Crewchief® SYSTEMS

Tutorial

Checking In an Aircraft after a Flight

Green Castle Aero Club

BEFORE YOU START THIS TUTORIAL

These steps assume you have **already checked out your aircraft reservation** using either the **CrewChief mobile app** or the **CrewChief website**, https://crewchiefga.com/

Step 1 — Open CrewChief & Log In

Open the **CrewChief GA mobile app** on your phone, or

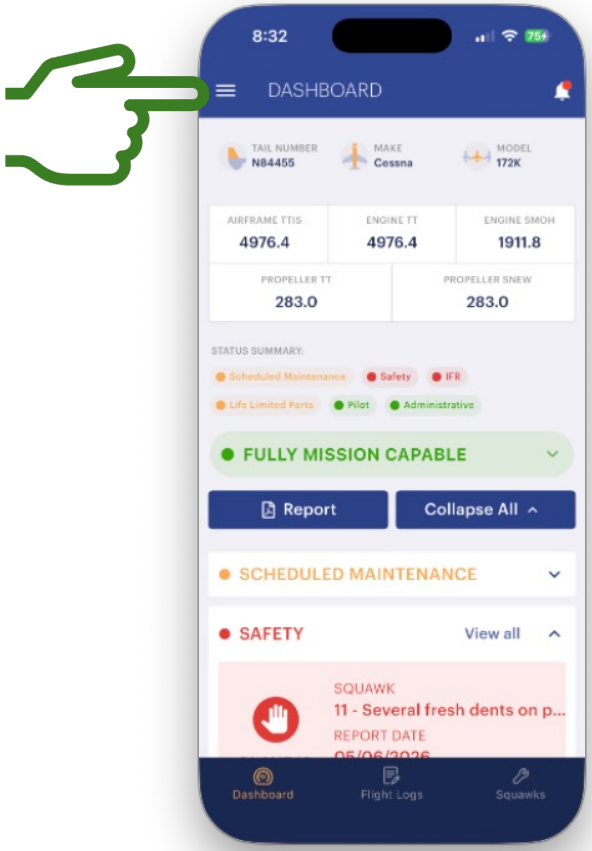
go to the **CrewChief GA website** https://crewchiefga.com/ in a web browser and log in.

Tip: Most of the time, your system may keep you logged in and you may not need to enter your password.

Step 2 — Open the Menu

Tap the **three horizontal lines (☰)** in the upper-left corner of the screen.

This is the main menu button. On most devices, it can be found in the top-left corner.



