FlightApp! Quick Start Guide

Step 1: User Account Setup

1. Go to https://managers.flightapp.io and create your FlightApp! **Management** account.
   a. Make note of your Company ID, top right corner once logged in.
2. Share the Company ID with client aircraft Clients, Pilots, and Passengers **(CPPs)**.
3. Instruct CPPs to download **FlightApp!** from the Apple App Store
4. CPPs need to set up their free accounts in the mobile app and connect to the Management Company using the Company ID. CPP accounts cannot be created in the Manager app. They must be created in the mobile app. Mobile apps do not work unless they are connected to a Manager account.
5. Management Company must approve CPP account requests via the Manger app.
6. To add additional Managers, go to https://managers.flightapp.io and select "Join Company." (need Company ID)

Step 2: Management Company Setup

1. Add an Aircraft in the Aircraft tab
2. Assign at least one Client to each aircraft.
3. Assign at least one Pilot to each aircraft.
4. Optional - Set up Accounting for each aircraft.
   1. Customize expense payment accounts for each aircraft to simplify trip expense reconciliation.
   2. Set up payment methods for each Client and Pilot in the Accounting tab under Setup.
   3. Set up Payments. This allows the Management Company to pay Pilots and receive payments from Clients for trip expenses with a single click.
5. **Note:** At least one aircraft, one Client, and one assigned Pilot are required to create trips.

Step 3: Creating Trips with Trip Builder

1. Trips can be built in:
   o The Management Company web app
   o The Client mobile app
   o The Pilot mobile app

Step 4: Managing Trips

1. The Manager moves the trip's status through the following stages:
   o Draft → Upcoming → Active → Completed → Archived
   o This status update applies to all CPP trip participants.
2. **Messaging:**

o   Each trip has a dedicated messaging channel. All CPP trip participants can read and write messages.

3. **Trip Notes:**
   - o   Typically used by Clients for special trip requests. All CPP participants can view and contribute to the Trip Notes.

4. **Recording Aircraft Data:**
   - o   Pilots can log aircraft metering data.
   - o   Add maintenance squawks with images.
   - o   Complete post-flight checklists.

5. **Recording Trip Expenses:**
   - o   Pilots can log and document trip expenses in their app.
   - o   Managers can view, edit, and add expenses through their app.

6. **Processing Trip Expenses:**
   1. Pilots submit all trip expenses by pressing "Expenses Completed."
   2. Managers can modify any submitted expenses.
   3. Managers can add additional expenses to a trip.
   4. Once all expenses are documented, Managers submit the charges for the Client's approval.
   5. Upon Client approval, their payment to the Management Company is processed instantly (if payments are set up).
   6. Managers can process expense reimbursements to Pilots instantly (if payments are set up).

Notes:

- Management company uses the web app & CPPs use the mobile app
- Automated payment processing requires that Clients, Managers, and Pilots have their payment profiles set up. See "Settings" tab in apps.
- Any expense can be flagged by Pilots, Clients, or Managers, which enables a comment modal for discussion.
- There are two types of passengers:
  - o   **App Passengers** – Passengers with a FlightApp! mobile account.
  - o   **Guest Passengers** – Passengers not using FlightApp!, indicated by the green "G"
  - o   Guest Passengers cannot be converted to App Passengers. A new mobile account must be created if they wish to become App Passengers.
- Clients cannot directly assign Pilots to a trip, but they can request specific Pilots through Trip Notes.
- The status of a maintenance squawk is set by the Manager