

# Glider Flight Academy Management Tutorial – Cadet Flight Training Sorties Only

## Open Mission Number>

### Resource Sign-in/Sign-out>

Add Personnel > Sign in New Personnel > Assignment = Student, CAP IP, Tow Pilot or None  
Aircraft >  
Vehicles >  
**Click on X** to return to the mission screen.

## Click on - Edit/View Air Sorties >

### Add the First Sorties of the day for Gliders/CAP IPs

**Select - Add Glider Sortie>** (Will take you to the Standard Access Screen.)

**Input** – Type of Sortie > Date > Departure. Airport > ETD (7:00 AM) > Destination Airport > ETA (7:01 AM) > Tail Number > should auto fill glider information >

**Add Sortie** (If you get conflict notices, ignore) >

**Input** – Instructor in Seat 2 and Crew Position 2 ( You can add cadets now or later on the Standard or FAM screen.) >

**Update** >

**Click on Copy Sortie** >

**Input the additional number of sorties** you want to create (2 = 3 sorties/0 days), check Keep Briefing Data and Keep Tail Number>

**Click on** – Copy Sortie >

**Verify** - Sorties Copied and **Confirm** >

**Click on ORM (PIC)** - complete the survey >

**Click on** the Previous Tab to return to the sortie page >

FRO **Click on** Release Sortie >

### On the Release Page (FRO)

**Click on** Copy ORM to each sortie below. > Are you sure? **Click on** Copy > (If successful a green confirmation text box will appear at upper right.) >

**FRO - Click on** Click here to complete FRO Checklist – Complete the Checklist >

**Click on** Copy FRO Checklist to each sortie below > Are you sure? **Click on** Copy (If successful a green confirmation text box will appear at upper right.)

**Click on** boxes next to each sortie you want to **Release**.

**Complete approval and confirmation.** (If successful a green confirmation text box will appear at upper right.)

Students can be added to the sortie during the initial process or can be added prior to the sortie launch with the **Edit** process or during the Closeout process. A Release can also be initiated from the Release process at the FAM Sortie List.

## Closeout

### From the FAM Sorties List

**Click on Edit** for the selected Sortie >

**Input** – Student, if not previously entered > Release Altitude > Take off (ATD) > Landing (ATA) >

**Update** >

**Click on** – Details/Access Standard Sortie Sreen >

Click on – Closeout Info > Confirm merged data >

Input – Type of Launch and any other required information.

Click on - Air Sorties List, verify sortie is Complete

# FAM Tutorial – Powered A/C, Glider Tows and All A/C Relocations

## Open Mission Number>

### Resource Sign-in/Sign-out (If not already done.) >

Add Personnel > Sign in New Personnel > Assignment = Student, CAP IP, Tow Pilot or None

Aircraft >

Vehicles >

**Click on X** to return to the mission screen.

## Click on - Edit/View Air Sorties >

### Add the First Sorties of the day for Aircraft/CAP IPs

**Select - Add Powered Sortie>** (Will take you to the Standard Access Screen.)

**Input** – Type of Sortie > Date > Departure. Airport > (Times if known or as described) ETD (7:00 AM) > Destination Airport > ETA (7:01 AM) > Tail Number > should auto fill aircraft information >

**Add Sortie (If you get conflict notices, ignore) >**

**Input** – (You can add students, if applicable) Student in Seat and Crew Position 1, Instructor in Seat and Crew Position 2 now or later on the Standard screen or post flight, Tow Pilots Seat and Crew Position 1 >

**Update >**

**Click on Copy Sortie >**

**Input the additional number of sorties** you want to create (2 = 3 sorties/0 days), check Keep Briefing Data, Keep Tail Number and Occupants >

**Click on** – Copy Sortie >

**Verify** - Sorties Copied and **Confirm >**

**Click on ORM (PIC)** - complete the survey >

**Click on** the Previous Tab to return to the sortie page >

**FRO Click on** Release Sortie >

### On the Release Page (FRO)

**Click on** Copy ORM to each sortie below. > Are you sure? **Click on** Copy > (If successful a green confirmation text box will appear at upper right.) >

**FRO - Click on** Click here to complete FRO Checklist – Complete the Checklist >

**Click on** Copy FRO Checklist to each sortie below > Are you sure? **Click on** Copy (If successful a green confirmation text box will appear at upper right.)

**Click on** boxes next to each sortie you want to **Release**.

**Complete approval and confirmation.** (If successful a green confirmation text box will appear at upper right.)

Students can be added to the sortie during the initial process or can be added prior to the sortie launch with the **Edit** process or during the Closeout process. A Release can also be initiated from the Release process at the FAM Sortie List.

## Closeout

### From the FAM Sorties List

**Click on Edit** for the selected Sortie >

**Input** – Student, if not previously entered (or can be added the Standard screen > Hobbs and Tach times > number of Landing (ATA) > Fuel cost > Reimbursement and payer information.

**Update >**

**Click on** – Details/Access Standard Sortie Screen >

**Click on** – Closeout Info > Confirm merged data > add any missing date (ATD/ATA times can optional)

**Click on** - Air Sorties List, verify sortie is Complete. Ignore any aircraft conflict information.