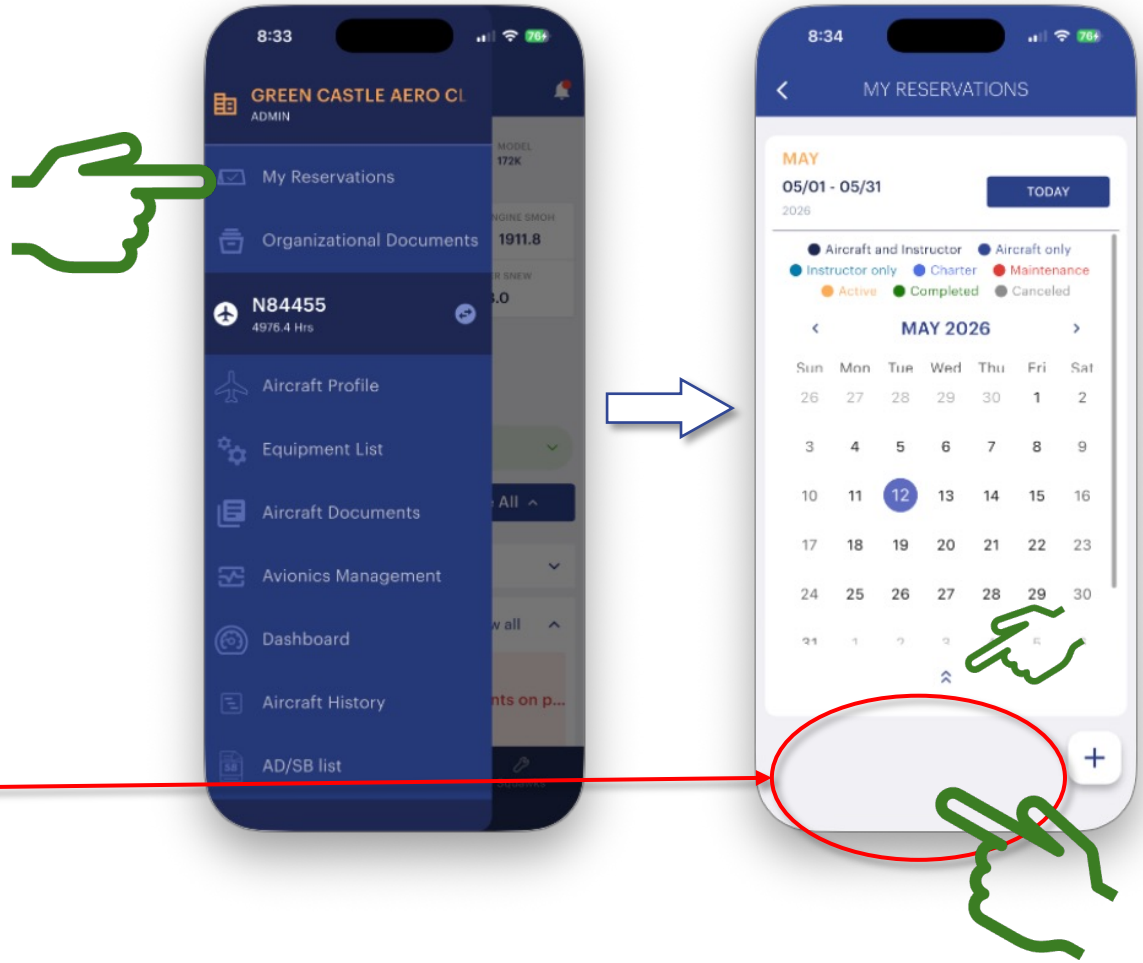
Step 3 — Go to “My Reservations”

In the main menu, **tap My Reservations**.

This shows all upcoming and current reservations assigned to you.

Tap the **arrows** ⌃⌃ to hide the calendar for a better view.
Then **tap** the **reservation** you plan to check out.

NOTE: This is the preferred method. However, if your reservations do not show up here, follow Step-3x on the next page.



