filter.

(Position Categories) - Edit individual Position-PilotFlying-Timeofday Categories.

(Approach Types) - Edit Approach Types.

Approach Types

Preferences ▼ Approach Types

Approach Type: ▼ NDB

Include in Popup Lists

(Approach Type) - The Logbook contains nine pre-defined approach types and storage for twelve user defined types. Each category is computed based on the following check boxes:

WARNING: Changed settings will effect previous data. Use (summary)(refresh) to recompute your month's Logbook data.

(Include in Popup Lists) - When checked, the approach type will appear in the Popup Lists. Deselect approach types that do not apply to you for easier data entry.

(Add) - Add a new approach type.

(Delete) - Delete an approach type. You cannot delete the first nine pre-defined categories. Use the (Include in Popup Lists) to deselect or hide these categories by unchecking them.

(Default) - Resets all approach types to their pre-defined states and erases all custom categories. **USE WITH CAUTION.**

WARNING: Deleting Categories will corrupt leg data that was using the category definition. If you delete a category, go back and re-assign those legs to a valid payroll category first.

FAR Alerts

Preferences ▼ FAR Alerts

FAR Alerts

Maximum Duty Day?	15.....
Max. Continuous Duty Day?	16.....
Max. Scheduled Duty Day?	14.....
Max. Scheduled Flight Time?	8.....
Max. Flight Time in 7 days?	30.....

(Maximum Duty Day) - As defined by your contract or applicable regulation.

(Maximum Continuous Duty Day) - As defined by applicable regulation.

(Maximum Scheduled Duty) - As defined by your contract or applicable regulation.

(Maximum Scheduled Flight Time) - As defined by applicable regulation.

(Maximum Flight Time in Seven Days) - As defined by applicable regulation.

General

Preferences ▼ General

Use Popup Lists ?	Yes.....
Use Datebook ?	No.....
Airport Domicile ?	LGA.....
YTD Starting Hours ?	0.0.....
as of 07/13/02	
End of duty offset ?	15.....
(in minutes)	

(Default)

(Use Popup Lists) - This allows you to select from three different user interfaces. By tapping on the field, you can change the selection from No, to No/No Lists, to Yes.

- No - Is the default mode, which provides on-screen input and pop-up list boxes for data entry.
- No / No Lists - Deactivates the pop-up lists for airports and aircraft numbers.
- Yes - Switches on-screen input to a pop-up box. For those still learning the stylus, this might be easier. This option allows you to use the 123 and ABC pop-up keyboard.

(Use Datebook) - This feature will enable changes you have made in your Logbook to be reflected in your Datebook as well.

(Airport Domicile) - Enter the airport identifier for your airport domicile (i.e. LGA).

(YTD Starting Hours) - An offset from the date of the installation of the software (i.e. 07/13/02). Enter the value in aviation (1/10th) time.

(End of Duty Offset) - Enter your contractual duty off time from last leg flown in minutes (i.e. 15).

Payroll Categories

Preferences ▼ Payroll Categories

Tap Category to edit: ▼ Block

- Apply to Flight Time
- Apply to 30/7
- Apply to Pay
- Above Gaurantee
- Apply Rig (i.e 1:2) 1:1
- Apply Pay Rate 0.00
- Apply Minimum 0+00
- Include in Popup Lists

(Payroll Categories) - The Logbook comes with eleven pre-defined payroll categories and storage for eight user defined categories. Each category is computed based on the following check boxes:

WARNING: Changed settings will affect previous data. Use (summary)(refresh) to recompute your month's Logbook data.

(Apply to Flight Time) - A leg's actual flight time will be added to your total flight time.

(Apply to 30/7) - A leg's scheduled flight time will be used in calculating a scheduled block for this duty period.

(Apply to Pay) - Depending on settings in (Rigs and Guarantees), the leg may be used in determining the total credit.

(Above Guarantee) - The payroll category will be added to the above guarantee side.

(Apply Rig) - Apply a rig for payroll purposes to this leg. For Deadheads that only pay half block, check (Apply Rig) and enter 1:2. For Standups that pay half duty, check (Apply Rig), enter 1:2, check (Apply Minimum), and enter "duty" to calculate actual or 1/2 duty for total credit.

(Apply Pay Rate) - Apply a different pay rate for this leg type. For IOE, check (Apply Pay rate), and enter your IOE pay rate.

(Apply Minimum) - Apply a minimum to the trip if this leg type is used. For example, a reserve payroll category would check (Apply Minimum) and (3+45). Total credit would be actual or 3+45, whichever is higher.

