



WEB SCHEDULING INSTRUCTIONS

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These are instructions for using our internet-based web scheduling. If you do not feel comfortable on the Internet or do not have internet access, you may continue to schedule events by the telephone.

- **LOGGING ON**

Log onto the internet and go to www.schedulebook.com/logon.cfm. This takes you to the login page of schedulebook. You can also access the schedule from our web page at www.aerotechservices.com. You need to provide a user ID and password. Your ID will be the first three letters of your last name and the first three letters of your first name. Example: Joe Smith's ID is smijoe (all lowercase). Your password will originally be the same as you ID. It is recommended that you change your password on your first logon (See CHANGING SETTINGS below). If you cannot log on, or you have additional questions contact our office at anytime.

User ID: _____ Password: _____

- **CHANGING SETTINGS**

Click on the *Settings* button at the top left corner of the screen. Schedulebook has various features that use your e-mail address, so providing it in the appropriate box will be helpful. For security reasons, your password appears blank. Type in your new password twice; once in the *Password* box, and again in the *Confirm Password* box. **DO NOT FORGET YOUR PASSWORD!** You can also change your user ID if you prefer. The rest of the settings are optional and do not effect other users. Make sure that the start and end time are set early and late enough for your scheduling needs. These will be the earliest and latest time respectively that you will be able to schedule a resource. For more information click *Help*. When you are finished, click *OK*.

- **SELECTING A DATE**

When initially logging into the schedulebook, the screen starts by displaying the day view of the current date. You can view the entire month by clicking on the *Month View* button at the top right corner of the screen. You can pick a single date from the month calendar. You can flip through the views one day at a time by clicking on the arrows next to the *Pick Date* button on the top right corner of the screen. You can also pick a date by clicking on the *Pick Date* button.

- **SCHEDULING AN EVENT**

To schedule an event (either an instructor, airplane, or both) you must first select the date on which you wish to schedule the event. Next click on the *New Event* button near the top right corner of the screen. You will notice two *Resource* boxes: one labeled "*Resource*," and the other labeled "*Second Resource*." Use the second resource only when scheduling both an airplane and an instructor. Select the airplane (or the instructor if you are only doing ground) from the *Resource* list. Select the instructor from the *Second Resource* list. The date in the *Event Start* box will be the day that you selected previously. Choose the event start time from the *Time* list. **You must also select an ending date and time from the *Event End* box.** Make sure that the beginning and tending dates and times are correct. The *Notes* box is optional. Notes will be viewable by any users by clicking on the button labeled with an "N" that accompanies an event. If you are flying with an instructor whom you do not normally fly with, it would be helpful if you placed in the notes a brief description of what you would like from the lesson. Include your phone number as well, unless you know that the instructor has your number already. When you finished click on *OK*. If you do not wish to schedule after all, click on *Cancel*. **If you schedule a lesson less than one day in advance, please notify the instructor directly, as we normally check the schedule in the late afternoon/evening for the following day.**

- **CHANGING AND DELETING EVENTS**

After an event is scheduled, it will appear on the calendar for that day. Each of the events that you schedule will appear with two buttons labeled "E" and "D." Clicking on the "E" button takes you to the same screen that you used to schedule the event. You can make any necessary changes and click *OK*. If you click on the "D" button, the computer will ask you if you are sure you want to delete the event. Click *OK* or *Cancel*.

- **EVENT AND RESOURCE NOTES**

Notes can be attached to each resource and event. When a note is associated with an event or resource, a button with an "N" will appear next to the name. The "N" will be red if you have not read the note or if it has changed. When you read the note the "N" changes to green. It would be good to read the resource notes when they are red, since they may contain information on the status of the resource.