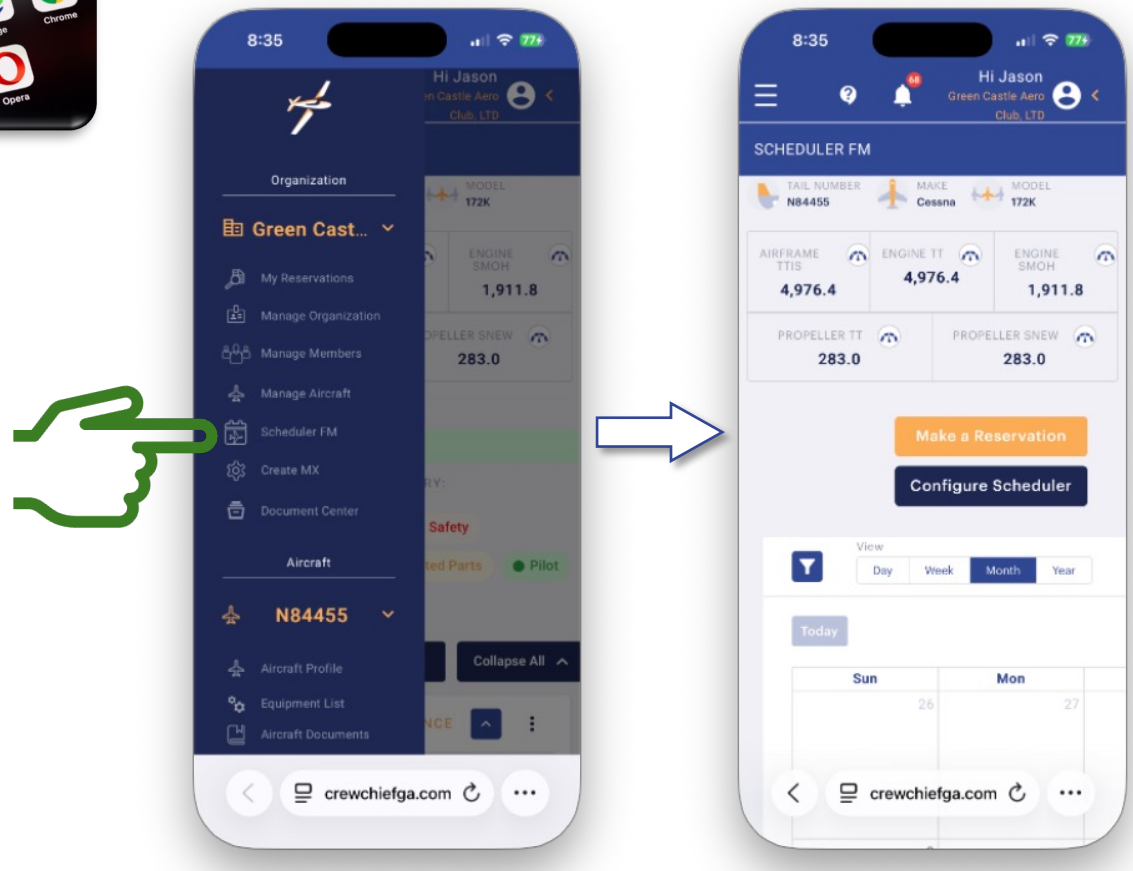
Step 3x — Go to “Scheduler FM”

IMPORTANT: ***Scheduler FM*** *is not available on the mobile app. Ensure you are using an internet* ***web browser*** *for this step.*

Login to crewchiefga.com

Scroll down in the menu and **tap** **Scheduler FM**.

This shows all reservations at the Club.



Step 4 — Select Your Reservation

Find the **“active”** **aircraft reservation** for the flight you just completed and **tap** on it.

*If a single **tap** doesn’t open list view, **tap** the “eye” on the upper right of the **Reservation Details** window, or **tap** the reservation a second time.*

Make sure you select the correct aircraft and time slot.