(Include in Popup Lists) - When checked, the payroll category

will appear in Popup lists and on the Payroll Summary Page. For easier data entry, deselect Payroll Categories that do not apply.

(Add) - Add a new payroll category.

(Delete) - Delete a payroll category. You cannot delete the first eleven pre-defined categories. Use the (Include in Popup Lists) to hide these.

(Default) - Resets all payroll categories to their pre-defined states and erases all custom categories. USE WITH CAUTION.

WARNING: Deleting Categories will corrupt leg data that was using the category definition. If you delete a category, go back and re-assign those legs to a valid payroll category first.

Pay Rates

Preferences	▼ Pay Rates
Default Pay Rate ?	50.0.....
Per Diem ?	1.00.....
Calculate Taxable Per-diem ?	Yes.....
Trip Gross includes per-diem ?	Yes.....
IRS Standard ME&I Rate ?	0.00.....

Default

(Default Pay Rate) - Base hourly rate. You can set individual payroll overrides under (payroll categories) by checking (apply pay rate).

(Per Diem) - Base per-diem rate.

(Calculate Taxable Per-Diem) - For day trips or standups (COD/Highspeeds), include taxable per-diem.

(Trip Gross includes per-diem) - Add Per-diem to your Gross.

(IRS Standard ME&I Rate) - Check www.irs.gov for the current Standard ME&I Rate. For workers regulated under DOT duty limits, there is a higher Standard ME&I Rate.

Preferences	▼ Pay Rates
Default Pay Rate ?	50.0.....
Per Diem ?	1.00.....
Calculate Taxable Per-diem ?	Yes.....
Trip Gross includes per-diem ?	Yes.....
IRS Standard ME&I Rate ?	0.00.....

Default

(Default Pay Rate) - Base hourly rate. You can set individual payroll overrides under (payroll categories) by checking (apply pay rate).

(Per Diem) - Base per-diem rate.

(Calculate Taxable Per-Diem) - For day trips or standups (COD/Highspeeds), include taxable per-diem.

(Trip Gross includes per-diem) - Add Per-diem to your Gross.

Position Categories

Preferences ▼ Position Categories

Category : ▼ CA-PNF-DAY

Credit a Landing
 Credit Night Landing
 Pilot Flying
 Include in Popup Lists

(Category) - The Logbook comes with seventeen pre-defined payroll categories and storage for twelve user defined categories. Each category is computed based on the following check boxes:

WARNING: Changed settings will effect previous data. Use (summary)(refresh) to recompute your month's Logbook data.

(credit a landing) - A landing will be credited.

(Credit a Night Landing) - A Night landing will be credited. Note (Credit a Landing) will also need to be checked.

(Pilot Flying) - Designates who is flying.

(Include in Popup Lists) - When checked, the position category will appear in Popup lists.

(Add) - Add a new position category.

(Delete) - Delete a position category. You cannot delete the first seventeen pre-defined categories. Use the (include in popup lists) to hide these.

(Default) - Resets all position categories to their pre-defined states and erases all custom categories. USE WITH CAUTION.

WARNING: Deleting Categories will corrupt leg data that was using the category definition. If you delete a category, go back and re-assign those legs to a valid position category first.

Rigs/Guarantees

Preferences ▼ Rigs/Gaurantees	
Leg Guarantee?	Yes.....
Trip Guarantee ?	Yes.....
Duty Rig ?	No.....
rig is (ie 1:2 pr 4+00) ?	1:3.....
Trip Rig ?	No.....
rig is (ie 1:2 pr 4+00) ?	1.0.....
TAFB Rig ?	No.....
rig is (ie 1:2 pr 4+00) ?	1.0.....
<input type="button" value="Default"/>	

(Leg Guarantee) - Total Credit is calculated on a leg by leg basis.

(Trip Guarantee) - Total Credit is the higher of scheduled vs. actual.

(Duty Rig) - Duty rig is the fraction of duty time or the specified H+MM minimum. For 1 min of credit for every 2 minutes of duty, you would enter 1:2. Total credit is higher of actual, leg guarantee (if selected), trip guarantee (if selected), or Duty Rig.

(Trip Rig) - Trip rig is the fraction of scheduled credit or the specified H+MM minimum. For 1 min of credit for every 3 minutes of trip credit, you would enter 1:3. Total credit is higher of actual, leg guarantee (if selected), trip guarantee (if selected), or the Trip Rig.

