

For those of you who have ever split flight time with another member, you will notice that there is no longer the ability to "Bill Additional User" when you enter your tach times. Here is the new procedure for handling tach times for flights where you have scheduled the aircraft in your name, but some of the time needs to be billed to another member.

1- BEFORE leaving the aircraft, anyone that will be billed for any flight time needs to make sure that they have the correct tach times written down for the flight time that they are to be billed.

2- For the member that made the schedule, you will do the exact same thing you do for any flight. Simply go to My Account>My Pre/Postflights and enter the tach times for your portion of the flight.

3- For the person who did NOT schedule the aircraft but needs to enter his portion of the flight, you will also go to My Account > My Pre/postflight. You will then click on the "Click here for Postflight w/no schedule". This will open a box where you will need to select the aircraft that you flew, make sure that the date that the flight was made is correct, and enter the time range of the original schedule of flight (8AM to 10AM for example). This is the same time frame that the person who actually scheduled the aircraft used and what showed on Schedule Master. This will currently create an overlap (superseded) schedule on Schedule Master's schedule page. This is ok. (Note: Schedule Master's IT is in the process of seeing if they can configure it so that a superseded schedule will not be displayed.)

Once you have entered the date and time, you should then hit SAVE, which will take you to the normal postflight page where you will enter your tach times and apply the charges to your account. You can verify that it was successful by going to My Account> My Statement to see if the time was billed to your account.