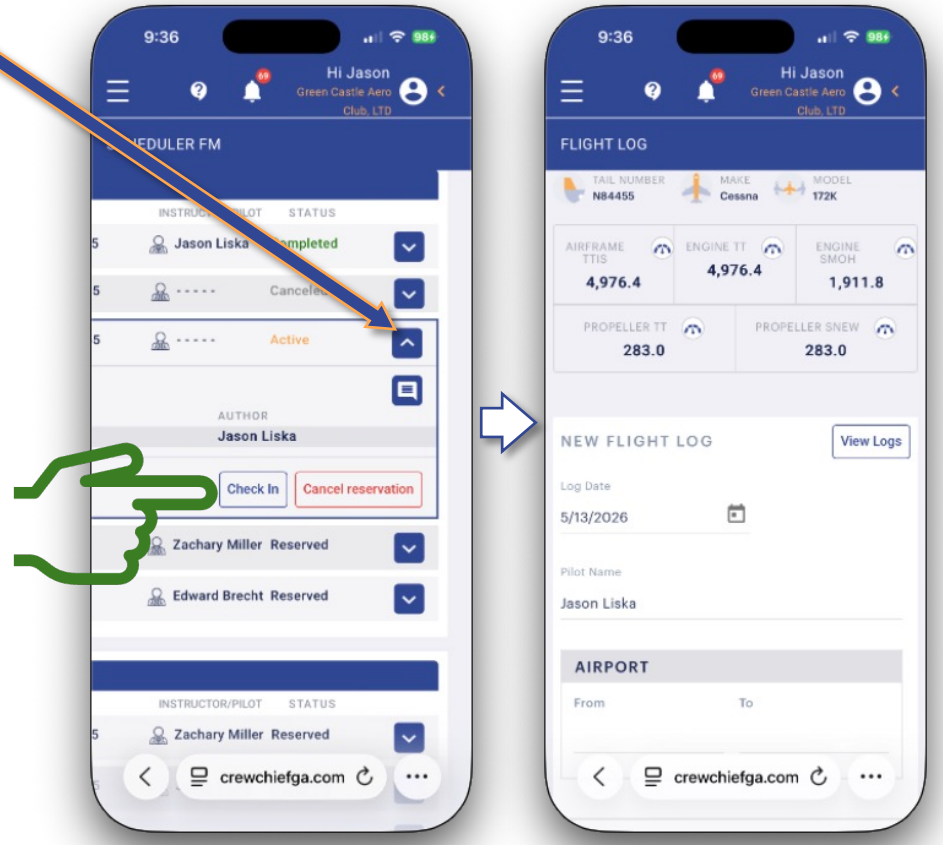
Step 5 — Check In the Aircraft

If necessary, locate the **drop-down arrow (▼)** on the right side of the screen and **tap** it.

Then **tap "Check In"**.

NOTE

***This step should generate a new Flight Log**, which you will complete in the following steps. If it does not, continue with the check in and complete a **new Flight Log manually** (see tutorial for help).*



Step 6 — Enter the Tach & Hobbs Times

Scroll down to find the **“Meters and Cycles”** section of the new Flight Log.

Enter the ending Tach time in **“Tach Time In”** and the ending Hobbs time in **“Hobbs Time In”**.

IMPORTANT
The meters only allow a single decimal place. Our tachometers show two decimal places. Round to the nearest tenth.

For example, if the ending Tach time is 7549.18, enter 7549.2 in the Flight Log.

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Step 7 — Complete the Check In

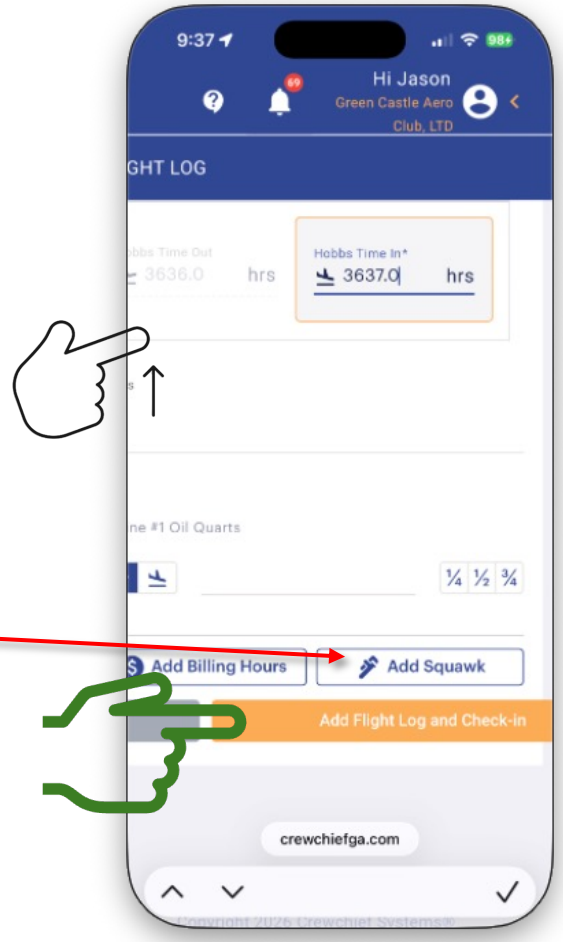
Scroll down to the bottom of the new Flight Log.

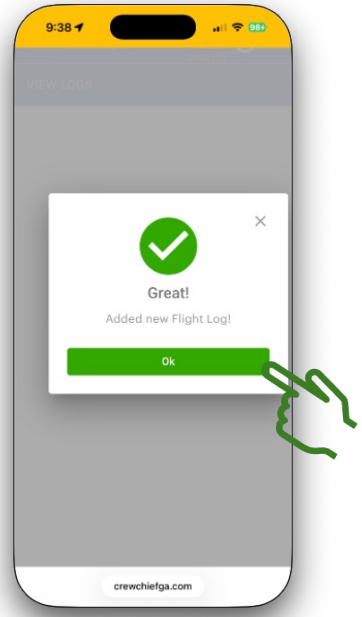
Tap on **"Add Flight Log and Check-in"** to complete the Flight Log.