(TAFB Rig) - Time Away From Base (TAFB) rig is the fraction of TAFB time or the specified H+MM minimum. For 1 min of credit for every 4 minutes of TAFB, you would enter 1:4. Total credit is higher of actual, leg guarantee (if selected), trip guarantee (if selected), or the TAFB Rig.

(Default) - Will reset Leg Guarantee to (No), Trip Guarantee to (Yes), Duty Rig to (No), Trip Rig to (No), and TAFB Rig to (No).

Time Calculations

Preferences ▼ Time Calculations

<= 3	=.0
<= 9	=.1
<= 15	=.2
<= 21	=.3 Time
minutes <= 27	=.4 Conversion
<= 33	=.5 Rules
<= 39	=.6
<= 45	=.7
<= 51	=.8
<= 57	=.9

(Time Calculations) - To adjust the 1/10th (Avtime) calculations, change the corresponding minute threshold. For example, if your company uses 2 minutes and less for .0, then change <= on the first line to 2, and tap (apply) to make the changes permanent.

WARNING: This will affect previous data.

(Apply) - Apply will save these changes to your preferences file. You must confirm, before the time conversion rules are changed. In order to re-calculate data using the new rules, tap (menu) (summary) (refresh data) for each month that needs to be updated.

(Default) - Will reset Leg Guarantee to (No), Trip Guarantee to (Yes), Duty Rig to (No), Trip Rig to (No), and TAFB Rig to (No).

Timezone Settings

Preferences ▼ Timezone Settings

Domicile's Time Zone ? ▼ UTC -7
 Adjust for Daylight Savings

Logbook Time Zone ? ▼ UTC -5
 Adjust for Daylight Savings

Import Schedules in ? ▼ Local
 Daylight Savings is in Effect

(Default)

(Domicile's Time Zone) - Enter the time zone for your domicile. Check (adjust for daylight savings) if this city participates in Daylight Savings. Tap (UTC) to select the correct offset.

(Logbook's Time Zone) - Enter the time zone that you want to store all Logbook information in. Check (adjust for daylight savings) if this city participates in Daylight Savings. Tap (UTC) to select the correct offset.

WARNING: DO NOT CHANGE THE TIME ZONE ONCE YOU HAVE STARTED ENTERING INFORMATION.

(Import Schedules in) - When using the Schedule Importer from our website, <http://schedule.logbookpro.com>, select (BASE) if the schedule times are in your (Domicile's Time Zone), or (ZULU), or (LOCAL) if each time is relative to the departure/destination airport. Most schedules are in LOCAL time.

(Daylight Savings is in Effect) - Check this box when you are in Daylight Savings Time. In the USA, this box should be checked between April and October.

(Default) - Will reset Domicile's Time Zone to (UTC), Logbook Time Zone to (UTC), Import Schedules to (Base), and Daylight Savings is in effect to (Unchecked).

Required Rest

Required Rest(RSV) ◀ ▶		
04/16/02		
1730	Duty Off	1400
2+10	Sched. Block	2+09
	Duty On	1020
At least 16+50 of rest available.		
24 Hrs.		
4+19 Flight Time		
Flight	<	8.0 - >
Time.....	8.0	9.0 9.0
Required Rest	9.0	10.0 11.0
Reduced Rest	8.0	8.0 9.0
Compensatory	10.0	11.0 12.0

The Required Rest screen uses the current Logbook page to search the database for any activity that has occurred within the last 24 hours.

The diagram at the top of the screen represents a 24 hour window ending at your scheduled (duty off) time. (Duty on) and (block) times under the Scheduled header are taken from the scheduled out and in fields on the current Logpage.

Under the Actual heading, we display the time you (duty off) and the amount of actual block time that was flown within the 24 hour window.

In the box, we display the calculated rest available. If no activity can be found in the preceding 24 hour period, the value will be calculated from the beginning of the 24 hour window. In some cases, you will have had more rest then displayed.

The program adds the actual flight time plus the scheduled flight time to determine which rest requirements will affect you.

You can use the (left/right) arrows to move from day to day. Or you can also use the page up/page down hard button to do the same.

Relevant Regulations

FAR 121.471(b) provides:

Except as provided in paragraph (c) of this section, no certificate holder conducting domestic operations may schedule a flight crew member and no flight crew member may accept an assignment, for flight time during the 24 consecutive hours preceding the scheduled completion of any flight segment without a scheduled rest period during that 24 hours of at least the following:

- 9 consecutive hours of rest for less than 8 hours of scheduled flight time.
- 10 consecutive hours of rest for 8 or more but less than 9 hours of scheduled flight time.
- 11 consecutive hours of rest for 9 or more hours of scheduled flight time.

