

## Features of Scheduled Maintenance

- ❑ Users and management have online access to scheduled maintenance information from various summary views and from aircraft-specific view, such as the preflight or aircraft status views.
- ❑ Management will be notified in advance of upcoming maintenance coming due based on parameters set up by the club.
- ❑ Users and management can be automatically notified of maintenance due or maintenance completed by aircraft.
- ❑ Aircraft can be automatically grounded when mandatory maintenance becomes overdue.
- ❑ Management can set up reminders for routine aircraft maintenance or for instructor tasks. Reminders can be set based on a date or meter time.

## Scheduled Maintenance Views

The Maintenance Status Board provides a convenient view of up to 12 scheduled maintenance items for all aircraft (or boats) and is available to both management and users.

### Maintenance Status Board

Color key: Overdue & mandatory Overdue, not mandatory

Aircraft	Last Maint Time	Sqk	Oil Change	Annual Inspection	100 hour inspection	Pitot Static	AD
204HH CGF C172P	1402.00 on 01/03/19	18	1420.00 18.00	10/31/19 260 days	1706.00 304.00		
23456 CGF C152	1214.00 on 01/03/19	3		05/12/16 -1007 days		10/31/18 -105 days	
99887 SKL C172N	1350.00 on 01/07/19	2	1340.00 -10.00	02/28/19 15 days			

The schedule and resource lists have an icon (see yellow triangle in schedule image below) that indicates the status of the aircraft. A red triangle indicates issues that most likely cause the aircraft to be down. A yellow triangle is for medium importance issues and a green triangle for minor issues. Clicking on the icon will bring up the aircraft status view (also pictured below), which has scheduled maintenance issues as well as squawks.

Resources	Wed 2/13					
	am	9am	10am	11am	12pm	1pr
▼ BURKE LAKEFRONT						
⚠ 99887 C172N \$50/hr					Haverlock, Heid	
▼ CUYAHOGA COUNTY						

### Aircraft Status for 99887

#### Squawks

2/13/2019 **Radio static**  
 02/13/19 Radio has intermittent static(Heidi Haverlock)

2/13/2019 **Tear in seat**  
 02/13/19 Pilot seat has a tear(Heidi Haverlock)

Last maint entry: 1350.00 on 1/7/2019 7:15:00 PM

Scheduled Maintenance	Date Due	Time Due
Oil Change		1340.0
Annual Inspection	02/28/19	

The Preflight view combines maintenance information with other information important to a scheduled flight. This screen can be accessed from a pilot's preflight queue (if using Online Billing) or by right-clicking the associated schedule. Clicking the checkbox and saving the entry will indicate that the schedule has been preflighted on the schedule, which can give an indication to other user's that the schedule will be flown.

**PREFLIGHT DISPATCH**

**99887 Heidi Haverlock**  
**2/13/19 11:30AM to 2/13/19 1:00PM**

- Delete Schedule -

I reviewed the aircraft and pilot status as of 2/13/19 11:08AM Save

*Table-driven preflight note*

**Last Flight Entry:** Jan 7 2019 7:15PM Hobbs: 1224.00 Tach: 1350.00

**WARNING:** 12 incomplete flight schedules

**Meter Worksheet:**

Hobbs Start:		End:	
Tach Start:		End:	
Dest. Airfields:		CFI:	

**Aircraft Status:** Review maintenance items.

Date	Squawks	Urgency
02/13/2019	Radio static	Medium
02/13/2019	Tear in seat	Low

Scheduled Maintenance	Date Due	Time Due
Oil Change		1340.0
Annual Inspection	02/28/2019	

**Pilot Status:** OK

Balance	\$345.62 owed
Insurance	Expires 11/15/2018
Medical	Your drivers license expired 01/02/00.

## Editing Scheduled Maintenance Tasks

Upcoming maintenance tasks are divided into 3 categories: (a) items that are due soon and have already had reminders sent, (b) items that are due in the future, and (c) items that are complete. These reminders can be filtered and sorted as desired. Notice that the most recent meter reading is listed for reminders based on meter time. Those users with special authority will have access to edit the reminders and add new ones.