Wait for the *"Success!"* window and **tap "Ok"**.

Squawks

If you have a squawk to report, you can do it here before submitting the Flight Log, or manually from the main menu at a later time.





NOT QUITE DONE YET

Before you leave, please **verify** the **Tach** and **Hobbs** times in your submitted **Flight Log**.

Step 8 — Open the Menu

Tap the **three horizontal lines (☰)** in the upper-left corner of the screen.

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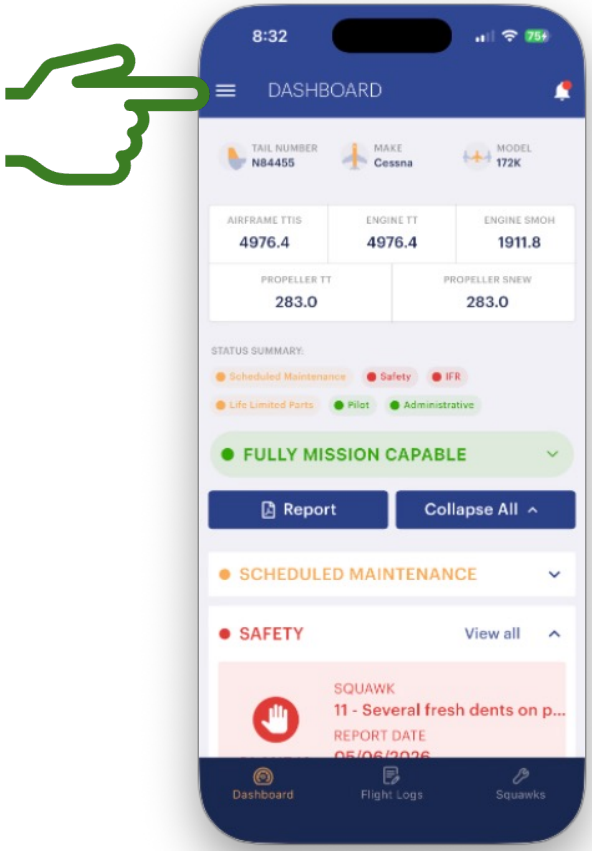
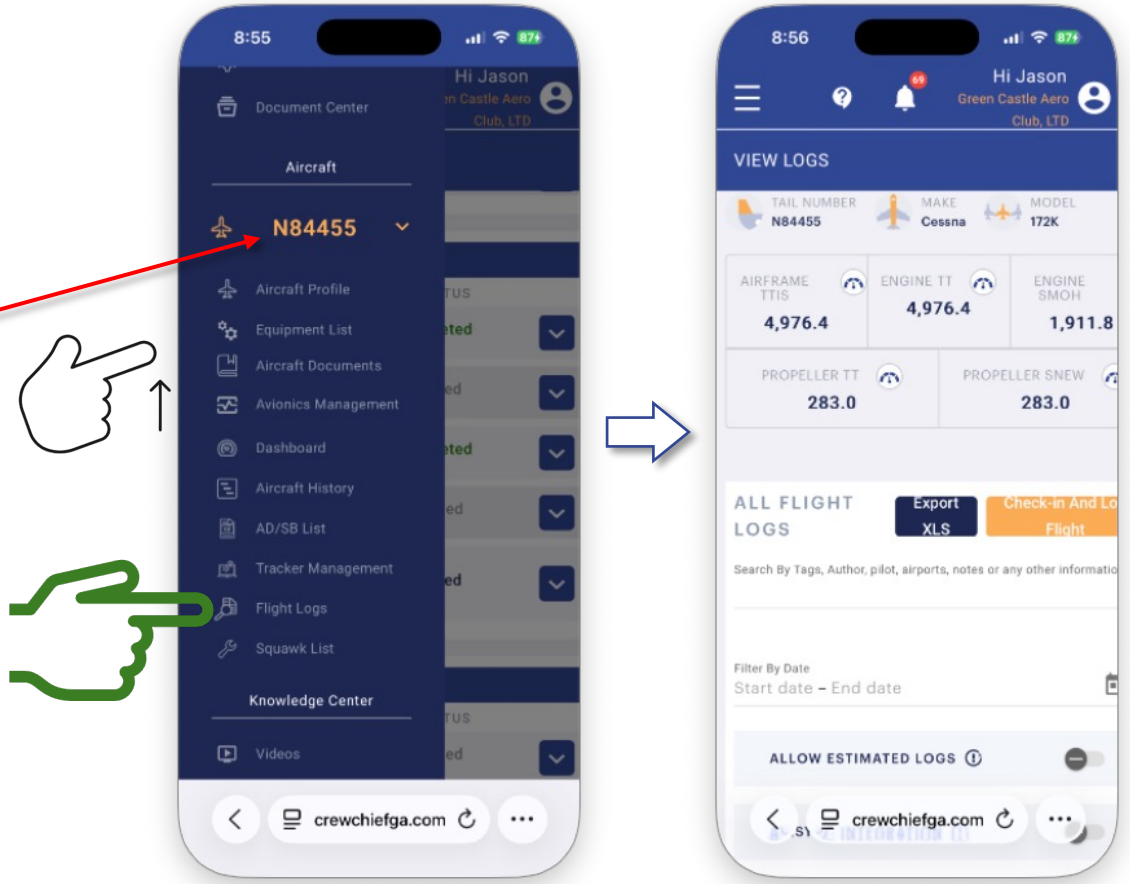