FAR 121.471(c) provides:

A certificate holder may schedule a flight crew member for less than the rest required in paragraph (b) of this section or may reduce a scheduled rest under the following conditions:

A rest required under paragraph (b)(1) of this section may be scheduled for or reduced to a minimum of 8 hours if the flight crew member is given a rest period of at least 10 hours that must begin no later than 24 hours after the commencement of the reduced rest period.

A rest required under paragraph (b)(2) of this section may be scheduled for or reduced to a minimum of 8 hours if the flight crew member is given a rest period of at least 11 hours that must begin no later than 24 hours after the commencement of the reduced rest period.

A rest required under paragraph (b)(3) of this section may be scheduled for or reduced to a minimum of 9 hours if the flight

crew member is given a rest period of at least 12 hours that must begin no later than 24 hours after the commencement of the reduced rest period.

NOTE: THE REQUIRED REST PAGE SHOULD NOT BE USED FOR LEGALITY AND ONLY AS A GUIDE. YOU ARE RESPONSIBLE FOR DETERMINING YOUR ADEQUATE REST. THE FAR PASTED HERE IS ONLY A REFERENCE TO THE REQUIRED REST PAGE. REFER TO THE CURRENT FARs FOR SPECIFIC WORDINGS.

Summary

Flight Time - Cumulative totals for (Block), (Night), (Instrument), (Landings - Total), and (Night Landings).

Payroll - Total Credit, Pay, TAFB, and Per-diem. These values are based on (Payroll Categories), (Pay Rates), and (Rigs/Guarantees) preference screens.

The screenshot shows a 'Summary' screen for April 2002. It is divided into two sections: 'Flight Time' and 'Payroll'. The 'Flight Time' section lists: Total Block: 60+10, Total Night: 7.0, Total Instrument: 2.3, Total Landings: 22, and Total Night Landings: 3. The 'Payroll' section lists: Total Credit: 96+12 and Total Pay: \$4810.00. At the bottom, there are date fields for 'From: 04/01/02' and 'To: 04/30/02', and three buttons: 'Cancel', 'Refresh', and 'Last 90 Days'. A vertical double-headed arrow is on the right side of the data area.

Expenses - Cumulative totals for (Actual), (Std Rate), and (CONUS) expenses. Query your Logbook data for totals by month, last 90 days, or a specific range.

Performance - Ontime Departures (+5) and Ontime Arrivals (+20 minutes).

The screenshot shows a 'Summary' screen for April 2002. It is divided into two sections: 'Expenses' and 'Performance'. The 'Expenses' section lists: Total TAFB: 428+28, Total Per-diem: \$428.00, Actual: \$154.91, Std Rate: \$930.00, and CONUS: \$754.50. The 'Performance' section lists: Ontime Departures: %70 and Ontime Arrivals: %65. At the bottom, there are date fields for 'From: 04/01/02' and 'To: 04/30/02', and three buttons: 'Cancel', 'Refresh', and 'Last 90 Days'. A vertical double-headed arrow is on the right side of the data area.

(FROM) and (TO) - Tap on date triggers to set a specific range.

(CANCEL) - Return to Logpage.

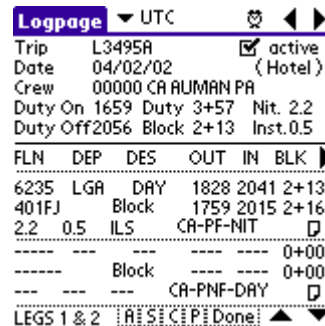
(Refresh) - Re-calculate all Logpages for the given month. Do this when you have made changes to Payroll or Position Categories.

(Last 90 Days) - Generates Summary for the last 90 days.

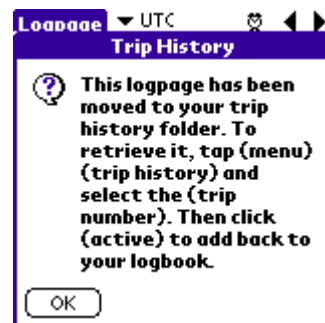
To print a summary report for each month, click (Web Services) and (Logbook Wizard) report tool.