### FILTER CRITERIA

ALL RESOURCES ALL AIRPLANE ALL INSTRUCTOR ALL MEL-RG	ALL ITEMS 100 Hour inspection 50 hour Annual Inspection	<input checked="" type="checkbox"/> Open Items <input checked="" type="checkbox"/> Completed From 4/2/2004 To 4/9/2004 <a href="#">Refresh</a> Sort by None and None
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### NOTIFIED ITEMS (These items are due soon. Notifications were sent.)

Resource	Item Name	Date Due	Meter Due (Last Entry)	Hours Til Due	Notif. Date	Work Scheduled For		
3358B	Annual Inspection	1/31/2004			12/5/2003	<input type="checkbox"/>	Complete	Delete

### FUTURE MAINTENANCE ITEMS

Resource	Item Name	Date Due	Meter Due (Last Entry)	Hours Til Due	Work Scheduled For			
1182C	Annual Inspection	4/30/2004				<input type="checkbox"/>	Edit Info	Complete Delete
1182C	100 Hour inspection		1203.80 (1201.00 on 03/05/04)	2.80		<input type="checkbox"/>	Edit Info	Complete Delete
2210C	100 Hour inspection		2300.10 (1301.00 on 03/04/04)	999.10		<input type="checkbox"/>	Edit Info	Complete Delete
3358B	100 Hour inspection		1050.00 (1000.00 on 10/01/03)	49.70		<input type="checkbox"/>	Edit Info	Complete Delete

Upon clicking the 'Complete button', authorized users can enter completion information and comments (see below). If a date or time is entered for the 'Next Due' field, a new reminder will be inserted.

**RESOURCE:** 1182C    **ITEM NAME:** 100 Hour inspection    **DUE:** 1203.80

<b>COMPLETION DETAILS</b> Complete Date: <input type="text" value="4/9/2004"/> Complete Meter: <input type="text"/> Next Due: <input type="text"/>	<b>MASTER ITEM DETAILS</b> Notify 7 days before or 10 hours before. <input type="text" value="Gather squawks."/>
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**COMPLETION COMMENTS**

## Master List of Maintenance Items

Special authority is also needed to edit the master list of reminder items. This list can be accessed by going to Admin -> System Admin -> Maint Items. If an item is set up as mandatory, the aircraft will automatically be suspended if that item becomes overdue for a given aircraft. (However, automated maintenance scheduling can be turned off.)

	Name	Notify Days Before	Notify Hours Before	Mandatory	Comments	
Edit Info	100 hour inspection	7	10	<input type="checkbox"/>		Delete
Edit Info	AD Compliance - Exhaust Cracks	30	20	<input checked="" type="checkbox"/>		Delete
Edit Info	Annual Inspection	30		<input checked="" type="checkbox"/>	Do with 100 hour inspection.	Delete
Edit Info	new item	1		<input type="checkbox"/>		Delete
Edit Info	Transponder Pitot-Static	30		<input checked="" type="checkbox"/>		Delete
				<input type="checkbox"/>		Add

## Scheduled Maintenance Notifications

You can request email notifications for various scheduled maintenance events by going to Resource -> Maintenance Notifications and then clicking on the Add link (next to recurring notification server events). You can set notifications for maintenance due and for completed maintenance. The maintenance due notifications will be sent out in advance based on the number days before or hours before (tach or hobbs hours) specified in the master item list.

Recurring Notification Server Events [\[Add\]](#)

Resource(s)	Event(s)	Method(s)	
5555,	MAINT_DUE	EMAIL1	<a href="#">Edit</a> <a href="#">Delete</a>

**Schedule Master**

**Set Event Notification**  
Hold ctrl key to select multiple resources or multiple events.

<p><b>Resource</b></p> <ul style="list-style-type: none"> <li>ALL RESOURCES</li> <li>ALL AIRPLANE</li> <li>ALL GPS</li> <li>ALL HEADSET</li> </ul>	<p><b>Event</b></p> <ul style="list-style-type: none"> <li>Maint. Due</li> <li>Maint. Complete</li> <li>Urgent Squawk</li> <li>New Squawk</li> <li>Completed Squawk</li> </ul>	<p>Check method(s) for notification:</p> <p><input type="checkbox"/> <b>Email 1</b> harohl@adelphia.net</p> <p><input type="checkbox"/> <b>Email 2</b> harohl@roadrunner.com</p> <p><input type="checkbox"/> <b>Fax</b></p>
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