Step 9 — Go to “Flight Logs”

Scroll down in the menu and **tap** on **Flight Logs**.

This shows all Flight Logs for the selected aircraft.

IMPORTANT: Ensure you have the correct aircraft selected!

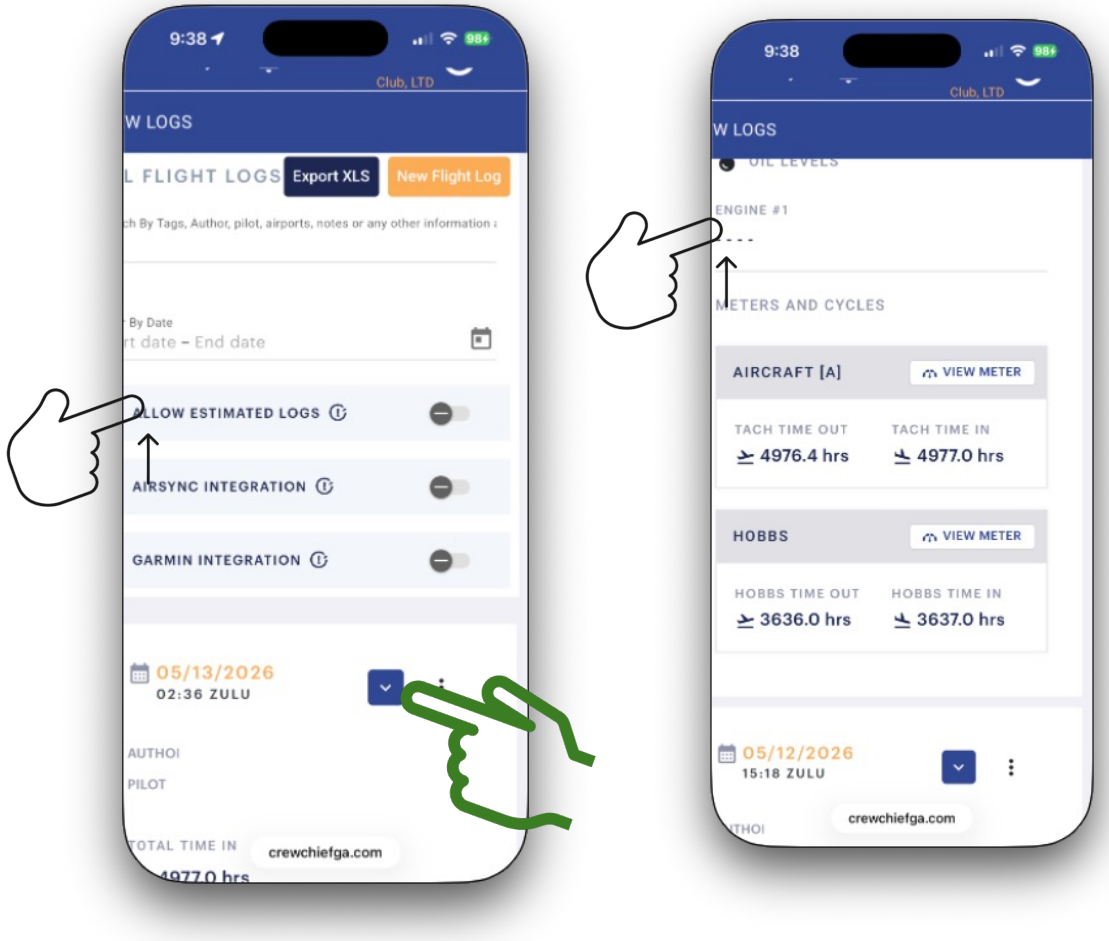


Step 10 — Open the Flight Log You Submitted

Scroll down to find the **most recent** Flight Log.

Tap the **drop-down arrow (▼)** on the right side of the screen to expand the Flight Log.

Scroll down to find the **“Meters and Cycles”** section.

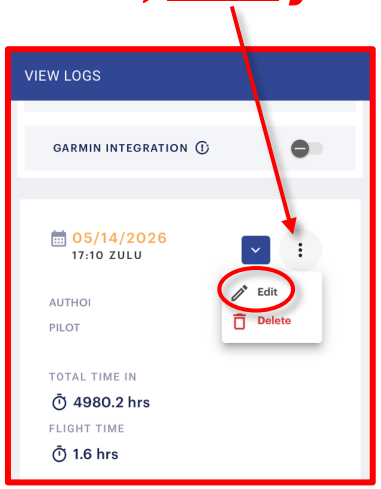


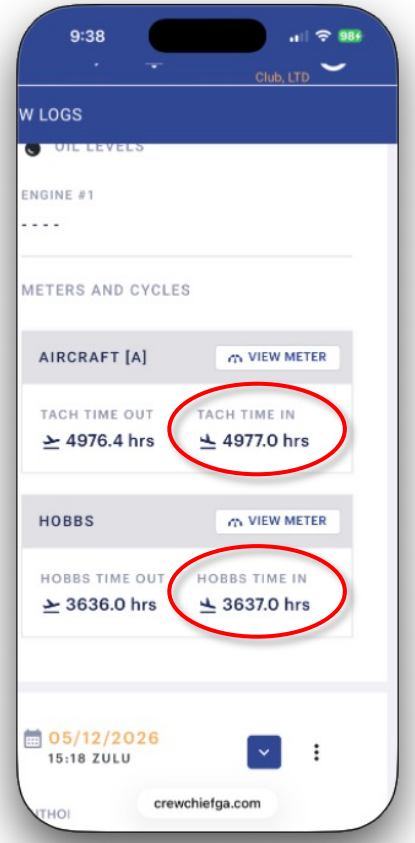
Step 11 — Verify the Tach & Hobbs In Times

Verify that the **Tach In** and **Hobbs In** times match what you intended to enter in the Flight Log.

IMPORTANT: *The Tach and Hobbs times in CrewChief should **match** what is shown on the aircraft gauges before you leave the airport.*

If they do not match, EDIT your Flight Log.





YOU FINISHED!

You've completed the necessary steps to **check in** your aircraft reservation and verify your submitted **Flight Log** Tach and Hobbs times prior to leaving the airport.

For additional support, please contact Jason Liska (253) 254-1960