Trip History

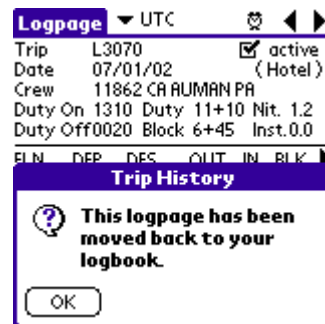
To make a Logpage inactive, uncheck the (active) check box in the upper right corner of the Logpage screen.



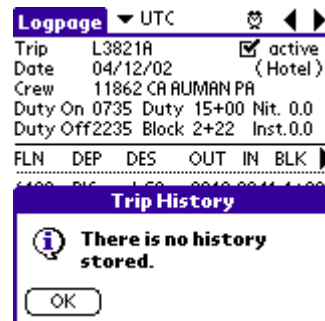
You will be asked to confirm.



To view this page, tap (menu)(trip history) and select the trip number to view. Tap (open) to load. If you would like to add the trip back to your Logbook, tap (active).



Trip History will display an alert "There is no history stored" when there are no inactive Logpages saved for this date.



Whitlow Rest

Whitlow Rest will use the current leg or the next leg to determine your legality to finish the leg within your (FAR Alert) Maximum duty day.

```
Whitlow(02/25/03)  ◀ ▶
Next Leg, Flight Number: 1621
.....
Est. Out Time :      1621 (E)
Scheduled Block Time  1+45
Calc. Block In :     1806
End of Duty (minutes):  15
Estimated Duty Off :   1821
.....
Current Leg Duties off before 0300
Leg is completed within duty limits.
```

A warning message will be printed at the bottom of the screen if the leg will end after your maximum duty day.

```
Whitlow(02/25/03)  ◀ ▶
Current Leg, Flight Number: 1621
.....
Act. Out Time :      2200 (A)
Scheduled Block Time  3+45
Calc. Block In :     0145
End of Duty (minutes):  15
Estimated Duty Off :   0200
.....
Current Leg Duties off after 0100
CHECK FAR MAX DUTY TIME
```

Quick Tips

TIP Logpage: To enter a remark for a particular leg, tap on the open note icon next to the (position-pilotflying-timeofday) drop down box. After you have entered notes for a leg, the icon on the Logpage will be darkened.

TIP Logpage: Active, when selected (checked), means the data on the Logpage will be used in ALL calculations (crew rest, required rest, and payroll) and when de-selected, the data is not used in any calculation and stored in your (trip history folder) for that day. To access, tap (menu)(trip history).

Logpage: The date for the Logpage is the date the trip started. For all legs flown during the same duty period, we suggest that you place them all under the date the trip started. This will ensure the crew rest and required rest fields are the same. The data field should really mean the start of the trip (it can be Zulu or local).

Preferences - General: When you tap on an airport or aircraft, the entire text field is saved. You can change the list presets at will and your original data will not be affected. To bypass the list feature, you can change the (Use Lists) to (No/NoLists). This will return the Logpage input to on-screen input with no list boxes.

TIP Logpage: Log a reposition as any other flight (i.e. LGA) and in the actual OUT:IN, do a :12 trip, then change the payroll category to Above Other (A/Other). This will not show in block or schedule block.

Logpage: To insert a leg, use (menu)(edit)(insert leg). For a dropped trip that you do not want counted toward 30/7, choose Canceled as the payroll option, do not enter an S: OUT or S: IN time because this will prevent it from showing up in the 30/7 calculation. Use the A: Out and A: In inputs instead for the leg credit. You can also use this on a re-assignment to bring you up to the original leg (trip) guarantee by entering the difference in time you need to bring up your daily credit. For the deadhead pay option, use both scheduled and actual blocks. The program, if you have the leg guarantee option checked (yes), will compute the higher. Neither of these times will be used for 30/7 calculations.

Even if you are a registered user with months of data stored in your logbook, beaming this program will not include your data or code. They will receive a clean copy to demo for 90 days and/or purchase at their leisure. So, do not worry about sharing the software (beam it to anyone), your data and code will stay with your Palm's logbook program.

TIP When you import a trip over a day that you have already flown, you will erase the actual times. Similarly, if you have downloaded an updated schedule, your scheduled times will now be your actual times. We advise people only to import schedules for trips in the future. If you want to reload data, then first tap on the active box for that day. The contents of the logbook page will now be moved to the trip history folder. If you do this for each day you are going to re-import and then re-load the schedule, your data will be saved in the trip history folder. The caveat is that the actual times will not be used for calculations.