



Dispatch and Check In

Before you fly:

1. Log into FlightCircle.com, click your Reservation, and then choose **Dispatch**. This will show summary information you should review before you fly, including but not limited to, maintenance status and open squawks. When the reservation has been successfully dispatched, the reservation will change color so others know the aircraft is away.

Item	Value
Hobbs Out	4319.20
Tach Out	3968.10
Maintenance	1

Category	Status
Balance	\$0.00
Aircraft check-out	Pass
Expiration date(s)	Pass

NOTE: If your pilot profile is missing information you may see red “fail flags”, as shown below. If you have fail flags, please contact your flight instructor or the flight school for dispatch assistance.

Amanda can be reached at (540) 841-9975 and Jennifer can be reached at (785) 917-9707

Restriction	Status
Medical Expiration: None	Fail
Last FAA Flight Review: None	Fail
Aircraft Checkout: No valid checkout provided.	Fail

2. Do NOT forget to verify the HOBBS and TACH time PRIOR to flight. If there is a discrepancy between *FlightCircle* and the actual aircraft times, please contact your flight instructor or Amanda at (540) 841-9975 before flying. This can be corrected by a member of the Heritage Air team, but only if we are made aware of the correct times prior to flight.

After you fly:

1. Click your Reservation again and choose **Check In**. Then enter your new **HOBBS** and **TACH** values and choose **Next**.

The screenshot shows a flight schedule grid on the left with a context menu open over a flight. The menu options are: Check In, Un-Dispatch, Print Dispatch Only, Add File / Photo, Edit, Go to Aircraft, Copy, and Cancel. The 'Check In Process' window on the right displays the following information:

- Student: Amanda Proctor
- Aircraft: Piper Cherokee "Ugly Duckling"
- Return date: Jul 14 2023, 3:30pm
- Hobbs out / in: 4319.2, 0.00
- Tach out / in: 3968.1, 0.00
- Aircraft rate: Standard (\$175.00)

Buttons for 'Split' and 'Next' are located at the bottom of the window.

2. If you added oil, note the number of quarts. If not, enter **0**. Then choose **Next**.
3. Select payment type from the drop down list, then select **Pay Later/ On Account**. Heritage Air will invoice you through PayPal until we transition to FlightCircle payments using credit cards on file. If you are paying by check, leave your check in the office lockbox. If you forget to leave a check, you will need to contact the staff for further instructions.

The screenshot shows the 'Check In Process' window with the following details:

- Student: Maintenance
- Aircraft: Piper Cherokee "Ugly Duckling"
- Current Balance: \$0.00
- Hobbs: +0.3, Tach: +0.1, TTAF: +0.1
- Aircraft Rental table:

Aircraft Rental	Hours	Total
#N8345R Piper Cherokee "Ugly Duckling"	0.3	\$52.50
Grand total		\$52.50
- Discount Code: (empty)
- Payment method: Pay Later / On Account
- Description: (empty)
- Email receipt?

Buttons for 'Back' and 'Finish' are located at the bottom.

4. Choose **Finish** to finalize and show your **Receipt**.
5. Make sure you **return the airplane keys**.

